

# Forest Row Parish Council

Clerk: Mr David O'Driscoll  
Email: parishclerk@forestrow.gov.uk



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

To: All members of FOREST ROW PARISH COUNCIL:  
Cllrs. Josephson (Chairman), Davies, Hill, R Lewin,  
T Lewin, McNally, Miller, Moore, Pritchitt,  
Spackman, Summers, Waters, Williams, Withers  
and Wogan

Community Centre  
Hartfield Road  
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East Sussex  
RH18 5DZ

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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 21st SEPTEMBER 2021** in the Garden  
Room at the Community Centre at **7.30 PM.**

Date: 15<sup>th</sup> September 2021

Mr David O'Driscoll  
Clerk to Forest Row Parish Council

THE FIRST FIFTEEN MINUTES WILL BE AVAILABLE FOR RELEVANT QUESTIONS AND REMARKS FROM THE PUBLIC – IF ANY. MEMBERS OF THE PUBLIC ARE WELCOME TO STAY AND OBSERVE THE REST OF THE MEETING.

## AGENDA

1. PUBLIC QUESTIONS
2. APOLOGIES FOR ABSENCE
3. RECORDS OF PREVIOUS MEETING
  - 3.1 To approve the minutes of the Meetings of Council held on 29<sup>th</sup> June, 27<sup>th</sup> & 30<sup>th</sup> July & 31<sup>st</sup> August 2021
  - 3.2 To consider any objections to deletion of the digital transcript of those meetings
4. CLARIFICATION OF ACTIONS FROM THE LAST ORDINARY MEETING
5. TO NOTE AND APPROVE LIST OF DELEGATED DECISIONS
6. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW
7. CHAIRMANS COMMENTS
8. TO NOTE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION:
  - 8.1 Government 'Kickstart' scheme
  - 8.2 Forest Row Festival
  - 8.3 Waste Recycling Project
  - 8.4 Pending Leases
  - 8.5 Training
9. SUMMARY FINANCIAL REPORT
10. PRINCIPAL COUNCILS
11. STANDING COMMITTEES
12. REPRESENTATIVES ON OUTSIDE BODIES (IF ANY)
13. COMMUNITY WARDEN
14. TO ELECT A NEW CHAIRMAN/VICE-CHAIRMAN FOR FINANCE & POLICY COMMITTEE

15. TO RESOLVE ON A START DATE FOR THE WORKING GROUP TO EXAMINE THE COUNCIL'S COMMITTEE STRUCTURE
16. TO CONSIDER & RESOLVE ON THE ISSUE OF AN AUTUMN RECEPTION FOR THIS YEAR
17. TO CONSIDER & RESOLVE ON A PROPOSAL TO ENGAGE ANOTHER STAFF MEMBER
18. TO CONSIDER & RESOLVE ON A PROPOSAL FOR MANAGEMENT OF THE REPAIR CAFÉ
19. TO RESOLVE ON A QUOTE FOR CONSTRUCTION OF AN ALTERNATIVE ACCESS PATH TO THE VENUE
20. TO CONSIDER & RESOLVE ON A FIGURE FOR THE CEMETERY LAND BORROWING CONSENT
21. TO CONSIDER AND RESOLVE ON THE RECONSTITUTION OF A PARISH EMERGENCY PLAN
22. NOTICES, CONSULTATIONS & CORRESPONDENCE (IF ANY)
23. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE.

**FULL COUNCIL**

**BACKING PAPERS FOR MEETING 29<sup>th</sup> SEPTEMBER 2021**

	<b>Description</b>	<b>Page nos</b>
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15	Committee Structure Working Group: Terms of Reference	11
19	Quotes for replacement path	12-13

**COUNCILLORS' BRIEFING FOR THE MEETING OF FULL COUNCIL  
ON 21<sup>st</sup> SEPTEMBER 2021**

1. **PUBLIC QUESTIONS** None signified in advance
2. **APOLOGIES FOR ABSENCE** None signified in advance
3. **RECORDS OF PREVIOUS MEETINGS** There are five meetings to be covered: ordinary meeting of 29<sup>th</sup> June and extra-ordinary meetings of 27<sup>th</sup> & 30<sup>th</sup> July, 24<sup>th</sup> & 31<sup>st</sup> August.
4. **CLARIFICATION OF ACTIONS FROM LAST MEETING**  
*ACTION: to discharge as appropriate*
5. **TO NOTE & APPROVE LIST OF DELEGATED DECISIONS:** (as attached to backing papers)  
*ACTION: to note*
6. **DECLARATIONS OF INTEREST/ REQUESTS FOR DISPENSATION** 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.  
*ACTION: to note*

