

Forest Row Parish Council

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



(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. Christie, Cocks, Jaffay, La Djoï, T Lewin, Scott,
Volkers & A J Waters

Tel: 01342 822661
Fax: 01342 825739
Email: info@forestrow.gov.uk
Website: www.forestrow.gov.uk

Dear Sir/Madam,
You are required to attend a meeting of the
COMMUNITY SERVICES COMMITTEE to be held on
**TUESDAY 4th JULY 2023 @ 7:30 pm in the
Community Centre**

Date: 28 June, 2023

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. TO DESIGNATE (OR CONFIRM) A CHAIR & VICE-CHAIR FOR THIS COMMITTEE
3. APOLOGIES FOR ABSENCE
4. **TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE FOLLOWING ITEMS**
5. RECORDS OF THE MEETING HELD ON 14TH FEBRUARY 2023
 - 5.1 To approve the minutes of the meeting of 14TH February 2023
 - 5.2 To consider any objections to deletion of the digital recording of that meeting
6. CLARIFICATION OF ACTIONS FROM LAST MEETING
 - 6.1 Improving the website
 - 6.2 Creating a new newsletter
 - 6.3 Purchasing a thermal camera
7. TO NOTE FINANCIAL MATTERS
 - 7.1 To note Community Services budget for 2023-24
 - 7.2 To note Committee financial report to date
8. TO NOTE UPDATE ON CURRENT SERVICES
 - 8.1 The market
 - 8.2 Gages
 - 8.3 Thursday Club
 - 8.4 Library volunteers service
 - 8.5 Youth service
9. TO CONSIDER ISSUES OF SERVICE DEVELOPMENT
 - 9.1 Shed project
 - 9.2 Emergency equipment provision
 - 9.3 The To&Frow group

- 9.4 A car club proposal
 - 9.5 A 'village hub'
 - 9.6 Community liaison group
 - 9.7 Road safety matters
10. ITEMS FOR FUTURE CONSIDERATION BY THIS COMMITTEE OR FULL COUNCIL
(to include Committee's recommendations re staffing)

COMMUNITY SERVICES COMMITTEE
BACKING PAPERS FOR MEETING 4th JULY 2023

Agenda Item	Description	Page nos
	Clerk's briefing note	1-2
6.1	Email from 'Blue Level'	3
7.1	Community Services revenue budget 2023-24	4
7.2	Financial report to date	5-7
8.2-8.4	Report on Gages/Thursday Club/ Library volunteers	8
8.5	Youth service report	9-10
9.3	'To & Frow' working group minutes	11-12
9.4	Email from 'Autoshare'	13

**COUNCILLORS' BRIEFING FOR THE MEETING OF THE COMMUNITY SERVICES
COMMITTEE TO BE HELD ON 4th JULY 2023**

As a general comment, Committee should be aware that this first meeting of the new Community Services Committee is not intended to resolve every issue on the agenda, but is rather to bring to Committee's attention a spread of issues which are within its current remit, some of which are inevitably legacy issues from the previous Council.

