



18 March 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, 24 March 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 24 February 2026.
- 4. Peel Hall Ward Vacancy**
- 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. **Review of Risk, Internal Controls, Financial Regulations 2025/26 and Appointment of Internal Auditor**
13. **Finance Officer's Report**
14. **Social Media Policy**
15. **Wildflowers**
16. **Reports from Parish Council Committees**
 - Management Committee – 10 March 2026
17. **Ward Reports / Updates**
 - Peel Hall Ward
(Councillors A Griffiths, W Rennison and one vacancy)
 - Winwick Ward
(Councillors J Herron, E Lavender and S Mann)
18. **Date and Time of Next Meeting**
 - Tuesday, 28 April 2026, at 7.30pm
19. **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

20. **Finance Officer's / Clerk's Report – Confidential Matters**
 - (a) Debtors

Winwick Parish Council
Minutes of the Meeting held on 24 February 2026

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

The Chair welcomed members of the public to the meeting and also welcomed the newly appointed councillor for the Peel Hall Ward, Councillor Wendy Rennison, to her first meeting while holding office.

WPC.140 Apologies for Absence

There were no apologies for absence submitted on this occasion.

WPC.141 Code of Conduct - Declarations of Interest

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

WPC.142 Minutes

Decision – That the Minutes of the meeting of the Council held on 27 January 2026 be agreed and be signed by the Chair as a correct record.

WPC.143 Peel Hall Vacancy

Members were reminded that no by-election had been called by local government electors for the area, in respect of the remaining vacancy in the Peel Hall Ward, and that the Council should now co-opt a suitable candidate as soon as reasonably practicable.

Councillor Wendy Rennison had been asked to assist in the identification of a suitable person and had spoken to someone from the Friends of Peel Hall group who might be interested, but who was considering if she could commit to attending all of the meetings. The potential candidate would meet the criteria of living within (or within 3 miles of) the parish for the whole of the 12 months prior to co-option.

Decision – To defer consideration of the appointment of a co-optee to represent the Peel Hall Ward until the next meeting.

WPC.144 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 |
|-----|--|---|
| 4 | Attendance of Police and Crime Commissioner | It was unlikely that the PCC would be in a position to attend a meeting of the Council in the foreseeable future. Engagement with parish councils was usually by way of a Forum meeting organised from time to time by the PCC, to which councillors were invited- Delete |
| 6 | Access Road / Liaison with Winwick CE Primary School | The Chair indicated that it was proposed to set up a meeting with school representatives before May 2026 - Retain |
| 10 | Food Hub | Mrs Hinkins, Operations and Finance Manager, reported that the Council had not heard back from the proposed Food Hub operator for some time. It was understood that she was still interested in this activity, but was awaiting food pick-up time slots from the provider organisation. The Chair proposed that it was no longer necessary to monitor this matter via the Action List - Delete |
| 11 | Discounted Paint Supplies | The redecoration works were already underway at the Community Centre. This Action was no longer required - Delete |
| 12 | No Parking Traffic Cones | Parking control was on-going and no longer required monitoring via the Action List - Delete |
| 13 | Letter to PCC regrading PCSO changes | This action had been carried out and Members were aware of the potential changes to policing in the area. PCSO Stephen Heaps would be retained under the new arrangements, although there was possibility that he would be deployed to Widnes. Confirmation was still awaited - Delete |
| 14 | Tree Maintenance | Mrs Hinkins reminded Members that the works had now been commissioned, but that they could not commence until the bottom end of the playing fields had dried out sufficiently. The ground was currently too boggy for heavy equipment/vehicles - Delete |
| 21 | Resident's Queries and Concerns | The Clerk had forwarded a copy of the original e-mail and subsequent correspondence to all councillors to enable them to consider the issues raised. Following consultation with all Members, the Chair had provided a written response to the resident concerned - Delete |
| 23 | Library/Book Exchange | Mrs Hinkins indicated that she would lead on the issue of increased publicity for the Library at the Community Centre - Delete |
| 25 | Community Centre Operating Model | The Chair indicated that this Action was about giving further consideration to the cost of the Community Centre. Mrs Hinkins proposed that any detailed discussions should take place at the Management Committee, which dealt with the day to day operation of the Centre - Delete |
| 27 | Question Time | Members noted that a time limit of 40 minutes had been applied to the Question Time item on this occasion to allow time for other key items to be discussed - Delete |

In response to a question from Councillor Mann, it was reported that the entrance sign to the Community Centre was included on the Management Committee's Action List.

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

WPC.145 Question Time for Electors

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

Community Centre - Exterior Lighting

A member of the public suggested the provision of a light outside the Community Centre along the exterior wall of the Countryside Suite, as the footpath was not currently illuminated.

Response: It was noted that there were sensor-activated lights further along the eastern elevation of the building adjacent to the Myddleton Suite. The Chair commented that there used to be a light outside the Countryside Suite section, but that it had become waterlogged and no longer worked. Mrs Hinkins undertook to ask the electrician to look into the repair or replacement of the lighting.

Blue Waste Bin

A resident noted that the blue waste bin close to the Winwick Athletic FC container was overfull.

Response: Councillor Herron undertook to speak to the football club about this. Councillor Mann noted that the waste could be transferred to the Centre's main waste container. Mrs Hinkins undertook to ask the Council's Litter Picker to empty the blue waste bin.

Community Centre -Business Model

A member of the public asked if the name change from Winwick Leisure Centre to Winwick Community Centre was simply a rebranding exercise or whether a new offer was being proposed. Some more daytime activities, like the community bingo events, would be well received. Ideally, any events should be financially self-sustaining. A second resident asked if there might be any financial benefits to changing the name of the Centre. A further resident asked if room use would be free for organisers of community events, as a £30 booking fee had recently put off the organisers of a proposed knitting group which would be a community activity. Residents had lots of good ideas and would be very pleased to arrange activities based at the Centre.

Response: The Chair indicated that the changed focus for the Centre had been in the pipeline for several months. The intention was to hold a public forum to ask residents what they wanted for the Centre. If opinion was in favour of more formal activities, such as exercise classes, an external provider would need to be identified.

However, there were other options which should be easier to provide via community volunteers. Daytime activities would be welcomed. Mrs Hinkins noted that a Demetia Café was currently being planned for Thursday during the first week of April. In addition, mobility exercise classes were also being considered, although a provider still needed to be identified.

Councillor Mann added that the Council was trying to get these types of activities up and running and hoped to be able to allocated some funding to support them. One challenge was be how to attract new users in to the Centre. Councillors were working with Living Well in Warrington, who could provide some support, but the participation of volunteers was also crucial. Their Forget-Me-Not Dementia Friendly Drop-in Café in Burtonwood Library often attracted some 30-40 people. However, it was anticipated that Winwick Community Centre would be a much more suitable venue. Some types of activities might be self-sustaining, but others might need support funding.

Mrs Hinkins commented that the name change might potentially help the Council to access grant funding. Councillor Mann noted that the name change should help the Centre to avoid mistaken perceptions that it was a gym or operated a swimming pool. The formal change was almost ready to launch, but some paperwork was required such as amending the premises licence. The Chair confirmed that a new entrance sign was being designed and but that the changes were more than cosmetic. Rooms were being redecorated and re-equipped and the Centre would then be relaunched. Feedback from residents about what they wanted to see would be sought.

The Chair indicated that it was hoped to publicise the changes more widely soon and to ask for residents' ideas at the May 2026 Management Committee meeting. He confirmed that community use of rooms would normally be free of charge, but business bookings would continue to attract a fee. Any quoted booking charge could be reconsidered, if a case was made that the activity was for community use. Use by the knitting group would be considered favourably in the light of the information made known today. It was likely that participants of community activities would also buy refreshments at the Centre.

Councillor Mann reported that councillors had personally supported activities such as the tuck shop for football days, but this required large amounts of time. The community also needed to get involved. The Centre cost money to run, whereas most other community centres were provided by the Borough Council. The Chair added that most councilors were also members of winwick.org, which raised money for community use, and that ideas that required start-up funding could be proposed to that body.

Potholes

A member of the public reported that there were significant potholes on Myddleton Lane opposite Thoroughgoods shop, which were potentially dangerous for cyclists , cars and children.

Response: Councillor Mann confirmed that potholes was a Warrington Borough

Council highways matter. He had already taken photographs of the various potholes and reported them to that Council. Due to financial difficulties, it was unclear as to what repairs the Council would be able to undertake. A number of blocked or damaged drains had also been reported and were currently logged with the Council.

Zebra Crossing

A resident asked if a zebra crossing could be installed on Myddleton Lane.

Response: The Chair reported that this matter had been raised again last year with the Borough Council as part of the possible s.106 projects provided for by the Golborne Road housing development monies. Some of that funding had been earmarked for active travel, which also included buses and cycleways. At that time, the Borough Council had indicated that the provision of a zebra crossing would mean the end of the lollipop attendant. The availability of an attended crossing was considered to be a priority. In addition, the crossing could not be located opposite the school as this would be too close to the road junctions at that location. Any fixed crossing might need to be situated by the entrance to Myddleton Lane Playing Fields. Residents noted that a crossing further away from the school might not get used. Parish Councillors were currently re-examining the proposals, which might now gain traction, particularly if the crossing patrols were set to be terminated due to financial constraints. A pelican crossing might be a possibility. The Chair confirmed that plans were being developed and that these would be brought forward at the appropriate time.

Leaves

A member of the public reported a build-up of leaves on the footpath between Rectory Lane and Faringdon Road. The resident concerned sometimes brushed away the leaves himself. However, leaves were frequently blown off the path by workmen into his own garden. He asked if anything could be done to alleviate this problem.

Response: Councillor Mann reported that the footpath was the responsibility of Warrington Borough Council. Mrs Hinkins undertook to look into the matter and to speak to the leaf blowing contractors to ask them to take care to avoid blowing leaves into gardens. It was known that the contractors did not pick up the leaves, but moved them to a less problematic location such as into the roadside gulleys. Councillors advised that, following a recent enquiry, the Borough Council had blown leaves from the pavement on Newton Road onto the highway. Winwick Parish Council was advised to use volunteers to move them permanently. Both Winwick.org and Mrs Hinkins had access to leaf blowers/suckers and might be in a position to assist with problem locations.