**TO NOTE REPORTS**

7. **CHAIRMAN'S COMMENTS**
8. **TO NOTE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**
  - 8.1 Government 'Kickstart' scheme. This has been a significant disappointment. We have had upwards of a dozen named referrals, but the onus is on the candidates to make a formal application, only three have followed through and only one got as far as interview, before taking a job elsewhere. The closing date for the scheme has now passed and I saw no good reason to ask for an extension of time.
  - 8.2 Forest Row Festival. The organising committee have reluctantly decided not to hold a festival this year, due to the lack of time available to make all the required arrangements. They are now thinking in terms of next year.
  - 8.3 Waste recycling project. The formal bid by the Parish Council to purchase the former HWRS on the basis of a Community Asset Transfer was submitted on Monday 18<sup>th</sup> September with all the required supporting papers, and has been acknowledged. We are advised that the appropriate Lead Member will make a final decision on 12<sup>th</sup> October.
  - 8.4 Pending leases. The lease to the 'On My Side' charity is currently undergoing some amendments of detail before formal signature. The charity continues to rent the premises on an interim basis. Efforts to bestir East Sussex over the sports ground lease continue.
  - 8.5 Training. Training courses are now arranged for: a) our two most recently co-opted Members, b) the Chairmen of Committees, c) the grounds maintenance staff. Negotiations are in hand for a 'refresher' course for all Councillors.

**9. SUMMARY FINANCIAL REPORT**

A summary printout is attached. We are currently at mid-month 6, but the account record is complete to the end of month 5, since there are significant income figures and expenditure items paid by BACS which are only entered at the month end.

One would therefore expect performance against forecast to be in the order of 41.7%. In practice Council will see that the figures are slightly skewed, for the following reasons:

- F&P income includes the full 100% (12 months'-worth) of the precept.
- A&S includes the donation received and costs paid for the skatepark extension.
- P&A expenditure includes the annual nondomestic rates bill for the estate.
- C-S income includes some forward income from market stallholders.

**10. PRINCIPAL COUNCILS**

County & District Councillors have been invited and may report orally. Former County Councillor Whetstone has said that he may attend in a private capacity since he did not formally bid farewell to the Council when he retired.

**11. STANDING COMMITTEES**

Chairmen of Committees have been invited to give a brief oral report.

**12. REPRESENTATIVES ON OUTSIDE BODIES**

Representatives may report on any items of relevance.

**13. COMMUNITY WARDEN**

Report attached

**MATTERS FOR CONSIDERATION / DECISION**

**14. TO ELECT A NEW CHAIRMAN / VICE-CHAIRMAN FOR FINANCE & POLICY COMMITTEE**

Cllr R Lewin has resigned as Chairman of the Finance & Policy Committee. We therefore have to elect a new Chairman & Vice-Chairman for that Committee.

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

**15. TO RESOLVE ON A START DATE FOR THE WORKING GROUP TO EXAMINE THE COUNCIL'S COMMITTEE STRUCTURE**

Council voted on 18<sup>th</sup> May to establish a working group to review the current Committee structure. As of 29<sup>th</sup> June the working group has a membership and terms of reference (attached to the backing papers for ease of reference). Council may now wish to establish when the work of the group (subject to individual availability) should begin.

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

**16. TO CONSIDER & RESOLVE ON THE ISSUE OF AN AUTUMN RECEPTION FOR THIS YEAR**

Council has previously deferred consideration of whether to hold an Autumn Reception this year and if so, what form it should take, on the basis of the uncertainty generated by the pandemic. On the assumption that the present derestricted regime continues, Council should now address this issue, since Autumn is now imminent.

