WINWICK PARISH COUNCIL

Best Kept Village
in Cheshire – 2000

C/o Winwick Leisure Centre
Myddleton Lane
Winwick
Warrington
WA2 8LQ

Clerk to the Council:
Julian Joinson
Tel: 07818 066549
Email: jjoinson.winwickclerk@outlook.com
Web site: www.winwickparishcouncil.org.uk/

3 July 2024

To Members of Management Committee
Councillors Griffiths, Herron, Lavender, Mann, Murray and Steen

Dear Councillor

A meeting of the Management Committee will take place on **Tuesday 9 July 2024, at 7.30pm** at Winwick Leisure Centre.

Yours sincerely

Julian Joinson
Clerk to the Parish Council

AGENDA

1. Apologies for absence

2. Code of Conduct - Declarations of Interest

Members are reminded of their responsibility to declare any disclosable pecuniary or non pecuniary interest which they have in any item of business on the agenda no later than when the item is reached.

The Clerk is available prior to the meeting to provide advice and/or to receive details of the interest and the item to which it relates.

Declarations are a personal matter for each Member to decide. Whilst the Clerk will advise on the Code and its interpretation, the decision to declare, or not, is the responsibility of the Member based on the particular circumstances.

3. Minutes

To receive the minutes of the meeting of the Committee held on 11 June 2024.

4. Action List

A schedule is provided of actions arising from previous meetings.

5. List of Potential Events/Activities at the Centre

Members to report back on any ideas or suggestions for events and activities to increase footfall at the Community Centre.

6. Winwick Community Centre – Update Reports

To consider the latest update from the Operations and Finance Officer and/or Centre Manager *(attached)*.

(Excluding any sensitive commercial information or individual staffing matters, which will be dealt with under Part 2).

7. Chairman to move Part 2

Part 2
In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the Council may, by resolution, exclude the public (and press) from the following part of the meeting on the basis that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution (including the need to receive or consider recommendations or advice from sources other than members, committees or sub-committees) and arising from the nature of that business or of the proceedings.

CONFIDENTIAL MATTERS

8. Winwick Community Centre – Update Report

To consider any confidential updates from the Operations and Finance Officer and/or Centre Manager, which may include, but are not limited to, the following matters:

a) Debtors

9. Employee Matters

To consider any reports of the relevant Officer.

Winwick Parish - Management Committee
11 June 2024

Present: Councillors A Griffiths, J Herron, E Lavender, S Mann and M Steen

WPMC 1 Appointment of Chair

Nominations were sought for the Chair for 2024/25. The nomination of Councillor Andy Griffiths was moved and seconded. No alternative nomination was received.

Decision That Councillor Andy Griffiths be appointed as Chair of the Committee for the Municipal Year 2024/25.

WPMC 2 Appointment of Vice-Chair

Nominations were sought for the position of Vice-Chair for 2024/25. The nomination of Councillor James Herron was moved and seconded. No alternative nomination was received.

Decision That Councillor James Herron be appointed as Vice-Chair of the Committee for the Municipal Year 2024/25.

WPMC 3 Apologies

Apologies were submitted on behalf of Councillor Teresa Murray.

WPMC 4 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 5 Minutes

Decision – That the Minutes of the meeting held on 12 March 2024 be agreed as a correct record.

WPMC 6 Action List

There were no outstanding actions arising from formal decisions recorded in the minutes of previous meetings.

WPMC 7 Community and Leisure Centre Update Report

(1) Finance Report

Clare Hinkins, Operations and Finance Officer, had previously circulated directly to Members a report for information, which showed the financial position at the Leisure Centre for March 2024 (year-end 2023/24). A report

covering April 2024 was presented at the Annual Council meeting as there was no Management Committee meeting in May 2024. The Committee were now provided with a report which showed the financial position at the Leisure Centre for May 2024.

The May report comprised the standard format, which included a monthly profile of anticipated finances based upon the income figures experienced in previous years and the details of actual income received. A number of the targets for 2024/25 had been increased from the 2023/24 levels.

Income Information

Key Performance Indicators (Bar Sales)

The annual budget for bar sales for 2024/25 was £146,000 (up from £135,800 in 2023/24). This had been broken down over the 12 months period. The relevant percentage and target income for each month was outlined in a table. 2024/25 actual income (also shown) would be assessed against the table provided below.

	Apr	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
Percentage of Total (%)	8.52	8.92	8.50	11.27	7.64	9.87	8.85	8.12	8.18	6.75	6.88	6.50
Budget (£1,000s)	12.44	13.02	12.40	16.46	11.16	14.41	12.92	11.85	11.95	9.85	10.04	9.48
Actual (£1,000s)	10.21	9.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Bar Takings Monthly

A graph was provided which showed monthly budgeted and actual bar takings as at May 2024, using the profile outlined above. May bar sales had come in at £3.4k below target. The loss of the second Majorettes day had impacted on this month's earning potential (estimated at £1.5k income loss) and the adverse weather conditions had meant that some nights had underperformed.

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at May 2024, using the profile outlined above.

Mrs Hinkins acknowledged that bar sales had been disappointing at the start of the financial year. The loss of key field events due to poor weather had impacted on use of the patio and related bar sales. The position for June should be better, with other scheduled events due to take place.

The Chair asked about sales on the recent quiz night. Mrs Hinkins replied that takings had been around £500, compared to an average Thursday of around £200, but £300 down on the previous quiz. Councillor Mann queried why the bar had closed at 9.30pm while there were customers still present. Mrs Hinkins and Mr Wharton confirmed that bar staff were aware that the bar

could remain open later if sufficient customers remained and that they would be paid for the additional hours worked. If councillors were present in the Centre but uncertain as to what instructions they could give to staff, they should text Mr Wharton. Councillors were keen to allow the opening hours to flex according to demand. Members noted that Sunday hours were now longer. This coming Sunday's opening hours would need to accommodate the England football match for the Euros from 8pm.

