Forest Row Parish Council

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

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Date: 19 March, 2026

To: All members of the COMMUNITY SERVICES COMMITTEE:
Cllrs. Rainbow (Chair), Christie, Jaffay, Killick, La Djoi, Lewis, Marshall, Scott & Volkers

Dear Sir/Madam,
You are required to attend a meeting of the PEOPLE COMMITTEE to be held on **TUESDAY 24th MARCH 2026 @ 7:30 pm in the Community Centre**

Mr David O'Driscoll
Clerk to Forest Row Parish Council

1. PUBLIC PARTICIPATION.
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF INTERESTS/ DISPENSATION REQUESTS
4. RECORDS OF THE MEETING HELD ON 27th JANUARY 2026
5. REVIEW OF ACTIONS FROM PREVIOUS MEETING
6. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION (to include financial report month 11)
7. REPORTS ON CURRENT SERVICES
   - 7.1 Gages
   - 7.2 Thursday Club
   - 7.3 Library volunteer service
   - 7.4 Youth service
8. MATTERS ARISING FROM COMMS/OUTREACH WORKING GROUP
   - 8.1 Any required decisions for a further 3D event
   - 8.2 Any required decisions for organisation of a volunteer fair
9. OTHER ISSUES FOR CONSIDERATION/ DECISION
   - 9.1 Any required decisions in respect of the 'art fund'
   - 9.2 Choice of publicity outlets for Council activities
10. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE

'PEOPLE COMMITTEE

BACKING PAPERS FOR MEETING 24th MARCH 2026

COUNCILLORS BRIEFING NOTE FOR THE MEETING

OF THE 'PEOPLE' COMMITTEE 24th MARCH 2026

1-4 Standard items, no unusual difficulties foreseen.

5. REVIEW OF ACTIONS An annotated list is attached

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

The only item of note is the financial report. A printout is attached, effectively to the end of month 11, which shows income at 110 % of forecast and expenditure at 83%. Th excess figure on income is accounted for by monies originally held for the Shed on code 2670, now fully paid over under code 2671, plus a £1,000 grant originally held for the Youth Forum but now subsumed under general youth service funding. Otherwise, the only figure of note is the 74% performance against forecast of the market, which may need some attention in the coming financial year.

ACTION: to note

7. REPORTS ON CURRENT SERVICES (to note, with queries/ decisions as appropriate)

9.1-9.3 Gages, Thursday Club. Reports attached where received

9.4 Youth service Report attached.

I have also not included any linked working groups for this meeting: Comms & Outreach has its own agenda item below

ACTION: to note

8. MATTERS ARISING FROM THE COMMS / OUTREACH WORKING GROUP

[The notes of the last C&O meeting are attached for convenience of reference]

8.1 Any required decisions for a further 3D event. This item was discussed at C&O but the suggestion was made for a separate 'task & finish' group to oversee the preparations. Publicity also needs to be discussed.

8.2 Any required decisions for organisation of a volunteer fair. The possible dates canvassed were 13th June and 11th July. There will be various preparatory steps to be decided for this event as well.

ACTION (for items 10.1-10.2: to decide as appropriate

9. OTHER ISSUES FOR CONSIDERATION / DECISION

9.1 Any required decisions in respect of the 'art fund'. Cllr Eichner may report on this in person. He has been identifying possible public sites for artwork.

MEETING OF PEOPLE COMMITTEE
HELD ON 27th JANUARY 2026

MIN. NO	DECISION	ACTION BY	PROGRESS *To go out with next agenda*
22/26	Arrange Comms/Outreach meeting	Councillors	Done
23/26	Community Services development – discuss at Comms/Outreach	Councillors	Done
24/26	Art Project – contact relevant groups	Cllr. Eichner	In progress

