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AGENDA OF THE COMMUNITY SERVICES COMMITTEE TO BE HELD ON WEDNESDAY 27TH MAY 2026, 7PM AT BROCKWORTH COMMUNITY CENTRE

1. **Election of Committee Chair and Vice Chair for the forthcoming year**
2. **Attendance of Councillors to be recorded.**
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 22nd April 2026**
7. **To discuss business relating to the Community Centre:**
 - (a) To note the Community Centre report and consider any matters arising
 - (b) To consider the quote to repair defects identified in the fire and security checks .
 - (c) To note that the lift SIM card has been renewed for 24 months at a cost of £375.55+VAT.
 - (d) To note that the inner lobby door does not have a sensor to detect anyone from the door from the reception area; the “push button to open” has been installed into the door frame on the left side.
 - (e) To consider and approve access arrangements for regular hirers.
 - (f) To discuss the community centre storage spaces with a view to tidy up the kitchens to make them more suitable for hire.
 - (g) To consider providing the main hall and youth centre free of charge to Castle Hill School for Year 6 leavers party.
 - (h) To confirm the protocol for offering free room hires (previously discussed August 2025 no decision at that time)
 - (i) To consider the quotes to install limescale prevention units.
8. **Grant Applications**
 - (a) To consider any grant applications received
9. **Youth Provision**
 - (a) To receive Brockworth Link’s Quarterly Youth Report
 - (b) To receive the Coopers Edge Bi-Annual Report
10. **To consider the provision of a storage container at Mill Lane playing field for Events equipment**
11. **To confirm membership of the Events Working Party.**
12. **To review and discuss 2026 Parish Council events**
 - Coach Trips – to confirm the date for October trip
 - VE Day 8th May – afternoon tea
 - International Brockworth Day 2026 – 25th 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.
13. **To receive financial reports for the community centre**
14. **To receive a verbal report from the Assistant Clerk on any urgent correspondence concerning the work of the committee**
15. **To note the date of the next Community Services Committee which will be held on Wednesday 24th June 2026 at 7pm.**

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

1. Welcome from the Chair of the Committee

Cllr Harris opened the meeting at 7pm.

2. Attendance of Councillors to be recorded.

Cllrs Uldis Balodis, Craig Carter (arriving 7.42pm), Irene Garbett, Debbie Harwood (arriving 7.08pm), Karen Harris (Chair), Charlotte Mills (arriving at 7.30pm)

3. To note any apologies for absence

None.

The following councillors were absent:

Cllr Debbie Cooper

4. To record any declarations of interests on matters on the agenda

Cllr Mills declared an interest in agenda item 13 International Brockworth Day.

5. To receive any public representations from parishioners

A member of public requested technical specifications of the display screen that is being hired for the International Brockworth Day. Committee Clerk will check details and confirm.

6. To approve the minutes of the Community Services Committee held on 25th March 2026

Proposed by Cllr Balodis, seconded by Cllr Harris, that the minutes be approved; all in favour.

7. To discuss business relating to the Community Centre:

(a) To note the Community Centre report and consider any matters arising.

The report was noted.

(b) The Committee noted the fire and security service report. The Committee would like to know why the annual service (April 2026) was not completed before the fire extinguisher next service date (March 2026). **Action: Committee Clerk.**

(c) The Committee discussed the kitchen space and availability for hire report. The report was noted and a meeting to be arranged to view the kitchen and discuss the options. **Action: Committee Clerk** to arrange a morning meeting.

The Committee brought forward item 12 Gazebo options and item 13 International Brockworth Day event.

12. To consider the options for a gazebo for parish council events

The Committee considered the options and noted that the gazebos for public events should be fire retardant. It was noted that CIL funds could be used to purchase the gazebos, also that the display screen is less expensive than originally budgeted. Cllr Balodis proposed purchasing two gazebos from Dancover – the semi pro plus 4x8m pvc 900, total £1781.82. Seconded by Cllr Mills, all in favour. **Action: Clerk.**

13. International Brockworth Day – 25th May

Cllr Mills left the meeting for this item. The Youth Club had requested clarification around attendance at the event. The Committee confirmed that the Youth Club are welcome to attend the event and use the opportunity to raise funds for the club if they wish to, however the council does

not require them to club to attend. The youth club can have a pitch for free, as are other non-profit making clubs.

- 7
(cont.)
- d) Committee deferred discussing the quote to install limescale prevention units pending additional quotes. **Action: Committee Clerk.**
 - e) The Committee discussed replacing the main hall chairs with folding chairs that would be less bulky to store. The costs were noted and it would be preferable to have chairs that could store in the existing main hall cupboards; to be considered again in 6 months prior to budget planning and in the meantime the Committee will go through the chair stock and assess how many need replacing. **Action: Committee.**
 - f) The Committee considered the options for replacing the Lincat hot water unit in the kitchen and Cllr Mills proposed that Council purchase a small tea urn for up to £50, seconded by Cllr Carter, agreed by all. **Action: Clerk.**
8. **To consider any grant applications received**
- (a) Friendship Group applied for £500; Cllr Mills proposed granting the funds, seconded by Cllr Balodis, agreed by all. The group are also to be reminded that a condition of funding is to submit a report for the annual parish meeting. **Action: Clerk**
9. **To review the style and location for a memorial bench outside the community centre**
- The Committee reviewed the bench style and proposed location by the kitchen window outside the community centre. Cllr Carter proposed agreeing the bench and location, Cllr Harwood amended the proposal that should the need arise, and only in consultation with the bench owner, that the Council temporarily removes the bench if anti-social behaviour issues arise, seconded by Cllr Mills. All in favour. **Action: Clerk.**
10. **To receive a response from the Food Larder**
- The Committee received the update regarding monitoring usage for potential abuse of the system. The Committee suggested that users present proof of address and that one person per household collects items for each permitted period of time and that the Food Larder retains a ticksheet to monitor that there is only one visit per household. **Action: Clerk.**
11. **To consider the quote for ladder training £448+VAT for up to 8 people.**
- Cllr Balodis proposed accepting the quote and offer spaces to nearby parish councils if Brockworth don't fill the 8 places, seconded by Cllr Garbett, agreed by all. **Action: Clerk.**
13. **To review and discuss 2026 Parish Council events**
- Cllr Harwood left the meeting during this item.
- Good Friday – meal charged at £7 for 2-courses. Very well attended by the public. The price to be charged will increase next time due to rising costs.
 - Easter Monday – family activity 11-3pm
 - Coach Trips – confirmed trips to Weston Wednesday 29th July and Tuesday 25th August booked with KB Coaches. October trip to be arranged. Cllr Balodis proposed confirming that the coach hire prices for Weston have not increased and pay now to fix the price, seconded by Cllr Harris, agreed by all. **Action: Clerk.**
 - International Brockworth Day 2026 – 25th May – discussed previously in the meeting.
 - VE Day 8th May – buffet meal.
 - Armed Forces Day 27th June
 - VJ Day 15th August
 - Autumn Fayre – 6th September.
 - Halloween Film night – check hall availability for 28th and 29th October and confirm the 29th October if that's available. **Action: Clerk.**
 - 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**
The report was received. Cllr Carter requested additional information on budget code 230 and budget code 2050; **Action: Committee Clerk** will forward the information to the Committee.
- 15. To receive a verbal report from the Committee Clerk on any urgent correspondence concerning the work of the committee**
There was nothing urgent to report.
- 16. The Committee noted the date of the next Community Services Committee which will be held on Wednesday 27th May 2026 at 7pm.** Cllr Balodis gave apologies for the next meeting.
- The meeting was closed at 8.50pm.