The Chair enquired if the annual sales target of £146k was too high. Mrs Hinkins indicated that the targets were intended to be ambitious. It might not be possible to hit all targets, but staff should strive to do so. The targets were adjusted annually based on 5 years' data, but the current data was over only 3 years due to COVID closures. Monthly targets did fluctuate depending on the dates of large events and birthday functions, etc. Room hire was also subject to fluctuation. The rolling figures were generally more useful in gauging the trajectory of the Centre's performance. July performance was often boosted by the Carnival.

The Chair asked why the September bar target was high. Mrs Hinkins responded that this was due to activities returning after the summer holiday period. Councillor Mann asked if the table could be amended to show cost of sales, as well as income and the cumulative loss in the following month. The Chair responded that the second graph showed the cumulative position. Mrs Hinkins replied that the cost of sales was provided in the monthly report to the full Council. This was, in part, due to the fact that PAYE and credit card figures were not available in time for the Management Committee report at the start of the month.

The Chair enquired if the £146k target could be met naturally, or if more needed to be done to attract new customers. Suggestions included televised Olympics. In general, other sports would take precedence, but TV feeds could be split between different rooms. Use could be made of the projector and WiFi for BBC i-Player programmes.

The Centre needed to make money across the bar, room lettings and field income streams to break even. The costs associated with energy and staffing could not easily be disaggregated between bar and room lettings usage. Councillor Mann considered that management would have no control over the weather, but needed to identify those areas over which it could exert influence. Councilor Lavender referred to the need to improve advertising of the Centre. Additional income could then be derived from the following:

- Additional private functions; and
- Additional Leisure Centre led public events (barbeque, curry night, quiz nights, etc).

By way of example, loss of the majorettes would require 3 x £500 events to recuperate lost funds.

Mrs Hinkins advised caution around organised events, as the cost of staging

certain events might outweigh the income received. Mr Wharton added that a previous Centre Manager had adopted an approach of booking numerous live acts, but these had been at a cost which had not be covered by the bar profits. Councillor Mann noted the advice and concluded that councillors would need to understand what the costs of putting on certain events would be. Mrs Hinkins confirmed that a template was already available to estimate costs against projected income. Information on the costs of a one person or two bar staff event would be useful.

Suggestions for additional events included the following:

Low Cost

- Open-mic night
- Quiz night
- Bingo
- Gameshows
- Live acts (eg. solo guitarists or bands that use the Centre for practice)

Higher Cost

- Casino night
- Race night
- Barbeque
- Curry night

Mrs Hinkins noted that there might be licensing implication for some of the activities suggested.

The Chair indicated that Members would need to decide which nights required a boost, with a view to commencing a focused programme of events from August onwards. Mrs Hinkins considered that it would be useful to focus on Fridays after the exercise class. Members noted that other local hospitality venues might be out of favour with customers. The Clerk commented that successful quiz nights tended to be regular weekly events, often held mid-week, with a small admission fee which covered prize money for the main quiz and game of chance, like 'Play Your Cards Right'.

Councillor Mann considered that more use needed to be made of the main bar area, particularly on Friday evenings. Members queried whether it might be possible to bring in the Clubercise group in at an earlier time to free up the main room sooner. Difficult decisions might need to be taken about which was the most profitable use for the main room. However, it was hoped to be able to discuss and agree any changes with existing hirers, so as not to lose them. Other rooms at the Centre might be suitable for their use as an alternative.

Key Performance Indicators (Room Lettings)

As with the bar sales, the room lettings had been analysed and the expected

fees for 2024/25 were £60,000 (as in 2023/24), including buffet sales. These had been split across the relevant months by percentage. 2024/25 actual income (also shown) would be assessed against the table provided below:-

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	7.54	10.50	10.32	8.49	5.28	6.92	8.46	9.98	6.92	7.97	9.46	8.15
Budget (£1,000s)	4.53	6.30	6.19	5.09	3.17	4.15	5.08	5.99	4.15	4.78	5.68	4.89
Actual (£1,000s)	4.46	5.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Room Lettings Monthly

A graph was provided which showed monthly budgeted and actual room lettings income as at May 2024, using the profile outlined above.

The table showed that room hires for May were £1.2k below target, although it was £100 over a straight monthly split.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at May 2024, using the profile outlined above.

Councillor Lavender reported that a local resident had closed the exterior door at the Centre on a Friday recently, due to noise breakout. Mrs Hinkins confirmed that staff had been instructed to check that doors were closed when music was being played. Mr Wharton added that Environmental Health Officers had tested noise levels a few years ago and had found it to be within acceptable levels. The Chair noted that the licence required the exterior doors to be closed when amplified music was being played.

The Chair reported that the redecoration of the main hall was going well. It might be possible to refresh the Countryside Suite next. Mr Wharton suggested that the Millennium Room should be decorated to match the Main Hall for occasions when the door was open.

Councillor Mann queried whether some dry events could be held to make better use of the rooms. An X-box night was currently being proposed by a football club.

