



3 September 2025

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

Dear Councillor

A meeting of the Management Committee will take place on **Tuesday 9 September 2025 at 7.30pm** at Winwick Community Centre.

Yours sincerely

Julian Joinson
Clerk to the Parish Council

AGENDA

- 1. Apologies for absence**
- 2. Code of Conduct - Declarations of Interest**

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

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

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

- 3. Minutes**

To receive the minutes of the meeting of the Committee held on 8 July 2025.

- 4. Action List**

A schedule is provided of actions arising from previous meetings.

5. Winwick Community Centre – Update Reports

To note that information was circulated outside of the meeting in the August update report (covering the period to 31 July 2025) and to consider the latest update report from the Operations and Finance Officer and Centre Manager.

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

6. Visibility of Booking System

Councillor Mann to introduce this item

7. Saturday Morning Gates Closure – Use of a Key Safe

Councillor Mann to introduce this item

8. Brollies

Councillor Mann to introduce this item

9. Rabbits Damage to Playing Fields / Annual Repair Cost

Councillor Mann to introduce this item

10. Chairman to move Part 2

Part 2

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

CONFIDENTIAL MATTERS

11. Winwick Community Centre – Update Report

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

a) Debtors

12. Employee Matters

To consider any reports of the relevant Officer.

Winwick Parish - Management Committee 8 July 2025

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

Councillor Griffiths, Chair in 2024/25, opened the meeting.

WPMC 1 Appointment of Chair for 2025/26

Decision – That Councillor J Herron be appointed as Chair of the Committee for 2025/26.

Councillor Herron thereupon took the Chair.

WPMC 2 Appointment of Vice-Chair for 2025/26

Decision – That Councillor E Lavender be appointed as Vice-Chair of the Committee for 2025/26.

WPMC 3 Apologies

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

WPMC 4 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 5 Minutes

Decision – That the Minutes of the meeting held on 13 May 2025 be agreed as a correct record.

WPMC 6 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	Cement blob (Instant Grip)	Councillor Griffiths reported that he now had all of the necessary equipment to remove the blob from the sign - Retain
2	Entrance Sign Design	The Chair reported that he had sent a revised draft of the sign detail to the designer within the last two weeks. He would seek an update in time for the next full Council meeting in July. The layout included

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		telephone contact details and the Centre's new e-mail address as well as a gap at the base of the sign to post variable information, such as 'Rooms for Hire' or specific event details. Measurements for the sign had also now been submitted. The finished sign should be ready before September 2025 - Retain
3	Room Dressing for Marketing Photos	Councillor Griffiths reported that the Community Centre website was ready to launch, as soon as the new marketing content was available. Mrs Hinkins, Operations and Finance Officer, reported that she had not yet spoken to SJ Leisure about room dressing. The rooms would need to be redecorated first and that project was awaiting confirmation that the works could be undertaken through the HMP Thorn Cross outreach programme. Risk assessments had been completed, but information was still required from the prison service about what PPE would be needed by the participants. Mrs Hinkins would chase up this matter upon return from her holidays - Retain
4	Playing Field Events Form	<p>The draft form had been agreed at the last Council meeting. Temporary Event Notice (TEN) and noise management information would also be added. Councillor Mann asked if the Council was clear about the need for a TEN, as he was aware of other parishes that did not make TEN applications for events. Mrs Hinkins confirmed that advice had been provided by the Licensing Team at Warrington Borough Council, that this was needed for event with amplified music. Mr Wharton, Centre Manager (and Designated Premises Supervisor) indicated that the application process was simple enough to carry out and advised that the Council should implement the arrangements as directed. Councillor Griffiths noted that there was a clause within the licensing exceptions for community events, but the rules were not easy to interpret.</p> <p>Councillor Lavender asked whether the Centre would charge hirers for a TEN application. Mrs Hinkins responded that she had copies of the relevant form and would send this to hirers to enable them to submit their own application and fee, with a copy to be sent to the Centre. Councillor Lavender asked if a TEN was in place for the forthcoming Autism Initiatives Funday event.</p> <p>Mr Wharton commented that hirers could only host 499 spectators, but that the number of members/participants was not counted for this limit.</p>

		The Carnival had its own licence and a different capacity. He added that the Police generally had no objection to events between 7am and 11pm. Councillor Griffiths reaffirmed that the Council should comply with the licensing advice given this year and raise any points for clarification in future years in the light of experience - Delete
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Play Area

The Chair reported that there had been further damage to the flooring beneath the playground equipment. It appeared that the mower mechanism had caught the edge causing the damage. Mrs Hinkins agreed to contact Warrington Borough Council to ask them not to mow up to the edge of the flooring mat. It might be possible to ask Gardenia, who provided grounds maintenance in the young children's playground, to trim the edges around the main play equipment.

Councillor Griffiths reported that it was planned to repair a test area of flooring at the weekend. The weather was due to be warm, so it might be necessary to carry out the work in the evening. Saturday, after tea-time, was suggested. The trial repair could be on either the recently damaged corner or the cut-out section of the flooring.

Councilor Lavender enquired about the outcome of the playground equipment inspection. Mrs Hinkins responded that she had just recently received the report but had not yet had an opportunity to digest the information.

Hedges and Access Gate on to Playing Field

Information had been circulated to councillors prior to the meeting about a property adjacent to the Playing Fields, which had an access gate with stone paving slabs and neat hedges planted on the perimeter of the Council's land. There was a concern that this work had been carried out recently, without the Council's permission. Mr Wharton confirmed that the gate, paving had hedgerow had been in place for a number of years. The hedges had recently been trimmed (presumably by the home owner), but this had had the effect of making the hedges look newly planted and making the access point more visible, as though new.

Councillor Mann noted that the Council needed to remain vigilant for unscrupulous land owners who might encroach upon its land and claim adverse possession after a period of 10 years.

Arboricultural Works

Councilor Mann asked about the list of work proposed for the tree surgeon inspection. Mrs Hinkins reported on the following:

- Tree by the main playing fields gate;
- Tree adjacent to a property on Faringdon Road.

