

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, la Djoï, Taylor-Smith,
Volkers & A M Waters
(All other Councillors – for information)

Community Centre
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Dear Sir/Madam,
Your attendance is required at a meeting of the FINANCE &
POLICY COMMITTEE to be held on **TUESDAY 19th**
NOVEMBER 2024 in the Garden Room of the
Community Centre at **7.30pm**.

Date: 14 November, 2024


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 16TH JULY 2024
5. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
 - 5.1 Bank signatories
 - 5.2 Internal audit
 - 5.3 Hambro Hall lease
 - 5.4 Other leases
 - 5.5 Recruitment
- FINANCIAL MATTERS
6. CURRENT FINANCIAL SITUATION
7. LIST OF PAYMENTS
8. BANK RECONCILIATION & INVESTMENT LIST
9. FINANCE & POLICY BUDGET FOR 2025-26
- MATTERS FOR DECISION
10. REVIEW OF CURRENT QUOTES:
 - 10.1 Rush Green paths
 - 10.2 Hambro Hall remedial works
 - 10.3 Streetlights with UKPN involvement
 - 10.4 Renewal of office server
11. SUPPORT FOR LOCAL ARTISTS
12. EXTENSION OF THE LO-COST COUNSELLING SERVICE
13. REVIEW OF SALARY SPINE POINTS & DIFFERENTIALS
14. POLICY ON 'HOSTILE ARCHITECTURE'
15. GRANT APPLICATIONS:
 - 15.1 Friends of the Medway
 - 15.2 We Grow
 - 15.3 Barebones Theatre Company
 - 15.4 SS Peter & James Hospice
 - 15.5 Community Composting scheme
 - 15.6 Java & Jazz
16. ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

FINANCE & POLICY COMMITTEE

BACKING PAPERS FOR MEETING 19th NOVEMBER 2024

Agenda item	Description	Page nos
	Clerk's general briefing note	1-3
6	Summary financial report to end month 7	4-5
7	List of payments	6-14
8	Bank reconciliations & investments	15
9	Draft budget F&P 2025-26	16
10.3	Streetlight repair estimates	17-25
12	Email excerpt re counselling service	26
14	Hostile architecture policy	27
15.1	Grant applications: Friends of the Medway	28-33
15.2	We Grow	34-40
15.3	Barebones Theatre Company	41-43
15.4	SS Peter & James Hospice	44-48
15.5	Community Compost Initiative	49-57
15.6	Java & Jazz	58

COUNCILLORS' BRIEFING FOR MEETING OF THE FINANCE & POLICE COMMITTEE ON 19th NOVEMBER 2024

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 16th July 2024. No complications foreseen. Members can legitimately vote to accept the minutes of previous meetings even if they were not personally present.
5. **CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**
 - 5.1 Bank signatories. We have finally completed the necessary paperwork with Unity Trust. The signatories are now: Cllrs Eichner, Gilbert, Taylor-Smith & Waters.
 - 5.2 Internal Audit. The interim internal audit is scheduled for Wednesday 20th November at 1:30pm.
 - 5.3 Hambro Hall lease. A final draft of the proposed lease has been sent to the Trustees of *On My Side* for their consideration. The proposed start date (after necessary works have been completed) is 1st January 2025.
 - 5.4 Other leases. The lease for the Acupuncture Room is ready for signature. The lease for the football field is still under negotiation.
 - 5.5 Recruitment. There was a last minute flurry of candidates for the maintenance team position. Unfortunately, one promising candidate is away from Forest Row until 22nd November, so it may be necessary to split the interviews, which will take place as soon as possible.

ACTION: to note

FINANCIAL MATTERS

6. **CURRENT FINANCIAL SITUATION**

A printout to the end of month 7 is attached. We have received the second instalment of the precept, so income is showing at 100%. Expenditure is at 51% of forecast against a nominal 58%, with no major anomalies, although the back pay under the recently agreed pay settlement will add a four-figure lump sum to November expenditure. The new employer NI rates do not take effect until next April.
- 7&8. **LIST OF PAYMENTS / BANK RECONCILIATION AND INVESTMENTS LIST**

The lists are attached

ACTION: to note

(please raise any queries in advance to allow time to prepare replies)

9. **FINANCE & POLICY BUDGET FOR 2025-26** Please consult the budget preparation sheet attached to the papers. This shows performance for the last complete year and the first half of this year, with a predicted outturn to the year end. The last column contains suggested figures for existing cost codes for next year, with brief comments. At this point these are only suggestions: it is for Committee to scrutinise them line by line and agree or amend as appropriate.

Please note that it has been impossible to calculate an exact figure for the salaries, partly because of the impact of the new employers' NI provisions, but mainly because I am proposing a review of the applicable spine points in the New Year, both of which factors will be amplified by the outcome of any pay rise negotiations for 2025-26. After some discussion with colleagues across the network, I have taken this year's projected total spend as a baseline and added 5%, the increase taking account of both revised spine points and annual pay settlement.

ACTION: to resolve on a draft F&P budget

MATTERS FOR DECISION

10. **REVIEW OF CURRENT QUOTES** These are included in the F&P agenda because they are all relatively pressing, and it is hoped quotes will be available to the meeting on all matters:

10.1 Revised quotes for the path(s) to the play area from Hartfield Road, following the discussion at Facilities

10.2 Hambro Hall remedial works, specifically the drainage repairs to the rear and tanking of the internal store to prevent water ingress.

10.3 Streetlights with UKPN involvement. These are revised quotes for the column replacements outstanding.

10.4 Renewal of office server. Our main server is now obsolete since it is running on an operating system which is no longer supported. Our IT providers have advised against a Cloud system, which does not yet work seamlessly with the RBS software, and have recommended a small but more powerful server. This is now fairly pressing, but the formal quote is still awaited. Committee is asked to approve a ceiling price not exceeding £2500.

11. **SUPPORT FOR LOCAL ARTISTS.**

The Chair of Council has proposed setting up a small fund to encourage local artists to provide some public art in the village (if only in certain cases to cover graffiti). Does Committee agree? If so, in what sum? When should the scheme start?

ACTION: to resolve accordingly

12. **EXTENSION OF THE LOW-COST COUNSELLING SCHEME**

The low-cost counselling scheme supported by Council appears to have been a success in terms of meeting a perceived need in the community. The organisers would now like Council to consider extending the scheme and an excerpt for their email is attached.

A meeting with the organisers is scheduled for this Friday, but Council's approval would be required for any financial extension to the scheme

ACTION: to resolve accordingly

13. REVIEW OF SALARY SPINE POINTS AND DIFFERENTIALS

Council resolved on 6th February 2024 (minute 46/24) to undertake an annual review of salaries. This has particular relevance this year because Government policy with respect to the 'living wage', and the 'flat rate' pay increases of the last two years have somewhat skewed the differentials between the various grades of staff. It is also arguable that certain members of staff are now being manifestly under-rewarded for their work. It is suggested that the Clerk be authorised to produce a working paper on this issue, and for the Personnel Committee then be authorised to consider it and make recommendations to Full Council.

ACTION: to resolve accordingly

14. A POLICY ON HOSTILE ARCHITECTURE

A draft policy is attached in response to the Committee vote in July (minute 132/24) for consideration and resolution

ACTION: to resolve accordingly

15. GRANT APPLICATIONS

15.1 Friends of the Medway

15.2 We Grow

15.3 Barebones Theatre Company

15.4 SS Peter & James Hospice

15.5 Community Compost initiative

15.6 Java & Jazz

The papers are attached for each of these applicants. There are additional papers available for inspection if required, but those attached are the essentials to support the applications.

Note: I am mindful that a request was made at the last meeting for a review of the grants policy. This agenda is too full for such a discussion to take place this time, but does

Committee wish to commission a task & finish group to investigate the issue and report back at the next meeting?

ACTION: to resolve on the applications and investigation request

16. ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

Detailed Income & Expenditure by Budget Heading 12/11/2024

Month No: 8

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%
4181 FI-Wayleave Income	4	5	1			89.0%
4182 FI-Devolved Services Income	794	1,450	656			54.7%
4190 FI-Interest Received	5,288	5,000	(288)			105.8%
Finance & Administration :- Income	658,078	656,455	(1,623)			100.2%
4101 FI-Salaries	221,487	418,700	197,213		197,213	52.9%
4102 FI-Payroll Outsource Costs	400	800	400		400	50.0%
4103 FI-Contrib. to Library Salary	0	5,000	5,000		5,000	0.0%
4105 Community services - developme	172	0	(172)		(172)	0.0%
4108 FI-Staff Training/Travel	5	1,000	995		995	0.5%
4110 Community Warden Costs	225	0	(225)		(225)	0.0%
4111 Forest Rate	0	30	30		30	0.0%
4120 Postage	225	300	75		75	75.1%
4121 Telecommunications	5,796	7,700	1,904		1,904	75.3%
4123 Stationery	420	450	30		30	93.3%
4124 FI-Subscriptions	4,221	6,600	2,379		2,379	64.0%
4125 FI-Insurance	10,084	11,000	916		916	91.7%
4126 Printer/copier	3,015	4,400	1,385		1,385	68.5%
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	428	2,000	1,572		1,572	21.4%
4136 Security Checks	24	150	126		126	15.9%
4137 FI-Members Allowances	2,085	7,000	4,915		4,915	29.8%
4151 FI - Bank Charges	1,068	1,800	732		732	59.4%
4156 FI-Legal & professional fees	2,310	3,500	1,190		1,190	66.0%
4157 FI-Audit & Financial Managemen	4,088	4,000	(88)		(88)	102.2%
4158 FI-Van Lease	40	300	260		260	13.3%
4160 Office Equipment	831	500	(331)		(331)	166.1%
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	263	1,000	737		737	26.3%
7101 PR- Advertising/Publicity	115	1,500	1,385		1,385	7.7%
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	258,024	492,690	234,666	0	234,666	52.4%
Net Income over Expenditure	400,054	163,765	(236,289)			

Detailed Income & Expenditure by Budget Heading 12/11/2024

Month No: 8

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
403 Other Grants						
4380 Other Grants/donations	1,000	0	(1,000)			0.0%
Other Grants :- Income	<u>1,000</u>	<u>0</u>	<u>(1,000)</u>			
4360 Other Grants	3,550	17,500	13,950		13,950	20.3%
Other Grants :- Indirect Expenditure	<u>3,550</u>	<u>17,500</u>	<u>13,950</u>	<u>0</u>	<u>13,950</u>	<u>20.3%</u>
Net Income over Expenditure	<u>(2,550)</u>	<u>(17,500)</u>	<u>(14,950)</u>			
Finance & Policy :- Income	659,078	656,455	(2,623)			100.4%
Expenditure	261,574	510,190	248,616	0	248,616	51.3%
Movement to/(from) Gen Reserve	<u>397,504</u>					
Grand Totals:- Income	659,078	656,455	(2,623)			100.4%
Expenditure	261,574	510,190	248,616	0	248,616	51.3%
Net Income over Expenditure	<u>397,504</u>	<u>146,265</u>	<u>(251,239)</u>			
Movement to/(from) Gen Reserve	<u>397,504</u>					

List of Payments made between 01/07/2024 and 12/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2024	BIFFA WASTE SERVICES LTD	1	752.58		WASTE
01/07/2024	BT PAYMENT SERVICES LTD	2	32.53		TELECOMMUNICATIONS
02/07/2024	BACS P/L Pymnt Page 1871	BACS Pymnt	19,469.76		BACS P/L Pymnt Page 1871
02/07/2024	BACS P/L Pymnt Page 1876	BACS Pymnt	375.00		BACS P/L Pymnt Page 1876
03/07/2024	JULIAN JOHNSON	BP	200.00		YOUTH FORUM MURAL
03/07/2024	MRS DENYER	BP	50.00		ALLOTMENT DEPOSIT
03/07/2024	A JAFFAY	BP	50.00		EXPENSES
03/07/2024	FOREST ROW ELECTRICAL	BP	129.60		CCTV - VENU
03/07/2024	FOREST ROW ELECTRICAL	BP	129.60		CCTV REPAIR
03/07/2024	FOREST ROW ELECTRICAL	BP	-129.60		CCTV
10/07/2024	BACS P/L Pymnt Page 1877	BACS Pymnt	3,111.62		BACS P/L Pymnt Page 1877
10/07/2024	POCKIT CARD - CC	TOP UP	250.00		TOP UP
10/07/2024	POCKIT CARD - GAGES	TOP UP	1,000.00		TOP UP
10/07/2024	POCKIT CARD - YOUTH	TOP UP	500.00		TOP UP
10/07/2024	BARCLAYCARD	3	56.17		CHARGES
10/07/2024	PAYTEK ADMIN SERVICES LTD	4	24.00		CHARGES
10/07/2024	PAYTEK ADMIN SERVICES LTD	5	33.60		CHARGES
10/07/2024	ALLSTAR BUSINESS SOLUTIONS	6	65.59		FUEL
10/07/2024	O2	DD	67.52		MOBILE
10/07/2024	O2	DD	18.79		MOBILE YOUTH
10/07/2024	AO SHIPLEY	BP	5,569.48		STAFF TAX & NI - JUNE
18/07/2024	CORONA ENERGY RETAIL 4 LTD	7	46.83		GAS
22/07/2024	BACS P/L Pymnt Page 1878	BACS Pymnt	2,108.28		BACS P/L Pymnt Page 1878
22/07/2024	BACS P/L Pymnt Page 1879	BACS Pymnt	1,029.60		BACS P/L Pymnt Page 1879
22/07/2024	EDF ENERGY CUSTOMERS PLC	8	396.30		STREETLIGHT POWER
23/07/2024	BACS P/L Pymnt Page 1880	BACS Pymnt	8,499.94		BACS P/L Pymnt Page 1880
24/07/2024	TELECOMS WORLD PLC	9	73.81		0800 NUMBER
24/07/2024	ENGIE POWER LTD	10	36.16		ELECTRICITY CREDIT
24/07/2024	CARTER JONAS	BP	1,380.00		HH SURVEY REPORT
24/07/2024	MRS ARCHIBALD	BP	115.50		REPLACEMENT MEMORIAL
24/07/2024	AIR AMBULANCE	BP	300.00		GRANT
24/07/2024	WEALDENS CITIZENS ADVICE	BP	500.00		GRANT
24/07/2024	ANDERIDA PROJECT	BP	500.00		GRANT
24/07/2024	MRS AGOMBA	BP	250.00		CONTRIBUTION
25/07/2024	ENGIE POWER LTD	11	147.63		ELECTRIC
25/07/2024	ENGIE POWER LTD	12	117.52		ELECTRIC
25/07/2024	SIEMENS	DD	163.31		DRINKS MACHINE
26/07/2024	FOCUS	DD	93.08		HELPLINE
29/07/2024	BT PAYMENT SERVICES LTD	13	32.53		TELECOMMUNICATIONS
30/07/2024	STAFF	BP	23,991.47		JULY SALARIES
30/07/2024	E SUSSEX PENSIONS	BP	4,914.67		SUPERSNN - JUNE
05/08/2024	BIFFA WASTE SERVICES LTD	1	602.06		WASTE
06/08/2024	BACS P/L Pymnt Page 1883	BACS Pymnt	2,679.62		BACS P/L Pymnt Page 1883
07/08/2024	O2	DD	67.52		WARDEN MOBILE
07/08/2024	CARINE SEROR	BP	98.25		REFUND
07/08/2024	AMANDA SINCLAIR	BP	4.85		REIMBURSEMENT
08/08/2024	O2	DD	18.79		YOUTH MOBILE

