



5 November 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 11 November 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 9 September 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 October update report (covering the period to 30 September 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. 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

7. 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

8. Employee Matters

To consider any reports of the relevant Officer.

Winwick Parish - Management Committee 9 September 2025

Present: Councillors J Herron (Chair), E Lavender and S Mann

WPMC 12 Apologies

Apologies for absence were submitted on behalf of Councillors A Griffiths and T Murray.

WPMC 13 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 14 Minutes

Decision – That the Minutes of the meeting held on 8 July 2025 be agreed as a correct record.

WPMC 15 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)	This task had not yet been completed - <i>Retain</i>
2	Entrance Sign Design	The Chair reported that he had recently chased up the designer and would continue to do so - <i>Retain</i>
3	Room Dressing for Marketing Photos	Mrs Hinkins reported that she had located some photographs of Jimmy Jernaine's wedding (the Cliff Richard tribute act) which could be used. There were likely to be other parties booked in for October at which additional photographs could be taken - <i>Retain</i>
4	Dartboards	£333.65 had been spent on the purchase of two dartboards. Lighting would also need to be installed - <i>Delete</i>
5	New Fridge	A fridge had been purchased but within 3 weeks the fan had developed a fault. The vendors had been contacted about the matter - <i>Retain</i>
6	Bar Foot Rail	This had mostly now been installed. The item was different from one originally identified for purchase and had only cost £263.44 - <i>Delete</i>
7	Dementia	This was a matter for Councillor Mann to arrange.

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	Friends	He was requested to co-ordinate any dates with Mrs Hinkins and Mr Wharton - Delete
8	Winwick CE Primary School's use of Playing Fields	Members clarified that this item related to the hire of the Playing Fields by the school, not the access road issue - Retain
9	Public Questions – Autism Funday	The questioner had been advised to submit any questions via the website, or directly via the Clerk. A response had now been sent to the resident concerned - Delete
10	Pitch Repairs	These had been completed outside of the Warrington Borough Council contract - Delete
11	Authorised Food Hub Representatives	One of the Food Hub organisations had provided proof of the necessary permissions to distribute food. Information was awaited from a second organisation, although their health and safety documentation had now been received. Councillor Mann indicated that clarity would be needed about on what date the Food Hubs would operate. He also reported that there had been complaints previously that people were abusing the system by taking food from both the Warm and Welcome event at the Church Hall and from the alternate week's event at the Community Centre. Mrs Hinkins was requested to remind the second Food Hub organisation that their evidence should be provided by no later than the next Council meeting on 23 September 2025 - Retain

Room Hire Advertising

Councillor Lavender suggested advertising events and room hire on the inside of toilet doors at the Centre. Mrs Hinkins indicated that this had been tried previously, but often resulted in the signs being ripped off the doors. However, this could be piloted again.

Family Fun Days

Carlo and Lisa D'Anza of the RG's Food Truck were in attendance to speak about their suggestion to host several Family Fun days at the Community Centre. The events could include inflatables and a 'total wipe out' course. Further ideas were still being developed.

The RG's Food Truck currently attended the Community Centre's successful monthly quiz nights.

The operators were keen to support this new venture and were seeking information about prices, any limits on the number of attendees and any restrictions on what could be provided. Mrs Hinkins asked if a DJ would be provided and advised that a TEN would be required for amplified music.

Councillor Mann asked how often the events would be held. Mr D'Anza indicated that these were likely to be based around holiday times, such as Easter or Christmas and would avoid clashes with existing events, such as the Carnival. Mrs Hinkins advised that the period from October to February might be problematic, as the field could get quite muddy and might lead to damage being caused to the pitches. Councillor Lavendar suggested that the car park could be used at that time of year.

Councillor Mann indicated that the Council would be happy to support this venture, as one of its aims as to maximise use of the Community Centre and playing fields. Mrs Hinkins added that the operators should liaise with her about the TEN application and with Mr Wharton, Centre Manager, about the layout for setting up any attractions. The Chair advised the operator to speak to the Centre's Management Team about possible dates. Councillor Mann noted that most annual events, such as Christmas and Halloween parties, monthly quiz and football dates, were already diarised and should be easy to avoid. He asked if food would also be available. Mr D'Anza indicated that food would be on offer, but the intention was to provide range of attractions which would allow families to stay all day. Mrs D'Anza added that the proposals were not just about making money for their own business, but about creating an event at which all parties could make a profit.

