Forest Row Parish Council

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

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

To: All members of the FINANCE & POLICY COMMITTEE:
Cllrs. Gilbert (Chair), Eichner, Killick, la Djoi,
Summers, Volkers, Waters & Williams
(All other Councillors – for information)

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Date: 9 September, 2026

Dear Sir/Madam,
Your attendance is required at a meeting of the FINANCE & POLICY COMMITTEE to be held on TUESDAY 15th SEPTEMBER 2026 in the Garden Room of the 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 30TH JUNE 2026
5. REVIEW OF ACTIONS FROM LAST MEETING
6. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
   - 6.1 REVIEW OF POLICIES
   - 6.2 APPOINTMENT OF NEW COOK
   - 6.3 APPOINTMENT OF AD HOC CARETAKER
   - 6.4 CURRENT STAFFING ISSUES
   - 6.5 LGR CURRENT STATUS
   - 6.6 BUDGET FOR 2027-28
   - 6.7 GROTTO MANAGER UPDATE

FINANCIAL ISSUES (except grants)

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

MATTERS FOR NOTING/DECISION

10. TO RESOLVE ON AMENDED SCHEME OF DELEGATION
11. REPORT FROM RESILIENCE GROUP
12. PROPOSAL TO PURCHASE C2 WATER PURIFIER

GRANT MATTERS

13. SIX-MONTH FEEDBACK FROM FROW FRIENDS/FOREST ROW ENERGY/FRSGA
14. FRSGA GRANT APPLICATION FOR FINANCIAL YEAR 2026-27
15. 'GRANT PRIORITIES'

16. ITEMS TO BE RFEFERRED TO COMMITTEE OR FULL COUNCIL

FINANCE & POLICY COMMITTEE

BACKING PAPERS FOR MEETING 15th SEPTEMBER 2026

COUNCILLORS' BRIEFING FOR MEETING OF THE FINANCE & POLICY COMMITTEE ON 15th SEPTEMBER 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 30th June 2026. 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.

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

6.1 Review of Policies During my absence from the office, I undertook a quick review of the main policies to check for any outstanding typographical or numbering errors. I think these are all now dealt with (although the corrected versions may not yet be on the website). There is also later in the agenda a substantive amendment of the Scheme of Delegation proposed by P&G for acceptance by F&P.

I also reviewed the recently revised and expanded collection of HR policies supplied by CHRGS (which includes one or two new policies required by recent legislation). These were prepared in view of the last meeting of P&G, but we ran out of time, and this topic will therefore have to be deferred to the next meeting of both Committees for consideration.

6.2 Appointment of new cook. There were two candidates, and Mrs Catherine Smith was the unanimous choice. She started with us on 26th August and is doing well.

6.3 Engagement of ad hoc caretaker. There have been occasional problems finding caretaker cover, due to the caretakers' other commitments, so we have engaged Ms Mira Shirley on a contract basis to fill any gaps that arise.

6.4 Current staffing issues. As is partly evidenced from the above, there have been some pressures on staffing recently. In particular, our maintenance crew has been reduced to only two staff members for some weeks. Ross Bond has now returned to work as the village orderly after nearly three months certified sickness, and will now resume normal duties. This is for Members' information only: the staff complement are coping well overall.

6.5 LGR current status. Members will have seen that the Government has 'paused' the LGR/unitarisation process for a large number of areas, of which East Sussex/ Brighton & Hove is one. No substantive reason has been given, although a number of areas have launched anti-LGR court proceedings. At present we have no further information, but clearly the move risks being highly disruptive.

6.6 Budget for 2027-28. Just to let you know that the budget process will begin shortly, with an advice note and suggestion sheet sent out to all Members.

6.7 Grotto manager update This is still being advertised as a apaid position, so far with no takers.

ACTION: to note

FINANCIAL ISSUES (except grants)

7. **FINANCIAL REPORT.** Printouts are attached.

At month 5, our overall income and expenditure are as follows:

Income: 49.8% (against forecast 41.6%). Second tranche of the precept expected shortly.

Expenditure: 44.4% (against forecast 41.6%). The only outlier is the expenditure on necessary replacement of computer & telephone equipment.

8. **LIST OF PAYMENTS** Attached

9. **BANK RECONCILIATION AND INVESTMENT LIST.** Attached

ACTION: to note. **Please raise any queries in advance of the meeting, to enable replies to be researched.**

MATTERS FOR NOTING / DECISION

10. **TO RATIFY THE GENERAL STAFF PAY AWARD FOR 2026-27**

Members may be aware that the Local Government Employers organisation and the relevant trades union agreed a few weeks ago a 3.3% pay award for all staff for 2026-27, backdated to April. Since our staff contracts are linked to the NJC agreements, this simply requires formal ratification by Council to take effect.