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Localism & Community Projects							
206 Community Transport							
2678 Medical Car Scheme Income	186	120	(66)			154.6%	
Community Transport :- Income	186	120	(66)			154.6%	0
2554 Wealdlink	1,091	1,100	9		9	99.2%	
2601 Voluntary Medical Car Service	0	100	100		100	0.0%	
Community Transport :- Indirect Expenditure	1,091	1,200	109	0	109	90.9%	0
Net Income over Expenditure	(906)	(1,080)	(175)				
207 Market							
3184 CC-Market Income	5,562	7,500	1,939			74.2%	
Market :- Income	5,562	7,500	1,939			74.2%	0
3151 CC-Market expenditure	6,649	8,000	1,351		1,351	83.1%	
Market :- Indirect Expenditure	6,649	8,000	1,351	0	1,351	83.1%	0
Net Income over Expenditure	(1,087)	(500)	587				
209 Localism & Community Proj Misc							
2670 Shed Project	1,550	0	(1,550)			0.0%	
2905 Repair Cafe & Wellbeing Servic	0	500	500			0.0%	
Localism & Community Proj Misc :- Income	1,550	500	(1,050)			310.0%	0
2671 Shed Project	1,550	2,000	450		450	77.5%	
2700 Repair Cafe & Wellbeing	5,030	6,500	1,470		1,470	77.4%	
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	9,699	12,500	2,801	0	2,801	77.6%	0
Net Income over Expenditure	(8,149)	(12,000)	(3,851)				
304 Cafe							
3188 Grants & Donations	30	0	(30)			0.0%	
3480 Gages - Sales	25,034	22,000	(3,034)			113.8%	
Cafe :- Income	25,064	22,000	(3,064)			113.9%	0
3436 Gages-Purchase of Equipment	1,212	2,000	788		788	60.6%	
3460 Gages -Purchases Food etc	14,297	15,500	1,203		1,203	92.2%	
Cafe :- Indirect Expenditure	15,509	17,500	1,991	0	1,991	88.6%	0
Net Income over Expenditure	9,555	4,500	(5,055)				

Continued over page

Detailed Income & Expenditure by Budget Heading 18/03/2026

Month No: 12

Committee Report

	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	95	200	105			47.5%	
Thursday Club :- Income	**95**	**200**	**105**			**47.5%**	**0**
3636 TC-Running Costs	133	750	617		617	17.8%	
Thursday Club :- Indirect Expenditure	**133**	**750**	**617**	**0**	**617**	**17.8%**	**0**
Net Income over Expenditure	**(38)**	**(550)**	**(512)**				
406 Youth Provision							
4676 YP-Grants & Other Income	2,037	1,000	(1,037)			203.7%	
Youth Provision :- Income	**2,037**	**1,000**	**(1,037)**			**203.7%**	**0**
4603 YP - Dev costs & General Expen	3,010	3,000	(10)		(10)	100.3%	
4604 YP - Youth Forum	0	500	500		500	0.0%	
Youth Provision :- Indirect Expenditure	**3,010**	**3,500**	**490**	**0**	**490**	**86.0%**	**0**
Net Income over Expenditure	**(972)**	**(2,500)**	**(1,528)**				
Localism & Community Projects :- Income	**34,493**	**31,320**	**(3,173)**			**110.1%**	
Expenditure	**36,090**	**43,450**	**7,360**	**0**	**7,360**	**83.1%**	
Movement to/(from) Gen Reserve	**(1,597)**	**(12,130)**	**(10,533)**				
Grand Totals:- Income	**34,493**	**31,320**	**(3,173)**			**110.1%**	
Expenditure	**36,090**	**43,450**	**7,360**	**0**	**7,360**	**83.1%**	
Net Income over Expenditure	**(1,597)**	**(12,130)**	**(10,533)**				
Movement to/(from) Gen Reserve	**(1,597)**	**(12,130)**	**(10,533)**				

Gages Café

17th January 2026 to 17th March 2026

Total Number of Meals 1292

Total Deliveries 745

Total Eat In 547

Gages is running well. All shifts are covered unless someone is on holiday or sick but I can usually find someone else to cover.

A deep clean of the kitchen and all equipment was completed by a professional company in February.

Library

March 2026

Three new volunteers have started in the library this month.

We now have 10 regular volunteers in the library every Friday, from 1 to 4pm.

They each cover 2 or 3 shifts every three months.

There are also two volunteers who are currently unable to help, which may be permanent.

All is running smoothly.

Youth Service Report (March 2026)

We had an intensive staff team meeting in February, meeting to discuss and plan activities and overall session delivery over the next quarter.

Charlotte has now secured a position at Michael Hall as a TA and so will be reducing her hours to 3-6 maximum a week. Gem is still recovering from surgery, but is helping out with archiving work in the meantime.

We reviewed last few months of 2025 of service provision.

- Sessions have been extremely well attended and MM encouraged staff to try to draw more teens that are "out " on skate park in.
- Lots of concessions with older teens.
- MM to look at card machine for payments – Go Henry etc. (This has been asked by many youth).