Disposal of Cleaning Fluids

A resident reported that cleaning fluid which may contain bleach or disinfectant was being emptied at the rear of the Community Centre, but was accumulating in the gully and might present a hazard to pets' feet when walking in the vicinity.

Response: It was likely that this was waste liquid from the cellar. Staff would be reminded to dispose of any cleaning liquids in an appropriate and safe manner.

Decision – To note the questions submitted and responses given.

WPC.146 Written Motions Received

There were no written motions submitted on this occasion.

WPC.147 Police / Community Issues

Winwck Ward

A written report had been received from PCSO Stephen Heaps (Winwick Ward) for the period December 2025 – January 2026, which had just missed the previous meeting. A summary was as follows:

- Reported burglaries = 1
- Reported criminal damage = 3
- Reported theft of motor vehicles = 0

Points of note were as follows:

- Theft from the new build development on Golborne Road.
- Off-road bike issues on Parkside Link Road. St Helens BC had now moved some bollards, which had been recommended to the Council many months ago. Cycling posts needed to be added to the centre of the footpaths to prevent people driving on them.
- Hermitage Green issues on farm land were attributed to Parkside bikes, which were believed to be coming from Newton.
- A joint operation between Cheshire and Merseyside Police had seen some bikes recovered with help from the Police Plane.
- Work was on-going with the Community Centre in relation to supporting the licensee with projects and other matters.
- Work was on-going with Warrington Borough Council, Community Payback and the Sankey Canal Restoration Society (SCRS) to combat the ongoing antisocial behaviour at Old Alder Lane

Councillor Mann noted that concrete blocks had been added to the Parkside Link Road footpaths. He also indicated that Warrington Borough Council would thin the bushes by the canal at Old Alder Lane. SCRS would focus on the section from Old Ader Lane to the scrap yard, namely Winwick Lock.

Peel Hall Ward

There was no written update from PCSO Michelle Jones (Peel Hall Ward) on this occasion.

The Chair added that the Council would continue to chase up the Police for community updates and to improve levels of engagement. Councillor Mann

undertook to provide Councillor Rennison with the contact details for PCSO Jones.

Decision – To note the updates about Policing matters.

WPC.148 Correspondence

The following items were reported:

1. E-mails from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), enclosing bulletins highlighting relevant parish news – 27/01/26, 26/02/26, 02/02/26, 09/02/26 and 16/02/26
2. 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, 5, 12 and 19 February 2026 – 03/02/26(x2), 10/02/26 and 17/02/26
3. E-mails from Councillor Mann providing a report and briefing slides on the revised A49 pedestrian route and cycleway Local Regeneration Fund project, which took into account the Parkside development and s106 funding from that scheme – 28/01/26(x2)
4. E-mail from Councillor Mann highlighting a recent Safe & Well event at Burtonwood Community Centre and the possibility of arranging similar events in Winwick later in the year – 28/01/26
5. Website enquiry form from resident, KD, reporting vehicles speeding on Hollins Lane and noting the proposed introduction of a 20mph limit but, in the interim period, calling for enforcement of the existing 30mph speed limit – 26/01/26
6. Website enquiry form from prospective resident, SG, who was seeking to buy a property in Winwick, asking for an update on the planning application submitted for an anaerobic digestion facility – 16/02/26
7. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Clear Councils Insurance – insurance and risk management
 - CloudyIT – IT solutions
 - Finding Fitness – outdoor fitness equipment
 - Futurform – park benches
 - geViews – benches and platers
 - Playsound Services Ltd – outdoor play equipment
 - Severnside Defibs and Training Ltd – defibrillators and bleed control kits
 - We find any Learner - training

Decision To note the correspondence submitted to the Parish Council.

WPC.149 Planning Matters

The following planning matters were reported:

General Correspondence

1. E-mails from Sandra Beckett, Senior Enforcement Officer, Warrington Borough Council enclosing lists of enforcement cases closed and received between 5 January and 13 February 2026 – 02/02/26, 09/02/26 and 16/02/26

Domestic Planning Applications

2. Application No: 2026/00104/TPO – Tree Preservation Order
Location: Wendy Green Lane, Winwick, Warrington, WA2 8SD
Proposal: Remedial works to x1 tree
Consultation End Date: 27/02/26
3. Application No: 2025/01821/CLDP - Certificate of Lawfulness (Proposed)
Location: 5 Gerosa Avenue, Winwick, Warrington, WA2 8SR
Proposal: Single Storey Rear Extension
Consultation End Date: 25/02/26

Non-Domestic Planning Applications

4. Application No: 2026/00120/DISCON - Discharge of Condition
Location: Land At Peel Hall; Land South of M62 Bounded by Elm Road, Birch Avenue, Poplars Avenue, Newhaven Road, Windermere Avenue, Grasmere Avenue, Merewood Close, Osprey Close, Lockerbie Close, Ballater Drive And Mill Lane, Warrington,
Proposal: Discharge conditions 9 (road management and maintenance), 17 (cycle storage details) and 19 (domestic waste management scheme) on previous application 2024/00142/REMM (404 dwellings, playing fields, a community building and associated works including roads and public open space)
Consultation End Date: 27/02/26

Decision – To note the planning matters raised.

WPC.150 Update on Major Planning Developments

The following verbal updates were provided

Severn Trent – Anaerobic Digestion (AD) Facility

The Chair reported that he had received an e-mail from Warrington Borough Council today indicating that amended drawings had been submitted on behalf of Severn Trent. Winwick Parish Council had placed some posts on its website and on social media on the updated position. In summary:

- An archaeological survey had been completed which had included the digging of some trenches. The area included a heritage asset site, which comprised a protected barrow;
- Proposed attitude screening comprising trees, although these could take around 15 years to mature. It was considered that the impact would be moderate to severe. However, planning rules stated that the development must not change the character of the Green Belt from day 1.

The report mentioned the following:

- An assertion that there would be no odours emanating from the development;
- The entrance would incorporate a footpath for walking access to the site;
- There would be a slowing down lane on the main highway but no speeding up lane.

The Parish Council was concerned that no significant mitigation was being provided. A two page summary of the updates to the planning application was available on the Council's website. A list of possible objections by the Parish Council had been developed, which the Chair proposed should be submitted to the planning authority.

Members of the public asked questions and commented as follows:

- Had United Utilities objected to the development? - *Response:* The Chair responded that they had raised concerns on three grounds:
 - Run off;
 - Quality of containment (pipes and barriers); and
 - The location of a drain known to cross this land. The applicant would need to physically identify its precise location and building would be prevented within 7m either side of the drain. It was understood that the drain was quite deep, but the planning authority would be unable to give consent without this information being provided.
- Did Warrington Borough Council oppose the development? – *Response:* The Traffic Team and Historic Team had raised objections. The planning authority was required to consider the application on its merits, but issues such as the following might be relevant:
 - Loss of Green Belt, as only a sliver of undeveloped land would remain;
 - The proximity of housing;
 - The use of an HGV route (via Parkside);
 - Queueing traffic;
 - The development was contrary to the Local Plan.

Councillor Herron noted that waiting trucks could be a significant issue.

- The previous MP for Warrington South, Andy Carter, had been able to prevent the proposed large scale 'Six56' development in his area. When would the MP for Warrington North, Charlotte Nichols, oppose the AD Facility

development? – *Response:* The MP was known privately to be against the development, but could not intervene at this stage other than to comment in a personal capacity. She would have a formal voice later in the process, if the matter was called in to the Secretary of State.

Councillor Mann confirmed that the matter would be referred to the Development Management Committee, rather than be considered by officers under delegated powers. Accordingly, there would be an opportunity for both Warrington and Winwick councillors to speak on the matter.

The Chair added that if the application was recommended for refusal the Council would not need to be represented, but if the recommendation was for approval the matter had already been called in to the relevant Committee. He clarified that the latest information did not constitute a new application, but was supporting evidence for the original submission.

A member of the public asked if the objections could be viewed. Councillor Mann reported that these could be accessed using the link on the Parish Council's website. Residents should search for Severn Trent, click below the map, and would then be able to view the application, any updates and other submissions on the WBC website. Objections could be e-mailed to the address shown, or submitted directly via WBC's planning portal, which provide a text box for written submissions. A tip was to draft the objection in Word first and to cut and paste text into the box provided.

Peel Hall Housing Development

The Chair reported that construction had now commenced behind the Mill House pub. Trees had now been removed from the site. The Parish Council had been in touch with the developer to enquire about machine movements. Councillor Mann confirmed that the planning conditions prevented vehicle movements down Blackbrook Avenue and Mill Lane. There would be a spine road along the development with a bus gate to the football pitches. Significant building works could not commence until that road had been installed. There were already some HGVs parked where they ought not to be, so the situation was being closely monitored. It was also noted that the showhouses were only accessible down Radley Lane. The Chair added that there were some septic tanks on the developer's land which would need to be removed at some point.

Healthcare Facilities

The Chair indicated that the Council had asked about the provision of healthcare facilities in the area to support the increased population following new developments at Peel Hall and at St Oswalds Place. The Peel Hall development had attracted £975k s.106 monies for healthcare provision and there would be some money from the development on land off Golborne Road. It appeared unlikely that there would be a new GP surgery within the parish area. However, the funding might support facilities at Culcheth Medial Centre for the St Oswalds Place development. There was less certainty about the use of the funding from Peel Hall. Councillor Rennison commented that there were some GP practices in nearby Fearnhead.

Residents commented that Culcheth Medical Centre was a long way from Winwick and might not have the capacity for new patients. Councillor Rennison added that bus services to Culcheth were only hourly. She noted that there might be some GP provision around Peel Hall in the longer term. Councillor Mann commented that residents of small communities often wanted new facilities to give priority to locals only.

The issue had been raised informally with NHS Cheshire and Merseyside Integrated Care Board (ICB), who were responsible for planning healthcare facilities. It was proposed to make the case that there were currently no facilities in the area, but that an additional 1,200 homes would soon be occupied. Ultimately there could be some 3,600 properties in the Parish. The Council intended to formally ask for the ICB's plans to meet this increased demand. A draft letter had recently been circulated by the Chair to other councillors for their consideration.

