

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. Gilbert (Chair), Eichner Jaffay, Killick, la Djoï,
Volkers & A M Waters
(All other Councillors – for information)

Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ
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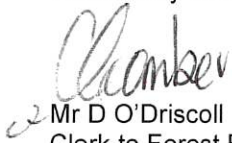
Dear Sir/Madam,
Your attendance is required at a meeting of the FINANCE &
POLICY COMMITTEE to be held on **TUESDAY 10th**

FEBRUARY 2026 in the Garden Room of the

Tel:
Fax:
Email:
Website:

Date: 4 February, 2026

Community Centre at **7.30pm**.


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 4TH NOVEMBER 2025
5. REVIEW ACTIONS FROM LAST MEETING
6. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
 - 6.1 REPORT ON LICENCES
 - 6.2 REVISION OF ACCOUNT CODES
 - 6.3 HR ASSISTANCE PROJECT

FINANCIAL ISSUES (except grants)

7. FINANCIAL REPORT
8. LIST OF PAYMENTS
9. BANK RECONCILIATION & INVESTMENT LIST

GRANT APPLICATIONS (grants allocation spreadsheet attached)

10. THE COMMUNITY ART STUDIO
11. ST CATHERINE'S HOSPICE
12. FOREST ROW SPORTS GROUND ASSOCIATION

POLICY ISSUES

13. MAINTENANCE OF THE TWITTENS

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the committee believes that the public and press to be excluded from the meeting on the grounds of the confidential nature of the business to be transacted.

14. STAFF ISSUE

15. ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

COUNCILLORS' BRIEFING FOR MEETING OF THE FINANCE & POLICY COMMITTEE ON 10th FEBRUARY 2026

1. **PUBLIC PARTICIPATION** As standard
2. **APOLOGIES FOR ABSENCE** None signified in advance.
3. **DECLARATIONS OF INTEREST/ DISPENSATION REQUESTS** Members who have a *financial or management* interest in any of the agenda Items may wish to declare a personal interest.
4. **RECORDS OF MEETING** Records of the meeting of 4th November 2025. No complications foreseen. Members can legitimately vote to accept the minutes of previous meetings even if they were not personally present.
5. **REVIEW ACTIONS FROM LAST MEETING** A printout is attached, all actions discharged

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

6.1 Report on licences. The Council has issued occupation licences to the following: The Shed (in respect of The Cube)/ WeGrow (in respect of the Gleeson land)/ The Soil Factory (in respect of part of the Community Centre car park). At the date of this briefing note, none has yet been returned, but follow-up requests were sent on 18th January.

6.2 Revision of account codes. Now that the issue of Committee remits appears to have been resolved, we should be able to revise, rename and rationalise the cost codes in the accounts system. Unfortunately, we do have to wait until the financial year end, but will book in the relevant technician as soon as possible afterwards.

6.3 HR Assistance Project The questionnaires were due to be returned on 15th January (although I know of at least one Member who was given a brief extension of time). At the date of this briefing note, we await the consequential advice from CHRGS.

ACTION: to note

FINANCIAL ISSUES (except grants)

7. **FINANCIAL REPORT** A printout is attached to the end of January (month 10). There are no particular concerns about either income or expenditure at this stage.
8. **LIST OF PAYMENTS** Attached
9. **BANK RECONCILIATION AND INVESTMENT LIST** Attached

Please raise any queries in advance of the meeting: it is difficult and often impossible to answer detailed queries without access to the accounting system.

GRANT APPLICATIONS

10. **THE COMMUNITY ART STUDIO.** This is a new enterprise based in one of the Hartfield Road premises opposite the Community Centre. There are as yet no accounts, but a bank statement and budget have been supplied.

11. ST CATHERINE'S HOSPICE. This is the annual application for St Catherine's : completed form plus the critical parts of their annual statement showing revenue and balance sheet – the full report is available from the office if required.

12. FOREST ROW SPORTS GROUND ASSOCIATION. This is the annual request from FRSGA – though it has increased this year by £500. The accounts were not attached, because they are “still with the auditors”. I have asked for an unaudited copy if the others are not ready

ACTION: to resolve as appropriate

POLICY ISSUES

13. MAINTENANCE OF THE TWITTENS Maps are attached showing the registered rights of way around the village. Some but not all of these would be regarded as ‘twittens’. Cllr Summers may assist with this. Whichever they may be, they are not owned by FRPC, they are likely to fall under East Sussex Rights of Way or be nominally in private ownership, but very unlikely to be maintained on any regular basis. They are however in frequent use, and the suggestion is that we might undertake some regular maintenance – removal of litter and weeds etc (but not tarmacking) as a goodwill gesture for the community.

ACTION: to resolve as appropriate

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the committee believes that the public and press to be excluded from the meeting on the grounds of the confidential nature of the business to be transacted

14. A STAFF MATTER – please see separate note

15. ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

**MEETING OF F AND P COMMITTEE
HELD ON 4TH NOVEMBER 2025**

MIN. NO	DECISION	ACTION BY	PROGRESS <i>To go out with next agenda</i>
189/25	Grant app from Anderida – take to FC after GG discussion	GG	Dealt with at FC
189/25	Pay grant to Layo Mussi Office to check conditions of grant	Carolyn Office	Done
193/25	Try to obtain a further quote for drawings and take to Full Council	AS/Office	Dealt with
194/25	Purchase pavement sweeper subject to successful demonstration	Office/Maintenance team	Quote in hand
195/25	Shed – send draft to licence with agreed amendments	David	Dine awaiting return
197/25	Grant policy/process – arrange meeting of agreed members of task and finish group	AJ	Done
198/25	Pay grant of £500 to St Peters and St James Hospice	Carolyn	Done
199/25	HR assistance from CHRGS – accept quote	David	Done – in process
200/25	Additional staff member – advertise	Office	Done – now in post
201/25	EV Charging Point – investigate alternatives & obtain info from BP Pulse	Office/GG	Quote received
202/25	Storage issue – terminate current agreement & offer to hirer	Office	Dealt with – now re-hired

203/25	Names of committees – defer to Full Council agenda	David	Dealt with
204/25	Ask grant recipients for implementation feedback	Office	Not yet due
204/25	List of grants given to go on website	Office	In Hand -ready to post
204/25	Review staff redundancy policy	P & G	For next P&G agenda

Detailed Income & Expenditure by Budget Heading 04/02/2026

Month No: 11

Committee Report

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	670,000	670,000	0			100.0%	
4180 Misc Income	12	0	(12)			0.0%	
4181 FI-Wayleave Income	6	5	(1)			112.0%	
4182 FI-Devolved Services Income	1,313	1,600	288			82.0%	
4190 FI-Interest Received	6,135	7,000	865			87.6%	
Finance & Administration :- Income	677,465	678,605	1,140			99.8%	0
4101 FI-Salaries	386,400	441,000	54,600		54,600	87.6%	
4102 FI-Payroll Outsource Costs	1,037	800	(237)		(237)	129.6%	
4103 FI-Contrib. to Library Salary	5,466	6,500	1,034		1,034	84.1%	
4108 FI-Staff Training/Travel	1,149	1,000	(149)		(149)	114.9%	
4111 Forest Rate	33	30	(3)		(3)	111.6%	
4120 Postage	341	450	109		109	75.7%	
4121 Telecommunications	9,070	8,500	(570)		(570)	106.7%	
4123 Stationery	506	600	94		94	84.3%	
4124 FI-Subscriptions	6,526	6,600	74		74	98.9%	
4125 FI-Insurance	10,146	11,000	854		854	92.2%	
4126 Printer/copier	6,736	5,000	(1,736)		(1,736)	134.7%	
4130 WASTE REDUCTION PROJECTS	1,600	0	(1,600)		(1,600)	0.0%	
4134 FI-Parish Meeting	0	200	200		200	0.0%	
4135 FI-Councillors Training/Travel	120	1,000	880		880	12.0%	
4136 Security Checks	88	150	62		62	58.4%	
4137 FI-Members Allowances	3,113	7,000	3,887		3,887	44.5%	
4151 FI - Bank Charges	1,273	1,800	527		527	70.7%	
4156 FI-Legal & professional fees	100	3,500	3,400		3,400	2.9%	
4157 FI-Audit & Financial Managemen	3,508	5,000	1,492		1,492	70.2%	
4158 FI-Van Lease	0	300	300		300	0.0%	
4160 Office Equipment	661	500	(161)		(161)	132.2%	
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	1,560	1,000	(560)		(560)	156.0%	
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	439,995	506,440	66,445	0	66,445	86.9%	0
Net Income over Expenditure	237,470	172,165	(65,305)				

