



6 May 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 12 May 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 10 March 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 April update report (covering the period to 31 March 2026) and to consider the latest update report, including non-financial metrics, from the Operations and Finance Officer and Centre Manager for the period to 30 April 2026.

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

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

### **Part 2**

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

## **CONFIDENTIAL MATTERS**

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

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

- a) Debtors

## **8. Employee Matters**

To consider any reports of the relevant Officer.

## Winwick Parish - Management Committee 10 March 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:

<b>No.</b>	<b>Action</b>	<b>Comments</b>
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 - <b><i>Retain</i></b>
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 - <b><i>Retain</i></b>
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

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		<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 - <b>Retain</b></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 - <b>Delete</b></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 - <b>Retain</b></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.

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	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	-	-	-
			<b>£638.17</b>

(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 1<sup>st</sup> 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 1<sup>st</sup> 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
<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>

Staff cost	No. of Hours	Hourly Rate	Total
<b>Evening Opening</b>	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:

<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 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






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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.

## 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	-	-	The Centre Manger, Paul Wharton, had been liaising with SJ Leisure who would take the photographs. This would be timed to coincide with the completion of the redecoration works.	
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 note the damage to the fence to the rear of the Premier Inn and to request the Clerk to write to the owners of the Swan to request that a more permanent fence be erected.	WPMC 22(b) WPC 160	09/09/25 24/03/26	Clerk	30/12/25	-	A letter was sent to the manager/licensee of the Swan on 30/12/25 asking them to consider the erection of a more permanent fence. A response is awaited. The Council meeting on 24/03/26 requested that this issue be raised again	
5	To authorise the Chair to seek the completion and installation of the Community Centre's new entrance sign <i>(including</i>	WPMC 38(5) WPMC 27(2)	08/10/24 11/11/25	Chair	-	-	This work was nearing completion. A verbal update may be provided	

**Agenda Item 4**

	<i>removal of the instant grip blob) and to authorise any related expenditure up to £100.</i>							
6	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 38(b)	13/01/26	Cllr Herron / Cllr Mann / Operations and Finance Officer	-	-	Winwick Athletic FC had expressed an interest in taking on board the operation of the tuck shop. A verbal update may be provided	

**Version 6.0 - (Final) – 06/05/26**

**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 12<sup>th</sup> May 2026

1. Income information

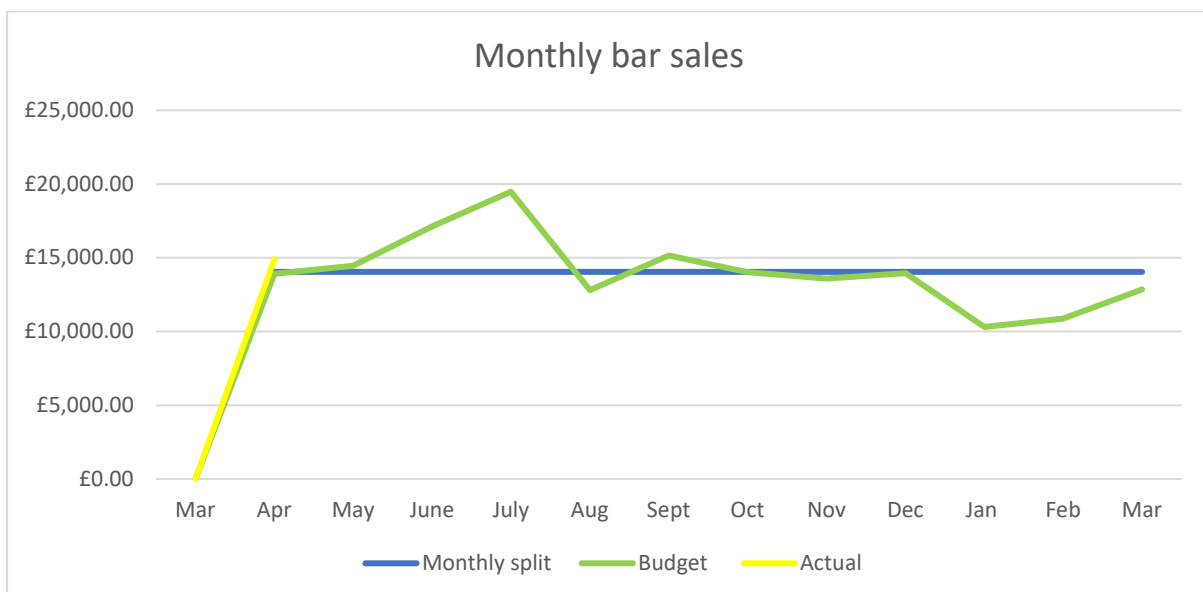
Key performance indicators.

