

Forest Row Parish Council

Clerk:
Email:

Mr D O'Driscoll
parishclerk@forestrow.gov.uk

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



To: All members of the FINANCE & POLICY COMMITTEE:
Cllrs. Eichner, Gilbert, Jaffay, Killick, la Djoï,
Taylor-Smith, Volkers & A M Waters
(All other Councillors – for information)

Community Centre
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Dear Sir/Madam,
Your attendance is required at a meeting of the FINANCE &
POLICY COMMITTEE to be held on **TUESDAY 18th**
FEBRUARY 2025 in the Garden Room of the
Community Centre at **7.30pm**.

Date: 12 February, 2025

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

Mr D O'Driscoll
Clerk to Forest Row Parish Council

AGENDA

1. PUBLIC PARTICIPATION
2. APOLOGIES FOR ABSENCE
3. **DECLARATIONS OF INTEREST/DISPENSATION REQUESTS**
4. RECORDS OF THE MEETING HELD ON 19TH NOVEMBER 2024
5. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
 - 5.1 YEAR END CLOSE DOWN 15TH APRIL
 - 5.2 STAFFING CHANGES
 - 5.3 POLICY REVIEWS
 - 5.4 REPORT ON LEASES
 - 5.5 NEW SERVER
- POLICY ISSUE
6. TO CONSIDER A DRAFT POLICY ON COMMUNITY ASSISTANCE
- FINANCIAL MATTERS
7. CURRENT FINANCIAL SITUATION
8. LIST OF PAYMENTS
9. BANK RECONCILIATION & INVESTMENT LIST
10. GRANT APPLICATIONS:
 - 10.1 FOREST ROW CHORAL SOCIETY
 - 10.2 FOREST ROW SPORTS GROUND ASSOCIATION
 - 10.3 FROW FRIENDS
 - 10.4 OPEN SPACES SOCIETY
 - 10.5 SAINT CATHERINES HOSPICE
 - 10.6 STARTING OVER SHOW

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the committee believes that the public and press to be excluded from the meeting on the grounds of the confidential nature to be transacted.

11. TO CONSIDER PERSONNEL COMMITTEE RECOMMENDATIONS FROM THE REVIEW OF SPINE POINTS AND DIFFERENTIALS
12. ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

FINANCE & POLICY COMMITTEE**BACKING PAPERS FOR MEETING 18th FEBRUARY 2025**

Agenda item	Description	Page nos
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7	Current financial printout	7-8
	Excerpts from current & next financial year budgets	9-10
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10.1	Grant application: Forest Row choral society	19-20
10.2	Grant application: Forest Row SGA	21-22
10.3	Grant application: Frow Friends	23-25
10.4	Grant application: Open Spaces Society	26-28
10.5	Grant application: St Catherine's Hospice	29-33
10.6	Grant application: Starting Over Show	34-36
11	Confidential briefing note	C1

**COUNCILLORS' BRIEFING FOR MEETING OF THE FINANCE & POLICY COMMITTEE
ON 18th FEBRUARY 2025**

1. **PUBLIC PARTICIPATION** As standard
2. **APOLOGIES FOR ABSENCE** None signified in advance.
3. **DECLARATIONS OF INTEREST/ DISPENSATION REQUESTS** Members who have a financial interest in any of the agenda items may wish to declare a personal interest.
4. **RECORDS OF MEETING** Records of the meeting of 19th November 2024. No complications foreseen. Members can legitimately vote to accept the minutes of previous meetings even if they were not personally present.
5. **CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**
 - 5.1 Year end closedown. The financial year ends on 31st March. The accountant will come in for the year end closedown on 15th April, and at that point we will know how close we are to performance on target, and the reserves budget for 2025-26 will be prepared.
 - 5.2 Staffing changes. There are several changes to note in the Youth Service. Mikhail Leys resigned at the end of November last year, and Charlotte Tongsom has had to reduce her involvement due to work commitments elsewhere. On our Youth Leader's recommendation, and with the agreement of the Personnel Committee, Janie Mesher has been promoted to Assistant Youth Leader (which recognises the position she has now occupied for some months). and one of the oldest of the last youth cohort , Amarlia Harrap, has been taken on as a trainee youth work assistant.
Our two new maintenance workers, Ella Atkins and Sally Cooling, started at the beginning of December and are both making a very positive contribution to the work of the team.
 - 5.3 Policy reviews. Cllr Gilbert and Carolyn Coomber have been working on a review of the general Council policies. I have been integrating a new set of HR policies (supplied by our external HR adviser). The reviewed/ revised/new texts will then be circulated to all Councillors and proposed for adoption at the Annual Meeting.
 - 5.4 Leases etc. The lease of Hambro Hall to *On My Side* took effect on 1st January, and they are now fully moved in (though on an initial deferral of rent against internal improvements). The seven year lease of the library rooms by East Sussex has also been completed. I am still

awaiting agreement to the Terms & Conditions of occupation of The Cube by the Shed project. I have not yet made further progress with the football field lease.

5.5 New server. I am not quite sure what has happened to this. I was told by our IT providers that it was ready about two weeks ago, and a visit would be arranged to transfer the data from the old to the new device. I have not heard anything since, but will chase it up.

ACTION: to note

POLICY ISSUE

6. TO CONSIDER A DRAFT POLICY ON COMMUNITY ASSISTANCE

Our Community Services Officer, Amanda Sinclair, first raised the issue of “assistance to community members in need” at the Community Services meeting of 22nd October 2024 (minute no. 186/24). It was deferred at that point for future discussion. It was brought back to that Committee’s meeting on 11th February with a position paper (attached). Committee agreed that it should come as a policy decision to F&P, *en route* to potential adoption by Full Council. A draft policy is therefore attached for Committee’s consideration.

ACTION: to consider and resolve as appropriate

FINANCIAL MATTERS

7. CURRENT FINANCIAL SITUATION

A printout is attached which is updated to mid-month 11, at which point the nominal forecast for income and expenditure would be 87.5% of annual.

Income shows as 101.7%, which with precept apportioned is 87.9%. There may be a little more interest received before the year end, so the total for the year will probably marginally exceed 100%.

Expenditure is at 77.8%, with individual cost codes showing a familiar pattern of ‘swings and roundabouts’. There are still two months of salaries to be paid, but the staff costs should still finish within budget. This meeting’s grant applications will probably account for a few thousand more, but most of the larger payments are now dealt with, so expenditure should also end the year close to the 100% mark.

I have appended to the papers two ‘snapshots’ of the F&P budgets for the current and next years. Operational income is forecast to rise by about £2,000, mainly due to a predicted increase in interest received. But on the expenditure side, I have taken a conservative view, and most items are either unchanged or subject to an inflation increase only. The problematic figure is staff costs. The F&P budget was drafted before the Chancellor

announced the increase in National Insurance, and the annual 'pay round' is always difficult to predict – the unions have so far put in a claim for another 'flat rate' increase of £3,000. It is in my view unlikely to succeed, and I am hopeful the overall 5% factored into the budget will suffice.

8&9. LIST OF PAYMENTS / BANK RECONCILIATION AND INVESTMENTS LIST

The lists are attached

ACTION: to note (please raise any queries in advance to allow time to prepare replies)

10. GRANT APPLICATIONS There are six, in alphabetical order:

10.1 Forest Row Choral Society

10.2 Forest Row Sports Ground Association

10.3 Frow Friends

10.4 Open Spaces Society

10.5 St Catherine's Hospice

10.6 Starting Over Show

The papers are attached for each of these applicants. There is currently £9,251 left in the 'non-waste initiative' part of our grant fund (the community compost grant was offset against the funds received from FrowResource).

ACTION: to resolve on the applications

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the committee believes that the public and press to be excluded from the meeting on the grounds of the confidential nature to be transacted.

10. TO CONSIDER PERSONNEL COMMITTEE RECOMMENDATIONS FROM THE REVIEW OF SPINE POINTS AND DIFFERENTIALS

A confidential backing note is supplied to Members.

11. ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

Community Welfare in the Parish of Forest Row

The Parish of Forest Row has a population of around 5000 people which translates into around 2500 homes.

The Parish comprises of three wards: Forest Row/Ashurst Wood, Hammerwood and Weirwood.

The demography in the collective wards are as follows:

Age Groups (C 2021)	
0-17 years	992
18-64 years	2,680
65+ years	1,193

Forest Row Parish Council's website states that:

Its aim is to ensure that Forest Row is a desirable, thriving and sustainable place in which to live:

- It represents the community at local, district, county and national level.
- It enables residents of Forest Row and its surroundings to enjoy high quality social and recreational facilities. It works for their continuing improvement.
- It seeks to preserve the unique identity of Forest Row seeking to create a socially inclusive and caring community which embraces everyone's diversity.
- It works with its residents, other councils, businesses and community organisations to achieve a safe, healthy, prosperous and sustainable community.

The Councillors live within their wards and provide a point of contact to help deal with issues facing their community.

The Parish Council values its role in providing services and facilities for local people and within the scope of its powers. It does as much as it can to improve the community's quality of life and is constantly open to exploring new ideas. As in any Parish, there will be many people

who live alongside each other who will require different levels of assistance be that in the guise of Medical/Legal/Friendship/General Assistance.

