

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

Clerk to the Council:
Julian Joinson
Tel: 07818 066549

Email: jjoinson.winwickclerk@outlook.com
Web site: www.winwickparishcouncil.org.uk

20 November 2024

To: All Members of Winwick Parish Council

Dear Councillor

The next meeting of the Parish Council will be held at the Winwick Leisure Centre on Tuesday, 26 November 2024 at 7.30 pm.

Yours sincerely

Julian Joinson
Clerk to the Parish Council

AGENDA

Part 1

- 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 give 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. The Clerk can advise on the Code and its interpretation, but the decision to declare, or not, is the responsibility of the individual Member based on the particular circumstances.

- 3. Minutes**

To confirm the minutes of the Meeting of the Council held on 22 October 2024.

- 4. Updates on Issues from Previous Meetings**
- 5. Question Time for Electors**
- 6. Written Motions Received**

7. **Police / Community Issues**
8. **Correspondence**
9. **Planning Matters**
10. **Parkside / Golborne Road / Peel Hall - Update on Major Developments**
11. **Myddleton Lane Playing fields - Overhanging Trees - 7 / 15 Faringdon Road**
12. **Finance Officer's Report**

This item will include the Budget Options report 2025/26

13. **Reports from Parish Council Committees**
 - Management Committee – 12 November 2024
14. **Ward Reports / Updates**
 - Peel Hall Ward
(Councillors A Griffiths, T Murray and M Steen)
 - Winwick Ward
(Councillors J Herron, E Lavender and S Mann)
15. **Date and Time of Next Meeting**
 - Tuesday 28 January 2024, at 7.30pm
16. **Chairman to move to 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.

17. **Finance Officer's / Clerk's Report – Confidential Matters**
 - (a) Debtors
 - (b) Staff Pay Increase

Winwick Parish Council
Minutes of the Meeting held on 22 October 2024

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

WPC.91 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor T Murray.

WPC.92 Code of Conduct - Declarations of Interest

There were no declarations of interest submitted on this occasion.

WPC.93 Minutes

A member of the public noted that in relation to Minute WPC.64 -Indecent Exposure, a male had now been arrested.

Decision – That, subject to the following amendment at Minute WPC70(3) - Finance Officers Report:

The substitution of the following words for the whole paragraph – “To approve the purchase of 30 new lamppost poppies for 2024 at an estimated cost of £90 and to review the number required for next year”,

the Minutes of the Council Meeting held on 24 September 2024 be agreed and be signed by the Chair as a correct record.

WPC.94 Updates on Issues from Previous Meetings

Members considered a schedule which outlined actions and referrals from previous meetings of the Council. Most actions were progressing well, although a backlog of outstanding matters had developed in recent weeks due to some personal and additional work commitments affecting the Clerk’s availability. Actions would be progressed as soon as possible. Completed actions, denoted by a solid green bullet or reported verbally at the meeting, would be removed from the schedule when published for the next meeting.

Members considered whether any actions could now be deleted from the list. These are summarised below:

No.	Issue	Action
1	3G Pitch	The Chair would invite the consultants to give a presentation. Mrs Hinkins would discuss possible remodelling of the community centre including showers. Potential sources of funding were still being looked into. The focus might need to be on the condition of the existing pitches - Retain
2	Access Road	Nothing further had been received from the School’s

		representatives – Defer pending further communication
3	Neighbourhood Plan	Retain
4	Traffic Calming	Councillor Mann had met with Mark Tune and had received a copy of the preferred option - Delete
5	Wellbeing / community events	The Wellbeing Bus now visited the Church Hall. Councillor Mann would coordinate the bus visits - Delete
6	Winwick Park Litter bin	Reconsider in New Year (subject to budget) - Retain
7	Right of Way Diversion	Councillor Griffiths had raised this with Warrington BC. The diversion was not approved and enforcement was dealing with the matter - Delete
8	S106 funding projects	The majority of funding was expected to be available after completion of any development – Defer pending further information
9	Electoral arrangements	Reconsider in 2026 - Defer
10	Personal Licences	One member of staff was awaiting a DBS check. The Operations and Finance Officer would book the course at a convenient time - Delete
11	Standing Orders	The Clerk was progressing this - Retain
12	Policy Documents	The Clerk was progressing this - Retain
13	Millennium Fund Community Trustee	Retain
14	Coping Stones - write to Police	Delete
15	Tree Surgeons	Quotes had not yet been received. A request had been received from a resident on Farrington Road about overhanging trees - Retain
16	Letter to PCC	Councillor Mann would carry out this Action - Retain
17	Off road bikes	This problem had diminished (Continue to monitor) - Delete
18	Paint patio bin	Not yet commenced due to weather - Retain
19	Banking mandate	New signatories had now been added - Delete
20	Millennium Fund Meeting	Convene before the November Council meeting - Retain
21	Winwick Athletic FC	The issue was around use of the storage unit and had been resolved – Delete / combine actions with Issue 1
22	Letter to MP	The Clerk to complete this - Retain
23	Warrington Voluntary Action circulars	Delete
24	John Parr Meadow	Peel Hall Councillors to meet with Ste Dodd. Hogweed treatment took 4-5 years and included a period of observation. The location was fenced off - Retain
25	Anti-social	Nitrous oxide ad empty vodka bottles had been

	behaviour behind Premier Inn	discovered at this location - Retain
26	Winwick Educational Foundation	The Clerk to complete this - Retain
27	Gardening / grounds maintenance	Mrs Hinkins to e-mail Warrington BC about grass verges - Retain
28	Letter to Police / PCC about deployments in Winwick	Completed by Councillor Mann. PCSO would be deployed to Winwick at least one day per week. Surgery to take place from 8pm to 9pm on Wednesday 23 October. No Neighbourhood Police updates had been received for this meeting. Councillor s Mann and Lavender to chase up relevant PCSOs - Delete
29	Grass Verges	Discussed at Issue 27 above - Retain
30	Attendance of Bellway Homes	Defer until New Year
31	Wreaths	Now purchased - Delete
32	Lamppost poppies	Now purchased - Delete
33	Poppy sponsorship	Mrs Hinkins to carry out this action - Retain
34	Christmas tree donation	Actioned - Delete
35	Parish land details	The Clerk to complete this - Retain
36	Job Descriptions	Completed at last Management Committee - Delete

Councillor Lavender enquired about the repairs required to the playground swings. Mrs Hinkins reported that she had been in touch with the maintenance contractors, Wicksteed.

Decision – To note the position regarding updates from previous meetings.

WPC.95 Question Time for Electors

There were two members of the public present at the meeting.

John Parr Meadow

A member of the public reported that John Parr Meadow was becoming overgrown with tree saplings. It had been hoped to leave the area open for wild flowers. She offered to assist in any works planned and to mobilise other volunteers.

Response: It was reported that the e-mail from the Borough Council around wild flower planting was expected in February and the Council would need to decide suitable locations before then. The rubble had now been removed from the entrance to the site. Councillor Griffiths confirmed that he and Councillor Steen would speak to Ste Dood about maintenance of the site. The outcome might depend on the state

of the hogweed. If the hogweed had been successfully treated it might be possible to plant wildflowers. Mrs Hinkins recalled that the hogweed was not in the middle of the site and that it might be possible to avoid this area. Councillor Griffiths anticipated that members would be able to cut down the saplings without too much difficulty. The ground would need to be rotivated before wild flowers could be planted, which could be done in the spring. Other areas suggested for wild flowers included an area close to the toddlers playground at Myddleton Lane Playing Fields. Mrs Hinkins undertook to enquire about the progress on the hogweed treatment. The Chair commented that the Council aimed to be well prepared for the wild flower request in 2025.

Footpaths

A resident asked for an update about the footpath from Old School House Lane to Hermitage Green Lane. He also asked whether the route was recorded on the definitive map. He reported that the Battlefields Trust and Battle of Winwick Society had not yet received any communication from Bellway Homes in response to the planning condition on the Golborne Road development about liaising with them about heritage information. He asked if the developer could be asked to attend a future meeting of the Parish Council.

Response: Councillor Mann replied that a new sign was in place and the route of the footpath had now been walked into the fields, following its removal by the land owner. The land owner had been reminded that this was a public right of way.

It was also reported that the missing sign on Lady's Walk had been reported to the Public Rights of Way Officer at Warrington Borough Council, who would look into its replacement. Councilor Griffiths commented that the sign had disappeared on a number of occasions and was concerned that this might be a deliberate act to discourage walkers from passing a nearby property. In that event, the footpath sign would continue to be reinstated as necessary. Councillor Lavender reported that the end of Lady's Walk that joined Hollins Lane was often impassable due to a large puddle. However, it was noted that there was no duty on the land owner to fill in any puddles.

To the best of the Council's knowledge all of the public rights of way in the area were recorded on the definitive map shown on Warrington Borough Council's website. Some footpaths might be closed temporarily due to construction works.

Councillor Lavender noted that the date of the next Public Rights of Way Forum was referred to at Agenda Item 8 (Minute 98, Item 8 refers). The Chair confirmed to the resident that an invitation to Bellway Homes to attend a future meeting was on the current Action List. Councillor Griffiths noted that the heritage condition about the wording of the sign was one of the reserved matters regarding the planning approval and would need to be formally signed off by Warrington Borough Council. However, Heritage England were the statutory consultee. The Council would aim to secure the attendance of a representative of Bellway Homes at its January 2025 meeting. Councillor Steen queried whether it was possible for the Council to object to the discharge of conditions. Councilor Griffiths commented that he had submitted an objection to the original application.

Decision – To note the questions raised by residents and responses given.

WPC.96 Written Motions Received

There were no written motions submitted on this occasion.

WPC.97 Police / Community Issues

There were no written reports on this occasion regarding either the Winwick or Peel Hall Wards

Winwick Ward

Councillor Mann reported that the query around transport for PCSO Stevens (Winwick Ward) had been resolved (Minute 98, Item 5 refers). In addition, PCSO Stevens had identified another SID device, which he would deploy in Winwick to supplement the Council's SID information. He also intended to carry out some HGV enforcement in Winwick.

Decision – To request the Clerk to write to both Ward PCSOs to remind them of dates of future meetings and to request written reports, or their attendance, whenever possible.

