

# 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. Lewin (Chair), Christie, Cocks, Jaffay, La Djoï,  
Rainbow, Scott & Volkers

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 19<sup>th</sup> MARCH 2024 @ 7:30 pm in**  
**the Community Centre**

Date: 13 March, 2024

A handwritten signature in black ink, appearing to be 'D. O'Driscoll'.

Mr David O'Driscoll  
Clerk to Forest Row Parish Council

1. PUBLIC PARTICIPATION – the meeting will start no later than 7.45pm.
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF INTERESTS/REQUESTS FOR DISPENSATION
4. RECORDS OF THE MEETING HELD ON 30th JANUARY 2024
5. CHAIR'S COMMENTS
6. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
  - 6.1 Staffing
  - 6.2 Reports
  - 6.3 Thermal 'camera'
  - 6.4 Current financial position
7. REPORTS ON CURRENT SERVICES
  - 7.1 Gages, Thursday Club & Library volunteer service
  - 7.2 Market (to include a decision on publicity materials)
  - 7.3 Youth service (including youth forum)
8. REPORT FROM COMMS-OUTREACH WORKING GROUP
9. REVIEW OF TRIAGE PROCESS FOR REQUESTS & SUGGESTIONS
10. REPORTS/DECISIONS ON PROJECTS IN DEVELOPMENT
  - 10.1 The 'shed' project: report on progress.
  - 10.2 Road safety/reduced speed limit; report on progress
  - 10.3 A subsidised counselling service.
  - 10.4 A 'benefits surgery' proposal
  - 10.5 Environmental support; possible council engagement
  - 10.6 Cooperation with East Sussex IT4U project
  - 10.7 Cooperation with Forest Row Festival 2024
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 19<sup>th</sup> MARCH 2024**

1. **PUBLIC PARTICIPATION** – none so far notified
2. **APOLOGIES FOR ABSENCE** – none so far notified
3. **DECLARATIONS OF INTEREST/ DISPENSATION REQUESTS** 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. **RECORDS OF MEETING**  
Meeting of 30<sup>th</sup> January 2024.
5. **CHAIR'S COMMENTS**
6. **CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**
  - 6.1 Staffing. As previously announced, we have appointed Amanda Sinclair to replace Sandra Sameiro, and she will come into post on 25<sup>th</sup> March. She will have the slightly enhanced remit of 'Community Services Administrator', covering Sandra's areas of work but also being available to progress the practicalities of new projects.  
[Please note we are running on reduced staffing in the office until Amanda's start date].
  - 6.2 Reports. As this is the last meeting of this Committee in this Council year, and certain of its activities are fast-moving at present, I have dispensed with written reports on this occasion and have asked the Members most closely associated with the relevant agenda items to report orally to the meeting.
  - 6.3 Thermal camera. The thermal camera is in the office waiting to be loaned out to all and sundry who want to check their home insulation levels. It will need to be publicised more widely via the website – and perhaps by word of mouth? One of our staff took it home, and was alternately intrigued and appalled by what it revealed.
  - 6.4 Current financial position. A printout is attached. Despite the substantial overrun on market expenses (due to its change of status), this Committee will end the year just over 90% of forecast on income and within forecast on expenditure.  
***ACTION: to note***
7. **REPORTS ON CURRENT SERVICES**
  - 7.1 Gages, Thursday Club and Library Volunteer Service. Normally reported on by Sandra Sameiro. Georgina Tod is holding the fort until the new staff member is in post. Gages has performed particularly well this year. The programme for Thursday Club and the list of library volunteers are both made up until May, so there will be no break in service.
  - 7.2 Market. The market resumed this month and has been reported as successful. Our manager, Emily, is still at the time of writing awaiting the birth of her child, and her partner is supplying as hands-on-manager. Emily has requested some new publicity banners (see attached email). Does Committee agree?
  - 7.3 Youth Service. A report has been requested from our youth leader.  
***ACTION: to note, resolve as required***