List of Payments made between 01/07/2024 and 12/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/08/2024	UTP	DD	24.00		CHARGES
09/08/2024	AO SHIPLEY	BP	6,373.18		TAX & NI - JULY
12/08/2024	BARCLAYCARD	2	62.11		CHARGES
12/08/2024	PAYTEK ADMIN SERVICES LTD	3	33.60		CHARGES
14/08/2024	BACS P/L Pymnt Page 1885	BACS Pymnt	2,814.84		BACS P/L Pymnt Page 1885
14/08/2024	POCKIT CARD - DOD	TOP UP	750.00		TOP UP
14/08/2024	POCKIT CARD - CC	TOP UP	500.00		TOP UP
14/08/2024	POCKIT CARD - GAGES	TOP UP	1,000.00		TOP UP
14/08/2024	ALLSTAR BUSINESS SOLUTIONS	4	74.59		FUEL
14/08/2024	CHARLOTTE TONGSOM	BP	15.55		REIMBURSEMENT
19/08/2024	CORONA ENERGY RETAIL 4 LTD	5	23.38		GAS
22/08/2024	BACS P/L Pymnt Page 1886	BACS Pymnt	1,818.68		BACS P/L Pymnt Page 1886
22/08/2024	EDF ENERGY CUSTOMERS PLC	6	416.89		STREETLIGHT POWER
23/08/2024	TELECOMS WORLD PLC	7	73.96		0800 NUMBER
23/08/2024	EMMA DAVIES	BP	13.81		REIMBURSEMENT
23/08/2024	A FERGUSON	BP	250.00		YOUTH DJ WORKSHOP
27/08/2024	ENGIE POWER LTD	8	164.26		ELECTRICITY
27/08/2024	ENGIE POWER LTD	9	617.12		ELECTRICITY
27/08/2024	ENGIE POWER LTD	10	136.48		ELECTRICITY
28/08/2024	BACS P/L Pymnt Page 1887	BACS Pymnt	720.00		BACS P/L Pymnt Page 1887
28/08/2024	ALLSTAR BUSINESS SOLUTIONS	11	27.60		FUEL
28/08/2024	FOCUS	DD	99.07		HELPLINE
28/08/2024	E SUSSEX PENSION	BP	4,457.73		SUPERANN - AUGUST
28/08/2024	MIRA SHIRLEY	BP	50.00		ALLOTMENT REFUND
28/08/2024	STAFF	BP	21,094.48		AUGUST SALARIES
29/08/2024	BT PAYMENT SERVICES LTD	12	32.53		TELECOMMUNICATIONS
02/09/2024	BIFFA WASTE SERVICES LTD	1	602.06		WASTE
02/09/2024	BNP PARIBAS	DD	678.58		COPIER LEASE
02/09/2024	WEALDEN DC	DD	192.72		HH RATES
02/09/2024	MARKET	BP	30.00		STALL
02/09/2024	MARKET	BP	35.00		STALL
02/09/2024	MARKET	BP	-30.00		STALL
02/09/2024	MARKET	BP	-35.00		STALL
03/09/2024	CCLA	BP	724.55		INTEREST
03/09/2024	CCLA	BP	-724.55		INTEREST
04/09/2024	BACS P/L Pymnt Page 1890	BACS Pymnt	3,465.20		BACS P/L Pymnt Page 1890
04/09/2024	ZUZU LA DJOI	BACS	6.65		REIMBURSEMENT
04/09/2024	MARKET	BP	35.00		STALL
04/09/2024	CCLA	BP	24.14		INTEREST
04/09/2024	MARKET	BP	-35.00		STALL
04/09/2024	CCLA	BP	-24.14		INTEREST
09/09/2024	O2	DD	67.52		MOBILE
10/09/2024	BARCLAYCARD	2	56.57		CHARGES
10/09/2024	PAYTEK ADMIN SERVICES LTD	3	24.00		CHARGES
10/09/2024	PAYTEK ADMIN SERVICES LTD	4	27.60		CHARGES
10/09/2024	O2	DD	18.79		YOUTH MOBILE
10/09/2024	AO SHIPLEY	BACS	5,389.95		TAX & NI - AUGUST

List of Payments made between 01/07/2024 and 12/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/09/2024	ALLSTAR BUSINESS SOLUTIONS	5	61.59		FUEL
17/09/2024	BACS P/L Pymnt Page 1891	BACS Pymnt	2,973.45		BACS P/L Pymnt Page 1891
18/09/2024	BACS P/L Pymnt Page 1892	BACS Pymnt	668.28		BACS P/L Pymnt Page 1892
20/09/2024	POCKIT CARD - CC	TOP UP	300.00		TOP UP
20/09/2024	POCKIT CARD - GAGES	TOP UP	1,200.00		TOP UP
20/09/2024	POCKIT CARD - YOUTH	TOP UP	250.00		TOP UP
20/09/2024	TJN LOCKS	BACS	334.00		DIGITAL DOOR LOCK
20/09/2024	CORONA ENERGY RETAIL 4 LTD	1	21.86		GAS
23/09/2024	EDF ENERGY CUSTOMERS PLC	6	424.91		STREETLIGHT POWER
24/09/2024	TELECOMS WORLD PLC	7	73.86		0800 number
26/09/2024	ENGIE POWER LTD	8	291.69		ELECTRICITY
26/09/2024	ENGIE POWER LTD	9	534.72		ELECTRICITY
26/09/2024	ENGIE POWER LTD	10	346.84		ELECTRICITY
27/09/2024	FOCUS	DD	99.07		HELPLINE
27/09/2024	E SUSSEX PENSION	BACS	4,776.14		SUPERANN SEPTEMBER
27/09/2024	STAFF	BACS	22,523.64		SEPTEMBER SALARIES
30/09/2024	BACS P/L Pymnt Page 1893	BACS Pymnt	11,047.81		BACS P/L Pymnt Page 1893
30/09/2024	BIFFA WASTE SERVICES LTD	11	752.58		WASTE
30/09/2024	BT PAYMENT SERVICES LTD	12	32.53		TELECOMMUNICATIONS
30/09/2024	UNITY TRUST	BP	29.20		HANDLING CHARGE
30/09/2024	UNITY TRUST	BP	80.85		SERVICE CHARGE
01/10/2024	WEALDEN	DD	193.00		HAMBRO RATES
03/10/2024	FROW FRIENDS	BACS	92.00		CABARET TICKETS
03/10/2024	EMMA DAVIES	BACS	17.90		REIMBURSEMENT
07/10/2024	SIEMENS	DD	274.02		DRINKS MACHINE
08/10/2024	DONNA MARIE	BACS	60.00		COUNSELLING
08/10/2024	DIANE BURNETT	BACS	60.00		COUNSELLING
08/10/2024	CENTRAL GARAGE	BACS	40.00		VAN MOT
09/10/2024	ALLSTAR BUSINESS SOLUTIONS	1	8.93		FUEL
09/10/2024	O2	DD	67.52		MOBILE
09/10/2024	O2	DD	18.79		YOUTH MOBILE
09/10/2024	TWINNING ASSOC	BACS	1,000.00		GRANT
10/10/2024	BARCLAYCARD	2	53.93		CHARGES
10/10/2024	PAYTEK ADMIN SERVICES LTD	3	27.60		CHARGES
10/10/2024	UTP	DD	24.00		CHARGES
10/10/2024	AO SHIPLEY	BP	5,785.16		TAX & NI - SEPT
15/10/2024	BACS P/L Pymnt Page 1894	BACS Pymnt	925.41		BACS P/L Pymnt Page 1894
15/10/2024	BACS P/L Pymnt Page 1895	BACS Pymnt	8,103.51		BACS P/L Pymnt Page 1895
15/10/2024	CORONA ENERGY RETAIL 4 LTD	4	159.35		GAS
16/10/2024	J MCHALE	BACS	6.50		REIMBURSEMENT
16/10/2024	BRENDA LE SEELLEUR	BACS	7.75		REIMBURSEMENT
16/10/2024	SUSSEX FIRST AID	BP	624.00		TRAINING
22/10/2024	EDF ENERGY CUSTOMERS PLC	5	423.48		STREETLIGHT POWER
23/10/2024	ALLSTAR BUSINESS SOLUTIONS	6	39.66		FUEL
24/10/2024	BACS P/L Pymnt Page 1900	BACS Pymnt	216.00		BACS P/L Pymnt Page 1900
24/10/2024	TELECOMS WORLD PLC	7	74.08		0800 NUMBER
25/10/2024	ENGIE POWER LTD	8	178.05		ELECTRICITY

List of Payments made between 01/07/2024 and 12/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/10/2024	ENGIE POWER LTD	9	680.36		ELECTRICITY
25/10/2024	ENGIE POWER LTD	10	286.87		ELECTRICITY
25/10/2024	FOCUS	DD	99.07		HELPLINE
28/10/2024	RBL POPPY APPEAL	BACS	20.00		WREATH
28/10/2024	TABLEHURST FARM	BACS	1,000.00		GRANT
28/10/2024	FROW FRIENDS	BACS	120.00		CABARET TICKETS
28/10/2024	EMMA DAVIES	BACS	25.55		REIMBURSEMENT
29/10/2024	BT PAYMENT SERVICES LTD	11	32.53		TELECOMMUNICATIONS
29/10/2024	EAST SUSSEX PENSION	BACS	4,845.96		SUPERANN - OCT
29/10/2024	STAFF	BACS	22,244.57		OCTOBER SALARIES
31/10/2024	UNITY TRUST	BP	27.45		SERVICE CHARGE
05/11/2024	BACS P/L Pymnt Page 1903	BACS Pymnt	13,024.78		BACS P/L Pymnt Page 1903

Total Payments 239,808.26

5,750.00
234,058.26

POCKIT CARD - DOD

List of Payments made between 01/07/2024 and 12/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/07/2024	MR PAPER	BP	17.81		TILL ROLLS
12/07/2024	GIFFGAFF	BP	10.00		MARKET MOBILE
20/07/2024	ZOOM	BP	12.99		VIRTUAL MEETINGS
26/07/2024	DIGDAT	BP	68.52		PLANS - GLEESON LAND
30/07/2024	POCKIT	BP	1.99		FEES
01/08/2024	OPENSACES	BP	45.00		SUBS
12/08/2024	GIFFGAFF	DD	10.00		MARKET MOBILE
15/08/2024	EVENTBRITE	BP	39.22		CLLR TRAINING
15/08/2024	EVENTBRITE	BP	39.22		CLLR TRAINING
20/08/2024	ZOOM	DD	12.99		VIRTUAL MEETINGS
21/08/2024	ASHDOWN PARK HOTEL	BP	185.06		STAFF TRAINING
22/08/2024	AMAZON	BP	19.99		PADLOCKS
29/08/2024	SCREWFIX	BP	34.99		LOCK
30/08/2024	POCKIT	BP	1.99		CHARGES
03/09/2024	RANSOMSPARES	BP	19.49		FRIDGE HANDLE
12/09/2024	GIFFGAFF	BP	10.00		MARKET MOBILE
20/09/2024	ZOOM	BP	12.99		VIRTUAL MEETINGS
30/09/2024	POCKIT	BP	1.99		CHARGES
09/10/2024	DIGDAT	BACS	34.26		PLAYPARK EXPENSES
09/10/2024	AMAZON	BACS	24.99		BOOTS
12/10/2024	GIFFGAFF	DD	10.00		MARKET MOBILE
14/10/2024	WDC	BACS	21.00		MARKET TENS
20/10/2024	ZOOM	DD	12.99		VIRTUAL MEETINGS
24/10/2024	AMAZON	BACS	22.03		CARETAKER SUPPLIES
24/10/2024	AMAZON	BACS	175.99		OFFICE CHAIR
30/10/2024	POCKIT	BACS	1.99		FEE
Total Payments			847.49		