Many people are unable to get help with their shopping because they can't walk themselves, do not have transport etc. Currently there is a not service that operates this.

Many people require assistance with understanding and completing forms, others have trouble contacting/visiting their bank and therefore require assistance to understand. Once completed, the variety of forms need sending off to the right destination.

Some elderly people in the wards are unable to access Podiatry/Chiroprody/Optical services when this should be a mandatory requirement.

Social Prescribing is a service that was created to run alongside the Doctors' surgeries. However, because of the need, their services are over prescribed and many people are left out of the loop.

This problems could be eased within the Parish as a whole if a Policy was adopted.

As stated as part of the vision statement by our current council:

- It seeks to create a socially inclusive and caring community which embraces everyone's diversity.

An integral part of being a councillor should and must include:

- Immersion within their appointed wards
- Immersion would help them to explore what services are needed in each ward
- Monthly meetings in each ward
- A designated area in the Community Centre for assistance
- Everyone that calls/attends for help must be followed up

I would therefore ask that this can be added to the agenda for the next F&P Meeting.

Community Assistance Policy

Purpose: The purpose of this policy is to provide a framework for the local council to offer support and assistance to community members in need, ensuring equitable access to resources and services.

Scope: This policy applies to all community members within the local council's jurisdiction who require assistance due to financial hardship, health issues, or other significant challenges.

Policy Statement: The local council is committed to supporting community members in need through various programs and initiatives designed to improve their quality of life and promote social inclusion.

Objectives:

1. To provide financial assistance to individuals and families experiencing hardship.
2. To offer access to essential services such as food, shelter, and healthcare.
3. To promote social inclusion and community engagement.
4. To ensure transparency and fairness in the distribution of assistance.

Eligibility Criteria:

1. Residents of the local council area.
2. Individuals or families experiencing financial hardship, health issues, or other significant challenges.
3. Applicants must provide evidence of their need for assistance.

Types of Assistance:

1. **Financial Assistance:** Grants or subsidies to help cover essential expenses such as rent, utilities, and medical bills.
2. **Emergency Relief:** Provision of food, clothing, and temporary shelter.
3. **Support Services:** Access to counseling, healthcare, and other support services.
4. **Community Programs:** Initiatives aimed at promoting social inclusion and community engagement.

Application Process:

1. Applicants must complete an application form and provide supporting documentation.
2. Applications will be reviewed by a designated committee.
3. Decisions will be communicated to applicants within a specified timeframe.

Monitoring and Evaluation:

1. The council will regularly review the effectiveness of the assistance programs.
2. Feedback from recipients will be collected to improve services.
3. Annual reports will be prepared to ensure transparency and accountability.

Review and Amendments: This policy will be reviewed annually and updated as necessary to reflect changing community needs and priorities.

Detailed Income & Expenditure by Budget Heading 11/02/2025

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & Policy						
401 Finance & Administration						
4176 FI-Precept Received	651,991	650,000	(1,991)			100.3%
4180 Misc Income	222	0	(222)			0.0%
4181 FI-Wayleave Income	6	5	(1)			112.0%
4182 FI-Devolved Services Income	794	1,450	656			54.7%
4190 FI-Interest Received	7,420	5,000	(2,420)			148.4%
Finance & Administration :- Income	660,433	656,455	(3,978)			100.6%
4101 FI-Salaries	338,205	418,700	80,495		80,495	80.8%
4102 FI-Payroll Outsource Costs	400	800	400		400	50.0%
4103 FI-Contrib. to Library Salary	5,191	5,000	(191)		(191)	103.8%
4105 Community services - developme	172	0	(172)		(172)	0.0%
4108 FI-Staff Training/Travel	(874)	1,000	1,874		1,874	(87.4%)
4111 Forest Rate	0	30	30		30	0.0%
4120 Postage	491	300	(191)		(191)	163.7%
4121 Telecommunications	7,985	7,700	(285)		(285)	103.7%
4123 Stationery	666	450	(216)		(216)	147.9%
4124 FI-Subscriptions	4,869	6,600	1,731		1,731	73.8%
4125 FI-Insurance	10,084	11,000	916		916	91.7%
4126 Printer/copier	4,119	4,400	281		281	93.6%
4133 FI-Chairman's Fund	0	250	250		250	0.0%
4134 FI-Parish Meeting	0	200	200		200	0.0%
4135 FI-Councillors Training/Travel	783	2,000	1,217		1,217	39.2%
4136 Security Checks	24	150	126		126	15.9%
4137 FI-Members Allowances	2,983	7,000	4,017		4,017	42.6%
4151 FI - Bank Charges	1,464	1,800	336		336	81.3%
4156 FI-Legal & professional fees	2,310	3,500	1,190		1,190	66.0%
4157 FI-Audit & Financial Managemen	4,259	4,000	(259)		(259)	106.5%
4158 FI-Van Lease	40	300	260		260	13.3%
4160 Office Equipment	831	500	(331)		(331)	166.1%
4161 Office Maintenance	0	500	500		500	0.0%
4165 FI-Election Fund	0	1,000	1,000		1,000	0.0%
4166 Wayleaves	1	10	9		9	14.5%
4169 Community Occasion	1,422	1,000	(422)		(422)	142.2%
7101 PR- Advertising/Publicity	163	1,500	1,337		1,337	10.9%
7102 PR-Website	720	1,000	280		280	72.0%
7110 PR-Newsletter & Distribution	0	2,000	2,000		2,000	0.0%
7113 PWLB Repayment	0	10,000	10,000		10,000	0.0%
Finance & Administration :- Indirect Expenditure	386,308	492,690	106,382	0	106,382	78.4%
Net Income over Expenditure	274,125	163,765	(110,360)			

Detailed Income & Expenditure by Budget Heading 11/02/2025

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
403 Other Grants						
4358 Receipt from FrowResource CIC	5,000	0	(5,000)			0.0%
4380 Other Grants/donations	2,000	0	(2,000)			0.0%
Other Grants :- Income	<u>7,000</u>	<u>0</u>	<u>(7,000)</u>			
4360 Other Grants	10,625	17,500	6,875		6,875	60.7%
Other Grants :- Indirect Expenditure	<u>10,625</u>	<u>17,500</u>	<u>6,875</u>	<u>0</u>	<u>6,875</u>	<u>60.7%</u>
Net Income over Expenditure	<u>(3,625)</u>	<u>(17,500)</u>	<u>(13,875)</u>			
Finance & Policy :- Income	667,433	656,455	(10,978)			101.7%
Expenditure	396,933	510,190	113,257	0	113,257	77.8%
Movement to/(from) Gen Reserve	<u>270,500</u>	<u>146,265</u>	<u>(124,235)</u>			
Grand Totals:- Income	667,433	656,455	(10,978)			101.7%
Expenditure	396,933	510,190	113,257	0	113,257	77.8%
Net Income over Expenditure	<u>270,500</u>	<u>146,265</u>	<u>(124,235)</u>			
Movement to/(from) Gen Reserve	<u>270,500</u>	<u>146,265</u>	<u>(124,235)</u>			

FINANCE & POLICY BUDGET FOR CURRENT YEAR 2024-25

FINANCE & POLICY INCOME	TBC	notes
4176 Precept		
4180 Misc F&P income	0	none guaranteed
4181 Wayleaves	5	unchanged
4182 Devolved services income	1450	public toilet scheme unchanged
4190 Interest received	5000	rate dependent
TOTAL F&P INCOME	6455	excl.precept & ringfenced carryover
FINANCE & POLICY EXPENDITURE		notes
4101 Salaries	418700	incl extra staff + 6% increase
4102 Payroll costs	800	inflation uprate
4103 Library salary	5000	inflation uprate
4108 Staff training & travel	1000	unchanged
4111 Forest rate	30	unchanged
4120 Postage	300	declining usage
4121 Telecommunications	7700	unchanged
4123 Stationery	450	declining usage
4124 Subscriptions	6600	unchanged
4125 Insurances	11000	inflation uprate
4126 Printer/copier	4400	inflation uprate
4133 Chairmans Fund	250	previous usage
4134 Parish meeting/ event	200	likely this year
4135 Cllr training & travel	2000	new councillors
4136 Security checks (DBS)	150	unchanged
4137 Cllr allowances	7000	current full sum
4151 Bank charges	1800	includes card machine
4156 Legal & professional fees	3500	unchanged
4157 Audit/financial mgt	4000	inflation uprate
4158 Van lease	300	unchanged
4160 Office equipment	500	unchanged
4161 Office maintenance	500	unchanged
4165 Elections	1000	poss by-election
4166 Wayleaves	10	unchanged
4169 Community event	1000	enhanced frequency
7101 Advertising	1500	general PR
7102 Website	1000	site m'tce charge
7110 Newsletter	2000	allows hard copy
4360 Grants made (incl FRSGA)	17500	unchanged
TOTAL F&P	500190	