Detailed Income & Expenditure by Budget Heading 04/02/2026

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
403 Other Grants							
4380 Other Grants/donations	444	0	(444)			0.0%	
Other Grants :- Income	<u>444</u>	<u>0</u>	<u>(444)</u>				<u>0</u>
4360 Other Grants	13,240	17,500	4,260		4,260	75.7%	
4362 Local artists fund	333	1,500	1,167		1,167	22.2%	
Other Grants :- Indirect Expenditure	<u>13,573</u>	<u>19,000</u>	<u>5,427</u>	<u>0</u>	<u>5,427</u>	<u>71.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(13,129)</u>	<u>(19,000)</u>	<u>(5,872)</u>				
Finance & Policy :- Income	677,909	678,605	696			99.9%	
Expenditure	453,567	525,440	71,873	0	71,873	86.3%	
Movement to/(from) Gen Reserve	<u>224,342</u>	<u>153,165</u>	<u>(71,177)</u>				
Grand Totals:- Income	677,909	678,605	696			99.9%	
Expenditure	453,567	525,440	71,873	0	71,873	86.3%	
Net Income over Expenditure	<u>224,342</u>	<u>153,165</u>	<u>(71,177)</u>				
Movement to/(from) Gen Reserve	<u>224,342</u>	<u>153,165</u>	<u>(71,177)</u>				

Time: 13:57

Unity Trust

List of Payments made between 22/10/2025 and 04/02/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
22/10/2025	BACS P/L Pymnt Page 1990	BACS Pymnt	1,929.36		BACS P/L Pymnt Page 1990
23/10/2025	POCKITCARD -GT	TOP-UP	1,000.00		TOP-UP
23/10/2025	POCKITCARD -YOUTH	TOP-UP	300.00		TOP-UP
23/10/2025	D O DRISCOLL	BP	185.06		REIMBURSEMENT
23/10/2025	FROW FRIENDS	BP	100.00		CABARET TICKETS
23/10/2025	FROW SHED	BP	961.00		BALANCE
23/10/2025	EDOUARD HUGO	BP	650.00		BUS SHELTER
24/10/2025	TELECOMS WORLD PLC	8	74.15		0800 NUMBER
28/10/2025	ENGIE POWER LTD	9	182.76		ELECTRICITY
28/10/2025	ENGIE POWER LTD	10	807.07		ELECTRICITY
28/10/2025	ENGIE POWER LTD	11	196.79		ELECTRICITY
29/10/2025	BT PAYMENT SERVICES LTD	12	34.33		TELECOMMUNICATIONS
29/10/2025	FOCUS	DD	105.90		HELPLINE
29/10/2025	E SUSSEX PENSION	BP	4,783.72		SUPERANN - OCT
29/10/2025	STAFF	BP	24,261.37		OCT SALARIES
31/10/2025	UNITY TRUST	BP	32.25		FEE
03/11/2025	BIFFA WASTE SERVICES LTD	1	671.33		WASTE
05/11/2025	BACS P/L Pymnt Page 1994	BACS Pymnt	6,116.92		BACS P/L Pymnt Page 1994
07/11/2025	O2	DD	72.58		MOBILE
10/11/2025	POCKITCARD -GG	TOP-UP	250.00		TOP-UP
10/11/2025	POCKITCARD -GT	TOP-UP	750.00		TOP-UP
10/11/2025	POCKITCARD -DOD	TOP-UP	500.00		TOP-UP
10/11/2025	BARCLAYCARD	2	44.08		CHARGES
10/11/2025	PAYTEK ADMIN SERVICES LTD	3	19.20		CHARGES
10/11/2025	PAYTEK ADMIN SERVICES LTD	4	27.60		CHARGES
10/11/2025	O2	DD	20.20		MOBILE
10/11/2025	SARAH HEDLEY-DRAY	BP	200.00		COUNSELLING
10/11/2025	ST PETERS & ST JAMES HOSPICE	BP	500.00		GRANT
10/11/2025	AO SHIPLEY	BP	7,668.62		TAX & NI - OCT
10/11/2025	LAYO MUSSI	BP	332.74		GRANT
10/11/2025	TRACEY LOCK	BP	50.00		ALLOTMENT REFUND
10/11/2025	RBS	BP	20.00		POPPY WTEATH
12/11/2025	ALLSTAR BUSINESS SOLUTIONS	5	8.93		FUEL
17/11/2025	CORONA ENERGY RETAIL 4 LTD	1	1,629.94		GAS
19/11/2025	BACS P/L Pymnt Page 1996	BACS Pymnt	1,127.45		BACS P/L Pymnt Page 1996
20/11/2025	BACS P/L Pymnt Page 1997	BACS Pymnt	60.00		BACS P/L Pymnt Page 1997
21/11/2025	AMANDA SINCLAIR	BP	59.40		TRAVEL EXPENSES
21/11/2025	EG REPAIRS	BP	102.00		FRIDGE REPAIRS
21/11/2025	ATKINS GROUNDWORK	BP	2,382.00		ALLOTMENT CLEARANCE (GLEESON)
21/11/2025	CATHERINE LYTH	BP	20.00		MARKET REFUND
24/11/2025	TELECOMS WORLD PLC	6	74.11		0800 NUMBER
26/11/2025	BACS P/L Pymnt Page 1998	BACS Pymnt	226.56		BACS P/L Pymnt Page 1998
26/11/2025	E SUSSEX PENSION	BP	5,258.57		SUPERANN - NOVEMBER
26/11/2025	STAFF	BP	27,087.33		NOV SALARIES
27/11/2025	POCKITCARD -GT	TOP-UP	1,500.00		TOP-UP
27/11/2025	POCKITCARD -YOUTH	TOP-UP	300.00		TOP-UP
27/11/2025	POCKITCARD -DOD	TOP-UP	500.00		TOP-UP