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 – May 2026

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

Date	Issue	COST £	Supplier
5th May	Evac chair annual service		Evac chair
12 May	Gooch Group pest control inspection, annual attic check also		contract

General Use

Unplanned expenditure requirements and requests not included in the budget:

- Severnside New sensor and button etc installed 1st May
- Fit For Life applied for £32.99 for a hot water boiler. The grant was agreed in principle, but the Committee thought there was a hot water urn in store. Jon French has been asking if his grant has been successful? This has been previously raised, in January 2026 report.
- Could Dynamitic put up two tv screens, one outside the office upstairs and one in the foyer where the broken tv currently. Clive Hannis will put this request in writing.
- Gloucester Plumbing came Tuesday 19th May to do quote. Will email Lianne to hopefully get quote in time for this meeting.
- Pest Control: 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.
- See quote A&E
-

Our disabled parking is supposed to have hatchings around it. The community centre has on-going issues with this because we do not have the hatchings

[The hatchings are designed to provide extra room for wheelchair users or those with mobility aids to enter and exit their vehicle safely. The side access zones are marked with clear cross](#)

S-

hatching, and the hatchings are typically marked with yellow lines and a yellow logo. These markings are crucial for ensuring that the space is reserved for disabled individuals and that it is easily identifiable and accessible.



•

Property:

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

Client:

BROCKWORTH
COMMUNITY
CENTRE

Task:

T-48648

Issued by:

Millie Ashford
23rd April 2026

Issue Date:

10th April 2026

Valid to:

9th June 2026

Scope of Works

Further to the recent visit by our Engineer, we write to confirm our costs for the works required and any recommendations made.

Emergency Light Units Repairs

The following 10n° emergency light units have been identified as faulty following our testing.

We offer the following fixed project price to carry out repairs and replacements of your faulty emergency lights as reported at the time of service.

4n° Westwood 2ft x 2ft LED Back-Lit Panel

4n° Bowman Flexible Remote Emergency Pack For 2ft x 2ft Panel

1n° Eterna 9W - 18W LED Tri-Colour Emergency Square Bulkhead White / Opal

1n° 5ft strip light LED 3hr Emergency light

1n° Thorncliffe LED Emergency Box Exit

3n° Norfolk LED Emergency Bulkhead

All redundant lights that are removed by A&E Fire and Security will be taken away and environmentally disposed of with appropriate paperwork and audit trail available for inspection and records.

We include all access, labour, environmental disposal and materials to complete the works.

Upon completion, the unit will be tested for full functionality.

Benefits of LED Emergency Lighting (Light Emitting Diodes)

Where possible, all replacement and repairs will be carried out using LED units, which are energy and waste efficient. Here are the benefits of using LED units.

Have you ever noticed how hot incandescent light bulbs get when they burn? Almost all the energy they produce goes to heat, which isn't very efficient! Worse yet, the filament that incandescent bulbs burn to create light wears out very quickly, resulting in lights that need to be replaced regularly. LED lights don't rely on burning a filament, so there is no need to worry about heat or wear and tear. In fact, using LED lights often results in energy savings of 30 percent compared to normal bulbs.

LED lights function in much the same way as incandescent bulbs, but they are thinner and lighter, making them more efficient and economical. LED lights are highly robust, have excellent low temperature performance, and are easily digitally controlled.



Since LED lights don't rely on a burning filament to generate light, they can last much longer than incandescent light bulbs—as many as 50,000 hours or more. LED lights have been used to power exit signs for several years now, with technology continuing to progress and costs continuing to decrease.

Simply put, LED lights are the best way to point out modes of egress so people can evacuate your building safely in the event of an emergency.

Fire Alarm Zone Plan

In accordance with BS 5839-1:2025 (Clause 23.2.2e), we propose to design, produce, and install a compliant Fire Alarm Zone Plan, to be located adjacent to the fire alarm control panel at your premises.

This requirement was introduced under updated fire alarm standards in March 2013 and is intended to assist the Fire and Rescue Service in quickly understanding the building layout and fire alarm zoning in the event of an emergency.

The zone plan will clearly show:

- The building layout
- Defined fire alarm detection zones
- Final exit routes from the building

This ensures a clear and immediate reference for attending personnel who may be unfamiliar with the site.

Pricing Assumptions

Our price is based on the provision of up-to-date electronic drawings of the building. These will be used by our engineers for mark-up and by our CAD team to produce the final zone plan.

Should suitable electronic drawings not be available, we can provide a separate quotation to carry out a full measured survey and produce the required plans.

Scope of Works

The following is included within our quotation:

- Full functional testing of the fire alarm system to accurately confirm zone coverage across the building
- Production of professionally drafted zone plans by our in-house CAD team, designed for clarity and ease of use
- Full compliance with BS 5839-1:2025 requirements
- Supply and installation of A3 framed zone plans adjacent to the fire alarm control panel
- Provision of electronic copies of the final zone plans for your records

Please note, if multiple remedials quotes are accepted for the same location, only one site attendance fee will apply

We trust the foregoing meets with your approval, but should you require further information, please do not hesitate to contact us.

Assuring you of our best attention.

