

# 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. T Lewin (Chairman), Davies, Eichner, Josephson, R Lewin, Moore, Pritchitt & Waters

Tel: 01342 822661  
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Dear Sir/Madam,

You are required to attend a meeting of the COMMUNITY SERVICES COMMITTEE to be held on **TUESDAY 14<sup>th</sup> FEBRUARY 2023 @ 7:30 pm** in the Community Centre

Date: 8 February, 2023

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. APOLOGIES FOR ABSENCE
3. **TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE FOLLOWING ITEMS**
4. RECORDS OF THE MEETING HELD ON 29<sup>TH</sup> NOVEMBER 2022
  - 4.1 To approve the minutes of the meeting of 29<sup>TH</sup> November 2022
  - 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. TO NOTE FINANCIAL REPORT to end month 11
8. TO NOTE REPORTS ON SERVICES
  - 8.1 'Gages' community lunches
  - 8.2 Thursday Club
  - 8.3 Youth Service
  - 8.4 Report on progress of 'Second Life' shop
9. TO NOTE UPDATE ON THE MARKET (and resolve as appropriate)
10. TO NOTE UPDATE ON THE 'SHED' PROJECT (and resolve as appropriate)
11. TO NOTE UPDATE ON THE NEWSLETTER PROPOSAL (and resolve as appropriate)
12. TO CONSIDER A PROPOSAL TO ENHANCE THE WEBSITE (and resolve as appropriate)
13. TO CONSIDER A PROPOSAL TO PURCHASE A THERMAL CAMERA AND MAKE IT AVAILABLE FOR COMMUNITY HIRE
14. CORRESPONDENCE
15. ITEMS FOR FUTURE CONSIDERATION BY THIS COMMITTEE OR FULL COUNCIL

**COUNCILLORS' BRIEFING FOR THE MEETING OF THE COMMUNITY SERVICES  
COMMITTEE TO BE HELD ON 14<sup>th</sup> FEBRUARY 2023**

1. **PUBLIC QUESTIONS** – none so far notified
2. **APOLOGIES FOR ABSENCE** – none so far notified
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 29<sup>th</sup> November 2022.
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. There will be no 'Clerk's Report' on this occasion  
***ACTION: to note***
7. **FINANCIAL REPORT TO END MONTH 11**  
A printout is attached. Nominal performance against target should be about 91.7%. Income is running at 72% of forecast overall. While Gages sales and youth service income have held up reasonably well, income from the market has fallen below forecast due to the fall-off in advance payments, and there has been no other operational income due to the dormancy of other services.  
Meanwhile, expenditure is now running at 100% of forecast, due to the following: firstly, the market cost code has been charged since October with third-party staffing costs which would previously have been allocated to salaries; secondly, Gages has had to bear most of the unforeseen cost of a new dishwasher, while the stand-by cook has been paid for four months from the main budget as an independent contractor rather than as an employee.
8. **REPORTS ON SERVICES.**  
8.1 Gages community lunches/ 8.2 Thursday Club These two services are covered by Sandra Aylen's report attached to the papers. Sandra is still working on restarting the volunteer library session on Fridays.  
8.3 Youth Service Melissa Rey-Mesher has provided a report. It is hoped that she or a staff member will be free to attend the meeting to answer questions.  
8.4 Report on the progress of 'Second Life' shop Council resolved at a previous juncture to request a report on this enterprise at six-monthly intervals. There has been a recent development in that the directors have been working with the Community Fridge to identify community members who are most in need. Two £5 Second Life Vouchers are to be distributed to approximately 40 families to spend in-store. There will be a list of voucher numbers to cross off once they have been used. One of Second Life's objectives is to support the local community, and this is definitely that goal in action  
***ACTION: to note (unless any item above requires a resolution)***

**9. TO NOTE UPDATE ON THE MARKET**

As Members will be aware, the person who took over management of the market for October to December decided that she did not wish to continue this year. The agreed role description was therefore redrafted as a job specification and posted on a number of on-line sites and noticeboards. Response has been slow, but a promising candidate is being interviewed this week and a report will be presented to Council. However, because of time pressures on the administrative tasks involved, we have had no option but to cancel the March market. Hopefully matters will be in place for April.

***ACTION: to note and resolve if required***

**10. TO NOTE UPDATE ON THE 'SHED' PROJECT**

Cllr Lewin will report orally on developments since the last meeting.

***ACTION: to note and resolve if required***

**11. TO NOTE UPDATE ON THE NEWSLETTER PROPOSAL**

The persons involved have met to discuss content and procedure, and it is hoped that a dummy version of the proposed newsletter will be available shortly.

***ACTION: to note and resolve if required***

**12. TO CONSIDER A PROPOSAL TO ENHANCE THE WEBSITE**

It has been noted that that our website is probably the first port of call for people looking for something in the village, and that perhaps we don't give enough of a shout-out to our local services. A resident pointed out to me that we barely mention the Community Fridge, and the Repair Cafe etc don't get a mention at all. The proposal is that we add more detail on these services, as well as things like the WI, Tablehurst farm etc. All could perhaps come under a new banner of "Our Community".

