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 AMENITIES AND SERVICES COMMITTEE:

Cllrs. J Wogan (Chairman), Hopkins, Josephson,

Spackman, Summers, Waters

and Williams

Mrs Susan Wright

Tel: Fax: Email: Website: Forest Row East Sussex RH18 5DZ 01342 822661 01342 825739

Community Centre Hartfield Road

info@forestrow.gov.uk www.forestrow.gov.uk

Dear Sir/Madam.

Your attendance is required at a meeting of the

AMENITIES AND SERVICES COMMITTEE to be held

on TUESDAY 8th NOVEMBER 2022 at **7.30pm** in the Garden Room of the Community Centre

Date:

2 November, 2022

Mr D O'Driscoll

Clerk to Forest Row Parish Council

THE FIRST FIFTEEN MINUTES WILL BE AVAILABLE FOR RELEVANT QUESTIONS AND REMARKS FROM THE PUBLIC – IF ANY.

AGENDA

- 1. PUBLIC QUESTIONS the meeting will start no later than 7.45pm
- 2. APOLOGIES FOR ABSENCE
- 3. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW
- RECORDS OF THE MEETING HELD ON 18TH OCTOBER 2022
 - 4.1. To approve the minutes of the meeting of 18th October 2022
 - 4.2. To consider any objections to deletion of the digital transcript of that meeting
- 5. CLARIFICATION OF ACTIONS FROM LAST MEETING
- 6. TO NOTE CLERK'S REPORT ON PENDING MATTERS NOT REQUIRING A DECISION
 - 6.1. Skatepark lighting & CCTV
 - 6.2. Gilham Bank
 - 6.3. Fencing at the cemetery
 - 6.4. Update on Amenities operations
- 7. TO NOTE A REPORT ON OUTSTANDING TREE ISSUES
- 8. TO NOTE UPDATE FINANCIAL REPORT
- 9. TO CONSIDER AND ADOPT A DRAFT COMMITTEE BUDGET FOR 2023-24
- 10. CORRESPONDENCE
- 11. ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE

COUNCILLORS' BRIEFING TO THE MEETING OF THE AMENITIES AND SERVICES COMMITTEE DATED 8th NOVEMBER 2022

1-5. FORMAL ITEMS: no complications foreseen. A query will need to be resolved the format of the environmental award voted on at the last meeting

6. TO NOTE CLERK'S REPORT ON PENDING MATTERS NOT REQUIRING A DECISION

- <u>6.1 Skatepark lighting and CCTV</u>. Douch and Partners have been approached as the original installers of the equipment.
- <u>6.2 Gilham Bank</u>. Miss Hill has been contacted on this issue and a report is expected under item 7 of this agenda.
- <u>6.3 Fencing at the cemetery</u>. Committee resolved to use the prize money from the cemetery award to improve the surround for the cemetery spoil heap. Quotes are now being sought. <u>6.4 Update on Amenities operations</u>. In the light of the recent meeting, I have not sought full reports for this meeting on allotments, burials or outdoor maintenance. On allotments, we await feedback from the allotment representative as agreed. Ther are no further developments to report on the cemetery extension front. The collection of leaves is now the priority task for the maintenance crew, alongside certain other jobs listed for attention.

ACTION: to note

7. TO NOTE A REPORT ON OUTSTANDING TREE ISSUES

Committee requested last time that Miss Hill be asked to look at and report on two issues:

- the condition of the trees on Gilham Banlk
- the best course of action with respect to the birch tree in the Newlands Place planter. Miss Hill has been invited to attend the meeting to report orally, but if she is unable to attend, a written report will be given to Committee.

ACTION: to note and resolve accordingly

8. FINANCIAL REPORT

A printout is supplied with the papers. As at today's date, income is running at 57.7% of forecast, boosted particularly by allotment rent receipts. Expenditure has also risen and is now at 77.2% of forecast, with a notable rise of bills for streetlight repairs, although a number of cost codes are now dealt with for the rest of the year.

ACTION: to note

9. TO CONSIDER & ADOPT A DRAFT COMMITTEE BUDGET FOR 2023-24

An initial draft is supplied with the papers (and was previously circulated on Monday of this week with an explanatory note). It shows the last complete years, the current half-year (with predictions to the year-end), and forward proposals. The latter includes a 10% inflation adjustment to relevant cost codes, with a small overall deficit. As previously stated, at this stage nothing is set in stone, but Members should recognise that any major adjustments will have repercussions across the budget as a whole if the core proposals are to be maintained.

