

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), Josephson, R
Lewin, Spackman, Summers, Tyler, Waters and
Wogan.

Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Tel: 01342 822661
Fax: 01342 825739
Email: info@forestrow.gov.uk
Website: www.forestrow.gov.uk

Dear Sir/Madam,
Your attendance is required at a meeting of the
PROPERTY & ASSETS COMMITTEE to be held on
TUESDAY 21st MARCH 2023 in the Garden Room at
the Community Centre at **7.30pm**

Date: 15 March, 2023

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

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 6TH DECEMBER 2022
 - 4.1 To approve the minutes of the meeting of 6TH December 2022.
 - 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
 - 6.1 'Crittall' windows
 - 6.2 Cemetery benches
 - 6.3 Ongoing maintenance
 - 6.4 Bus shelter repair
 - 6.5 Skatepark CCTV
7. TO RECEIVE FINANCIAL REPORT to end month 11
8. TO CONSIDER A PROPOSAL CONCERNING THE VILLAGE CENTRE DEFIBRILLATOR
9. TO REVIEW THE ISSUE OF AN ANCILLARY ACCESS PATH TO THE VENUE
10. CORRESPONDENCE
11. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

COUNCILLORS' BRIEFING FOR THE MEETING OF PROPERTY & ASSETS COMMITTEE TO BE HELD ON 21st MARCH 2023

- 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**
- 6.1 Crittall windows Our application has stalled because of opposition from the Wealden Conservation Officer. There are options for the way forward, but the issue was referred to Finance & Policy on 14th March because of the financial implications. That Committee decided that an approach should be made to Crittall Windows Ltd (which still exists) to get a quote for 100% like-for-like replacements, and the matter would then be referred back to Committee for a review of the options
- 6.2 Cemetery benches. The ornamental bench in memory of Simon Wells (approved in June last year) has been postponed due to the indisposition of the person making it, but is now apparently on track for completion. A space still exists for another bench: there are two approaches pending, but we have not heard from one of them for several months.
- 6.3 Ongoing maintenance work Several Community Centre items have been dealt with, as well as running repairs to kitchen equipment and lighting, but outdoor tasks have tended to take precedence recently. I would suggest the situation be reviewed after the May election.
- 6.4 Bus shelter repair Costings suggest that repairing the roof with shingles would be prohibitively expensive, and that heavy duty felt would last longer. This job is on the pending list for a stretch of fine weather.
- 6.5 Skatepark CCTV This job has been commissioned, but no date fixed yet for it to be done.
ACTION: to note / clarify as appropriate
7. **TO NOTE FINANCIAL REPORT to end month 11**
- I attach a month 11 report for this Committee, and add the following comments: Expected performance against forecast would be about 92%. As the printout shows, expenditure is actually at 92%, but income is higher at about 108%. Room hire in particular (code 3180) has recovered to pre-pandemic levels, and although Community Centre rates & services (code 3111) are 50% over nominal budget, taken in conjunction with 'upkeep & cleaning' (code 3116), where there is some overlap, they have a combined performance of 107%, which is reasonable in the circumstances.
ACTION: to note
8. **TO CONSIDER A PROPOSAL CONCERNING THE VILLAGE CENTRE DEFIBRILLATOR**
- Our oldest defibrillator, outside Lloyds Pharmacy on Hillside, needs replacement pads. However, it is now 8 years old and about to go out of warranty: it could last for years, but will no longer be guaranteed. Our supplier has suggested we might consider a replacement (new) machine. This would cost £1075 net, but if we bought now we would avoid the price rise of 109% on new stock. I attach the supplier's email. For Committee to decide.
ACTION: to resolve as necessary

9. TO REVIEW THE ISSUE OF AN ANCILLARY ACCESS PATH TO THE VENUE

After the skatepark was extended, Committee voted for the construction of an ancillary access path to the VENUE, to avoid the risk of collision between people using the path and skaters coming at speed over the lip of the skatepark ramp. Quotes were obtained, but the pandemic prevented the work being done. It has not been revived to date since there have in fact been no reported collisions of the type feared, while the cost of construction of the path would be in excess of £3000. Does Committee wish to revert to the original plan?

ACTION: to resolve as appropriate

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

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

Detailed Income & Expenditure by Budget Heading 07/03/2023

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Property & Assets							
301 Community Centre							
3180 CC-Lettings	18,646	15,000	(3,646)			124.3%	
3181 CC-Equipment Hire	484	750	266			64.5%	
3182 CC-Rents	22,419	22,000	(419)			101.9%	
3185 MISC - incl books/copying)	314	400	86			78.6%	
3187 CC Drinks Machine Income	549	500	(49)			109.8%	
3189 Misc Property Refunds	370	0	(370)			0.0%	
4180 Misc Income	120	0	(120)			0.0%	
Community Centre :- Income	42,903	38,650	(4,253)			111.0%	0
3111 CC-Rates & Services	29,694	20,000	(9,694)		(9,694)	148.5%	
3116 CC-Upkeep/Cleaning	4,681	12,000	7,319		7,319	39.0%	
3127 CC - Drinks Machine	1,085	500	(585)		(585)	216.9%	
3136 CC-Enhancement	4,333	3,250	(1,083)		(1,083)	133.3%	
Community Centre :- Indirect Expenditure	39,793	35,750	(4,043)	0	(4,043)	111.3%	0
Net Income over Expenditure	3,110	2,900	(210)				
303 Venue on the Green							
3306 VOTG Income	3,015	4,000	985			75.4%	
Venue on the Green :- Income	3,015	4,000	985			75.4%	0
3304 Votg Non Youth Equip	224	500	277		277	44.7%	
3305 VOTG Running Costs	2,132	9,500	7,368		7,368	22.4%	
Venue on the Green :- Indirect Expenditure	2,355	10,000	7,645	0	7,645	23.6%	0
Net Income over Expenditure	660	(6,000)	(6,660)				
Property & Assets :- Income	45,918	42,650	(3,268)			107.7%	
Expenditure	42,148	45,750	3,602	0	3,602	92.1%	

23/2/23 going to council

FRPC Reception

From: Andrew Deptford <andrew@aadefib.com>
Sent: 22 February 2023 12:12
To: FRPC Reception
Subject: Re: Defibrillator Maintenance

Hello Georgina

Both the battery and the Pads have the SAME 'Use by' dates. These come as a Pack - You cannot buy them separately.

The ones you have there with the expiry date 17-05-2025 were bought as spares.

For information, your Physio-Control CR Plus (the black one) was new in September 2015. It's 8 year warranty comes to an end in September 2023 - It could go on working for many years to come.

However - It MAY be worth considering upgrading it to match the Physio-Control CR2 (the white one) which you also have, at some stage ?


IF this is a consideration, then do you really need some more replacement pads ?

It should be noted, though, that on Feb 1st '23 there was a ridiculous 109% (over £1000) increase on the cost of the CR2usb.

I have quite a few of these in Stock and in the order pipeline which I will continue to supply at the 'old' price (£1075.00 + VAT) whilst stocks last.

A few options for you to consider...

Andrew

 **Andrew Deptford**
The Barns, Swaton, Sleaford, Lincs, NG34 0JP
Tel : 01529 421111 - Email : andrew@aadefib.com

On 22/02/2023 11:48, FRPC Reception wrote:

Hello Andrew

Thank you so much for letting us know in plenty of time.

For that machine we currently have one spare Pad and one spare Battery, both with the expiry date 17-05-2025 so I believe we only need a spare Pad before August and not a battery. Can you confirm please.

Many thanks,

Georgina Tod

Reception and Burials Clerk
Forest Row Parish Council