WPC.98 Correspondence

The following items were reported:

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 19/09/24, 25/09/10, 30/09/10, 04/10/24, 08/10/24, 09/10/24 and 14/10/24
2. E-mails from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), enclosing bulletins highlighting relevant parish news for the weeks ending 23 and 30 September and 17 and 14 October 2024 and including a request for Clerks to complete a NALC survey on banks and financial providers used by parish councils – 23/09/24, 30/09/24, 01/10/24(x2), 07/10/24 and 14/10/24
3. E-mails from Rebecca Lee, Legal Support Officer, and Alison Burquest, Senior Compliance Solicitor, Warrington Borough Council, about various Traffic Regulation Notices (along with any statements of reasons and plans, as appropriate) due to be advertised in the Warrington Guardian on Thursday, 26 September and 3 and 17 October 2024 – 24/09/24, 02/10/24 and 16/10/24
4. Website contact form from resident, LM, requesting a litter pick along Golborne Rd, Winwick, namely the whole length from the Swan to Hermitage Green – 17/09/10

5. Copy of an e-mail to Councillor Mann from Bryan Kennedy, Casework and Governance Officer, Office of the Police and Crime Commissioner for Cheshire, regarding the availability and visibility of the local community PCSO and copy of the detailed reply to Cllr Mann from Neil Drum – Warrington LPU, Chief Inspector– 24/09/24 (x2)
6. E-mail from Julia Pickering, Civic Office Co-ordinator, Warrington Borough Council, inviting a representative of Winwick Parish Council to attend the Annual Remembrance Day Service and Parade, taking place at the War Memorial, Bridge Foot, Warrington at 11.00 am, on Sunday 10 November 2024 – 01/10/24
7. E-mail from UTMC, Environment & Transport Directorate, Warrington Borough Council, about CCTV traffic surveys due to be undertaken in the region, including Warrington, St Helens, Leigh and Wigan, in October by Total Traffic Surveys Ltd. A number of junctions in Winwick were due to be monitored – 02/10/24
8. E-mail from Stephen Bartley, Public Rights of Way Officer, Warrington Borough Council, giving notice of the next meeting of the Rights of Way Forum due to take place at Committee Room 1, in the Town Hall, Warrington, on Thursday 14 November at 2 pm – 02/10/24
10. Website contact form from resident, AM, of Rectory Lane, lodging a formal complaint about the noise and disturbance, principally by dogs barking at night, during the German Shepherd Show and asking the Council to consider not permitting this booking in future and a copy of response to the same resident provided by Councillor Kevin Burgess, WBC, advising the resident to contact the Leisure Centre to discuss his concerns and/or speak to the Borough Council's Environmental Services about noise issues. A formal response will be sent to the complainant under the Council's complaints procedure – 06/10/24 and 08/10/10
9. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Kompan – outdoor fitness equipment
 - Play Source Ltd – outdoor play equipment and maintenance
 - Severnside Defibs and Training Ltd – Defibrillators and training
 - Sutcliffe Play – outdoor play equipment
 - Wefindanylearner – training courses

Regarding Item 4 – Litter Pick, Councillor Lavender reported that Winwick Litter Network's volunteers had already cleared this route. Mrs Hinkins added that the route was also serviced by the Council's litter picker on a weekly rota. However, it was known that the route filled up with litter very quickly. The public were reminded that the removal of fly-tipping was not strictly within his remit, as the material needed to be investigated by Warrington Borough Council's Enforcement Team. Councillor Griffiths commented that the litter picker route had recently been altered to take account of the transfer of the Houghton Green Ward to Poulton-with-Fearnhead

Parish Council and now gave an increased focus on Peel Hall Ward. It would be useful to know if this had had a positive effect. A Peel Hall resident responded that she often cleared litter from the shops area, as the build-up of litter was constant. Torus also attended with the volunteers on Tuesdays to assist. They also sifted dumped rubbish to identify the source addresses. The resident reported that payment could be received for any bagged litter which comprised recyclables. Asylum seekers had also volunteered to assist on a regular basis.

Councillor Mann asked if that part of Winwick was in Central 6. The Clerk replied that Peel Hall was outside of the original Central Area Neighbourhood Renewal Board zone, which formed the core area of the Central 6 Regeneration Masterplan.

Regarding use of restorative justice, Councillor Griffiths noted that the Council had already been in touch with the Prison Service about the possible use of detainees to assist in redecorating the Community Centre. It might be possible to contact Community Payback to enlist the help of persons subject to community service to assist with litter picking. This would help to support the Parish's two voluntary litter picking teams.

In respect of Item 6 – Remembrance Sunday, Councillor Mann undertook to lay the wreath at the Cenotaph at Bridge Foot, Warrington, and Councillor Griffiths would lay the wreaths at St Oswalds CE Church and by the Tommy silhouette on Swan Green.

In connection with Item 8 –Public Rights of Way Forum, Councillor Griffiths would attend the meeting.

Regarding Item 10 – Dog Barking, Mrs Hinkins reported that she had proposed a draft response to the complaint at the recent Management Committee meeting.

Decision –

- (1) To note the correspondence submitted to the Parish Council.
- (2) That Councillor Griffiths be authorised to make enquiries with the Community Payback scheme in connection with assistance for litter picking.
- (3) To request the Operations and Finance Officer to send the proposed response to the complainant identified at Item 10 above.

WPC.99 Planning Matters

The following planning matters were reported:

General Correspondence

1. E-mail dated 19/09/24 from Development Management Technical Support, Warrington Borough Council, notifying interested parties of a decision to defer consideration of all applications from the Development Management Committee on 19 September 2024 to a specially convened meeting on 3

October 2024 to allow the publicity process to be re-run and publication to reflect the Council's Statement of Community Involvement. This would affect Application No. 2024/00142/REMM - Reserved Matters (Major) - Land at Peel Hall.

Domestic Planning Applications

2. Application No: 2024/01309/FULH - Full Planning - Householder (Householder Development)
Location: 33 Faringdon Road, Winwick, Warrington, WA2 8NE
Proposal: Single storey side garage extension and first floor rear extension
3. Application No: 2024/01146/FUL - Full Planning
Location: Land Adjacent To 380 Greenwood Crescent, Warrington, WA2 0EF
Proposal: Construction of a detached dwelling

Non-Domestic Planning Applications

4. Application No: 2024/01156/DISCON - Discharge of Condition
Location: Land at Peel Hall; Land South of M62 Bounded by Elm Road, Birch Avenue, Poplars Avenue, Newhaven Road, Windermere Avenue, Grasmere Avenue, Merewood Close, Osprey Close, Lockerbie Close, Ballater Drive And Mill Lane, Warrington
Proposal: Discharge of condition 52B (Remediation and Verification) on previously approved application 2016/28492 (mixed use)
5. Application No: 2024/01162/DISCON - Discharge of Condition
Location: Land at Peel Hall; Land South of M62 Bounded by Elm Road, Birch Avenue, Poplars Avenue, Newhaven Road, Windermere Avenue, Grasmere Avenue, Merewood Close, Osprey Close, Lockerbie Close, Ballater Drive And Mill Lane, Warrington,
Proposal: Discharge of condition 40 (Acoustic Barrier Design) on previously approved application 2016/28492 Appeal APP/M0655/W/17/3178530 (mixed use)
6. Application Number:2024/00142/REMM - Reserved Matters (Major)
Location: Land at Peel Hall; Extending Between M62 to the North, Mill Lane to the East, Poplars Avenue to the South And Elm Road to the West, Warrington,
Proposal: Approval of layout, scale, appearance and landscaping (including landscaping of the approved accesses) of 404 dwellings, playing fields including upgrades to multi-use games area, community building and associated car parking, public open space including footpaths, allotments and areas of play, primary substation, substation, pumping station, internal estate roads and footways, and other associated infrastructure associated with outline planning permission 2016/28492
7. Application No: 2024/01230/DISCON - Discharge of Condition
Location: Land at Golborne Road, Winwick, Warrington,

Proposal: Discharge of Condition No 3 (Construction Highways Environmental Management Plan) attached to planning permission 2023/00204/FULM

8. Application No: 2024/01270/DISCON - Discharge of Condition
Location: Land at Golborne Road, Winwick, Warrington
Proposal: Discharge of Conditions 4(Highways works), 5 (Site Levels), 6 (Site investigation and Remediation Strategy), 8(Boundary Treatment and Hard Landscaping), 15 (Tree and Hedge Protection), 25 (Hydrogeological Risk Assessment), 26 (Drainage Scheme), 27 (Layout of Water Mains), 29 (CCTV of Culvert), 33 (Sewage Pipe Works) and 38 (External Meter Box) on Application 2023/00204/FULM (154 Dwellings with associated open space, access, car parking, landscaping and ancillary works.)

In respect of Application 1 above, (Reserved Matters (Major) - Land at Peel Hall), Councillor Steen reported that the application had been approved on 3 October 2024. However, there would be no development for six weeks to allow time for a potential judicial review. Matters determined had included no through works traffic in Winwick and along Delph Lane and no sign off for use of the Mill House Pub car park, but instead to arrange to use an area on the playing field. However, this could not occur until alternative playing fields were available. Concerns had also been raised about use by Countryside Homes of a domestic property on Poplars Avenue as a site office without the appropriate planning consent. The demolished houses to provide access to the site had now been fenced off. Three lay-bys had been damaged during site clearing, although one had subsequently been partially repaired. There were concerns around pedestrian safety as the area was not lit.

Councillor Griffiths commented that he had been surprised by the proposals in relation to waste water from the site. Councillor Steen indicated that United Utilities would not adopt the drainage system proposed for Peel Hall. Accordingly, the developer planned to use a private contract which would result in a charge to the residents. The issue had raised many questions for the flood risk management team. Existing playing fields in this area were unused because of poor drainage. A attenuation plan would be required, which would need to utilise land owned by Warrington Borough Council. Councillor Mann thanked Councillor Steen for her detailed work on this matter.

Councillor Steen was critical of the Borough Council's Planning Department, which she considered had failed on a number of occasions. Late evidence had been provided, but a postponement to the Development Management Committee meeting had not been granted. An agenda had not been published in accordance with the required access to information requirements. In addition, she had understood that Countryside Homes would work with local people after outline planning permission had been granted, but this had not occurred. Councillor Griffiths concurred that engagement had been poor to date.

Councillor Mann suggested that Countryside Homes could be invited to attend a Parish Council meeting. A member commented that a large proportion of the public did not yet know about the Peel Hall development.

In connection with Application 7 (Land at Golborne Road), Councillor Mann reported that he had objected to the transport route.

Decision – To note the planning matters raised and the comments and responses provided.

WPC.100 Parkside / Golborne Road / Peel Hall – Update on Developments

Peel Hall

Peel Hall had been covered under the previous item.

