

Forest Row Parish Council

Clerk: Mr David O'Driscoll
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(Office Hours: Monday to Friday 9am to 4pm)

Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

To: All members of the COMMUNITY SERVICES COMMITTEE:

Cllrs. T Lewin (Chairman), Davies, Hopkins, Josephson, R Lewin, Moore, Pritchitt & Waters
Cllr. J Eichner

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Dear Sir/Madam,

You are required to attend a meeting of the COMMUNITY SERVICES COMMITTEE to be held on

TUESDAY 29th NOVEMBER 2022 @ 7:30 pm in the Community Centre

Date: 23 November, 2022

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

Mr David 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. MEMBERS OF THE PUBLIC ARE WELCOME TO STAY AND OBSERVE THE REST OF THE MEETING.

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 FOLLOWING ITEMS**
4. RECORDS OF THE MEETING HELD ON 11TH OCTOBER 2022
 - 4.1 To approve the minutes of the meeting of 11TH OCTOBER 2022
 - 4.2 To consider any objections to deletion of the digital recording of that meeting
5. CLARIFICATION OF ACTIONS FROM LAST MEETING
6. COMMITTEE CHAIRMAN'S COMMENTS
7. TO NOTE FINANCIAL REPORT to end month 8
8. TO NOTE REPORTS ON SERVICES
 - 8.1 Market
 - 8.2 'Gages' community lunches
 - 8.3 Thursday Club
 - 8.4 Youth Service
9. TO NOTE REPORT ON THE 'SHED' PROJECT & TO RESOLVE ON FUTURE ACTIONS
10. TO NOTE DEVELOPMENTS ON THE 'NEWSLETTER PROPOSAL' & TO RESOLVE ON FUTURE ACTIONS
11. TO CONSIDER A PROPOSAL FOR 'A LIBRARY OF THINGS'
12. TO CONSIDER AND ADOPT A DEPARTMENTAL BUDGET FOR 2023-24
13. CORRESPONDENCE
14. ITEMS FOR FUTURE CONSIDERATION BY THIS COMMITTEE OR FULL COUNCIL

**COUNCILLORS' BRIEFING FOR THE MEETING OF THE COMMUNITY SERVICES
COMMITTEE TO BE HELD ON 29th NOVEMBER 2022**

1. **PUBLIC QUESTIONS** – none so far notified
2. **APOLOGIES FOR ABSENCE** – none so far notified
3. **TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION** Members who have a financial interest in any of the items covered by this agenda may wish to declare a personal interest. But Members need to be realistic and observe a sensible 'de minimis' judgement, otherwise the provision becomes trivialised.
4. **TO DEAL WITH RECORDS OF MEETING.** Meeting of 11th October 2022.
5. **CLARIFICATION OF ACTIONS FROM LAST MEETING** Any points of information arising from the previous meeting that can be dealt with briefly.
ACTION: to discharge as appropriate
6. **CHAIRMAN'S COMMENTS** Cllr T Lewin will update the Committee on the current status of the Committee's remit and activities. There will be no 'Clerk's Report' on this occasion
ACTION: to note
7. **FINANCIAL MATTERS**
A printout to end month 8 is attached to the backing papers. Nominal performance against target should be about 66.6%. Income is running at 54% of forecast overall, and expenditure at 55.2%, so well within budget, and reflecting that much of the community services repertory has been dormant during the current year.
8. **REPORTS ON SERVICES.**
8.1 Market. The November market went ahead as planned, and the general feeling seems to have been that it passed off successfully.
In financial terms, the takings from pitch hire came to £1012. The cost of the set-up crew, ably organised by Ella Atkins, plus the new manager's fee for supervising the event on the day, plus the standard licence fee, were more than covered by those takings.
Sandra Aylen in the office again spent a substantial amount of time in the week before the market confirming stallholder attendance and payments.
Discussions are proceeding, spearheaded by Cllr T Lewin, to negotiate a business model for the market as from March. Once this is finalised, the matter will be ready to refer to Council for approval .
8.2 Gages community lunches
8.3 Thursday Club These two services are covered by Sandra Aylen's report attached to the papers. Sandra is also working on restarting the volunteer library session on Fridays.
8.4 Youth Service Melissa Rey-Mesher will be providing a report. It is hoped that a staff member will be free to attend the meeting to answer questions.
ACTION: to note (unless any item above requires a resolution)

