

Forest Row Parish Council

Clerk:
Email:

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

(Office Hours: Monday to Friday 9am to 2pm)



To: All members of FOREST ROW PARISH COUNCIL:
Cllrs. Eichner (Chair), Christie, Cocks, Evans,
Gilbert, Hugo, Jaffay, La Djoï, T Lewin, Rainbow,
Scott, Summers, Taylor-Smith, Volkers & A M
Waters

Community Centre
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Dear Sir/Madam,
Your attendance is required at a meeting of the
FOREST ROW PARISH COUNCIL to be held on
TUESDAY 20th FEBRUARY 2024 in the Garden Room
at the Community Centre at **7.30 PM**.

Date: 3rd January 2024


Mr David O'Driscoll
Clerk to Forest Row Parish Council

THE FIRST FIFTEEN MINUTES ARE AVAILABLE FOR QUESTIONS AND REMARKS FROM THE PUBLIC ON ANY RELEVANT TOPIC. MEMBERS OF THE PUBLIC ARE WELCOME TO STAY AND ADD QUESTIONS OR COMMENTS ON THE AGENDA ITEMS, AT THE DISCRETION OF THE CHAIR OF THE MEETING

AGENDA

1. PUBLIC PARTICIPATION
2. APOLOGIES FOR ABSENCE
3. RECORDS OF PREVIOUS MEETING OF 9TH JANUARY 2024
4. DECLARATIONS OF INTERESTS/DISPENSATION REQUESTS FOR THIS MEETING
5. DELEGATED DECISIONS

REPORTS (written reports to be taken as read unless there are queries)

6. CHAIR'S COMMENTS
7. CLERKS REPORT ON MATTERS NOT REQUIRING A DECISION
 - 7.1 Recruitment
 - 7.2 Crittall windows
 - 7.3 Preschool matters
 - 7.4 Cemetery extension
 - 7.5 Council response to national issues
8. SUMMARY FINANCIAL REPORT (Q3)
9. PRINCIPAL COUNCILS
10. STANDING COMMITTEES & PLANNING GROUP
11. WORKING GROUPS
 - 11.1 Outreach & Communications
 - 11.2 Discovery
 - 11.3 Road Safety
 - 11.4 Shed Project
 - 11.5 Youth Forum
12. REPRESENTATIVES ON OUTSIDE BODIES (IF ANY)

MATTERS FOR CONSIDERATION/DECISION

13. THE CIVILITY & RESPECT PLEDGE
14. BROADCASTING OF MEETINGS
15. A COMMUNITY CONSULTATION
16. ADOPTION OF A NEW STAFF HANDBOOK
17. FINANCIAL DECISIONS:
 - 17.1 THE 'FOCUS' HELPLINE
 - 17.2 ASSET INVENTORY COST
 - 17.3 URGENT TREE WORK
 - 17.4 FESTIVAL GRANT APPLICATION
18. FUTURE EVENTS:
 - 18.1 ANNUAL PARISH MEETING DATE
 - 18.2 A GARDEN COMPETITION?
 - 18.3 AN AUTUMN RECEPTION/VOLUNTEER EVENT?
 - 18.4 RENAMING THE COMMUNITY CENTRE HALL?
19. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE

FULL COUNCIL

BACKING PAPERS FOR MEETING 27th FEBRUARY 2024

	Description	Page nos
	Clerk's briefing note	1-4
5	List of delegated decisions	5
8	Financial report	6-15
17.3	Festival grant application & summary accounts	16-17

<p style="text-align: center;">COUNCILLORS' BRIEFING FOR THE MEETING OF FULL COUNCIL ON 27th FEBRUARY 2024</p>

1. **PUBLIC PARTICIPATION**
2. **APOLOGIES FOR ABSENCE**
3. **RECORDS OF PREVIOUS MEETING OF 9th JANUARY 2024**
4. **INTERESTS/ DISPENSATIONS** Members who have a financial interest in any of the items covered by this agenda may wish to declare a personal interest. However, occasional users of services or volunteers need not be concerned.
5. **DELEGATED DECISIONS:** (as attached to backing papers)
ACTION: to note & approve