POCKIT CARD - CC

List of Payments made between 01/07/2024 and 12/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/07/2024	AMAZON	BP	10.99		DOOR CLOSER
09/07/2024	WEALDEN DC	BP	21.00		TENS MARKET
10/07/2024	ROYAL MAIL	BP	220.00		STAMPS
10/07/2024	AMAZON	BP	16.91		CHARGER
22/07/2024	AMAZON	BP	68.50		HANDLES
24/07/2024	NO. 8	BP	8.95		WATERING CAN - CEMETERY
31/07/2024	POCKIT	BP	1.99		CHARGES
05/08/2024	WEALDEN DC	BP	21.00		TENS
13/08/2024	RUBBERMATTING	BP	34.40		GRASSMAT PEGS
14/08/2024	AMAZON	BP	106.10		GARDEN TOOLS
20/08/2024	AMAZON	BP	7.87		OFFICE EQUIPMENT
21/08/2024	NO 8	BP	35.00		KETTLE
21/08/2024	WICKES	BP	160.00		STORAGE SHED
31/08/2024	POCKIT	BP	1.99		CHARGES
03/09/2024	UK CRBS	BP	14.29		DBS
04/09/2024	RANSOM SPARES	BP	34.20		FRIDGE DOOR HANDLE
09/09/2024	COOKSMILL	BP	32.28		KITCHEN SUPPLIES
16/09/2024	AMAZON	BP	3.39		STAPLES
16/09/2024	AMAZON	BP	23.74		MARKET SUPPLIES
17/09/2024	WDC	BP	21.00		MARKET TENS
23/09/2024	POST OFFICE	BP	5.20		POSTAGE
26/09/2024	COX SKIPS	BP	216.72		SKIP HIRE
30/09/2024	POCKIT	BP	1.99		CHARGES
07/10/2024	NO. 8	BACS	6.50		SUPPLIES
31/10/2024	POCKIT	BACS	1.99		FEE
Total Payments			1,076.00		

POCKIT CARD - GAGES

List of Payments made between 01/07/2024 and 12/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/07/2024	SAINSBURYS	BP	154.24		FOOD
03/07/2024	ALLAN MARTIN	BP	208.58		MEAT
09/07/2024	SAINSBURYS	BP	159.88		FOOD
10/07/2024	SEASONS	BP	10.91		FOOD
10/07/2024	CO-OP	BP	1.20		FOOD
11/07/2024	CO-OP	BP	6.00		OOD
11/07/2024	CO-OP	BP	2.20		FOOD
11/07/2024	CO-OP	BP	3.00		FOOD
12/07/2024	ALDI	BP	17.87		FOOD
16/07/2024	SAINSBURYS	BP	239.37		FOOD
17/07/2024	SEASONS	BP	9.46		FOOD
17/07/2024	CO-OP	BP	6.00		FOOD
23/07/2024	SAINSBURYS	BP	215.16		FOOD
25/07/2024	POCKIT	BP	1.99		CHARGES
30/07/2024	SAINSBURYS	BP	164.34		FOOD
02/08/2024	CO-OP	BP	6.00		FOOD
06/08/2024	SAINSBURYS	BP	224.66		FOOD
06/08/2024	SAINSBURYS	BP	8.00		FOOD
06/08/2024	ALLAN MARTIN	BP	221.03		MEAT
09/08/2024	CO-OP	BP	2.10		FOOD
09/08/2024	CO-OP	BP	1.10		FOOD
13/08/2024	SAINSBURYS	BP	201.81		FOOD
13/08/2024	SAINSBURYS	BP	7.05		SAINSBURYS
16/08/2024	CO-OP	BP	2.00		FOOD
16/08/2024	CO-OP	BP	1.40		FOOD
20/08/2024	SAINSBURYS	BP	185.86		FOOD
23/08/2024	CO-OP	BP	2.85		FOOD
25/08/2024	POCKIT	BP	1.99		CHARGES
10/09/2024	SAINSBURYS	BP	146.29		FOOD
11/09/2024	ALLAN MARTIN	BP	165.43		MEAT
12/09/2024	CO-OP	BP	1.65		FOOD
17/09/2024	SAINSBURYS	BP	206.96		FOOD
17/09/2024	SAINSBURYS	BP	2.45		FOOD
22/09/2024	SAINSBURYS	BP	40.00		DELIVERY PASS
24/09/2024	SAINSBURYS	BP	122.36		FOOD
25/09/2024	POCKIT	BP	1.99		CHARGES
25/09/2024	ALLAN MARTIN	BP	137.24		MEAT
25/09/2024	ALLAN MARTIN	BP	70.80		MEAT
27/09/2024	CO-OP	BP	2.30		FOOD
01/10/2024	SAINSBURYS	BACS	157.76		FOOD
01/10/2024	ALLAN MARTIN	BACS	9.69		MEAT
15/10/2024	WAITROSE	BACS	12.20		FOOD
16/10/2024	SAINSBURYS	BACS	167.42		FOOD
16/10/2024	SEASONS	BACS	1.93		FOOD
22/10/2024	SAINSBURYS	BACS	143.94		FOOD
22/10/2024	CO-OP	BACS	2.50		FOOD
23/10/2024	CO-OP	BP	1.20		FOOD

Date: 12/11/2024

Forest Row Parish Council

Page 2

Time: 13:44

POCKIT CARD - GAGES

List of Payments made between 01/07/2024 and 12/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/10/2024	CO-OP	BP	2.30		FOOD
25/10/2024	POCKIT	BACS	1.99		FEE
29/10/2024	SAINSBURYS	BP	202.68		FOOD
30/10/2024	CO-OP	BP	0.60		FOOD
30/10/2024	ALLAN MARTIN	BP	390.09		MEAT
Total Payments			4,057.82		

POCKIT CARD - YOUTH

List of Payments made between 01/07/2024 and 12/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/07/2024	SEASONS	BP	5.25		FOOD
02/07/2024	ASHDOWN PHARMACY	BP	19.18		GOODS
03/07/2024	CO-OP	BP	6.33		REFRESHMENTS
08/07/2024	SAINSBURYS	BP	70.31		SUPPLIES
09/07/2024	B & M	BP	55.00		SUPPLIES
09/07/2024	THE WORKS	BP	9.00		SUPPLIES
16/07/2024	POUNDLAND	BP	17.55		SUPPLIES
16/07/2024	ICELAND	BP	8.25		SUPPLIES
18/07/2024	POCKIT	BP	1.99		CHARGES
18/07/2024	CO-OP	BP	0.85		SUPPLIES
19/07/2024	NO. 8	BP	22.00		SUPPLIES
19/07/2024	CO-OP	BP	8.20		SUPPLIES
22/07/2024	ALDI	BP	63.08		SUPPLIES
22/07/2024	CASH	CASH	40.00		CASH
22/07/2024	POCKIT	BP	1.99		FEE
22/07/2024	CO-OP	BP	13.35		SUPPLIES
30/07/2024	ICELAND	BP	5.60		SUPPLIES
30/07/2024	ICELAND	BP	27.05		SUPPLIES
30/07/2024	CO-OP	BP	3.00		SUPPLIES
15/08/2024	CAREPARK	BP	21.80		OUTING
15/08/2024	TICKETS	BP	51.10		TICKETS
15/08/2024	BURGER KING	BP	6.99	REFRESHMENTS	BURGER KING
18/08/2024	POCKIT	BP	1.99		CHARGES
21/08/2024	ICELAND	BP	58.90		REFRESHMENTS
06/09/2024	CO-OP	BP	1.50		REFRESHMENTS
06/09/2024	NO. 8	BP	2.50		SUPPLIES
09/09/2024	ICELAND	BP	72.94		REFRESHMENTS
16/09/2024	CO-OP	BP	12.70		REFRESHMENTS
18/09/2024	POCKIT	BP	1.99		CHARGES
18/09/2024	TESCO	BP	46.40		FOOD
26/09/2024	ICELAND	BP	82.15		REFRESHMENTS
01/10/2024	CO-OP	BP	5.90		REFRESHMENTS
02/10/2024	SAINSBURYS	BP	11.30		REFRESHMENTS
09/10/2024	ICELAND	BP	60.24		REFRESHMENTS
18/10/2024	POCKIT	BACS	1.99		FEE
18/10/2024	POUNDSTRETCHER	BP	6.72		REFRESHMENTS
18/10/2024	ICELAND	BP	64.50		REFRESHMENTS
18/10/2024	ICELAND	BP	0.35		REFRESHMENTS
21/10/2024	CO-OP	BP	24.15		REFRESHMENTS
22/10/2024	POUNDLAND	BP	26.75		REFRESHMENTS
23/10/2024	CO-OP	BP	44.40		REFRESHMENTS

Total Payments	985.24
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Forest Row Parish Council

Bank - Cash and Investment Reconciliation as at 31 October 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/10/2024	Cafe Cash A/c	100.00
31/10/2024	Thursday Club Cash A/c	0.00
31/10/2024	Unity Trust	444,830.65
31/10/2024	CCLA	175,000.00
31/10/2024	POCKIT CARD - DOD	424.65
31/10/2024	POCKIT CARD - CC	488.00
31/10/2024	POCKIT CARD - GAGES	231.51
31/10/2024	POCKIT CARD - YOUTH	122.99

621,197.80

Other Cash & Bank Balances

186.16

621,383.96

Unpresented Payments

28.60

621,355.36

Receipts not on Bank Statement

1,179.00

Closing Balance

622,534.36

All Cash & Bank Accounts

2	Cafe Cash Account	100.00
3	Thursday Club Cash Account	0.00
4	Unity Trust	446,009.65
5	CCLA	175,000.00
6	POCKIT CARD - DOD	424.65
7	POCKIT CARD - CC	488.00
8	POCKIT CARD - GAGES	257.09
10	POCKIT CARD - YOUTH	68.81
	Other Cash & Bank Balances	186.16
	Total Cash & Bank Balances	622,534.36

APPROVED BY FINANCE & POLICY
COMMITTEE CHAIRMAN

15

Income streams	2023-24 Budget	Actual	% of forecast
Misc income	0	1088	0
Wayleaves	5	6	112.0%
Devolved services	1450	1103	76.0%
Community warden hire	10000	0	0.0%
Interest received	1500	8562	571.0%
Waste reduction projects	0	5000	0.0%
TOTAL	12955	15759	127.0%
Expenditure budgets			
Pension-top-up	4000	0	0.00%
Salaries	365000	392966	108%
Payroll outsourcing	420	823	196%
Contribution library salary	4000	5055	126%
Staff training/travel	1000	191	19%
Warden expenses	500	682	136%
Forest rate	25	31	122%
Postage	500	77	15%
Telecoms	7700	7554	98%
Stationery	600	730	122%
Subscriptions	6600	4129	63%
Insurance	10000	10528	105%
Photocopier	4000	3926	98%
Chairmans Fund	500	0	0%
Parish meeting	50	0	0%
Councillors training/travel	500	596	119%
H & S / DBS	150	132	88%
Members allowances	6000	2506	42%
Bank charges	1800	1647	92%
Legal/professional fees	3500	2478	71%
Audit & financial management	3300	2582	78%
Van lease	300	604	2301%
Office equipment	500	424	85%
Office maintenance	0	0	0%
Election fund	4000	5118	128%
Wayleaves	25	1	6%
Community event	500	996	199%
Advertising	50	33	65%
Website	750	720	96%
Newsletter	500	1038	208%
Grants made	7000	6903	99%
FRGSA subsidy	2500	2500	100%
Community service dept			
TOTAL	436270	454970	104%

2024-25 Budget	to mth 6	% to date f'cast 12 mth	2025-26
0	0	0%	0
5	4	89%	5
1450	794	55%	1588
			n/a
5000	4570	91%	8500
0	0	0%	0
6455	5368	83%	10093
		94% of prev excl ring-fence	
			n/a
418700	189031	45%	420000
800	220	28%	800
5000	0	0%	6000
1000	305	31%	600
0	169	0%	add to telecoms
30	0	0%	30
300	225	75%	400
7700	4347	56%	8500
450	318	71%	600
6600	4115	62%	5000
11000	10084	92%	10000
4400	2491	57%	5000
250	0	0%	250
200	0	0%	200
2000	428	21%	500
150	24	16%	100
7000	1665	24%	3500
1800	873	49%	1700
3500	2310	66%	3500
4000	4088	102%	5000
300	0	0%	250
500	684	137%	1000
500	0	0%	0
1000	0	0%	0
10	1	15%	1
1000	243	24%	500
1500	115	8%	200
1000	720	0%	1500
2000	0	0%	500
17500	1550	9%	15000
↑	↑		
0	172		0
500190	224178	45%	490631
		103% of prev	

2025-26	not predictable	unchanged	inflation increase	n/a	rate dependent	n/a
0	0	5	1600	7000	8605	
441000	current yr + 5%	unchanged	inflation uprate	unchanged	unchanged	n/a
800	unchanged	inflation uprate	unchanged	unchanged	unchanged	
6500	inflation uprate	unchanged	unchanged	unchanged	unchanged	
1000	unchanged	unchanged	unchanged	unchanged	unchanged	
0	unchanged	unchanged	unchanged	unchanged	unchanged	
30	unchanged	unchanged	unchanged	unchanged	unchanged	
450	inflation uprate	unchanged	unchanged	unchanged	unchanged	
8500	inflation uprate	unchanged	unchanged	unchanged	unchanged	
600	inflation uprate	unchanged	unchanged	unchanged	unchanged	
6600	unchanged	unchanged	unchanged	unchanged	unchanged	
11000	unchanged	unchanged	unchanged	unchanged	unchanged	
5000	inflation uprate	unchanged	unchanged	unchanged	unchanged	
250	unchanged	unchanged	unchanged	unchanged	unchanged	
200	for APM	unchanged	unchanged	unchanged	unchanged	
1000	unchanged	unchanged	unchanged	unchanged	unchanged	
150	unchanged	unchanged	unchanged	unchanged	unchanged	
7000	per regs	unchanged	unchanged	unchanged	unchanged	
1800	unchanged	unchanged	unchanged	unchanged	unchanged	
3500	unchanged	unchanged	unchanged	unchanged	unchanged	
5000	inflation uprate	unchanged	unchanged	unchanged	unchanged	
300	unchanged	unchanged	unchanged	unchanged	unchanged	
500	unchanged	unchanged	unchanged	unchanged	unchanged	
500	1000	unchanged	unchanged	unchanged	unchanged	
1000	by-election	unchanged	unchanged	unchanged	unchanged	
10	unchanged	unchanged	unchanged	unchanged	unchanged	
1000	unchanged	unchanged	unchanged	unchanged	unchanged	
500	to include banners	unchanged	unchanged	unchanged	unchanged	
500	new website	unchanged	unchanged	unchanged	unchanged	
1000	quarterly print run	unchanged	unchanged	unchanged	unchanged	
17500	unchanged	unchanged	unchanged	unchanged	unchanged	
n/a	incl in grants	unchanged	unchanged	unchanged	unchanged	
n/a	to Comm.Serv	unchanged	unchanged	unchanged	unchanged	
523190						

