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AGENDA OF THE COMMUNITY SERVICES COMMITTEE TO BE HELD ON WEDNESDAY 22ND APRIL 2026, 7PM AT BROCKWORTH COMMUNITY CENTRE

1. **Welcome from the Chair of the Committee**
2. **Attendance of Councillors to be recorded.**
Cllrs Uldis Balodis, Craig Carter, Debbie Cooper, Irene Garbett, Debbie Harwood, Karen Harris and Charlotte Mills
3. **To note any apologies for absence**
4. **To record any declarations of interests on matters on the agenda**
5. **To receive any public representations from parishioners**
6. **To approve the minutes of the Community Services Committee held on 25th March 2026** (attached)
7. **To discuss business relating to the Community Centre:**
 - (a) To note the Community Centre report and consider any matters arising (attached)
 - (b) To receive the fire and security service report (attached)
 - (c) To discuss the kitchen space and availability for hire (attached).
 - (d) To consider the quote to install limescale prevention units (attached).
 - (e) To consider the cost of replacing the main hall chairs (attached).
 - (f) To consider replacement of the Lincat hot water unit (attached)
8. **Grant Applications**
 - (a) To consider any grant applications received
9. **To review the style and location for a memorial bench outside the community centre**
10. **To receive a response from the Food Larder**
11. **To consider the quote for ladder training £448+VAT for up to 8 people.**
12. **To consider the options for a gazebo (attached)**
13. **To review and discuss 2026 Parish Council events**
 - Good Friday – meal charged at £7 for 2-courses
 - Easter Monday – family activity
 - Coach Trips – Bourton 8th April, Weston 22nd July and 25th August
 - International Brockworth Day 2026 – 25th May.
 - VE Day 8th May
 - Armed Forces Day 27th June
 - VJ Day 15th August
 - Autumn Fayre – 6th September
 - Halloween Film night – 28th October
 - Remembrance – 8th November
 - Christmas Fayre & Christmas Tree – 28th November
 - Christmas trip – 5th December
 - Christmas meal – 18th December 2026.
14. **To receive financial reports for the community centre** (attached)
15. **To receive a verbal report from the Assistant Clerk on any urgent correspondence concerning the work of the committee**
16. **To note the date of the next Community Services Committee which will be held on Wednesday 27th May 2026 at 7pm.**

Questions about this report should be provided to the Clerk in advance of the committee meeting to allow for a considered response from the community centre to be provided at the public meeting.

Community Centre Report – April 2026

List of maintenance works and services undertaken in the past month.

Date	Issue	COST £	Supplier
25/03/2026	Pest control service		Gooch grp
10/04/2026	Window Cleaner		Glastonian
10/04/2026	Six monthly fire inspection service		A&E, Fire & Security
10/04/2026	Six monthly air conditioning service		Mitchells

General Use

Unplanned expenditure requirements and requests not included in the budget:

Please check that all requests for any expenditure are checked first with the budget!

- **Pest control.** I would just like to update you on the findings, any remedial work completed and what happens going forward.
During a full survey of the site Duncan found one bag of bait had been taken from the bait station by the food bank. This has been replenished. All other stations were in good order with no additional work or replenishments needed. We will attend as normal in six weeks' time.
- A hole in the MUGA netting. I have spoken to a couple of the kids, playing football, as the football keeps crashing in the office window and they have reported the hole in the netting.
- See the service report from A&E, Fire & Security
- See the service report from Mitchells
- See the quote from Freedom (Plumbing).
- See Severnside Security. Services quote accepted. Work is scheduled for the 1st May
- **7 b** With reference to the note made about the "interconnecting area between the main hall and youth club is not a fire exit".
This is a public space, used by staff and parish councillors and customers of Fit For life as well as the youth club. It is important that items are not placed against walls as this makes them unstable i.e. the pool table cover.

cover. Equally it is important that items are not stored on top of the cupboard as they could fall off as people walk by. All corridors and passageways should be kept clear for these reasons.

New Users

Bible Baptist Church Gloucestershire

Tea Urn photo

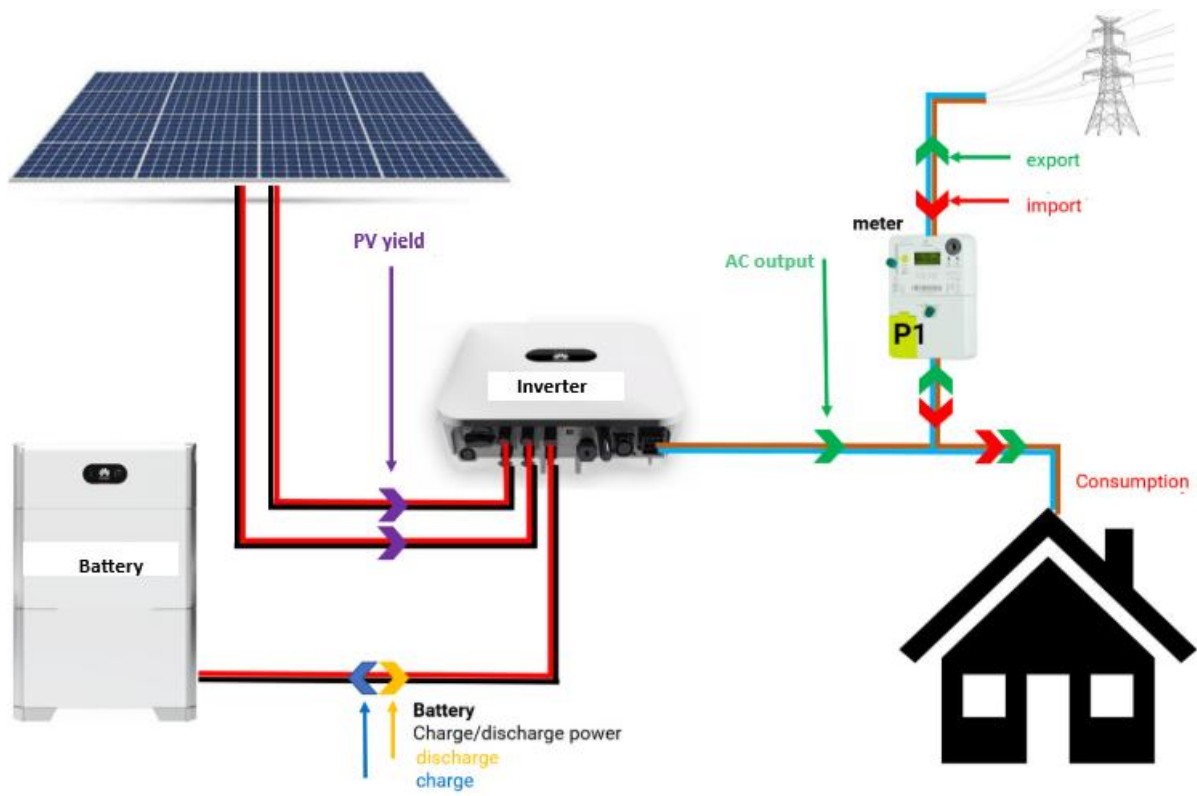


Energy report 2026

Plant Name	Item	2026_1	2026_2	2026_3	2026_4	2026_5
All sites	AC output energy(kWh)	653.6	799.9	2065.5	0.3	
All sites	Discharge energy(kWh)	217.3	211.8	389.3	0.4	
All sites	Load consumption(kWh)	1873.4	1713.4	1830.1	0.3	
All sites	Import energy(kWh)	1300	1073.3	680.4	0	
All sites	Charge energy(kWh)	240.2	231.4	421	0	
All sites	PV yield(kWh)	711.9	858.4	2178.7	0	
All sites	Export energy(kWh)	71.8	157.3	925	0	
Brockworth Community Centre	Export energy(kWh)	71.8	157.3	925	0	
Brockworth Community Centre	Charge energy(kWh)	240.2	231.4	421	0	

