



STOKE GIFFORD

PARISH COUNCIL

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STOKE GIFFORD PARISH COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSE COMMITTEE MEETING

Held on Tuesday, 14th July 2026

EMERGENCY PROCEDURE

In the event of a fire all those present should leave the building calmly, breaking a fire alarm panel on the way out, and assemble on the far side of the car park at the assembly point.

Attendees are reminded to either switch off or make silent their mobile phones.

PRESENT:

Cllrs D Addison, M Brown, S Bandcroft, J Brunwin, K Cranney, N DasGupta, M Gallagher, K Marsden, P Richardson, and A Shore.

In attendance was J Rendell [Parish Clerk] and five members of public.

1	To elect the Chair of the Finance & General Purpose committee for 2026/27 Councillor Penny Richardson proposed for Councillor Keiron Marsden to remain as Chair of the Finance & General Purpose committee for 2026/ 27, seconded by Councillor Dave Addison, proposal unanimously carried.	
2	Welcome and apologies for absence The Chair, Councillor Keiron Marsden thanked members and welcomed all present to the meeting. Apologies were noted from Councillor Richard Barber and Tony Hyde.	
3	To receive notification of any member's personal or prejudicial interest. Councillor Penny Richardson asked the Clerk to remove Abbeywood Community School from the declarations form.	Clerk to update declarations form

4	Public Session [3-5 MINUTES PER PERSON WITH A MAXIMUM OF 15 MINUTES PER SESSION] – Five residents were in attendance None.	
5	To note the minutes of the last Finance & General Purpose Council meeting dated 10th March 2026 (approved at Full Council) The Finance & General Purpose minutes dated Tuesday 10th March 2026 was noted. Members briefly went through the actions all of which have been actioned previously.	
6	To approve the expenditure and general accounts for June 2026. To include the budget, 5-year plan and earmarked reserves The Clerk tabled financial correspondence for June 2026 which included payments totalling £44,727.60 for the <u>Co-operative</u> general account, with a cash book balance of £613,489.95. Approved by Councillor Dave Addison, seconded by Councillor Jan Brunwin, unanimously carried. The Clerk then tabled financial correspondence for June 2026 which included payments totalling £2,736.25 for the <u>NatWest</u> general account, with a cash book balance of £1,400.80. Approved by Councillor Dave Addison, seconded by Councillor Jan Brunwin, unanimously carried. The Clerk then tabled financial correspondence for June 2026 which included payments totalling £4.25 for the <u>Lloyds Bank</u> savings account, with a cash book balance of £230,020.69. Approved by Councillor Dave Addison, seconded by Councillor Jan Brunwin, unanimously carried. <u>Budget</u> The Chair, Councillor Keiron Marsden presented the budget to members. <u>5-Year Plan</u> The Chair, Councillor Keiron Marsden presented the 5 year plan to members. Members asked the Clerk to make the following changes: - Move Electrical Vehicle from year 1 to year 2 to fall alongside - Community Events – remove grey (budget allocated) to clear (for discussion) and members will meet to discuss the potential options for community events - Add water bowser to year 1 - Remove Car Boot from Years 1 to 5 <u>Ear Marked Reserves</u> The Chair presented the EMR noting some changes recently made to Brooklands New Project. - Transfer funds from Co-Operative balance to 95 Day savings account	

	(Lloyds) to increase interest The Chair, Councillor Keiron Marsden informed members that following a meeting with the Finance Officer and Parish Clerk it would be a suitable time to move a further £150k from the Co-Op general account into the NatWest 95 day savings account earning interest. Councillor Sue Bandcroft proposed to approve the Officer recommendation and move £150k into NatWest 95 day savings account, seconded by Dave Addison, proposal unanimously carried.	Clerk to approve the money transfer
7	Update on Special Expenses Councillor Dave Addison recently attended a meeting and can now formally confirm the Special Expenses changes will be starting from April 2027. SGC plan to offer Town and Parishes a phasing-in option. Towns and Parishes have until September 2026 to formally respond with a preferred action. Following lengthy discussion members are keen to get a definitive response from SGC on the full details on asset transfer (will the Parish own the area), and will the play equipment be ROSPA approved and up-together before handover. The Clerk will continue to liaise with SGC and keep members informed. Members suggested that it may be prudent in the coming few weeks for a small sub committee to meet to go through the information before formally responding to SGC.	Clerk link with SGC and form side meeting with cllrs
8	CIL projects for 2026/27 Members held previous discussions at Full Council on the items requested to be covered under CIL funding for the current financial year. Members feel the next phase to the Little Stoke Park pathway installation is necessary and the replacement safety surface on the multiplay and swingset areas at Meade Park. Once this work is completed and invoices paid the Clerk will then discuss the plan with members at the next available meeting to close the years CIL funding down before March 31st, 2027.	
9	Pathway at Little Stoke Park The Clerk tabled a report. <i>During the 2025/26 financial year council agreed to start the work on the replacement pathway at Little Stoke Park where we got the first section of three replaced (north end of the park). The improved section of pathway has been an excellent success for the site and the previous job carried out by TTL Ground Services was thorough, very professional and the contractors had a good awareness of the area and created a good rapport with the site users throughout the build.</i> <i>Following subsequent conversations at various meetings and a discussion with Keiron last week we have been looking into carrying out the second part of the work during this current year as part of <u>CIL funding</u> in the hope council can then complete the works (3/3)</i>	