ACTION: to resolve accordingly

11. TO RESOLVE ON AN AMENDMENT TO THE SCHEME OF DELEGATION

It was noted to P&G that the current Scheme of Delegation for F&P was not in line with the normal processes of recruitment followed by Council. P&G considered advice on the matter and after discussion the decision reads as follows:

TO CONSIDER A REVISION OF THE RECRUITMENT PROCESS

After discussion, the following was agreed:

- *Finance & Policy Committee will have oversight of new roles, general salary changes and where any individual salary uprating of more than 10% is proposed.*
- *Like for like recruitment in existing posts will be automatically delegated to the Clerk in consultation with the Chair of Personnel & Grievance Committee.*
- *Senior management recruitment – delegate to a panel consisting of Chair and Vice-Chair of Personnel & Grievance committee and one representative from each standing Committee*
- *The Clerk to re-write the Scheme of Delegation as a recommendation of the above decisions and take to Finance & Policy for adoption .*

An appropriate rewording of the relevant paragraph of the Scheme of Delegation will be handed round ai the meeting with a view to adoption.

ACTION: to resolve accordingly

11. REPORT FROM THE RESILIENCE WORKING GROUP

The latest meeting of the resilience working group will have taken place immediately before the meeting of F&P, so it is proposed that a report be offered orally direct from that meeting.

ACTION: to note, queries as appropriate

12. PROPOSAL TO PURCHASE A C2 WATER PURIFIER

The Resilience working group, at its August meeting, recommended that the Council should invest in a community-sized water purifier which would be able to supply Forest Row with drinking water from any primary source (eg the Weirwood reservoir) in the event of a breakdown in normal supplies. The costs is £6,466.67 ex VAT and the replacement filters are £1360 each after 1 million litres use. A photo is with the backing papers.

GRANT MATTERS FOR DECISION/ NOTING

12. APPLICATION FROM THE AIR AMBULANCE. This is an application for funding for the Kent, Surrey & Sussex Air Ambulance. Papers attached.

13. **SIX-MONTH FEEDBACK FROM FROW FRIENDS/ FOREST ROW ENERGY/ FRSGA**

The forms are attached from each of the above grantees

ACTION: to note and decide on any further action as appropriate

14. **FRSGA GRANT APPLICATION FOR FINANCIAL YEAR 2026-27**

The papers are attached. No accounts are included (see application)

ACTION: to resolve as appropriate

15. **GRANT PRIORITIES.** This issue was included at request for further discussion

The current policy, 3- year allocation table & pie chart are attached for guidance

ACTION: to discuss and resolve as appropriate

19. **ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL**

MEETING OF F AND P COMMITTEE
HELD ON 30th JUNE 2026

MIN. NO	DECISION	ACTION BY	PROGRESS *To go out with next agenda*
107/26	Advertise for Grotto Project manager	Office	Done
108/26	Pay grant to Air Ambulance	Carolyn	Done
108/26	Pay grant to Wealden Citizens Advice	Carolyn	Done
108/26	Pay grant to Action Against Abuse	Carolyn	Done
108/26	Pay grant to Forest Row Aikido Club	Carolyn	Done
109/26	Six-month feedback form – thank We Grow – more info at 12 months	Carolyn	Done
109/26	Six-month feedback form – thank Layo Mussi	Carolyn	Done
109/26	Six-month feedback form – thank PODS – more info at 12 months	Carolyn	Done
110/26	Grant priorities – keep on future agenda	Office	To September agenda

Finance & Policy

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 Finance & Administration							
4176 FI-Precept Received	347,500	695,000	347,500			50.0%	
4181 FI-Wayleave Income	1	5	4			20.0%	
4182 FI-Devolved Services Income	438	1,750	1,313			25.0%	
4190 FI-Interest Received	2,782	7,000	4,218			39.7%	
Finance & Administration :- Income	**360,720**	**703,755**	**363,035**			**49.8%**	**0**
4101 FI-Salaries	201,455	465,000	263,545		263,545	43.3%	
4102 FI-Payroll Outsource Costs	462	1,000	538		538	46.2%	
4103 Library Salary	0	6,500	6,500		6,500	0.0%	
4104 Members Allowances	1,648	7,500	5,852		5,852	22.0%	
4108 FI-Staff Training/Travel	892	1,500	608		608	59.5%	
4109 Members Training/Travel	966	1,000	34		34	96.6%	
4111 Forest Rate	0	35	35		35	0.0%	
4112 Wayleaves	2	10	8		8	15.2%	
4120 Postage	90	400	310		310	22.5%	
4121 IT/Comms	11,370	9,000	(2,370)		(2,370)	126.3%	
4123 Stationery	219	650	431		431	33.7%	
4124 FI-Subscriptions	6,956	7,000	44		44	99.4%	
4125 FI-Insurance	10,926	11,500	574		574	95.0%	
4126 Printer/copier	3,194	5,000	1,806		1,806	63.9%	
4127 Office Equipment	908	500	(408)		(408)	181.7%	
4128 Office Maintenance	0	500	500		500	0.0%	
4136 DBS Checks	0	150	150		150	0.0%	
4151 FI - Bank Charges	739	1,800	1,061		1,061	41.0%	
4156 Professional fees	0	3,500	3,500		3,500	0.0%	
4157 Financial Audit Fees	327	5,000	4,673		4,673	6.5%	
4158 Vehicle Costs	0	300	300		300	0.0%	
4165 Election Expenses	0	1,000	1,000		1,000	0.0%	
4168 Annual Parish Meeting	15	200	185		185	7.5%	
4169 Community Event	106	1,000	894		894	10.6%	
4170 Publicity	0	500	500		500	0.0%	
4171 Website Maintenance	0	250	250		250	0.0%	
4172 Newsletter	0	200	200		200	0.0%	
4363 Waste Reduction Projects	0	1,000	1,000		1,000	0.0%	
Finance & Administration :- Indirect Expenditure	**240,274**	**531,995**	**291,721**	**0**	**291,721**	**45.2%**	**0**
Net Income over Expenditure	**110,447**	**171,760**	**61,313**				