Parkside Employment Site

Councillor Mann reported that the Parkside Development Phase 2 plans had been approved by St Helens BC with effect from 3 February 2026. Warrington BC had sought £6m to upgrade the various junctions in Winwick and these should have been completed before the development commenced. However, St Helens had now delayed this element of the scheme. Both authorities would meet soon to discuss the best solution. However, the money would need to be spent within 5 years.

Decision –

- (1) To note the updates provided on major planning applications.
- (2) To approve the draft objection to Application No. 2025/00859/FULM, Anaerobic Digestion Facility and to authorise the Clerk to make the necessary arrangements for its submission to Warrington Borough Council.
- (3) To request the Clerk to monitor the Council's contact form feed for any questions or objections being submitted about the AD Facility.
- (4) To request the Clerk to write to the NHS Cheshire and Merseyside Integrated Care Board to request their plans for primary healthcare provision in the area, in the light of on-going housing expansion.

WPC.151 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 January 2026.

In January £19.7k of income had been received through the Community Centre. The Centre was showing a £1.7k profit for January. The year to date position was currently showing a loss position of £25.9k, which was a decline of £7k from the previous year's loss.

The loss position for January was £2.3 less than the previous year due to:

- Soft drinks sales being £400 down on previous year; and
- These were slightly offset by the increase in field hire

Other contributing factors were

- Employers NI being approx. £400 more than the previous year;
- Wages being £900 more than the previous year;
- Soft drink expenditure being £320 more than the previous year – due to new stock line being implemented – the Centre still held a lot of the draught stock bought. In addition, the new dispensing system should provide greater profit; and
- Repairs being £770 more than previous year – due to boiler issues

There had been £11.5k of Parish expenditure against the precept in January, with £120k of expenditure on the year to date. Some income was anticipated soon in respect of the litter picker contract with Burtonwood and Westbrook Parish Council.

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. Work would continue in the early part of the year, since weather conditions had been unsuitable in recent months.

3) HMP Thorn Cross Rehabilitation Initiative

Work had been undertaken on Main Hall with some additional elements (varnishing of woodwork, stripping and refinishing doors) to complete. The toilets had now been redecorated. Some touch up works had been undertaken, including covering footprints on the walls in the Countryside Suite. Work had also started on the hallway (lower end). Remaining areas to commence were:

- The slope;
- Upper hallway – including entrance;
- Kitchen;

- Main Hall fire escape hallway; and
- Review of doors through building.

4) Tree Works

The tree surgeon had been contacted and a date for the works to be carried out was awaited. The works had been suspended due to the rain and condition of the playing fields in order not to damage the surface.

Payments made since the Management Committee report considered on 9 February 2026

The list was not currently available and would be circulated outside of the meeting.

Decision – To note the Finance Officer's update report, including the Budget Review 2025/26 at the end of January 2026 and the additional items.

WPC.152 Ward Reports / Updates

The Chair reported that residents had expressed concern about the proposed cuts to services by Warrington BC due to the required budget savings. The Parish Council was not strictly speaking a consultee, but it could have an opinion on the matter, particularly in relation to residents' safety. Health and safety should be a priority for all. Some services under threat were as follows:

- School crossing patrols;
- Dimming of street lighting;
- CCTV monitoring;
- Public Protection Services, reduced to statutory minimum;
- Ceasing contributions to Cheshire Road Safety Group;
- Reductions to Adult Social Care Packages

A member of the public commented that there was no CCTV within the Parish. The Chair responded that the CCTV enhanced public safety for all in Warrington Town Centre.

The Chair had drafted a letter for consideration, which it was proposed to send to the Borough Council.

Peel Hall Ward

Councillor Rennison reported that there had been an incident where an 80 year old resident had fallen off a ramp by some highways works at the Peel Hall housing development. Vistry, the main developer, had dismissed the concerns raised. Councillor Mann commented that the developer was likely to claim that this was the responsibility of the relevant traffic management contractor, Opus. However, the correct course of action was still to inform Vistry of any issues.

Councillors commented that it remained hard to understand that many residents had not yet realised the extent of the development that was taking place. In addition,

there were many misconceptions about the project, with numerous individuals claiming that Peel Hall Park would be part of the development site, which was incorrect. The time to lodge objections to the development had long since passed. Councillor Mann indicated that the Parish Council would continue signpost people to appropriate information. Councillor Rennison indicated that a large number of people in Peel Hall did not realise that they resided in the Parish. Councillor Mann added that it would be helpful to make the best use of Councillor Rennison's wider roles to connect more widely to residents in that area. Vistry had offered to provide some notice boards for the Council in the Peel Hall ward. Councillor Rennison commented that Vistry had already provided some money to the Friends of Peel Hall Park for notice boards in that amenity.

Councillor Rennison also reported that the BBC had approached the litter picking team in Peel Hall to participate in a documentary on the effects of litter. This would be a four part series which would follow the litter pickers into Peel Hall Park during the summer. It was unclear how much of the documentary's time would be devoted to Peel Hall, but any exposure would be welcomed. It was hoped that this would generate a positive story, rather than focus on the blight caused by litter, as had been the case in a recent blogger's article, which had presented a depressing point of view. The BBC show's producer had also expressed a keen interest in Warrington's wartime history.

In addition, it was reported that a road closure had been arranged for Delph Lane in March to allow a litter pick. Councillor Rennison confirmed that she had the contact details for Bob Towers, from the Winwick Litter Network.

Councillor Mann commented that the Parish Council was striving for improved engagement with the Peel Hall ward, particularly in the light of the new housing growth.

Winwick Ward

There were no matters arising in the Winwick ward on this occasion.

Decision –

- (1) To note the ward updates provided.
- (2) To authorise the Chair to submit the letter that had been drafted to Warrington Borough Council, expressing concern regarding proposed cuts to budget headings which had safety implications.

WPC.153 Date and Time of Next Meeting

Decision – To note the date of the next meeting on 24 March 2026 at 7.30pm.

WPC.154 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.155 Finance Officer's / Clerk's Report - Confidential Matters

(a) Debtors

There were no debts over 90 days. There were five debts recorded in the range 30-89 days. Two of the debtors identified usually paid on a termly basis due to their funding arrangements and payment was anticipated soon. Three other debtors had now paid.

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

(b) Vehicle on Playing Fields

Councillor Mann summarised an incident which had occurred on 15 February 2026 at approximately 2.30am, which had resulted in a car driving across the football pitches on Myddleton Lane Playing Fields before eventually becoming stuck. The car had later been recovered by resident John Gordon and Councillor Mann using Mr Gordon's tractor. The damage had been minimal and could be repaired with some top soil and seed. The car driver had made himself known to Councillor Mann and had been very apologetic. He had explained the particular circumstances which had led to the incident and his own personal circumstances. No further action was proposed in relation to the driver and the Police had previously confirmed that it was not a matter for them.

However, councillors were asked to consider whether any improvements could be made to protect the banking around the car park, perhaps by the installation of bollards and the provision of a sign which could give emergency contact details, if the gates were locked. Some options for suitable posts were discussed, but planting shrubbery was rejected as this would reduce visibility into that area. Mrs Hinkins advised that a sign incorporating an emergency contact number would not be advisable, as this could only be picked up by a member of staff, and it would be unreasonable to expect them to provide an 'on call' out of hours service.

Decision – To review, in the summer months, the possible provision of posts, rocks or barriers between the Community Centre car park and the playing fields.

(c) Staff Pay Award 2026

Members considered a report of the Operations and Finance Officer which set out the projected financial position of the Council at year end in March 2026 and provided options for the pay award for the Management Team, comprising the Centre Manager Operations and Finance Officer and Clerk which took account of future affordability. The options included:

- (i) a 3.2% increase in line with inflation; or
- (ii) a flat rate increase of 85p/hour for each individual.

Figures were provided which showed the predicted net cost of operating the Community Centre and the potential surplus in precept to support the Council's Reserves for both options above, in 2026/27.

The report also indicated that the Litter Picker income in the Council's Profit and Loss sheet had increased, as that portion of the cost of the adjustment for the Real Living Wage which would be passed on to Burtonwood and Westbrook Parish Council, had now been taken into account.

Councillor Mann proposed a pay freeze due to the financial pressures on the precept. The Chair reminded all that the Parsh had anticipated that there might be some call upon the precept for the cost of running the Community Centre. Councillor Mann acknowledged this, but added that there was still a need to strive to minimise losses and to make the Centre 'wash its face'. Councillor Herron commented that an inflationary pay rise would not be unreasonable. The Chair asked Members to consider overall fairness to its employees, given that staff on the Real Living Wage had received a pay rise of double the rate of inflation.

The Chair highlighted that broadly the Centre's finances had been on track until around October/November 2025, when a sudden dip in profits had occurred. Accordingly, the Council had taken a more measured view in relation to this year's pay award and had accepted the need to look at Management Team pay separately.

Moving forward, the Management Committee would need to agree what steps to put in place to manage the profitability of the Community Centre. Generally, this might involve running two major events per month and tailoring the types of events planned for the specific time of the year.

Decision – To approve a pay award for the Centre Manager, Operations and Finance Officer and Clerk of 3.2% with effect from 1 April 2026.

d) Leisure Centre Operating Model

Councillor Herron suggested that the Parent, Teacher and Friends Association (PTFA) and Winwick Athletic Football Club be invited to organised events in the quieter winter months.

The Chair commented that the Management Committee would need to look at where demand lay for use of the Centre and, particularly, how to promote usage in the early winter months. Some ideas had already ben suggested today. Mrs Hinkins noted that today's Question Time had clarified that the proposed knitting club could potentially attract up to 30 people and would be a valuable community activity. The Chair added that he would look into whether the Council could use the Burtonwood and Winwick Community Bus to bring in people from the Peel Hall area to the Carnival and Beer Festival. He undertook to contact Ceri and Cathy Mitchell who facilitated that voluntary service. Councillor Mann added that the Centre should consider how best to promote its facilities during the Football World Cup 2026.





The Chair noted that there were currently two major events planned each month until

September 2026. Further consideration would be given to this by the Management Committee. The Council was committed to optimising the Centre's usage, monitoring performance and connecting with the community through the use of volunteers and by drawing more customers into the Centre. This approach had worked well during the summer months and for seasonal events in November and December. Mrs Hinkins noted that the community Bingo events had covered the initial start-up costs and had since made a modest profit of £20. Councillor Mann added that the proposed Dementia Café should also help to boost usage. Similar events were run at Burtonwood Library for free and at Monk Sports and Social Club, Woolston for £5 per head. Mrs Hinkins envisaged that free admission might be possible at the Centre, as expenditure would be limited to the provision of a tea urn.





