

Forest Row Parish Council

Clerk: Mr David O'Driscoll
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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, Hopkins, Josephson, R Lewin, Moore, Pritchitt & Waters

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Dear Sir/Madam,
You are required to attend a meeting of the COMMUNITY SERVICES COMMITTEE to be held on **TUESDAY 14th JUNE 2022 in the Garden Room at the Community Centre at 7.30pm.**

Date: 8 June, 2022

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**
4. RECORDS OF THE MEETING HELD ON 15TH FEBRUARY 2022
 - 4.1 To approve the minutes of the meeting of 15TH FEBRUARY 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 10
8. **REPORTS ON SERVICES**
 - 8.1 Market
 - 8.2 Medical car service
 - 8.3 Hearing aid service
 - 8.4 EV charging unit
 - 8.5 News from F/R Business Group
 - 8.6 'Gages' community lunches
 - 8.7 Thursday Club
 - 8.8 Youth Service
9. TO CONSIDER NEXT STEPS WITH THE 'SHED' PROJECT
10. CORRESPONDENCE
11. ITEMS FOR FUTURE CONSIDERATION BY THIS COMMITTEE OR FULL COUNCIL

**COUNCILLORS' BRIEFING FOR THE MEETING OF THE COMMUNITY SERVICES
COMMITTEE TO BE HELD ON 14th JUNE 2022**

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 15th February 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 MATTERS**
A printout to end month 2 is attached to the backing papers. Nominal performance against target should be about 16.7%. Income is slightly higher at 19%, Gages sales and youth service income being particularly healthy, expenditure is level at 16%.
8. **CURRENT SERVICES.** These are covered by reports attached to the papers from:
 - Sue Young (market/ medical car service/ hearing aid maintenance/ EV charging unit). This report also contains for information a summary of the activities of the allied Business Group
 - Sandra Aylen (Gages & Thursday Club)
 - Melissa Rey-Mesher (youth service). Melissa is currently away on leave, so I have incorporated the detailed presentation which she supplied for the Annual Parish Meeting.***ACTION: to note (unless any item above requires a resolution)***
9. **TO CONSIDER NEXT STEPS WITH THE 'SHED PROJECT'**
Council voted some time ago to proceed with the 'Shed Project', but it has effectively stalled over the past months, partly because of other priorities and partly in the absence of a dedicated community services staff member. Two Members have recently suggested that it is time this project was moved forward. For Committee to consider next steps.
ACTION: to consider and resolve accordingly
10. **CORRESPONDENCE** - none that has not previously been circulated.
11. **ITEMS FOR FUTURE CONSIDERATION BY COMMITTEE OR FULL COUNCIL**

