

# Forest Row Parish Council

Clerk: Mr David O'Driscoll  
Email: parishclerk@forestrow.gov.uk



(Office Hours: Monday to Friday 9am to 4pm)

To: All members of FOREST ROW PARISH COUNCIL:  
Cllrs. Josephson (Chairman), Davies, Hill, R Lewin,  
T Lewin, McNally, Miller, Moore, Pritchitt,  
Rosenboom, Royall, Summers, Williams, Withers  
and Wogan

Community Centre  
Hartfield Road  
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East Sussex  
RH18 5DZ

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Dear Sir/Madam,  
Your attendance is required at a meeting of the  
FOREST ROW PARISH COUNCIL to be held on  
**TUESDAY 21<sup>st</sup> MAY 2019** in the Rose Room of the  
Community Centre at **7.30PM**.

Date: 15<sup>th</sup> May 2019

A handwritten signature in black ink, appearing to read 'David 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.

## AGENDA

1. PUBLIC QUESTIONS
2. APOLOGIES FOR ABSENCE
3. RECORDS OF PREVIOUS MEETING
  - 3.1 To approve the minutes of the Meeting of Council held on 16<sup>th</sup> April 2019
  - 3.2 To consider any objections to deletion of the digital transcript of that meeting.
  - 3.3 To note deferral of consideration of the Annual Meeting Minutes of 14<sup>th</sup> May 2019
4. CLARIFICATION OF ACTIONS FROM LAST ORDINARY MEETING
5. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW

### TO NOTE REPORTS

6. CHAIRMAN'S COMMENTS
7. TO NOTE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION:
  - 7.1 VENUe ON THE GREEN PROGRESS
  - 7.2 FRSGA LEASE(S)
  - 7.3 WASTE RECYCLING
  - 7.4 SKATE PARK PROPOSAL
8. SUMMARY FINANCIAL REPORT
9. TO NOTE & APPROVE LIST OF DELEGATED DECISIONS
10. TO NOTE REPORTS RECEIVED FROM PRINCIPAL COUNCILS
11. TO NOTE REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES (IF ANY)
12. TO NOTE COMMUNITY WARDEN'S REPORT

**MATTERS FOR CONSIDERATION/DECISION**

13. TO NOTE AND APPROVE THE ANNUAL GOVERNANCE STATEMENT
  14. TO RECEIVE AND APPROVE THE ANNUAL FINANCIAL RETURN FOR 2018-2019
  15. TO TAKE ANY REQUIRED DECISIONS FOR THE ANNUAL PARISH MEETING
  16. TO RESOLVE ON A DATE FOR AN INVITATION TO THE AIR AMBULANCE
  17. TO CONSIDER AND RESOLVE ON COUNCILLOR TRAINING SESSIONS
  18. TO CONSIDER FUTURE PROJECTS
  19. TO CONSIDER ADOPTION OF 'A MOTION TO DECLARE A CLIMATE EMERGENCY'
- 
20. NOTICES
  21. CONSULTATIONS
  22. CORRESPONDENCE
  23. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE.

**FULL COUNCIL****BACKING PAPERS FOR MEETING 21<sup>st</sup> MAY 2019**

	<b>Description</b>	<b>Page nos</b>
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**COUNCILLORS' BRIEFING FOR THE MEETING OF FULL COUNCIL  
ON 21<sup>st</sup> MAY 2019**

*Please note the running order is slightly altered, to make the sequence more logical and avoid keeping County Councillors waiting. Items may still be brought forward if required.*

1. **PUBLIC QUESTIONS** None notified in advance
2. **APOLOGIES FOR ABSENCE** None so far notified.
3. **RECORDS OF PREVIOUS MEETING** To cover the meeting of 16<sup>th</sup> April 2019. The Annual Meeting Minutes from 14<sup>th</sup> May 2019 are not yet finalised: approval should be deferred.
4. **CLARIFICATION OF ACTIONS FROM LAST MEETING**  
This item has been included for Members to raise any points of information arising from the previous (ordinary) meeting which can be answered briefly.  
**ACTION: to discharge as appropriate**
5. **DECLARATIONS OF INTEREST/ REQUESTS FOR DISPENSATION** Members who have a financial interest in any of the items covered by this agenda may wish to declare a personal interest. However, occasional users of services or volunteers need not be concerned.  
**ACTION: to note**

