



4 March 2026

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

Dear Councillor

A meeting of the Management Committee will take place on **Tuesday 10 March 2026 at 7.30pm** at Winwick Community Centre.

Yours sincerely

Julian Joinson  
Clerk to the Parish Council

## **AGENDA**

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

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

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

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

- 3. Minutes**

To receive the minutes of the meeting of the Committee held on 13 January 2026.

- 4. Action List**

A schedule is provided of actions arising from previous meetings.

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

To note that information was circulated to councillors outside of the meeting in the February update report (covering the period to 31 January 2026) and to consider the latest update report, including non-financial metrics, from the Operations and Finance Officer and Centre Manager.

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

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

### **Part 2**

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

## **CONFIDENTIAL MATTERS**

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

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

- a) Debtors
- b) Leisure Centre Operating Model

## **8. Employee Matters**

To consider any reports of the relevant Officer.

## Winwick Parish - Management Committee 13 January 2026

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

### **WPMC 32 Apologies**

There were no apologies for absence submitted on this occasion.

### **WPMC 33 Code of Conduct - Declarations of Interest**

There were no declarations of interest made on this occasion.

### **WPMC 34 Minutes**

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

### **WPMC 35 Action List**

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

The following comments were raised:

No.	Action	Comments
1	Cement blob (Instant Grip)	<p>The Chair reminded Members that the sign design had been completed and included a space for a 'What's On' banners. The Council intended to order two vinyl signs for each side of the access road, so as to be visible from both directions of travel on Myddleton Lane. Expenditure of £100 had been agreed at the last meeting. The total cost was likely to be £30 for each sign.</p> <p>Councillor Griffiths reminded all that the sign needed to include the new branding of Winwick Community Centre. Councillor Mann suggested the purchase of additional signage and new entrance mats from a suitable provider, such as Concept Hygiene.</p> <p>The old sign would need to be removed to allow the surface to be scraped clean to remove the blob. It would also be advantageous to launch the new e-mail address and to update the Facebook information, table posters and premises licence details at the same time. It was hoped to be able to</p>

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

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

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

### WPMC 36 Winwick Community Centre Update Report

#### Finance Report

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

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

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

#### Income Information

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

The annual budget for bar sales for 2025/26 was £156,000. This had been broken down over the 12 months period. The relevant percentage and target income for each month was outlined in a table. 2025/26 actual income (also shown) would be assessed against the table provided below. Profit/loss figures for each month were also now shown.

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	8.06	8.14	9.42	11.36	7.53	9.69	8.48	8.45	8.15	6.65	6.67	7.40
Budget (£1,000s)	12.57	12.70	14.70	17.72	11.75	15.12	13.23	13.18	12.71	10.37	10.41	11.54
Actual (£1,000s)	12.23	13.61	17.02	16.86	10.82	9.78	10.90	9.69	12.02	0.00	0.00	0.00
P/L (£1,000s)	0.38	-1.92	-3.74	2.96	-5.45	-5.92	-5.71	-0.77				

##### *Bar Takings Monthly*

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

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

#### *Bar Takings Cumulative*

A graph was also provided showing the cumulative budgeted and actual bar takings as at December 2025, using the profile outlined above. This put the Centre at £10.7k behind the target to date and £4k behind a straight monthly split.

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

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Overall average	£159.37	£194.61	£194.41	£345.82	£688.14	£797.69	£590.54
Apr Average	£236.02	£180.19	£166.88	£296.60	£633.25	£464.66	£865.09
May Average	£124.55	£185.53	£219.54	£306.38	£671.53	£480.37	£1,002.92
June Average	£169.60	£205.83	£229.14	£355.37	£891.46	£1,751.65	£488.61
July Average	£200.28	£219.09	£230.39	£503.18	£566.20	£1,620.07	£638.70
Aug Average	£155.15	£261.04	£196.07	£319.27	£552.93	£382.47	£484.28
Sept Average	£119.50	£187.60	£177.52	£253.16	£665.80	£636.33	329.32
Oct Average	£117.92	£122.21	£150.25	£354.99	£836.62	£431.38	£376.95
Nov Average	£103.72	£161.56	£131.16	£229.22	£196.91	£878.59	£400.58
Dec Average	£192.26	£254.22	£732.29	£324.72	£496.86	£354.01	£356.96

Key:

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

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

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

As with the bar sales, the room lettings had been analysed and the expected fees for 2025/26 were £65,000, including buffet sales. These had been split

### Agenda Item 3

across the relevant months by percentage. 2025/26 actual income (also shown) would be assessed against the table provided below. Profit/loss figures for each month were also shown.