1. **PUBLIC QUESTIONS** – none so far notified
2. **TO DESIGNATE (OR CONFIRM) A CHAIR AND VICE-CHAIR FOR THIS COMMITTEE**
It was agreed on 6th June that Committees would choose their own Chairs & Vice-Chairs at their first meeting. If this has already been done, it should now be formally confirmed.
3. **APOLOGIES FOR ABSENCE** – none so far notified
4. **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.
5. **TO DEAL WITH RECORDS OF MEETING.** Meeting of 14th February 2023. Members can legitimately vote to accept the minutes of previous meetings even if they were not present.
6. **CLARIFICATION OF ACTIONS FROM LAST MEETING.** The following points were discussed at the last meeting of the previous Council, and the new Committee is entitled to take a different view if it so chooses.
 - 6.1 Improving the website. There was no vote as such, but it was felt "the Council website should have a 'Community' section." and perhaps the whole website should be revised. Our current providers 'Blue Level' have offered us an initial contract at a cost of £850 ex VAT, to cover 10 hours of work. Is this the way forward or is a major revamp preferred?
 - 6.2 Creating a new newsletter. There had been a previous vote (29/11/2022) to revive the newsletter, and at this meeting it was reported that "there had been a couple of meetings and they have ideas for the content". Does Committee wish to take this forward?
 - 6.3 Purchasing a thermal camera (potentially also for hire to residents). The vote was: "that a thermal camera be purchased at a cost of approx. £ 226.00." Does Committee wish to proceed with this?
7. **TO NOTE FINANCIAL MATTERS**
 - 7.1 A printout is attached showing the revenue budget for this Committee for 2023-24, on which I add two comments. Firstly, please note the two expenditure budgets for emergency supplies and for service development: these provisions were hard won during budget discussions and Committee should endeavour to use them wisely. Secondly, the 'market expenses' budget was determined before the decision was taken to employ a contract manager. She is paid from this code and not from salaries, so this budget will inevitably overrun significantly this year.
 - 7.2 Receipts & expenses should nominally be at 25% of forecast at end Q1. In fact the figures are: income 19.2% & expenditure 17.9%, reflecting the recent stagnation of this Committee. Note the overrun on code 3151, as explained above

ACTION : to note

8. UPDATE ON CURRENT SERVICES.

8.1 The market. According to the manager's printouts, her first market in April had takings of £589, May was cancelled in view of the Coronation, and she has £939 takings booked in for June. Anecdotal feedback from the market has been very positive, and the manager seems very assured and organised.

8.2 Gages community lunches/ 8.3 Thursday Club/ 8.4 Library volunteer service These services are covered by Sandra Ayles's report attached to the papers.

8.3 Youth Service Melissa Rey-Mesher has provided a report, attached to the papers

ACTION: to note (unless any item above requires a resolution)

9. TO CONSIDER ISSUES OF SERVICE DEVELOPMENT

9.1 The Shed project. Cllr Lewin will speak to this.

9.2 Emergency equipment provision. During the budget process, Cllr Lewin made a pitch for provision of emergency equipment to be purchased by the Council for use by vulnerable residents in extreme weather events. As it was, the winter was relatively mild and there was no local flooding. But the issue may arise in case also of extreme summer heat.

9.3 The "To & Frow" group. This group predates the new Council's formalisation of its committee structure, but if it is to be a recognised Council working group, it would be best to give it formal recognition under Standing Order 4(f) and the Scheme of Delegation para.8. A copy of the minutes from their previous meeting is attached: Cllr Jaffay may wish to speak to the group's programme of work.

9.4 A car club proposal. The previous - and very successful - car club had to be closed down during the pandemic, when the cost of maintaining hires in any form substantially exceeded the potential income. A number of people - including previous users - have harboured the wish to resurrect it. We received the attached approach in April for one possible format. Cllr Lewin will speak to the topic.

9.5 A village 'hub'. This was an idea which formed part of the original 'Frocal' discussions. It has as yet no definite 'shape', but does Committee wish to keep the idea alive?

9.6 A community liaison group. The resurrection of the multi-organisation forum has been on the back burner for some while. Does it align with the current aspirations of Council?

9.7 Road safety measures. We already have a 'speedwatch' group in the village, but have been told that to qualify for any consideration of a 20 mph speed limit we need an independent traffic survey to submit to Highways. Is this something that Council wishes to pursue? - we have a small road safety budget of £750 and a reserve for match funding of traffic measures.

ACTION: to note and resolve if required

10. ITEMS FOR FUTURE CONSIDERATION BY COMMITTEE OR FULL COUNCIL

Committee may wish to register under this item its wishes with respect to community services staffing, and any other matters not covered by this agenda.