Kind Regards,



Millie Ashford
Service Manager
A&E Fire & Security
Tel: 01452 712021
Email: millie.ashford@ae-fire.co.uk

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

060 - Strip Light Emergency Light plant room

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](#)

Parts/Labour

Quantity

5ft strip light LED 3hr Emergency light required

1.00



008 - LED Panel Emergency Light

Lift motor room

Non-critical defect

ID: 50441 [🔗](#)

Added: 10th Apr 2026 9:28AM

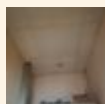
Last Verified: 10th Apr 2026 9:28AM

Description:

Emergency / Exit light failed discharge test

Resolution:

Supply and install new Exit / Emergency light



[Click photos to enlarge](#)

Parts/Labour

Quantity

Westwood 2ft x 2ft LED Back-Lit Panel

1.00

Bowman Flexible Remote Emergency Pack For 2ft x 2ft Panel

1.00

050 - Sqaure Emergency Light

first floor male Toilets

Non-critical defect

ID: 50455 [🔗](#)

Added: 10th Apr 2026 9:50AM

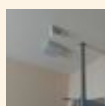
Last Verified: 10th Apr 2026 9:50AM

Description:

Emergency / Exit light failed discharge test

Resolution:

Supply and install new Exit / Emergency light



[Click photos to enlarge](#)

Parts/Labour

Quantity

Eterna 9W - 18W LED Tri-Colour Emergency Square Bulkhead White / Opal required

1.00



033 - Box Light Emergency Light

youth club exit rear

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](#)

Parts/Labour

Quantity

Thorncliffe LED Emergency Box Exit

1.00

053 - Bulk Head Emergency Light

external front

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](#)

Parts/Labour

Quantity

Norfolk LED Emergency Bulkhead

1.00



012 - LED Panel Emergency Light

Male Toilets

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](#)

Parts/Labour

Quantity

Westwood 2ft x 2ft LED Back-Lit Panel

1.00

Bowman Flexible Remote Emergency Pack For 2ft x 2ft Panel

1.00

022 - LED Panel Emergency Light

hall middle

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](#)

Parts/Labour

Quantity

Westwood 2ft x 2ft LED Back-Lit Panel

1.00

Bowman Flexible Remote Emergency Pack For 2ft x 2ft Panel

1.00



023 - LED Panel Emergency Light

hall left

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](#)

Parts/Labour

Quantity

Westwood 2ft x 2ft LED Back-Lit Panel

1.00

Bowman Flexible Remote Emergency Pack For 2ft x 2ft Panel

1.00

056 - Bulk Head Emergency Light

external rear youth club

Non-critical defect

ID: 50457 [🔗](#)

Added: 10th Apr 2026 9:52AM

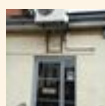
Last Verified: 10th Apr 2026 9:52AM

Description:

Emergency / Exit light failed discharge test

Resolution:

Supply and install new Exit / Emergency light



[Click photos to enlarge](#)

Parts/Labour

Quantity

Norfolk LED Emergency Bulkhead

1.00



057 - Bulk Head Emergency Light

external rear youth club entrance

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

Parts/Labour
Quantity

Norfolk LED Emergency Bulkhead

1.00

007 - Zone Plan
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

Parts/Labour
Quantity

Zone Plan Creation - assuming floor plans are provided

1.00

General Repairs
Parts/Labour
Quantity

Quoted Works

1.00



Subtotal	£1,291.76
VAT	£258.37
Total	£1,550.13



Terms and Conditions

A&E Fire & Security's standard Terms & Conditions of contract are applicable and the quotation is valid for 30 days, further details available upon request.

A&E Fire & Security is committed to ensuring that all of our activities are carried out in a manner capable of ensuring that the health and safety of our employees and those in close proximity to our working area is not compromised. To assist us in completing our obligations we require you to advise us of the existence of any hazards e.g. asbestos that we may encounter on your site.

The project hours of working shall be 08.00 - 17.00 Monday to Friday and are based on continuous unimpeded access. Any work required outside these hours may be subject to further costs. No allowance has been made for non-productive/waiting time and this may be charged as per our schedule of rates.

Please note we require a minimum of ten working days notice to arrange an engineer's visit, however we will endeavour to commence earlier if required.

For works over £2,500.00 excluding VAT, unless otherwise agreed in writing by both A&E and customer, part invoices and payments will be raised and required up to the total contract value on delivery of materials or commencement of the works (whichever shall occur first) and on a calendar month basis. The final balance shall be paid within payment terms of seven days after the practical completion of the works as determined by A&E, when a completion certificate will be issued. If the value of the job or project is over £2,500.00 ex VAT, a minimum of 25% deposit invoice will be submitted and paid before commencement of the job or project.

Value Added Tax is additional at the current rate and the foregoing quotation is subject to our standard terms and conditions, available upon request.



Report to: Community Services Committee

Item 7f: Review of Community Centre storage with a view to tidy up the kitchen areas.

1. Purpose of the Report

This report identifies the current storage arrangements to aid the committee to consider better utilisation of the storage arrangements.

2. Current Storage Uses

Ground Floor

Main Hall: 8 cupboards and comms room

1. Events items
2. Chairs/tables
3. Dog bags and cleaning equipment
4. Events items
5. Parish Council Stationary Cupboard, with dog mats stored at the bottom
6. Youth Club items
7. Ballet group
8. Tables

Comms room: Not used for storage

Community Centre Kitchen

- Youth Club use the freezer and 3 cupboards plus 1 drawer
- Social Seniors use 3 cupboards
- Fit for Life use 1 cupboard
- Remaining cupboards contain Parish Council/Community Centre items for communal use
- Fridge is mainly used for staff only.

Youth Centre

2 large built-in cupboards

1. Art supplies
2. Full of mixed junk boxes, netting, make up box

Freestanding cupboard: board games

Youth Centre Kitchen

- Fridge (1): Youth Club staff
- Fridge (2): Social Seniors
- Cupboards: a mixture of youth club and social senior items.
- Social Seniors also use one trolley for storage.

Lobby between Main Hall and Youth Centre

2 freestanding cupboards – both containing Social Senior items.

First Floor

Storeroom (next to lift): chairs, empty metal cupboard – no specific use, primarily used for surplus chairs, old furniture and the candy floss machine.

Meeting Room freestanding cupboard (office 7): plates, glasses, trays, disposable cups and plates

Conference Room clocktower: cleaning equipment and stock

Kitchen:

- Small freestanding fridge on a trolley: Dynamic Sales
- Under counter Freezer: Senior social group
- Freestanding fridge/freezer: Dynamic Sales use the fridge section, Events use the freezer section
- Dynamic Sales use 3 cupboards
- 2 cupboards: Parish Council/Community Centre items for conference / communal use.

3. Initial Proposals

Committee Clerk is meeting with Brockworth Link and Youth Manager on 28th May to discuss the youth club storage needs. Ideally, all the youth club equipment should be stored away in the 2 large built-in cupboards so that the youth centre can be hired out during the daytime. This could free-up one cupboard in the main hall.

