

Forest Row Parish Council

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



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

To: All members of THE PROPERTY & ASSETS COMMITTEE:
Cllrs. Williams (Chairman), Davies, Hill, Josephson, R Lewin, Miller, Pritchitt, Summers and Wogan.

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Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Dear Sir/Madam,
Your attendance is required at a meeting of the PROPERTY & ASSETS COMMITTEE to be held on TUESDAY 3RD NOVEMBER 2020 via Zoom at

Date: 28 October, 2020

7.30pm

Mr D 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 – the meeting will start no later than 7.45pm
2. APOLOGIES FOR ABSENCE
3. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW
4. RECORDS OF THE MEETING OF THE PROPERTY AND ASSETS COMMITTEE MEETING HELD ON 30TH JUNE 2020
 - 4.1 To approve the minutes of the meeting of 30TH June 2020
 - 4.2 To consider any objections to deletion of the digital transcript of that meeting
5. CLARIFICATION OF ACTIONS FROM LAST MEETING
6. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
To note the following:
 - 6.1 VENUe works (see below @ 8. re fencing)
 - 6.2 Bus shelter cleaning
 - 6.3 Litter Bins
 - 6.4 Fingerposts
 - 6.5 The old Venu building
7. FINANCIAL MATTERS . To consider and adopt a draft departmental budget for 2020-21
8. CURRENT ITEMS FOR CONSIDERATION/RESOLUTION
To consider & resolve as appropriate on the following:
 - 8.1 Security at the VENUe on the Green
 - 8.2 Weirwood car park
9. CORRESPONDENCE
10. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL
"This meeting will be held electronically via ZOOM, and the meeting ID and password will be circulated separately to Members. The meeting is also open to public attendance (with an initial period for public questions), but for security reasons, any member of the public wishing to participate is asked to telephone or email the Parish Clerk in advance (01342 822661 or parishclerk@forestrow.gov.uk) for the access codes."

COUNCILLORS' BRIEFING FOR THE MEETING OF PROPERTY & ASSETS COMMITTEE TO BE HELD ON 3rd NOVEMBER 2020

- 1-5. Introductory matters follow the standard format. No public interventions have been signified in advance and there have been no objections lodged to the records of meeting.

ACTION: to note/resolve as required

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

Matters in general have been adversely affected by the coronavirus restrictions. There was a period when only essential maintenance was being carried out, and even when the initial severe limitations were mitigated, the requirements of social distancing have imposed constraints on how much can be done in public areas.

6.1 VENUe works.

The goal assembly and lighting have been working well, the lighting timer issues have been resolved, and the integral CCTV is now fully functioning (and led to the apprehension of vandals on one occasion). Wi Fi still awaits the attendance of a BT engineer.

6.2 Bus shelter cleaning. Not yet done because of the limitations imposed by the pandemic, but still on the 'to do' list.

6.3 Litter bins. One of the two 'spare' bins has been installed near the skate park. The other one has yet to be allocated.

6.4 Fingerposts. This Committee agreed at the last meeting that Members would advise the office of the location/condition of fingerposts in the parish. No information has yet been received, so this matter remains pending.

6.5 The old Venu building. The charity 'On My Side' is now in occupation and carrying on its activities. Following the vote of Council, we have asked the Manager Mr Bailey to clarify certain matters for a longer term lease, and his response is awaited. In the meantime he is hiring the building at an inclusive rate of £100 per week

ACTION: to note and clarify as appropriate

7. FINANCIAL REPORT

The draft budget for 2021-2022 is attached to the agenda and has already been viewed and considered by the Committee Chair. As in previous years, it shows the last complete year, the current year to the half-year (with predictions to the year end), and proposals for the coming year. There were no suggestions received from individuals for additions or subtractions to the budget items. Inevitably, the departmental budget will run a deficit in the coming year, at present calculated at £24,000. The budget as adopted by this meeting will of course be subject to further scrutiny and possible amendment by 'Star Chamber' in December and any further representations by Members before the composite budget is adopted in January.

Please note that queries should be submitted to the Clerk before the meeting if possible.

ACTION: to consider and adopt a draft departmental budget

8. CURRENT ITEMS FOR CONSIDERATION/ RESOLUTION

8.1 Security at the VENUE. The Committee needs to decide on whether fencing is to be installed – the best quote figure will be given to Members at the meeting to avoid any pre-meeting problems, and whether any other measures are required, such as anti-climb paint on the roof edges or additional CCTV.