Sandra Sameiro

From: Andy Mutter <amutter@bluelevel.co.uk>
Sent: 27 June 2023 13:48
To: Sandra Sameiro
Cc: Blue Level
Subject: Re: Recommended upgrades to bLive Content Management System

Hi Sandra,

We now offer a yearly package which includes support time, bLive upgrades and website hosting as a yearly fee. This could be done when you are next due to renew your hosting. In the meantime what you can do is purchase a 10-hour bank of time which is £850 + VAT instead of £1,000. This time can then be used for support, upgrades, content changes etc. Let us know what you think.

Thanks

Andy Mutter

Web Developer

Work Hours

My contactable work hours are Mon, Tue, Thu & Fri from 7 am till 2:30 pm.

If your request is urgent please email support@bluelevel.co.uk



Personal tel: 01929 209803

Office tel: 01929 481444

Email: amutter@bluelevel.co.uk

Website: <http://www.bluelevel.co.uk>

**COMMUNITY SERVICES
REVENUE BUDGET 2023-24**

COMM. SERVICES	
2678 Medical transport income	300 unchanged
2905 New service income	2000 assumes new income
3184 Market income	9000 estimate on current year
3480 Gages sales	20000 unchanged
3680 Th.Club subscriptions	400 unchanged
4676 Youth grants/subscriptions	2500 estimate on current year
TOTAL C-S INCOME	34200
	(= approx 103% of 2022-23 figure)

C/S EXPENDITURE	
2554 Wealdlink	1000 assumes unchanged
2601 Medical car scheme	200 assumes unchanged
Emergency supplies	6000 new code
2700 Service development	4000 includes 'Shed project' startup costs
3151 Market expenses	1430 estimate on current year
3436 Gages equipment	2200 assumes new oven required
3460 Gages food	13200 estimate incl inflation uprate
3636 Thursday Club costs	1100 estimate on current year
4603 Youth expenses	3500 unchanged
2436 Road safety	750 estimate on cyrrrent year
TOTAL C-S EXPENDITURE	33380
	(= approx 116% of 2022-23)

Detailed Income & Expenditure by Budget Heading 27/06/2023

Month No: 3

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	69	300	231			23.0%	
Community Transport :- Income	<u>69</u>	<u>300</u>	<u>231</u>			<u>23.0%</u>	<u>0</u>
2554 Wealdlink	255	1,000	745		745	25.5%	
2601 Voluntary Medical Car Service	0	200	200		200	0.0%	
Community Transport :- Indirect Expenditure	<u>255</u>	<u>1,200</u>	<u>945</u>	<u>0</u>	<u>945</u>	<u>21.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(186)</u>	<u>(900)</u>	<u>(714)</u>				
<u>207 Market</u>							
3184 CC-Market Income	1,201	9,000	7,799			13.3%	
Market :- Income	<u>1,201</u>	<u>9,000</u>	<u>7,799</u>			<u>13.3%</u>	<u>0</u>
3151 CC-Market expenditure	1,658	1,430	(228)		(228)	116.0%	
Market :- Indirect Expenditure	<u>1,658</u>	<u>1,430</u>	<u>(228)</u>	<u>0</u>	<u>(228)</u>	<u>116.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(457)</u>	<u>7,570</u>	<u>8,027</u>				
<u>209 Localism & Community Proj Misc</u>							
2905 Repair Cafe & Wellbeing Servic	0	2,000	2,000			0.0%	
Localism & Community Proj Misc :- Income	<u>0</u>	<u>2,000</u>	<u>2,000</u>			<u>0.0%</u>	<u>0</u>
2603 Emergency Supplies	0	6,000	6,000		6,000	0.0%	
2700 Repair Cafe & Wellbeing	0	4,000	4,000		4,000	0.0%	
Localism & Community Proj Misc :- Indirect Expenditure	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(8,000)</u>	<u>(8,000)</u>				
<u>304 Cafe</u>							
3480 Gages - Sales	4,777	20,000	15,223			23.9%	
Cafe :- Income	<u>4,777</u>	<u>20,000</u>	<u>15,223</u>			<u>23.9%</u>	<u>0</u>
3436 Gages-Purchase of Equipment	207	2,200	1,993		1,993	9.4%	
3460 Gages -Purchases Food etc	3,138	13,200	10,062		10,062	23.8%	
Cafe :- Indirect Expenditure	<u>3,345</u>	<u>15,400</u>	<u>12,055</u>	<u>0</u>	<u>12,055</u>	<u>21.7%</u>	<u>0</u>
Net Income over Expenditure	<u>1,433</u>	<u>4,600</u>	<u>3,167</u>				