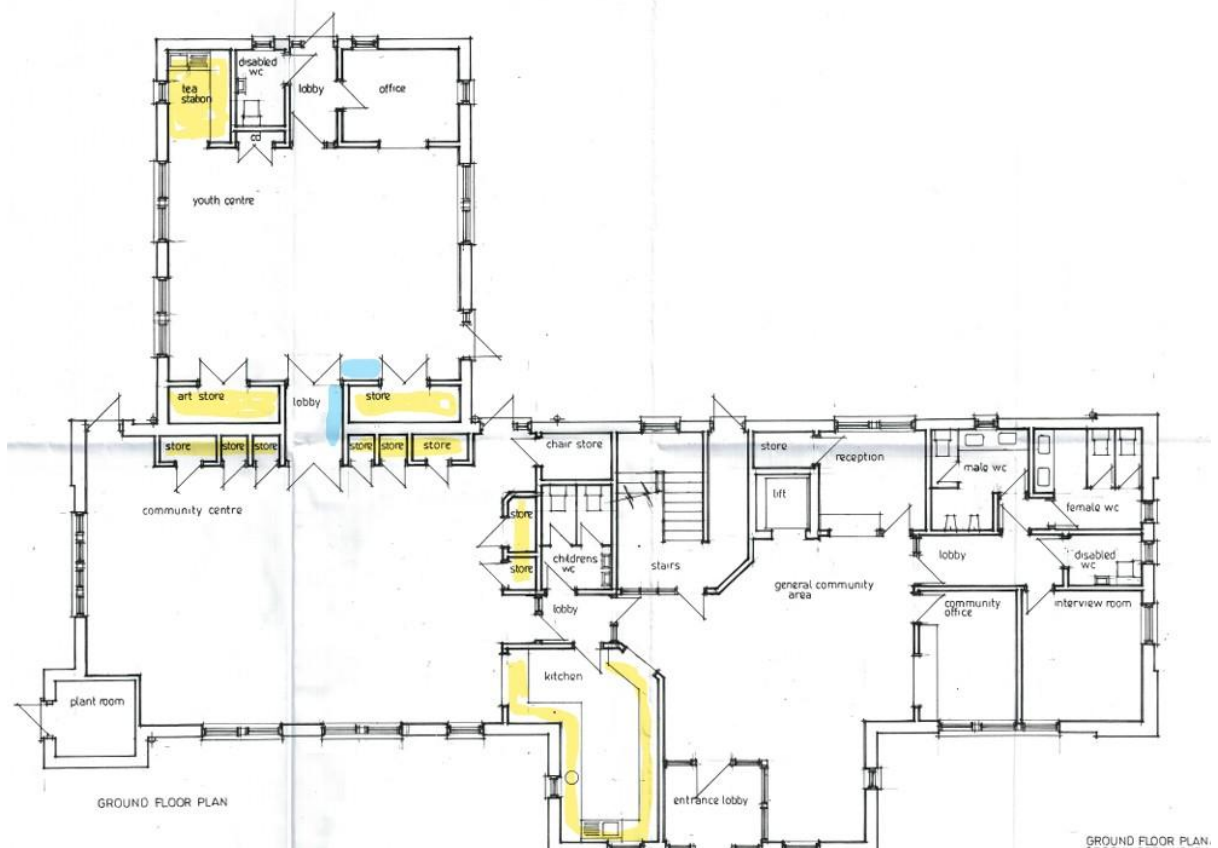
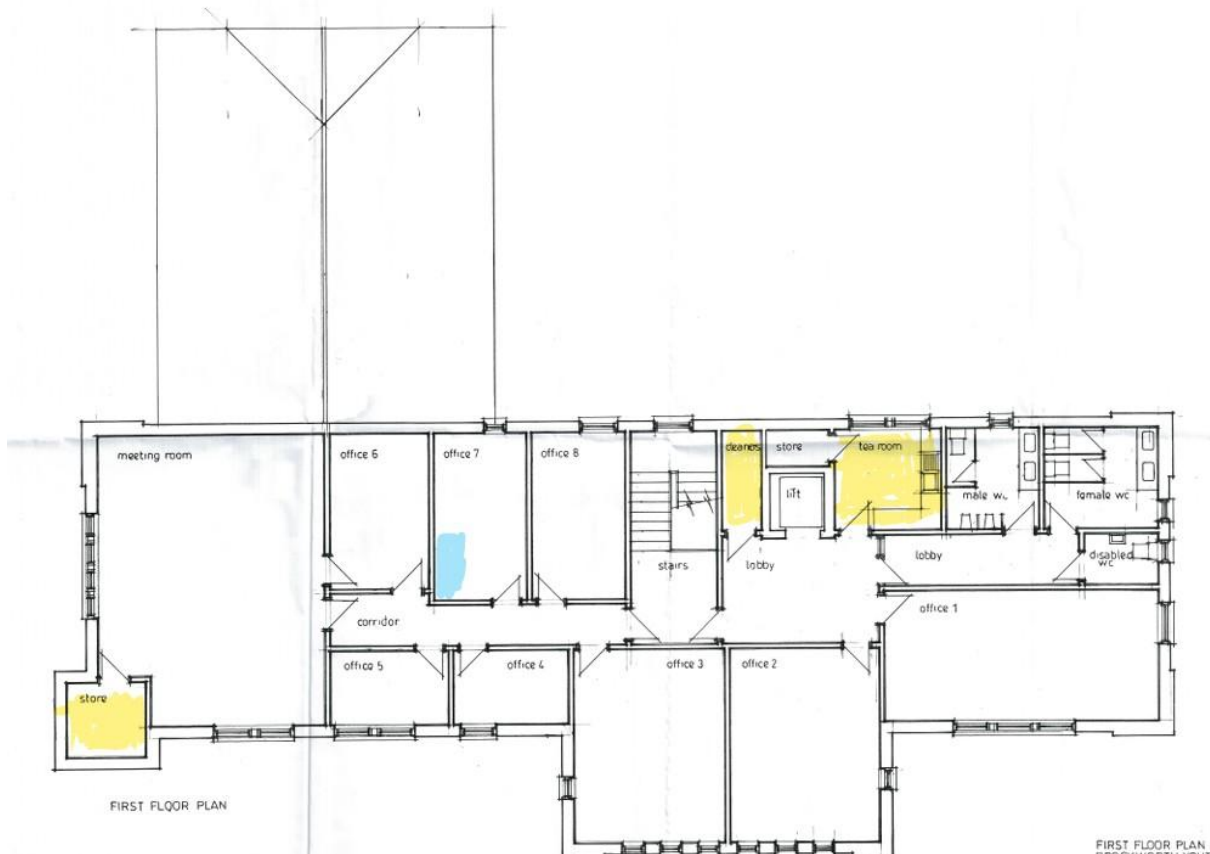
Collate the Event items into one larger cupboard in the main hall, eg cupboard 3. Less frequently used Event items could be stored in the first floor store next to the lift (pending decision regarding storage container at Mill Lane). The store room will need to be cleared of broken equipment and either turn the metal cupboard for storage or add shelving at the rear of the storeroom.