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		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
403	Other Grants							
4360	Grants incl. FRSGA	5,526	20,000	14,474		14,474	27.6%	
4362	Local artists fund	0	1,500	1,500		1,500	0.0%	
	Other Grants :- Indirect Expenditure	**5,526**	**21,500**	**15,974**	**0**	**15,974**	**25.7%**	**0**
	Net Expenditure	**(5,526)**	**(21,500)**	**(15,974)**				
	Finance & Policy :- Income	**350,720**	**703,755**	**353,035**			**49.8%**	
	Expenditure	**245,800**	**553,495**	**307,695**	**0**	**307,695**	**44.4%**	
	Movement to/(from) Gen Reserve	**104,921**	**150,260**	**45,339**				
	Grand Totals:- Income	**350,720**	**703,755**	**353,035**			**49.8%**	
	Expenditure	**245,800**	**553,495**	**307,695**	**0**	**307,695**	**44.4%**	
	Net Income over Expenditure	**104,921**	**150,260**	**45,339**				
	Movement to/(from) Gen Reserve	**104,921**	**150,260**	**45,339**				

List of Payments made between 18/06/2026 and 09/09/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
~~18/06/2026~~	~~BACS P/L Pymnt Page 2053~~	~~BACS Pymnt~~	~~3,196.94~~		~~BACS P/L Pymnt Page 2053~~
18/06/2026	CORONA ENERGY RETAIL 4 LTD	7	872.00		GAS
~~22/06/2026~~	~~POCKITCARD GT~~	~~TOP UP~~	~~1,500.00~~		~~TOP UP~~
22/06/2026	EDF ENERGY CUSTOMERS PLC	8	1,044.83		STRTEETLIGHT ENERGY
22/06/2026	EMMA DAVIES	BACS	217.21		REIMBURSEMENT
23/06/2026	BACS P/L Pymnt Page 2054	BACS Pymnt	882.18		BACS P/L Pymnt Page 2054
23/06/2026	TELECOMS WORLD PLC	9	73.82		0800 NUMBER
24/06/2026	ALLSTAR BUSINESS SOLUTIONS	10	80.95		FUEL
26/06/2026	ENGIE POWER LTD	11	182.21		ELECTRICITY
26/06/2026	ENGIE POWER LTD	12	668.51		ELECTRICITY
26/06/2026	ENGIE POWER LTD	13	274.60		ELECTRICITY
29/06/2026	BT PAYMENT SERVICES LTD	14	36.50		TELWCOMMUNICATIONS
29/06/2026	FOCUS GROUP	DD	113.63		HELPLINE
29/06/2026	SIEMENS	DD	213.30		COPIER INS
29/06/2026	EAST SUSSEX PENSION	BACS	5,780.59		SUPERANN - JUNE
29/06/2026	STAFF	BACS	26,478.49		JUNE SALARIES
30/06/2026	UNITY TRUST	BP	34.90		MANUAL HANDLING CHARGE
30/06/2026	UNITY TRUST	BP	27.25		SERVICE CHARGE
06/07/2026	BACS P/L Pymnt Page 2057	BACS Pymnt	2,150.80		BACS P/L Pymnt Page 2057
06/07/2026	BIFFA	DD	770.40		WASTE
~~07/07/2026~~	~~POCKIT CARD - CC~~	~~TOP UP~~	~~500.00~~		~~TOP UP~~
~~07/07/2026~~	~~POCKITCARD GT~~	~~TOP UP~~	~~500.00~~		~~TOP UP~~
~~07/07/2026~~	~~POCKIT CARD - YOUTH~~	~~TOP UP~~	~~500.00~~		~~TOP UP~~
07/07/2026	ACTION AGAINST ABUSE	BACS	488.00		GRANT
07/07/2026	WEALDEN CAB	BACS	550.00		GRANT
07/07/2026	AIR AMBULANCE	BACS	300.00		GRANT
07/07/2026	CHARLOTTE TONGSOM	BACS	16.33		REIMBURSEMENT
07/07/2026	TAKEMUSU AIKIDO	BACS	1,000.00		GRANT
07/07/2026	GABRIELLE MARSHALL	BACS	24.00		REIMBURSEMENT
07/07/2026	AO SHIPLEY	BACS	8,110.26		TAX & NI - JULY
08/07/2026	O2	DD	49.82		MOBILE
09/07/2026	O2	DD	21.74		MOBILE
10/07/2026	BARCLAYCARD	1	45.09		CHARGES
10/07/2026	PAYTEK ADMIN SERVICES LTD	2	19.20		CHARGESQ
10/07/2026	PAYTEK ADMIN SERVICES LTD	3	27.60		CHARGES
10/07/2026	FOCUS	DD	145.86		HELPLINE
15/07/2026	ALLSTAR BUSINESS SOLUTIONS	4	8.93		FUEL
16/07/2026	CORONA ENERGY RETAIL 4 LTD	5	73.57		GAS
21/07/2026	BACS P/L Pymnt Page 2059	BACS Pymnt	1,877.85		BACS P/L Pymnt Page 2059
22/07/2026	ALLSTAR BUSINESS SOLUTIONS	6	152.49		FUEL
22/07/2026	EDF ENERGY CUSTOMERS PLC	7	937.24		STREETLIGHT POWER
22/07/2026	GABRIELLE MARSHALL	BACS	6.77		REIMBURSEMENT
23/07/2026	TELECOMS WORLD PLC	8	73.90		0800 NUMBER
28/07/2026	BACS P/L Pymnt Page 2061	BACS Pymnt	20,593.47		BACS P/L Pymnt Page 2061
28/07/2026	ENGIE POWER LTD	9	184.73		ELECTRICITY
28/07/2026	ENGIE POWER LTD	10	596.50		ELECTRICITY
28/07/2026	ENGIE POWER LTD	11	168.25		ELECTRICITY