9. TO NOTE REPORT ON THE 'SHED' PROJECT & TO RESOLVE ON FUTURE ACTIONS

Cllr T Lewin held a preliminary meeting last week at the proposed site of the 'Shed' behind the groundsman's garage, involving also Cllr Waters and a trainee architect. Cllr T Lewin will report on this orally to the meeting. It is probably now appropriate that the project be entrusted to a hybrid working group to take forward.

ACTION: to consider and resolve accordingly

10. TO NOTE DEVELOPMENTS ON THE 'NEWSLETTER PROPOSAL' & TO RESOLVE ON FUTURE ACTIONS.

Committee voted as follows on 11th October:

"Cllr. T Lewin proposed that detailed suggestions, ideas and costings be given to him to take to Full Council. This was seconded by Cllr. Davies and AGREED"

Cllr T Lewin wishes to propose some formal steps to take this project forward

ACTION: to consider and resolve accordingly

11. TO CONSIDER A PROPOSAL FOR A 'LIBRARY OF THINGS'

This proposal is already being trialled in a private capacity by Cllr Moore, using a Facebook page as its means of communication. Committee is asked to consider whether it could/should become a Council-sponsored service and if so, what practical implications that might have.

ACTION: to consider and resolve as appropriate

12. TO CONSIDER AND ADOPT A DEPARTMENTAL BUDGET FOR 2023-24

The draft Community Services budget for 2023-24 is attached, with comments as follows:

- I have left in the market figures, as it is not yet clear whether this service will remain in-house or be outsourced. I have some misgivings about the income figure in the light of 2022 takings, but have left both sides unchanged for the present.
- I have assumed that code 2905 (service development) will generate an income over the next financial year.
- Many of the expenditure figures remain unchanged from 2022-23, but:
 - market expenditure (if retained) and Gages food bills will be subject to inflationary pressures
 - the Community Centre oven will probably need to be replaced (cost shared with P&A)
 - Code 2700 (service development) is likely to need some 'start-up money', which should be recognised in revenue rather than reserves.
 - Road safety is now a C-S Code and will need some allocation.
- It is still likely that the C-S budget will run at a modest surplus of income over costs.