**8. REPORT FROM COMMS / OUTREACH WORKING GROUP**

Clr Jaffay will give an oral report on the work of this pivotal working group

***ACTION: to note***

**9. REVIEW OF TRIAGE PROCESS FOR REQUESTS & SUGGESTIONS**

In the course of the last Community Services meeting on 30<sup>th</sup> January, two councillors suggested that they should review the triage process. However, this may have been superseded by the training held on 12<sup>th</sup> March. The question for this Committee is: do the processes agreed at the training session impinge on the progress of new services already under discussion by this Committee, and if so, how?

***ACTION: to resolve as appropriate***

**10. REPORTS/ DECISIONS ON PROJECTS IN DEVELOPMENT**

10.1 The Shed project. Cllr Lewin will report orally on progress.

10.2 Road safety/ reduced speed limit. Cllr Lewin will again report; a brochure is attached with details of a radar speed detection device : for Committee to decide whether this would be a suitable investment

10.3 A subsidised counselling service. A meeting with the proposer is scheduled prior to this meeting. Cllr Volks will report orally.

10.4 A 'benefits surgery' proposal. Cllr Christie or Cllr Taylor-Smith will report orally on progress with this proposal

10.5 Environmental support. Cllr la Djoï or Cllr Lewin will report on of this area of cooperation and whether some support may be appropriate

10.6 Cooperation with ESCC IT4U. It is hoped that a reply may be forthcoming on this from the County Council in time for the meeting

10.7 Cooperation with Forest Row Festival. Cllr Christie has been asked to report on any further negotiations with the organisers.

***ACTION: to resolve as required***

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

## Detailed Income &amp; Expenditure by Budget Heading 12/03/2024

Month No: 12

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Localism &amp; Community Projects</b>							
<b>206 Community Transport</b>							
2678 Medical Car Scheme Income	321	300	(21)			106.9%	
4180 Misc Income	27	0	(27)			0.0%	
Community Transport :- Income	<u>348</u>	<u>300</u>	<u>(48)</u>			<u>115.8%</u>	<u>0</u>
2554 Wealdlink	765	1,000	235		235	76.5%	
2601 Voluntary Medical Car Service	0	200	200		200	0.0%	
Community Transport :- Indirect Expenditure	<u>765</u>	<u>1,200</u>	<u>435</u>	<u>0</u>	<u>435</u>	<u>63.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(417)</u>	<u>(900)</u>	<u>(483)</u>				
<b>207 Market</b>							
3184 CC-Market Income	5,974	9,000	3,026			66.4%	
Market :- Income	<u>5,974</u>	<u>9,000</u>	<u>3,026</u>			<u>66.4%</u>	<u>0</u>
3151 CC-Market expenditure	6,823	1,430	(5,393)		(5,393)	477.1%	
Market :- Indirect Expenditure	<u>6,823</u>	<u>1,430</u>	<u>(5,393)</u>	<u>0</u>	<u>(5,393)</u>	<u>477.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(849)</u>	<u>7,570</u>	<u>8,419</u>				
<b>209 Localism &amp; Community Proj Misc</b>							
2905 Repair Cafe & Wellbeing Servic	(516)	2,000	2,516			(25.8%)	
Localism & Community Proj Misc :- Income	<u>(516)</u>	<u>2,000</u>	<u>2,516</u>			<u>(25.8%)</u>	<u>0</u>
2603 Emergency Supplies	0	6,000	6,000		6,000	0.0%	
2700 Repair Cafe & Wellbeing	300	4,000	3,700		3,700	7.5%	
Localism & Community Proj Misc :- Indirect Expenditure	<u>300</u>	<u>10,000</u>	<u>9,700</u>	<u>0</u>	<u>9,700</u>	<u>3.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(816)</u>	<u>(8,000)</u>	<u>(7,184)</u>				
<b>304 Cafe</b>							
3480 Gages - Sales	22,987	20,000	(2,987)			114.9%	
4180 Misc Income	100	0	(100)			0.0%	
Cafe :- Income	<u>23,087</u>	<u>20,000</u>	<u>(3,087)</u>			<u>115.4%</u>	<u>0</u>
3436 Gages-Purchase of Equipment	3,936	2,200	(1,736)		(1,736)	178.9%	
3460 Gages -Purchases Food etc	16,344	13,200	(3,144)		(3,144)	123.8%	
Cafe :- Indirect Expenditure	<u>20,280</u>	<u>15,400</u>	<u>(4,880)</u>	<u>0</u>	<u>(4,880)</u>	<u>131.7%</u>	<u>0</u>
Net Income over Expenditure	<u>2,807</u>	<u>4,600</u>	<u>1,793</u>				