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Unity Trust

List of Payments made between 22/10/2025 and 04/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/11/2025	ENGIE POWER LTD	7	182.51		ELECTRICITY
27/11/2025	ENGIE POWER LTD	8	1,116.05		ELECTRICITY
27/11/2025	ENGIE POWER LTD	9	257.27		ELECTRICITY
27/11/2025	ANDERIDA PROJECT	BP	2,000.00		GRANT
27/11/2025	KEVIN BROCKBANK	BP	20.79		REFUND - GROTTTO
28/11/2025	FOCUS	DD	105.90		HELPLINE
30/11/2025	UNITY TRUST	BP	28.80		FEE
01/12/2025	BIFFA WASTE SERVICES LTD	1	935.16		WASTE
01/12/2025	BT PAYMENT SERVICES LTD	2	34.33		TELECOMMUNICATIPNS
01/12/2025	BNP PARIBAS	DD	678.58		COPIER
01/12/2025	BNP PARIBAS	DD	1,179.14		COPIER
03/12/2025	BACS P/L Pymnt Page 2002	BACS Pymnt	13,159.61		BACS P/L Pymnt Page 2002
04/12/2025	ACORN SAFETY	BP	744.00		LEGIONELLA TESTING
04/12/2025	MEL MESHER	BP	38.00		REIMBURSEMENT
10/12/2025	BACS P/L Pymnt Page 2005	BACS Pymnt	1,495.65		BACS P/L Pymnt Page 2005
10/12/2025	BARCLAYCARD	3	45.04		CHARGES
10/12/2025	PAYTEK ADMIN SERVICES LTD	4	19.20		CHARGES
10/12/2025	PAYTEK ADMIN SERVICES LTD	5	27.60		CHARGES
10/12/2025	ALLSTAR BUSINESS SOLUTIONS	6	123.60		FUEL
10/12/2025	O2	DD	72.58		MOBILE
10/12/2025	O2	DD	20.20		MOBILE
10/12/2025	AO SHIPLEY	BP	8,787.74		TAX & NI - NOVEMBER
11/12/2025	FLAVIA MELO	BP	30.00		COUNSELLING
11/12/2025	SARAH HEDLEY-DRAY	BP	285.00		COUNSELLING
11/12/2025	CAROLYN COOMBER	BP	21.20		REIMBURSEMENT
11/12/2025	HOLLY TREE SURGEONS	BP	1,440.00		TREE WORK - MICHAEL HALL
11/12/2025	ELLA ATKINS	BP	26.00		REIMBURSEMENT - DOOR HANDLE
11/12/2025	AMANDA SINCLAIR	BP	25.00		REIMBURSEMENT - TC
17/12/2025	BACS P/L Pymnt Page 2006	BACS Pymnt	1,204.48		BACS P/L Pymnt Page 2006
17/12/2025	CORONA ENERGY RETAIL 4 LTD	7	2,101.75		GAS
18/12/2025	AMANDA SINCLAIR	BP	67.94		REIMBURSEMENT - TAPE
18/12/2025	SARAH CHARLTON	BP	2,000.00		GRANT
23/12/2025	TELECOMS WORLD PLC	8	74.04		0800 NUMBER
23/12/2025	ENGIE POWER LTD	9	165.82		ELECTRICITY
24/12/2025	ENGIE POWER LTD	10	1,128.90		ELECTRICITY
24/12/2025	ENGIE POWER LTD	11	374.27		ELECTRICITY
29/12/2025	BT PAYMENT SERVICES LTD	12	34.33		TELECOMMUNICATIONS
29/12/2025	ES PENSION FUND	BP	6,450.48		PENSIONS - DEC
29/12/2025	STAFF	BP	27,078.44		DECEMBER SALARIES
30/12/2025	SIEMENS FINANCIAL SERVICES	13	213.30		DRINKS MACHINE LEASE RENTAL
30/12/2025	FOCUS	DD	105.90		HELPLINE
31/12/2025	UNITY TRUST	BP	21.60		CHARGES
31/12/2025	UNITY TRUST	BP	26.25		FEE
05/01/2026	POCKIT-CARD-DOD	TOP-UP	500.00		TOP-UP
05/01/2026	POCKIT-CARD-GC	TOP-UP	500.00		TOP-UP
05/01/2026	POCKIT-CARD-GT	TOP-UP	1,200.00		TOP-UP
05/01/2026	POCKIT-CARD-YOUTH	TOP-UP	500.00		TOP-UP

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Unity Trust

List of Payments made between 22/10/2025 and 04/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/01/2026	BIFFA WASTE SERVICES LTD	1	671.33		WASTE
06/01/2026	BACS P/L Pymnt Page 2009	BACS Pymnt	3,633.86		BACS P/L Pymnt Page 2009
07/01/2026	O2	DD	36.68		MOBILE
08/01/2026	O2	DD	20.20		MOBILE
09/01/2026	PAYTEK ADMIN SERVICES LTD	2	19.20		CHARGES
09/01/2026	AO SHIPLEY	BP	8,512.36		TAX & NI - DEC
12/01/2026	GIFFGAFF	DD	10.00		MOBILE
12/01/2026	GIFFGAFF	DD	-10.00		MOBILE
12/01/2026	PAYTEK ADMIN SERVICES LTD	3	27.60		CHARGES
12/01/2026	BARCLAYCARD	1	24.45		CHARGES
14/01/2026	ALLSTAR BUSINESS SOLUTIONS	4	8.93		FUEL
15/01/2026	BACS P/L Pymnt Page 2011	BACS Pymnt	1,641.75		BACS P/L Pymnt Page 2011
16/01/2026	CORONA ENERGY RETAIL 4 LTD	5	2,491.07		GASS
21/01/2026	BACS P/L Pymnt Page 2013	BACS Pymnt	2,694.00		BACS P/L Pymnt Page 2013
23/01/2026	TELECOMS WORLD PLC	6	73.94		0800 NUMBER
26/01/2026	MRPAPER	BP	15.41		TILL ROLLS
26/01/2026	MR PAPER	BP	-15.41		TILL ROLLS
27/01/2026	UKCRBS	BP	15.01		DISCLOSURE
27/01/2026	UKCRBS	BP	-15.01		DISCLOSURE
28/01/2026	BACS P/L Pymnt Page 2014	BACS Pymnt	268.95		BACS P/L Pymnt Page 2014
28/01/2026	CURRYS	BP	129.00		OFFICE CHAIR
28/01/2026	CURRYS	BP	-129.00		CHAIR
28/01/2026	ENGIE POWER LTD	7	168.88		ELECTRICITY
28/01/2026	ENGIE POWER LTD	8	1,210.07		ELECTRICITY
28/01/2026	ENGIE POWER LTD	9	394.24		ELECTRICITY
28/01/2026	ALLSTAR BUSINESS SOLUTIONS	10	62.67		FUEL
28/01/2026	ES PENSION	BP	6,419.89		SUPERANN - JAN
28/01/2026	STAFF	BP	25,776.79		JANUARY SALARIES
29/01/2026	POCKIT CARD - GC	TOP UP	200.00		TOP UP
29/01/2026	POCKIT CARD - GT	TOP UP	1,500.00		TOP UP
29/01/2026	BT PAYMENT SERVICES LTD	11	34.33		TELECOMMUNICATIONS
29/01/2026	FOCUS	DD	105.90		HELPLINE
30/01/2026	POCKIT CARD - DOD	TOP UP	300.00		TOP UP
31/01/2026	BACS P/L Pymnt Page 2015	BACS Pymnt	12,008.45		BACS P/L Pymnt Page 2015
31/01/2026	UNITY TRUST	BP	26.40		SERVICE CHARGE

Total Payments 238,161.71

11,729.36
 226,432.35

Time: 13:58

POCKIT CARD - DOD

List of Payments made between 01/10/2025 and 04/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2025	AMAZON	BACS	9.95		CARDS
07/10/2025	AMAZON	BACS	39.76		SAFETY EQUIPMENT
12/10/2025	GIFFGAFF	DD	10.00		MOBILE
13/10/2025	POST OFFICE	BACS	5.05		ELECTION POSTAGE
15/10/2025	UKCRBS	BACS	15.01		DISCLOSURE
20/10/2025	AMAZON	BACS	13.50		CHARGER
23/10/2025	NO. 8	BACS	20.00		PARTS
28/10/2025	AMAZON	BACS	359.97		WEIGHTS - MARKET
30/10/2025	POCKIT	BP	1.99		CHARGES
03/11/2025	WEALDEN DC	BP	237.00		PRE APP HH
06/11/2025	SACREDD HEART	BP	11.99		BOXES
06/11/2025	GIFFGAFF	DD	10.00		MARKET MOBILE
14/11/2025	WICKES	BP	30.00		OUTDOOR MAINRENACE
17/11/2025	LAKELAND	BP	383.52		VOLUNTEER GIFTS
18/11/2025	AMAZON	BP	25.99		CLEANER PARTS
26/11/2025	HIGH SPEED TRAINING	BP	31.20		MANUAL HANDLING COURSE
30/11/2025	POCKIT	BP	1.99		FEE
03/12/2025	DT ELECTRICAL SUPPLIES	BP	23.94		BULBS
05/12/2025	CADBURY GIFTS	BP	295.19		VOLUNTEER XMAS GIFTS
12/12/2025	GIFFGAFF	DD	10.00		MOBILE
16/12/2025	AMAZON	BP	53.90		LEAF PICKERS
17/12/2025	AMAZON	BP	57.74		TAPE & WRAPPING ROLL
17/12/2025	SACRED HEART	BP	11.98		TAPE
30/12/2025	POCKIT	BP	1.99		FEE
12/01/2026	GIFFGAFF	BP	10.00		MOBILE
26/01/2026	MRPAPER	BP	15.41		TILL ROLLS
27/01/2026	UKCRBS	BP	15.01		DISCLOSURE
28/01/2026	CURRYS	BP	129.00		CHAIR
30/01/2026	POCKIT	BP	1.99		FEES
Total Payments			1,833.07		

