Forest Row Parish Council

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

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

QUALITY PARISH COUNCIL

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

Date: 3rd July 2025

Dear Sir/Madam,
Your attendance is required at a meeting of the FOREST ROW PARISH COUNCIL to be held on **TUESDAY 29th JULY 2025** in the Garden Room at the Community Centre at **7.30 PM**.

Mr David O'Driscoll
Clerk to Forest Row Parish Council

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

AGENDA

1.1 PUBLIC PARTICIPATION (to include attendance by PCSO Mussell)
1.2 APOLOGIES FOR ABSENCE
1.3 RECORDS OF PREVIOUS MEETING OF 1st JULY 2025
1.4 DECLARATIONS OF INTERESTS/DISPENSATION REQUESTS FOR THIS MEETING
1.5 DELEGATED DECISIONS
1.6 REVIEW OF ACTIONS FROM PREVIOUS MEETING
1.7 CHAIR'S COMMENTS
1.8 CLERKS REPORT ON PENDING MATTERS
1.9 REPORTS FROM PRINCIPAL COUNCILS

2. IN-HOUSE REPORTS
2.1 FINANCIAL POSITION
2.2 STANDING COMMITTEES
2.3 CURRENT 'LIVE' WORKING GROUPS (not requiring decisions)
2.4 REPRESENTATIVES ON OUTSIDE BODIES

3. WORKING GROUPS REQUIRING DECISIONS
3.1 APPROVAL & ToR FOR A WORKING GROUP FOR 'THE SQUARE'
3.2 ANY OTHER 'LIVE' WORKING GROUP REQUIRING DECISION

4. OTHER BUSINESS FOR CONSIDERATION/DECISION
4.1 RATIFICATION OF THE INSURANCE EXPENDITURE
4.2 TWO DELAYED GRANT APPLICATIONS
  4.2.1 Action against Abuse
  4.2.2 Forest Row'tapestry'
4.3 DEVELOPMENT OF THE 'PETER GRIFFITHS GREEN'
4.4 TIMETABLE AND CONTENT OF A 'MASTERPLAN'
4.5 ANOTHER 'DAY OF REFLECTION'

5. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE

FULL COUNCIL

BACKING PAPERS FOR MEETING 29th JULY 2025

COUNCILLORS' BRIEFING FOR THE MEETING OF FULL COUNCIL
ON 29th JULY 2025

1. PRELIMINARIES

1.1 PUBLIC PARTICIPATION:

PLEASE NOTE THAT OUR ALLOCATED PCSO (ZACHARY MUSSELL) HAS BEEN FREED UP TO ATTEND THIS MEETING. HE HAS AN OPEN BRIEF, BUT IT WOULD BE AN IDEAL OPPORTUNITY FOR DIALOGUE IF MEMBERS HAVE PARTICULAR ISSUES THEY WISH TO RAISE – SUBJECT TO THE LIMITS OF HIS RANK & AUTHORITY AS A COMMUNITY SUPPORT OFFICER

1.2. APOLOGIES FOR ABSENCE

1.3 RECORDS OF PREVIOUS MEETING OF 1st JULY 2025

1.4 DECLARATIONS OF INTEREST/ DISPENSATIONS

1.5 DELEGATED DECISIONS – none on this occasion

1.6 REVIEW OF ACTIONS FROM PREVIOUS MEETING – attached to backing papers

1.7 CHAIR'S COMMENTS

1.8 CLERK'S REPORT ON PENDING MATTERS TO NOTE

8.1 Devolution/ LGR. The Finance Committee approved a working group to monitor this area, which is certain to become increasingly important, and possibly fraught, over the coming months. My proposal is that we look at this on several fronts: the potential benefits and losses to this Council /community; how we can promote the one and avoid the other; whether cross-community collaboration could play a role; the lessons to be learned from other areas where unitarisation has already taken place.

8.2 Alternative income sources This was deferred by F&P for me to supply a position paper for today's meeting. In the light of recent events, it may not now be appropriate for me to do this. Councillors may prefer to enrol in the forthcoming NALC webinar on the subject, (highlighted in item 09 of Councillors Reading for 17th July).

8.3 The cemetery issue This was mentioned at a previous meeting. I am still awaiting a reply from the owners of a potential alternative site.

1.9 REPORTS FROM PRINCIPAL COUNCILLORS TO NOTE

County & District Councillors have been invited to attend and report on any relevant issues.

2. IN-HOUSE REPORTS TO NOTE

2.1 FINANCIAL POSITION. A printout is attached: a single sheet summary, and a detailed print by Committee. We are now nearly at the end of month 4, where nominal performance against forecast would be 33%. As noted at the recent F&P meeting, the income figures are skewed by the fact that we receive 6 months' worth of the precept in month 1. Expenditure figures are likewise front-loaded, mainly by the non-domestic rates. However, there are no *recurring* items which cause concern, and the overall picture is healthy.