FINANCE & POLICY BUDGET FOR NEXT YEAR 2025-26

FINANCE & POLICY INCOME	TBC	notes
4176 Precept	0	none guaranteed
4180 Misc F&P income	5	unchanged
4181 Wayleaves	1600	inflation uprate
4182 Devolved services income	7000	rate dependent
4190 Interest received	8605	excl.precept & ringfenced carryover
TOTAL F&P INCOME		approx 133% of 2024-25 figure
FINANCE & POLICY EXPENDITURE		notes
4101 Salaries	441000	current year + 5%
4102 Payroll costs	800	unchanged
4103 Library salary	6500	inflation uprate
4108 Staff training & travel	1000	unchanged
4111 Forest rate	30	unchanged
4120 Postage	450	inflation uprate
4121 Telecommunications	8500	inflation uprate
4123 Stationery	600	inflation uprate
4124 Subscriptions	6600	unchanged
4125 Insurances	11000	unchanged
4126 Printer/copier	5000	inflation uprate
4133 Chairmans Fund	0	no longer required
4134 Parish meeting/ event	200	for APM
4135 Cllr training & travel	1000	underused
4136 Security checks (DBS)	150	unchanged
4137 Cllr allowances	7000	current full sum
4151 Bank charges	1800	unchanged
4156 Legal & professional fees	3500	unchanged
4157 Audit/financial mgt	5000	inflation uprate
4158 Van lease	300	unchanged
4160 Office equipment	500	unchanged
4161 Office maintenance	500	unchanged
4165 Elections	1000	unchanged
4166 Wayleaves	10	poss by-election
4169 Community event	1000	unchanged
7101 Advertising	1500	enhanced frequency
7102 Website	500	general PR+banners
7110 Newsletter	1000	new website
4360 Grants made (incl FRSGA)	17500	print run allowance
TOTAL F&P	523940	unchanged

(approx 105% of 2024-25 budget figure)

List of Payments made between 06/11/2024 and 11/02/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/11/2024	POCKIT CARD - DOD	TOP UPQ	400.00		TOP UP
06/11/2024	POCKIT CARD - CC	TOP UP	250.00		TOP UP
06/11/2024	BLUEWAVE COUNSELLING	BACS	25.00		COUNSELLING
06/11/2024	DEBORAH RAE	BACS	100.00		COUNSELLING
06/11/2024	TOM FORWARD	BACS	400.00		SURVEY
06/11/2024	AKIKO TAKEYAMA	BACS	20.00		MARKET REFUND
07/11/2024	O2	DD	67.52		MOBILE
08/11/2024	O2	DD	18.79		MOBILE PHONE
08/11/2024	AO SHIPLEY	BP	6,056.82		TAX & NI - OCTOBER
11/11/2024	BARCLAYCARD	1	55.06		CHARGES
11/11/2024	PAYTEK ADMIN SERVICES LTD	2	27.60		CHARGES
13/11/2024	ALLSTAR BUSINESS SOLUTIONS	3	64.35		FUEL
18/11/2024	BACS P/L Pymnt Page 1905	BACS Pymnt	716.27		BACS P/L Pymnt Page 1905
18/11/2024	CORONA ENERGY RETAIL 4 LTD	4	752.40		GAS
18/11/2024	AMANDA SINCLAIR	BACS	12.00		REIMBURSEMENT
20/11/2024	ALLSTAR BUSINESS SOLUTIONS	5	52.66		FUEL
21/11/2024	BACS P/L Pymnt Page 1906	BACS Pymnt	205.80		BACS P/L Pymnt Page 1906
22/11/2024	TELECOMS WORLD PLC	6	74.24		0800 NUMBER
22/11/2024	EDF ENERGY CUSTOMERS PLC	7	433.09		STREETLIGHT POWER
25/11/2024	JON SLACK	BACS	2,375.00		GRANT - COMPOST PROJECT
25/11/2024	FRIENDS OF THE RIVER MEDWAY	BACS	1,000.00		GRANT
25/11/2024	WE GROW	BACS	1,200.00		GRANT
25/11/2024	ST PETER & ST JAMES HOSPICE	BACS	500.00		GRANT
25/11/2024	BAREBONES PROJECT THEATRE	BACS	2,000.00		GRANT
25/11/2024	EMMA DAVIES	BACS	14.89		REIMBURSEMENT
27/11/2024	ENGIE POWER LTD	8	178.14		ELECTRICITY
27/11/2024	ENGIE POWER LTD	9	853.72		ELECTRICITY
27/11/2024	ENGIE POWER LTD	10	335.12		ELECTRICITY
27/11/2024	ALLSTAR BUSINESS SOLUTIONS	11	52.66		FUEL
28/11/2024	BACS P/L Pymnt Page 1907	BACS Pymnt	440.03		BACS P/L Pymnt Page 1907
28/11/2024	POCKIT CARD - DOD	TOP UP	500.00		TOP UP
28/11/2024	POCKIT CARD - CC	TOP UP	500.00		TOP UP
28/11/2024	POCKIT CARD - GAGES	TOP UP	1,000.00		TOP UP
28/11/2024	POCKIT CARD - YOUTH	TOP UP	250.00		TOP UP
28/11/2024	FOCUS	DD	99.07		HELPLINE
28/11/2024	E SUSSEX PENSION	BACS	6,208.18		SUPERANN - NOVEMBER
28/11/2024	STAFF	BACS	27,578.43		NOVEMBER SALARIES
30/11/2024	UNITY TRUST	BP	29.85		FEE
02/12/2024	BIFFA WASTE SERVICES LTD	1	848.58		WASTE
02/12/2024	BT PAYMENT SERVICES LTD	2	32.53		TELECOMMUNICATIONS
02/12/2024	BNP PARIBAS	DD	678.58		COPIER
02/12/2024	WEALDEN DC	DD	193.00		HH RATES
03/12/2024	BACS P/L Pymnt Page 1910	BACS Pymnt	2,537.60		BACS P/L Pymnt Page 1910
03/12/2024	BACS P/L Pymnt Page 1912	BACS Pymnt	1,348.93		BACS P/L Pymnt Page 1912
09/12/2024	AMANDA SINCLAIR	BACS	57.01		REIMBURSEMENT
09/12/2024	MISS C BELCHER	BACS	15.00		MARKET REFUND
10/12/2024	BARCLAYCARD	3	65.81		CHARGES

List of Payments made between 06/11/2024 and 11/02/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/12/2024	PAYTEK ADMIN SERVICES LTD	4	19.20		CHARGES
10/12/2024	PAYTEK ADMIN SERVICES LTD	5	27.60		CHARGES
10/12/2024	O2	DD	67.52		MOBILE
10/12/2024	AO SHIPLEY	BP	8,961.46		TAX & NI - NOV
11/12/2024	ALLSTAR BUSINESS SOLUTIONS	6	8.93		FUEL
11/12/2024	O2	DD	18.79		YOUTH MOBILE
13/12/2024	CURTIS JOHNSON	BACS	35.00		MARKET REFUND
13/12/2024	JESSICA EADY	BP	35.00		MARKET REFUND
13/12/2024	CLAIRE MILES	BP	35.00		MARKET REFUND
13/12/2024	TALITHA MOYLE	BP	15.00		MARKET REFUND
13/12/2024	MRS KERRITY	BP	15.00		MARKET REFUND
13/12/2024	C LYTH	BP	15.00		MARKET REFUND
19/12/2024	BACS P/L Pymnt Page 1913	BACS Pymnt	1,013.09		BACS P/L Pymnt Page 1913
19/12/2024	CORONA ENERGY RETAIL 4 LTD	7	1,606.34		GAS
19/12/2024	PITTINGALE	BP	31.50		MARKET REFUND
19/12/2024	ERRITTY	BP	5.00		MARKET REFUND
19/12/2024	LYTH	BP	5.00		MARKET REFUND
19/12/2024	SHUBBAR	BP	15.00		MARKET REFUND
19/12/2024	GEORGINA TOD	BP	20.00		REIMBURSEMENT
23/12/2024	TELECOMS WORLD PLC	8	73.99		0800 NUMBER
23/12/2024	EDF ENERGY CUSTOMERS PLC	9	424.73		STREETLIGHT POWER
24/12/2024	ENGIE POWER LTD	10	770.21		ELECTRICITY
24/12/2024	ENGIE POWER LTD	11	1,296.47		ELECTRICITY
24/12/2024	ENGIE POWER LTD	12	169.16		ELECTRICITY
24/12/2024	CO-ORDINATION EVENTS	BP	584.33		XMAS LUNCH
24/12/2024	MISS KHAN-GREIG	BP	17.20		REIMBURSEMENT
24/12/2024	ALLAN MARTIN MEATS	BP	320.00		XMAS LUNCH
27/12/2024	ALLSTAR BUSINESS SOLUTIONS	13	72.68		FUEL
27/12/2024	FOCUS GROUP	DD	99.42		TELECOMMUNICATIONS
27/12/2024	WEALDEN DC	DD	193.00		HH RATES
27/12/2024	D ISTED	BP	5.00		REIMBURSEMENT
27/12/2024	AMANDA SINCLAIR	BP	19.80		REIMBURSEMENT
27/12/2024	E SUSSEX PENSION	BACS	5,346.91		SUPER ANN - DEC
27/12/2024	STAFF	BACS	24,954.92		DEC SALARIES
30/12/2024	BT PAYMENT SERVICES LTD	14	32.53		TELECOMMUNICATIONS
30/12/2024	SIEMENS	DD	58.08		DRINKS MACHINE
30/12/2024	SIEMENS	DD	155.22		DRINKS MACHINE
31/12/2024	BIFFA WASTE SERVICES LTD	15	602.06		WASTE
31/12/2024	UNITY TRUST	BP	34.20		HANDLING FEE
31/12/2024	UNITY TRUST	BP	29.70		SERVICE CHARGE
07/01/2025	BACS P/L Pymnt Page 1917	BACS Pymnt	1,990.53		BACS P/L Pymnt Page 1917
08/01/2025	POCKIT CARD - CC	TOP UP	500.00		TOP UP
08/01/2025	POCKIT CARD - DOD	TOP UP	750.00		TOP UP
08/01/2025	POCKIT CARD - YOUTH	TOP UP	250.00		TOP UP
08/01/2025	O2	DD	67.52		MOBILE
08/01/2025	O2	DD	18.79		MOBILE
08/01/2025	BLAIR	BACS	35.00		MARKET REFUND