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Unity Trust

List of Payments made between 18/06/2026 and 09/09/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
29/07/2026	BT PAYMENT SERVICES LTD	12	36.50		TELECOMMUNICATIONS
29/07/2026	ALLSTAR BUSINESS SOLUTIONS	13	80.56		FUEL
29/07/2026	EAST SUSSEX PENSION	BACS	6,140.89		SUPERANN - JULY
29/07/2026	BEN ELDRIDGE	BACS	15.00		REIMBURSEMENT
29/07/2026	STAFF	BACS	28,068.98		JULY SALARIES
31/07/2026	UNITY TRUST	BP	29.65		SERVICE CHARGE
03/08/2026	BIFFA WASTE SERVICES LTD	1	770.40		WASTE
05/08/2026	BACS P/L Pymnt Page 2064	BACS Pymnt	8,326.84		BACS P/L Pymnt Page 2064
~~06/08/2026~~	~~POCKITCARD-CT~~	~~TOP-UPQ~~	~~1,500.00~~		~~TOP-UP~~
06/08/2026	C NASH	BP	50.00		ALLOTMENT REFUND
07/08/2026	O2	DD	49.82		MOBILE
10/08/2026	BACS P/L Pymnt Page 2066	BACS Pymnt	1,052.93		BACS P/L Pymnt Page 2066
10/08/2026	BARCLAYCARD	2	41.18		CHARGES
10/08/2026	PAYTEK ADMIN SERVICES LTD	3	19.20		CHARGES
10/08/2026	PAYTEK ADMIN SERVICES LTD	4	27.60		CHARGES
10/08/2026	O2	DD	21.74		MOBILE
10/08/2026	AO SHIPLEY	BP	8,770.75		TAX & NI - JULY
12/08/2026	ALLSTAR BUSINESS SOLUTIONS	5	8.93		FUEL
12/08/2026	J MCHALE	BP	18.85		REIMBURSEMENT
13/08/2026	BACS P/L Pymnt Page 2067	BACS Pymnt	10,710.00		BACS P/L Pymnt Page 2067
24/08/2026	BACS P/L Pymnt Page 2068	BACS Pymnt	8,840.95		BACS P/L Pymnt Page 2068
24/08/2026	TELECOMS WORLD PLC	6	47.23		0800 NUMBER
26/08/2026	ALLSTAR BUSINESS SOLUTIONS	7	27.60		FUEL
26/08/2026	EDF ENERGY CUSTOMERS PLC	8	1,015.78		STREETLIGHT POWER
27/08/2026	ENGIE POWER LTD	9	194.70		ELECTRICITY
27/08/2026	ENGIE POWER LTD	0	555.72		ELECTRICITY
27/08/2026	ENGIE POWER LTD	11	163.61		ELECTRICITY
28/08/2026	E SUSSEX PENSION	BP	5,740.25		SUPERANN - AUGUST
28/08/2026	AO SHIPLEY	BP	7,997.67		TAX & NI - AUGUST
28/08/2026	STAFF	BP	24,761.26		SALARIES - AUGUST
31/08/2026	UNITY TRUST	BP	29.35		SERVICE CHARGE
02/09/2026	BACS P/L Pymnt Page 2072	BACS Pymnt	11,157.25		BACS P/L Pymnt Page 2072