Detailed Income & Expenditure by Budget Heading 27/06/2023

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
306 Thursday Club							
3680 TC-Subscriptions	117	400	283			29.2%	
Thursday Club :- Income	<u>117</u>	<u>400</u>	<u>283</u>			<u>29.2%</u>	<u>0</u>
3636 TC-Running Costs	17	1,100	1,083		1,083	1.5%	
Thursday Club :- Indirect Expenditure	<u>17</u>	<u>1,100</u>	<u>1,083</u>	<u>0</u>	<u>1,083</u>	<u>1.5%</u>	<u>0</u>
Net Income over Expenditure	<u>100</u>	<u>(700)</u>	<u>(800)</u>				
406 Youth Provision							
4676 YP-Grants & Other Income	398	2,500	2,102			15.9%	
Youth Provision :- Income	<u>398</u>	<u>2,500</u>	<u>2,102</u>			<u>15.9%</u>	<u>0</u>
4603 YP - Dev costs & General Expen	562	3,500	2,938		2,938	16.1%	
Youth Provision :- Indirect Expenditure	<u>562</u>	<u>3,500</u>	<u>2,938</u>	<u>0</u>	<u>2,938</u>	<u>16.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(164)</u>	<u>(1,000)</u>	<u>(836)</u>				
Localism & Community Projects :- Income	6,562	34,200	27,638			19.2%	
Expenditure	5,837	32,630	26,793	0	26,793	17.9%	
Grand Totals:- Income	<u>6,562</u>	<u>34,200</u>	<u>27,638</u>			<u>19.2%</u>	
Expenditure	<u>5,837</u>	<u>32,630</u>	<u>26,793</u>	<u>0</u>	<u>26,793</u>	<u>17.9%</u>	
Net Income over Expenditure	<u>725</u>	<u>1,570</u>	<u>845</u>				
Movement to/(from) Gen Reserve	<u>725</u>						

Nominal Ledger Details

Nominal A/c		3151 CC-Market expenditure		Annual Budget	1,430.00	
Centre		207 Market		Committed Exp	0.00	
Mont	Date	Reference	Source	Transaction	Debit	Credit
				Opening Balance	0.00	0.00
1	04/04/2023	E032 EMILY PYLE	Purchase Ledger	MARKET APRIL	635.00	
1	13/04/2023	BP	Cashbook	MARKET MOBILE	8.33	
2	01/05/2023	E032 EMILY PYLE	Purchase Ledger	MARKET MANAGEMENT FEE	225.00	
2	09/05/2023	BP	Cashbook	TENS - MARKET	21.00	
2	12/05/2023	DD	Cashbook	MARKET MOBILE	8.33	
3	05/06/2023	E032 EMILY PYLE	Purchase Ledger	MARKET MANAGEMENT &	760.75	
				Account Totals	1,658.41	0.00
				Net Balance Month 3	1,658.41	

COMMUNITY SERVICES REPORT

GAGES

Over the past 4 months we have seen a steady flow of regular and new faces both coming in to eat and deliveries.

We held our Coronation Lunch for the King's Coronation and had 34 people attend.