REPORTS

6. **CHAIR'S COMMENTS**
7. **CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**
 - 7.1 Recruitment. We advertised for Sandra Sameiro's successor at the end of January and have received seven expressions of interest. I plan to close the advertisement this week and then shortlist for interview. The issue of increased resources for the maintenance crew is still under discussion.
 - 7.2 Crittall windows. As previously noted, we were advised that as a first step we should have the existing installation repaired by a qualified glazing company. I have approached three companies: one declined on the basis that it was too specialised, I am awaiting inspection and quotes from the other two.
 - 7.3 Preschool matters. We are continuing to work closely with the new Committee to improve communications and check on any remedial work needed to the Hambro Hall.
 - 7.4 Cemetery extension. Our approach to Wealden Planning regarding an alternative site met with a largely negative response. I have made one further effort to contact the relevant owner for a second alternative site, but have not yet received a reply. This issue is also on the agenda at item 15.
 - 7.5 Council response to national issues. Several Members have been contacted by a community member urging the Council to take an explicit stand on the current conflict in Gaza. This is without doubt a critical situation with grave implications internationally, and there are strongly held views on both sides. However, it is my firm advice to the Council that it is not within the remit of a local council to make pronouncements or effectively to take sides in a conflict in which we can have no practical involvement.
8. **SUMMARY FINANCIAL REPORT**

This is essentially a re-run of the report given to the Finance & Policy Committee. On 6th February. Performance against forecast should be in the order of 83%, account taken of some items which are up-front. The Committees will be aware of their individual performance, and any anomalies within them, but the overall performance is: income (with apportioned precept) 81.8%%, and expenditure 80.9%, so all within range.

9. PRINCIPAL COUNCILS

County & District Councillors have been invited to attend and report orally as appropriate.

10. STANDING COMMITTEES & PLANNING GROUP

Chairs of Committees have been invited to report orally

11. WORKING GROUPS

Oral reports have been invited from a representative of each of the active groups.

12. REPRESENTATIVES ON OUTSIDE BODIES

Representatives may report on any items of relevance.

ACTION: to note reports (queries if appropriate)

MATTERS FOR CONSIDERATION/ DECISION

13. THE CIVILITY AND RESPECT PLEDGE

A joint initiative by NALC, the SLCC (and Welsh equivalents) in response to problems of bullying and harassment in the local council sector. The official statement reads:

Throughout the sector, there are growing concerns about the impact bullying, harassment, and intimidation are having on local (parish and town) councils, councillors, clerks and council staff and the resulting effectiveness of local councils.

The National Association of Local Councils (NALC), One Voice Wales, the Society of Local Council Clerks (SLCC) and county associations have responded to this by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project.

NALC, SLCC, and OVW believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation within our sector. The pledge is easy for councils to sign up for and it will enable councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct.

We invite all councils to take the Civility and Respect Pledge.

The relevant materials (including a map showing those who have already signed up can be found at: www.nalc.gov.uk/our-work/civility-and-respect-project.

Council is invited to consider subscribing to the pledge.

ACTION: to resolve accordingly

14. BROADCASTING OF MEETINGS

This was considered at Full Council on 9th January, and it was resolved as follows:

“In principle, Council would consider some form of broadcasting of meetings. Cllr. Eichner and Ia Djoï to assemble a short report with costs etc for consideration.”

A report will be available to the meeting.

If this is to become a reality in the next Council year, we need to commit to a specific type of ‘broadcasting’: whether contemporaneous streaming on, for example, YouTube, or enlisting the services of, for example, Wildhart Radio, or making ATE recordings available via the website. [Note: the basic ‘Owl’ 360° camera/microphone is £1069]

ACTION: to resolve accordingly

15. A COMMUNITY CONSULTATION

The issue of the cemetery extension is becoming more critical as time goes on and the available space diminishes. Apart from a mention (as a secondary item) in the public works borrowing consultation in mid-2020, discussion of the issue has largely been confined to the office and the former Amenities Committee. There are now a limited – and to a degree, stark – number of options. Has the time come for a full consultation of the community at large as to the preferred way forward?

ACTION: to resolve accordingly

16. ADOPTION OF A NEW STAFF HANDBOOK

Our external HR consultant recently supplied us with a template revised staff handbook, incorporating the newest HR legislation, which subscribing councils are free to adopt. Before its recent meeting, our Personnel Committee considered this text alongside our existing handbook, and decided that it would be advisable to adopt it, subject to some 'tweaks' to reflect individual circumstances of this Council. Is Council prepared to ratify this proposal (in which case the Clerk will make the necessary adjustments and present the finished text to the next Full Council for formal adoption)?