Detailed Income & Expenditure by Budget Heading 07/06/2022

Month No: 2

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 | 25 | 300 | 275 | | | 8.3% | |
| Community Transport :- Income | <u>25</u> | <u>300</u> | <u>275</u> | | | <u>8.3%</u> | <u>0</u> |
| 2554 Wealdlink | 232 | 1,000 | 768 | | 768 | 23.2% | |
| 2601 Voluntary Medical Car Service | 0 | 200 | 200 | | 200 | 0.0% | |
| Community Transport :- Indirect Expenditure | <u>232</u> | <u>1,200</u> | <u>968</u> | <u>0</u> | <u>968</u> | <u>19.3%</u> | <u>0</u> |
| Net Income over Expenditure | <u>(207)</u> | <u>(900)</u> | <u>(693)</u> | | | | |
| <u>207 Market</u> | | | | | | | |
| 3184 CC-Market Income | 694 | 9,000 | 8,306 | | | 7.7% | |
| Market :- Income | <u>694</u> | <u>9,000</u> | <u>8,306</u> | | | <u>7.7%</u> | <u>0</u> |
| 3151 CC-Market expenditure | 138 | 1,300 | 1,162 | | 1,162 | 10.6% | |
| Market :- Indirect Expenditure | <u>138</u> | <u>1,300</u> | <u>1,162</u> | <u>0</u> | <u>1,162</u> | <u>10.6%</u> | <u>0</u> |
| Net Income over Expenditure | <u>556</u> | <u>7,700</u> | <u>7,144</u> | | | | |
| <u>209 Localism & Community Proj Misc</u> | | | | | | | |
| 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> |
| Net Expenditure | <u>0</u> | <u>(3,000)</u> | <u>(3,000)</u> | | | | |
| <u>304 Cafe</u> | | | | | | | |
| 3480 Gages - Sales | 4,654 | 20,000 | 15,346 | | | 23.3% | |
| Cafe :- Income | <u>4,654</u> | <u>20,000</u> | <u>15,346</u> | | | <u>23.3%</u> | <u>0</u> |
| 3436 Gages-Purchase of Equipment | 342 | 1,000 | 658 | | 658 | 34.2% | |
| 3460 Gages -Purchases Food etc | 2,179 | 12,000 | 9,821 | | 9,821 | 18.2% | |
| Cafe :- Indirect Expenditure | <u>2,521</u> | <u>13,000</u> | <u>10,479</u> | <u>0</u> | <u>10,479</u> | <u>19.4%</u> | <u>0</u> |
| Net Income over Expenditure | <u>2,133</u> | <u>7,000</u> | <u>4,867</u> | | | | |
| <u>306 Thursday Club</u> | | | | | | | |
| 3680 TC-Subscriptions | 355 | 400 | 45 | | | 88.8% | |
| Thursday Club :- Income | <u>355</u> | <u>400</u> | <u>45</u> | | | <u>88.8%</u> | <u>0</u> |
| 3636 TC-Running Costs | 342 | 1,000 | 658 | | 658 | 34.2% | |
| Thursday Club :- Indirect Expenditure | <u>342</u> | <u>1,000</u> | <u>658</u> | <u>0</u> | <u>658</u> | <u>34.2%</u> | <u>0</u> |
| Net Income over Expenditure | <u>13</u> | <u>(600)</u> | <u>(613)</u> | | | | |

Detailed Income & Expenditure by Budget Heading 07/06/2022

Month No: 2

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>406 Youth Provision</u> | | | | | | | |
| 4676 YP-Grants & Other Income | 560 | 2,500 | 1,940 | | | 22.4% | |
| Youth Provision :- Income | <u>560</u> | <u>2,500</u> | <u>1,940</u> | | | <u>22.4%</u> | <u>0</u> |
| 4603 YP - Dev costs & General Expen | 452 | 3,500 | 3,048 | | 3,048 | 12.9% | |
| Youth Provision :- Indirect Expenditure | <u>452</u> | <u>3,500</u> | <u>3,048</u> | <u>0</u> | <u>3,048</u> | <u>12.9%</u> | <u>0</u> |
| Net Income over Expenditure | <u>108</u> | <u>(1,000)</u> | <u>(1,108)</u> | | | | |
| Localism & Community Projects :- Income | 6,289 | 32,200 | 25,911 | | | 19.5% | |
| Expenditure | 3,685 | 23,000 | 19,315 | 0 | 19,315 | 16.0% | |
| Movement to/(from) Gen Reserve | <u>2,603</u> | | | | | | |
| Grand Totals:- Income | 6,289 | 32,200 | 25,911 | | | 19.5% | |
| Expenditure | 3,685 | 23,000 | 19,315 | 0 | 19,315 | 16.0% | |
| Net Income over Expenditure | <u>2,603</u> | <u>9,200</u> | <u>6,597</u> | | | | |
| Movement to/(from) Gen Reserve | <u>2,603</u> | | | | | | |

FOREST ROW VILLAGE MARKET

The Market is fully booked until November & December where there are a limited number of stalls available in the Community Centre.

The market on jubilee weekend had 35 stalls which was less than previously booked as we have had a few illnesses/deaths & businesses closing down due to the economic downturn.

We have the following confirmed stalls for the rest of the year:

| | |
|-----------|----|
| July | 43 |
| August | 39 |
| September | 40 |
| October | 40 |
| November | 50 |
| December | 49 |

We are over subscribed for the July market and have 1 potential space at the August market, I am awaiting confirmation regarding this space.