Allocate a Main Hall cupboard to Social Seniors for the larger items, eg air fryers so that these can be locked away after use, eg cupboard 1 which has shelves.

Rationalise the fridge / freezers – eg can we reduce the need for 2 freezers and 2 fridges in the small upstairs kitchen?

4. Floor Plans

Community Centre floor plans are attached – the areas highlighted in yellow are built-in storage, the areas highlighted in blue indicate freestanding storage cupboards.



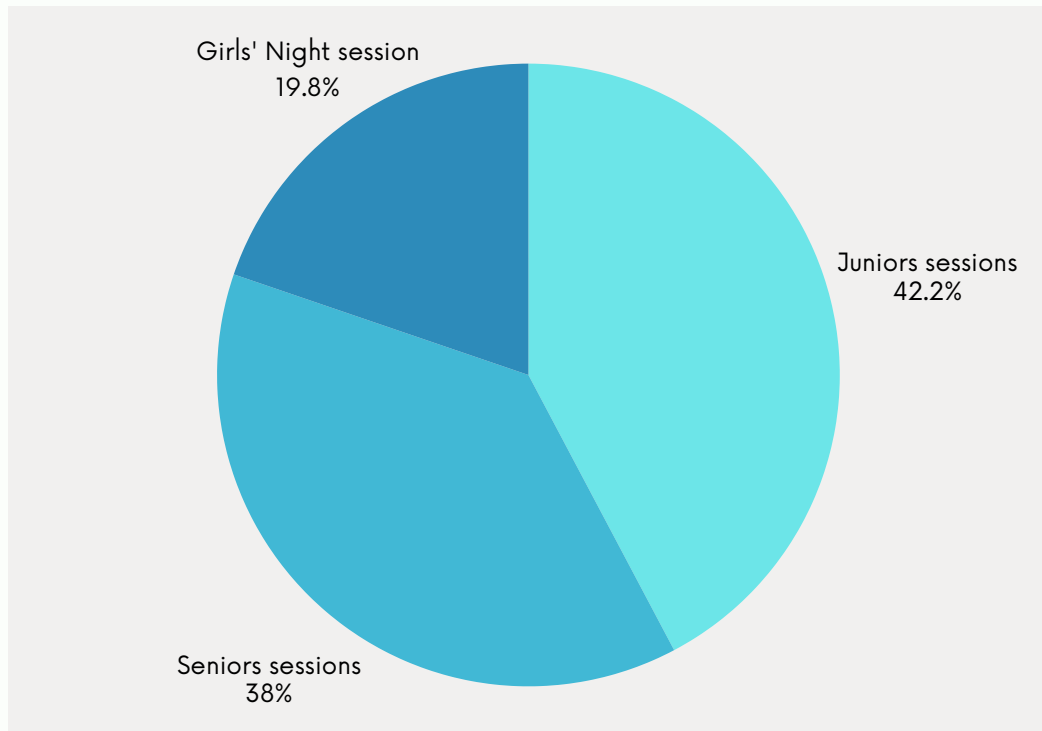
QUARTERLY REPORT BROCKWORTH YOUTH PROVISION

For: Brockworth Parish Council

Brockworth
link

BROCKWORTH LINK

JANUARY 2026 - MARCH 2026



YOUTH MEMBERSHIP

As of this reporting period, 333 young people are registered with our youth services.

The high level of interest demonstrates the value young people place on our programmes.

We continue to closely monitor attendance and adapt session structures as necessary to meet demand effectively.

YOUTH ACTIVITIES

Arts and crafts:

Air-dry clay 3D models, Hama beads, painting, drawing, 3D fruit art, friendship bracelets, space crafts, anime art, balloon art, card making.

Sports activities:

Football, dancing, netball, tag rugby, tennis, circus skills, pool, tag, throwing games, Nerf fun.

Holiday activities:

Get Active Easter workshop, Lego club, horse care and therapy, Easter hunt and craft, seniors' ice skating.

Workshops:

Knife workshop, positive relationships and sex health, card making, forest school, International Women's Day, creative writing, performing arts, dance school workshop, cooking, Saint Patrick's Day, boxercise, trampolining and performing arts.

FUNDING SECURED FOR 2025-2026

Gloucestershire Community Foundation - £2500 salary contribution

Old Marlintonian - £200 for equipment

Asda Foundation - £1000 for healthy food

Rotary Gloucester - £500 for equipment

Travis Perkins - £8666 - youth work training for 2 members of staff (Level 2 and Level 3) and safety devices for 3 years for all youth workers

Honourable Company of Gloucestershire - £500 for healthy food

Gloucestershire County Council - Grassroots Neighbourhood Fund - £3000 salary contribution

Police and Crime Commissioner - £7811 salary contribution and anti-social behaviour workshops

YOUTH CASE STUDY

We have been supporting two young people who are struggling with their weight and whose guardian also has additional needs. We spoke to a caregiver, and as a youth club we are supporting the young people by showing them how to cook healthily and encouraging healthier food choices.

We are also supporting them to be more active by involving them in physical workshops and games at the youth club. We will continue to support them and encourage them to adopt a healthier and more positive lifestyle.

YOUTH TESTIMONIALS

"I really enjoyed the horse care, and now my mum is going to look for lessons for me." - Girl, 11

"The Nerf session was the best. I was the captain—can we do this again every week?" - Boy, 12

"It's a good place to chill and hang out with my mates, and the food is good." - Boy, 16

"The dance class was so good—I can't wait to do it again." - Girl, 13

Session planning

- Cooking
- Healthy foods
- Move more
- Painting and drawing
- Sports and games
- Dancing and singing
- Positive relationships
- C-Card scheme
- Space and planets
- Environment
- Ice skating seniors' trip
- Horse care trip

Development of youth council

The Youth Council met in March 2026, with 12 young people attending.

Discussions took place around future trips and sessions, as well as the items they would like to apply for through the Rotary Club grant.

Feedback from young people

What they liked:

- *Forest school*
- *Dancing*
- *Nerf fun*
- *Ice skating trip*
- *Craft workshops (air-dry clay)*
- *Open discussions in seniors' sessions*
- *Board games*
- *Horse therapy trip*
- *Cooking*

They would like to do:

- *More trips and local outings*
- *Cooking*
- *Football and dance workshops*

Workshops organised within the reporting period

- *Forest school*
- *Performing arts*
- *Prima - Trampolines*
- *Creative writing*
- *Dance workshop*

Safeguarding

Two children who have recently returned to their parents' care were identified as needing additional support around hygiene and healthy eating. In response, targeted workshops have been introduced to promote healthy routines and improve understanding in these areas. Relevant concerns have also been shared with the appropriate professionals to ensure ongoing monitoring and support.

Outcome: The children are receiving consistent guidance around personal hygiene and nutrition, with support of family awareness in place to aid wellbeing at home.