UNPUBLISHED

Schedule

Correspondence Address		Job Details	
Mr. Ken Bonner Streetlights Watmough House The Parade, Wrotham Road Meopham GRAVESEND Kent DA13 0JL		Quotation Number	3700029328
		Quotation Expiry Date	07 May 2025
		Highway Service Co-ordinator	Elizabeth Nicolaou
Site Address : 3 Post Horn Lane / FOREST ROW RH18 5DD			
Unit Description	Qty	Unit Price	Total Price
Same day disconnection and reconnection of an existing unmetered electricity supply to a different position. This includes the: - Excavation of a hole to expose the single phase service cable in a typical footway surface; for example paving slabs (The size of the hole will allow our engineers to safely work on the cable) - Electrical works within the hole to disconnect the existing service cable with reconnection later on the same day - Installation of the main fuse in the new position - Electrical safety testing of UK Power Networks' equipment - Removal of UK Power Networks' redundant equipment - Reinstatement of the hole and relaying of the surface material; for example paving slabs Excludes non-standard Distribution Networks as defined in Terms & Conditions.	1	£1,602.00	£1,602.00
New cable installation within an existing trench and duct. This is charged per metre and includes the: - Provision and Installation of new single phase service cable into the duct.	2	£14.00	£28.00
Additional costs as a result of the requirement to dig, joint and reinstate on the same day. Includes reinstatement of requested to be completed on the same day as the excavation works. Often this is at the request of the Local Authority to minimise disruption to pedestrians and traffic in the local area; for example near a school; and can be a condition of the permit to excavate in the public land	1	£440.00	£440.00

Road closure for the duration of works. This includes the: - Design of traffic and pedestrian management requirements including site meeting with Local Authority - Set up of road closure including warning signage - Additional cones/signage - Maintenance checks on the closure throughout the course of the works - Dismantle and remove the signage and cones This does not include any Local Authority charges	1	£1,856.00	£1,856.00
Footway closure (without diversion) for the duration of works. This includes the: - Set-up and maintenance of footway closure signage This does not include any Local Authority Charges.	1	£536.00	£536.00
Notification of works on the highway to neighbouring residents.	1	£134.00	£134.00
Cost of noticing per asset for the time on site for UK Power Networks and its sub-contractors. This charge accounts for the management of the noticing of each asset even if multiple assets are requested under the same notice	1	£80.00	£80.00
Total Excluding VAT			£4,676.00
VAT @ 20%			£935.20
Total (including VAT)			£5,611.20
Completion date			00010928

The works referred to in this quotation will be completed by the end of the date shown above. This date is subject to the date of your acceptance of this quotation, and any further discussions we may have with you regarding the programming of the works, and the completion of works by others, as stated in the prerequisite to the completion of our works but are not our responsibility to complete.

Payment

You can pay either by credit card, cheque or BACS / CHAPS. By making payment in full you are entering into a contract with us and you will be deemed to accept the Terms and Conditions.

You can make payment by one of the following methods:

- **Credit or Debit Card:** please call **0203 282 0610** - open Monday to Friday 8.30am to 4.30pm.or email BillingTeam-Networks@ukpowernetworks.co.uk

We accept all major credit and debit cards with the exception of American Express.

- **Cheque:** please complete and return the Acceptance Slip attached to the address given on the Acceptance Slip.
- **BACS/CHAPS:** HSBC Bank Plc, Sort Code 40-05-30, Account Number 02302934. Use your Quotation Number (as shown in the top right hand corner of the Schedule) as a reference to ensure that payment gets processed correctly.

Acceptance Slip for Cheque Payments

UK Power Networks, Energy House, Carrier Business Park, Three Bridges, Crawley, RH10 1EX

Please make cheques payable to: "UK Power Networks" making reference to the Quote number shown below and returning this slip.

Payee Name: BBS Construction Ltd	Job No:	3700029328
Address: Watmough House The Parade, Wrotham Road Meopham, GRAVESEND Kent	Quotation Expires on:	07 May 2025
Postcode: DA13 0JL	Full Payment of the price:	£5,611.20
	Customer Name:	Streetlights
	Site Address:	3 Post Horn Lane / FOREST ROW RH18 5DD

Please Sign Here:

Name of Receiver:

Have the test certificates been forwarded ready for works to commence? Please tick: ☐ Yes ☐ No

Schedule

Correspondence Address		Job Details	
Mr. Ken Bonner Streetlights Watmough House The Parade, Wrotham Road Meopham GRAVESEND Kent DA13 0JL		Quotation Number	3700029326
		Quotation Expiry Date	07 May 2025
		Highway Service Co-ordinator	Elizabeth Nicolaou
Site Address :	46 Ashdown Close / FOREST ROW RH18 5DF		
Unit Description	Qty	Unit Price	Total Price
Same day disconnection and reconnection of an existing unmetered electricity supply to a different position. This includes the: - Excavation of a hole to expose the single phase service cable in an unmade surface; for example a grassed area (The size of the hole will allow our engineers to safely work on the cable) - Electrical works within the hole to disconnect the existing service cable with reconnection later on the same day - Installation of the main fuse in the new position - Electrical safety testing of UK Power Networks' equipment - Removal of UK Power Networks' redundant equipment - Reinstatement of the hole Excludes non-standard Distribution Networks as defined in Terms & Conditions	1	£1,357.00	£1,357.00
New cable installation within an existing trench and duct. This is charged per metre and includes the: - Provision and Installation of new single phase service cable into the duct.	2	£14.00	£28.00
Additional costs as a result of the requirement to dig, joint and reinstate on the same day. Includes reinstatement of requested to be completed on the same day as the excavation works. Often this is at the request of the Local Authority to minimise disruption to pedestrians and traffic in the local area; for example near a school; and can be a condition of the permit to excavate in the public land	1	£440.00	£440.00
Notification of works on the highway to neighbouring residents.	1	£134.00	£134.00

Cost of noticing per asset for the time on site for UK Power Networks and its sub-contractors. This charge accounts for the management of the noticing of each asset even if multiple assets are requested under the same notice	1	£80.00	£80.00
Total Excluding VAT			£2,039.00
VAT @ 20%			£407.80
Total (including VAT)			£2,446.80
Completion date			00010928

The works referred to in this quotation will be completed by the end of the date shown above. This date is subject to the date of your acceptance of this quotation, and any further discussions we may have with you regarding the programming of the works, and the completion of works by others, as stated in the prerequisite to the completion of our works but are not our responsibility to complete.

Payment

You can pay either by credit card, cheque or BACS / CHAPS. By making payment in full you are entering into a contract with us and you will be deemed to accept the Terms and Conditions.

You can make payment by one of the following methods:

- **Credit or Debit Card:** please call **0203 282 0610** - open Monday to Friday 8.30am to 4.30pm.or email BillingTeam-Networks@ukpowernetworks.co.uk

We accept all major credit and debit cards with the exception of American Express.

- **Cheque:** please complete and return the Acceptance Slip attached to the address given on the Acceptance Slip.
- **BACS/CHAPS:** HSBC Bank Plc, Sort Code 40-05-30, Account Number 02302934. Use your Quotation Number (as shown in the top right hand corner of the Schedule) as a reference to ensure that payment gets processed correctly.

Acceptance Slip for Cheque Payments

UK Power Networks, Energy House, Carrier Business Park, Three Bridges, Crawley, RH10 1EX

Please make cheques payable to: "UK Power Networks" making reference to the Quote number shown below and returning this slip.

Payee Name: BBS Construction Ltd	Job No:	3700029326
Address: Watmough House The Parade, Wrotham Road Meopham, GRAVESEND Kent	Quotation Expires on:	07 May 2025
Postcode: DA13 0JL	Full Payment of the price:	£2,446.80
	Customer Name:	Streetlights
	Site Address:	46 Ashdown Close / FOREST ROW RH18 5DF

Please Sign Here:

Name of Receiver:

Have the test certificates been forwarded ready for works to commence? Please tick: ☐ Yes ☐ No

Schedule

Correspondence Address		Job Details	
Mr. Ken Bonner Streetlights Watmough House The Parade, Wrotham Road Meopham GRAVESEND Kent DA13 0JL		Quotation Number	3700029324
		Quotation Expiry Date	07 May 2025
		Highway Service Co-ordinator	Elizabeth Nicolaou
Site Address : Highgate Road / FOREST ROW RH18 5AZ			
Unit Description	Qty	Unit Price	Total Price
Same day disconnection and reconnection of an existing unmetered electricity supply to a different position. This includes the: - Excavation of a hole to expose the single phase service cable in a typical road surface; for example tarmac (The size of the hole will allow our engineers to safely work on the cable) - Electrical works within the hole to disconnect the existing service cable with reconnection later on the same day - Installation of the main fuse in the new position - Electrical safety testing of UK Power Networks' equipment - Removal of UK Power Networks' redundant equipment - Reinstatement of the hole and relaying of the surface material; for example tarmac Excludes non-standard Distribution Networks as defined in Terms & Conditions.	1	£2,161.00	£2,161.00
New cable installation within an existing trench and duct. This is charged per metre and includes the: - Provision and Installation of new single phase service cable into the duct.	2	£14.00	£28.00
Additional costs as a result of the requirement to dig, joint and reinstate on the same day. Includes reinstatement of requested to be completed on the same day as the excavation works. Often this is at the request of the Local Authority to minimise disruption to pedestrians and traffic in the local area; for example near a school; and can be a condition of the permit to excavate in the public land	1	£440.00	£440.00
Notification of works on the highway to neighbouring residents.	1	£134.00	£134.00

Road closure for the duration of works. This includes the: - Design of traffic and pedestrian management requirements including site meeting with Local Authority - Set up of road closure including warning signage - Additional cones/signage - Maintenance checks on the closure throughout the course of the works - Dismantle and remove the signage and cones This does not include any Local Authority charges	1	£1,856.00	£1,856.00
Placement of traffic cones at the kerb side to stop vehicles parking in the area in the area of works. These cones are used where there are no parking bays that can be suspended via the Local Authority and will be set-up prior to the works starting on site	1	£134.00	£134.00
Cost of noticing per asset for the time on site for UK Power Networks and its sub-contractors. This charge accounts for the management of the noticing of each asset even if multiple assets are requested under the same notice	1	£80.00	£80.00
Total Excluding VAT			£4,833.00
VAT @ 20%			£966.60
Total (including VAT)			£5,799.60
Completion date			00010928

The works referred to in this quotation will be completed by the end of the date shown above. This date is subject to the date of your acceptance of this quotation, and any further discussions we may have with you regarding the programming of the works, and the completion of works by others, as stated in the prerequisite to the completion of our works but are not our responsibility to complete.

Payment

You can pay either by credit card, cheque or BACS / CHAPS. By making payment in full you are entering into a contract with us and you will be deemed to accept the Terms and Conditions.

You can make payment by one of the following methods:

- **Credit or Debit Card:** please call **0203 282 0610** - open Monday to Friday 8.30am to 4.30pm.or email BillingTeam-Networks@ukpowernetworks.co.uk

We accept all major credit and debit cards with the exception of American Express.

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Acceptance Slip for Cheque Payments

UK Power Networks, Energy House, Carrier Business Park, Three Bridges, Crawley, RH10 1EX

Please make cheques payable to: "UK Power Networks" making reference to the Quote number shown below and returning this slip.

Payee Name: Streetlights	Job No:	3700029324
Address: Watmough House The Parade, Wrotham Road Meopham, GRAVESEND Kent	Quotation Expires on:	07 May 2025
Postcode: DA13 0JL	Full Payment of the price:	£5,799.60
	Customer Name:	Streetlights
	Site Address:	Highgate Road / FOREST ROW RH18 5AZ

Please Sign Here:

Name of Receiver:

Have the test certificates been forwarded ready for works to commence? Please tick: ☐ Yes ☐ No

Excerpt from an email from the Low-cost Counselling service organiser 28/20/2024

D and I wanted to let you know where we are with the low cost counselling service.

We have worked with/continue to work with a total of 13 different clients since May. The range of the personal contributions counsellors have had from clients goes from £10 to £40.

We now have three other counsellors actively working for the scheme and two others prepared to do so. All are members of the BACP and fully qualified.

We have had a few more clients start this month and having done a projection forward against the remaining budget we can see that if all those clients (plus our existing clients) take their allocated 10 sessions that will use up the remaining grant. The pattern so far has been most clients taking all 10 sessions. This means the service can keep supporting existing clients until around the end of January 2025 but we cannot now take on any new clients as of today. We recognise some clients might finish their sessions early, but we also might need to offer clients an additional session in some cases as discussed in our proposal.

It would be good to have a conversation with you all about the feasibility of extending the scheme and what that might look like. With that information we can consider setting up a waiting list now. Obviously, we want to be able to be transparent about waiting times to those going on such a list.

We are also conscious of the needs for younger residents who we have not had interaction with via the scheme. Alex Waters dropped us an email today about the youth forum and his recognition that there is a growing need for mental health support for young people in the village. We currently have four counsellors who have experience working with clients from 14+.

We were looking to send a second report at the end of next month but we could do this at the beginning of November if that would be helpful. We appreciate this was a trial for the council (and for us) and we would love to be able to extend the scheme this financial year until the end of March but we would need a further grant to do so. Is it an idea to get together to discuss this at some point in the next few weeks?

We look forward to hearing your thoughts

O & D



FOREST ROW PARISH COUNCIL 'HOSTILE ARCHITECTURE' POLICY

1.Hostile architecture is an urban-design strategy that uses elements of the built environment to purposefully guide behaviour. It often targets people who use or rely on public space more than others, such as youth, poor people, and homeless people, by restricting the physical behaviours they can engage in.