The push over the next few months will be focused around " love " and "Giving back " we want to the youth engaged in other community / voluntary groups.

- MM really try and get to liase with Amanda Sinclair around ways in which we can get involved.
- We are also keen to start fundraising to enable us to do more activities / extras with youth.
- We discussed the idea of a bingo event / pamper evening and car washing in warmer days.
- MM has been given a link for some potential funding that may help towards getting more equipment – ping pong table etc.
- Staff will be completing an update Safeguarding course together with role play to ensure a better understanding as a staff team.

Other developments

- We now have four regular volunteers, (two of whom are 'NEETs'), so volunteering and creating a role for them has given them a routine and improved their confidence and wellbeing.
- In February we were interviewed by Al Jazeera TV for young people's opinions on a ban on social media.
- We recently received the illustrated film from Liverpool University in which we took part back in 2024 on the topic of young peoples' thoughts and feelings about trees. This has been released nationally and it was exciting to watch the film with our youth.

- MM is working hard with outreach to meet some of our more challenging youth and was delighted when some agreed to come on our bowling excursion earlier this month.
- March has also been busy with Mother's Day crafts and starting to prepare our garden for planting. MM is also working with Cllr Jaffay to recruit youth volunteers for a community growing project.

Comms & Outreach Group

Notes of Meeting 3rd February 2026

Present: Cllrs Christie (BC), Eichner (JE), Evans (AE), Jaffay (AJ), Killick (AK), Marshall (GM), Matthews (BM), Rainbow (RR), Volkers (AV) & the Deputy Clerk (CC) & Asst Clerk (AJS)

Apologies: Cllr Scott

Cllr. Matthews chaired the meeting.

1. Apologies
Cllr. Scott had given his apologies owing to work.

2. Actions from last meeting
These were NOTED.

3. Status & Vision of Outreach & Comms
This was discussed. It was agreed that 'The purpose of Comms/Outreach working group was to enable the fostering of community relationships and a place where residents can engage with Councillors'.

4. Community Grants promotion

It was agreed that the grants budget for 2026/2027 would be promoted with the current year's grants highlighted.

5. Community Service development
Another 3D event (maybe a similar smaller version) would be held. Forms listing the suggestions that had already been put forward would be available for completion – these would also be available digitally. GM suggested that a 'consultation' could be sent out with the Good Vibrations promotional leaflets (that she is involved in).

6. Publicising pain clinic and counselling
This was discussed and it was agreed that this would be put on the People Committee agenda for further discussion. AJS to check if the Parish Council was allowed to publicise/advertise organisations they had supported with grants.

7. Promotion of the Annual Parish meeting
It was agreed that the Annual Parish meeting would take place on Thursday 23rd April at 7pm in the Fred Bishop Hall. The Chief Constable would be invited. This would be put onto the People, Place and F & P committee agendas for input into the display boards. JE to put on WhatsApp.

8. Consultation for final year of term
The matter of a further 3D consultation would be put on the People Committee for a proposal for a Task & Finish working group.

9. Whats On Board
The group had applied for a grant to F & P.

10. Volunteer Fair

It was agreed that the Parish Council would join Wealden Volunteering. After discussion, it was decided that the fair could take place on the same day as the 3D consultation (2nd & 4th Saturdays in June/July. *The only available dates are 13th June & 11th July – we would have to ask a hirer to move their class on the Saturday mornings.*

11. Upcoming unitarisation comms

This would be discussed by the Devolution working group although a broad outline could be provided for the Annual Parish meeting and at the 3D consultation.

12. Forest Row Local articles

It was agreed that the newsletter could go into the Forest Row Local quarterly. Cllrs. Matthews, Rainbow, Killick, Eichner, Jaffay, Evans and AJS offered to write articles. Cllr. Volkers said she would also ask at Full Council for other volunteers.

13. Newsletter

The Office were asked to find out the cost of mailing an A4 Newsletter to the Parish (acknowledging that Hammerwood would have to be distributed separately).

14. Markets

After discussion, it was agreed that a Councillor stall at the market would not be continued unless there was a specific event/item to publicise.

15. Date of next meeting

It was agreed that the next meeting would take place on 19th May – AJ to chair.

16. AOB

RR said that she was a representative on the Forest Row Festival committee and she would inform Council of anything to report.

The meeting closed at 9.02pm