Julian Joinson, Clerk, reported that a resident had contacted him via the website enquiry form about trees overhanging a property on Faringdon Road, but it was unclear if this was the same address as already noted. He undertook to send the correspondence to Mrs Hinkins.

Councillor Mann indicated that one resident on Falcondale Road had asked for permission to prune overhanging trees at their own expense. Based on a similar request in recent times, the Council would only accede to this request, subject to the resident providing a report on the extent and type of work proposed to be undertaken. Mrs Hinkins would then be in a position to reply to that resident.

Councillor Lavender reported that she had received a further complaint about bird droppings on the bench off Myddleton Lane, which made the bench unusable. Councillor Griffiths asked if the tree above the bench had a Tree Preservation Order (TPO) on it. Councillor Mann confirmed that none of the trees in the area were subject to a TPO. Mrs Hinkins commented that this could be attended to in September/October 2025. Councillor Herron noted that the bench could not easily be moved because of the concrete base.

Mr Wharton added that the willow tree on the access pathway also needed pruning.

Events

Councillor Lavender noted that a complaint had been posted about back to back events immediately before the Carnival. Mrs Hinkins reported that the Autism Initiatives Funday event was aimed at families, whereas the Carnival would have a wider public audience.

Councillor Mann queried whether parking should be allowed at the bottom of the playing fields for larger events outside of the football season and when the ground was not too soft. The Council could charge a small fee (say £2) for parking and this would help to accommodate vehicles that might otherwise park on Myddleton Lane. Mrs Hinkins noted the proposal, but expressed concern that this might lead to an increased use of cars by visitors, which could not then be accommodated during wet summers.

Decision – To note the schedule of actions and referrals from previous meetings and the verbal updates provided.

WPMC 7 Winwick Community Centre Update Report

Finance Report

Clare Hinkins, Operations and Finance Officer, provided a report which showed the financial position at the Community Centre for June 2025.

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The June 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 2025/26 was £156,000. This had been broken down over the 12 months period. The relevant percentage and target income for each month was outlined in a table. 2025/26 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 (%)	8.06	8.14	9.42	11.36	7.53	9.69	8.48	8.45	8.15	6.65	6.67	7.40
Budget (£1,000s)	12.57	12.70	14.70	17.72	11.75	15.12	13.23	13.18	12.71	10.37	10.41	11.54
Actual (£1,000s)	12.23	13.61	17.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P/L (£1,000s)	0.38	-1.92										

Bar Takings Monthly

A graph was provided which showed monthly budgeted and actual bar takings as at June 2025, using the profile outlined above. June bar sales were just above target by £2.3k.

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at June 2025, using the profile outlined above. This put the Centre at £2.9k ahead of the target to date and £3.8k ahead of a straight monthly split.

Monthly averages had been calculated for income on each weekday as per the table below.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Overall average	£176.18	£189.72	£202.24	£318.44	£727.42	£866.70	£762.70
Apr Average	£236.02	£180.19	£166.88	£296.60	£633.25	£464.66	£865.09
May Average	£124.55	£185.53	£219.54	£306.38	£671.53	£480.37	£1,002.92
June Average	£169.60	£205.83	£229.14	£355.37	£891.46	£1,751.65	£488.61

Key:

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

The averages for June shown above were generally quite positive, with Mondays, Wednesdays and Thursdays at target and Friday and Saturday takings up by more than 50%, linked to the Beer Festival.

Key Performance Indicators (Room Lettings)

As with the bar sales, the room lettings had been analysed and the expected fees for 2025/26 were £65,000, including buffet sales. These had been split across the relevant months by percentage. 2025/26 actual income (also shown) would be assessed against the table provided below. Profit/loss figures for each month were also shown.

2025/26	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	7.63	9.97	9.93	8.74	5.47	8.56	9.13	9.54	6.37	8.28	8.18	8.19
Budget (£1,000s)	5.00	6.49	6.45	5.68	3.56	5.56	5.93	6.20	4.14	5.38	5.32	5.32
Actual (£1,000s)	6.38	3.74	3.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P/L (£1,000s)	0.38	1.92										

Room Lettings Monthly

A graph was provided which showed monthly budgeted and actual room lettings income as at June using the profile outlined above. The table showed that room hires for June were £3k behind target.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at June 2025, using the profile outlined above. This put the Centre at £4.3k behind target sales for the year to date and £2.7k behind a straight monthly split.

Mrs Hinkins reported that this level of fluctuation did sometimes occur with room lettings. This would be monitored carefully going forwards. Councillor Mann asked if room availability was being promoted, as this had been discussed for a long time. Councillor Griffiths suggested that this could not be done until the repainting had been completed and the rooms were in a better

state to make a good first impression. Mr Wharton added that it would be useful to have the new sign in place too before undertaking any promotion.

Councilor Griffiths considered that the gap in room usage was, in part, due to other large event bookings on Friday and Saturday, such as the Beer Festival. Mrs Hinkins added that the increased bar take had made up for lost room income. The Beer Festival enjoyed free room usage as the Council's contribution to a significant community event. Councillor Griffiths asked if a temporary bar could be set up in one of the bottom rooms. Mr Wharton noted that this had been tried previously, but this required additional staffing and was costly. The Chair added that a bottle bar was normally provided.

Councillor Mann reiterated the need to refurbish the rooms as soon as possible. The Centre could then focus on a three pronged marketing effort: fun events; private parties; and business meetings. Councillor Griffiths reported that he had received the new wi-fi equipment. This would take a week to install. The Centre should aim to launch its new look in September 2025.

Councillor Lavender enquired whether the bar wrapping would be in place for September. Mrs Hinkins reported that the room was available in July and August and that the works were in hand.

Mrs Hinkins undertook to look into which regular bookings might have dropped out during June.