ACTION: to resolve accordingly

17. FINANCIAL DECISIONS

17.1 The 'Focus' helpline. This is a separate phone line to the Community Centre (which costs £60/mth). It was installed during the pandemic as a helpline for the housebound, and later also used as a liaison contact line for Ukrainian refugees, but is now not used. It is proposed that it be discontinued.

17.2 Asset inventory costs. We need (on the advice of our auditors) to revise our asset register and its values. It is suggested that the buildings be revalued by a local surveyor and other property by an external inventory clerk. Both will incur costs – the last buildings valuation cost £600 in 2019. The clerk seeks authority to incur those costs.

17.3 Urgent tree work. There is a very large dead tree on Council land at the mouth of Gilham Lane. If it were to fall it *could* fall on to the highway or damage Kidbrooke Lodge and it needs urgent removal. We have been quoted £2880 (ex VAT) for this as it is a major job. Can Council please authorise this expense?

17.4 Festival grant application. The Festival has submitted a grant application. Normally this would go to Finance & Policy, but there are no further F&P meetings before the financial year end, so it is put before Full Council for decision (papers attached)

ACTION: to resolve as necessary

18. FUTURE EVENTS

18.1 Annual Parish Meeting. This is the statutory annual meeting of the residents. It is not technically a meeting of the Council, although the Council generally assures its arrangements. It has to be held on seven days' notice on a date between 1st March and 1st June (inclusive), not before 6pm, and not in any premises with an on-licence for alcohol. The Chair of the Parish Council must preside, but there is no absolute requirement for Councillors or council staff (except the Clerk) to attend, nor any dedicated agenda. It is helpful for small group of councillors to plan the arrangements and what topics will be discussed.

18.2 Garden Competition? There used to be an annual Garden Competition (front gardens only but with multiple award categories) with an Autumn Reception (see below) at which the prizes were presented. It lapsed with the pandemic and has not since been revived.

Does Council wish to restore it?

18.3 Autumn Reception/Volunteer Event? The same Autumn Reception which presented the garden awards also served as a recognition event for our many volunteers, with drinks and 'nibbles' and often someone as a speaker on a local topic. This also lapsed the demise of the Garden Competition (although volunteers are still recognised with gifts at Christmas). Does Council wish to revive the Reception in some format ?

18.4 Renaming the Main Hall. It has been agreed that Fred Bishop's memory will be honoured by renaming the Community Centre main hall the 'Fred Bishop Hall', with a suitable plaque. Does Council want to do this by way of a small ceremony? If so, when?

ACTION: to resolve as appropriate

19. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE.

FOREST ROW PARISH COUNCIL

ACTION TAKEN UNDER DELEGATED AUTHORITY

PERIOD - from: 03/01/2024 to: 14/02/2024

DECISION TAKEN	REASONS	OFFICERS NAME	DATE OF DECISION	COST
NONE				

Summary Income & Expenditure by Budget Heading 30/01/2024

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>						
Income	378,711	458,955	5,911			82.5%
Expenditure	339,101	436,270	97,169	0	97,169	77.7%
Movement to/(from) Gen Reserve	39,610					
<u>Amenities & Services</u>						
Income	8,717	17,000	8,283			51.3%
Expenditure	35,491	33,345	(2,146)	0	(2,146)	106.4%
Movement to/(from) Gen Reserve	(26,775)					
<u>Property & Assets</u>						
Income	39,113	42,300	3,187			92.5%
Expenditure	46,336	51,470	5,134	0	5,134	90.0%
Movement to/(from) Gen Reserve	(7,223)					
<u>Planning</u>						
Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	0					
<u>Localism & Community Projects</u>						
Income	25,289	34,200	8,911			73.9%
Expenditure	27,224	32,630	5,406	0	5,406	83.4%
Movement to/(from) Gen Reserve	(1,935)					
Grand Totals:-						
Income	451,930	552,455	26,292			81.5%
Expenditure	448,151	553,715	105,564	0	105,564	80.9%
Net Income over Expenditure	78,012	(1,260)	(79,272)			
Movement to/(from) Gen Reserve	78,012					

Detailed Income & Expenditure by Budget Heading 30/01/2024

Month No: 10

Committee Report

Finance & Policy

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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401 Finance & Administration