Brockworth Community Centre	AC output energy(kWh)	653.6	799.9	2065.5	0.3
Brockworth Community Centre	Discharge energy(kWh)	217.3	211.8	389.3	0.4
Brockworth Community Centre	Import energy(kWh)	1300	1073.3	680.4	0
Brockworth Community Centre	Load consumption(kWh)	1873.4	1713.4	1830.1	0.3
Brockworth Community Centre	PV yield(kWh)	711.9	858.4	2178.7	0

- Export Energy; this is the amount of energy exported back to the grid. Excess power that isn't used but is sold back to the energy provider.
- Charge Energy; this is the amount of energy in the battery, either at a moment or you could (for example) say the battery has stored over 100 kWh in a given month.
- AC Output Energy; This is the AC (alternating current) electricity delivered by the inverter. Energy from the panels or battery (DC) that the inverter has converted to AC and made useful for either the centre or for export
- Discharge Energy; The amount the battery has discharged (delivered). So for example, a 5 kWh capacity battery fully charged would discharge 5 kWh for use by the centre before being "empty"
- Import Energy; the amount of energy the centre has had to buy from the grid. When no solar is being produced and the battery is empty, you will still need to import power from the grid
- Load Consumption; the amount of energy you use, your consumption
- PV Yield; The amount of energy the PV produces. Very similar to the AC output energy, which is a more useful number. BUT PV yield *could* be used to describe the DC electric before conversion to AC.



Property:

BROCKCOM001 Brockworth Community Centre -
GL3 4ET
Court
Road, Brockworth, Gloucester, Gloucestershire, GL3
4ET

Client:

BROCKWORTH
COMMUNITY
CENTRE

Task:

T-48648

Issued by:

Nate Bater
10th April 2026

Performed Date:

10th April 2026

Scope of Works

Emergency and Exit Lighting: Annual 1 Hour (53)
Fire Extinguishers: Annual (19)
Intruder Alarm Systems: 6 Monthly (20)
Fire Detection, Alarms & Components: 6 Monthly (5)

5	Critical Defects	The asset is wholly or partially non-operational. Immediate repair is required.
11	Non-critical Defects	A defect that affects performance but does not pose an immediate risk. Repair within 28 days.
1	Non-conformances	Missing information or incorrect installation features affecting compliance and/or performance.
5	Recommendations	A modification is suggested to improve system performance or longevity.
0	Informational Notes	General advice or observation. This may require further action or investigation

Servicing Summary

Service	Asset	Quantity
Emergency and Exit Lighting: Annual 1 Hour	Emergency and Exit Lighting	60
Fire Detection, Alarms & Components: 6 Monthly	Fire Detection System Components	8
Fire Extinguishers: Annual	Fire Extinguishers - Portable	19
Intruder Alarm Systems: 6 Monthly	Intruder Alarm Systems	20



A&E Fire & Security

Unit 4 Bamfurlong Industrial Park, Staverton, Cheltenham, Gloucestershire, GL51 6SX

ABN: 01398439



www.ae-fire.co.uk

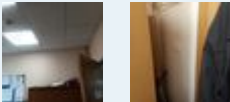
@ helpdesk@ae-fire.co.uk

01452 712021

Maintenance

Emergency and Exit Lighting: Annual 1 Hour

BS 5266-1:2016

Asset		Status
001 - Hanging Emergency Light	Entrance Lobby	PASS
002 - LED Panel Emergency Light	Entrance Lobby	PASS
003 - Hanging Emergency Light	lobby	PASS
004 - LED Panel Emergency Light	lobby front	PASS
005 - LED Panel Emergency Light	lobby middle right	PASS
006 - Box Light Emergency Light	lobby to stairs	PASS
007 - LED Panel Emergency Light	Reception office	PASS
Recommendation ID: 50489 ↗ Added: 10th Apr 2026 11:42AM Last Verified: 10th Apr 2026 11:42AM Description: Recommend installing local keyswitch.  Click photos to enlarge		
008 - LED Panel Emergency Light	Lift motor room	FAIL



Non-critical defect

ID: 50441 [🔗](#)

Added: 10th Apr 2026 9:28AM

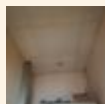
Last Verified: 10th Apr 2026 9:28AM

Description:

Emergency / Exit light failed discharge test

Resolution:

Supply and install new Exit / Emergency light



[Click photos to enlarge](#)

009 - Box Light Emergency Light	toilet corridor	PASS
010 - LED Panel Emergency Light	toilet corridor	PASS
011 - LED Panel Emergency Light	Toilet lobby	PASS
012 - LED Panel Emergency Light	Male Toilets	FAIL

Non-critical defect

ID: 50442 [🔗](#)

Added: 10th Apr 2026 9:29AM

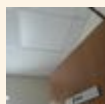
Last Verified: 10th Apr 2026 9:29AM

Description:

Emergency / Exit light failed discharge test

Resolution:

Supply and install new Exit / Emergency light



[Click photos to enlarge](#)

013 - LED Panel Emergency Light	female Toilets	PASS
014 - LED Panel Emergency Light	disabled Toilet	PASS
015 - LED Panel Emergency Light	advice and information	PASS



Recommendation

ID: 50490 [↗](#)

Added: 10th Apr 2026 11:43AM
Last Verified: 10th Apr 2026 11:44AM

Description:

Recommend installing local keyswitch.



[Click photos to enlarge](#)

016 - Box Light Emergency Light	kitchen lobby	PASS
017 - LED Bulkhead Emergency Light	kitchen entrance	PASS
018 - LED Panel Emergency Light	Kitchen	PASS
019 - LED Panel Emergency Light	children's Toilets	PASS
020 - Box Light Emergency Light	hall front	PASS
021 - LED Panel Emergency Light	hall right	PASS
022 - LED Panel Emergency Light	hall middle	FAIL

Non-critical defect

ID: 50444 [↗](#)

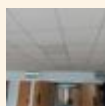
Added: 10th Apr 2026 9:32AM
Last Verified: 10th Apr 2026 9:33AM

Description:

Emergency / Exit light failed discharge test

Resolution:

Supply and install new Exit / Emergency light



[Click photos to enlarge](#)

023 - LED Panel Emergency Light	hall left	FAIL
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Non-critical defect

ID: 50445 [🔗](#)

Added: 10th Apr 2026 9:33AM

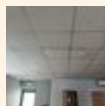
Last Verified: 10th Apr 2026 9:33AM

Description:

Emergency / Exit light failed discharge test

Resolution:

Supply and install new Exit / Emergency light



Click photos to enlarge

024 - Box Light Emergency Light	hall exit left	PASS
025 - Box Light Emergency Light	hall exit right	PASS
026 - LED Panel Emergency Light	electrical cupboard GF	PASS
027 - Strip Light Emergency Light	youth club front left	PASS
028 - Strip Light Emergency Light	youth club front right	PASS
029 - Strip Light Emergency Light	youth club rear	PASS
030 - Box Light Emergency Light	youth club side	PASS
031 - Box Light Emergency Light	youth club rear	PASS
032 - Strip Light Emergency Light	youth club exit rear	PASS
033 - Box Light Emergency Light	youth club exit rear	FAIL



Non-critical defect

 ID: 50452 [↗](#)

Added: 10th Apr 2026 9:44AM

Last Verified: 10th Apr 2026 9:44AM

Description:

Emergency / Exit light failed discharge test

Resolution:

Supply and install new Exit / Emergency light



Click photos to enlarge

034 - Square Emergency Light	youth club Toilets	PASS
035 - LED Panel Emergency Light	stairwell ground	PASS
036 - Strip Light Emergency Light	stairwell ground	PASS
037 - Box Light Emergency Light	stairwell exit ground	PASS
038 - Circular Emergency Light	half landing	PASS
039 - LED Round Emergency Light	half landing	PASS
040 - Strip Light Emergency Light	landing	PASS
041 - Box Light Emergency Light	first floor corridor left	PASS
042 - Strip Light Emergency Light	first floor corridor left	PASS
043 - Strip Light Emergency Light	first floor corridor left	PASS
044 - Strip Light Emergency Light	conference room	PASS
045 - Box Light Emergency Light	first floor lift area	PASS
046 - Strip Light Emergency Light	first floor lift area	PASS
047 - Strip Light Emergency Light	first floor lift area	PASS



048 - Box Light Emergency Light first floor toilet corridor **PASS**

049 - Strip Light Emergency Light first floor toilet corridor **PASS**

050 - Sqaure Emergency Light first floor male Toilets **FAIL**

Non-critical defect

ID: 50455 [↗](#)

Added: 10th Apr 2026 9:50AM

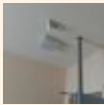
Last Verified: 10th Apr 2026 9:50AM

Description:

Emergency / Exit light failed discharge test

Resolution:

Supply and install new Exit / Emergency light



[Click photos to enlarge](#)

051 - Sqaure Emergency Light first floor female Toilet **PASS**

052 - Sqaure Emergency Light first floor disabled Toilet **PASS**

053 - Bulk Head Emergency Light external front **FAIL**

Non-critical defect

ID: 50456 [↗](#)

Added: 10th Apr 2026 9:51AM

Last Verified: 10th Apr 2026 9:51AM

Description:

Emergency / Exit light failed discharge test

Resolution:

Supply and install new Exit / Emergency light



[Click photos to enlarge](#)

054 - Bulk Head Emergency Light external rear stairs **PASS**

055 - Bulk Head Emergency Light external rear office **PASS**

056 - Bulk Head Emergency Light external rear youth club **FAIL**



Non-critical defectID: 50457 [↗](#)

Added: 10th Apr 2026 9:52AM

Last Verified: 10th Apr 2026 9:52AM

Description:

Emergency / Exit light failed discharge test

Resolution:

Supply and install new Exit / Emergency light

[Click photos to enlarge](#)**057 - Bulk Head Emergency Light**

external rear youth club entrance

FAIL**Non-critical defect**ID: 50458 [↗](#)

Added: 10th Apr 2026 9:53AM

Last Verified: 10th Apr 2026 9:53AM

Description:

Emergency / Exit light failed discharge test

Resolution:

Supply and install new Exit / Emergency light

[Click photos to enlarge](#)**058 - Bulk Head Emergency Light**

external road side

PASS**059 - Bulk Head Emergency Light**

external boiler room

PASS**060 - Strip Light Emergency Light**

plant room

FAIL**Non-critical defect**ID: 50462 [↗](#)

Added: 10th Apr 2026 9:57AM

Last Verified: 10th Apr 2026 9:57AM

Description:

Emergency / Exit light failed discharge test

Resolution:

Supply and install new Exit / Emergency light

[Click photos to enlarge](#)

Fire Detection, Alarms & Components: 6 Monthly

BS 5839-1:2017

Asset		Status
01 Advanced - 1 Loop Panel	Front Lobby	PASS
02 Hochiki - Manual Call Point (MCP) with Break Glass	x 6	PASS
03 Hochiki - Smoke Detector	x 48	PASS
04 Hochiki - Heat Detector	x 4	PASS
05 Hochiki - Sounder		PASS
006 - Power Supply Unit	Above ceiling by panel (battery in unit above panel.)	PASS
007 - Zone Plan		NO TEST

Non-conformance

ID: 50472 [↗](#)

Added: 10th Apr 2026 10:05AM

Last Verified: 10th Apr 2026 10:06AM

Description:

No zone plan. Fire escape plan only.

Resolution:

Label zones on fire escape plan.



[Click photos to enlarge](#)

008 - Heat Detector

Youth club store cupboard I1/014

PASS

Fire Extinguishers: Annual

BS 5306-3 2017

Asset		Status
001 - Water 6.0 L Portable Fire Extinguisher	Youth Club	PASS



002 - CO2 2.0 KG Portable Fire Extinguisher	Youth Club	PASS
003 - 1.1 M x 1.1 M FIRE BLANKET Portable Fire Extinguisher	Youth Club Kitchen	PASS
004 - CO2 2.0 KG Portable Fire Extinguisher	Hall	PASS
005 - Water 6.0 L Portable Fire Extinguisher	Hall	PASS
006 - 3ltr Multi Chem Portable Fire Extinguisher	Kitchen	PASS
007 - CO2 2.0 KG Portable Fire Extinguisher	Kitchen	PASS
008 - 1.1 M x 1.1 M FIRE BLANKET Portable Fire Extinguisher	Kitchen	PASS
009 - CO2 2.0 KG Portable Fire Extinguisher	Entrance Lobby	PASS
010 - Water 6.0 L Portable Fire Extinguisher	Entrance Lobby	PASS
011 - CO2 2.0 KG Portable Fire Extinguisher	1ST Floor Landing	PASS
012 - Water 9.0 L Portable Fire Extinguisher	1ST Floor Landing	PASS
013 - Water 6.0 L Portable Fire Extinguisher	1ST Floor Landing	PASS
014 - CO2 2.0 KG Portable Fire Extinguisher	1ST Floor Landing	PASS



015 - 1.1 M x 1.1 M FIRE BLANKET Portable Fire Extinguisher	1st floor kitchen	PASS
016 - CO2 2.0 KG Portable Fire Extinguisher	1st Floor corridor	PASS
017 - Water 6.0 L Portable Fire Extinguisher	1st Floor corridor	PASS
018 - CO2 2.0 KG Portable Fire Extinguisher	external plant room	PASS
019 - CO2 2.0 KG Portable Fire Extinguisher	Serial: 2028 adelas office cupboard	PASS
Intruder Alarm Systems: 6 Monthly BS 9263:2016		
Asset		Status
123786 - Monitoring Unit Intruder Alarm	Comms cupboard 669318209	PASS
197526 - Door Contact Intruder Alarm	Youth centre DC	PASS
197531 - Key Pad Intruder Alarm	Youth Centre	PASS
197532 - Passive Infra-Red (PIR) Intruder Alarm	Youth Centre	PASS
197533 - Passive Infra-Red (PIR) Intruder Alarm	Hall	PASS
197534 - Passive Infra-Red (PIR) Intruder Alarm	Landing Right	PASS
197535 - Passive Infra-Red (PIR) Intruder Alarm	Landing Left	PASS



197536 - Door Contact Intruder Alarm	plant room	PASS
197537 - Panic Alarm Button Intruder Alarm	Interview PA	PASS
197538 - Power Supply Unit Intruder Alarm	Redcare GSM PSU	PASS
197539 - Door Contact Intruder Alarm	Lobby Door	PASS
197540 - Passive Infra-Red (PIR) Intruder Alarm	Lobby Area	PASS
197541 - Key Pad Intruder Alarm	Reception	PASS
197542 - Passive Infra-Red (PIR) Intruder Alarm	Community Office	PASS
197543 - Panic Alarm Button Intruder Alarm	Interview Room	PASS
197544 - Passive Infra-Red (PIR) Intruder Alarm	Council Lobby	PASS
197545 - Door Contact Intruder Alarm	Rear Stairs DC	PASS
197546 - Door Contact Intruder Alarm	Kitchen Door	PASS
197558 - Power Supply Unit Intruder Alarm	Next to Intruder control panel electrical cupboard	PASS
Galaxy 50 wired - Intruder Panel Intruder Alarm	Electrical cupboard in hall	PASS



Repairs

001 - Water 6.0 L Portable Fire Extinguisher

Youth Club

PASS

RESOLVED Critical defect

ID: 50517 [↗](#)

Added: 10th Apr 2026 1:24PM

Last Verified: 10th Apr 2026 1:24PM

Description:

Service Exchange Extinguisher Required

Resolution:

Supply and install service exchange extinguisher

Before



After



[Click photos to enlarge](#)

Parts/Labour

Quantity

CommanderEDGE 6ltr Fluorine Free Water Fire Extinguisher

1.00

PERFORMED

Environmental Disposal of Fire Extinguisher/s

1.00

PERFORMED

003 - 1.1 M x 1.1 M FIRE BLANKET Portable Fire Extinguisher

Youth Club Kitchen

PASS

RESOLVED Recommendation

ID: 50518 [↗](#)

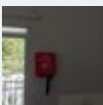
Added: 10th Apr 2026 1:27PM

Last Verified: 10th Apr 2026 1:28PM

Description:

Location sign is missing / visible

Before



After



[Click photos to enlarge](#)

Parts/Labour

Quantity

Fire Blanket ID Sign (80x200mm) - Rigid Plastic

1.00

PERFORMED



006 - Power Supply Unit

PASS

Above ceiling by panel (battery in unit above panel.)