Mill Lane

Development was on-going, however, concerns had been expressed that planning conditions were being ignored by developers and that there was no effective enforcement of compliance. It was believed that National Highways would maintain their hold notice in connection with the site. Councillor Steen was due to meet with enforcement officers on site on 31 October 2024.

Parkside

It was noted that as part of the Parkside development only affected Croft, Winwick Parish Council would not receive notifications of those planning applications. It was reported that Warrington Borough Council had objected to the proposals by St Helens Council to remove conditions regarding junction improvements in Winwick from the plans. A resident commented on the ambition to turn the site into a freeport.

Decision – To note the updates on major developments.

WPC.101 Finance Officer's Report

Members considered a report of Clare Hinkins, Operations and Finance Officer, on a number of financial issues, which are set out below.

Budget Review 2024/25

Members considered a summary of profit and loss against the Council's Budget for the year to date for both the Community Centre and Parish Council as at 30 September 2024.

In September £20.2k of income had been received through the Community Centre. The Centre was showing a £1.9k loss for September, which was currently a £15.6k loss on the year to date.

A table was provided which showed the savings across electricity, gas usage and trade waste. Trade waste had started to reduce now that the new contract had commenced.

There had been £21.4k of expenditure against the precept in September, which included £9k for the litter picker vehicle hire annual fee from Warrington Borough Council. Year to date expenditure was £77.9k.

Overall, the Centre had made £6,252.20 more of a loss to the end of September than in the previous year. The report included a review of the principal reasons for losses from April to September 2024, which are summarised as follows:

Month	Description
April	<p>The Centre lost £3,833.86 more than in the previous year. This was likely made up of:</p> <ul style="list-style-type: none"> • £1,724.25 – Rates – the March bill paid late and April fees are usually not charged until 1 May • £677.57 – coffee supplies – annual/biannual coffee supplies order • £519.03 – Increase on gas bill from previous year (rates rather than usage) • -£919.43 – bar sales – would have been made on the cancelled majorettes event. <p>Other potential income reduction factors included:</p> <ul style="list-style-type: none"> • £401.70 – coffee sales • £252.50 – field hire
May	<p>The Centre lost £3,349.57 more than in the previous year. This was likely made up of:</p> <ul style="list-style-type: none"> • £2,044.06 – Bar sales – largely due to majorettes cancelling • £300 – Field income – largely due to majorettes cancelling • £489.25 – Room hire – annual fluctuation of room hire. • £394.40 – Soft drinks – largely due to majorettes cancelling • £290 – additional repair costs – boiler servicing earlier this year <p>Other potential income reduction factors included:</p> <ul style="list-style-type: none"> • £152.30 – coffee sales <p>Other potential expenditure factors included:</p> <ul style="list-style-type: none"> • £771.56 – wages – approx. 18 hours staff time not required once majorettes cancelled, 20 hours cover for staff sickness, 5 hours training.
June	<p>The Centre made a profit of £1,109.53 compared to the £3,717.94 loss in the previous year. However, this wasn't enough to cover earlier months' losses.</p>

	<p>Expenditure factors that limited profitability:</p> <ul style="list-style-type: none"> • £1,403.12 – wages – 24 hours sickness, 23 hours training, 59 hours holiday cover (more than usual in 1 month).
July	<p>The Centre lost £2,403.86 more than in the previous year. This was likely made up of:</p> <ul style="list-style-type: none"> • £1,845.02 – Wages – 7 hours training, 8 hours sickness, 48 hours events, 44 hours holiday (more than usual in 1 month) • £863 – Rates – June rates charged late <p>Other potential expenditure factors included:</p> <ul style="list-style-type: none"> • £253.33 – Equipment • £208.33 – DJ • £1,413.05 – Bar stock ordered for events throughout the month – held for future sales
August	<p>The Centre made £900 less of a loss than previous years. The losses were made up of:</p> <ul style="list-style-type: none"> • £2,353 – wages – 48 hours sickness, 19 hours events, 13 hours training. • £1,243.73 – bar stock – which would be held over for future sales
September	<p>The Centre made £1,808.70 more of a loss than the previous year. The losses were made up of:</p> <ul style="list-style-type: none"> • £1,331.61 – standard wages but 5 week month rather than previous year being 4 week (this gets averaged over additional months) • £1,466.35 – extra wages - hours 80 sickness, 25 events, 76 training

Additional Items

1) RBL Wreaths

After contact with the supplier, the Council would be purchasing three standard wreaths this year. For 2025, the Council would need to send across a pdf of the design for the filled wreath around April time. From then on, the Council should be able to obtain one wreath with a 'Winwick Parish Council' centre, alongside the two standard wreaths.

2) Poppies

A reply was awaited from A Seddon as to sourcing lamppost poppies following the usual supplier moving out of the area.

3) Draft Precept Models

The report included some initial models for the current project and expenditure base applicable to the Council, with some options on uplift to build the reserves back up. Other models could be drafted between the October and November meeting should Councillors wish to review the impact of other projects or precept increases.

All staff wages were currently highlighted red in the spreadsheets, as this was because the final percentage increase for the Real Living Wage was not yet known to enable the wages models to be accurately predict. The current figures were based on the 5% estimated increase on the National Living Wage (formerly known as the Minimum Wage). Accurate models would be provided to the full Council meeting in November along with a Part 2 paper regarding staff pay increases for Councillors to decide upon.

Members were advised that a decision on increases was not being sought at the October meeting. The item was included to enable Councillors to request other models for consideration based on baseline budgets.

Councillor Mann noted that the Government's Budget was due to be announced next week. He reminded Members that the Council's precept had been increased by some 14% last year, but the actual percentage increase faced by Council Tax payers was greater due to the loss of the Houghton Green Ward and its associated precept income. Effectively there had been a big rise in Council Tax bills. Mrs Hinkins reminded Members the precept freezes in earlier year had placed the Council's finances in a difficult position, leaving little alternative than to agree to a large rise to catch up with inflation. Councillor Mann asked if the uplift had helped to resolve this issue. Councillor Griffith responded that it was predicted that the Council would be able contain expenditure within its overall precept income during the current year. Councillor Mann thanked Mrs Hinkins for her work on the budget models.

Councillor Mann asked if fees were increased in line with Retail Price Index (RPI) inflation. Councillor Griffiths considered that a more informed decision about the precept would not be possible until after the Budget announcement, which should include information about National Insurance and employers' pension contributions. Members asked if the Council had a benchmark for prices. Mrs Hinkins responded that she and the Centre Manger carried out a price review every year. Some tolerance was allowed for community use of the Centre, but commercial lets were increased annually. A letter was forwarded to regular users to advise them of planned price increases.

Councillor Lavender asked if D L Hannon was paid quarterly or monthly. Mrs Hinkins responded that he was paid monthly, except for the planters which were charged biannually.

The Chair summed up by indicating the budget and precept would be looked at in more detail at the November Council meeting. Councillor Mann reiterated that the discussion should include information about RPI and the Government’s Budget. Mrs Hinkins added that the Management Team was considering the Centre’s room provision. If all rooms were equipped with a projector and screen, it might be possible to introduce a sliding scale of fees based on room sizes.

Payments made since the report for the Management Committee on 8 October 2024

Payments Leisure Centre		
14Oct2024	£2,284.81	T&JT Barton
08Oct2024	£68.94	IBA Electrical
07Oct2024	£129.60	Clear Brew
07Oct2024	£333.96	T&JT Barton
07Oct2024	£293.43	Water Plus Limited
07Oct2024	£127.51	IBA Electrical
Payments Parish		
14Oct2024	£600.00	Protive security
14Oct2024	£195.00	Gardenia Gardens
14Oct2024	£2,894.10	HMRC Cumbernauld
14Oct2024	£1,008.00	PKF Littlejohn LLP
08Oct2024	£700.00	DL Hannan
03Oct2024	£300.00	Yvonne Clarke
Direct debits Leisure Centre		
10Oct2024	£80.00	PAYZONE
08Oct2024	£713.00	SCOTTISHPOWER
04Oct2024	£283.06	TNT SPORTS
Direct debits Parish		
03Oct2024	£39.60	XERO UK LTD

Decision – To note the Finance Officer’s update report, including the Budget Review 2024/25, additional items, payments made and the draft Budget Models for 2025/26.

WPC.102 Final External Auditors Report and Certificate 2023/24

Mr Joinson reported that the final External Auditors Report and Certificate for the Year 2023/24 had now been received. The Auditors had issued an interim report on 29 September 2024, indicating that they were unable to complete the review at that time. A final report was issued on the following day.

The report found that the AGAR was in accordance with Proper Practices. Other matters not affecting the Opinion were as follows:

- The smaller authority should give consideration to the level of reserves when setting its precept. As at 31 March 2024 the reserves balance was negative.
- The smaller authority had not provided an explanation for the variance in Section 2, Box 9 between the current year and the prior year.

Mrs Hinkins reported that the second bullet above related to fixed assets, which were recorded in a register of assets. This had been affected by the recent valuation of the Council's landholdings as part of the process to register the Centre and Myddleton Lane Playing Fields with the Land Registry.

The Clerk indicated that the relevant Sections of the Annual Governance and Accountability Return (AGAR), including the External Auditors Report and Certificate, had now been published in accordance with the Accounts and Audit Regulations 2015, which required publication before 30 September 2024 (or as soon as possible where this date had passed),

In response to a query, Mrs Hinkins commented that the AGAR did not need to be published in every notice board, but would normally be posted in the Centre's internal and external notice boards.

Decision – To note the content of the final External Auditors Report and Certificate 2023/24.

WPC.103 Reports form Parish Council Committees

The minutes of the meeting of the Management Committee of 8 October 2024 were provided. The Clerk thanked Mrs Hinkins for taking the minutes in his absence.

Decision – To note the minutes of the Management Committee of 8 October 2024.

WPC.104 Ward Reports / Updates

Winwick Ward

Councillor Lavender indicated that the road sign on Golborne Road close to the Spires Gardens junction advising traffic to give way to on-coming vehicles was obscured by trees and was difficult to read because it was covered in green moss. The sign needed to be cleaned and the tress cut back. Councillor Mann advised that the matter should be logged with Warrington Borough Council and that the sign could potentially be moved further away from the traffic island.

Mrs Hinkins reported that she had cleared the ACO drain at the end of the Centre's car park to prevent flooding of the path between Rectory Lane and Faringdon Road. There was no new water run-off issue. The main problem was that the path was low-lying and had no drainage. Councillor Mann noted that the rainfall on Wednesday had been exceptionally heavy.