Councillor Lavender asked if an Open Mic Night could be piloted. The Chair added that a Race Night would require a lot of volunteers to make it work. Councilor Mann indicated that councillors could only commit so much of their free time to supporting events at the Centre. It was suggested that the Centre Manager could run an Open Mic Night. Mr Wharton agreed to try, but would need some training on how to set up and use the equipment. Councillor Griffiths indicated that he had looked into this type of event, such as a jamming club on Sundays. However, the usual set up tended to involve artists pre-booking a slot. A permanent amplifier and microphone set up would be preferable, but this would also require time to install. The Chair suggested piloting this on a quieter Friday, however, this was not currently a priority.

Councillor Lavender asked if any promotion was taking place around the Women's Euros 2025. Mr Wharton confirmed that matches would be televised in the bar, but turnout was not anticipated to be high.

Councillor Mann reminded all of the need to introduce annual reminders for bookings.

Councillor Lavender asked if the doors to the Main Hall remained open when there was no quiz running. Mr Wharton confirmed that this was the case.

Mrs Hinkins reminded members to outline to her any ideas for new events, so

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that she could look into their viability, including set up and running costs.

Councillor Griffiths suggested the infrastructure for the following be set up before September:

- Open Mic Nights (microphone, amplifier and speaker); and
- Darts (boards and associated lighting).

Mr Wharton confirmed that it would be useful to have a list of tasks for the electrician. Members agreed to make provision to install two dartboards before September and approved expenditure up to £500 for this purpose.

Key Performance Indicators (Field Income)

Field income had also been analysed and the expected fees for 2025/26 was £9,000. This had been split across the relevant months by the expected percentage. 2025/26 actual income (also shown) would be assessed against the table provided below. Profit/loss figures for each month were also shown.

2025/26	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	4.04	3.67	2.57	5.31	4.05	2.06	2.33	1.07	0.59	72.77	0.59	0.94
Budget (£s)	363.6	330.3	231.3	477.9	364.5	185.4	209.7	96.3	53.1	6,549.3	53.1	84.6
Actual (£s)	530.0	1,430.0	460.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P/L (£s)	381.7	1,919.6										

Field Income Monthly

A graph was provided which showed monthly budgeted and actual field lettings income as at June 2025, using the profile outlined above. The field hire was £228.70 ahead of target for the month.

Field Income Cumulative

A further graph was provided showing the cumulative budgeted and actual field lettings income as at June 2025, using the profile outlined above. This showed that the field hire was £1.5k ahead of the year to date target and £170 ahead of a straight monthly split.

Most income would be received in January, but the current position was good.

Coffee Sales

The coffee morning sales figures were provided. The figures for the month of June showed an average of 7.3 cups per day sold and income of £538.40. This was a decrease of 1.1 cups per day on last year's figures. This equated to a decrease of £113.10 (17.36%)

Additional Income

- Ticket sales -£168.00
- Real Ale tickets £4,513 - this had been paid to winwick.org
- Advertising income - £20 (the newsletter was due soon)
- Payzone £143.67

Updates on Repairs

Minor LED lighting replacements were on-going. In addition, electrical checks were taking place on plug sockets in the proposed parish-use cupboard nearest to the kitchen.

Additional Items(a) Tuck Shop

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

Month	Expenditure	Income	Balance
Apr	-	158	158
May	-	214	214
June	-	-	-
			£372.00

Receipts for some expenditure were still outstanding. Councillor Griffiths undertook to send this in shortly. No additional income had been realised in June due to no football taking place. This activity would recommence in September.

In response to a question by Councillor Mann about serving hot food, Mrs Hinkins indicated that a food hygiene certificate would be required and the correct premises licence would be needed, unless outside caterers were used. Councillor Lavender added that additional staff would be required to run the tuck shop if hot food was also offered. Other issues raised included storage of fresh food and staff training around allergens. Councillor Mann indicated that the simplest option might be to bring in an outside caterer and to charge them a set-up fee.

(b) Events

A detailed cost analysis was provided for events in June 2025, with the profit/loss figures as indicated below:

- Majorettes (01/06/25) = £590.64
- June Quiz (06/06/25) = £407.37

- Beer Festival (27-28/06/25) = £1,191.78
- Bingo (03/06/25) = -£14.83
- Bingo (10/08/25 = -£17.28
- Bingo (17/06/25) = -£1.68
- Bingo (24/06/25) = -£23.87

Losses in relation to the bingo related to the costs of the prizes. Overall, the event was embedded with 6 regulars and another person just starting. The newsletter already publicised this activity, but this should emphasise that it was a weekly gathering.

The events running in July 2025 were as follows:

- 04/07/25 – Quiz Night
- 12/07/25 – Autism Initiatives Funday
- 19/07/25 – Carnival
- 25 – 27/07/25 – German Shepherd Show

Mr Wharton reminded Members that his role as Designated Premises Supervisor did not extend to licencing responsibility for events on Myddleton Lane Playing Fields.

Payments

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

Payments Leisure Centre		
30Jun2025	£129.60	Clear Brew
30Jun2025	£1,485.96	T&JT Barton
24Jun2025	£66.60	Easyflow
24Jun2025	£150.00	Wrap around wraps
23Jun2025	£1,171.06	T&JT Barton
Payments Parish		
23Jun2025	£270.00	Xeinadin
20Jun2025	£3,104.70	Chsh. Pension Fund
Direct Debits Leisure Centre		
30Jun2025	£863.00	WBC
27Jun2025	£889.91	BT GROUP PLC
20Jun2025	£171.76	GASKELLS WASTE
19Jun2025	£152.15	BRITISH GAS
Direct Debits Parish		
30Jun2025	£60.80	Handling Charge
24Jun2025	£51.87	PAYZONE
19Jun2025	£269.72	WORLDPAY

Replacement Fridge

An options paper was provided in respect of a replacement fridge.

Upon staff arriving in work Monday, 7 July 2025 it was noticed that the double fridge in the Main Hall had stopped working. This was less than ideal with Carnival less than 2 weeks away.

