



7 January 2026

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

Dear Councillor

A meeting of the Management Committee will take place on **Tuesday 13 January 2026 on the rising of the Special Meeting of the Council (and in any event no earlier than 7.45pm)** at Winwick Community Centre.

Yours sincerely

Julian Joinson  
Clerk to the Parish Council

## AGENDA

### 1. Apologies for absence

### 2. Code of Conduct - Declarations of Interest

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

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

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

### 3. Minutes

To receive the minutes of the meeting of the Committee held on 11 November 2025.

### 4. Action List

A schedule is provided of actions arising from previous meetings.

## **5. Winwick Community Centre – Update Reports**

To note that information was circulated outside of the meeting in the December update report (covering the period to 30 November 2025) and to consider the latest update report from the Operations and Finance Officer and Centre Manager.

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

## **6. Chairman to move Part 2**

### **Part 2**

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

## **CONFIDENTIAL MATTERS**

## **7. Winwick Community Centre – Update Report**

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

- a) Debtors

## **8. Employee Matters**

To consider any reports of the relevant Officer.

# Winwick Parish - Management Committee

## 11 November 2025

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

There was one member of the public in attendance.

### WPMC 24 Apologies

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

### WPMC 25 Code of Conduct - Declarations of Interest

Councillor Mann declared a personal interest in any potential cross-boundary issues, as a parish councillor in Croft.

### WPMC 26 Minutes

Decision – That the Minutes of the meeting held on 9 September 2025 be agreed as a correct record.

### WPMC 27 Action List

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

The following comments were raised:

No.	Action	Comments
1	Cement blob (Instant Grip)	This task had not yet been completed - <b>Retain</b>
2	Entrance Sign Design	The Chair reminded Members that the sign design had been completed and amended slightly to provide for a 'What's On' banner. The sign included the new 'Community Centre' branding. Councillor Lavender enquired if there was any mention of Winwick Athletic FC on the sign. Councillor Mann added that the other football team, FC Spartans, should be mentioned if sports clubs were being added. The Chair indicated that he understood that talks were on-going about the two clubs merging. The Chair requested approval to spend £100 to remove the blob and to complete the production and installation of the new sign. Inclusion of information about sports teams could be considered at a later date - <b>Retain</b>

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3	Room Dressing for Marketing Photos	<p>Mrs Hinkins, Operations and Finance Officer, reported that the intention had been to take some photographs at the Centre Manager's recent party. However, this had not proved possible. She would need to get in touch with S J Leisure to obtain photographs of the rooms when set up for parties. Photographs of the outdoor areas would need to be taken in the summer. The Centre Manager undertook to contact S J Leisure. Councillor Mann requested that this be completed in time for the New Year.</p> <p>Mrs Hinkins added that the Myddleton Suite had now been fully redecorated. A projector and screen was due to be installed. The painters from the HMP Thorn Cross Rehabilitation Programme had not attended on 31 October to complete work in the Radley Suite. This was the second time that they had missed a scheduled slot, but might have been due to the coordinator being on leave at the time. Once the Radley Suite was complete, the decorators would be invited to repaint the Countryside Suite, which was the most attractive room. Following that the Management Team would assess what other projects might be suitable for programme participants - <b>Retain</b></p>
4	New Fridge	The fridge had been installed and a subsequent fault had been repaired - <b>Delete</b>
5	Winwick CE Primary School's use of Playing Fields	The Chair confirmed that he had spoken to the headteacher, who had undertaken to get back to him - <b>Retain</b>
6	Authorised Food Hub Representatives	Mrs Hinkins reported that the Centre Manager had contacted the Food Hub coordinator who had expressed an interest in continuing to operate at the Centre. Ideally, she would like a Thursday morning slot. However, currently her organisation was not in a position to run any sessions. Mr Wharton, Centre Manager, clarified that a volunteer was available on Thursdays, but there was no pick-up slot available for the food, as these were currently all taken. The coordinator was waiting for new slots to open up and she would be in touch with the Center once the arrangements were in place - <b>Delete</b>
7	Booking System	Bar staff were able to check room availability using the existing booking system, but no progress had yet been made on identifying a smarter electronic booking system - <b>Retain</b>
8	Pest Damage to Playing Fields	Councillor Mann reported that the problem seemed to have lessened recently and the matter had not

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		been pursued any further. The Chair noted that the installation of some owl boxes in the area might be attracting natural predators to keep the rabbit population down - <b>Delete</b>
9	Damaged Fence to Rear of Premier Inn	The Clerk indicated that he had not yet actioned this matter but would do so shortly. A letter would be sent to the pub owners, Chef & Brewer, rather than to the Swan directly - <b>Retain</b>

Decision –

- (1) To note the schedule of actions and referrals from previous meetings and the verbal updates provided.
- (2) To authorise the Chair to seek the completion and installation of the Community Centre's new entrance sign and to authorise any related expenditure up to £100.

### **WPMC 28 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 September 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 October 2025.

The October report comprised the standard format, which included a monthly profile of anticipated finances based upon the income figures experienced in previous years and the details of actual income received.

#### Income Information

##### *Key Performance Indicators (Bar Sales)*

The annual budget for bar sales for 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	12.23	13.61	17.02	16.86	10.82	9.78	10.90	0.00	0.00	0.00	0.00	0.00

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(£1,000s)											
P/L (£1,000s)	0.38	-1.92	-3.74	2.96	-5.45	-5.92					

### *Bar Takings Monthly*

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

### *Bar Takings Cumulative*

A graph was also provided showing the cumulative budgeted and actual bar takings as at October 2025, using the profile outlined above. This put the Centre at £6.5k behind the target to date and £241.40 ahead of a straight monthly split.