**TO NOTE REPORTS**

6. **CHAIRMAN'S COMMENTS**
7. **TO NOTE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**
  - 7.1 **VENUE ON THE GREEN PROGRESS.**  
The final meeting of the VIG-CON construction sub-group was held on the 10<sup>th</sup> May. Subject to signing off by the architect, the building should be ready for handover to the Parish on 22<sup>nd</sup> May. The outdoor facilities are still subject to final approval by Wealden Planning, but it is acknowledged that their department is currently suffering severe backlogs.  
The VIG-BIZ & VIG-PAL (business & publicity sub-groups) met on 14<sup>th</sup> May to discuss the mechanics of handover, the purchase & transfer of equipment, and preliminary arrangements for the official opening. Tasks have been allocated across the groups, with a follow-up meeting planned. Insurance has been applied for.
  - 7.2 **FRSGA LEASE(S)**  
There has been no further forward movement since the last meeting. We still await resolution of legal queries pending with East Sussex legal department, and also approval of the sub-lease by the Sports Ground Association. Unfortunately, every chaser costs money.
  - 7.3 **WASTE RECYCLING**  
The working group held a follow-up meeting after the feasibility session referred to last time and have formulated a number of practical actions to take the project forward. There has regrettably been some delay during to the group members' other commitments.
  - 7.4 **SKATE PARK PROPOSAL**  
This has been reported on several times in Councillors Briefing. Council approved the idea 'in principle' but the proposal is dependent on a) funding and b) a sympathetic design. Crowd funding is currently under way, and the designer is hoping to develop a scheme which will be highly durable and integrate seamlessly with the existing installation.

**8. SUMMARY FINANCIAL REPORT**

A printout for month 1 is attached. The first half of the precept has been duly received. At this stage, we are only one month into the financial year and *in general*, performance against forecast should be about 8.3%. Inevitably, there are some anomalies, for instance:

- p.1/ code 4121: this includes an overcharge by BT of ±£2,000 now repaid.
- p.1/ code 4124: this includes the Ellis Whittam annual payments, which were mentioned at the Annual Meeting.
- p.1/ code 4158: this includes payment of £8,000 taken in error by the leasing company, now repaid.
- p.3/ code 1501: includes the new mower, which was accrued for in the last year.
- p.3/ code 2336: the cost of the streetlight maintenance continues to be a matter for concern.
- p.3/ code 6151: one-off payment for the year.
- p.4/code 3111, includes one-off rates payment for the year.
- p.4/ cost centre 303: the VotG capital movements are put here for convenience but form no part of the revenue budget

***ACTION: to note (queries as appropriate)***

**9. TO NOTE & APPROVE LIST OF DELEGATED DECISIONS**

There are none since the beginning of April.

**10. TO NOTE REPORTS RECEIVED FROM PRINCIPAL COUNCILS**

Both Cllrs Whetstone & Galley have been invited. No written reports received, though Cllr Galley's monthly newssheet has been received and is attached.

Our new District representative has not yet had an opportunity to formulate a report.

**11. TO NOTE REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

Any written reports are with the backing papers: otherwise, there may be oral reports.

**12. TO NOTE COMMUNITY WARDEN'S REPORT**

The warden's report is attached.

***ACTION: to note***

**MATTERS FOR CONSIDERATION / DECISION**

**13. TO NOTE & APPROVE THE ANNUAL GOVERNANCE STATEMENT**

The Statement is attached. Tedious though it may be, as part of the annual auditing process, Council is required to consider each of the eight applicable statement and vote on them before the Statement is signed off by the Chairman & Clerk. To avoid the need to read through the list verbatim, please ensure you have read and feel comfortable with the eight propositions.

***ACTION: to note and approve***

**14. TO RECEIVE & APPROVE THE ANNUAL FINANCIAL RETURN FOR 2018-2019**

The final accounting figures for the last financial year are attached. They have been approved by the internal auditor, but Council also has to be satisfied and approve them by resolution.