	<i>in 2027/28.</i> <i>We have met with four contractors on site to look at the work and as we have previously mentioned all contractors have recommended these works are undertaken during August to October. Completing the works within this period will significantly reduce the risk of adverse weather conditions affecting the programme and causing damage to the surrounding areas. Last year the contractor used the shared cycle path for the majority of the heavy vehicle work keeping them off the grassed areas, however for phases two and three the vehicles will need to be used on a section of grass making it more important we can carry out the works during the summer months if we can as the field will be able to take the heavy wear much better than carrying out the work during the winter/ wetter months.</i> <i>Companies invited to tender.</i> - TTL Ground Services - TI Mark Construction - M-Trac Plant Services - Apre Surfacing <i>For agenda item 9 we have 'Pathway at Little Stoke Park', so should cllrs agree to carry out phase two of the pathway work as part of this year's CIL funding (agenda item 8) then we have four quotes on the table where a decision can be made and a contractor engaged the following day on Wednesday 15th July. Rob (Apre Surfacing) has declined the tender as the job is too big for him and so has thanked us for the invite but has declined the tender, the other three contractors have said if given approval on Wednesday 15th July they can start the work on or around 17th August. The work will take 5 weeks.</i> <i>Between the Grounds team and I we have agreed with all three contractors on site the vehicle access points and the area for a working compound to be created.</i> Work Description: 170m x 2.2m of Footpath Replacement. <i>Supply labour, Plant and Materials to carry out all works detailed below:</i> • <i>Provide, install, and maintain Heras fencing and/or Chapter 8 compliant barriers to securely enclose all working areas for the full duration of the works. This shall include the provision, installation, and maintenance of all necessary road and footpath signage in accordance with relevant safety and traffic management regulations.</i> • <i>Excavate oversite approximately 374m² to depth of 200mm to remove defective footpath surface, edgings and sub-base and cart excavated materials to tip.</i> • <i>Supply and install Root Guard (or approved equivalent) root barrier membrane over identified problematic root zones, where required, to mitigate the effects of tree root ingress and reduce the risk of uplift to the tarmac path.</i> • <i>Supply, place, and compact 100mm thickness of Type 1 granular sub-base material to the required lines and levels, forming a stable foundation for the new tarmac surface, in accordance with relevant specifications and compaction</i>	
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	<i>standards.</i> • <i>Supply and install 378 No. precast concrete flat top edging units on a concrete bed and haunch, aligned to the required lines and levels, to provide a durable retaining edge to the new footpath. The installation shall prevent lateral movement, subsidence, and the ingress of adjacent soils and vegetation.</i> • <i>Supply, lay, and compact a two-layer bituminous surface course comprising 70mm of 20mm dense binder course and 30mm of 6mm dense surface course, to form a durable, finished footpath in accordance with relevant standards and specification requirements.</i> <i>All four contractors are bonified companies that specifically carry out this kind of work and officers would be happy that any of the companies above engaged to carry out such work would carry out the work to the required specification, whilst maintaining a good relationship with officers and park users whilst on site.</i> <i>Company tender costs:</i> - <i>TTL Ground Services £46,104.14+VAT</i> - <i>TI Mark Construction £48,015.55+VAT</i> - <i>M-Trac Plant Services £49,784.20+VAT</i> - <i>Apri Surfacing no quote provided</i> <i>Council engaged TTL Ground Services to carry out part 1 of the works in 2025 and officer recommendation would be to keep the continuity for such heavy-duty work and continue with TTL. They managed the working area(s) extremely well last year liaising closely with the Grounds team and park users and have also supplied the lowest cost for this work.</i> Following discussion, Councillor Andrew Shore proposed to proceed with TTL Ground Services at a cost of £46,104.14 funded from CIL 2026/27, seconded by Sue Bandcroft, unanimously carried.	Clerk to inform contractor
10	<i>Replace safety surface on multi play equipment area in Meade Park</i> <i>The Clerk tabled a report.</i> <i>The wetpour safety surface at Meade Park (for both the multiplay and swingset equipment) needs replacing.</i> <i>The surface has really deteriorated in recent months and will not pass the ROSPA inspection in its current condition (normally carried out in September). It is a similar situation to the surface at Little Stoke Park where a little girl tripped in 2024 and sadly done some damage falling into a piece of play equipment. The current surface at MP is uneven in places and in need of replacing. The equipment itself is in excellent condition, so it is the safety surface on which we are focusing.</i> <i>We have invited three companies to assess and quote for the work.</i> <u><i>Attachment 1</i></u> – <i>GB Leisure with multiple options for both areas</i>	