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

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Overall average	£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

Key:

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

Mrs Hinkins reported that daily bar take averages were only significant on Fridays. In October this had relied heavily on a party for the Centre Manager and two quiz nights. One Thursday had done well due to a funeral.

Councillor Lavender asked what action could be taken to improve the position.

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Mrs Hinkins responded that it was difficult to tempt high numbers of people to visit regularly. Attendance often increased when football was being shown. She had been discussing the potential to instal of Sky Sports with Councillor Griffiths, but it was not possible to trial this for a short period due to the standard 2 year contract offered.

Generally, the lowest bar sales were on Mondays, Tuesdays and Wednesdays, but, paradoxically, these were generally the days with the most activities taking pace in the Centre. However, usage by groups such as the chess team and dog training classes did not tend to result in high bar sales. The dartboards were now available and would be advertised shortly. Councillor Mann indicated that it would be good to get a league team up and running. Mr Wharton reported that the wooden doors between the Millennium Lounge and the Main Hall were open on weekday evenings, unless there was a private function on, which should allow access to the dartboards. Mrs Hinkins noted that it would be useful to identify a leader for a darts team. Councillor Mann commented that pubs continued to close, displacing existing players. He undertook to advertise the new darts equipment on social media. Mr Wharton added that, if darts took off, it might be useful to purchase a digital score box.

### *Key Performance Indicators (Room Lettings)*

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

2025/26	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	7.63	9.97	9.93	8.74	5.47	8.56	9.13	9.54	6.37	8.28	8.18	8.19
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	0.00	0.00	0.00	0.00	0.00
P/L (£1,000s)	0.38	-1.92	-3.74	2.96	-5.45	-5.92						

### *Room Lettings Monthly*

A graph was provided which showed monthly budgeted and actual room lettings income as at October using the profile outlined above. The table showed that room hires for October were £2.3k behind target.

### *Room Lettings Cumulative*

A further graph was provided showing the cumulative budgeted and actual lettings income as at October 2025, using the profile outlined above. This put the Centre at £6.8k behind target sales for the year to date and £6k behind a straight monthly split.

Councillor Lavender noted that the Centre was still behind in attracting new bookings. Mrs Hinkins added that, even if the Centre met the remaining targets, it would fail to cover the current deficit. Councillor Lavender suggested the printing of A4 posters advertising room hire to be set out in plastic holders on the tables. Mr Wharton undertook to locate the holders, which had been moved from their original storage location. Mrs Hinkins noted that, when the tables were dressed for a function, the posters could only be displayed on the bar and the shelves behind fixed seating.

Councillor Mann repeated his call for improvements to data capture about prospective or existing customers to facilitate targeted marketing. Measures could include admission to a prize draw for completing an enquiry form or the production of automatic reminders about birthday events. The Centre Manager confirmed that staff were proactively checking the availability of rooms when customers asked, but it was acknowledged that the booking system could be better.

Councillor Lavender reported that she had advertised the Jimmy Jermaine (Cliff Richard Tribute) event widely. However, Mr Wharton noted that the organiser had been slow to promote details of the event. Councillor Lavender commented that this evening could be an opportunity for the Centre to shine.

#### *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	0.00	0.00	0.00	0.00	0.00
P/L (£s)	381.7	-1,920	-3,737	2,957	-5,448	-5,921						

#### *Field Income Monthly*

A graph was provided which showed monthly budgeted and actual field lettings income as at October 2025, using the profile outlined above. The field hire was £119.70 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 October 2025, using the profile outlined above.

This showed that the field hire was £1.8k ahead of the year to date target and £1.2k behind a straight monthly split. The large deficit against the straight monthly split was because of the annual January pay date for Winwick Athletic FC.

Councillor Mann asked if usage of the pitches was monitored and asked about payment terms. Mrs Hinkins reported that Winwick Athletic FC paid an annual rate per team, which included field usage and training sessions and was based on the number of league games played plus an amount for cup competitions. FC Spartans who played on Sundays, paid on a match-by-match basis. Other public pitch bookings were possible with matches having to be paid for, but informal kick-abouts would be free. The Chair commented that both clubs were valued customers and paid appropriate fees. In addition, FC Spartans held their annual presentation night at the Centre in December and contributed to bar sales.

Councillor Mann noted that field hire was going well. He repeated his previous suggestion to allow parking on the bottom field during summer for appropriate events and for a fee.

Mr Wharton reported that one of the regular majorette groups had indicated that they might not return to Winwick because of the complexity of the booking form. However, another regular group had already booked their event. The Clerk suggested that users might initially require support to fill in the new form.

Mrs Hinkins noted the operators of RJ's Food Truck had not yet come back with their proposals for events at the Centre. Members asked the officers to chase up the food vendors.

### ***Coffee Sales***

The coffee morning sales figures were provided. The figures for the month of October showed an average of 11.1 cups per day sold and income of £671.50. This was a decrease of 2.3 cups per day on last year's figures. This equated to a decrease of £108.80 (14%). Total year to date sales were £4,040.10.

Mrs Hinkins considered that there might be an upturn in coffee sales as the weather worsened.