The term *hostile architecture* is often associated with items like "anti-homeless spikes" – studs embedded in flat surfaces to make sleeping on them uncomfortable and impractical. This form of architecture is most commonly found in densely populated and urban areas. Other measures include sloped window sills to stop people sitting; benches with armrests positioned to stop people lying on them; water sprinklers that spray intermittently; and public trash bins with inconveniently small mouths to prevent the insertion of bulky wastes. Hostile architecture is also employed to deter skateboarding, BMXing, inline skating, littering, loitering, public urination, and trespassing, and as a form of pest control.

2.Forest Row Parish Council declares itself to be opposed to all forms of hostile architecture so far as they impinge on both the residents of and visitors to the village:

Specifically, the Council will not permit any form of hostile architecture to be employed in any of its buildings or other hard assets around the village , and will actively reject any proposals for its deployment in any new constructions under its commission or control .

The Council will also, insofar as it legally can, oppose or make contrary representations in respect of any hostile architecture installed or proposed to be installed in the village environment by any public authority any private enterprise (including public transport companies).

Policy due for review:
May 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: Friends of the River Medway (Project Ripple Effect)		
NAME OF CONTACT PERSON: Ffion Thomas		
ADDRESS FOR CORRESPONDENCE: Friends of the River Medway Shaleshurst Shalesbrook Lane East Sussex POST CODE: RH18 5LS	Tel: 0771 8859 533	
	Email: ffionbt@gmail.com or Hello@formedway.org	
	Web (if any): formedway.org and Project Ripple Effect – A waterways resilience initiative (project-ripple-effect.co.uk)	
	SUM REQUESTED: £1,000 (or as much as the Parish Council deems appropriate). The budget to continue the project for 12 months is £10,452, £1,000 or whatever amount the Parish Council is able to fund would contribute significantly towards the ongoing work by our volunteer coordinator to keep the volunteers engaged and able to continue monitoring the river, as we seek longer term funding (please see attached budget).	
TO WHOM SHOULD ANY GRANT BE MADE PAYABLE? Please provide bank details for BACS payments		
Friends of the River Medway A/c No: 55423698 S/C: 53-50-39		
DO YOU HAVE AUDITED ACCOUNTS? ☐ Yes ☒ No	IF YES, ARE THEY ATTACHED? ☐ Yes ☐ No (Accounts)	IF NO, PLEASE EXPLAIN WHY Friends of the River Medway is an unincorporated voluntary group and is not required to produce audited accounts. However, we keep financial records and have spending plans/budgets for all funding received. Please see attached for our recent financial records.
IF APPLICABLE, DO YOU HAVE A BUDGET? ☐ Yes ☒ No	☐ Yes ☐ No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? ☒ Yes ☐ No		
From	Amount	Purpose
Other potential funders include: Other councils along the Upper Medway catchment Sussex Sustainability Research programme (University of Sussex) National Lottery Heritage Fund Wealden District Council (matched funding)	£10,452 (funding needed in total)	To continue the project for at least a further 12 months in order to obtain a baseline of river pollution data, increase the number of volunteers, continue the positive engagement, and bring about improvements to the health of the Medway and wellbeing of our volunteers and local community.

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PURPOSE OF REQUEST (please use second sheet if necessary)

Friends of the River Medway is a Forest Row-based group of volunteers that seeks to improve the health and wildlife of the River Medway in and around Forest Row by connecting the local community with the river that runs through the heart of the village.

Over the last 8 months we have been working with researchers from Sussex University and a group of 40 local volunteers to carry out citizen science monitoring of the Upper River Medway and local streams as part of a project called [Ripple Effect](#).

One part of the project collates water quality information from fortnightly testing for pollutants, and monthly surveying for river insects which acts as an indicator of river health. The results are shared with the public and the authorities including the Environment Agency. The second part is looking at whether engaging with nature through citizen science increases volunteer wellbeing and care for nature. This first phase of the project was funded by the Sussex Sustainability Research programme (SSRP) at the University of Sussex, with support from Withyham Parish Council (who funded one of the testing kits), and ran for 6 months from March 2024.

The first phase was very successful with 28 regular volunteers testing 15 sites along three ten kilometre stretches of the upper Medway and tributaries from Kingscote above Weirwood Reservoir, through sites in Forest Row, near Tablehurst and on streams rising on Ashdown Forest, and along stretches up to the River Grom in Groombridge. Results were shared with the Environment Agency who took action as a result of our findings and installed 24-hour monitoring on one of the tributary streams to monitor pollution from sewage outfalls. This assisted them in identifying that tree roots had damaged piping resulting in raw sewage bursting the cover off a drainage manhole and flowing into the river. Having identified the source of the problem, remedial action could be taken to stop the sewage spills.

The BBC also featured Project Ripple Effect as its headline news story on the south-east morning and evening news on Weds 23 October, and syndicated the footage to be shown nationally, helping us raise awareness with the public more broadly.

Not only has the initial phase of the project helped address pollution and harm to the river, but it has also engaged members of our community to work together to take positive action. Volunteers work in small teams, and spend time outdoors together carrying out the testing, which reportedly has a positive effect on volunteer mental and physical wellbeing. The volunteers also engage with other members of the public which has led to much wider interest and awareness of the problem of pollution in rivers and streams and the damage this has not only on nature, but everyone's enjoyment of the river – especially as the current levels of pollution mean people and pets coming into contact with polluted water can become seriously ill.

Given the success of the first phase, we are determined to continue the volunteer citizen science monitoring and to increase the number of volunteers, particularly in the Forest Row area, to be able to carry out more testing, and gather at least a year's worth of data, both on levels of pollution, but also the impact of citizen science volunteering on volunteer wellbeing and care for nature.

The success of the first phase was in part attributable to our part-time volunteer coordinator who organised initial volunteer training, manages the testing rotas, deals with day to day volunteer queries and supports the volunteers carrying out the testing, ensuring that teams are in place to safely carry out the testing at the right time.

To continue the project, we are seeking funding to continue to employ our part-time volunteer

coordinator, to replenish supplies in the test kits, and engage with more people in our community to recruit and support more volunteers - the Forest Row stretch of river in particular has fewer volunteers than other sections. We also plan to publicise our findings and outcomes within the local community more directly through talks and local awareness raising. We are particularly interested in the wider benefits of this type of practical citizen science volunteering on people's health and wellbeing, whether gentle exercise in nature (walking to the test sites), in company and with a purpose fosters a sense of wellbeing, reduces social isolation, and improves health more broadly.

To fund Project Ripple Effect for the next 12 months we are seeking £10,452, a portion of which we hope can be funded by Forest Row Parish Council. Please see the attached for the budget breakdown.

We are approaching councils along the Upper Medway (we received £520 to pay for an additional set of testing kit from Withyham Parish Council during the initial phase), and other funding bodies including the University of Sussex SSRP Impact Fund, National Lottery Heritage fund, High Weald National Landscape and matched funding from Wealden District Council.

HOW WILL IT BENEFIT THE COMMUNITY?

The River Medway and tributaries are some of the most important natural areas within our community in Forest Row. Yet the streams and river are contaminated with polluting chemicals from a range of sources. By identifying likely sources of pollution, we can take action to reduce and ultimately prevent it, improving the overall health of the waterways and all the wildlife that relies upon them. This in turn means that people can safely interact with the streams and river, children can once again play in the shallows, people can go on litter picks around the river without fear of going near the water and becoming ill from bacterial pollution from sewage, and the habitat around the river is natural and healthy, increasing our community's enjoyment of the river running through our village.

The findings of the citizen science aspects of the project help raise awareness with decision-makers and those who can take practical action to reduce pollution entering the river and streams – we have already shown how a small project like this can bring about specific and fast positive change in reducing pollution and getting people engaged with their local nature and wildlife.

In addition to the broader benefits of having a thriving waterway in the village, participating in the project as a volunteer has multiple benefits, including being part of a team that goes out regularly with a sense of purpose, being part of something positive and taking regular exercise in nature all have immense benefits for members of our community.

We believe the benefits are both tangible in terms of reduced pollution in our waterways, and intangible in terms of improved individual wellbeing, not only of volunteers but for everyone in Forest Row who values having nature right on our doorstep. Because of this we truly hope that Forest Row Parish council will be willing to support us in continuing this project.

FOR OFFICIAL USE ONLY

Date of Meeting:	Min.No:	Approved: ☐ Yes ☐ 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.

Friends of the River Medway

Date	Payee	Reference/Notes	Credits	Debits	Balance
2021					
17-Dec-21	Awards for All	River Connection grant (to organise series of 12 events to connect community with the river and increase engagement and care - Restricted Funds)	£ 9,994.00		£ 9,994.00
		ANNUAL TOTAL 2021	£ 9,994.00		£ 9,994.00
2022					
01-Jan-22		Balance c/f	£ 9,994.00		
01-Jan-22	Z. Page	Invoice 1. Contractor Services Dec 21 River Connection project		£ 443.75	
01-Feb-22	Z. Page	Invoice 2. Contractor Services Jan 22 River Connection project		£ 540.53	
13-Feb-22	Donations	Donations from attendees at Tals Bean music evening	£ 200.00		
14-Feb-22	Donations	Donations from attendees at Sauna evening	£ 175.00		
01-Mar-22	Z. Page	Invoice 3. Contractor Services Feb 22 River Connection project		£ 625.00	
19-Mar-22	Donations	Donations made at World Water Day Event	£ 105.50		
01-Apr-22	Z. Page	Invoice 4. Contractor Services Mar 22 River Connection project		£ 425.00	
11-Apr-22	First Local	Invoice - Consultancy for grant application		£ 375.00	
11-Apr-22	Webflow	Invoice - website hosting costs		£ 145.77	
29-Apr-22	Zurich Insurance UK	Events Insurance		£ 157.00	
01-May-22	Z. Page	Invoice 5. Contractor Services Apr 22 River Connection project		£ 493.75	
24-May-22	T. Bean	Invoices 1-5 - website design Jan-May 22		£ 560.00	
10-Jun-22	Donations	Donations from attendees at May Day Event	£ 590.00		
24-Jun-22	T. Bean	Invoice 6 - website implementation Jun 22		£ 112.00	
01-Jun-22	Z. Page	Invoice 6 - Contractor Services May 22 River Connection project		£ 487.50	
01-Jul-22	Z. Page	Invoice 7 - Contractor Services Jun 22 River Connection project		£ 262.20	
01-Aug-22	Z. Page	Invoice 8 - Contractor Services Jul 22 River Connection project		£ 630.00	
26-Aug-22	Forest Row Village Hall	Hall Hire for event		£ 24.00	
07-Sep-22	The Seasons	Hire Seasons Kitchen - Zero Waste Event		£ 40.00	
04-Oct-22	Z. Page	Invoices 8 & 9 - Contractor Services Aug - Sept 22 River Connection project		£ 1,110.00	
24-Oct-22	Rebecca Rainbow	Facilitation of Children's River Event		£ 187.50	
		ANNUAL TOTAL 2022	£ 11,064.50	£ 6,619.10	£ 4,445.40
2023					
01-Jan-23		Balance c/f	£ 4,445.40		
03-Jan-23	Forest Row Village Hall	Hall Hire for event		£ 45.00	
15-Feb-23	Z. Page	Invoice 10 - Contractor Services Oct 22 River Connection Project		£ 1,230.00	
15-Feb-23	Z. Page	Invoice 11 - Contractor Services Nov 22 River Connection Project		£ 510.00	
15-Feb-23	Z. Page	Invoice 12 - Contractor Services Dec 22 River Connection Project		£ 315.00	
15-Feb-23	Z. Page	Invoice 13 - Contractor Services Jan 23 River Connection Project		£ 405.00	
15-Feb-23	Z. Page	Reimbursement for Refreshments and Poster Printing - Imbolic Event		£ 167.48	
15-Feb-23	T. Bean	Invoices 7-12 Website maintenance, Poster and Artwork design		£ 672.00	
15-Feb-23	T. Bean	Film project design and production River Connection Project		£ 800.00	
		ANNUAL TOTAL 2023	£ 4,445.40	£ 4,144.48	£ 300.92
2024					
01-Jan-24		Balance c/f	£ 300.92		
11-Mar-24	Frow Resource CIC	Grant for River Medway Pilgrimage Community Engagement programme (Restricted funding)	£ 1,000.00		
26-Mar-24	Withyham Parish Council	Funding for one Project Ripple Effect river testing kit (Restricted Funding)	£ 520.00		
28-May-24	F. Thomas	Reimbursing purchase of materials for Ripple effect test kit		£ 440.88	£ 79.12
31-May-24	T. Bean	Website hosting and updates		£ 217.25	
04-Jun-24	T. Bean	Website hosting and updates		£ 44.75	

07-Aug-24 University of Sussex	Ripple Effect (Restricted Funding)	£	3,660.00		
13-Aug-24 University of Sussex	Ripple Effect (Restricted Funding)	£	800.00		
14-Aug-24 S. Chapman	Invoice 1 - Contractor Services - Ripple Effect volunteer coordinator	£		1,410.00	
14-Aug-24 S. Chapman	Invoice 2 - Contractor Services - Ripple Effect volunteer coordinator	£		2,250.00	
19-Aug-24 University of Sussex	Ripple Effect (Restricted Funding)	£	800.00		
19-Aug-24 L. Ward	Marketing, comms and logo for Ripple Effect	£		800.00	
CURRENT BALANCE 31 OCTOBER 2024		£	7,080.92	£	5,162.88
				£	1,918.04

(of which £1,000 restricted for Pilgrimage Project, and £79.12 for Ripple Effect Withyham test kit consumables)

Project Ripple Effect October 2024

Budget to continue Volunteer Citizen Science testing of River Medway and tributaries for 12 months

