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AGENDA OF THE FULL COUNCIL MEETING OF BROCKWORTH PARISH COUNCIL TO BE HELD ON WEDNESDAY 14TH AUGUST 2024 AT 7PM AT BROCKWORTH COMMUNITY CENTRE

TO: EACH MEMBER OF BROCKWORTH PARISH COUNCIL

You are hereby summoned to a meeting of Brockworth Parish Council which will be held at
Brockworth Community Centre on Wednesday 14th August 2024 at 7pm.

Please ensure that you have read the agenda and associated documents before the meeting. Minutes are available on the Council's website www.brockworth-pc.gov.uk. Should you require any additional information on any of the items or you need to give your apologies, please contact the office prior to the meeting.

Dated: 7th August 2024

A handwritten signature in cursive script, appearing to read 'Lianne'.

Mrs Lianne Eve – Clerk and RFO to Brockworth Parish Council

AGENDA

- 1. Welcome from Chair of Council**
- 2. Attendance of those present to be recorded.**
Councillors Roy Balgobin, Uldis Balodis, Craig Carter, Debbie Cooper, Richard Ellis, Irene Garbett, Cheyenne Green, Karen Harris, Debbie Harwood, Allan Johnson, Peter Kotwica, Charlotte Mills, Jason Mills, Gwynne Parry, Tracey Poulton, Tim Wiltshire
- 3. To note any apologies for absence**
- 4. To receive any members declarations of interests and to consider any requests for dispensations relating to matters on the agenda**
- 5. To consider any applications for co-option to Brockworth Parish Council**
- 6. To receive any public representations in respect of the business on the agenda**
- 7. To receive any reports or representations from Brockworth's Borough and County Councillors**
- 8. To confirm and sign the minutes of the meeting of Full Council held on 3rd July 2024 (attached)**

- 9. To consider business relating to council finances**
- (a) To resolve that the schedule of payments be authorised and signed by the Chair (attached)
 - (b) To resolve that the Bank Reconciliations be authorised and signed by the Chair (attached)
 - (c) To note receipts and payments made since the last Council meeting (attached)
 - (d) To consider a recommendation from Policy, Finance & HR Committee to delegate to the Clerk in consultation with the Chair of Council or the Chair of Policy, Finance & HR Committee the powers to use CIL money ahead of precept and reserves at their discretion.
 - (e) To consider a request from Brockworth Link to help fund the remaining shortfall needed for the replacement of the library roof (attached)
- 10. To consider a recommendation from Community Services Committee that Brockworth Link are regarded as the preferred operator for the management of the youth service (B-Epic) from 1st April 2025 (attached)**
- 11. To receive quarterly report from Brockworth Link for the Youth Services (attached)**
- 12. To agree the appointment of Cllr C Mills as the lead councillor for staffing**
- 13. To consider any urgent planning applications that have been received since the last Planning and Highways Committee meeting.**
- (a) [24/00355/FUL](#) Land Adjacent to Oak Tree Cottage, Shurdington Road. Variation of condition 2 of planning permission ref 20/00608/FUL dated 17th April 2023 for the erection of 47 dwellings.
 - (b) [24/00592/TPO](#) Land at Moorfield Road. Restore the pollarding regime.
 - (c) [24/00580/FUL](#) Land at Sparrow Hawk Way. Removal/variation of condition 2 (approved application documents) of the planning application ref no 22/00995/FUL
- 14. To receive consultation on new street names for land adjacent to Oak Tree Cottage, Shurdington Road. (attached)**
- 15. To consider a recommendation from Policy, Finance & HR Committee to amend the Parish Council opening times/days (attached)**
- 16. To note the dates of the following meetings and events and any reports associated with them:**
- (a) Tuesday 6th August 7pm – Environment Working Group (hybrid meeting)
 - (b) Sunday 8th September 2pm-5pm – Autumn Fayre (Brockworth Community Centre)
 - (c) Saturday 21st September 10am – Repair Café (Brockworth Community Centre)
- 17. To receive a verbal report from the Clerk on any urgent correspondence**
- 18. To confirm the date of the next scheduled meeting of Full Council to be held on Wednesday 4th September at 7pm**

MINUTES OF THE FULL COUNCIL MEETING OF BROCKWORTH PARISH COUNCIL HELD ON WEDNESDAY 3RD JULY 2024 AT 7PM AT BROCKWORTH COMMUNITY CENTRE

1. Welcome from Chair of Council

The Chair welcomed everyone to the meeting and went through the fire procedures. The meeting opened at 7.01pm.

2. Attendance of those present to be recorded.

Councillors Roy Balgobin, Uldis Balodis, Debbie Cooper, Irene Garbett, Debbie Harwood, Peter Kotwica, Gwynne Parry and Tim Wiltshire

3. Apologies were NOTED from:

Cllrs Cheyenne Green, Tracey Poulton, Allan Johnson, Karen Harris, Charlotte Mills and County Cllr Rob Vines

The following councillors were absent:

Cllrs Craig Carter, Richard Ellis, Jason Mills

4. To receive any members declarations of interests and to consider any requests for dispensations relating to matters on the agenda.

Cllr Wiltshire declared an interest in agenda item 18 and will absence himself from the meeting before the discussion. Cllr Harwood declared an interest as a member of Tewkesbury Borough Council's (TBC) Planning Committee and would therefore not comment on live planning applications.

5. To consider any applications for co-option to Brockworth Parish Council

No co-option applications had been received.

6. To receive any public representations in respect of the business on the agenda

There was one member of the public present who was also the Chair of the Environment Working Group (EWG)

7. To receive any reports or representations from Brockworth's Borough and County Councillors

No reports were received.

8. To confirm and sign the minutes of the meeting of Full Council held on 5th June 2024

Cllr Balodis proposed, seconded by Cllr Balgobin to approve the minutes of Full Council held on 5th June 2024, this was unanimously AGREED.

9. To consider business relating to council finances

- (a) Council resolved that the schedule of payments be authorised and signed by the Chair
Cllr Balgobin proposed, seconded by Cllr Garbett, all AGREED.

- (b) Council resolved that the Bank Reconciliation be authorised and signed by the Chair
Cllr Garbett proposed, seconded by Cllr Wiltshire, all AGREED.
- (c) Council NOTED receipts and payments made since the last Council meeting.
- (d) Council NOTED the budget comparison report and there were no significant variances
to be concerned about.
- (e) To request permission to increase D-Day event budget by £500 to be funded from
unallocated budget.
Cllr Harwood proposed, seconded by Cllr Balodis to agree to the request to increase
the D-Day event budget but only by the shortfall amount of £450, all AGREED.

10. That the new Standing Orders be adopted with effect from 3rd July 2024

It was proposed by Cllr Balgobin, seconded by Cllr Wiltshire to ADOPT the new Standing Orders with effect from today 3rd July 2024, which was unanimously AGREED.

11. To discuss a proposal from Brockworth Link to work in partnership with the council to produce a community survey.

Cllr Balgobin proposed to accept this proposal in principle, this was seconded by Cllr Balodis and unanimously AGREED. The Clerk will feed this back to Brockworth Link and get some feedback on the process and costs.

Cllr Debbie Cooper entered the meeting at this point (7.09pm)

12. To discuss supporting legislation for the safe disposal of lithium-ion batteries

After a discussion it was agreed that as we are a parish council with no responsibility for waste disposal this information should be directed to the county council.

13. To consider matters relating to the Environment Working Group (EWG)

The Chair of the EWG gave a verbal report. The EWG was originally a Parish Council run working group but now only one parish councillor is still a member. There are only 4 regular members and they have been struggling to find more volunteers for some time. Different options were discussed, of which the suggestion of having a public event with a speaker or presenter was thought to be a good idea. If this is advertised well and other incentives such as refreshments are available, it was agreed this may be a good way of attracting more volunteers. The community survey with Brockworth Link was also thought to be a good opportunity to find out how engaged the community are with their local environment and what they could do to help.

14. To discuss whether council would like to go ahead with a project to install self-funded auto speed watch cameras.

A full discussion took place with the merits of both the auto speed watch cameras and the vehicle activated speed (VAS) signs discussed in full. It was thought that although the VAS signs are more expensive, they can be moved to different locations (once agreed with police and highways) and so could help to establish where the problem areas are in Brockworth and the hot spots for speeding.

Cllr Balgobin proposed this is agreed in principle and that we start the process off by contacting the police to agree acceptable locations for signs. The Clerk will also look into the funding available to help with the purchase of a VAS sign.