Options to replace the unit were as follows:

1. 2nd hand model sourced by Bartons £444 + VAT – total of £532.80
2. New model sourced on Amazon £518 plus £38.29 Delivery – total of £556.29
3. New model sourced on Nisbetts £539.98 with free delivery option (should have been £839.98, but currently reduced)
4. New model sourced on Empire £466.80 with free delivery option

The preferred option was No.3, as the supplier was already known to the Officers. Councillor Griffiths indicated that he could acquire a 3 door fridge unit for slightly more than the costs outlined above. Mrs Hinkins responded that this would not fit, as the Heineken fridge could not be repositioned due to the presence of a structural support pole.

Millennium Lounge - Bar Foot Rail

It was reported that in order to protect the bar wrap in the Millennium Lounge from damage a new foot rail would be required. A suitable model in black had been identified in the sum of £457.

Non-Financial Metrics Reporting

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

(a) Damages incurred / additional repairs required

Arrangements were being made to install bar wrapping in the Millennium Lounge.

(b) Room Hire

Tables were provided showing the following information:

- Room Hire by hours usage, showing the days where usage was highest and highlighting the lower usage days, such as Fridays;
- Room usage breakdown by morning/afternoon/evening (number of rooms occupied). This showed that the Centre had approximately 39.5% room occupation; and

- Actual hours of room occupation against overall availability. This showed around 22.4% hours occupation.

The figures had remained fairly static over time. Hence, there was a need to progress the room refurbishments.

Dementia Friends

Councillor Mann indicated that as a Borough Councillor, he had been asked to look into the establishment of a Dementia Friends group. This would establish a meeting place for those affected by the illness and their families for 2 hours per week, once a month. For example, one group meet in Woolston. Costs were £5 per head and this included sandwiches, tea and a DJ or recorded music using 50's or 60's videos on YouTube. The intention was to set this up in the autumn. The service would be run entirely by volunteers who would purchase the refreshments from Costco on the previous evening. Councillor Mann would source the various volunteers required.

It was suggested that councillors give this some initial consideration before the next Committee meeting, including the best day to run the group and how to avoid clashing with the Woolston group.

Decision –

- (1) To note the update report on the Community Centre performance, repairs, additional income, additional items and the list of payments
- (2) To note the report on Non-Financial Metrics.
- (3) To agree to the installation of two dartboards before September and to approve expenditure up to £500 for this purpose.
- (4) To approve the purchase of a new fridge from Nisbette in the sum of £539.98, including delivery.
- (5) To approve the purchase of a new bar foot rail for the Millennium Lounge in the sum of £457.
- (6) To note the request to hold a Dementia Friends group at the Centre and to request officers to consider the options available for meeting dates.

WPMC 8 Charity Clothing Bank

The Committee was informed that requests were received from time to time from charities seeking permission to install clothing banks in the Parish. The most recent request, from Leukaemia & Myeloma Research UK, was provided.

Members were invited to consider whether they would wish to support this (or

other such requests) and, if so, whether a suitable location was available.

Councillors were unsure about whether a suitable location could be identified. Mrs Hinkins commented that there was no obvious site available. She added that the Litter Picker reported large amount of rubbish deposited around a similar installation in Burtonwood.

Decision – Not to agree to host any charity recycling banks at the Community Centre, due to the lack of a suitable location.

WPMC 9 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 10 Community Centre Update Report

(a) Debtors

Mrs Hinkins reported that the two longstanding debts over 90 days, had now been written off, as per the decision of the Council on 24 June 2025. There were four debtors listed in the range 30-89 days, of which two were expected to pay soon due to their termly funding arrangements, one was a reliable customer who was expected to pay shortly and the other payment had been delayed due to funeral expenses not yet being released by the solicitors acting for the estate of the deceased.

Decision – To note the report on debtors.

(b) Access Road

Councilor Griffiths reported on the advice received from the Council's solicitors.

There was a need to seek to enter into an agreement with the landowners of the road to safeguard access to the Centre for the longer term. There were two key matters to resolve given the proposed increase to the fee. Further details are recorded in a confidential addendum to these minutes:

Decision - To authorise the Chair to set up a further meeting with the representatives of Winwick CE Primary School (after the Carnival).

(c) Autism Event

A resident had asked on social media about the charges applied to the organisers of the Autism Initiatives Funday event.

Decision – To advise the questioner that public questions should be submitted to the Clerk directly, or via the contact form on the Council's website.

(d) Repairs to Pitches

The Chair reported that he was in a position to source some volunteers to repair the penalty areas on the football pitches. Councillor Mann asked if the Council already paid Warrington Borough Council for this work. It was noted that the quality of the repairs last year had been poor.

Decision – To note that pitch repairs would continue to be carried out by Warrington Borough Council.

(e) Zero Waste Food Hub








Mrs Hinkins reminded Members that evidence of the authority for individuals to provide zero waste food hubs at the Centre was required and that this was still awaited from the groups concerned. All operations would be suspended until the relevant evidence was received.

Decision – To request the food hub representatives to provide evidence of their authorisation, if possible, before the next Council meeting.




WPMC 11 Employee Matters

There were no employee matters reported on this occasion.

WINWICK PARISH – MANAGEMENT COMMITTEE – ACTION LIST / REFERRAL LOG 2025/26

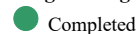
No.	Issue	Minute No.	Date of Raising	Referred To	Referral Date	Response Date	Comments	Progress
1	Cement blob (<i>Instant Grip</i>) to be removed from sign	WPMC 38(5)	08/10/24	Councillor Griffiths	-	-	Councillor Griffiths has undertaken to carry out this action at a convenient time. A verbal update may be available	
2	To request the Chair to seek to obtain a draft of the entrance sign design for approval at the next Council meeting	WPMC 46(2)	12/11/24	Councillor Herron	-	-	Councillor Herron is leading on this action. The overall sign design has been approved.. A verbal update may be available	
3	To request the Operations and Finance Officer to contact SJ Leisure and the room dressing company about photographic opportunities for marketing purposes.	WPMC 65(2)	11/02/25	Operations and Finance Officer	-	-	A verbal update may be available.	
4	To agree to the installation of two dartboards before September and to approve expenditure up to £500 for this purpose.	WPMC 7(3)	08/07/25	Operations and Finance Officer	-	-	A verbal update may be available.	
5	To approve the purchase of a new fridge from Nisbette in the sum of £539.98, including delivery.	WPMC 7(4)	08/07/25	Operations and Finance Officer	-	-	A verbal update may be available.	
6	To approve the purchase of a new bar foot rail for the Millennium Lounge in the sum of £457.	WPMC 7(5)	08/07/25	Operations and Finance Officer	-	-	A verbal update may be available.	
7	To note the request to hold a Dementia Friends group at the Centre and to request officers	WPMC 7(5)	08/07/25	Operations and Finance Officer	-	-	A verbal update may be available.	