2025/26	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	7.63	9.97	9.93	8.74	5.47	8.56	9.13	9.54	6.37	8.28	8.18	8.19
Expctd Fee (£1,000s)	5.00	6.49	6.45	5.68	3.56	5.56	5.93	6.20	4.14	5.38	5.32	5.32
Actual (£1,000s)	6.38	3.74	3.46	6.25	2.39	6.04	3.56	6.49	3.91	0.00	0.00	0.00
P/L (£1,000s)	0.38	-1.92	-3.74	2.96	-5.45	-5.92	-5.71	-0.77				

#### *Room Lettings Monthly*

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

#### *Room Lettings Cumulative*

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

#### *Key Performance Indicators (Field Income)*

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

2025/26	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	4.04	3.67	2.57	5.31	4.05	2.06	2.33	1.07	0.59	72.77	0.59	0.94
Expctd Fee (£s)	363.6	330.3	231.3	477.9	364.5	185.4	209.7	96.3	53.1	6,549.3	53.1	84.6
Actual (£s)	530.0	1,430.0	460.0	815.0	290.0	420.0	90.0	210.0	0.00	0.00	0.00	0.00
P/L (£s)	381.7	-1,920	-3,737	2,957	-5,448	-5,921	-5,706	-771.0				

#### *Field Income Monthly*

A graph was provided which showed monthly budgeted and actual field lettings income as at December 2025, using the profile outlined above. The field hire was £53.10 behind the target for the month.

*Field Income Cumulative*

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

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

*Coffee Sales*

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

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

Additional Income

- Ticket sales - £958.50
- Payzone - £284.75

Additional Items

(a) Tuck Shop

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

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

Oct	-	152.50	152.50
Nov	-	28.50	28.50
Dec	-	-	-
			<b>£624.17</b>

(b) Events

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

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

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

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

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

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

Payments

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

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

### Non-Financial Metrics Reporting

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

(a) Damages incurred / additional repairs required

The front car park lighting would be reviewed and brightened.

(b) Room Hire

Tables were provided showing the following information for each month:

- Daily Room Hire by hours usage, showing the days where usage was

- highest and highlighting the lower usage days, such as Fridays;
- Room usage breakdown by morning/afternoon/evening (number of rooms occupied). This showed that the Centre had approximately 36.56% room occupation; and
- Actual hours of room occupation against overall availability. This showed an average of around 21.06% of hours occupation.

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

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

Decision –

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

### **WPMC 37 Exclusion of the Public (including the Press)**

Decision – That members of the public (including the press) be excluded from the meeting by reasons of the confidential nature of the business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the public interest in disclosing the information is outweighed by the need to keep the information confidential.

### **WPMC 38 Community Centre Update Report**

#### (a) Debtors

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

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

Decision – To note the report on debtors.

(b) Tuck Shop

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

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

**WPMC 39 Employee Matters**

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

Decision – To note staffing matter raised.