Decision – To note the discussion on the Community Centre Operating Model and the suggested activities.

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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 agree to look into the development of a rationalised core specification for gardening and grounds maintenance provision, including consideration of what enhancements might be delivered via volunteers. | WPC.59 | 23/07/24 | All councillors and Operations and Finance Officer Councillor Griffiths | - | - | 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 |  |






Agenda Item 5

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| | That Councillor Griffiths be authorised to make enquiries with the Community Payback scheme in connection with assistance for litter picking. | WPC.98(2) | 22/10/24 | | | | be identified. Start up and progress would continue to be monitored | |
| 5 | 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. The Chair had received some further information from the land owners which was under consideration |  |
| 6 | 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. |  |
| 7 | 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 matter further at its next meeting. | WPC 69(2) | 23/09/25 | Operations and Finance Officer | - | - | Councillors were considering a possible in-house repair to the board. |  |
| 8 | 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 | WPC 73(2) | 23/09/25 | Clerk | - | - | On hold following a site meeting and improved communications, to enable the on-going situation to be monitored |  |



Agenda Item 5

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| | not responding to concerns raised by local residents and to request that councillors intervene on their behalf. | | | | | | | |
| 9 | 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 The project themes, linked to possible grant funding, related to the following: <ul style="list-style-type: none"> • Wildflowers and tree planting; • Resurfacing the children's play areas on Myddleton Lane Playing Fields; and • Improvements to facilities at the Community Centre. |  |
| 10 | 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 |  |
| 11 | 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 | - | - | Completed on 24/02/26 |  |
| 12 | To approve the appointment of Wendy Rennison as a co-opted member for the Peel Hall Ward. | WPC 125(1) | 27/01/26 | Clerk | - | - | Completed. Declaration of Acceptance of Office form signed and witnessed |  |
| 13 | To note that the most recent vacancy in the Peel Hall Ward may now be filled by co-option, and to | WPC 125(2) | 27/01/26 | All councillors | - | - | An item is included elsewhere on the Agenda for 25/02/26 |  |







Agenda Item 5

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| | consider any suitable candidate(s) as soon as reasonably practicable. | | | | | | | |
| 14 | To request that the Clerk write to Winwick CE Primary School to advise them to contact Warrington Borough Council to chase up any s.106 funding available to them from the St Oswalds Place development. | WPC 126(2) | 27/01/26 | Clerk | - | - | Not yet commenced |  |
| 15 | To approve the draft objection to Application No. 2025/00859/FULM, Anaerobic Digestion Facility and to authorise the Clerk to make the necessary arrangements for its submission to Warrington Borough Council. | WPC 150(2) | 24/02/26 | Chair and Clerk | - | - | Comments drafted by the Chair have now been submitted to the planning authority by the Clerk with effect from 11/03/26 |  |
| 16 | To request the Clerk to monitor the Council's contact form feed for any questions or objections being submitted about the AD Facility. | WPC 150(3) | 24/02/26 | Clerk | - | - | One query has ben submitted via the contact form |  |
| 17 | To request the Clerk to write to the NHS Cheshire and Merseyside Integrated Care Board to request their plans for primary healthcare provision in the area, in the light of on-going housing expansion. | WPC 150(4) | 24/02/26 | Clerk | - | - | The Chair has drafted a letter. This will be submitted by the Clerk on behalf of the Council shortly |  |
| 18 | To authorise the Chair to submit the letter that had | WPC 152(2) | 24/02/26 | Chair | - | - | A letter had been drafted for comments and approved. A |  |

Agenda Item 5

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| | been drafted to Warrington Borough Council, expressing concern regarding proposed cuts to budget headings which had safety implications. | | | | | | verbal update may be provided | |
| 19 | To review, in the summer months, the possible provision of posts, rocks or barriers between the Community Centre car park and the playing fields. | WPC 155(b) | 24/02/26 | Management Committee | - | - | Referred to the Management Committee meeting |  |
| 20 | To approve a pay award for the Centre Manager, Operations and Finance Officer and Clerk of 3.2% with effect from 1 April 2026. | WPC 150(c) | 24/02/26 | Operations and Finance Officer | - | - | Relevant Officers have been formally notified of the agreed pay award. Salaries will be adjusted with effect from 01/02/26 |  |

Progress Legend

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

**Version 1.0 - (Final) –
18/02/26**

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BY EMAIL

19th February 2025

Dear Parish Council,

I am writing to inform you of an important decision regarding the future of neighbourhood policing in Cheshire.

As you are aware from previous correspondence, in November we launched a collective consultation process to reduce the number of PCSO posts from 87 to 27.

Since then, we have been working with the Police and Crime Commissioner Dan Price to explore all financial options available on these proposals.

As a result of this work, additional funding has been secured by the Police and Crime Commissioner following feedback from residents, Unison and local councillors and MPs.

This means that we will now be able to keep a total of 57 PCSO posts for the upcoming financial year and will therefore be reducing the number of PCSO posts by 30.

We fully recognise the valuable contribution that PCSO's make to our communities, However, the ongoing financial pressures facing the force, combined with the changing nature of crime and public expectations, mean that we must adapt our workforce model to ensure we remain fit for the future.

Reducing the number of PCSOs is essential to future-proofing the force, enabling us to balance our budget while maintaining our commitment to neighbourhood policing.

These changes will allow us to redeploy warranted police officers into local policing teams in place of those posts, ensuring we have the right resources and powers in place to tackle the issues that matter most to our communities.

As previously promised, once we have finalised the proposed changes to the new model your Local Policing Unit Chief Inspector will be in contact with you to provide further details and answer any questions you may have.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Alison Ross'.

Alison Ross
**Assistant Chief Constable
Neighbourhood Policing
Cheshire Constabulary**

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Winwick Parish Council

Correspondence since 24 February 2026
(or not previously reported)

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 23/02/24
2. E-mails from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), enclosing bulletins highlighting relevant parish news and other focused correspondence – 20/02/26, 06/03/26, 12/03/26, 23/02/26, 02/03/26, 09/03/26 and 16/03/26
3. Various e-mails with Vanessa Rothwell, Development Strategy & Regeneration Manager, Torus, about engagement with the Parish Council and community, in relation to restoration of Radley Common and John Parr Meadow - 23/02/26 to 05/03/26
4. Website enquiry form from a resident, AH, enquiring about when potholes at the church end of Myddleton Lane will be rectified, preferably by complete resurfacing, rather than short-term patching - 27/02/26
5. E-mail from a resident, AG, in response to on-going correspondence about the operation of the Leisure Centre, making some suggestions for potential improvements – 01/03/26
6. Copy of an e-mail from the Chair of the Parish Council to Warrington Borough Council, expressing concern at a number of savings being proposed as part of their annual budget process - 01/03/26
7. E-mail from Kirsten Riley, Warrington Borough Council, about a parish council briefing and workshop on the Cheshire and Warrington Combined Authority due to be held from 5.30pm to 7.00pm, on Tuesday 21 April 2026, at Warrington Town Hall - 06/03/26
8. Copy of an e-mail from Councillor Stuart Mann to Warrington Borough Council seeking their support in connection with proposals by the Sankey Canal Restoration Society (SCRS), PCSO and local councillors, to tackle anti-social behaviour relating to the Sankey Valley Trail area near Old Alder Lane and Winwick Lock – 07/03/25
9. Copies of internal e-mails initiated by Councillor Stuart Mann about possible funding and voluntary support from Skipton Building Society in Warrington in respect of the proposed Forget Me Not Café at the Community Centre – 11/03/26 and 12/03/26
10. E-mails from Rebecca Lee, Legal Support Officer, Warrington Borough Council, about an emergency 5-day Traffic Notice for Alder Root Lane effective from Thursday 12 March 2026, various Traffic Regulation Notices (along with any

statements of reasons and plans, as appropriate) due to be advertised in the Warrington Guardian on Thursday, 19 March 2026 and an emergency 21-day Traffic Notice for Delph Lane effective from Wednesday 18 March 2026 – 12/03/26, 17/03/26 and 18/03/26

11. Copies of internal e-mails from Councillor Stuart Mann about the ongoing cleaning of bus shelters within the parish area, including information provided by Warrington Borough Council – 13/03/26 and 16/03/26
12. E-mail from Jill Ryder-Moore, Funding Coordinator, Families United (F.UN), a Warrington-based charity providing support to disabled children, young people, and their families, seeking a small office or land available to site a portacabin with access to a hall and/or outdoor space for their activities – 16/03/26
13. Copies of internal e-mails initiated by Councillor Stuart Mann about the establishment of a knitting group and MacMillan coffee mornings at the Community Centre, further to discussions held with attendees at the last Council meeting – 18/03/26 and 19/03/26
14. E-mail from Assistant Chief Constable Alison Ross, Neighbourhood Policing, providing an update on Neighbourhood Policing – 19/03/26
15. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Arien Signs – notice boards and signs
 - Clear Councils Insurance – insurance and risk management
 - CloudyIT – IT solutions
 - Finding Fitness – funding for outdoor fitness equipment
 - Severnside Defibs and Training Ltd – defibrillators and bleed control kits
 - We find any Learner - training

Up to date as at 19/03/26

Winwick Parish Council

Planning Matters since 24 February 2026

General Correspondence (4)

1. E-mails from Sandra Beckett, Senior Enforcement Officer, Warrington Borough Council enclosing lists of enforcement cases closed and received between 16 February and 13 February 2026 – 6 March 2026 – 23/02/26, 02/03/26 and 09/03/26
2. E-mail from Councillor Stuart Mann and responses about Winwick, Croft, Culcheth & Glazebury Parish Councils and Lane Head Residents Association possibly coming together to discuss the proposed Tritax ILP development – 07/03/25
3. Website enquiry form received from a resident, CG, asking for clarification of the process following the extended timelines regarding the Severn Trent Biogas planning application – 26/02/26
4. A copy of Winwick Parish Council's additional objection submitted to the Severn Trent Biogas planning application is attached at Appendix 1, for information.