The annual budget for bar sales (£168,500) 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	8.26%	8.58%	10.17%	11.56%	7.60%	8.99%
Budget	£13,918.10	£14,457.30	£17,136.45	£19,478.60	£12,806.00	£15,148.15
Actuals	£14,902.11	£0.00	£0.00	£0.00	£0.00	£0.00
P/L						
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of total	8.32%	8.06%	8.28%	6.12%	6.45%	7.62%
Budget	£14,019.20	£13,581.10	£13,951.80	£10,312.20	£10,868.25	£12,839.70
Actuals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
P/L						

April bar sales were above target by £984.01.

Plots showing bar sales income below:



## Agenda Item 5

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

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Apr Average	£227.17	£218.92	£247.67	£316.90	£589.43	£1,182.23	£802.08

Key:

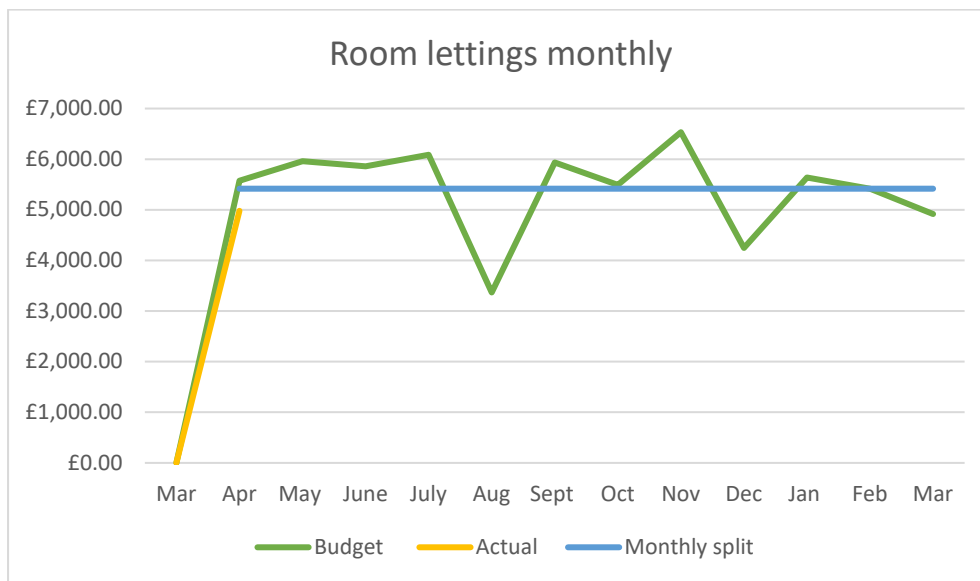
Target
10% up
20% up
30% up
40% up
50% up

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	8.58%	9.17%	9.01%	9.36%	5.18%	9.13%
Fee	£5,577.00	£5,960.50	£5,856.50	£6,084.00	£3,367.00	£5,934.50
Actual	£4,979.50	£0.00	£0.00	£0.00	£0.00	£0.00
P/L						
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	8.45%	10.05%	6.53%	8.67%	8.33%	7.56%
Fee	£5,492.50	£6,532.50	£4,244.50	£5,635.50	£5,414.50	£4,914.00
Actual	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
P/L						

April room hires came in at £597.50 below target.