RESOLVED Non-critical defect

ID: 50483 [🔗](#)

Added: 10th Apr 2026 11AM

Last Verified: 10th Apr 2026 11AM

Description:

Battery requires replacing

Resolution:

Supply and install new battery

Before



After



[Click photos to enlarge](#)

Parts/Labour

Quantity

Ultratech, 12V 7Ah Sealed Lead Acid Rechargeable Battery, Flame Retardant

1.00

PERFORMED

Environmental Disposal of Battery

1.00

PERFORMED

008 - Heat Detector

PASS

Youth club store cupboard I1/014

RESOLVED Recommendation

ID: 50477 [🔗](#)

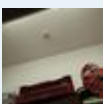
Added: 10th Apr 2026 10:32AM

Last Verified: 10th Apr 2026 10:32AM

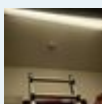
Description:

Recommend replacing for a smoke detector as heat is not appropriate for this area.

Before



After



[Click photos to enlarge](#)

Parts/Labour

Quantity

Hochiki Addressable Smoke Detector Ivory required

1.00

PERFORMED

Environmental Disposal of Alarm Device

1.00

PERFORMED



013 - Water 6.0 L Portable Fire Extinguisher

1ST Floor Landing

PASS

RESOLVED Critical defect
ID: 50520 [↗](#)

Added: 10th Apr 2026 1:37PM
Last Verified: 10th Apr 2026 1:37PM

Description:

Service Exchange Extinguisher Required

Resolution:

Supply and install service exchange extinguisher

Before



After



[Click photos to enlarge](#)

Parts/Labour

Quantity

CommanderEDGE 6ltr Fluorine Free Water Fire Extinguisher

1.00

PERFORMED

Environmental Disposal of Fire Extinguisher/s

1.00

PERFORMED

015 - 1.1 M x 1.1 M FIRE BLANKET Portable Fire Extinguisher

1st floor kitchen

PASS

RESOLVED Critical defect
ID: 50521 [↗](#)

Added: 10th Apr 2026 1:38PM
Last Verified: 10th Apr 2026 1:38PM

Description:

Service Exchange Extinguisher Required

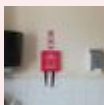
Resolution:

Supply and install service exchange extinguisher

Before



After



[Click photos to enlarge](#)

Parts/Labour

Quantity

Commander 1m x 1m Fire Blanket required

1.00

PERFORMED

Environmental Disposal of Fire Extinguisher/s

1.00

PERFORMED



RESOLVED

Recommendation

Added: 10th Apr 2026 1:38PM

ID: 50522 [↗](#)

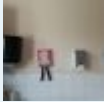
Last Verified: 10th Apr 2026 1:38PM

Description:

Location sign is missing / visible

Before

After



[Click photos to enlarge](#)

Parts/Labour

Quantity

Fire Blanket ID Sign (80x200mm) - Rigid Plastic

1.00

PERFORMED

017 - Water 6.0 L Portable Fire Extinguisher

1st Floor corridor

PASS

RESOLVED

Critical defect

Added: 10th Apr 2026 1:35PM

ID: 50519 [↗](#)

Last Verified: 10th Apr 2026 1:35PM

Description:

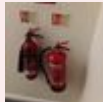
Service Exchange Extinguisher Required

Resolution:

Supply and install service exchange extinguisher

Before

After



[Click photos to enlarge](#)

Parts/Labour

Quantity

CommanderEDGE 6ltr Fluorine Free Water Fire Extinguisher

1.00

PERFORMED

Environmental Disposal of Fire Extinguisher/s

1.00

PERFORMED



018 - CO2 2.0 KG Portable Fire Extinguisher

external plant room

PASS

RESOLVED Critical defect

ID: 50524 [🔗](#)

Added: 10th Apr 2026 1:42PM

Last Verified: 10th Apr 2026 1:43PM

Description:

Service Exchange Extinguisher Required

Resolution:

Supply and install service exchange extinguisher.
replace for co2 as powder is not required in this area.

Before



After



[Click photos to enlarge](#)

Parts/Labour

Quantity

Commander 2kg Co2 Fire Extinguisher required

1.00

PERFORMED

Environmental Disposal of Fire Extinguisher/s

1.00

PERFORMED

Co2 Fire Extinguisher ID Sign (80x200mm) - Rigid Plastic required

1.00

PERFORMED

General Repairs

Parts/Labour

Quantity

Site Attendance Fee

1.00

PERFORMED

Technician Notes

Annual emergency lighting test carried out (1hr).

Emergency lights tested: 60

Emergency lights passed: 50

Emergency lights failed: 10

Asset list updated.

Logbook signed.

Emergency lighting left in normal working order with charging indicators illuminated.



Fire Alarm System Tested and Inspected to British Standard BS5839.

50% - 6 monthly inspection carried out.

Areas that have been tested are: All devices.

All devices tested are working correctly.

Batteries tested and passed:

12.76v 5.8ah

12.65v 5.3ah.

Doors PSU: New battery.

Mains power present and when switched off batteries takeover supply to the panel.

Fault monitoring verified.

Red fire alarm key switch fuse spur on site.

Logbook signed.

System reset and left in normal working condition.

1x hochiki smoke detector supplied and fitted in youth club store cupboard, see asset for details.

Intruder alarm service carried out.

Walk test completed and all devices operate correctly.

Bell and strobe tested and passed.

Setting and unsetting procedure verified.

Tamper detection verified.

Signals received and restored with ARC.

Batteries tested and passed:

Main panel: 12.76v 8ah

Dualcom PSU: 12.72v 8ah

System reset and left in normal working order.

Fire extinguisher basic service carried out on 19 x units.

5x test due units replaced.

3x ID signs fitted

See assets for details.

Asset list updated.

Logbook signed.

Left in normal order.



Logbooks



On-Site Logbook [↗](#) [↗](#) [↗](#) [↗](#)
Classic Logbook

Signoff

Maintenance has been carried out in accordance with the relevant British Standards.

Technician

Aaron Ballinger

Signature

Signatures

Adela Cubas
10th Apr 2026

Company Accreditations:



A&E Fire & Security

Unit 4 Bamfurlong Industrial Park, Staverton, Gloucestershire, GL51 6SX

ABN: 01398439



PlanetMark

www.ae-fire.co.uk

@ helpdesk@ae-fire.co.uk

01452 712021

Report to: Community Services Committee

Item 7c: Limitations on Hiring Out the Community Centre Kitchen

1. Purpose of the Report

This report outlines the current limitations and risks associated with hiring out the community centre kitchen. It explains why use of the kitchen is restricted to regular hirers only and not offered for ad-hoc bookings and sets out the operational and liability considerations involved.

2. Current Use of the Kitchen

The community centre kitchen contains a significant amount of equipment, much of which is regularly used by multiple groups, including parish council events and the youth club. Equipment is frequently moved between cupboards and rooms to support different activities.