It was also suggested the council could request a safety audit from highways for specific roads/areas that are a problem, and we could arrange a meeting with our local highways manager to go over council's concerns. The Clerk will arrange this meeting.

15. To consider if council would like to produce a Neighbourhood Plan for Brockworth Parish and receive information on the steps involved.

A full discussion took place following which Cllr Balgobin proposed, seconded by Cllr Harwood that we agree in principle to go ahead with the production of a Neighbourhood Plan subject to getting the funding needed for professional support, this was unanimously AGREED.

16. To consider any urgent planning applications that have been received since the last Planning and Highways Committee meeting.

- (a) [24/00326/FUL](#) 163 Ermin Street. Single and two storey side and rear extensions. New porch and replacement hipped roof to bay window plus garden room.

Cllr Balodis took over the management of the meeting for this agenda item.

After discussion it was agreed that in light of the comments made by the planning officer it is considered that the impacts of the proposal are within reasonable limits and would not warrant refusal of the planning application by Tewkesbury Borough Council. It was proposed by Cllr Balgobin, seconded by Cllr Kotwica that council withdraw their objection and remain neutral, all AGREED.

17. To note the dates of the following meetings and events and any reports associated with them:

- (a) Tuesday 2nd July 7pm – Environment Working Group (hybrid meeting)
(b) Monday 8th July 9.30am – Doctors Surgery Working Group (Community Centre)
(c) Saturday 20th July 10am – Repair Café (Brockworth Community Centre)

Exclusion of press and public – Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to resolve to exclude the public and press from the remainder of the meeting to protect the confidential nature of the business to be transacted.

18. To discuss the access route options for the cemetery redevelopment project and to consider quotes.

After a full discussion it was proposed council look at alternative access points to be sure that all avenues have been Investigated before taking any further action.

19. To receive a verbal report from the Clerk on any urgent correspondence

The Clerk requested the next Policy, Finance & HR meeting was brought forward a week to sometime the week beginning 22nd July. This was approved and the Clerk will confirm the date and time of the meeting at a later date.

20. Council confirmed the date of the next scheduled meeting of Full Council to be held on Wednesday 7th August at 7pm

The meeting was closed at 8.26pm.

Brockworth Parish Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
2059	B/P - Inv 00015229	£432.00	4130	06/08/24	(BAGO) Robert Acton Product Developments - Litter Picking Equipment 10 Hoops & 10 Pickers	00015229
		£432.00			(BAGO) Robert Acton Product Developments - Total	
2032	B/P - Inv 461725	£231.68	2050	09/07/24	A & E Fire & Security Limited - Replaced faulty emergency light unit above front door	461725
		£231.68			A & E Fire & Security Limited - Total	
2033	B/P - Inv 001345	£6,408.13	3010	04/07/24	Brockworth Link - Quarter 1 Invoice - Salaries, workshops, summer and holiday activities, session activities and training	001345
		£6,408.13			Brockworth Link - Total	
2064	B/P - Inv 1019	£624.00	3040	31/07/24	Citizens Advice Bureau - Q2 - 2024/2025	1019
		£624.00			Citizens Advice Bureau - Total	
2039	B/P Inv 15012	£95.00	2050	01/07/24	Dave Jenner Window Cleaning Services - July Window Cleaning	15012
		£95.00			Dave Jenner Window Cleaning Services - Total	
2052	B/P - Inv SI890757	£978.67	6010	26/07/24	Glasdon UK Limited - Elwood Seat Dark Brown Enviropol Slats	SI890757
		£978.67			Glasdon UK Limited - Total	
2034	B/P - Inv GM11006	£3,338.88	4070	28/06/24	Glebe Contractors - Grass Cutting	GM11006
2065	B/P - Inv GM11079	£3,166.64	4070	31/07/24	Glebe Contractors - Grass Cutting	GM11079
		£6,505.52			Glebe Contractors - Total	
2063	B/P Inv 00125	£130.00	2050	06/08/24	Glostonian Cleaning Services - August External & Internal Window Clean	00125
		£130.00			Glostonian Cleaning Services - Total	
2066	B/P - Inv 796	£79.80	4140	07/08/24	Gloucestershire County Security Limited - Lock Ups Mill Lane (July)	SI-796
		£79.80			Gloucestershire County Security Limited - Total	
2040	B/P Inv 20624	£20.00	5030	16/07/24	Great Oldbury Parish Council - 1 Member non-attendance at Nailsworth Town Hall, for Planning Training with Elisabeth Skinner MBE, on Thursday 20th June 2024	20624
		£20.00			Great Oldbury Parish Council - Total	

Signature

Date

Signature

07/08/24 11:30 AM Vs: 9.01.00

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Brockworth Parish Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
2035	B/P - Inv 4676	£753.60	4030	09/07/24	Greenfields Garden Services Limited - Supply and installation of new zip wire rubber seat, hose and chain (Mill Lane Park) Installation of replacement timber sleeper step (Pound Farm Park)	4676
2047	B/P - Inv 4697	£736.80	4030	22/07/24	Greenfields Garden Services Limited - Crawl tunnel timber fascia to be replaced (5 timbers) and surfacing to the top of the mound (top soil and turf)	4697
		£1,490.40		Greenfields Garden Services Limited - Total		
2027	B/P - Inv 1206	£1,036.80	2050	04/07/24	JEM Drain Care Ltd - To supply a two man team with all necessary plant and equipment to carry out works to remove the high edging boards which are proud of the tarmac in various places to prevent trip hazards. The areas to the front of the food larder, the walk way and just outside the gated area. These affected areas will be cut out and the concrete sets broke out using the breaker. The trenches will be trimmed back. Once the trenches are ready, they will be filled with tarmac this will leave a nice sloped finish to remove the hazards. All labour, tarmac, materials and waste removal will be supplied by JEM draincare	Inv 1206
		£1,036.80		JEM Drain Care Ltd - Total		
2049	B/P - Inv 24009414	£654.55	2215	28/05/24	Liftec Express -	24009414
2036	B/P- Inv 24011784 U4	£821.40	2215	08/07/24	Liftec Express - Supply and installation of 2 year sim card for emergency call system in lift	24011784 U4
2057	Inv - 813A01342 40140	£29,160.00	2215	06/08/24	Liftec Express - Full electrical package with associated equipment, design, manufacture, supply and install	13A0134/24014065
		£30,635.95		Liftec Express - Total		
2062	B/P - Inv 63438	£109.37	2050	31/07/24	Mitchell's (Gloucester) Limited - Fitted new adapter and reselaed drain pipe, left in working order	63438
		£109.37		Mitchell's (Gloucester) Limited - Total		
2046	B/P - Inv 4138392	£366.00	6070	22/07/24	NBB Outdoors - Environment Working Group A1 Information board for Crosshands Meadow	4138392
		£366.00		NBB Outdoors - Total		
2037	B/P- Inv 23/1278/PP S	£106.80	5000	03/07/24	PATA (UK) - Pata Payroll - July 2024	23/1278/PPS
		£106.80		PATA (UK) - Total		
2051	B/P - Inv 00133	£9,576.08	2220	23/07/24	ProStar Energy Solar Experts - Solar Panel Installation 20% Payment	00133

Signature

Signature

Date

07/08/24 11:30 AM Vs: 9.01.00

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Brockworth Parish Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£9,576.08		ProStar Energy Solar Experts - Total		
2058	B/P - Inv 152115554 2	£24.99	2070	26/07/24	Screwfix (Trade Uk) - Squire Padlock 50mm	1521155542
		£24.99		Screwfix (Trade Uk) - Total		
2053	B/P - Inv 12213516	£221.53	2090	26/07/24	Spot On Supplies - Toilet Cleaner & Descaler, Channel Cubes - Citrus Zest, Clean & Clever Citrus Floor Gel Lemon, Red Mop, Blue Mop, Toilet Paper, Paper Towels, Gloves, Cloths	12213516
		£221.53		Spot On Supplies - Total		
Total		£59,072.72				

Signature	_____	Signature	_____
Date	_____		

Bank Account Latest Reconciliations

Start of year 01/04/24

up to 31/07/24

Lloyds - Capital Account

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
53	£210,608.86	£210,826.39	£210,826.39	01/07/24	31/07/24
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

Lloyds - Current Account

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
44	£1,075.80	£1,075.80	£1,075.80	01/07/24	31/07/24
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

Petty Cash

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
42	£331.75	£322.80	£322.80	01/07/24	31/07/24
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

Unity Trust Current

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
53	£161,795.03	£154,842.62	£154,842.62	01/07/24	31/07/24
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

Unity Trust Holding

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
40	£304,391.89	£304,391.89	£304,391.89	01/07/24	31/07/24