Concerns regarding a young female who has engaged in self-harming behaviours were discussed with her guardians to ensure appropriate support strategies were in place. As a preventative measure, staff have made small adjustments to working practices within the club environment to reduce potential risks and provide a safer space for the young person.

Outcome: Risk within the club setting has been reduced and the young person now has increased safeguarding support through both guardians and staff awareness.

Summer Activities Programme

Planning for the Summer Activities 2026 has commenced.

Signposting

Department for Work and Pensions - Advice given to a parent to contact them for financial advice.

C-Card scheme - Provided to a young person and a parent.

Young Minds - The young person is now receiving weekly therapy.

Youth Service Providers Network

The next meeting is scheduled for 7th May 2026. We have invited relevant people and organisations to attend, in order to help form stronger networks and build relationships.

STAFF TRAINING

The Youth Manager and one staff member are currently progressing towards their Level 2 Youth Work qualification as part of their continued professional development.

In addition, the wider youth staff team has successfully refreshed and completed training in key areas including first aid, child mental health, data protection, safeguarding and food hygiene.

Outcome: Staff knowledge and competencies have been strengthened across essential operational and safeguarding areas, ensuring the team is better equipped to provide safe, effective and informed support to young people while maintaining compliance with current standards and best practice

"We're not just building a youth club; we're building futures."

BI-ANNUAL REPORT

COOPERS EDGE YOUTH PROVISION

**OCTOBER 2025 -
MARCH 2026**

For: Upton St Leonard's Parish
Council, Hucclecote Parish Council
and Brockworth Parish Council

**Brockworth
link**

Youth Club Objectives

- Develop, manage and deliver activities and programmes in line with identified needs.
- Encourage youth empowerment by enabling opportunities for young people to have a voice within their community.

Session planning overview

Since moving our sessions indoors at Coopers Edge School, we have been able to follow a more structured session plan, delivering themed sessions, focused on positive relationships, getting active and healthy eating.

The Juniors group has thoroughly enjoyed these sessions and engaged well with the activities offered. Progress with the Seniors group has been slower, but we continue to work on building engagement and encouraging participation.

Training and development of staff

Staff training has included:

- Safeguarding Level 2,
- Safeguarding Level 3 (Child Protection),
- Food Hygiene
- Children's Mental Health to support safe and effective practice
- First aid

Overall summary

During this reporting period (October 2025 - March 2026), we had **322** engagements in the local area, building meaningful connections through a consistent presence and informal conversations.

We have also delivered both junior and senior session programmes, offering a range of themed activities and external workshops. These have included performing arts, dancing and singing sessions, STE workshops and boxing.

The young people have particularly enjoyed the dancing sessions, as well as games and the opportunity to socialise with one another.

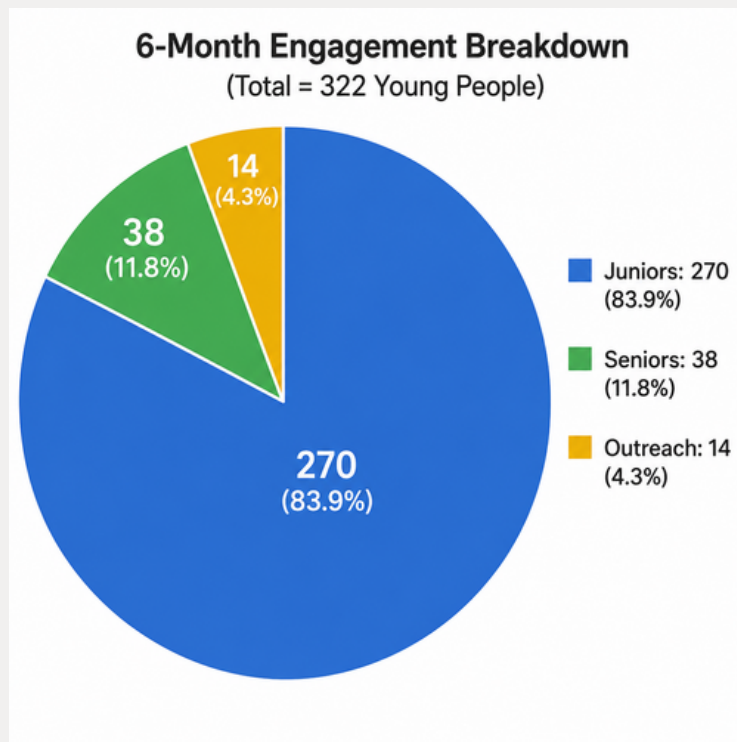
Our Easter activities were a great success, with high attendance and a fun, engaging atmosphere for the young people.

We have also strengthened relationships with local groups and shops (including Tesco), the wider community and Coopers Edge Community Centre.

We have also gathered feedback through questionnaires and comments were collected via the youth club suggestion box.

These insights will help shape our next phase of programme development.

OCTOBER 2025 - MARCH 2026



YOUTH MEMBERSHIP

Membership at Coopers Edge Youth Club continues to grow, with an increasing number of young people attending sessions on a regular basis. Currently, we have 33 members registered with our youth club. While the Juniors sessions are well attended, participation at the Senior sessions remains an area of concern. We are currently developing targeted plans to better engage this group and increase participation, alongside our wider work to grow both Junior and Senior membership and deliver the overall development plan.

Young people who do attend regularly report high levels of satisfaction with the service. They demonstrate a strong sense of pride in the club and are beginning to show greater respect for their local area.

YOUTH TESTIMONIALS

"I love seeing my friends at youth club."

"It's really fun here."

"I love the staff, the activities and the trips."

"My confidence in myself has grown."

"The dance workshop was the best—we have fun here."

"I love the atmosphere—I wouldn't change anything."

OUTREACH OVERVIEW

During this period, we complemented our centre-based delivery with a small amount of targeted outreach work.

On these occasions, two youth workers were deployed into the Coopers Edge area to engage directly with young people, while two staff members remained on site to run the Senior sessions.

Through this outreach, staff engaged with some young people, providing information about the youth club and the opportunities available to them.

These conversations also included informal safety guidance, such as encouraging the use of bike lights to improve visibility and promote safer behaviour while out in the community.

Young People's Feedback:

- Young people have shown strong interest in sports, music, gaming and creative workshops.
- They particularly enjoyed dancing, performing and karaoke activities, which were well attended and well received.
- There has also been strong enthusiasm for the summer scheme and trips, with especially positive feedback about the ice skating trip.

Parent/Guardian Feedback:

Parents and guardians have expressed appreciation for providing a safe and structured environment for their children.

They were particularly pleased with the trips and half-term activities on offer.

There has also been a positive response to workshops focused on youth wellbeing and skills development.