	<i>The options include ramping the surface into the grass surrounds which does sound good, preventing the edges from shrinking/ enlarging away from its concrete boundary edging with the elements a few years down the line.</i> <i>Note: one option for both areas is to replace the wet pour surface with a childsplay carpet. I have previously had this material installed at Brook Way Activity Centre; Bradley Stoke (next door to BS Dr Surgery) in a burnt orange colour. I am not sure if it is still there, but it was approx. 8 years old the last time, I was there in 2019, and it worked well and very popular with the park users/ parents. Initial concerns over potential cigarette burns which are sadly unavoidable. A cheaper option than replacing like for like in the wetpour. As Meade Park is such a popular site and a hangout for teens during the evenings cllrs may prefer to opt for the sturdier wet pour.</i> <u>Attachment 2 & 3 - Wickstead two options</u> Option 1 for the removal of wetpour on the Multi Play Unit, regulation of baseworks to stop any sinking and new black eco fleck wetpour to be laid. <i>Edge Repair on the swing wetpour – Black with a Red Fleck to watch the current colouring.</i> Option 2 for full wetpour removal on the swing and multi play unit, regulate some baseworks where the wetpour is dipping and lay new Black Eco Fleck wetpour. <u>Attachment 4 – TTL</u> <i>One full cost for multiplay area (replacement sub-base and install resin/ wet pour surface and remove old material from site). Also cost to supply and install new concrete bed to swingset area and haunch back to the existing surface.</i> <i>All companies specialise in this field and have provided what they feel will best suit the area. There are a few options provided for cllrs to look through.</i> <i>As officers we feel all options are good and we particularly like the quote provided by GB Leisure where the black wetpour rubber surface will be feathered into the soil for both areas which we hope would prevent any movement in future years.</i> Following discussion, Councillor Penny Richardson proposed to approve GB Leisure option 2 for the Multiplay surface, seconded by Councillor Dave Addison, a vote was taken, 9 for, 1 abstention, proposal carried. Councillor Dave Addison then proposed to approve GB Leisure option 1 for the Swingset surface, seconded by Councillor Penny Richardson, a vote was taken, 9 for, 1 against, proposal carried.	Clerk to inform contractor
11	Update on the Brooklands Park Community Centre - Financial update following first five months in operation At our last Finance meeting in March, a resident asked for a breakdown of costs in relation to the	

staff costs and business plan, and I promised an update at the July Finance meeting. The original Brooklands business case from February 2024 - on which our decision to proceed (in July 2024) was based - showed a total operating deficit of just under £88k over the first three years, before breaking even.

It was based on assumptions:

- operating 51 weeks per year
- target occupancy 25hrs/week (rooms) / 35hrs/week (hall)
- first 3 years achieve 33% / 66% / 80% of target occupancy

It was deliberately “worst case,” with pricing well below Little Stoke Community Hall, and assumed no cafe operator for the first year.

Table 1 shows the original financial forecast from the business case:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Target Utilisation	33%	66%	80%	100%	100%	100%
Income						
Hall Users	£22,720.50	£45,441.00	£55,080.00	£68,850.00	£68,850.00	£68,850.00
Cafe	£0.00	£6,000.00	£6,000.00	£6,000.00	£6,000.00	£6,000.00
Subtotal Income	£22,720.50	£51,441.00	£61,080.00	£74,850.00	£74,850.00	£74,850.00
Outgoings						
Expenditure	£32,620.00	£32,620.00	£32,620.00	£32,620.00	£32,620.00	£32,620.00
Salaries	£42,000.00	£42,000.00	£42,000.00	£42,000.00	£42,000.00	£42,000.00
Subtotal Outgoings	£74,620.00	£74,620.00	£74,620.00	£74,620.00	£74,620.00	£74,620.00
Nett Cashflow	£51,899.50	£23,179.00	£13,540.00	£230.00	£230.00	£230.00
Total Projected Deficit	£87,928.50					

As is normal with any business case, once the decision was taken to proceed with the project, all further financial management in terms of resource allocation and management against budget is now achieved through the annual budget setting process, and ongoing monitoring of the year-to-date income and expenditure against budget.

