

# 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  
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 a meeting of the FINANCE &  
POLICY COMMITTEE to be held on TUESDAY 18th  
FEBRUARY 2020 in the Rose Room of the Community

Date: 12 February, 2020

Centre at **7.30pm**.

A handwritten signature in black ink that reads '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.

### PRELIMINARIES

1. PUBLIC QUESTIONS – the business of the meeting will start no later than 7.45pm
2. APOLOGIES FOR ABSENCE
3. **TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION RE THE ITEMS BELOW**
4. TO RESOLVE TO CONSIDER THE RECORDS OF THE MEETING HELD ON 14<sup>TH</sup> JANUARY 2020 AT THE NEXT ORDINARY MEETING OF THE COMMITTEE.
5. TO RESOLVE TO CONSIDER CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM THE LAST MEETING AT THE NEXT ORDINARY MEETING OF THE COMMITTEE.
6. TO RESOLVE TO NOTE UPDATE ON PROGRESS (MATTERS NOT REQUIRING A DECISION) AT THE NEXT ORDINARY MEETING OF THE COMMITTEE.
7. TO RESOLVE TO CONSIDER THE CURRENT FINANCIAL REPORT, LIST OF PAYMENTS AND BANK RECONCILIATIONS AT THE NEXT ORDINARY MEETING OF THE COMMITTEE.

### THE FUTURE OF THE OLD 'VENU' BUILDING

8. To consider and resolve between the two proposals to make use of the old 'Venu' building
9. To consider an application from the Wealden Citizens Advice
10. CORRESPONDENCE  
To note an email from St Peter & St James Hospice
11. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

**COUNCILLORS' BRIEFING FOR THE EXTRA-ORDINARY MEETING OF THE  
FINANCE & POLICY COMMITTEE ON 18<sup>th</sup> FEBRUARY 2020**

**PRELIMINARIES**

1. **PUBLIC QUESTIONS** It is anticipated that representatives of the two organisations seeking to use the 'Venu' building will attend to answer questions and offer clarifications, but Committee may wish to defer such interventions to the appropriate place in the agenda, suspending Standing Orders at that point to allow them to be heard.
2. **APOLOGIES FOR ABSENCE** – none received at the date of this briefing note.
3. **DECLARATIONS OF INTEREST** - Members who have a financial interest in any of the items covered by this agenda may wish to declare a personal interest.
4. **RECORDS OF MEETING** – to defer to next ordinary meeting.
5. **CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM LAST MEETING** – ditto.
6. **UPDATES ON PROGRESS (MATTERS NOT REQUIRING A DECISION)** – ditto
7. **CURRENT FINANCIAL REPORT, LIST OF PAYMENTS, BANK RECONCILIATIONS** – ditto

**THE FUTURE OF THE OLD 'VENU' BUILDING**

8. **TO CONSIDER & RESOLVE BETWEEN TWO PROPOSALS TO USE THE 'VENU' BUILDING**  
The future status and use of the 'Venu' building has been undecided since the youth service moved over to the newbuild in June of last year. Preliminary research suggested that refurbishment to a hireable standard could cost as much as £24,000, and some Members questioned whether it was worth keeping the building on at all.

Sara Smart did some research as to whether the building could serve as the base for a 'Men's Shed' project (see P&A minutes of 02/07/2019), but eventually decided against the idea. In the meantime, a proposal was submitted by Mr Alistair Bailey, the founder-manager of a local charity, *On My Side*, for people with disabilities, to take over the building as a resource centre for his clients. Simultaneously but independently, the pre-school indicated their interest in taking over the building as an after-school and holiday club. Both candidates are thinking in terms of a long-term arrangement with a lease, and both are offering to undertake refurbishment work as part of the arrangement.

As this is essentially a policy decision as to which candidate the Council prefers, and which offers the preferable financial option, this is now a matter for resolution by Finance & Policy rather than Property & Assets. Both candidates were invited (in an identical communication on 24<sup>th</sup> January) to submit a final version of their proposal to this meeting. Their submissions are supplied as backing papers, *but on a confidential basis, as they have commercially sensitive content*. Both organisations have also been invited to attend the meeting to answer any questions arising from their submissions, so that Committee has the fullest information on which to make its decision.

The decision is a difficult one. Both organisations are local, both are charities, both are meeting a local need, both are proposing a long-term occupancy of the building and to undertake refurbishment work. Committee therefore needs to decide which project it prefers, and which appears to offer the best financial risk for the Council's asset.