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

- 17. TO CONSIDER AND RESOLVE ON A PROPOSAL TO ENGAGE ANOTHER STAFF MEMBER**  
Following the departure of one office staff member, and with the imminent temporary absence of two others for medical reasons, there is likely to be significant pressure of the office front desk and general administrative duties. Council is therefore invited to consider authorising the appointment of another part time receptionist/ administrative assistant (who could also assume responsibility for website and social media updating).  
***ACTION: to consider & resolve as appropriate***
- 18. TO CONSIDER & RESOLVE ON A PROPOSAL FOR MANAGEMENT OF THE REPAIR CAFÉ**  
Management of the monthly Repair Café has previously been the responsibility of the Community Development Officer. The task requires knowledge of the Cafe system and layout and involves some intensive preparation time, for which there is no spare capacity in the office at present. In order that this popular service may continue, Sara Smart has offered to manage it on an independent contractor basis, for the same hours as previously assigned to the task, until such time as there is a trained replacement on the Council staff.  
***ACTION: to consider & resolve as appropriate***
- 19. TO SELECT A QUOTE FOR CONSTRUCTION OF AN ALTERNATIVE ACCESS TO THE VENUE.**  
It has been previously accepted that the simplest solution to a safe disabled access path to the VENUE, now that the skatepark extension abuts the original path, would be to provide an additional route on the far side of the games area and along the front of the building. Three contractors were identified and two have supplied quotes (which are attached in anonymised form). Council to approve the scheme and if so, appoint a contractor.  
***ACTION: to consider & resolve as appropriate***
- 20. TO CONSIDER & RESOLVE ON A FIGURE FOR THE CEMETERY LAND BORROWING CONSENT**  
Council has resolved to proceed to request Secretary of State consent to apply for a public works loan to facilitate the purchase of additional cemetery land. Such a request has to specify the maximum sum to be borrowed. Council therefore has to set a realistic figure, taking account also of the existing reserve nominated for that purpose.  
***ACTION: to consider & resolve as appropriate***
- 21. TO CONSIDER AND RESOLVE ON THE RECONSTITUTION OF A PARISH EMERGENCY PLAN**  
It has been proposed that our emergency plan should be looked at and revised to take account of developing threats to climate, public health and social order. Council may wish to consider how this how this should be done and who should undertake the work.  
***ACTION: to consider & resolve as appropriate***
- 22. NOTICES, CONSULTATIONS & CORRESPONDENCE**  
None that have not been previously circulated in Councillors Reading or Briefings.
- 23. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE**

# FOREST ROW PARISH COUNCIL

## ACTION TAKEN UNDER DELEGATED AUTHORITY

PERIOD - from: 23/06/2021 to: 15/09/2021

DECISION TAKEN	REASONS	OFFICERS NAME	DATE OF DECISION	COST
Electrical Report	Statutory Electrical Inspection	The Clerk & Cllrs Lewin & Williams	24.08.2021	1350.00

## Detailed Income &amp; Expenditure by Budget Heading 15/09/2021

Month No: 6

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Finance &amp; Policy</b>							
<b>401 Finance &amp; Administration</b>							
4176 FI-Precept Received	207,500	415,000	207,500			50.0%	
4180 Misc Income	477	1,000	523			47.7%	
4181 FI-Wayleave Income	1	10	9			10.0%	
4182 FI-Devolved Services Income	368	1,450	1,083			25.3%	
4183 Community Warden Hire	4,500	11,000	6,500			40.9%	
4190 FI-Interest Received	25	1,300	1,275			1.9%	
Finance & Administration :- Income	<b>212,870</b>	<b>429,760</b>	<b>216,890</b>			<b>49.5%</b>	<b>0</b>
4100 PENSION TOP UP	2,020	4,000	1,980		1,980	50.5%	
4101 FI-Salaries	141,194	309,060	167,866		167,866	45.7%	
4102 FI-Payroll Outsource Costs	105	420	315		315	25.0%	
4103 FI-Contrib. to Library Salary	0	4,500	4,500		4,500	0.0%	
4108 FI-Staff Training/Travel	1,199	3,000	1,801		1,801	40.0%	
4110 Community Warden Costs	187	500	313		313	37.4%	
4111 Forest Rate	26	25	(1)		(1)	102.7%	
4120 Postage	328	1,300	972		972	25.2%	
4121 Telecommunications	3,003	7,500	4,497		4,497	40.0%	
4123 Stationery	318	750	432		432	42.4%	
4124 FI-Subscriptions	3,917	5,000	1,083		1,083	78.3%	
4125 FI-Insurance	8,033	8,000	(33)		(33)	100.4%	
4126 Printer/copier	1,453	3,500	2,047		2,047	41.5%	
4133 FI-Chairman's Fund	200	200	0		0	99.8%	
4134 FI-Parish Meeting	0	500	500		500	0.0%	
4135 FI-Councillors Training/Travel	0	1,000	1,000		1,000	0.0%	
4136 Security Checks	0	150	150		150	0.0%	
4137 FI-Members Allowances	521	5,000	4,479		4,479	10.4%	
4151 FI - Bank Charges	673	1,500	827		827	44.8%	
4156 FI-Legal & professional fees	(2,582)	3,000	5,582		5,582	(86.1%)	
4157 FI-Audit & Financial Managemen	2,759	3,500	741		741	78.8%	
4158 FI-Van Lease	1,096	2,750	1,654		1,654	39.9%	
4160 Office Equipment	2,020	300	(1,720)		(1,720)	673.3%	
4161 Office Maintenance	0	700	700		700	0.0%	
4165 FI-Election Fund	0	1,000	1,000		1,000	0.0%	
4166 Wayleaves	1	50	49		49	2.6%	
4169 Community Occasion	0	500	500		500	0.0%	
7101 PR- Advertising/Publicity	0	100	100		100	0.0%	
7102 PR-Website	500	500	0		0	100.0%	
7110 PR-Newsletter & Distribution	33	500	468		468	6.5%	