Plots are provided below:

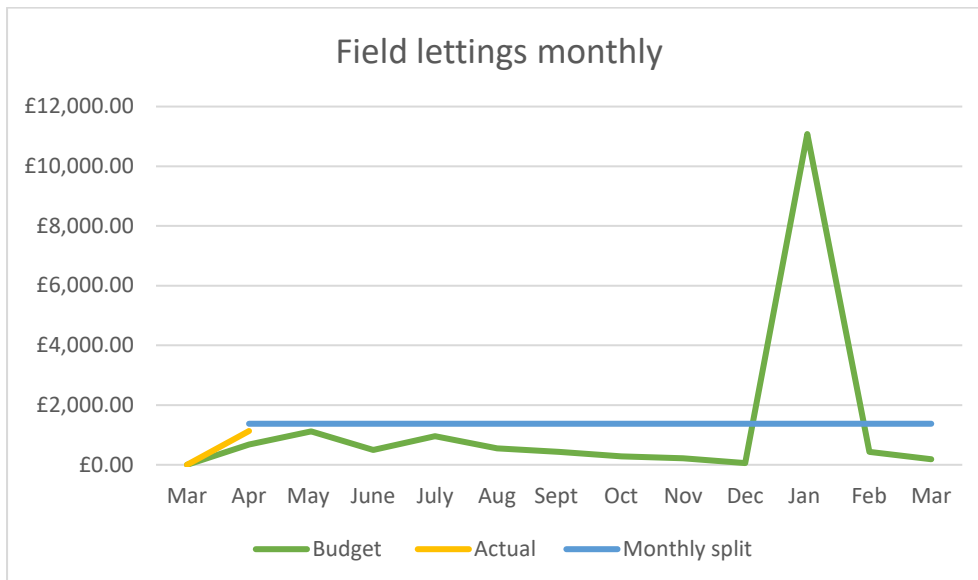


The table below shows how the field income section has been analysed and the expected fees have been split across the relevant months based on their expected percentages.

	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>
Percentage	4.13%	6.81%	3.03%	5.81%	3.36%	2.59%
Fee	£681.45	£1,123.65	£499.95	£958.65	£554.40	£427.35
Actual	£1,132.00	£0.00	£0.00	£0.00	£0.00	£0.00
P/L						
	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
Percentage	1.69%	1.32%	0.35%	67.15%	2.61%	1.14%
Fee	£278.85	£217.80	£57.75	£11,079.75	£430.65	£188.10
Actual	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
P/L						

April field hire was £450.55 ahead of target for the month.

Plots are provided below:



The coffee morning sales figures are below. These show an average of 8.8 cups per day sold in April. This is a decrease of 0.5 cups per day on last years' figures, however we see an increase of £129.10 (22.28%) due to these being full price hot drinks rather than tuck shop price.

	Cups sold total	Cups sold per day	Income
<b>Apr</b>	263	8.8	£708.60
<b>May</b>		0.0	
<b>June</b>		0.0	
<b>July</b>		0.0	
<b>Aug</b>		0.0	
<b>Sept</b>		0.0	
<b>Oct</b>		0.0	
<b>Nov</b>		0.0	
<b>Dec</b>		0.0	
<b>Jan</b>		0.0	
<b>Feb</b>		0.0	
<b>Mar</b>		0.0	
<b>Total</b>	263	0.7	£708.60

**Additional income**

Ticket sales - £244.00

Inpost - £270.00

**Additional items**

**Event income**

**April quiz 3/04**

Tickets Sold	0
Ticket Price	£0.00
Ticket Sales	£0.00
Bar Sales	£1,316.88
<b>Total Income</b>	<b>£1,316.88</b>

Act	£0.00
Bar Stock	£609.67
Prize	£25.00
Staff	£255.55
Food	£0.00
<b>Total expenditure</b>	<b>£890.22</b>

<b>Profit/ Loss</b>	<b>£426.66</b>
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**Majorettes 26/04**

field hire	1
Field hire cost	£500.00
Field hire total	£500.00
Bar Sales	£1,511.62
<b>Total Income</b>	<b>£2,011.62</b>

Act	£0.00
Bar Stock	£699.82
Prize	£0.00
Staff	£544.51
Food	£0.00
<b>Total expenditure</b>	<b>£1,244.33</b>

<b>Profit/ Loss</b>	<b>£767.29</b>
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**Bingo in April**

**Bingo 7/4**

Tickets Sold	144
Ticket Price	£0.50
Entry fee	9
Entry price	£1.00
Ticket Sales	£81.00
Bar Sales	£16.20
<b>Total Income</b>	<b>£97.20</b>