2.2 STANDING COMMITTEES. The Chairs of Committees have been asked to provide oral reports of current and planned projects.

2.3 CURRENT 'LIVE' WORKING GROUPS (not requiring decisions). Current facilitators of working groups have been asked to report on current and planned projects.

2.4 REPRESENTATIVES ON OUTSIDE BODIES. I have not been made aware of any meetings of such bodies since the last Full Council. As an aside, we might wish to think of appointing a representative to WEALDAC (currently vacant), as there have been hints that LGR processes may seek to establish links with District representative bodies.

3. WORKING GROUPS REQUIRING DECISIONS

3.1 APPROVAL & ToR FOR A WORKING GROUP FOR 'THE SQUARE' There have been some initial discussions between the Council, On My Side, the Soil Factory and WeGrow about the use of the square adjacent to the Cube (and possibly other parts of the adjacent ground). It is proposed to turn this into a formal working group, pursuant to Standing Order 4(f).

3.2 ANY OTHER 'LIVE' WORKING GROUP REQUIRING A DECISION

Current facilitators of working groups which require decisions on process or funding should make their requests at this point. It is helpful for funding issues if any paperwork can be submitted to the office in advance.

ACTION: to resolve as appropriate

4. OTHER BUSINESS FOR CONSIDERATION/DECISION

4.1 RATIFICATION OF THE INSURANCE EXPENDTURE. We are currently on a long-term (3-year) agreement for our main insurances, and have recurrent cyber & motor insurances. The insurance schedule was approved at the Annual Meeting. This resolution is a formal ratification for the expenditure which falls due on 1st August, for audit purposes.

ACTION: to resolve accordingly

4.2 TWO DELAYED GRANT APPLICATIONS. These 'missed the cut' for the last F&P meeting, and are included now to save their going over until September

4.2.1 Action against Abuse. Application, constitution and budget attached: this is a new organisation which does not yet have accounts

4.2.2 Forest Row Threads. Self-explanatory application attached

4.3 DEVELOPMENT OF THE 'PETER GRIFFITS GREEN' (aka 'THE MIDDLE'). A backing paper is attached. Cllr Christie will speak to this project

4.4 TIMETABLE AND CONTENT OF A 'MASTERPLAN'. This proposal has been back and forth for some time. The papers from the previous Masterplan of 2009 were sent to all Members in September 2023 (following on circulation in August 2023 of the previous *Parish Plan* of 2005 and the *Transition Village* document of 2007). This time round, the proposal was forwarded to Comms & Outreach, which at their meeting of 20th May decided as follows:

"JE advised that this idea had come from F&P – as a wish for a long-term plan for the future of the Council. This group was asked to compile 10 questions for a consultation. This was discussed and it was felt that there should be more clarity about themes for the questions. It was agreed that all Councillors should be asked what they think a Masterplan should cover and their thoughts brought to the next F & P meeting."

Council is accordingly invited to respond as appropriate

4.5 ANOTHER 'DAY OF REFLECTION' This was brought up by Cllr Christie at the Full Council meeting of 29th April under 'items for future consideration', and deferred to a future Full Council meeting. For Council to decide as appropriate.

5. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE

MEETING OF FULL COUNCIL
HELD ON 1st JULY 2025

MIN. NO	DECISION	ACTION BY	PROGRESS *To go out with next agenda*
C52/25	All Councillors to adopt new '.gov.uk' email addresses	All Members	Believed to be 87-93% compliant
C55/25.6	Newsletter to go out with 'street rep' item attached	AJS	Pending
C56/25	Clerk to compile (if possible) a list of external organisation meeting dates	Clerk	Pending
C57/25	Working group on Committee & meeting structure to start work	Clerk & members	Research begun, not yet met
C58/25	Litter collection/street cleaning to be referred to Facilities	Clerk	To next meeting
C59'/25	Legal position to be clarified & meeting with committee to be arranged	Clerk	Pending

Forest Row Parish Council

Summary Income & Expenditure by Budget Heading 23/07/2025

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & Policy						
Income	337,392	678,605	341,213			49.7%
Expenditure	123,058	525,440	402,382	0	402,382	23.4%
Movement to/(from) Gen Reserve	214,334	153,165	(61,169)			
Amenities & Services						
Income	3,231	19,200	15,969			16.8%
Expenditure	27,127	58,550	31,423	0	31,423	46.3%
Movement to/(from) Gen Reserve	(23,896)	(39,350)	(15,454)			
Property & Assets						
Income	14,193	40,800	26,607			34.8%
Expenditure	48,303	94,900	46,597	0	46,597	50.9%
Movement to/(from) Gen Reserve	(34,109)	(54,100)	(19,991)			
Planning						
Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	0	0	0			
Localism & Community Projects						
Income	9,685	31,320	21,635			30.9%
Expenditure	13,127	43,450	30,323	0	30,323	30.2%
Movement to/(from) Gen Reserve	(3,441)	(12,130)	(8,689)			
Grand Totals:- Income	364,502	769,925	405,423			47.3%
Expenditure	211,615	722,340	510,725	0	510,725	29.3%
Net Income over Expenditure	152,887	47,585	(105,302)			
Movement to/(from) Gen Reserve	152,887	47,585	(105,302)			

