



21 January 2026

To: All Members of Winwick Parish Council

Dear Councillor

The next meeting of the Parish Council will be held at the Winwick Community Centre on Tuesday, 27 January 2026 at 7.30pm.

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 Council meeting held on 25 November 2025 and the Special Meeting held on 13 January 2026.

4. Peel Hall Ward Vacancies

5. Updates on Issues from Previous Meetings

6. Question Time for Electors

7. Written Motions Received

- 8. Police / Community Issues**
- 9. Correspondence**
- 10. Planning Matters**
- 11. Update on Major Planning Developments**
- 12. Finance Officer's Report**
- 13. Request for Library Box**
- 14. Reports from Parish Council Committees**
 - Management Committee – 13 January 2026
- 15. Ward Reports / Updates**
 - Peel Hall Ward
(Councillors A Griffiths and two vacancies)
 - Winwick Ward
(Councillors J Herron, E Lavender and S Mann)
- 16. Date and Time of Next Meeting**
 - Tuesday, 24 February 2026, at 7.30pm
- 17. 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.

CONFIDENTIAL MATTERS

- 18. Finance Officer's / Clerk's Report – Confidential Matters**

- (a) Debtors
- (b) Staff Pay Award - Update

Winwick Parish Council
Minutes of the Meeting held on 25 November 2025

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

WPC.96 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor T Murray. Councillor Herron undertook to contact Councillor Murray about her future plans.

WPC.97 Code of Conduct - Declarations of Interest

Councillor Mann reminded Members that he was also a councillor for Croft Parish Council and Warrington Borough Councillor. The Clerk noted that these personal interests were already included on the Register of Interests and advised that they need not be declared at every meeting unless there was likely to be a conflict of interest in any specific matter being discussed.

There were no other declarations of interest submitted on this occasion.

WPC.98 Minutes

Decision – That, subject to an amendment at Minute 82(1) to delete the decision about the provision of yellow lines, the Minutes of the meeting of the Council held on 28 October 2025 be agreed and be signed by the Chair as a correct record.

WPC.99 Procedure for the Co-option of a Councillor for the Peel Hall Ward

The Chair confirmed that he had received a copy of the co-option form from the Clerk and had carried out some preparatory work around the appointment of a new councillor. In the light of the uncertainty regarding Councillor Murray's tenure, there might be some advantages to coordinating the timing of any necessary future recruitment activity. The Clerk confirmed that there was no prescribed timescale to appointing a co-optee, but that the vacancy could not be left unfilled indefinitely as the legislation required this to take place as soon as practicable.

Decision To note the verbal update on the procedure for the co-option of a councillor to fill the vacancy in the Peel Hall Ward and the potential implications of proposed discussions with Councillor Murray.

WPC.100 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 there were a number of outstanding matters. Completed actions now identified, denoted by a solid green bullet or reported verbally at the meeting, would be removed from the schedule when published for the next meeting.

A summary of the actions discussed at the meeting is provided below:

No.	Issue	Action
1	3G Pitch/Pitch Improvements	Following receipt of an e-mail from Warrington Borough Council seeking to improve security of tenure for grassroots sports teams, Councillor Herron had agreed to meet with the Projects Manager. To date no reply had been received. In response to a question by a member of the public, the Chair explained the background to this item, which was about a longstanding ambition to create a 3G pitch with floodlights. However, it was understood that because of the covenant on the land the Council's plans might be a lower priority for external funding. The most viable option might be to seek to improve the drainage on the existing grass pitches. In response to a question about ladies' football, it was understood that both Winwick Athletic FC and FC Spartans were looking to start women's teams. At present, girls were able to play in mixed junior teams. The Clerk was requested to amend this entry in the Action List to refer to pitch improvements to support local football teams – Retain
4	Tree Surgeons	An update was included in the Operations and Finance Officer's report at Agenda Item 12 (minute 107 refers) - Retain
5	Attendance of Police and Crime Commissioner	No reply had been received. Councillors were informed that the role of PCC would only continue until 2028 and would then be transferred to mayors or council leaders. It was possible that Dan Price might not visit Winwick in the time remaining – Retain
6	Gardening and - Grounds Maintenance	The Chair reported that he had heard nothing further regarding use of the Community Payback Scheme. Mrs Hinkins, Operations and Finance Officer, indicated that she had e-mailed her contact at the HMP Thorn Cross outreach scheme, as they had not turned up for their recent scheduled decorating work at the Centre - Retain
7	Bellway Homes	The issue with this site had largely been addressed as construction had progressed and it was no longer considered necessary to engage the developer during a public meeting - Delete
8	Access Road	The Chair indicated that no response had yet been received from the school's landowners. The matter would be held in abeyance unto a reply was received - Defer
9	Publication Scheme	The Clerk reaffirmed that he would send the scheme to the Chair for comments - Retain
10	Notice Board – Plough Inn	The Chair indicated that the existing board needed to be measured to enable a replacement to be sourced. The Action should be reassigned to him in the schedule - Retain
11	Engagement by Borough Councillors with	Councillor Mann enquired if this Action should be closed down following some engagement by councillors about residents' concerns. The Chair proposed that this should

	Peel Hall Developers	be retained for the time being - Retain
12	Food Hub	Mrs Hinkins reported that the situation remained unchanged from the comments included in the report. The organiser wished to hold a session on Thursdays, but was awaiting confirmation of the availability of food pick-up slots - Retain
14	Discounted Paint	Councillor Mann indicated that he had raised this matter with Councillor Murray. It might be necessary to approach Wicks or Crown directly as they both operated discount schemes. Councillor Herron undertook to pursue this matter further - Retain
16	Website	The Clerk reported that the contact details and interest forms relating to former Councillor Margaret Steen had now been removed from the Council's website - Delete
17	Yellow Lines – Myddleton Lane	Councillor Mann indicated that there had been a discussion about possible provision of yellow lines on Myddleton Lane, but it had not been agreed to formally request their installation (Minute 98 refers). He was continuing to deploy parking cones at appropriate times to deter inconsiderate parking. The main concerns were about a particular vehicle being parked in one spot and traffic mounting the kerb to avoid queuing. The Chair indicated that the Council would continue to keep this situation under review - Delete
18	Litter Bin	Councillor Mann expressed concern that a request to WBC to move the litter bin might result in it being removed completely. He undertook to inspect the bin to see if it was secured to the pavement, or if it could easily be relocated. Councillor Lavender noted that there was no bin on Golborne Road in the direction of Hermitage Green. The Chair suggested moving the bin on the lamppost which was opposite the bin under discussion – Retain
20	Traffic Lights – Tactile Spinning Cones	Councillor Mann had reported this fault to Warrington Borough Council - Delete
21	Community Resilience Maturity Index	The Chair confirmed that he had considered the details, but this had not been what he had expected and was not relevant to the Parish. The Clerk indicated that the correspondence was about emergency planning - Delete
23	Peel Hall – Environmental Improvements	The Chair reported that Torus had been in touch with him. He would take this matter forward - Delete
24	Playground Repairs	Mrs Hinkins reported that she had been in touch with Wicksteed and the repairs were now in their work programme - Delete
25	Christmas Tree and Lighting	Mrs Hinkins reported that the grant had now been provided to winwick.org - Delete
26	Grant Opportunities	This was included elsewhere on the Agenda - Delete

27	Centre Improvements	The target dates had been discussed at the recent Management Committee meeting - Delete
28	Review of Progress as to Improvement Targets	This would take place at the January meeting and subsequent meetings of the Management Committee - Retain

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

WPC.101 Question Time for Electors

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

Community Group

A member of the public requested information about the dates that the Centre was normally free. He was hoping to start a group for people with a disability.

Response: Mrs Hinkins suggested that the resident contact Paul Wharton, Centre Manager, directly about dates and any special needs.

WPC.102 Written Motions Received

There were no written motions submitted on this occasion.

WPC.103 Police / Community Issues

No written reports had been received from PCSO Stephen Heaps (Winwick Ward) and PCSO Michelle Jones (Peel Hall Ward) on this occasion.

The Chair confirmed that there was regular contact between PCSO Heaps and Councillor Mann. Councillor Mann commented that a reduction in the number of PCSOs across Cheshire was being proposed and that he had written to the Police and Crime Commissioner and MP on this matter. This could potentially result in only 4 PCSOs for the whole of Warrington. However, the Chair noted that the intention was to increase the number of full time Police Officers. Councillor Mann qualified this by indicating that the overall number of Officers was unlikely to increase but that more back office constables would be deployed into a front line policing role, with civilian staff backfilling administrative roles. He also reported that a new Police Constable had been appointed to the Burtonwood and Winwick area.

Councilor Mann suggested that the Parish Council write to the PCC and MP to express concerns over the reduction in PCSO numbers. It was likely that the remaining PCSOs would not have time to attend Council meetings.

Mrs Hinkins indicated that PCSO Heaps was currently considering running a knife amnesty in the area.

Decision – To request that the Chair write to the PCC and MP on behalf of the Parish

Council to express concerns over the proposed reduction in PCSO numbers.