### **Additional Income**

- Ticket sales - £524.00
- Payzone - £70.00
- InPost - £270.00

### **Additional Items**

#### **(a) Tuck Shop**

All tuck shop sales were included in the figures for the bar sales above. However, a breakdown of monthly income and expenditure for the tuck shop alone was 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
			<b>£595.67</b>

Councillr Mann commented that he had been unable to assist with the tuck shop recently due to a clash of commitments. Both he and the Chair were unavailable this weekend. It was unclear whether the football matches would be on this weekend due to the weather. Mr Wharton noted that the bottom pitch was almost always available as it drained quickly. This might be due to the installation of an overflow tank at that location by United Utilities.

(b) Events

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

- October Quiz = £259.70
- Halloween Quiz = £257.59
- Bingo (07/10/25) = £2.17
- Bingo (14/10/25) = -£2.99
- Bingo (21/10/25) = -£8.60

Mrs Hinkins reported that the quizzes in October had not been as busy as usual but had still returned a profit.

The children's Halloween parties would fall under the November sales and, as such, would be reported in the December report, however these had not made a profit. The earlier party had been particularly poorly subscribed. Profitability had also been affected by the use of 2 bar staff at each event, which was prudent but not ultimately necessary. Following the lack of uptake this year, the Centre would be reducing the number of Halloween parties from 2 to 1 in 2026. Members discussed whether the cost of tickets had put off customers, but the price had only been a nominal charge of £1.50.

The Management Team would review the uptake on the children's Christmas parties to see if a similar decision might be required for Christmas events too.

Uptake at Christmas might be a good indicator of likely demand for next year's Halloween parties. Councillor Lavender expressed concern that tickets for the children's Christmas parties might not sell and she raised the issue of possible overstaffing. Mrs Hinkins confirmed that tickets were already selling and usually sold well. Mr Wharton added that he would need to make a judgement about staffing numbers based on uptake, but that the licensing objectives were his primary concern and as Designated Premises Supervisor he would have to err on the side of caution around safety matters. He indicated that salaried staff were normally used for these types of events, with 2 bar staff working in total. He acknowledged that management needed to use the staffing resource as efficiently as possible, but there was also a need to give zero hours staff some work in order to retain them. If advance ticket sales were low, the event could be staffed accordingly, with a limitation then set on the numbers of walk-ins. Councillor Mann indicated that councillors would be supportive of officers in finding an acceptable balance. Councillor Lavender added that Members were aware that they were in charge of public money and needed to be prudent in its use.

Mrs Hinkins also reported that the attendees at the quiz were not the usual customers and that there may have been some confusion between the children's parties and the adult quiz. Councillor Lavender asked if the school had been involved in promotion of the children's event. Mr Wharton confirmed that parents had publicised the event via their WhatsApp group. Councillor Lavender also suggested that the appeal of the quiz might have been too narrow, as it comprised a Harry Potter themed quiz. Mrs Hinkins commented that low uptake had been unexpected, as a previous James Bond themed quiz had been well attended. The overall day itself was still profitable, due to a separate private party, which had also been booked that evening.

The events running in November 2025 were as follows:

- 01/11/25 – Halloween parties
- 16/11/25 – Cliff Richard tribute
- 21/11/25 – Cavendish Consultation (Intermodal Logistics Park North)
- 26/11/25 – Warrington BC Consultation – Cycle improvement scheme
- 29/11/25 – Light Up Winwick - Tree switch on
- Tuesdays – Midday bingo.

Mrs Hinkins reported that the bingo events held so far in November had made a small profit. Costs covered prizes such as a slow cooker, or dishes, but did not include heating and lighting of the Centre. The initial setup costs of the bingo equipment had yet to be recovered, in the sum of £230.

Councillor Mann indicated that the Cycle consultation might be deferred. He also advised that additional supervision of children might be required for the Light Up Winwick event. Entertainment, such as a film, could be provided in the Countryside Suite, as a holding area for those children wishing to visit Santa's Grotto.

## Payments

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

<b>Payments Leisure Centre</b>		
03Nov2025	£623.46	T&JT Barton
27Oct2025	£66.60	Easyflow
27Oct2025	£244.17	IBA Electrical
27Oct2025	£2,469.14	T&JT Barton
<b>Payments Parish</b>		
03Nov2025	£2,417.36	PPLPRS
27Oct2025	£600.00	Protive security
<b>Direct debits Leisure Centre</b>		
30Oct2025	£863.00	WBC
21Oct2025	£177.64	BRITISH GAS
<b>Direct debits Parish</b>		
31Oct2025	£28.50	Service Charge
30Oct2025	£20.00	PAYZONE
27Oct2025	£42.24	PAYZONE
21Oct2025	£329.65	WORLDPAY

## Non-Financial Metrics Reporting

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

### (a) Damages incurred / additional repairs required

The patio lighting had been checked for faults and repaired. Work was required to remove the fairy lights on the front of the Centre and to illuminate the front car park.

### (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. Generally, usage was highest on Tuesdays and Wednesdays;
- Room usage breakdown by morning/afternoon/evening (number of rooms occupied). This showed that the Centre had approximately 37.37% room occupation; and

## **Agenda Item 3**

- Actual hours of room occupation against overall availability. This showed an average of around 21.36% of hours occupation and 21.9% of hours in October.

Councillor Lavender queried whether the Centre needed to be open during the daytime on Fridays, given the low room bookings. Mr Wharton indicated that he used Fridays to develop the rotas, complete necessary paperwork and clean the beer lines. The Centre would be closed to the public if there were no bookings. An alternative would be to use the laptop to work from home for administrative items, but this would save minimal amounts on heating and lighting, as the whole building was not heated under those circumstances. There were also concerns about work-life balance, with staff tending to work excessive hours when taking the laptop home.