***ACTION: to resolve as appropriate***

## **GRANT APPLICATION**

### **9. TO CONSIDER AN APPLICATION FROM WEALDEN CITIZENS' ADVICE**

This application came in from the Wealden branch of Citizens' Advice (based in Uckfield) just too late for the last F&P meeting, so it seemed appropriate to include it on this agenda, since there are still funds in the grant budget for 2019-20. The papers consist of: the application form, the essentials of the accounts & budget (the full package is available in the office), and a covering letter detailing the work of this branch.

***ACTION: to resolve as appropriate***

### **10. CORRESPONDENCE**

I attach a note of thanks from the SS Philips & James hospice in Chailey

***ACTION: to note***

### **11. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL**

# FOREST ROW PARISH COUNCIL



The Community Centre  
Hartfield Road  
Forest Row  
East Sussex  
RH18 5DZ

Tel: 01342 822661  
Email: [parishclerk@forestrow.gov.uk](mailto:parishclerk@forestrow.gov.uk)  
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

<b>NAME OF ORGANISATION:</b> Wealden Citizens Advice		
<b>NAME OF CONTACT PERSON:</b> Kate Davidson		
<b>ADDRESS FOR CORRESPONDENCE:</b>  The Hub, Civic Approach, Uckfield, East Sussex	<b>Tel:</b> 01825 762807	
	<b>Email:</b> <a href="mailto:ceo@wealdencitizensadvice.org.uk">ceo@wealdencitizensadvice.org.uk</a>	
	<b>Web (if any):</b>	
	<b>SUM REQUESTED:</b> £500	
<b>POST CODE:</b> TN22 1AL		
<b>TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?</b>		
<b>DO YOU HAVE AUDITED ACCOUNTS?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>IF YES, ARE THEY ATTACHED?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Accounts)	<b>IF NO, PLEASE EXPLAIN WHY</b>
<b>IF APPLICABLE, DO YOU HAVE A BUDGET?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Budget)	N/A
<b>ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>From</b>	<b>Amount</b>	<b>Purpose</b>
Wealden District Council, town and parish councils	£230k	Running of the service
National programmes, DWP and other grant making organisations	£80K	Running of the service and specialist services
<b>PURPOSE OF REQUEST (please use second sheet if necessary)</b>		
<p>We are seeking a contribution to the core costs of our service - see above. While over 90% of our team is voluntary, providing an estimated £516k worth of unpaid time, we have to meet the running costs of our office premises and the salaries and training needs of our paid staff, who ensure that our volunteers are adequately supported in keeping advice standards high. We are a quality assured service and are regulated by the Financial Conduct authority for debt advice. Please see also attached covering letter.</p>		
<b>HOW WILL IT BENEFIT THE COMMUNITY?</b>		
<p>We provide free, confidential, independent and impartial information and advice to the residents of the Wealden District. We also campaign on the big issues affecting people's lives. While our service is open to all, our service is principally used by those in need: our clients are five times as likely as the national average to be living on a low income and twice as likely to be living with a long term health condition or disability. Our clients are frequently in crisis, e.g. we helped over 300 people who were homeless or at risk of losing their home last year. In the 18/19 financial year we helped 4,907 people with 18,955 issues. Please see also attached covering letter.</p>		

FOR OFFICIAL USE ONLY			
Date of Meeting:	Min.No:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount:

## 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](http://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.

**Wealden Citizens Advice**

**Financial statements  
for the year ended 31 March 2019**

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### **Independent examiner's report to the trustees of Wealden Citizens Advice**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2019 set out on pages 11 to 20.

#### **Responsibilities and basis of report**

As the Charity's trustees, and also the directors of the Company for the purposes of company law, you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your Charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### **Independent examiner's statement**

Since the Company's gross income exceeded £250,000, your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of CIMA, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with these records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Andy Fowler  
Associate Chartered Management Accountant  
33, Station Road  
Newhaven  
East Sussex  
BN9 0NL

Date:  .....

