

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. Taylor-Smith (Chair), Christie, Cocks, Jaffay, La Djoï, Rainbow, Scott & Volkers

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Dear Sir/Madam,

You are required to attend a meeting of the COMMUNITY SERVICES COMMITTEE to be held on **TUESDAY 25th MARCH 2025 @ 7:30 pm in the Community Centre**

Date: 19 March, 2025

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.
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF INTERESTS/REQUESTS FOR DISPENSATION
4. RECORDS OF THE MEETING HELD ON 11TH FEBRUARY 2025
5. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
 - 5.1 Actions from previous meeting
 - 5.2 Speed signs and Speedwatch
6. REPORTS ON CURRENT SERVICES
 - 6.1 Gages & Thursday Club
 - 6.2 Library volunteer service
 - 6.3 Market
 - 6.4 Youth service
 - 6.5 Supported independent services: Medical transport, Frow Friends, Low-cost counselling, Benefits surgery
7. WORKING GROUP & OTHER PROJECTS
 - 7.1 Comms & Outreach
 - 7.2 The Shed project
 - 7.3 Youth Forum
 - 7.4 'Festival Corner'
 - 7.5 'Rhymetime' in the public library
 - 7.6 Dementia services
8. FINANCIAL MATTERS
 - 8.1 Current position
 - 8.2 Next year's budget
9. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE

**COUNCILLORS BRIEFING NOTE FOR THE MEETING
OF THE COMMUNITY SERVICES COMMITTEE 25th MARCH 2025**

1-4 Standard items, no unusual difficulties foreseen.

5. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION

5.1 Actions from previous meeting

- The 'Community members in need paper' was referred to F&P for a policy decision.
- Organisers of sponsored services were invited to attend this meeting
- Cllr Volkens has taken in organising a Council presence at the April market

5.2 Speed signs and Speedwatch The speed awareness signs have been ordered for delivery in approximately a fortnight, and we will then decide where they should be positioned. Meanwhile the Sussex Speedwatch co-ordinator has been offered space in the Community Centre for a recruitment meeting.

ACTION: to note

6. REPORTS ON CURRENT SERVICES (to note, with queries/ decisions as appropriate)

6.1 Gages & Thursday Club. Georgina & Amanda have provided brief reports on these services.

6.2 Library volunteer service. Georgina has provided a brief report on this service.

6.3 Market. The market successfully resumed in March, with a good attendance of both stallholders and public

6.4 Youth Service. Mel has provided a written report (attached).

6.5 Supported independent services.

- The medical transport service: the principal coordinator, Sally Cox, has been invited to attend and report on how this service is going
- A brief report on Frow Friends from Amanda (who is now on their committee) is attached, with details of their successes and challenges.
- The low-cost counselling service is thriving, and the Council has now allocated a little over £3000 in support. Diane Burnett hopes to attend to report on this
- The benefits surgery is continuing, but we have little direct involvement.

ACTION: to note

7. WORKING GROUPS & OTHER PROJECTS (with decisions as required)

7.1 Comms & Outreach One of the facilitators has been invited to report on progress

7.2 The Shed project. One of the facilitators has been invited to report on progress. This project is due to be 'midwived' into independence shortly, but will remain in the Cube

7.3 Youth Forum Alex Waters jnr has been asked to report on any developments.

7.4 'Festival Corner'. One of the facilitators has been invited to report on progress.

7.5 'Rhymetime' in the public library. Cllr Taylor-Smith will report on this proposal.

7.6 Dementia service. Amanda is researching the possibility of a 'dementia café' and will report on progress to the meeting

ACTION: to note (plus any decisions as required)

8. FINANCIAL MATTERS

8.1 The current financial position for Community Services shows, as we go into the final month of the financial year, income at 99.3% of forecast, and expenditure at 85%. We should, however, note that the code for Road Safety, which used to be under Facilities, has not been migrated on the RBS system to the Community Services budget, and under that code we have just incurred the cost of £4,679 for the speed awareness signs. Adjusting this Committee's expenditure accordingly yields a figure of 93% against forecast, which is a good outcome for the year.