4176 FI-Precept Received	371,666	446,000	0			83.3%	
4180 Misc Income	38	0	(38)			0.0%	
4181 FI-Wayleave Income	6	5	(1)			112.0%	
4182 FI-Devoled Services Income	735	1,450	715			50.7%	
4183 Community Warden Hire	0	10,000	10,000			0.0%	
4190 FI-Interest Received	6,266	1,500	(4,766)			417.7%	
Finance & Administration :- Income	378,711	458,955	5,911			82.5%	0
4100 PENSION TOP UP	0	4,000	4,000		4,000	0.0%	
4101 FI-Salaries	295,063	365,000	69,937		69,937	80.8%	
4102 FI-Payroll Outsource Costs	630	420	(210)		(210)	150.0%	
4103 FI-Contrib. to Library Salary	0	4,000	4,000		4,000	0.0%	
4108 FI-Staff Training/Travel	191	1,000	809		809	19.1%	
4110 Community Warden Costs	527	500	(27)		(27)	105.4%	
4111 Forest Rate	31	25	(6)		(6)	122.4%	
4120 Postage	75	500	425		425	15.0%	
4121 Telecommunications	6,280	7,700	1,420		1,420	81.6%	
4123 Stationery	541	600	59		59	90.2%	
4124 FI-Subscriptions	3,927	6,600	2,673		2,673	59.5%	
4125 FI-Insurance	10,528	10,000	(528)		(528)	105.3%	
4126 Printer/copier	3,112	4,000	888		888	77.8%	
4133 FI-Chairman's Fund	0	500	500		500	0.0%	
4134 FI-Parish Meeting	0	50	50		50	0.0%	
4135 FI-Councillors Training/Travel	555	500	(55)		(55)	111.0%	
4136 Security Checks	132	150	18		18	87.8%	
4137 FI-Members Allowances	1,402	6,000	4,598		4,598	23.4%	
4151 FI - Bank Charges	1,233	1,800	567		567	68.5%	
4156 FI-Legal & professional fees	1,738	3,500	1,762		1,762	49.7%	
4157 FI-Audit & Financial Managemen	2,582	3,300	718		718	78.2%	
4158 FI-Van Lease	60	300	240		240	20.1%	
4160 Office Equipment	424	500	76		76	84.8%	
4165 FI-Election Fund	5,118	4,000	(1,118)		(1,118)	127.9%	
4166 Wayleaves	1	25	24		24	5.6%	
4169 Community Occasion	896	500	(396)		(396)	179.2%	
7101 PR- Advertising/Publicity	33	50	18		18	65.0%	
7102 PR-Website	720	750	30		30	96.0%	
7110 PR-Newsletter & Distribution	0	500	500		500	0.0%	
Finance & Administration :- Indirect Expenditure	335,797	426,770	90,973	0	90,973	78.7%	0
Net Income over Expenditure	117,247	32,185	(85,062)				

Detailed Income & Expenditure by Budget Heading 30/01/2024

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
403 Other Grants							
4360 Other Grants	3,303	7,000	3,697		3,697	47.2%	
4361 FRGSA Subsidy	0	2,500	2,500		2,500	0.0%	
Other Grants :- Indirect Expenditure	<u>3,303</u>	<u>9,500</u>	<u>6,197</u>	<u>0</u>	<u>6,197</u>	<u>34.8%</u>	<u>0</u>
Net Expenditure	<u>(3,303)</u>	<u>(9,500)</u>	<u>(6,197)</u>				
Finance & Policy :- Income	378,711	458,955	5,911			82.5%	
Expenditure	339,101	436,270	97,169	0	97,169	77.7%	
Movement to/(from) Gen Reserve	<u>39,610</u>						