Agenda Item 4


	to consider the options available for meeting dates.							
8	To authorise the Chair to set up a further meeting with the representatives of Winwick CE Primary School (after the Carnival).	WPMC 10(b)	08/07/25	Cllr Herron	-	-	A verbal update may be available.	
9	To advise the questioner that public questions should be submitted to the Clerk directly, or via the contact form on the Council's website.	WPMC 10(c)	08/07/25	Operations and Finance Officer/ Clerk	-	-	The resident subsequently submitted an enquiry form request about the Autism Funday. The Clerk provided a response indicating that the fee was confidential, but was in-keeping with the voluntary status of the group and that income went towards the upkeep of the fields. Further correspondence has now been received.	
10	To note that pitch repairs would continue to be carried out by Warrington Borough Council.	WPMC 10(d)	08/07/25	Operations and Finance Officer	-	-	A verbal update may be available. Councillor Mann has requested an item for discussion on this matter which appear elsewhere on this agenda	
11	To request the food hub representatives to provide evidence of their authorisation, if possible, before the next Council meeting.	WPMC 10(e)	08/07/25	Operations and Finance Officer	-	-	A verbal update may be available.	

Version 2.1 - (Final) – 03/09/25

Progress Legend



Completed

 Complete – Immediate review programmed



Progressing to target



Issues (exception)



Early progress / just started



Not started (lower priority)

Winwick Parish Council

Leisure Centre Performance Report

To meeting 9th September 2025

1. Income information

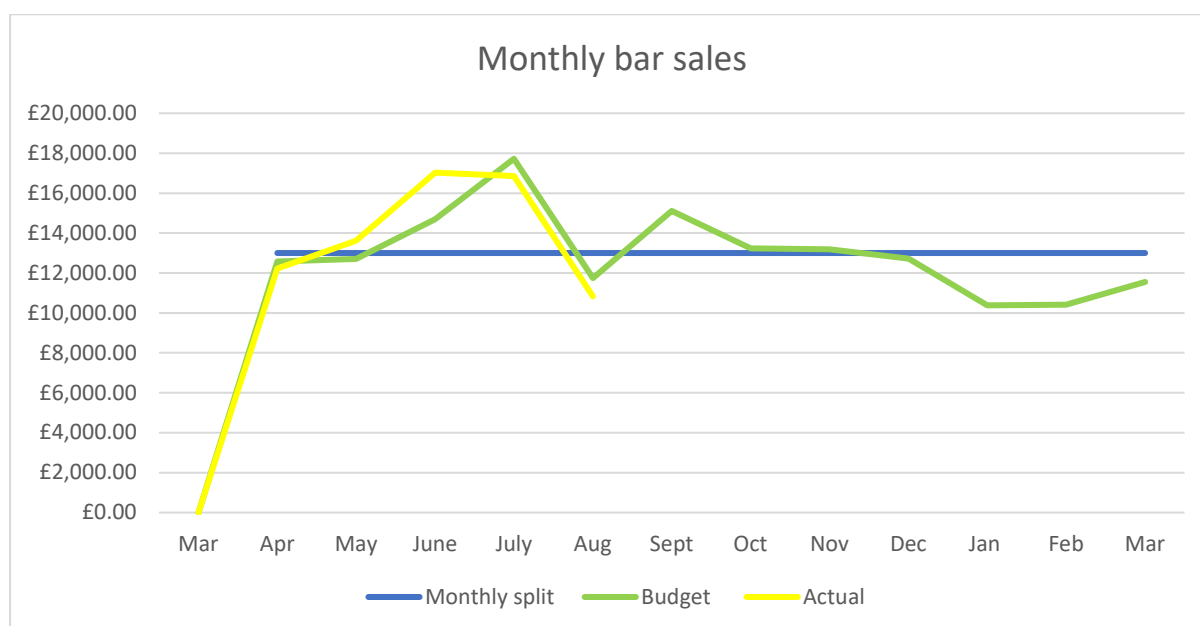
Key performance indicators.

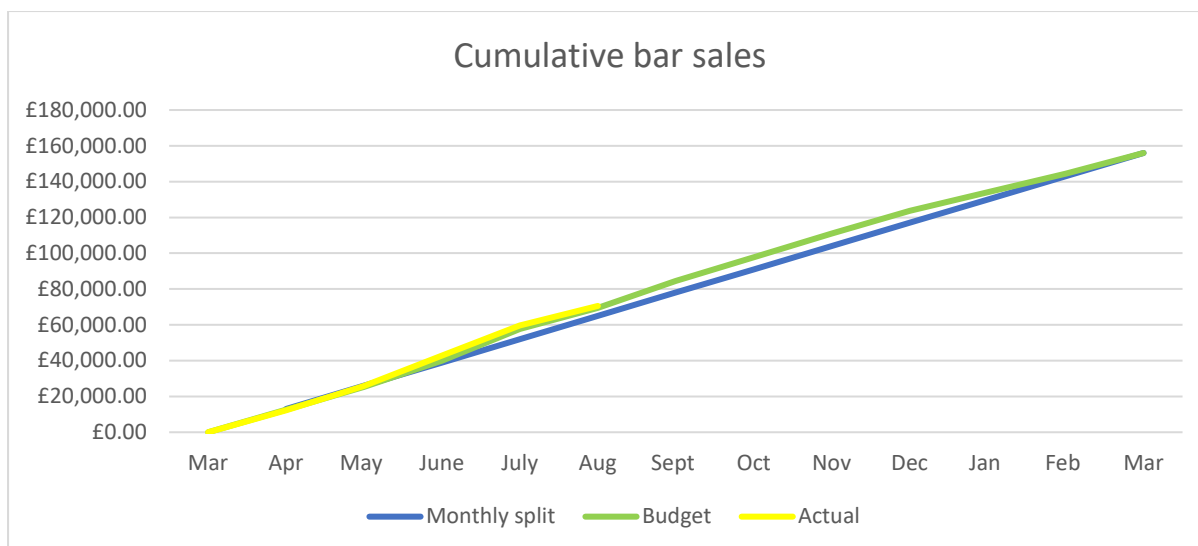
The annual budget for bar sales (£156,000) has been broken down over the 12-month period and will be assessed as per the table below:

	Apr	May	June	July	Aug	Sept
Percentage of total	8.06%	8.14%	9.42%	11.36%	7.53%	9.69%
Budget	£12,573.60	£12,698.40	£14,695.20	£17,721.60	£11,746.80	£15,116.40
Actuals	£12,225.75	£13,614.88	£17,024.86	£16,864.30	£10,824.51	£0.00
P/L	£381.67	-£1,919.58	-£3,736.57	£2,956.96		
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of total	8.48%	8.45%	8.15%	6.65%	6.67%	7.40%
Budget	£13,228.80	£13,182.00	£12,714.00	£10,374.00	£10,405.20	£11,544.00
Actuals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
P/L						

August bar sales were below target by £0.9k. We are still £1.1k ahead of the target to date and £5.5k ahead of a straight monthly split.

Plots showing bar sales income below:





Monthly averages have been calculated this should show us the impact of various changes implemented going forward:

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
--	-----	------	------	-------	-----	-----	-----

Overall average	£176.76	£209.36	£207.52	£360.58	£658.45	£893.62	£676.88
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Apr Average	£236.02	£180.19	£166.88	£296.60	£633.25	£464.66	£865.09
May Average	£124.55	£185.53	£219.54	£306.38	£671.53	£480.37	£1,002.92
June Average	£169.60	£205.83	£229.14	£355.37	£891.46	£1,751.65	£488.61
July Average	£200.28	£219.09	£230.39	£503.18	£566.20	£1,620.07	£638.70
Aug Average	£155.15	£261.04	£196.07	£319.27	£552.93	£382.47	£484.28

Key:

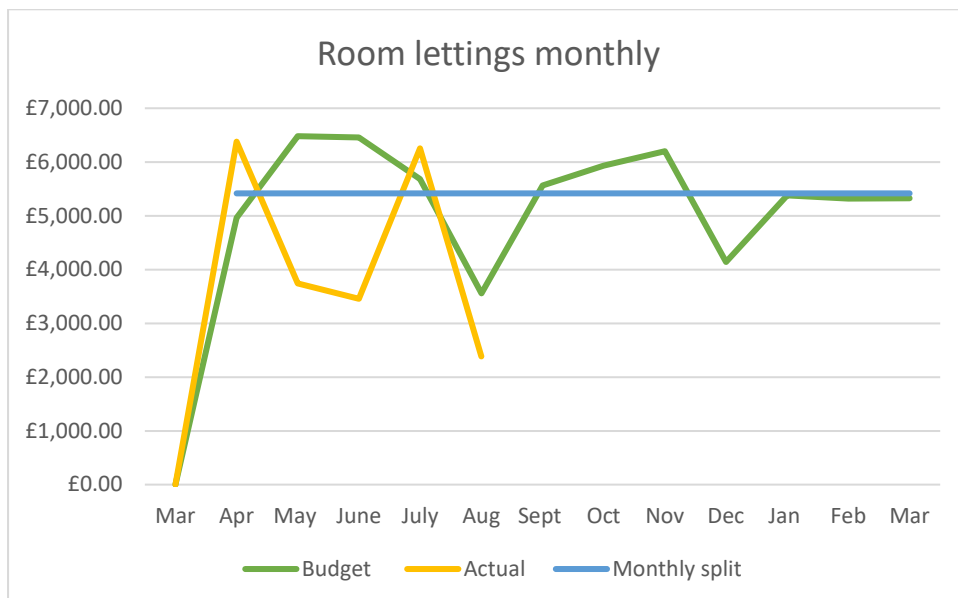
Target
10% up
20% up
30% up
40% up
50% up

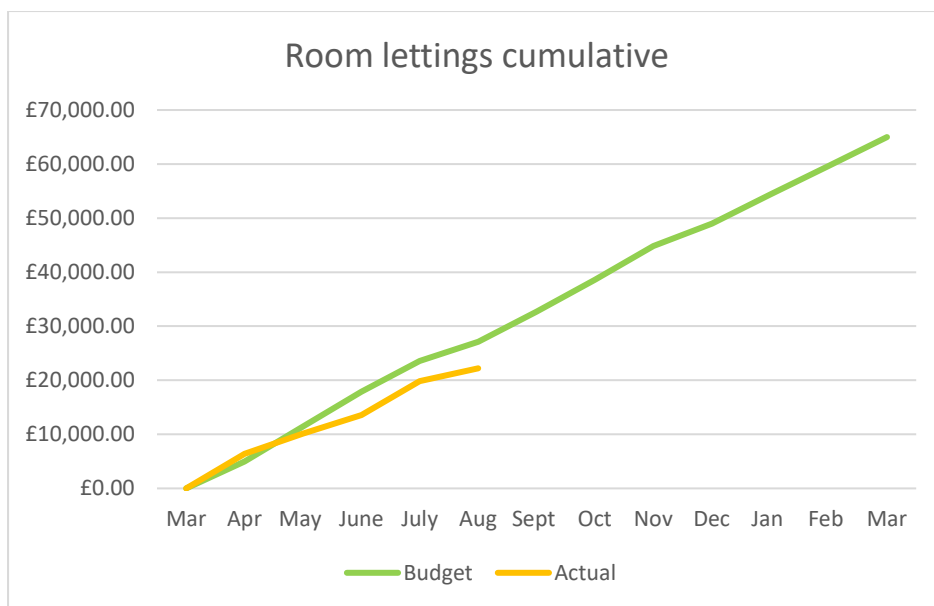
The room lettings have been analysed and the expected fees have been split across the relevant months based on their monthly percentages (refer to the table below)

