

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)

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Dear Sir/Madam,
Your attendance is required at a meeting of the FINANCE &
POLICY COMMITTEE to be held on **TUESDAY 15th**
APRIL 2025 in the Garden Room of the Community
Centre at **7.30pm**.

Date: 9 April, 2025

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 18TH FEBRUARY 2025
5. REVIEW ACTIONS FROM LAST MEETING
6. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
 - 6.1 YEAR END CLOSE DOWN & INTERNAL AUDIT
 - 6.2 REPORT ON LEASES
 - 6.3 NEW SERVER
 - 6.4 STAFFING UPDATE

FINANCIAL MATTERS

7. NOTE OUTLINE FINANCIAL REPORT FOR MONTH 12
8. NOTE LIST OF PAYMENTS
9. NOTE BANK RECONCILIATION & INVESTMENT LIST
10. CONSIDER OUTLINE RESERVES BUDGET FOR 2025-2026
11. CONSIDER RESTRUCTURING OF RBS ACCOUNT CODES
12. CONSIDER REQUEST FROM LO-COST COUNSELLING SERVICE
13. AUTHORISATION OF EXPENDITURE ON COMMUNITY CENTRE FURNITURE
14. PRELIMINARY CONSIDERATION OF ALTERNATIVE INCOME SOURCES
15. GRANT APPLICATION : JUNIOR FOOTBALL CLUB

POLICY ISSUES

16. CHANGEOVER TO GOV.UK EMAIL ADDRESSES
17. REVIEW OF CURRENT POLICIES
18. CONSIDER COUNCILLOR TRAINING (NALC EVENTS)
19. PRELIMINARY CONSIDERATION OF A 'MASTERPLAN'
20. ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

PRILFINANCE & POLICY COMMITTEE

BACKING PAPERS FOR MEETING 15th APRIL 2025

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7	Accounts printout for 31/03/2025	5-11
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**COUNCILLORS' BRIEFING FOR MEETING OF THE FINANCE & POLICY COMMITTEE
ON 15th APRIL 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 18th February 2025. No complications foreseen. Members can legitimately vote to accept the minutes of previous meetings even if they were not personally present.
5. **REVIEW ACTIONS FROM LAST MEETING** A printout is attached
6. **CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**
 - 6.1 Year end closedown and internal audit. The accountant will come in for the year end closedown on 15th April – the day of today's meeting - and I will report orally on any matters arising. The internal audit will take place on 2nd May, with report circulated thereafter.
 - 6.2 Report on leases. The only lease matter outstanding is the junior football field. This is still subject to negotiation. The Shed project has now become a free-standing 'unincorporated association', but continues at present to occupy the Cube building under the terms of a licence. This can be converted to a lease in due course.
 - 6.3 New server. The new office server is now in the office and working in parallel with the old one. SME will be arranging a visit to complete the process of data migration.
 - 6.4 Staffing update. Don Isted has now returned to work, but will be initially on light duties.

ACTION: to note

FINANCIAL ISSUES

7. **TO NOTE OUTLINE FINANCIAL REPORT FOR MONTH 12**

I attach a printout of the income and expenditure at 31st March, an overall summary page and an itemised list by Committee. Income from all sources was 106.6% against forecast, and expenditure 99.4% against forecast, which is a satisfactory overall outcome for the year.

ACTION: to note
8. **TO NOTE LIST OF PAYMENTS**
9. **TO NOTE BANK RECONCILIATION AND INVESTMENT LIST**

I attach relevant printouts. Please raise any queries in advance of the meeting to allow time to research replies

ACTION: to note, queries as appropriate

10. TO CONSIDER OUTLINE RESERVES BUDGET FOR 2025-26

The final cash figure at the yearend (shown in the bank reconciliation supplied) was £348,173. To this should be added the debtors on 31st March in the sum of £12,794. The resultant figure (subject to any adjustments made at the year end closedown) is £360,967. This, together with the addition from the precept of £50,000 as set out in the budget advice note of 27th November 2024, is the sum available for the reserves budget, a total of £410,967.

I attach a draft reserves budget, showing last year's figures and this year's initial proposals, with the reasoning behind them. These are only provisional, and open for discussion, in particular with regard to the allocation of nominated reserve figures.

ACTION: to receive proposals and approve a provisional budget for Full Council

11. TO CONSIDER RESTRUCTURING OF THE RBS ACCOUNT CODES

Over the past few years the income and expenditure codes under which we list our accounting transactions have become progressively less descriptive of their actual content. Some codes are now redundant, and codes are also still organised under the old committee system which no longer applies. Carolyn and I understand the anomalies, but the printouts need to be much clearer for general consumption. Committee is invited to authorise a restructuring of the codes, with its attendant cost.

ACTION: to resolve as appropriate

12. TO CONSIDER A REQUEST FROM THE LOW-COST COUNSELLING SERVICE

We have received a request (attached) from the organisers of the low-cost counselling service which we support for an increase in funding based on its current demand and success rate. This is not a grant as such. For Committee to decide.

ACTION: to resolve accordingly

13. TO AUTHORISE EXPENDITURE ON COMMUNITY CENTRE FURNITURE

Over and above any proposals from the Community Centre Refurbishment group, we are in dire need of replacing the Centre's basic furniture. Welds on the chairs are now failing weekly, a significant number of the rectangular tables are damaged or shabby, and the supports on the Gages round tables are becoming loose. We really have no option but to replace the entire stock, as a health and safety issue, and in fairness to hirers. Amanda has researched the available suppliers, and a list of recommended replacements is attached. (Committee will note that the upholstery of the conference chairs is of the same colour as our standard publicity header). The total cost is £10,361.40. Committee is asked to approve this expenditure as a priority matter.

ACTION: to resolve accordingly

14. PRELIMINARY CONSIDERATION OF ALTERNATIVE INCOME SOURCES

An initial position paper is attached

ACTION: to decide how (whether) to take forward

15. GRANT APPLICATION: JUNIOR FOOTBALL CLUB

ACTION: to resolve as appropriate

POLICY ISSUES

16. CHANGEOVER TO GOV.UK EMAIL ADDRESSES

The official line is as follows: "The UK Government manages the .gov.uk domain name registry in order to signify digital services that are part of the administration of the state, so that they can be identified as authoritative and trustworthy". It is not (yet) mandatory for local councils to participate, but it is now defined as 'best practice' and advised by all the external auditing firms. Cllr Eichner will explain how we can participate, and the cost involved. Committee is invited to approve adoption of the system for FRPC.

ACTION: to resolve accordingly

17. REVIEW OF CURRENT POLICIES

On 25th February, I circulated the new set of HR policies, and on 3rd April the set of general policies, as reviewed by Cllr Gilbert and Carolyn Coomber. To date I have not received any feedback. This is the opportunity for Members to make their comments for corrections or amendments, before the policies are submitted to the Annual Meeting for formal approval.

ACTION: to comment as appropriate and amend as required

18. TO CONSIDER COUNCILLOR TRAINING

I regularly circulate in Councillors Reading the courses/webinars on offer from NALC (and less frequently, from SALC). Apart from the bespoke course provided recently by Peter Finnis, only three Members have enrolled for courses in the last six months.

- A) Are there any topics where Councillors would be interested in training? Or alternatively,
- B) Would Members be prepared to participate in a training needs analysis?

ACTION : to indicate accordingly

19. PRELIMINARY CONSIDERATION OF A 'MASTERPLAN'

This topic was raised in the Day of Reflection, and is therefore included here for a preliminary committee discussion as to how it might be taken forward. A 'Masterplan' was undertaken in 2009 , resulting in a 42% response to a village wide maildrop. As a guide to this discussion the results are annexed to the papers (the original questionnaire and its responses also exists but is too bulky to include on this occasion). This provides a conspectus of the areas of interest 16 years ago and the general thrust of the residents' responses. For Committee to decide if and how to proceed.

ACTION: to resolve accordingly

20. ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

**MEETING OF F AND P COMMITTEE
HELD ON 18TH FEBRUARY 2025**

[illegible]

Summary Income & Expenditure by Budget Heading 08/04/2025

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>						
Income	669,833	656,455	(13,378)			102.0%
Expenditure	485,119	510,190	25,071	0	25,071	95.1%
Movement to/(from) Gen Reserve	<u>184,714</u>	<u>146,265</u>	<u>(38,449)</u>			
<u>Amenities & Services</u>						
Income	22,547	21,850	(697)			103.2%
Expenditure	76,129	89,750	13,621	0	13,621	84.8%
Movement to/(from) Gen Reserve	<u>(53,581)</u>	<u>(67,900)</u>	<u>(14,319)</u>			
<u>Property & Assets</u>						
Income	79,247	45,600	(33,647)			173.8%
Expenditure	114,013	75,500	(38,513)	0	(38,513)	151.0%
Movement to/(from) Gen Reserve	<u>(34,766)</u>	<u>(29,900)</u>	<u>4,866</u>			
<u>Planning</u>						
Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>			
<u>Localism & Community Projects</u>						
Income	35,199	33,000	(2,199)			106.7%
Expenditure	36,527	41,000	4,473	0	4,473	89.1%
Movement to/(from) Gen Reserve	<u>(1,329)</u>	<u>(8,000)</u>	<u>(6,671)</u>			
Grand Totals:-						
Income	806,826	756,905	(49,921)			106.6%
Expenditure	711,788	716,440	4,652	0	4,652	99.4%
Net Income over Expenditure	<u>95,038</u>	<u>40,465</u>	<u>(54,573)</u>			
Movement to/(from) Gen Reserve	<u>95,038</u>	<u>40,465</u>	<u>(54,573)</u>			