Equipment	£0.00
Bar Stock	£7.50
Prize	£57.15
Staff	£0.00
Food	£6.72
<b>Total expenditure</b>	<b>£71.37</b>

<b>Profit/ Loss</b>	<b>£25.83</b>
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## Agenda Item 5

### Bingo 14/4

Tickets Sold	128
Ticket Price	£0.50
Entry fee	8
Entry price	£1.00
Ticket Sales	£72.00
Bar Sales	£18.45
<b>Total Income</b>	<b>£90.45</b>

Equipment	£0.00
Bar Stock	£8.54
Prize	£60.46
Staff	£0.00
Food	£0.00
<b>Total expenditure</b>	<b>£69.00</b>

<b>Profit/ Loss</b>	<b>£21.45</b>
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### Bingo 21/4

Tickets Sold	112
Ticket Price	£0.50
Entry fee	7
Entry price	£1.00
Ticket Sales	£63.00
Bar Sales	£17.05
<b>Total Income</b>	<b>£80.05</b>

Equipment	£0.00
Bar Stock	£7.89
Prize	£64.47
Staff	£0.00
Food	£0.00
<b>Total expenditure</b>	<b>£72.36</b>

<b>Profit/ Loss</b>	<b>£7.69</b>
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### Bingo 28/4

Tickets Sold	96
Ticket Price	£0.50
Entry fee	5
Entry price	£1.00
Ticket Sales	£53.00
Bar Sales	£0.00
<b>Total Income</b>	<b>£53.00</b>

Equipment	£0.00
Bar Stock	£0.00
Prize	£59.27
Staff	£0.00
Food	£0.00
<b>Total expenditure</b>	<b>£59.27</b>

<b>Profit/ Loss</b>	<b>-£6.27</b>
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The bingo in April has made a small profit of £48.70 towards the electric/heating.

**Events:**

1st May – Parish quiz

9 &10<sup>th</sup> May – Artisan markets

15<sup>th</sup> May – Geehler band night

17<sup>th</sup> May – Halton Komets Majorettes

Football - various dates

Tuesdays in May midday bingo.

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

<b>Payments Leisure Centre</b>		
05May2026	£293.41	RIJO
05May2026	£2,051.25	T&JT Barton
29Apr2026	£73.50	Water Plus Limited
29Apr2026	£135.60	Clear Brew
<b>Payment Parish</b>		
05May2026	£195.00	Gardenia Gardens
01May2026	£1,850.00	Joaby Lee
30Apr2026	£27.85	Service Charge
<b>Direct debits Leisure Centre</b>		
30Apr2026	£774.00	WBC

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Non-financial metrics

Damages incurred/ additional repairs required

Front car park lighting to be reviewed and brightened.

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

APR ave	11.25	18.25	13.40	11.80	3.25	20.25	16.25
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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 38.06% room occupation, however this translates to an average of around 22.59% hours occupation.

	AM (9-3)	PM (3-7)	Night (7-close)	Total room usage	Total room availability	%
April	38	47	52	137	360	38.06%

	Hours utilised	Total hours availability	%
April	403	1784	22.59%

**Community room costs**

**Summary**

Item	Cost
Bingo	£96.00
Forget me not café	£96.00
Community meetings	£70.00
Parish events	£0.00
PTFA events	£0.00
Borough surgery	£35.00
Parish meetings	£97.50
Quiz nights	£200.00
Beer festival	£0.00
Carnival	£0.00
Christmas tree	£0.00
Sports	£0.00
<b>Total</b>	<b>£594.50</b>

**Additional costs - events**

Item	Cost
April	£25.00
May	£0.00
June	£0.00
July	£0.00
August	£0.00
September	£0.00
October	£0.00
November	£0.00
December	£0.00
Jan	£0.00
Feb	£0.00
Mar	£0.00
<b>Total</b>	<b>£25.00</b>

**Football clubs**

Month	Sessions	Total hours used	Value
April	1	2	£60.00
May			£0.00
June			£0.00
July			£0.00
Aug			£0.00
Sept			£0.00
Oct			£0.00
Nov			£0.00
Dec			£0.00
Jan			£0.00
Feb			£0.00
Mar			£0.00
	<b>1</b>	<b>2</b>	<b>£60.00</b>

<b>Total used</b>
<b>£679.50</b>