## Detailed Income &amp; Expenditure by Budget Heading 12/03/2024

Month No: 12

## 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	342	400	58			85.5%	
Thursday Club :- Income	<u>342</u>	<u>400</u>	<u>58</u>			<u>85.5%</u>	<u>0</u>
3636 TC-Running Costs	259	1,100	841		841	23.5%	
Thursday Club :- Indirect Expenditure	<u>259</u>	<u>1,100</u>	<u>841</u>	<u>0</u>	<u>841</u>	<u>23.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>83</u>	<u>(700)</u>	<u>(783)</u>				
<b>406 Youth Provision</b>							
4676 YP-Grants & Other Income	1,516	2,500	984			60.7%	
Youth Provision :- Income	<u>1,516</u>	<u>2,500</u>	<u>984</u>			<u>60.7%</u>	<u>0</u>
4603 YP - Dev costs & General Expen	2,871	3,500	629		629	82.0%	
Youth Provision :- Indirect Expenditure	<u>2,871</u>	<u>3,500</u>	<u>629</u>	<u>0</u>	<u>629</u>	<u>82.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(1,355)</u>	<u>(1,000)</u>	<u>355</u>				
Localism & Community Projects :- Income	<u>30,751</u>	<u>34,200</u>	<u>3,449</u>			<u>89.9%</u>	
Expenditure	<u>31,298</u>	<u>32,630</u>	<u>1,332</u>	<u>0</u>	<u>1,332</u>	<u>95.9%</u>	
<b>Movement to/(from) Gen Reserve</b>	<u>(547)</u>						
Grand Totals:- Income	<u>30,751</u>	<u>34,200</u>	<u>3,449</u>			<u>89.9%</u>	
Expenditure	<u>31,298</u>	<u>32,630</u>	<u>1,332</u>	<u>0</u>	<u>1,332</u>	<u>95.9%</u>	
<b>Net Income over Expenditure</b>	<u>(547)</u>	<u>1,570</u>	<u>2,117</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>(547)</u>						

## David O'Driscoll

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**From:** Forest Row Market <frmarketmanager@gmail.com>  
**Sent:** 11 March 2024 10:51  
**To:** Carolyn Coomber; tonylewinfrpc@gmail.com; David O'Driscoll  
**Subject:** Banner for the market  
**Attachments:** F1BFA914-C5EC-450B-AECF-C039C490129E.jpeg

Hi all,

Hope you are well?

I just wondering if we could start the discussion again about a few new banners for the market? As the ones that are in use now are really tatty. I would like to continue with having one always up on the fence outside the carpark and then 2 on the metal barriers. One saying "Market this away" and the other the same as the one on the fence that can be put out a week prior to the event.

I have attached an example. I use this format on social media but I know you may have another template already. Happy with either but really think the market needs something!

Many thanks,

Emily

P.s No baby as yet!



# OBEST ROW MARKET

**1ST SATURDAY OF THE MONTH**

**10-3PM**

**HARTFIELD ROAD, RH19 5DZ**





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