Bank Account Latest Reconciliations

Start of year 01/04/24

up to 31/07/24

Uncleared and unrepresented effects	Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente	0.00	0.00	

Bank Account Reconciled Statement

Unity Trust Current

20437802

60-83-01

Statement Number	53	Bank Statement No.	53
Statement Opening Balance	£161,795.03	Opening Date	01/07/24
Statement Closing Balance	£154,842.62	Closing Date	31/07/24
True/ Cashbook Closing Balance	£154,842.62		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/07/24		Public	0.00	6.10	161,801.13
01/07/24	BACS-Inv 10050	Dynamic Sales solutions Meeting	0.00	40.00	161,841.13
02/07/24	B/P - 120302	Severnside Security Ltd	108.00	0.00	161,733.13
02/07/24	B/P - Inv 1001	Citizens Advice Bureau	624.00	0.00	161,109.13
02/07/24	B/P - Inv 14986	Dave Jenner Window Cleaning Services	95.00	0.00	161,014.13
02/07/24	B/P - Inv 16620	Lesar UK Limited	248.70	0.00	160,765.43
02/07/24	B/P - Inv 534224705	Towergate Insurance Brokers	5,157.17	0.00	155,608.26
02/07/24	B/P - Inv 536	Gloucestershire Association of Parish & Town Councils	45.00	0.00	155,563.26
02/07/24	B/P - Inv 59603	Gooch Group Limited	98.40	0.00	155,464.86
02/07/24	B/P - Inv 761	Gloucestershire County Security Limited	114.00	0.00	155,350.86
02/07/24	B/P Inv DPIA114607	Tewkesbury Borough Council	180.00	0.00	155,170.86
02/07/24	B/P - Inv GCS0068129	Gloucester Computer Services Limited	48.00	0.00	155,122.86
02/07/24	B/P - Inv GM10931	Glebe Contractors	3,975.30	0.00	151,147.56
02/07/24	B/P - St George'sPCC	St George's Church Brockworth	50.00	0.00	151,097.56
02/07/24	B/P Inv 23/1164/PPS	PATA (UK)	76.80	0.00	151,020.76
02/07/24	BACS-Inv 10038	Tammys Yoga	0.00	80.00	151,100.76
02/07/24	BACS-Inv 10062	Helen O Grady Drama Academy	0.00	60.00	151,160.76
02/07/24	Inv - 001	M&R Cleaning Services	200.00	0.00	150,960.76
02/07/24	Inv - 1510159665	Screwfix (Trade Uk)	9.76	0.00	150,951.00
03/07/24		Richard Eve	0.00	126.00	151,077.00
03/07/24	BACS-Inv 10035	Cooper's Edge Ballet School	0.00	305.00	151,382.00
03/07/24	BACS-Inv 10068	Ellie Stafford Yoga	0.00	45.00	151,427.00
05/07/24	BACS-Inv 10045	GRCC	0.00	52.50	151,479.50
08/07/24	BACS-Inv 10039	Fit For Life	0.00	60.00	151,539.50
08/07/24	BACS-Inv 10044/10058	Clearspring Church	0.00	630.00	152,169.50
08/07/24	BACS-Inv 10049	Brighter Futures for Children	0.00	96.00	152,265.50
08/07/24	BACS-Inv 10051	Elevate Dance School	0.00	80.00	152,345.50

Bank Account Reconciled Statement

08/07/24	BACS-Inv 10055	Every Dog Can Dog Training	0.00	160.00	152,505.50
08/07/24	BACS-Inv 10056	Mini Movers (L Maisey)	0.00	37.50	152,543.00
08/07/24	BACS-Inv 10061	Yoga and Relaxation (TSIOUVAS F)	0.00	45.00	152,588.00
08/07/24	BACS-Inv 10067	Hirer	0.00	75.00	152,663.00
08/07/24	DD - Inv 01790970	YU Energy	705.68	0.00	151,957.32
09/07/24	SumUp Payments	Tracey Watt	0.00	884.79	152,842.11
10/07/24	BACS 10.7.24	F J Cambridge & Co Limited	0.00	110.00	152,952.11
10/07/24	DD - Inv 01789145	YU Energy	114.04	0.00	152,838.07
11/07/24	B/P-PH33277	Bennetts Coaches Ltd	40.00	0.00	152,798.07
12/07/24		HMRC	0.00	3,537.38	156,335.45
12/07/24	BACS - Inv 10072	MJH Training Ltd	0.00	107.00	156,442.45
12/07/24	CASH - 000314	Hirer	0.00	56.00	156,498.45
12/07/24	CASH - 000315	Line Dancing	0.00	225.00	156,723.45
12/07/24	CASH - 000316	Charlie Gratton - Chiropodist	0.00	52.00	156,775.45
15/07/24	BACS - Inv 10004	Every Dog Can Dog Training	0.00	20.00	156,795.45
15/07/24	BACS - Inv 10057	Public rights of way -local access forum	0.00	60.00	156,855.45
15/07/24	BACS - Inv 10073	Chole Hill	0.00	45.00	156,900.45
15/07/24	BACS 150724	The Food Larder	0.00	25.00	156,925.45
15/07/24	DD - Inv 14626	Copiers & Printers	241.03	0.00	156,684.42
15/07/24	DD - Inv240700110449	Alliance Communications Ltd	117.02	0.00	156,567.40
16/07/24		Dynamic Sales	0.00	361.48	156,928.88
16/07/24		Dynamic Sales	0.00	495.85	157,424.73
16/07/24		Dynamic Sales	0.00	361.48	157,786.21
16/07/24	Lloyds Multipay Card	Lloyds MultiPay Card	13.99	0.00	157,772.22
17/07/24		National Highways	0.00	9,928.88	167,701.10
17/07/24	DD - Npower 03.07.24	Npower Business Solutions	127.74	0.00	167,573.36
17/07/24	Invoice 10070	Clearspring Church	0.00	150.00	167,723.36
17/07/24	Invoice 9847	Fostering Progression & Deleopment Team	0.00	126.00	167,849.36
19/07/24		Accountants and Taxation Agents Ltd	0.00	125.27	167,974.63
19/07/24		Accountants and Taxation Agents Ltd	0.00	230.84	168,205.47
19/07/24	Invoice 10054	Dog School Worstershire	0.00	400.00	168,605.47
22/07/24		Citation Ltd	127.15	0.00	168,478.32
22/07/24		Citation Ltd	127.15	0.00	168,351.17
24/07/24		Warren Finn (Provirtue HealthCare Services Ltd)	0.00	150.00	168,501.17

Bank Account Reconciled Statement

26/07/24	BACS - Inv 10034	Tewkesbury Borough Council	0.00	270.00	168,771.17
26/07/24	DD - Virgin 260724	Virgin Media Broadband	48.00	0.00	168,723.17
29/07/24	B/P-Water refund	Brockworth Albion Football Club	20.00	0.00	168,703.17
29/07/24	DD - Sky 290724	Sky Mobile	8.00	0.00	168,695.17
29/07/24	Inv 10081	Tewkesbury Tuition	0.00	45.00	168,740.17
30/07/24	CHQ - 000317 23.7.24	Public	0.00	120.00	168,860.17
31/07/24	B/P-LGPS-Jul 24	Gloucestershire County Council (Pensions)	265.67	0.00	168,594.50
31/07/24	B/P-NI-Jul 24	HMRC	1,408.77	0.00	167,185.73
31/07/24	B/P-PAYE-Jul 24	HMRC	1,491.60	0.00	165,694.13
31/07/24	B/P-Pay-Jul 24	Staff Salaries	9,720.89	0.00	155,973.24
31/07/24	DD-NEST-Jul 24	NEST	1,230.62	0.00	154,742.62
31/07/24	Inv 10064	Tammys Yoga	0.00	100.00	154,842.62