Finance & Policy**401 Finance & Administration**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4176 FI-Precept Received	446,000	446,000	0			100.0%	
4180 Misc Income	38	0	(38)			0.0%	
4181 FI-Wayleave Income	6	5	(1)			112.0%	
4182 FI-Devolved Services Income	735	1,450	715			50.7%	
4183 Community Warden Hire	0	10,000	10,000			0.0%	
4190 FI-Interest Received	6,266	1,500	(4,766)			417.7%	
Finance & Administration :- Income	453,044	458,955	5,911			98.7%	0
4100 PENSION TOP UP	0	4,000	4,000		4,000	0.0%	
4101 FI-Salaries	295,063	365,000	69,937		69,937	80.8%	
4102 FI-Payroll Outsource Costs	630	420	(210)		(210)	150.0%	
4103 FI-Contrib. to Library Salary	0	4,000	4,000		4,000	0.0%	
4108 FI-Staff Training/Travel	191	1,000	809		809	19.1%	
4110 Community Warden Costs	527	500	(27)		(27)	105.4%	
4111 Forest Rate	31	25	(6)		(6)	122.4%	
4120 Postage	75	500	425		425	15.0%	
4121 Telecommunications	6,280	7,700	1,420		1,420	81.6%	
4123 Stationery	541	600	59		59	90.2%	
4124 FI-Subscriptions	3,927	6,600	2,673		2,673	59.5%	
4125 FI-Insurance	10,528	10,000	(528)		(528)	105.3%	
4126 Printer/copier	3,112	4,000	888		888	77.8%	
4133 FI-Chairman's Fund	0	500	500		500	0.0%	
4134 FI-Parish Meeting	0	50	50		50	0.0%	
4135 FI-Councillors Training/Travel	555	500	(55)		(55)	111.0%	
4136 Security Checks	132	150	18		18	87.8%	
4137 FI-Members Allowances	1,402	6,000	4,598		4,598	23.4%	
4151 FI - Bank Charges	1,233	1,800	567		567	68.5%	
4156 FI-Legal & professional fees	1,738	3,500	1,762		1,762	49.7%	
4157 FI-Audit & Financial Managemen	2,582	3,300	718		718	78.2%	
4158 FI-Van Lease	60	300	240		240	20.1%	
4160 Office Equipment	424	500	76		76	84.8%	
4165 FI-Election Fund	5,118	4,000	(1,118)		(1,118)	127.9%	
4166 Wayleaves	1	25	24		24	5.6%	
4169 Community Occasion	896	500	(396)		(396)	179.2%	
7101 PR- Advertising/Publicity	33	50	18		18	65.0%	
7102 PR-Website	720	750	30		30	96.0%	
7110 PR-Newsletter & Distribution	0	500	500		500	0.0%	
Finance & Administration :- Indirect Expenditure	335,797	426,770	90,973	0	90,973	78.7%	0
Net Income over Expenditure	117,247	32,185	(85,062)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
403 Other Grants							
4360 Other Grants	3,303	7,000	3,697		3,697	47.2%	
4361 FRGSA Subsidy	0	2,500	2,500		2,500	0.0%	
Other Grants :- Indirect Expenditure	<u>3,303</u>	<u>9,500</u>	<u>6,197</u>	<u>0</u>	<u>6,197</u>	<u>34.8%</u>	<u>0</u>
Net Expenditure	<u>(3,303)</u>	<u>(9,500)</u>	<u>(6,197)</u>				
Finance & Policy :- Income	453,044	458,955	5,911			98.7%	
Expenditure	339,101	436,270	97,169	0	97,169	77.7%	
Movement to/(from) Gen Reserve	<u>113,944</u>						
Grand Totals:- Income	453,044	458,955	5,911			98.7%	
Expenditure	339,101	436,270	97,169	0	97,169	77.7%	
Net Income over Expenditure	<u>113,944</u>	<u>22,685</u>	<u>(91,259)</u>				
Movement to/(from) Gen Reserve	<u>113,944</u>						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Amenities & Services</u>							
<u>101 Allotments</u>							
1180 Allotment Rents	2,443	1,750	(693)			139.6%	
Allotments :- Income	<u>2,443</u>	<u>1,750</u>	<u>(693)</u>			<u>139.6%</u>	<u>0</u>
1135 Allotments-Water & Upkeep	436	700	264		264	62.3%	
Allotments :- Indirect Expenditure	<u>436</u>	<u>700</u>	<u>264</u>	<u>0</u>	<u>264</u>	<u>62.3%</u>	<u>0</u>
