

Forest Row Parish Council

Clerk: Mr D O'Driscoll
Email: parishclerk@forestrow.gov.uk



(Office Hours: Monday to Friday 9am to 4pm)

To: All members of the FINANCE & POLICY COMMITTEE:
Cllrs. R.Lewin (Chairman), Davies, Hill, Josephson,
T Lewin, McNally, Moore, Royall, Williams and J
Wogan
(All other Councillors – for information)

Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Tel: 01342 822661
Fax: 01342 825739
Email: info@forestrow.gov.uk
Website: www.forestrow.gov.uk

Dear Sir/Madam,
Your attendance is required at an extra-ordinary meeting of
the FINANCE & POLICY COMMITTEE to be held on
MONDAY 5th AUGUST 2019 in the Rose Room of
the Community Centre at **8.00pm**.

Date: 31 July, 2019

A handwritten signature in black ink, appearing to be 'D O'Driscoll'.

Mr D O'Driscoll
Clerk to Forest Row Parish Council

AGENDA

THE FIRST FIFTEEN MINUTES WILL BE AVAILABLE FOR RELEVANT QUESTIONS AND REMARKS FROM THE PUBLIC – IF ANY. MEMBERS OF THE PUBLIC ARE WELCOME TO STAY AND OBSERVE THE REST OF THE MEETING.

1. PUBLIC QUESTIONS – the business of the meeting will start no later than 8.15pm
2. APOLOGIES FOR ABSENCE
3. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION RE THE ITEMS BELOW
4. RECORDS OF THE MEETING HELD ON 9TH JULY 2019
To resolve to defer consideration of the minutes & transcript to the next ordinary meeting.
5. TO NOTE UPDATE ON PROGRESS (MATTERS NOT REQUIRING A DECISION)
To resolve to defer such updates to the next ordinary meeting.
6. CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM LAST MEETING
To resolve to defer such queries to the next ordinary meeting.
7. TO CONSIDER AND RESOLVE ON A GRANT APPLICATION FROM FOREST ROW FESTIVAL
8. CORRESPONDENCE (if any)
9. ITEMS FOR FUTURE CONSIDERATION BY THIS COMMITTEE OR FULL COUNCIL

FOREST ROW PARISH COUNCIL



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East Sussex
RH18 5DZ

Tel: 01342 822661
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Web: <http://www.forestrow.gov.uk>
Clerk: David O'Driscoll

REQUEST FOR GRANT AID

Please note that grants will only be considered by the submission of this form

NAME OF ORGANISATION: Forest Row Festival		
NAME OF CONTACT PERSON: Matt Hatton		
ADDRESS FOR CORRESPONDENCE: 1 Weir Wood Cottages Forest Row	Tel: 07787 577886	
	Email: matt.hatton@live.com	
	Web (if any): forestrowfestival.org.uk	
POST CODE: RH18 5HT	SUM REQUESTED: £1,000	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?	Frow Fest	
DO YOU HAVE AUDITED ACCOUNTS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	IF YES, ARE THEY ATTACHED? <input type="checkbox"/> Yes <input type="checkbox"/> No (Accounts)	IF NO, PLEASE EXPLAIN WHY
IF APPLICABLE, DO YOU HAVE A BUDGET? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
From	Amount	Purpose
National Lottery	£5,200 (awarded)	Marquee hire, bands
Tesco Bags of Help	£4,000 (pending)	Sound & Light, Fencing, Skip Hire, Marketing costs
PURPOSE OF REQUEST (please use second sheet if necessary)		
<p>The budget for the Festival is £16,500, including significant additional costs for security this year (mitigated by belt-tightening in other areas). The grant received from the FRPC could be identified as going to a specific cost, such as paying for the toilets, for which received quotes are currently coming in at around £1,000. Or any contribution to the general fund would help to make up for the shortfall in donations and sponsorship so far this year.</p>		
HOW WILL IT BENEFIT THE COMMUNITY?		
<p>The Forest Row Festival is a local community music and arts festival which will run from the 20-22 September 2019. The event has been running for about 20 years but for the last few years we have made the events on the green free to attend in order to extend access more widely in the community. We want to maintain the event as free, and as a result are seeking funding additional to our ongoing fundraising activities and money raised through collections and charges to stall-holders on the day.</p> <p>The event provides three major benefits: it builds community cohesion, encourages music and the arts in the local area, and provides a much-needed platform for community groups.</p> <p>The event is a weekend of music and performance arts which first and foremost celebrates the extraordinary fabric</p>		

of our village community. Being free to all, something we could only achieve through hard fund-raising and generous support from sponsors and grants, it is an opportunity for all of our diverse community to come together. As well as events on the green there are art projects throughout the village.