## Statement of financial activities for the year ended 31 March 2019

## Incorporating the Income and Expenditure Account

	Note	Unrestricted funds £	Restricted funds £	Total funds 2019 £	Total funds 2018 £
<b>Income from:</b>	1b				
Donations and legacies	2	11,351	1,605	12,956	30,528
Charitable activities	3	231,870	55,718	287,588	268,285
Other (including fundraising)	4	1,460	-	1,460	886
<b>Total Income</b>		<u>244,681</u>	<u>57,323</u>	<u>302,004</u>	<u>299,699</u>
<b>Expenditure on:</b>					
Charitable activities	5	233,048	60,730	293,778	308,927
<b>Total Expenditure</b>		<u>233,048</u>	<u>60,730</u>	<u>293,778</u>	<u>308,927</u>
<b>Net income/(expenditure) before transfers</b>	6	11,633	(3,407)	8,226	(9,228)
<b>Transfers between funds</b>		(1,784)	1,784	-	-
<b>Net movement in funds for the year</b>		9,849	(1,623)	8,226	(9,228)
<b>Reconciliation of funds:</b>					
Balances brought forward 2018	12	87,288	-	87,288	96,516
<b>Balances carried forward 2019</b>	12	<u>97,137</u>	<u>(1,623)</u>	<u>95,514</u>	<u>87,288</u>

There are no recognised gains or losses in the year other than those included in the statement of financial activities.

All activities derive from continuing operations.



## Balance Sheet as at 31 March 2019

	Note	Unrestricted Funds £	Restricted Funds £	Total 2019 £	2018 £
<b>Fixed Assets</b>					
Tangible Fixed Assets	8	1,676	-	1,676	2,514
<b>Current Assets</b>					
Debtors	9	26,916	-	26,916	4,958
Cash at bank and in hand		78,424	(1,623)	76,801	92,492
		105,340	(1,623)	103,717	97,450
Creditors - amounts falling due within one year	10	9,879	-	9,879	12,676
<b>Net Current Assets</b>		95,461	(1,623)	93,838	84,774
<b>Net assets</b>	11	97,137	(1,623)	95,514	87,288
<b>Represented by:</b>					
<b>Funds of the Charity</b>					
Unrestricted funds					
General funds	12	39,637	(1,623)	38,014	29,788
Designated funds	12	57,500	-	57,500	57,500
Restricted Funds	12	-	-	-	-
		97,137	(1,623)	95,514	87,288

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to subsidiary charitable companies for the year ended 31 March 2018. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records that comply with Sections 386 of the Companies Act 2006; and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board on 25/3/19 and are signed on their behalf by

Chair J. J. J. J. J. Treasurer m. J. David

Company Registration No: 04287877

Charity Registration No: 1090666

Income			£	
<b>General Advice</b>				
Bank Interest			577	
Donations			4,150	Excludes major one off donations
Fundraising			2,000	2 major events
<b>Local Authorities</b>				
WDC	April & quarterly		165,000	
Parishes			65,353	Reflects bids awarded to date
<b>Other Grants</b>				
DWP via Cita	Universal Support		41,428	Has associated costs (paid qrtly Apr,Jul etc)
ESCC	Warm Home Check Service*		15,160	Has associated costs (mthly in arrears)
Sussex Community Foundation:	Text & Ring Back		1,494	Has associated costs (already rec'd)
Sussex Community Foundation:	New project		2,500	Uncertain, must be bid for (Summer)
CitA	BESN		5,000	Uncertain, must bid (£4k Oct, £1k Mar)
	EBDx		4,500	Uncertain, must bid (£2.5k Oct, £2k Mar) likely to be conservative)
CitA	BESW		500	Uncertain, must bid (£500 Oct/Nov)
<b>Other</b>	(DROs)		200	
<b>Total Income</b>			<u>307,862</u>	
<b>Expenses</b>				
Salaries	(Inc NI)		199,866	Inc. 2019 JNC pay rises
Pension			2,559	Inc. mandatory increase from 2 to 3%
NI'er			14,226	Est
NI'er			-3,000	
			<u>213,651</u>	Retains all current staff to end of year & keeps full money advice complement
<b>Staff &amp; Volunteer</b>				
	Subsistence		900	
	Training		800	
	Staff Travel		3,600	
	Vol. Training & Expenses		8,000	Same level as 18/19
	Other		350	
			<u>13,650</u>	
<b>Office</b>				
	Other		200	
	Depn		838	
	Payroll etc		156	
	IT Equipment (inc WHCS CRM & text service)		9,456	Inc. £2k IT refresh: See #
	Office Equip.		300	
	Insurance Est inc contents & computers		1,492	
	Postage Est		1,800	
	Print & Stat		5,520	Reduced to reflect 18/19 spending
	Ref Material & Subs		1,822	Reduced spend plus stopping Lisson Grove
	Telephones	inc B'band	6,000	
			<u>27,584</u>	
<b>Premises</b>				
	Rent		31,950	
	Rates		800	
	Heat & Light		6,600	10% increase assumed
	Insurance Property	annual	825	
	Repairs & Maint		2,064	
	Other		11,506	Includes £10K funds for office move
			<u>53,745</u>	
<b>Governance</b>				
	Other		4,436	Based on 17/18 income
	Audit		950	Inc £200 for printing annual report
	Legal & Prof		50	
	Trustee Expenses		300	
			<u>5,736</u>	
<b>Other</b>				
	Energy Projects		5,650	
	Bank charges		120	
	Misc		120	
			<u>5,890</u>	
<b>Total Expenses</b>			<u>320,256</u>	
<b>Surplus</b>			<u>-12,394</u>	