At present:

- The kitchen is only hired to regular user groups.
- These groups have an established relationship with the centre and a known level of trust.
- The kitchen is not hired for ad-hoc or one-off bookings.

3. Equipment and Storage Issues

The kitchen contains a wide range of equipment, much of which:

- Belongs to specific groups (e.g. youth club equipment).
- Is not owned collectively by the centre.
- Is not always stored in a consistent or clearly allocated manner.

To hire out the kitchen safely to external users, all non-communal equipment would need to be:

- Clearly identified,
- Securely stored,
- Locked away and inaccessible to external hirers.

This would require:

- A full reorganisation of all kitchen cupboards,
- Allocation of cupboards to specific groups,
- Clear labelling and responsibility for contents,
- Each group being responsible for locking and managing its own cupboards.

4. Liability and Risk Considerations

Allowing external or ad-hoc hirers access to kitchen equipment presents several risks:

- Health and safety liability if equipment is misused or unsafe.
- Risk of breakage or damage, with unclear responsibility.

- Insurance implications, particularly where equipment belongs to third parties.

The centre cannot allow external hirers to use youth club or group-specific equipment due to these risks.

5. Operational Impact

Opening the kitchen for ad-hoc bookings would significantly increase staff and volunteer workload, including:

- Pre-hire checks to remove or secure equipment,
- Post-hire checks for damage or missing items,
- Ongoing monitoring of cupboard use and security.

This is not currently manageable given existing resources.

6. Storage Fees

In the past, a storage fee was charged for groups using storage cupboards in the main hall. A similar approach could be adopted for kitchen storage if reorganisation were pursued.

However, introducing storage charges would require:

- Clear agreements with each group,
- Administration of fees,
- Enforcement of responsibilities and standards.

7. Current Position

Given the above considerations:

- The kitchen continues to be hired only to regular groups.
- The kitchen is not available for ad-hoc hires.
- This approach minimises risk, protects group equipment, and reflects current capacity to manage the space safely.

8. Conclusion

While there may be potential to widen kitchen hire in the future, this would require significant reorganisation, clear allocation of storage, possible introduction of storage fees, and ongoing management. Until these issues can be addressed, restricting kitchen hire to trusted regular users remains the most practical and responsible option.

FREEDOM

PLUMBING & HEATING SERVICES
PROPERTY RENOVATIONS

43, Surrey Avenue,
Cheltenham,
Gloucestershire,
GL51 8DF

Mobile: 07876 675077

E-Mail: fitzwilliams@me.com

WWW.freedomplumbingandheating.co.uk

2nd March 2026

Quotation

Brockworth Community Centre
Court Road,
Brockworth,
Gloucester,
GL3 4ET

Ref: Lime Scale Protection.

We strongly recommend fitting a lime scale prevention unit at three key points of the building, 2 by your hot water tanks and 1 on the incoming mains in the kitchen, This will protect all services from limescale build up and damage throughout the building.

The limescale damage are visually present at all taps, mechanical components within the boiler room and hot water tanks.

By fitting these units you will noticeable save money on your maintenance repair bills plus making the water safer throughout for human consumption.

Your have ignored this in 2023 new your systems are failing by the tank and boiler.

Trusting these prices meet your approval, I look forward to hearing from you soon.

Materials cost: £2,283.35

Labour: £2,350.00

Total £4,633.35

Kind Regards

Fitz Williams

Report to: Community Services Committee

Item:7e – Main Hall chair & storage trolley options

1. Purpose of the Report

This report compares the typical costs and options available for purchasing folding conference chairs supplied with compatible storage trolleys.

Indicative prices (April 2026) from UK community and education furniture suppliers are outlined below.

2. Price Comparison (Indicative)

Entry-Level / Economy Bundles

Typical for light-use events, meetings and short-term seating.

- **40 plastic folding chairs + trolley**
 - Approx. **£800 – £900 (inc. VAT)**
 - Lightweight, wipe-clean, economical
 - Suitable for village halls and community events [\[mogodirect.co.uk\]](https://mogodirect.co.uk).

Mid-Range / Comfort Bundles

Designed for longer seating periods and frequent use.

- **28 padded or comfort folding chairs + trolley**
 - Approx. **£1,200 – £1,500 (inc. VAT)**
 - Upholstered seat/back, stronger frames
 - Lower chair count due to size and weight [\[mogodirect.co.uk\]](https://mogodirect.co.uk), [\[churchbuyi...roup.co.uk\]](https://churchbuyi...roup.co.uk)
- **40 comfort folding chairs + trolley**
 - Approx. **£1,500 – £1,700 (inc. VAT)**
 - Better comfort with reasonable density storage [\[mogodirect.co.uk\]](https://mogodirect.co.uk), [\[churchbuyi...roup.co.uk\]](https://churchbuyi...roup.co.uk)

Large-Capacity Bundles

Best suited for halls with high seating demand and dedicated storage space.

- **84 plastic folding chairs + low trolley**
 - Approx. **£1,800 – £1,900 (inc. VAT)**
 - Cost-effective per-chair price [\[mogodirect.co.uk\]](https://mogodirect.co.uk)

3. Additional Considerations

When comparing bundles, the following should be considered alongside price:

- Trolley capacity and wheel quality (important for uneven floors)
- Chair weight and handling (manual handling considerations)
- Stacking density (impact on storage space)
- Warranty period (often 5 years on chairs, 1 year on trolleys)
- Budget implications (committee has no budget to replace chairs in 2026/27).

Report to: Community Services Committee

Item:7f – drinks hot water options

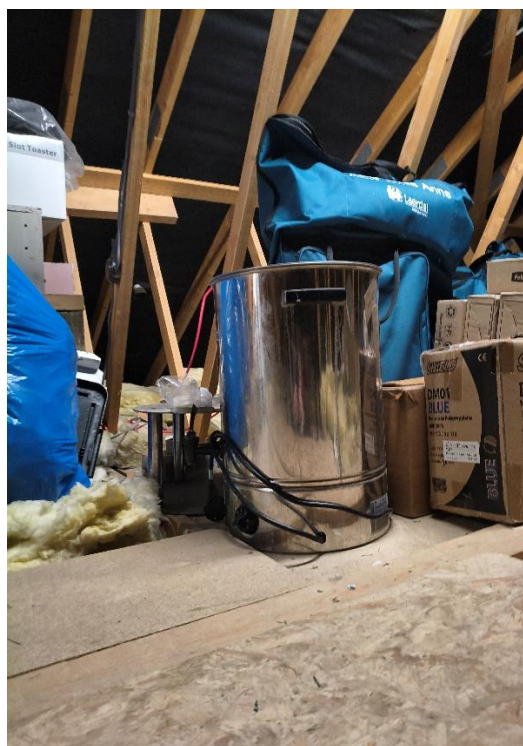
1. Purpose of the Report

This report outlines the typical costs and options available for replacing the Lincat hot water drinks boiler. The current Lincat hot drinks unit is over 10 years old, has been repaired and finally disconnected earlier this year after concerns about safety of the unit.

2. Options and Price Comparison

a) We have a hot water tea urn in the loft that we used in the kitchen prior to the Lincat unit.

It is filled manually and takes a while to heat. There was a metal stand for it; this was to make it easier to stand a jug under the tap, but this made the whole thing tall and difficult to fill with water. If using it only to fill cups, then the metal stand would not be needed.



b) Replace with new Lincat hot water unit, costs vary depending on model – from £500 to £800.

c) Do nothing. There are kettles available in the kitchen for groups to use. Council-run events can use the hot water urn from the loft if required.



The bench is made of metal, it has apposite holes on the feet for fixing to the ground.



Proposed location of bench outside the Community Centre (on the bricked area underneath the window)

Gazebo/ Marquee examples

Rules for using a **marquee or gazebo at public events** vary by country and local authority, but most places follow similar safety and legal principles.