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

No.	Issue	Minute No.	Date of Raising	Referred To	Referral Date	Response Date	Comments	Progress
1	To request the Operations and Finance Officer to contact SJ Leisure and the room dressing company about photographic opportunities for marketing purposes.	WPMC 65(2)	11/02/25	Operations and Finance Officer	-	-	Some stock photos of a recent wedding could be utilised, in conjunction with new photographs upon completion of the rooms currently being redecorated.	
2	To authorise the Chair to set up a further meeting with the representatives of Winwick CE Primary School (after the Carnival).	WPMC 10(b)	08/07/25	Cllr Herron	-	-	This item relates to the school's use of the playing fields (not the access road issue) A verbal update may be available.	
3	To approve proposed improvements to the existing booking system, as soon as possible, and to consider the possible adoption of a web-based booking system.	WPMC 17	09/09/25	Operations and Finance Officer	-	-	A verbal update may be available.	
4	To authorise the Chair to seek the completion and installation of the Community Centre's new entrance sign ( <i>including removal of the instant grip blob</i> ) and to authorise any related expenditure up to £100.	WPMC 38(5) WPMC 27(2)	08/10/24 11/11/25	Chair	-	-	A verbal update may be provided	
5	To approve the proposed arrangements for a Dementia Café in the Main Hall and the provision of complimentary tea/coffee in support of this as a community event.	WPMC 36(4)	13/01/26	Cllr Mann / Operations and Finance Officer	-	-	A verbal update may be provided	
6	To approve discussions with a potential external operator for	WPMC 38(b)	13/01/26	Cllr Herron / Cllr Mann /	-	-	A verbal update may be provided	

	the tuck shop and to request an update report for a future meeting of the Committee.			Operations and Finance Officer				
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**Version 5.0 - (Final) – 04/03/26**

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**Progress Legend**

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

Winwick Parish Council

Leisure Centre Performance Report

To meeting 10<sup>th</sup> March 2026

1. Income information

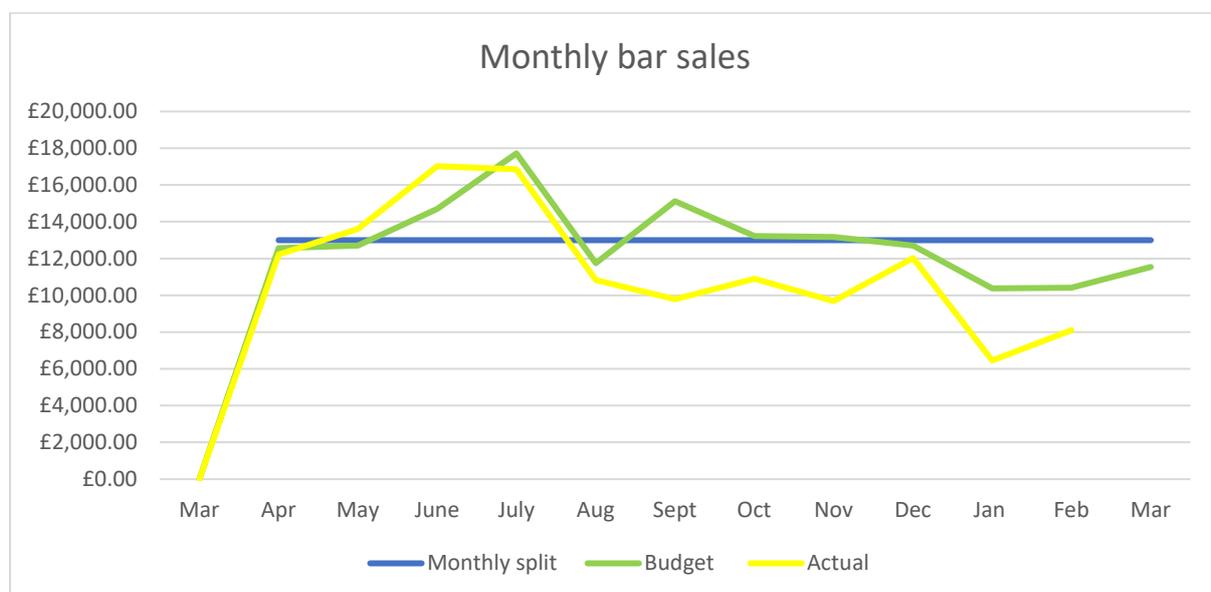
Key performance indicators.