Councillor Mann reported that St Oswalds Church were seeking sponsorship to dress a Christmas Tree, but the deadline for responses had now passed.

Peel Hall Ward

There was no update on this occasion.

Decision - To note the ward updates provided.

WPC.105 Date and Time of Next Meeting

Decision – To note the date of the next meeting on Tuesday 26 November 2024 at 7.30pm.

WPC.106 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.







WPC.107 Finance Officer's / Clerk's Report - Confidential Matters

Debtors







Mrs Hinkins reported that there were no outstanding debts over 90 days. There were three outstanding debts in the range 30-89 days. These were being followed up.

Decision – To note the Finance Officer's report in connection with debtors.

WINWICK PARISH COUNCIL – ACTION LIST / REFERRAL LOG 2024/25

No.	Issue	Minute No.	Date of Raising	Referred To	Referral Date	Response Date	Comments	Progress
1	To request an update as to progress on the 3G pitch proposals at each meeting (in discussion with Winwick Athletic FC).	WPC.108(3) WPC.36(a)(2)	23/11/21 25/06/24	Councillor Herron	-	-	In progress. Councillor Herron has provided regular updates.	
2	To request the Clerk to provide a report to a future meeting on the implications of Neighbourhood Plans.	WPC.65(2)	27/09/22	Clerk	-	-	Initial research undertaken. A full report will be provided to a future meeting.	
3	To defer consideration of the proposed litter bin at Winwick Park until the meeting on 24 October 2023.	WPC.45(2)	26/09/23	Clerk	-	-	A decision on the litter bin (£600 for purchase and installation) could now be made, subject to the advice of the Operations and Finance Officer on available resources	
4	To reaffirm that the Clerk, in consultation with the Chair, be authorised to continue to work on the 2018 Edition of the NALC Model Standing Orders and to complete those sections where local choice was required, so as to make available revised Standing Orders for consideration by the Council as soon as possible.	WPC.6(1)	14/05/24	Clerk	-	-	In progress. The core document has now been prepared, but further work is required to refine those sections where there are local choice options available. A full report will be provided in the near future.	
5	To request that the Clerk provide a folder of the various policy documents on deposit at Winwick Leisure Centre.	WPC.6)3)	14/05/24	Clerk	-	-	In progress	
6	In respect of the Millennium Fund....to request the Clerk to place an advertisement on	WPC.8(2)(b)	14/05/24	Clerk	-	-	Not yet commenced	

Agenda Item 4

	the Council's website for a community representative trustee.							
7	To request the Operations and Finance Officer to ask the tree surgeons to quote for trimming the tress overhanging the entrance way park bench in November.	WPC.23(5)	25/06/24	Operations and Finance Officer	-	-	Quotes had not yet been sought	
8	To request the Clerk to write to the new Police and Crime Commissioner for Cheshire, to invite him to a future meeting of the Council.	WPC.24(2)	25/06/24	(reallocated) Councillor Mann	-	-	Not yet commenced	
9	To approve the spray painting of the patio bin in black, to move the existing ashtray to the corner of the Countryside Suite and to remind staff to sweep the patio each day.	WPC.29(5)	25/06/24	Operations and Finance Officer	-	-	In progress. Re-painting is dependent on the weather	
10	To request the Clerk to arrange a meeting of the Millennium Fund Trustees at 7.00pm before the next Council meeting and to circulate a copy of the Trust deed to the trustees.	WPC.34(2)	25/06/24	Clerk	-	-	To be arranged before the next Council meeting November.	
11	To request the Clerk to write to Charlotte Nichols MP, Member of Parliament for Warrington North, to invite her to attend a future meeting of the Council.	WPC.41(2)	23/07/24	Clerk	-	-	Not yet commenced	
12	To approve a site visit by the Vice-Chair to John Parr Meadow and to request that	WPC.44(3)	23/07/24	Councillor Griffiths	-	-	A verbal update may be provided	

Agenda Item 4

	he contact Ste Dodd (Peel Hall Conservation Group) about future maintenance of the site.							
13	To request the Clerk to write to Chef & Brewer to seek a possible solution to the anti-social behaviour issue associated with the strip of land by the Premier Inn to the north of Rectory Lane.	WPC.54(2)	23/07/24	Clerk	-	-	Not yet commenced	○
14	To request that the Clerk write to the <i>[Winwick Educational Foundation]</i> trust to seek an additional representative of the Parish Council on the above trust.	WPC.57(3)	23/07/24	Clerk	-	-	Not yet commenced	○
15	To agree to look into the development of a rationalised core specification for gardening and grounds maintenance provision, including consideration of what enhancements might be delivered via volunteers.	WPC.59	23/07/24	All councillors and Operations and Finance Officer	-	-	A verbal update may be provided.	⊙
16	That the Clerk be requested to write to Warrington Borough Council to ask if the verges on the highway could be cut more frequently.	WPC.67(2)	24/09/24	(reallocated) Operations and Finance Officer	-	-	In progress	⊙
17	To request that the Clerk write to Bellway Homes to ask for a representative to attend the next Council meeting.	WPC.68(2)	24/09/24	Clerk	-	-	Seek attendance in the New Year	○
18	To request the Clerk to write to Croft Parish Council to	WPC.70(4)	24/09/24	(reallocated) Operations	-	-	In progress	⊙

Agenda Item 4

	enquire about their scheme for including sponsors names on lamppost poppies.			and Finance Officer				
19	To request the Clerk to send any details of the Parish Council's land ownership to Councillor Mann.	WPC.72(2)	24/09/24	Clerk	-	-	Not yet commenced	○
20	To request the Clerk to write to both Ward PCSOs to remind them of dates of future meetings and to request written reports, or their attendance, whenever possible.	WPC.97	22/10/24	Clerk	-	-	Not yet commenced	○
21	That Councillor Griffiths be authorised to make enquiries with the Community Payback scheme in connection with assistance for litter picking.	WPC.98(2)	22/10/24	Councillor Griffiths	-	-	In progress	⊙
22	To request the Operations and Finance Officer to send the proposed response to the complainant identified at Item 10 above (<i>dog barking</i>).	WPC.98(3)	22/10/24	Operations and Finance Officer	-	-	In progress	⊙

Progress Legend

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

Version 1.0 - (Final) – 26/11/24

Winwick Parish Council

Correspondence since 22 October 2024
(or not previously reported)

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 23/10/24, 24/10/23, 28/10/24, 07/11/24, 08/11/24, 11/11/24 and 19/11/24
2. E-mails from Sharon Angus-Crawshaw and Jackie Weaver, Cheshire Association of Local Councils (ChALC), enclosing bulletins highlighting relevant parish news for the weeks ending 21 and 28 October and 4, 11 and 18 November 2024 – 21/10/24, 28/10/24(x2), 04/11/24, 11/11/24 and 18/11/24
3. E-mails from Rebecca Lee, Legal Support Officer, Warrington Borough Council, about various Traffic Regulation Notices (along with any statements of reasons and plans, as appropriate) due to be advertised in the Warrington Guardian on Thursday, 24 and 31 October and 7 and 14 November 2024 and a Town and Police Clauses Act Notice regarding Remembrance Sunday Parades – 17/10/24(x3), 30/10/24, 05/11/24, 06/11/24 and 12/11/24
4. E-mail from John Barnes, Traffic Management Consultant, Warrington Borough Council, inviting a Council representative to a Traffic Committee meeting, due to be held on Tuesday 29 October 2024 at 6.00pm at the Town Hall Warrington, at which the Council's representation on the Red Routes in Winwick was due to be considered. A follow up e-mail from Cllr Mann was received proving a copy of the report and officer recommendation – 22/10/24
5. E-mail from and follow up correspondence with a visitor, AM, a Councillor in Kilburn, Derbyshire, enquiring about dog fouling signs in Winwick. Cllr Lavender put the enquirer in touch with Bob Towers, Winwick Litter Picker Network – 21/10/24, 28/10/24(x2), 11/11/24(x2) and 12/11/24
6. E-mail from Graeme Worrall, Engagement and Public Affairs Manager, Cheshire Fire and Rescue Service, about the publication of their Annual Report to 31 March 2024 and detailing progress against their key performance targets to meet their vision and save live, protect lives and change lives in local communities – 30/10/24
7. E-mail from Paul Wright, Battle of Winwick Society, enquiring about possible dates for a meeting with representatives of the Council following the Council meeting held on 24 September 2024, with a view to discussing details of the proposed monument – 13/11/24
8. E-mail from Stephen Bartley, Public Rights of Way Officer, Warrington Borough Council enclosing the minutes of the Public Rights of Way Forum meeting held on 14 November 2024 – 19/11/24
9. E-mail from Dianne Perry, Perry Williams Ltd, planning agent on behalf of Cornerstone Telecommunications, Infrastructure Limited, consulting the Council

about a proposed upgrade to an existing radio base station installation at Land at Arbury Farm, Arbury Lane to provide upgraded 4G provision. Any comments should be submitted by no later than 3 December 2024 – 19/11/24

10. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
- Arien Signs – signs and notice boards
 - Futurform – Plastic benches
 - Kompan – outdoor play and fitness equipment
 - Playsound Services – outdoor play equipment and maintenance
 - Sutcliffe Play – outdoor play equipment
 - Wefindanylearner – training courses

Up to date as at 20/11/24

Winwick Parish Council

Planning Matters since 22 October 2024

General Correspondence (1)

1. Application Number: 2024/00204/OUT
Location: Vacant Land to the South of Delph Lane, Warrington,
Proposal: Outline planning application for 2 no. single storey dwellings with all matters reserved
Appeal Reference: APP/M0655/W/24/3352761

An appeal has been made to the Secretary of State against refusal of planning permission by Warrington Borough Council. The appeal will be determined on the basis of written representations. All representations must be received by 5 December 2024.

Domestic Planning Applications (1)

2. Application No: 2024/01414/FULH - Application Type: Full Planning -
Householder (Householder Development)
Location: 5 Green Lane Close, Winwick, Warrington, WA2 8RG
Proposal: Ground floor side and rear extension to a detached bungalow.