Figures taken from our daily records since 8TH February. These figures show being open 3 days a week up until 23rd June 2023

	Total Deliveries	Diners to Gages	Soup	Main	Veggie	Dessert	Frozen
20 Week Period	638	971	890	1253	316	1199	87
Average per week	32	49	45	63	16	60	4
Average per day	11	16	15	21	6	20	1

THURSDAY CLUB

We had a lovely afternoon tea at the Alexander House Hotel and using the donation we had been given from the Caravan and Motorhome Club, this helped to keep the cost down for our members.

We had a lovely session with Mel from the youth club which helped our members understand what the youth club does and all the different aspects they have to cover. The members found this very interesting.

LIBRARY

The Friday Volunteer session started on the 10th of May with 11 volunteers. This means that each volunteer only covers 1 Friday a month. I create the rota for them 3 months in advance.

Sandra Sameiro
27th June 2023

What Happens at VENUe On The Green

What we do :

We are a youth drop in Service for young people open 5 days a week for 48 weeks on average a year. We work with young people age 10 and upwards to working with teenagers age 12-16.

We are staff team of 6 and Melissa Mesher is the Youth services leader responsible for the provision and overall delivery of the service.

Sessions are split into different groups to ensure that they are age appropriate to meet the needs of the youth.

Monday, Wednesday and Thursday sessions are for children of Secondary school age -Activities vary with this age group-Mel and the youth staff team have always felt very strongly about the sessions being youth led –“Their Space , Their Choice “ in terms of provision and planning which we work very closely with the youth around the planning and organising of activities.

Activities with the older youth include things like Arts and crafts in the form of projects, weekly cooking and we are growing our own vegetables in the garden. Themed sessions such as movie nights and Games /sports and Beauty.

We have also had people in to facilitate specific activities with the youth such as Self defence, Yoga and DJ workshops.

We have taken our older youth on day excursions such as ice skating, ninja warrior and our next trip will be to the escape room in June which we held a beauty fundraiser event for to raise money for the trip.

We have plans for more days out and will be continuing to fundraise for these events.

We work with a diverse group of young people and some of our youth come from disadvantaged backgrounds and have had difficult lives in terms of family issues etc- Our aim is to provide a safe, warm and welcoming space where we can build a rapport with these youth. Many of our youth will often come in for a cuppa and chat and really value having a space that they feel that they can “Simply Be”

All the staff team are trained in Safeguarding, Mental Health and have Youth Work diplomas.

Younger Sessions

The sessions for our younger children are on Wednesday and Friday afternoons. Mel works very closely with Forest Row primary school and attends the school yearly to promote the work that we do and to have a talk with the pupils.

The idea being that bonds that are built with the youth from a young age are important- The Venue is a stepping stone in a sense into that first little bit of “independence” as they start preparing for their next transitional steps into secondary school.

These sessions are very busy and require a different kind of work from youth workers because the needs of this age group are different to that of our older youth.

There are usually 3 workers to a session for this group as one youth worker is often outside engaging and supervising the youth.

Games are played and arts and crafts and sports are the most common activities with this age group.

At the moment we are averaging between 60-80 youth a week that regularly attend the sessions. We charge £1 subs for entry although we do give a lot of concessions (A pound 3 or 4 times a week for some parents can be difficult for some parents) We never turn any one away and are keen to engage with as many youth as possible.

Future plans – More days out/Community engagement and building connections in the form of projects.

More fundraising and Activities with the youth and building on the provision that we already have.

Reaching as many young people as we can.

To & Frow: Community Engagement and Development working group

Minutes 2 June 2023

Present: Andi (chair/ minutes), Portia, Angela, Kate, Alex W (y), Zuzu

Apologies: Johnny, Charlotte, Michelle, Jason

1. **Mission statement:** To & FRow, the Community Engagement and Development working group group, aims to empower the community to take collective action and generate solutions to common problems, and to support community projects. We aim to engage with all parts of the community, and to connect people and groups with one another, building community cohesion, resilience and sustainability.