WPC.104 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 – 12/11/25
2. E-mails from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), enclosing bulletins highlighting relevant parish news – 03/11/25, 10/11/25 and 17/11/25
3. E-mails from Rebecca Lee, Legal Support Officer, Warrington Borough Council, about a notice issued under the Town Police Clauses Act 1847 in connection with Remembrance Sunday – 04/11/25(x2)
4. E-mail from Councillor Mann enclosing information about the proposed shared cycle / footpath funded by Levelling Up money - 11/11/25
5. E-mail from Dr Andrew Abram, Secretary, Battle of Winwick Society, about the outcome of the Society's recent meeting. The society had agreed to establish a working group to deliver the Battlefields Monument project, chaired by Richard Ward, and had invited the Parish Council to nominate a representative to serve on that group – 13/11/25
6. E-mail from Shelley Brown, Director of Operations, Age UK Mid Mersey requesting the Council to consider a £250 contribution towards that organisation's work supporting older people in Winwick - 17/11/25
7. E-mail from Dan Price, Police and Crime Commissioner (PCC) for Cheshire, enclosing a letter drawing attention to the Government's proposal to remove the current PCC model when the existing terms of office end in May 2028. He also set out his commitment to continue to work up until that point with the Chief Constable to deliver an effective, efficient police service for local communities - 18/11/25
8. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Arien Signs Ltd – signs and notice boards
 - Clear Councils Insurance – insurance and risk management
 - CloudyIT – IT solutions
 - Make Me Something Special - signs and notice boards
 - Severnside Defibs and Training Ltd – defibrillators and bleed control kits
 - We find any Learner - training

In respect of Item 5 – Battlefields Monument Working Group, Councillor Herron offered to join the group, as per the invitation from the Battle of Winwick Society.

Decision

- (1) To note the correspondence submitted to the Parish Council.
- (2) To approve the appointment of Councillor James Herron to the Battlefields Monument Working Group established by the Battle of Winwick Society and to request the Clerk to forward the correspondence at Item 5 above to Councillor Herron.

WPC.105 Planning Matters

The Clerk reported that no routine domestic or non-domestic planning applications had been notified to the Council. He undertook to check whether there was any change to the notification system, or any IT issue preventing receipt of e-mails from the Planning Department. Councillor Mann reported that there had been fewer applications recently and that these might have already been reported at previous meetings.

In response to a question from a member of the public, Councillor Mann indicated that the Parish Council was a statutory consultee on planning applications within its area.

The following general planning matters were reported:

General Correspondence

1. E-mail from Martin Stuart, Grappenhall and Thelwall Parish Council, enclosing a copy of a Regulation 14 notice of a consultation on a pre-submission draft Neighbourhood Plan for Grappenhall and Thelwall Parish. The consultation was due to run from 1 November 2025 to 1 January 2026 – 30/10/25
2. E-mails from David Acton, Senior Planning Policy Officer and Councillor Stuart Mann, Warrington Borough Council, about a public consultation on the draft Bold Forest Garden Village Masterplan Framework, in accordance with the Local Plan for St Helens Council. The consultation commenced on 3 November and would run until 24 November 2025 – 03/11/25(x2)
3. E-mails from Sandra Beckett, Senior Enforcement Officer, Warrington Borough Council enclosing lists of enforcement cases closed and received between 3 November and 14 November 2025 – 10/11/25 and 17/11/28
4. E-mail from Councillor Mann, forwarding correspondence dated 28/10/25 from Warrington Borough Council seeking comments from Croft Parish Council on the ILPN development to enable them to formulate a response to Tritax Big Box's statutory consultation, prior to a Development Consent Order (DCO) submission to the Secretary of State. A response was required within 21 days of the e-mail. In view of the urgency Councillor Mann had provided a response dated 16/11/25.

5. E-mail reminder from the ILPN RFI Communications Team about the forthcoming webinar for parish councils due to be held on Wednesday 26 November 2025, between 6:30pm and 8:00pm. Councillors were reminded to register in advance to view the event. A separate webinar for the general public, would take place on Wednesday 3 December 2025 – 18/11/25

In connection with Planning Issue 5 above, the Clerk highlighted the parish council and public webinars due to be held regarding Intermodal Logistics Park North Rail Freight Interchange (ILPN RFI). Councillor Mann undertook to join the parish webinar.

Mrs Hinkins reported that members of the public had enquired whether the Council would hold an event for the public about the ILP NRFI development, and provide information on its website, as it had done for the AD Facility application. Councillors considered that it was too early to arrange this.

The Chair indicated that he had spoken to the developers about traffic and noise issues in Winwick and about building community relations. Traffic would be part of a separate consultation expected in February. The developers had agreed to attend the Community Centre to speak about this and would engage with local communities, as appropriate.

In respect of Planning Issue 4 above, Councillor Mann asked if the Council had replied to Warrington Borough Council. The Chair commented that this Council had not been consulted directly by the Borough Council as Winwick had no border with the proposed development.

A member of the public reported that a comment had been made by the developers at the recent public consultation meeting that, as the development would not be visible from Myddleton Lane, its impact would be minimal.

Decision – To note the planning matters raised.

WPC.106 Update on Major Planning Developments

Severn Trent - Anaerobic Digestion (AD) Facility

The Chair reported that the timeframe for determination of the AD Facility application had been extended. New documents had been submitted about flood risk management. This would necessitate a 21 day extension to the timeline, but a longer extension had been agreed. The dialogue between the developers and planning authority was on-going. The Borough Council would generally take account of any new points received after the deadline, although was not obliged to.

Decision – That the update on major planning developments be noted.

WPC.107 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 2025/26

Members considered a summary of profit and loss against the Council's Budget for both the Community Centre and Parish Council as at 31 October 2025.

In October £15.4k of income had been received through the Community Centre. The Centre was showing a £5.7k loss for October. The year to date position was currently showing a loss of £19.3k, which was a decline of £4.5k from the previous year's loss.

The loss position for October was £6.5k worse than the previous year and was likely due to:

- £2.4k less room hire than the previous year;
- £400 less bar sales than the previous year;
- £145 less field hire;
- £1.9k bar stock (ordered for end of October due to quiz, Halloween parties, etc that weekend); and
- £1.3k wages largely covering holidays.

The reasons for the situation had been discussed in more detail at the recent Management Committee meeting. In particular, a number of planned events and private parties had returned lower than usual bar sales and more staff holidays than the average had been taken in the last month.

The Chair asked if other expenditure was broadly in line with the planned trajectory. Mrs Hinkins responded that grass cutting and litter picker bills had not yet been processed. It was envisaged that there would be a reduction in the grass cutting invoice from Warrington Borough Council due to pitch repairs being undertaken voluntarily by FC Spartans. The contract with the Borough Council also included the costs of hedge cutting and trimming verges on Parish land. Councillor Mann indicated that the Borough Council was reducing its own level of grass cutting, but should not be permitted to reduce the frequency of cutting under its contract with the Parish Council. Councillor Mann noted that, if the Borough Council was subject to a s.114 notice under the local Government Finance Act 1988, it would still be required to meet its contractual obligations.

The Chair enquired about the reason for lower room hire. Mrs Hinkins reported that there had been fewer NHS bookings this year. Last year a week long booking had been made. However, a new customer had recently started to use the Centre, which should improve the December figures.

The Chair reported that the visibility of the Centre's website on search engines had been improved. He would continue to tweak this to maximise hits and would monitor the statistics as the changes became embedded. The old e-mail address was still operational and diverted to the new address. For the time being, it might be preferable to retain the 'Leisure Centre' branding until the new entrance sign had been installed and the premises licence could be changed. This was likely to take

place early in the New Year. A new poster promoting room hire had now been forwarded to the Operations and Finance Officer.

There had been £11.7k of Parish expenditure against the precept in October, with £81.7k of expenditure on the year to date.

Additional Items

1) Playground Repairs

Wicksteed had been contacted and a date for repairs to be carried out was awaited.

2) Entrance Gates

Further progress had been made on the fences/gates. There remained 5 fences and 3 gates to paint, plus finishing the 2 gates that had already been started. Use of an angle grinder might be required to remove some bolts. The Chair undertook to bring this equipment in on a future Saturday. Councillor Herron noted that the speed bump on the access road was loose and needed a washer fitting. He undertook to carry out this work.

3) HMP Thorn Cross Rehabilitation Initiative

The Radley Suite had been started and a date for completion was awaited.

4) Tree Works

Only one quote had been received in the sum of £1,850. This covered work on 4 tree areas. If a second quote had been sought but no reply had been received the authority could proceed to engage the provider of the single quote.

Payments made since the Management Committee report considered on 11 November 2025

Payments Leisure Centre		
17Nov2025	£108.00	Maxigiene
17Nov2025	£394.68	Water Plus Limited
13Nov2025	£66.60	Easyflow
13Nov2025	£77.80	IBA Electrical
10Nov2025	£574.38	RIJO
10Nov2025	£129.60	Clear Brew
10Nov2025	£1,373.75	T&JT Barton
05Nov2025	£250.00	Jason Taylor
Payments Parish		
17Nov2025	£195.00	Gardenia Gardens
13Nov2025	£300.00	Winwick.org
13Nov2025	£330.00	David Hannan
Direct debits Leisure Centre		
20Nov2025	£171.76	GASKELLS
10Nov2025	£1,040.00	SCOTTISHPOWER
06Nov2025	£305.41	TNT SPORTS
Direct debits Parish		
20Nov2025	£101.54	PAYZONE
19Nov2025	£350.45	WORLDPAY
17Nov2025	£632.48	LLOYDS BANK
12Nov2025	£1,821.72	HMRC E VAT
05Nov2025	£44.40	XERO UK LTD

Decision –

- (1) To note the Finance Officer's update report, including the Budget Review 2025/26 at the end of October 2025, the additional items and list of payments made.
- (2) To approve the acceptance of the quote for tree works in the sum of £1,850.