Decision –

- (1) To note that performance information had been circulated directly to councillors in lieu of a meeting in October, comprising an update report covering the period to 30 September 2025.
- (2) To note the update report for October 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 October 2025.

## **WPMC 29 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 30 Community Centre Update Report**

### **(a) Debtors**

There were no outstanding debts over 90 days. There were four debtors listed in the range 30-89 days, of which two had recently paid and two that normally paid on a termly basis, which was expected in December.

Decision – To note the report on debtors.

### **(b) Causing an Obstruction**

Councillor Mann reported that PCSO Heaps had issued a warning letter to the owner of a vehicle which had blocked the pedestrian access ramp to the

Centre's rear car park.

**(c) New Years Eve**

Councillor Lavender asked what plans were in place for New Year's Eve. Mrs Hinkins indicated that the event would be along similar lines to last year. The Chair suggested that the quiz date should be brought forward to New Year's Eve from 9 January 2026, but should be at an earlier time in the day. The event would need to be ticketed to manage numbers, but would run as a single event. Mrs Hinkins commented that the advertisement would need to be clear about the offer and that the quiz was part of the party. Mr Wharton added that the advert could inform customers of a 7:00 pm start time for the quiz, but that ticket holders could still attend later. Security would be arranged for the door and Mr Wharton undertook to e-mail the operative shortly.

Mrs Hinkins confirmed that the event would start at 7:00 pm or 7:30 pm. Tickets would cost £5 and would include a raffle ticket for 'play your cards right'. Substantial catering might not be possible, but pizza delivery was a possible option.

Decision – To note the proposals for the New Year's Eve party.

**WPMC 23 Employee Matters**

Councillor Mann enquired about number of bar staff employed at the Centre. Mr Wharton responded that the staffing complement comprised 7 people including himself. In addition, it was hoped to train up the glass collector next year.

Councillor Mann commented that, for those on zero hours contracts, their contract of employment would need to be reviewed upon the implementation of the relevant provisions of the Employment Rights Bill. The opportunity should also be taken to review staff job descriptions at the same time, for example, to include sweeping and cleaning activities.

Mrs Hinkins indicated that the legislative changes would not affect staff job descriptions, but their terms of employment might need to be changed. Winwick staff were not currently on zero hours contracts, but were on flexible contacts. There were new 'day one' rights included in the Bill around parental leave and unfair dismissal. It might be more difficult to dismiss a new starter under the proposed new rules.

An existing staff member with expertise in human resources might be in a position to assist in reviewing any employment documents, as required.

Decision – To note the potential changes to contracts of employment under the Employment Rights Bill.

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

No.	Issue	Minute No.	Date of Raising	Referred To	Referral Date	Response Date	Comments	Progress
1	Cement blob ( <i>Instant Grip</i> ) to be removed from sign	WPMC 38(5)	08/10/24	Councillor Griffiths	-	-	Councillor Griffiths has undertaken to carry out this action at a convenient time. A verbal update may be available	
2	To request the Chair to seek to obtain a draft of the entrance sign design for approval at the next Council meeting	WPMC 46(2)	12/11/24	Councillor Herron	-	-	Councillor Herron is leading on this action. The overall sign design has been approved. This action has been superseded by Action 7 below	
3	To request the Operations and Finance Officer to contact SJ Leisure and the room dressing company about photographic opportunities for marketing purposes.	WPMC 65(2)	11/02/25	Operations and Finance Officer	-	-	Some stock photos of a recent wedding could be utilised, in conjunction with new photographs upon completion of the rooms currently being redecorated.	
4	To authorise the Chair to set up a further meeting with the representatives of Winwick CE Primary School (after the Carnival).	WPMC 10(b)	08/07/25	Cllr Herron	-	-	This item relates to the school's use of the playing fields (not the access road issue) A verbal update may be available.	
5	To approve proposed improvements to the existing booking system, as soon as possible, and to consider the possible adoption of a web-based booking system.	WPMC 17	09/09/25	Operations and Finance Officer	-	-	A verbal update may be available.	
6	To note the damage to the fence to the rear of the Premier	WPMC 22(b)	09/09/25	Clerk	30/12/25	-	A letter has been sent to the manager/licensee of	

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	Inn and to request the Clerk to write to the owners of the Swan to request that a more permanent fence be erected.						the Swan asking them to consider the erection of a more permanent fence. A response is awaited.	
7	To authorise the Chair to seek the completion and installation of the Community Centre's new entrance sign and to authorise any related expenditure up to £100.	WPMC 27(2)	11/11/25	Chair	-	-	A verbal update may be provided	

**Version 4,0 - (Final) – 07/01/26**

**Progress Legend**

 Completed

 Complete – Immediate review programmed

 Progressing to target

 Issues (exception)

 Early progress / just started

 Not started (lower priority)