2. **Strategy for Summer months:**

Following the plan discussed at the retreat, we will spend the Summer reaching out to community in accessible and visible ways, building trust and relationship. In the Autumn, we can trial some models if it feels like people/ groups want that and would be open to it.

We can see if we can drop-in to existing groups as well as hosting another community event. To give different options for different people, we can ask groups to create community postboxes which we each take to the drop-ins and leave at community venues (for anyone who prefers to contribute in an anonymous way) and community can email in (for people who prefer that to groups or meetings). The emails could be responded to by auto-email, which would include a message with thorough signposting, suggestions, support etc. We decided against the idea of phone calls as it would be too hard to manage.

ACTIONS

Drop-ins to groups

Portia, Alex W, Johnny: Young peoples' groups

Amanda (Portia's Mum): Interfaith Ministers and Church groups

Angela, Charlotte: Older peoples' groups

Andi: Mums and kids groups, Community Fridge

Zuzu: Business groups, Joan Roberts

Kate: Social club, other community groups

****AFTER EACH TIME WE DROP-IN remember to enter responses onto the GDrive sheet Tom has created for issues/ ideas****

Portia: Ask Mel re group creating 3 or 4 community postboxes.

Andi: Ask Susan Angel re group creating 3 or 4 community postboxes.

Andi and Angela: Ask at comms meeting about copy for auto-email response, how to promote all options for community to contribute, and best way to present/ design.

Zuzu:

-Visit office and ask PC staff possibility re an email address for community to send issues/ ideas to, which email we can use, and also book a room for our next meeting 29 June 6.30pm.

-Set up a what's app group for To & Frow. This is how we will communicate for the time being as everyone feels comfortable with what's app.

Alex W: Head up organising another community event similarly structure to the APM planned for 12 July and to ask whoever he feels to help organise/ speak.

3. Plan for subsequent meetings:

We plan to spend the first section of each meeting the next few months going through all responses from the GDrive issues and ideas spreadsheet, prioritising and deciding on actions by us, how best to advise people or groups for them to progress their ideas/ issues themselves, which team to pass on to, or whether to bring to full council. We will use common sense prioritisation – between the 8 of us, all should go well. We will see how this way of working flows and review in a few months.

ACTION: Alex W to go over spreadsheet ahead of each meeting, pulling common themes for us to go over.

We will rotate the chair and the minute taker. Next meeting Kate chairs and Alex W takes minutes. After that, the previous minute taker chairs and someone volunteers to take minutes and so on, until everyone has taken a turn in both roles and then we restart.

- 4. A.O.B:** Sara Smart has been approached by Tony to see if she'd be interested in returning to the community development role. We decided that we need to see first how our initial community engagement goes over the next few months. There is also the issue of funds for a potential role. If whole council discussed and decided to re-instate the role, a new JD would need to be written to suit our ways of working as these are different from previous council. The job would also need to be advertised under equal opps. To be revisited in a few months' time.

Next meeting: 6.30pm on 29 June

David O'Driscoll

From: FRPC Reception
Sent: 14 April 2023 11:17
To: David O'Driscoll
Subject: FW: Car-sharing research

From: Paulius N <paulius.nosokas@gmail.com>
Sent: Thursday, April 13, 2023 5:55 PM
To: Sue Young <sue.young@forestrow.gov.uk>
Subject: Car-sharing research

Dear Sue,

I'm the founder and product designer at Autosshare. I'm working on a solution that can help accelerate the car-sharing adaptation by enabling anyone easily create a car club and share vehicles within a community of trusted people.

I'm writing to you because you're the type of customer we would like to serve, and I wanted to know if you had time for a quick chat to share your experience with starting and operating a car-sharing service. This would help us validate our hypothesis and understand more about your car club, among other potential hurdles, if any.

If you'd like to help, please write back, and I'll suggest some date/time options for a short 20-minute phone or video call.

Many thanks,
Paulius

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[Paulius Nosokas](#)
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