WPC.108 Parish Precept and Budget for 2026/27

Information was presented on the Budget process for 2026/27. The Council had not yet received the necessary information about its Council Tax Base for 2026/27 and was not, therefore, in a position to set its Precept and Budget for the following year.

Members considered holding a special meeting of the Council before the Management Committee meeting on 13 January 2026.

A discussion on confidential elements in support of the Budget setting process in relation to the staff pay award would take place at Agenda Item 19(b).

Decision –

- (1) To note the Budget process for 2026/27.
- (2) To request the Clerk to arrange for a special meeting of the Council on 13 January 2026, prior to the next Management Committee.

WPC.109 Parish Council Grant Opportunities

Councillor Mann presented a report in respect of potential funding opportunities that might be available for tree planting and playground projects in the Parish. Consideration of the report had been deferred at the last meeting.

The Chair commented that one problem was that the main source of funding was the National Lottery and that other benefactors usually would not fund parish councils. Councilor Mann responded that he had tailored the report to exclude funders who did not support parish projects.

Mrs Hinkins indicated that she would be looking into funding opportunities as and when time permitted. This might be more fruitful when the Centre had completed its transition to a community centre. Councilor Mann added that it would be useful to explore these opportunities in 2026/27.

The Chair asked if the Council wished to take up the three strands of funding as follows:

- Wildflowers and tree planting (including replacing lost trees on Myddleton Lane Playing Fields and the rewilding project at John Parr Meadow);
- Resurfacing the children's play areas on Myddleton Lane Playing Fields with cushioned flooring; and
- Improvements to facilities at the Centre (in conjunction with any s106 monies available).

Mrs Hinkins commented that it would be advantageous to have plans in advance that were ready to launch when funding became available. The Chair confirmed that councillors would be happy to work closely with Mrs Hinkins to develop these plans. The plans would need to be carefully linked to the budget for each financial year.

A member of the public enquired about how many football pitches were operated by the Council and noted that the Lancashire Football Association was engaging with organisations to support grass roots football. Mrs Hinkins responded that the Council had 5 pitches of different sizes. Because other facilities such as the Orford Jubilee Neighbourhood Hub already had existing facilities Winwick was not given as high a priority by funders. Councillor Herron indicated that the access was also a barrier to funding. The Chair added that because the playing fields were provided for the benefit of residents of Winwick they needed to remain accessible for events such as the annual Carnival. Vehicles were unlikely to be permitted to drive across pitches upgraded by funding from the FA. Accordingly, the Council was looking for alternative funding for more modest upgrades such as improved drainage. Mrs Hinkins noted that similar facilities in Penketh did not allow vehicles on the land

because the drains were not deep enough to withstand the weight. The Chair summarised by stating this Council would need to balance the desirability of attracting suitable funding with the need to make the open space accessible for a variety of uses.

Decision – To note the report, to approve the overarching project themes and to request the Operations and Finance Officer (subject to any time constraints) to develop suitable project plans in consultation with elected members.

WPC.110 Report from Parish Council Committees

The minutes of the Management Committee from 11 November 2025 were provided.

Mrs Hinkins reported an error at Minute WPMC.23, at Paragraph 4, which should read “A customer...” not “An existing member of staff...”. The Clerk indicated that this would be amended before the minutes were presented to the next Management Committee for approval.

Decision – To note the minutes of the Management Committee of 11 November 2025 and the proposed amendment.

WPC.111 Ward Reports / Updates

Peel Hall Ward

The Chair reported that some concerns remained regarding housing development in Peel Hall. It was surprising to note that a number of residents had only recently become aware of the scale of the development. The Council had engaged with the developer, Vistry, about the cleanliness of the roads and had reminded them of their responsibility to ensure that HGVs used approved routes to/from the site. The Chair would provide photographic evidence of non-compliance by HGVs to Vistry. The smaller development at Mill Lane had now been completed. There would be a minor diversion to the public right of way at this site of about 2m – 3m, but there were no significant concerns about this action. There remained some discontent about the overall development, but given that planning consent had now been granted the Parish Council was focusing on making the best of the situation,

Winwick Ward

Councillor Lavender referred to the 20mph signs ordered for Golborne Road. Councillor Mann advised that these had been procured but that financial constraints at the Borough Council meant that their installation had been delayed. He was following up this matter with the Borough Council.

Councillor Lavender reported that the highway in the vicinity of the St Oswald's Place development had been excavated and reinstated on several occasions recently to enable different utilities to be installed. This was causing significant disruption for residents and led to numerous vehicles being parked in the road. Councillor Mann commented that the various companies did not generally coordinate the dates for their works. He undertook to write to the Borough Council about the matter, but the

authority had no power to force utility companies to coordinate their activities. The Chair reported that the issues with HGVs appeared to have reduced, although Councillor Lavender noted that there were some on-going movements by a cement truck.

Councillor Lavender reported an issue with accumulating leaves on Hornby Lane and Church Walk. Councillor Mann confirmed that this matter had been addressed. A resident with a visual impairment reported that accumulated leaves were a particular problem for him, as he needed to identify the kerb edge when walking unassisted. Councillor Lavender was requested to submit a list of any pavements which needed to be cleared to Councillor Mann. A second resident identified the pavement between the Swan and Rectory Lane as a problem location. The opposite side of the road had already been cleared as a result of a previous request. The Chair undertook to clear the area in the vicinity of St Oswalds CE Church prior to the Christmas Lights Switch On event.

Councillor Lavender indicated that she was continuing to follow up the matter of the pumping station gates on Spires Gardens, which had been damaged around one year ago. She was currently in touch with United Utilities. One gatepost had already been fitted, but the work was not yet complete.

Councillor Mann reported that United Utilities had repaired around 150 drains in Warrington. Members of the public could report any broken drains in Winwick using UU's website or alternatively could report them via Councillor Mann using the What 3 Words location system.

Decision – To note the ward updates provided.

WPC.112 Date and Time of Next Meeting

Decision – To note the date of the next ordinary meeting on 27 January 2026 at 7.30pm and the special Budget meeting planned for 13 January 2026 at 7.30pm.

WPC.113 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.114 Finance Officer's / Clerk's Report - Confidential Matters

(a) Debtors

The were no debts over 90 days. There were two debts recorded in the range 30-89 days. The debtors identified usually paid on a termly basis due to their funding arrangements and payment was anticipated in December 2025.

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

(b) Budget/Precept Models 2026/27 and Staff Pay Award

Members considered an expanded list of budget models for 2026/27, with initial figures based on the current cost centres, which included assumptions about the staff pay award based on an estimated increase of 2.4% in the Real Living Wage.

In response to a question by the Chair, Mrs Hinkins confirmed that no employees made pension contributions via a salary sacrifice scheme. It was anticipated that, in her Budget announcement tomorrow, the Chancellor would announce some changes to the amount free from NI contributions in relation to such schemes.

Members discussed the Budget options available and were minded to keep any rise in Council Tax as low as possible. It was envisaged that a 5% increase would enable Parish Council services to be maintained while creating sufficient headroom to build up a modest level of reserves.

Councillor Mann reminded Members of the need to carefully manage staff hours at the Community Centre to gain maximum efficiencies from the resources available for this facility.

Decision –

- (1) To note the expanded list of preliminary budget models for 2026/27.
- (2) To request that the Operations and Finance Officer focus on a model delivering a 5% increase in Council Tax and to have regard to any relevant matters arising from the Chancellor's Budget Announcement on Wednesday 26 November 2025.

Winwick Parish Council
Minutes of the Special Meeting held on 13 January 2026

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

WPC.115 Apologies for Absence

There were no apologies for absence on this occasion.

WPC.116 Code of Conduct - Declarations of Interest

Councillor Mann reminded Members that he was also a councillor for Warrington Borough Councillor (the billing authority for Council Tax purposes) and that this personal interest was already included on the Register of Interests.

Advice was provided by the Clerk about the Government's view that a dispensation was unnecessary to enable councillors to speak and vote upon on Council Tax matters and that councillors should not be deemed to have a disclosable pecuniary interest.

There were no formal declarations of interest submitted on this occasion.

WPC.117 Parish Precept and Budget for 2026/27

Members considered the Precept and Budget Models for 2026/27.

Members were informed that the Council Tax Base (CTB) notified to the Parish for 2026/27 was 1,439, which compared favourably to 1,422 for 2025/26. The CTB was the number of Band D equivalent dwellings in a local authority area. Hence, the amount payable for a Band D property for the Parish element of that household's Council Tax bill could be calculated by dividing the Parish Precept by the Council Tax Base figure.

Households in other bands paid a proportion of the Band D amount as follows:

Band	Proportion Payable
A	6/9
B	7/9
C	8/9
D	9/9
E	11/9
F	13/9
G	15/9
H	18/9

Calculation of the Precept

S.49A of the Local Government Finance Act 1992 set out how the precept was to be calculated by the Parish. In summary, the Council had to determine:

(a) Its Planned Expenditure and Requirement for Reserves

The aggregate of:

- An estimate of the expenditure required to carry out its functions in year;
- An allowance for contingencies;
- The reserves it intended to raise to meet future expenditure (ie. for 2026/27 or subsequent years);
- The reserves it estimated it would need to meet a deficit from the previous financial year.

(b) Its Income and Use of Existing Reserves

The aggregate of:

- Any income it expected to accrue during the year (not including the precept);
- An estimate of the amount of existing reserves which would be applied towards the meeting of expenditure or contingencies mentioned at (a) above.