Domestic Planning Applications (0)

NIL

Non-Domestic Planning Applications (5)

5. Application No: 2026/00242/DISCON
Location: Land At Peel Hall; Land South Of M62 Bounded By, Elm Road: Birch Avenue; Poplars Avenue; Newhaven Road; Windermere Avenue, Grasmere Avenue; Merewood Close, Osprey Close Lockerbie Close, Ballater Drive And Mill Lane, Poplars & Hulme, Warrington,
Proposal: Discharge of condition 52 (verification and remediation) on Parcel DEF attached to 2025/00745/VARC (Mixed Use)
Consultation End Date: 16-03-2026
6. Application No: 2026/00240/DISCON
Location: Land At Peel Hall; Land South Of M62 Bounded By, Elm Road: Birch Avenue; Poplars Avenue; Newhaven Road; Windermere Avenue, Grasmere Avenue; Merewood Close, Osprey Close Lockerbie Close, Ballater Drive And Mill Lane, Poplars & Hulme, Warrington
D Proposal: ischarge of condition 9 (phasing plan) attached to 2025/00745/VARC (Mixed use)
Consultation End Date: 18-03-2026
7. Application No: 2026/00239/DISCON
Location: Land At Peel Hall; Land South Of M62 Bounded By, Elm Road: Birch Avenue; Poplars Avenue; Newhaven Road; Windermere Avenue, Grasmere

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Avenue; Merewood Close, Osprey Close Lockerbie Close, Ballater Drive And Mill Lane, Poplars & Hulme, Warrington,
Proposal: Discharge of Condition 45 (landscape and ecological management plan) on Phase 2 attached to application 2025/00745/VARC (Mixed Use)
Consultation End Date: 23-03-2026

8. Application No: 2026/00014/FUL
Location: Mersey Care NHS Foundation Trust, 12 Birch Avenue, Winwick, Warrington, WA2 9TN
Proposal: Extension of existing car park
Consultation End Date: 08-04-2026

9. Application No: 2026/00324/VARC
Location: Next, Next Calver Park Road, Winwick, Warrington, WA2 8RB
Proposal: Variation of Condition No's 2(Plans), 3(CHEMP), 4(Access Points), 5 (Highway improvement works), 7(Parking Spaces), 8 (Planting), 9(Parking Provision), 11(Cycle Parking), 12(Parking Strategy, 15(LEMP), 17(Verification report), and 19(Arboricultural impact assessment) attached to planning permission 2024/00161/FULM to allow for development to come forward in two phases
Consultation End Date: 06-04-2026

Up to date as at 18/02/26

WINWICK PARISH COUNCIL MEETING – 24 MARCH 2026

REVIEW OF RISK, INTERNAL CONTROLS AND FINANCIAL REGULATIONS

1. SCOPE OF RESPONSIBILITY

The Accounts and Audit Regulations 2015 states that a Council must ensure that it has a sound system of internal control which—

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk.

The Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

Internal control is designed to reduce financial risk to the Council.

The system of internal control is designed to ensure that the Council's activities are carried out properly and as intended. Internal controls are set up by the RFO but it falls on the Council members to ensure that they have a degree of control and understanding of those controls. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT

3.1 The Council:

The Council has appointed a Chair who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful. The Chair signs the last page of the minutes and initials all other pages.

Decisions made should be within the Standing Orders and Financial Regulations laid down and approved by the Council.

The Council reviews its obligations and objectives and approves budgets for the following year at its January meeting (or earlier). The same meeting of the Council approves the level of precept for the following financial year.

The Council receives a monthly financial statement which it approves at its Council meetings. Payments are made in accordance with Standing Orders and Financial Regulations. The Chair will sign the minutes to confirm that the Financial Statement as circulated to members at the meeting has been agreed.

Cheques and electronic payments shall be signed by any three of the authorised signatories, these being the RFO and those staff/ council members who have indicated they wish to act in this capacity and have been approved by the Council. Where payments are to be authorised by 3 staff members the list of payments is to be approved by either the Chair or Vice-chair.

Each quarter, the Chair shall sign the bank reconciliation and bank statement as evidence of all transactions having been recorded in the accounts.

3.2 Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Council has appointed a Responsible Financial Officer who is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk and RFO also ensure that the Council's procedures, control systems and policies are maintained.

The duties of the Clerk and RFO are laid down in Job Descriptions.

The RFO submits all the requested information to the External Auditor by the required date.

The RFO arranges for the public notices to be displayed.

The RFO will retain all relevant documents relating to the financial year for 10 years (Annual Return, VAT Returns, PAYE/NIC information, public notices, Fixed Asset Register, risk assessments, accounts and supporting information).

3.3 Internal Auditor

The Council has appointed an Independent Internal Auditor who will report to the Council on the adequacy of its:

- records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit is reviewed annually, and the Council agrees to the appointment of the Internal Auditor. The Internal Auditor, who is competent and independent, is advised of the scope of the work required by the Council.

The scope of the work (and the charge) of the Internal Auditor is reviewed annually and the review and the appointment is minuted.

The Internal Auditor will inspect the accounts at the year-end (where possible, prior to completion of the Annual Return Sections 1 and 2) and will complete page 3 of the Annual Return.

The Internal Auditor will write a separate report to the Council (a copy of which is sent to the Chair) detailing any findings they might have, as appropriate.

The report of the Internal Auditor is copied to all members of the Council and considered as an agenda item at the next meeting. Recommendations from the report will be recorded in the minutes.

The Responsible Finance Officer will agree a programme of dates with the Council's current auditors, Styles, for work to audit the Council's accounts for 2025/26, which will take place during the early part of 2026/27. **Accordingly, the Council is being requested to confirm the appointment of Styles as the Council's internal auditor for the completion of the accounting statements 2025/26 and to appoint them for all other matters for the duration of 2026/27.**

3.4 External Audit:

The Council's External Auditors, currently PKF Littlejohn LLP, appointed by Smaller Authorities' Audit Appointments Ltd (SAAA), submit an External Auditor's Report. which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

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|---|
| Accounts & Audit Regulations 2015 requires an annual review of the effectiveness of our overall system of internal control. |
|---|

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control in each financial year, to be carried out before completion of the Annual Governance Statement. The review of the effectiveness of the system of internal control is informed by the work and any issues identified by

- Full Council - identification of new activities
- Clerk to the Council and RFO who have responsibility for the development and maintenance of the internal control environment and managing risks - risks identified
- Internal Auditor who reviews the Council's system of internal control. The auditor will make a written report to the Council (in addition to the page 3 Report in the Annual Return.) - action arising from reports
- The Council's External Auditors, who make the final check using the Annual Governance and Accountability Return, a suite of forms completed and signed by the Responsible Financial Officer, the Clerk, the Chair and the Internal Auditor. The External Auditor issues an annual audit certificate - action arising from Audit Report.

A Statement of Internal Control, which summarises the present arrangements, is attached at Appendix 1, although its publication is no longer a statutory requirement.

5. FINANCIAL RISK ARISING FROM HEALTH AND SAFETY ISSUES

The Parish Council is responsible for putting in place arrangements for the management of health and safety risks and reviewing them at least annually. Notwithstanding the imperative of eliminating or significantly reducing the risk of harm to staff and members of the public, the Council also seeks to minimise its exposure to the potential financial liabilities arising from accidents and injuries.

The Council uses an external consultant to annually review and assess risks throughout all areas and provide a detailed report through the Centre Manager and ultimately the Parish Council. Regular Legionella risk monitoring is performed by an independent source. The Centre Manager performs risk assessments for any new type of event held at the Leisure Centre.

The Council uses an external consultant to carry out an annual inspection of its playground equipment and to make recommendations for repairs and maintenance. The Leisure Centre Manager undertakes a weekly visual inspection of the equipment to identify any issues of concern and will take any necessary remedial action.

The Council has in place appropriate insurance arrangements including, but not limited to, Employers' Liability and Public Liability cover.

6. BUSINESS RISK

The Council will carry out an assessment of business risk prior to any significant policy decision being made, any significant expenditure being undertaken, any large project being commissioned or any major contract or financial arrangement being entered into. The assessment will take account of any threats to the Council's finances and long-term stability and describe how any such risk will be mitigated.

7. REVIEW OF FINANCIAL REGULATIONS.

The Financial Regulations were last reviewed in March 2025 and are attached at Appendix 2.

A summary of the Procedures for Contracts is attached at Appendix 3.

**Clare Hinkins, Operations and Finance Officer (RFO) / Julian Joinson,
Clerk
24 March 2026**

STATEMENT OF INTERNAL CONTROL

Winwick Parish Council reviews annually the effectiveness of its system of internal control.

In order to manage its risks, the Council has adopted the following arrangements:

1. Internal audit services are provided by Styles in accordance with terms of reference and an audit plan agreed by the Council. The effectiveness of the system of internal audit is reviewed annually and the findings of that review considered by the Parish Council.
2. BM Stock-taking Services undertake a quarterly appraisal of the operation of the licensed bar at Winwick Leisure Centre. Weekly stock checks are undertaken by the RFO and Leisure Centre Manager.
3. Financial Regulations are in force and are reviewed annually. These cover the whole conduct of the transactions of the Council, including the authorisation of expenditure, the control of income, the security of stores and equipment, accounting, audit and banking arrangements, and the payment of salaries, wages and accounts.
4. Internal check, via the separation of duties between different members of staff, is applied as far as is practicable.
5. Risk assessments are reviewed annually.
6. Insurances arranged through Zurich Insurance cover the following risks: material damage, theft, loss of money, personal accident, employers' liability, public indemnity, legal expenses, business interruption and fidelity guarantee.
7. Budget monitoring reports and bank reconciliations are examined quarterly by the Parish Council.
8. The accounts and supporting records of the Council are made available for public inspection for a period of 30 working days in each year.

Winwick Parish Council
24 March 2026

WINWICK PARISH COUNCIL - FINANCIAL REGULATIONS

1. GENERAL

- 1.1 These financial regulations shall govern the conduct of the financial transactions of Winwick Parish Council (the Council) and may only be amended or varied by resolution of the Council.
- 1.2 The Responsible Finance Officer (RFO) under the policy direction of the Council shall be responsible for the proper administration of the Council's financial affairs.
- 1.3 The RFO shall be responsible for the production of financial management information.