Item	Rationale/specific item	Cost
Organising team (4 people)	All volunteers no associated financial cost	£ -
Volunteer Coordinator, Communication and Engagement	9 hours p/week x 52 weeks @ £20 ph Additional volunteer recruitment, coordinating training of new volunteers, organising testing rotas, dealing with volunteer queries and troubleshooting, organising talks, social media awareness raising and publicity - the work is frontloaded with more hours towards the beginning and then again towards the end.	£ 9,360.00
Testing materials	Reagents for testing phosphates x 12 packs	£ 201.60 incl. VAT
	Reagents for testing ammonia x 12 packs	£ 501.12 incl. VAT
	Glass wipe cloths (special cloths to clean the glass test bottles for insertion into the test machines)	£ 16.88 incl. VAT
	Nitrile protective gloves (PPE given risk of bacterial pollution in the water being tested)	£ 12.25 incl. VAT
	Sundry consumables (e.g. kitchen roll, small buckets, test tubes etc.)	£ 40.00
Room hire for new volunteer training	Ashdown Forest Education Barn £35/hour for 2 x 4 hour sessions	£ 280.00
Training for pollution testing	Pollution testing training including H&S training given by volunteer (University of Sussex)	£ -
Riverfly kick-sampling testing training	Specialist training on kick sampling for insect larvae as river health indicator - trainer travel costs estimate (trainer is volunteer, but we cover travel costs)	£ 40.00
TOTAL BUDGET		£ 10,451.85

FOREST ROW PARISH COUNCIL



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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: <i>We Grow</i>		
NAME OF CONTACT PERSON: <i>Arabella Harding</i>		
ADDRESS FOR CORRESPONDENCE: <i>13 Colchester Vale Forest Row East Sussex</i>		Tel: <i>07470 309658</i> Email: <i>arabella.harding@protonmail.com</i> Web (if any):
POST CODE: <i>RH18 5HH</i>		SUM REQUESTED: <i>£1200</i>
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?		<i>We grow account</i>
DO YOU HAVE AUDITED ACCOUNTS? ☒ Yes ☐ No	IF YES, ARE THEY ATTACHED? ☒ Yes ☐ No (Accounts)	IF NO, PLEASE EXPLAIN WHY
IF APPLICABLE, DO YOU HAVE A BUDGET? ☒ Yes ☐ No	☐ Yes ☐ No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? ☐ Yes ☒ No		
From	Amount	Purpose
PURPOSE OF REQUEST (please use second sheet if necessary) <i>tools, shed, seeds, compost, watering cans teaching gardening, admin time, publicity</i>		
HOW WILL IT BENEFIT THE COMMUNITY? <i>We grow aim to inspire and get together all members of our community that wish to grow their own vegetables. We aim to help co-ops form with a varied group of people young and old, experienced and novices. All are welcome and</i>		
FOR OFFICIAL USE ONLY <i>included.</i>		

Attached: most recent accounts.

Bank account details:

<i>Account name: We Grow Collective CIC</i>
<i>Sort Code: 80-22-60</i>
<i>Account Number: 24490367</i>

Budget:

£225 Promotion/ admin for families joining the project (15 hours).

£65 Printing flyers and posters to be distributed.

£500 fencing, compost, seeds, seed trays, watering cans, nets, hoops, fleeces.

£480 We Grow gardener 6 months support for the group (16x 2 hour sessions within this timeframe).

WE GROW CIC ACCOUNTS

Accounts from 22/08/22 to 31/08/23													
Receipts	Name	Amount £	COOP Subscriptions	Fundraising	Grants	Funder	Payments	Date	Name	Amount £	Training	Directors	
16/01/2023	MR A J TUGBY & MS 000000002578965 34 089249 10 16JAN23 21:40	10.00	10.00				N0.	1	11/05/2023	HARRIET LISSAUER 4000000011346824 91 208 180002 10 11MAY23 13:04	180	180	
03/02/2023	DOMINIK ROSENFELD MIKA ROSENFELD RLJRMYSYFBU78 K2MU 040004 10 03FEB23 19:50	15	15					2	12/06/2023	MS ANDREA L JAFFAY 4000000011533171 90 FEBRUARY 165810 10 12JUN23 21:01	300	300	300
22/02/2023	3VA 3VA HSF3 GRANT RP4678969146735 900 302781 10 22FEB23 09:09	560.00			560	HSF		3	26/06/2023	Jonathan Slack	40		
22/02/2023	MAXWELL-GRANT&MA REBECCA M-G 1044672511222220 01 494782 10 22FEB23 22:11	25	25					4					
23/02/2023	PARSONS CLAIRE VEG PAYMENT FP2305401240681 5 070116 10 23FEB23 20:02	25	25					5					
24/02/2023	MR J N HAMMOND JOLYON HAMMOND 000000002618006 67 089249 10 24FEB23 15:39	25	25					6					
28/02/2023	PLUMB EDMUND SHALESMEAD CO OP FP2305900386589 1 070806 10 28FEB23 22:05	25	25					7					
08/03/2023	BOUCHER C J CARMEL BOUCHER 3601144561008030 01 402002 10 08MAR23 00:16	15	15					8					
20/03/2023	O HEALEY FROM OLLY HEALEY 4000000011043485 17 306286 10 19MAR23 16:27	25	25					9					
20/03/2023	HOPE D GARDEN RP4678969280753 700 202397 10 20MAR23 10:58	25	25					10					
22/03/2023	LI & CHENG JIA 0489613472902230 01 402213 10 22MAR23 09:27	15	15					11					
22/03/2023	OGLETHORPE L LUCYOGLETH 5546701302312230 01 404782 10 22MAR23 13:20	15	15					12					
22/03/2023	NETSAH E ELIAZ GARDEN CO OP RP46789693287045 300 208813 10 22MAR23 15:10	25	25					13					
24/03/2023	LA DJOI Z ZUZU LA DJOI 20154113976472200 0N 600717 10 24MAR23 15:41	25	25					14					
27/03/2023	I GARDELLI GARDENING COOP 0814070818624700 0N 165810 10 26MAR23 14:07	15	15					15					
27/03/2023	WRIGHTSON KATIE KATIE WRIGHTSON FP23058501184018 5 070806 10 27MAR23 16:42	15	15					16					
30/03/2023	NATALIE PECHT PC0VESIGN570XX GT19N 040004 10 30MAR23 18:05	25	25					17					
03/04/2023	CHARLOTTE ADDISON FROM C ADDISON 8M3P2M37X0005N 7JXD 608371 10 03APR23 21:53	25	25					18					
04/04/2023	KOSITZKI A ANJA ULI 5507513030491100 0N S24100 10 04APR23 07:51	17.50	17.50					19					
05/04/2023	BITTLES SEM SYLVIA BITTLESTON 8201184231515040 01 402009 10 05APR23 15:13	25	25					20					
12/04/2023	PETHYBRIDGE FL FLORA PETHYBRIDGE RP4678966438342 700 207420 10 12APR23 20:48	20	20					21					
14/04/2023	VEGA S CONTRIBUTION 8736688213704140 01 402009 10 14APR23 07:31	15	15					22					
14/04/2023	N SHEPPAS BROOKSIDE PLUMPTON 6000000011141676 84 308394 10 14APR23 12:35	25	25					27					
28/06/2023	JONATHAN SLACK WEGROW FOREST ROW POUTNFMALH22U 82L2Q 040004 10 26JUN23 16:52	40	40					28					
								29					
								30					
								31					
								32					
								33					
								34					
Total Income		1052.5					Total Expenditure			520	480		

Table 1

Accounts from 01/09/23 to 31/09/24											
Date	Name	Amount £	COOP Subscriptions	Fundraising	Grants	Pender	Payments No.	Date	Name	Amount £	Trailing
17/09/2023	CHORNFORD LTD CHORNFORD UK FLOODESK CHECKOUT 18000000000000000000 10/09/2023 11:44	91.05		91.05			1	23/09/2024	MRI E J PEARSON 40000000137 11/09/2024 10:23	210	210
27/09/2023	UK FLOODESK CHECKOUT 18000000000000000000 10/09/2023 11:41	1000	36.30		1000	1	23/09/2024	FOREST ROW PARK 40000000137 10/09/2024 10:23	37		
16/09/2023	STRIPES PAYMENTS UK FLOODESK CHECKOUT 18000000000000000000 10/09/2023 11:41	38.30	57.3				3	23/09/2024	FOREST ROW PARK 40000000137 10/09/2024 10:23	58	
25/09/2023	STRIPES PAYMENTS UK FLOODESK CHECKOUT 18000000000000000000 10/09/2023 11:41	17.2	66.70				4	07/10/2024	MRI E J PEARSON 40000000137 10/09/2024 10:23	54	
05/10/2024	STRIPES PAYMENTS UK FLOODESK CHECKOUT 18000000000000000000 10/09/2023 11:41	66.70	28.50				5	07/10/2024	MRI E J PEARSON 40000000137 10/09/2024 10:23	75	
04/10/2024	STRIPES PAYMENTS UK FLOODESK CHECKOUT 18000000000000000000 10/09/2023 11:41	28.50	14.25				6	07/10/2024	MRI E J PEARSON 40000000137 10/09/2024 10:23	73	
13/02/2024	STRIPES PAYMENTS UK FLOODESK CHECKOUT 18000000000000000000 10/09/2023 11:41	14.25	42.75				7	03/04/2024	MRI E J PEARSON 40000000137 10/09/2024 10:23	55	
10/02/2024	STRIPES PAYMENTS UK FLOODESK CHECKOUT 18000000000000000000 10/09/2023 11:41	42.75	66.70				8	02 Apr 24	ANABELLA HARDING 60000000132 24/03/2024 10:23	245	
27/02/2024	STRIPES PAYMENTS UK FLOODESK CHECKOUT 18000000000000000000 10/09/2023 11:41	66.70	42.75				9	20 May 24	ALEX WATERS 50000000135 18/MAY/24 12:23	123	
08/03/2024	STRIPES PAYMENTS UK FLOODESK CHECKOUT 18000000000000000000 10/09/2023 11:41	42.75	52.45				10	20 May 24	THE SPIRIT OF THE 30000000135 18/MAY/24 12:23	90	
12/03/2024	STRIPES PAYMENTS UK FLOODESK CHECKOUT 18000000000000000000 10/09/2023 11:41	52.45	14.25				11	10/04/2024	ALEX WATERS 50000000135 03/MAY/24 12:23	50	
19/03/2024	STRIPES PAYMENTS UK FLOODESK CHECKOUT 18000000000000000000 10/09/2023 11:41	14.25	14.25				12	20 May 24	ALEX WATERS 50000000135 03/MAY/24 12:23	45	
16/04/2024	STRIPES PAYMENTS UK FLOODESK CHECKOUT 18000000000000000000 10/09/2023 11:41	14.25					13	20 May 24	ALEX WATERS 50000000135 03/MAY/24 12:23	30	
25/04/2024	EAST SUSSEX GENERA 80000000000000000000 10/09/2023 11:41	4,345.00			4345	156	14	20 May 24	ALEX WATERS 50000000135 03/MAY/24 12:23	30	
30/04/2024	NOTHERFEL D ST MAR 29042411 RSM 4025413 02/10/2023 10:23	1188			1188	156	15	12 Jun 24	ALEX WATERS 50000000138 23/05/2024 10:23	30	
10 Jul 24	ROYAL CODE 3770 PPRD190000 0007YHJU 225355 10 10/JUL/24 07:56	0.01					16	12 Jun 24	ALEX WATERS 50000000136 04/JUN/24 10:23	30	
							17	12 Jun 24	MRI E J PEARSON 40000000137 11/09/2024 10:23	22.57	
							18	12 Jun 24	PEARSON 40000000137 11/09/2024 10:23	58	
							19	13 Jun 24	THE DANWOOD PRLS 60000000136 03/MAY/24 12:23	12	
							20	26 Jun 24	PREMIUM CREDIT LTD 04AEUW24 6010101 10/09/2024 10:23	10.08	
							21	28 Jun 24	MRI E J PEARSON 40000000137 11/09/2024 10:23	107.58	
							22	05 Jul 24	GOCARDLES S LTD 50000000138 15/06/2024 10:23	0.01	
							23	15 Jul 24	PREMIUM CREDIT LTD 04AEUW24 6010101 10/09/2024 10:23	10.08	
							24	05 Aug 24	GRACE ANCHER 50000000139 08/07/22 WE ORCW 07/04/18 10 04/AUG/24 13:03	100	
							25	05 Aug 24	ALEX WATERS 50000000136 04/JUN/24 10:23	30	
							26	05 Aug 24	ALEX WATERS 50000000136 04/JUN/24 10:23	30	
							27	05 Aug 24	ALEX WATERS 50000000136 04/JUN/24 10:23	30	
							28	05 Aug 24	ALEX WATERS 50000000136 04/JUN/24 10:23	30	
							29	05 Aug 24	ALEX WATERS 50000000136 04/JUN/24 10:23	30	
							30	05 Aug 24	ALEX WATERS 50000000136 04/JUN/24 10:23	30	
							31	05 Aug 24	ALEX WATERS 50000000136 04/JUN/24 10:23	30	
							32	13 Aug 24	PREMIUM CREDIT LTD 04AEUW24 6010101 10/09/2024 10:23	23	
							33				
							34				
Total Income		7952.16	425.1	91.05	653	Total Expenditure			3600.52		

Table 1

Receipts		Accounts from 01/09/24 to 31/08/25										
Date	Name	Amount £	COOP Subscriptions	Fundraising	Grants	Funder	Payments NO.	Date	Name	Amount £	Training	
03/09/2024	HSF Fund	1270			1270	HSF	1	12/09/2024	Alex Waters	30		
							2					
							3					
							4					
							5					
							6					
							7					
							8					
							9					
							10					
							11					
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							27					
							28					
							29					
							30					
							31					
							32					
							33					
							34					

Funders 2023/24

Fund	Total Award £	Paid out	Paid to	Aim	Received	Amount £
Household Support Fund (HSF)	560			Train We Grow Team		
Edge Fund (EF)	1000	810	Jason eichner - Website	Website £800 & Promotion £200	27/12/23	1000
Lund Fund (LF)	7678.20			Project Management £2000 Equipment £5118.20 Workers £560		

[illegible]



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: BAREBONES PROJECT THEATRE CO.		
NAME OF CONTACT PERSON: NAOMI WIRTHNER		
ADDRESS FOR CORRESPONDENCE: BANK COTTAGE FARM FOREST ROW. EAST SUSSEX POST CODE: RH18 5ND	Tel: 07771502606	
	Email: naomi.wirthner@live.co.uk	
	Web (if any): barebonesproject.uk	
	SUM REQUESTED: £2,000	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?	NAOMI WIRTHNER on behalf of BAREBONES PROJECT	
DO YOU HAVE AUDITED ACCOUNTS? Yes ☐ No ☒	IF YES, ARE THEY ATTACHED? Yes ☐ No (Accounts) ☒	IF NO, PLEASE EXPLAIN WHY
IF APPLICABLE, DO YOU HAVE A BUDGET? Yes ☒ No ☐	attached. Yes ☒ No (Budget) ☐	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? Yes ☒ No ☐		
From	Amount	Purpose
ARTS COUNCIL GRANT.	£30,000	Production costs. Artists admin. crews wages.
Go-fund-me	£20,000	Technical + production costs.
PURPOSE OF REQUEST (please use second sheet if necessary)		
See accompanying sheet.		
HOW WILL IT BENEFIT THE COMMUNITY?		
See accompanying sheet!		
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* possibly Wealden.