Detailed Income & Expenditure by Budget Heading 08/04/2025

Month No: 12

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	514	0	(514)			0.0%
4181 FI-Wayleave Income	6	5	(1)			112.0%
4182 FI-Devolved Services Income	1,588	1,450	(138)			109.5%
4190 FI-Interest Received	8,734	5,000	(3,734)			174.7%
Finance & Administration :- Income	662,833	656,455	(6,378)			101.0%
4101 FI-Salaries	411,895	418,700	6,805		6,805	98.4%
4102 FI-Payroll Outsource Costs	678	800	123		123	84.7%
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	(844)	1,000	1,844		1,844	(84.4%)
4111 Forest Rate	32	30	(2)		(2)	106.3%
4120 Postage	589	300	(289)		(289)	196.4%
4121 Telecommunications	9,193	7,700	(1,493)		(1,493)	119.4%
4123 Stationery	771	450	(321)		(321)	171.3%
4124 FI-Subscriptions	6,409	6,600	191		191	97.1%
4125 FI-Insurance	10,084	11,000	916		916	91.7%
4126 Printer/copier	4,975	4,400	(575)		(575)	113.1%
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	2,289	2,000	(289)		(289)	114.5%
4136 Security Checks	24	150	126		126	15.9%
4137 FI-Members Allowances	3,606	7,000	3,394		3,394	51.5%
4151 FI - Bank Charges	1,764	1,800	36		36	98.0%
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	598	300	(298)		(298)	199.5%
4160 Office Equipment	1,633	500	(1,133)		(1,133)	326.5%
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	1,697	1,000	(697)		(697)	169.7%
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	468,211	492,690	24,479	0	24,479	95.0%
Net Income over Expenditure	194,622	163,765	(30,857)			

Detailed Income & Expenditure by Budget Heading 08/04/2025

Month No: 12

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	16,908	17,500	592		592	96.6%
Other Grants :- Indirect Expenditure	<u>16,908</u>	<u>17,500</u>	<u>592</u>	<u>0</u>	<u>592</u>	<u>96.6%</u>
Net Income over Expenditure	<u>(9,908)</u>	<u>(17,500)</u>	<u>(7,592)</u>			
Finance & Policy :- Income	669,833	656,455	(13,378)			102.0%
Expenditure	485,119	510,190	25,071	0	25,071	95.1%
Movement to/(from) Gen Reserve	<u>184,714</u>	<u>146,265</u>	<u>(38,449)</u>			
Grand Totals:- Income	669,833	656,455	(13,378)			102.0%
Expenditure	485,119	510,190	25,071	0	25,071	95.1%
Net Income over Expenditure	<u>184,714</u>	<u>146,265</u>	<u>(38,449)</u>			
Movement to/(from) Gen Reserve	<u>184,714</u>	<u>146,265</u>	<u>(38,449)</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Amenities & Services</u>						
<u>101 Allotments</u>						
1180 Allotment Rents	2,568	2,000	(568)			128.4%
Allotments :- Income	<u>2,568</u>	<u>2,000</u>	<u>(568)</u>			<u>128.4%</u>
1135 Allotments-Water & Upkeep	1,040	700	(340)		(340)	148.6%
Allotments :- Indirect Expenditure	<u>1,040</u>	<u>700</u>	<u>(340)</u>	<u>0</u>	<u>(340)</u>	<u>148.6%</u>
Net Income over Expenditure	<u>1,528</u>	<u>1,300</u>	<u>(228)</u>			
<u>102 Village Greens</u>						
1280 VG-Hire Income	1,580	750	(830)			210.7%
3188 Grants & Donations	0	100	100			0.0%
4180 Misc Income	36	0	(36)			0.0%
Village Greens :- Income	<u>1,616</u>	<u>850</u>	<u>(766)</u>			<u>190.1%</u>
1236 Outdoor Maintenance	15,875	20,000	4,125		4,125	79.4%
1237 Outdoor Planting	1,846	1,000	(846)		(846)	184.6%
1238 Street Cleaning / Litter	0	12,000	12,000		12,000	0.0%
1239 VG-Utilities	0	400	400		400	0.0%
Village Greens :- Indirect Expenditure	<u>17,722</u>	<u>33,400</u>	<u>15,678</u>	<u>0</u>	<u>15,678</u>	<u>53.1%</u>
Net Income over Expenditure	<u>(16,106)</u>	<u>(32,550)</u>	<u>(16,444)</u>			
<u>104 Amenities General</u>						
1400 Amenities grants/donations	0	1,000	1,000			0.0%
4180 Misc Income	48	0	(48)			0.0%
Amenities General :- Income	<u>48</u>	<u>1,000</u>	<u>952</u>			<u>4.8%</u>
1436 Skate & Play areas	28,531	18,000	(10,531)		(10,531)	158.5%
1447 Dog Fouling	3,432	3,500	68		68	98.1%
Amenities General :- Indirect Expenditure	<u>31,963</u>	<u>21,500</u>	<u>(10,463)</u>	<u>0</u>	<u>(10,463)</u>	<u>148.7%</u>
Net Income over Expenditure	<u>(31,915)</u>	<u>(20,500)</u>	<u>11,415</u>			
<u>105 Outdoor Maintenance</u>						
1501 Outdoor Maintenance Equipment	1,559	2,500	941		941	62.4%
Outdoor Maintenance :- Indirect Expenditure	<u>1,559</u>	<u>2,500</u>	<u>941</u>	<u>0</u>	<u>941</u>	<u>62.4%</u>
Net Expenditure	<u>(1,559)</u>	<u>(2,500)</u>	<u>(941)</u>			

Detailed Income & Expenditure by Budget Heading 08/04/2025

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
203 Street Lighting						
2314 SL-Power	4,937	6,600	1,663		1,663	74.8%
2336 Streetlights	11,773	20,000	8,227		8,227	58.9%
Street Lighting :- Indirect Expenditure	16,710	26,600	9,890	0	9,890	62.8%
Net Expenditure	(16,710)	(26,600)	(9,890)			
204 Road Safety						
2436 RS-Road Safety	4,679	1,500	(3,179)		(3,179)	311.9%
2440 Shed Project	0	2,000	2,000		2,000	0.0%
Road Safety :- Indirect Expenditure	4,679	3,500	(1,179)	0	(1,179)	133.7%
Net Expenditure	(4,679)	(3,500)	1,179			
601 Cemetery						
6180 BU-Burial Fees	18,315	18,000	(315)			101.8%
Cemetery :- Income	18,315	18,000	(315)			101.8%
6123 Cemetery Admin	441	350	(91)		(91)	125.9%
6151 BU- Cemetery Rates	1,899	1,200	(699)		(699)	158.3%
6152 BU-Memorial Repairs	116	0	(116)		(116)	0.0%
Cemetery :- Indirect Expenditure	2,456	1,550	(906)	0	(906)	158.4%
Net Income over Expenditure	15,860	16,450	590			
Amenities & Services :- Income	22,547	21,850	(697)			103.2%
Expenditure	76,129	89,750	13,621	0	13,621	84.8%
Movement to/(from) Gen Reserve	(53,581)	(67,900)	(14,319)			
Property & Assets						
205 Miscellaneous Assets						
4180 Misc Income	2,298	0	(2,298)			0.0%
Miscellaneous Assets :- Income	2,298	0	(2,298)			
1439 Public Seats	1,364	0	(1,364)		(1,364)	0.0%
2551 Offsite Car Parks	75	0	(75)		(75)	0.0%
Miscellaneous Assets :- Indirect Expenditure	1,439	0	(1,439)	0	(1,439)	
Net Income over Expenditure	859	0	(859)			

Detailed Income & Expenditure by Budget Heading 08/04/2025

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
301 Community Centre						
3180 CC-Lettings	32,801	20,000	(12,801)			164.0%
3181 CC-Equipment Hire	1,241	400	(841)			310.3%
3182 CC-Rents	17,370	22,000	4,630			79.0%
3185 MISC - incl books/copying)	669	400	(269)			167.3%
3187 CC Drinks Machine Income	742	600	(142)			123.6%
3189 Misc Property Refunds	18,600	0	(18,600)			0.0%
4180 Misc Income	2,807	0	(2,807)			0.0%
Community Centre :- Income	74,230	43,400	(30,830)			171.0%
3108 CC-Staff Training	556	0	(556)		(556)	0.0%
3111 CC-Rates & Services	47,801	65,000	17,199		17,199	73.5%
3116 CC-Upkeep/Cleaning	33,071	0	(33,071)		(33,071)	0.0%
3127 CC - Drinks Machine	1,668	1,000	(668)		(668)	166.8%
3136 CC-Enhancement	26,586	5,000	(21,586)		(21,586)	531.7%
Community Centre :- Indirect Expenditure	109,682	71,000	(38,682)	0	(38,682)	154.5%
Net Income over Expenditure	(35,452)	(27,600)	7,852			
303 Venue on the Green						
3306 VOTG Income	2,720	2,200	(520)			123.6%
Venue on the Green :- Income	2,720	2,200	(520)			123.6%
3304 Votg Non Youth Equip	0	500	500		500	0.0%
3305 VOTG Running Costs	2,892	4,000	1,108		1,108	72.3%
Venue on the Green :- Indirect Expenditure	2,892	4,500	1,608	0	1,608	64.3%
Net Income over Expenditure	(173)	(2,300)	(2,127)			
Property & Assets :- Income	79,247	45,600	(33,647)			173.8%
Expenditure	114,013	75,500	(38,513)	0	(38,513)	151.0%
Movement to/(from) Gen Reserve	(34,766)	(29,900)	4,866			
Grand Totals:- Income	101,795	67,450	(34,345)			150.9%
Expenditure	190,142	165,250	(24,892)	0	(24,892)	115.1%
Net Income over Expenditure	(88,347)	(97,800)	(9,453)			
Movement to/(from) Gen Reserve	(88,347)	(97,800)	(9,453)			

Detailed Income & Expenditure by Budget Heading 08/04/2025

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	7,574	7,500	(74)			101.0%
Market :- Income	<u>7,574</u>	<u>7,500</u>	<u>(74)</u>			<u>101.0%</u>
3151 CC-Market expenditure	7,652	7,000	(652)		(652)	109.3%
Market :- Indirect Expenditure	<u>7,652</u>	<u>7,000</u>	<u>(652)</u>	<u>0</u>	<u>(652)</u>	<u>109.3%</u>
Net Income over Expenditure	<u>(79)</u>	<u>500</u>	<u>579</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	26,236	22,000	(4,236)			119.3%
Cafe :- Income	<u>26,236</u>	<u>22,000</u>	<u>(4,236)</u>			<u>119.3%</u>