Key Performance Indicators (Field Income)

Field income had also been analysed and the expected fees for 2024/25 was £9,000 (up from £6,400 in 2023/24). This had been split across the relevant months by the expected percentage. 2024/25 actual income (also shown) would be assessed against the table provided below:-

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	4.94	4.31	3.54	5.38	4.33	1.66	1.75	1.49	0.44	70.21	0.44	1.53
Feet (£s)	444.6	387.5	318.7	483.9	389.5	149.5	157.4	133.8	39.34	6,318.7	39.34	137.7
Actual (£s)	187.5	192.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Field Income Monthly

A graph was provided which showed monthly budgeted and actual field lettings income as at May 2024, using the profile outlined above. The field hire was £195.04 behind the target for the month. This was due to the Majorettes cancelling, due to their coach drivers' concerns about the condition of the field following rain (£300 income lost plus bar sales).

Field Income Cumulative

A further graph was provided showing the cumulative budgeted and actual field lettings income as at May 2024, using the profile outlined above.

The Chair enquired if there were any users of the playing fields who were not currently paying. Mrs Hinkins confirmed that all organised teams and formal users now paid. However, the fields could still be used informally by families and children for a kick-about. Both FC Spartans and Winwick Athletic FC were required to book pitches in advance. Councillor Mann suggested moving to an on-line booking system.

Mr Wharton suggested dropping the name 'Leisure' from Winwick Leisure and Community Centre, to more closely reflect its purpose and facilities. Enquiries were often made about swimming and badminton, for which there were no facilities. Previously it had been proposed to change the name to Winwick Business and Community Centre and to rebrand the facility with a new logo. However, this had not been implemented.

Coffee Sales

The coffee morning sales figures were provided. The figures for the month of May showed an average of 5.8 cups per day sold and income of £437.90. This was a decrease of 1.9 cups per day on last year's figures.

<u>Additional Income</u>

There was no additional income recorded for the month.

<u>Updates on Repairs</u>

- Radley light sensors were installed on Thursday 6 June.
- Light fittings on mirror in main hall would be removed and made safe.

Additional Items

(a) Events

The following events were due to take place in June:

- 6 June – D Day Quiz *(completed)*
- 21 and 22 June – Real Ale festival
- 16, 20 and 25 June – Euro qualifiers

Also, 3 football presentation days/nights had been booked in for June.

(b) Payzone

A call back had been requested from Payzone to discuss the fees associated with taking gas and electricity payments.

Mrs Hinkins provided a verbal update at the meeting. There were known to be around 75 users in the village. However, Peel Hall residents had access to this facility in the Spar shop. Members considered that 75 users would make the facility worthwhile. It was anticipated that the Centre's existing opening times would be suitable. Visitors might purchase tea/coffee while in the Centre.

(c) Lockers

The Chair asked about the possible installation of delivery lockers at the Centre. Mrs Hinkins reported that delivery times could be an issue. Councillor Mann commented that the lockers could be placed outside the building. The location would also need to be outside the car park barrier. However, the precise location would need to look appealing and avoid cluttering the Centre's facade. The locker companies paid the site owner for use of their premises. He was aware of lockers in premises that were not open 24/7, eg. at the Birchwood Centre. The Chair commented that drivers usually worked to a schedule to ensure drop-offs a set times.

Councillor Mann suggested that the Council look into various providers including Amazon, DPD, In-Post and Royal Mail.

(d) Former Playgroup Equipment

Councillor Lavender enquired about whether a date had been arranged for the Playgroup equipment to be removed from the compound at the rear of the Centre. Mrs Hinkins confirmed that a meeting was due to take place on Thursday. Mr Wharton agreed to speak to their representatives to make clear that any items that were not removed would be disposed of.

Payments

A list of payments made since those reported at the previous Council meeting was as follows:

Payments Leisure Centre		
03Jun2024	£129.60	Clear Brew
03Jun2024	£288.00	Aquila Heating Ltd
03Jun2024	£2,126.65	T&JT Barton
30May2024	£175.00	Winwick.org
30May2024	£472.50	Elite Digital
24May2024	£108.00	Maxigiene
24May2024	£31.20	T&JT Barton
20May2024	£44.40	Easyflow
20May2024	£2,350.72	T&JT Barton
13May2024	£160.00	B. Muflihi
13May2024	£129.60	Clear Brew
10May2024	£22.20	Easyflow
10May2024	£306.00	D Jakobsen
Payments Parish		
30May2024	£123.91	ST Helens MBC
24May2024	£222.00	Styles and co
20May2024	£195.00	Gardenia Gardens
20May2024	£2,688.89	HMRC Cumbernauld
20May2024	£2,972.22	Chsh. Pension Fund
20May2024	£426.00	Stephensons
10May2024	£260.00	DL Hannan
Direct debits Leisure Centre		
30May2024	£863.00	WBC
20May2024	£420.39	BRITISH GAS
20May2024	£338.88	BAGNALL & MORRIS
16May2024	£28.79	BT GROUP PLC
08May2024	£713.00	SCOTTISHPOWER
08May2024	£253.87	TNT SPORTS
Direct debits Parish		
03Jun2024	£3,614.42	PUBLIC WORKS LOANS
21May2024	£195.89	WORLDPAY
16May2024	£649.09	LLOYDS BANK PLC
15May2024	£6.97	TAKEPAYMENTS LTD
10May2024	£10.00	BARCLAYCARD
07May2024	£36.00	XERO UK LTD

Decision –

(1) To note the update report on the Leisure Centre performance, repairs, additional income, additional items and the list of payments.

(2) To note that performance information had been circulated to Members outside of the meeting outlining the financial position at the Leisure Centre for March 2024 and that the April 2024 figures had been submitted to the Annual Council meeting.

(3) To request the Operations and Finance Officer to add the profit / loss figure to the tables in the report for the preceding months when available.

(4) To request Members to submit suggestions for public events, to enable costs to be scoped and with a view to developing a programme of regular activities at the Centre.