Time: 11:12

Unity Trust

List of Payments made between 06/11/2024 and 11/02/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/01/2025	BARRETT	BACS	35.00		MARKET REFUND
08/01/2025	SORENSEN	BACS	30.00		MARKET REFUND
08/01/2025	POCKIT CARD - GAGES	TOP UP	1,000.00		TOP UP
10/01/2025	BARCLAYCARD	1	43.74		TELECOMMUNICATIONS
10/01/2025	PAYTEK ADMIN SERVICES LTD	2	27.60		CHARGES
10/01/2025	UTP	DD	19.20		CHARGES
10/01/2025	AO SHIPLEY	BACS	7,205.63		TAX & NI - DECEMBER
15/01/2025	ALLSTAR BUSINESS SOLUTIONS	3	8.93		FUEL
16/01/2025	BACS P/L Pymnt Page 1919	BACS Pymnt	6,714.23		BACS P/L Pymnt Page 1919
16/01/2025	D I STED	BACS	12.00		REIMBUREMENT
16/01/2025	SMYLIE-PAGE	BACS	20.00		MARKET REFUND
16/01/2025	BREMINER	BACS	35.00		MARKET REFUND
16/01/2025	DRIVEPOINT	BACS	8,370.00		POTHOLE REPAIRS
16/01/2025	A EVANS	BACS	9.00		REIMBURSEMENT
16/01/2025	CADMAN	BACS	10.00		ALLOTMENT REFUND
17/01/2025	CORONA ENERGY RETAIL 4 LTD	4	1,606.36		GAS
23/01/2025	BACS P/L Pymnt Page 1920	BACS Pymnt	2,371.20		BACS P/L Pymnt Page 1920
23/01/2025	EDF ENERGY CUSTOMERS PLC	5	436.09		STREETLIGHT POWER
24/01/2025	TELECOMS WORLD PLC	6	73.96		TELECOMMUNICATIONS
27/01/2025	ENGIE POWER LTD	7	1,068.29		ELECTRICITY
27/01/2025	ENGIE POWER LTD	8	688.57		ELECTRICITY
28/01/2025	BACS P/L Pymnt Page 1921	BACS Pymnt	566.51		BACS P/L Pymnt Page 1921
28/01/2025	ENGIE POWER LTD	9	153.24		GAS
28/01/2025	ES PENSIONS	BACS	5,319.51		SUPERANN - JANUARY
28/01/2025	STAFF	BACS	25,984.47		JANUARY SALARIES
29/01/2025	BT PAYMENT SERVICES LTD	10	32.53		telecommunications
29/01/2025	FOCUS	DD	99.40		0800 NUMBER
29/01/2025	HARRIET LISSAUER	BACS	315.00		REFLECTION DAY LUNCH
29/01/2025	WEALDEN DC	BACS	24.50		LIST OF ADDRESS COST
31/01/2025	UNITY TRUST	BP	25.20		SERVICE CHARGE
06/02/2025	BACS P/L Pymnt Page 1924	BACS Pymnt	3,907.73		BACS P/L Pymnt Page 1924
06/02/2025	BACS P/L Pymnt Page 1926	BACS Pymnt	30.00		BACS P/L Pymnt Page 1926

Total Payments 177,687.50

5400.00

172287.50

Time: 11:12

POCKIT CARD - DOD

List of Payments made between 01/11/2024 and 11/02/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2024	AMAZON	BACS	7.06		SUNDRIES
04/11/2024	WEALDEN DC	BACS	21.00		MARKET TENS
11/11/2024	COOKSMILL	BACS	219.34		GAGES SUPPLIES
12/11/2024	GIFFGAFF	DD	10.00		MARKET MOBILE
18/11/2024	LIGHTEXPERT	BACS	25.96		BULBS
20/11/2024	ZOOM	BDD	12.99		VIRTUAL MEETINGS
26/11/2024	AMAZON	BACS	73.99		MOBILITY AIDS/VALVE
26/11/2024	AMAZON	BACS	56.97		BOOTS/TROUSERS
27/11/2024	AMAZON	BACS	59.40		BOOTS/TROUSERS
30/11/2024	POCKIT	BACS	1.99		CHARGES
01/12/2024	OCADO	BP	278.40		VOLUNTEER GIFTS
05/12/2024	UKPLANNINGMAPS	BP	11.40		SITE PLAN
06/12/2024	BRIAN GOW ROOFING	BP	23.40		TILES
09/12/2024	AMAZON	BP	64.25		EVENT
09/12/2024	POST OFFICE	BP	5.30		POSTAGE
12/12/2024	MR PAPER	P	29.63		THERMAL ROLLS
12/12/2024	ARGOS	BP	30.00		CRACKERS
12/12/2024	GIFFGAFF	DD	21.73		MARKET MOBILE
12/12/2024	GIFFGAFF	BP	-21.73		MARKEY MOBILE
12/12/2024	GIFFGAFF	DD	10.00		MARKET MOBILE
17/12/2024	AMAZON	BP	21.73		GLOVES
18/12/2024	TOPPS TILES	BP	69.60	TILES	TOPPS TILES
20/12/2024	ZOOM	BP	12.99		VIRTUAL MEETINGS
30/12/2024	POCKIT	BP	1.99		FEES
01/01/2025	SCREWFIX	BACS	11.80		SUPPLIES
12/01/2025	GIFFGAFF	DD	10.00		MARKET MOBILE
17/01/2025	POST OFFICE COUNTER	BACS	137.30		POSTAGE REC DELIVERY/STAMPS
20/01/2025	ZOOM	DD	12.99		VIRTUAL MEETINGS
22/01/2025	AMAZON	BACS	11.88		STATIONERY
22/01/2025	AMAZON	BACS	5.96		SUPPLIES
29/01/2025	FOREST ROSE	BACS	5.00		FLOWERS - ICCM
29/01/2025	FOREST ROSE	BACS	20.00		FLOWERS
30/01/2025	POCKIT	BACS	1.99		CHARGES
31/01/2025	SAFER GROUP	BACS	43.20		TRAINING
Total Payments			1,307.51		

Time: 11:12

POCKIT CARD - CC

List of Payments made between 01/11/2024 and 11/02/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/11/2024	AWORTH SURVEYS	BACS	28.80		OS MAP
19/11/2024	ONE4ALL	BACS	306.50		VOLUNTEER GIFT CARDS
19/11/2024	ONE4ALL	BACS	306.50		VOLUNTEER GIFT CARDS
26/11/2024	AMAZON	BACS	33.20		CALENDARS
30/11/2024	POCKIT	BACS	1.99		CHARGES
12/12/2024	ROYAL MAIL	BP	125.00		STAMPS
31/12/2024	POCKIT	BP	1.99		FEEES
07/01/2025	SAINSBURYS	BACS	208.92		FOOD
08/01/2025	JAX FIRST AID	BACS	34.75		HI VIS VESTS
31/01/2025	POCKIT	BACS	1.99		CHARGES
Total Payments			<u>1,049.64</u>		

POCKIT CARD - GAGES

List of Payments made between 01/11/2024 and 11/02/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/11/2024	SAINSBURYS	BACS	149.37		FOOD
08/11/2024	CO-OP	BACS	3.60		FOOD
08/11/2024	CO-OP	BACS	1.35		FOOD
12/11/2024	SAINSBURYS	BACS	161.47		FOOD
14/11/2024	CO-OP	BACS	5.75		FOOD
19/11/2024	SAINSBURYS	BACS	227.28		FOOD
20/11/2024	CO-OP	BACS	0.91		FOOD
20/11/2024	CO-OP	BACS	1.70		FOOD
21/11/2024	CO-OP	BACS	1.65		FOOD
25/11/2024	POCKIT	BACS	1.99		CHARGES
26/11/2024	SAINSBURYS	BACS	171.39		FOOD
26/11/2024	ROBERT DYAS	BACS	12.50		THERMOMETER
27/11/2024	ALLAN MARTIN	BACS	247.83		MEAT
29/11/2024	CO-OP	BACS	4.50		FOOD
Total Payments			<u>991.29</u>		