***ACTION: to note and approve***

**15. TO TAKE ANY REQUIRED DECISIONS FOR THE ANNUAL PARISH MEETING**

This is scheduled for 28<sup>th</sup> May, in the Main Hall of the Community Centre. Organisation was entrusted to a triumvirate of Cllrs Moor, R Lewin & Summers. This item provides an opportunity to raise any issues regarding its operation or content.

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

**16. TO RESOLVE UPON A DATE FOR INVITATION TO THE AIR AMBULANCE**

Council decided some time ago to invite a speaker from the Air Ambulance and a list of suitable landing sites has been sent to their organisers. Council now needs to decide on a suitable date to invite the speaker to attend.

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

**17. TO CONSIDER & RESOLVE ON COUNCILLOR TRAINING SESSIONS**

New Councillors (elected and co-opted) will need to attend the induction courses organised by SSALC. All Councillors will be required to attend an in-house presentation by SSALC providing an update on Councillor roles & responsibilities. Please ensure you have at this meeting a summary list of your availability for training, say up to end of July.

***ACTION: to note forward availability for training.***

**18. TO CONSIDER FUTURE PROJECTS**

The long-standing project to create a new Youth & Community Centre is now reaching its conclusion and the building will soon be in operation. This item is provided for Members – particularly Chairmen of Committees - to ‘set out their stalls’ about what major projects are likely to engage the Council, both in the short term and over the next few years.

***ACTION: to consider and resolve if and as appropriate***

**19. TO CONSIDER ADOPTION OF ‘A MOTION TO DECLARE A CLIMATE EMERGENCY’**

A Member has asked for this proposal to be out on Full Council’s agenda in the light of the increasingly high profile being given to climate change issue by broadcasters and public demonstrations. A more detailed background note is attached to the backing papers and the proposal is worded as follows:

***“Forest Row Parish Council***

- 1. Resolves to declare a Climate Emergency;*
- 2. Pledges to make Forest Row Parish Council carbon neutral by 2030, taking into account both production and consumption emissions (scopes 1, 2 and 3);*
- 3. Calls on Wealden District Council, East Sussex County Council and Westminster to provide the powers and resources to make the 2030 target possible;*
- 4. Agrees to work with other governments (both within the UK and internationally) to determine and implement best practice methods to limit Global Warming to less than 1.5°C;*
- 5. Will continue to work with partners across the city and region to deliver this new goal through all relevant strategies and plans;*
- 6. Will develop a new environmental policy for Forest Row that takes into account this Emergency and the measures being undertaken at regional, national and international levels*
- 7. Will report at the next Full Council meeting with the actions the Council expects to take to address this emergency.”*