POCKIT CARD - CC

List of Payments made between 01/10/2025 and 04/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/10/2025	WEALDEN DC	BACS	21.00		MARKET TENS
27/10/2025	AMAZON	BACS	3.50		CARD
31/10/2025	POCKIT	BACS	1.99		CHARGES
18/11/2025	AMAZON	BP	47.45		CALENDARS
25/11/2025	WEALDEN DC	BP	21.00		MARKET TENS
30/11/2025	POCKIT	BP	1.99		FEE
15/12/2025	POST OFFICE COUNTERS	BP	455.00		GIFT CARDS - VOLUNTEERS
22/12/2025	TESCO	BP	23.60		GROTTO SUPPLIES
31/12/2025	POCKIT	BP	1.99		FEES
14/01/2026	ROYAL MAIL	BP	85.00		STAMPS
31/01/2026	POCKIT	BP	1.99		FEE
Total Payments			664.51		

Time: 13:58

POCKIT CARD - YOUTH

List of Payments made between 01/10/2025 and 04/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/10/2025	CO-OP	BP	14.75		REFRESHMENTS
11/10/2025	SPORTS DIRECT	BP	32.99		EQUIPMENT
14/10/2025	POUNDLAND	BP	35.00		REFRESHMENTS
14/10/2025	WAITROSE	BP	15.00		REFRESHMENTS
14/10/2025	ICELAND	BP	93.00		REFRESHMENTS
15/10/2025	CO-OP	BP	7.45		REFRESHMENTS
18/10/2025	POCKIT	BP	1.99		FEES
21/10/2025	CO-OP	BP	9.35		REFRESHMENTS
21/10/2025	CO-OP	BP	1.02		REFRESHMENTS
21/10/2025	TESCO	BP	14.00		REFRESHMENTS
22/10/2025	CO-OP	BP	23.75		REFRESHMENTS
28/10/2025	CO-OP	BP	37.60		REFRESHMENTS
04/11/2025	CO-OP	BP	1.70		REFRESHMENTS
04/11/2025	CO-OP	BP	6.90		REFRESHMENTS
05/11/2025	ICELAND	BP	92.40		REFRESHMENTS
06/11/2025	THE SEASONS	BP	0.08		REFRESHMENTS
06/11/2025	CO-OP	BP	1.05		REFRESHMENTS
12/11/2025	ICELAND	BP	29.15		REFRESHMENTS
18/11/2025	POCKIT	BP	1.99		FEES
19/11/2025	CO-OP	BP	36.09		REFRESHMENTS
20/11/2025	CO-OP	BP	8.75		REFRESHMENTS
25/11/2025	THE SEASONS	BP	21.01		REFRESHMENTS
02/12/2025	CO-OP	BP	2.00		REFRESHMENTS
02/12/2025	CO-OP	BP	37.55		REFRESHMENTS
03/12/2025	CO-OP	BP	3.10		REFRESHMENTS
09/12/2025	TRAINLINE	BP	51.80		TICKETS (SKATING)
09/12/2025	TRAINLINE	BP	42.85		TICKETS (SKATING)
09/12/2025	PARKING	BP	32.85		PARKING
10/12/2025	CO-OP	BP	25.30		REFRESHMENTS
10/12/2025	CO-OP	BP	7.25		REFRESHMENTS
11/12/2025	CO-OP	BP	27.30		REFRESHMENTS
15/12/2025	CO-OP	BP	8.00		WRAPPING PAPER - GROTTO
16/12/2025	CO-OP	BP	3.65		REFRESHMENTS
16/12/2025	TESCO	BP	3.00		WRAPPING PAPER - GROTTO
17/12/2025	CO-OP	BP	9.40		REFRESHMENTS
17/12/2025	CO-OP	BP	4.65		REFRESHMENTS
18/12/2025	POCKIT	BP	1.99		CHARGES
07/01/2026	ICELAND	BP	66.31		REFRESHMENTS
07/01/2026	TG JONES	BP	11.99		SUPPLIES
07/01/2026	POUNDLAND	BP	8.00		REFRESHMENTS
16/01/2026	CO-OP	BP	6.70		FOOD
19/01/2026	POCKIT	BP	1.99		FEES
21/01/2026	CO-OP	BP	2.90		SUPPLIES
21/01/2026	THE SEASONS	P	13.78		SUPPLIES
22/01/2026	CO-OP	BP	7.95		REFRESHMENTS
22/01/2026	CO-OP	BP	-0.30		ADJ
26/01/2026	ICELAND	BP	95.61		REFRESHMENTS

Continued on Page 2

POCKIT CARD - YOUTH

List of Payments made between 01/10/2025 and 04/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/01/2026	CO-OP	BP	3.45		REFRESHMENTS
29/01/2026	No. 8	BP	102.00		TOASTER & KETTLE
Total Payments			1,066.09		

Time: 14:00

POCKITCARD -GT

List of Payments made between 01/10/2025 and 04/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2025	ALLAN MARTIN	BACS	223.36		MEAT
01/10/2025	ALLAN MARTIN	BACS	51.45		MEAT
01/10/2025	SAINSBURYS	BP	29.00		FOOD
01/10/2025	ALLAN MARTIN	BP	-223.36		MEAT
03/10/2025	CO-OP	BP	1.50		FOOD
07/10/2025	SAINSBURYS	BP	182.85		FOOD
08/10/2025	CO-OP	BP	1.69		FOOD
10/10/2025	CO-OP	BP	1.45		FOOD
12/10/2025	POCKIT	BP	2.49		FEES
14/10/2025	SAINSBURYS	BP	188.35		FOOD
15/10/2025	CO-OP	BP	1.55		FOOD
16/10/2025	CO-OP	BP	1.65		FOOD
17/10/2025	CO-OP	BP	3.25		FOOD
17/10/2025	SAINSBURYS	BP	40.00		DELIVERY PASS
21/10/2025	SAINSBURYS	BP	194.68		FOOD
22/10/2025	CO-OP	BP	6.05		FOOD
22/10/2025	SEASONS	BP	4.09		FOOD
23/10/2025	SEASONS	BP	0.25		FOOD
24/10/2025	CO-OP	BP	17.84		FOOD
28/10/2025	SAINSBURYS	BP	217.67		FOOD
29/10/2025	ALLAN MARTIN	BP	427.28		MEAT
30/10/2025	CO-OP	BP	5.30		FOOD
04/11/2025	SAINSBURYS	BP	165.22		FOOD
04/11/2025	CO-OP	BP	1.75		FOOD
06/11/2025	NO. 8	BP	21.00		SUPPLIES
07/11/2025	CO-OP	BP	5.30		FOOD
11/11/2025	SAINSBURYS	BP	214.17		FOOD
12/11/2025	POCKIT	BP	2.49		FEES
18/11/2025	SAINSBURYS	BP	193.01		OOD
25/11/2025	SAINSBURYS	BP	220.18		FOOD
26/11/2025	ALLAN MARTIN	BP	401.88		MEAT
26/11/2025	CO-OP	BP	1.62		FOOD
27/11/2025	CO-OP	BP	8.50		FOOD
27/11/2025	CO-OP	BP	5.20		FOOD
02/12/2025	SAINSBURYS	BP	177.12		FOOD
05/12/2025	CO-OP	BP	2.70		FOOD
09/12/2025	SAINSBURYS	BP	315.13		FOOD
10/12/2025	COOKSMILL	BP	101.04		SUPPLIES
11/12/2025	TESCO	BP	1.60		FOOD
12/12/2025	POCKIT	BP	2.49		FEE
15/12/2025	SAINSBURYS	BP	260.77		FOOD
17/12/2025	NO 8	BP	15.00		EQUIPMENT
18/12/2025	CO-OP	BP	26.35		FOOD
19/12/2025	ALLAN MARTIN	BP	706.98		MEAT
05/01/2026	POST OFFICE	BP	9.95		RETURN OF ITEMS
06/01/2026	SAINSBURYS	BP	189.67		FOOD
06/01/2026	SAINSBURYS	BP	39.34		FOOD