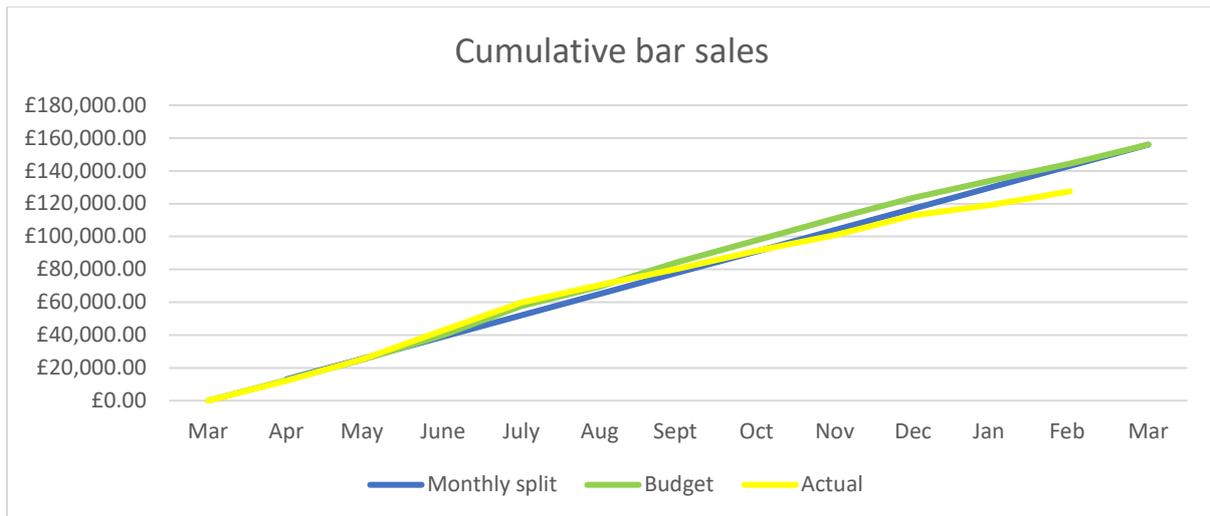
The annual budget for bar sales (£156,000) has been broken down over the 12-month period and will be assessed as per the table below:

	Apr	May	June	July	Aug	Sept
Percentage of total	8.06%	8.14%	9.42%	11.36%	7.53%	9.69%
Budget	£12,573.60	£12,698.40	£14,695.20	£17,721.60	£11,746.80	£15,116.40
Actuals	£12,225.75	£13,614.88	£17,024.86	£16,864.30	£10,824.51	£9,783.97
P/L	£381.67	£-1,919.58	£-3,736.57	£2,956.96	£-5,447.93	£-5,920.94
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of total	8.48%	8.45%	8.15%	6.65%	6.67%	7.40%
Budget	£13,228.80	£13,182.00	£12,714.00	£10,374.00	£10,405.20	£11,544.00
Actuals	£10,903.13	£9,686.12	£12,024.29	£6,456.14	£8,095.21	£0.00
P/L	£-5,706.06	£-770.99	£-7,575.52	£1,768.86		

February bar sales were below target by £2.3k. We are now £16.9k behind target to date and £15.5k behind a straight monthly split.

Plots showing bar sales income below:





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

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
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	£244.78
Feb Average	£179.63	£188.06	£178.21	£223.27	£592.71	£360.95	£300.98

Key:

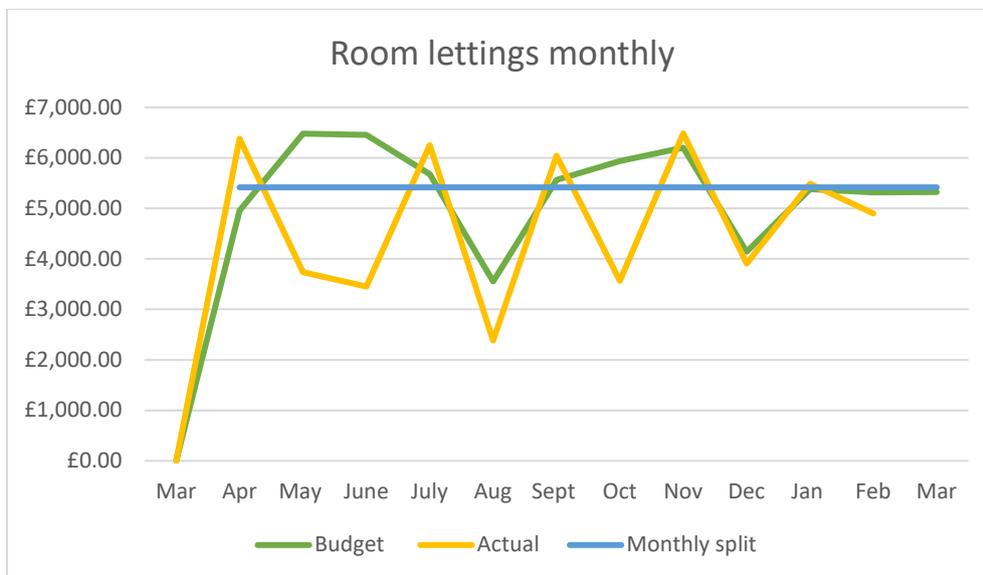
Target
10% up
20% up
30% up
40% up
50% up

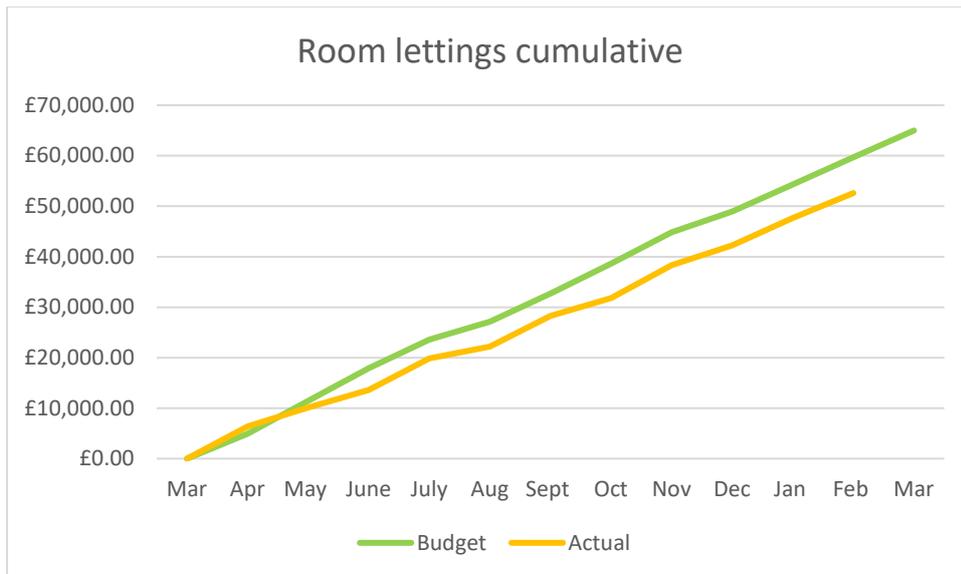
The room lettings have been analysed and the expected fees have been split across the relevant months based on their monthly percentages (refer to the table below)

	Apr	May	June	July	Aug	Sept
Percentage	7.63%	9.97%	9.93%	8.74%	5.47%	8.56%
Fee	£4,959.50	£6,480.50	£6,454.50	£5,681.00	£3,555.50	£5,564.00
Actual	£6,379.00	£3,739.50	£3,455.00	£6,254.50	£2,386.00	£6,044.50
P/L	£381.67	£1,919.58	£3,736.57	£2,956.96	£5,447.93	£5,920.94
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	9.13%	9.54%	6.37%	8.28%	8.18%	8.19%
Fee	£5,934.50	£6,201.00	£4,140.50	£5,382.00	£5,317.00	£5,323.50
Actual	£3,563.00	£6,486.00	£3,908.50	£5,487.50	£4,899.00	£0.00
P/L	£5,706.06	£-770.99	£7,575.52	£1,768.86		

February room hires came in at £418 below target. We are now £7k behind target for the year to date and £6.9k behind a straight monthly split.