**20-22 NOTICES / CONSULTATIONS / CORRESPONDENCE**

None that have not been circulated within Councillors Reading

**23. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE**

Month No : 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
<b>Finance &amp; Policy</b>							
<b>401 Finance &amp; Administration</b>							
4100	PENSION TOP UP	0	3,000	3,000	3,000	0.0 %	
4101	FI-Salaries	12,293	285,000	272,707	272,707	4.3 %	
4102	FI-Payroll Outsource Costs	0	360	360	360	0.0 %	
4103	FI-Contrib. to Library Salary	0	2,500	2,500	2,500	0.0 %	
4105	Community services - developme	0	1,000	1,000	1,000	0.0 %	
4108	FI-Staff Training/Travel	170	2,500	2,330	2,330	6.8 %	
4110	Community Warden Costs	13	600	587	587	2.2 %	
4111	Forest Rate	0	25	25	25	0.0 %	
4120	Postage	0	1,200	1,200	1,200	0.0 %	
4121	Telecommunications	2,130	5,000	2,870	2,870	42.6 %	
4123	Stationery	57	600	543	543	9.5 %	
4124	FI-Subscriptions	4,698	3,500	-1,198	-1,198	134.2 %	
4125	FI-Insurance	0	8,000	8,000	8,000	0.0 %	
4126	Printer/copier	0	3,500	3,500	3,500	0.0 %	
4133	FI-Chairman's Fund	0	200	200	200	0.0 %	
4134	FI-Parish Meeting	0	1,000	1,000	1,000	0.0 %	
4135	FI-Councillors Training/Travel	0	1,000	1,000	1,000	0.0 %	
4136	Security Checks	20	150	130	130	13.3 %	
4137	FI-Members Allowances	161	5,000	4,839	4,839	3.2 %	
4151	FI - Bank Charges	85	480	395	395	17.7 %	
4156	FI-Legal & professional fees	0	3,000	3,000	3,000	0.0 %	
4157	FI-Audit & Financial Managemen	204	3,000	2,796	2,796	6.8 %	
4158	FI-Van Lease	7,209	3,000	-4,209	-4,209	240.3 %	
4160	Office Equipment	0	300	300	300	0.0 %	
4161	Office Maintenance	0	650	650	650	0.0 %	
4165	FI-Election Fund	0	4,000	4,000	4,000	0.0 %	
4166	Wayleaves	0	45	45	45	0.0 %	
7101	PR- Advertising/Publicity	15	100	85	85	15.0 %	
7102	PR-Website	46	500	454	454	9.2 %	
7110	PR-Newsletter & Distribution	0	200	200	200	0.0 %	
	Finance & Administration :- Expenditure	<b>27,100</b>	<b>339,410</b>	<b>312,310</b>	<b>0</b>	<b>312,310</b>	<b>8.0 %</b>
4176	FI-Precept Received	180,000	0	180,000		0.0 %	
4177	FI-Discretionary Grant	994	1,988	-994		50.0 %	
4180	Misc Income	0	1,000	-1,000		0.0 %	
4181	FI-Wayleave Income	0	10	-10		0.0 %	
4182	FI-Devolved Services Income	0	1,470	-1,470		0.0 %	
4183	Community Warden Hire	1,628	11,000	-9,373		14.8 %	

Month No : 2

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4190 FI-Interest Received	110	500	-390			22.0 %
Finance & Administration :- Income	<b>182,732</b>	<b>15,968</b>	<b>166,764</b>			<b>1144.4</b>
<b>Net Expenditure over Income</b>	<b>-155,631</b>	<b>323,442</b>	<b>479,073</b>			
<b>403 Other Grants</b>						
4360 Other Grants	500	7,000	6,500		6,500	7.1 %
4361 FRGSA Subsidy	0	2,000	2,000		2,000	0.0 %
Other Grants :- Expenditure	<b>500</b>	<b>9,000</b>	<b>8,500</b>	<b>0</b>	<b>8,500</b>	<b>5.6 %</b>
4380 Other Grants/donations	2,384	0	2,384			0.0 %
Other Grants :- Income	<b>2,384</b>	<b>0</b>	<b>2,384</b>			
<b>Net Expenditure over Income</b>	<b>-1,884</b>	<b>9,000</b>	<b>10,884</b>			
Finance & Policy :- Expenditure	<b>27,600</b>	<b>348,410</b>	<b>320,810</b>	<b>0</b>	<b>320,810</b>	<b>7.9 %</b>
Income	<b>185,116</b>	<b>15,968</b>	<b>169,148</b>			<b>1159.3</b>
<b>Net Expenditure over Income</b>	<b>-157,515</b>	<b>332,442</b>	<b>489,957</b>			

**Amenities & Services**

<b>101 Allotments</b>						
1135 Allotments-Water & Upkeep	0	300	300		300	0.0 %
Allotments :- Expenditure	<b>0</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>300</b>	
1180 Allotment Rents	10	1,300	-1,290			0.8 %
Allotments :- Income	<b>10</b>	<b>1,300</b>	<b>-1,290</b>			<b>0.8 %</b>
<b>Net Expenditure over Income</b>	<b>-10</b>	<b>-1,000</b>	<b>-990</b>			
<b>102 Village Greens</b>						
1236 Outdoor Maintenance	700	15,000	14,300		14,300	4.7 %
1237 Outdoor Planting	0	1,200	1,200		1,200	0.0 %
1239 VG-Utilities	0	100	100		100	0.0 %
Village Greens :- Expenditure	<b>700</b>	<b>16,300</b>	<b>15,600</b>	<b>0</b>	<b>15,600</b>	<b>4.3 %</b>
1280 VG-Hire Income	225	500	-275			45.0 %
1281 VG- Utilities Income	0	150	-150			0.0 %
Village Greens :- Income	<b>225</b>	<b>650</b>	<b>-425</b>			<b>34.6 %</b>
<b>Net Expenditure over Income</b>	<b>475</b>	<b>15,650</b>	<b>15,175</b>			