Net Income over Expenditure	<u>2,007</u>	<u>1,050</u>	<u>(957)</u>				
<u>102 Village Greens</u>							
1280 VG-Hire Income	748	750	2			99.7%	
4180 Misc Income	285	0	(285)			0.0%	
Village Greens :- Income	<u>1,033</u>	<u>750</u>	<u>(283)</u>			<u>137.7%</u>	<u>0</u>
1236 Outdoor Maintenance	5,317	8,000	2,683		2,683	66.5%	
1237 Outdoor Planting	634	1,000	366		366	63.4%	
1239 VG-Utilities	263	100	(163)		(163)	263.3%	
Village Greens :- Indirect Expenditure	<u>6,215</u>	<u>9,100</u>	<u>2,885</u>	<u>0</u>	<u>2,885</u>	<u>68.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,182)</u>	<u>(8,350)</u>	<u>(3,168)</u>				
<u>104 Amenities General</u>							
1400 Amenities grants/donations	0	1,500	1,500			0.0%	
Amenities General :- Income	<u>0</u>	<u>1,500</u>	<u>1,500</u>			<u>0.0%</u>	<u>0</u>
1436 Skate & Play areas	3,134	1,500	(1,634)		(1,634)	208.9%	
1447 Dog Fouling	2,319	3,200	881		881	72.5%	
Amenities General :- Indirect Expenditure	<u>5,453</u>	<u>4,700</u>	<u>(753)</u>	<u>0</u>	<u>(753)</u>	<u>116.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,453)</u>	<u>(3,200)</u>	<u>2,253</u>				
<u>105 Outdoor Maintenance</u>							
1501 Outdoor Maintenance Equipment	680	1,705	1,025		1,025	39.9%	
Outdoor Maintenance :- Indirect Expenditure	<u>680</u>	<u>1,705</u>	<u>1,025</u>	<u>0</u>	<u>1,025</u>	<u>39.9%</u>	<u>0</u>
Net Expenditure	<u>(680)</u>	<u>(1,705)</u>	<u>(1,025)</u>				
<u>203 Street Lighting</u>							
2314 SL-Power	4,152	6,600	2,448		2,448	62.9%	
2336 Streetlights	17,166	8,250	(8,916)		(8,916)	208.1%	
Street Lighting :- Indirect Expenditure	<u>21,317</u>	<u>14,850</u>	<u>(6,467)</u>	<u>0</u>	<u>(6,467)</u>	<u>143.6%</u>	<u>0</u>
Net Expenditure	<u>(21,317)</u>	<u>(14,850)</u>	<u>6,467</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>204 Road Safety</u>							
2436 RS-Road Safety	0	750	750		750	0.0%	
Road Safety :- Indirect Expenditure	0	750	750	0	750	0.0%	0
Net Expenditure	0	(750)	(750)				
<u>601 Cemetery</u>							
6180 BU-Burial Fees	5,240	13,000	7,760			40.3%	
Cemetery :- Income	5,240	13,000	7,760			40.3%	0
6123 Cemetery Admin	256	330	74		74	77.6%	
6151 BU- Cemetery Rates	1,134	1,210	76		76	93.7%	
Cemetery :- Indirect Expenditure	1,390	1,540	150	0	150	90.2%	0
Net Income over Expenditure	3,851	11,460	7,609				
Amenities & Services :- Income	8,717	17,000	8,283			51.3%	
Expenditure	35,491	33,345	(2,146)	0	(2,146)	106.4%	
Movement to/(from) Gen Reserve	(26,775)						
<u>Property & Assets</u>							
<u>201 Bus Shelters</u>							
2136 BS-Bus Shelters	105	0	(105)		(105)	0.0%	
Bus Shelters :- Indirect Expenditure	105	0	(105)	0	(105)		0
Net Expenditure	(105)	0	105				
<u>205 Miscellaneous Assets</u>							
2551 Offsite Car Parks	225	0	(225)		(225)	0.0%	
7108 PR-Notice Boards	31	0	(31)		(31)	0.0%	
Miscellaneous Assets :- Indirect Expenditure	256	0	(256)	0	(256)		0
Net Expenditure	(256)	0	256				
<u>301 Community Centre</u>							
3180 CC-Lettings	17,142	15,000	(2,142)			114.3%	
3181 CC-Equipment Hire	320	400	80			80.1%	
3182 CC-Rents	15,945	22,000	6,055			72.5%	
3185 MISC - incl books/copying)	340	400	60			85.0%	
3187 CC Drinks Machine Income	534	500	(34)			106.8%	