Plots are provided below:



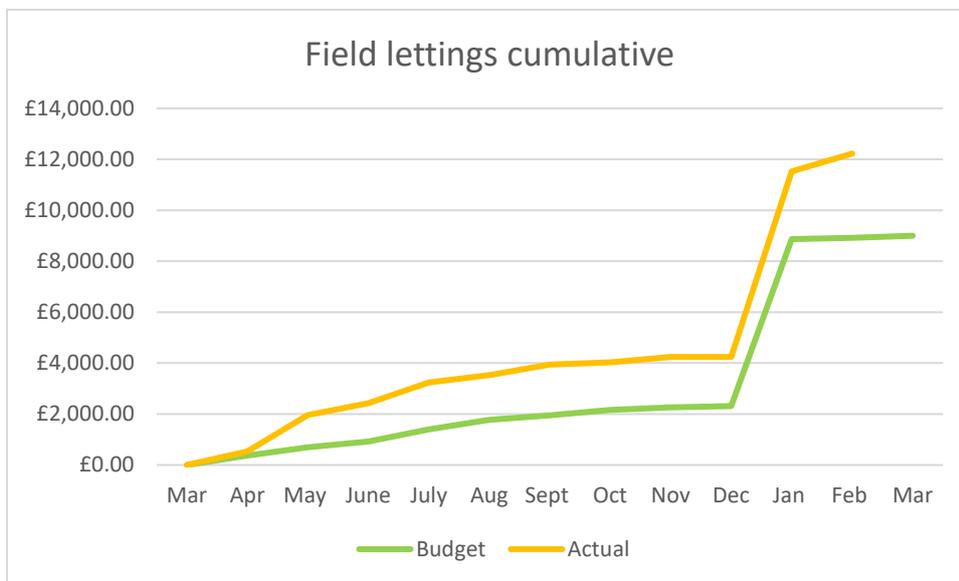
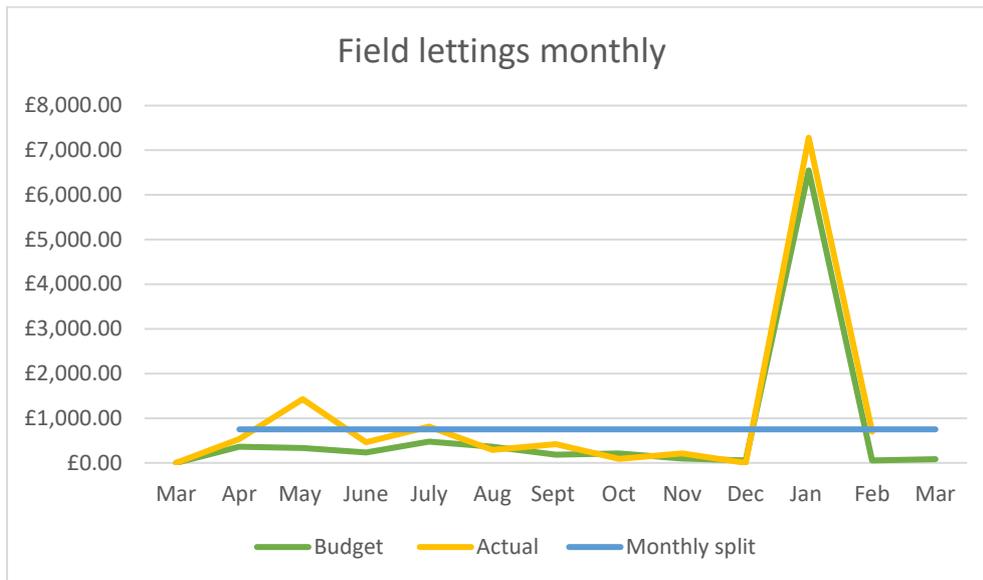


The table below shows how the field income section has been analysed and the expected fees have been split across the relevant months based on their expected percentages.