Non-Domestic Planning Applications (7)

3. Application No: 2024/01368/DISCON - Discharge of Condition
Location: 23 Mill Lane, Winwick, Warrington, WA2 0UY
Proposal: Discharge of Condition No. 5 (Parking Provision) attached to planning permission 2024/00879/FUL
4. Application No: 2024/01314/DISCON - Discharge of Condition
Location: Land At Peel Hall; Extending Between M62 to the North, Mill Lane to the East, Poplars Avenue to the South and Elm Road to the West, Warrington,
Proposal: Discharge of Condition No's 25 (Site Levels) and 27 (Renewable Energy Scheme) attached to Reserved Matters approval 2024/00142/REMM
5. Application No: 2024/01327/PA14J - Part 14 (Class J) Prior Approval
Location: Christeys Food Hygiene, 1 To 11 Cameron Court, Winwick, Warrington, WA2 8RE
Proposal: Installation of Solar PV panels on the roofs of 11 Units
6. Application No: 2024/01385/SCO - Scoping Opinion (*see No.7 below*)
Location: Land to the east of the M6 motorway, to the south of the Chat Moss Line and to the west of Winwick Lane incorporating the triangular parcel of land located to the west of Parkside Road and to the north of the Chat Moss Line
Proposal: Intermodal Logistics Park North Rail Freight Interchange

Agenda Item 9

7. E-mail from Todd Brumwell, EIA Advisor, The Planning Inspectorate, regarding an application by Intermodal Logistics Park North Limited (the Applicant) for an Order granting Development Consent for the Intermodal Logistics Park North (the Proposed Development). The communication notifies the Council of a scoping consultation and notification of the Applicant's contact details and duty to make available information to the Applicant if requested

The Proposed Development is a Nationally Significant Infrastructure Project (NSIP), as defined in the Planning Act 2008 (as amended). A summary of the NSIP planning process can be found at the following link:

<https://www.gov.uk/guidance/nationally-significant-infrastructure-projects-the-stages-of-the-nsip-process-and-how-you-can-have-your-say#preapp>

The Proposed Development is currently in the pre-application stage.

Comments are invited by 3 December 2024.

8. Application No: 2024/01403/CLDP - Section 192 Certificate
Location: Highfield Farm Waterworks Lane, Winwick, Warrington, WA2 8TB
Proposal: Demolition of Conservatory, Erection of Porch, Dormers, Single Storey Side, Single Storey Side/Rear and Rear Extensions & Detached Outbuilding
9. Application No: 2024/01436/CLDP - Section 192 Certificate
Location: Coal Pension Properties, 6 - 9 Chetham Court, Warrington, WA2 8RF
Proposal: Confirmation the proposed use falls within use class E.

Up to date as at 20/11/24

Finance report to Winwick Parish Council Full Council meeting 26th November 2024

In October we have had £17.4k of income through the centre. The centre is showing a £0.8k profit for October, which is currently a £14.7k loss on the ytd.

We can see cost savings across electric and gas kicking in. Trade waste has started to reduce now the new contract has kicked in.

Item	Apr-23	Apr-24	May-23	May-24	Jun-23	Jun-24	Jul-23	Jul-24	Aug-23	Aug-24	Sep-23	Sep-24
Electric	£1,135.75	£594.17	£1,045.00	£594.17	£1,043.81	£593.18	£1,045.00	£594.17	£1,045.00	£594.17	£1,327.01	£594.17
Gas	£625.75	£1,144.78	£753.94	£319.85	£269.81	£244.71	£91.90	£157.41	£99.58	£66.40	£81.64	£65.02
Trade Waste	£333.72	£282.92	£269.68	£282.40	£365.48	£853.43	£269.68	£108.00	£270.20	£81.00	£333.72	£135.00

Item	Oct-23	Oct-24	Nov-23	Nov-24	Dec-23	Dec-24	Jan-24	Jan-25	Feb-24	Feb-25	Mar-24	Mar-25
Electric	£1,190.83	£594.17	£1,190.83		£1,190.83		£1,288.05		£1,288.05		£1,288.05	
Gas	£206.55	£179.77	£696.89		£1,197.96		£1,360.00		£1,580.90		£1,259.25	
Trade Waste	£269.68	£108.00	£270.20		£333.20		£270.20		£349.62		£281.88	

There has been £13.1k of expenditure against the precept in October, with £91k spent on the ytd.

Other items:

- Peel hall Hogweed – I have received an update from the consultants that were treating the Hogweed, they have confirmed that it has been killed off and are now in the 2 year monitoring period to ensure no regrowth.
- Precept models – issued separately.

Payments made since those reported in the management report Nov 2024.

Payments Leisure Centre		
18Nov2024	£494.21	T&JT Barton
18Nov2024	£193.78	IBA Electrical
18Nov2024	£108.00	Maxigiene
18Nov2024	£129.60	Clear Brew
15Nov2024	£228.73	A Griffiths
11Nov2024	£287.86	Water Plus Limited
11Nov2024	£982.57	T&JT Barton
Payments Parish		
18Nov2024	£195.00	Gardenia Gardens
18Nov2024	£2,985.18	Chsh. Pension Fund
15Nov2024	£305.00	DL Hannan
11Nov2024	£3,491.00	HMRC Cumbernauld
Direct debits Leisure Centre		
08Nov2024	£713.00	SCOTTISHPOWER
Direct debits Parish		
19Nov2024	£259.87	WORLDPAY
18Nov2024	£362.31	LLOYDS BANK PLC
13Nov2024	£68.32	HMRC E VAT
07Nov2024	£66.68	PAYZONE
06Nov2024	£39.60	XERO UK LTD
05Nov2024	£283.06	TNT SPORTS

Part 2:

- 1) Debtors
- 2) Pay increase paper

Profit and Loss
Winwick Parish Council
1 April 2024 to 31 Oct 2024

	31 Oct 24	YTD
Income		
210 Room hire income	£5,956.50	£36,098.50
225 Buffet sales income	£0.00	£323.00
230 Bar sales income	£8,573.23	£68,656.18
231 Bar snacks income	£452.85	£3,049.39
232 Soft drinks income	£1,228.06	£10,066.49
260 Ticket sales income (Events)	£139.50	£187.50
Bar tea and coffee	£780.30	£4,163.40
Entertainer	£0.00	£0.00
Field income	£235.00	£1,609.50
Payzone income	£80.00	£80.00
LC Bar till discrepancies	£4.76	-£126.07
Total Income	£17,450.20	£124,107.89
Less Cost of Sales		
bar snacks expenditure	£143.47	£1,307.26
Beverage supplies (Coffee, milk)	£237.13	£1,281.70
Buffets	£0.00	£306.00
Tuck shop	£165.93	£165.93
Payzone	£80.00	£80.00
Drink purchases (and other bar i	£2,796.80	£27,476.47
LC Direct Wages	£4,296.00	£40,790.01
soft drinks expenditure	£420.20	£3,987.63
Total Cost of Sales	£8,139.53	£75,395.00
Gross Profit	£9,310.67	£48,712.89
Less Operating Expenses		
Bad Debt	£0.00	£0.00
DJ's bouncy castles, etc - events	£299.17	£507.50
LC Bar & Cleaning sundries	£371.50	£2,449.35
LC Bottled Gas	£92.50	£832.50
LC Cleaning	£576.00	£3,696.00
LC consulting	£49.58	£347.06
LC Electricity (Light, Power)	£594.17	£4,158.20
LC Equipment	£297.83	£1,446.31
LC Fire extinguishers	£0.00	£150.00
LC Gas (Heating)	£179.77	£2,177.94
LC General Expenses	£0.00	£51.06
LC Landline telephone and Broa	£235.88	£2,865.81
LC Pension costs	£1,090.82	£7,967.02
Rates	£863.00	£6,902.25
LC Repairs & Maintenance	£269.28	£2,281.94
tv licence	£0.00	£0.00
LC Trade waste	£108.00	£1,850.75
LC Water and Sewerage	£287.86	£2,135.00
Managers salary and NI	£2,649.57	£19,871.77
PAYE Payable	£374.48	£3,270.31
Stocktaking Services	£170.00	£460.00
Total Operating Expenses	£8,509.41	£63,420.77
Net Profit	£801.26	-£14,707.88

Profit and Loss
Winwick Parish Council
1 April 2024 to 31 Oct 2024

	31 Oct 24	YTD
Income		
Litter picker income	£1,950.00	£13,650.00
Advertising	£0.00	£100.00
Precept	£0.00	£154,892.00
Total Income	£1,950.00	£168,642.00
Less Cost of Sales		
Total Cost of Sales	£0.00	£0.00
Gross Profit	£1,950.00	£168,642.00
Less Operating Expenses		
Administration expenses	£70.83	£695.97
advertising	£0.00	£494.81
internal audit	£0.00	£1,525.00
external audit fee	£0.00	£840.00
cctv	£0.00	£393.75
election expenses	£0.00	£0.00
donations	£0.00	£0.00
RBL Donation	£0.00	£0.00
xmas tree lights	£300.00	£300.00
intruder alarms	£500.00	£500.00
Bank Fees	£257.86	£2,332.54
Clerk's salary	£917.37	£6,421.59
Training	£0.00	£233.33
Consulting	£0.00	£0.00
Grass cutting	£883.97	£2,651.91
Grounds Maintenance	£162.50	£1,137.50
Insurance	£0.00	£0.00
Legal / Licencing Expenses	£1,936.70	£2,848.51
Litter Pick Costs (Shared)	£1,775.97	£13,326.85
Litter pick vehicle	£0.00	£9,082.32
Loan charges	£0.00	£4,039.62
PAYE Payable	£1,267.92	£4,648.31
Payroll	£185.00	£1,335.00
Pay zone fees	-£0.12	-£0.12
Pensions Costs (Empr's contr)	£1,274.29	£9,458.57
Playground repairs	£0.00	£0.00
Tree maintenance	£0.00	£0.00
Professional fees	£0.00	£355.00
Repairs and maintenance	£31.57	£55.74
RFO Salary (and NI)	£3,233.59	£24,251.93
Traffic management	£0.00	£16.63
Japanese Knotweed	£0.00	£900.00
Subscriptions	£47.59	£311.53
Planters	£0.00	£930.00
Swan green, winwick park, radley com	£305.00	£1,955.00
Total Operating Expenses	£13,150.04	£91,041.29
Net Profit		£77,600.71
Parish reserves		-£3,326.81
Leisure Centre deficit/profit 24/25		-£14,707.88
Balance of overall reserves		£59,566.02

Notes for with precept models

I have updated the models following the announcement of the new Real Living wage and the Employers NI increases/adjustments for the current project and expenditure base we have with some options on uplift to build the reserves back up.

All staff wages are based on the 5% increase in the Real living wage, these are maximum level pay increase models. A paper regarding staff pay increases is supplied in Part 2 for Councillors to decide upon.