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	26837.48	19885.07

Reconciled by Lianne Eve

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Unity Trust Current

20437802

60-83-01

Statement Number	52	Bank Statement No.	52
Statement Opening Balance	£185,937.17	Opening Date	01/06/24
Statement Closing Balance	£161,795.03	Closing Date	30/06/24
True/ Cashbook Closing Balance	£161,795.03		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
03/06/24		Richard Eve	0.00	126.00	186,063.17
03/06/24	Inv - 10005	Fit For Life	0.00	60.00	186,123.17
03/06/24	Inv - 10023	Mini Movers (L Maisey)	0.00	93.75	186,216.92
03/06/24	Inv - 10024	Future Focus Canines	0.00	40.00	186,256.92
03/06/24	Inv - 10030	Tewkesbury Tuition	0.00	46.00	186,302.92
03/06/24	Inv 10026	Elevate Dance School	0.00	80.00	186,382.92
03/06/24	Inv 10041	Chole Hill	0.00	60.00	186,442.92
04/06/24	Chq-000309	Carol Green	0.00	22.50	186,465.42
04/06/24	Inv 10003	National childbirth Trust (NCT)	0.00	160.00	186,625.42
04/06/24	Inv 10037	Yoga and Relaxation (TSIOUVAS F)	0.00	60.00	186,685.42
05/06/24	BACS Inv 10040	Helen O Grady Drama Academy	0.00	120.00	186,805.42
05/06/24	BACS Inv 9985	Mini Movers (L Maisey)	0.00	101.25	186,906.67
06/06/24		Public	0.00	4.72	186,911.39
10/06/24	DD - Inv 01726062	YU Energy	835.07	0.00	186,076.32
10/06/24	DD - Inv 01767830	YU Energy	163.05	0.00	185,913.27
11/06/24	BACS - 11.06.24	F J Cambridge & Co Limited	0.00	110.00	186,023.27
11/06/24	CASH - 000311	Hirer	0.00	175.00	186,198.27
11/06/24	CASH 000308	Public	0.00	20.00	186,218.27
11/06/24	CHQ - 000310	Public	0.00	20.00	186,238.27
11/06/24	DamagesDepRefund	Hirer	0.00	-100.00	186,138.27
12/06/24	B/P - 12206985	Spot On Supplies	10.61	0.00	186,127.66
12/06/24	B/P - 122564	Severnside Security Ltd	686.28	0.00	185,441.38
12/06/24	B/P - D DAY SUPPLIES	Charlotte Parry	96.98	0.00	185,344.40
12/06/24	B/P - Inv 0068025	Gloucester Computer Services Limited	180.00	0.00	185,164.40
12/06/24	B/P - Inv 080524	Castle Hill Window Cleaning	130.00	0.00	185,034.40
12/06/24	B/P - Inv 1157	Michael Clifford	765.00	0.00	184,269.40
12/06/24	B/P - Inv 12203153	Spot On Supplies	110.64	0.00	184,158.76
12/06/24	B/P - Inv 12206089	Spot On Supplies	232.40	0.00	183,926.36
12/06/24	B/P - Inv 12206585	Spot On Supplies	2.54	0.00	183,923.82

Bank Account Reconciled Statement

12/06/24	B/P - Inv 12208938	Spot On Supplies	49.27	0.00	183,874.55
12/06/24	B/P - Inv 1481794388	Screwfix (Trade Uk)	79.98	0.00	183,794.57
12/06/24	B/P - Inv 14970	Dave Jenner Window Cleaning Services	175.00	0.00	183,619.57
12/06/24	B/P - Inv 404	Gloucestershire Association of Parish & Town Councils	435.00	0.00	183,184.57
12/06/24	B/P - Inv 744	Gloucestershire County Security Limited	79.80	0.00	183,104.77
12/06/24	B/P - Inv 910	Redhand	5,266.80	0.00	177,837.97
12/06/24	B/P - Inv GP290524	Joy Amy Wigman	250.00	0.00	177,587.97
12/06/24	B/P - Inv ND4I1987	New Day Audio Visual Specialist	150.00	0.00	177,437.97
12/06/24	B/P - Inv SI - 1182	Impro Commercial Limited	100.49	0.00	177,337.48
12/06/24	B/P - Inv SI-723	Gloucestershire County Security Limited	91.20	0.00	177,246.28
12/06/24	B/P - Inv23/1039/PPS	PATA (UK)	76.80	0.00	177,169.48
12/06/24	B/P Inv 12206949	Spot On Supplies	16.50	0.00	177,152.98
12/06/24	BACS - Inv 10009	Charleston Fitness	0.00	30.00	177,182.98
12/06/24	BACS - Inv 9955	Charleston Fitness	0.00	60.00	177,242.98
12/06/24	BACS - Inv 9983	Charleston Fitness	0.00	45.00	177,287.98
12/06/24	Inv - GM10864	Glebe Contractors	3,338.88	0.00	173,949.10
14/06/24	Trf to Petty Cash	Public	0.00	126.30	174,075.40
14/06/24	Txn 2725/2726		126.30	0.00	173,949.10
17/06/24		The Food Larder	0.00	25.00	173,974.10
17/06/24	DD - Inv240600103909	Alliance Communications Ltd	120.25	0.00	173,853.85
17/06/24	Lloyds Multipay Card	Lloyds MultiPay Card	452.59	0.00	173,401.26
18/06/24	BACS - Inv 10016	National childbirth Trust (NCT)	0.00	240.00	173,641.26
19/06/24		Accountants and Taxation Agents Ltd	0.00	125.27	173,766.53
19/06/24		Accountants and Taxation Agents Ltd	0.00	230.84	173,997.37
21/06/24		Dynamic Sales	0.00	361.48	174,358.85
21/06/24		Dynamic Sales	0.00	495.85	174,854.70
21/06/24		Dynamic Sales	0.00	361.48	175,216.18
21/06/24		Public	0.00	1.18	175,217.36
21/06/24	B/P - Inv 69601	Glevum Security Limited	48.00	0.00	175,169.36
21/06/24	DD Citation 210624	Citation Ltd	254.30	0.00	174,915.06
24/06/24		Warren Finn (BridgeOut Healthcare Services)	0.00	150.00	175,065.06
25/06/24	CHQ - 000312	Carol Green	0.00	22.50	175,087.56
25/06/24	CHQ - 000313	Charlie Graitton Chiropodist	0.00	56.00	175,143.56

Bank Account Reconciled Statement

26/06/24		Circus Ginnett Ltd	0.00	500.00	175,643.56
26/06/24	DD - Virgin 260624	Virgin Media Broadband	48.00	0.00	175,595.56
27/06/24	DD Sky 270624	Sky Mobile	8.00	0.00	175,587.56
28/06/24	B/P-LGPS-Jun 24	Gloucestershire County Council (Pensions)	231.62	0.00	175,355.94
28/06/24	B/P-NI-Jun 24	HMRC	1,392.52	0.00	173,963.42
28/06/24	B/P-PAYE-Jun 24	HMRC	1,517.60	0.00	172,445.82
28/06/24	B/P-Pay-Jun 24	Staff Salaries	9,698.86	0.00	162,746.96
28/06/24	BACS - Inv 10025	Dog School Worstershire	0.00	240.00	162,986.96
28/06/24	BACS - Inv 10046	Hirer	0.00	40.00	163,026.96
28/06/24	BACS - Inv 10047	Brockworth Surgeries	0.00	30.00	163,056.96
28/06/24	DD-NEST-Jun 24	NEST	1,243.93	0.00	161,813.03
30/06/24	DD-Service Charges	Unity Trust (previously Barclays)	18.00	0.00	161,795.03

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	28482.26	4340.12

Reconciled by Lianne Eve

Signed _____

Clerk / Responsible Financial Officer

Chair

Date _____

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/24 and 31/07/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Lloyds - Capital Account	£209,927.73
Lloyds - Current Account	£1,075.80
Petty Cash	£265.74
Unity Trust Current	£80,208.83
Unity Trust Holding	£304,409.89
Total	<u>£595,887.99</u>

	Net	Vat	Gross
Community Centre			
Receipts	£15,635.42	£3,124.01	£18,759.43
Payments	£25,777.26	£2,866.73	£28,643.99
Community Services			
Receipts	£643.78	£20.00	£663.78
Payments	£16,800.19	£186.80	£16,986.99
Parish Council, Administration & Finance			
Receipts	£173,945.83	£0.00	£173,945.83
Payments	£13,560.72	£2,533.36	£16,094.08
Human Resources			
Payments	£56,871.16	£0.00	£56,871.16
Green Spaces & Environment			
Receipts	£15,373.67	£250.00	£15,623.67
Payments	£12,481.65	£2,343.33	£14,824.98

Closing Balances

Ordinary Accounts

Lloyds - Capital Account	£210,826.39
Lloyds - Current Account	£1,075.80
Petty Cash	£322.80
Unity Trust Current	£154,842.62
Unity Trust Holding	£304,391.89
	£671,459.50
Total	£671,459.50

Reserve Balances

Special Projects (from sale of old parish office - can only be sp	£20,000.00
Allotment Maintenance	£30,000.00
Events (Parish Fete etc)	£1,000.00
Youth Activities (from GCC Lease settlement)	£41,136.95
GCC Community Grant	£3,947.07
Election expenses	£5,000.00
Emergency Tree Works	£257.38
School Road Safety	£1,000.00
Legal Advice	£3,000.00
Festive Lights	£5,000.00
Play Area Improvements/Replacement	£16,430.67
Community Infrastructure Levy (CIL)	£227,536.31
Cross Hands Meadow	£10,000.00
Staff Cover Contingency	£20,000.00
Community Centre Repairs and Maintenance	£226.00
Market Towns Grant	£33.41
Bus Shelter Replacement	£3,000.00
Warms Space Grants	£704.50
ILP Grant (CDC additional project funding)	£6,889.60
Community Kitchen Project Grant	£902.43
Budget monies from 2023-24 committed but unpaid in 23-24 y	£4,013.99
Events Income	£0.00
Reserves total	
	£400,078.31

Signed _____

Chair

Clerk / Responsible Financial Officer

Agenda Item – 9(e)

Dear Lianne,

Brockworth Link have been working for many months to secure funding in order to carry out a refurbishment of the flat roof.

