

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

Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

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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
4. 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

6.1 Skatepark lighting and CCTV. Douch and Partners have been approached as the original installers of the equipment.

6.2 Gilham Bank. Miss Hill has been contacted on this issue and a report is expected under item 7 of this agenda.

6.3 Fencing at the cemetery. 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.

6.4 Update on Amenities operations. 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. There 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 Bank
- 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

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

Month No: 7

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>Amenities & Services</u> | | | | | | | |
| <u>101 Allotments</u> | | | | | | | |
| 1180 Allotment Rents | 1,521 | 1,675 | 154 | | | 90.8% | |
| Allotments :- Income | <u>1,521</u> | <u>1,675</u> | <u>154</u> | | | <u>90.8%</u> | <u>0</u> |
| 1135 Allotments-Water & Upkeep | 345 | 1,000 | 655 | | 655 | 34.5% | |
| Allotments :- Indirect Expenditure | <u>345</u> | <u>1,000</u> | <u>655</u> | <u>0</u> | <u>655</u> | <u>34.5%</u> | <u>0</u> |
| Net Income over Expenditure | <u>1,176</u> | <u>675</u> | <u>(501)</u> | | | | |
| <u>102 Village Greens</u> | | | | | | | |
| 1280 VG-Hire Income | 324 | 750 | 426 | | | 43.2% | |
| 1281 VG- Utilities Income | 0 | 100 | 100 | | | 0.0% | |
| Village Greens :- Income | <u>324</u> | <u>850</u> | <u>526</u> | | | <u>38.1%</u> | <u>0</u> |
| 1236 Outdoor Maintenance | 7,946 | 5,000 | (2,946) | | (2,946) | 158.9% | |
| 1237 Outdoor Planting | 819 | 1,000 | 181 | | 181 | 81.9% | |
| 1239 VG-Utilities | 29 | 250 | 221 | | 221 | 11.6% | |
| Village Greens :- Indirect Expenditure | <u>8,794</u> | <u>6,250</u> | <u>(2,544)</u> | <u>0</u> | <u>(2,544)</u> | <u>140.7%</u> | <u>0</u> |
| Net Income over Expenditure | <u>(8,470)</u> | <u>(5,400)</u> | <u>3,070</u> | | | | |
| <u>104 Amenities General</u> | | | | | | | |
| 1436 Skate & Play areas | 2,771 | 1,000 | (1,771) | | (1,771) | 277.1% | |
| 1444 Environmental Support | 0 | 3,500 | 3,500 | | 3,500 | 0.0% | |
| 1447 Dog Fouling | 1,560 | 3,100 | 1,540 | | 1,540 | 50.3% | |
| Amenities General :- Indirect Expenditure | <u>4,331</u> | <u>7,600</u> | <u>3,269</u> | <u>0</u> | <u>3,269</u> | <u>57.0%</u> | <u>0</u> |
| Net Expenditure | <u>(4,331)</u> | <u>(7,600)</u> | <u>(3,269)</u> | | | | |
| <u>105 Outdoor Maintenance</u> | | | | | | | |
| 1501 Outdoor Maintenance Equipment | 273 | 2,500 | 2,227 | | 2,227 | 10.9% | |
| Outdoor Maintenance :- Indirect Expenditure | <u>273</u> | <u>2,500</u> | <u>2,227</u> | <u>0</u> | <u>2,227</u> | <u>10.9%</u> | <u>0</u> |
| Net Expenditure | <u>(273)</u> | <u>(2,500)</u> | <u>(2,227)</u> | | | | |
| <u>203 Street Lighting</u> | | | | | | | |
| 2314 SL-Power | 3,255 | 4,000 | 745 | | 745 | 81.4% | |
| 2336 Streetlights | 5,538 | 7,500 | 1,962 | | 1,962 | 73.8% | |
| Street Lighting :- Indirect Expenditure | <u>8,793</u> | <u>11,500</u> | <u>2,707</u> | <u>0</u> | <u>2,707</u> | <u>76.5%</u> | <u>0</u> |
| Net Expenditure | <u>(8,793)</u> | <u>(11,500)</u> | <u>(2,707)</u> | | | | |

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

Month No: 7

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 204 Road Safety | | | | | | | |
| 2436 RS-Road Safety | 0 | 750 | 750 | | 750 | 0.0% | |
| Road Safety :- Indirect Expenditure | <u>0</u> | <u>750</u> | <u>750</u> | <u>0</u> | <u>750</u> | <u>0.0%</u> | <u>0</u> |
| Net Expenditure | <u>0</u> | <u>(750)</u> | <u>(750)</u> | | | | |
| 601 Cemetery | | | | | | | |
| 6180 BU-Burial Fees | 8,266 | 15,000 | 6,734 | | | 55.1% | |
| Cemetery :- Income | <u>8,266</u> | <u>15,000</u> | <u>6,734</u> | | | <u>55.1%</u> | <u>0</u> |
| 6123 Cemetery Admin | 39 | 300 | 261 | | 261 | 12.9% | |
| 6151 BU- Cemetery Rates | 1,048 | 700 | (348) | | (348) | 149.7% | |
| Cemetery :- Indirect Expenditure | <u>1,087</u> | <u>1,000</u> | <u>(87)</u> | <u>0</u> | <u>(87)</u> | <u>108.7%</u> | <u>0</u> |
| Net Income over Expenditure | <u>7,179</u> | <u>14,000</u> | <u>6,821</u> | | | | |
| 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 | <u>(13,512)</u> | | | | | | |
| 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 | <u>(13,512)</u> | <u>(13,075)</u> | <u>437</u> | | | | |
| Movement to/(from) Gen Reserve | <u>(13,512)</u> | | | | | | |