Continued on Page 2

Time: 14:00

POCKITCARD -GT

List of Payments made between 01/10/2025 and 04/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/01/2026	CO-OP	BP	3.80		FOOD
13/01/2026	POCKIT	BP	2.49		FEE
13/01/2026	SAINSBURYS	BP	196.86		FOOD
16/01/2026	CO-OP	BP	2.10		FOOD
20/01/2026	SAINSBURYS	BP	240.95		FOOD
21/01/2026	FOREST BILTONG	BP	43.20		MEAT
21/01/2026	CO-OP	BP	3.25		FOOD
22/01/2026	CO-OP	BP	3.10		FOOD
26/01/2026	SAINSBURYS	BP	250.74		FOOD
27/01/2026	ALLAN MARTIN	BP	286.77		MEAT
27/01/2026	ALLAN MARTIN	BP	42.05		MEAT
Total Payments			5,542.16		

Forest Row Parish Council

Bank - Cash and Investment Reconciliation as at 31 January 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/01/2026	Cafe Cash A/c	0.00
31/01/2026	Thursday Club Cash A/c	0.00
31/01/2026	Unity Trust	335,130.75
31/01/2026	CCLA	175,000.00
31/01/2026	POCKIT CARD - DOD	762.75
31/01/2026	POCKIT CARD - CC	796.96
31/01/2026	POCKIT CARD - YOUTH	455.38
31/01/2026	POCKIT - GT	1,590.00

513,735.84

Other Cash & Bank Balances

174.38

513,910.22

Unpresented Payments

12,008.45

501,901.77

Receipts not on Bank Statement

0.00

Closing Balance

501,901.77

All Cash & Bank Accounts

2	Cafe Cash Account	0.00
3	Thursday Club Cash Account	0.00
4	Unity Trust	323,122.30
5	CCLA	175,000.00
6	POCKIT CARD - DOD	762.75
7	POCKIT CARD - CC	796.96
8	POCKIT CARD - GAGES	0.00
10	POCKIT CARD - YOUTH	455.38
12	POCKIT -GT	1,590.00

Other Cash & Bank Balances

174.38

Total Cash & Bank Balances

501,901.77

GRANTS GIVEN BY FOREST ROW PARISH COUNCIL

Name	2023-24	2024-25	2025-26
Action Against Abuse			£488.00
AirAmbulance		£300.00	£300.00
Anderida project		£500.00	£2,000.00
Barebones Theatre		£2,000.00	
Citizens Advice		£500.00	£500.00
Community Compost		£2,375.00	
Friends of Medway		£1,000.00	
FR Choral society		£1,000.00	
FR Energy Co-op			£983.00
FR Festival	£3,000.00		
FR Junior Football Club			£500.00
FR Threads			£400.00
FrowFriends		£1,333.00	
FrowShow	£650.00		
FR Sports Ground	£2,500.00	£2,500.00	
FR Twinning Assocn		£1,000.00	
Holy Trinity PCC	£100.00		
Layo Mussi			£332.74
Open Spaces Society		£500.00	
PODS			£2,000.00
Starting Over show		£450.00	
St Catherine Hospice	£500.00	£500.00	
St John Ambulance	£300.00		
St Peter&James Hospice	£500.00	£500.00	£500.00
Tablehurst Farm		£1,000.00	
The Shed			£1,550.00
The Soil Factory			£3,200.00
			50/50 with Frow Resource
Victim Supprt	£300.00		
We Grow CIC		£1,200.00	£640.00
Widhart Radio	£1,523.40		
Total	£9,373.40	£16,658.00	£13,393.74

Out of FR	£1,600.00	£2,300.00	£1,788.00	£5,688.00	14.43%
Local	£7,773.40	£14,358.00	£11,605.74	£33,737.14	85.57%
	£9,373.40	£16,658.00	£13,393.74	£39,425.14	

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: The Community Art Studio CIC		
NAME OF CONTACT PERSON: Sinead Holly Woodnutt		
ADDRESS FOR CORRESPONDENCE: 22 Hartfield Road Forest Row	Tel: 07861818508	
	Email: thecommunityartstudio@gmail.com	
	Web (if any): www.thecommunityartstudio.com	
	SUM REQUESTED: £3000	
POST CODE: RH18 5DY		
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE? The Community Art Studio CIC		
DO YOU HAVE AUDITED ACCOUNTS? ☐ Yes ☐ No	IF YES, ARE THEY ATTACHED? ☐ Yes ☐ No (Accounts)	IF NO, PLEASE EXPLAIN WHY Have not been open long enough for auditing, but have attached bank statements.
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
The Arts Council England	£22,000	To be able to continue to offer low cost weekly art courses, community art days and the Sketchbook Café for eight months ending in an exhibit locally. To be able to further research what the community wants and be able to develop new art projects going forward. To be able to hire local artists and support them.
PURPOSE OF REQUEST (please use second sheet if necessary) The Community Art Studio exists to reduce social isolation and improve wellbeing by providing an inclusive, affordable, and creative space for people of all ages. We believe that art has the power to connect, heal, and empower. Through low-cost workshops, art courses, exhibitions, and our welcoming sketchbook café, we bring people together to share ideas, learn new skills, and build confidence through creative expression. As a Community Interest Company (CIC), every project we run reinvests directly into our local community — making		

creativity accessible, supportive, and transformative for everyone.

With this funding we would be able to continue offering the various different weekly art courses at a low cost for the community, with the aim to reduce social isolation and to create community through creativity. We had a small grant from Wealden which helped to get started, and so we ask you to help us continue and to also offer the Life Drawing classes which have been highly requested from the local village.

The after school kids art club has been highly successful, and we would like to build on that to offer it to more age groups. As well as develop a project for the teens, to get them off the screens! And to support those that would like to take it as a career in their portfolio development for Uni.

We have started a weekly low cost class for the 60+ which is growing in popularity and I believe there is a scope to add another weekly session for that age group.

Twice weekly I offer a free drop in art event, which I call the Sketchbook Café, Here all ages come together to draw and doodle/paint in their sketchbooks over tea and cake. This has been running as a donation based event, we would like to make this more sustainable. This is also steadily growing and is something that is benefiting the local community by offering a warm, inclusive place to be able to create. And is good for people not able to commit to a weekly class.

Another weekly class that is starting is a Pregnancy Art Journal group to support pregnant women in the journey of pregnancy as there can often be a lot of ups and downs. They will have a creative mama community and create a journal to cherish for a lifetime.

Monthly we have started the Community Art Days, this will hopefully be funded to be able to offer it all next year and ending in a local exhibition celebrating the creative diversity in Forest Row. Here all ages come together to paint and it is a magical thing to witness.

This fund will help us to continue our offerings to the local community for two months and to also buy an art table that folds up for the studio and an insulated shed for outside where we can store paintings.

HOW WILL IT BENEFIT THE COMMUNITY?

1. Reduces social isolation

By offering a warm, welcoming space where people can gather, create, and connect, the studio helps combat loneliness — especially among those who may feel excluded or disconnected.

2. Supports mental health and wellbeing

Art-making provides a proven outlet for expression, reflection, and emotional regulation. The studio offers low-cost creative opportunities that make these wellbeing benefits accessible to everyone.