## Winwick Parish Council

## Leisure Centre Performance Report

To meeting 13<sup>th</sup> January 20261. *Income information*

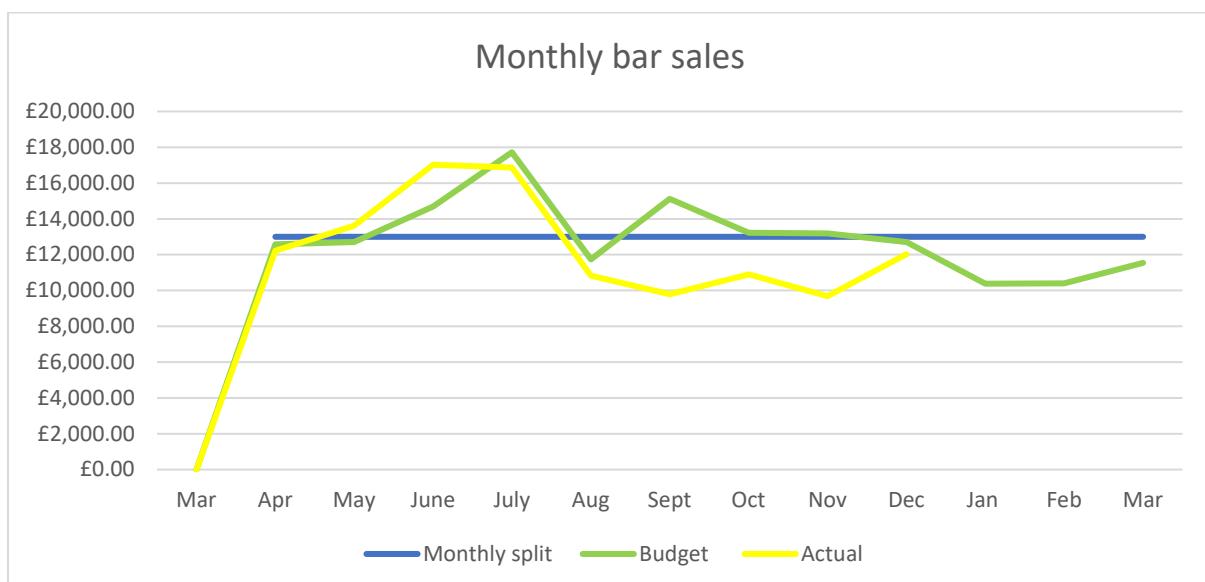
Key performance indicators.

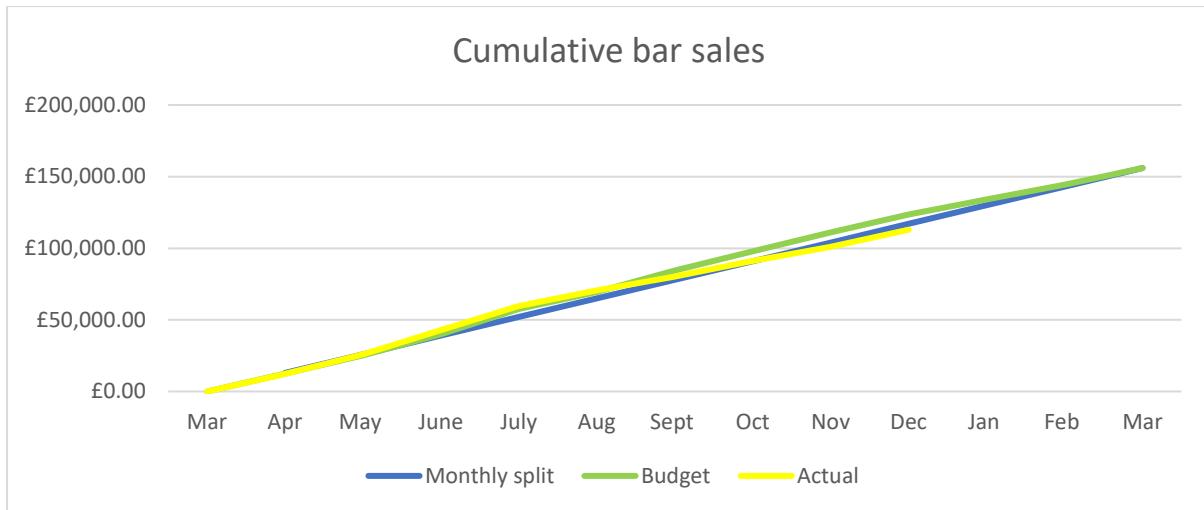
The annual budget for bar sales (£156,000) has been broken down over the 12-month period and will be assessed as per the table below:

	Apr	May	June	July	Aug	Sept
Percentage of total	8.06%	8.14%	9.42%	11.36%	7.53%	9.69%
Budget	£12,573.60	£12,698.40	£14,695.20	£17,721.60	£11,746.80	£15,116.40
Actuals	£12,225.75	£13,614.88	£17,024.86	£16,864.30	£10,824.51	£9,783.97
P/L	£381.67	-£1,919.58	-£3,736.57	£2,956.96	-£5,447.93	-£5,920.94
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of total	8.48%	8.45%	8.15%	6.65%	6.67%	7.40%
Budget	£13,228.80	£13,182.00	£12,714.00	£10,374.00	£10,405.20	£11,544.00
Actuals	£10,903.13	£9,686.12	£12,024.29	£0.00	£0.00	£0.00
P/L	-£5,706.06	-£770.99				

December bar sales were below target by £0.7k. We are now £10.7k behind target to date and £4k behind a straight monthly split.