Detailed Income & Expenditure by Budget Heading 08/04/2025

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	854	2,000	1,146		1,146	42.7%
3460 Gages -Purchases Food etc	14,363	18,000	3,637		3,637	79.8%
Cafe :- Indirect Expenditure	15,217	20,000	4,783	0	4,783	76.1%
Net Income over Expenditure	11,019	2,000	(9,019)			
<u>306 Thursday Club</u>						
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)			
<u>406 Youth Provision</u>						
4676 YP-Grants & Other Income	997	2,500	1,503			39.9%
Youth Provision :- Income	997	2,500	1,503			39.9%
4603 YP - Dev costs & General Expen	2,606	3,500	894		894	74.5%
4604 YP - Youth Forum	0	500	500		500	0.0%
Youth Provision :- Indirect Expenditure	2,606	4,000	1,394	0	1,394	65.2%
Net Income over Expenditure	(1,609)	(1,500)	109			
Localism & Community Projects :- Income	35,199	33,000	(2,199)			106.7%
Expenditure	36,527	41,000	4,473	0	4,473	89.1%
Movement to/(from) Gen Reserve	(1,329)	(8,000)	(6,671)			
Grand Totals:- Income	35,199	33,000	(2,199)			106.7%
Expenditure	36,527	41,000	4,473	0	4,473	89.1%
Net Income over Expenditure	(1,329)	(8,000)	(6,671)			
Movement to/(from) Gen Reserve	(1,329)	(8,000)	(6,671)			

List of Payments made between 06/02/2025 and 31/03/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
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
06/02/2025	POCKIT CARD - YOUTH	TOP UP	250.00		YOP UP
06/02/2025	KEIKO WESTON	BP	20.00		MARKET REFUND
06/02/2025	ALEX JONES FUNERAL	BP	369.00		INCORRECT PAYMENT REFUND
06/02/2025	COORDINATION CATERERS	BP	4.37		XMAS LUNCH LOST ITEMS
06/02/2025	POCKIT CARD - GAGES	TOP UP	1,000.00		TOP UP
07/02/2025	O2	DD	67.52		MOBILE
10/02/2025	BARCLAYCARD	2	88.91		CHARGES
10/02/2025	PAYTEK ADMIN SERVICES LTD	3	19.20		CHARGES
10/02/2025	PAYTEK ADMIN SERVICES LTD	4	27.60		CHARGES
10/02/2025	O2	DD	18.79		MOBILE YOUTH
10/02/2025	AO SHIPLEY	BP	7,422.12		TAX & NI - JANUARY
12/02/2025	ALLSTAR BUSINESS SOLUTIONS	5	8.93		FUEL
17/02/2025	CORONA ENERGY RETAIL 4 LTD	1	2,355.67		GAS
18/02/2025	BACS P/L Pymnt Page 1927	BACS Pymnt	2,896.52		BACS P/L Pymnt Page 1927
18/02/2025	STAFF	BP	809.50		SALARY
18/02/2025	BAILEY CONSTRUCTION	BP	2,820.00		HH REPAIRS
18/02/2025	FLEUR BRITTEN	BP	27.95		REIMBURSEMENT - SHED
24/02/2025	TELECOMS WORLD PLC	6	73.93		0800 NUMBER
24/02/2025	EDF ENERGY CUSTOMERS PLC	7	444.93		STREETLIGHT POWER
25/02/2025	BACS P/L Pymnt Page 1929	BACS Pymnt	666.13		BACS P/L Pymnt Page 1929
25/02/2025	BACS P/L Pymnt Page 1930	BACS Pymnt	3,742.48		BACS P/L Pymnt Page 1930
26/02/2025	ENGIE POWER LTD	8	196.68		ELEC
26/02/2025	ENGIE POWER LTD	9	1,275.73		ELEC
26/02/2025	ENGIE POWER LTD	10	824.03		ELEC
26/02/2025	FRSGA	BP	2,500.00		GRANT
26/02/2025	STARTING OVER SHOW	BP	450.00		GRANT
26/02/2025	EMMA DAVIES	BP	5.86		REIMBURSEMENT
26/02/2025	ST CATHERINES HOSPICE	BP	500.00		GRANT
26/02/2025	AMANDA SINCLAIR	BACS	40.50		REIMBURSEMENT
26/02/2025	FROW FRIENDS	BP	1,333.00		GRANT
26/02/2025	FR CHORAL SOCIETY	BP	1,000.00		GRANT
26/02/2025	KATE TAYLOR-SMITH	BP	16.40		REIMBURSEMENT
26/02/2025	FILMTEK	BP	8,020.80		WINDOW FILM
26/02/2025	OPEN SPACES SOCIETY	BP	500.00		GRANT
27/02/2025	EAST SUSSEX PENSIONS	BP	5,109.37		SUPERANN - FEB
27/02/2025	STAFF	BP	23,511.03		FEB SALARIES
28/02/2025	BNP PARIBAS	DD	678.58		COPIER
28/02/2025	FOCUS GROUP	DD	99.07		HELPLINE
28/02/2025	UNITY TRUST	BP	26.70		CHARGE
28/02/2025	BURIAL FEES	BACS	531.00		DEED OF GRANT
28/02/2025	GAGES	CC	273.00		LUNCHES
28/02/2025	BURIAL FEE	CC	-531.00		BURIAL FEE
28/02/2025	GAGES	CC	-273.00		GAGES
03/03/2025	BIFFA WASTE SERVICES LTD	1	839.16		WASTE
03/03/2025	BT PAYMENT SERVICES LTD	2	32.53		TELEOCMMUNICATIONS

List of Payments made between 06/02/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/03/2025	WEALDEN DC	DD	193.00		RATES
03/03/2025	ROOM HIRE	CC	28.00		ROOM HIRE
03/03/2025	ROOM HIRE	CC	-28.00		ROOM HIRE
04/03/2025	SAINSBURYS	BP	171.50		FOOD
04/03/2025	SAINSBURYS	BP	16.70		FOOD
04/03/2025	BOOK SALES	CC	2.00		BOOK SALES
04/03/2025	BOOK SALES	CC	-2.00		BOOK SALES
05/03/2025	BACS P/L Pymnt Page 1934	BACS Pymnt	3,413.00		BACS P/L Pymnt Page 1934
05/03/2025	CO-OP	BP	2.10		FOOD
05/03/2025	GAGES	CC	74.50		LUNCJES
05/03/2025	BURIAL FEE	CC	531.00		DEED OF GRANT
05/03/2025	GAGES	CC	-74.50		GAGES
05/03/2025	BURIAL FEE	CC	-531.00		BURIAL FEE
06/03/2025	POCKIT CARD - DOD	TOP UP	500.00		TOP UP
06/03/2025	POCKIT CARD - CC	TOP UP	250.00		TOP UP
06/03/2025	POCKIT CARD - GAGES	TOP UP	500.00		TOP UP
06/03/2025	DAVID BANKS	BACS	41.25		ROOM HIRE REFUND
06/03/2025	INDIGO UMBRELLA	BACS	53.90		ROOM HIRE REFUND
06/03/2025	COWELL EDWARDS	BACS	50.00		GRAVE RODDING
06/03/2025	POCKIT CARD - YOUTH	TOP UP	300.00		TOP UP
06/03/2025	GAGES	CC	86.00		LUNCHES
06/03/2025	GAGES	CC	-86.00		GAGES
07/03/2025	CO-OP	BP	3.20		FOOD
07/03/2025	ALLAN MARTIN	BP	336.17		MEAT
10/03/2025	BARCLAYCARD	3	69.95		CHARGES
10/03/2025	PAYTEK ADMIN SERVICES LTD	4	19.20		CHARGES
10/03/2025	PAYTEK ADMIN SERVICES LTD	5	27.60		CHARGES
10/03/2025	LEASEPLAN	DD	268.09		VAN RENTAL
10/03/2025	AO SHIPLEY	BACS	6,804.52		FEB TAX & NI
11/03/2025	SAINSBURYS	BP	217.72		FOOD
11/03/2025	SAINSBURYS	BP	3.09		FOOD
12/03/2025	ALLSTAR BUSINESS SOLUTIONS	6	71.61		FUEL
12/03/2025	O2	DD	67.52		MOBILE
12/03/2025	O2	DD	18.79		MOBILE
13/03/2025	BACS P/L Pymnt Page 1936	BACS Pymnt	1,368.99		BACS P/L Pymnt Page 1936
13/03/2025	POCKIT CARD - GAGES	TOP UP	1,000.00		TOP UP
13/03/2025	AMANDA SINCLAIR	BACS	4.00		REIMBURSEMENT
14/03/2025	CO-OP	BP	5.55		FOOD
14/03/2025	CO-OP	BP	8.50		FOOD
17/03/2025	CORONA ENERGY RETAIL 4 LTD	1	852.62		GAS
17/03/2025	CORONA ENERGY RETAIL 4 LTD	1	1,000.00		GAS
18/03/2025	SAINSBURYS	BP	190.61		FOOD
19/03/2025	BACS P/L Pymnt Page 1937	BACS Pymnt	17,959.79		BACS P/L Pymnt Page 1937
20/03/2025	CO-OP	BP	3.05		FOOD
20/03/2025	SALLY COOLING	BACS	41.44		FUEL REIMBURSEMENT
21/03/2025	CO-OP	BP	2.55		FOOD
24/03/2025	TELECOMS WORLD PLC	7	73.96		0800 NUMBER