\* review August, whether to accept 2 year extension if offered

# Additional IT costs expected: funding will be applied for.



**Wealden Citizens Advice**  
The Hub  
Civic Approach  
Uckfield  
East Sussex  
TN22 1AL

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Fax: 01825 767181

e-mail: [ceo@wealdencitizensadvice.org.uk](mailto:ceo@wealdencitizensadvice.org.uk)

Website: [www.wealdencitizensadvice.org.uk](http://www.wealdencitizensadvice.org.uk)

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David O'Driscoll  
Forest Row Parish Council  
The Community Centre  
Hartfield Road  
Forest Row  
East Sussex  
RH18 5DZ

9<sup>th</sup> January 2020

Dear David

### **2020/21 GRANT PROGRAMME**

I am writing in support of a grant application towards the core costs of Wealden Citizens Advice for 2019/20.

Wealden Citizens Advice provides a free, independent, confidential and impartial information and advice service to all Forest Row residents.

Wealden Citizens Advice helped **4,907 people with 18,955 issues** which is a **10% increase** on last year. While we are open to all, our clients are five times more likely than the national average to be living on a low income. This is reflected in the main reason for clients seeking help, with 1 in 3 seeking help regarding welfare benefits or tax credits and 1 in 5 needing help relating to debt, financial services or budgeting. The other main issues were employment 8.5%, housing 7.5% and relationship & family matters 7%. **1/3 of the clients who sought our help last year had a disability or long term health condition and 28% were aged 60 or over.** Over recent years we are increasingly finding that we are providing ongoing support to a number of highly vulnerable Wealden residents who have limited support at home.

Our service is available face to face at our offices in Uckfield and at Crowborough and Hailsham, as well as through our telephone ADVICELINE, and by email; we also operate weekly face to face outreach at the Parish Council offices in Heathfield, as well as in Polegate and Willingdon. Trusted information is also available at [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk) provided by national Citizens Advice, with many Wealden residents accessing information that way in addition to the number of clients seen in our local offices. We also provide an expert money advice casework service for those in financial difficulty.



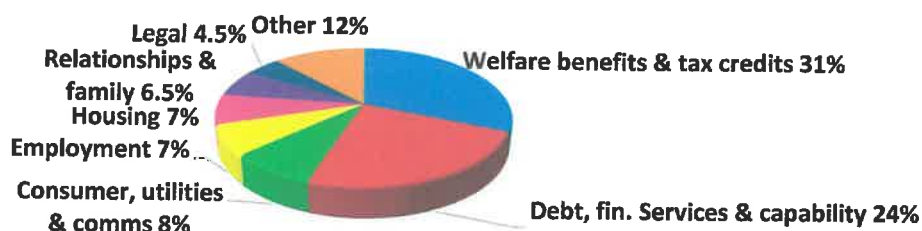
### Making a Difference

Our team achieved some truly impressive outcomes for our clients, helping them secure **£2,755,948 in improved financial outcomes over the year**. This included:

- **£1,513,823 - Additional income**, primarily welfare benefits & tax credits, including appeals
- **£1,143,982 Debt written off** (usually for people who had experienced a drastic change in their circumstances such as ill-health or loss of employment)
- **We helped 200 people** helped who were homeless or faced losing their home
- **99%** of clients completing our annual survey were satisfied/very satisfied with the service they received
- **4 out of 5** clients said our advice had made a positive difference.
- Every **£1** spent on our service **saves the taxpayer £31.62** e.g. reduced used of NHS or homelessness services.

Through the efforts of our committed volunteers and staff we have achieved some amazing results for our clients, securing **around £2.75m in improved financial outcomes** for them. This included **over £1.5m in additional income** such as welfare benefits, tax credits and compensation, and **over £1m in debt was written off** for clients who had frequently faced a significant change in their circumstances, such as accident, ill-health, loss of employment or family breakdown. Much of this additional income is likely to be spent locally. The team also helped **over 200 people who were homeless or at risk of losing their home**.