Month No : 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>104 Amenities General</b>						
1436 Skate & Play areas	0	2,000	2,000		2,000	0.0 %
1447 Dog Fouling	0	3,000	3,000		3,000	0.0 %
Amenities General :- Expenditure	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>0.0 %</b>
4180 Misc Income	6,770	0	6,770			0.0 %
Amenities General :- Income	<b>6,770</b>	<b>0</b>	<b>6,770</b>			
<b>Net Expenditure over Income</b>	<b>-6,770</b>	<b>5,000</b>	<b>11,770</b>			
<b>105 Outdoor Maintenance</b>						
1501 Outdoor Maintenance Equipment	-15,081	3,000	18,081		18,081	-502.7
Outdoor Maintenance :- Expenditure	<b>-15,081</b>	<b>3,000</b>	<b>18,081</b>	<b>0</b>	<b>18,081</b>	<b>-502.7 %</b>
<b>Net Expenditure over Income</b>	<b>-15,081</b>	<b>3,000</b>	<b>18,081</b>			
<b>203 Street Lighting</b>						
2314 SL-Power	405	1,500	1,095		1,095	27.0 %
2336 Streetlights	2,240	5,000	2,760		2,760	44.8 %
Street Lighting :- Expenditure	<b>2,645</b>	<b>6,500</b>	<b>3,855</b>	<b>0</b>	<b>3,855</b>	<b>40.7 %</b>
<b>Net Expenditure over Income</b>	<b>2,645</b>	<b>6,500</b>	<b>3,855</b>			
<b>601 Cemetery</b>						
6123 Cemetery Admin	189	300	111		111	63.0 %
6151 BU- Cemetery Rates	459	400	-59		-59	114.6 %
6152 BU-Memorial Repairs	0	100	100		100	0.0 %
Cemetery :- Expenditure	<b>648</b>	<b>800</b>	<b>152</b>	<b>0</b>	<b>152</b>	<b>80.9 %</b>
6180 BU-Burial Fees	175	8,000	-7,825			2.2 %
Cemetery :- Income	<b>175</b>	<b>8,000</b>	<b>-7,825</b>			<b>2.2 %</b>
<b>Net Expenditure over Income</b>	<b>473</b>	<b>-7,200</b>	<b>-7,673</b>			
Amenities & Services :- Expenditure	<b>-11,088</b>	<b>31,900</b>	<b>42,988</b>	<b>0</b>	<b>42,988</b>	<b>-34.8 %</b>
Income	<b>7,180</b>	<b>9,950</b>	<b>-2,770</b>			<b>72.2 %</b>
<b>Net Expenditure over Income</b>	<b>-18,268</b>	<b>21,950</b>	<b>40,218</b>			