POCKIT CARD - YOUTH

List of Payments made between 24/10/2024 and 11/02/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/11/2024	ICELAND	BACS	77.94		REFRESHMENTS
06/11/2024	CO-OP	BACS	18.90		REFRESHMENTS
12/11/2024	CO-OP	BACS	9.15		REFRESHMENTS
12/11/2024	BAKER ROSS	BACS	100.20		CRAFT SUPPLIES
12/11/2024	AMAZON	BACS	10.77		SUPPLIES
14/11/2024	ICELAND	BACS	90.65		REFRESHMENTS
18/11/2024	POCKIT	BACS	1.99		CHARGES
23/11/2024	THE WORKS	BACS	7.00		SUPPLIES
25/11/2024	ICELAND	BACS	57.85		REFRESHMENTS
27/11/2024	AMAZON	BACS	5.19		SUPPLIES
02/12/2024	CO-OP	BP	15.37		REFRESHMENTS
03/12/2024	CO-OP	BP	6.60		REFRESHMENTS
04/12/2024	CO-OP	BP	14.90		REFRESHMENTS
05/12/2024	CO-OP	BP	1.25		SUPPLIES
11/12/2024	ASSEMBLY HALL	BP	167.40	SKATE TICKETS	ASSEMBLY HALL
11/12/2024	HOME BARGAINS	BP	65.99		REFRESHMENTS
17/12/2024	METROBUS	BP	16.00		TICKET
17/12/2024	KESTON	BP	53.00		TRIP
17/12/2024	ESTON	BP	73.50		TRIP
17/12/2024	KESTON	BP	5.00		TRIP
17/12/2024	SAINSBURYS	BP	3.05		REFRESHMENTS
17/12/2024	METROBUS	BP	40.00		TICKETS
18/12/2024	POCKIT	BP	1.99		FEE
19/12/2024	no. 8	BP	27.00		SUPPLIES
19/12/2024	CO-OP	BP	10.20		SUPPLIES
19/12/2024	CO-OP	BP	1.25		SUPPLIES
06/01/2025	W H SMITH	BP	6.99		SUPPLIES
06/01/2025	POUNDLAND	BP	19.60		REFRESHMENTS
10/01/2025	CO-OP	BP	23.80		REFRESHMENTS
14/01/2025	SACRED HEART	BP	3.99		BATTERIES
15/01/2025	ICELAND	BP	81.45		REFRESHMENTS
18/01/2025	POCKIT	BACS	1.99		CHARGES
20/01/2025	CEX	BP	32.00		SUPPLIES
21/01/2025	SAINSBURYS	BP	19.10		REFRESHMENTS
29/01/2025	CO-OP	BP	19.60		REFRESHMENTS
30/01/2025	SEASONS	BP	7.51		SUPPLIES
31/01/2025	CO-OP	BP	16.60		REFRESHMENTS
Total Payments			1,114.77		

Forest Row Parish Council

Bank - Cash and Investment Reconciliation as at 31 January 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2024	Cafe Cash A/c	0.00
31/01/2025	Thursday Club Cash A/c	0.00
31/01/2025	Unity Trust	293,800.77
31/01/2025	CCLA	175,000.00
31/01/2025	POCKIT CARD - DOD	777.16
31/01/2025	POCKIT CARD - CC	688.36
31/01/2025	POCKIT CARD - GAGES	0.00
31/01/2025	POCKIT CARD - YOUTH	48.28
		470,314.57

Other Cash & Bank Balances

186.16

470,500.73

Unpresented Payments

68.30

470,432.43

Receipts not on Bank Statement

0.00

470,432.43

Closing Balance

All Cash & Bank Accounts

2	Cafe Cash Account	0.00
3	Thursday Club Cash Account	0.00
4	Unity Trust	293,800.77
5	CCLA	175,000.00
6	POCKIT CARD - DOD	777.16
7	POCKIT CARD - CC	688.36
8	POCKIT CARD - GAGES	2,294.46
10	POCKIT CARD - YOUTH	-45.60
	Other Cash & Bank Balances	186.16
	Total Cash & Bank Balances	472,701.31

APPROVED BY FINANCE & POLICE
CHAIRMAN

FOREST ROW PARISH COUNCIL



The Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Tel: 01342 822661
Email: parishclerk@forestrow.gov.uk
Web: <http://www.forestrow.gov.uk>
Clerk: David O'Driscoll

REQUEST FOR GRANT AID

Please note that grants will only be considered by the submission of this form

NAME OF ORGANISATION: FOREST ROW CHORAL SOCIETY		
NAME OF CONTACT PERSON: STEVE HUME (Treasurer)		
ADDRESS FOR CORRESPONDENCE:	Tel: 07736 338815	
	Email: stevhume019@gmail.com	
	Web (if any): forsetrowchoral.org.uk	
POST CODE:	SUM REQUESTED: £1,000	
TO WHOM SHOULD ANY GRANT BE MADE PAYABLE? Please provide bank details for BACS payments	Forest Row Choral Society Sort Code: 40-20-09 Account: 51259199	
DO YOU HAVE AUDITED ACCOUNTS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	IF YES, ARE THEY ATTACHED? <input type="checkbox"/> Yes <input type="checkbox"/> No (Accounts)	IF NO, PLEASE EXPLAIN WHY We are below the threshold for audited accounts. Budget already provided. Performers: £5,000, venue hire: £350, Refreshments: £250, Licence: £21 and Music hire: £220
IF APPLICABLE, DO YOU HAVE A BUDGET? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
From	Amount	Purpose
PURPOSE OF REQUEST (please use second sheet if necessary)		
To contribute to the costs of the FRCS concert: Creation 10 th May 2025. Costs provided above.		

HOW WILL IT BENEFIT THE COMMUNITY?

The concert will provide community enrichment, access to high quality classical music for all members of the community, to support local artists.

FOR OFFICIAL USE ONLY

Date of Meeting:	Min.No:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount:
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POINTS TO NOTE WHEN APPLYING FOR A GRANT

In accordance with its General Power of Competence under Section 1-8 of The Localism Act 2011, the Council is empowered to commit to reasonable expenditure, in the form of grants, which is not restricted by other legislation.

1. General

- Applications will be considered by the Finance & Policy Committee which meets quarterly. Please check the Council's website for dates: www.forestrow.gov.uk
- Applications should be received in the Parish Council Office at least 7 days prior to the scheduled meeting dates.
- Only one grant per community organisation will be awarded in any one financial year
- Annually recurring grants will not be considered as a rule but each grant will be considered on its merit and the benefit to the community as a whole.
- Retrospective applications or payments/reimbursements will not be considered
- Payments to individuals will not be considered as a rule unless there are very specific, proven benefits to the community
- It is a condition of the grant that successful applicants will be required to show proof of expenditure and submit relevant purchase orders/quotations/invoices etc to the Clerk.

2. Eligibility

The Council will consider applications from the following eligible groups:

- Registered Charities (if National, then there should be a proven benefit to local residents)
Community Organisations
- Voluntary Groups – run on a not-for-profit basis with a current bank account in the name of the group.
- The Council will consider applications from religious groups, but the application must show that the project will bring wider community benefit.
- Grants will not normally be considered from individuals

3. Criteria

- Grants will be given towards direct costs/expenditure for a wide range of purposes including marketing, professional fees or training costs, capital expenditure, refurbishment or development projects or events.

FOREST ROW PARISH COUNCIL



The Community Centre
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RH18 5DZ

Tel: 01342 822661
Email: parishclerk@forestrow.gov.uk
Web: <http://www.forestrow.gov.uk>
Clerk: David O'Driscoll

REQUEST FOR GRANT AID

Please note that grants will only be considered by the submission of this form

NAME OF ORGANISATION: Forest Row Sports Ground Association		
NAME OF CONTACT PERSON: Mark Jackson		
ADDRESS FOR CORRESPONDENCE: 51 Hartfield Road Forest Row	Tel:07515 288182	
	Email:markpeterjackson@aol.com	
	Web (if any):	
	SUM REQUESTED:£2,500.00	
POST CODE: RH18 5BY		
Bank (BACS) details for any grant awarded:	Forest Row Sports Ground Association Account No – 00101080 Sort Code – 30-92-92	
DO YOU HAVE AUDITED ACCOUNTS? X Yes <input type="checkbox"/> No	IF YES, ARE THEY ATTACHED? X Yes <input type="checkbox"/> No (Accounts)	IF NO, PLEASE EXPLAIN WHY
IF APPLICABLE, DO YOU HAVE A BUDGET? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
From	Amount	Purpose
PURPOSE OF REQUEST (please use second sheet if necessary) The funding requested will contribute toward annual maintenance of the 6.5 acres of public amenity space (not pavilion building maintenance) at the Memorial Ground, Shalesbrook Lane. Annual maintenance works include – regular grass cutting, seeding, slitting, fertilising, top dressing, vertidrainage, strimming, tree management, etc. All regularly required to keep grounds in suitable condition for recreational use. Forest Row Sports Ground Association oversees the grounds maintenance carried out and organised by the Forest Row Junior Football Club, Forest Row Football Club and Forest Row Cricket Club. Each club contributes to the maintenance work financially but also with a considerable amount of volunteer hours.		
HOW WILL IT BENEFIT THE COMMUNITY? As well as providing playing pitches for organised sport the Memorial Ground is a fantastic amenity space that is well used by the public for a wide array of outdoor activities, picnicking, exercise, casual games/sport, homeschool activities, dog walking, etc. all year round and we would appreciate the Forest Row Parish Councils continued assistance enabling the Sports Ground Association and member clubs to maintain the grounds to a standard that encourages usage.		