Detailed Income & Expenditure by Budget Heading 30/01/2024

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3189 Misc Property Refunds	3,083	0	(3,083)			0.0%	
4180 Misc Income	100	0	(100)			0.0%	
Community Centre :- Income	<u>37,464</u>	<u>38,300</u>	<u>836</u>			<u>97.8%</u>	<u>0</u>
3111 CC-Rates & Services	35,736	33,000	(2,736)		(2,736)	108.3%	
3116 CC-Upkeep/Cleaning	7,150	13,200	6,050		6,050	54.2%	
3127 CC - Drinks Machine	861	770	(91)		(91)	111.9%	
Community Centre :- Indirect Expenditure	<u>43,748</u>	<u>46,970</u>	<u>3,222</u>	<u>0</u>	<u>3,222</u>	<u>93.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,283)</u>	<u>(8,670)</u>	<u>(2,387)</u>				
<u>303 Venue on the Green</u>							
3306 VOTG Income	1,648	4,000	2,352			41.2%	
Venue on the Green :- Income	<u>1,648</u>	<u>4,000</u>	<u>2,352</u>			<u>41.2%</u>	<u>0</u>
3304 Votg Non Youth Equip	0	500	500		500	0.0%	
3305 VOTG Running Costs	2,227	4,000	1,773		1,773	55.7%	
Venue on the Green :- Indirect Expenditure	<u>2,227</u>	<u>4,500</u>	<u>2,273</u>	<u>0</u>	<u>2,273</u>	<u>49.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(579)</u>	<u>(500)</u>	<u>79</u>				
Property & Assets :- Income	39,113	42,300	3,187			92.5%	
Expenditure	46,336	51,470	5,134	0	5,134	90.0%	
Movement to/(from) Gen Reserve	<u>(7,223)</u>						
Grand Totals:- Income	47,829	59,300	11,471			80.7%	
Expenditure	81,827	84,815	2,988	0	2,988	96.5%	
Net Income over Expenditure	<u>(33,998)</u>	<u>(25,515)</u>	<u>8,483</u>				
Movement to/(from) Gen Reserve	<u>(33,998)</u>						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Localism & Community Projects							
206 Community Transport							
2678 Medical Car Scheme Income	131	300	169			43.8%	
4180 Misc Income	27	0	(27)			0.0%	
Community Transport :- Income	158	300	142			52.7%	0
2554 Wealdlink	510	1,000	490		490	51.0%	
2601 Voluntary Medical Car Service	0	200	200		200	0.0%	
Community Transport :- Indirect Expenditure	510	1,200	690	0	690	42.5%	0
Net Income over Expenditure	(352)	(900)	(548)				
207 Market							
3184 CC-Market Income	5,404	9,000	3,596			60.0%	
Market :- Income	5,404	9,000	3,596			60.0%	0
3151 CC-Market expenditure	5,928	1,430	(4,498)		(4,498)	414.5%	
Market :- Indirect Expenditure	5,928	1,430	(4,498)	0	(4,498)	414.5%	0
Net Income over Expenditure	(523)	7,570	8,093				
209 Localism & Community Proj Misc							
2905 Repair Cafe & Wellbeing Servic	(516)	2,000	2,516			(25.8%)	
Localism & Community Proj Misc :- Income	(516)	2,000	2,516			(25.8%)	0
2603 Emergency Supplies	0	6,000	6,000		6,000	0.0%	
2700 Repair Cafe & Wellbeing	300	4,000	3,700		3,700	7.5%	
Localism & Community Proj Misc :- Indirect Expenditure	300	10,000	9,700	0	9,700	3.0%	0
Net Income over Expenditure	(816)	(8,000)	(7,184)				
304 Cafe							
3480 Gages - Sales	18,607	20,000	1,393			93.0%	
4180 Misc Income	100	0	(100)			0.0%	
Cafe :- Income	18,707	20,000	1,293			93.5%	0
3436 Gages-Purchase of Equipment	3,576	2,200	(1,376)		(1,376)	162.5%	
3460 Gages -Purchases Food etc	14,166	13,200	(966)		(966)	107.3%	
Cafe :- Indirect Expenditure	17,742	15,400	(2,342)	0	(2,342)	115.2%	0
Net Income over Expenditure	965	4,600	3,635				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>306 Thursday Club</u>							
3680 TC-Subscriptions	250	400	150			62.5%	
Thursday Club :- Income	<u>250</u>	<u>400</u>	<u>150</u>			<u>62.5%</u>	<u>0</u>
3636 TC-Running Costs	259	1,100	841		841	23.5%	
Thursday Club :- Indirect Expenditure	<u>259</u>	<u>1,100</u>	<u>841</u>	<u>0</u>	<u>841</u>	<u>23.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(9)</u>	<u>(700)</u>	<u>(691)</u>				
<u>406 Youth Provision</u>							
4676 YP-Grants & Other Income	1,286	2,500	1,214			51.4%	
Youth Provision :- Income	<u>1,286</u>	<u>2,500</u>	<u>1,214</u>			<u>51.4%</u>	<u>0</u>
4603 YP - Dev costs & General Expen	2,485	3,500	1,015		1,015	71.0%	
Youth Provision :- Indirect Expenditure	<u>2,485</u>	<u>3,500</u>	<u>1,015</u>	<u>0</u>	<u>1,015</u>	<u>71.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,199)</u>	<u>(1,000)</u>	<u>199</u>				
Localism & Community Projects :- Income	25,289	34,200	8,911			73.9%	
Expenditure	27,224	32,630	5,406	0	5,406	83.4%	
Movement to/(from) Gen Reserve	<u>(1,935)</u>						
Grand Totals:- Income	25,289	34,200	8,911			73.9%	
Expenditure	27,224	32,630	5,406	0	5,406	83.4%	
Net Income over Expenditure	<u>(1,935)</u>	<u>1,570</u>	<u>3,505</u>				
Movement to/(from) Gen Reserve	<u>(1,935)</u>						