Finance & Policy

401 Finance & Administration

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4176	FI-Precept Received	335,000	670,000	335,000			50.0%	
4181	FI-Wayleave Income	0	5	5			0.0%	
4182	FI-Devolved Services Income	438	1,600	1,163			27.3%	
4190	FI-Interest Received	1,954	7,000	5,046			27.9%	
	Finance & Administration :- Income	**337,392**	**678,605**	**341,213**			**49.7%**	**0**
4101	FI-Salaries	106,812	441,000	334,188		334,188	24.2%	
4102	FI-Payroll Outsource Costs	531	800	269		269	66.4%	
4103	FI-Contrib. to Library Salary	0	6,500	6,500		6,500	0.0%	
4108	FI-Staff Training/Travel	310	1,000	690		690	31.0%	
4111	Forest Rate	0	30	30		30	0.0%	
4120	Postage	0	450	450		450	0.0%	
4121	Telecommunications	2,882	8,500	5,618		5,618	33.9%	
4123	Stationery	287	600	313		313	47.8%	
4124	FI-Subscriptions	4,178	6,600	2,422		2,422	63.3%	
4125	FI-Insurance	0	11,000	11,000		11,000	0.0%	
4126	Printer/copier	2,598	5,000	2,402		2,402	52.0%	
4134	FI-Parish Meeting	0	200	200		200	0.0%	
4135	FI-Councillors Training/Travel	0	1,000	1,000		1,000	0.0%	
4136	Security Checks	38	150	112		112	25.0%	
4137	FI-Members Allowances	919	7,000	6,081		6,081	13.1%	
4151	FI - Bank Charges	502	1,800	1,298		1,298	27.9%	
4156	FI-Legal & professional fees	100	3,500	3,400		3,400	2.9%	
4157	FI-Audit & Financial Managemen	1,540	5,000	3,460		3,460	30.8%	
4158	FI-Van Lease	0	300	300		300	0.0%	
4160	Office Equipment	80	500	420		420	16.0%	
4161	Office Maintenance	464	500	36		36	92.8%	
4165	FI-Election Fund	0	1,000	1,000		1,000	0.0%	
4166	Wayleaves	1	10	9		9	14.9%	
4169	Community Occasion	232	1,000	768		768	23.2%	
7101	PR- Advertising/Publicity	100	1,500	1,400		1,400	6.7%	
7102	PR-Website	0	500	500		500	0.0%	
7110	PR-Newsletter & Distribution	0	1,000	1,000		1,000	0.0%	
	Finance & Administration :- Indirect Expenditure	**121,575**	**506,440**	**384,865**	**0**	**384,865**	**24.0%**	**0**
	Net Income over Expenditure	**215,817**	**172,165**	**(43,652)**				

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
403	Other Grants							
4360	Other Grants	1,483	17,500	16,017		16,017	8.5%	
4362	Local artists fund	0	1,500	1,500		1,500	0.0%	
	Other Grants :- Indirect Expenditure	**1,483**	**19,000**	**17,517**	**0**	**17,517**	**7.8%**	**0**
	Net Expenditure	**(1,483)**	**(19,000)**	**(17,517)**				
	Finance & Policy :- Income	**337,392**	**678,605**	**341,213**			**49.7%**	
	Expenditure	**123,058**	**525,440**	**402,382**	**0**	**402,382**	**23.4%**	
	Movement to/(from) Gen Reserve	**214,334**	**153,165**	**(61,169)**				

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Amenities & Services							
101 Allotments							
1180 Allotment Rents	176	2,200	2,024			8.0%	
Allotments :- Income	176	2,200	2,024			8.0%	0
1135 Allotments-Water & Upkeep	144	1,000	856		856	14.4%	
Allotments :- Indirect Expenditure	144	1,000	856	0	856	14.4%	0
Net Income over Expenditure	32	1,200	1,168				
102 Village Greens							
1280 VG-Hire Income	675	1,000	325			67.5%	
Village Greens :- Income	675	1,000	325			67.5%	0
1236 Outdoor Maintenance	2,233	10,000	7,767		7,767	22.3%	
1237 Outdoor Planting	672	1,000	328		328	67.2%	
1238 Street Cleaning / Litter	0	2,000	2,000		2,000	0.0%	
Village Greens :- Indirect Expenditure	2,904	13,000	10,096	0	10,096	22.3%	0
Net Income over Expenditure	(2,229)	(12,000)	(9,771)				
104 Amenities General							
1400 Amenities grants/donations	0	1,000	1,000			0.0%	
Amenities General :- Income	0	1,000	1,000			0.0%	0
1436 Skate & Play areas	216	10,000	9,784		9,784	2.2%	
1447 Dog Fouling	858	3,500	2,642		2,642	24.5%	
Amenities General :- Indirect Expenditure	1,074	13,500	12,426	0	12,426	8.0%	0
Net Income over Expenditure	(1,074)	(12,500)	(11,426)				
105 Outdoor Maintenance							
1501 Outdoor Maintenance Equipment	448	2,500	2,052		2,052	17.9%	
Outdoor Maintenance :- Indirect Expenditure	448	2,500	2,052	0	2,052	17.9%	0
Net Expenditure	(448)	(2,500)	(2,052)				
203 Street Lighting							
2314 SL-Power	1,698	6,000	4,302		4,302	28.3%	
2336 Streetlights	18,873	20,000	1,127		1,127	94.4%	
Street Lighting :- Indirect Expenditure	20,571	26,000	5,429	0	5,429	79.1%	0
Net Expenditure	(20,571)	(26,000)	(5,429)				