Plots showing bar sales income below:





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

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
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Overall average	£152.83	£190.83	£187.18	£332.49	£632.00	£809.24	£563.41
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Apr Average	£236.02	£180.19	£166.88	£296.60	£633.25	£464.66	£865.09
May Average	£124.55	£185.53	£219.54	£306.38	£671.53	£480.37	£1,002.92
June Average	£169.60	£205.83	£229.14	£355.37	£891.46	£1,751.65	£488.61
July Average	£200.28	£219.09	£230.39	£503.18	£566.20	£1,620.07	£638.70
Aug Average	£155.15	£261.04	£196.07	£319.27	£552.93	£382.47	£484.28
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:

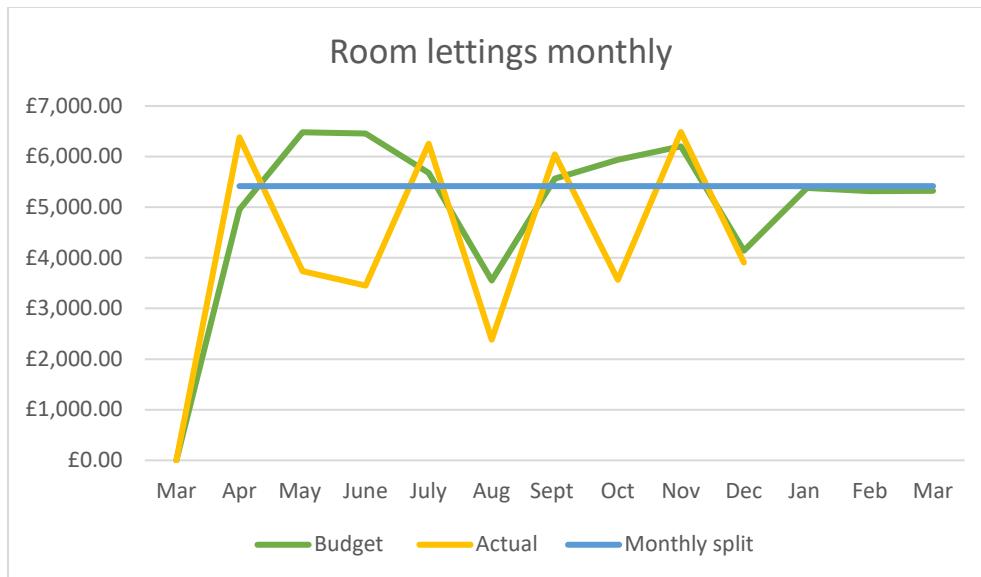
Target
10% up
20% up
30% up
40% up
50% up

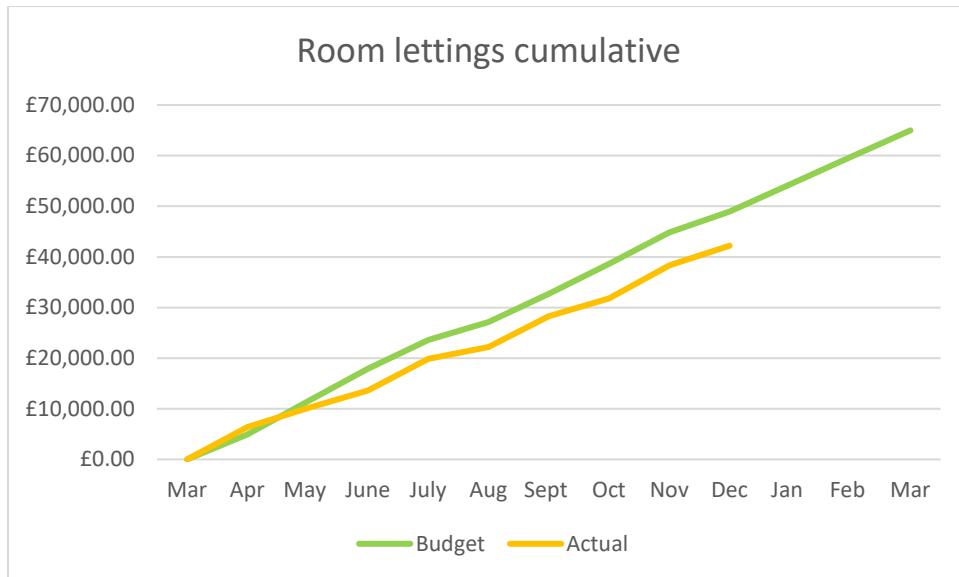
The room lettings have been analysed and the expected fees have been split across the relevant months based on their monthly percentages (refer to the table below)

	Apr	May	June	July	Aug	Sept
Percentage	7.63%	9.97%	9.93%	8.74%	5.47%	8.56%
Fee	£4,959.50	£6,480.50	£6,454.50	£5,681.00	£3,555.50	£5,564.00
Actual	£6,379.00	£3,739.50	£3,455.00	£6,254.50	£2,386.00	£6,044.50
P/L	£381.67	£1,919.58	£3,736.57	£2,956.96	£5,447.93	£5,920.94
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	9.13%	9.54%	6.37%	8.28%	8.18%	8.19%
Fee	£5,934.50	£6,201.00	£4,140.50	£5,382.00	£5,317.00	£5,323.50
Actual	£3,563.00	£6,486.00	£3,908.50	£0.00	£0.00	£0.00
P/L	£5,706.06	-£770.99				

December room hires came in at £232 behind target. We are now £6.7k behind target for the year to date and £6.5k behind a straight monthly split.

Plots are provided below:



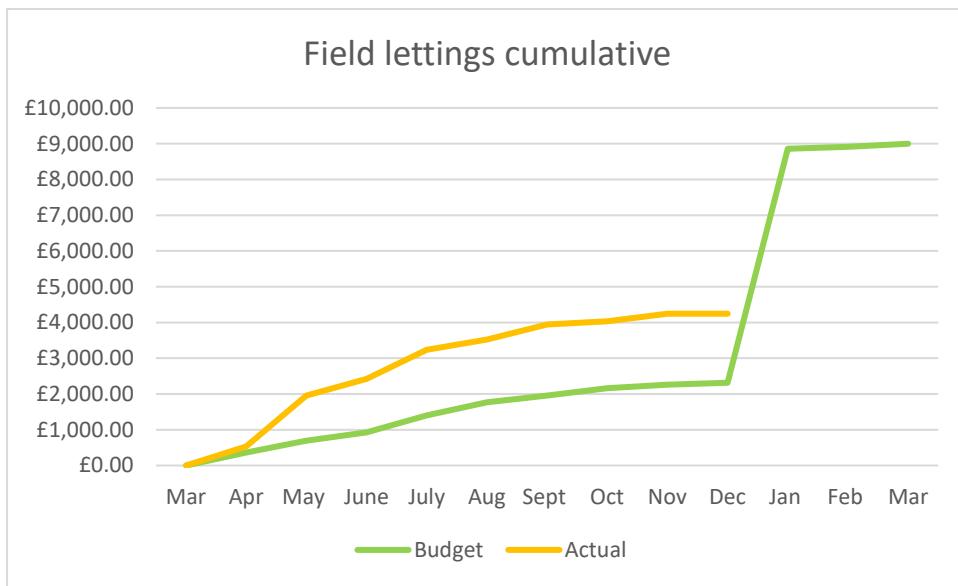
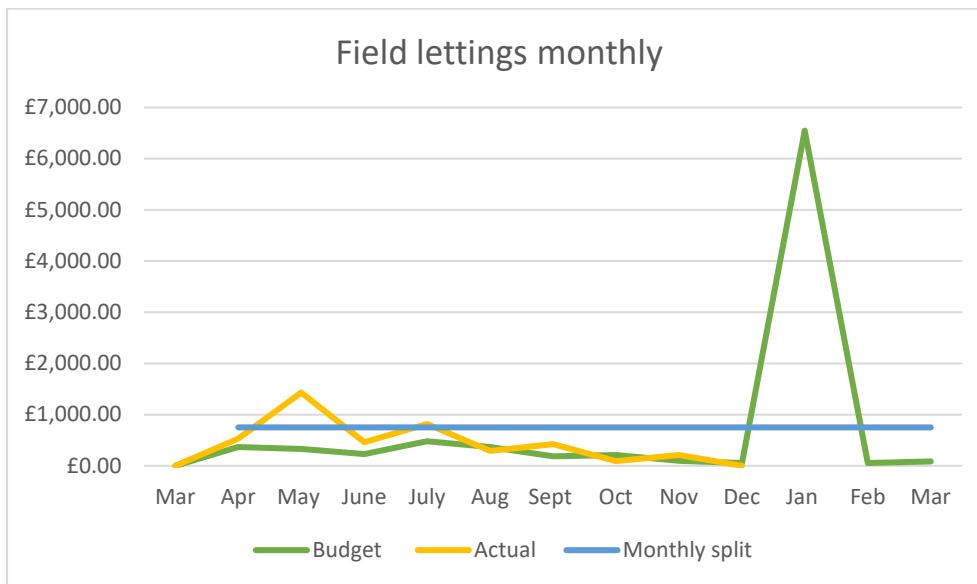


The table below shows how the field income section has been analysed and the expected fees have been split across the relevant months based on their expected percentages.

	Apr	May	June	July	Aug	Sept
Percentage	4.04%	3.67%	2.57%	5.31%	4.05%	2.06%
Fee	£363.60	£330.30	£231.30	£477.90	£364.50	£185.40
Actual	£530.00	£1,430.00	£460.00	£815.00	£290.00	£420.00
P/L	£381.67	-£1,919.58	-£3,736.57	£2,956.96	-£5,447.93	-£5,920.94
<hr/>						
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	2.33%	1.07%	0.59%	72.77%	0.59%	0.94%
Fee	£209.70	£96.30	£53.10	£6,549.30	£53.10	£84.60
Actual	£90.00	£210.00	£0.00	£0.00	£0.00	£0.00
P/L	-£5,706.06	-£770.99				

December field hire was £53.10 behind target for the month. This puts us at £1.9k ahead of the year to date target and £2.5k behind a straight monthly split.

Plots are provided below:



## Agenda Item 5

The coffee morning sales figures are below. These show an average of 7.8 cups per day sold in December. This is a decrease of 2.8 cups per day on last years' figures, this equates to a decrease of £51.60 (7.97%)

	Cups sold total	Cups sold per day	Income
<b>Apr</b>	278	9.3	£579.50
<b>May</b>	342	11.0	£656.50
<b>June</b>	219	7.3	£538.40
<b>July</b>	202	6.5	£500.60
<b>Aug</b>	126	4.1	£295.10
<b>Sept</b>	299	10.0	£798.50
<b>Oct</b>	345	11.1	£671.50
<b>Nov</b>	303	10.1	£764.70
<b>Dec</b>	242	7.8	£595.90
<b>Jan</b>		0.0	
<b>Feb</b>		0.0	
<b>Mar</b>		0.0	
<b>Total</b>	2356	6.5	£5,400.70

### Additional income

Ticket sales - £958.50

Payzone - £284.75

**Additional items**

**Tuck shop**

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

<b>Month</b>	<b>Expenditure</b>	<b>Income</b>	<b>Balance</b>
Apr		158	158
May		214	214
June		0	0
July		0	0
Aug		0	0
Sept	£62.33	£133.50	71.17
Oct		£152.50	152.5
Nov		£28.50	28.5
Dec		£0.00	0
Jan			0
Feb			0
Mar			0
		<b>£624.17</b>	

**Event income**

**Christmas quiz**

Tickets Sold	0
Ticket Price	£0.00
Ticket Sales	£0.00
Bar Sales	£1,284.79
<b>Total Income</b>	<b>£1,284.79</b>