Following the receipt of the tax base figures a brief explanation of where we are is necessary:

- 1) When setting the precept last year we requested that it be set at £147,314.22 (14% precept increase), we anticipated this being £104.85 per household based on 1405 tax base which accounted for the loss of Houghton Green.
- 2) When processing the precept we believe WBC have confused our precept figure with Poulton's as we received £154,892, which is now our precept of record at WBC.
- 3) WBC then also set the tax base at 1742 (which included Houghton Green for the whole year) which set the per household at £90 (Band D).

These points above mean that our data for precept setting is skewed and the anticipated increase figures are incorrect. For the most part the increased budgets come out as decreases from the current recorded precept figure, however, as WBC have now applied the reduction down to 1422 households the per households will be significant increases. Model figures are below:

Overall precept:

2.7% increase model is a 2.25% decrease on the current model.

4% increase model is a 1% decrease on the current model.

5.3% increase model is a 0.23% increase on the current model.

Per household:

2.7% increase model is a 18.3% increase per household

4% increase model is a 19.7% increase per household

5.3% increase model is a 21.3% increase per household

0% increase model is a 21% increase per household

With this new information in mind I would recommend that we either opt for the 4% increase model (1% decrease and 19.7% per household) which will put £2k back into reserves or maintain at the current precept level (21% per household increase) which puts 3.5k back into the reserves. These work out at £17.77/year (£1.48/month) and £18.92/year (£1.58/ month). The increase levels per household are unfortunately higher than we would like but as per external auditors report we need to be mindful of rebuilding reserves when setting the precept.

Profit and Loss predictions
Winwick Parish Council

2024/25 budget Sept 24 ytd Factored budgets 25/26 budgets

	2024/25 budget	Sept 24 ytd	Factored budgets	25/26 budgets
Income				
210 Room hire income	£60,000.00	30117.83	60235.66	65000
225 Buffet sales income	£1,500.00	323	646	1500
230 Bar sales income	£115,000.00	60082.95	120165.9	125000
231 Bar snacks income	£5,500.00	2596.54	5193.08	5500
232 Soft drinks income	£18,000.00	8838.43	17676.86	18000
ticket income	£400.00	48	96	400
in post income	£0.00	0	0	1000
Payzone income	£0.00	0	0	400
Bar tea and coffee	£7,500.00	3383.1	6766.2	7500
Field income	£9,000.00	1284.5	8169	10000
Entertainer/ security	£200.00	0	0	200
Machine income	£0.00	0	0	0
LC Bar till discrepancies	£0.00	-130.83		0
Total Income	£217,100.00	£106,543.52	£218,948.70	£234,500.00

Less Cost of Sales				
bar snacks expenditure	£2,100.00	1163.79	2327.58	2400
Beverage supplies (Coffee, milk etc)	£1,100.00	1044.57	2089.14	2500
Drink purchases (and other bar items)	£44,000.00	24679.67	49359.34	55000
Food costs / buffet costs	£1,200.00	306	612	1200
entertainer/security	£400.00	0	0	150
LC Direct Wages	£44,928.00	36401.01	72802.02	51105.6
Payzone expenditure	£0.00	0	0	400
soft drinks expenditure	£7,200.00	3567.43	7134.86	7200
Total Cost of Sales	£100,928.00	£67,162.47	£134,324.94	£119,955.60

Gross Profit	£116,172.00	£39,381.05	£84,623.76	£114,544.40
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Less Operating Expenses				
Bad Debt	£0.00	0	0	0
DJ/ events	£700.00	208.33	558.33	700
LC Bar & Cleaning sundries	£3,400.00	2077.85	4155.7	4000
LC Bottled Gas	£1,400.00	740	1480	1500
LC Cleaning	£6,214.00	3120	6240	7862.4
LC consulting	£600.00	297.48	594.96	600
LC Electricity (Light, Power)	£14,000.00	3564.03	7128.06	9000
LC Equipment	£2,500.00	1148.48	2296.96	2500
LC Fire extinguishers	£820.00	150	300	820
LC Gas (Heating)	£4,000.00	1998.17	3996.34	4000
LC Landline telephone and Broadband	£3,000.00	2629.93	5259.86	4000
tv licence	£250.00	0	0	250
LC Rates	£9,800.00	6039.25	12078.5	11000
LC Repairs & Maintenance	£5,000.00	2012.66	4025.32	5000
LC Trade waste	£3,500.00	1742.75	3485.5	1500
LC Water and Sewerage	£4,000.00	1847.14	3694.28	4000
Machine games duty	£0.00	0	0	0
Managers salary and NI	£34,444.80	17222.2	34444.4	36171.2
Pensions	£14,000.00	6876.2	13752.4	14000
PAYE Payable	£5,000.00	2895.83	5791.66	6500
Stocktaking Services	£600.00	290	580	600
Total Operating Expenses	£113,228.80	£54,860.30	£109,862.27	£114,003.60

Net Profit	£2,943.20	-£15,479.25	-£25,238.51	£540.80
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	rate		
staff costs manager	16.56	17.388	
bar staff	12	12.6	1.05
cleaner	12	12.6	

12.6	4056	51105.6
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12.6	12	52	7862.4
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17.39	40	52	36171.2
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Agenda Item 12(b)

Income/ Expenditure predictions Winwick Parish Council

	New levels	0% increase 0 increase	2.25% decrease 2.70%	1% decrease 4.00%	0.23% increase 5.30%	
Budget 24/25	Sept 24 ytd	Factored budgets	25/26 budget	25/26 budget	25/26 budget	25/26 budget
Income						
Litter picker income	22200	11700	22500	24000	24000	24000
Advertising income	400	100	200	300	300	400
Precept	£147,314.00	154892	154892	154892	151394.6	153249.6
Total Income	£169,914.00	£166,692.00	£177,592.00	£179,192.00	£175,694.60	£177,649.60
Less Cost of Sales						
Total Cost of Sales	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Gross Profit	£169,914.00	£166,692.00	£177,592.00	£179,192.00	£175,694.60	£177,649.60
Less Operating Expenses						
Administration expenses	£900.00	625.14	1250.28	1300	1300	1300
payzone	£0.00	0	0	450	450	450
Alarms	£500.00	0	0	500	500	500
Advertising & Marketing	£700.00	494.81	989.62	1000	1000	1000
Audit & Accountancy fees	£1,500.00	1525	1525	1700	1700	1700
external audit	£900.00	840	840	900	900	900
RBL	£210.00	0	0	210	210	210
xmas tree	£250.00	0	0	300	300	300
Insurance	£2,500.00	0	0	3000	3000	3000
Bank Fees	£3,500.00	2074.66	4149.32	4200	4200	4200
Clerk's salary	£11,008.40	5504.22	11008.44	11559.6	11559.6	11559.6
Election expenses	£6,000.00	0	0	6000	6000	6000
Grass cutting	£3,500.00	1767.94	3535.88	3700	3700	3700
Grounds Maintenance	£2,000.00	975	1950	2000	2000	2000
octv	£800.00	393.75	787.5	800	800	800
Pension costs	£16,500.00	8184.28	16368.56	17500	17500	17500
Legal / Licensing Expenses	£3,000.00	911.81	1823.62	3000	3000	3000
Litter Pick Costs (Shared)	£23,088.00	11550.88	23101.76	24242.4	24242.4	24242.4
litter pick vehicle	£8,500.00	9082.32	9082.32	10000	10000	10000
Loan charges	£9,300.00	4039.62	8079.24	9000	9000	9000
PAYE Payable	£7,500.00	3380.39	6760.78	9750	9750	9750
play equipment maintenance	£1,500.00	0	0	1500	1500	1500
Payroll	£2,500.00	1150	2300	2500	2500	2500
Training	£0.00	233.33	466.66	500	500	500
professional fees	£0.00	355	710	800	800	800
hogweed treatment	£1,700.00	900	900	1000	1000	1000
feasibility study	£5,000.00	0	0	5000	5000	5000
tree maintenance	£1,500.00	0	0	1500	1500	1500
repairs and maintenance	£2,000.00	24.17	24.17	2000	2000	2000
traffic management	£500.00	16.63	16.63	500	500	500
RFO Salary (and NI)	£42,036.80	21018.34	42036.68	44137.6	44137.6	44137.6
Subscriptions	£500.00	263.94	527.88	600	600	600
planters	£1,200.00	930	930	1000	1000	1000
Swan green, winwick park, radley comr	£2,800.00	1650	3300	3500	3500	3500
Total Operating Expenses	£163,393.20	£77,891.23	£142,464.34	£175,649.60	£175,649.60	£175,649.60
Balance remaining	£6,520.80	£88,800.77	£35,127.66	£3,542.40	£45.00	£2,000.00
						£4,000.00

	1.210267229	1.182939875	1.015413868	1.19743414	1.02785548	1.21036138	1.041269615
	Current at wbc tax base	Current	Current at new tax base	2.7% wbc	2.7% increase	4% wbc	4% increase
Precept per household	£90.00	£104.85	£108.93	£106.47	£106.47	£107.77	£107.77
Per household uplift	£0.00	£0.00	£18.92	£16.46	£1.62	£17.77	£2.92
Monthly uplift (12mth payment plan)			£1.58	£1.37	£0.13	£1.48	£0.24
Precept	£154,892.00	£147,314.00	£154,892.00	£151,394.60	£151,394.60	£153,249.60	£153,249.60
			0.977420396	1	0.989396483	1	1.002308705
clerk	21.17		22.2285	0.022579604		0.010603517	
rfo	20.21		21.2205				
litter	12		12.6		1.05		

Winwick Parish - Management Committee 12 November 2024

Present: Councillors J Herron (Vice-Chair in the Chair), E Lavender and T Murray

WPMC 41 Apologies

Apologies for absence were submitted on behalf of Councillors A Griffiths, S Mann and M Steen.

WPMC 42 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 43 Minutes

Julian Joinson, Clerk, thanked Mrs Hinkins, Operations and Finance Officer, for taking the minutes of the last meeting in his absence.

Decision – That the Minutes of the meeting held on 8 October 2024 be agreed as a correct record.

WPMC 44 Action List

Members considered a schedule which outlined actions and referrals from previous meetings of the Committee. Completed actions, denoted by a solid green bullet or reported verbally at the meeting, would be removed from the schedule when published for the next meeting.