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
204	Road Safety							
2436	RS-Road Safety	0	500	500		500	0.0%	
	Road Safety :- Indirect Expenditure	**0**	**500**	**500**	**0**	**500**	**0.0%**	**0**
	Net Expenditure	**0**	**(500)**	**(500)**				
601	Cemetery							
6180	BU-Burial Fees	2,380	15,000	12,620			15.9%	
	Cemetery :- Income	**2,380**	**15,000**	**12,620**			**15.9%**	**0**
6123	Cemetery Admin	435	450	15		15	96.7%	
6151	BU- Cemetery Rates	1,552	1,600	48		48	97.0%	
	Cemetery :- Indirect Expenditure	**1,987**	**2,050**	**63**	**0**	**63**	**96.9%**	**0**
	Net Income over Expenditure	**393**	**12,950**	**12,557**				
	Amenities & Services :- Income	**3,231**	**19,200**	**15,969**			**16.8%**	
	Expenditure	**27,127**	**58,550**	**31,423**	**0**	**31,423**	**46.3%**	
	Movement to/(from) Gen Reserve	**(23,896)**	**(39,350)**	**(15,454)**				

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Property & Assets

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
205 Miscellaneous Assets							
7108 PR-Notice Boards	86	0	(86)		(86)	0.0%	
Miscellaneous Assets :- Indirect Expenditure	**86**	**0**	**(86)**	**0**	**(86)**		**0**
Net Expenditure	**(86)**	**0**	**86**				
301 Community Centre							
3180 CC-Lettings	6,701	25,000	18,299			26.8%	
3181 CC-Equipment Hire	386	700	314			55.1%	
3182 CC-Rents	3,617	12,000	8,383			30.1%	
3185 MISC - incl books/copying)	324	500	176			64.7%	
3187 CC Drinks Machine Income	219	600	381			36.5%	
4180 Misc Income	2,025	0	(2,025)			0.0%	
Community Centre :- Income	**13,272**	**38,800**	**25,528**			**34.2%**	**0**
3111 CC-Rates & Services	34,730	70,000	35,270		35,270	49.6%	
3127 CC - Drinks Machine	489	1,400	911		911	35.0%	
3136 CC-Enhancement	9,998	20,000	10,002		10,002	50.0%	
Community Centre :- Indirect Expenditure	**45,217**	**91,400**	**46,183**	**0**	**46,183**	**49.5%**	**0**
Net Income over Expenditure	**(31,945)**	**(52,600)**	**(20,655)**				
303 Venue on the Green							
3306 VOTG Income	922	2,000	1,078			46.1%	
Venue on the Green :- Income	**922**	**2,000**	**1,078**			**46.1%**	**0**
3304 Votg Non Youth Equip	0	500	500		500	0.0%	
3305 VOTG Running Costs	3,000	3,000	0		0	100.0%	
Venue on the Green :- Indirect Expenditure	**3,000**	**3,500**	**500**	**0**	**500**	**85.7%**	**0**
Net Income over Expenditure	**(2,078)**	**(1,500)**	**578**				
Property & Assets :- Income	**14,193**	**40,800**	**26,607**			**34.8%**	
Expenditure	**48,303**	**94,900**	**46,597**	**0**	**46,597**	**50.9%**	
Movement to/(from) Gen Reserve	**(34,109)**	**(54,100)**	**(19,991)**				

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Localism & Community Projects