ACTION: to resolve accordingly

- 10. CORRESPONDENCE None not already circulated
- 11. ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE

02/11/2022

Forest Row Parish Council

Page 1

10:46

Detailed Income & Expenditure by Budget Heading 02/11/2022

Month No: 7

Committee Report

101 A 1180 A 1135 A 102 V 1280 V 1281 V	Allotments Allotments :- Income Allotments-Water & Upkeep Allotments :- Indirect Expenditure Net Income over Expenditure ///////////////////////////////////	1,521 1,521 345 345 1,176 324 0	1,675 1,675 1,000 1,000 675	154 154 655 655 (501)	0	655 655	90.8% 90.8% 34.5% 34.5%	0
1180 A 1135 A 102 V 1280 V 1281 V	Allotments :- Income Allotments-Water & Upkeep Allotments :- Indirect Expenditure Net Income over Expenditure Village Greens VG- Utilities Income Village Greens :- Income	1,521 345 345 1,176	1,675 1,000 1,000 675	154 655 655	0		90.8% 34.5%	
1135 A 102 V 1280 V 1281 V	Allotments :- Income Allotments-Water & Upkeep Allotments :- Indirect Expenditure Net Income over Expenditure //illage Greens //G- Utilities Income Village Greens :- Income	1,521 345 345 1,176	1,675 1,000 1,000 675	154 655 655	0		90.8% 34.5%	
<u>102</u> <u>V</u> 1280 V 1281 V	Allotments-Water & Upkeep Allotments :- Indirect Expenditure Net Income over Expenditure //illage Greens //G-Hire Income //G- Utilities Income Village Greens :- Income	345 345 1,176	1,000 1,000 675	655 655	0		34.5%	
<u>102</u> <u>V</u> 1280 V 1281 V	Allotments-Water & Upkeep Allotments :- Indirect Expenditure Net Income over Expenditure //illage Greens //G-Hire Income //G- Utilities Income Village Greens :- Income	345 345 1,176	1,000 1,000 675	655 655	0		34.5%	
<u>102</u> <u>V</u> 1280 V 1281 V	Allotments :- Indirect Expenditure Net Income over Expenditure /illage Greens /G-Hire Income /G- Utilities Income Village Greens :- Income	345 1,176	1,000	655	0			0
1280 V 1281 V	Net Income over Expenditure /illage Greens /G-Hire Income /G- Utilities Income Village Greens :- Income	1,176 324	675		0	655	34.5%	0
1280 V 1281 V	/illage Greens /G-Hire Income /G- Utilities Income Village Greens :- Income	324		(501)				
1280 V 1281 V	/illage Greens /G-Hire Income /G- Utilities Income Village Greens :- Income	324		(00.17				
1280 V 1281 V	/G-Hire Income /G- Utilities Income Village Greens :- Income		750					
1281 V	/G- Utilities Income Village Greens :- Income		750					
	Village Greens :- Income	U	400	426			43.2%	
1236 0	(*)		100	100			0.0%	
1236 0	Nutdoor Maintonanaa	324	850	526			38.1%	0
1230 0	outdoor Maintenance	7,946	5,000	(2,946)		(2,946)	158.9%	
	Outdoor Planting	819	1,000	181		181	81.9%	
1239 V	/G-Utilities	29	250	221		221	11.6%	
	Village Greens :- Indirect Expenditure	8,794	6,250	(2,544)	0	(2,544)	140.7%	0
	Net Income over Expenditure	(8,470)	(5,400)	3,070				
<u>104</u> A	menities General							
	Skate & Play areas	2,771	1,000	(1,771)		(1,771)	277.1%	
	Environmental Support	0	3,500	3,500		3,500	0.0%	
1447 D	og Fouling	1,560	3,100	1,540		1,540	50.3%	
А	menities General :- Indirect Expenditure	4,331	7,600	3,269		3,269	57.0%	
	Net Expenditure	(4,331)	(7,600)	(3,269)				
105 0	Dutelo ou Bila internance							
	Outdoor Maintenance	070						
1501 0	Outdoor Maintenance Equipment	273	2,500	2,227		2,227	10.9%	
Outd	door Maintenance :- Indirect Expenditure	273	2,500	2,227	0	2,227	10.9%	0
	Net Expenditure	(273)	(2,500)	(2,227)				
203 S	Street Lighting							
2314 S	L-Power	3,255	4,000	745		745	81.4%	
2336 S	streetlights	5,538	7,500	1,962		1,962	73.8%	
	Street Lighting :- Indirect Expenditure	8,793	11,500	2,707	0	2,707	76.5%	
	Net Expenditure	(8,793)	(11,500)	(2,707)				