The following comments were raised:

No.	Action	Comments
1	Events planning	This was on the Agenda at Item 7 - Delete
2	Community Payback Scheme	Councillor Griffiths was currently away on business. It was understood that he had obtained a new telephone contact for this service to discuss opportunities for workers to be provided for local projects. Mrs Hinkins added that she had been in touch with HM Prison Thorn Cross, at Appleton Thorn, about their outreach programme - Retain
3	List of minor maintenance and improvement tasks	This was on the Agenda at Item 6 - Delete
4	Major development proposals	This was on the Agenda at Item 6 - Delete

Agenda Item 13

5	InPost parcel boxes	Mrs Hinkins reported that there had been no response from InPost about when the facility would go live. The boxes were in situ, but the rack was ½m shorter than planned. InPost had agreed to install an extra column of boxes at the end of the rack. It was anticipated that the facility would be operational by the end of next week, but no firm date had been indicated. When InPost confirmed the date, this could be posted on the Centre’s Facebook site. The Chair requested that Councilor Lavender be notified of the live date so that she could add this to the other local social media sites. Mrs Hinkins noted that for the Winwick and Hermitage Green Facebook site, all posts had to be approved by Admin. Councillor Lavender confirmed that posts on that site were outside of the Council’s control. The Chair noted the situation and suggested that this could be made clear to the public if any criticism was levelled. - Delete
6	Tuck Shop Profits	This was included in the Operations and Finance Officer’s Report at Agenda Item 8 - Delete
7	Door Stop	This related to the weighted front door used for the tuck shop sales. Councillor Griffiths was not present. - Retain
8	Tuck Shop Rota	This had been agreed - Delete
9	Non-Financial Metrics	This was on the Agenda at Item 5 - Delete
10	HM Prison Thorn Cross	See Action 2 above – Combine with Action 2
11	Facilities Reports	This was on the Agenda at Item 6 - Delete
12	External Lighting Improvements	The Chair indicated a that this related to the opportunity to illuminate an area of the playing fields close to the Centre to allow children to play football. However, it was likely that cost would be high. This matter would need further consideration as a part of a larger floodlighting project. Mrs Hinkins reminded Members that there was a need to focus on essential repairs/improvements first. – Delete and include in list of Major Development Projects
13	Hallway décor	Mrs Hinkins reported that the board had now been installed. Mr Wharton added that the Brownies information would be included on this. Two pictures of St Oswalds CE Church had been hung. There were some other old photos of Winwick village behind the bookcase, which needed modern frames. It might not now be possible to find a space for the portrait of King Charles III. It was suggested that this could be donated to St Oswalds Church. It was no longer necessary to seek memorabilia from Winwick

		Athletic FC to enhance the hallway. - Delete
14	Entrance sign	The Chair had chased up the sign production a couple of weeks ago - Delete .
15	Cement blob	Mrs Hinkins clarified that this action was for the Councillors Heron and Griffiths. - Retain
16	Battery recycling tub	Councillor Lavender indicated that she could obtain a tamper resistant unit from a family member. Mrs Hinkins commented that the tub would need to be situated away from children, eg. behind the bar. The Chair suggested a 6 months' trial, then the purchase of a new model if there was sufficient demand. - Delete
17	Winwick and Hermitage Green Facebook hits	Councillor Mann was not present to provide the data. The intention had ben to ascertain which Facebook site was most effective - Retain
18	Community Centre Facebook hits	To be considered at a future meeting in conjunction with 17 above - Retain
19	Winwick Playgroup	Mrs Hinkins confirmed that the letter would be sent this week - Delete
20	Dog Noise	Mrs Hinkins confirmed that the letter would be sent this week - Delete
21	Job Descriptions	These details had been requested by Councillor Mann, and were tabled at the last meeting. However, lack of time had prevented any discussion. This was on the Agenda at Item 10(b), but the documents would now be reviewed by officers prior to the next Management Committee meeting. The issue was around job descriptions aligning with the training matrix - Retain

Foodbank

Councillor Murray raised the issue of food donations. It was anticipated that a significant amount of food would be donated just before Christmas Eve. Many of the wider network of foodbanks would not be operational over the Christmas period. There was a need to ensure a quick turnover of the stock at this time of year. Councillor Murray was in touch with Burtonwood and Westbrook Parish Council about the availability of a collection and distribution point on Christmas Eve between 5.30pm and 7pm. A similar approach in Winwick would be welcomed.

Mrs Hinkins noted that the children's parties were due to take place on Christmas Eve, so any foodbank operations would need to be well staffed and cleared down afterwards.

Councillor Murray added that the intention was for customers to come to the door and collect a bag, or in some cases for volunteers with transport to

deliver bags directly to customers' homes. Volunteers would be appreciated. Also, there was a need for egg boxes (6 eggs).

Mr Wharton confirmed that the Myddleton Suite was available and that this room had easy access to vehicles outside.

Decision –

- (1) To note the schedule of actions and referrals from previous meetings and the verbal updates provided.
- (2) To note the proposed arrangements for a foodbank facility on Christmas Eve, as outlined above.

WPMC 45 Non-Financial Metric Reporting

Members considered a report of the Operations and Finance Officer and Centre Manager about non-financial metrics.

The Management Team monitored numerous non-financial metrics, but considered that the following matters would be of value to the Parish Council. These would be in addition to the bar sales and room hire financial information included in the routine monthly reports:

Part 1 Metrics:

- (a) Damages incurred from parties/ events – additional repairs required
- (b) Room hire by hours usage, which would be held to the below targets (A target of 50% was considered to be acceptable):

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
10%	6.00	6.00	6.00	6.00	6.40	6.40	4.80
20%	12.00	12.00	12.00	12.00	12.80	12.80	9.60
30%	18.00	18.00	18.00	18.00	19.20	19.20	14.40
40%	24.00	24.00	24.00	24.00	25.60	25.60	19.20
50%	30.00	30.00	30.00	30.00	32.00	32.00	24.00
60%	36.00	36.00	36.00	36.00	38.40	38.40	28.80
70%	42.00	42.00	42.00	42.00	44.80	44.80	33.60
80%	48.00	48.00	48.00	48.00	51.20	51.20	38.40
90%	54.00	54.00	54.00	54.00	57.60	57.60	43.20
100%	60.00	60.00	60.00	60.00	64.00	64.00	48.00

- (c) Usage breakdown by day/evening (number of rooms occupied). This information would help to identify any gaps:

	AM (9-3)	PM (3-7)	Night (7-close)	Total room usage	Total room availability	%
April					360	0.00%
May					372	0.00%
June					360	0.00%
July					372	0.00%
Aug					372	0.00%
Sept					360	0.00%
Oct					372	0.00%
Nov					360	0.00%
Dec					372	0.00%
Jan					372	0.00%
Feb					336	0.00%
Mar					372	0.00%

Part 2 Metrics:

- (d) Customer issues
- (e) Staff issues
- (f) Complaints

Mrs Hinkins reported that Councillor Mann had suggested including training as a metric, but this would be monitored by the Management Team and any issues would be reported back to the Committee.

Councillor Lavender noted that the issue of metrics had been raised in response to perceptions around the cleanliness of the Centre. For example, the frequency of clearing deposited cigarette butts from the outdoor areas. She advocated the installation of a smokers' bin outside. Mr Wharton reminded members that previously sand buckets and ash trays had been provided, but these had largely remained unused. The Chair suggested a large trough filled with sand, within easy reach. Mr Wharton added that the Centre continued to try to educate its customers, but they often simply flicked away their cigarette ends. Councillor Murray suggested 'Put it in the bin' posters which should be refreshed regularly in different colours, so that they attracted attention. Mrs Hinkins noted that, after a few drinks customers, tended to fall into bad habits around cigarette disposal.

The Chair recalled that it had been agreed to move one external ashtray closer to the patio. Mrs Hinkins also reminded Members that she had provided prices for a bin with an ash tray on top at a previous meeting. This would cost around £300.

Decision

- (1) To agree the non-financial metrics as set out above.
- (2) To approve the trialing of sand buckets for cigarette butts.

WPMC 46 Centre Facilities Improvements Plan

Members considered a list of improvement priorities for the Centre. Details were provided for the following locations:

- Bar;
- Changing Rooms;
- Countryside Suite;
- Externals;
- Hallway including entrance;
- Kitchen;
- Main Hall including fire exit near kitchen;
- Millennium Lounge;
- Myddleton Suite;
- Radley Suite; and
- Toilets.

Mrs Hinkins reported that she and Mr Wharton had developed the list some time ago and had recently reviewed its content. There were many tasks which could be undertaken. External issues were mostly large scale projects, but interior improvement could be progressed more easily and bit by bit. The largest interior project was likely to be the Main Hall. Key elements included the replacement of one external wall with a brick structure with windows, replacement of the fire doors, removal of the mirror and replastering, upholstering and new laminate flooring. These tasks had yet to be prioritised.

The Chair commented that he was pleased to see that the tasks had been split up room by room.

Councillor Lavender asked about projectors. Officers responded that the Main Hall had a new projector. The projector in the Millennium Lounge was being moved into the Radley Suite. There was no projector currently in the Myddleton Suite. A number of screens also needed to be replaced. Councillor Lavender understood that Councilor Griffiths might have a spare projector which could be installed. Mrs Hinkins indicated that once that information was known, the Council could source the remainder of units,

Mr Wharton commented that the Myddleton Suite and Main Hall now looked refreshed and had matching décor.

Councillor Lavender enquired about the possible s.106 funding. The Chair reported that none would be available until the housing construction commenced. Councillor Lavender suggested looking into lottery or other grant funding. Mrs Hinkins responded that the Centre had not previously made use of these opportunities, but might now find it easier having

rebranded as a community centre. The premises were already considered to be a community centre for national non-domestic rates purposes. Once the new sign had been received, Mrs Hinkins would apply to alter the name of the Centre on the premises licence and on the Facebook page. The Chair agreed to chase up the sign designer, as he had not yet seen the final design. This would then need approval by the Council. Councillor Murray offered to pull together a list of potential funding streams.

Decision

- (1) To approve the Centre Facilities Improvements Plan as presented.
- (2) To request the Chair to seek to obtain a draft of the entrance sign design for approval at the next Council meeting.

WPMC 47 Events Programme for January - March 2025

Members discussed proposals for the Community Centre's Events Programme for January - March 2025, to enable the detail to be included in the next Parish Newsletter.

The Chair noted that the Quiz Night was usually held on the first Friday of each month, but it had not been booked for 3 January 2024, as attendance was likely to be low so soon after the Christmas break. He enquired whether any events in January should be tried. Members considered that the first week should be avoided and that account should be taken of pay day for workers. An event in the second or third week might be possible.