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
206 Community Transport							
2678 Medical Car Scheme Income	69	120	51			57.5%	
Community Transport :- Income	**69**	**120**	**51**			**57.5%**	**0**
2554 Wealdlink	546	1,100	555		555	49.6%	
2601 Voluntary Medical Car Service	0	100	100		100	0.0%	
Community Transport :- Indirect Expenditure	**546**	**1,200**	**655**	**0**	**655**	**45.5%**	**0**
Net Income over Expenditure	**(477)**	**(1,080)**	**(604)**				
207 Market							
3184 CC-Market Income	1,670	7,500	5,830			22.3%	
Market :- Income	**1,670**	**7,500**	**5,830**			**22.3%**	**0**
3151 CC-Market expenditure	2,728	8,000	5,272		5,272	34.1%	
Market :- Indirect Expenditure	**2,728**	**8,000**	**5,272**	**0**	**5,272**	**34.1%**	**0**
Net Income over Expenditure	**(1,058)**	**(500)**	**558**				
209 Localism & Community Proj Misc							
2905 Repair Cafe & Wellbeing Servic	0	500	500			0.0%	
Localism & Community Proj Misc :- Income	**0**	**500**	**500**			**0.0%**	**0**
2671 Shed Project	589	2,000	1,411		1,411	29.4%	
2700 Repair Cafe & Wellbeing	1,115	6,500	5,385		5,385	17.2%	
2710 Environmental Support	0	1,000	1,000		1,000	0.0%	
2715 Community Consultation	3,119	2,500	(619)		(619)	124.7%	
2720 Capital Projects R & D	0	500	500		500	0.0%	
Localism & Community Proj Misc :- Indirect Expenditure	**4,823**	**12,500**	**7,677**	**0**	**7,677**	**38.6%**	**0**
Net Income over Expenditure	**(4,823)**	**(12,000)**	**(7,177)**				
304 Cafe							
3480 Gages - Sales	6,615	22,000	15,385			30.1%	
Cafe :- Income	**6,615**	**22,000**	**15,385**			**30.1%**	**0**
3436 Gages-Purchase of Equipment	160	2,000	1,840		1,840	8.0%	
3460 Gages -Purchases Food etc	3,967	15,500	11,533		11,533	25.6%	
Cafe :- Indirect Expenditure	**4,127**	**17,500**	**13,373**	**0**	**13,373**	**23.6%**	**0**
Net Income over Expenditure	**2,487**	**4,500**	**2,013**				

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
306 Thursday Club							
3680 TC-Subscriptions	0	200	200			0.0%	
Thursday Club :- Income	**0**	**200**	**200**			**0.0%**	**0**
3636 TC-Running Costs	0	750	750		750	0.0%	
Thursday Club :- Indirect Expenditure	**0**	**750**	**750**	**0**	**750**	**0.0%**	**0**
Net Income over Expenditure	**0**	**(550)**	**(550)**				
406 Youth Provision							
4676 YP-Grants & Other Income	1,332	1,000	(332)			133.2%	
Youth Provision :- Income	**1,332**	**1,000**	**(332)**			**133.2%**	**0**
4603 YP - Dev costs & General Expen	903	3,000	2,097		2,097	30.1%	
4604 YP - Youth Forum	0	500	500		500	0.0%	
Youth Provision :- Indirect Expenditure	**903**	**3,500**	**2,597**	**0**	**2,597**	**25.8%**	**0**
Net Income over Expenditure	**428**	**(2,500)**	**(2,928)**				
Localism & Community Projects :- Income	**9,685**	**31,320**	**21,635**			**30.9%**	
Expenditure	**13,127**	**43,460**	**30,323**	**0**	**30,323**	**30.2%**	
Movement to/(from) Gen Reserve	**(3,441)**	**(12,130)**	**(8,689)**				
Grand Totals:- Income	**364,502**	**769,925**	**405,423**			**47.3%**	
Expenditure	**211,615**	**722,340**	**510,725**	**0**	**510,725**	**29.3%**	
Net Income over Expenditure	**152,887**	**47,585**	**(105,302)**				
Movement to/(from) Gen Reserve	**152,887**	**47,585**	**(105,302)**				

ZURICH
Municipal

Forest Row Parish Council
The Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Zurich Town, Parish and
Community Council Team
PO Box 726
Chichester
PO19 9PS

Invoice

Invoice Date: 24th June 2025 | Invoice No: 545679861 | Client ref: 3701292

Policy	Policy Term	(£) Premium
YLL-2720876433	01/08/2025-31/07/2026	7,672.05
Inspection Contract (If Applicable)		0.00
Sub total		7,672.05
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		920.65
TOTAL		**£8,592.70**

Payment is due before your cover starts, or immediately if your cover is already in place.

Please make cheques payable to **Zurich Municipal** and send to **Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS**

If paying by BACS, please note our new bank details and amend your records accordingly.

Acc Name: Zurich Town & Parish, Insurer Trust Account   Acc Number: 23110249
Sort Code: 20 – 65 - 82   Bank: Barclays Bank PLC

Please quote your Client Reference on all BACS transactions

Invoice Queries
Phone: 0800 917 9531
Email: renewals.team@uk.zurich.com

Our VAT registration number is: 107 8316 77

Coalition

Coalition Risk Solutions Ltd.
34-36 Lime St
London, England
EC3M 7AT

COALITION CYBER AND TECHNOLOGY POLICY 3.0 QUOTATION

Upon binding of this account, we must receive a signed application from the Insured.