2. ANNUAL STATEMENTS

- 2.1 Detailed estimates of income and expenditure shall be prepared each year by the RFO.
- 2.2 The estimates shall be submitted to the Council not later than the end of November each year for approval and the Council will then decide the precept to be levied for the ensuing financial year.
- 2.3 The approved budget will form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL

- 3.1 No expenditure may be incurred which cannot be met from the amount provided for it in the budget unless a virement has been approved by the Council.
- 3.2 The RFO shall periodically provide the Council with a statement of receipts and payments to date under each head of the approved budget.
- 3.3 The Clerk to Winwick Parish Council (The Clerk), in consultation with the RFO, may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision, subject to a limit of £2000, The Clerk shall report the action to the Council as soon as practicable thereafter. Minor repairs of up to £500 can be carried out without the need for additional quotations. Repairs between £500 and £1000 require two quotations. Any expenditure over £1000 will require three quotations. Photographs of before and after repairs are also required.
- 3.4 In the case of minor urgent repairs/ purchases the RFO can incur up to £300 of expenditure on behalf of the Parish. Any expenditure of this nature will be reported to the next appropriate meeting of the Council.
- 3.5 Where expenditure is incurred in accordance with regulation no. 3.3 above and the sum required cannot be met from savings elsewhere with the Council's budget, it shall be the subject of a supplementary estimate approved by the Council.
- 3.6 Unspent provisions in the budget shall not be carried forward to a subsequent year unless specifically earmarked or of a minor nature.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the current Accounts & Audit Regulations.
- 4.2 The RFO shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and shall submit them to the Council.
- 4.3 The principles of internal control and internal checks will be observed as far as is practicably possible in connection with accounting duties, whilst recognising that the separation of duties between different officers may not always be feasible.
- 4.4 The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with the Accounts & Audit Regulations. Any officer or member of the Council shall, if the RFO requires, make available such documents and supply information & explanation as the RFO considers necessary for the purposes of the audit.
- 4.5 The RFO shall be responsible for drafting the Statement of Accounts and other financial information in the Annual Return to the appointed external auditor, and shall submit these to the Council for certification.

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council.
- 5.2 All payments shall be approved by the Council on the basis of relevant invoices etc. presented by the RFO.
- 5.3 Cheques and electronic payments shall be signed by any three of the authorised signatories, these being the RFO and those staff/ council members who have indicated they wish to act in this capacity and have been approved by the Council.
- 5.4 Where payments are to be authorised by 3 staff members the list of payments is to be approved by either the Chair or Vice-chair.

6. PAYMENTS OF ACCOUNTS

- 6.1 Apart from petty cash and payments the Council has agreed should be made by cash or direct debit, all payments shall be made either by cheque drawn on the Council's bankers or by an electronic payment authorised as in 5.3 above.
- 6.2 All invoices for payment shall be examined and verified for payment by the RFO. The RFO must be satisfied that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.
- 6.3 The RFO shall take all possible steps to settle all invoices submitted, and which are in order, within 30 days of receipt.
- 6.4 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.5 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chair of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After

the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened. In whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.6 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.7 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.8 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.9 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of staff/councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the Service Administrator with a stated number of approvals.
- 6.10 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.11 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed in accordance with the bank mandate. A programme of regular checks of standing data with suppliers will be followed.

7. PAYMENT OF SALARIES AND WAGES

- 7.1 The payment of all salaries and wages shall be made or supervised by the RFO in accordance with the payroll records and current HMRC requirements.
- 7.2 Payment of wages in cash must be signed for by the recipient.
- 7.3 The RFO will account to HMRC for all national insurance and PAYE contributions in line with current requirements.
- 7.4 The RFO will be responsible for processing the payment of any staff and employer contributions required by the Cheshire Pension Fund and for the automatic enrolment of eligible new staff and, for staff who have opted out, their re-enrolment every 3 years thereafter

8. LOANS AND INVESTMENTS

- 8.1 Any loans and investments shall be negotiated by the RFO in the name of the Council or Millennium Trust Fund (if existing) and be approved by the Council.

9. INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of the RFO. The manager of Winwick Community Centre (The Community Centre)

shall be responsible for accounting to the RFO for all bar takings, room hires and other income received at the Community Centre..

- 9.2 The raising of hire agreements shall be the responsibility of the Community Centre Manager. The raising of all other invoices for monies due to the Council, and the claiming of any grants, shall be the responsibility of the RFO. Where required the Manager and RFO will ensure that purchase order numbers are obtained.
- 9.3 All credit customer invoices will come due 30 days from the date of the invoice, should these accounts remain unpaid the following steps will be followed:
- i) At 30 days a reminder letter/ email will be issued
 - ii) At 45 days a letter/ email will be issued informing the customer of the intention to apply interest charges.
 - iii) At 60 days interest charges to be calculated and an email/letter will be issued to the customer with a copy of the interest invoice.
 - iv) If invoice remains unpaid at 75 days Councillors will be notified to decide further action to be taken on client account (whether that be employing a debt chasing agency, putting usage on hold, requiring payment up front of usage, etc)
- Credit accounts are to be reported to Full Council at all stages of recovery.
- 9.4 The Council will review all fees and charges annually, following a report by the RFO.
- 9.5 Any bad debts shall be reported to the Council.
- 9.6 All sums received on behalf of the Council shall be banked promptly by the RFO.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

10. ORDERS FOR WORK, GOODS OR SERVICES

- 10.1 A letter/email shall be issued for all work, goods and services ordered unless a formal contract is in existence or unless such action would be inappropriate (e.g. petty cash purchases). Copies of letters/emails shall be maintained.
- 10.2 The person ordering the work, goods or services shall ensure, as far as reasonable and practical, that the best available terms are obtained.

11. CONTRACTS

- 11.1 All contracts shall comply with this regulation and no exception shall be made otherwise than by direction of the Council, though it will not apply to contracts for:
- (i) the supply of gas, electricity, water, sewerage and telephone services
 - (ii) specialist services such as are provided by solicitors, accountants and surveyors
 - (iii) repairs to, or parts for, existing machinery or equipment or plant
 - (iv) extensions to existing contracts
 - (v) proprietary articles and/or those sold only at a fixed price
- 11.2 Where it is intended to enter into a contract exceeding £2000 in value, the RFO/ Clerk shall invite tenders from at least three firms.
- 11.3 If less than three tenders are received, the Council may make such arrangements as it thinks fit for procuring the goods or services or executing the works.

- 11.4 For expenditure of £2000 or less, the Chairperson, RFO & Clerk shall have executive power.
- 11.5 The Council shall not be obliged to accept the lowest or any tender.

12. STORES AND EQUIPMENT

- 12.1 The Community Centre Manager shall be responsible for the care and custody of stores and equipment held in the Community Centre.
- 12.2 Delivery notes must be obtained in respect of all goods received and goods must be checked as regards quantity and quality at the time the delivery is made.
- 12.3 Stocks shall generally be maintained at the minimum levels consistent with operational requirements.
- 12.4 The RFO shall be responsible for supervising an annual check of all stocks & stores.
- 12.5 The RFO shall be responsible for the maintenance of a Fixed Assets Register.

13. PROPERTIES AND ESTATES

- 13.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council, and shall maintain a full record of all such properties, in accordance with current Accounts & Audit Regulations.
- 13.2 No property shall be sold, leased or disposed of without the authority of the Council, save where the estimated value of any item does not exceed £100.

14. INSURANCE

- 14.1 The RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 14.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby, and annually review it.
- 14.3 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance.

15. VALUE ADDED TAX

- 15.1 The RFO shall maintain records of VAT inputs and outputs, accounting to HMRC for the balance between the two.

16. REVIEW OF FINANCIAL REGULATIONS

- 16.1 It shall be the duty of the Council to review these Regulations biennially.

March 2026

| 5. ROUTINE LEISURE CENTRE/BAR SUPPLIES AND SERVICES | | | |
|--|-----------|--------------------|-------------|
| Bar supplies | Unlimited | Preferred Supplier | Bar Manager |
| Sundries | Up to £50 | Preferred Supplier | Bar Manager |

Finance report to Winwick Parish Council to Full Council meeting 24th March 2026

In February we have had £13.9k of income through the centre. The centre is showing a £3.1k loss for February. The year to date profit/ loss is currently in a loss position of £29k, a decline of £4k from the previous years loss.

The loss position for February is £3.1k less than the previous year reducing the projected loss for the year.

There has been £8.2k of expenditure against the precept in February, with £128.2k 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 – the toilets have now been painted and the work undertaken on main hall continues with varnishing of woodwork, stripping and refinishing doors to complete, work has also started on the hallway (lower end). Remaining areas to do are:

The slope

Upper hallway – including entrance

Kitchen

Main hall fire escape hallway

Review of doors through building

- Tree works – tree surgeon contacted, awaiting confirmed date for works
– works halted by rain and condition of the field in order to not cause damage to the field

Other items from the action list will be reported at the meeting.

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

| Payments Leisure Centre | | |
|-------------------------------------|-----------|--------------------|
| 23Mar2026 | £405.97 | Water Plus Limited |
| 23Mar2026 | £139.73 | T&JT Barton |
| 16Mar2026 | £135.60 | Clear Brew |
| 16Mar2026 | £2,117.77 | T&JT Barton |
| 11Mar2026 | £44.40 | Easyflow |
| 11Mar2026 | £168.00 | Aquila Heating Ltd |
| 09Mar2026 | £454.79 | T&JT Barton |
| Payments Parish | | |
| 20Mar2026 | £2,884.79 | HMRC Cumbernauld |
| 09Mar2026 | £195.00 | Gardenia Gardens |
| 09Mar2026 | £180.00 | David Hannan |
| Direct debits Leisure Centre | | |
| 20Mar2026 | £171.76 | GASKELLS WASTE |
| 18Mar2026 | £1,123.27 | BRITISH GAS |
| 09Mar2026 | £1,040.00 | SCOTTISHPOWER |
| 06Mar2026 | £305.41 | TNT SPORTS |
| Direct debits Parish | | |
| 19Mar2026 | £310.90 | WORLDPAY |
| 16Mar2026 | £196.64 | LLOYDS BANK PLC |
| 16Mar2026 | £42.41 | PAYZONE |
| 09Mar2026 | £1,233.12 | PUBLIC WORKS LOANS |
| 04Mar2026 | £44.40 | XERO UK LTD |

Part 2:

1) Debtors

SIDS report

Recent deployment for Myddleton Lane has provided the following statistics:

Myddleton Lane deployment saw a total of 87350 cars over the 42 day deployment (19/01/26 – 02/03/26) this breaks down to approximately 2080 cars per day utilising this route. The fastest cars travelling this route were in the 90mph bracket (less than 0.01%). The percentage breakdown of speeds are below:

| | under 20 | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 |
|---------------------|---------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 00:00- 24:00 | 1.96% | 29.27% | 60.67% | 7.73% | 0.33% | 0.04% | 0.00% | 0.00% | 0.00% |

The majority of cars are travelling in the 30mph bracket despite this being marked as a 20mph zone.