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Month No: 6

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7113 PWLB Repayment	0	15,600	15,600		15,600	0.0%	
Finance & Administration :- Indirect Expenditure	<u>167,003</u>	<u>384,405</u>	<u>217,402</u>	<u>0</u>	<u>217,402</u>	<u>43.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>45,867</u>	<u>45,355</u>	<u>(512)</u>				
<u>403 Other Grants</u>							
4360 Other Grants	300	7,000	6,700		6,700	4.3%	
4361 FRGSA Subsidy	0	2,500	2,500		2,500	0.0%	
Other Grants :- Indirect Expenditure	<u>300</u>	<u>9,500</u>	<u>9,200</u>	<u>0</u>	<u>9,200</u>	<u>3.2%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(300)</u>	<u>(9,500)</u>	<u>(9,200)</u>				
Finance & Policy :- Income	<u>212,870</u>	<u>429,760</u>	<u>216,890</u>			<u>49.5%</u>	
Expenditure	<u>167,303</u>	<u>393,905</u>	<u>226,602</u>	<u>0</u>	<u>226,602</u>	<u>42.5%</u>	
<b>Movement to/(from) Gen Reserve</b>	<u>45,567</u>						
<b><u>Amenities &amp; Services</u></b>							
<u>101 Allotments</u>							
1180 Allotment Rents	270	1,500	1,231			18.0%	
Allotments :- Income	<u>270</u>	<u>1,500</u>	<u>1,231</u>			<u>18.0%</u>	<u>0</u>
1135 Allotments-Water & Upkeep	482	1,500	1,018		1,018	32.1%	
Allotments :- Indirect Expenditure	<u>482</u>	<u>1,500</u>	<u>1,018</u>	<u>0</u>	<u>1,018</u>	<u>32.1%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(213)</u>	<u>0</u>	<u>213</u>				
<u>102 Village Greens</u>							
1280 VG-Hire Income	1,194	500	(694)			238.8%	
1281 VG- Utilities Income	0	100	100			0.0%	
Village Greens :- Income	<u>1,194</u>	<u>600</u>	<u>(594)</u>			<u>199.0%</u>	<u>0</u>
1236 Outdoor Maintenance	1,745	10,000	8,255		8,255	17.5%	
1237 Outdoor Planting	539	1,200	661		661	44.9%	
1239 VG-Utilities	70	250	180		180	28.0%	
Village Greens :- Indirect Expenditure	<u>2,354</u>	<u>11,450</u>	<u>9,096</u>	<u>0</u>	<u>9,096</u>	<u>20.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(1,160)</u>	<u>(10,850)</u>	<u>(9,690)</u>				
<u>104 Amenities General</u>							
1400 Amenities grants/donations	54,000	0	(54,000)			0.0%	
4180 Misc Income	1,489	0	(1,489)			0.0%	
Amenities General :- Income	<u>55,489</u>	<u>0</u>	<u>(55,489)</u>				<u>0</u>

