

09 Dec 2024

Great Oldbury Parish Council
Daniels Way, Stonehouse, Gloucestershire
GL10 3FL

Dear Council,

Introduction

I am writing on behalf of the Great Oldbury Community Centre sub-committee to provide a summary of the Open Day held on Sunday, 24th November. I am pleased to report that the event was a tremendous success and was well-appreciated by the community.

Background

The committee was allocated a budget of £1000 to help establish the Community Centre and organize this event. I am pleased to confirm that the committee came c10% under budget for expenses, with a possible further c12% of budget recoupable VAT (subject to VAT rates and claims at the time). Full details of receipts can be found in the RFO Report and Agenda Payment Authorisation Requests.

Additional temporary employee staff support (Booking Clerk) was also arranged to enable the setting up of the Community Centre which provided added benefit of supporting the open day; including purchasing of set-up facility materials and Event-Specific Risk Assessment.

Pre- Event

A list of pre-event activities included:

- Signs posted in bus stops and windows
- Social Media Posts
- A pre-clean of the facilities (cleaner inside and window cleaner outside)
- A fire alarm test was conducted in the morning to validate the system prior to the event.
- A list of allergens was obtained for all food and placed in the serving hatch for easy access.
- Gluten Free items were also segregated in the kitchen area.
- Decorations prepared
- Food and drink items were prepared, including setting up the BURCO boiler 2hrs beforehand.
- Fire Alarm Signs and muster point signs were placed.
- Toilets and sinks were stocked – with unnecessary access to areas (e.g. broken toilet) closed off and notice sign placed.
- Half the changing rooms were opened (Side A) – with the Referee area and to prevent access to the Fire Alarm Panel, with all keys removed to prevent loss.

Activities

The day were planned for 12:00-1400hrs and included:

- Ribbon Cutting Ceremony
- Thank you presentation (Framed Photo of Facilities to developers x 6)
- Sustainable Gift Raffle (Complementary tickets)
- Refreshments, Teas and Coffee
- GOPC Branded Cupcakes
- Decorations (Balloon Arches)
- Display Boards of Great Oldbury
- Meet and Greet opportunity with Gloucestershire Rugby, Parish Council and Robert Hitchins
- Self-hosted facility browsing for the Public

After event

Cleaning was budgeted for but assessed as not required as clean up was conducted by the parish councillors and family members on the day.

Assessment

The open day attracted approximately 80 residents, all of whom expressed their satisfaction and enjoyment of the activities and presentations available. The positive feedback we received highlights the event's success and the importance of such community facilities. There was lots of interest from businesses looking to hire the space and have expressed an interest into the Booking Clerk.

Additionally, a detailed news article about the open day is available on the Robert Hitchins website and Stroud News and Journal .

[Robert Hitchins: Great Oldbury community centre opens to a huge chorus of approval](#)

[SN&J: New £3.5 million community complex new Stroud opens | Stroud News and Journal](#)

Summary

I would like to express my gratitude to everyone involved in organizing the event and to the residents who attended, making it a memorable and successful day for all. Of note was volunteer Irene Sims who helped provide support for making teas and coffees for the attendees.

The next step is the full “launch” of the Community Centre from January with which the Sub-Committee seeks to support on behalf of the Council going forward.

{Signed Electronically}

Yours sincerely,
Phillip Ward