ACTION: to consider and resolve accordingly

13. CORRESPONDENCE - none that has not previously been circulated

14. ITEMS FOR FUTURE CONSIDERATION BY COMMITTEE OR FULL COUNCIL

Detailed Income & Expenditure by Budget Heading 23/11/2022

Month No: 8

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Localism & Community Projects</u>							
<u>206 Community Transport</u>							
2678 Medical Car Scheme Income	117	300	183			39.0%	
Community Transport :- Income	<u>117</u>	<u>300</u>	<u>183</u>			<u>39.0%</u>	<u>0</u>
2554 Wealdlink	696	1,000	304		304	69.6%	
2601 Voluntary Medical Car Service	0	200	200		200	0.0%	
Community Transport :- Indirect Expenditure	<u>696</u>	<u>1,200</u>	<u>504</u>	<u>0</u>	<u>504</u>	<u>58.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(579)</u>	<u>(900)</u>	<u>(321)</u>				
<u>207 Market</u>							
3184 CC-Market Income	3,123	9,000	5,878			34.7%	
Market :- Income	<u>3,123</u>	<u>9,000</u>	<u>5,878</u>			<u>34.7%</u>	<u>0</u>
3151 CC-Market expenditure	1,586	1,300	(286)		(286)	122.0%	
Market :- Indirect Expenditure	<u>1,586</u>	<u>1,300</u>	<u>(286)</u>	<u>0</u>	<u>(286)</u>	<u>122.0%</u>	<u>0</u>
Net Income over Expenditure	<u>1,537</u>	<u>7,700</u>	<u>6,163</u>				
<u>209 Localism & Community Proj Misc</u>							
2700 Repair Cafe & Wellbeing	0	3,000	3,000		3,000	0.0%	
Localism & Community Proj Misc :- Indirect Expenditure	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(3,000)</u>	<u>(3,000)</u>				
<u>304 Cafe</u>							
3480 Gages - Sales	12,139	20,000	7,861			60.7%	
Cafe :- Income	<u>12,139</u>	<u>20,000</u>	<u>7,861</u>			<u>60.7%</u>	<u>0</u>
3436 Gages-Purchase of Equipment	1,819	1,000	(819)		(819)	181.9%	
3460 Gages -Purchases Food etc	6,261	12,000	5,739		5,739	52.2%	
Cafe :- Indirect Expenditure	<u>8,080</u>	<u>13,000</u>	<u>4,920</u>	<u>0</u>	<u>4,920</u>	<u>62.2%</u>	<u>0</u>
Net Income over Expenditure	<u>4,059</u>	<u>7,000</u>	<u>2,941</u>				
<u>306 Thursday Club</u>							
3680 TC-Subscriptions	495	400	(95)			123.8%	
Thursday Club :- Income	<u>495</u>	<u>400</u>	<u>(95)</u>			<u>123.8%</u>	<u>0</u>
3636 TC-Running Costs	562	1,000	438		438	56.2%	
Thursday Club :- Indirect Expenditure	<u>562</u>	<u>1,000</u>	<u>438</u>	<u>0</u>	<u>438</u>	<u>56.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(67)</u>	<u>(600)</u>	<u>(533)</u>				

Detailed Income & Expenditure by Budget Heading 23/11/2022

Month No: 8

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
406 Youth Provision							
4676 YP-Grants & Other Income	1,526	2,500	974			61.0%	
Youth Provision :- Income	<u>1,526</u>	<u>2,500</u>	<u>974</u>			<u>61.0%</u>	<u>0</u>
4603 YP - Dev costs & General Expen	1,776	3,500	1,724		1,724	50.8%	
Youth Provision :- Indirect Expenditure	<u>1,776</u>	<u>3,500</u>	<u>1,724</u>	<u>0</u>	<u>1,724</u>	<u>50.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(250)</u>	<u>(1,000)</u>	<u>(750)</u>				
Localism & Community Projects :- Income	17,400	32,200	14,800			54.0%	
Expenditure	12,701	23,000	10,299	0	10,299	55.2%	
Movement to/(from) Gen Reserve	<u>4,700</u>						
Grand Totals:- Income	17,400	32,200	14,800			54.0%	
Expenditure	12,701	23,000	10,299	0	10,299	55.2%	
Net Income over Expenditure	<u>4,700</u>	<u>9,200</u>	<u>4,500</u>				
Movement to/(from) Gen Reserve	<u>4,700</u>						

COMMUNITY SERVICES REPORT

GAGES

Gages has been really busy this past month with a lot more people coming into the Café.

We are holding our Christmas Lunch on Friday 16th December with tickets going on sale Monday 28th November.

Figures taken from our daily records since 5th October 2022 These figures show being open 3 days a week up until 16th November 2022

	Total Deliveries	Diners to Gages	Soup	Main	Veggie	Dessert	Frozen
7 Week Period	221	245	271	406	58	345	12
Average per week	31	35	38	58	8	49	1
Average per day	10	11	12	19	2	16	

THURSDAY CLUB

We had a great time doing the pop quiz hosted by Hugh Mackenzie from Headway and hope to have them back next year.

We had a visit from Forest Row Pre School and decorated biscuits and every other surface in the Main Hall, but we all had fun

We will be having our Christmas party on Thursday 1st December and then our last session for the year will be the Gages Christmas Lunch.

LIBRARY

Still awaiting for Mike Higgins to confirm dates for refresher course for our volunteers.

Sandra Aylen
22 Nov 2022