9.2 Turning to the budget for next year, (excerpts from the current and next year Comm.Serv budget attached) income is predicted to rise slightly, and expenditure likewise, but it is to be hoped that there will be appropriate investment in the coming year to justify the budget provision.

ACTION: to note

10. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE

Gages Café

5th February 2025 to 18th March 2025

Total Number of Meals 416

Total Deliveries 166

Total Eat In 250

Food Sales £3,208.00

Laundry Outgoings £25.00

Food Outgoings £1,442.82

Thursday is still usually the busiest day.

Thursday Club

Members: 21

New recent members: 2

Volunteer Helpers: 2

January – March

We have done a range of things over the past three months including watching a film, a quiz afternoon, bingo and a trip to the local garden centre.

A survey was carried out asking what activities the members would like to do in the coming months. These included theatre trips, talks from the RNLI and W.I, return visit from Guide Dogs for the Blind and maybe a pantomime at Christmas.

The members also mentioned that they would like more comfortable seating when in the community centre.

Library

2025

We have 10 regular volunteers in the library every Friday, from 1 to 4pm.

They each cover 2 to 3 shifts every three months.

One lady had to resign but another lady started around the same time, so everything is still running smoothly.

Community Services Report

January – March 2025

The start to the year is going very well.

We opened the younger sessions to our year 5 on Fridays and these sessions are being well attended.

We have been planning as a staff team our activities over the coming months. A lot of focus this year will be on looking at ways to promote the service.

We will be reaching out to local schools and neighbouring parishes to look at ways of connecting and spreading the word in the form of flyers / emails and visits etc.

MM has been in to Forest Row primary to discuss setting up a meet and greet to take place at The VENUe with parents and leaders from the school to talk about online safety and to give more clear detailed information on what we do at youth club – responsibilities of youth and also that of parents too.

Lots of cooking has taken place during our sessions and with both age groups – utilising food donated from our wonderful Community Fridge.

February we themed sessions on Love – in all its form but really focusing on the importance of “kindness and compassion “

We have recently started prepping for Mothers Dsy and the past few weeks we have made glass themed gifts for mums that we collected from Second life and used porcelain pens to decorate and bake them.

Lots of support from older teens during these busy sessions.

We are proud to announce that the Tree research project that we collaborated with Liverpool university is going to be included in a short film and MM has been in communication with Ruth Cheung regarding this – lots of paperwork etc to complete and we are looking forward to a viewing at some point in the best future.

2 of the 16-year-old youth members have requested to do work experience this year with the youth club and MM is devising a scheme of work for that – there an immense amount of information needed by unifrog –super positive that youth are feeling inspired to potentially follow in a similar Youth led career path☺

We recently welcomed Amalia Harrap onto our staff team in preparation for GS leaving for a medical procedure.

Amalia has been fantastic during the younger sessions – enthusiastic and capable and shows good promise for a fantastic youth worker.

We took 12 young people over to The Community Shed to de weed a flower bed with Jo Keel in preparation of a herb garden.

MM is meeting with Zofia from the River Medway to start the spring project of planting in our garden over the spring.

Easter egg hunts incoming in the next couple of weeks.

MM is in the process of completing staff appraisal and tasking staff with leading in objectives set and Also looking into setting up mental health training in house for rest of staff team.

Our older group sessions are busy and we are proud that we have managed to retain our “Teens” .

Busy, busy and exciting things that gave happened and to come. !

Mm to update in next report.

FROW FRIENDS

- Two new befrienders have been recruited.
- A mini marketing campaign was launched to attract new befrienders.
- Goodie Bags will be distributed for Easter on 14th April
- More Volunteers are needed.
- Ros -Treasurer has resigned, to be replaced by Haydn
- The next cabaret is 2nd October 2025 and work has started on acts etc