Mrs Hinkins suggested that the operators should contact Mr Wharton by e-mail and arrange to meet him in about three weeks' time upon his return from a planned absence. He would be in a position to discuss the cost of the field hire. Mrs D'Anza added that they had identified the Community Centre as an ideal location some time ago. Councillor Mann noted that the attractions should not be in direct competition with the Centre's drinks offer and he hoped that visitors would make use of the Centre itself, not just its toilet facilities.

Decision –

- (1) To note the schedule of actions and referrals from previous meetings and the verbal updates provided.
- (2) To approve the proposals from the RG's Food Truck for family fun days at the Community Centre, subject to suitable dates being identified.

WPMC 16 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 August 2025.

The August 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.

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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	16.86	10.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P/L (£1,000s)	0.38	-1.92	-3.74	2.96								

Bar Takings Monthly

A graph was provided which showed monthly budgeted and actual bar takings as at August 2025, using the profile outlined above. August bar sales were below target by £0.9k.

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at August 2025, using the profile outlined above. This put the Centre at £1.1k ahead of the target to date and £5.5k 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	£176.76	£209.36	£207.52	£360.58	£658.45	£893.62	£676.88
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:

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

The averages for August shown above were generally quite positive.

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	6.25	2.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P/L (£1,000s)	0.38	-1.92	-3.74	2.96								

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 August were £1.1k behind target.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at August 2025, using the profile outlined above. This put the Centre at £4.9k behind target sales for the year to date and £4.8k behind a straight monthly split.

Mrs Hinkins commented that the projected figures for September showed that room hires would be broadly on target.

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.

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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	815.0	290.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P/L (£s)	381.7	-1,920	-3,737	2,957.0								

Field Income Monthly

A graph was provided which showed monthly budgeted and actual field lettings income as at August 2025, using the profile outlined above. The field hire was £74.50 behind the target for the month.

Field Income Cumulative

A further graph was provided showing the cumulative budgeted and actual field lettings income as at August 2025, using the profile outlined above. This showed that the field hire was £1.75k ahead of the year to date target and £225 behind a straight monthly split.

Councillor Mann commented that the playing fields appeared to be busy on most weeks, with events such as the sled dogs and RCCG church taking place. Mrs Hinkins reported that the field usage was no longer free to one organisation, as it no longer booked room hire at the Centre.

Coffee Sales

The coffee morning sales figures were provided. The figures for the month of August showed an average of 4.1 cups per day sold and income of £295.10. This was an increase of 0.6 cups per day on last year's figures. This equated to an increase of £40.90 (16.09%). Total year to date sales were £2,570.10.

Additional Income

- Ticket sales - £260.00
- Payzone - £129.00

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	-	-	-
July	-	-	-
Aug	-	-	-
			£372.00

Receipts for some expenditure were still outstanding. No additional income had been realised from June to August due to no football taking place. This had just now recommenced.

(b) Events

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

- August Quiz = £338.55
- RCCG (Church) = -£127.34
- Reach Sled Dogs = £78.17
- Bingo (05/08/25) = £1.33
- Bingo (12/08/25) = £0.56
- Bingo (19/08/25) = -£0.63
- Bingo (26/08/25) = -£1.10

The events running in September 2025 were as follows:

- 06/09/25 – Quiz Night
- 27/09/25 – Sixties Night
- Tuesdays – Midday Bingo

The September quiz night was likely to generate a better return than the event held in August. It was acknowledged that bad weather had affected attendance at a number of the recent outdoor events.