Several things have changed since the business case was constructed:

Room pricing has changed since the business case estimates, from £13/hr to £19/hr Hall pricing is up from £20 to now £26/hr, or party rate £75/3h and £22/hr after that. Cafe rental was originally estimated at £500/month but was omitted from the business case for the first year of operation - we now have a cafe operator contract for £600/month, discounted by 50% for the first 6 months of operation

- We now subcontract cleaning, so this cost moves from the salary budget (originally estimated at £8,000) into the operating costs budget (now £12,000 reflecting reality)
- Some operating costs have been updated to match our latest expectations

These changes are all reflected in the budget for the current financial year FY 2026-7.

Operating Income

Table 2 shows the original business case room & hall booking and cafe income calculations, and the updated calculations with new room rates and cafe hire figures:

Original Pricing					
Income Source	Rate (Hourly)	Rate (Monthly)	Occupancy Hours/wk	Weekly Income	Yearly Income
Small Meeting Room 1	£13.00		25	£325.00	£16,575.00
Small Meeting Room 2	£13.00		25	£325.00	£16,575.00
Hall	£20.00		35	£700.00	£35,700.00
Cafe		£500.00			£0.00
Total Annualised Income					£68,850.00
Weeks Open per year	51				
Updated Pricing					
Income Source	Rate (Hourly)	Rate (Monthly)	Occupancy Hours/wk	Weekly Income	Yearly Income
Small Meeting Room 1	£19.00		25	£475.00	£24,225.00
Small Meeting Room 2	£19.00		25	£475.00	£24,225.00
Hall	£19.00		35	£665.00	£33,915.00
Cafe		£600.00			
Total Annualised Income					£82,365.00
Weeks Open per year	51				

Note that for simplicity and 'worst case' estimation, our projected income figures assume the base room rate of £19/hr for the hall.

Table 3 shows the budgeted operating income (from hall & room hire and cafe):

Stoke Gifford Parish Council Actual									
Annual Budget - By Centre (Actual YTD Month 4)									
Note: Stoke Gifford Parish Council Budget Report (CSlade) 30 June 2026									
	Last Year 2025/26		Current Year 2026/27				2027/28		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	354,644	356,855	398,679	287,424	0		0		
201 Wages									
4200 Salaries	254,000	172,393	225,000	45,275	0	0	0	0	0
4205 PAYE/NI	20,000	46,526	68,000	7,801	0	0	0	0	0
4210 Pensions	49,000	49,330	63,000	12,463	0	0	0	0	0
4215 Staff Costs (trans YE)	500	348	500	0	0	0	0	0	0
Overhead Expenditure	323,500	268,597	356,500	65,540	0	0	0	0	0
Movement to/(from) Gen Reserve	(323,500)	(268,597)	(356,500)	(65,540)	0		0		
301 Hall Little Stoke Park									
1300 Hall Income	60,000	82,244	62,500	19,558	0	0	0	0	0
Total Income	60,000	82,244	62,500	19,558	0	0	0	0	0
4086 Gas & Electricity	20,000	15,844	20,000	1,670	0	0	0	0	0
4088 Water/Sewage	3,000	153	2,500	163	0	0	0	0	0
4100 Maintenance	12,000	14,009	16,000	3,075	0	0	0	0	0
4101 Cleaning Service LS Hall	12,000	9,693	13,000	2,600	0	0	0	0	0
Overhead Expenditure	47,000	39,700	51,500	7,507	0	0	0	0	0
Movement to/(from) Gen Reserve	13,000	42,544	11,000	12,051	0		0		
340 Brooklands Hall									
1300 Hall Income	16,000	2,635	37,710	12,243	0	0	0	0	0
1804 Grant Brooklands S Glos Set up	60,000	20,000	20,000	20,000	0	0	10,000	0	0

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The highlighted £37,710 figure is the target income set in the budget for the current financial year during December 2025. At that time, it was assumed operation of Brooklands would start on 1st Feb 2026 (actual opening was the 23rd February).

This budgeted figure is therefore calculated as:

Room hire: $10/12 \times 33\% \times £82,365 + 2/12 \times 66\% \times £82,365 = £31,710$

Cafe: $4/12 \times 50\% \times £600 + 8/12 \times £600$

Total: £37,710

The highlighted £12,243 “year to date” income figure is the income banked by the end of June.