FINANCE

Current A/C - £3807.00

Savings - £10293.00

A Grant for £1333.00 was received from FRPC

Detailed Income & Expenditure by Budget Heading 19/03/2025

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Localism & Community Projects</u>						
<u>206 Community Transport</u>						
2678 Medical Car Scheme Income	242	300	58			80.7%
Community Transport :- Income	<u>242</u>	<u>300</u>	<u>58</u>			<u>80.7%</u>
2554 Wealdlink	1,056	1,200	144		144	88.0%
2601 Voluntary Medical Car Service	118	50	(68)		(68)	236.5%
Community Transport :- Indirect Expenditure	<u>1,174</u>	<u>1,250</u>	<u>76</u>	<u>0</u>	<u>76</u>	<u>93.9%</u>
Net Income over Expenditure	<u>(932)</u>	<u>(950)</u>	<u>(18)</u>			
<u>207 Market</u>						
3184 CC-Market Income	7,359	7,500	142			98.1%
Market :- Income	<u>7,359</u>	<u>7,500</u>	<u>142</u>			<u>98.1%</u>
3151 CC-Market expenditure	7,623	7,000	(623)		(623)	108.9%
Market :- Indirect Expenditure	<u>7,623</u>	<u>7,000</u>	<u>(623)</u>	<u>0</u>	<u>(623)</u>	<u>108.9%</u>
Net Income over Expenditure	<u>(265)</u>	<u>500</u>	<u>765</u>			
<u>209 Localism & Community Proj Misc</u>						
2670 Shed Project	(1,260)	0	1,260			0.0%
2905 Repair Cafe & Wellbeing Servic	0	500	500			0.0%
4180 Misc Income	953	0	(953)			0.0%
Localism & Community Proj Misc :- Income	<u>(307)</u>	<u>500</u>	<u>807</u>			<u>(61.4%)</u>
2671 Shed Project	28	0	(28)		(28)	0.0%
2700 Repair Cafe & Wellbeing	3,197	2,000	(1,197)		(1,197)	159.9%
2710 Environmental Support	0	1,000	1,000		1,000	0.0%
2715 Community Consultation	0	2,500	2,500		2,500	0.0%
2720 Capital Projects R & D	5,534	2,500	(3,034)		(3,034)	221.4%
2750 YOUTH FORUM	730	0	(730)		(730)	0.0%
Localism & Community Proj Misc :- Indirect Expenditure	<u>9,489</u>	<u>8,000</u>	<u>(1,489)</u>	<u>0</u>	<u>(1,489)</u>	<u>118.6%</u>
Net Income over Expenditure	<u>(9,796)</u>	<u>(7,500)</u>	<u>2,296</u>			
<u>304 Cafe</u>						
3480 Gages - Sales	24,057	22,000	(2,057)			109.4%
Cafe :- Income	<u>24,057</u>	<u>22,000</u>	<u>(2,057)</u>			<u>109.4%</u>

Detailed Income & Expenditure by Budget Heading 19/03/2025

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
3436 Gages-Purchase of Equipment	850	2,000	1,150		1,150	42.5%
3460 Gages -Purchases Food etc	12,827	18,000	5,173		5,173	71.3%
Cafe :- Indirect Expenditure	13,677	20,000	6,323	0	6,323	68.4%
Net Income over Expenditure	10,380	2,000	(8,380)			
306 Thursday Club						
3680 TC-Subscriptions	457	200	(257)			228.5%
Thursday Club :- Income	457	200	(257)			228.5%
3636 TC-Running Costs	388	750	362		362	51.8%
Thursday Club :- Indirect Expenditure	388	750	362	0	362	51.8%
Net Income over Expenditure	69	(550)	(619)			
406 Youth Provision						
4676 YP-Grants & Other Income	964	2,500	1,536			38.6%
Youth Provision :- Income	964	2,500	1,536			38.6%
4603 YP - Dev costs & General Expen	2,509	3,500	991		991	71.7%
4604 YP - Youth Forum	0	500	500		500	0.0%
Youth Provision :- Indirect Expenditure	2,509	4,000	1,491	0	1,491	62.7%
Net Income over Expenditure	(1,545)	(1,500)	45			
Localism & Community Projects :- Income	32,772	33,000	228			99.3%
Expenditure	34,861	41,000	6,139	0	6,139	85.0%
Movement to/(from) Gen Reserve	(2,089)	(8,000)	(5,911)			
Grand Totals:- Income	32,772	33,000	228			99.3%
Expenditure	34,861	41,000	6,139	0	6,139	85.0%
Net Income over Expenditure	(2,089)	(8,000)	(5,911)			
Movement to/(from) Gen Reserve	(2,089)	(8,000)	(5,911)			