## Detailed Income &amp; Expenditure by Budget Heading 15/09/2021

Month No: 6

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1436 Skate & Play areas	54,186	1,000	(53,186)		(53,186)	5418.6%	
1447 Dog Fouling	780	3,000	2,220		2,220	26.0%	
Amenities General :- Indirect Expenditure	<u>54,966</u>	<u>4,000</u>	<u>(50,966)</u>	<u>0</u>	<u>(50,966)</u>	<u>1374.2%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>523</u>	<u>(4,000)</u>	<u>(4,523)</u>				
<u>105 Outdoor Maintenance</u>							
1501 Outdoor Maintenance Equipment	1,568	3,000	1,432		1,432	52.3%	
Outdoor Maintenance :- Indirect Expenditure	<u>1,568</u>	<u>3,000</u>	<u>1,432</u>	<u>0</u>	<u>1,432</u>	<u>52.3%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(1,568)</u>	<u>(3,000)</u>	<u>(1,432)</u>				
<u>203 Street Lighting</u>							
2314 SL-Power	1,271	1,500	229		229	84.7%	
2336 Streetlights	2,586	5,000	2,414		2,414	51.7%	
Street Lighting :- Indirect Expenditure	<u>3,856</u>	<u>6,500</u>	<u>2,644</u>	<u>0</u>	<u>2,644</u>	<u>59.3%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(3,856)</u>	<u>(6,500)</u>	<u>(2,644)</u>				
<u>204 Road Safety</u>							
2436 RS-Road Safety	0	500	500		500	0.0%	
Road Safety :- Indirect Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
<u>601 Cemetery</u>							
6180 BU-Burial Fees	10,765	10,000	(765)			107.7%	
Cemetery :- Income	<u>10,765</u>	<u>10,000</u>	<u>(765)</u>			<u>107.6%</u>	<u>0</u>
6123 Cemetery Admin	0	300	300		300	0.0%	
6151 BU- Cemetery Rates	809	500	(309)		(309)	161.8%	
Cemetery :- Indirect Expenditure	<u>809</u>	<u>800</u>	<u>(9)</u>	<u>0</u>	<u>(9)</u>	<u>101.1%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>9,956</u>	<u>9,200</u>	<u>(756)</u>				
Amenities & Services :- Income	<u>67,717</u>	<u>12,100</u>	<u>(55,617)</u>			<u>559.6%</u>	
Expenditure	<u>64,036</u>	<u>27,750</u>	<u>(36,286)</u>	<u>0</u>	<u>(36,286)</u>	<u>230.8%</u>	
<b>Movement to/(from) Gen Reserve</b>	<u>3,681</u>						

Property & Assets

## Detailed Income &amp; Expenditure by Budget Heading 15/09/2021

Month No: 6

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>201 Bus Shelters</b>							
2136 BS-Bus Shelters	50	500	450		450	10.0%	
Bus Shelters :- Indirect Expenditure	<u>50</u>	<u>500</u>	<u>450</u>	<u>0</u>	<u>450</u>	<u>10.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(50)</u>	<u>(500)</u>	<u>(450)</u>				
<b>205 Miscellaneous Assets</b>							
1439 Public Seats	0	250	250		250	0.0%	
1442 Litter Bins	0	500	500		500	0.0%	
2551 Offsite Car Parks	0	6,000	6,000		6,000	0.0%	
2553 Grit bins	0	500	500		500	0.0%	
6139 BU - War Memorial	0	500	500		500	0.0%	
7108 PR-Notice Boards	0	250	250		250	0.0%	
Miscellaneous Assets :- Indirect Expenditure	<u>0</u>	<u>8,000</u>	<u>8,000</u>	<u>0</u>	<u>8,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(8,000)</u>	<u>(8,000)</u>				
<b>301 Community Centre</b>							
3180 CC-Lettings	3,586	9,000	5,414			39.8%	
3181 CC-Equipment Hire	98	600	502			16.3%	
3182 CC-Rents	10,238	15,000	4,762			68.3%	
3185 MISC - incl books/copying)	79	400	321			19.8%	
3187 CC Drinks Machine Income	0	250	250			0.0%	
4180 Misc Income	992	0	(992)			0.0%	
Community Centre :- Income	<u>14,993</u>	<u>25,250</u>	<u>10,257</u>			<u>59.4%</u>	<u>0</u>
3111 CC-Rates & Services	17,598	20,000	2,402		2,402	88.0%	
3116 CC-Upkeep/Cleaning	5,020	12,000	6,980		6,980	41.8%	
3127 CC - Drinks Machine	560	500	(60)		(60)	112.0%	
3136 CC-Enhancement	1,257	2,500	1,243		1,243	50.3%	
Community Centre :- Indirect Expenditure	<u>24,435</u>	<u>35,000</u>	<u>10,565</u>	<u>0</u>	<u>10,565</u>	<u>69.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(9,442)</u>	<u>(9,750)</u>	<u>(308)</u>				
<b>303 Venue on the Green</b>							
3306 VOTG Income	813	5,000	4,187			16.3%	
Venue on the Green :- Income	<u>813</u>	<u>5,000</u>	<u>4,187</u>			<u>16.3%</u>	<u>0</u>
3304 Votg Non Youth Equip	2,071	1,000	(1,071)		(1,071)	207.1%	
3305 VOTG Running Costs	2,206	9,750	7,544		7,544	22.6%	
Venue on the Green :- Indirect Expenditure	<u>4,277</u>	<u>10,750</u>	<u>6,473</u>	<u>0</u>	<u>6,473</u>	<u>39.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(3,463)</u>	<u>(5,750)</u>	<u>(2,287)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 15/09/2021