MEDICAL TRANSPORT

Things seemed to have slowed down over the last two months with only 10 trips in April and 5 in May. I have not received any details for June as yet.

HEARING AID MAINTENANCE

We continue to give out batteries to those coming into the Community Centre and all maintenance is referred to Hearology Forest Row.

CAR CHARGING UNIT

The charging units are well used and teething problems seem to have been resolved.

FOREST ROW BUSINESS GROUP

As a member of the business group through the market it makes sense to let members know what the group are doing.

- **Photographic Competition** - The group have been holding a photographic competition with the winning entries being used to produce a reusable Birthday/Events Calendar, Post Cards & Jigsaw Puzzle. Public voting will take place on the Saturday of the Forest Row Festival in the Village Hall.
- **Trails** - The group are planning 2 additional trails this year, Halloween & Christmas (the Christmas trail will be linked with the market on the 3rd December).
- **Local Business Discount Card** – the group have decided to implement a 10% discount card that is available to all business and their staff which is to encourage people working in Forest Row to shop locally and thus boost the local economy.
- **Totally Locally** – this national campaign encourages towns & villages to promote Fiver fest which this year is being held between **2nd-16th July 2022**. The campaign encourages everyone in the village to spend £5 per week in the locality which will promote what is on offer through the local shops and businesses with a view to boost the local economy.

COMMUNITY SERVICES REPORT

GAGES

Gages has seen some new faces come to have lunch which is lovely.

We celebrated the Platinum Jubilee on the 1st June which saw 27 people come to eat at the café and we sent out 10 deliveries.



Figures taken from our daily records since 9TH February 2022 These figures show being open 3 days a week up until 1ST June 2022

| | Total Deliveries | Diners to Gages | Soup | Main | Veggie | Dessert | Frozen |
|-------------------------|-------------------------|------------------------|-------------|-------------|---------------|----------------|---------------|
| 17 Week Period | 691 | 536 | 711 | 1017 | 209 | 948 | 63 |
| Average per week | 40 | 31 | 41 | 60 | 12 | 56 | 3 |
| Average per day | 13 | 10 | 13 | 20 | 4 | 18 | 1 |

THURSDAY CLUB

We have done some lovely things over the past few months which included a trip on the Bluebell Railway, visit to Tablehurst Farm and we had an arts and crafts afternoon and created some Platinum Jubilee snow globes and I introduced them to Shrinkies which were made into keyrings for them to keep.

We have our annual LADIES Day this month and a trip to Kingscote Vineyard at the beginning of August.

At the moment we have 23 members and an average of 12-15 attend each event.

LIBRARY

Mike Higginson the library manager contacted the office to discuss reinstating the volunteer session in the library on a Friday afternoon.

I have contacted all the volunteers that we had on our records and 8 are very excited to come back to help. Cllr Moore was given the library file and is happy to be volunteer coordinator.

Sandra Aylen
6th June 2022

The VENUe Youth Service
"Who we are and What we do"

Hello all, My name is Melissa Mesher and I am the youth services leader here at the VENUe. Apologies that I could not be here today to deliver this as it would have been nice to have been able to meet people and also it would provide people with an opportunity to have a question and answer style presentation, but please do feel to leave contact details or to make contact with me following on from this evening.

I have worked for the Parish for 9 years now and took on the role as Youth Services leader when we moved into the newly built VENUe on The Green. It is an honour to work with the young people in the village and I do not just speak for myself but for the whole youth staff team when I say that we are the lucky ones in our roles.

Our service provision is delivered across 5 days a week and we are open approximately 48 weeks a year. The past 2 years has not been easy as just as we had started to build on our service delivery and provision the pandemic struck.

Pre Covid times the youth service delivery had always aimed to meet the needs of young people that were secondary school year 7 age and upwards of that. It was during the pandemic through study that the youth workers undertook and looking into statistics around the mental health crisis young people were facing that we decided that when we re-opened the club that we would work with young people that were primary school age year 5 and 6 and upwards of that young people up to the age of 18.

