

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 PROPERTY & ASSETS COMMITTEE:
Cllrs. Williams (Chairman), Davies, Hill, Josephson, R Lewin, Miller, Pritchitt, Summers and Wogan.

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 PROPERTY & ASSETS COMMITTEE to be held on TUESDAY 30th JUNE 2020 via Zoom at **7.30pm**

Date: 24 June, 2020

A handwritten signature in black ink, appearing to read 'D O'Driscoll', with a stylized flourish at the end.

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

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 OF THE PROPERTY AND ASSETS COMMITTEE MEETING HELD ON 3rd MARCH 2020
 - 4.1 To approve the minutes of the meeting of 3RD March 2020
 - 4.2 To consider any objections to deletion of the digital transcript of that meeting
5. CLARIFICATION OF ACTIONS FROM LAST MEETING
6. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
To note the following:
 - 6.1 VENUe works
 - 6.2 Bus shelter cleaning
 - 6.4 Litter Bins
 - 6.5 Fingerposts
7. FINANCIAL MATTERS . To note financial position at end month 3.
8. CURRENT ITEMS FOR CONSIDERATION/RESOLUTION
To consider & resolve as appropriate on the following:
 - 8.1 The likely financial position of Property & Assets to year end
 - 8.2 The implications of this for Community Centre & other works
 - 8.3 The tenancy of the old Venu building
 - 8.4 Storage at the VENUe
9. CORRESPONDENCE
10. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

"This meeting will be held electronically via ZOOM, and the meeting ID and password will be circulated separately to Members. The meeting is also open to public attendance (with an initial period for public questions), but for security reasons, any member of the public wishing to participate is asked to telephone or email the Parish Clerk in advance (01342 822661 or parishclerk@forestrow.gov.uk) for the access codes."

COUNCILLORS' BRIEFING FOR THE MEETING OF PROPERTY & ASSETS COMMITTEE TO BE HELD ON 30th JUNE 2020

- 1-5. Introductory matters follow the standard format. No public interventions have been signified in advance and there have been no objections lodged to the records of meeting.
ACTION: to note/resolve as required

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

6.1 VENUe works.

- The goal assembly and lighting have been installed. There is a residual problem about the timers on the lights. My understanding is that the cabling is in for an internet connection, but a provider has yet to be instructed.
- Committee originally wished to have fencing installed at either end of the VENUe building to prevent trespassing at the rear, but the budget may not stretch to that this year.

6.2 Bus shelter cleaning. Not yet done because of the limitations imposed by the pandemic, but still on the 'to do' list.

6.3 Litter bins. One of the two 'spare' bins has been installed near the skate park. The other one has yet to be allocated.

6.4 Fingerposts. This Committee agreed at the last meeting that Members would advise the office of the location/condition of fingerposts in the parish. No information has yet been received, so this matter remains pending.

ACTION: to note and clarify as appropriate

7. FINANCIAL REPORT

A printout for the end of month 3 is attached. I have excised the VENUe capital figures (run-off costs from the original price). Needless to say, with no rental income since March, the situation is very adverse. There is still about £3,000 of ring fenced CIL money available for infrastructure spending, but expenditure on more than routine overheads will need to be carefully monitored because of the lack of income.

If there are queries about individual items in the printout, it would be appreciated if these could be flagged up in advance of the meeting

ACTION: to note

8. CURRENT ITEMS FOR CONSIDERATION/ RESOLUTION

8.1-2 The likely financial position of Property & Assets to year end, and the implications for the Community Centre and other works. Already alluded to above. It seems unlikely that hiring will be able to recommence on a regular basis until August, possibly later. By then we shall have lost 5-6 months' hiring income (± £11,000) and two of the tenants have also had a short rental holiday (total ± £3,000). I would anticipate a minimum of 33% shortfall on budget, but the overheads will continue largely as normal (with some reduction in utility usage). Committee will need to consider where savings might be made.

8.3 The tenancy of the old Venu building. As noted at Full Council on 26th May, one of the two original candidates for this had dropped out. The remaining candidate submitted some amended proposals on 5th June, and it is hoped that Cllrs R Lewin & Williams will be able to present their views on these proposals to the meeting.

8.4 Storage at the VENUe. Two groups of regular users of the VENUe have asked if facilities could be made available for storage of their equipment. There is no spare cupboard space within the building, and it was the architect's original view (though we are not bound by this) that free-standing storage should not be added to the interior. There would potentially be some room for outside storage with suitable weather- & vandal-proof containers.

ACTION: to consider and resolve as appropriate

9. **CORRESPONDENCE** – none not already available via Councillors Briefing/ Reading.

10. **TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL**

Detailed Income & Expenditure by Budget Heading 23/06/2020

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Property & Assets							
201 Bus Shelters							
2136 BS-Bus Shelters	0	500	500		500	0.0%	
Bus Shelters :- Indirect Expenditure	0	500	500	0	500	0.0%	0
Net Expenditure	0	(500)	(500)				
205 Miscellaneous Assets							
1439 Public Seats	0	250	250		250	0.0%	
1442 Litter Bins	0	500	500		500	0.0%	
2551 Offsite Car Parks	0	12,000	12,000		12,000	0.0%	
2553 Grit bins	0	500	500		500	0.0%	
6139 BU - War Memorial	0	500	500		500	0.0%	
7108 PR-Notice Boards	0	250	250		250	0.0%	
Miscellaneous Assets :- Indirect Expenditure	0	14,000	14,000	0	14,000	0.0%	0
Net Expenditure	0	(14,000)	(14,000)				
301 Community Centre							
3180 CC-Lettings	139	22,000	21,862			0.6%	
3181 CC-Equipment Hire	0	900	900			0.0%	
3182 CC-Rents	1,379	22,000	20,621			6.3%	
3185 MISC - incl books/copying)	83	600	517			13.9%	
3187 CC Drinks Machine Income	0	500	500			0.0%	
Community Centre :- Income	1,601	46,000	44,399			3.5%	0
3111 CC-Rates & Services	7,301	18,000	10,699		10,699	40.6%	
3116 CC-Upkeep/Cleaning	4,632	10,000	5,368		5,368	46.3%	
3127 CC - Drinks Machine	136	900	764		764	15.1%	
3136 CC-Enhancement	0	4,500	4,500		4,500	0.0%	
Community Centre :- Indirect Expenditure	12,069	33,400	21,331	0	21,331	36.1%	0
Net Income over Expenditure	(10,468)	12,600	23,068				
303 Venue on the Green							
3306 VOTG Income	0	12,000	12,000			0.0%	
Venue on the Green :- Income	0	12,000	12,000			0.0%	0
3304 Votg Non Youth Equip	596	1,000	404		404	59.6%	

Detailed Income & Expenditure by Budget Heading 24/06/2020

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3305 VOTG Running Costs	2,121	9,750	7,629		7,629	21.8%	
Venue on the Green :- Indirect Expenditure	<u>2,717</u>	<u>10,750</u>	<u>8,033</u>	0		<u>25.29</u>	0
Net Income over Expenditure	<u>(2717)</u>	<u>1,250</u>					
Grand Totals:- Income	1,601	58,000	56,399			2.8%	
Expenditure	14,786	58,650	43,864	0		25.2%	
Net Income over Expenditure	<u>(13,185)</u>	<u>(650)</u>					