Recent deployment for Waterworks Lane has provided the following statistics:

Waterworks Lane deployment saw a total of 15064 cars over the 21 day deployment (02/03/26 – 23/03/26) this breaks down to approximately 717 cars per day utilising this route. The fastest cars travelling this route were in the 70mph bracket (0.01%). The percentage breakdown of speeds are below:

| | under 20 | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 |
|---------------------|---------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 00:00- 24:00 | 5.89% | 15.78% | 61.05% | 16.20% | 1.02% | 0.05% | 0.01% | 0.00% | 0.00% |

The majority of cars are travelling in the 30mph bracket despite this being marked as a 20mph zone.

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Winwick Parish - Management Committee 10 February 2026

Present: Councillors J Herron (Chair), A Griffiths, S Mann and W Rennison

WPMC 40 Apologies

Apologies for absence were submitted on behalf of Councillor E Lavender and in respect of Councillor S Mann, who had indicated that he would miss the start of the meeting due to other commitments.

WPMC 41 Code of Conduct - Declarations of Interest

There were no declarations of interest made on this occasion.

WPMC 42 Minutes

Decision – That the Minutes of the meeting held on 13 January 2026 be agreed as a correct record.

WPMC 43 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 | Room Dressing for Marketing Photos | Mrs Hinkins reported that the Centre Manger, Paul Wharton, had been liaising with SJ Leisure who would take the photographs. Redecoration work was still on-going under the HMP Thorn Cross Rehabilitation Programme. The wood in the Main Hall was being darkened and the green paint on the doors would be removed in favour of dark staining - <i>Retain</i> |
| 2 | Winwick CE Primary School's use of Playing Fields | The Chair confirmed that he would e-mail the headteacher shortly to enquiry where the school was up to. He was likely to see the headteacher on 20 March at the Parent, Teacher and Friends Association (PTFA) meeting - <i>Retain</i> |
| 4 | Expenditure on new sign | The Chair reported that good progress was being made on this matter. Councillor Griffiths indicated that he had now taken the measurements for the smaller sign and there would be some changes to the original wording to emphasise that the Centre |

| | | |
|---|--------------------|---|
| | | <p>had a 'public bar', to clarify that it was not a private members' club. An image of the design for the main entrance sign was displayed. The smaller sign would have a similar look.</p> <p>The old sign would need to be removed shortly for cleaning in preparation for the new covering. It was proposed to carry this out on the weekend of 21-22 March 2026 - Retain</p> |
| 5 | Demetia Café | <p>Mrs Hinkins reported that the Dementia Café would start in the week commencing 30 March 2026. The group had also asked to use two rooms on a separate day for therapy meetings. This would be a chargeable booking at the half-day rate, and was similar to the arrangements in place for Together For Adoption - Delete</p> |
| 6 | Tuck Shop Operator | <p>Winwick Athletic FC had expressed an interest in taking on board the operation of the tuck shop. The Chair noted that a merger with FC Spartans was likely to have taken place by the end of this season. Mrs Hnkins added that the Countryside Suite could be used as the tuck shop and as a pop-up clubhouse room. The Chair noted that this would have the advantage of parents being able to watch their children through the windows overlooking the pitches. Mrs Hinkins noted that the season would finish at the end of April, at which point she would meet with a representatives of the clubs - Retain</p> |

Additional actions discussed included the following:

Councillor Griffiths reported that he had swapped projectors around so that the Radley Suite was now hirable with fixed presentation equipment. The projected picture was slightly smaller than ideal, but it might be possible to remedy this by relocating the projector rearwards by one ceiling tile. Some ladders would be required to complete this task.

The Centre's spare projector was no longer serviceable, but the bulb was still intact and could be retained as a spare for the Main Hall unit. It might be compatible with the other projector too.

The next action should be to replace the screen in the Countryside Suite with an electrically operated version.

Mrs Hinkins commented that a notice board would be required at the bottom end of the main sloping corridor. The Chair indicated that a notice board from the former nursery in the Radley Suite could be taken down and re-purposed.

Councillor Griffiths reported that the nosing on the stairs need regluing. Mrs

Hinkins added that there were some other minor works to carry out. Mr Wharton would normally keep a list of any on-going repairs needed.

Overall, HMP Appleton Thorn had redecorated every meeting room, the Main Hall and toilets. As mentioned previously, work was on-going to darken the wood in the Main Hall and to stain the doors. A portion of the door frame into the toilets had been missed and would need to be touched up. The walls of all the toilet facilities were now magnolia, rather than white or pink. The dark wood in the Main Hall had considerably improved the overall appearance of the room, but an area near the darts board still needed to be finished off.

Photographs would be taken as soon as the redecoration work was completed.

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

WPMC 44 Winwick Community Centre Update Report

Councillor Mann joined the meeting shortly after the commencement of this item.

Finance Report

Members were reminded that information had been circulated outside of the meeting, in an update report (covering the period to 31 January 2026), 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 28 February 2026.

The February 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.

Agenda Item 16

| | 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 | 6.46 | 8.10 | 0.00 |
| P/L (£1,000s) | 0.38 | -1.92 | -3.74 | 2.96 | -5.45 | -5.92 | -5.71 | -0.77 | -7.58 | 1.77 | | |

Bar Takings Monthly

A graph was provided which showed monthly budgeted and actual bar takings as at February 2026, using the profile outlined above. February 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 February 2026, using the profile outlined above. This put the Centre at £16.9k behind the target to date and £15.5k behind a straight monthly split. Mrs Hinkins added that income for March to date was around £4k, against a target of £11.5k.

Monthly averages had been calculated for income on each weekday, as per the table below, which would assist in monitoring the impacts of any operational changes introduced.

| | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
|-----------------|---------|---------|---------|---------|---------|-----------|-----------|
| Overall average | £153.71 | £194.89 | £238.68 | £306.85 | £573.83 | £690.90 | £496.38 |
| 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 |
| Jan Average | £87.10 | £163.10 | £132.79 | £179.91 | £213.09 | £396.02 | £244.72 |
| Feb Average | £179.63 | £188.06 | £178.21 | £223.27 | £592.71 | £360.95 | £300.98 |

Key:

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

Mrs Hinkins highlighted that Monday and Friday bar sales had been relatively good in February.

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 | 6.49 | 3.91 | 5.49 | 4.90 | 0.00 |
| P/L (£1,000s) | 0.38 | -1.92 | -3.74 | 2.96 | -5.45 | -5.92 | -5.71 | -0.77 | -7.58 | 1.77 | | |

Room Lettings Monthly

A graph was provided which showed monthly budgeted and actual room lettings income as at February using the profile outlined above. The table showed that room hires for February were £418 behind target.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at February 2026, using the profile outlined above. This put the Centre at £7k behind target sales for the year to date and £6.9k behind a straight monthly split.

Mrs Hnkins commented that it was unlikely now that the full year target would be met. However, the Management Team would strive to minimise any losses. It was noted that the Gibb Group had not made any room bookings during March, as this was their financial year end too. However, this should pick up again in April. NHS customers had also started to make enquiries for the next financial year. Room preferences would be dealt with on a first come

first served basis.

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 | 7,280 | 700 | 0 |
| P/L (£s) | 381.7 | -1,920 | -3,737 | 2,957 | -5,448 | -5,921 | -5,706 | -771.0 | -7,576 | 1,769 | | |

Field Income Monthly

A graph was provided which showed monthly budgeted and actual field lettings income as at February 2026, using the profile outlined above. The field hire was £646.90 ahead of the target for the month.

Field Income Cumulative

A further graph was provided showing the cumulative budgeted and actual field lettings income as at February 2026, using the profile outlined above. This showed that the field hire was £3.3k ahead of the year to date target and £4k ahead of a straight monthly split.

Deposits for field hire for the 2026/27 football season had now been received, contributing to the strong performance for February.

Coffee Sales

The coffee morning sales figures were provided. The figures for the month of February showed an average of 6.4 cups per day sold and income of £466.90. This was a decrease of 3.8 cups per day on last year's figures. This equated to a decrease of £102.30 (18%). Total year to date sales were £6,698.10.

Additional Income

- Ticket sales - £189.00
- Payzone - £20.00 (Note: this sum was passported to Payzone in full)

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 | - | - | - |
| Jan | - | 14.00 | 14.00 |
| Feb | - | - | - |
| | | | £638.17 |

(b) Events

A detailed cost analysis was provided for events in February 2026, with the profit/loss figures as indicated below:

- February Quiz = £242.66
- Bingo (03/02/26) = £4.74
- Bingo (10/02/26) = £2.46
- Bingo (24/02/26) = £28.09

At the end of February, the bingo had covered its initial set up costs and had made a small profit of £26.24. Mrs Hinkins would look into keeping the cost of prizes down to maximise profit. Attendance usually varied between 6 and 8 regulars. One customer had indicated that she intended to come only on a monthly basis. Councillors queried the method of advertising the bingo events. Mrs Hinkins responded that this was done via Facebook and most of the attendees were Facebook users. However, it was surprising that no one attended from the age exclusive bungalows/apartments on Myddleton Lane. Councillors Mann and Griffiths undertook to include more information on the bingo event in the next newsletter.

Councillor Griffiths reported that he had shown some prospective hirers around the rooms at the Centre. They were impressed with the venue but had already relocated to a pub, however, they might be in touch in the future.

