

# Forest Row Parish Council

Clerk:  
Email:

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



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To: All members of the COMMUNITY SERVICES COMMITTEE:  
Cllrs. T Lewin (Chairman), Davies, Josephson, R Lewin, Miller, Moore, Pritchitt, Waters and Wogan

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Dear Sir/Madam,

You are required to attend a meeting of the COMMUNITY SERVICES COMMITTEE to be held on **TUESDAY 12<sup>th</sup> OCTOBER 2021 in the Garden Room at the Community Centre at 7.30pm.**

Date: 6 October, 2021

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 – 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 (INCLUDING DISCLOSABLE PECUNIARY INTERESTS)**
4. RECORDS OF THE MEETING HELD ON 15<sup>TH</sup> JUNE 2021
  - 4.1 To approve the minutes of the meeting of 15<sup>TH</sup> JUNE 2021
  - 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. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
8. TO NOTE FINANCIAL REPORT to end month 6
9. **REPORTS ON SERVICES**
  - 9.1 Market
  - 9.2 Medical car service
  - 9.3 Hearing aid service
  - 9.4 EV charging unit
  - 9.5 'Gages' community lunches
  - 9.6 Thursday Club
  - 9.7 Repair Café
  - 9.8 Youth Service

## MATTERS FOR CONSIDERATION/DECISION

10. To check the current position on dementia training
11. To resolve on progressing a 'carbon footprint' audit
12. To consider progress and resolve as appropriate on the Shed project
13. To consider items for the Community Services budget of 2022-23
14. CORRESPONDENCE
15. ITEMS FOR FUTURE CONSIDERATION BY THIS COMMITTEE OR FULL COUNCIL

**COMMUNITY SERVICES COMMITTEE  
BACKING PAPERS FOR MEETING 12<sup>th</sup> OCTOBER 2021**

<b>Agenda Item</b>	<b>Description</b>	<b>Page nos</b>
	Clerk's briefing note	1-2
8	Financial Report to month 6	3-4
9.1-3	Report on Market, Medical transport, Hearing aid service	5
9.5-6	Report on 'Gages' and 'Frow Friends /Thursday Club,	6
9.7	Report on Repair Café	7

**COUNCILLORS' BRIEFING FOR THE MEETING OF THE COMMUNITY SERVICES  
COMMITTEE TO BE HELD ON 12<sup>th</sup> OCTOBER 2021**

1. **PUBLIC QUESTIONS** – None notified in advance
2. **APOLOGIES FOR ABSENCE** - None notified in advance
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 15<sup>th</sup> June 2021.
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.
7. **CLERK'S REPORT ON PROGRESS (MATTERS NOT REQUIRING A DECISION)**  
Any necessary comments on pending matters not dealt with in the foregoing item.  
***ACTION: to note***
8. **FINANCIAL REPORT** to end month 6  
At the half-year, performance against forecast should be  $\pm 50\%$ . In fact, due mainly to the market and the youth service, income is at 70%, while expenditure is only at 36%.  
***ACTION: to note***
9. **CURRENT SERVICES.** These will be covered by reports from:  
Sue Young (market/ medical car service/ hearing aid maintenance),  
Cllr T Lewin (EV charging unit),  
Sandra Aylen (Gages & Thursday Club),  
Sara Smart (Repair Café),  
Melissa Rey-Mesher (youth service) – to be given in person to the meeting  
Please raise any queries in advance of the meeting.  
***ACTION: to note***
10. **DEMENTIA TRAINING**  
The Council has committed to recognition as 'dementia friendly', but this involves a commitment to training. It is not clear how many Members have signed up to this so far.  
***ACTION: to note and resolve as necessary***
11. **'CARBON FOOTPRINT' AUDIT**  
Committee resolved (Nov 2020/ minute no, 281/20) to revisit this issue "when the pandemic situation had stabilised". Cllr T Lewin will speak to a proposal to implement this.  
***ACTION: to note and resolve as necessary***

**12. THE 'SHED' PROJECT**

Following the resolution in February 2020, Sara Smart worked intensively on progressing this project, and she reported at length to the meeting of 15<sup>th</sup> June. Cllr T Lewin will update Committee on further progress and proposals for 'next steps'.

***ACTION: to note and resolve as necessary***

**13. COMMITTEE BUDGET FOR 2022-23**

Members who have any additional suggestions for inclusion in next year's Committee budget are invited to submit them to this meeting.