8.2 Weirwood car park. Members will be aware of the legal wrangle which took place with the lessors Southern Water. Basically, we have to do some repair work, although a full tarmac surface is not required. Negotiations are currently in progress with the contractor who repairs the Ashdown Forest car parks, but at the time of drafting this note no quote has been received. “About half the price of tarmac” is the best indication yet received. Does Committee wish to commit to this?

8.3 Community Centre works. This forms part of the community consultation, but no firm or even outline plans exist for the works to be undertaken. Committee may wish to decide what renovation works to the body of the building would be appropriate to consider in the coming year.

ACTION: to consider and resolve as appropriate

9. CORRESPONDENCE – none not already available via Councillors Briefing/ Reading.

10. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

PROPERTY & ASSETS BUDGET

	2019-2020				2020-2021					2021-2022	
	Budget	Actual	% forecast	Comments	Budget	To month 6	%/forecast	Year End	Comments	Budget	
INCOME BUDGETS											
3180 CC lettings	24000	25777	107.4	better than predicted	22000	1120	5.1	3000	"Covid guesstimate"	9000	±41%
3181 CC equipment hire	1097	900	121.9	better than predicted	900	165	18.3	300	"Covid guesstimate"	600	±66%
3182 CC rents	20000	22462	112.3	as predicted	22000	9482	35.8	15000	"Covid guesstimate"	15000	±68%
3185 Misc office income	600	739	123	better than predicted	600	171	28.5	400	"Covid guesstimate"	400	±66%
3187 Drinks machine	500	565	113.1	as predicted	500	0	0	0		250	±50%
3188 Grants & donations	0	1753	0	includes codes 3189/90	0	0	0	0		0	
3306 VotG income	12300	2376	19.4	adjusted to exclude late capital donations	12000	83	0.7	2500	hirings to yr end "Covid guesstimate"	5000	±42%
TOTAL	58497	54572	93.3		58000	11021	19	21200		30250	±52%
EXPENDITURE BUDGETS											
2136 Bus shelter upkeep	500	135	27		500	0	0	0		500	maintain
1439 Public seats	250	0	0		250	0	0	0		250	maintain
1442 Litter bins	500	135	27	fixing kits only	500	0	0	0		500	maintain
2551 Offsite car park	500	39	7.8		12000	75	0.6	0		6000	allow some repair
2553 Gritbins	500	0	0		500	0	0	0		500	maintain
6139A War memorial (FRPC)	1000	0	0		500	0	0	0		500	maintain
7108 Notice boards	350	201	57.4	repairs only	250	0	0	0		250	maintain
3111 CC rates & services	18000	17529	97.4	on target	18000	14844	82.5	20000	rate rebate ended	20000	incl. rates
3116 CC upkeep & cleaning	10000	9181	91.8	on target	10000	5925	59.2	10000		12000	increase
3127 Drinks machine	900	928	103.2	on target	900	272	36.7	350		500	reduce
3136 CC enhancement	2500	4926	196.7	incl preschool floor	4500	204	30.2	1000		2500	reduce
TOTAL	35000	33074	94.5		47900	21320	44.5	31350		43500	
3304 VotG non-youth eqpt	3000	3491	116.4		1000	596	59.6	1000		1000	maintain
3305 VotG running costs	9750	3654	37.5	includes rates	9750	2451	25.1	5000		9750	maintain
TOTAL	47750	40219	84.2		58650	24367	41.5	37350		54250	

Commentary. In the last complete year, the P&A budget performed well: income finalised at 93.3% of forecast (slightly held back by the expected 'late start' of VENUe income), while expenditure finalised at 84.2% of forecast (with a corresponding saving on VENUe outgoings). This year, P&A has borne the brunt of losses caused by the pandemic. By the half-year, income was only 19% of forecast (instead of 50%), and even on an optimistic view of returning hirers will end the year at 36.6% of forecast. There are some savings on expenditure: we have not resurfaced the Weirwood car park, and have very recently received an emergency rate rebate (not shown above), which will offset against code 3111. Even so, there is a net predicted loss of £16,150, which will have to come from reserves. Next year is frankly dependent on a good deal of guesswork, since no one knows how the local/national situation will develop. In the expectation that not all hirers will return, we have estimated the likely income at about 41-42% of the previous years (with the VENUe at 42%), and an overall income figure of 64% of previous years. Expenditure has many items that cannot be altered and others that need to be budgeted for at the same level as before no matter what the situation, and I have allowed a reduced sum for repairs to Weirwood car park and for Community Centre refurbishment works such as decoration. The result is a budget with a predicted shortfall of £24,000, which will have to come from elsewhere.