	Apr	May	June	July	Aug	Sept
Percentage	7.63%	9.97%	9.93%	8.74%	5.47%	8.56%
Fee	£4,959.50	£6,480.50	£6,454.50	£5,681.00	£3,555.50	£5,564.00
Actual	£6,379.00	£3,739.50	£3,455.00	£6,254.50	£2,386.00	£0.00
P/L	£381.67	£1,919.58	£3,736.57	£2,956.96		
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	9.13%	9.54%	6.37%	8.28%	8.18%	8.19%
Fee	£5,934.50	£6,201.00	£4,140.50	£5,382.00	£5,317.00	£5,323.50
Actual	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
P/L						

August room hires came in at £1.1k behind target. We are £4.9k behind target for the year to date and £4.8k behind a straight monthly split.

Plots are provided below:



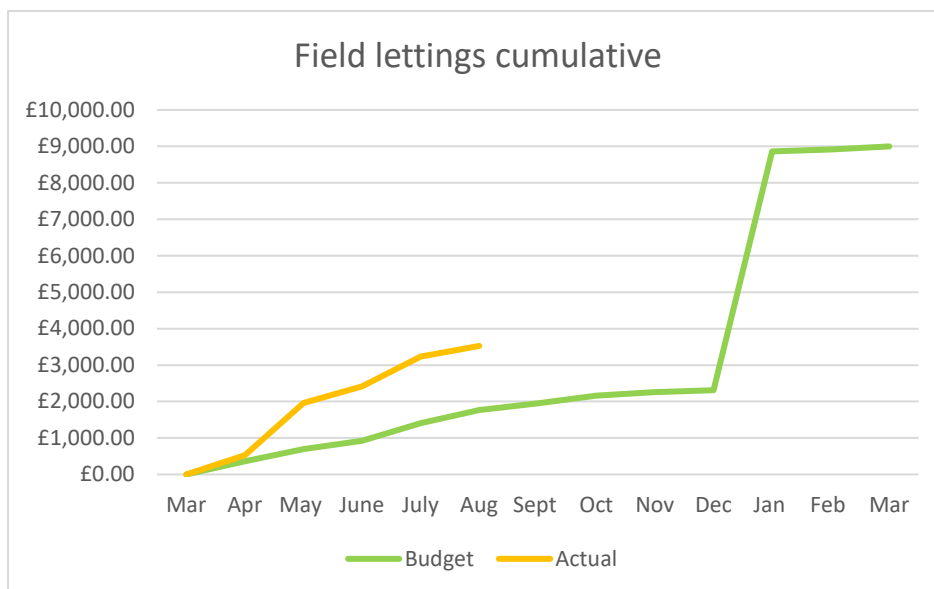
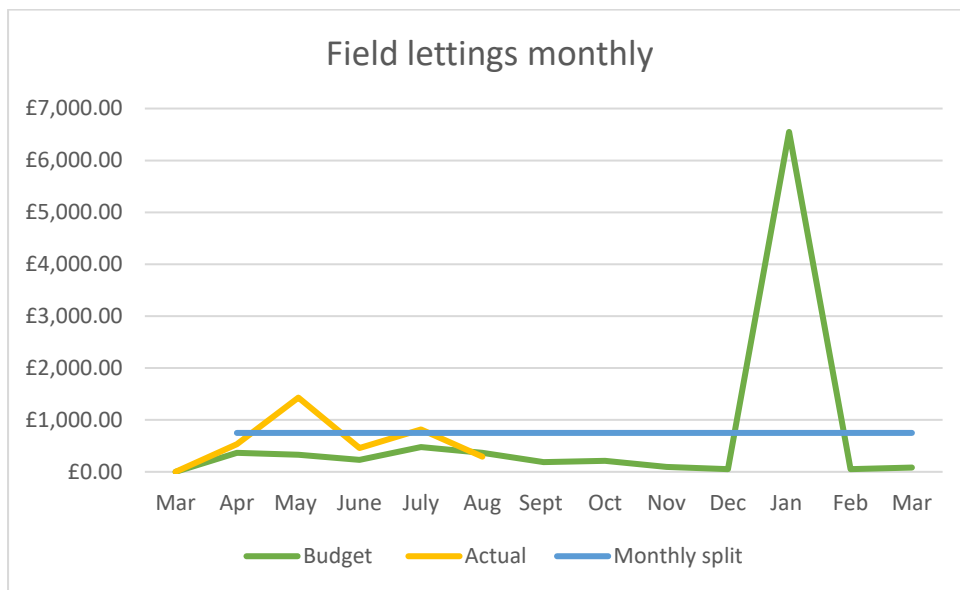


The table below shows how the field income section has been analysed and the expected fees have been split across the relevant months based on their expected percentages.

	Apr	May	June	July	Aug	Sept
Percentage	4.04%	3.67%	2.57%	5.31%	4.05%	2.06%
Fee	£363.60	£330.30	£231.30	£477.90	£364.50	£185.40
Actual	£530.00	£1,430.00	£460.00	£815.00	£290.00	£0.00
P/L	£381.67	£1,919.58	£-3,736.57	£2,956.96		
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	2.33%	1.07%	0.59%	72.77%	0.59%	0.94%
Fee	£209.70	£96.30	£53.10	£6,549.30	£53.10	£84.60
Actual	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
P/L						

August field hire was £74.5 behind target for the month. This puts us at £1.75k ahead of the year to date target and £225 behind a straight monthly split.