This is well ahead of budget for the first three months of the financial year, which would be:

Room hire: $3/12 \times 33\% \times £82,365 = £6,795$

Cafe: $3 \times £300 = £900$

Total: £7,695

Operating Costs

Table 4 shows the original estimated operating and salary costs, and the new operating costs as

they appear in the budget:

Business case category	Brooklands (estimated)	Budget category	Amount
Stationery	£120.00	Stationery & Postage	£320.00
Postage	£200.00	(see stationery & postage)	
Professional & Banking Fees	£200.00	Professional Fees/Licence	£1,400.00
telephone/Internet	£1,200.00	Office Machinery/Tel/IT/Web	£1,200.00
Electricity	£7,000.00	Gas & Electricity	£7,000.00
Gas	£0.00	(see gas & electricity)	
General rates	£9,500.00	Rates	£7,124.00
Water and sewerage	£2,000.00	Water/Sewage	£2,000.00
Repairs and maintenance	£6,000.00	Maintenance	£5,000.00
Insurance	£1,500.00	General & Veh Insurance	£2,000.00
		Cleaning Services Brooklands	£12,000.00
Annual Checks	£1,200.00	(no longer budgeted)	
Waste Collection	£2,500.00	Waste Collection / Disposal	£2,500.00
Licences	£1,200.00	(see professional fees / licence)	
	£32,620.00		£40,544.00
Salaries		Salaries	
-- cleaner	£8,000.00	(see cleaning services Brooklands)	
-- Caretaker	£10,000.00	... Caretaker	£10,000.00
-- Administrator	£24,000.00	... Administrator	£24,000.00
	£42,000.00		£34,000.00

The orange section shows the original operating expenditure categories in the business case,

and the yellow section shows the operating expenditure categories in the budget.

Amounts

where the values differ in the budget are shown in red; amounts that combine categories from

the business case is shown in green.

It is Parish Council policy not to publish salary information for specific individuals, however I can

confirm the total salaries concerned are within the total of the original estimates shown in blue.

Table 5 shows the operating expenditure for Brooklands as it appears in the budget:

Stoke Gifford Parish Council Actual									
Annual Budget - By Centre (Actual YTD Month 4)									
Note: Stoke Gifford Parish Council Budget Report (CSlade) 30 June 2026									
	Last Year 2025/26		Current Year 2026/27				2027/28		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1805 Grant Brookland Capital S Glos	15,000	3,190	0	0	0	0	0	0	0
1806 Grant Crest Nicholson Brooklan	10,000	0	0	0	0	0	0	0	0
1807 Grant South Glos Legal Fees	5,000	0	0	5,000	0	0	0	0	0
Total Income	106,000	25,825	57,710	37,243	0	0	10,000	0	0
4010 Stationery & Postage	320	152	320	20	0	0	0	0	0
4020 Office Machinery/Tel/IT/Web Fe	1,200	8	1,200	20	0	0	0	0	0
4051 Professional Fees/Licence	1,400	10	1,400	1,420	0	0	0	0	0
4055 General & Veh Insurance	1,500	941	2,000	0	0	0	0	0	0
4085 Rates	7,124	0	7,124	0	0	0	0	0	0
4086 Gas & Electricity	7,000	-240	7,000	4,357	0	0	0	0	0
4088 Water/Sewage	2,000	0	2,000	0	0	0	0	0	0
4090 Publications / Publicity	1,000	664	1,000	1,334	0	0	0	0	0
4100 Maintenance	5,000	1,542	5,000	2,543	0	0	0	0	0
4102 Cleaning Services Brooklands	0	0	12,000	2,570	0	0	0	0	0
4110 Health & Safety	1,200	95	1,200	834	0	0	0	0	0
4411 Waste Collection / Disposal	2,500	229	2,784	238	0	0	0	0	0
4800 Capital Spend	32,800	37,394	7,000	305	0	0	0	0	0
4807 Legal Fees	0	3,672	0	0	0	0	0	0	0
4900 Miscellaneous Expenditure	50	8	50	7	0	0	0	0	0
Overhead Expenditure	63,094	44,475	50,078	13,647	0	0	0	0	0
340 Net Income over Expenditure	42,906	-18,650	7,632	23,596	0	0	10,000	0	0
6000 plus Transfer from Reserves	0	44,149	0	-486	0	0	0	0	0
Movement to/(from) Gen Reserve	42,906	25,498	7,632	23,110	0	0	10,000	0	0

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Updated Business Case Forecast

Table 6 shows the original business case projection, and an update incorporating the changes to income and costs noted above, for comparison:

Original forecast from business case (dated February 2024) - by year of operation						
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Target Utilisation	33%	66%	80%	100%	100%	100%
Income						
Hall Users	£22,720.50	£45,441.00	£55,080.00	£68,850.00	£68,850.00	£68,850.00
Cafe	£0.00	£6,000.00	£6,000.00	£6,000.00	£6,000.00	£6,000.00
Subtotal Income	£22,720.50	£51,441.00	£61,080.00	£74,850.00	£74,850.00	£74,850.00
Outgoings						
Expenditure	£32,620.00	£32,620.00	£32,620.00	£32,620.00	£32,620.00	£32,620.00
Salaries	£42,000.00	£42,000.00	£42,000.00	£42,000.00	£42,000.00	£42,000.00
Subtotal Outgoings	£74,620.00	£74,620.00	£74,620.00	£74,620.00	£74,620.00	£74,620.00
Nett Cashflow	£-51,899.50	£-23,179.00	£-13,540.00	£230.00	£230.00	£230.00
Total Projected Deficit	£87,928.50					
Adjusted f/c assuming updated pricing, cafe, administrator hired Oct 2025 & opening end Feb 2026 (M11 of 25/26 FY)						
	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31
Target Utilisation	2.75%	35.75%	67.17%	98.33%	100.00%	100.00%
Income						
Hall Users	£2,335.00	£29,445.49	£55,321.83	£80,992.25	£82,365.00	£82,365.00
Cafe	£300.00	£6,000.00	£7,200.00	£7,200.00	£7,200.00	£7,200.00
Subtotal Income	£2,635.00	£35,445.49	£62,521.83	£88,192.25	£89,565.00	£89,565.00
Outgoings						
Expenditure	£3,641.00	£40,544.00	£40,544.00	£40,544.00	£40,544.00	£40,544.00
Salaries	£12,000.00	£34,000.00	£34,000.00	£34,000.00	£34,000.00	£34,000.00
Subtotal Outgoings	£15,641.00	£74,544.00	£74,544.00	£74,544.00	£74,544.00	£74,544.00
Nett Cashflow	£-13,006.00	£-39,098.51	£-12,022.18	£13,648.25	£15,021.00	£15,021.00
Total Projected Deficit	£64,126.69					

The figures for FY 25/6 now reflect the actual operating income and operating expenditure figures from the budget (table 5).

Note the projected total deficit is now reduced by £23k, from £87k to £64k.

Also, the operation becomes profitable in year 4 rather than the original 'break even' target in the

long term.

Last FY's income figure of £2,635 closely matches the expected figure of £2,515 (£2,215 for one month room hire and £300 cafe hire).

Capital Setup Costs and Grant Income

The capital setup costs from the business case are shown in table 7:

Appendix 2 FIRST FIT OUT COSTS		
Items Required	Location	Approx. Cost
Desk x2	Office	£1,000
Pedestal x2	Office	£400
Filing cabinet	Office	£250
Phone x2	Office	£400
Chair x2	Office	£800
Laptop, docking station and screen	Office	£1,200
Printer	Office	£150
Microsoft / Finance Licence etc	Office	£500
IT installation - merger with main office	Office	£1,500
Website booking system create and install	Office	£1,500
Seating for fixed window tables	Cafe	£1,000
Bins	Cafe	£200
Notice Boards	Cafe	£500
Movable Tables and Chairs	Cafe	£5,000
Tables x10 x 2 trolleys	Main Hall	£3,000
100 Chairs and trolleys	Main Hall	£4,000
OH Projector / Screen fixed	Meeting Rm 1	£750
OH Projector / Screen portable	Meeting Rm 1 all areas	£350
Meeting Room Soft Furnishings	Meeting Rm 1 & 2	£4,000
Water heater / cups / microwave etc	Kitchen	£2,500
Cleaning Supplies / Equipment	Cleaning	£500
DIY tools ladder storage racking paint bulbs	DIY	£500
Signage internal toilet signs room signage notice-boards	All Areas	£800
Signage noticeboard external and hall signage	External	£2,000
Total		£32,800

Note the business case forecasted £32,800 in capital setup costs.

Referring to the budget in table 5, the 'last year' column shows an actual capital spend value of £37,394.

There were also un-budgeted legal fees of £3,672 last FY, and a further £305 of capital spend this FY (since not all setup was completed in the first month, with signage etc).

This totals £41,371 of capital expenditure.

Against that total, we have received grants from South Gloucestershire Council:

£5,000 for legal fees (this FY)

£3,190 for capital costs (last FY)

£20,000 for setup costs (last FY)

£20,000 for setup costs (this FY)

These grants received to date total £48,190, plus we are expecting a further £20,000 next FY from SGC (their final instalment of the originally promised £60,000).

This clears our actual capital expenditure of £41,371 leaving £6,819 to help with the operating deficit.

This reduces the projected deficit to £57,307, or - including next year's £20,000 Grant from South Gloucestershire Council - £37,307, spread across three financial years.

We have ample reserves, which will more than cover the projected deficit without affecting the council tax precept.

Interestingly, the first three financial years of the forecast only cover two years and one month of actual operation before the operation becomes profitable.

Hall and Room Bookings

In the intervening months since the Brooklands Community Centre opened, I've been providing an informal verbal update on room bookings against business plan at each full council meeting.

A resident recently asked that my summary of room bookings should identify daytime and evening hours, subsequently clarified as before 3pm (cafe opening hours) and after 3pm.