Councillor Mann asked for Mrs Hinkins' view of the overall financial picture for the Centre and if councillors could help. She responded that performance was steady, but that she would like it to be better. She was still chasing up a response about the outreach programme from HMP Thorn Cross and had escalated her correspondence to her contact's line management. The dartboards would need to be advertised once fully operational. Some clubs did not utilise the bar and others only purchased soft drinks. Mrs Hinkins undertook to carry out a more detailed analysis of the room hires for October/November 2025. A first aid group had recently started to make more use of the Centre. The Old Vicarage sometimes used the Centre too. Councillor Mann considered that the Centre should try to encourage existing users to increase their utilisation of its rooms. The Chair commented that promotion could be focused on dates when usage was low.

Payments

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

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	GASKELLSWASTE
19Aug2025	£64.41	BRITISH GAS
Direct debits Parish		
01Sep2025	£42.26	PAYZONE
31Aug2025	£28.35	Service Charge
19Aug2025	£301.48	WORLDPAY

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

The bar wrapping in the Millennium Lounge had now been completed.

The darts equipment had been purchased and received. Electrical works need to be carried out and locks purchased.

(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. Generally, usage was high on Wednesdays;

- Room usage breakdown by morning/afternoon/evening (number of rooms occupied). This showed that the Centre had approximately 37.7% room occupation; and
- Actual hours of room occupation against overall availability. This showed around 21.3% hours occupation.

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.

WPMC 17 Visibility of Booking System

Councilor Mann noted that at the Biogas drop in sessions he had witnessed potential customers asking about room availability for future bookings. The bar staff had advised people to e-mail the Centre Manager, as current bookings information was not available for the bar staff to view. Also, on occasion, he had asked if teams witnessed on the pitches had made a booking, but staff were not always able to answer that query.

Mrs Hinkins responded that the bookings diary was available to bar staff, so existing bookings and provisional availability could be checked. However, customers would need to confirm any bookings through the Centre Manager. Councilor Mann commented that this did not appear to be the best customer experience and that people could simply leave and find a different venue. It would be advantageous to be able secure some type of commitment at the point of the initial enquiry. Mrs Hinkins considered that this might be a simple staff training issue. There was an iPad behind the bar which downloaded to a diary system. The system could be used to view bookings, including two field slots. There would still be a need for customers to send an e-mail to the Centre Manager for him to confirm the final booking, to avoid double-bookings.

Councillor Mann asked if the bar staff could capture customer details and send them to the Centre Manager. The Chair suggested a simple paper booking pad behind the bar which customers could fill in immediately. Councillor Lavender added that business cards could be made available. Councillor Mann proposed that the Centre should move to a real-time booking system on its website, which would reserve booking slots. The system could then send a confirmation e-mail to the hirer. Mrs Hinkins commented that sometimes prospective customers would leave their details with the bar staff, but not always.

The Chair summarised by requesting that, as an interim measure, bar staff be advised to seek contact details from prospective customers, so that the Centre could be proactive about following up their enquiry. Councillor Mann undertook to look into a possible data capture form, but with a view to exploring a web-based booking system for the future.

Decision – To approve proposed improvements to the existing booking system, as soon as possible, and to consider the possible adoption of a web-based booking system.

WPMC 18 Saturday Morning Gates Closure – Use of a Key Safe

Councillor Mann reported that on three occasions recently there had been a queue of cars waiting to enter the car park on Saturday because the white swing barrier was not open. This had led to some disruption to customers. There had been a member of staff present on those occasions. On one of those dates the key for the gate could not be located. He asked if the key safe could be used.

The Chair responded that the first job of staff upon arrival was to open the gate. Mrs Hinkins confirmed that this was the established procedure. The last job upon closure of the Centre was to check the car park and lock the barrier. The barrier key was then posted through the letterbox and recovered on opening up the following day.

Decision – To note the procedure for opening the car park barrier in the morning.

WPMC 19 Brollies

Councillor Mann noted that the brollies were not always being used on the patio. Mrs Hinkins responded that the new brollies did not couple securely with the existing bases and were prone to becoming detached in windy weather. Councillor Mann suggested that they should always be deployed if the weather was not windy. The Chair indicated that the standing instruction was for the brollies to be put out first thing in the morning, but it might be that, on occasion, staff were not confident that the weather was good enough. Mrs Hinkins undertook to look into the matter and, if possible, source some new brollies or bases which were a better fit.