Plots are provided below:



Agenda Item 5

The coffee morning sales figures are below. These show an average of 4.1 cups per day sold in August. This is an increase of 0.6 cups per day on last years' figures, this equates to an increase of £40.90 (16.09%)

	Cups sold total	Cups sold per day	Income
Apr	278	9.3	£579.50
May	342	11.0	£656.50
June	219	7.3	£538.40
July	202	6.5	£500.60
Aug	126	4.1	£295.10
Sept		0.0	
Oct		0.0	
Nov		0.0	
Dec		0.0	
Jan		0.0	
Feb		0.0	
Mar		0.0	
Total	1167	3.2	£2,570.10

Additional income

Ticket sales - £260.00

Payzone - £129.00

Updates on repairs

Minor LED lighting replacements are ongoing.

Additional items

Tuck shop

All tuck shop sales are in the bar sales above, however the below is a track of what is being made by the tuck shop alone:

Month	Expenditure	Income	Balance
Apr		158	158
May		214	214
June			0
July			0
Aug			0
Sept			0
Oct			0
Nov			0
Dec			0
Jan			0
Feb			0
Mar			0
			£372.00

Receipts for expenditure still outstanding, no additional income in August due to no football.

Event income

Aug quiz

Tickets Sold	0
Ticket Price	£0.00
Ticket Sales	£0.00
Bar Sales	£1,193.12
Total Income	£1,193.12

Act	£0.00
Bar Stock	£552.37
Prize	£25.00
Staff	£277.20
Food	£0.00
Total expenditure	£854.57

Profit/ Loss	£338.55
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RCCG

Tickets Sold	0
Ticket Price	£0.00
Ticket Sales	£0.00
Bar Sales	£443.29
Total Income	£443.29

Act	£0.00
Bar Stock	£205.23
Prize	£0.00
Staff	£365.40
Food	£0.00
Total expenditure	£570.63

Profit/ Loss	-£127.34
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Reach sled dogs

field hire	1
field hire price	£200.00
Ticket Sales	£200.00
Bar Sales	£336.24
Total Income	£536.24

Act	£0.00
Bar Stock	£155.67
Prize	£0.00
Staff	£302.40
Food	£0.00
Total expenditure	£458.07

Profit/ Loss	£78.17
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Bingo in August

Bingo 05/08

Tickets Sold	84
Ticket Price	£0.50
Entry fee	6
Entry price	£1.00
Ticket Sales	£48.00
Bar Sales	£12.30
Total Income	£60.30

Equipment	£0.00
Bar Stock	£5.69
Prize	£53.28
Staff	£0.00
Food	£0.00
Total expenditure	£58.97

Profit/ Loss	£1.33
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Agenda Item 5

Bingo 12/08

Tickets Sold	96
Ticket Price	£0.50
Entry fee	6
Entry price	£1.00
Ticket Sales	£54.00
Bar Sales	£12.60
Total Income	£66.60

Equipment	£0.00
Bar Stock	£5.83
Prize	£60.21
Staff	£0.00
Food	£0.00
Total expenditure	£66.04

Profit/ Loss	£0.56
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Bingo 19/08

Tickets Sold	112
Ticket Price	£0.50
Entry fee	8
Entry price	£1.00
Ticket Sales	£64.00
Bar Sales	£0.00
Total Income	£64.00

Equipment	£0.00
Bar Stock	£0.00
Prize	£64.63
Staff	£0.00
Food	£0.00
Total expenditure	£64.63

Profit/ Loss	-£0.63
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Bingo 26/08

Tickets Sold	96
Ticket Price	£0.50
Entry fee	6
Entry price	£1.00
Ticket Sales	£54.00
Bar Sales	£9.50
Total Income	£63.50

Equipment	£0.00
Bar Stock	£4.40
Prize	£60.20
Staff	£0.00
Food	£0.00
Total expenditure	£64.60

Profit/ Loss	-£1.10
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Events:

The events running in September are as follows:

5th – Quiz night

27th – Sixties night

Tuesdays in September midday bingo.

List of Payments made since those reported in the full council report from August:

Payments Leisure Centre		
01Sep2025	£731.57	T&JT Barton
26Aug2025	£2,583.25	T&JT Barton
19Aug2025	£44.40	Easyflow
19Aug2025	£111.74	IBA Electrical
Payments Parish		
20Aug2025	£3,009.44	Chsh. Pension Fund
Direct debits Leisure Centre		
01Sep2025	£863.00	WBC
20Aug2025	£171.76	GASKELLS WASTE
19Aug2025	£64.41	BRITISH GAS
Direct debits Parish		
01Sep2025	£42.26	PAYZONE
31Aug2025	£28.35	Service Charge
19Aug2025	£301.48	WORLDPAY

Part 2 – Documents will be issued under separate cover.

- 1) Debtors list

Non-financial metrics

Damages incurred/ additional repairs required

Bar wrapping in Millenium lounge completed

Darts equipment purchased and received. Electrics to be sorted and locks to be purchased.

Room hire by hours usage shows the days where usage is highest and highlights the lower usage days, such as Fridays.

APR ave	19.75	23.20	21.20	11.25	9.00	8.75	7.50
MAY ave	11.50	16.75	14.25	11.00	3.00	11.40	14.50
JUNE ave	10.00	15.50	15.75	10.13	7.50	25.00	12.40
JULY ave	9.00	16.60	20.60	9.00	5.25	19.25	10.50
AUG ave	6.25	10.25	13.00	8.75	8.00	12.20	9.60

Key

10%
20%
30%
40%
50%
60%
70%
80%
90%
100%

We can see from the usage breakdown by day/evening (number of rooms occupied) that we have an average of 37.74% room occupation, however this translates to an average of around 21.29% hours occupation.

	AM (9-3)	PM (3-7)	Night (7-close)	Total room usage	Total room availability	%
April	50	54	50	154	360	42.78%
May	40	47	44	131	372	35.22%
June	33	55	58	146	360	40.56%
July	36	59	58	153	372	41.13%
Aug	29	45	34	108	372	29.03%

Agenda Item 5

	Hours utilised	Total hours availability	%
April	447	1784	25.06%
May	355	1852	19.17%
June	407.5	1772	23.00%
July	407	1784	22.81%
Aug	302	1840	16.41%