If expenditure (a) exceeded income (b), the difference as calculated would be the Council Tax requirement for the year (ie. the Precept).

Relevant Considerations

Councillors were reminded of the following statement, which had been included in the Other Matters section of the External Auditors Report and Certificate 2024/25:

“The smaller authority should give consideration to the level of reserves when setting its precept. As at 31 March 2025 the reserves balance was negative.”

Members were also requested to have regard to the Government’s Provisional Local Government Finance Settlement for 2026/2027, published on 17 December 2025. Paragraph 4.5.1 of the Consultation document stated:

“To date, no referendum principles have been set for town and parish councils. This approach has been contingent on town and parish councils taking all available steps to mitigate the need for council tax increases. The Government proposes to continue with this approach, and reminds these authorities to carefully consider the impact of their precepts on taxpayers.”

Subject to the final settlement announcement expected early in the New Year, it appeared unlikely that the Government would require the triggering of a referendum on the precept where a parish council proposed a Council Tax increase above a specified level.

Information for Council Tax Bills

The Council was also reminded that if it chose to set a precept greater than £140,000 it would have to provide a breakdown of its proposed expenditure to be

distributed with the Council Tax bills.

Notification to the Billing Authority

The principal Council had asked to be notified of the parish precept, based on the Council Tax Base, by no later than Friday 23 January 2026

Budget Notes

Members considered accompanying Notes of the Operations and Finance Officer, comprising the estimated operating costs of the Community Centre for 2026/27 (£5,570.21 or £2,716.58 depending on staff pay award). The Notes also included the Precept Models for 2026/27, which showed draft budgets for total precept increases of 0%, 1%, 2%, 3%, 5%, 6% and 8%, and which also set out the implications for the Council Tax payable by individual households for a Band D property in each case. A summary of the Precept Options and Council Tax implications is set out below:

	Current for 2025/26 (£)	0% at new Council Tax Base (£)	1% Precept Increase (£)	2% Precept increase (£)	3% Precept Increase (£)	5% Precept Increase (£)	6% Precept Increase (£)	8% Precept Increase (£)
Precept per household	103.30	102.01	103.10	£104.12	105.14	107.18	108.21	110.25
Uplift per Household	-	-1.29	-0.20	0.82	1.84	3.88	4.90	6.95
Monthly uplift (12mth payment plan)	-	-0.11	-0.02	0.07	0.15	0.32	0.41	0.58
Precept	146,894.00	146,894.00	148,362.94	149,831.88	151,300.82	154,238.70	155,707.64	158,645.52

The Precept Models also set out budget options in relation to two scenarios for the staff pay award for 2026/27, as follows:

- **Percentage Model** - A percentage pay award for 2026/27 applied equally across all staff based on the 6.7% increase in the Real Living Wage.
- **Monetary Model** - A pay award for 2026/27 based on a 6.7% increase for all staff, with the exception of officers comprising the Management Team, who would instead receive a flat rate increase of 85p/hour (being the monetary value of the increase in the Real Living Wage).

A summary of the estimated balance of the Council's finances for each Precept Model is as follows:

Agenda Item 3(b)

	0% at new Council Tax Base (£)	1% Precept Increase (£)	2% Precept increase (£)	3% Precept Increase (£)	5% Precept Increase (£)	6% Precept Increase (£)	8% Precept Increase (£)
Balance for Percentage Model	-10,316.27	-6,847.33	-7,378.39	-5,909.45	-2,971.57	-1,502.63	1,453.25
Balance for Monetary Model	-5,456.60	-3,987.66	-2,518.72	-1,049.78	1,888.10	3,357.04	6,294.92

A separate report on the proposed Staff Pay Increases and potential options appeared in Part 2 of the Agenda (the Confidential Section).

The Operations and Finance Officer provided the following advice:

Following the November meeting and the Chancellor's budget announcement, the 1%, 2% and 3% models were no longer considered to be viable options.

The models recommended for consideration were summarised as follows:

- **5% Model** – additional charge (at the new tax base) of £3.88 per annum (32p per month), which would generate a loss of £2,971.57 for the year under the percentage model, and would generate a surplus of £1,888.10 using the monetary model.
- **6% Model** – additional charge (at the new tax base) of £4.90 per annum (41p per month), which would generate a loss of £1,502.63 for the year under the percentage model, and would generate a surplus of £3,357.04 using the monetary model.
- **8% Model** – additional charge (at the new tax base) of £6.95 per annum (58p per month), which would generate a surplus of £1,435.25 for the year under the percentage model, and would generate a surplus of £6,294.92 using the monetary model.

The recommendation of the Operations and Finance Officer was that the Council should opt for the 8% model regardless of the pay model decided upon to ensure that an appropriate level of reserves was provided for.

Members were also reminded that, unless a large amount of unexpected work was required, the Responsible Finance Officer post would also make available approximately £13k to either cover unexpected losses on the Centre or to add to the reserves.

Councillors discussed the following matters in more detail:

- That the modest increase in the Council Tax Base would help the Council's finances;

- That the Community Centre was estimated to continue to operate at a slight loss in 2026/27;
- That the recommended 8% model would ensure sufficient reserves for the Council, if using the monetary model for the staff pay award;
- that Council Tax increases would generally always be required to keep pace with inflationary pressures, but that the 8% model might be difficult to justify to residents in the current climate;
- That there was a need to keep any Council Tax rises as low as possible;
- That the 5% model using the percentage pay scenario would not establish a balanced budget, without other savings being identified;
- That the 5% model using the monetary pay scenario would create a small budget surplus, but would not address the issue of reserves;
- That future years' budgets should benefit from a higher Council Tax Base as the additional housing on Golborne Road, Mill Lane and at Peel Hall became occupied;
- That the annual Council Tax bill increase under the 8% model for a Band D household would be £6.95;
- That the financial modelling showed that a 3% increase was too low, but that an 8% increase might be too high;
- There was a renewed emphasis to ensure that staff hours were kept to the minimum number possible. Staffing currently equated to around 62% of expenditure. A cut of 2 staff hours per day was suggested. In response, it was noted that those hours often generated income and, in effect, were the difference between the Centre being open or not, when operating with a single member of staff on duty;
- Members considered whether the period between 8am and 10am should be staffed or whether the Centre should remain closed on Mondays. Mrs Hinkins confirmed that flexible staff were only on shift if there was a room booking.
- Asking the Centre Manager to work from home would not save any hours and would require the purchase of a second laptop for use in the Centre.
- Monday closures were not considered ideal, as the Centre showed football in the evening;
- Usually there was only one member of staff on duty, unless a function had been booked with, say, 100 guests;
- Maximising weekend income was a key goal;
- The Centre should not be a excessive burden on the Precept, however it was accepted that it operated as a community facility rather than solely as a commercial enterprise and that some support from public funds was appropriate;
- Previous Precept freezes had not helped the Council's financial position;
- The return of the Millennium Fund (£10k) to the Council's control would provide a useful cushion;
- Reserves of £40k - £50k would be ideal, but would take time to build up;
- Last year's reserves (2024/25) showed a slight negative balance;
- The need for a by-election (approximately £6k) could impact on the Council's overall finances;
- The figures for the Community Centre for December were not yet finalised, so an up to date estimate of profit/loss at year end was not yet available;
- The Council could look at tendering for a number of contracts, such as

grounds maintenance, to obtain best value. There was no guidance on how frequently this should take place;

- It was likely that Warrington Borough Council would set a 5% Council Tax increase, but might seek support for some services via parish councils;
- The percentage increase in the Council Tax bills for the Parish last year was large due to the reduced Council Tax Base, following the transfer of Houghton Green Ward to Poulton-with-Fearnhead Parish Council.

Members considered whether a 7% model would be the most appropriate option. This would raise a precept of £157,176.58. This equated to a Council Tax of £109.23 for a Band D property, an increase of £5.93/year or 0.50p/month. Using the Monetary Model, this would provide reserves of £4,826.

Members considered the merits of the 6% model or a 7% increase in more detail. Some key points were as follows:

- Avoiding setting the precept too low;
- The need to look carefully at all revenue streams;
- Careful management of staff hours;
- The possibility of varying winter/summer opening times at the Centre;
- The need to monitor daily income and expenditure closely to ascertain if staff hours were generating revenue (particularly if the bar was staffed when there were no room bookings);
- Possible 10pm closure of the Centre;
- Maximising income around the World Cup football matches in June-July 2026;

Members favoured the 7% model and committed to working together to identify efficiencies around the operation of the Community Centre, with appropriate supporting information to be provided by the Operations and Finance Officer. In particular, Members undertook to consider the development of a second Friday event each month, possibly comprising race nights, or darts nights.

Decision –

- (1) To approve an increase in the Precept of 7% for 2026/27, giving a Precept requirement of £157,176.58, which equates to a Council Tax of £109.23 for a Band D property, an increase of £5.93/year or 0.50p/month (for payments made in 12 instalments).
- (2) To approve the draft Budget as set out in the report of the Operations and Finance Officer, adjusted to show a 7% model and subject to any consequential amendments required following consideration of the staff pay award at Agenda Item 7(a) (Minute 121(1) refers).
- (3) To undertake to work in collaboration with the Operations and Finance Officer to identify efficiencies and savings within the Budget.
- (4) To request the Clerk to write to the principal authority to notify them of the Council's Precept requirement by no later than 23 January 2026.