	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>
Percentage	4.04%	3.67%	2.57%	5.31%	4.05%	2.06%
Fee	£363.60	£330.30	£231.30	£477.90	£364.50	£185.40
Actual	£530.00	£1,430.00	£460.00	£815.00	£290.00	£420.00
P/L	£381.67	-£1,919.58	-£3,736.57	£2,956.96	-£5,447.93	-£5,920.94
	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
Percentage	2.33%	1.07%	0.59%	72.77%	0.59%	0.94%
Fee	£209.70	£96.30	£53.10	£6,549.30	£53.10	£84.60
Actual	£90.00	£210.00	£0.00	£7,280.00	£700.00	£0.00
P/L	-£5,706.06	-£770.99	-£7,575.52	£1,768.86		

February field hire was £646.90 ahead of target for the month. This puts us at £3.3k ahead of the year to date target and £4k ahead of a straight monthly split.

Plots are provided below:



## Agenda Item 5

The coffee morning sales figures are below. These show an average of 6.4 cups per day sold in February. This is a decrease of 3.8 cups per day on last years' figures, this equates to a decrease of £102.30 (18%)

	<b>Cups sold total</b>	<b>Cups sold per day</b>	<b>Income</b>
<b>Apr</b>	278	9.3	£579.50
<b>May</b>	342	11.0	£656.50
<b>June</b>	219	7.3	£538.40
<b>July</b>	202	6.5	£500.60
<b>Aug</b>	126	4.1	£295.10
<b>Sept</b>	299	10.0	£798.50
<b>Oct</b>	345	11.1	£671.50
<b>Nov</b>	303	10.1	£764.70
<b>Dec</b>	242	7.8	£595.90
<b>Jan</b>	343	11.1	£830.50
<b>Feb</b>	179	6.4	£466.90
<b>Mar</b>		0.0	
<b>Total</b>	2878	7.9	£6,698.10

### Additional income

Ticket sales - £189.00

Payzone - £20.00

**Additional items**

**Tuck shop**

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

Month	Expenditure	Income	Balance
Apr		158	158
May		214	214
June		0	0
July		0	0
Aug		0	0
Sept	£62.33	£133.50	71.17
Oct		£152.50	152.5
Nov		£28.50	28.5
Dec		£0.00	0
Jan		£14.00	14
Feb			0
Mar			0
			<b>£638.17</b>

This will be the final figure for the year all tuck shop items remaining are now being cleared down via the bar.

**Event income**

**Feb quiz**

Tickets Sold	0
Ticket Price	£0.00
Ticket Sales	£0.00
Bar Sales	£991.10
<b>Total Income</b>	<b>£991.10</b>

Act	£0.00
Bar Stock	£458.84
Prize	£25.00
Staff	£264.60
Food	£0.00
<b>Total expenditure</b>	<b>£748.44</b>

<b>Profit/ Loss</b>	<b>£242.66</b>
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**Bingo in February**

**Bingo 03/02**

Tickets Sold	96
Ticket Price	£0.50
Entry fee	6
Entry price	£1.00
Ticket Sales	£54.00
Bar Sales	£0.00
<b>Total Income</b>	<b>£54.00</b>

Equipment	£0.00
Bar Stock	£0.00
Prize	£49.26
Staff	£0.00
Food	£0.00
<b>Total expenditure</b>	<b>£49.26</b>

<b>Profit/ Loss</b>	<b>£4.74</b>
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**Bingo 10/02**

Tickets Sold	112
Ticket Price	£0.50
Entry fee	7
Entry price	£1.00
Ticket Sales	£63.00
Bar Sales	£0.00
<b>Total Income</b>	<b>£63.00</b>

Equipment	£0.00
Bar Stock	£0.00
Prize	£60.54
Staff	£0.00
Food	£0.00
<b>Total expenditure</b>	<b>£60.54</b>

<b>Profit/ Loss</b>	<b>£2.46</b>
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**Bingo 24/02**