Subject to the terms and conditions contained herein, Coalition Risk Solutions Ltd ("Coalition") agrees to issue to the below Named Insured the following quotation for insurance coverage:

Coalition Quote No.:	C-50PT-149856-CYBER-2025-01	
Named Insured	Forest Row Parish Council	
Address	Hartfield Road Forest Row, England RH18 5DZ	
Policy Period	From: 01 August 2025 (Effective Date) To: 01 August 2026 (Expiration Date) *Both dates 12:01 A.M. at the Named Insured's address above.*	
Policy Premium	**Premium**	£260.00
	Policy Fee	£0
	IPT (12%)	£31.20
	Total	£291.20
Aggregate Policy Limit of Liability		£250,000
Per Event Limit of Liability		£250,000
Aggregate Retention		£2,500

Coverage under this policy is provided only for those Insuring Agreements for which a limit of liability appears below. If no limit of liability is shown for an Insuring Agreement, such Insuring Agreement is not provided by this policy. The Aggregate Policy Limit of Liability shown above is the most the Insurer(s) will pay under this Policy regardless of the number of Insured Agreements purchased. The Aggregate Retention shown above is the most the Insured will pay towards Retentions regardless of the number of claims or events covered under this Policy.

Subject to availability, in the event that you elect to use Coalition Incident Response to provide services that result in breach response costs, claim expenses, cyber extortion expenses, or restoration costs, the fees, costs and expenses of Coalition Incident Response covered under the terms and conditions of this policy will not be subject to any Retention.

THIRD PARTY LIABILITY COVERAGES

Insuring Agreement	Limit / Sub-Limit	Retention / Sub-Retention
THIRD PARTY SECURITY AND PRIVACY		
A. NETWORK AND INFORMATION SECURITY LIABILITY	£250,000	£1,000
B. REGULATORY DEFENCE AND PENALTIES	£250,000	£1,000
C. PCI FINES AND ASSESSMENTS	£250,000	£1,000
D. FUNDS TRANSFER LIABILITY	£250,000	£1,000
TECHNOLOGY AND MEDIA PROFESSIONAL		
E. TECHNOLOGY ERRORS & OMISSIONS	N/A	N/A
F. MULTIMEDIA CONTENT LIABILITY	£250,000	£1,000

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: Action Against Abuse		
NAME OF CONTACT PERSON: Elaine Adkins		
ADDRESS FOR CORRESPONDENCE:	**Tel: 07887 722034** **Email: elaine@actionagainstabuse.org.uk** **Web (if any): www.actionagainstabuse.org.uk**	
POST CODE:	**SUM REQUESTED: £488**	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?	**Action Against Abuse**	
DO YOU HAVE AUDITED ACCOUNTS? ☐ Yes X☐ No **IF APPLICABLE, DO YOU HAVE A BUDGET?** X☐ Yes ☐ No	**IF YES, ARE THEY ATTACHED?** ☐ Yes ☐X No (Accounts) ☐ X Yes ☐ No (Budget)	**IF NO, PLEASE EXPLAIN WHY** We have not been operating for one year yet. Please see project budget below
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES?	x☐ Yes	☐ No

From	Amount	Purpose
Battle PC	**£488**	**Volunteer expenses**
Crowborough Council	**£1600**	**Staff Wages**

PURPOSE OF REQUEST (please use second sheet if necessary

AAA is a support service which helps people and their families who are experiencing Domestic Abuse (DA), obtain protective orders at court such as Non Molestation Orders (NMO). These Orders can stop an abusive partner from contacting or harassing you, or stop them from coming to your home, work and perhaps a child's school. A breach of a NMO by a perpetrator constitutes an arrestable offence and if found guilty could lead to 5 years in prison. In most cases, a NMO is an extremely effective deterrent to further offending.

For maximum protection a NMO must be put in place as soon as possible. The victim's risk level will remain high until an NMO is in place which is why AAA ensure that court applications are made within a matter of days.

So why aren't they being used more often? The problem is that individuals have relied on solicitors to apply for NMOs. Solicitors are prohibitively expensive to most clients, but even if clients can find a legal aid solicitor with capacity, the whole process can be incredibly slow, with legal aid often taking up to 6 weeks to be approved, therefore meaning applications can take 2 months to get to court meaning a significant risk of harm or homicide to the victim.

We will support in the preparation of an individualised application (including a Witness Statement), assist in all the paperwork and attend court with the client, sitting next to them in court, advising, supporting and taking notes. We have extensive experience in making these applications to court and clients will be expertly supported throughout. Our CEO has made over 400 successful applications for NMOs over the last 5 years with 100% success rate.

Stopping the perpetrator from coming to the home, work place and school means that the abused family can stay and contribute to their community rather than flee to a refuge often miles away. They can keep their employment, children can stay in their schools and families can be near their support network. It is the perpetrator who has to change their behaviour. These orders can stop repeat offending and save lives.