Reason Clients sought our help in 2018/19



According to national survey data, it is estimated that Citizens Advice **helps 2 out of 3 clients resolve their issues**. During our annual **customer satisfaction survey 99% of clients said they would recommend our service**.

Thanks to the support of Wealden District Council we have also been able to maintain an expert money advice service across the District. This year **311 clients**, with an average of **£9990** debt each. In addition to helping clients get their finances back on track, including debt writes offs worth around £1.8m, after advice **9 in 10 clients** said they felt: more in control of their finances; less stressed/anxious; more able to manage their finances and with greater peace of mind for the future.

The work we do therefore has greater benefits than can be seen in the practical outcomes achieved. It is estimated that **2 in 3 clients feel stressed and anxious** about their problem before they come to see us - resolving the practical issue can therefore contribute to reduced anxiety and improved well-being.



Helping someone stay in their home, pay their bills and feel better can also reduce the costs to local services, especially health and local council services - our volunteers alone provide services estimated to be worth over **£0.5m** per year

We have continued to campaign on the issues affecting people's day to day lives and this year received funding to maintain our **Warm in Wealden** project, focused on helping people keep warm in winter. We helped over 300 people with over 600 energy related issues and fuel debt last year, including at local energy advice and information events.

We are able to support clients who need help with Universal Credit to apply online or who need personal budgeting support to help them manage the transition from weekly to monthly payment arrangements. Given the absence of a Job Centre in the region we have negotiated with out of area Job Centres to provide weekly access to a Work Coach in the District, using Wealden District Council and our offices in Uckfield and Crowborough.

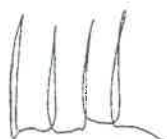
We have participated in and will continue to support local information and advice events where we can. Being able to regular information sessions as part of local community group activity is something we want to do more of in future in partnership with local parishes and partners in the East Sussex Rural Liaison Group - it's just a question of getting the funding to make it happen.

Our service would not be possible at all without the commitment of our 97 dedicated highly trained volunteers, who give at least one day per week to help their local community and make up of 90% our workforce. Our volunteers are supported by a small team of paid staff who provide the support, nationally recognised training and quality assurance we need to keep our standards high. Becoming a full adviser requires over a year of training and practical experience and our volunteers also help us as trustees or with finance, payroll, IT, administration and our research and campaigning work. For 4 members of the team, the skills and experience they have developed through volunteering has led to employment and training opportunities.

We are an independent charity - we do not receive any funding from national Citizens Advice or the Government - to provide our service we have to raise every penny ourselves, which is why we are so grateful to Forest Row Parish Council for all their support - we simply could not provide the help we do without you. We will continue to make funding applications to charitable foundations and other funding sources as we have done in previous years.

We recognise that we are making this application at a time of sustained financial challenge for local councils, but we hope Forest Row Parish Council will recognise the service and value our committed team provides and will feel able to continue vital support to our core costs to help us safeguard the service for the future benefit of Forest Row residents.

Yours sincerely



**Kate Davidson**  
**Chief Executive**



## David O'Driscoll

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**From:** Roz Bristowe <RBristowe@stpjhospice.org>  
**Sent:** 17 January 2020 11:30  
**To:** David O'Driscoll  
**Subject:** RE: Your grant application [Scanned] [Spam score:9%]

Dear David

Thank you so much for your letter informing us that our application for a grant towards our patient transport has been successful. We are very grateful for this gift of £250. As you know, our hospice is based in a beautiful but rural area in North Chailey and there is no public transport serving our hospice. We have a wonderful team of volunteer drivers who offer a door to door collection service from people's homes to our Wellbeing Centre and your gift will contribute to covering the transport costs which are incurred. We will certainly ensure that this is an annual application to Forest Row Parish Council going forward.

Thanks once again.

With best wishes.

Roz

#hello my name is...

**Rozelyn Bristowe**  
Trust & Grants Fundraiser

**Direct dial:** 01444 470721

I work part-time on Thursdays and Fridays



Our hospice services are free, but we rely on the generosity of our community to cover more than



80% of our running costs.

01444 471598  
[www.stpjhospice.org](http://www.stpjhospice.org)  
North Common Road, North Chailey, Lewes  
BN8 4ED

St Peter & St James Hospice  
Hospice care in the heart of Sussex

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