***ACTION: Clerk to note***

**12. CORRESPONDENCE.** None not already circulated in Councillors Reading.

**13. ITEMS FOR FUTURE CONSIDERATION BY COMMITTEE OR FULL COUNCIL**

## Detailed Income &amp; Expenditure by Budget Heading 05/10/2021

Month No: 6

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Localism &amp; Community Projects</u></b>							
<b><u>206 Community Transport</u></b>							
2678 Medical Car Scheme Income	107	300	194			35.5%	
Community Transport :- Income	<u>107</u>	<u>300</u>	<u>194</u>			<u>35.5%</u>	<u>0</u>
2554 Wealdlink	458	1,000	542		542	45.8%	
2601 Voluntary Medical Car Service	0	200	200		200	0.0%	
Community Transport :- Indirect Expenditure	<u>458</u>	<u>1,200</u>	<u>742</u>	<u>0</u>	<u>742</u>	<u>38.2%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(352)</u>	<u>(900)</u>	<u>(549)</u>				
<b><u>207 Market</u></b>							
3184 CC-Market Income	8,377	6,000	(2,377)			139.6%	
Market :- Income	<u>8,377</u>	<u>6,000</u>	<u>(2,377)</u>			<u>139.6%</u>	<u>0</u>
3151 CC-Market expenditure	663	1,300	637		637	51.0%	
Market :- Indirect Expenditure	<u>663</u>	<u>1,300</u>	<u>637</u>	<u>0</u>	<u>637</u>	<u>51.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>7,714</u>	<u>4,700</u>	<u>(3,014)</u>				
<b><u>209 Localism &amp; Community Proj Misc</u></b>							
2905 Repair Cafe & Wellbeing Servic	805	2,000	1,195			40.3%	
Localism & Community Proj Misc :- Income	<u>805</u>	<u>2,000</u>	<u>1,195</u>			<u>40.3%</u>	<u>0</u>
2700 Repair Cafe & Wellbeing	107	2,000	1,893		1,893	5.3%	
Localism & Community Proj Misc :- Indirect Expenditure	<u>107</u>	<u>2,000</u>	<u>1,893</u>	<u>0</u>	<u>1,893</u>	<u>5.3%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>698</u>	<u>0</u>	<u>(698)</u>				
<b><u>304 Cafe</u></b>							
3480 Gages - Sales	9,839	20,000	10,161			49.2%	
Cafe :- Income	<u>9,839</u>	<u>20,000</u>	<u>10,161</u>			<u>49.2%</u>	<u>0</u>
3436 Gages-Purchase of Equipment	765	1,500	735		735	51.0%	
3460 Gages -Purchases Food etc	4,363	12,500	8,137		8,137	34.9%	
Cafe :- Indirect Expenditure	<u>5,128</u>	<u>14,000</u>	<u>8,872</u>	<u>0</u>	<u>8,872</u>	<u>36.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>4,711</u>	<u>6,000</u>	<u>1,289</u>				

## Detailed Income &amp; Expenditure by Budget Heading 05/10/2021

Month No: 6

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>306 Thursday Club</b>							
3680 TC-Subscriptions	45	400	355			11.3%	
Thursday Club :- Income	<u>45</u>	<u>400</u>	<u>355</u>			<u>11.2%</u>	<u>0</u>
3636 TC-Running Costs	284	1,000	716		716	28.4%	
Thursday Club :- Indirect Expenditure	<u>284</u>	<u>1,000</u>	<u>716</u>	<u>0</u>	<u>716</u>	<u>28.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(239)</u>	<u>(600)</u>	<u>(361)</u>				
<b>406 Youth Provision</b>							
4676 YP-Grants & Other Income	1,833	1,000	(833)			183.3%	
Youth Provision :- Income	<u>1,833</u>	<u>1,000</u>	<u>(833)</u>			<u>183.3%</u>	<u>0</u>
4603 YP - Dev costs & General Expen	1,327	2,500	1,173		1,173	53.1%	
Youth Provision :- Indirect Expenditure	<u>1,327</u>	<u>2,500</u>	<u>1,173</u>	<u>0</u>	<u>1,173</u>	<u>53.1%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>506</u>	<u>(1,500)</u>	<u>(2,006)</u>				
Localism & Community Projects :- Income	<u>21,005</u>	<u>29,700</u>	<u>8,695</u>			<u>70.7%</u>	
Expenditure	<u>7,966</u>	<u>22,000</u>	<u>14,034</u>	<u>0</u>	<u>14,034</u>	<u>36.2%</u>	
<b>Movement to/(from) Gen Reserve</b>	<u>13,040</u>						
Grand Totals:- Income	<u>21,005</u>	<u>29,700</u>	<u>8,695</u>			<u>70.7%</u>	
Expenditure	<u>7,966</u>	<u>22,000</u>	<u>14,034</u>	<u>0</u>	<u>14,034</u>	<u>36.2%</u>	
<b>Net Income over Expenditure</b>	<u>13,040</u>	<u>7,700</u>	<u>(5,340)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>13,040</u>						

## **FOREST ROW VILLAGE MARKET**

The market is flourishing at the moment and due to the weather and village green conditions we were not able to use the green for the August & September markets (September's due to the bouncy castle man's usage during August when the weather was inclement and the green needs ample time to recover) however this has not proved a problem as the community centre building was used in August and September's market was confined to the car park with a certain amount of juggling with stalls and vehicles.