October 2025 - Engagement Summary

During October, Coopers Edge Youth Club sessions included a variety of engaging and themed activities.

The young people took part in a welcome back session and enjoyed playing on the PS5, alongside games and quizzes that encouraged participation and teamwork.

Creative activities included making friendship bracelets, as well as a Halloween workshop where they used clay and paint to decorate pumpkins, alongside discussions around responsible trick-or-treating.

The month also included a mental health workshop, helping promote awareness and open conversations in a supportive environment.

Overall, October sessions were well received and offered a good mix of fun, creativity and learning.

Total engagement for October : 39 young people.

November 2025 - Engagement Summary

During November, Coopers Edge Youth Club sessions included a range of creative and educational activities.

The young people took part in a military workshop where they learned about Remembrance Day and its importance, helping them to understand why it is celebrated.

They also explored Japanese culture through drawing activities, including anime-inspired artwork, which was well received.

In addition, young people enjoyed making Christmas cards, supporting creativity and seasonal engagement.

Overall, November sessions provided a good balance of learning, cultural exploration and creative expression.

Total engagement for November : 35 young people.

December 2025 - Engagement Summary

During December, Coopers Edge Youth Club sessions were festive, engaging and well received by the young people.

Activities included Christmas card making, wooden Christmas decoration crafts, chocolate Yule log decorating and a variety of Christmas-themed games.

The young people also enjoyed dance and music sessions, which helped to create a fun and energetic atmosphere throughout the month.

The Music Bus (The Music Works charity) visited the club, giving young people the opportunity to write and create their own music, which was a highlight of the programme.

Alongside the festive activities, there were also discussions around kindness, encouraging positive behaviour and reflection during the Christmas period.

Total engagement for December : 31 young people.

January 2026 - Engagement Summary

In January, Coopers Edge Youth Club sessions opened with a “welcome back” activity, giving young people the opportunity to share what they had been doing over the Christmas break.

The programme offered a varied and engaging range of activities, including dance and singing sessions, snowball battles, PS5 gaming, hair and makeup activities and arts and crafts.

Young people also took part in designing recycling posters and explored healthy eating through interactive discussions and food-related activities.

Additional sessions included exploring street art, playing board games and taking part in conversations around online safety.

Overall, the programme was well received, providing a balanced mix of fun, creativity and informal learning.

Total engagement for January: 47 young people.

February 2026 - Engagement Summary

During February, sessions at Coopers Edge Youth Club were varied and well received by young people.

Activities included discussions around music, board games, karaoke, face painting, card games as well as a slime workshop, all of which supported positive engagement and social interaction. Young people also took part in dance routines and a performing arts workshop, helping to build confidence and creativity.

The programme included important themed discussions and workshops around bullying, positive relationships and trusting friends, encouraging reflection and peer support.

Pancake decorating was also a popular activity, adding a fun and relaxed element to the sessions.

Overall, February was a positive month focused on kindness, confidence-building and strengthening relationships among young people.

Total Engagement for February: 54 young people

March 2026 - Engagement Summary

During March, sessions at Coopers Edge Youth Club included a variety of engaging and educational activities.

Young people took part in a dance workshop with Step and Style, which was well received and encouraged creativity and confidence.

Workshops focused on our planet and the environment, alongside crafts activities where recycling posters were created to promote sustainability.

There were also discussions around the local community and the importance of respecting shared spaces.

Alongside these themed sessions, young people enjoyed plenty of active games, including tag, which supported positive interaction, teamwork and energy release in a fun and inclusive way.

Total Engagement for March : 80 young people.

Easter Half Term activities Overview

The Easter half-term activities received an amazing response from young people, with great levels of engagement and participation throughout the programme.

Activities included an Easter hunt across the local community, which was very popular, as well as crafts and games hosted at Tesco.

Young people also took part in Easter wreath making sessions and all received Easter eggs, which added a fun and celebratory feel to the week.

In addition, the Seniors group enjoyed a successful ice skating trip, which was a highlight of the programme and well received by those who attended.

Easter activities engagement : 32 young people.

We registered a total of **102** engagements during this month, including the Easter activities.

Engagement October 2025 - March 2026 totals: **308**

Youth Providers Network

Brockworth Link currently holds multi-service meetings twice a year, bringing together parish councillors, police representatives, schools and professionals working with children and young people aged 10–18 across the local authority area.

The October 2025 meeting covered key topics including housing, the Duke of Edinburgh programme, the C-Card (condoms) scheme and violence prevention.

These meetings are designed to strengthen multi-agency working to safeguard, support and promote the wellbeing of children and young people in Brockworth and Coopers Edge.

The next meeting is scheduled for 7th May 2026.

Signposting

During this period, we supported a young person by signposting them to Hope House for sexual health advice and guidance. This arose through C-Card related work with the Senior group.

As a result, the young person has developed a better understanding of safe sex and is now aware of where to access free, confidential support and information when needed.

YOUTH CASE STUDY

One young participant, who has traditionally found it difficult to express his emotions, shared that the drawing sessions have helped him to build a positive relationship with staff.

Through these creative activities, he has begun to feel more comfortable engaging with youth workers and is now increasingly able to talk through his thoughts and concerns in a safe and supportive environment.

SUGGESTION BOX - THE YOUTH VOICE

So far, young people have anonymously suggested:

- **More dance and music workshops**
- **Make-up sessions**
- **Cooking sessions**
- **Outdoor/field activities**

We will continue to gather feedback from the young people to help shape session planning and ensure the activities reflect what they would like to do at the youth club.

Summary & Outlook

Overall, Coopers Edge Youth Club is having a positive impact in the local community through structured sessions, outreach work and targeted support.

The club is strengthening relationships, raising awareness of positive choices and providing a safe space for young people to socialise, learn and develop new skills.

Through signposting to relevant services, wellbeing education and community-based activities, we are supporting informed decision-making and healthier lifestyles.

This ongoing engagement is also contributing to a reduction in anti-social behaviour, as young people become more involved in positive activities and feel more connected to their community.

From its beginnings as a small outreach project to now operating from a dedicated building, Coopers Edge Youth Club has grown significantly and continues to make a meaningful difference locally.

We remain committed to supporting the wellbeing, development and opportunities of young people in Coopers Edge.

“This isn’t just a youth club — it’s where friendships are made and confidence is built.”

Development Plan 2026

Brockworth Link is currently implementing a development plan to increase membership, with a primary focus on attracting more young people to our Seniors group.

This includes promotion through local schools, community groups and social media to raise awareness and encourage sign-ups.

We have also received a donated gazebo, which will support our outreach work in the local area.

Youth workers will be carrying out targeted community engagement and outreach sessions to boost visibility, encourage participation and promote Coopers Edge Youth Club as an accessible and welcoming space for young people.