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

**13. TO CONSIDER A PROPOSAL TO PURCHASE A THERMAL CAMERA AND MAKE IT AVAILABLE FOR COMMUNITY HIRE**

As part of the Council's commitment to confronting the effects of climate change, it has been suggested that we could purchase a simple thermal imaging camera. They cost under £300 and could be loaned out to residents (with a deposit) for, say, £5 a day. The residents could pinpoint draughts, gaps and cold spots in their homes, allowing them to improve insulation and save on heating bills. It could also be used to pinpoint the worst leaks in our own building stock. It can also be used to trace faults in plumbing, engines and some electrics. There is the potential to pair up with F/R Energy Co-op to share findings.

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

**14. CORRESPONDENCE - none that has not previously been circulated**

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

## Detailed Income &amp; Expenditure by Budget Heading 08/02/2023

Month No: 11

## 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	117	300	183			39.0%	
Community Transport :- Income	<u>117</u>	<u>300</u>	<u>183</u>			<u>39.0%</u>	<u>0</u>
2554 Wealdlink	928	1,000	72		72	92.8%	
2601 Voluntary Medical Car Service	0	200	200		200	0.0%	
Community Transport :- Indirect Expenditure	<u>928</u>	<u>1,200</u>	<u>272</u>	<u>0</u>	<u>272</u>	<u>77.3%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(811)</u></b>	<b><u>(900)</u></b>	<b><u>(89)</u></b>				
<b><u>207 Market</u></b>							
3184 CC-Market Income	3,496	9,000	5,505			38.8%	
Market :- Income	<u>3,496</u>	<u>9,000</u>	<u>5,505</u>			<u>38.8%</u>	<u>0</u>
3151 CC-Market expenditure	2,530	1,300	(1,230)		(1,230)	194.6%	
Market :- Indirect Expenditure	<u>2,530</u>	<u>1,300</u>	<u>(1,230)</u>	<u>0</u>	<u>(1,230)</u>	<u>194.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>966</u></b>	<b><u>7,700</u></b>	<b><u>6,734</u></b>				
<b><u>209 Localism &amp; Community Proj Misc</u></b>							
2700 Repair Cafe & Wellbeing	0	3,000	3,000		3,000	0.0%	
Localism & Community Proj Misc :- Indirect Expenditure	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>(3,000)</u></b>	<b><u>(3,000)</u></b>				
<b><u>304 Cafe</u></b>							
3480 Gages - Sales	17,147	20,000	2,854			85.7%	
Cafe :- Income	<u>17,147</u>	<u>20,000</u>	<u>2,854</u>			<u>85.7%</u>	<u>0</u>
3436 Gages-Purchase of Equipment	3,742	1,000	(2,742)		(2,742)	374.2%	
3460 Gages -Purchases Food etc	12,411	12,000	(411)		(411)	103.4%	
Cafe :- Indirect Expenditure	<u>16,152</u>	<u>13,000</u>	<u>(3,152)</u>	<u>0</u>	<u>(3,152)</u>	<u>124.2%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>994</u></b>	<b><u>7,000</u></b>	<b><u>6,006</u></b>				
<b><u>306 Thursday Club</u></b>							
3680 TC-Subscriptions	623	400	(223)			155.7%	
Thursday Club :- Income	<u>623</u>	<u>400</u>	<u>(223)</u>			<u>155.7%</u>	<u>0</u>
3636 TC-Running Costs	812	1,000	188		188	81.2%	
Thursday Club :- Indirect Expenditure	<u>812</u>	<u>1,000</u>	<u>188</u>	<u>0</u>	<u>188</u>	<u>81.2%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(189)</u></b>	<b><u>(600)</u></b>	<b><u>(411)</u></b>				

## Detailed Income &amp; Expenditure by Budget Heading 08/02/2023

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>406 Youth Provision</b>							
4676 YP-Grants & Other Income	1,841	2,500	659			73.6%	
Youth Provision :- Income	<u>1,841</u>	<u>2,500</u>	<u>659</u>			<u>73.6%</u>	<u>0</u>
4603 YP - Dev costs & General Expen	2,586	3,500	914		914	73.9%	
Youth Provision :- Indirect Expenditure	<u>2,586</u>	<u>3,500</u>	<u>914</u>	<u>0</u>	<u>914</u>	<u>73.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(745)</u>	<u>(1,000)</u>	<u>(255)</u>				
<b>Localism &amp; Community Projects :- Income</b>	<b>23,222</b>	<b>32,200</b>	<b>8,978</b>			<b>72.1%</b>	
Expenditure	<b>23,008</b>	<b>23,000</b>	<b>(8)</b>	<b>0</b>	<b>(8)</b>	<b>100.0%</b>	
<b>Grand Totals:- Income</b>	<b>23,222</b>	<b>32,200</b>	<b>8,978</b>			<b>72.1%</b>	
Expenditure	<b>23,008</b>	<b>23,000</b>	<b>(8)</b>	<b>0</b>	<b>(8)</b>	<b>100.0%</b>	
<b>Net Income over Expenditure</b>	<u><b>214</b></u>	<u><b>9,200</b></u>	<u><b>8,986</b></u>				
<b>Movement to/(from) Gen Reserve</b>	<u><b>214</b></u>						

## COMMUNITY SERVICES REPORT

### GAGES

Our Gages Christmas lunch was a huge success and we served 60 meals, 14 deliveries and 46 eat in. Great team of cooks and volunteers!