Members suggested a quiz followed by karaoke and a disco from 7.30pm on Friday 10 January 2025, in a similar format to the successful Halloween event. Successive quiz events would then take place on 7 February and 7 March 2025. The Chair indicated that this should be sufficient and would allow availability for any private bookings.

Councillor Lavender reported that the craft workshop on 14 November 2024 was now fully booked, so would not be advertised, but the December event would still be publicised.

The Clerk enquired if there were any significant televised sporting events which should be publicised during the first quarter of 2025. Members noted the 6 Nations Rugby Tournament with matches in January to March, the Cheltenham Festival (horse racing) in mid-March, and the FA Cup third, fourth and fifth rounds. In the case of the 6 Nations Tournament, Guinness were the main sponsors and might provide some promotional items.

Decision – To approve the outline Events Programme for January - March 2025.

WPMC 48 Winwick Community Centre Update Report

Finance Report

Clare Hinkins, Operations and Finance Officer, provided a report which showed the financial position at the Leisure Centre for October 2024.

The October 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.

Income Information

Key Performance Indicators (Bar Sales)

The annual budget for bar sales for 2024/25 was £146,000. 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. Profit/loss figures for each month were also now shown.

	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	15.48	16.17	10.29	13.20	11.03	0.00	0.00	0.00	0.00	0.00
P/L (£1,000s)	-6.05	-2.42	1.11	-2.73	-3.65	-1.89						

Bar Takings Monthly

A graph was provided which showed monthly budgeted and actual bar takings as at October 2024, using the profile outlined above. October bar sales had fallen short of the target income by £1.9k.

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at October 2024, using the profile outlined above. The Centre was now £6.9k behind target sales at year to date, but £750 ahead of the monthly position at the year to date. The following month's figure would need to be good to stay on track. Efforts would be made to keep stock and staffing costs low for the immediate future. However, there would be some additional costs due to training new staff. The new member of staff was settling in well and was good with the customers.

Monthly averages had been calculated which should show the impact of various changes implemented going forwards

Agenda Item 13

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Apr Average	£107.10	£123.90	£186.27	£356.75	£691.93	£525.57	£469.79
May Average	£163.38	£148.77	£156.79	£297.95	£248.48	£716.93	£475.97
June Average	£139.65	£198.96	£335.03	£491.78	£434.17	£1,320.88	£497.48
July Average	£149.15	£168.02	£336.99	£304.96	£446.38	£1,881.78	£592.89
Aug Average	£134.53	£116.77	£248.27	£221.85	£311.29	£838.75	£359.07
Sept Average	£147.85	£155.46	£156.26	£329.88	£692.43	£905.72	£699.98
Oct Average	£145.97	£144.27	£145.50	£332.78	£379.70	£1,065.68	£389.81

Key:

Target
10% up
20% up
30% up
40% up
50% up

The table showed that summer events had helped to improve performance and that Saturdays were picking up in the latter half of the year. Mondays and Tuesdays were generally slow, although there had been some increased usage on Tuesdays during the Euros 2024. Dancing on Wednesdays might boost sales, but would depend on what beverages were consumed. The Brownies bookings on Thursdays had helped to improve sales. Clubercise had finished in October, so this would allow the double doors into the Main Hall to be opened up. Councillor Lavender suggested advertising that the Main Hall was now available. Mr Wharton commented that the Facebook post should explain that the room would normally be available as a general social space, but that if any private bookings were taken then the room's closure would be publicised.

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, 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. Profit/loss figures for each month were also shown.

	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	5.23	5.27	3.32	0.00	6.74	5.96	0.00	0.00	0.00	0.00
P/L (£1,000s)	-6.05	-2.42	1.11	-2.73	-3.65	-1.89						

Room Lettings Monthly

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

The table showed that room hires for October were £880 ahead of target.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at October 2024, using the profile outlined above. This put the Centre at £1.6k ahead of target sales.

Key Performance Indicators (Field Income)

Field income had also been analysed and the expected fees for 2024/25 was £9,000. 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. Profit/loss figures for each month were also shown.

	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
Fee (£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	75.00	375.0	259.5	195.0	325.0	0.00	0.00	0.00	0.00	0.00
P/L (£1,000s)	-6.05	-2.42	1.11	-2.73	-3.65	-1.89						

Field Income Monthly

A graph was provided which showed monthly budgeted and actual field lettings income as at October 2024, using the profile outlined above. The field hire was £167.62 above the target for the month.

Field Income Cumulative

A further graph was provided showing the cumulative budgeted and actual field lettings income as at October 2024, using the profile outlined above. This showed that the field hire was £721.65 behind on the year to date.

Coffee Sales

The coffee morning sales figures were provided. The figures for the month of October showed an average of 13.5 cups per day sold and income of £780.30. Although sales had increased income had fallen from the previous month because some of the sales had been the cheaper offer via the Tuck Shop.

Additional Income

- Ticket sales - £139.50
- Payzone – £80.00

Some ticket sales in November were also anticipated.

Councillor Lavender enquired if the Payzone facility included mobile phone top-ups. Mr Wharton confirmed that this facility was available. Mrs Hinkins added that gift cards were not available, as these could not be stored securely behind the bar and were susceptible to theft.

Updates on Repairs

Minor LED lighting replacements were on-going

Additional Items

(a) InPost

An update on when the facility would go live was currently awaited (Minute WPMC44 – Action 5 refers).

(b) Tuck Shop

All tuck shop sales were included in the figures for the bar above. However, below was a breakdown of income and expenditure for the tuck shop alone:

Month	Expenditure	Income	Balance
Sept	£100.39	£153.00	£52.61
Oct	£65.54	£340.50	£274.96
Nov			
Dec			
Jan			
Feb			
Mar			
			£327.57

A further update would be included in the December report, in lieu of a meeting in that month.

(c) Events

A detailed cost analysis was provided for events in October and the first weekend in November, with the profit/loss figures as indicated below:

- Halloween Party (31/10/24) = £138.66
- Halloween Party (03/11/24) = £44.74

- Halloween Quiz (02/11/24) = £396.50

The Halloween parties had made a small profit. It was suggested that the children's party at 4pm should be moved to the nearest Saturday to maximise bar sales to their parents.

The Halloween Quiz had been very profitable, but some adjustment to the final figure would be required, as receipts for the prizes had only just been submitted.

The following events were planned for November:

- 14 November 2024 - Crafting Workshop
- 16 November 2024 - Borough Council Surgery
- 30 November 2024 – Light Up Winwick Christmas Tree Switch On

Bar sales for the Crafting Workshops were normally disappointing. The Christmas Tree event should provide a good level of income.

The Chair indicated that the Council should arrange a New Year's Eve event. This should be a simple gathering with a raffle and bring your own food with a 1am finish to be held in the Main Hall and Millennium Lounge. The event should be ticketed with prices set at £5 and numbers limited to 120. Printed tickets would need to be provided and these should be numbered. The names of customers should also be noted in case of lost tickets. It was agreed that the organiser of last year's event should receive two complimentary tickets. The Chair confirmed that the Millennium Lounge would not be open separately to non-ticket holders and that this should be publicised accordingly.

Mr Wharton confirmed that the rooms had now been booked.

Payments

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

Payments Leisure Centre		
04Nov2024	£170.00	B. Muflihi
04Nov2024	£1,284.78	T&JT Barton
04Nov2024	£250.00	Jason Taylor
04Nov2024	£430.22	RJO
29Oct2024	£60.28	IBA Electrical
28Oct2024	£665.38	T&JT Barton
28Oct2024	£1,060.76	Warrington BC
28Oct2024	£129.60	Clear Brew
24Oct2024	£66.60	Easyflow
21Oct2024	£1,450.31	T&JT Barton
21Oct2024	£44.40	Easyflow
21Oct2024	£140.06	IBA Electrical
Payments Parish		
28Oct2024	£2,324.04	PPLPRS
21Oct2024	£222.00	Styles and co
21Oct2024	£3,489.74	Chsh. Pension Fund
21Oct2024	£5,449.39	Warrington BC
Direct debits Leisure Centre		
30Oct2024	£863.00	WBC
21Oct2024	£188.75	BRITISH GAS
21Oct2024	£129.60	GASKELLSWASTE
21Oct2024	£32.40	GASKELLSWASTE
Direct debits Parish		
31Oct2024	£25.20	Service Charge
21Oct2024	£263.26	WORLDPAY
16Oct2024	£612.45	LLOYDSBANK PLC

Decision –

- (1) To note the update report on the Leisure Centre performance, repairs, additional income, additional items and the list of payments.
- (2) To approve the arrangements for a New Year’s Eve Party on the basis set out above.

WPMC 49 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 50 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.

There were a number of debts for invoices in the range 30-89 days. However, there were no significant concerns about the delayed payments.

Mrs Hinkins reported that one customer had used a projector without booking the equipment and had, therefore, been charged for its hire. Mr Wharton would obtain a fish key and lock to ensure that equipment could not be accessed by customers without permission.

Decision – To note the report on debtors.

(b) Job Descriptions

These would be provided at the next Management Committee meeting (Minute WPMC.44 – Action 21 refers)

WPMC 51 Employee Matters

(a) Customer Behaviour

Members considered a report in connection with possible harassment of a member of staff by a customer and a potential hate crime. The customer had been advised about the need for proper supervision of her children whilst on the premises and that if there were any current concerns about staff behaviour to report the matter to the Operations and Finance Officer in order for her to investigate the incident thoroughly, including the use of CCTV.

The Clerk reminded Members that the Council had a duty of care to its staff to protect them from bullying and harassment in the workplace.

The Chair summarised by noting that the customer was effectively on a final warning and that if there was any further incident the customer would be barred from the Centre. The Centre Manager, as Designated Premises Supervisor, or any of the bar staff, were authorised to enforce an immediate ban without the need to seek permission from the Committee. Bans had previously been imposed on other customers.

In this case, it was hoped that the advice provided would de-escalate the situation.

Decision – To note the issues around customer behaviour, the action taken to

address the matter and the proposed response in the case of a further incident.

(b) Customer Complaint

Members considered a report detailing the investigation of a complaint about a member of staff by a customer. The complaint was linked to the incident mentioned at (a) above and was from the same customer. The matter had been thoroughly investigated, but the complaint had not been upheld. The staff member concerned had been advised to limit engagement with the family concerned so as not to provoke a reaction and all staff would be similarly advised.

Members noted that signage was on display in the Centre advising that children should be supervised at all times.

Decision – To note the complaint lodged by a customer, the outcome of the investigation and the advice provided to staff.