It is quite a serious situation and a degree of urgency is required before the winter months.

The total cost of the project, including VAT and contingency is approx £88,000.

We have managed to secure a grant of £50,000 from Enover Community Trust as well as another grant of £8000 from The Foyle Foundation.

We also have access to s106 funds released from the Tesco housing development of £25,900. These funds are currently held by GCC and they are shortly to be released for our project.

The Enover grant requires a 3rd party contribution of 10% towards the landfill operator. This will mean that a payment of £5,000 will have to be made before the work can commence.

The shortfall total is currently £8880, the breakdown of it being the £5000 mentioned above and £3880 shortfall.

We understand that the Parish Council has access to CIL monies and we would respectfully ask you to consider helping our charity with the shortfall mentioned above, from these funds.

Thank you and we look forward to hearing from you shortly.

Kind regards,

Monica

Monica Constantinescu

General Manager

Brockworth Link

Working hours Monday – Thursday

8:00am – 5pm

Youth Services Review July 2024 _____	2
10 - 240626 Youth Services Review PDF _____	5
10 - 240626 Youth Services Review - Appendix 1 PDF _____	7

BROCKWORTH PARISH COUNCIL

REPORT TO: COMMUNITY SERVICES COMMITTEE

DATE OF MEETING: 24 JULY 2024

SUBJECT: REVIEW OF YOUTH SERVICES PROGRAMME – B-Epic: SUPPLEMENTAL REPORT

REPORT BY: A Wilson, Community Development Coordinator

1 Purpose of the Report

- 1.1 To provide additional background information to enable Members to reach a decision in relation to the operation of the youth service from 1st April 2025.

2 Recommendation

- 2.1 i) That Members note the report which provides additional information including detailed demographics.
ii) That following the report to the June meeting of the Committee, the Parish Council confirms that Brockworth Link be regarded as the 'Preferred Operator' for the management of the youth service (B-Epic) from 1st April 2025.

3 Purpose of the Report

- 3.1 This report provides additional information that supplements the previous report to the Committee on the 26th June and provides the additional demographic information requested by Members so that they are able to confirm that Brockworth Link is considered to be the 'Preferred Operator' for the youth service from 1st April 2025.
- 3.2 Although the current service level agreement (SLA) between BPC and Brockworth Link (BL) does not expire until 31st March 2025, new arrangements need to put in place in advance of this date to enable BPC and BL to agree a new SLA. The new SLA will be approved by Members at a future Committee meeting, with the SLA being prepared within the context of the Council's overall budget planning for 2025/26 – 2028/29. The details of the SLA will also provide important information for BL as it will need to assess its own budget and the extent of the additional grant funding required to support the youth service programme.

4 Demographic Information

Deprivation

- 4.1 The Index of Multiple Deprivation (IMD) is derived from Census data and published by the Office for National Statistics (ONS), this provides a comparison of areas across the country and ranks them in relation to each other. To aid interpretation, areas are combined into 'quintiles' which combine areas into equal 20% bands; in these quintiles area ranked from 1 to 5 with a classification of '1' denoting areas of highest deprivation. Table 1 below shows the designation of both the East and West wards within Brockworth.

Table 1 – Index of Multiple Deprivation (IMD)

Criteria	Brockworth West	Brockworth East
Index of Deprivation Affecting Children	2	1
Education, Skills and Training	2	1
Children and Young People in Deprivation	2	1

- 4.2 The IMD data illustrates that young people in the Brockworth ward suffer high levels of deprivation, with Brockworth East ward identified as being amongst the most deprived areas. These findings are consistent with the Parish Council's decision to support youth services as a means of reducing deprivation within its community.
- 4.3 The Local Insight website also provides extensive demographic information derived from the Census and other public agency data. Listed below are a number of indicators that provide relevant background; in each case the figures provided are the incidence per 1000 population which provides a consistent approach across different geographic areas. The figures provided are for the period March 2023 to February 2024.

Anti-social Behaviour

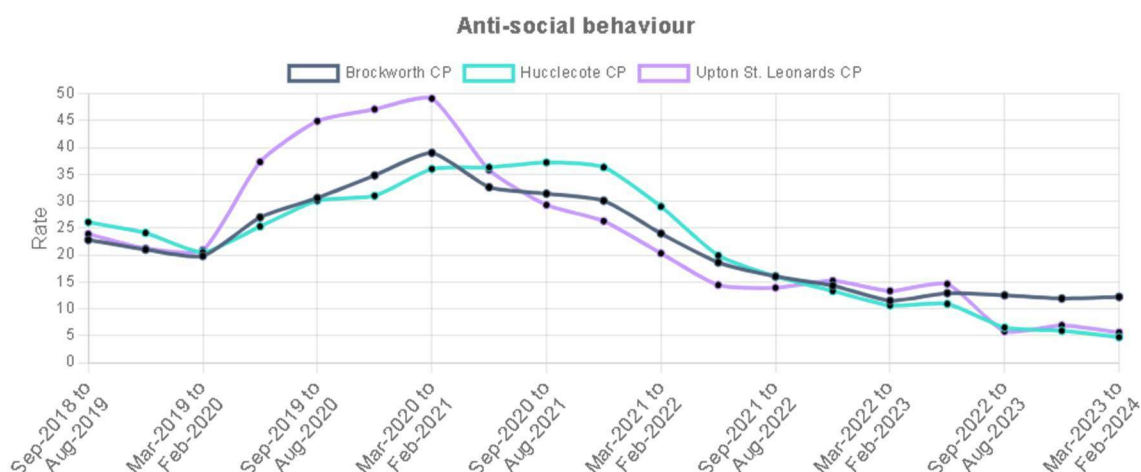
- 4.4 Anti-social behaviour in Brockworth is higher than levels in Hucclecote and Upton St. Leonard's, but these areas have significantly lower levels of deprivation. The highest levels are not unexpectedly found in Gloucester, Brockworth's level is significantly below this and the average level across the County as a whole. See Table 2 below.

Table 2 – Anti-social Behaviour

Indicator	Brockworth	Hucclecote	Upton S L	Gloucester	Glos.
Anti-social behaviour	12.2	4.7	5.6	29.3	20.9

- 4.5 Rates of anti-social behaviour have been decreasing gradually during the past three to four years, a summary of this is provided in Fig. 1 below.

Fig. 1 – Rates of Anti-social behaviour



Criminal Damage

- 4.6 In terms of acts of criminal damage, Brockworth has a lower rate than all areas with the exception of Hucclecote, please see Table 3 below.

Table 3 – Criminal Damage

Indicator	Brockworth	Hucclecote	Upton S L	Gloucester	Glos.
Criminal Damage	7.5	2.9	7.9	11.4	8.7

5 Conclusion

- 5.1 While rates of anti-social behaviour and criminal damage are higher within Brockworth than in the neighbouring areas of Hucclecote and Upton St. Leonard's, they are below the average levels across the County. In particular, the overall level of anti-social behaviour in Brockworth has been decreasing in recent years, this may in part be due to the operation of B-Epic, but this is not definitive. It can be said however, that the operation of B-Epic provides activities for young people that reduce the likelihood of criminal damage and anti-social behaviour taking place.

AW
08 07 2024

BROCKWORTH PARISH COUNCIL

REPORT TO: COMMUNITY SERVICES COMMITTEE

DATE OF MEETING: 26 JUNE 2024

SUBJECT: REVIEW OF YOUTH SERVICES PROGRAMME – B-Epic

REPORT BY: A Wilson, Community Development Coordinator

1 Purpose of the Report

- 1.1 i). To brief members on the activities of the B-Epic youth service provided by Brockworth Link.