Total Payments 207,841.90

-7696.94

200,144.96

POCKIT CARD - DOD

List of Payments made between 01/06/2026 and 09/09/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
12/06/2026	GIFFGAFF	DD	10.00		MOBILE
23/06/2026	WDC	BACS	21.00		MARKET TENS
30/06/2026	POCKIT	BACS	1.99		FEES
12/07/2026	GIFFGAFF	DD	10.00		MOBILE PHONE
30/07/2026	POCKIT	BP	1.99		FEE
12/08/2026	GIFFGAFF	DD	10.00		MOBILE
30/08/2026	POCKIT	BP	0.99		CHARGES
30/08/2026	POCKIT	BP	1.00		CHARGES
		Total Payments	56.97		

POCKIT CARD - CC

List of Payments made between 01/06/2026 and 09/09/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
18/06/2026	ROYAL MAIL	BACS	353.99		STAMPS
18/06/2026	RPYAL MAIL	BACS	-353.99		STAMPS
18/06/2026	ROYAL MAIL	BACS	90.00		STAMPS
30/06/2026	POCKIT	BACS	1.99		FEES
02/07/2026	AMAZON	BP	27.99		KEYBOARD
06/07/2026	ICO	BP	78.00		DATA PROTECTION
07/07/2026	AMAZON	BP	5.63		BOOK
10/07/2026	SCREWFIX	BP	39.99		TAPS
21/07/2026	WDC	BP	21.00		TENS - MARKET
27/07/2026	AMAZON	BP	56.59		STATIONERY
28/07/2026	AMAZON	BP	7.49		BATTERIES
29/07/2026	AMAZON	BP	7.99		STATIONERY
31/07/2026	POCKIT	BP	1.99		FEE
03/08/2026	BEST4SYSTEMS	BP	198.00		VIDEO CONFERENCING MICROPHONE
13/08/2026	AMAZON	BP	79.98		FANS
25/08/2026	AMAZON	BP	28.97		KITCHEN EQUIPMENT
25/08/2026	WDC	BP	21.00		MARKET TENS
31/08/2026	POCKIT	BP	1.99		CHARGES
		Total Payments	668.60		

Time: 10:00

Forest Row Parish Council

POCKITCARD -GT

List of Payments made between 02/06/2026 and 09/09/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/06/2026	SAINSBURYS	BACS	215.20		FOOD
03/06/2026	FOREST BILTONG	BACS	25.60		MEAT
05/06/2026	SEASONS	BACS	3.29		FOOD
05/06/2026	CO-OP	BACS	9.26		FOOD
09/06/2026	SAINSBURYS	BACS	129.30		FOOD
12/06/2026	POCKIT	BACS	2.49		FEES
12/06/2026	O-OP	BACS	2.90		FOOD
22/06/2026	NO. 8	BACS	22.00		BLENDER
30/06/2026	SAINSBURYS	BACS	227.25		FOOD
01/07/2026	ALLAN MARTIN	BP	404.38		MEAT
03/07/2026	CO-OP	BP	6.80		FOOD
03/07/2026	NO. 8	BP	5.00		BLENDER
07/07/2026	SAINSBURYS	BP	203.18		FOOD
12/07/2026	POCKIT	BP	2.49		FEE
14/07/2026	SAINSBURYS	BP	140.82		FOOD
15/07/2026	CO-OP	BP	9.32		FOOD
17/07/2026	TESCO	BP	1.45		FOOD
21/07/2026	SAINSBURYS	BP	160.81		FOOD
22/07/2026	CO-OP	BP	3.00		FOOD
23/07/2026	SAINSBURYS	BP	6.10		FOOD
23/07/2026	CO-OP	BP	2.24		FOOD
28/07/2026	SAINSBURYS	BP	219.59		FOOD
29/07/2026	CO-OP	BP	2.00		FOOD
29/07/2026	ALLAN MARTIN	BP	309.66		MEAT
31/07/2026	CO-OP	BP	3.90		FOOD
04/08/2026	SAINSBURYS	BP	183.37		FOOD
06/08/2026	TESCO	BP	0.75		FOOD
07/08/2026	SEASONS	BP	4.00		FOOD
07/08/2026	COOKSMILL	BP	215.04		CONTAINERS
11/08/2026	SAINSBURYS	BP	106.02		FOOD
12/08/2026	POCKIT	BP	2.49		CHARGES
12/08/2026	CO OP	BP	2.55		FOOD
18/08/2026	SAINSBURYS	BP	145.26		FOOD
19/08/2026	AMAZON	BP	53.99		A FRAME
25/08/2026	SAINSBURYS	BP	187.96		FOOD
26/08/2026	CO OP	BP	2.25		FOOD
27/08/2026	CO OP	BP	3.00		FOOD
27/08/2026	ALLAN MARTIN	BP	254.30		MEAT
28/08/2026	CO OP	BP	2.70		FOOD
28/08/2026	CO OP	BP	5.85		CO OP
31/08/2026	SAINSBURYS	BP	164.98		FOOD
		Total Payments	3,452.54		