This year so far we have seen an increase of people attending Gages with one day we had over 20 people come in for lunch. It's great to see so many new faces.

I have also noticed an increase in the amount of people buying our frozen meals.

Emma Davies is still happy to help cover Emma Jones whilst she is still off sick.

**Figures taken from our daily records since 23<sup>rd</sup> Nov 2022 These figures show being open 3 days a week up until 3<sup>rd</sup> Feb 2023**

	<b>Total Deliveries</b>	<b>Diners to Gages</b>	<b>Soup</b>	<b>Main</b>	<b>Veggie</b>	<b>Dessert</b>	<b>Frozen</b>
<b>9 Week Period</b>	<b>287</b>	<b>401</b>	<b>405</b>	<b>548</b>	<b>79</b>	<b>488</b>	<b>44</b>
<b>Average per week</b>	<b>32</b>	<b>45</b>	<b>45</b>	<b>61</b>	<b>9</b>	<b>54</b>	<b>4</b>
<b>Average per day</b>	<b>11</b>	<b>15</b>	<b>15</b>	<b>20</b>	<b>3</b>	<b>18</b>	<b>1</b>

### THURSDAY CLUB

Lovely to see all the Thursday club usuals return after Christmas. So far we have done chair yoga, watched a movie and I even managed to get some to come and watch the local pantomime with me on the Saturday afternoon show.

We will be visiting Haskins Garden centre on our next trip and as a treat I have booked us in for afternoon tea at the Alexander House Hotel and using the donation we had from Caravan and Motorhome Club.

### LIBRARY

Still waiting for Mike Higgins to confirm dates for refresher course for our volunteers.

Sandra Aylen  
22 Nov 2022

**Community Services Report**  
**December2022-February2023**

**Numbers We are averaging between 40-70 youth per week.**

The following statistics are based on averages although these vary from week to week,

Mondays-10-12

Tuesdays -10-12

Wednesdays-18

Thursday 10-12

Friday 10-12

**General update**

Provision is going well. Sessions are being well attended and we have a diverse group of young people that regularly attend. We are pleased and proud that many of the young people that attend are regular members who have been with us since we started in the VENUe On The Green. Its impressive that we have been able to retain these young people for 5 years and we have built strong rapports with them.

We received some lovely gifts and cards from the youth at Christmas that really touched us as youth workers to thank us for all of the work that we put in to the service and thanking us for being such a support to the youth.

Our weeks vary in terms of service delivery and the planning that goes into the sessions.

Our younger sessions tend to be more active in the form of games and crafts and sports related sessions and during our older sessions they tend to be more focused on support with homework projects or discussions around specific topics/issues.

We are planning monthly during our team meetings which enables all youth workers to present ideas and to take the lead on specific sessions.

In November both youth workers and staff completed a charity fundraiser to raise money for Young Lives Vs Cancer. The challenge was to complete 50 squats a day every day in November.

We raised £170 pounds through our Giving Page.

December was a busy month at the youth club. The young people decorated the Venue and put up the Christmas Tree.

We had Christmas Craft sessions with gift making for both sessions, the youth really enjoyed these sessions.

We held a secret santa where all names including youth workers were included.

We held small Christmas parties and when we broke up for the Christmas, we took 10 young people ice skating in Tunbridge wells. We were kindly gifted the money to do so by Friends of the VENUe.

When we returned in the New Year we did not open the first week for sessions as MM felt that it was important that staff spend some time planning for the coming months what activities we are going to roll out.

Our plans for the following months are as follows:

**January**-Weekly Games and crafts

Weekly-Cooking every Thursday with youth to plan the menu for the month and take the lead on cooking.

**February**-Weekly Crafts / mood boards and games

February 11<sup>th</sup>-Pancake day

February 14<sup>th</sup> Friendship Dinner-3 courses cooked by youth with tables set and decorated

**March**- Weekly crafts /games and cooking

Potential- beauty fundraiser

Special themed crafts session gift making etc for mothers day

**April**-weekly games and arts and crafts

MM is liaising with Tablehurst for a trip to the farm to "Get Stuck in " possibly around lambing time

Easter egg Hunt and quiz for older teens

**May**-Weekly Games/crafts etc

18<sup>th</sup> May afternoon tea working with Sandra with the Thursday club for an intergenerational project.

All staff have recently completed a Safeguarding course. MM is currently working her way through an NCFE Qualification in Understanding Autism.