Purpose of request:

We are requesting Funding for the re-launch of THE BAREBONES PROJECT, a local community-based theatre which is preparing a production of a new play by a local writer with local actors and technicians.

Specifically we are asking you for:

£200 - Leafletting and posters

£500 - Website design and construction

£150 - Bankcard machines

£150 - Paint and brushes

£250 - Lino stage covering

~~£750 - Labour~~

We have an overall budget of £35,000.

This figure is to create a fully running theatre space in what is essentially an old dairy, including technicals, set build, and raked seating.

Our aim is also to pay creatives, technical team, admin, and labour for this production.

This is something we have never attempted before.

As you can see we are applying to other organisations for additional funds for this production in the hopes that we will receive some, if not all that we are asking for.

Due to the highly technical nature of this play, we need financial help, and are asking for your support as we try to get this project onto its feet.

We would be pleased to accredit Forest Row Parish Council as a valuable sponsor, both on our website and in the programme.

Should we make a profit we would commit to returning some, if not all, the funding from FRPC so as to afford future projects the same opportunity.

Benefit to the community:

Theatre bonds us and brings us together.

It is a way for all ages and demographics to have a shared experience.

-We believe live theatre has an enlivening role to play in a flourishing community and yet there is very little of it.

- We believe it's not necessary to go to London to have an exceptional theatre experience and we believe our track record at Barebones is evidence of that.

- There are countless benefits to be had both from participating in and attending high- quality live theatre.

It brings us into community and communication.

It can be a way to create a relationship with one's neighbourhood.

The opportunity for collaboration with others - either as an audience member or participant is priceless for those who might otherwise be lonely or isolated, and the mental health benefits are

before immeasurable.

also aim to try and get as many young people involved in this process.

ering reduced rate tickets to see the play, and also hoping to get them involved in the creative
cess. There is no better model for working collectively than being involved in putting on a show.
work is inclusive and we welcome everyone to our productions.

ebones will be collaborating with as many local businesses as possibly.

eady we are in conversation with Second Life, sourcing props and costumes.

have always made theatre in Forest Row using local talent and resources both onstage and
mind the scenes.

s particular play - written by local playwright Simon Lys, [after an idea from local Barebones
ular Laurie Wilson]

are confident will hold its own beside previous acclaimed productions of classic works.

peaks entirely to the very relevant, present engagement we humans are embarking on with
ificial Intelligence.

ion raises some very thought provoking and challenging questions about how AI impacts us and
v do we humans move forward with this as yet unknown and rapidly growing relationship with
hnology?

will be holding Question and Answer sessions after each show in which we hope the audience
debate and share feedback about what they've seen.

FOREST ROW PARISH COUNCIL



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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 St Peter & St James Hospice		
NAME OF CONTACT PERSON: Wendy Agate		
ADDRESS FOR CORRESPONDENCE:	Tel: 01444 470713	
	Email: wagate@stpjhospice.org	
	Web (if any): https://stpjhospice.org/	
POST CODE:	SUM REQUESTED: £500	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?	St Peter & St James Charitable Trust	
DO YOU HAVE AUDITED ACCOUNTS? ☐ Yes	IF YES, ARE THEY ATTACHED? ☐ Yes	IF NO, PLEASE EXPLAIN WHY
IF APPLICABLE, DO YOU HAVE A BUDGET? ☐ Yes ☐ No	☐ Yes ☐ No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? ☐ Yes		
From	Amount	Purpose
To continue to be able to provide hospice services, grants are applied for with other local councils and grant funders on a regular basis.		General running costs
PURPOSE OF REQUEST (please use second sheet if necessary)		
We would like to apply for a grant towards the running costs of the hospice. St Peter & St James Hospice provide expert care to adults living with a life limiting illness in our community. Our support extends to friends and families too. It is our mission to provide the best possible care, through some of the most challenging times of people's lives. This year we remain facing significant financial challenges. Hospices rely heavily on charitable donations, fundraising efforts and community support to cover most of the operational costs. The precarious financial position is exacerbated by the increasing demand for services, rising operational costs and the economic uncertainties. Despite these challenges, the commitment to quality and patient-centred care remains unwavering and we continually strive to deliver care to the highest standards. To provide hospice care in the community and at the hospice costs £10,000 per day and with only 13% funding from central government, we must raise over £5 million through fundraising and retail to run the hospice each year. The hospice is a large part of the community and without the generosity of our loyal donors it would simply be		

impossible to provide the care our population needs when living and dying with advanced illness. Your support really makes a difference.

Over the last year we focused on optimising our in-patient resources, thus reducing the time it took to admit patients, and we experienced a 28% increase in the number of occupied bed days. By changing how we work in the community we were able to meet the growing demand for palliative care in our local area, ensuring that more people who needed our support received it.

Inpatient Unit

Our Inpatient Unit provides skilled end of life and palliative care to those who need specialist help. In 2023/2024 **161 patients** with complex specialist palliative care needs were cared for. An increase in occupancy rate meant Registered Nurses were hired, and the average stay increased from 11.2 to 14.9 days.

Community Services

Our Community Services are evolving to meet the needs of our community. We have Clinical Nurse Specialists, Registered Nurses and Palliative Care Assistants, all, who work out in the community with our patients, their families and carers.

The overall data indicates a consistent increase in the reach of our hospice clinical services over the last two years, reflecting services that have been reformed and re-established after a period of change.

Supportive Care Services

Our Supporter Care Services continue to expand. In November 2023 we extended our counselling service to children who are affected by the diagnosis, death and bereavement of any of our patients.

We have more groups sessions at the Living Well Centre, which help patients in various ways such as peer support, self-care, meaningful activity, and education. There are also individual sessions such as Life Stories, and Song Writing.

Our Welfare Advisor helps with various practical issues such as finance, housing, assistive devices and transport .

HOW WILL IT BENEFIT THE COMMUNITY?

All our services, care and support are available to adults with a life limiting illness, their families and friends and are free of charge.

Patients do not have to wait to be referred by their doctor or oncologist, once diagnosed they can self-refer via our website.

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Date of Meeting:	Min.No:	Approved: ☐ Yes ☐ No	Amount:
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POINTS TO NOTE WHEN APPLYING FOR A GRANT

In accordance with its General Power of Competence under Section1-8 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

Statement of Consolidated Financial Activities (incorporating an income and expenditure account) for the year ended 31 March 2023

		Restricted	Designated	Unrestricted	Total Funds 2023	Total Funds 2022
	Note	£'000's	£'000's	£'000's	£'000's	£'000's
Income						
Donations & Legacies	2	154	0	2,540	2,694	2,400
Trading Activities	4	0	0	1,904	1,904	1,857
Charitable Activities	5	141	0	785	926	893
Investments	3	0	0	29	29	12
Other Income		0	0	60	60	0
Total Income		295	0	5,318	5,613	5,162
Expenditure						
Fundraising & Investment Activities		0	0	611	611	514
Trading Activities		0	5	1,910	1,915	1,265
Charitable Activities		245	0	2,928	3,173	2,992
Total Expenditure	6	245	5	5,449	5,699	4,771
Net Income / (Expenditure) on Operational Activities		50	(5)	(131)	(86)	391
Net Gains / (Losses) on Investments	14,15	0	0	(29)	(29)	7
Net Income / (Expenditure) for the Year	8	50	(5)	(160)	(115)	398
Transfer Between Funds	20,21	0	(2,800)	2,800	0	0
Net Movement in Funds		50	(2,805)	2,640	(115)	398
Funds B/F as at 1st April		42	3,004	3,448	6,494	6,096
Funds Carried Forward as at 31st March		92	199	6,088	6,379	6,494

All gains and losses arising in the current and previous year have been recognised in the Statement of Financial Activities and arise from continuing activities.

The prior year comparators for each fund included above are included in notes 27 to 31.

The notes on pages 26 to 46 form part of these financial statements.

Balance Sheets as at 31 March 2023

Company Registration No. 3204919

		Group		Hospice	
		31 March	31 March	31 March	31 March
		2023	2022	2023	2022
	Notes	£'000	£'000	£'000	£'000
Fixed Assets					
Tangible Assets	13	2,005	2,059	2,005	2,059
Investments	14	477	500	567	590
		<u>2,482</u>	<u>2,559</u>	<u>2,572</u>	<u>2,649</u>
Current Assets					
Investments	15	2,395	1,875	2,395	1,875
Stock	16	25	0	0	0
Debtors	17	1,388	1,420	1,486	1,478
Cash at Bank		316	826	140	634
		<u>4,124</u>	<u>4,121</u>	<u>4,021</u>	<u>3,987</u>
Current Liabilities					
Creditors: amounts falling due within one year	18	227	186	227	169
Net Current Assets		<u>3,897</u>	<u>3,935</u>	<u>3,794</u>	<u>3,818</u>
Total Assets less Current Liabilities		<u>6,379</u>	<u>6,494</u>	<u>6,366</u>	<u>6,467</u>
Creditors: amounts falling due greater one year		0	0	0	0
Total Net Assets		<u>6,379</u>	<u>6,494</u>	<u>6,366</u>	<u>6,467</u>
The Funds of the Charity					
Restricted Funds	20	92	42	92	42
Designated Funds	21	199	3,004	199	3,078
Unrestricted Funds	21	6,088	3,448	6,075	3,347
Total Funds	22	<u>6,379</u>	<u>6,494</u>	<u>6,366</u>	<u>6,467</u>

The unconsolidated net loss of the Hospice in 2022/23 was £116,000 (2021/22 a net income of £380,000).

The Financial Statements on pages 23 to 46 were approved by the Board of Directors and authorised for issue on 13th September 2023 and are signed on its behalf by:

Harriett Creamer
Trustee / Director

Andrew Cook
Trustee / Director

The notes on pages 26 to 46 form part of these financial statements.

Consolidated Cash Flow Statement as at 31 March 2023

		31 March 2023 £'000	31 March 2022 £'000
	Notes		
Cashflows from Operating Activities			
Net Cash provided by / (used in) Operating Activities	25a	95	(448)
Cashflows from Investing Activities			
Purchase of Property, Plant & Equipment		(90)	(50)
Proceeds from Investments		5	6
Net Cash provided by / (used in) Investing Activities		(85)	(44)
Change in Cash & Equivalents in the Reporting Period		10	(492)
Cash & Equivalents at the beginning of the Reporting Period		2,701	3,193
Cash & Equivalents at the end of the Reporting Period	25b	2,711	2,701

The notes on pages 26 to 46 form part of these financial statements.

FOREST ROW PARISH COUNCIL

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Web: <http://www.forestrow.gov.uk>
<http://www.forestrow.gov.uk>

REQUEST FOR GRANT AID

Please note that grants will only be considered by the submission of this form

NAME OF ORGANISATION: JON SLACK (AS PROJECT COORDINATOR)		
NAME OF CONTACT PERSON: JON SLACK		
ADDRESS FOR CORRESPONDENCE: 167b High Street Lewes	Tel: 077477 32995	
	Email: jonslack.uk@gmail.com	
	Web (if any):	
POST CODE: BN7 2NS	SUM REQUESTED: £2375	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?	Jon Slack	
DO YOU HAVE AUDITED ACCOUNTS? ☐ Yes ☒ No IF APPLICABLE, DO YOU HAVE A BUDGET? ☒ Yes ☐ No	IF YES, ARE THEY ATTACHED? ☐ Yes ☐ No (Accounts) ☒ Yes ☐ No (Budget)	IF NO, PLEASE EXPLAIN WHY
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? ☒ Yes ☐ No		
From	Amount	Purpose
Chalk Cliff Trust	£6275	To support project manager fee for community engagement work, as well as to develop broader aspects of the pilot's development phase as outlined in the Strategic Document (attached)
Individual Donors	£2000	As above, to support community engagement work and pilot development. Note - £500 already committed by Robin Walden (Seasons)
Wealden Food Partnership	£500	Supporting refreshments and logistical time to coordinate stakeholder groups
A NOTE ON PROJECT COORDINATION AND GOVERNANCE: I will coordinate this development phase, building on my work leading the recent feasibility study supported by FRow Resource CIC . My role is to bring together and support a coalition of local residents, businesses and organisations to shape this initiative. A key outcome will be establishing a steering group from our stakeholder meetings. This group will decide the best operational structure for the longer-term project. While our study identified potential approaches, the final structure needs thorough community input to achieve broad consensus. Initial options include: 1. Partnership Model - Combining an established composting enterprise (like Old Tree Soil-see Strategic notes for background) with local organisations. This would blend composting expertise with local knowledge. 2. New Community Benefit Society - A new organisation specifically for this project, bringing together various local stakeholders. This maintains local control while benefiting from shared expertise.		