WPC.118 Request for Works on Hermitage Green Village Green

Members were informed that a request had been received via e-mail dated 16 December 2025 from Richard Ward, Chair of the Monument Working Group, in connection with the commissioning of a survey of the village green, to identify if any services were located under the ground of the village green in order to confirm that the location for the proposed Monument did not conflict with these services. A copy of the e-mail was provided, which set out the background to the request.

In view of the stated preference to commence the survey as soon as possible, determination of the matter could not await the next ordinary meeting of the Council on 27 January 2026.

Decision –

- (1) To grant permission under the Open Spaces Act 1906 Section 10 and 15, to allow work to be carried out on behalf of the Battle of Winwick Society Monument Working Group by the appointed surveyors.
- (2) To confirm that the Parish Council permission, will also cover any person complaining the Battle of Winwick Society Monument Working Group and/or the surveyors are not accused of being "a nuisance" on the village green", under the Commons Act 1876 Section 29 and the Inclosure Act 1857 section 12.
- (3) To note that, although, the survey is non-intrusive, it could be that survey items are placed on the village green or at a later stage inspection pits are necessary.
- (4) To note that it is intended for the survey work to start in January 2026.

WPC.119 Date and Time of Next Meeting

Decision – To note the date of the next meeting on 27 January 2026 at 7.30pm.

WPC.120 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.121 Staff Pay Award

Members considered the staff pay award for 2026/27 and a confidential report of the Operations and Finance Officer which included various options.

The Operations and Finance Officer, Centre Manager and Clerk all confirmed that

they would be happy to accept the monetary pay award, as set out in the confidential report.

The Chair commented that he was minded to agree, in principle, the monetary model for the purposes of the budget-setting, but would wish to consider the matter at a later date in the light of the Centre's Quarter 4 financial performance and the projected outturn of the Council for 2025/26. If there was a significant down-turn in the Council's financial position it might be necessary to review the pay award for officers comprising the Management Team. The pay award for other staff would remain fixed at 6.7%, the uplift to the Real Living Wage.

Mrs Hinkins provided a summary of the percentage increase for each member of the Management Team if the monetary model were to be applied.

The Clerk added that it was possible to set a balanced Budget without agreeing the staff pay award, as the Council could make assumptions about pay which could then be determined at a later date. For example, principal councils set their Budgets in February based on a number of assumptions, including the anticipated staff pay award which was subject to union consultations and frequently not agreed until within the financial year concerned and then applied retrospectively to staff wages. Accordingly, the Council could set its Budget based on a 7% Precept increase and defer a decision on the staff pay award until March (or even later).

The Chair indicated that the monetary model pay award as set out in the report would be the highest award considered, but that it might be necessary to consider a lower amount.

Mrs Hinkins commented that the Centre deficit for 2025/26 could be in the region of £30k, which was similar to last year. However, during the current year it should be possible to reduce the deficit in the Parish Council reserves.

Decision –

- (1) To approve the monetary model as the underlying Budget assumption for the purposes of setting the Council Budget and Precept requirement for 2026/27 and to confirm draft Budget as presented (Minute 117(2) refers).
- (2) To agree a 6.7% increase in pay for those staff in receipt of the real Living Wage.
- (3) To defer consideration of the Management Team pay award to allow the Council's year end financial position to be taken into account.

WINWICK PARISH COUNCIL – ACTION LIST / REFERRAL LOG 2025/26

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	-	-	Councillor Herron has provided regular updates. The matter is on hold pending the identification of suitable funding	
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 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	-	-	Draft close to completion. 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.	
4	To request the Operations and Finance Officer to ask the tree surgeons to quote for trimming the trees overhanging the entrance way park bench in November.	WPC.23(5)	25/06/24	Operations and Finance Officer	-	-	Refer to Action 20 below.	
5	To request the Clerk to write to the new Police and Crime Commissioner for Cheshire, to invite him to a future meeting of the	WPC.24(2)	25/06/24	(reallocated) Councillor Mann	-	-	Councillor Mann has written to the Police and Crime Commissioner (PCC). No reply has been received to date	

Agenda Item 5

	Council.							
6	<p>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.</p> <p>That Councillor Griffiths be authorised to make enquiries with the Community Payback scheme in connection with assistance for litter picking.</p>	<p>WPC.59</p> <p>WPC.98(2)</p>	<p>23/07/24</p> <p>22/10/24</p>	<p>All councillors and Operations and Finance Officer</p> <p>Councillor Griffiths</p>	-	-	<p>Further discussions on rationalising the gardening provision might include use of the Community Payback Scheme or HM Thorn Cross Prison outreach programme. Work to date had focused on redecorating the Community Centre. Inmates with suitable gardening skills would need to be identified.</p> <p>Start up and progress would continue to be monitored</p>	
7	To authorise the Chair, Vice-Chair and Operations and Finance Officer to meet with representatives of Winwick CE Primary School to seek to resolve the access arrangements.	WPC 144(c)	28/01/25	Chair, Vice-Chair and Operations and Finance Officer	-	-	The Council has taken some legal advice and has written to the land owners. A response is awaited. On hold until reply is received.	
8	To note that the Council's Publication Scheme contained some information that was now out of date and to request that the Clerk carry out a review of the document, as soon as possible and in any event, within the next six months.	WPC 8(2)	27/05/25	Clerk	-	-	The Clerk has sent a copy of the existing Scheme to the Chair and will commence a review of the document shortly. Action 13 also refers	
9	To request the Operations and Finance Officer to obtain measurements for a replacement notice board at the Plough Inn and that the Council consider the	WPC 69(2)	23/09/25	Operations and Finance Officer	-	-	Councillors were considering a possible in-house repair to the board.	

Agenda Item 5

	matter further at its next meeting.							
10	To request the Clerk to write to Borough councillors for the Poplars and Hulme Ward to advise them that Peel Hall residents had raised concerns that Vistry are not responding to concerns raised by local residents and to request that councillors intervene on their behalf.	WPC 73(2)	23/09/25	Clerk	-	-	On hold following a site meeting to enable the improving situation to be monitored	
11	To request the Operations and Finance Officer to contact the Food Hub organiser who had provided the necessary authorisations about restarting the service and to coordinate these activities with St Oswalds Church.	WPC 76(e)	23/09/25	Operations and Finance Officer	-	-	Organiser wishes to recommence the work of the Hub, but is awaiting food pick-up slots becoming available	
12	To request Councillor Mann to contact Councillor Murray about possible additional paint supplies and, if none was available, to look into any offers at suitable DIY stores/paint manufacturers.	WPC 81(2)	28/10/25	Councillor Mann	-	-	A verbal update may be available	
13	To request the Clerk to forward the Publication Scheme to the Chair to provide some feedback on the document.	WPC 81(4)	28/10/25	Clerk	-	-	First draft of the updated scheme is in progress	
14	To request the Clerk to write to Warrington Borough Council to request	WPC 82(2)	28/10/25	Clerk	-	-	The request has been logged with Warrington Borough Council	

Agenda Item 5

	that the public litter bin by the junction of Myddleton Lane and Golborne Road be relocated to the Pilgrim Close area.							
15	To request that Councillor Mann deploys the yellow traffic cones to deter parking at key locations on Myddleton Lane.	WPC 82(3)	28/10/25	Councillor Mann	-	-	A verbal update may be available	
16	Regarding Item 11 - Winwick Park Pedestrian Crossing, to request the Clerk to write to Warrington Borough Council to report the safety concerns about traffic lights.	WPC 85(3)	28/10/25	Clerk	-	-	The complaint has been logged with Warrington Borough Council	
17	To request the Management Committee, at its January 2026 meeting, to review progress as to any actions identified under (2) above.	WPC 95(b)(3)	28/10/25	Management Committee	-	-	Monitoring of progress on refurbishments takes place at each Management Committee	
18	To request that the Chair write to the PCC and MP on behalf of the Parish Council to express concerns over the proposed reduction in PCSO numbers	WPC 103	25/11/25	Chair	-	-	A verbal update may be available	
19	To approve the appointment of Councillor James Herron to the Battlefields Monument Working Group established by the Battle of Winwick Society and to request the Clerk to forward the correspondence at Item 5	WPC 104(2)	25/11/25	Clerk	-	-	Completed	

Agenda Item 5

	above to Councillor Herron.							
20	To approve the acceptance of the quote for tree works in the sum of £1,850.	WPC 107(2)	25/11/25	Operations and Finance Officer	-	-	A verbal update may be available	
21	To request the Clerk to arrange for a special meeting of the Council on 13 January 2026, prior to the next Management Committee.	WPC 108(2)	25/11/25	Clerk	-	-	Completed	
22	To note the report, to approve the overarching project themes and to request the Operations and Finance Officer (subject to any time constraints) to develop suitable project plans in consultation with elected members.	WPC 109	25/11/25	Operations and Finance Officer	-	-	Under consideration	
23	To request that the Operations and Finance Officer focus on a model delivering a 5% increase in Council Tax and to have regard to any relevant matters arising from the Chancellor's Budget Announcement on Wednesday 26 November 2025.	WPC 114b(2)	25/11/25	Operations and Finance Officer	-	-	Additional Budget models were provided at the special Meeting on 13 January	
24	To undertake to work in collaboration with the Operations and Finance Officer to identify efficiencies and savings within the Budget.	WPC 117(3)	13/01/26	All Members and Operations and Finance Officer	-	-	Consideration of efficiencies is on-going	
25	To request the Clerk to write to the principal	WPC 117(4)	13/01/26	Clerk	-	-	Completed	