List of Payments made between 06/02/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/03/2025	EDF ENERGY CUSTOMERS PLC	8	435.96		STREETLIGHT POWER
25/03/2025	BACS P/L Pymnt Page 1938	BACS Pymnt	1,922.58		BACS P/L Pymnt Page 1938
25/03/2025	POCKIT	BP	1.99		FEE
25/03/2025	SAINSBURYS	BP	161.73		FOOD
25/03/2025	LEASEPLAN	DD	402.00		ROAD TAX - VAN
25/03/2025	DRIVEPOINT	BACS	5,514.00		RUSH GREEN PATHWAY
26/03/2025	ENGIE POWER LTD	9	175.84		ELECTRICITY
26/03/2025	ENGIE POWER LTD	10	1,015.51		ELECTRICITY
26/03/2025	ENGIE POWER LTD	11	585.48		ELECTRICITY
26/03/2025	ALLSTAR BUSINESS SOLUTIONS	12	42.72		FUEL
27/03/2025	SIEMENS FINANCIAL SERVICES	13	213.30		DRINKS MACHINE LEASE RENTAL
28/03/2025	CO-OP	BP	2.50		FOOD
28/03/2025	VEASEY SONS	BP	36.96		FISH
28/03/2025	ALLAN MARTIN	BP	329.92		MEAT
28/03/2025	EAST SUSSEX PENSION	BACS	5,355.81		SUPERANN - FEB
28/03/2025	STAFF	BACS	25,300.85		MARCH SALARIES
31/03/2025	SAINSBURYS	BP	175.28		FOOD
31/03/2025	ADJ	BACS	-1,669.12		INCORRECT CASHBOOK
31/03/2025	BIFFA WASTE SERVICES LTD	14	671.33		WASTE
31/03/2025	BT PAYMENT SERVICES LTD	2	32.53		TELECOMMUNICATIONS
31/03/2025	FOCUS	DD	105.90		HELPLINE
31/03/2025	UNITY TRUST	BP	16.50		FEE
31/03/2025	UNITY TRUST	BP	27.60		FEE

Total Payments 150,797.86

7737.73
 143,060.13

POCKIT CARD - DOD

List of Payments made between 01/02/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/02/2025	GIFFGAFF	DD	10.00		MOBILE
13/02/2025	COOPERS OF STORTFORD	BP	38.97		WATERING SPIKES
14/02/2025	LAND REGISTRY	BP	7.00		SEARCH
17/02/2025	SERIF EUROPE	BP	67.99		PUBLISHER
17/02/2025	ALCC	BP	50.00		MEMBERSHIP
18/02/2025	SACRED HEART	BP	61.49		SUPPLIES FOR ORCHARD PLANTING
20/02/2025	ZOOM	DD	12.99		VIRTUAL MEETINGS
26/02/2025	AMAZON	BP	9.80		PLASTICINE
26/02/2025	AMAZON	BP	15.98		SUPPLIES
28/02/2025	COOKSMILL	BP	95.64		POTS AND LIDS
28/02/2025	NISBETS	BP	39.55		SUPPLIES
01/03/2025	POCKIT	BP	1.99		FEES
07/03/2025	CO-OP	BP	24.26		FOOD
12/03/2025	GIFFGAFF	BP	10.00		MARKET MOBILE
18/03/2025	NO 8	BP	4.45		SUPPLIES
20/03/2025	ZOOM	DD	12.99		VIRTUAL MEETINGS
30/03/2025	POCKIT	BP	1.99		FEES
31/03/2025	PRINTERINKS	BP	126.44		PRINTER INK
Total Payments			591.53		

POCKIT CARD - CC

List of Payments made between 01/02/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/02/2025	WEALDEN DC	BP	21.00		MARKET TENS
19/02/2025	SAINSBURYS	BP	21.00		WATER BOTTLES
26/02/2025	POST COUNTER	BP	5.20		APPLICATION POSTAGE
27/02/2025	AMAZON	BP	66.63		BIG MODEL EVENT SUPPLIES
27/02/2025	CHALLENGE PACKAGING	BP	67.79		PAPER ROLLS
28/02/2025	AMAZON	BP	9.49		SUPPLIES
01/03/2025	POCKIT	BP	1.99		FEE
09/03/2025	AMAZON	BP	30.99		SUPPLIES
10/03/2025	WEALDEN DC	BP	21.00		MARKET TENS
10/03/2025	AMAZON	BP	55.90		WORK TROUSERS
13/03/2025	AMAZON	BP	299.00		PROJECTOR
13/03/2025	ROYAL MAIL	BP	92.90		STAMPS
31/03/2025	POCKIT	BP	1.99		FEES
Total Payments			694.88		

POCKIT CARD - GAGES

List of Payments made between 01/12/2024 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/12/2024	SAINSBURYS	BP	211.40		FOOD
10/12/2024	SAINSBURYS	BP	233.25		FOOD
16/12/2024	SAIMSBURYS	BP	216.94		FOOD
18/12/2024	SEASONS	BP	6.24		FOOD
18/12/2024	ALLAN MARTIN	BP	438.70		MEAT
19/12/2024	CO-OP	BP	10.20		FOOD
19/12/2024	NO 8	BP	27.00		EQUIPMENT
19/12/2024	CO-OP	BP	1.25		FOOD
25/12/2024	POCKIT	BP	1.99		FEE
08/01/2025	NO 8	BP	2.50		EQUIPMENT
08/01/2025	SEASONS	BP	1.61		FOOD
14/01/2025	SAINSBURYS	BP	216.81		FOOD
15/01/2025	SAINSBURYS	BP	19.26		FOOD
17/01/2025	TESCO	BP	22.75		FOOD
17/01/2025	CO-OP	BP	3.30		FOOD
21/01/2025	SAINSBURYS	BP	186.90		FOOD
23/01/2025	TESCO	P	2.38		FOOD
24/01/2025	SEASONS	BP	1.18		FOOD
24/01/2025	CO-OP	BP	3.05		FOOD
25/01/2025	POCKIT	BP	1.99		FEE
28/01/2025	SAINSBURYS	BP	187.43		FOOD
29/01/2025	ALLAN MARTIN	BP	297.47		MEAT
04/02/2025	SAINSBURYS	BP	158.58		FOOD
05/02/2025	CO-OP	BP	5.70		FOOD
07/02/2025	CO-OP	BP	8.35		FOOD
07/02/2025	CO-OP	BP	10.25		FOOD
07/02/2025	CO-OP	BP	6.00		FOOD
11/02/2025	SAINSBURYS	BP	189.29		FOOD
11/02/2025	SAINSBURYS	BP	32.84		FOOD
12/02/2025	CO-OP	BP	1.20		FOOD
14/02/2025	CO-OP	BP	5.55		FOOD
18/02/2025	SAINSBURYS	BP	152.71		FOOD
18/02/2025	SAINSBURYS	BP	21.10		FOOD
18/02/2025	CO-OP	BP	2.70		FOOD
25/02/2025	POCKIT	BP	1.99		FEE
25/02/2025	SAINSBURYS	BP	189.92		FOOD
28/02/2025	CO-OP	BP	1.65		FOOD
28/02/2025	SAINSBURYS	BP	171.50		FOOD
28/02/2025	CO-OP	BP	1.65		FOOD
28/02/2025	POCKIT	BP	18.42		CASHBACK
28/02/2025	POCKIT	BP	-18.42		CASHBACK
04/03/2025	SAINSBURYS	BP	171.50		FOOD
04/03/2025	SAINSBURYS	BP	16.70		FOOD
04/03/2025	DUPLICATE ENTRY	BP	-171.50		DUPLICATE ENTRY
05/03/2025	CO-OP	BP	2.10		FOOD
07/03/2025	CO-OP	BP	3.20		FOOD
07/03/2025	ALLAN MARTIN	BP	336.17		MEAT

POCKIT CARD - GAGES

List of Payments made between 01/12/2024 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/03/2025	SAINSBURYS	BP	217.72		FOOD
11/03/2025	SAINSBURYS	BP	3.09		FOOD
14/03/2025	CO-OP	BP	5.55		FOOD
14/03/2025	CO-OP	BP	8.50		FOOD
18/03/2025	SAINSBURYS	BP	190.61		FOOD
20/03/2025	CO-OP	BP	3.05		FOOD
21/03/2025	CO-OP	BP	2.55		FOOD
25/03/2025	POCKIT	BP	1.99		FEES
25/03/2025	SAINSBURYS	BP	161.73		FOOD
28/03/2025	CO-OP	BP	2.50		FOOD
28/03/2025	VEASEY	BP	36.96		FISH
28/03/2025	ALLAN MARTIN	BP	329.92		MEAT
31/03/2025	SAINSBURYS	BP	175.28		FOOD
Total Payments			4,552.20		

POCKIT CARD - YOUTH

List of Payments made between 01/02/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/02/2025	ICELAND	BP	48.00		SUPPLIES
10/02/2025	POUNDLAND	BP	34.35		SUPPLIES
12/02/2025	CO-OP	BP	15.40		SUPPLIES
13/02/2025	CO-OP	BP	10.40		SUPPLIES
18/02/2025	POCKIT	BP	1.99		CHARGES
26/02/2025	CO-OP	BP	15.90		SUPPLIES
28/02/2025	POUNDSTRETCHER	BP	20.14		SUPPLIES
28/02/2025	CO-OP	BP	19.40		SUPPLIES
28/02/2025	SEASONS	BP	15.41		SUPPLIES
04/03/2025	CO-OP	BP	27.83		REFRESHMENTS
06/03/2025	CO-OP	BP	12.50		REFRESHMENTS
10/03/2025	ICELAND	BP	88.90		REFRESHMENTS
11/03/2025	CO-OP	BP	15.43		REFRESHMENTS
18/03/2025	POCKIT	BP	1.99		FEES
18/03/2025	MCDONALDS	BP	65.74		REFRESHMENTS
31/03/2025	DUPLICATE ENTRY	BP	-93.88		DUPLICATE ENTRY
Total Payments			299.50		

Forest Row Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2025	Cafe Cash A/c	0.00
31/03/2025	Thursday Club Cash A/c	0.00
31/03/2025	Unity Trust	171,528.93
31/03/2025	CCLA	175,000.00
31/03/2025	POCKIT CARD - DOD	0.00
31/03/2025	POCKIT CARD - CC	0.00
31/03/2025	POCKIT CARD - GAGES	296.89
31/03/2025	POCKIT CARD - YOUTH	205.38
		347,031.20