2 Recommendation

- 2.1 i) That Members note the report (Appendix 1) which provides a review of activities undertaken by B-Epic to date.
ii) That Members consider the information provided as a basis for any future youth service support to be provided by the Parish Council.
iii) That Members confirm that Brockworth Link is regarded as the 'Preferred Operator' for the management of the youth service (B-Epic) from 1st April 2025.

3 Review of B-Epic's Activities

- 3.1 The report at Appendix 1 provides a review of activities undertaken since 1st April 2022 when Brockworth Link was commissioned to provide youth services for the three year period ending on 31st March 2025.
- 3.2 The Parish Council has provided significant funding in support of youth services since 2022, which will amount to a total of £107,600 to 31st March 2025. This funding amounts to approximately 60% of the total running costs of B-Epic, the remainder has been raised by Brockworth Link through a significant number of grant funding applications.
- 3.3 Monitoring of B-Epic's activities has revealed that the service is valued in overall terms and that membership has grown since 2022. B-Epic has provided a range of support and social activities, further details of these are included in the appendix to this report.

4 Moving Forward

- 4.1 As the current SLA with Brockworth Link regarding the funding of B-Epic expires on 31st March 2025, it is recommended that BPC gives thought to how it wishes the youth services currently provided by B-Epic to continue from 1st April 2025 onwards. BPC may wish to consider the following options:
1. Recommissioning Brockworth Link as the management body delivering B-Epic.
 2. Retendering to Brockworth Link and other potential service providers.
- 4.2 BPC may also wish to give thought to the form and extent of the services to be provided beyond 31st March 2025. Initially, B-Epic provided a general service for young people; however, the service was revised in 2023/24 when BPC agreed to provide additional funds to support 'girls only' sessions from 2023/24 onwards. BPC may wish to consider what level of service it wishes to see taken forward under any new SLA, this will include hours of operation and the location and type of activities to be provided.
- 4.3 Recommissioning Brockworth Link to provide services beyond 2025 would potentially offer a more consistent service as the existing B-Epic staff are familiar with the needs of Brockworth's young people and have built a trusting relationship. Alternatively, commissioning a new operator could bring a new approach at perhaps a lower cost. An alternative operator would also be likely to have a more 'commercial' approach to the provision of the youth service. This would mean that a proportion of the contract payment would be retained as 'profit' by the operator meaning that this would not be available to fund activities or the wider programme. As a 'community' provider, Brockworth Link invests all of its income to meeting staffing costs and providing activities.

5 Conclusion

- 5.1 Having reviewed the operation of the service since 2022 B-Epic has provided a wide ranging youth service that is valued by young people and the Brockworth community in general. It is considered that Brockworth Link should be regarded as the 'Preferred Operator' for the youth service (B-Epic) from 1st April 2025. Therefore, the Parish Council will work with Brockworth Link to develop a framework specification for the delivery of this service which will be reported to Members in advance of this date.

AW
13 06 2024

BROCKWORTH PARISH COUNCIL**B-EPIC YOUTH CLUB - REVIEW OF SERVICE****1 Introduction**

- 1.1 This document provides a review of the youth services provided to Brockworth Parish Council (BPC) by Brockworth Link (BL) which delivers the B-Epic Youth Club.
- 1.2 The agreement to fund B-Epic covers a period of three years from 1st April 2022 to 31st March 2025 was set out in a Service Level Agreement (SLA) subsequently signed by both BPC and BL in June 2022.
- 1.3 The SLA has now entered its final year, so it is prudent for BPC to review the provision of youth services under this agreement so that it can consider how this element of BPC's services will be taken forward.

2 Membership and Attendance at B-Epic

- 2.1 B-Epic provides a range of activities and support for the young people of Brockworth, focusing on children aged 10 and above. The youth club operates the majority of its activities from the Community Centre but also operates an 'outreach' service at Pineholt Village Hall that has received some financial support from Hucclecote Parish Council. Further details of the timing of sessions are given in section 3 below.
- 2.2 B-Epic provides two age groups sessions, one for children aged 10-13 years and a second for children aged 13+; each session provides activities and support appropriate to these age groups. On reaching 13 years of age children will normally 'move up' to the senior group, but this is not mandatory, and children can choose to remain in the junior group if they wish (e.g., to stay with a particular friendship group).
- 2.3 All children are required to register as a B-Epic member and are 'required to 'sign in' when attending a session. All participants are free to stay for all or part of any session or activity inside the youth club or outside in the MUGA. BL manages the operation of B-Epic and its activities, as part of its management responsibilities it produces quarterly monitoring reports. These reports contain information in relation to the overall membership of, and attendance at B-Epic in addition to information on the range of activities undertaken. A summary of attendance levels is provided in Table 1 below.

Table 1 – Attendance at B-Epic

Date	No. of Members	No. of Attendees
Apr-Jun 2022	181	1205
Jul-Sep	232	1184
Oct-Dec	272	1378
Jan-Mar 2023	283	1352
Apr-Jun	310	1129
Jul-Sep	332	873
Oct-Dec	356	1185
Jan-Mar 2024	368	1166

2.4 In the two years since the opening of B-Epic, membership has more than doubled from 181 in April 2022 to 368 in April 2024. Attendance levels have fluctuated during this two year period, rising to over 1300 per quarter in late 2022/early 2023 but falling to below 900 per quarter during the summer of 2023. The overall attendance level of 1166 in the quarter ending in March 2023 is marginally below the 1205 visits in B-Epic's first quarter of operation. However, when compared to the steady increase in membership levels over this time, it would seem to indicate that more children are using the service but choosing to attend less frequently. One possible reasoning behind this is that children may have formed new friendship groups through attending B-Epic and are choosing to socialise beyond this.

2.5 As has been mentioned above, B-Epic provides a range of activities which have included the following:

- Arts and crafts.
- Sports – Including football, basketball, table tennis, rounders, boxercise.
- Workshops – including local history, cooking, sexual health, mental health.
- Summer activities – including camping, cinema trip, visits to Cattle Country and Beechenhurst.

3 Current Service and Staffing

3.1 Presently, B-Epic operates on the following days and times, see Table 2 below:

Table 2 – Session Details

Venue	Age Group	Day	Start	Finish
Brockworth	Junior (10-13)	Mo, Th	16.45	18.45
	Senior (13+)	Mo, Th	19.00	20.45
	Girls only	Tu	16.30	18.30
Hucclecote	All (10-13+)	Tu (1 st , 2 nd & 4 th week)	16.30	18.30

3.2 The B-Epic service is managed by a Youth Manager (30 hours per week) supported by two Junior Youth Workers and two Senior Youth Workers (2.5 – 9.5 hours per week). In 2023/24 staffing levels were increased due to increased levels of demand through the appointment of an additional Senior Youth Worker and an increase in the Youth Manager's working hours. A staffing summary is provided in Table 3 below.

Table 3 – Staffing Summary

	2022/23		2023/24	
Post	Number	Hours p/w	Number	Hours p/w
Youth Manager	1	20	1	30
Senior Youth Worker	6	2.5-9.5	5	2.5-9.5
Junior Youth Worker		2.5-9.5		2.5-9.5

- 3.3 The increases in staffing level made in 2023/24 will be maintained during 2024/25, apart from the third member of staff for the senior session as the Youth Manager now performs some of these duties. This staffing increase is being funded by BL via other external funding sources and no additional funding is required from BPC in the current financial year.

4 Financing the Service

- 4.1 The SLA for the project set out an annual budget of £30,000 per annum (£90,000 overall) for the project during this period; £20,000 per annum was contained within the existing Council budget and a further £10,000 per annum was identified from Council reserves.
- 4.2 A summary of BPC's financial records for the project's finances from 1st April 2022 to date is set out in Table 4 below:

Table 4 – Financial Summary

2022/23		2023/24		2024/25	
Rec	Exp	Rec	Exp	Rec	Exp
		Balance B/F - £3,655.00		Balance B/F - £7,483.19	
£30,000		£30,000		£30,000	
	£26,345	£17,654			
			£43,825.81		
Balance C/F - £3,655.00		Balance C/F - £7,483.19			

- 4.3 While the annual budget was initially set at £30,000 per annum, an additional payment of £17,654 was made in 2023/24 to enable the temporary (one year) appointment of an additional Senior Youth Worker and an increase in the Youth Manager's working hours from 20 to 30 hours per week to allow greater session preparation time. The additional financial resources also enabled B-Epic to provide a girls' only session on Tuesdays.
- 4.4 The finances available from BPC contribute to both staff costs and the costs of all activities/events provided by B-Epic. While the Council is a significant supporter, BL also actively seeks additional funds to support its activities. Table 5 below summarises the number and value of external funding applications obtained in support of the B-Epic programme.