UK Rules for Using a Marquee or Gazebo at Public Events

1. Permission & Licensing

- You **must have permission** from:
 - The landowner, and/or
 - The event organiser
- Councils may require:
 - An **Event Notice**
 - Inclusion in an **Event Safety Management Plan**
- Large marquees (usually over **50–100m²**) may need:
 - A **Temporary Structure Licence**
 - Structural calculations

2. Public Liability Insurance (Mandatory)

- **Minimum usually £5 million** (some councils require £10m)
- Must cover:
 - Injury to the public
 - Property damage
- You may need to show proof before being allowed to set up

3. Health & Safety Requirements

Structure & Stability

- **Gazebos must be:**
 - Properly **weighted or pegged**
 - Secured against wind uplift
- Typical requirement:
 - **20–40kg per leg** (more for larger gazebos)
- No sharp edges, trip hazards, or loose guy ropes

Wind & Weather

- Gazebos must be **taken down in high winds**
- Most pop-up gazebos are unsafe above **20–25 mph**
- Event organisers can force removal for safety

4. Fire Safety

- **Canopy must be fire-retardant (BS 7837 or equivalent)**

- Certificate may be requested
- No open flames unless approved
- If cooking:
 - Fire extinguisher required
 - Fire blanket required
 - Extra spacing from other stalls

5. Electrical Safety

- All electrical items must be:
 - **PAT tested**
 - Weatherproof (outdoor rated)
- Cables must:
 - Be covered or ramped
 - Not create trip hazards
- Generators must be safely positioned and ventilated

6. Food & Drink Use (If Applicable)

If selling or serving food:

- Must be **registered with local council**
- Follow **Food Hygiene Regulations**
- Handwashing facilities required
- Food hygiene rating may be checked
- Gas appliances must be certified

7. Size & Layout Rules

- Larger structures may require:
 - Fire risk assessment
 - Structural report
- Fire exits must be clear
- Emergency vehicle access must not be blocked
- Some councils ban ground penetration (no stakes)

8. Responsibility & Liability

You are responsible for:

- Safe installation
- Monitoring weather
- Preventing injuries or damage
- Removing the gazebo if unsafe

Even if the event organiser approves it — **liability remains with you.**

UK Best-Practice Checklist

- ✓ Public liability insurance (£5m+)
- ✓ Fire-retardant canopy
- ✓ Proper weights (not just pegs)
- ✓ Risk assessment
- ✓ PAT-tested electrics
- ✓ Weather monitoring
- ✓ Landowner permission

On the following pages are some initial examples however further enquiries would need to be made re the BS fire retardant properties before purchase.

Marquees & Party tents

Size Colour Tarpsulin & frame Sidewall height Price Delivery & dispatch Side panels Characteristics All filters

Width: 3 m Length: 9 m Reset all filters

3 products Sort: Our bestsellers

Marquee / Party tent 3x9 m FLEX Smart ★★☆☆☆ ✓ Standard bolt connections ✓ PE 450 tarpaulin, white available immediately free Mainland delivery £540.00 £440.00	Marquee / Party tent 3x9 m PRO Smart ★★★☆☆ ✓ Standard bolt connections ✓ PVC 700 tarpaulin, white special stock, longer delivery time free Mainland delivery £929.00	Marquee / Party tent 3x9 m Plus Plus ★★★★☆ ✓ Reinforced frame ✓ PVC 750 tarpaulin, white ✓ Incl. ground bar special stock, longer delivery time free Mainland delivery £1,169.00
--	---	--

Sports headline Reaction from C...

Search

PVC Marquee 3rd white, waterproo...

the TOOLPORT online store

Gatebos and Marquees Garden Storage Tents & Shelters Accessories

Expert service ☎️ 01473 95 14 70 Today 9am - 5pm

ext VAT ☐

/ Marquees & Party tents

TOOLPORT

Article no. 6139

3x9m Marquee / Party tent, PVC 700, white

★★★★★

PRO Smart

- ✓ Quick and easy to assemble
- ✓ Sturdy frame: thanks to bolts that pass through all elements
- ✓ Robust PVC tarpaulin 700 thanks to strong inner mesh
- ✓ Modular side walls