Other Cash & Bank Balances

186.16

347,217.36

Unpresented Payments

-25.58

347,242.94

Receipts not on Bank Statement

0.00

Closing Balance

347,242.94

All Cash & Bank Accounts

2	Cafe Cash Account	0.00
3	Thursday Club Cash Account	0.00
4	Unity Trust	171,528.93
5	CCLA	175,000.00
6	POCKIT CARD - DOD	685.63
7	POCKIT CARD - CC	244.00
8	POCKIT CARD - GAGES	322.47
10	POCKIT CARD - YOUTH	205.38
Other Cash & Bank Balances		186.16
Total Cash & Bank Balances		348,172.57

APPROVED BY FINANCE OFFICER
COMMITTEE CHAIRMAN

FRPC RESERVES 2025-
2026 V.1

	2024-25		2025-26	
	actual	reason	proposed	reason
General reserve	200,758	held at ± £200K	250,028	in line with budget
Nominated				
Playground	45,000	increase for interim works	45,000	held steady
By elections	1,000	held at £1k	2,000	increased fees
Cemetery	35,000	increased for prep works	60,000	increased for prep
CC refurb	31,000	restore to 2023-24 figure	20,000	back up to revenue
Devolved services	0	no longer required	10,000	possible devolution
PWLB repayment	10,000	allow 6 months worth	10,000	as before
CIL money	10,084	carried over unspent	10,084	carry over
FrowResource (escrow)	0		2,625	held on account
Shed project (escrow)	0		1,230	held on account
TOTAL	332,842	total from	410,967	total from
	282,377	yr-end plus	360,967	yr end plus
	50,465	precept top up	50,000	precept top up

Proposal for a Low-Cost Counselling Service in Forest Row

Background

Waiting times to access mental health support, including talking therapy, are at an all-time high. Even the waiting time for an assessment via the NHS can be up to 4-5 months, and then therapy can take a further 12 months.

There is also an increasing scrutiny over the link between mental health diagnoses and the impact this has on the UK's workforce. Additionally, the effect of the recently announced benefit cuts is likely to intensify pressure on many services and their users.

Of course, private counselling therapy is available, and Forest Row has several locally based therapists. However, the average fee for private therapy in Sussex is between £50-£60 a session and beyond the budget of many who need it. Whilst many counsellors offer pro bono or discounted fees, the cost-of-living crisis is putting pressure on the number of sessions they are able to offer.

Proposal

Local therapists, Owen Morgan and Diane Burnett last year set up a Low-Cost Counselling Service offering subsidised sessions to clients living in Forest Row, at a rate they can afford. With endorsement and financial support from FRPC, the Service has helped improve the well-being of the local community by reaching residents who might not otherwise sourced therapeutic support.

Last financial year we offered counselling to 18 different clients from the parish and a total of 155 sessions.

We also have had enquiries from local therapists offering their time. All those selected are members of the BACP, are fully insured and qualified. This now gives the service a range of experiences, specialisms and approaches to match with client needs.

It was proposed last year that to secure commitment, clients were asked to contribute what they could afford – at a minimum of £10 per session – with FRPC “topping up” the fee to a maximum of £40 per session from the awarded funds. The remaining discount will be offered by the therapist (on their private practice fee of £55). On average clients have contributed £15 towards their sessions and most have taken up the whole 10 sessions.

Administration of the Service – including undertaking initial assessments, booking sessions, onward referrals, financial tracking, networking with local Service providers and businesses and writing up policies to underpin the Service – will still be provided by the Diane and Owen, pro bono. Owen is also providing free supervision to therapists for work undertaken through the service.

It is proposed that promotion of the Service will be shared by the therapists and FRPC, see below.

Funding Request: £4,500

We already have clients on our waiting list and have every faith that any articles in the local magazine or Facebook posts about the service will generate new enquiries. We have also built relationships with the GP clinic, youth groups and expect referrals from ex-clients who have benefited from the service. Last year we received a total of £3500 from the council to support the service spending every penny of that on sessions for clients.

Funding Scenario: If 15 clients contribute £10 for each session up to a maximum of 10 sessions per person, the FRPC contribution would be £4,500 for approx. of 150 counselling sessions. The total discount offered by the therapists in this scenario would be equivalent to £2K – excluding the cost of administration.

As we have reported not all clients pay the same amount which is why we ended up with 155 sessions this year. We are not sure if this pattern will be repeated which is why we are approximating.

Over the course of the Service's life, additional funding will be sought to extend the reach and impact for the local community. We will be looking later this year at this and will ensure there is a separation from those who benefit from the parish council's support and any other financial support we receive. As yet we have not begun this process with our relationship with the parish council being our first priority.

How It Works

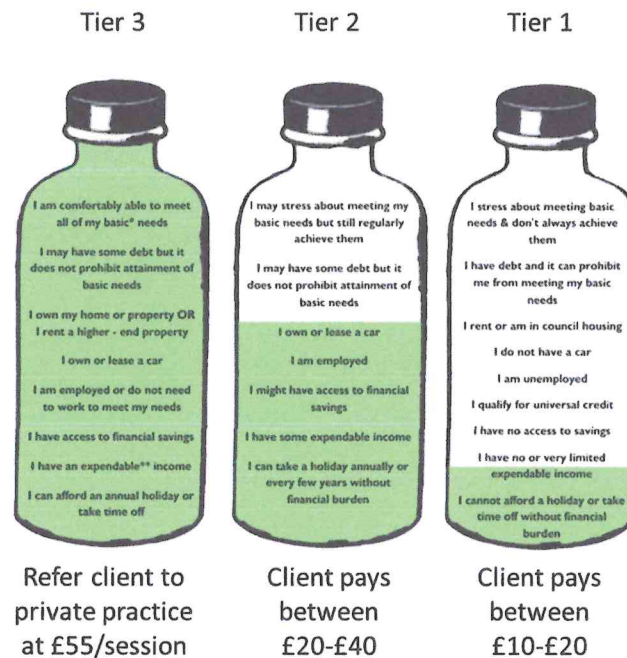
Clients will be directed to contact Owen or Diane, as Heads of Service, by phone or email – with details listed on a dedicated webpage on the FRPC website. This will be publicised on flyers and posters placed around the village. Promotion will be supplemented by building connections with other local services like the Youth Centre, Youth Forum, Health Centre and via Facebook on the community page and within the parish magazine.

After an initial assessment, the Service then offers a choice of male or female counsellor, according to client preference and therapist availability. As outlined above, clients would be asked to pay what they can afford – at a minimum of £10 per session. Clients unable to meet this requirement will be signposted to free support offered by CAHMS and other NHS services or charitable organisations like The Lucy Rayner Foundation or YMCA - Heads Together.

The model below¹ shows how a sliding scale of client contribution works to offer a flexible payment range instead of fixed price for the Service.

¹ The Green Bottle Sliding Scale Method, developed by a Community Practitioner, Alexis J. Cunniffolk, as a fee structure designed to accommodate clients with different financial means.

Where do you fall on the Sliding Scale?



At present the proposal is to offer each client up to a maximum of 10 sessions. This will enable the Service to help as many people as possible, whilst offering optimal support. Clients will be eligible to re-engage with the Service after an agreed period of no less than three months unless there are extenuating circumstances which will be considered on a case-by-case basis. Clients needing ongoing or alternative support will be signposted as relevant.

As necessary, a waiting list will be managed by the Heads of Service. Responsibility for client care and management will be undertaken by the individual therapists, including practice insurance and professional supervision.

Therapists will offer sessions online or in person in their private therapy rooms. However, if there is a possibility of using a room at FRPC for those in need of wheelchair access or with other additional needs, this would be welcomed.

The Services offers sessions for adults and young people from 14yrs+.

Counselling contracts will be in place for each client, and therapists will practice within the BACP ethical framework.

Roles & Responsibilities

Heads of Service:

- First point of contact for FRPC and clients
- Initial client assessments
- Allocation of therapist and agreement of fee with client
- Collation of individual therapists' invoices, sending to the Parish Clerk monthly.
- Collating reporting data & testimonials
- Sending FRPC regular updates on allocation of funds
- Organising monthly supervision with therapists
- Taking on new therapists, as required

- Supervision if required offered free for all FRPC sponsored clients by Owen who is a qualified supervisor

All Therapists:

- Marketing and promotion of the Service
- Gathering impact data and testimonials
- Ongoing client relationships

FRPC:

- Creation of dedicated web page
- Making marketing material available in FRPC spaces
- Promoting Service to relevant stakeholders

Safeguarding and GDPR

Counselling will be offered within the BACP ethical framework. The Service will have safeguarding and GDPR policies in place and all therapists are fully insured and hold Enhanced DBS Certificates.

Reporting and Impact

To demonstrate impact, the Service will provide anonymised data about the clients supported in the funding period, including the number/times of sessions attended and outcomes of counselling. We have already received anonymous feedback from several clients, the key findings have been included within this proposal.

Promotion of the Service

The Service would continue to be promoted as “supported by FRPC” but run independently by the therapists offering counselling. The following activity is proposed to raise awareness of the Service in the first instance:

- Talking to the Youth Forum and Youth Group about the service
- Promotion via FRPC Facebook page
- Setting up a dedicated Instagram page to build connection with younger people
- Having a dedicated page of the FRPC website to introduce the Service, outline therapist biographies and publish contact details for Head of Service
- Ensuring local Services i.e. Youth Centre, Library, Community Fridge are aware of the Service and are able to promote it, where appropriate
- Approaching appropriate local businesses to promote the Service
- Liaising with Ashdown Forest Health Centre to refer clients (we have had two referrals from the Centre and will get in touch to remind them of our presence)

*Design will be provided by the Service, pro bono but printing will need to be covered by FRPC.

Therapists' Biographies

Owen Morgan: As a counsellor my job is to provide a space where clients can learn how to make positive changes and support them to live a more fulfilled life. With experience working online on the telephone and from my therapy room at my home in Forest Row, I offer clients a supportive environment and work alongside them to facilitate growth and change.

Since qualifying in 2018, I have been a member of the BACP and adhere to their Ethical Framework. I am currently working towards accreditation, and am a qualified counselling supervisor, supporting other therapists in their client work.