Month No: 6

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Property & Assets :- Income	15,807	30,250	14,443			52.3%	
Expenditure	28,762	54,250	25,488	0	25,488	53.0%	
<b>Movement to/(from) Gen Reserve</b>	<b>(12,955)</b>						
<b>Localism &amp; Community Projects</b>							
<b>206 Community Transport</b>							
2678 Medical Car Scheme Income	107	300	194			35.5%	
Community Transport :- Income	107	300	194			35.5%	0
2554 Wealdlink	458	1,000	542		542	45.8%	
2601 Voluntary Medical Car Service	0	200	200		200	0.0%	
Community Transport :- Indirect Expenditure	458	1,200	742	0	742	38.2%	0
<b>Net Income over Expenditure</b>	<b>(352)</b>	<b>(900)</b>	<b>(549)</b>				
<b>207 Market</b>							
3184 CC-Market Income	6,147	6,000	(147)			102.5%	
Market :- Income	6,147	6,000	(147)			102.4%	0
3151 CC-Market expenditure	600	1,300	700		700	46.1%	
Market :- Indirect Expenditure	600	1,300	700	0	700	46.1%	0
<b>Net Income over Expenditure</b>	<b>5,547</b>	<b>4,700</b>	<b>(847)</b>				
<b>209 Localism &amp; Community Proj Misc</b>							
2905 Repair Cafe & Wellbeing Serv	770	2,000	1,230			38.5%	
Localism & Community Proj Misc :- Income	770	2,000	1,230			38.5%	0
2700 Repair Cafe & Wellbeing	107	2,000	1,893		1,893	5.3%	
Localism & Community Proj Misc :- Indirect Expenditure	107	2,000	1,893	0	1,893	5.3%	0
<b>Net Income over Expenditure</b>	<b>663</b>	<b>0</b>	<b>(663)</b>				
<b>304 Cafe</b>							
3480 Gages - Sales	8,470	20,000	11,530			42.3%	
Cafe :- Income	8,470	20,000	11,530			42.3%	0
3436 Gages-Purchase of Equipment	698	1,500	802		802	46.5%	
3460 Gages -Purchases Food etc	3,514	12,500	8,986		8,986	28.1%	
Cafe :- Indirect Expenditure	4,212	14,000	9,788	0	9,788	30.1%	0
<b>Net Income over Expenditure</b>	<b>4,258</b>	<b>6,000</b>	<b>1,742</b>				