Item 10: Shipping Container Storage Proposal Report

Overview

This report summarises current UK shipping container pricing, supplier quotations, planning considerations, and funding implications relating to the potential installation of a storage container for events equipment and community use.

Supplier Quotations

Freightliner Quotation

Supplier	Size	Condition	Price	Notes
Freightliner	8ft	New	£1,700 + VAT	2 locking bars (1 on each door), lock box standard
Freightliner	20ft	New	£1,950 + VAT	3 locking bars, lock box
Freightliner	20ft	New (slightly damaged)	£1,650 – £1,800 + VAT	3 locking bars

Delivery Costs

Delivery to **GL3 4QU**:

- £525 + VAT for:
 - Single 20ft container, or
 - Two 8ft containers
- £580 + VAT for:
 - Two 20ft containers, or
 - Four 8ft containers

Lead Time

- Approximate lead time: **3–7 days**

Additional Supplier Enquiries

An additional quotation request was submitted through an online enquiry form; however, no response or pricing information was received.

Planning Permission Requirements

The siting of a storage container will require planning permission.

Item	Details
Planning application fee	£309 (for structures up to 40 sq m)
Typical decision time	Approximately 8 weeks

Required Documentation

A standard planning application will need to include:

- General site location plan for Mill Lane Recreation Ground
- Block plan showing the proposed container location.
- Photographs and specifications/details of the shipping container
- Brief supporting statement explaining:
 - The proposal
 - Community need for the structure
 - Any associated groundwork or concrete foundation requirements

If a concrete base or foundation is required, this must also be specified within the application. This does not affect the application fee payable to TBC.

Funding Considerations

No specific budget allocation currently exists for a container to support events storage. However, the proposal may be eligible under the remit of Community Infrastructure Levy (CIL) funding, as the storage container could be classified as infrastructure supporting community benefit through:

- Community events
- Recreational activities
- Storage of shared equipment
- Improved operational support for local activities.

Financial Budget Comparison

for Community Centre

Comparison between 01/04/26 and 30/04/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/2027	Reserve	Actual Net	Balance
INCOME					
Community Centre					
200	Hall Hire	£17,000.00	£0.00	£1,336.70	-£15,663.30
205	Conference Room	£4,000.00	£0.00	£18.75	-£3,981.25
210	Small Meeting Room (Office 7)	£1,500.00	£0.00	£106.66	-£1,393.34
211	Hired Office 6 (ProV)	£1,500.00	£0.00	£250.00	-£1,250.00
212	Hired Office 5 (RE)	£1,260.00	£0.00	£210.00	-£1,050.00
214	Kitchen Hire	£0.00	£0.00	£0.00	£0.00
215	Hired Office 1 (D)	£4,956.00	£0.00	£826.42	-£4,129.58
220	Hired Office 2 (D)	£3,612.00	£0.00	£602.46	-£3,009.54
225	Hired Office 3 (D)	£3,612.00	£0.00	£602.46	-£3,009.54
230	Hired Office 4 (A)	£0.00	£0.00	£0.00	£0.00
235	Hired Office 8 (A)	£1,000.00	£0.00	£0.00	-£1,000.00
240	Youth Centre	£500.00	£0.00	£0.00	-£500.00
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	£16.66	£16.66
265	Grants	£0.00	£0.00	£0.00	£0.00
Total Community Centre		£38,940.00	£0.00	£3,970.11	-£34,969.89

Financial Budget Comparison

for Community Centre

Comparison between 01/04/26 and 30/04/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/2027	Reserve	Actual Net	Balance
EXPENDITURE					
Community Centre					
2030	Business Rates	£10,500.00	£0.00	£8,428.00	£2,072.00
2040	Utilities	£10,900.00	£0.00	£0.00	£10,900.00
2050	General Maintenance	£15,000.00	£0.00	£738.78	£14,261.22
2055	General Maintenance (Petty Cash)	£100.00	£0.00	£3.32	£96.68
2060	Redecoration	£1,000.00	£0.00	£0.00	£1,000.00
2070	Equipment	£2,000.00	£0.00	£0.00	£2,000.00
2090	Cleaning Supplies	£1,400.00	£0.00	£246.60	£1,153.40
2091	Cleaning Supplies (Petty Cash)	£10.00	£0.00	£2.25	£7.75
2120	Security	£500.00	£0.00	£1,084.46	-£584.46
2130	Health & Safety Works	£1,000.00	£0.00	£0.00	£1,000.00
2140	Licences	£1,100.00	£0.00	£0.00	£1,100.00
2150	Kitchen Equipment	£50.00	£0.00	£0.00	£50.00
2160	Catering Supplies	£200.00	£0.00	£36.34	£163.66
2190	Advertising & Promotion	£100.00	£0.00	£0.00	£100.00
2200	Replacement blinds and carpets	£0.00	£0.00	£0.00	£0.00
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	£1,500.00	£0.00	£0.00	£1,500.00
Total Community Centre		£45,360.00	£0.00	£10,539.75	£34,820.25

Financial Budget Comparison

for Community Centre

Comparison between 01/04/26 and 30/04/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

	2026/2027	Reserve	Actual Net	Balance	
Total Community Centre Income	£38,940.00	£0.00	£3,970.11	-£34,969.89	
Total Community Centre Expendi	£45,360.00	£0.00	£10,539.75	£34,820.25	
Total Net Balance	-£6,420.00		-£6,569.64		

Income and Expenditure Account

31/03/26 £		30/04/26 £
	INCOME	
333,900.00	Precept	179,300.00
1,635.27	Interest on Investments	109.00
111,380.48	CIL/S106	9,088.46
1,786.00	Events	80.00
5,023.26	Community Services	0.00
649.00	Parish Council, Administration & Finance	0.00
47,571.71	Community Centre	1,514.11
0.00	Planning & Highways	0.00
14,761.85	Green Spaces & Environment	3,880.00
516,707.57	TOTAL INCOME	193,971.57
	EXPENDITURE	
2,790.26	S. 137 Payments	0.00
5,722.50	Events	3,034.85
65,457.31	Community Services	10,000.00
26,664.72	Parish Council, Administration & Finance	7,239.43
38,148.41	Community Centre	10,636.75
221.00	Planning & Highways	0.00
203,569.87	Green Spaces & Environment	4,219.41
181,150.05	Human Resources	12,796.55
523,724.12	TOTAL EXPENDITURE	47,926.99
215,771.90	Balance as at 01/04/26	298,920.86
516,707.57	Add Total Income	193,971.57
732,479.47		492,892.43
523,724.12	Deduct Total Expenditure	47,926.99
0.00	Stock Adjustment	0.00
90,165.51	Transfer to/ from reserves	-7,603.61
298,920.86	Balance as at 30/04/26	437,361.83