The focus of the entertainment has always been on promoting the village's diverse talents and this year will be no different. The majority of the performers will be young and local, providing an opportunity to nurture their talent. Finally, and perhaps most importantly, local community groups and charities get exposure. In recent years, organisations that have participated, or for whom fundraising has been conducted, include The Pericles training-and-work project for young people and adults with special learning needs and/or mental health problems, Luck of Birth charity and the Stroke Association.

FOR OFFICIAL USE ONLY

Date of Meeting:	Min.No:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount:
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POINTS TO NOTE WHEN APPLYING FOR A GRANT

In accordance with its General Power of Competence under Section 1-8 of The Localism Act 2011, the Council is empowered to commit to reasonable expenditure, in the form of grants, which is not restricted by other legislation.

1. General

- Applications will be considered by the Finance & Policy Committee which meets quarterly. Please check the Council's website for dates: www.forestrow.gov.uk
- Applications should be received in the Parish Council Office at least 7 days prior to the scheduled meeting dates.
- Only one grant per community organisation will be awarded in any one financial year
- Annually recurring grants will not be considered as a rule but each grant will be considered on its merit and the benefit to the community as a whole.
- Retrospective applications or payments/reimbursements will not be considered
- Payments to individuals will not be considered as a rule unless there are very specific, proven benefits to the community
- It is a condition of the grant that successful applicants will be required to show proof of expenditure and submit relevant purchase orders/quotations/invoices etc to the Clerk.

2. Eligibility

The Council will consider applications from the following eligible groups:

- Registered Charities (if National, then there should be a proven benefit to local residents)
Community Organisations
- Voluntary Groups – run on a not-for-profit basis with a current bank account in the name of the group.
- The Council will consider applications from religious groups, but the application must show that the project will bring wider community benefit.
- Grants will not normally be considered from individuals

3. Criteria

- Grants will be given towards direct costs/expenditure for a wide range of purposes including marketing, professional fees or training costs, capital expenditure, refurbishment or development projects or events.

- Any grant received must be specifically for the project at purpose described in the application. Any changes to the objectives/purpose stated in your application, must first be discussed with the Parish Clerk.
- Whilst the Council does not require that applicants have match funding from other sources for their project, it should be stated on the application if other funding is being sourced.

Forest Row Festival – community accounts

2017/18 P&L - yearend March 31st

Revenue		Expenses	
Grants	6,500	10062	Equipment rental
Licenses (stalls)	2,693	4687	Marketing
Sponsorship	3,650	1103	Admin
Donations	1,944		
total revenue	14,787	15,852	total expenses
	Surplus 17/18	-1,065	
	Surplus from last year	2,467	
	Total surplus	1,402	

Forest Row Festival – community accounts

2016/17 P&L - yearend March 31st

Revenue		Expenses	
Grants	850	-7439	Equipment rental
Licenses (stalls)	2,595	-2548	Marketing
Sponsorship	2,550	-838	Admin
Donations	4,201		
total revenue	10,196	-10,823	total expenses
	Surplus 16/17	-627	
	Surplus from last year	3,093	
	Total surplus	2,467	

Forest Row Festival – community accounts

2015/16 P&L - yearend March 31st

Revenue		Expenses	
Grants	4,150	-6,997	Equipment rental
Licenses (stalls)	1,175	-2,390	Marketing
Sponsorship	1,250	-606	Admin
Donations	5,084		
total revenue	11,659	-9,992	total expenses
	Surplus 15/16	1,667	
	Surplus from last year	1,427	
	Total surplus	3,093	

**FOREST ROW FESTIVAL : BUDGET
2019**

Revenue

	2019	2017
Grants	£5,200	£6,500
Licenses (stalls)	£3,000	£2,693
Bar fee	£2,890	£1,500
Sponsorship	£0	£2,150
Donations/fundraising	£5,000	£1,944
Total	£16,090	£14,787

One grant secured (National Lottery). Awaiting news on one more outstanding application (Tesco).

No current sponsors

Current target £5000 which may be reduced based on grants/sponsorship

Costs

	2019	2017
Sound system	£2,750	£3,780
Marquee	£2,000	£1,950
Toilets and Skip	£1,467	£1,250
Security	£5,000	£1,050
First Aid	£1,000	£1,200
Fence	£500	£0
Bands	£2,250	£3,150
Materials	£500	£390
Marketing	£500	£1,500
Team	£250	£430
Insurance	£250	£280
Total	£16,467	£14,980
Net	-£377	-£193