## Detailed Income &amp; Expenditure by Budget Heading 15/09/2021

Month No: 6

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>306 Thursday Club</b>							
3680 TC-Subscriptions	59	400	341			14.8%	
Thursday Club :- Income	<u>59</u>	<u>400</u>	<u>341</u>			<u>14.8%</u>	<u>0</u>
3636 TC-Running Costs	170	1,000	830		830	17.0%	
Thursday Club :- Indirect Expenditure	<u>170</u>	<u>1,000</u>	<u>830</u>	<u>0</u>	<u>830</u>	<u>17.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(111)</u>	<u>(600)</u>	<u>(489)</u>				
<b>406 Youth Provision</b>							
4676 YP-Grants & Other Income	1,306	1,000	(306)			130.6%	
Youth Provision :- Income	<u>1,306</u>	<u>1,000</u>	<u>(306)</u>			<u>130.6%</u>	<u>0</u>
4603 YP - Dev costs & General Expen	1,121	2,500	1,379		1,379	44.8%	
Youth Provision :- Indirect Expenditure	<u>1,121</u>	<u>2,500</u>	<u>1,379</u>	<u>0</u>	<u>1,379</u>	<u>44.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>184</u>	<u>(1,500)</u>	<u>(1,684)</u>				
Localism & Community Projects :- Income	<u>16,858</u>	<u>29,700</u>	<u>12,842</u>			<u>56.8%</u>	
Expenditure	<u>6,668</u>	<u>22,000</u>	<u>15,332</u>	<u>0</u>	<u>15,332</u>	<u>30.3%</u>	
<b>Movement to/(from) Gen Reserve</b>	<u>10,190</u>						
Grand Totals:- Income	<u>313,252</u>	<u>501,810</u>	<u>188,558</u>			<u>62.4%</u>	
Expenditure	<u>266,769</u>	<u>497,905</u>	<u>231,136</u>	<u>0</u>	<u>231,136</u>	<u>53.6%</u>	
<b>Net Income over Expenditure</b>	<u>46,483</u>	<u>3,905</u>	<u>(42,578)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>46,483</u>						

## **WORKING GROUP ON FRPC COMMITTEE STRUCTURE**

### **MEMBERSHIP & TERMS OF REFERENCE**

- Working Group to review the current Committee structure, without limitation, to meet over the next 9 months or so (and report to a Full Council prior to the next AGM).
- Such Working Group to include at least one representative from each current Committee plus, due to the possible implications for staff involvement and costs, the Clerk as a member, not facilitator, and therefore a Group secretary.
- Nominated members: Cllrs Spackman, Williams, Wogan, Davies & McNally, plus the Clerk, and the Assistant Clerk as minute-taker
- The remit of the Group shall be to consider:
  - The terms of reference of each current Committee.
  - Whether the number of Committees can reasonably be reduced and, if so, how.
  - Whether a different structure can allow more time for discussion on key issues.
  - How Committees are made up (including obligation on Chair and Vice Chair to attend all), the benefit of co-opted members and voting structure for F&P).
  - To develop a menu of options for Full Council to consider in due course, including a balanced analysis of the implications of each option – NOT to put forward a recommendation.
  - Such options to include staying as we are.
  - Once the range of options have been agreed by the Group, consult with all Councillors prior to any submission to Full Council.
  - Such submission to fairly reflect comments received (confidential if requested) in the final paper to Full Council.

Please find below the quote for repair & Surfacing works addressed below.

Forest Row Skate Park  
Forest Row

**10mm closed Course 125 pen Tarmac Pathway Surface Forest Row:**

1. We Will Start by preparing the paths agreed areas that David, has kindly showed us. Then will excavate the top layer of stone & soil path sections, some sections will need some Type 1 compacting for a subbase to tarmac over.
2. Supply & Lay 10mm 125pen Tarmac for the Path agreed to make a very solid base. We will roll the base repeatedly with a vibration roller & vibration plate to make a solid finish
3. All Tarmac works will include supply of Tarmac and labour. And use of a Vibration rollers etc, we provide all equipment to complete the project. Lorry hire, digger etc all included.

If you need soil and seeding services after tarmac works this would be an additional cost of one man £230 for the day + materials.

Quote does not include any edgings works we can finish a tarmac edge smoothed over.

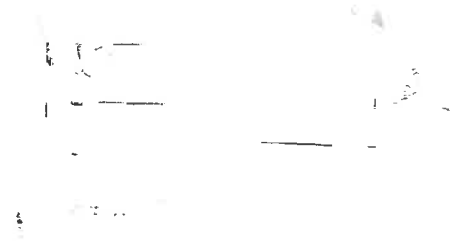
Agreed areas starting from top section roughly we measured 19.5lm length x 1.2-1.5m width, then when gets down to the section with building we have priced to carry the line straight down and tarmac the whole area in the middle between the metal building and playground.

Sum Total = £4500  
+ 20% VAT = £900  
SUM TOTAL INC VAT = £5400

We kindly ask for a 20% deposit prior to work commencing & payment within 36 hours after completion.

If you have any questions at all, please don't hesitate to contact me.

I would like to say thank you very much for the opportunity for the potential work. And look forward speaking to you soon,



The Community Centre, Hartfield Road, Forest Row, RH18 5DZ

**Quotation**

33 Square metres – preparing and grading area, lay tarmac finish.

13.5 Square metres – Dig out area, Hardcore and lay tarmac to finish.

**Total £4,300**