Also, one of our councillors asked for a graph so that we can identify how bookings are trending in relation to our business case yearly targets.

Our assumed 51 operating weeks per year, with long-term target occupancy (year 4 onwards) of 25h/week for each of the two meeting rooms, and 35h/week for the hall, gives a yearly ramp-up of:

Year 1: 33% = 8.3h / rm, 11.5h / hall = 28.5h

Year 2: 66% = 16.6h / rm, 23.3h / hall = 56.5h

Year 3: 80% = 20h / rm, 28h / hall = 68h

Year 4: 100% = 25h / rm, 35h / hall = 85h

The table below shows bookings per week, in hours, broken into daytime (before 3pm) and evening, for each meeting room and hall:

Wk Com	Op Wk	MR1 day	MR1 eve	MR2 day	MR2 eve	Hall day	Hall eve	MR1	MR2	Hall	Total
23/02/2026	1	0	0	2	1	7	8.5	0	3	15.5	18.5
02/03/2026	2	1	0	0	0	2	5.5	1	0	7.5	8.5
09/03/2026	3	0	6.5	0	0	2	5.5	6.5	0	7.5	14
16/03/2026	4	0	0	8	6.5	6	15.5	0	14.5	21.5	36
23/03/2026	5	8	4.5	2	0	4.5	7	12.5	2	11.5	26
30/03/2026	6	6	2	0	4	11	15	8	4	26	38
06/04/2026	7	0	0	4	0	8.5	12.5	0	4	21	25
13/04/2026	8	0	0	2	9	10	8.5	0	11	18.5	29.5
20/04/2026	9	3.5	3.5	1	3	5	6.5	7	4	11.5	22.5
27/04/2026	10	0	0	5	5	8	19.5	0	10	27.5	37.5
04/05/2026	11	6	2	1	13	7.5	17.5	8	14	25	47
11/05/2026	12	2	4	3	7	5.5	17	6	10	22.5	38.5
18/05/2026	13	0	4	1	7	7	9	4	8	16	28
25/05/2026	14	3.5	3	0	8	6.5	24.5	6.5	8	31	45.5
01/06/2026	15	0	5	1	8	9	10	5	9	19	33
08/06/2026	16	5.5	10.5	1	6	8	21	16	7	29	52
15/06/2026	17	0	5	1	8	6	11	5	9	17	31
22/06/2026	18	0	5	1	6	8	22.5	5	7	30.5	42.5
29/06/2026	19	2	11	0	6.5	5	20	13	6.5	25	44.5
06/07/2026	20	0	7	1	6	8	9	7	7	17	31
13/07/2026	21	0	5	1	8	9.5	15.5	5	9	25	39
20/07/2026	22	0	2	2	7	6	14	2	9	20	31
27/07/2026	23	0	2	1	4	16	13	2	5	29	36
Total		37.5	82	38	123	166	308	119.5	161	474	754.5
Balance		31.4%	68.6%	23.6%	76.4%	35.0%	65.0%	15.8%	21.3%	62.8%	
Day / Eve		32.0%	68.0%								

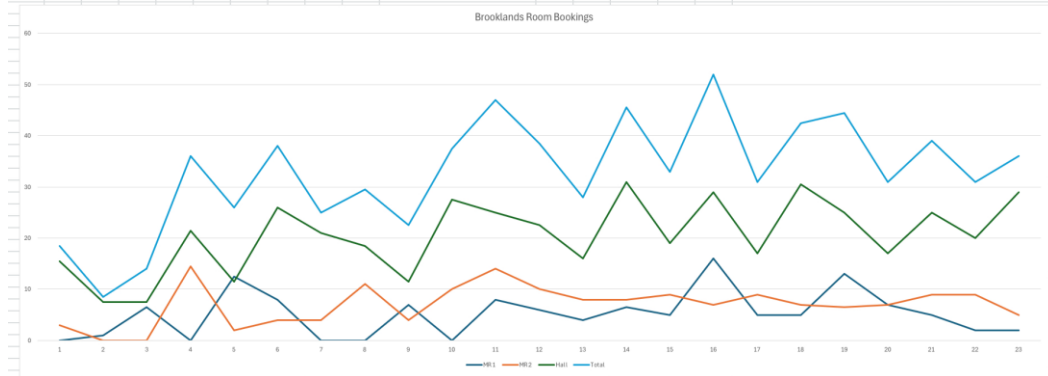
Points to note:

Overall, to date, 32% of bookings are daytime, and 68% evening

MR1 makes up 16% of all bookings, MR2 21% and Hall 63%

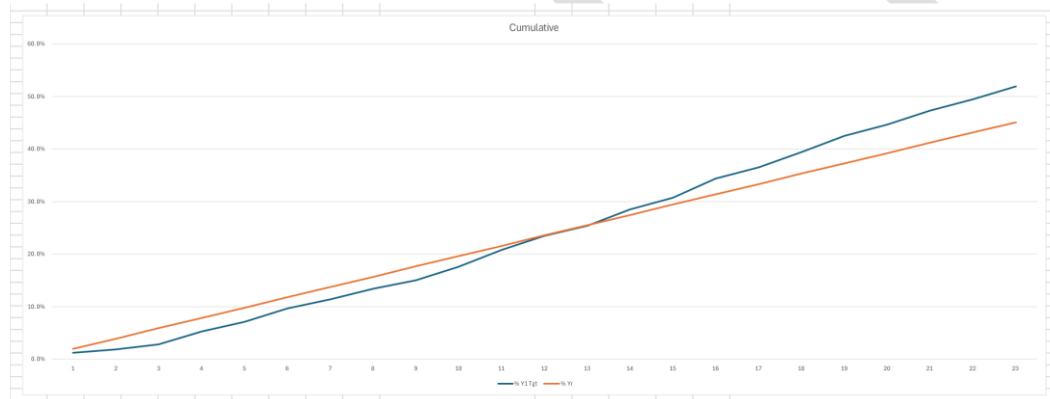
Total bookings to date of 754 hours equate to 52% of the year 1 target, after 23 weeks, which is 45% of the 51-week year

Here is the graph of booking hours per week:



Note that total occupancy has been permanently above the year 1 target of 28.5h since week 14 (25th May).

The graph below shows the cumulative hours booked against target assuming linear growth:



Members thanked the Chair for providing such an in-depth report.

A resident asked the Clerk about the sites electrical plan. The Clerk confirmed that following negotiations the contract was set in place for the start of the operation, and the KWh is agreed on the same rate as Little Stoke Community Hall. The resident also had some enquires on the setup costs from February 2026.

Following the above report provided by the Chair, Councillor Neel DasGupta acknowledged the healthier position the Parish Council are in than originally suggested as part of the Business Case. This is due to the efficient management of the site, and it is hoped the bookings continue to increase (especially during the daytime) ensuring the site is financially viable to run as a sustainable and efficient community centre.

A resident has concerns over the café usage/ footfall and would like to see more bookings in the community centre during the day which would help.

The café owner has contacted Councillor Keith Cranney, and they acknowledge they have quiet days during the week. They are experimenting on opening hours to see if later finishes and a Sunday opening will help generate interest.

The Chair, Councillor Keiron Marsden mentioned the first six months are approaching

	where the operator has an agreed half cost rental, and it might be an idea asking for a copy of the finances.	
12	To receive recommendations from Parish Council Committees relating to expenditure across the Parish of Stoke Gifford Planning & Transportation. Councillor Andrew Shore confirmed there are currently three planning applications on the portal and the next committee meeting is on Tuesday 28th July 2026. Recreation & Leisure. Councillor Penny Richardson confirmed the structural work to the aerial runway at Little Stoke Park has been carried out and the popular item of play equipment is up and running in time for the summer holidays. The swingset replacement at Little Stoke Park is due to take place during August. There has been some discussion on the Parish Council purchasing its own water bowser. This will be discussed in more detail at the next committee meeting.	
13	Any other business relevant to this committee Armed Forces Day - Councillor Mike Brown (Parish Council representative) attended the recent Armed Forces Day and signed the Covenant as part of the event. The Clerk will add to the Parish Council website. Officer changes at SGC – Councillor Keith Cranney informed members there are many Officer changes taking place at SGC Councillor safety – following recent events where Councillors/ MP's have been threatened/ attacked, Councillor Keith Cranney has urged members to remain vigilant and be careful to not divulge personal information into the public eye. The Clerk has recently amended the Councillor information provided on the Parish Council website. Councillor Penny Richardson mentioned there is a code word that Councillors can use when dealing with the Emergency Services, the Clerk will circulate the code following the meeting. Community Events - Councillor Penny Richardson believes having the Community Events placed on the 5 Year Plan is a promising idea and it would help if a small working group is set up to talk through the ideas going forward. Councillor Surgery - Councillor Dave Addison reminded members the next Councillor Surgery is being held on Saturday 18th July at the Poplar Rooms, Trust Ground 13:00-15:00.	Clerk to add update to website Clerk to send code to members Clerk to set up small working group with interested members
13	Date of next meeting. Tuesday 8th December 2026 at 19:00	
13	CONFIDENTIAL ITEMS. To resolve, by the nature of the sensitivity of items, to exclude the press and public	

	[Public Bodies Admissions to Meeting]. None.	
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Meeting closed 21:00

Signed: _____

Date: _____

K Marsden (Chair)
On behalf of Stoke Gifford Parish Council