POCKIT CARD - YOUTH

List of Payments made between 03/06/2026 and 09/09/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/06/2026	HOME BARGAINS	BACS	89.96		SUPPLIES
04/06/2026	CO-OP	BACS	18.27		SUPPLIES
08/06/2026	SPORTS DIRECT	BACS	58.49		SUPPLIES
09/06/2026	SEASONS	BACS	12.99		SUPPLIES
16/06/2026	CO-OP	BACS	12.60		SUPPLIES
16/06/2026	CO-OP	BACS	7.85		SUPPLIES
17/06/2026	CO-OP	BACS	10.15		SUPPLIES
18/06/2026	POCKIT	BACS	1.99		FEES
22/06/2026	CO-OP	BACS	36.45		SUPPLIES
24/06/2026	CO-OP	BACS	7.18		SUPPLIES
24/06/2026	NO 8	BACS	13.00		SUPPLIES
24/06/2026	SACRED HEART	BACS	42.98		SUPPLIES
24/06/2026	CO-OP	BACS	9.00		SUPPLIES
25/06/2026	CO-OP	BACS	14.40		SUPPLIES
26/06/2026	CO-OP	BACS	23.45		SUPPLIES
30/06/2026	HOME BARGAINS	BACS	78.56		SUPPLIES
08/07/2026	CO-OP	BP	10.55		REFRESHMENTS
08/07/2026	CO-OP	BP	1.70		REFRESHMENTS
08/07/2026	CO-OP	BP	3.25		REFRESHMENTS
08/07/2026	NO. 8	BP	2.00		SUPPLIES
09/07/2026	CO-OP	BP	11.71		REFRESHMENTS
13/07/2026	CO-OP	BP	26.55		REFRESHMENTS
15/07/2026	CO-OP	BP	12.35		REFRESHMENTS
16/07/2026	CO-OP	BP	20.95		REFRESHMENTS
18/07/2026	POCKIT	BP	1.99		FEE
21/07/2026	CO-OP	BP	22.10		REFRESHMENTS
22/07/2026	CO-OP	BP	29.40		REFRESHMENTS
22/07/2026	CO-OP	BP	7.00		REFRESHMENTS
24/07/2026	CO-OP	BP	22.50		REFRESHMENTS
31/07/2026	CO-OP	BP	8.97		REFRESHMENTS
10/08/2026	CO-OP	BP	10.25		REFRESHMENTS
10/08/2026	CO-OP	BP	5.61		REFRESHMENTS
10/08/2026	CO-OP	BP	5.00		REFRESHMENTS
11/08/2026	CO-OP	BP	10.50		REFRESHMENTS
11/08/2026	CO-OP	BP	4.00		REFRESHMENTS
14/08/2026	HOME BARGAINS	BP	58.53		SUPPLIES
14/08/2026	CO-OP	BP	16.60		RERFESHMENTS
18/08/2026	POCKIT	BP	1.99		CHARGES
		Total Payments	730.82		

Forest Row Parish Council

Bank - Cash and Investment Reconciliation as at 31 August 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/08/2026	Cafe Cash A/c	0.00	
31/08/2026	Thursday Club Cash A/c	0.00	
31/08/2026	Unity Trust	240,685.21	
31/08/2026	CCLA	175,000.00	
31/08/2026	POCKIT CARD - DOD	649.70	
31/08/2026	POCKIT CARD - CC	275.39	
31/08/2026	POCKIT CARD - YOUTH	309.74	
31/08/2026	POCKIT - GT	667.54	
			417,587.58

Other Cash & Bank Balances

	174.38
	417,761.96

Receipts not on Bank Statement

	0.00
Closing Balance	**417,761.96**

All Cash & Bank Accounts

2	Cafe Cash Account	0.00
3	Thursday Club Cash Account	0.00
4	Unity Trust	240,685.21
5	CCLA	175,000.00
6	POCKIT CARD - DOD	649.70
7	POCKIT CARD - CC	275.39
8	POCKIT CARD - GAGES	0.00
10	POCKIT CARD - YOUTH	309.74
12	POCKIT -GT	667.54
	Other Cash & Bank Balances	174.38
	Total Cash & Bank Balances	**417,761.96**

Lifesaver C2 large water filter

FOREST ROW PARISH COUNCIL

The Community Centre			
Hartfield Road		Tel:	01342 822661
Forest Row		Email:	parishclerk@forestrow.gov.uk
East Sussex		Web:	http://www.forestrow.gov.uk
RH18 5DZ		Clerk:	David O'Driscoll

GRANT OUTCOME FORM

(Please return the form to the Parish Clerk at the above address)

<table>
<tr><td colspan="2">NAME OF ORGANISATION: From Friends</td></tr>
<tr><td colspan="2">NAME OF CONTACT PERSON: Beth Gardner (Chair)</td></tr>
<tr><td rowspan="4">ADDRESS FOR CORRESPONDENCE:

FRow Friends
C/o Forest Row Parish Council
The Community Centre
Hartfield Road
Forest Row

POST CODE: RH18 5DZ</td><td>Tel: (07878)971952</td></tr>
<tr><td>Email: frowfriends@gmail.com</td></tr>
<tr><td>Web (if any): https://frowfriends.co.uk/</td></tr>
<tr><td>SUM AWARDED & DATE OF AWARD: £1010.00, February 2026</td></tr>
</table>

WHAT HAS YOUR PROJECT ACHIEVED AND HOW HAS THE GRANT HELPED?
(continue on a separate sheet if necessary)

As per our approved application; our project is due to start being advertised and then implemented from Autumn 2026 until Autumn 2027.