Agenda Item 5

	authority to notify them of the Council's Precept requirement by no later than 23 January 2026.							
26	To agree a 6.7% increase in pay for those staff in receipt of the real Living Wage.	WPC 121(2)	13/01/26	Operations and Finance Officer	-	-	To be implemented on 1 April 2026	●
27	To defer consideration of the Management Team pay award to allow the Council's year end financial position to be taken into account.	WPC 121(3)	13/01/26	Chair/Clerk	-	-	Determination of Management Team pay award to be made at a future meeting, to be arranged.	●

Progress Legend

● Completed

○ Progressing to target

○ Early progress / just started

○ Not started (lower priority)

● On hold/Completed:Immediate review programmed

* Issues (exception)

Version 1.0 - (Final) – 21/01/26

Winwick Parish Council

Correspondence since 25 November 2025
(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 – 19/12/25, 31/12/25 and 06/01/26
2. E-mails from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), enclosing bulletins highlighting relevant parish news – 24/11/25, 01/12/25, 08/12/25, 15/12/25, 22/12/25, 09/01/26, 05/01/26, 12/01/26, 15/01/26 and 19/01/26
3. E-mail from Dan Price, Police and Crime Commissioner for Cheshire, in connection with the Budget proposals for 2026/27 - 19/11/256
4. E-mail from Steve Park, Chief Executive, Warrington Borough Council, to parish councils, about progress on improvements following a Government-led “best value” inspection in 2024 – 21/11/25
5. 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 Thursdays, 27 November and 11 December 2025 – 25/11/25(x2) and 09/12/25
6. Copy of an e-mail from Councillor Mann to Warrington Borough Council, following up on proposals to provide 3 replacement bus stops in Winwick and the response as forwarded on 09/01/26 – 25/11/25
7. Copy of an e-mail from Councillor Mann to Warrington Borough Council, following up on the allocation of s.106 monies towards possible works for the Myddleton Lane Playing Fields and the response as forwarded on 09/01/26 – 25/11/25
8. E-mails from Vanessa Rothwell, Development Strategy & Regeneration Manager, Torus, about proposed community engagement and initiatives linked to the Peel Hall housing development - 28/11/25, 15/01/26 and 21/01/26(x2)
9. E-mails from Andrew Abram and Richard Ward about membership of the Battle of Winwick Monument Working Group and a proposed site survey – 05/12/25 16/12/25 and 01/01/26
10. Freedom of information request from a resident, AH, about the Parish budget 2025/26 and the actual results against budget for the Year to Date (up to November 2025) – 08/12/25 (A response was sent on 28/12/25)
11. E-mails from Adam Kellock, Senior Democratic Services Officer, Warrington Borough Council, about the Local Government Boundary Commission for England boundary review for Warrington including details of a briefing for parish

councils and community groups on Tuesday 13 January at 5pm via Microsoft Teams and, following the briefing, providing a copy of the presentation slides – 11/12/25(x2), 13/01/26 and 14/01/25

12. E-mails from Councillors Griffiths and Mann enclosing correspondence with S/Sgt Ian Bailey, Warrington LPU, and PCSO Stephen Heaps, Cheshire Constabulary, about potential traffic operations in Winwick – 12/12/25
13. E-mail from Dan Price, Police and Crime Commissioner for Cheshire, enclosing his Parish and Town Council Message (newsletter) about the PCC's precept consultation - 16/12/25
14. E-mail from Councillor Mann enclosing a response from Alison Ross, Assistant Chief Constable, Neighbourhood Policing, Cheshire Constabulary about the proposed reduction in the number of PCSOs across Cheshire – 18/12/25
15. E-mail from Dan Price, Police and Crime Commissioner for Cheshire, enclosing a summary of the PCC's and Constabulary's achievements in 2025 - 22/12/25
16. Website enquiry form from a resident, RB, of Myddleton Lane, expressing concern about an advertising vehicle belonging to a scrap yard company left outside a neighbouring property, which was making access difficult for cars and 'totally impossible' for refuse lorries and emergency vehicles. – 26/11/25 (A response was sent on 28/12/25)
17. Website enquiry form from a resident, RM, expressing concerns about the amount of litter and fly-tipping on the Grasmere estate and pathways leading up to Radley Common and Peel Hall Park. The enquirer asserts that nobody has been litter picking nor collecting tipped items. - 09/12/25
18. Website enquiry form from a resident, SB, asking about the possibility of local residents/community groups advertising Winwick events on the Council's notice boards to help reach those not on social media – 06/01/26 (A response was sent on 28/12/25)
19. Website enquiry form from a resident and horse rider/owner, HL, expressing concerns about speeding and inconsiderate vehicle drivers overtaking horses in a dangerous manner, particularly on Golborne Road/Parkside Road and asking if the Council might be able to educate drivers via social media posts or by supporting the erection of 'Ridden Horse Ahead' warning road signs or speed cameras – 31/12/25
20. E-mail from Councillor Mann enclosing correspondence from PCSO Stephen Heaps, Cheshire Constabulary, about uncertainty as to the changes proposed to his role – 05/01/26
21. E-mail from a resident, A, outlining a number of concerns in connection with the operation of the Community Centre and suggesting a fundamental review of whether it meets its purpose, is well run and provides value for money, with a view to making improvements and returning the Centre to profit – 10/01/26

22. E-mail from Dan Price, Police and Crime Commissioner for Cheshire, enclosing his Parish and Town Council Newsletter - 12/01/26
23. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Arien Signs Ltd – signs and notice boards
 - Clear Councils Insurance – insurance and risk management
 - CloudyIT – IT solutions
 - ONH - planning consultancy
 - Playsound Services Ltd – outdoor play equipment
 - Severnside Defibs and Training Ltd – defibrillators and bleed control kits
 - We find any Learner - training

Up to date as at 21/01/26

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Winwick Parish Council

Planning Matters since 25 November 2025

General Correspondence (5)

1. E-mails from Sandra Beckett, Senior Enforcement Officer, Warrington Borough Council enclosing lists of enforcement cases closed and received between 17 November and 12 December 2025 – 24/11/25, 01/12/25, 09/12/25 and 15/12/25
2. Various e-mails in respect of Intermodal Logistics Park North Rail Freight Interchange (ILPN RFI), including details of a parish councils webinar on Wednesday 26 November 2025 between 6:30pm and 8:00pm, formal consultation dates, a briefing for the Lowton East Development Forum on Monday 19 January 2026, on-going dialogue with Culcheth and Glazebury and Croft Parsh Councils and a summary of the main areas of concern raised during the consultation - 25/11/25(x2), 21/01/26 and 22/01/26
3. E-mail from Councillor Mann enclosing an update on the Planning Department at Warrington Borough Council's consideration of the application by Severn Trent for an Anaerobic Digestion Facility in Winwick – 10/12/25
4. E-mail and letter from Kerry Duffin, Clerk to the Council and Responsible Financial Officer, Lymm Parish Council, regarding a Regulation 14 consultation on the Parish's draft neighbourhood plan between 16 January 2026 and noon on 28 February 2026 – 16/01/26.
5. E-mail from St Helens Borough Council's Planning Policy Team confirming the adoption on 21 January 2026 of the following Supplementary Planning Documents (SPDs):
 - Affordable Housing SPD
 - Houses in Multiple Occupation SPD
 - Local Economy and Social Value SPD
 - Locally Listed Heritage Assets SPD

- 22/01/26

Domestic Planning Applications (1)

6. Application No: 2025/01667/FUL – Full Planning – Householder (Householder Development)
Location: 16 Radley Lane, Winwick, Warrington, WA2 0SY
Proposal: Conversion and alteration of existing garage to dwelling

Non-Domestic Planning Applications (4)

7. Application No: 2025/01303/HSC - Hazardous Substances Consent
Location: Christeyns Food Hygiene, 1 To 11 Cameron Court, Winwick, Warrington, WA2 8RE
Proposal: Storage of various substances falling within Part 1 and 2 of Schedule
8. Application No: 2025/01586/DISCON - Discharge of Condition
Location: Land At Golborne Road, Winwick, Warrington,
Proposal: Discharge of condition 10 (Roads and footpaths), 16 (Landscaping scheme), 20 (MVHR), 23 (Internet), 30 (LEAP), 34 (Management and Maintenance), 35 (Travel plan coordinator) and 36 (Residential travel plan) on approved application 2023/00204.
9. Application No: 2025/01656/DEM – Prior approval (Demolition)
Location: The Swan, The Swan Golborne Road, Winwick, Warrington, WA2 8LF
Proposal: Demolition of outbuilding
10. Application No: 2025/01529/FUL – Full Planning (Major)
Location: Vacant Land At The End Of Mill Lane Houghton Green, Warrington, WA2 0SU
Proposal: Full planning application for the erection of 23 dwellings (Use Class C3) with associated landscaping, infrastructure and ancillary works

Up to date as at 22/01/26

Finance report to Winwick Parish Council to Full Council meeting 27th January 2026

In December we have had £17.2k of income through the centre. The centre is showing a £7.5k loss for December. The year to date profit/ loss is currently in a loss position of £27.5k, a decline of £4.8k from the previous years loss.

The loss position for December is £375 worse than the previous year due to:

Employers NI being approx. £406 more than the previous year.

The overall loss follows last years pattern of lower bar sales than earlier points of the year with higher utilities such as gas, the double rates charge (charged Nov's on 1st Dec and Dec's on time), plus the 5 week payroll month falling in this month.