Table 5 – External Finance

	2022/23	2023/24	2024/25 To date
External Funding Obtained (No. of Grants)	£16,187 (7)	£11,973 (9)	£26,896 (7)
Additional funds provided by Brockworth Link	£2,654	£2,542	£9,881*
Total External Funding			£70,133
* Current financial commitment if no further external funds secured.			

- 4.5 The information in relation to grant funding obtained in Table 5 above excludes the costs of time spent by BL on bids that ultimately prove unsuccessful. In addition, the time spent providing administrative and management for the youth service is excluded from the overall project cost and absorbed by BL.
- 4.6 To date, BPC has contributed £107,654 towards the cost of the B-Epic programme over the three years to 31st March 2025. At the same time, BL has secured over £70,000 of external funding and future budgetary commitments in support. This means that BPC currently supports approximately 60% of the overall costs of the B-Epic programme.

5 Conclusions

- 5.1 B-Epic has provided a wide range of activities and support to young people in Brockworth, it is attended by a significant number of children and is a valued local resource.
- 5.2 BPC has made a significant financial contribution of approximately 60% of total running costs which has enabled the service to operate effectively in the period since 2022.
- 5.3 BL has secured significant additional grant funding to support staff costs, fund additional activities and contribute to food costs. Without this funding, a significant number of activities, particularly field trips and visits to local attractions would not have taken place.
- 5.4 BPC's partnership with BL has provided a valued and useful service that supports young people in Brockworth.

6 A Way Forward

- 6.1 As the current SLA with BL regarding the funding of B-Epic expires on 31st March 2025, it is recommended that BPC commence preparations for the issue of a new tender for the operation of B-Epic from 1st April 2025. BPC may wish to consider the following options:
1. Recommissioning BL as the management body delivering B-Epic.
 2. Retendering to BL and other potential service providers.

- 6.2 BPC may also wish to consider the form and extent of the services to be provided from 1st April 2025. Initially, B-Epic provided a general service for young people, however, the service was extended in 2023/24 when BPC agreed to provide additional funds to support 'girls only' sessions from 2023/24. BPC may wish to consider what level of service it wishes to see taken forward under any new SLA, this will include hours of operation and the location and type of activities to be provided.
- 6.3 In 2022, the project was initiated with a £30,000 annual contribution from BPC, a commitment of £90,000 in total, although approximately £17,600 of additional funding was provided in 2023/24 to support the weekly 'girls only' sessions and an additional youth worker post. Discussions with BL have revealed that the impacts of higher than expected levels of inflation have had significant effects upon the project budget and the subsequent need to seek additional external grant funding. With this in mind, BPC may wish to consider incorporating annual cost increases within the overall project budget.

AW 180624

Good afternoon

Re: Tewkesbury Borough Council Street Naming and Numbering – New Street Names
At: Land Adjacent To Oak Tree Cottage, Shurdington Road, Brockworth, Gloucester

We have received an application for permission to register a new street name at the above development. In keeping with local themes and the location of the development site, the following road names have been suggested:

Each street name will use one suffix after the name (e.g. Road, Close, Street etc):

- **Wurthin**
- **Gristmill**
- **Caligae**
- **Clover**
- **Rye**
- **Wheat**

Site Notices were displayed on the 22nd July and the consultation will last for 21 days (ending on the 12th August).

Full details of the full planning application may be inspected on the council website.

Any person who wishes to make representations about the application should make them, in writing, to streetnaming@cheltenham.gov.uk.

Please note that the plan is for location and layout identification purposes only.

To contact the Street Naming and Numbering team please call 01242 264329 or email streetnaming@cheltenham.gov.uk.

If you require further information regarding the street naming and numbering of the above development, please do not hesitate to contact us.

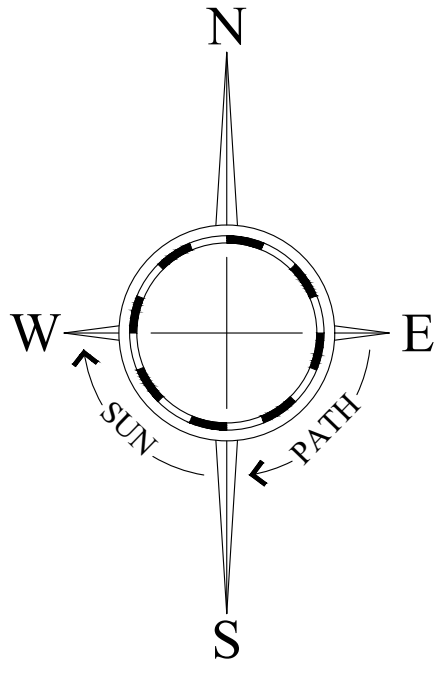
Kind regards

Street Naming & Numbering

Business Support Team

Place & Communities

Cheltenham Borough Council



GREEN LANE (TRACK)

Drain

Oak Tree Cottage

SHURDINGTON ROAD

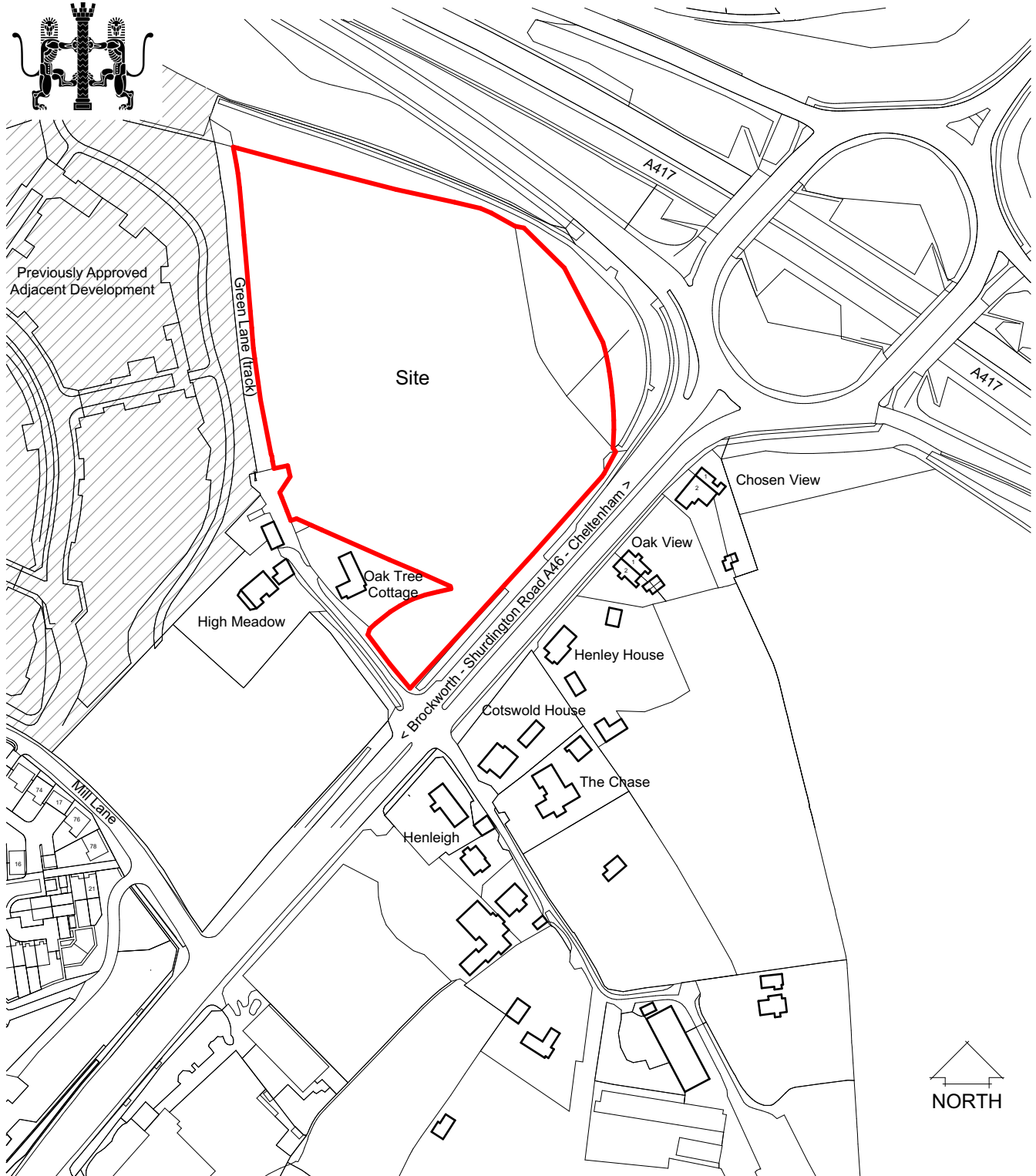
Oak View

High Meadow

Henley H

Cotswold House

Rev.	Description	Date
 KENDRICK HOMES		
KENDRICK HOMES LTD, Woodthorpe House, Hagley Road, Stourbridge, W. Midlands DY9 9SD Tel: 01921 455511 Fax: 01921 455512 Email: info@kendrick.co.uk Web: www.kendrick.co.uk		
Job: BROCKWORTH SHURDINGTON ROAD		
Title: SITE PLAN		
Drawn: NGB	Drawing No: P1	
Date: MAY 2024	389-02-100	
Scale: 1:250		
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e: info@ce-architects.co.uk
www.ce-architects.co.uk

Drawing title: Site Location Plan

Client: Charterhouse Strategic Land Ltd.