We are currently engaged in a rebranding project which includes a revamp of our website. Once this is complete we will roll out the recruitment project facilitated by the grant.

HOW WAS THE GRANT SPENT?
(continue on a separate sheet if necessary)

Please refer to the response above.

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

GRANT OUTCOME FORM

(Please return the form to the Parish Clerk at the above address)

NAME OF ORGANISATION: Forest Row Energy Co-operative Ltd

NAME OF CONTACT PERSON: Jonathan Shopley, or Morgan Loughton

ADDRESS FOR CORRESPONDENCE: **8 Gage Ridge, Forest Row,** **POST CODE:RH18 5HL** info@forestrowenergy.com	**Tel: 07983175730** **Email: info@forestrowenergy.com** **Web (if any): www.forestrowenergy.com** **SUM AWARDED & DATE OF AWARD: £983.00 / 26/02/2026**

WHAT HAS YOUR PROJECT ACHIEVED AND HOW HAS THE GRANT HELPED?
(continue on a separate sheet if necessary)

The overarching goal of our grant was to build Forest Row Energy Co-operative into an active, visible and trusted community resource for renewable energy and energy efficiency. We are pleased to report that we have achieved exactly that. FRECL is now a recognised and trusted body in the village, with enquiries and engagement growing steadily and, in several areas, beyond what we originally planned.

We began by delivering the foundations set out in our engagement plan. We carried out a full update of our website with practical, balanced guides on solar, heat pumps, biomass and industry terminology; we researched and built a vetted list of local renewable energy suppliers, checking their certifications, track record and customer feedback; we grew our newsletter and social media presence; and we strengthened partnerships with neighbouring councils and community energy organisations such as OVESCO and Community Energy Pathways.

As this work matured, we deliberately revised our focus in response to what residents told us they most needed. Rather than stopping at information and online content, we moved into hands-on, one-to-one support, which has become the heart of what we now do:

- A monthly energy advice drop-in at the Community Centre, alongside the Repair Cafe.
- One-to-one bill reviews, helping residents understand and reduce what they pay.
- Independent second opinions on renewables quotes, including four heat pump quote reviews. In one case we identified that competing installers had proposed systems very different in size, and helped the resident avoid an oversized and more costly system.
- Guidance on grants such as the Warm Homes: Local Grant and the Boiler Upgrade Scheme.
- A weekly, plain-English newsletter reaching 349 active subscribers.
- Community events, including five events and a film screening attended by around 100 people.
- A local survey of solar and heat pump uptake to help target our support where it is most needed.

In total we have directly helped around 30 residents one to one, and reached many more through the newsletter and events. The grant was central to this: it allowed us to build the foundations, and then to evolve into the trusted, active community resource the grant set out to create. We shifted our focus as we learned more about what our community wants and needs, and that shift is exactly why our engagement and enquiries now reach beyond the original plan.

HOW WAS THE GRANT SPENT?
(continue on a separate sheet if necessary)

The grant was applied towards the running costs of delivering the advice service following its receipt in February 2026. The £983.00 was spent as follows:

Adviser time to deliver drop-ins, bill and quote reviews, website updates, newsletters, blog posts and resident enquiries.	£626.70
Public liability and professional insurance (Markel)	£184.80
Venue hire for the monthly drop-in and other community events	£82.50
Digital tools and communications (Google Workspace)	£59.00
Community Energy England membership	£30.00
Total	**£983.00**

The co-op's total running costs over this period exceeded the grant; the figures above show how the grant itself was applied. All items are drawn from the co-op's bank records. The Coop used around £1,500 from its reserves to support the community engagement plan.

FOREST ROW PARISH COUNCIL

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East Sussex
RH18 5DZ

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Clerk: David O'Driscoll

GRANT OUTCOME FORM

(Please return the form to the Parish Clerk at the above address)

NAME OF ORGANISATION: Forest Row Sports Ground Association	
NAME OF CONTACT PERSON: Mark Jackson	
ADDRESS FOR CORRESPONDENCE: **51 Hartfield Road** **Forest Row** **POST CODE: RH18 5BY**	**Tel:07515288152**
	Email:markpeterjackson@aol.com
	Web (if any):
	SUM AWARDED & DATE OF AWARD: **£3,000.00** **18th February 2026**

WHAT HAS YOUR PROJECT ACHIEVED AND HOW HAS THE GRANT HELPED?
(continue on a separate sheet if necessary)

The funding has contributed toward annual maintenance costs for the 6.5 acres of public amenty space (not pavilion building maintenance) at the Memorial Ground, Shalesbrook Lane, Forest Row.