There has been £13.1k of expenditure against the precept in December, with £108.5k of expenditure on the ytd.

Other items:

- Playground repairs – Wicksteed have been contacted and we await a date for repairs to be done.
- Entrance gates – Further progress made on the fences/gates. Still 5 fences and 3 gates to paint, plus the 2 gates that have been started to finish. - work on this will continue in the new year as weather conditions have not been suitable to continue this.
- Use of HMP Thorncross rehabilitation initiative – snagging in countryside to be completed. CH to email and confirm dates with HMP for further works.
- Tree works – tree surgeon contacted, awaiting confirmed date for works

Payments made since those reported in the Management report Jan 2026.

Payments Leisure Centre		
19Jan2026	£44.40	Easyflow
19Jan2026	£918.99	T&JT Barton
19Jan2026	£135.60	Clear Brew
19Jan2026	£394.68	Water Plus Limited
12Jan2026	£1,041.42	T&JT Barton
08Jan2026	£44.40	Easyflow
Payments Parish		
08Jan2026	£286.24	Stephensons
Direct debits Leisure Centre		
08Jan2026	£1,040.00	SCOTTISHPOWER
07Jan2026	£305.41	TNT SPORTS
Direct debits Parish		
19Jan2026	£42.21	PAYZONE
16Jan2026	£388.66	LLOYDS BANK PLC
06Jan2026	£44.40	XERO UK LTD

Part 2:

- 1) Debtors
- 2) Pay increase paper

Profit and Loss
Winwick Parish Council
1 April 2025 to 31 Dec 2025

	31 Dec 25	YTD
Income		
210 Room hire income	£3,908.50	£42,317.00
225 Buffet sales income	£0.00	£212.50
230 Bar sales income	£9,575.45	£89,954.72
231 Bar snacks income	£406.45	£4,043.37
232 Soft drinks income	£1,446.49	£13,553.02
260 Ticket sales income (Events)	£958.50	£2,672.00
Bar tea and coffee	£595.90	£5,400.70
Inpost income	£0.00	£810.00
Entertainer	£0.00	£170.00
Field income	£0.00	£4,245.00
Payzone income	£284.75	£1,510.02
LC Bar till discrepancies	£40.15	£138.64
Total Income	£17,216.19	£165,026.97
Less Cost of Sales		
bar snacks expenditure	£177.14	£1,685.50
Beverage supplies (Coffee, milk)	£420.11	£1,636.33
Entertainer	£0.00	£170.00
buffet events	£0.00	£35.23
Buffets	£0.00	£200.00
Tuck shop	£0.00	£62.33
Payzone	£308.64	£1,527.18
Drink purchases (and other bar it)	£4,251.09	£36,671.61
LC Direct Wages	£6,688.78	£53,251.96
soft drinks expenditure	£324.60	£5,161.03
Total Cost of Sales	£12,170.36	£100,401.17
Gross Profit	£5,045.83	£64,625.80
Less Operating Expenses		
Bad Debt	£0.00	£350.00
DJ's bouncy castles, etc - events	£474.05	£2,626.17
LC Bar & Cleaning sundries	£209.18	£3,064.41
LC Bottled Gas	£111.00	£1,036.00
BT sport	£254.51	£2,178.81
LC Cleaning	£945.00	£6,548.64
LC consulting	£59.50	£535.50
LC Electricity (Light, Power)	£866.67	£7,799.04
LC Equipment	£83.78	£2,267.92
LC Fire extinguishers	£0.00	£150.00
LC Gas (Heating)	£893.41	£2,978.18
LC General Expenses	£0.00	£0.00
LC Landline telephone and Broadband	£732.85	£2,192.29
LC Pension costs	£1,067.08	£10,699.18
Rates	£1,726.00	£7,765.25
LC Repairs & Maintenance	£250.84	£3,074.85
tv licence	£145.42	£145.42
LC Trade waste	£178.90	£1,359.64
LC Water and Sewerage	£394.68	£3,840.21
Managers salary and NI	£3,394.21	£26,755.86
PAYE Payable	£834.27	£6,457.38
Stocktaking Services	£0.00	£360.00
Total Operating Expenses	£12,621.35	£92,184.75
Net Profit	-£7,575.52	-£27,558.95

Profit and Loss
Winwick Parish Council
1 April 2025 to 31 Dec 2025

	31 Dec 25	YTD	
Income			
Litter picker income	£2,020.00	£18,231.50	
Advertising	£0.00	£60.00	
Precept	£0.00	£146,894.00	
Total Income	£2,020.00	£165,185.50	
Less Cost of Sales			
Total Cost of Sales	£0.00	£0.00	
Gross Profit	£2,020.00	£165,185.50	
Less Operating Expenses			
Administration expenses	£29.45	£381.93	
advertising	£0.00	£308.28	
internal audit	£0.00	£1,595.00	
external audit fee	£0.00	£840.00	
cctv	£0.00	£413.43	
election expenses	£0.00	£0.00	
donations	£0.00	£0.00	
RBL Donation	£0.00	£110.00	
xmas tree lights	£0.00	£300.00	
intruder alarms	£0.00	£500.00	
Bank Fees	£384.15	£3,018.25	
Clerk's salary	£943.37	£8,490.33	
Training	£0.00	£0.00	
Consulting	£0.00	£400.00	
Grass cutting	£0.00	£3,783.39	
Grounds Maintenance	£162.50	£1,462.50	
Insurance	£0.00	£0.00	
Legal / Licensing Expenses	£0.00	£2,983.61	
Litter Pick Costs (Shared)	£2,303.96	£18,258.28	
Litter pick vehicle	£0.00	£0.00	
Loan charges	£3,614.42	£8,461.96	
PAYE Payable	£760.87	£7,409.45	
Payroll	£225.00	£1,825.00	
Pay zone fees	£35.18	£368.95	
Pensions Costs (Empr's contr)	£1,176.45	£12,141.46	
Playground repairs	£0.00	£410.00	
Tree maintenance	£0.00	£0.00	
Professional fees	£0.00	£0.00	
Repairs and maintenance	£65.35	£628.07	
RFO Salary (and NI)	£3,290.94	£29,847.68	
Traffic management	£0.00	£0.00	
Japanese Knotweed	£0.00	£0.00	
Subscriptions	£53.14	£454.26	
Games tax	£0.00	£654.44	
Planters	£0.00	£1,070.00	
Swan green, winwick park, radley com	£100.00	£2,405.00	
Total Operating Expenses	£13,144.78	£108,521.27	
Net Profit		£56,664.23	
Parish reserves		-£2,095.07	
Leisure Centre deficit/profit 25/26		-£27,558.95	
Balance of overall reserves		£27,010.21	

Winwick Parish - Management Committee

13 January 2026

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

WPMC 32 Apologies

There were no apologies for absence submitted on this occasion.

WPMC 33 Code of Conduct - Declarations of Interest

There were no declarations of interest made on this occasion.

WPMC 34 Minutes

Decision – That the Minutes of the meeting held on 11 November 2025 be agreed as a correct record.

WPMC 35 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)	<p>The Chair reminded Members that the sign design had been completed and included a space for a 'What's On' banners. The Council intended to order two vinyl signs for each side of the access road, so as to be visible from both directions of travel on Myddleton Lane. Expenditure of £100 had been agreed at the last meeting. The total cost was likely to be £30 for each sign.</p> <p>Councillor Griffiths reminded all that the sign needed to include the new branding of Winwick Community Centre. Councillor Mann suggested the purchase of additional signage and new entrance mats from a suitable provider, such as Concept Hygiene.</p> <p>The old sign would need to be removed to allow the surface to be scraped clean to remove the blob. It would also be advantageous to launch the new e-mail address and to update the Facebook information, table posters and premises licence details at the same time. It was hoped to be able to</p>

		<p>complete his prior to the next Management Committee meeting.</p> <p>Councillor Griffiths reported that in order to activate Google Map Sentry an officer or councillor would need to film and upload the walk from Myddleton Lane to the Centre and open the till to provide the necessary evidence. This would be important as the location was the first thing that would appear on Google Maps - Retain</p>
2	Entrance Sign Design	Completed - Delete
3	Room Dressing for Marketing Photos	<p>Paul Wharton, Centre Manager, had contacted S J Leisure who had agreed to dress the rooms for marketing purposes. The events provider had suggested that they work in collaboration with the Centre to provide a package for bookings of which an amount would be passed on to Winwick Parish Council. The marketing had been agreed regardless of the decision on a booking package. Mr Wharton indicated that he would need to give further consideration to the wider suggestion.</p> <p>The photographs would need to await the new branding and name change.</p> <p>Councillor Lavender suggested using HMP Thorn Cross to repair some damaged paintwork on the pillars in the Main Hall. Mrs Hinkins, Operations and Finance Officer, reported that all of the rooms had recently been refurbished, but some work remained including the painting of windowsills in the Countryside Suite and brightening up the corridors. The Chair offered to touch up the pillars, but Councillor Griffiths advised that some of the paint in the top corner of the Main Hall had been mixed and could not easily be recreated.</p> <p>Councillor Lavender also reported that the black paint on the stage was looking worn and again suggested that HMP Thorn Cross could undertake this work. Mrs Hinkins reported that the outreach programme also had joiners available who might be able to produce some radiator casings - Retain</p>
4	Winwick CE Primary School's use of Playing Fields	The Chair confirmed that he would speak with the headteacher within the next few weeks. Councillor Griffiths indicated that he had received a follow up e-mail from the school and would forward this to the Chair - Retain
5	Booking System	Mrs Hinkins indicated that she had not yet had an

		opportunity to look into this proposal - Retain
6	Damaged Fence to Rear of Premier Inn	The Clerk indicated that he had now written to the licensee/manager of the Swan, but a reply had not yet been received - Retain
7	Expenditure on new sign	As at Action 1 above – Merge with Action 1

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

WPMC 36 Winwick Community Centre Update Report

Finance Report

Members were reminded that information had been circulated outside of the meeting, in an update report (covering the period to 30 November 2025), which should be noted.