I have worked for a leading youth service, a suicide bereavement charity and West Sussex County Council supporting young people and am eager to extend my community impact in partnership with FRPC. I work with all kinds of issues and clients from 14-82yrs old.

Diane Burnett: Hello, I am a person-centred counselling psychotherapist. I work from my peaceful garden room. I am excited to offer counselling through our new initiative, as I passionately believe that there should not be barriers to people's ability to access mental health interventions.

I know the sting of feeling "othered," and I aim to have a non-oppressive practice. This means acknowledging that everyone is unique and all experiences are valid and equal, but also understanding how the intersections of power can negatively affect one's life due to gender, socioeconomic status, colour, neurodiversity, etc.

I have lots of experience working with people affected by cancer, previously volunteering for MacMillan, and I currently do some private work with a breast cancer charity. Being neurodivergent, I was diagnosed with ADHD two years ago, it has been a journey navigating what this means for me. This does not make me an expert, but I feel it has enhanced my empathy for what being "different" can feel like.

In Summary

The data from the feedback suggests that the FRPC supported Low-Cost Counselling Service has made a positive impact for many local people who might otherwise have a lengthy wait for or be unable to access support elsewhere. Continued support for this service has the potential to reach many more people in the village.

We have included in this proposal the latest report we wrote for FRPC as well as key findings and testimonials from clients who have used the service.

Please see additional pages.

Thank you for your time and consideration.

Update for FRPC about low-cost counselling service 10th Feb 2025

Number of sessions held - 144 (14 March 2025)

Number of sessions budgeted for going forward (11)

Number of clients worked with 18.

Average client contribution is £14.50

We are currently offering free supervision to counsellors for their work connected to the service and continue to do initial client triage and all admin as part of the service, without any cost to FRPC.

We have £60 set aside for emergency sessions beyond those planned in above.

Demographics

Under 21 - 4

21-40 6

41-61 6

Over 61 2

We currently have 4 clients on our waiting list.

We now have 6 counsellors on our books giving us a pool of different approaches and experience.

We believe the service is reaching local people and would like to continue in the new financial year. We intend to submit a fully costed proposal to do next month which will include feedback gathered from clients after they have completed their sessions.

Thank you for your support, Diane and Owen.

Key Findings From Client Feedback



1

How easy was it for you to arrange your first session?

Avg. 6.8

4 out of 5 people answered this question

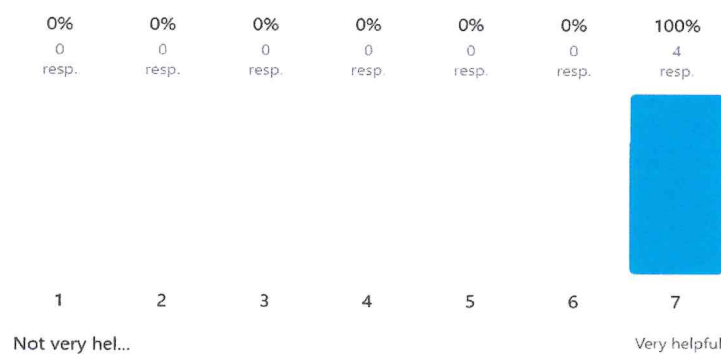


5

How helpful was the counselling received?

Avg. 7

4 out of 5 people answered this question





When asked what they thought of the cost of the service, these were the responses:

“very helpful, made it possible for me for the first time”

“Exceptional pricing strategy when offering discounted rates to vulnerable people. I felt looked after and genuinely wanted to pay what I could at the time because of Owen’s strategy.”

“Very manageable”

Community Centre Replacement Furniture Costs

The costs for furniture are as follows:

Chairs

50 x Conference Chairs	-	£ 3199.50
20 x Stacking Chairs	-	£ 519.00

Trestle Tables

5 x 4ft	-	£ 915.00
12 x 5ft	-	£ 2246.40
6 x 6ft	-	£ 1339.50

Round Tables

6 x 5ft Round Tables	-	£ 2142.00
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GRAND TOTAL	-	£10361.40
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FREE SAMPLE SERVICE >

Search for furniture

HOMESTACKING CHURCH CARE COMMUNITYAUDITORIUMCREMATORIARECEPTION

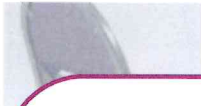
CHAIRS FURNITURE HOME

Home > Church Furniture > Stacking Chairs > All By Type > All Stacking Chairs > Metal Stacking Waterfall Conference Chair



\$63.99.

TOTAL
COST
\$10361.40



We usually reply within a couple of minutes. Send us a message and we'll be in touch shortly.



3/


[FREE SAMPLE SERVICE >](#)

[HOMESTACKING](#) [CHURCH](#) [CARE](#) [COMMUNITY](#) [AUDITORIUM](#) [CREMATORIUM](#) [RECEPTION](#)
[CHAIRS](#) [FURNITURE](#) [HOME](#)

[Home](#) > [Church Furniture](#) > [Church Tables](#) > [Gopak Tables](#) > [Gopak Table Ranges & Accessories](#) > [Gopak Premier Tables](#) > [Gopak Premier Folding Tables](#)



4ft - £183.00 x 5 = £915
 5ft - £187.20 x 12 = £2246.40
 6ft - £223.25 x 6 = £1339.50

GP3





FREE SAMPLE SERVICE >

Search for furniture

HOMESTACKINGCHURCHCARECOMMUNITYAUDITORIUMCREMATORIARECEPTION

CHAIRS

FURNITURE

HOME

Home > Church Furniture > Church Tables > Gopak Tables > Gopak Round Tables > Gopak 5ft Round Folding Tables



Balance
= £2142.

Product ref: GOPC5



Gopak 5ft Round Folding Tables

From: £357.00 + VAT





FREE SAMPLE SERVICE >

Search for furniture

HOMESTACKING CHURCH CARE COMMUNITYAUDITORIUMCREMATORIARECEPTION

CHAIRS FURNITURE HOME

Home > Church Furniture > Stacking Chairs > Folding Chairs > Budget Metal Folding Chair



X20
= £519.00.

Product ref: BF5

Budget Metal Folding Chair

We usually reply within a couple of minutes. Send us a message and we'll be in touch shortly.

From: £25.95 + VAT



PARISH COUNCIL: ALTERNATIVE INCOME SOURCES

The basic source of income for a local government organisation is the Council Tax, of which the Parish Council precept forms part.

The Localism Act 2011 introduced the General Power of Competence, which provides that a qualifying council “has power to do anything that individuals generally may do.” which includes: “power to do it for a commercial purpose or otherwise for a charge.”

In 2012, the LGA introduced the issue in the following way:

“We all know that public services will need to adjust to significantly lower levels of central funding than in the past. ... At the same time, councils are facing tough decisions about their council tax rates. ... It makes sense to consider whether it would provide more fairness to the taxpayer to ask those who benefit from a service to cover part or even all of its costs ... Trading (ie to generate efficiencies, surpluses and profits) and charging (ie to receiver the costs providing a discretionary service) are important options on the menu of innovative ways of working to meet local needs”.

Prior to the Localism Act, there were various legal powers to charge for services, but that Act removed any ambiguity about ‘trading for profit’ in section 4 which said: “where, in exercise of the general power, a local authority does things for a commercial purpose, the authority *must* do them through a company.” Such a company could be a company limited by shares or by guarantee, a Community Interest Company or a Cooperative and Community Benefit Society.

When a trading company is wholly owned by a council, any profits generated may go back to the council through dividends or service charges which can then be used to hold down council tax or invested into frontline services.

At present FRPC charges directly for services on two bases. ‘Gages’, for instance, is run on a ‘break even’ basis, in that the total cost of meals provided aims to cover the food, kitchen equipment and staffing costs but not make a profit as such. The burials service, by contrast, significantly exceeds the overheads of managing the service, even allowing for a proportion of outdoor maintenance costs being allocated to the cemetery.

There is also at present an undeveloped proposal that the ‘Festival Corner’ publicity installation might in time become a CIC, which *could* bring it within the ambit of a council trading company.

The options for ‘alternative income sources’ are therefore: either to charge on a commercial basis for services supplied (whether existing or new), or to form an arm’s length company to provide service for profit. Simply to pick out examples which could have relevance, in a village like Forest Row, the issue of transport is a live one, and there have been regular approaches from the public about the resurrection of a car club in some form. Or on a larger scale still, the council could create a legal entity to acquire property to turn into an income generating asset.

All these things are hedged about with legislation and regulation, of course, but it has all been done before somewhere, and sources of advice and assistance are readily available. What is really required is a long term vision and commitment, and a sober assessment of risk.

DOD

09/04/2025

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 Junior Football Club		
NAME OF CONTACT PERSON: Heather Yorkston (acting on behalf of)		
ADDRESS FOR CORRESPONDENCE: Memorial Pavilion Shalesbrook Lane Forest Row POST CODE: RH18 5LS	Tel: 07720662395	
	Email: hyorkston@gmail.com	
	Web (if any):	
	SUM REQUESTED: £300	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?		Forest Row Junior Football Club
DO YOU HAVE AUDITED ACCOUNTS? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, ARE THEY ATTACHED? <input type="checkbox"/> Yes <input type="checkbox"/> No (Accounts)	IF NO, PLEASE EXPLAIN WHY
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
Forest Row Co-op	£250	Towards transport costs; amount requested but we have not received confirmation; grant application submitted 9/4/25
PURPOSE OF REQUEST (please use second sheet if necessary)		
<p>The Forest Row U11 football team is thrilled to have been invited to our twin village in France, Milly la Fôret, to participate in a youth football tournament from 6–8 June. This is a fantastic opportunity for the boys to enjoy sport, develop friendships, and connect with our twin community in a meaningful way. We're currently seeking support to help cover transport costs. While most families are self-funding, two children – both from single-parent households – are currently unable to afford the shared travel expenses. One of these children also has additional medical needs, requiring specialist equipment and accommodation that can safely meet those needs, further increasing the family's costs and logistical challenges.</p> <p>We've estimated the cost of renting a 9-seater van at around £550, with fuel, Channel crossing and tolls adding approximately £575. We are working closely with the Forest Row–Milly la Fôret Twinning Association, who are kindly assisting with accommodation and access to facilities to support these needs. Our club is also supporting the Under-11 team by providing £500 (the amount received by all Forest Row teams) to cover the children's meals on Saturday and staying together in the hall on Saturday night.</p> <p>Families still need to fund meals and incidentals.</p>		

Expense	Total cost
Van rental – 9 seats	£550.00
Channel crossing	£250.00
Fuel costs	£200.00
Toll fees	£125.00
	£1,125.00

HOW WILL IT BENEFIT THE COMMUNITY?