(5) To request Officers to consult with the Clubercise group about their use of the main hall on Fridays, with a view to agreeing a change to the times, day or room used and any facilities that would support this change.

(6) To request the Operations and Finance Officer and Leisure Centre Manager to consider which days had gaps in usage of the Centre, and to report back at the next meeting of the Committee.

(7) To request the Operations and Finance Officer to look into the costs of siting lockers at the Centre and the potential benefits, prior to any consideration of the preferred location.

WPMC 8 Exclusion of the Public (including the Press)

Decision – That members of the public (including the press) be excluded from the meeting by reasons of the confidential nature of the business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the public interest in disclosing the information is outweighed by the need to keep the information confidential.

WPMC 9 Community and Leisure Centre Update Report

(a) Debtors

Members considered a report on debtors, both private and public sector. There were no outstanding debts over 90 days had now been paid.

There were two debts for invoices in the range 30-89 days outstanding from two public sector organisations. These would be chased up.

Decision – To note the report on debtors.

(b) List of Contracts and Costs

Councilor Lavender requested a list of fixed contracts and costs. The Chair indicated that this could not be provided this evening. Following clarification of the query, Mrs Hinkins reported on the gardening contracts. The Council used two local providers for different elements of this work. Councillor Lavender asked if these could be used to clear the moss by the Playing Fields main entrance. Councillor Mann asked if more planters could be provided. Mrs Hinkins responded that there would be additional costs to contracting for this work. The Chair indicated that this would be a matter for a meeting of the full Council.

Decision – To note the discussion on gardening contracts.

(c) Premises Name and Signage

Councillor Mann asked if new signage could be erected announcing the Centre as 'The Home of Winwick Athletic FC'. Members asked if there were any barriers to changing the Centre's name generally. The Clerk was not aware of any such potential restrictions and it was a matter for the Council to decide what it called its premises.

Members also considered changing the yellow roadside sign at the site entrance on Myddleton Lane.

Decision – To rename the premises 'Winwick Community Centre'.

(d) Provision of Food at Sports Matches

Councillor Mann enquired if bacon sandwiches could be supplied to support the football teams playing on Saturday mornings. The Chair noted that one off events incorporating food were permitted, but for regular sales food hygiene certificates would be required. Mrs Hinkins added that food could be bought in by the Centre, but allergen information would be required. Councillors Herron and Lavender suggested that Cup-a-Soups, Bovril, fruit, energy bars and chocolate bars might be easier to provide. Councilor Mann accepted that these items could be provided initially to test the demand for hot foot items like bacon sandwiches. If demand was proved, an outside catering vehicle could perhaps be booked.

Decision - To establish a tuck shop style offer for Saturday morning sports teams using volunteers, with a view to testing future demand for a hot food offer.

(e) Community Centre Exterior

Councillor Mann identified some items intended to improve the external amenity of the Community Centre, as follows:

- Ashcans in the front and rear seating areas;
- Ash trays placed on tables;
- Hanging baskets.

Officers expressed concern that ash receptacles did not get used and were frequently damaged. The front and rear seating area were regularly swept and staff were reminded of the need to carry out cleaning outdoors. Councillor Lavender asked whether designated smoking areas could be identified to protect children from smoke inhalation. Councillor Mann responded that people were permitted to smoke anywhere outdoors.

Members and officers discussed the use of signage to deter customers from dropping cigarette butts and the possible replacement of the bin and ashtray. Mrs Hinkins reported that the cost of a replacement bin and ashtray was in the region of £600.

Decision –

(1) To request the Centre Manager to remind staff to keep outdoor seating areas clean and tidy, including the sweeping up of discarded cigarette butts.

(2) To request the Operations and Finance Officer to look into the cost of a replacement bin with integral ashtray.

(f) Dog Friendly Items

Councillor Lavender asked if the Centre provided water for dogs during hot weather. Officers confirmed that water was normally provided in bowls on the patio as a matter of course.

Decision – To note the provision of water for dogs

(g) Lamppost

Councillor Mann asked if the lamppost outside the Centre was in working order. Mr Wharton reported that this was in disrepair. A resident and former Chair of the Council, John Gordon, may have further details about its condition.

Decision – To note the condition of the lamppost at the Centre.

(h) Items for Full Council

Councillor Mann mentioned a number of items which he wished to discuss, as follows:

- Purchase of a sit-on mower
- Tree stump carving

The Chair indicated that these should be raised at full Council meetings

Decision – To note the items for discussion at full Council

(i) Dartboard and Pool Table

Councillor Mann raised the question of introducing darts and pool nights at the Centre. The Chair suggested that these be included within the list of events-led activities for discussion at a future meeting.

Decision – To note the suggestion of darts and pool nights.

(j) Euros Football

Councilor Mann asked if the Centre was ready to maximise footfall during the Euros competition. Officers responded that the games would be shown, if customers asked for it. Councillor Mann noted that the Millennium Lounge was not ideal for watching football and that it would be useful to repair the partition door to enable the Main Hall to be used. The Chair responded that the door was due to be repaired after 1 July, as the contractor was away. There was a trade-off between the cost of using this contractor at £150 and an alternative contractor at £2k. It was suggested that the doors should be removed as an interim measure to maximise income. Councillor Herron reported that the Centre was advertising that all Euros games would be shown. Councillor Lavender suggested that drinks prices should be advertised via all local social media feeds to attract customers - this should say more than just 'the game will be shown'. The Chair considered that a standard text about drinks prices could be developed to assist with marketing. Prices at the Centre were very competitive.