Calculate delivery costs now

✓ Free Mainland delivery

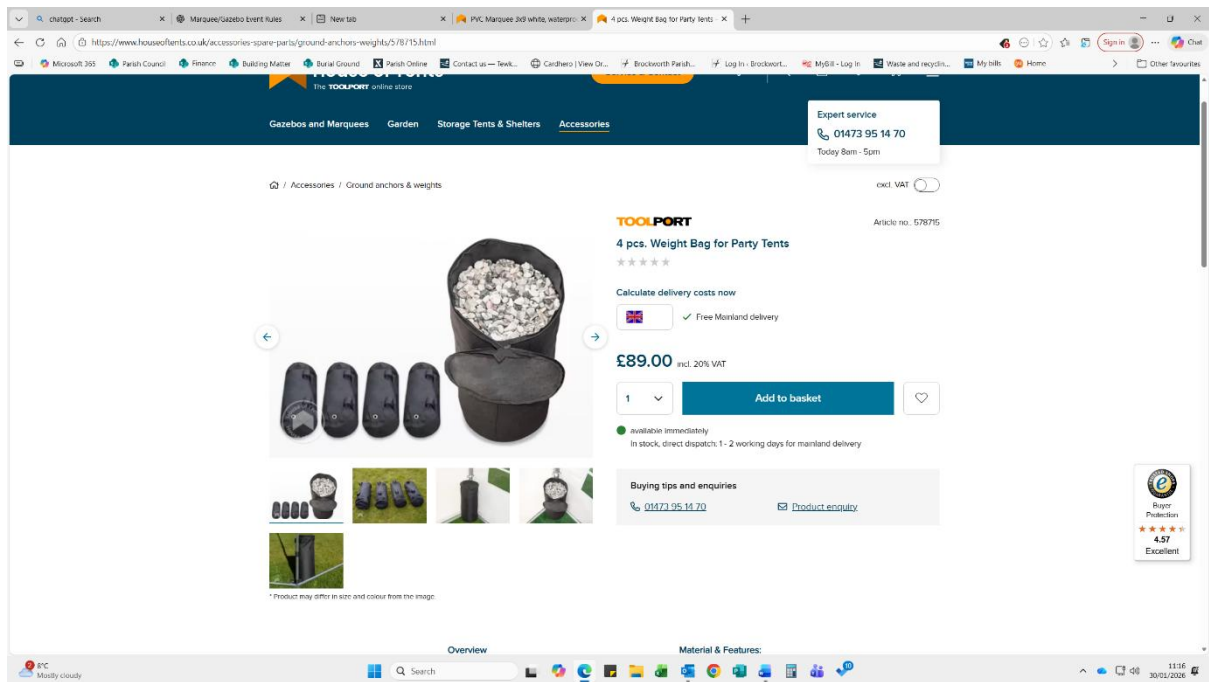
£929.00 incl. 20% VAT

1 Add to basket

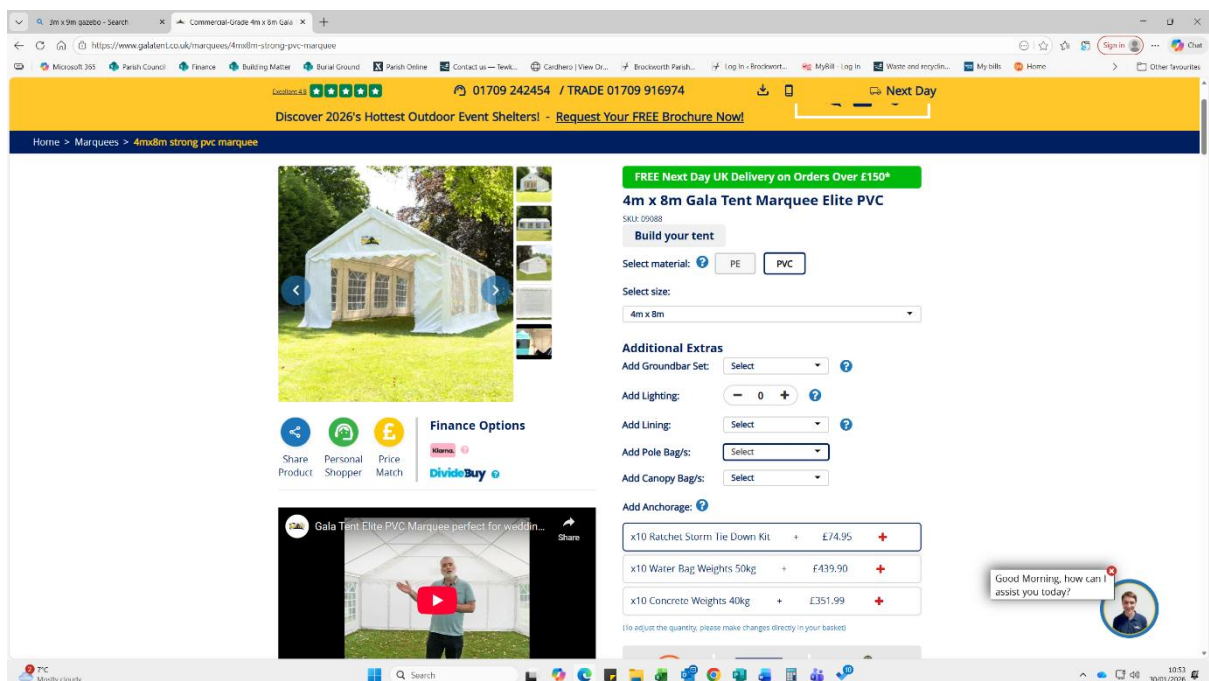
Available immediately
Special stock, approx. delivery time: 7 - 12 working days for mainland delivery.

Sale: 5% off sale5 Copy promotion code

Royal Protection ★★★★★ 4.57 Excellent



Commercial-Grade 4m x 8m Gala Tent Elite Marquee for Sale - Heavy-Duty PVC



Amazon



[Click to see full view](#)



Pop up Gazebo 3m x 9m with Detachable Sides Heavy Duty Outdoor Waterproof Tent for Camping Beach Park Wedding Sun Shelter with Spiral Tubes Ideal for Commercial Events White

Brand: Generic
[Search this page](#)

Price: **£162.99**
No VAT on this offer

Pay £162.99 **£112.99** for this order. Get a **£50 Amazon Gift Card** upon approval for the Amazon Business Prime Amex Card. **Representative 37.9% APR Variable.** Amazon is a credit broker.

Colour Name: **White**

- **Designing for Large Spaces:** Our pavilion provides ample event space to accommodate slightly larger social events, you can dine, dance in the tent, or use it as a picnic tent when camping
- **High Quality Materials:** This tent is made of high quality and durable materials, which can protect you from sun and rain, allowing you and your family and friends to stay comfortable in the tent. Make use of the ropes and stakes we provide to make the tent more stable
- **Multi Purpose:** Our party canopy tents can be used in many places. Whether you are holding a wedding or a family gathering, you can choose our tents and we will give you a wonderful experience
- **Elegant Appearance:** The tent has eight removable and interchangeable side walls for easy access and use. You can sit in the pavilion and enjoy the scenery outside
- **Do not use the tent in windy and rainy days,** please fix the ropes and ground nails when using. Be sure to install the product according to the instructions

[See more product details](#)

[Report an issue with this product](#)



SANHENG Pop Up Gazebo, 3x6m Gazebo with sides, Waterproof, UV-Resistant, Easy-Assembly ideal for...

★★★★☆ 88 | £159.99

[Shop now](#)

£162.99

FREE delivery 3 - 10 March.

[Details](#)

Deliver to Brockworth - Gloucester GL3 4

In stock

Quantity: 1

[Buying in bulk?](#)

[Add to basket](#)

[Buy Now](#)

[Secure transaction](#)

Downloadable Receipt
Dispatched from and sold by Zhanghezhang.

Return Policy:
Returnable within 30 days of receipt

Save this item

[Add to List](#)



All Seasons Gazebos | 3x3m Pop...

★★★★☆ (545)

£204⁹⁹ ~~£219.99~~ [prime](#)

Sponsored



[Click to see full view](#)



Heavy Duty 3.0m x 9m Gazebo with Waterproof Sides for Outdoor Events Perfect for Camping Weddings BBQs and More

Brand: Generic
[Search this page](#)

Price: **VAT exclusive price not available**
£255.99 incl. VAT

Pay £255.99 **£205.99** for this order. Get a **£50 Amazon Gift Card** upon approval for the Amazon Business Prime Amex Card. **Representative 37.9% APR Variable.** Amazon is a credit broker.

[Save 5% at checkout](#) [Qualifying items](#) | [Terms](#)

Colour Name: **White**

- **Spacious Design:** Our pavilion offers generous event space, perfect for larger social gatherings. Whether dining, dancing, or simply using it as a picnic shelter while camping, this tent accommodates your needs.
- **Durable Construction:** Crafted from high-quality, resilient materials, this tent protects you from both sun and rain, ensuring comfort for you, your family, and friends. Utilize the provided ropes and stakes for enhanced stability.
- **Versatile Usage:** Ideal for various occasions, our party canopy tent is suitable for weddings, family reunions, and more. Choose our tent for an unforgettable event experience.
- **Stylish Design:** Featuring eight removable and interchangeable side walls, this tent allows for easy access and versatility. Relax in the pavilion while enjoying the view of your surroundings.
- **Safety Precautions:** Avoid using the tent during windy or rainy conditions. Ensure proper installation using ropes and ground stakes, and follow the assembly instructions for optimal setup.

[See more product details](#)

[Report an issue with this product](#)



Pop Up Gazebo with 4 Sides, 3m x 3m Waterproof Pop Up Tent, Center Lock One Push Instant Garden Shelter...

★★★★☆ 703 | £199.99

[Shop now](#)

Sponsored

£255.99 incl. VAT

FREE delivery 23 - 27 February.

Order within 2 hrs 1 min. [Details](#)

Deliver to Brockworth - Gloucester GL3 4

In stock

Quantity: 1

[Buying in bulk?](#)

[Add to basket](#)

[Buy Now](#)

[Secure transaction](#)

Dispatched from and sold by SW168.

Return Policy:
Returnable within 30 days of receipt

Save this item

[Add to List](#)