BUILDING OUR COALITION:

Currently Engaged (see Strategic Overview document for full list):

- Wealden Food Partnership
- WeGrow CIC
- Seasons Forest Row
- Java & Jazz
- Tablehurst Farm
- Old Tree Soil

Potential Partners:

We're reaching out to build a broad coalition including:

Local Food & Drink

- Tablehurst Farm
- The Chequers Inn
- The Swan Pub
- Forest Row Village Bakery
- The Hop Yard Brewing Co.

Community Spaces

- Forest Row Village Club
- Royal Ashdown Golf Club
- Sports clubs and playing fields
- Churches and faith groups
- Forest Row Community Centre
- Forest Row Village Support Network and elderly support services

Schools

- Forest Row C of E Primary School
- Ashdown Forest Primary School
- Michael Hall Steiner School
- Brambletye School

SUPPORTING INFORMATION:

- Builds on detailed feasibility study completed October 2024
- Additional funding being sought from Chalk Cliffe Trust and local donors
- Links with Wealden District Council's future waste plans
- Learns from successful projects in other UK communities

HOW WE'LL MEASURE SUCCESS:

We'll track:

- How many different community groups get involved
- Numbers at events and meetings
- Survey responses from different parts of the community
- New connections made between groups and organisations
- Level of interest in using a community composting service
- Ideas and suggestions from residents

We'll provide regular updates to the Parish Council on our progress, learning, and the growing coalition of support.

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Date of Meeting:	Min.No:	Approved: ☐ Yes ☐ 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.

Total Project Coordination: 40 hours @ £25/hr = £1,000 (includes £250 for stakeholder engagement)

- Amount requested from Parish Council for project coordination of engagement work: £450
- Amount sought from Chalk Cliff Trust for project coordination of engagement work: £550
- Additional local donor support being explored to ensure delivery of pilot development

HOW WILL IT BENEFIT THE COMMUNITY?

Right Now:

- Brings different parts of our community together around a practical project that benefits everyone
- Creates new connections between local businesses, clubs, schools and residents
- Helps us all understand how we can reduce waste and save money
- Shows Forest Row leading the way in community-scale waste reduction and soil regeneration
- Gives everyone a voice in shaping a new community service
- Demonstrates our Parish Council's commitment to working for all Forest Row residents

Looking Ahead:

- Could create new local jobs maintaining the service
- Produces quality compost for gardens, allotments and farms
- Gives residents and businesses the opportunity to directly support local food production through their waste
- Helps Forest Row take practical action on climate change
- Shows how communities can work together to solve local challenges
- Educates about closed-loop systems linking food waste to local food production
- Positions Forest Row as a pioneer in community-scale environmental action
- Connects Forest Row to a growing network of community composting initiatives including Brighton, Lewes and Frome, enabling shared learning and support

TIMELINE:

December 2024

- First community planning meeting (5th)
- Begin conversations with key community groups
- Start detailed planning
- Design initial materials

January 2025

- Intensify community group engagement
- Finalise engagement programme
- Set up partnerships with venues and groups
- Create displays and materials

February-March 2025

- Second community meeting (11-13th Feb TBC)
- Full programme of pop-up events and displays
- Film screening and discussion
- Regular presence at community venues
- Ongoing conversations and feedback
- Launch survey (early March) after two months of community engagement has:
 - Built understanding of composting benefits
 - Created excitement about the project
 - Established trust through face-to-face conversations
 - Developed network of local champions
 - Generated word-of-mouth momentum

March 2025

- Complete survey
- Analyse results
- Share findings with community
- Plan next steps with everyone involved

3. Existing Organisation Development - An established Forest Row/Wealden-focused group could develop the composting service, integrating it with their other local sustainability work.

I'm talking to groups like WeGrow CIC and Old Tree Soil, but no commitments yet. The development phase will fully evaluate these options while building community support. The steering group will ensure the final structure serves our community's needs effectively, with strong local ownership and relevant expertise.

PURPOSE OF REQUEST

We're seeking funding to bring Forest Row's diverse community together around an exciting practical project - turning our food waste into valuable compost for local gardens and farms. This builds on our recent feasibility study (attached) that showed strong potential for a community composting scheme in Forest Row.

The funding will support three connected pieces of work:

1. Community Engagement Programme (£675)

- Design and printing of materials including:
 - Professional design of displays and handouts (£300)
 - Printing of window displays and posters (£175)
 - Information packs for different community groups (£200)
- Pop-up displays and conversations at key community spaces including:
 - The Village Club
 - Royal Ashdown Golf Club
 - Local churches and faith groups
 - Sports clubs and playing fields
 - Schools and nurseries
 - Local shops, cafes, pubs and restaurants
 - Forest Row Village Support Network
- Film screening of "Six Inches of Soil" (late February) in collaboration with Forest Row Film Society - an inspiring documentary showing how British farmers are challenging the industrial food system and restoring soil health by building up precious topsoil
- Eye-catching displays for shop windows
- Clear information boards for community noticeboards
- Simple take-home guides about the project

2. Stakeholder Development (£250 coordination time - venues and support provided in-kind)

- Two community planning meetings bringing together diverse local voices to shape the project
- Creating space for different parts of our community to find common ground
- Building understanding between groups who might not usually work together
- Developing practical solutions that work for everyone
- Ensuring the project reflects real community needs and aspirations
- Wealden Food Partnership providing in-kind support valued at approximately £500:
 - Meeting facilitation
 - Venue arrangements
 - Refreshments
 - Network coordination
 - Materials and documentation

3. Community Survey (£2,100 total - £1k from Parish Council, £1.1k from Chalk Cliff Trust)

- Professional design and testing
- Distribution across Forest Row ward in early March
- Analysis and reporting
- Feedback sessions with community
- Potential incentives under consideration:
 - Free compost from first production batch
 - Priority access to collection service
 - Garden centre voucher prize draw
 - Discounted collection service for early adopters

FOREST ROW COMMUNITY COMPOST PILOT

Strategic Overview - November 2024

A Vision for Forest Row

In 2025, Forest Row has the opportunity to pioneer a new approach to managing food waste - one that brings our community together, supports local food production, and creates jobs. This overview explains how we'll get there and why it matters.

The Big Picture

- Food waste currently gets trucked away or burned
- We'll soon have mandatory food waste collections (2025/26)
- Local soil needs nurturing to grow healthy food
- Communities want more control over local services
- Growing network of community composting hubs showing what's possible

What We've Done So Far

A comprehensive feasibility study, supported by FRow Resource CIC and completed in October 2024, showed strong potential for a community composting scheme that could:

- Process significant amounts of local food waste
- Create valuable compost for gardens and farms
- Provide green jobs and training
- Strengthen community connections
- Link to existing composting hubs in Brighton, Lewes and Frome

Next Steps: Development Phase (December 2024 - March 2025)

We're seeking support from multiple sources to fund crucial development work:

1. Parish Council Grant (£2,350)
 - Community engagement programme
 - Stakeholder development
 - Community survey
 - Project coordination (40 hours @ £25/hr)
2. Chalk Cliff Trust (£6,275)
 - Additional coordination support
 - Extended engagement programme
 - Technical planning
 - Equipment research
3. Local Donor Support (target: £2,000)
 - Event costs
 - Additional materials
 - Volunteer support
 - Programme enhancement

Total Development Phase Budget: £9,625

Why This Matters for Forest Row

Bringing People Together

- Creates common ground between different community groups
- Builds practical partnerships between businesses, schools and residents
- Gives everyone a stake in local environmental action
- Bridges social and cultural divisions through shared purpose

Supporting Local Food

- Turns waste into valuable growing medium
- Helps gardens and farms build healthy soil
- Creates closed-loop system linking waste and food production
- Reduces reliance on imported materials

Building Skills and Knowledge

- Creates opportunities for training and employment
- Shares practical composting skills
- Helps everyone understand food and soil systems
- Links to existing expertise in other communities

Leading the Way

- Shows how communities can take practical environmental action
- Creates model other villages and towns can learn from
- Positions Forest Row as pioneer in community-scale solutions
- Builds resilience through local control of services

Timeline and Key Milestones

Phase 1: Development (Dec 2024 - Apr 2025)

- Community engagement and consultation
- Site identification and assessment
- Partnership exploration and development
- Operational planning and design
- Resource securing and fundraising

Phase 2: Preparation and Launch (May - Nov 2025)

- Initial Forest Row pilot site launch (May 2025)
- Growing participation and refining operations
- Second pilot site development (Aug-Nov 2025)
- Continuous learning and adaptation

Phase 3: Pilot Operation (To Nov 2026)

- Full operation of both pilot sites
- Impact measurement and evaluation
- Planning for potential expansion
- Knowledge sharing with other communities

Note: This timeline is indicative and may be adjusted based on funding availability, community feedback, and operational requirements. We are committed to thorough development work rather than rushing to meet specific dates.

Working Together

This initiative brings together:

- Local businesses and shops
- Community groups and clubs
- Schools and young people
- Gardeners and growers
- Faith groups
- Sports organisations
- Environmental groups
- Parish and District Councils

Longer-term Goals

- Demonstrate viable community-scale composting model
- Influence policy to support local food waste processing
- Build evidence for importance of soil-focused approach
- Contribute to UK food security through soil regeneration
- Create blueprint for other communities

Success looks like:

- Strong community buy-in across different groups
- Clear plan for pilot phase
- Secured resources and partnerships
- Excitement about possibilities
- Practical next steps identified
- Funding strategy for implementation phase

Project Coordination

As project coordinator, I bring experience from leading the feasibility study and connections across Forest Row's diverse communities, as well as a career in project leadership, community organising and developing communication strategy. My role is to:

- Build and support our coalition of partners
- Ensure inclusive community engagement
- Coordinate fundraising and resource development
- Facilitate steering group establishment
- Keep the project focused on community needs
- Link with similar initiatives in other areas

Get Involved

Contact Jon Slack (jonslack.uk@gmail.com) to:

- Share your ideas
- Offer support
- Ask questions
- Get updates

APPENDIX: List of Roundtable Participants

The stakeholder roundtable held on 15 July 2024 at Tablehurst Farm brought together 24 participants from various sectors. Key outcomes included:

1. Strong support for the community composting initiative from diverse stakeholders
2. Identification of potential challenges and opportunities
3. Recognition of the need for a phased approach, starting with pilot sites
4. Enthusiasm for the educational and community-building aspects of the project

Specific feedback and ideas generated during the roundtable:

- Importance of clear communication and education to ensure high-quality feedstock
- Potential for collaboration with local schools and community gardens
- Need for careful site selection to minimise potential nuisance issues
- Interest in exploring innovative funding models, including community shares
- Suggestion to explore partnerships with the National Farmers Union (NFU) as a potential major partner
- Recommendation to include more expert presentations with Q&A sessions in future meetings
- Proposal to develop a white paper on optimum large-scale compost production

Participants

- Laura Heales - Action In Rural Sussex, Community Development Team Leader
- Paula Cairney - East Hoathly & Halland Community Garden, Volunteer
- Rob Shaw – East Hoathly & Halland Community Garden, Volunteer
- Georgia Taylor - East Sussex County Council, Councillor for Forest Row and Groombridge
- Chris Sculthorpe - ESCC and NHS, Healthy Schools lead
- Jessica Prescott - ESCC Family Hubs, Community Engagement (including Hailsham)
- Bindi Cartwright - ESCC High Weald Family Hubs, Community Engagement
- Kate Taylor-Smith, Phil Rogers, Lin Squires - FRow Resource, Directors
- Helen Purchase - Green Transition Crowborough
- Tom Daniels - Old Tree Soil/Brewery, Founder/Director
- Danielle McHallam - Tablehurst Farm, vegetable production
- Raymond Smith – Wealden District Council, Waste and Street Scene Manager
- Christina Coleman – Wealden District Councillor, Green Party for Danehill and Fletching
- Chantal Lass – Wealden District Council, Climate Change Manager
- Patricia Patterson-Vanegas – Wealden District Councillor for Forest Row + FRow Resource
- Andi Jaffay – We Grow CIC
- Hans-Gunther Kern - Wholistic Living, Biodynamic gardener & teacher
- David Ebsworth - Food systems specialist
- Julia Cody - exploring community composting in Burwash
- Kerry Byott – Uni of Brighton; Clean Growth
- Roger Isaacson – Green Transition Uckfield
- Joanna Lawars – Artisan Forest Kitchen
- Jon Slack - Consultant, Forest Row Community Compost Feasibility Study
- Helen Graham, Wealden Food Partnership

BACKGROUND ON OLD TREE SOIL

[Old Tree Soil](#) has been operating in Brighton since 2019, running successful community composting schemes across the city and partnering with Brighton & Hove Food Partnership. They use specialist technology including Joraform composters and support a community composting “Mycelium Network”, which provides education on composting and soil health, and supports local projects that aim to improve soil and plant biodiversity. Their transition to a Community Benefit Society structure in early 2025 would allow for community participation, social investment funding and broader participation in their operations.

Their potential role could include:

- Technical expertise in composting systems and quality control
- Operational knowledge from running successful schemes
- Access to equipment and supplier relationships
- Training and support for local staff and volunteers
- Integration with wider network of community composting initiatives

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: Java and Jazz Ltd		
NAME OF CONTACT PERSON: Steven Ward		
ADDRESS FOR CORRESPONDENCE: The Square Forest Row	Tel: -7786162632	
	Email: steve@javaandjazz.co.uk	
	Web (if any): javaandjazz.co.uk	
POST CODE: RH18 5ES	SUM REQUESTED: £35,000	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?	Java and Jazz Ltd	
DO YOU HAVE AUDITED ACCOUNTS? ☒ Yes ☐ No	IF YES, ARE THEY ATTACHED? ☒ Yes ☐ No (Accounts)	IF NO, PLEASE EXPLAIN WHY
IF APPLICABLE, DO YOU HAVE A BUDGET? ☐ Yes ☐ No	☐ Yes ☐ No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? ☐ Yes ☒ No		
From	Amount	Purpose
PURPOSE OF REQUEST (please use second sheet if necessary) We are looking to install a larger kitchen and bar area		
HOW WILL IT BENEFIT THE COMMUNITY? This will create an additional 10 jobs for the local community		
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