Our caseworkers and support workers are volunteers. The volunteers write court applications, risk assess victims of domestic abuse, safety plan accordingly and accompany victims to court, acting as McKenzie Friends. The volunteers ensure that adequate safeguarding is in place in court, such as separate entrances, exits and waiting rooms and screens up in the court room so they do not have to see their perpetrator. The grant will contribute to expenses for volunteers to get to court, paying for petrol, parking or train fares. It will also be used to get victims to court, often it is not safe for a victim of domestic abuse to travel by train, so we do need some funds for taxis. Often, when victims of domestic abuse apply for a Non Molestation Order, it means they are being stalked, with their perpetrator turning up at their home or workplace, so it is not safe to travel by public transport. This can be a barrier to them getting the life saving protective injunctions.

This grant would pay for 16 victims to be supported to get Non Molestation Orders to protect their families, each court appointment costs us £28.

	AAA- BUDGET FOR PROJECT SUPPORT NMO	
INCOME	**REASON**	**AMOUNT**
Donations	Office space 1 day p/w, laptops and printer, email domain costs, PO Box costs	£3,250.00
Lionessess	Donation	£229.00
Bank Compensation	For admin errors on their part	£250.00
Loans	Given by trustees to be paid back once organisation has achieved this sum in unrestricted reserves	£2,200.00
Grant	Crowborough Town Council - to be paid 30/04/25	£1,600.00
Grant	Bexhill Town Council	£496.25
Sponsored Walk	Fundraiser	£1865.00
Quiz night & Auction	Fundraiser	£3,610.00
TOTAL INCOME		**£13,500.25**
EXPENDITURE		
Project Manager annual salary	7 hours p/w plus ERNIC and overheads at 15%	£7,607.14
Website hosting		£205.00
Employer's Liability Insurance		£281.12
Microsoft fee		£104.99
Oasis Database	Set up and annual subscription to DA data management system	£1,752.00
Volunteer & staff expenses	Travel to court, client meetings etc	1048.00

Phone contracts and Sim cards	Staff phone plus one volunteer phone	£400.00
Office sundries	Stationery, postage etc	£450.00
Quiz night & Auction	Cost - food / prizes	£2,100.00
TOTAL EXPENDITURE		**£13,948.25**
SHORTFALL		**£448.00**

HOW WILL IT BENEFIT THE COMMUNITY?

This service is open to all residents of Forest Row and their families who are victims of domestic abuse, at no cost to themselves. This service costs between £3000 and £10,000 if a solicitor is used, we offer it free of charge. Victims do not have to flee to refuge or emergency accommodation, lessening the strain on housing, police and social services. They can stay in their homes, jobs and children can stay in their schools, families can continue to contribute to their communities. These Orders put the onus on the perpetrator to change their behaviour or face a criminal record or up to five years in prison. These Orders are life saving and life changing.

FOR OFFICIAL USE ONLY			
Date of Meeting:	**Min.No:**	**Approved:** ☐ **Yes** ☐ **No**	**Amount:**

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
- It is a condition of the grant that successful applicants will be required to show proof of expenditure and submit relevant purchase orders/quotations/invoices etc to the Clerk.

2. Eligibility

The Council will consider applications from the following eligible groups:

- Registered Charities (if National, then there should be a proven benefit to local residents) Community Organisations
- Voluntary Groups – run on a not-for-profit basis with a current bank account in the name of the group.

CHARITY COMMISSION
FOR ENGLAND AND WALES

Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees (foundation model constitution)

NOVEMBER 2023

18

Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees

('Foundation' model constitution)

Date of constitution (last amended):

..28/05/24...
....

1. Name

The name of the Charitable Incorporated Organisation ("the CIO") is

Action Against Abuse

....

2. National location of principal office

The CIO must have a principal office in England or Wales. The principal office of the CIO is in England

3. Object[s]

To relieve the needs of persons who have experienced or are experiencing domestic abuse by:

- The provision of free advice, assistance and support which they could not otherwise afford to enable them to represent themselves in court as litigants in person; and
- Providing signposting and referrals to external organisations to aid in their recovery

Aims

To ensure access to legal remedies (and particularly civil injunctions such as Non Molestation Orders) for all Domestic Abuse (DA) victims and their families regardless of means.

To ensure victims of DA are not discouraged from using the justice system to protect themselves due to lack of knowledge or support.

