

# Forest Row Parish Council

Clerk:  
Email:

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



**ADDENDUM TO THE AGENDA** for the meeting  
of the FOREST ROW PARISH COUNCIL to be held on  
**TUESDAY 28<sup>th</sup> JULY 2020** via Zoom at **7.30 PM**.

A handwritten signature in black ink, appearing to be "David O'Driscoll", written over a horizontal line.

Mr David O'Driscoll  
Clerk to Forest Row Parish Council

23/07/2020

## Addendum to the AG E N D A

19A. To consider and resolve on an urgent request from Forest Row Pre-school

(Briefing note to the above:

On 7<sup>th</sup> July the Finance & Policy Committee considered and granted a request from the Pre-school for a rent reprieve for June/July/August 2020 in view of the pressures on its financial situation arising from the pandemic restrictions.

Pre-school have since contacted the Council to explain that their situation has not improved, but has rather deteriorated, and requesting an extension of the reprieve period. A copy of the relevant email is attached.

***ACTION: to consider & resolve as appropriate)***

**Copy email from Chair of Forest Row Pre-school  
22/07/2020**

Good evening,

I would like to thank you and the council for your understanding in this incredibly difficult and unprecedented time.

As you mentioned that we should let you know if our situation became dire, I would like to state our case as it currently stands.

Over the last couple of weeks we have been trying to save costs in all areas, cancelling any non-crucial subscriptions, reviewing all of our suppliers and consumables as well as utilities such as telephone and internet. Our largest cost is staff, and so we are making extremely significant cuts to staff hours for September. Our second largest cost is our rent. We are incredibly appreciative of the reprieve you have already granted us for June, July and August but we would like to ask you to please consider if you can extend this reprieve. We would like to request an additional 3 months however of course would take whatever you feel is possible and also understand if this would need to be decided on a month to month basis.

We are currently down 50% on the number of children we have on the books for September compared to this time last year and whilst we have reduced staff hours to reflect this; due to legal obligations with regards to staff ratios, we do still have to maintain a certain basic level of staffing no matter how few children are attending each session. At this moment we are unable to predict how quickly the numbers may pick up due to the unknown effect that covid19 will have had on the community and their need for childcare.

We were also unable to hold the big fundraiser that we had planned for earlier this summer, although we are currently making a plan for some virtual or socially distanced fundraising efforts we can organise during the summer holidays.

We are certain that we will be making a loss in the first term, but we are doing everything possible to ensure it is a loss that is sustainable and does not cause the Pre School to have to close its doors. We are now in our 50th Anniversary year and it would be a huge loss to the community if this was to be the case.

Please let me know if you require any further information in support of our request.

Many thanks,

Laura Shelley

(Chair F/R Pre-school)