Clare Hinkins, Operations and Finance Officer, also provided a report which showed the financial position at the Community Centre as at 31 December 2025.

The December 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	16.86	10.82	9.78	10.90	9.69	12.02	0.00	0.00	0.00
P/L (£1,000s)	0.38	-1.92	-3.74	2.96	-5.45	-5.92	-5.71	-0.77				

Bar Takings Monthly

A graph was provided which showed monthly budgeted and actual bar takings

as at December 2025, using the profile outlined above. December bar sales were below target by £0.7k.

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at December 2025, using the profile outlined above. This put the Centre at £10.7k behind the target to date and £4k behind 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	£159.37	£194.61	£194.41	£345.82	£688.14	£797.69	£590.54
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
Sept Average	£119.50	£187.60	£177.52	£253.16	£665.80	£636.33	329.32
Oct Average	£117.92	£122.21	£150.25	£354.99	£836.62	£431.38	£376.95
Nov Average	£103.72	£161.56	£131.16	£229.22	£196.91	£878.59	£400.58
Dec Average	£192.26	£254.22	£732.29	£324.72	£496.86	£354.01	£356.96

Key:

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

Mrs Hinkins reported that the figures above for Monday, Tuesday and Wednesday in December were anomalous due to seasonal parties and a staff meeting. She noted that bar takings in January were likely to be low as customers participated in 'Dry January' or tightened finances following the Christmas period.

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

Agenda Item 14

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
Expctd Fee (£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	6.04	3.56	6.49	3.91	0.00	0.00	0.00
P/L (£1,000s)	0.38	-1.92	-3.74	2.96	-5.45	-5.92	-5.71	-0.77				

Room Lettings Monthly

A graph was provided which showed monthly budgeted and actual room lettings income as at December using the profile outlined above. The table showed that room hires for December were £232 behind target.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at December 2025, using the profile outlined above. This put the Centre at £6.7k behind target sales for the year to date and £6.5k behind a straight monthly split.

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
Expctd Fee (£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	420.0	90.0	210.0	0.00	0.00	0.00	0.00
P/L (£s)	381.7	-1,920	-3,737	2,957	-5,448	-5,921	-5,706	-771.0				

Field Income Monthly

A graph was provided which showed monthly budgeted and actual field lettings income as at December 2025, using the profile outlined above. The field hire was £53.10 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 December 2025, using the profile outlined above. This showed that the field hire was £1.9k ahead of the year to date target and £2.5k behind a straight monthly split.

Mrs Hinkins reported that she would shortly be invoicing FC Spartans.

Coffee Sales

The coffee morning sales figures were provided. The figures for the month of December showed an average of 7.8 cups per day sold and income of £595.90. This was a decrease of 2.8 cups per day on last year's figures. This equated to a decrease of £51.60 (7.97%). Total year to date sales were £5,400.70.

Mrs Hinkins reported that coffee sales had been affected by low footfall due to the inclement weather in December. Councillor Lavender expressed concern that coffee sales might fall further when the new coffee shop opened in the village. Mrs Hinkins added that the coffee machine was no longer subject to lease payments, so no additional costs were being incurred unless spare parts were required. However, it might be necessary to reduce stock levels, accordingly. It was not envisaged that the coffee shop would have a significant impact on coffee sales at the Centre. The shop was due to open next month. Mrs Hinkins added that profits from the coffee had improved when the lease had ended.

Additional Income

- Ticket sales - £958.50
- Payzone - £284.75

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 provided below:

Month	Expenditure	Income	Balance
	£	£	£
Apr	-	158	158
May	-	214	214
June	-	-	-
July	-	-	-
Aug	-	-	-
Sept	62.33	133.50	71.17

Oct	-	152.50	152.50
Nov	-	28.50	28.50
Dec	-	-	-
£624.17			

(b) Events

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

- Christmas Quiz = £400.38
- Christmas Kids Parties = £295.02
- New Year = £1,296.42
- Bingo (02/12/25) = £17.22
- Bingo (09/12/25) = £28.65
- Bingo (16/12/25) = £14.95
- Bingo (23/12/25) = £76.98

Mrs Hinkins noted that feedback from the New Years Eve event was generally very good. Bingo dates had now moved into profit, although it was acknowledged that a customer had kindly agreed to buy the prizes for the event on 23/12/25. Numbers regularly attending bingo sessions had increased to seven people. Councillor Lavender added that it would be useful to advertise this event more widely in the Parish Newsletter.

There were no events running in January other than the Tuesday midday bingo sessions.

Councillor Mann reminded Members that he had suggested the introduction of a Dementia Café similar to the one arranged in Burtonwood. He had spoken to the organiser who was prepared to try this in Winwick, provided that a suitable day could be identified in the Main Hall. He agreed to put the organiser in touch with the Centre Manager about dates and requested that tea/coffee be provided free as this was a community event.

Mr Wharton reported that the Radey Suite was due to be refurbished with effect from 24 January 2026, which should accommodate future bookings from the Gibb Group Ltd.

Payments

A list of payments made since those reported in the finance paper circulated in lieu of a meeting of the Council in December was as follows:

Payments Leisure Centre		
05Jan2026	£908.22	T&JT Barton
29Dec2025	£958.52	T&JT Barton
24Dec2025	£250.00	Jason Taylor
24Dec2025	£126.00	Aquila Heating Ltd
24Dec2025	£88.80	Easyflow
22Dec2025	£678.51	T&JT Barton
22Dec2025	£135.60	Clear Brew
Payments Parish		
29Dec2025	£12.00	Spirit Pub Company
29Dec2025	£222.00	Xeinadin
24Dec2025	£100.00	David Hannan
22Dec2025	£2,936.93	HMRC Cumbernauld
19Dec2025	£3,551.20	Chsh. Pension Fund
Direct debits Leisure Centre		
30Dec2025	£863.00	WBC
29Dec2025	£879.42	BT GROUP PLC
22Dec2025	£1,072.09	BRITISH GAS
22Dec2025	£171.76	GASKELLSWASTE
Direct debits Parish		
02Jan2026	£89.54	PAYZONE
31Dec2025	£25.65	Service Charge
31Dec2025	£38.80	Handling Charge
31Dec2025	£40.00	PAYZONE
23Dec2025	£155.21	PAYZONE
22Dec2025	£42.21	PAYZONE
19Dec2025	£331.15	WORLDPAY
16Dec2025	£435.14	LLOYDSBANKPLC

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 front car park lighting would be reviewed and brightened.

(b) Room Hire

Tables were provided showing the following information for each month:

- Daily 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 36.56% room occupation; and
- Actual hours of room occupation against overall availability. This showed an average of around 21.06% of hours occupation.

Mrs Hinkins indicated that anticipated take up from the Gibb Group Ltd might improve the occupancy levels. In addition, there were a number of NHS bookings planned. Councillor Lavender expressed some concerns about odours following use by the dog events. Mrs Hinkins reported that the carpet was being cleaned regularly and that air fresheners were in place. The situation would be closely monitored. Mr Wharton indicated that the dog event might be coming to an end naturally due to the organiser's personal circumstances. Councillor Griffiths reported that he hoped to be able to install a projector shortly in the Radley Suite.

Mr Wharton indicated that a second monthly Friday event was being considered which could be a darts league or another feature.

Decision –

- (1) To note that performance information had been circulated directly to councillors in lieu of a meeting in December, comprising an update report covering the period to 30 November 2025.
- (2) To note the update report for December 2025 on the Community Centre performance, repairs, additional income, additional items and the list of payments
- (3) To note the report on Non-Financial Metrics for December 2025.
- (4) To approve the proposed arrangements for a Dementia Café in the Main Hall and the provision of complimentary tea/coffee in support of this as a community event.

WPMC 37 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 38 Community Centre Update Report

(a) Debtors

There were no outstanding debts over 90 days. There were six debtors listed

in the range 30-89 days, of which two had recently paid and four were expected to pay shortly or in line with term time funding arrangements.

Decision – To note the report on debtors.

(b) Tuck Shop

The Chair raised the possibility of transferring the tuck shop to another operator to enable hot food to be provided. Councillor Griffiths queried what the benefit would be to the Centre. The Chair advised that the tuck shop currently made around £30-£50 profit per month. It might be possible to split this with a new operator. Mrs Hinkins advised that there might need to be a charge applied for use of the kitchen facilities.

Decision – To approve discussions with a potential external operator for the tuck shop and to request an update report for a future meeting of the Committee.

WPMC 39 Employee Matters

Councillor Mann enquired about a member of staff who was on light duties. In this context light duties meant no lifting of heavy objects and was likely to be a permanent condition. However, the member of staff was still able to carry out the full range of duties associated with that post including room set up. The staff member concerned confirmed that they were doing well regarding their overall health. Mrs Hinkins confirmed that there were no additional staffing costs associated with any reasonable adjustments required to support this staff member.

Decision – To note staffing matter raised.