Forest Row Sports Ground Association

Charity Number : 1076797

Income / Expenditure for the year ended 31st March 2024

Total Gross Income	£26,869.38
Total Expenditure	£25,434.47
Income from Government Contracts	N/A
Income from Government Grants (included in total income)	£2,500.00

Approved by

Trustee



Signature

Name: Mark Jackson

Date: 29/08/2024

Accountant



Signature

Name: Nigel Dodds

Date: 29/08/2024

FOREST ROW PARISH COUNCIL



The Community Centre
Hartfield Road
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East Sussex
RH18 5DZ

Tel: 01342 822661
Email: parishclerk@forestrow.gov.uk
Web: <http://www.forestrow.gov.uk>
Clerk: David O'Driscoll

REQUEST FOR GRANT AID

Please note that grants will only be considered by the submission of this form

NAME OF ORGANISATION: Frow Friends		
NAME OF CONTACT PERSON: Ros Poulson		
ADDRESS FOR CORRESPONDENCE: Laurel Cottage Baxters Lane Chelwood Gate	Tel: 07706 375009	
	Email: frowfriends@gmail.com	
	Web (if any): frowfriends.co.uk	
POST CODE: RH17 7LU	SUM REQUESTED: £1000	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?	Frow Friends	
DO YOU HAVE AUDITED ACCOUNTS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, ARE THEY ATTACHED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Accounts)	IF NO, PLEASE EXPLAIN WHY
IF APPLICABLE, DO YOU HAVE A BUDGET? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
From	Amount	Purpose
PURPOSE OF REQUEST (please use second sheet if necessary)		
<p>We plan to distribute goodie bags to our members and other isolated people (including Thursday Club members) in Forest Row and the surrounding area. Our aim is to reach the elderly socially isolated in the community and to provide them with often much needed social interaction as well as something which provides interest and entertainment and a real feel-good factor. This is so important for their mental wellbeing. We have found it has become increasingly difficult to engage with the more isolated. The goodie bags have become a good way to reach people who may not be able to attend our events, such as our afternoon cabarets which have been hugely successful, and supplement our one-to-one befriending service which we know does not suit everyone.</p> <p>We would distribute the goodie bags at regular intervals through the year, coinciding with a particular event (for example we did one for the King's coronation) or with a particular time of year (such as Easter or Christmas). The goodie bags would contain useful items and treats for our members. We vary these according to the time of year but have previously included bulbs, fleece blankets and some treats - either edible or something like toiletries. We have also included a puzzle magazine to provide some entertainment and mental stimulation. The goodie bags are distributed to recipients in their own homes by our volunteers who will happily stay and chat if the recipient wishes them to. We find that this is often the only human interaction the recipients may have in a few days.</p> <p>Although Frow Friends has a healthy cash balance, you can see from the accounts that most of this is restricted funding and cannot be used for goodie bags. This is because we received funding from a local trust being wound up</p>		

but this was restricted to our running costs.

HOW WILL IT BENEFIT THE COMMUNITY?

We began distributing goodie bags during covid lockdowns when people were unable to go out or to have their befrienders visit but have found that since then many older people are either reluctant to go out and about as they did or are unable to as their mobility has been adversely impacted. Providing social interaction and treats and entertainment in their own home is one way we have found to reach those who are socially isolated.

The grant would enable us to provide goodie bags three times a year (or four if we can include sponsored/donated items) to around 35 people. We know when we have done this in the past that it has been hugely appreciated and has had a really positive impact on the mental wellbeing of the recipients. A thank you card from one of the recipients of a recent delivery said: "thank you so much for my lovely afternoon tea which lasted for three days. It was a sweet thought and I have so enjoyed it. With love to you all and thank you".

FOR OFFICIAL USE ONLY

Date of Meeting:	Min.No:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount:
-------------------------	----------------	---	----------------

POINTS TO NOTE WHEN APPLYING FOR A GRANT

In accordance with its General Power of Competence under Section 1-8 of The Localism Act 2011, the Council is empowered to commit to reasonable expenditure, in the form of grants, which is not restricted by other legislation.

1. General

- Applications will be considered by the Finance & Policy Committee which meets quarterly. Please check the Council's website for dates: www.forestrow.gov.uk
- Applications should be received in the Parish Council Office at least 7 days prior to the scheduled meeting dates.
- Only one grant per community organisation will be awarded in any one financial year
- Annually recurring grants will not be considered as a rule but each grant will be considered on its merit and the benefit to the community as a whole.
- Retrospective applications or payments/reimbursements will not be considered
- Payments to individuals will not be considered as a rule unless there are very specific, proven benefits to the community
- It is a condition of the grant that successful applicants will be required to show proof of expenditure and submit relevant purchase orders/quotations/invoices etc to the Clerk.

2. Eligibility

The Council will consider applications from the following eligible groups:

- Registered Charities (if National, then there should be a proven benefit to local residents)

FROW FRIENDS

- A new leaflet for FROW Friends has been designed.
- A mini marketing campaign was launched to attract new befrienders.
- Goodie Bags will be distributed for Easter.
- More Volunteers are needed.
- Application to FRPC for a grant.
- The next cabaret is 2nd October 2025.

FINANCE

Current A/C - £2498.00

Savings - £10293.00

Current Grants

Co-Op -£888 remaining

EG Good Common Trust – £3240.00

Verity Water Load Trust - £10242.00 (restricted to running costs)

FOREST ROW PARISH COUNCIL



The Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Tel: 01342 822661
Email: parishclerk@forestrow.gov.uk
Web: <http://www.forestrow.gov.uk>
Clerk: David O'Driscoll

REQUEST FOR GRANT AID

Please note that grants will only be considered by the submission of this form

NAME OF ORGANISATION: Open Spaces Society		
NAME OF CONTACT PERSON: Kate Ashbrook, general secretary		
ADDRESS FOR CORRESPONDENCE: 25a Bell Street Henley-on-Thames	Tel: 01491 57353	
	Email: hq@oss.org.uk	
	Web (if any): oss.org.uk	
POST CODE: RG9 2BA	SUM REQUESTED: whatever the council thinks fit	
TO WHOM SHOULD ANY GRANT BE MADE PAYABLE? Please provide bank details for BACS payments	Open Spaces Society Sort 40-52-40, account no 00035916, ref AUT24	
DO YOU HAVE AUDITED ACCOUNTS? <input type="checkbox"/> Yes	IF YES, ARE THEY ATTACHED? <input type="checkbox"/> Yes	IF NO, PLEASE EXPLAIN WHY Budget not relevant to this request
IF APPLICABLE, DO YOU HAVE A BUDGET? NA		
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? <input type="checkbox"/> Yes		
From	Amount	Purpose
All our members	As each sees fit	To support our legal-action fund, as set out in letter already sent to council.
PURPOSE OF REQUEST (please use second sheet if necessary) To support our legal fund, to enable us to go to law to protect commons, town and village greens, open spaces, and public paths throughout England and Wales, and to support our members in doing so, as set out in our letter to the council.		
HOW WILL IT BENEFIT THE COMMUNITY? Your council, as a member of the OSS, may apply to our legal-action fund for support in protecting greens, open spaces, rights of way, and commons in your parish, should you need it.		

Building with an offer of *pro bono* help to intervene in the Dartmoor backpack-camping case. The court of appeal had allowed us to intervene, and the case would be heard on 18 July. We had also been involved in other legal cases, at Blackbushe in Hampshire, Richmond in North Yorkshire, and Barking Tye in Suffolk, for instance. Even where we had lost, as at Barking Tye, the action had been worthwhile as we had gained valuable quotations in the judgment which we could put to good use. The society proposed to step up its legal work and accordingly had appointed an enforcement officer to start in August, encouraging and assisting local correspondents in particular to serve notices and put pressure on local authorities and landowners.

- 23/13 In the last year we had taken on more than 1,000 cases on behalf of members, which was an extraordinary figure for such a small organisation and was a tribute to our three excellent case officers. Our commons re-registration officer was busy meticulously researching lost commons and putting in applications. We were also expanding our digital work, improving our website, and carrying out experiments to reach new audiences.
- 23/14 It remained difficult to make a difference at government level, but we were gearing up for an election next year. We had also done much work in Wales where we found it easier to make an impact.
- 23/15 It was thanks largely to the generous legacies of members that we were able to expand our work and create new roles. Kate ended by thanking the trustees, local correspondents, other volunteers, staff and members for their support and activities throughout the year.
- 23/16 The adoption of the annual report was carried by 60 votes for, none against, and no abstentions.