Financial support from Forest Row Parish Council would help ensure that all children, regardless of family income or additional needs, can participate in this important community exchange. By enabling our local under-11 football team to visit our twin village, Milly la Fôret, your support would not only foster cross-cultural friendships and sporting development, but also promote inclusion, community pride, and social cohesion. This trip will be a formative experience for the children involved, strengthening our village's links abroad and reflecting Forest Row's commitment to opportunity and equity for all young people.

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.

INTRODUCTION- METHODOLOGY AND RESULT SUMMARY

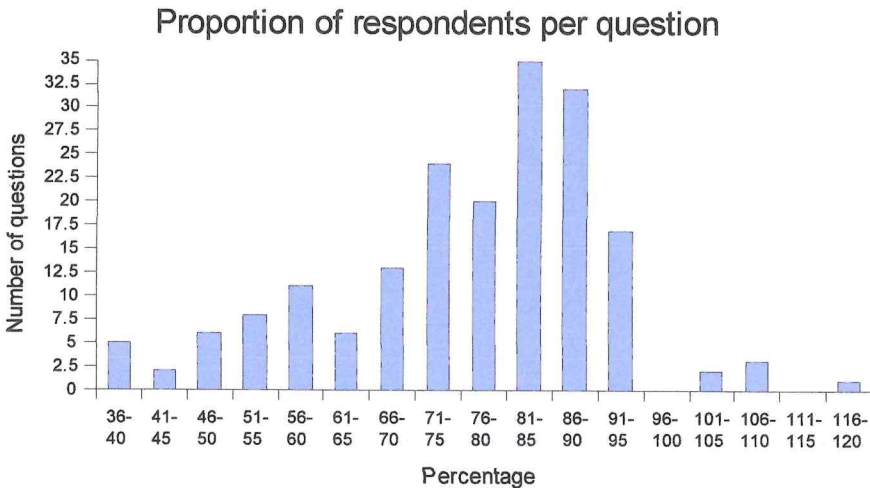
The Forest Row Masterplan questionnaire was undertaken to feed into the Wealden District Council Local Development Framework. It is important that what is included in this vital document reflects the wants and needs of the local people. It will affect what happens in the District, and in particular in Forest Row over the next 20 years.

The Parish Council considered it very important that residents had the opportunity to voice their opinions, whether they reflect concerns, or even satisfaction, in order that what emerges for the future, encompasses their strongly held views.

The questionnaire was delivered and collected by hand to every household in the village or were posted to the small portion of outlying properties with reply paid envelopes. Multiple submissions per household were permitted.

In total 668 questionnaires were returned, giving a 42 per cent response rate by household. Most questionnaires were completed by one individual, though a small proportion were clearly completed by more than one member of the household. This rate of response gives the Parish Council and the District Council a very strong evidence base when formulating policy. We would like to thank all the volunteers who helped achieve this result – without them it would not have been so successful.

The average response rate per question was 76.9 per cent (median: 78.4 per cent; mode: 78.7 per cent). The table below shows the distribution of response rate by question. The tiny number of percentages over 100 relate to a small number of questions which had multiple responses due to more than one person completing that form.



Of all the completed questionnaires, 614 of the respondents indicated their gender (91.9 per cent).

Gender	Number	Percentage
Male	273	44.46
Female	341	55.54
Total	614	100

This suggests that there is slight under-representation of men in the sample.

Furthermore, 426 (63.7 per cent) respondents unambiguously indicated their age, which breaks down as follows:

	Total	20-44	45-64	Over 65
Number	426	70	202	154
Percentage	100	16.4	47.4	36.2

This excludes the four responses from those under 20 so that the results can sensibly be compared with the same age bands from the 2001 census:

	<i>Total</i>	<i>20-44</i>	<i>45-64</i>	<i>Over 65</i>
<i>Number</i>	3477	1321	1324	832
<i>Percentage</i>	100	38.0	38.1	23.9

This clearly shows that the questionnaire respondents were strongly skewed to those above 45; those in their 20s and 30s are certainly under-represented in the responses and this must be taken into account in current and future analysis.

This report endeavours to simplify the results in a format that is easy to assimilate and makes for comfortable reading.

We hope we have achieved that, and would like to thank all those who helped achieve this important document.

NEW HOUSING

Forest Row is a large parish in the District of Wealden with just over 2,000 properties. Most of them are concentrated in the 'village' of Forest Row with the outlying areas of Hammerwood, Ashurst Wood and Sharpthorne making up the balance.

The South East Plan dictates that Wealden needs to accommodate 11,000 additional properties and Forest Row will have to take a proportion of these. However, it is recognised that there are many environmental and topographical constraints on the potential for development and it is in this context that any growth should be considered.

Residents were asked what type of housing they would like to see in the village, together with the number of houses. Houses with minimal environmental impact struck a chord with the majority of those responding to this question; the lack of affordable homes and houses for first time buyers, single people, and families also reflected their concerns at the difficulties for people wanting to stay in the village or move into it. Additional comments supported the above and adding self-build and more energy-efficient housing together with building homes specifically designed for the elderly/infirm/disabled to release the larger family homes for occupation by families.

People could see that Forest Row would have to accommodate additional housing with the majority of people saying that up to 200 units would be acceptable, with many wishing the village to stay as it is with no more housing. The majority of people said their answer would stay the same even if infrastructure was provided.

Suggestions were made for the location of potential housing development and, interestingly, the numbers were fairly equally balanced between people agreeing with the three locations and strongly disagreeing with them, although those disagreeing with the location west of Priory Road/Swans Ghyll/Riverside exceeded those agreeing by some 65% and many would not change their mind even if flood risk in this area were to be reduced. However, there was a reasonable number who had a neutral opinion on this aspect. Additional suggestions included land around Rystwood and East of Hartfield Road and land south of Highgate on both sides of the A22. Some comments picked up on the need to use brown field sites and infilling to maximise the reuse of land. Other suggestions were made by respondents and these are appended to this report.

As to the dispersal of any housing, there was support for any development to be located in several small settlements on the edge of the village and by way of infilling/brown field sites. However there was a very large number against one large settlement to accommodate future development in the village, recognising, of course, that many people do not want any further development and would like Forest Row to stay as it is.

Residents were very keen to ensure that the following main considerations were acknowledged when sites were approved:

- Access to the village centre
- Access to schools
- Access to and impact on existing road networks
- Access to public transport
- Flooding risk
- Protection of green space between Forest Row and East Grinstead
- Protection of Open Spaces
- Protection of ancient woodland and other environmental designations in the parish
- Access to adequate utilities
- Minimising the visual impact on the landscape/village

Other comments are appended to this report.

VILLAGE CENTRE DEVELOPMENT

Forest Row is a thriving community with a strong sense of identity. The shopping opportunities offered are wide ranging and together with the restaurants and pubs, go to make the village self-sufficient in the context of eating and everyday shopping. Most of the other essential needs are catered for locally with the majority of people supporting local businesses for their essential needs such as the Post Office and Chemist. A surprisingly high number of people never use the Library with a disappointingly large number never using the Parish Council. The Community Centre is reasonably well used but the Village Hall has a lower number of regular users.

It would appear that very few people support local clubs (sporting or non sporting). The numbers using local solicitors, accountants and beauticians are low, but this would stem from a 'need' basis and is not reflective of everyday habits. Local tradespeople, even hairdressers for example, are well supported, but interestingly, most people say they rarely use the local vets, but later on say that they go to vets and buy their pet food locally.

Apart from major household items such as furniture and personal items where a choice would be desirable, most of those who responded shopped in Forest Row, with East Grinstead being the next obvious choice, but many from the village going to Tunbridge Wells for luxury items rather than Crawley. On-line shopping appears to be gathering momentum!

Most residents consider the number of shops in Forest Row to be about right, with a reasonable number considering the number too few. More choice and competitive pricing would encourage more people to use local shops, though given that two thirds of those that responded used local shops and an equal number say that they would use them more if the pricing and choice was better shows some confusion. The **additional** shops that people would like to see in the village are as follows (in descending order):

Greengrocer	
Street Market	
Stationers	
Independent clothes shops	
Electrical goods	
Shoe Shop	
Speciality Food Shop	
Larger existing supermarket	
Gifts and luxury goods	
Carpet	
Charity Shops	} Emerging from suggestions
Book Shops	

The majority of respondents consider the number of places to eat and drink about right, with a reasonable number considering that the village has too many.

The area of Hillside, Upper/Lower Square would benefit from pedestrians being given priority and parking and vehicle movements being restricted. However, an outright ban of parking on the street was resisted as was the creation of a more shopping friendly area, with the higher proportion of those responding, not minding it the way it is. Generally, across all shopping areas people wouldn't mind seeing better street furniture, including floral displays, and would definitely like to see shop signs appropriate to the village location and conservation area, but do not see the requirement for wider pavements. A very strong majority would like to see The Parade (Hartfield Road) given the same level of commitment as Newlands Place, to enhance the area.

It comes as no surprise that nearly all those that responded support the policy of free parking in Forest Row, and would mostly support short-term parking (maximum 2 hours). Surprisingly, there is little demand for more parking as a clear majority feel that the parking provision is 'about right'. But most of those who feel that there is too little parking (some 22% of those that responded to this question) would support the acquisition of more land for a new car park.

Comments on what people think would most improve the village centre, and other relevant comments are appended to this report.