Despite the pandemic this year has been the busiest so far since 2016 when I took over the post of market manager. The figures below are yearly income from stall fees and this year's figures do not include Oct, Nov or Dec so hopefully will well exceed previous years by quite some way.

2016	£7,754.00
2017	£8,534.50
2018	£6,635.00
2019	£6,547.50
2020	£5,889.00
2021	£6,905.00
	<b>£42,265.00</b>

We have a number of the old double gazebos with the white canopies which I intend to reduce to single ones and purchase new canopies as I have done with the majority of the others, this is for two reasons: 1. The double gazebos are too heavy for staff to manage on their own and most are damaged. 2. The old canopies are in a poor state and the canopies do not meet health and safety or food hygiene standards. The cost per gazebo to break down and replace the tops is £50 per gazebo apposed to £179 per gazebo to replace.

## **MEDICAL TRANSPORT**

Service is beginning to return to normal, however there seem to be fewer appointments this year so far. The drivers have covered 1649.8 miles this year and have taken £65 admin fees and £8.05 in donations.

We are currently trying to recruit more drivers as we have lost a few due to the pandemic which means that the ones we do have are covering more trips which is not ideal.

## **HEARING AID MAINTENANCE**

We continue to service and maintain hearing aids and give out batteries from the office, but numbers are down on previous years. This may be in part due to the new type of hearing aids and the effects of the pandemic as people are still reluctant to come into the building.

## **CAR CHARGING UNIT**

We are still experiencing difficulties with the charging unit and Tony Lewin is chasing BP Pulse regarding their offer to replace the unit with a new model. It would seem that the charging unit is not able to cope with 2 vehicles plugged in at once, so we have taped off one of the sockets pending a response from BP Charge Master.

## COMMUNITY SERVICES REPORT 12<sup>th</sup> OCTOBER 2021

### GAGES

Its lovely to be back to "normal" at Gages. Our regulars are coming in every day. We are still having to have two drivers to help with the usual 10-13 deliveries per day. At the moment I am trying to get more volunteers on board to help with both deliveries and kitchen/waitressing.

**Figures taken from our daily records since 4<sup>th</sup> June 2021 (Last Community Services report) These figures show being open 3 days a week up until 1<sup>st</sup> October 2021 including closure over August.**

	Total Deliveries	Diners to Gages	Soup	Main	Veggie	Dessert	Frozen
<b>14 Week Period</b>	<b>555</b>	<b>280</b>	<b>459</b>	<b>739</b>	<b>132</b>	<b>571</b>	<b>58</b>
<b>Average per week</b>	<b>39.6</b>	<b>20</b>	<b>32.7</b>	<b>52.7</b>	<b>9.4</b>	<b>40.7</b>	<b>4</b>
<b>Average per day</b>	<b>13.2</b>	<b>6.6</b>	<b>10.9</b>	<b>17.5</b>	<b>3.1</b>	<b>13.5</b>	

### THURSDAY CLUB

We have had a busy few months with Thursday Club. We have had Ladies Day, afternoon tea at the community Centre, and a trip to Haskins Garden centre. During our closure in August, we had lunch at High Beeches and Cream tea at Kingscote Vineyard. I thought it was important to do this as quite a few had only just started coming out on trips since the pandemic. Trips can be difficult to arrange due to transportation and a lack of volunteer drivers.

On a rather cold windy day (10<sup>th</sup> September) we went on our annual trip to the seaside. I would like to thank Frow Friends Befriending who supplied the coach for this trip. We had some of their members and volunteers come too. We had 19 members attend and 6 volunteers. We all had a lovely day.



Sandra Aylen  
5<sup>th</sup> October 2021



**Report on Repair Café**  
**for Community Services Committee 12/10/2021**

The Repair Cafe has continued to run monthly since the last Community Services report with the number of customers [Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.] coming along steadily rising. In September we had 22 volunteers across all workstations.

We had 52 repair sheets completed with:

13 for sewing

2 bikes

18 electrical

**3 computers**

24 general items including 10 items for our new sharpening service.

Looking at the sheets we actually attempted to fix 60 items, as we had a few sheets with multiple items.

We took £341 in donations, which included takings from the cafe.

Our success rate was 70% which was great, this included a very special 63-year old bear that Sue Young carefully repaired and has now encouraged the owner to join our team which is fantastic. It's her way of saying thank you, and she makes cakes so that's a big bonus. We look forward to welcoming Valerie to the cafe team.



We also welcomed Natasha to the sewing team so it's great to still be getting people want to join us.

We had Trevor Carpenter visit us, who is starting up a Repair Cafe in Lindfield very soon. He was very impressed with what he saw and how friendly and dedicated the team are.

Our own Nic, on computers, is opening an RC in Uckfield very soon so we are definitely encouraging and inspiring others to share the Repair Cafe ethos.

Our next Repair Cafe is Saturday 16th October with the last one of the year, and being run by the Parish Council, planned for November 18th.

Sara Smart  
Repair Cafe Coordinator  
05.10.21