Drawn by: AH Checked: JE

Project No: 19.20.026

Project: Land to the north of
Perrybrook, Shurdington
Road, Brockworth

Scale: 1:2500 @ A4

Date: March 2020

Project / Drawing No: 19.20.026 PL001

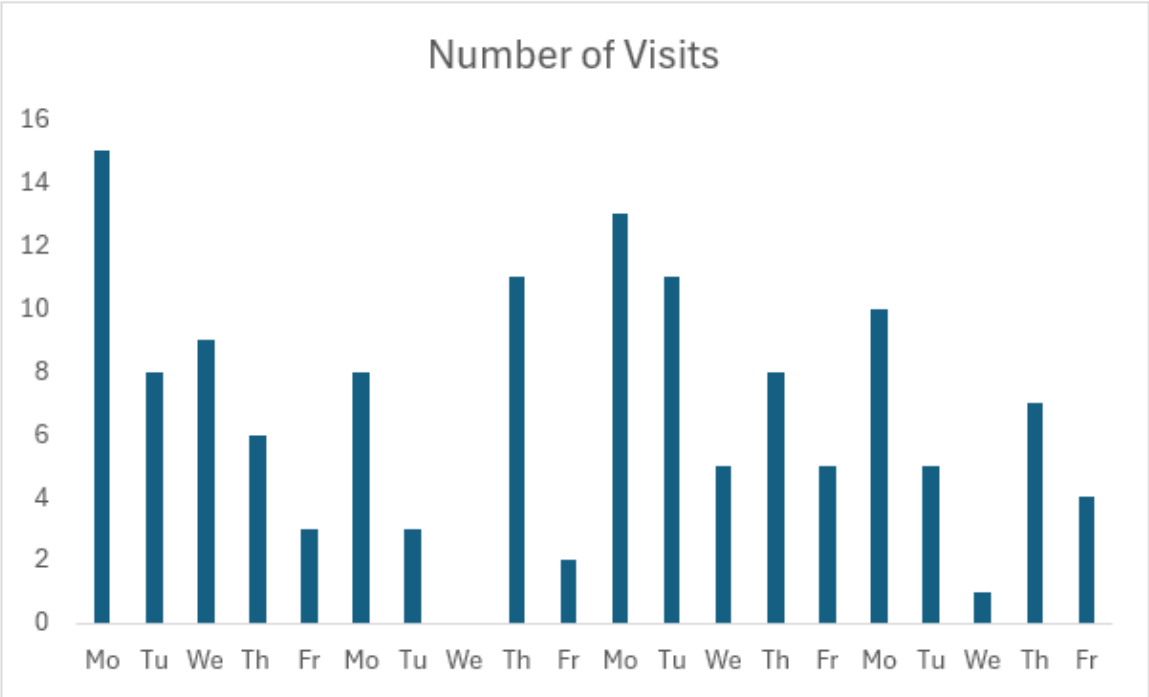
coombes : everitt architects

Parish Council	Population Size	Opening Hours
Brockworth	20439	9am to 5pm
Bishops Cleeve	28664	10am to 2.30pm
Churchdown	10817	9.15am to 1pm
Tewkesbury TC	10655	9.30am to 3pm
Winchcombe	6455	9am to 12pm
Hucclecote		9am to 12pm
Upton St Leonards		10am to 12pm

RECEPTION SURVEY

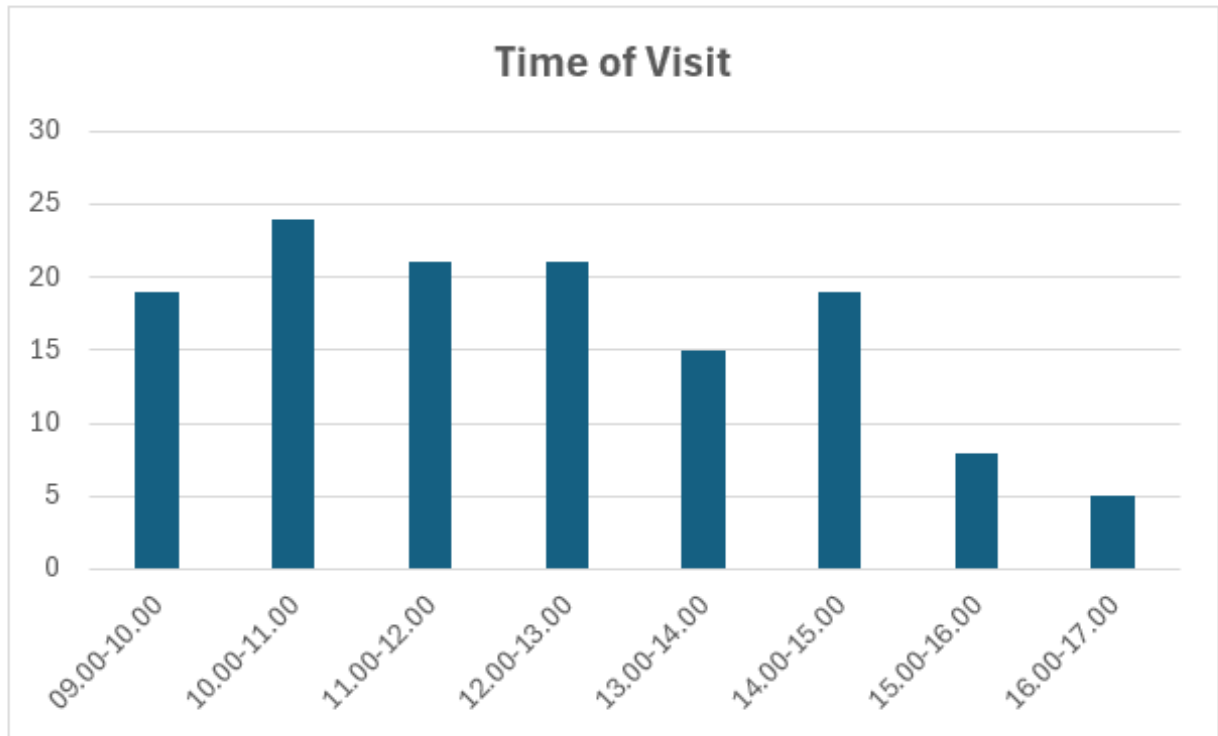
NUMBER OF VISITS

Mo	15
Tu	8
We	9
Th	6
Fr	3
Mo	8
Tu	3
We	0
Th	11
Fr	2
Mo	13
Tu	11
We	5
Th	8
Fr	5
Mo	10
Tu	5
We	1
Th	7
Fr	4



TIME OF VISIT

09.00-10.00	19
10.00-11.00	24
11.00-12.00	21
12.00-13.00	21
13.00-14.00	15
14.00-15.00	19
15.00-16.00	8
16.00-17.00	5



NATURE OF VISIT

Dog waste bags	33
Printing/Photocopying	18
Councillor enquiries	11
Room bookings	9
Food waste caddy	7
Event information	6
Food Larder	6
Neighbour's tree/hedge	6
Highways	5
Recycling bags	5
1st floor visitors	4
TBC	3
CAB	3
Cemetery enquiries	2
Planning enquiry	2
Electoral enquiry	2
Key return	1
Building Manager	1
Youth Club	1
Water leak (STW)	1
General support	1
Volunteering	1
Tree Warden	1
Allotment enquiry	1
Key collection	1
Lost property	1