02/11/2022

10:46

Forest Row Parish Council

Page 2

Detailed Income & Expenditure by Budget Heading 02/11/2022

Month No: 7

Committee Report

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EM	
204	Road Safety								
2436	RS-Road Safety	0	750	750		750	0.0%		
	Road Safety :- Indirect Expenditure	0	750	750		750	0.0%		
	Net Expenditure	0	(750)	(750)					
<u>601</u>	Cemetery								
6180	BU-Burial Fees	8,266	15,000	6,734			55.1%		
	Cemetery :- Income	8,266	15,000	6,734			55.1%		
6123	Cemetery Admin	39	300	261		261	12.9%		
6151	BU- Cemetery Rates	1,048	700	(348)		(348)	149.7%		
	Cemetery :- Indirect Expenditure	1,087	1,000	(87)	0	(87)	108.7%		
	Net Income over Expenditure	7,179	14,000	6,821					
	Amenities & Services :- Income	10,111	17,525	7,414			57.7%		
	Expenditure	23,623	30,600	6,977	0	6,977	77.2%		
	Movement to/(from) Gen Reserve	(13,512)							
	Grand Totals:- Income	10,111	17,525	7,414	***		57.7%		
	Expenditure	23,623	30,600	6,977	0	6,977	77.2%		
	Net Income over Expenditure	(13,512)	(13,075)	437					
	Movement to/(from) Gen Reserve	(13,512)							

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Commentary		Small increase due to divided plots	Held at previous level	Not now a source of income	Estimate based on previous years	Estimate of potential			v2+ inflation adjustments	Estimate incl infl/adjust	Estimate based on 3-yr average	Estimate incl infl/adjust	Estimate based on prev yrs	Inflation allowance over previous	Estimate based on 3-yr average	Estimate incl infl/adjust	Estimate incl infl/adjust	Estimate incl infl/adjust		saving on original v.2	1455
2023-24		1750	750	0	13000	1500	17000		v2+ inflatio	700	100	7500	1000	1705	1500	3200	330	1210	17245		
	cast 12m	1670	750	0	13000	1000	16420	94%		009	20	0006	1000	1000	2800	3100	150	1050	18750	126%	
	percent f'cast 12m	29.5	43.2	0	41.2	0	45.6			29.5	11.6	144.7	81.9	10.9	272.5	25.2	12.9	149.7	89.1		
	to 6m pe	489	324	0	6182	1000	7995			295	29	7235	819	273	2725	780	39	1048	13243		
2022-23	budget to	1675	750	100	15000	0	17525			1000	250	2000	1000	2500	1000	3100	300	700	14850		
	percent	111.1	303.6	0	145.2	0	175.1			93.4	28	50.2	9.95	104.9	32.4	104	7.4	193.7	71.1		
	actual pe	1667	1518	0	14521	3481	21187			1401	70	5024	629	3146	324	3120	22	896	14754		
2021-22	budget ac	1500	200	100	10000	0	12100			1500	250	10000	1200	3000	1000	3000	300	200	20750		
	percent	111	0	0	154.1	0	196.1			26	32.4	51.7	0	53.5	19.3	100	64.3	135.5	55.3		
	actual pe	1665	0	0	11484	1684	14833			78	81	7755	0	1604	193	3000	193	229	13581		
2020-21	budget ac	1500	200	100	2000	0	9100			300	250	15000	1200	3000	1000	3000	300	200	24550		
	Income streams:	Allotment rents	Village green hires	Village green utilities	Burial fees	Grants/misc	TOTAL		Expend streams	Allotment upkeep	VG utilities	Outdoor m'tce	Outdoor planting	Outdoor equipment	Play & skate areas	Dog bins	Cemetery admin	Cemetery rates	TOTAL		