**Property & Assets**

Month No : 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>201</b> <b>Bus Shelters</b>						
2136 BS-Bus Shelters	0	500	500		500	0.0 %
Bus Shelters :- Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0 %</u>
<b>Net Expenditure over Income</b>	<u>0</u>	<u>500</u>	<u>500</u>			
<b>205</b> <b>Miscellaneous Assets</b>						
1439 Public Seats	0	250	250		250	0.0 %
1442 Litter Bins	0	500	500		500	0.0 %
2551 Offsite Car Parks	39	500	461		461	7.8 %
2553 Grit bins	0	500	500		500	0.0 %
6139 BU - War Memorial	0	1,000	1,000		1,000	0.0 %
7108 PR-Notice Boards	0	350	350		350	0.0 %
Miscellaneous Assets :- Expenditure	<u>39</u>	<u>3,100</u>	<u>3,061</u>	<u>0</u>	<u>3,061</u>	<u>1.3 %</u>
<b>Net Expenditure over Income</b>	<u>39</u>	<u>3,100</u>	<u>3,061</u>			
<b>301</b> <b>Community Centre</b>						
3111 CC-Rates & Services	2,282	18,000	15,718		15,718	12.7 %
3116 CC-Upkeep/Cleaning	820	10,000	9,180		9,180	8.2 %
3127 CC - Drinks Machine	63	900	837		837	7.0 %
3136 CC-Enhancement	0	2,500	2,500		2,500	0.0 %
Community Centre :- Expenditure	<u>3,165</u>	<u>31,400</u>	<u>28,235</u>	<u>0</u>	<u>28,235</u>	<u>10.1 %</u>
3180 CC-Lettings	2,731	24,000	-21,269			11.4 %
3181 CC-Equipment Hire	80	900	-820			8.9 %
3182 CC-Rents	1,007	20,000	-18,993			5.0 %
3185 MISC - incl books/copying)	48	600	-552			8.0 %
3187 CC Drinks Machine Income	30	500	-470			5.9 %
3190 No longer in use	5	0	5			0.0 %
Community Centre :- Income	<u>3,900</u>	<u>46,000</u>	<u>-42,100</u>			<u>8.5 %</u>
<b>Net Expenditure over Income</b>	<u>-735</u>	<u>-14,600</u>	<u>-13,865</u>			
<b>303</b> <b>Venue on the Green</b>						
3301 VOTG - Capital Costs	56,791	0	-56,791		-56,791	0.0 %
3304 Votg Non Youth Equip	0	3,000	3,000		3,000	0.0 %
3305 VOTG Running Costs	0	9,750	9,750		9,750	0.0 %
Venue on the Green :- Expenditure	<u>56,791</u>	<u>12,750</u>	<u>-44,041</u>	<u>0</u>	<u>-44,041</u>	<u>445.4 %</u>
3306 VOTG Income	10,000	12,300	-2,300			81.3 %
Venue on the Green :- Income	<u>10,000</u>	<u>12,300</u>	<u>-2,300</u>			<u>81.3 %</u>
<b>Net Expenditure over Income</b>	<u>46,791</u>	<u>450</u>	<u>-46,341</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Property & Assets :- Expenditure	59,995	47,750	-12,245	0	-12,245	125.6 %
Income	13,900	58,300	-44,400			23.8 %
<b>Net Expenditure over Income</b>	<b>46,095</b>	<b>-10,550</b>	<b>-56,645</b>			
<b><u>Localism &amp; Community Projects</u></b>						
<b><u>206 Community Transport</u></b>						
2554 Wealdlink	222	900	679		679	24.6 %
2601 Voluntary Medical Car Service	0	100	100		100	0.0 %
2602 Car Hire Club	1,049	13,000	11,951		11,951	8.1 %
Community Transport :- Expenditure	<b>1,270</b>	<b>14,000</b>	<b>12,730</b>	<b>0</b>	<b>12,730</b>	<b>9.1 %</b>
2677 Car Hire Club Income	1,569	15,000	-13,431			10.5 %
2678 Medical Car Scheme Income	15	300	-285			5.0 %
2679 Cycle Hire Scheme Income	0	500	-500			0.0 %
Community Transport :- Income	<b>1,584</b>	<b>15,800</b>	<b>-14,216</b>			<b>10.0 %</b>
<b>Net Expenditure over Income</b>	<b>-314</b>	<b>-1,800</b>	<b>-1,486</b>			
<b><u>207 Market</u></b>						
3151 CC-Market expenditure	101	1,250	1,149		1,149	8.1 %
Market :- Expenditure	<b>101</b>	<b>1,250</b>	<b>1,149</b>	<b>0</b>	<b>1,149</b>	<b>8.1 %</b>
3184 CC-Market Income	1,027	7,000	-5,973			14.7 %
Market :- Income	<b>1,027</b>	<b>7,000</b>	<b>-5,973</b>			<b>14.7 %</b>
<b>Net Expenditure over Income</b>	<b>-926</b>	<b>-5,750</b>	<b>-4,824</b>			
<b><u>209 Localism &amp; Community Proj Misc</u></b>						
2700 Repair Cafe & Wellbeing	42	1,500	1,458		1,458	2.8 %
Localism & Community Proj Misc :- Expenditure	<b>42</b>	<b>1,500</b>	<b>1,458</b>	<b>0</b>	<b>1,458</b>	<b>2.8 %</b>
2905 Repair Cafe & Wellbeing Servic	315	1,200	-885			26.3 %
Localism & Community Proj Misc :- Income	<b>315</b>	<b>1,200</b>	<b>-885</b>			<b>26.3 %</b>
<b>Net Expenditure over Income</b>	<b>-274</b>	<b>300</b>	<b>574</b>			
<b><u>304 Cafe</u></b>						
3436 Gages-Purchase of Equipment	58	1,000	942		942	5.8 %
3460 Gages -Purchases Food etc	922	12,000	11,078		11,078	7.7 %
Cafe :- Expenditure	<b>980</b>	<b>13,000</b>	<b>12,020</b>	<b>0</b>	<b>12,020</b>	<b>7.5 %</b>
3480 Gages - Sales	761	22,000	-21,239			3.5 %
Cafe :- Income	<b>761</b>	<b>22,000</b>	<b>-21,239</b>			<b>3.5 %</b>
<b>Net Expenditure over Income</b>	<b>219</b>	<b>-9,000</b>	<b>-9,219</b>			