ADOPTION OF ACCOUNTS FOR 2022

- 23/17 The adoption of the annual accounts was proposed on behalf of the board of trustees by the treasurer, Stuart Bain, and seconded by John Lavery.
- 23/18 The treasurer explained that, except for donations and legacies, income had remained static during the 2022 financial year. We had received a generous legacy from our former vice-president, Ronald Smith, of £782,438. The reduction in expenditure from the previous financial year was attributed in part to a drop of legal costs to £42,806 (£81,736 last year). The society would always consider legal action where it furthered its charitable objectives, vision, mission, and strategy.
- 23/19 Investment returns from interest or dividends were captured within the income section of the accounts—£59,444 (last year £53,729). The trustees were looking at alternative ways to maximise monies during this period of market volatility and a 'rate rise' environment.
- 23/20 In 2022, the Society was accepted onto the Flagstone Cash Management Platform. This allowed us to maximise the best interest rates available, ensured we remained protected by the Financial Services Compensation Scheme, and reduced administration for the team.



23/21 Sarah Bucks asked whether it was wise to keep money on the stock market when it was so volatile. The treasurer replied that he understood her concern, but the investments were for the long term, and we kept a close eye on them.

23/22 The adoption of the annual accounts was carried by 58 votes for, none against, and two abstentions.

ELECTION OF VICE-PRESIDENTS AND MEMBER OF THE BOARD OF TRUSTEES

Vice Presidents

23/23 In introducing the elections the chairman said we were fortunate to have such wonderful professional people as our vice-presidents.

23/24 Simon Hunt had proposed and Tara-Jane Sutcliffe had seconded the election of the vice-presidents. They were all elected as follows:

Name	Votes for	Votes against	Abstentions
Diane Andrewes	57	0	3
David (Lord) Clark	56	0	4
Mike Clarke	57	0	3
Roger de Freitas	59	0	1
Richard Mabey	59	0	1

23/25 Diane Andrewes was welcomed as a new vice-president. She was a long-standing member of the society and had been a trustee for a total of ten years, between 1993 and 2018. She was a founder member of the Bursledon Rights of Way and Amenities Preservation Group, which had been championing Bursledon's paths and access for more than 30 years, and had been secretary for most of its existence, as well as a member of Eastleigh Borough Council and Bursledon Parish Council.

23/26 In response, Diane said that she felt very honoured by this decision to make her a vice-president as she had admired this amazing and inspiring group ever since she became a member. It was a model for all small groups seeking to change the status quo in often hostile environments, and she was grateful for all the support given to her and her group over the years by Open Spaces Society trustees and staff.'

Trustee

23/27 The chairman explained that there were three vacancies on the board of trustees, and one candidate, Tara-Jane Sutcliffe, who was seeking re-election after three years. Tara-Jane had been proposed by Stuart Bain and seconded by Graham Bathe. The voting was 60 in favour, none against, and no abstentions. Tara-Jane Sutcliffe was therefore elected as a trustee for a further three years.

APPOINTMENT OF INDEPENDENT EXAMINERS FOR 2023

23/28 The treasurer explained that we had invited four firms of accountants to tender for the job of examining our accounts. Our current independent examiners, Villars Hayward, provided the best value for money and the service we needed. It was therefore proposed by Stuart Bain, seconded by Angela Bellwood and agreed that Villars

FOREST ROW PARISH COUNCIL



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Clerk: David O'Driscoll

REQUEST FOR GRANT AID

Please note that grants will only be considered by the submission of this form

NAME OF ORGANISATION: St Catherine's Hospice		
NAME OF CONTACT PERSON: Jemma Byrne		
ADDRESS FOR CORRESPONDENCE: Grace Holland Avenue Pease Pottage West Sussex POST CODE: RH11 9SL	Tel: 01293 583074	
	Email: jemmabyrne@stch.org.uk	
	Web (if any): www.stch.org.uk	
	SUM REQUESTED: £500	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?		St Catherine's Hospice Ltd
DO YOU HAVE AUDITED ACCOUNTS? X Yes <input type="checkbox"/> No	IF YES, ARE THEY ATTACHED? X Yes <input type="checkbox"/> No (Accounts)	IF NO, PLEASE EXPLAIN WHY
IF APPLICABLE, DO YOU HAVE A BUDGET? <input type="checkbox"/> Yes X No	<input type="checkbox"/> Yes X No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? X Yes <input type="checkbox"/> No		
<p>We receive less than a third of our income from the NHS and rely on the continuing generosity of our supporters and the local community to raise around £7.5 million each year to fund our vital end of life care services.</p> <p>Our well-established fundraising team works hard to raise income through regular appeals, a comprehensive calendar of fundraising events, our in-house lottery, corporate sponsorship and grants from Trusts, Foundations, and local Town and Parish Councils. We also have 13 charity retail shops across our catchment area selling pre-loved clothes, books, toys, homeware, and more, and we are incredibly grateful to receive donations and gifts left in wills.</p>		
From	Amount	Purpose
See info above		
PURPOSE OF REQUEST (please use second sheet if necessary)		
<p>At St Catherine's Hospice we face the most significant funding challenge in our history. Whilst inflation has soared more than 24% in the last 10 years, our statutory funding support has only increased by 3%, despite continuously rising care and service delivery costs. This has heightened the pressure on our expenditure budget, and in April, it will be further exacerbated by the increase in our National Insurance wages bill. Additionally, a growing and ageing population demands more complex palliative and end-of-life care, and the need for our specialist hospice services will continue to rise.</p> <p>We are incredibly grateful for the Forest Row Parish Council's ongoing support, thank you. This year we are seeking a contribution towards the core costs of providing our specialist palliative and end of life care to local people who are facing the hardest of times. Now, more than ever, we need your help.</p> <p>St Catherine's was incorporated 45 years ago. The Care Quality Commission rates the care we provide adults on</p>		

our wards and in the community across Sussex and Surrey as 'Outstanding'. Alongside clinical, therapeutic and personal care, we offer spiritual guidance, welfare advice, social work, and bereavement support. We have a telephone advice line for patients, their carers and our local health and social care colleagues, providing expert medical guidance and emotional support.

St Catherine's care for local adults with life limiting conditions who have complex palliative or end of life care needs, and support their loved ones. Last year, the age of our patients ranged from 18 to 103. Whilst the majority of patients (64%) have cancer as their primary diagnosis, we also care for people affected by conditions including motor neurone disease, heart disease, chronic pulmonary conditions and dementia.

Our expert teams specialise in different types of palliative care and help people manage symptoms such as pain, nausea, and shortness of breath, and offer emotional support that might include counselling or time with our spiritual care team who are there for people of all faiths and none. Eight in ten people choose to be cared for in their own home. Patients who are well enough to travel, can visit our new hospice for outpatient appointments with our specialist clinicians, one-to-one gym-based exercise sessions and group classes, supporting them to live well and remain as independent as possible.

"Every single person at St Catherine's, from the doctors, the nursing staff, receptionists and community team were just brilliant. The care and compassion you all gave to me showed no bounds. Whenever I walked into St Catherine's it was like receiving the biggest hug on earth."

For those staying on our hospice wards, alongside 24-hour specialist medical and clinical care, St Catherine's strives to create precious moments that make all the difference to people at the end of life. For example, sipping a favourite drink with a loved one in our beautiful gardens, enjoying a freshly cooked meal, a visit from their pet dog, a spa bath, or listening to beautiful melodies performed by our volunteer musicians. For people grieving the death of their loved one we offer bereavement support, such as STEPS an informal 'walk and talk' group and Time to Remember services where they can find comfort and solace with others, listen to meaningful readings, and light a candle in remembrance.

HOW WILL IT BENEFIT THE COMMUNITY?

Your grant will help ensure people in the Parish of Forest Row facing the end of life will be able to spend their final days as pain free, dignified, and comfortable as possible. Patients will receive outstanding care in the comfort of their own home where most people choose to be, or in a patient suite at our new hospice, where they have their own bathroom, direct access to a secluded garden area and plenty of space for loved ones to stay. Families and carers will also feel supported, reassured, and better able to cope with the demands of caring for their loved one.

Our services are free to people who are referred to us by their local GPs and healthcare providers. The number of Forest Row parishioners we care for varies each year depending on local need and referrals. Last financial year, we cared for 20 patients in Forest Row, and 5 of their loved ones were referred to our wellbeing services, such as bereavement support. We are also proud to have the support of volunteers who live locally.

"You allowed my husband to die with dignity and more importantly with me holding his hand. Allowing me to be with him in his final days was what I know he wanted. You looked after me so well too. A huge thank you for all you did for us both."

FOR OFFICIAL USE ONLY

Date of Meeting:	Min.No:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount:
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POINTS TO NOTE WHEN APPLYING FOR A GRANT

In accordance with its General Power of Competence under Section 1-8 of The Localism Act 2011, the Council is empowered to commit to reasonable expenditure, in the form of grants, which is not restricted by other legislation.