Decision – To request the Operations and Finance Officer to pass social media advertising to Councillor Emma Lavender to deliver in coordination with the Operations and Finance Officer and enabling posts to be shared across a range of social media platforms.

(k) Garage

Councillor Mann asked if the garage could be cleared, in preparation for the possible purchase of a lawn mower. Mr Wharton responded that the Church and Carnival Committee currently used part of the garage for storage. A pool table was also stored at the back of the garage. However, the round tables in storage could potentially be disposed of. Councillor Herron asked if there was an electricity supply to container used by Winwick Athletic FC. Mr Wharton confirmed that there was no electrical connection to either the container or the garage.

Decision – To note the position regarding use of the garage.

(l) Food Hub

Councillor Mann raised the matter of the use of the Centre for a Food Hub and the possible duplication of activities by different organisations. The Chair responded that the Council might wish to develop a 'Warm and Welcome' service instead, but would need to be mindful of similar activities carried out by the Church. Members discussed what the offer should be and whether this could also be extended to a site in the Peel Hall ward. In general, it was felt that the Food Hub should not operate for more than 1 day per week at the Centre.

Decision – That the Chair be requested to speak to the operator of the Food Hub about limiting usage of the Centre.

WPMC 10 Employee Matters

There were no employee matters raised on this occasion.

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WINWICK PARISH – MANAGEMENT COMMITTEE – ACTION LIST / REFERRAL LOG 2024/25

No.	Issue	Minute No.	Date of Raising	Referred To	Referral Date	Response Date	Comments	Progress
1	To request the Operations and Finance Officer to add the profit / loss figure to the tables in the report for the preceding months when available.	WPMC.7(3)	11/06/24	Operations and Finance Officer	-	-	Update to follow	
2	To request Members to submit suggestions for public events, to enable costs to be scoped and with a view to developing a programme of regular activities at the Centre.	WPMC.7(4)	11/06/24	All councillors	-	-	A discussion on this appears at Item 5 on the Agenda	
3	To request Officers to consult with the Clubercise group about their use of the main hall on Fridays, with a view to agreeing a change to the times, day or room used and any facilities that would support this change.	WPMC.7(5)	11/06/24	Operations and Finance Officer / Centre Manager	-	-	A verbal update will be provided at the meeting	
4	To request the Operations and Finance Officer and Leisure Centre Manager to consider which days had gaps in usage of the Centre, and to report back at the next meeting of the Committee.	WPMC.7(6)	11/06/24	Operations and Finance Officer / Centre Manager	-	-	Completed. Agenda Item 5 refers	
5	To request the Operations and Finance Officer to look into the costs of siting lockers at the Centre and the potential benefits, prior to any consideration of the preferred location.	WPMC.7(7)	11/06/24	Operations and Finance Officer	-	-	Update to follow	

6	To rename the premises 'Winwick Community Centre'.	WPMC.9(c)	11/06/24	Clerk / Operations and Finance Officer / Centre Manager	-	-	Future marketing and official documents will include the new brand identity	●
7	To establish a tuck shop style offer for Saturday morning sports teams using volunteers, with a view to testing future demand for a hot food offer.	WPMC.9(d)	11/06/24	Councillor Herron	-	-	Update to follow	◉
8	To request the Centre Manager to remind staff to keep outdoor seating areas clean and tidy, including the sweeping up of discarded cigarette butts.	WPMC.9(e)(1)	11/06/24	Centre Manager	-	-	A verbal update will be provided at the meeting	◉
9	To request the Operations and Finance Officer to look into the cost of a replacement bin with integral ashtray.	WPMC.9(e)(2)	11/06/24	Operations and Finance Officer	-	-	Costings were provided at the Council meeting on 25/06/24	●
10	To request the Operations and Finance Officer to pass social media advertising to Councillor Emma Lavender to deliver in coordination with the Operations and Finance Officer and enabling posts to be shared across a range of social media platforms.	WPMC.9(j)	11/06/24	Councillor Lavender in co-ordination with Operations and Finance Officer	-	-	Update to follow	◉
11	That the Chair be requested to speak to the operator of the Food Hub about limiting usage of the Centre.	WPMC.9(l)	11/06/24	Chair	-	-	An update from the Chair may be available at the meeting	◉

Version 2.1 - (Final) – 09/07/24

Progress Legend

● Completed
◉ Progressing to target
⊙ Early progress / just started
○ Not started (lower priority)
● Complete – Immediate review programmed
✱ Issues (exception)

Analysis of gaps in room hire

The main hall is the best room to use for events/ community activities and is currently available every Tuesday, Wednesdays from 7pm and most Thursdays (1 per month it is used by flower club).

Through August and September we also have the following Monday and Friday sessions available:

Friday 9th Aug

Monday 12th Aug

Friday 13th Sept

We have some parties booked in on Saturdays and Sundays through August and September, the following are the dates currently unbooked:

Sunday 4th Aug

Saturday 24th Aug

Sunday 25th Aug

Saturday 14th Sept

Saturday 21st Sept

Saturday 28th Sept (from 7pm)

Sunday 29th Sept

We will have to check with Paul that none of these dates have been provisionally booked but all information is accurate to the diary on Friday 5th July.