3. Builds community connection

Workshops, group sessions, and community art days bring together people of different ages and backgrounds, strengthening local relationships and fostering a sense of belonging.

4. Provides inclusive access to creativity

By offering affordable courses, neurodivergent-friendly practice, and accessible spaces, the studio ensures that creativity is available to all — not only those who can afford traditional art education.

5. Encourages local pride and cultural identity

Community-led exhibitions and collaborative artworks celebrate the voices, stories, and talents of the village, giving residents a shared sense of ownership and excitement.

6. Creates opportunities for learning and growth

From beginners' workshops to skill-building courses, the studio provides pathways for lifelong learning, confidence-building, and personal development.

7. Strengthens the local creative economy

By partnering with artists, offering studio opportunities, and generating footfall for nearby businesses, the studio contributes to the cultural and economic vibrancy of the village.

Metro Bank Community Account Statement

BIC: MYMBGB2L IBAN: GB17MYMB23058056604464



One Southampton Row
London WC1B 5HA
T: 0345 08 08 500
metrobankonline.co.uk

THE COMMUNITY ART STUDIO CIC
22 HARTFIELD ROAD
FOREST ROW
RH18 5DY

ACCOUNT NAME: THE COMMUNITY ART STUDIO CIC

Your account summary

From: 01 OCT 2025	To: 31 OCT 2025	Account number	56604464
Opening balance	£0.00	Sort code	23-05-80
Total money in	£262.50	Statement number	3
Total money out	£60.00	Overdraft limit	£0.00
End balance	£202.50		

Your transactions

Date	Transaction	Money out (£)	Money in (£)	Balance (£)
	Balance brought forward			0.00
23 OCT 2025	Inward Payment De MeDe		30.00	30.00
28 OCT 2025	Inward Payment MARIE-LUISE MACDONALD		30.00	60.00
30 OCT 2025	Outward Faster Payment Sinead H Woodnutt HALIFAX	60.00		0.00
	Workshop			
31 OCT 2025	Inward Payment MATTHEWS B J		52.50	52.50
31 OCT 2025	Inward Payment Ellen de Vries		97.50	150.00

Statement number	3
Metro Bank Community Account number	56604464
Sort code	23-05-80



Your transactions

Date	Transaction	Money out (£)	Money in (£)	Balance (£)
31 OCT 2025	Inward Payment G Carter		52.50	202.50
	Closing Balance			202.50

Your deposit is classed as eligible for the Financial Services Compensation Scheme (FSCS) unless your account falls within the excluded deposits list in the FSCS Exclusions Sheet, which can be downloaded from our website:
<https://www.metrobankonline.co.uk/about-us/legal-information/>

Important Information about compensation arrangements.

Deposits held with us are covered by the Financial Services Compensation Scheme (FSCS), subject to eligibility criteria. We will provide you with an information sheet and exclusions list every year.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

We love to hear from you - if you have any queries regarding your statement or any transaction on your statement, please call us on 0345 08 08 500 (or +44 20 3402 8312 outside the UK), or visit your local store.

Calls to 0345 numbers will be charged at your local rate. Calls may be recorded for training or quality monitoring purposes.

Listening to you

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

My Current Account 1

Balance 842.43

Account Number 56604464
 Sort Code 230580
 Account Type Business Community Current Account

Transaction details from 01 November to 21 November 2025

Date	Details	Transaction Type	In(£)	Out(£)	Balance(£)
19 Nov 2025	Card Purchase AMAZ...	Card Transaction		140.27	842.43
17 Nov 2025	Card Purchase INVI...	Card Transaction		39.80	982.70
14 Nov 2025	Sinead H Woodnutt ...	Outward Faster Pay...		640.00	1022.50
13 Nov 2025	Sinead H Woodnutt ...	Outward Faster Pay...		320.00	1662.50
11 Nov 2025	MATTHEWS B J Lowen	Inward Payment	52.50		1982.50
07 Nov 2025	MEYER-THOMAS L A M...	Inward Payment	7.50		1930.00
07 Nov 2025	MISS E C MUNN NO REF	Inward Payment	10.00		1922.50
06 Nov 2025	Sinead H Woodnutt ...	Outward Faster Pay...		320.00	1912.50
03 Nov 2025	Linnea Sofia Magda...	Inward Payment	30.00		2232.50
03 Nov 2025	WEALDEN D C-308012...	BACS Payment Recei...	2000.00		2202.50

PROJECT BUDGET – Community Art Studio (2-Month Programme)

A. PROJECT INCOME

Income Source	Amount
Local Council Grant (requested)	£3,000
Participant contributions (estimated)	£600
In-kind support: free Sketchbook Café space	£400
In-kind support: free art studio for groups	£500
Total Income	£4,500

B. PROJECT EXPENDITURE

1. Artist / Facilitator Fees

(Based on Artists Union England day rate of £350)

- Kids After-School Art Studio (8 sessions @ £120 per session) → £960
- Nurturing Arts 60+ weekly group (8 sessions @ £120 per session) → £960
- Pregnancy Art Group (8 sessions @ £120 per session) → £960
- Life Drawing Classes (8 sessions @ £150 per session incl. model) → £1,200
- Sketchbook Café facilitation (16 sessions @ £50 per session) → £800
- Administrative time / planning (12 hrs @ £30/hr) → £360

Subtotal: £5,240

2. Art Materials & Supplies

- Materials for all weekly courses (paper, paint, clay, charcoal, inks) → £200
- Café sketch materials (sketchbooks, pencils) → £100

Subtotal: £300

3. Marketing & Promotion

- Poster & flyer printing (quotes obtained) → £40
- Social media promotion → £60

Subtotal: £100

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: St Catherine's Hospice		
NAME OF CONTACT PERSON: Jemma Byrne		
ADDRESS FOR CORRESPONDENCE: Grace Holland Avenue Pease Pottage West Sussex POST CODE: RH11 9SL	Tel: 01293 583074	
	Email: jemmabyrne@stch.org.uk	
	Web (if any): www.stch.org.uk	
	SUM REQUESTED: £500	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?	St Catherine's Hospice Ltd	
DO YOU HAVE AUDITED ACCOUNTS? X Yes ☐ No	IF YES, ARE THEY ATTACHED? X Yes ☐ No (Accounts)	IF NO, PLEASE EXPLAIN WHY
IF APPLICABLE, DO YOU HAVE A BUDGET? ☐ Yes X No	☐ Yes X No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? X Yes ☐ No		
We receive less than a third of our income from the NHS and rely on the enormous generosity of our supporters and community to raise around £7.5 million each year to fund our vital hospice services for local people. We are continuously working hard to maximise income opportunities through donations and gifts in wills, a calendar of both St Catherine's own and third-party fundraising events, our lottery, corporate partnerships and grants from Trusts, Foundations, and local Town and Parish Councils. We also have 13 charity retail shops across our catchment area and an online Ebay shop.		
From	Amount	Purpose
PURPOSE OF REQUEST (please use second sheet if necessary)		
St Catherine's is an independent charity and Forest Row's local hospice. We have been providing compassionate, personalised care to adults facing a terminal illness diagnosis, as well as supporting those closest to them, across West Sussex and East Surrey for more than forty years. Our care is rated 'Outstanding' by the CQC.		
We are incredibly grateful to the Forest Row Parish Council for the continued support. This year we are kindly seeking a contribution towards the core costs of providing our specialist services for local people.		
Projected population data clearly indicates that the need for end-of-life care will continue to increase; by 2040 around 130,000 more people will die in the UK than in 2023*.		
Our community is home to c.635,000 people, and with approximately 1% of those dying each year*, we know that		

around 6000 could benefit from our care.

Following an extensive restructure in 2024, our focus has shifted towards supporting people with complex palliative care requirements, as a vital part of the broader system of care. This might include, for example, support with symptom control for those whose condition may not have responded to standard first line treatments, managing and understanding expected symptoms and trajectory, advance care planning, or the transition of young people with life-limiting conditions under children's hospice care to adult services.