Tickets Sold	128
Ticket Price	£0.50
Entry fee	8
Entry price	£1.00
Ticket Sales	£72.00
Bar Sales	£25.70
<b>Total Income</b>	<b>£97.70</b>

Equipment	£0.00
Bar Stock	£11.90
Prize	£57.71
Staff	£0.00
Food	£0.00
<b>Total expenditure</b>	<b>£69.61</b>

<b>Profit/ Loss</b>	<b>£28.09</b>
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At the end of February the bingo has now covered it's initial set up costs and has made a small profit of £26.24

**Events:**

6<sup>th</sup> March – Parish quiz

20<sup>th</sup> March – PTFA bingo

Football - various dates

Six nations rugby – various dates

Tuesdays in March midday bingo.

**Other items of note:**

- 1) Dementia café – a meeting was held with the organisers and it was decided that the café would be on Thursdays 10.30am to 12pm starting the 1<sup>st</sup> week in April. They will initially use the countryside suite and we will be providing an urn for tea and coffee, but they provide their own coffee supplies. Volunteers have been requested to help with this item and Cllr Mann has undertaken to source these.

- 2) Bar staff hours models:

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 has 1 staff member per shift. (Summer model is 1 hour more due to extended Sunday hours)

Full week of meetings – skeleton model plus 16 hours to cover days Paul isn't 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 hour dependant on party start time.

Events vary depending on the scale of the event, examples 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 are accurate for weeks where there is no leave/ sickness to cover. These obviously incur an uplift in staff cost when required to be covered.

3) Evening room hire figures. Figures based on 2025/26 prices and salary

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

<b>staff cost</b>	7	£12.60	£88.20
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List of Payments made since those reported in the full council report from February:

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

Non-financial metrics

Damages incurred/ additional repairs required

Front car park lighting to be reviewed and brightened.

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

annual average	11.87	16.44	15.54	12.28	6.21	13.42	9.47
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APR ave	19.75	23.20	21.20	11.25	9.00	8.75	7.50
MAY ave	11.50	16.75	14.25	11.00	3.00	11.40	14.50
JUNE ave	10.00	15.50	15.75	10.13	7.50	25.00	12.40
JULY ave	9.00	16.60	20.60	9.00	5.25	19.25	10.50
AUG ave	6.25	10.25	13.00	8.75	8.00	12.20	9.60
SEPT ave	16.20	22.80	10.50	11.63	5.50	13.00	4.75
OCT ave	14.00	11.00	14.00	15.70	11.00	14.00	11.50
NOV ave	16.50	16.50	14.25	18.38	5.00	17.60	10.50
DEC ave	6.20	14.20	13.80	13.13	6.25	5.75	10.00
JAN ave	9.75	14.75	16.00	11.80	3.20	10.00	6.75
FEB ave	12.25	16.50	15.75	14.75	4.50	11.25	5.75

Key

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

We can see from the usage breakdown by day/evening (number of rooms occupied) that we have an average of 35.97% room occupation, however this translates to an average of around 20.54% hours occupation.

	AM (9-3)	PM (3-7)	Night (7-close)	Total room usage	Total room availability	%
April	50	54	50	154	360	42.78%
May	40	47	44	131	372	35.22%
June	33	55	58	146	360	40.56%
July	36	59	58	153	372	41.13%
Aug	29	45	34	108	372	29.03%
Sept	27	45	53	125	360	34.72%
Oct	30	55	57	142	372	38.17%
Nov	33	52	57	142	360	39.44%
Dec	27	43	34	104	372	27.96%
Jan	30	44	38	112	372	30.11%
Feb	25	48	50	123	336	36.61%

	Hours utilised	Total hours availability	%
April	447	1784	25.06%
May	355	1852	19.17%
June	407.5	1772	23.00%
July	407	1784	22.81%
Aug	302	1840	16.41%
Sept	376.5	1784	21.10%
Oct	405.5	1848	21.94%
Nov	420.5	1816	23.16%
Dec	311.5	1844	16.89%
Jan	314	1852	16.95%
Feb	323	1664	19.41%