Councillor Lavender asked if glasses on the patio were safe given that children and dogs were particularly at risk from any breakages. Mrs Hinkins responded that ordinarily glass was safe, but that for children's events and busy field events plastic glasses were used.

Councillor Mann noted the need for any breakages to be swept up quickly. Mrs Hinkins acknowledged that this was an important health and safety consideration, but that it was sometimes difficult to spot breakages and to clean up in a timely manner when only one member of staff was working. The bar operated with one member of staff on most evenings and there was no overlapping of shifts. Mrs Hinkins added that overlapping shifts would be unaffordable.

Decision – To note the issues regarding the erection of brollies on the patio and the current control measures around the safe use of drinking glasses

outside.

WPMC 20 Rabbits Damage to Playing Fields / Annual Repair Cost

Councillor Mann reported that a football match had been cancelled last Saturday due damage to the playing fields caused by rabbits. Football Teams had counted between 25 and 33 holes on recent occasions. There was an urgent need to consider how best reduce the amount of damage being done.

Mrs Hinkins commented that traps or shooting would not be appropriate given the urban location. The Chair added that the football team used to inspect the field and fill in any holes before matches, but had not done so recently. Councillor Mann indicated that the teams and were reluctant to continue to undertake this task. The Chair added that he would not wish to see the rabbits culled. Councillor Lavender suggested the use of fox urine repellent sprays or other humane deterrents. Members considered mesh fencing around the bushes and sports equipment container. Councillor Mann undertook to look into some possible pest control measures.

Decision – To note the issue of pest damage to the playing fields and to request Councillor Mann to look into some potential solutions.

WPMC 21 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 22 Community Centre Update Report

(a) Debtors

There were no outstanding debts over 90 days. There were five debtors listed in the range 30-89 days, of which one had recently paid, one had been credited with the full cost as they had not taken up the booking, one had been credited with a 50% reduction due to giving 14 days' notice of a cancellation and two were expected to pay shortly.

Decision – To note the report on debtors.

(b) Anti-Social Behaviour

Councillor Lavender reported that the temporary chespale fence erected by the owner of the Swan Pub between the Community Centre and the Premier Inn had been damaged. Anti-social behaviour had resumed in the void between the Premier Inn and the rear of the properties on Rectory Lane.

Decision – To note the damage to the fence to the rear of the Premier Inn and

to request the Clerk to write to the owners of the Swan to request that a more permanent fence be erected.

(c) Food Hub

Mrs Hinkins undertook to write to Councillor Murray about the evidence required in respect of operating a Food Hub.

(d) Autumn/Winter Events

Councillor Lavender asked about whether events were planned for Halloween and New Year's Eve. It was reported that Halloween events were planned on 31 October (adults) and 1 November (children). These would need to be advertised soon. No event had yet been planned for New Year's Eve, but the Chair would look into arranging this.

WPMC 23 Employee Matters

An update was provided on the health of a key employee and the anticipated time required for convalescence. Details were also provided of the cover arrangements in place during that period.

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	-	-	Some stock photos of a recent wedding could be utilised, in conjunction with new photographs upon completion of the rooms currently being redecorated.	
4	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	-	-	The fridge was installed and a subsequent fault has now been repaired	
5	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	-	-	This item relates to the school's use of the playing fields (not the access road issue) A verbal update may be available.	
6	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	-	-	Discussions were on-going with one potential operator. A verbal update may be available at this item, or in Part 2.	

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7	To approve proposed improvements to the existing booking system, as soon as possible, and to consider the possible adoption of a web-based booking system.	WPMC 17	09/09/25	Operations and Finance Officer	-	-	A verbal update may be available.	
8	To note the issue of pest damage to the playing fields and to request Councillor Mann to look into some potential solutions.	WPMC 20	09/09/25	Councillor Mann	-	-	A verbal update may be available.	
9	To note the damage to the fence to the rear of the Premier Inn and to request the Clerk to write to the owners of the Swan to request that a more permanent fence be erected.	WPMC 22(b)	09/09/25	Clerk	-	-	Not yet commenced	

Version 2.3 - (Final) – 05/11/25

Progress Legend

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