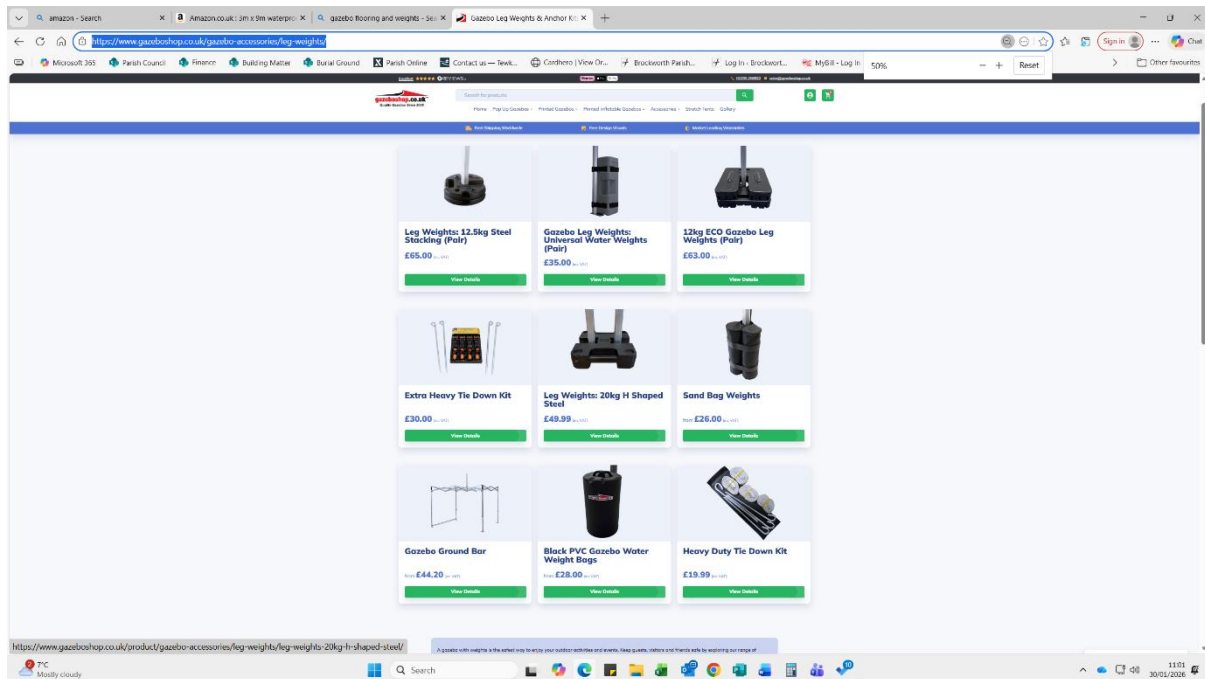
Gorilla Gazebo® Pop Up 3x3m...

★★★★☆ (1,080)

£219⁹⁹

Sponsored

Gazebo Leg Weights & Anchor Kits - GazeboShop



Dancover



Marquee SEMI PRO Plus 4x8 m PVC 900, White × 2 £1,836.92

Fire retardent

Safety Pack 4 (storm pegs 60 cm & storm straps), White × 2 FREE

Less discount – 55.10

£1,781.82



Pop up gazebo FleXtents PRO 4x8 m White, Flame retardant,

incl. 6 sidewalls × 2 £1,287.08

Flextents PRO Sandbags, 6 pcs. × 1 £108.92

Less discount – 41.88

Total £1354.12



Marquee Original 4x8 m PVC 900, White × 2 £927.16

NOT Fire retardant and not currently in stock – should be in stock end of April.

Storm straps, White, 4 pcs. × 2 FREE

Less discount – 27.81

Total £899.35

Financial Budget Comparison

for Community Centre

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Reserve	Actual Net	Balance
INCOME					
Community Centre					
200	Hall Hire	£15,000.00	£0.00	£25,486.85	£10,486.85
205	Conference Room	£4,000.00	£0.00	£4,959.01	£959.01
210	Small Meeting Room (Office 7)	£1,500.00	£0.00	£2,033.29	£533.29
211	Hired Office 6 (ProV)	£1,500.00	£0.00	£1,375.00	-£125.00
212	Hired Office 5 (RE)	£1,260.00	£0.00	£1,155.00	-£105.00
214	Kitchen Hire	£100.00	£0.00	£0.00	-£100.00
215	Hired Office 1 (D)	£4,956.00	£0.00	£4,545.31	-£410.69
220	Hired Office 2 (D)	£3,612.00	£0.00	£3,313.53	-£298.47
225	Hired Office 3 (D)	£3,612.00	£0.00	£3,313.53	-£298.47
230	Hired Office 4 (A)	£1,248.00	£0.00	-£104.39	-£1,352.39
235	Hired Office 8 (A)	£2,304.00	£0.00	£1,186.28	-£1,117.72
240	Youth Centre	£500.00	£0.00	£266.64	-£233.36
250	The Food Larder Utilities	£0.00	£0.00	£0.00	£0.00
255	Catering Income	£0.00	£0.00	£0.00	£0.00
260	Other Hire Income	£0.00	£0.00	£41.66	£41.66
265	Grants	£0.00	£0.00	£0.00	£0.00
Total Community Centre		£39,592.00	£0.00	£47,571.71	£7,979.71

Financial Budget Comparison

for Community Centre

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Reserve	Actual Net	Balance
EXPENDITURE					
Community Centre					
2030	Business Rates	£10,500.00	£0.00	£0.00	£10,500.00
2040	Utilities	£10,000.00	£0.00	£7,416.99	£2,583.01
2050	General Maintenance	£12,000.00	£283.40	£21,033.03	-£8,749.63
2055	General Maintenance (Petty Cash)	£300.00	£0.00	£95.30	£204.70
2060	Redecoration	£1,000.00	£0.00	£1,508.63	-£508.63
2070	Equipment	£2,000.00	£1,687.16	£2,970.01	£717.15
2090	Cleaning Supplies	£1,600.00	£0.00	£1,157.25	£442.75
2091	Cleaning Supplies (Petty Cash)	£0.00	£0.00	£14.92	-£14.92
2120	Security	£500.00	£0.00	£0.00	£500.00
2130	Health & Safety Works	£1,000.00	£0.00	£148.37	£851.63
2140	Licences	£1,100.00	£0.00	£1,113.48	-£13.48
2150	Kitchen Equipment	£50.00	£0.00	£88.27	-£38.27
2160	Catering Supplies	£200.00	£0.00	£166.05	£33.95
2190	Advertising & Promotion	£100.00	£0.00	£0.00	£100.00
2200	Replacement blinds and carpets	£0.00	£0.00	£668.33	-£668.33
2205	Hearing induction loop/sound system	£0.00	£0.00	£0.00	£0.00
2215	Building Refurbishment	£0.00	£0.00	£0.00	£0.00
2220	Solar Panels	£0.00	£0.00	£1,495.00	-£1,495.00
Total Community Centre		£40,350.00	£1,970.56	£37,875.63	£4,444.93

Financial Budget Comparison

for Community Centre

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve	Actual Net	Balance	
Total Community Centre Income	£39,592.00	£0.00	£47,571.71	£7,979.71	
Total Community Centre Expendi	£40,350.00	£1,970.56	£37,875.63	£4,444.93	
Total Net Balance	-£758.00		£9,696.08		

Income and Expenditure Account

Unaudited

31/03/25 £		31/03/26 £
	INCOME	
0.00	CIL/S106	111,380.48
45,776.06	Community Centre	47,571.71
1,604.53	Community Services	5,023.26
697.00	Events	1,786.00
19,569.32	Green Spaces & Environment	14,761.85
2,341.79	Interest on Investments	1,635.27
0.00	Parish Council, Administration & Finance	649.00
0.00	Planning & Highways	0.00
328,180.00	Precept	333,900.00
<u>398,168.70</u>	INCOME TOTAL	<u>516,707.57</u>
	EXPENDITURE	
88,173.91	Community Centre	37,778.63
26,628.58	Community Services	65,457.31
2,315.79	Events	5,722.50
50,457.41	Green Spaces & Environment	203,569.87
179,335.74	Human Resources	181,150.05
25,455.05	Parish Council, Administration & Finance	26,664.72
765.00	Planning & Highways	221.00
16,626.99	S. 137 Payments	2,790.26
	Capital reduction long term borrowing	0.00
<u>389,758.47</u>	EXPENDITURE TOTAL	<u>523,354.34</u>
196,726.81	Balance as at 01/04/25	215,771.90
<u>398,168.70</u>	Add Total Income	<u>516,707.57</u>
594,895.51		732,479.47
<u>389,758.47</u>	Deduct Total Expenditure	<u>523,354.34</u>
0.00	Stock Adjustment	0.00
10,634.86	Transfer to/ from reserves	90,165.51
<u>215,771.90</u>	Balance as at 31/03/26	<u>299,290.64</u>

Signed _____

Chair

Clerk / Responsible Financial Officer