1. General

- Applications will be considered by the Finance & Policy Committee which meets quarterly. Please check the Council's website for dates: www.forestrow.gov.uk

Financial Statements

Statement of Financial Activities (incorporating an income and expenditure account) for the year ended 31 March 2024

	Note	Restricted £'000's	Designated £'000's	Unrestricted £'000's	Total Funds 2024 £'000's	Total Funds 2023 £'000's
Income						
Donations & Legacies	2	1,343	0	5,768	7,111	6,985
Trading Activities	4	0	0	2,957	2,957	2,755
Charitable Activities	5	0	0	3,955	3,955	3,118
Investments	3	0	0	308	308	279
Other Income		0	0	243	243	180
Total Income		1,343	0	13,231	14,574	13,317
Expenditure						
Fundraising & Investment Activities		0	15	1,578	1,593	1,462
Trading Activities		0	21	2,732	2,753	2,171
Charitable Activities		235	84	8,527	8,846	7,521
Total Expenditure	6	235	120	12,837	13,192	11,154
Net Income / (Expenditure) on Operational Activities	7	1,108	(120)	394	1,382	2,163
Net Gains / (Losses) on Investments	14,15	0	0	318	318	(388)
Net Income / (Expenditure) for the Year	8	1,108	(120)	712	1,700	1,775
Transfer Between Funds	20,21	(7,683)	(10,948)	18,631	0	0
Net Movement in Funds		(6,575)	(11,068)	19,343	1,700	1,775
Funds B/F as at 1st April		6,704	12,039	10,049	28,792	27,017
Funds Carried Forward as at 31st March		129	971	29,392	30,492	28,792

All gains and losses arising in the current and previous year have been recognised in the Statement of Financial Activities and arise from continuing activities.

The prior year comparators for each fund included above are included in notes 27 to 31

The notes on pages 34 to 56 form part of these financial statements.

Financial Statements

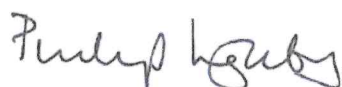
Balance Sheets as at 31 March 2024

Company Registration No. 01525404

	Notes	Group		Hospice	
		31 March 2024 £'000	31 March 2023 £'000	31 March 2024 £'000	31 March 2023 £'000
Fixed Assets					
Tangible Assets	13	21,461	2,669	21,461	2,669
Assets Awaiting Disposal		1,290	0	1,290	0
Construction in Progress - Pease Pottage	13	0	13,398	0	13,398
Investments	14	4,649	7,316	4,699	7,366
		<u>27,400</u>	<u>23,383</u>	<u>27,450</u>	<u>23,433</u>
Current Assets					
Investments	15	248	493	248	493
Stock	16	3	7	0	0
Debtors	17	2,449	1,739	2,520	1,740
Cash at Bank		1,825	5,370	1,731	5,291
		<u>4,525</u>	<u>7,609</u>	<u>4,499</u>	<u>7,524</u>
Current Liabilities					
Creditors: amounts falling due within one year	18	1,425	2,180	1,424	2,180
Net Current Assets		<u>3,100</u>	<u>5,429</u>	<u>3,101</u>	<u>5,344</u>
Total Assets less Current Liabilities		<u>30,500</u>	<u>28,812</u>	<u>30,525</u>	<u>28,777</u>
Creditors: amounts falling due greater one year	11	8	20	8	20
Total Net Assets		<u>30,492</u>	<u>28,792</u>	<u>30,517</u>	<u>28,757</u>
The Funds of the Charity					
Restricted Funds	20	129	6,704	129	6,704
Designated Funds	21	971	12,039	971	12,039
Unrestricted Funds	21	29,392	10,049	29,417	10,014
Total Funds	22	<u>30,492</u>	<u>28,792</u>	<u>30,517</u>	<u>28,757</u>

The unconsolidated net income of the Hospice in 2023/24 was £1,758,000 (2022/23 £1,744,000).

The Financial Statements on pages 31 to 56 were approved by the Board of Directors and authorised for issue on 3rd September 2024 and are signed on its behalf by:



Philip Ingleby
Trustee / Director

The notes on pages 34 to 56 form part of these financial statements.

Financial Statements

Consolidated Cash Flow Statement as at 31 March 2024

	Notes	31 March 2024 £'000	31 March 2023 £'000
Cashflows from Operating Activities			
Net Cash provided by / (used in) Operating Activities	25a	440	3,269
Cashflows from Investing Activities			
Divestment of Investments		3,200	6,000
Divestment of Current Asset Investments		266	3,300
Purchase of Investments		0	0
Purchase of Property, Plant & Equipment		0	(173)
New Build Construction in Progress		(7,451)	(10,868)
Net Cash provided by / (used in) Investing Activities		(3,985)	(1,741)
Change in Cash & Equivalents in the Reporting Period		(3,545)	1,528
Cash & Equivalents at the beginning of the Reporting Period		5,370	3,842
Cash & Equivalents at the end of the Reporting Period	25b	1,825	5,370

The notes on pages 34 to 56 form part of these financial statements.

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Clerk: David O'Driscoll

REQUEST FOR GRANT AID

Please note that grants will only be considered by the submission of this form

NAME OF ORGANISATION: Starting Over Show Productions		
NAME OF CONTACT PERSON: Suzy Miller		
ADDRESS FOR CORRESPONDENCE: 72 Medway Drive Forest Row E Sussex POST CODE: RH18 5NX	Tel: 07525 059634	
	Email: suzy@startingovershow.com	
	Web (if any):	
	SUM REQUESTED: £1,450	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?		Starting Over Show Prods
DO YOU HAVE AUDITED ACCOUNTS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	IF YES, ARE THEY ATTACHED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Accounts)	IF NO, PLEASE EXPLAIN WHY No audited accounts as very small company and not yet traded for a full year.
IF APPLICABLE, DO YOU HAVE A BUDGET? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
From	Amount	Purpose
Goldsmiths University of London	£450	To support the making of this film, which is also part of Suzy Miller's PhD (SUCCESSFUL - FUNDING PROVIDED)
FRPC	£1,450	<ul style="list-style-type: none"> • The location catering costs £350 • Transport (fuel for shared vehicles/public transport) to a Sussex location: £150 • Additional props/costumes for performers: £50 • Visual Special Fx: £250 • Grading and Final Audio Mix to Film Festival exhibition standards: £650
PURPOSE OF REQUEST (please use second sheet if necessary)		
Request for funding to support local filmmakers providing opportunities for those wishing to break into the film industry. The film is made by not-for-profit Starting Over Show Prods. (We have a Starling Bank account in that name).		
A 5 minute film has a greater opportunity to be selected for film festivals than longer films, and is low budget enough for us to be able to make this for £1,900, thanks to the writer, the director, composer and our EMI award-winning Director of Photography being prepared to forego a fee in order to complete this important short film.		

See our pitch deck / overview here:

https://www.canva.com/design/DAGc2b0lyQA/X9yYs7yxDjIXI-q1h9LjXg/edit?utm_content=DAGc2b0lyQA&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton

The film is also a proof of concept for a feature film, that we hope to make locally and provide further opportunities for local filmmakers and performers.

The writer/producer Suzy Miller is a local resident, and has a history of Forest Row focused productions. Her 2022 film *One More Guest?* was made possibly by the talent pool of Forest Row and Sussex, and it won numerous accolades, including Honourable Mention at the London International Film Festival. But the highlight was the film being shown at the Forest Row Film Society! In 2024, Suzy made an immersive audio drama at Emerson College that relied on superb performances from local actors including Stuart Goodwin.

We would like to provide opportunities for up to 5 actors, preferably those with disabilities including deaf/hard of hearing, and 5 support crew members who want to assist/learn about different aspects of the production, to be part of this project. Diversity and inclusion are paramount. East Sussex Hearing is helping us source Deaf/HOH Sussex residents who want to be involved in the film. We have already been introduced to a Sussex British Sign Language Interpreter who will be supporting any Deaf or Hard of Hearing members of the cast or crew.

Our request is for a grant of £1,450 to cover:

The location catering costs £350

Transport (fuel for shared vehicles/public transport) to a Sussex location: £150

Additional props/costumes for performers: £50

Visual Special Fx: £250

Grading and Final Audio Mix to Film Festival exhibition standards: £650

We have already raised £450 from Goldsmiths University towards the project, but need £1,450 to be able to complete the film to a broadcast/exhibition standard. This is vital so that all those volunteering in this non-for-profit film will be proud of their screen credits and have a 'leg up' into the industry.

HOW WILL IT BENEFIT THE COMMUNITY?

- Bringing on the next generation of local filmmakers
- Shining a light on the talent in Forest Row
- The people of Forest Row will have priority and free access to view the film

We are giving a 'leg up' into a challenging industry to people local to Forest Row: specifically, our Production Runner/3rd AD; our Head of Wardrobe; and some of our Cast.

We are providing opportunities for local talent to gain a film screen credit, an IMDb credit (the database for all serious filmmakers), and invaluable professional connections with award-winning film makers.

Our key creatives are from Forest Row - Writer/producer Suzy Miller; Award winning Director Julia Jason; Emmy award winning Director of Photography Christopher Titus King (who lives in Nutley but his wife teaches at Michael Hall); Composer Nick Barber.

The final film will be made available for FREE to all Forest Row residents as soon as it is completed, via a direct private link.

BUDGET WILD CAMPING SHORT FILM

The location catering costs	350
Transport (fuel for shared vehicles/public transport) to a Sussex location	150
Additional props/costumes for performers	50
Visual Special Fx	250
Grading and Final Audio Mix to Film Festival exhibition standards	650
Budget still outstanding	1450
Insurances Public Liability	133.28
Equipment for the shoot (rain cover)	138
Production and Post Production software/subscriptions	123
Production team expenses	55.72
Covered by money raised from Goldsmiths University of London	450
Total budget	1100