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Winwick Parish Council

Leisure Centre Performance Report

To meeting 9th July 2024

1. *Income information*

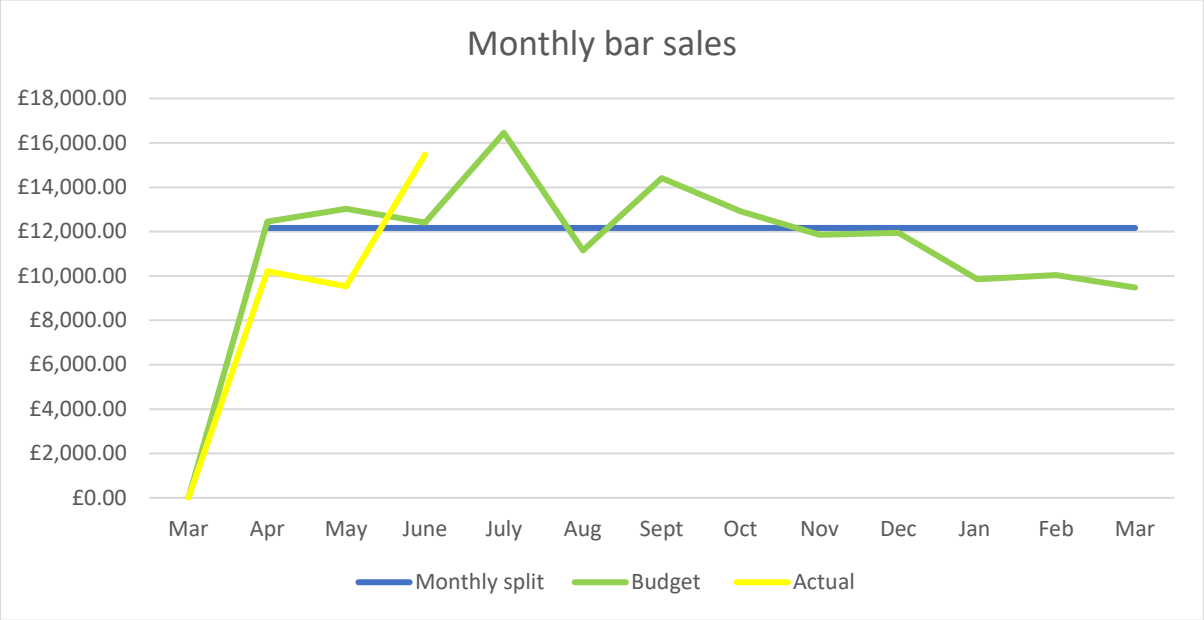
Key performance indicators.

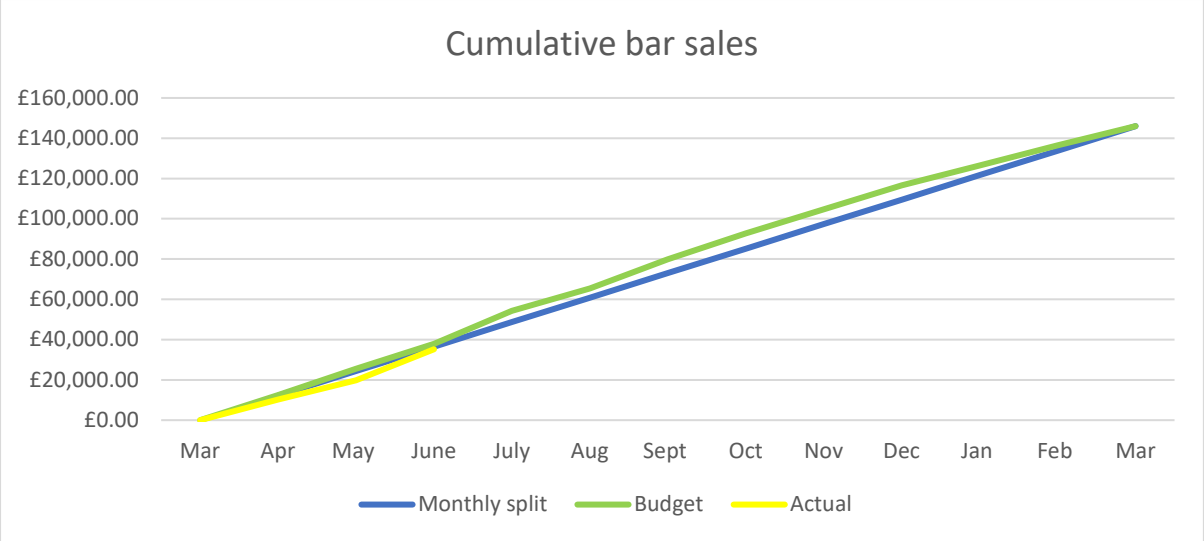
The annual budget for bar sales (£146,000) has been broken down over the 12-month period and will be assessed as per the table below:

	Apr	**May**	**June**	**July**	**Aug**	**Sept**
Percentage of total	8.52%	8.92%	8.50%	11.27%	7.64%	9.87%
Budget	£12,444.43	£13,023.23	£12,402.82	£16,458.10	£11,158.82	£14,411.50
Actuals	£10,207.65	£9,536.27	£15,475.13	£0.00	£0.00	£0.00
P/L	-£4,965.65	-£2,420.90				
	Oct	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
Percentage of total	8.85%	8.12%	8.18%	6.75%	6.88%	6.50%
Budget	£12,920.31	£11,854.02	£11,946.57	£9,851.32	£10,044.34	£9,484.55
Actuals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
P/L						

June bar sales were above target by £3k. The success of the beer festival combined with the football nights has bolstered this months earning potential. We are now £2.6k away from being on track for target sales at the year to date.