Act	£0.00
Bar Stock	£594.81
Prize	£25.00
Staff	£264.60
Food	£0.00
<b>Total expenditure</b>	<b>£884.41</b>

<b>Profit/ Loss</b>	<b>£400.38</b>
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**Christmas kids  
parties**

Tickets Sold	127
Ticket Price	£1.50
Ticket Sales	£190.50
Bar Sales	£1,141.90
<b>Total Income</b>	<b>£1,332.40</b>

Act	£250.00
Bar Stock	£528.66
Prize	£0.00
Staff	£214.20
Food	£44.52
<b>Total expenditure</b>	<b>£1,037.38</b>

<b>Profit/ Loss</b>	<b>£295.02</b>
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**New year**

Tickets Sold	106
Ticket Price	£5.00
Ticket Sales	£530.00
Bar Sales	£2,221.48
<b>Total Income</b>	<b>£2,751.48</b>

Security	£0.00
Bar Stock	£1,028.46
Tickets	£36.00
Staff	£390.60
Food	£0.00
<b>Total expenditure</b>	<b>£1,455.06</b>

<b>Profit/ Loss</b>	<b>£1,296.42</b>
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**Bingo in December**

**Bingo 2/12**

Tickets Sold	112
Ticket Price	£0.50
Entry fee	8
Entry price	£1.00
Ticket Sales	£64.00
Bar Sales	£16.50
<b>Total Income</b>	<b>£80.50</b>

Equipment	£0.00
Bar Stock	£7.64
Prize	£55.64
Staff	£0.00
Food	£0.00
<b>Total expenditure</b>	<b>£63.28</b>

<b>Profit/ Loss</b>	<b>£17.22</b>
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**Bingo 9/12**

Tickets Sold	128
Ticket Price	£0.50
Entry fee	8
Entry price	£1.00
Ticket Sales	£72.00
Bar Sales	£16.85
<b>Total Income</b>	<b>£88.85</b>

Equipment	£0.00
Bar Stock	£7.80
Prize	£52.40
Staff	£0.00
Food	£0.00
<b>Total expenditure</b>	<b>£60.20</b>

<b>Profit/ Loss</b>	<b>£28.65</b>
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**Bingo 16/12**

Tickets Sold	104
Ticket Price	£0.50
Entry fee	7
Entry price	£1.00
Ticket Sales	£59.00
Bar Sales	£20.20
<b>Total Income</b>	<b>£79.20</b>

Equipment	£0.00
Bar Stock	£9.35
Prize	£54.90
Staff	£0.00
Food	£0.00
<b>Total expenditure</b>	<b>£64.25</b>

<b>Profit/ Loss</b>	<b>£14.95</b>
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**Bingo 23/12**

Tickets Sold	128
Ticket Price	£0.50
Entry fee	8
Entry price	£1.00
Ticket Sales	£72.00
Bar Sales	£27.90
<b>Total Income</b>	<b>£99.90</b>

Equipment	£0.00
Bar Stock	£12.92
Prize	£10.00
Staff	£0.00
Food	£0.00
<b>Total expenditure</b>	<b>£22.92</b>

<b>Profit/ Loss</b>	<b>£76.98</b>
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**Events:**

There are no events running in January

Tuesdays in January midday bingo.

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

<b>Payments Leisure Centre</b>		
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

<b>Payments Parish</b>		
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

<b>Direct debits Leisure Centre</b>		
30Dec2025	£863.00	WBC
29Dec2025	£879.42	BT GROUP PLC
22Dec2025	£1,072.09	BRITISH GAS
22Dec2025	£171.76	GASKELLS WASTE

<b>Direct debits Parish</b>		
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	LLOYDS BANK PLC

Non-financial metrics

Damages incurred/ additional repairs required

Front car park lighting to be reviewed and brightened.

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

APR ave	19.75	23.20	21.20	11.25	9.00	8.75	7.50
MAY ave	11.50	16.75	14.25	11.00	3.00	11.40	14.50
JUNE ave	10.00	15.50	15.75	10.13	7.50	25.00	12.40
JULY ave	9.00	16.60	20.60	9.00	5.25	19.25	10.50
AUG ave	6.25	10.25	13.00	8.75	8.00	12.20	9.60
SEPT ave	16.20	22.80	10.50	11.63	5.50	13.00	4.75
OCT ave	14.00	11.00	14.00	15.70	11.00	14.00	11.50
NOV ave	16.50	16.50	14.25	18.38	5.00	17.60	10.50
DEC ave	6.20	14.20	13.80	13.13	6.25	5.75	10.00

## Key

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

We can see from the usage breakdown by day/evening (number of rooms occupied) that we have an average of 36.56% room occupation, however this translates to an average of around 21.06% hours occupation.

	AM (9-3)	PM (3-7)	Night (7-close)	Total room usage	Total room availability	%
April	50	54	50	154	360	42.78%
May	40	47	44	131	372	35.22%
June	33	55	58	146	360	40.56%
July	36	59	58	153	372	41.13%
Aug	29	45	34	108	372	29.03%
Sept	27	45	53	125	360	34.72%
Oct	30	55	57	142	372	38.17%
Nov	33	52	57	142	360	39.44%
Dec	27	43	34	104	372	27.96%

	Hours utilised	Total hours availability	%
April	447	1784	25.06%
May	355	1852	19.17%
June	407.5	1772	23.00%
July	407	1784	22.81%
Aug	302	1840	16.41%
Sept	376.5	1784	21.10%
Oct	405.5	1848	21.94%
Nov	420.5	1816	23.16%
Dec	311.5	1844	16.89%