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 Festival		
NAME OF CONTACT PERSON: Reece Hemmings		
ADDRESS FOR CORRESPONDENCE: Flat 11, Pheonix House, Cantelupe Road, East Grinstead, West Sussex	Tel: 07821555673	
	Email: hemmingsrfrowfest@gmail.com / enquires@forestrowfestival.org.uk	
	Web (if any): www.forestrowfestival.org.uk	
POST CODE: RH19 3BE	SUM REQUESTED: £3000 (£1800 for Toilets and Waste Collections, £600 for Fencing and £600 for insurances)	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?	Frow Fest	
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 We are a small organisation, so do not have the audited, but please see our budget for the past few years.
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
From	Amount	Purpose
Art Council England	£14,000	Funding bands, security and other infrastructure.
PURPOSE OF REQUEST (please use second sheet if necessary) We would like to invite the Parish council to help support The Forest Row Festival 2024. We have chosen to request funding for the areas that we believe align with our shared goals of maintaining a safe, secure and clean environment. The areas include; Fencing, which helps us meet the legal requirements laid out in our license from Wealdon and has proven over the last few years to keep our festival goers safer. Waste and Toilet Management, we plan on using an ethical waste solution to help keep the green clean and to make sure the waste is disposed of responsibly. Insurances, helping get the insurances covered means we can put more money into keeping the young festival goers safe. We plan on using the surplus to make contribution to local community groups.		
HOW WILL IT BENEFIT THE COMMUNITY? The 2024 Forest Row Community Festival is a grassroots, volunteer-driven event that aims to bring residents together, foster community spirit, and promote a vibrant local arts and culture scene. Launched in 2001 by local residents, the Festival provides a platform to showcase creative talent within the community, raise awareness of local projects and causes, and strengthen social cohesion between neighbours. This year we're focusing on reuse and repurposing as we expand partnering with local artists and initiatives to create fun upcycling activities both on the green and across the village.		
FOR OFFICIAL USE ONLY		
Date of Meeting:	Min.No:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
		Amount:

Forest Row Festival -- community accounts

2023 P&L - yearend December 31st

Revenue		Expenses	
Grants	732	14,466	Equipment rental
Licenses (stalls	8,250	6,767	Marketing
Sponsorship	3,335	1,725	Admin
Donations	11,365		
total revenue	23,682	22,958	total expenses
Annual Surplus		724	
Surplus from la:		1,137	
Total surplus		1,861	

Forest Row Festival -- community accounts

2022 P&L - yearend December 31st

Revenue		Expenses	
Grants	10,500	13,140	Equipment rental
Licenses (stalls	4,200	5,743	Marketing
Sponsorship	720	1,200	Admin
Donations	5,800		
total revenue	21,220	20,083	total expenses
Annual Surplus		1,137	
Surplus from la:		0	
Total surplus		1,137	

Forest Row Festival -- community accounts

2019/20 P&L - yearend March 31st

Revenue		Expenses	
Grants	6,700	14,748	Equipment rental
Licenses (stalls	3,400	4,712	Marketing
Sponsorship	3,140	1,328	Admin
Donations	6,152		
total revenue	19,391	20,788	total expenses
Annual Surplus		-1,396	
Surplus from la:		2,580	
Total surplus		1,184	