Councillor Griffiths had also tagged the Centre into a recent post about prostate cancer. That group were looking to hold an evening meeting on the 1st Monday of each month, however, Mondays were often a busy night for the Centre. Mrs Hinkins confirmed that the Centre was fully booked for 2 out of 4 weeks on Monday evenings.

Events

- 6 March 2026 – Parish quiz
- 20 March 2026 – PTFA bingo
- Football - various dates
- Six Nations rugby – various dates
- Tuesdays in March - midday bingo.

Mrs Hinkins reported that the Six Nations rugby had not attracted any additional customers so far, with those present on one occasion preferring to watch football instead. Adverts had now been drafted for upcoming football matches.

Other Items of Note

1) Dementia Café

A meeting had been held with the organisers of the Dementia Café and it had been decided that the café would take place on Thursdays, from 10.30am to 12noon, starting in the 1st week of April. The group would initially use the Countryside Suite and the Centre would be providing an urn for tea and coffee, but the group would provide their own coffee supplies. Volunteers had been requested to help with this activity and Councillor Mann had undertaken to source these.

It was anticipated that family members would attend with the person cared for and might be interested in the bingo activities too. Mrs J Hinkins undertook to put the bingo leaflets out during the Dementia Café meetings.

Councillor Mann undertook to promote the Dementia Café once dates had been finalised. He commented that his mother might be interested in volunteering, but that Thursday might clash with a church event. The Café organisers would supply their own promotional posters for the Centre to use on social media as well as their own music equipment on the day. It might be useful to promote this activity on the Croft pages too. It was not considered to be appropriate to provide a fixed notice board inside the meeting room for this group, as the room was hireable by other users.

2) Bar Staff Hours Models

The following patterns of hours were proposed:

- Skeleton model (winter) – 57 hours of staff time to cover bar opening hours – 40 hours of contracted staff time and 17 hours of flexi-time

staff. This had 1 staff member per shift.

- Skelton model (summer) – As above, plus 1 hour more due to extended Sunday hours
- Full week of meetings – skeleton model, plus 16 hours to cover the days Paul was not in.
- Parties:
 - under 40 people - 1 staff member – no uplift
 - 40-70 people - 2 staff members – uplift of hours dependant on party start time
 - 70 + people - 2 staff members plus glass collector – uplift of hours dependant on party start time.
- Events – variable staffing levels depending on the scale of the event. Some examples were provided, as below:
 - Dog show – 2 staff members on day shift – uplift of 1 staff member
 - Carnival – 4 bar staff, manager, glass collector (aiding with cleaning) in day, 2 staff members on night shift.

These models were accurate for weeks where there was no leave/ sickness to cover. Those absence scenarios would incur an uplift in staff costs when required to be covered.

3) Evening Room Hire Figures

An analysis of room hire income and staffing costs over a four week period, based on 2025/26 prices and salaries, was as follows:

| Evening | 1st week | 2nd week | 3rd week | 4th week | Average |
|------------------|----------|----------|----------|----------|----------------|
| Monday | £99.00 | £156.50 | £99.00 | £148.50 | £125.75 |
| Tuesday | £65.00 | £71.00 | £87.00 | £71.00 | £73.50 |
| Wednesday | £99.00 | £99.00 | £99.00 | £99.00 | £99.00 |
| Thursday | £80.00 | £80.00 | £150.00 | £80.00 | £97.50 |

| Staff cost | No. of Hours | Hourly Rate | Total |
|------------------------|--------------|-------------|--------|
| Evening Opening | 7 | £12.60 | £88.20 |

The figures showed that staffing costs were generally covered by the income generated by room bookings.

4) Broadband

Councillor Griffiths reported that the broadband connection had been upgraded last week. This would enable a mesh system to be installed, which would provide one wireless network for the whole site. He undertook to look into the next steps over the coming few weeks. Ultimately, every room would be on the same wireless network.

Councillor Mann commented that if the download speeds were high the Centre could promote itself as an IT hub. The Centre had a number of Chromebooks which were not currently in use. Councillor Griffiths confirmed that the connection was full fibre, allowing high data speeds. Mrs Hinkins advised that drop-ins would only be possible if the Centre was staffed. Members considered that this could potentially be run daily after 4pm.

Payments

A list of payments made, since those prepared for the Council meeting on 24 February 2026, was as follows:

| Payments Leisure Centre | | |
|-------------------------------------|-----------|--------------------|
| 02Mar2026 | £44.40 | Easyflow |
| 02Mar2026 | £577.37 | Aquila Heating Ltd |
| Payments Parish | | |
| 02Mar2026 | £2,987.51 | Zurich Municipal |
| 28Feb2026 | £26.10 | Service Charge |
| Direct debits Leisure Centre | | |
| 02Mar2026 | £863.00 | WBC |
| Direct debits Parish | | |
| 26Feb2026 | £20.00 | PAYZONE |

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 35.97% room occupation; and
- Actual hours of room occupation against overall availability. This showed an average of around 20.54% of hours occupation.

Decision –

- (1) To note that performance information had been circulated directly to councillors in lieu of a meeting in February 2026, comprising an update report covering the period to 31 January 2026.
- (2) To note the update report for February 2026 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 February 2026.

WPMC 45 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 46 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 three had recently paid and one was expected to pay shortly. Two debtors who paid in line with their term time funding arrangements had settled their most recent invoices, but had missed payments for the September term, which would be chased up.

Decision – To note the report on debtors.

(b) Leisure Centre Operating Model

Councillors considered the optimum Leisure Centre Operating Model. Mrs Hinkins provide some commentary around current daily room occupancy. The Management Team had been asked to look into:

- Possible closure on one evening, if one was usually quiet; and
- Only opening in the daytime if there were meetings booked or when the Centre Manager was on shift. (This system was currently in operation).

Members raised a number of discussion points, which as summarised below:

- A proposal to reduce staff hours by at least 14 hours per week to reduce costs;
- A proposal to commencing evening opening at 6pm, not 4pm and to open from 8pm on Sundays;
- Sundays were generally quite profitable;
- Some staff time was required for cleaning and set up while the Centre was closed to the public;
- Staffing costs were generally being covered by existing income from room hire;
- Fixed costs were high, not the variable costs;
- Focusing on maximizing room hire by businesses and improving bar sales to drive up profit to cover the overheads;
- Room hire fees should not be increased;
- Ideally the Centre needed to attract 2-3 room hires per day for a minimum of 3 days out of 5 weekdays;
- Avoiding any negative publicity caused by not hitting the agreed performance targets;
- Finalising the marketing photos, as soon as practicable;
- Friday bar sales were good, particularly for the quiz, but the facility to book a private party as a priority should remain;
- Possible use of a band on Fridays in exchange for some free practice sessions;
- Inclusion of a second monthly Friday evening event;
- A fall off of adult parties on Saturday nights had been observed and Saturday evening attendance generally was lower;
- A mail-shot to local business about room availability;
- Brownies Guides and Rangers and the darts team paid community hire rates;
- Possible use of the Countryside Suite for alcohol consumption as an overspill area;
- Possible introduction of on-line booking system, but noting the risk of the system refusing a booking when a room swap could be arranged by the Centre Manager. However, an automated system could signal 'green' and 'orange' availability, without showing 'red';
- The new website could now capture contact details.

Councillor Griffiths thanked Mrs Hinkins for her work on the finances. room hires and staff hours. Overall, the information provided validated the proposition that operating costs were being covered by the existing arrangements, but that fixed costs needed to be addressed. Every room hire above one per day would go towards the cost of meeting the overheads. Improving bar sales was also critical.

Mrs Hinkins noted that energy costs were significant, for example chillers were running 24 hour per day and the Centre needed to be heated.

Some ideas for improvements not covered in the above debate included the following:

- Promotion by family and friends through word of mouth;
- Further collaboration with SJ Leisure for events;
- Collaboration with RG's Food Truck, although no firm plans had been brought back and the operators now opened a café at Monk Sports and Social Club;
- Further collaboration with Winwick PTFA in September;
- Collaboration with Winwick Athletic FC for May and November events;
- Possible use of the Burtonwood and Winwick Community Bus (16 person) for the Carnival and Beer Festival. Councillor Griffiths' wife might volunteer to drive this;
- Maximising opportunities caused by gaps in service by local competitors; and
- Increasing the number of outdoor tables and seats during the summer months.

Councillor Griffiths indicated that it would be useful to have a discussion at the next meeting about what to offer for the World Cup. Councillor Rennison added that Warrington Scoop would advertise where to watch the games. It might also be beneficial to book a food van for any Friday evening England matches.

Decision – To note discussion on the finances, room hires and staff hours, and the general financial position regarding the operation of the Community Centre and to note the suggestions proposed for improvements.

(c) Peel Hall

Councillor Rennison asked if Vanessa Rothwell, Torus, had been in touch with the Council. She was leading on sourcing some funding for the community in the Peel Hall ward, for example for work on a wildflower meadow. Councillor Griffiths confirmed that she had been in touch with him and the Clerk directly. A meeting was due to be arranged later this week. For information, the Borough Council had previously advised that John Parr Meadow would naturally seek to become a woodland not a meadow and might not, therefore, be suitable for wildflowers.

WPMC 47 Employee Matters

Mrs Hinkins raised a number of issues which had been brought to her attention. She expressed disappointment that the matters had not been addressed to her directly, which had caused her some distress. The issues related to the following:

- Provision of financial information – Mrs Hinkins clarified the overall monthly staffing costs for the Leisure Centre were included in the published monthly Finance report to full Council, along with other income/expenditure details. It was not considered necessary to repeat

this information for the Management Committee, as that would be a duplication of effort.

- Response to an enquiry – An external enquiry had been received, but no reply had been sent, as it was considered that the enquiry was a generic mailshot fishing for business, rather than a *bona fides* customer enquiry.
- Social media – It would be useful to clarify the role to be undertaken by a particular councillor in relation to the use of social media, namely the split of responsibilities for checking of messages and for the posting of events, so as to avoid any misunderstandings. Members undertook to discuss this with the councillor concerned
- Grand National – A suggestion had been received about the promotion of the Grand National and possible provision of a food truck on site. Promotion had been tried last year, but had resulted in no additional customers. It was believed that this was due to the event being a protected sports event, which was available to all to view at home on terrestrial TV. It was not recommended that a food truck be booked, but the event could be shown on screen if customers so wished.

Decision – To note the staffing matters raised.