Month No : 2

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>306 Thursday Club</b>						
3636 TC-Running Costs	313	1,000	687		687	31.3 %
Thursday Club :- Expenditure	<u>313</u>	<u>1,000</u>	<u>687</u>	<u>0</u>	<u>687</u>	<u>31.3 %</u>
3680 TC-Subscriptions	90	150	-60			60.0 %
Thursday Club :- Income	<u>90</u>	<u>150</u>	<u>-60</u>			<u>60.0 %</u>
<b>Net Expenditure over Income</b>	<u>223</u>	<u>850</u>	<u>627</u>			
<b>406 Youth Provision</b>						
4603 YP - Development costs	23	1,500	1,478		1,478	1.5 %
Youth Provision :- Expenditure	<u>23</u>	<u>1,500</u>	<u>1,478</u>	<u>0</u>	<u>1,478</u>	<u>1.5 %</u>
<b>Net Expenditure over Income</b>	<u>23</u>	<u>1,500</u>	<u>1,478</u>			
Localism & Community Projects :- Expenditure	<u>2,729</u>	<u>32,250</u>	<u>29,521</u>	<u>0</u>	<u>29,521</u>	<u>8.5 %</u>
Income	<u>3,778</u>	<u>46,150</u>	<u>-42,372</u>			<u>8.2 %</u>
<b>Net Expenditure over Income</b>	<u>-1,049</u>	<u>-13,900</u>	<u>-12,851</u>			

# **FOREST ROW PARISH COUNCIL**

## ACTION TAKEN UNDER DELEGATED AUTHORITY

PERIOD - from: 01/04/19

to: 30/04/19

DECISION TAKEN	REASONS	OFFICERS NAME	DATE OF DECISION	COST
None taken in this period which were not already approved or contractual				



## Local Government News. May 2019.

### Elections.

I have escaped from Purdah and the elections are over and done with for a while.

Not a lot yet to report since Councils are still gearing up for their Annual meetings.

However, I thought it would be useful to give you an update on the results for the wards on new boundaries.

### Buxted Ward

This covers Five Ash Down and High Hurstwood as well as Buxted.

Mark Chapman	Labour	87	
Caroline Coxon	Green	357	
Toby Illingworth	Conservative	647	<b>Elected</b>

### Maresfield Ward

This covers Fairwarp and Nutley as well as Maresfield.

Peter Roundell	Conservative	668	<b>Elected.</b>
Ian Tysh	Green	333	
George Wilson	Labour	76	

### Forest Row Ward.

Rowena Moore	Conservative	321	
Patricia Patterson-Vanegas		1212	<b>Elected</b>

### Danehill and Fletching Ward.

This covers Chelwood gate, Piltdown and parts of Forest Row.

Simon Darlington-Cramond		523	
Roy Galley		749	<b>Elected</b>

Roy Galley.