TRAFFIC AND TRANSPORT

Forest Row is situated at the most northern end of Wealden District and East Sussex County Councils, on the borders with West Sussex, Surrey and Kent. This fairly unique situation can mean that Forest Row has special policy requirements, but necessarily, falls within the policies that affect all of East Sussex and Wealden. Whereas some may argue that the nature of the problems encountered by Forest Row, not only geographically, but also because it straddles the A22 North/South arterial road through both East and West Sussex, should ensure that the community gets special attention and that the neighbouring authorities work together to alleviate the traffic congestion that causes real blight to the quality of life in the village.

Traffic relief, in the context of potential increase in vehicular movements due to a strategic housing development in neighbouring East Grinstead, has been a major cause of heated debate in Forest Row. The prospect of a relief road terminating north of the village, therefore increasing traffic and congestion in the centre of the village, was very real with the Mid Sussex District Council Core Strategy recommending that option as their preferred route. However, recent events in the general economy, and the housing market in particular, have led to a change of perspective on the way that the housing is delivered, and consequently, the immediate threat of a relief road terminating north of Forest Row has been eliminated.

The questionnaire was sent out before the latest developments outlined above.

From the responses received it is obvious that the majority of people use their car, with some 91% of those responding owning one or more car in the household. Many use their car daily or weekly, mostly for shopping or accessing local services, with some occasionally and 95 respondents never using a car for journeys within the village.

Even if the bus service was more reliable, it would not be used much more for everyday activities. The numbers increase substantially if the timetables were adjusted to connect with train services and if there was a service to Gatwick Airport. Responses on whether or not people would find a community bus useful were balanced.

Some 63% of those responding to the question agreed that there is a traffic congestion problem in Forest Row, with 20% considering that there is no such problem. Peak time congestion is the problem with school runs causing the major disruption.

When asked about traffic alleviation/management the following percentages emerged from those that responded to each question:

	S. App/ Approve %	Neither App/ Disapprove %	S. Disapp/ Disapprove %	Responses as % of total %
Re-routing traffic using existing roads	37.5	34.1	28.3	74.5
Creation of traffic free areas in The Square	41.0	25.5	33.5	78.7

Methods to discourage village car use	46.6	25.7	29.5	82.5
Improvements in public transport	73.2	22.8	01.1	77.5
More cycle paths and footpaths	67.3	24.0	08.7	77.4
Methods to encourage car sharing and pooling	49.7	36.8	03.5	75.6
Traffic Calming	49.6	17.5	32.9	89.5
Consider a Relief Road	57.1	14.4	28.5	80.2

Where comments and suggestions were invited, these are appended to this report.

HEALTHCARE

The Health Centre in Forest Row is used by many people from surrounding areas and provides a much valued and efficient service, within the constraints that the location and the accommodation affords.

Some 67.7% of those responding are either satisfied or very satisfied with the present arrangements for healthcare in Forest Row. 7% were either unsatisfied or very unsatisfied.

Most of those responding were registered with a GP Practice or a Dental Practice in the village. More than double were able to see a doctor when they wished as opposed to those who couldn't. The numbers were even better for a dentist, but interestingly, more than that said they had no experience of visiting a dentist.

It is obvious that there is a huge demand to see the return of evening and weekend surgeries – 59% of those that responded, with 31.6% having strong views on the matter.

Whilst a reasonable number of people are satisfied with the out of hours cover, this is balanced by those not expressing an opinion or having no experience of such cover. Worryingly, almost a similar number are either unsatisfied or very unsatisfied. The majority of those with experience or with an opinion of weekend and evening call out services were either unsatisfied or very unsatisfied. Those with no experience or no strong opinion far outnumbered those with experience, who voiced an opinion.

With regard to the prospect of a 'polyclinic' in the village, 56.3% of those that responded would like to see this kind of service locally, whereas most people did not have a view on a multi-agency type of facility, one that included social services as well, with a reasonable number agreeing that it would be a positive thing for the community. There was support for improvements to the premises and services offered at the existing site of the health centre.

EDUCATION AND TRAINING

Forest Row offers many varied educational opportunities ranging from state education at primary level, to many private schools, including a Steiner Waldorf school catering for children from 2 ½ to 18, and a school run by the Scientologist religion. There is also a Steiner teacher training college. Children who go on to state secondary schools have to travel to either East Grinstead, Crowborough or Chailey.

It is obvious from the responses to this section that a small minority of those with young children would use more nursery places, after school clubs, breakfast clubs and organised activities during school holidays with the responses likely reflecting either the ages of the children in the family or those that may be thinking of starting a family and this expressing their aspirations. However a clear majority would wish to see more adult education and a good number would support IT training in the village. There have been very few incidences of people not being able to have their children accepted into the schools of their choice.

LEISURE, RECREATION AND THE ARTS

Forest Row is a community that has a variety of interest groups that offer a range of activities to suit most tastes. There is a thriving Film Society, Sports Ground Association, Tennis Club and numerous other activities such as Brownies, Guides and Scouts for the younger children. The community supported a

Youth Club until the summer of 2008, when it was destroyed by fire. The Parish Council is looking at alternative facilities, and it is in this context that the results should be considered.

The majority of people who responded, do not have an opinion on the current level of leisure, recreational and cultural opportunities in Forest Row.

However, when it comes to more specific questions on types of facilities, 48% of those that responded thought the youth facilities were either inadequate or very inadequate. With regard to the other types of facilities, ranging from day centres, to community transport and services for older people, the majority of people did not expressed no strong opinion one way or the other, in that they considered them neither adequate nor inadequate.

The following percentages emerged from the question on provision of additional services either in the community centre or generally:

	S.Approve/ Approve %	Neither app/ Disapprove %	Disapp/S. Disapp %	Responses as % of total %
A larger library	54.0	35.5	10.5	76.6
A museum	30.0	44.5	25.6	107.6
An art gallery	36.8	43.9	28.5	108.8
Tourist Information Office	46.2	38.1	15.7	78.1
Citizens' Advice Bureau	57.5	29.3	13.1	85.3
Social Services (benefits) Surgery	34.4	51.0	14.5	71.0
One Stop Shop	34.2	44.5	12.3	70.6
Outdoor lit artificial playing surface	42.2	38.1	19.6	73.0
A multi-purpose sports hall	54.1	25.3	20.5	73.8
Publicly owned playing pitches with facilities	40.1	41.8	18.1	72.0
More accessible public tennis courts	39.5	36.7	23.7	75.7
Green (fitness) trail round village	59.7	27.2	13.1	74.2

It would appear that most people would like to see additional services and facilities in the community, whilst a reasonable percentage do not have an opinion and a minority don't feel the need to change the current level of services.

However, when asked whether they would be willing to pay for these additional services through an increased rate of council tax, a large majority said 'no'.

Where comments and suggestions were invited, these are appended to the report, including some requests for a swimming pool.

THE ENVIRONMENT

Forest Row as a community is very environmentally conscious with a large number of its residents actively living their lives in a way that encapsulates that ethos.

A huge majority of those who responded feel that the protection of the natural environment, from flora and fauna to the physical countryside and open spaces, was very important.

When asked about the aesthetic value of their local environment, again a huge majority would like to see more sympathetic design of buildings and street furniture. The protection of the conservation area and archaeological and historic sites was also high up on people's agenda, as were the use of low energy street lighting and the creation of traffic free areas.

Residents feel very strongly that the Parish Council should actively support:

The use of alternative transport
The use of alternative local energy
Water conservation
Recycling
Protection from flooding

There is a strong desire for the Council to improve the quality of life in the village by:

Planting more trees and flowering plants
Creating more green spaces
Improve street cleaning
Control street clutter
Improve pavements/footpaths/signage
Removal of graffiti
Control of the design of new buildings

However, when asked whether they would be willing to pay for any of the above measures, it was fairly equally divided between those who would, those who wouldn't and those who had not opinion – with those unwilling, slightly higher in percentage terms.

SOCIAL AND COMMUNITY DEVELOPMENT

Forest Row has a very strong community spirit and identity, with many people taking part in events and activities that support environmental issues and also community events. The Parish Council has organised an annual Spring Clean for five years and the turnout for this event has been disappointing, given the response of 72.4% who say they strongly support or support this event, with nearly 10% saying they are not aware of the event. With regard to the other events, again there is strong support for:

Fun Day, Village Sunday
Late Night Christmas Shopping
Carol Singing
Christmas Lights
Monthly Community market
Forest Row Festival.

There is a reasonable proportion of people interested in community participation, but given the level of those supporting such events, the actual turnout and support for most of them is limited. The exceptions to this are the Forest Row Festival and Fun Day.

Where comments or suggestions were invited, these have been appended to the report.

COMMUNITY SAFETY

Nearly 80% of those that responded said that they felt either very safe or safe in Forest Row. Only 4.3% felt unsafe and the rest had no strong view. There was also very strong support for increasing the current levels of policing in the village in order to increase the feeling of safety. There was also marginally more support for extending CCTV camera coverage than not, with a reasonable number having no strong opinion. There is also support for turning off the footway lights at midnight, though this is reasonably balanced with those disapproving of this measure or those not having an opinion.

Over half of those that responded said that they were not happy with the policing levels in the parish, with a quarter having a neutral opinion and the rest quite satisfied.

Where comments or suggestions were invited, these have been appended to the report.

CONCLUSION

It is apparent that those who live in Forest Row, enjoy living there and do not want it to change much.

Of those who responded, there is huge support for the retention of the rural/village feel to the village, and also to maintain the sustainability of the community, with suitable local industry, businesses and shops. There is a split on whether there should be any encouragement for further development of businesses and industry however, with a majority wanting more services and shops.

Just over 56% of those who responded would support more growth and provision to make the village more self sufficient, but when it comes to the specifics of encouraging building of new homes to pay for extra services, over 67% would disagree or strongly disagree. There is also a split over whether tourism should be encouraged.

There is overwhelming disapproval of any move to change from village to town status.

When it comes to finding out what is going on in the village, it is apparent that mostly people turn to the medium that lands on their doorstep, with an encouraging number of those that responded to that question, (over 50%) using the village notice boards.

People are interested in being consulted on local issues by a huge margin and a printed questionnaire is the most popular means of consultation, followed by public meetings, email surveys and online questionnaires.

FOREST ROW PARISH COUNCIL
JANUARY 2009