With hospice funding pressures ongoing and an NHS system in change, we must work effectively as a key partner within our local healthcare system, enabling us collectively to reach as many people needing end-of-life care as possible.

Our five-year strategy (2025-30) concentrates on strengthening partnerships, supports families and crucially, helps us meet the rising demand sustainably. By sharing our expertise and working closely with the wider healthcare system, we'll meet the needs of our community. Whilst generalist palliative care can, and should, be provided by others, our role is to go further. We work in close collaboration with local GPs, District Nurses, Social Services and Mental Health Teams to respond appropriately to each person's individual physical and emotional needs, which in turn supports patient continuity, and avoids duplication of services. This multi-disciplinary approach brings together professionals into truly patient-centred teams, not only helping to keep people out of hospital who do not need to be there, to train and educate our health and social care colleagues, but also to fully concentrate our unique expertise on providing the highest standards of specialist palliative and end of life care. It also places us well to lead in the shift toward community-based care outlined in the NHS 10-year plan.

Those most vulnerable in our community deserve to approach the end of life with the specialist support, compassion, and dignity that only St Catherine's can provide. We are uniquely positioned to be able to support those with the most complex needs to live fully until the end. And we will stand beside those who care for them, ensuring they are not alone.

"I'm content, and I'm not worried about when the time comes because I know people will be there looking after me, holding my hand." Roger, a St Catherine's patient.

*ONS Population projection data 2022

*Stat taken from the Gold Standards Framework Centre in End of Life Care <https://www.goldstandardsframework.org.uk/>

HOW WILL IT BENEFIT THE COMMUNITY?

Local adults affected by conditions such as cancer (61% of patients), MND, heart disease, chronic pulmonary conditions and dementia benefit from our specialist care, and their loved ones have access to expert support including bereavement counselling.

Our aim is to support people to live fully, with dignity and comfort, and to maintain independence for as long as possible, whether through 24/7 care on our in-patient wards in Pease Pottage, or in the community (c 80%), coming to the hospice if able for outpatient appointments, exercise sessions, spiritual care, therapies, welfare advice and counselling. Patients are referred to us by their GP or other healthcare providers, and services are free at the point of access.

The number of Forest Row parishioners we care for varies each year depending on local need and referrals. In financial year to March 2025, our community team cared for 13 patients in postcode area RH18 and three carers were referred for specialist support.

The impact of our support from those we care for is demonstrated by 91% of respondents to our hospice questionnaire, sent to next of kin eight weeks after their loved one has died. They state that they were extremely likely to recommend St Catherine's to friends and family if they ever needed similar care or support.

"My husband passed in June 2025 after a short 4 day stay. His care was exemplary, and the support given to me, my family and friends in these 4 days was just amazing. George was pain free and peaceful when he passed."

"Without the care provided by St Catherine's I don't know how we would have coped. Without a doubt having the support from the community team gave us not only access to necessary services and medications towards the end, but also reassurance and moral support. Your staff could not have been kinder and more respectful of Dads' wishes."

Thank you for your time and consideration.

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Date of Meeting:	Min.No:	Approved: ☐ Yes ☐ No	Amount:
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Financial Statements

Consolidated Statement of Financial Activities (incorporating an income and expenditure account) for the year ended 31 March 2025

		Restricted	Designated	Unrestricted	Total Funds 2025	Total Funds 2024
	Note	£'000's	£'000's	£'000's	£'000's	£'000's
Income						
Donations & Legacies	2	258	0	4,979	5,237	7,111
Trading Activities	4	0	0	3,546	3,546	2,957
Charitable Activities	5	0	0	4,010	4,010	3,955
Investments	3	0	0	183	183	308
Other Income		203	0	87	290	243
Total Income		461	0	12,805	13,266	14,574
Expenditure						
Fundraising & Investment Activities		0	35	1,660	1,695	1,593
Trading Activities		0	72	3,059	3,131	2,753
Charitable Activities		106	249	8,974	9,329	8,846
Total Expenditure	6	106	356	13,693	14,155	13,192
Net Income / (Expenditure) on Operational Activities	7	355	(356)	(888)	(889)	1,382
Net Gains / (Losses) on Investments	14,15	0	0	65	65	318
Net Income / (Expenditure) for the Year	8	355	(356)	(823)	(824)	1,700
Transfer Between Funds	20,21	(314)	0	314	0	0
Net Movement In Funds		41	(356)	(509)	(824)	1,700
Funds B/F as at 1st April		129	971	29,392	30,492	28,792
Funds Carried Forward as at 31st March		170	615	28,883	29,668	30,492

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 36 to 57 form part of these financial statements.

Financial Statements

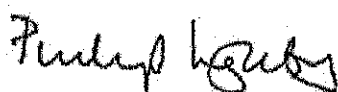
Balance Sheets as at 31 March 2025

Company Registration No. 01525404

	Notes	Group		Hospice	
		31 March 2025 £'000	31 March 2024 £'000	31 March 2025 £'000	31 March 2024 £'000
Fixed Assets					
Tangible Assets	13	21,130	21,461	21,130	21,461
Assets Awaiting Disposal		1,441	1,290	1,441	1,290
Investments	14	3,786	4,649	3,786	4,699
		<u>26,357</u>	<u>27,400</u>	<u>26,357</u>	<u>27,450</u>
Current Assets					
Investments	15	260	248	260	248
Stock	16	7	3	0	0
Debtors	17	2,272	2,449	2,270	2,520
Cash at Bank		<u>1,830</u>	<u>1,825</u>	<u>1,816</u>	<u>1,731</u>
		4,369	4,525	4,346	4,499
Current Liabilities					
Creditors: amounts falling due within one year	18	<u>1,038</u>	<u>1,425</u>	<u>977</u>	<u>1,424</u>
Net Current Assets		<u>3,331</u>	<u>3,100</u>	<u>3,369</u>	<u>3,075</u>
Total Assets less Current Liabilities		<u>29,688</u>	<u>30,500</u>	<u>29,726</u>	<u>30,525</u>
Creditors: amounts falling due greater one year	11	<u>20</u>	<u>8</u>	<u>20</u>	<u>8</u>
Total Net Assets		<u>29,668</u>	<u>30,492</u>	<u>29,706</u>	<u>30,517</u>
The Funds of the Charity					
Restricted Funds	20	170	129	170	129
Designated Funds	21	615	971	615	971
Unrestricted Funds	21	<u>28,883</u>	<u>29,392</u>	<u>28,921</u>	<u>29,417</u>
Total Funds	22	<u>29,668</u>	<u>30,492</u>	<u>29,706</u>	<u>30,517</u>

The unconsolidated net deficit of the Hospice in 2024/25 was £786,000 (2023/24 a net income of £1,758,000).

The Financial Statements on pages 33 to 57 were approved by the Board of Directors and authorised for issue on 17th September 2025 and are signed on its behalf by:



Philip Ingleby
Trustee / Director

The notes on pages 36 to 57 form part of these financial statements.

Financial Statements**Consolidated Cash Flow Statement as at 31 March 2025**

		31 March 2025 £'000	31 March 2024 £'000
	Notes		
Cashflows from Operating Activities			
Net Cash provided by / (used in) Operating Activities	25a	(503)	440
Cashflows from Investing Activities			
Divestment of Investments		1,000	3,200
Divestment of Current Asset Investments		0	266
Purchase of Investments		0	0
Purchase of Property, Plant & Equipment		(341)	0
Purchase of Security etc for assets awaiting disposal		(151)	0
New Build Construction in Progress		0	(7,451)
Net Cash provided by / (used in) Investing Activities		508	(3,985)
Change in Cash & Equivalents in the Reporting Period		5	(3,545)
Cash & Equivalents at the beginning of the Reporting Period		1,825	5,370
Cash & Equivalents at the end of the Reporting Period	25b	1,830	1,825

The notes on pages 36 to 57 form part of these financial statements.