Plots showing bar sales income below:



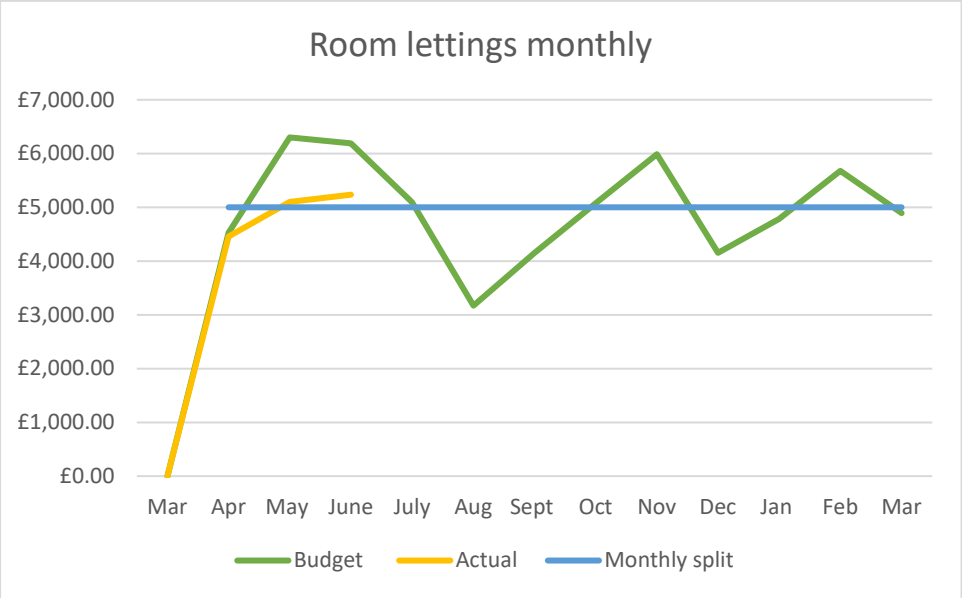


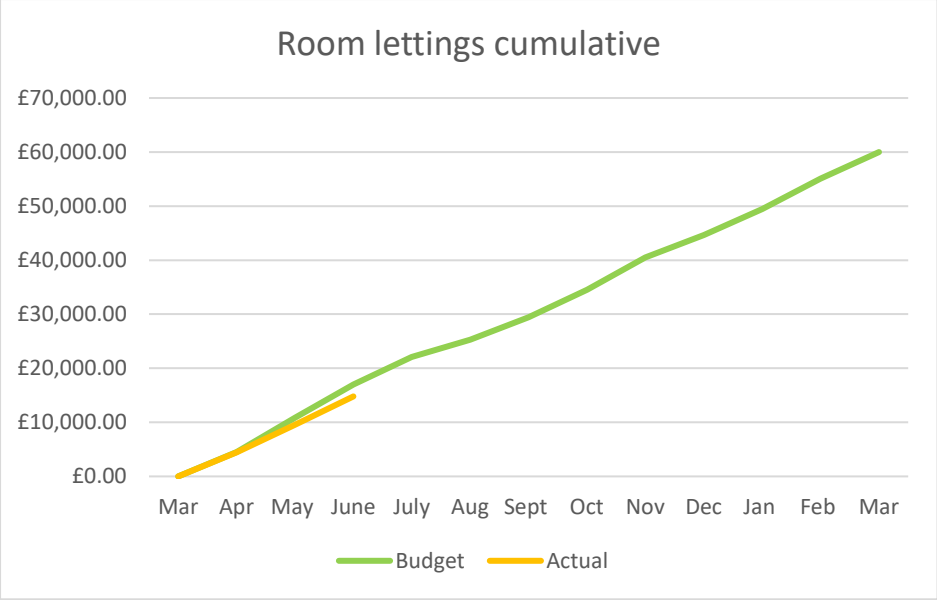
The room lettings have been analysed and the expected fees have been split across the relevant months based on their monthly percentages (refer to the table below)

	Apr	May	June	July	Aug	Sept
Percentage	7.54%	10.50%	10.32%	8.49%	5.28%	6.92%
Fee	£4,526.17	£6,299.92	£6,190.38	£5,093.10	£3,168.33	£4,151.12
Actual	£4,459.50	£5,100.00	£5,234.50	£0.00	£0.00	£0.00
P/L	-£4,965.65	-£2,420.90				
	Oct	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
Percentage	8.46%	9.98%	6.92%	7.97%	9.46%	8.15%
Fee	£5,076.55	£5,989.18	£4,152.05	£4,784.62	£5,676.56	£4,892.02
Actual	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
P/L						

June room hires came in at £956 below target, although it was £234.50 over a straight monthly split. This puts us at £2.2k behind target sales but only £206 behind a straight monthly split on the year to date.

Plots are provided below:



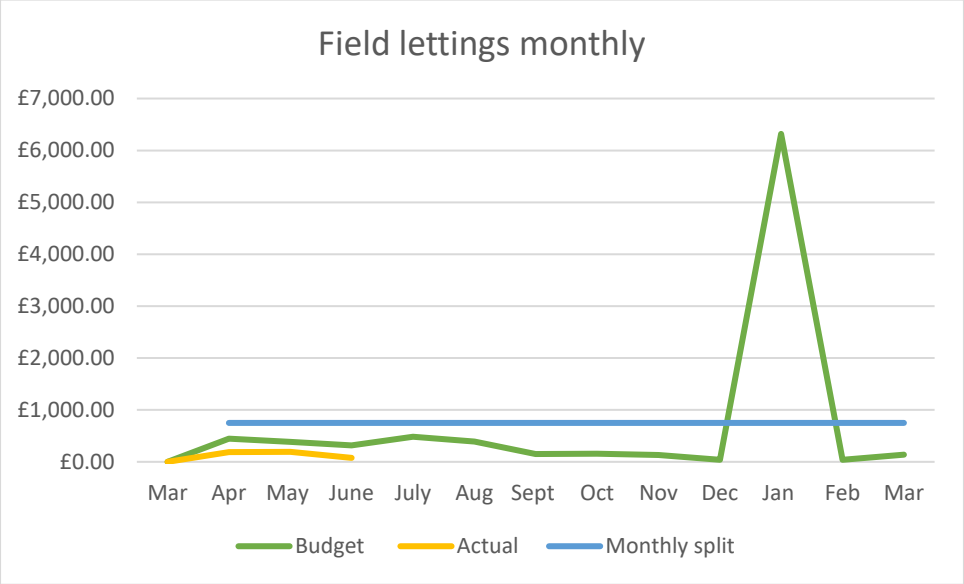


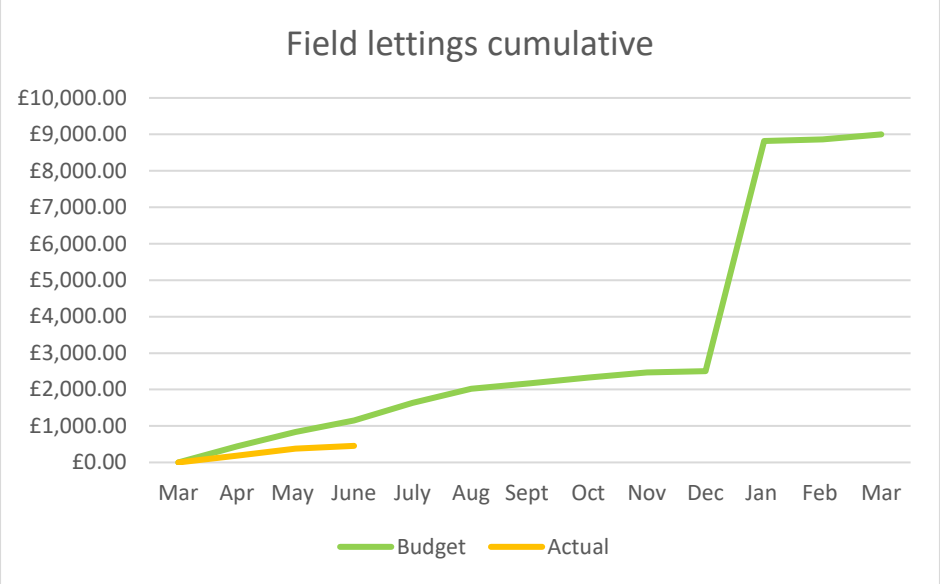
The table below shows how the field income section has been analysed and the expected fees have been split across the relevant months based on their expected percentages.

	Apr	**May**	**June**	**July**	**Aug**	**Sept**
Percentage	4.94%	4.31%	3.54%	5.38%	4.33%	1.66%
Fee	£444.59	£387.54	£318.69	£483.93	£389.51	£149.51
Actual	£187.50	£192.50	£75.00	£0.00	£0.00	£0.00
P/L	-£4,965.65	-£2,420.90				
	Oct	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
Percentage	1.75%	1.49%	0.44%	70.21%	0.44%	1.53%
Fee	£157.38	£133.77	£39.34	£6,318.69	£39.34	£137.70
Actual	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
P/L						

June field hire was £195.04 below target for the month. This puts us £695 behind on the ytd.

Plots are provided below:





The coffee morning sales figures are below. These show an average of 8.4 cups per day sold in June. This is an increase of 3.7 cups per day on last years' figures. We are still approximately 100 cups (total)/ £240.60 behind last years ytd position.

	Cups sold total	Cups sold per day	Income
Apr	238	7.9	£584.20
May	180	5.8	£437.90
June	251	8.4	£651.50
July		0.0	
Aug		0.0	
Sept		0.0	
Oct		0.0	
Nov		0.0	
Dec		0.0	
Jan		0.0	
Feb		0.0	
Mar		0.0	
Total	669	1.8	£1,673.60

Additional income

Advertising income - £40

Updates on repairs

Countryside blinds to be put in on Tuesday 30th July

Additional items

Events:

The events running in July are as follows:

13th July – Autism Awareness

18th July – Living well bus

20th July – Winwick Carnival

26th – 28th July – German Shepherd show

26th July – Olympics opening ceremony family fun afternoon

Other weekends are taken up with parties and the Euros are being shown on relevant nights.

List of Payments made since those reported in the full council report at the meeting 25th June 2024

Payments Leisure Centre		
01Jul2024	£1,087.50	T&JT Barton
28Jun2024	£290.00	Just Blinds
28Jun2024	£55.50	ST Helens MBC
26Jun2024	£214.73	IBA Electrical
26Jun2024	£3,988.00	Winwick.org
24Jun2024	£44.40	Easyflow
24Jun2024	£526.54	T&JT Barton
24Jun2024	£124.56	ST Helens MBC
24Jun2024	£129.60	Clear Brew
Payments Parish		
30Jun2024	£78.15	Service Charge
28Jun2024	£12.70	Handling Charge
24Jun2024	£1,830.00	Styles and co
24Jun2024	£270.00	Styles and co
Direct debits Leisure Centre		
04Jul2024	£253.87	TNT SPORTS
01Jul2024	£863.00	WBC
27Jun2024	£805.87	BT GROUP PLC
25Jun2024	£1.64	BT GROUP PLC
20Jun2024	£910.72	BAGNALL & MORRIS
Direct debits Parish		
03Jul2024	£36.00	XERO UK LTD
20Jun2024	£406.80	TAKEPAYMENTS LTD

Part 2 – Documents will be issued under separate cover.

1) Debtors list

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