During the pandemic we ran under whatever "Hat" that we could, to try and reach out with the youth. This included online Zoom Video Calls and games and small face to face support groups where our sessions were themed around mental health and really trying to get the youth to discuss how they were feeling. I am happy to say that many of our young people have stayed with us over the course of these tough 2 years and the youth workers all have great rapports with these young people.

Much to our delight and everyone else's, restrictions were lifted and in April 2021 we were able to resume to some degree of normality with our sessions.

I reached out to Forest Row Primary and asked them if they would support us with our intake of their 2 year classes year 5 and 6 and encourage them to attend the centre. The idea being that strong relationships built at a young age would encourage the youth to grow with us in a sense.

Our session delivery is from 3.30-6.30pm Monday -Friday. The younger youth groups attend 3 days a week and our older teen sessions are delivered over 2 days with one of those being a double shift which rolls into the evening for the slightly older youth.

We are a staff team of 6 including myself. Each member of staff brings a unique skill set and individual qualities which I feel sets a strong foundation to be able to support young people with some of the challenges and adversities young people are currently battling.

Let me introduce to the team and give you a brief bit of background :

Mikhail -Has just completed a masters in Sports Science and works as tennis coach with children. Mikhail is largely involved in the facilitation of many of our sports related activities.

Charlotte- Has just finished her degree in Childhood Studies

Janie- is undertaking a Counselling degree

Gem -Is a yoga teacher and is also undertaking a counselling degree

Ben-Was one of our young people who used to attend the service and started out as a volunteer mentor but has since then gone on to become a member of staff.

Myself- I have worked in the Community and Voluntary Sector for 19 years co-ordinating projects and working with young people through various projects.

Although we have all undertaken formal training, we continue to develop ourselves with add on training courses to keep up to date with legislation and to also add on with current issues young people are facing.

My focus over the past year has been to really build on making connections within the community through partnership working with local not for profit groups.

Although we are a drop-in service and we feel very strongly about allowing the youth to simply “Be “we also try to offer themed and focused sessions based very much on the wants and needs of our young people. The regular activities that we deliver are:

- Cooking
- Arts and Crafts
- Beauty themed evenings
- Group focused activities
- Sports and health with nutrition being a focus.

We have also invited individuals in to facilitate focused sessions these have included:

- Dj workshops- over the course off a month
- Graffiti community mural project – funding was received from the Met to support with this
- HipHop dance workshops
- Self defence

Last Summer we held our first holiday club at the Venue which was supported by the community fridge. We opened for 3 days from 10-6pm and had focused activities for the duration of the day with a huge focus on cooking healthy nutritious food and Mikhail co ordinated sports related activities for the club days.

We celebrate the holidays with the youth and deliver focused sessions for different celebrations with the youth for example Mothers day/ valentines, Christmas etc .

In March of 2022 we took 10 of our older teenagers to Ninja Warrior UK in Eastbourne for a fun filled day out. We are hoping that this day out was the first of many moving forward.

This year we have been looking at ways of collaborating with local groups with the idea being that in building these connections we are encouraging the youth to have a respect for the community to appreciate just how many wonderful things Forest Row has to offer.

In April we worked alongside the River Medway project to set up a growing project for the VENUE garden to grow sustainable home grown fruit and Vegetables that we will use with our young people in our cooking.

We had some great support from the community with seeds donated and wood donated from the Timber yard to build our planters. (Please Feel free to have a look in the garden)

We will also be organising a river clear up challenge fun day at some point in the near future.

We also reached out to Tablehurst Farm and the new Community Development officer Aniket and were able to organise an afternoon of “working at the farm “ in partnership with the young farmers project.

The youth all had a great time and really got stuck in they were oddly extremely into the “Mucking out “ !

We are hoping that we can go for another visit sometime soon.

Our Sessions are extremely well attended averaging with a minimum of 15 youth per session and approximately between 60 and 80 young people a week.

I hope that this gives you a little more insight into what takes place here and just how valuable the youth service is and how many young people benefit from this incredible space.

Please check out our facebook page and give it a like The VENUe In The Green and we would welcome any one with any specific skill set workshop wise that would like to come along and get involved !!