Supporting Notes to Financial Statements

1 Income

Income derives from the group's principal activities carried on wholly in the United Kingdom.

2 Income from Donations, Legacies and Grants

	Restricted £'000's	Unrestricted £'000's	2025 £'000's	2024 £'000's
Donations	16	2,934	2,950	2,016
Legacies	0	1,724	1,724	3,591
Other Grants	242	321	563	244
Donations in Kind	0	0	0	111
Capital Appeal - Pease Pottage	0	0	0	1,149
	258	4,979	5,237	7,111

3 Income from Investments

	2025 £'000	2024 £'000
Listed Investment Income	101	151
Interest Received -Investments held as Current Assets	12	8
Interest Received – Bank and Other	70	149
	183	308

4 Income from Trading Activities

	2025 £'000's	2024 £'000's
Retail	1,952	1,682
Lottery	1,010	1,006
Fundraising Events	584	269
	3,546	2,957

Supporting Notes to Financial Statements

5 Income from Charitable Activities

	2025 £'000	2024 £'000
Surrey ICB Income		
NHS Block Contract / Grant Surrey	1,790	1723
NHS Contribution to Drug Costs	60	59
Pension Rebate	37	36
Consultant Income	54	47
Notional Income supporting seconded Junior Doctors	427	415
Seconded Nursing to NHS	5	25
Winter Pressure Bed Days	17	0
	2,390	2,305
Sussex ICB Income		
NHS Block Contract / Grant Sussex	1,048	1042
NHS Community Support Pilot – Sussex (ceased from December 2025)	240	319
Pension Rebate	37	36
Income for Inpatient Beds from Continuing Healthcare (CHC) - Sussex	79	53
West Sussex Bed Days	12	17
NHS Contribution to Drug Costs	105	74
Urgent Response	79	85
	1,600	1,626
Education Income	20	24
	4,010	3,955

Supporting Notes to Financial Statements

6 a) Expenditure

	Direct Costs £000's	Support Costs £000's	Depreciation £000's	Total 2025 £000's	Total 2024 £000's
Fundraising / Investment Activities					
Donations, Legacies & Grants	1,207	378	85	1,670	1,557
Investment Management	25	0	0	25	36
	1,232	378	85	1,695	1,593
Trading Activities					
Retail Shops	1,641	606	92	2,339	2,023
Lottery Costs	253	155	8	416	391
Fundraising Events	89	270	17	376	339
	1,983	1,031	117	3,131	2,753
Charitable Activities					
Inpatient Services	3,361	1,425	193	4,979	4,434
Community Services	2,300	709	173	3,182	3,454
Wellbeing Services	480	442	82	1,004	807
Education	52	96	16	164	151
	6,193	2,672	464	9,329	8,846
	9,408	4,081	666	14,155	13,192

b) Analysis of Support Costs in a) above

	Facilities & Hospitality £000's	Support Services £000's	Corporate Comms £000's	Governance £000's	Support Costs Total £000's
Fundraising / Investment Activities					
Donations, Legacies & Grants	116	186	57	19	378
	116	186	57	19	378
Trading Activities					
Retail Shops	188	361	20	37	606
Lottery Costs	117	13	24	1	155
Fundraising Events	116	94	50	10	270
	421	468	94	48	1,031
Charitable Activities					
Inpatient Services	523	801	20	81	1,425
Community Services	146	494	20	49	709
Wellbeing Services	203	199	20	20	442
Education	44	39	8	5	96
	916	1,533	68	155	2,672
	1,453	2,187	219	222	4,081

Supporting Notes to Financial Statements

7 Trading Operations

The wholly owned trading subsidiary, St Catherine's Hospice Trading (Sussex) Limited, UK company registration number 02822993, pays all its eligible profits to the charity under Gift Aid, where these are not covered by losses brought forward. The company manages the sale of purchased goods through the hospice retail shops, the operation of the community hub at Pease Pottage, which comprises the coffee shop and two interlocking function rooms. In addition the company managed the collaboration agreements with St Peter and St James Hospice for Finance support and St. Wilfrid's Hospice for IT support, which both terminated in the financial year.

The Community Hub losses in the first and second year were expected, with projections now seeing losses into the future. The Trustees have reviewed this position with the Senior Management Team and recommendations are being agreed to ensure that this position is addressed and the financial sustainability of the trading subsidiary fully enabled within a 4 – 5 year period. To support the turnaround of the trading subsidiary, the Trustees have agreed to waive the support services cross charges for this financial year.

The charity owns the entire issued share capital of 50,000 shares of £1 each. Given the current financial position of the trading subsidiary, the Trustees have impaired the value of their investment in its trading subsidiary.

A summary of the trading results is shown below.

	2025 £'000	2024 £'000
Turnover	392	449
Cost of Sales	(58)	(97)
Gross Profit	334	352
Other Operating Expenses (net)	(398)	(376)
Profit / (Loss) on Ordinary Activities	(64)	(24)
Donations under Gift Aid	0	35
Corporation Tax		
Profit / (Loss) Retained in the Subsidiary	(64)	(59)
Net Assets Brought forward	26	85
Net (Liabilities) / Assets Carried forward	(38)	26

8 Net Income / Expenditure

	2025 £'000	2024 £'000
Net Income / (Expenditure) is stated after charging:		
Tangible Fixed Asset Depreciation and amounts Written Off in the Period		
Owned Assets	647	343
Operating Lease Rentals - Equipment	31	21
Operating Lease Rentals - Shops & Office	407	351
Operating Lease Rentals - Vehicles	37	0
Auditors Remuneration - Audit	26	26

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 Sports Ground Association		
NAME OF CONTACT PERSON: Mark Jackson		
ADDRESS FOR CORRESPONDENCE: 51Hartfield Road Forest Row POST CODE: RH18 5BY	Tel: 07515288152	
	Email: markpeterjackson@aol.com	
	Web (if any):	
	SUM REQUESTED: £3,000.00	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?	Forest Row Sports Gound Association	
DO YOU HAVE AUDITED ACCOUNTS? ☐ Yes ☐ No	IF YES, ARE THEY ATTACHED? ☐ Yes ☐ No (Accounts)	IF NO, PLEASE EXPLAIN WHY 24/25 accounts organisational delay getting accounts audited.
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) The funding requested will contribute toward annual maintenance costs for the 6.5 acres of public amenity space (not pavilion building maintenance) at the Memorial Ground, Shalesbrook Lane, Forest Row. Annual grounds maintenance works include – regular grass cutting, application of grass seed, fertilising, top dressing, slitting, vertidrainage, strimming and tree management etc. These works are required to be routinely completed to keep the grounds in a suitable condition for recreational use. Forest Row Sports Ground Association oversees the grounds maintenance works carried out and organised by the Forest Row Junior Football Club, Forest Row Football Club and the Forest Row Cricket Club. Each club contributes to the maintenance works financially but all provide a considerable amount of volunteer hours. Over past 5 years there have been significant cost increases for labour, and materials (eg fertiliser 150% inflation since 2022) and we are seeking assistance from the Forest Row PC to enable the FRSGA to continue to maintain the grounds to an appropriate standard.		

HOW WILL IT BENEFIT THE COMMUNITY?

As well as providing playing pitches for organised sport, the Memorial Ground is a fantastic amenity space that is well used by the public for a wide array of outdoor activities – picnicking, exercise, casual games/sport, homeschool activities, dog walking etc – all year round. The FRSGA would appreciate the Forest Row Parish Councils continued support enabling the SGA and member clubs to maintain the grounds that encourages usage by all.

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.
- 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.
- The Council will consider applications from religious groups, but the application must show that the project will bring wider community benefit.
- Grants will not normally be considered from individuals

3. Criteria

- Grants will be given towards direct costs/expenditure for a wide range of purposes including marketing, professional fees or training costs, capital expenditure, refurbishment or development projects or events.