## **Community Warden Report April 2019**

**Since my last update for Full Council, my job role has changed rather dramatically by taking on Crowborough Town Council area, which is a very heavily populated area with about 26, 000 residents compared to approx. 5,000 residents in Forest Row.**

**Due to the size of the Crowborough area, I have had to spend more time covering the area to try and bring the community round that there is visible presence this was not achievable having the odd day here and there in the Crowborough area. I have made some substantial inroads by being able to provide the visible presence that the Town Centre and retail shops required.**

**Due to the demands of Crowborough and my other areas Withyham & Rotherfield Parish Councils, I have been unable to cover Forest Row as much as I used to, when I first started in July 2016. Due to the length of time I have had in Forest Row it was decided that the Community had got to know who I was, and what my role was. I am still easily accessible via email or phone if there is a concern that someone wants to raise.**

**It was agreed on the outset that the warden role had the potential of being expanded to other Councils if they were interested once it was seen that my role was working. In sharing my services to cover other areas to provide the visible presence that everyone wanted since the Police decided to remove the PCSOs from the towns & villages, which had caused a lot of ill feeling in the communities. I hope that my role has partially filled a space that the Police left, even though this has meant me not being in the Forest Row area as much.**

**As far as Forest Row is concerned, having been here now for nearly three years I believe that I have achieved a significant amount within the village during this period. I have resolved numerous concerns and some contentious issues that have happened in the area with no assistance from the Police until after the event.**

**I have recently started to issue anti-social parking warning cards to vehicles within the area. This was initiated by Crowborough Town Council, and it was agreed to do the same thing in the other areas, so all the Councils had the**

**same system in place. I have issued six warning cards in the area since this scheme was adopted in Forest Row, compared to about 80 in Crowborough. .**

**Back in Forest Row, I have been dealing with abandoned vehicles, linking in with WDC Street Scene Office, regarding litter and dumping. I have negotiated pavement repairs with Highways. I also raised with Highways blocked drains in Lower Road, asking to have them unblocked due to flooding over the road when it rains. This is now being investigated.**

**I have taken numerous photos in Upper Close where the grass verges are being driven over due to parked vehicles, and photos taken at Hatch End causing issues. These were all sent over to ESCC Road Safety Officer. Unfortunately, I received an email stating that they will not put any enforcement lines anywhere in the area to help out the community.**



## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

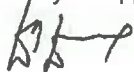
**Other information required by the Transparency Codes** (not part of Annual Governance Statement)  
Authority web address

## Section 2 – Accounting Statements 2018/19 for

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	328,469	282,367	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	325,000	347,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	131,589	470,727	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	274,934	282,023	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	26,077	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	201,680	528,093	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	282,367	289,978	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	291,107	266,463	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,883,250	1,848,530	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

23/04/2019

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

## **Motion to declare a Climate Emergency**

### **Background:**

1. Humans have already caused irreversible climate change, the impacts of which are being felt around the world. Global temperatures have already increased by 1 degree Celsius from pre-industrial levels. Atmospheric CO<sub>2</sub> levels are above 400 parts per million (ppm). This far exceeds the 350 ppm deemed to be a safe level for humanity;
2. In order to reduce the danger of runaway Global Warming and limit the effects of Climate Breakdown, it is imperative that we as a species reduce our CO<sub>2</sub>eq (carbon equivalent) emissions from their current 6.5 tonnes per person per year to less than 2 tonnes as soon as possible;
3. Individuals cannot be expected to make this reduction on their own. Society needs to change its laws, taxation, infrastructure, etc., to make low carbon living easier and the new norm;
4. Carbon emissions result from both production and consumption;
5. Forest Row Parish Council has already shown some foresight and leadership when it comes to addressing some aspects of the climate issue. Unfortunately, our current plans and actions are not enough. The world is on track to overshoot the Paris Agreement's 1.5°C limit before 2050;<sup>2,3</sup>
6. The IPCC's Special Report on Global Warming of 1.5°C, published last month, describes the enormous harm that a 2°C rise is likely to cause compared to a 1.5°C rise, and told us that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society, the private sector, indigenous peoples and local communities;
7. Councils around the world and the UK parliament are responding by declaring a 'Climate Emergency' and committing resources to address this emergency.'

### **Observations:**

1. All governments (national, regional and local) have a duty to limit the negative impacts of Climate Breakdown, and local governments that recognise this should not wait for their national governments to change their policies. It is important for the residents of Forest Row and Wealden that we all commit to carbon neutrality as quickly as possible;
2. The consequences of global temperature rising above 1.5°C are so severe that preventing this from happening must be humanity's number one priority; and,
3. Bold climate action can deliver economic benefits in terms of new jobs, economic savings and market opportunities (as well as improved well-being for people worldwide).