AAA – Budget for Project Support NMO

1.		
Income	Notes	Amount
Donations	Office space 1 day pw; laptops and printer; email domain costs; PO Box costs	£3,250 {cash in kind and cash donations)
Lionesses	Donation agreed in principle	£600
Bank Compensation	For admin errors on their part	£250
Loans	Given by trustees to be paid back once organisation has achieved this sum in unrestricted reserves	£2,200
Total Income		**£6,300**

Expenditure	Notes	Amount
Project Manager annual salary	12 hours per week plus ERNIC and overheads @15%	£13,104
Website hosting		£205
Employers Liability Insurance		£120
Microsoft fee		£60
Oasis Database	Set up and annual subscription to specialist DV database	£1,460
Volunteer & staff expenses	Travel to court; visits to clients etc	£600
Phone contracts and Sims	Staff phone plus one volunteer phone	£400
Office sundries	Stationery; postage etc	£335
Total Expense		**£16,284**

Income – expenditure £6,300 - £16,284 = **Shortfall £9,984**

FOREST ROW PARISH COUNCIL

The Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Tel: 01342 822661
Email: parishclerk@forestrow.gov.uk
Web: http://www.forestrow.gov.uk
Clerk: David O'Driscoll

REQUEST FOR GRANT AID

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

NAME OF ORGANISATION: FOREST ROW THREADS

NAME OF CONTACT PERSON: CRYN HORN

ADDRESS FOR CORRESPONDENCE: 71a HARTFIELD RD FOREST ROW	**Tel:** 07958 107 620
	Email: CRYNHORN@GMAIL.COM
	Web (if any):
POST CODE: RH18 5BZ	**SUM REQUESTED:** £400
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?	CAROLYN HORN

DO YOU HAVE AUDITED ACCOUNTS? ☐ Yes ☑ No	**IF YES, ARE THEY ATTACHED?** ☐ Yes ☐ No (Accounts)	**IF NO, PLEASE EXPLAIN WHY** YET TO GET GOING
IF APPLICABLE, DO YOU HAVE A BUDGET? ☐ Yes ☑ No	☐ Yes ☐ No (Budget)	HOPING MOST EXPENDITURE WILL BE COVERED BY FABRIC DONATIONS

ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? ☐ Yes ☑ No
NOT YET

From	Amount	Purpose

PURPOSE OF REQUEST (please use second sheet if necessary

- TO COVER THE COST OF PROMOTIONAL LEAFLETS (£100)
- TO COVER ANY EXPENSES ACCRUED BY USING THE SHED PREMISES (£100)
- TO COVER COSTS OF MATERIALS WE HAVE NOT BEEN ABLE TO SOURCE BY DONATIONS (MOST WILL COME FROM SECOND LIFE BUT WE MIGHT NEED TO BUY EMBROIDERY THREADS + HOOPS + NEEDLES) (£200)

HOW WILL IT BENEFIT THE COMMUNITY?

THE CREATION OF A LONG LASTING "SNAP SHOT" OF THE VIBRANT VILLAGE OF FOREST ROW — CREATED BY YOUNG AND OLD, BY GROUPS SUCH AS W.I., SCOUTS, SINGING GROUPS, ESTABLISHMENTS SUCH AS THE SWAN, SEASONS, SHEARERS, ETC. ETC. TAKING INSPIRATION FROM TEXTILES ACROSS THE AGES THIS IS A CHANCE FOR ALMOST EVERYONE TO MAKE THEIR MARK

FOR OFFICIAL USE ONLY

The Middle

A Celebration of Life, Belonging and Welcome

This is a collective and participatory project to reimagine The Middle of Forest Row, the triangle of grass beside the village hall, as a place of welcome, of celebration of all that our community and village is, and a place of beauty, reflection and gratitude.

There are two prominent aspects to this vision of graciously embellishing this already beautiful but perhaps somewhat overlooked and dishevelled piece of parish council land. Firstly as a heritage conservation project to subtly reshape, replant and bring back the open and gracious green that once greeted the visitor or the resident on their arrival into the village with a sense of welcome and a statement of proud announcement. This might include rebuilding the elegant fountain that old photos record once stood there, and perhaps with a sign that announces and invites arrivals marking the point of entry to the village ecosystem.

It also affords the possibility to mark a quiet centre for reflection, for stillness and gestures of gratitude to record our appreciation of the land, the waters and the community of Forest Row, in short a celebration of life as the other triangle beside the village hall remembers war and death. Gertraud Goodwin a long term resident of the area at Hoathly Hill, and a globally renowned sculptor, has offered to create a piece as a legacy and bequest to the village that could form the centrepiece of such a place among the triangle of beautiful cherry and tulip poplar trees. With a sheltered bench providing a peaceful place for contemplation while waiting for a bus, to gather or just to take a moment out of daily life to offer a flower, light a candle or offer a wish, a prayer or a thought to whatever it is that moves each of us in the diverse and inclusive community that we are.

Beginning this Autumn, possibly in conjunction with a journey towards a masterplan for the village that begins with an appreciative sharing of the stories of this place and its history, this project would take the form of an open invitation to all those interested to deliberate on the meaning and form of such a space, to arrive at a collective vision for it and to then set about raising funds and delivering it working with local artists, craftspeople, gardeners and architects, as well as the relevant council, transport and utilities organisations for permissions, groundworks, and funding as necessary.