As well as providing playing pitches for organised sport (Senior and Junior Football, Junior and Senior Cricket), 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 continued support of Forest Row Parish Council enables the FRSGA and member clubs to maintain the grounds that encourages usage by all.

HOW WAS THE GRANT SPENT?
(continue on a separate sheet if necessary)

The grant has been spent on annual grounds maintenance works, which include – regular year round grass cutting, supply and application of grass seed, fertilising, top dressing, slitting, vertidraining, strimming and tree management etc.

FOREST ROW PARISH COUNCIL

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

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

REQUEST FOR GRANT AID

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

NAME OF ORGANISATION: 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** **25/26 accounts waiting on auditor availability.**
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 amenty 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, vertidraining, 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.

We are seeking assistance from the Forest Row PC to enable the FRSGA to continue to maintain the grounds to an appropriate standard for all users.

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:**

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.
- 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.

FOREST ROW PARISH COUNCIL
GRANT ALLOCATION POLICY

General

1. In accordance with the General Power of Competence the Localism Act 2011, the Council is empowered to make financial grants, provided they are not restricted by other legislation.

2. Applications will be considered by the Finance & Policy Committee which meets approximately quarterly (or by Full Council when necessary) and will be allocated in line with its annual budget.

3. Only one grant per applicant will be awarded in any one financial year.

4. Annually recurring grants will not be considered as a rule, but each grant will be considered on its merits and the benefit to the community as a whole.

5. Retrospective applications or payments/reimbursements will not be considered.

6. 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.

7. Grants must be spent within one calendar year of allocation, and in default the grant monies must be returned to the Council.

Eligibility

1. Registered Charities (if National, then there should be a proven benefit to local residents)

2. Community Organisations

3. Voluntary Groups – run on a not-for-profit basis with a current bank account in the name of the group.

4. The Council will consider applications from religious groups, but the application must show that the project will bring wider community benefit.

5. Grants will not normally be considered from individuals unless there are very specific, proven benefits to the community.

6. Councillors may, at their discretion, make proactive contact with eligible groups and invite them to apply for funding, assisting them with their application if necessary.

Grant conditions

1.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.

2. Any grant received must be specifically for the project at purpose described in the application. Any changes to the objectives/purpose stated in your application, must first be discussed with the Parish Clerk.

3. Whilst the Council does not require that applicants have match funding from other sources for their project, it should be stated on the application if other funding is being sourced.

4. It is a condition of grants made to groups based within the civil parish that they complete an outcome report form following the procedure set out below.

Application procedure

1. All applications must be made on the standard form.

2. The form must include a statement (which can be on a separate sheet) setting out the purpose of the grant applied for in the context of the group's aims and objects, and the intended benefit to the community. The more comprehensive the statement, the easier it is for the Council to make an informed decision.

3. Applications must normally be accompanied by at least one year of (audited or inspected) accounts for the organisation, if applicable, together with current bank statements where relevant, a full budget/financial projections, and quotations where relevant to demonstrate:

- The actual purpose for which the grant is required, and
- Whether the project/event will be financially viable.

The requirement for audited accounts may be waived at the Council's discretion if the applicant is: a company exempt from audit under section 477 of the Companies Act 2006; or a newly formed organisation which has not yet produced annual accounts.

4. It is helpful – although not essential – if a representative on behalf of the applicant can attend the relevant meeting to add further details or answer any queries about their application.

4. Grants will normally be paid by BACS into a group/organisation bank account. Grants will not be paid into personal accounts save in exceptional circumstances and by prior agreement.

4, If a grant is awarded in the case of an applicant based within the civil parish, prior to receipt of the funds it must sign an undertaking to submit an outcome report on the form supplied within 6 months of the award, or if that is not possible, an explanation of the reason and a full report within 12 months. Failure to do so may lead to the funding being recalled.

Policy revised: August 2025 Due for review: May 2027

	23-24	24-25	25-26	Total Given	Category
Action against abuse			£ 488.00	£ 488.00	Charity
AirAmb		£ 300.00	£ 300.00	£ 600.00	Charity
Anderida		£ 500.00	£ 2,000.00	£ 2,500.00	AltHealth
Barebones Theatre		£ 2,000.00		£ 2,000.00	Arts
Cit Adv		£ 500.00	£ 500.00	£ 1,000.00	Charity
Soil Factory		£ 2,375.00	£ 3,200.00	£ 5,575.00	Environme
Friends of Medway		£ 1,000.00		£ 1,000.00	Environme
FR Choral		£ 1,000.00		£ 1,000.00	Events
FR Energy coop			£ 983.00	£ 983.00	Environme
FR Festival	£ 3,000.00			£ 3,000.00	Events
FR Junior Football			£ 500.00	£ 500.00	Sports
FR Threads			£ 400.00	£ 400.00	Social
FrowFriends		£ 1,333.00		£ 1,333.00	Social
Frowshow	£ 650.00			£ 650.00	Arts
FR Sports Ground	£ 2,500.00	£ 2,500.00		£ 5,000.00	Sports
FR Twinning		£ 1,000.00		£ 1,000.00	Local Initia
Holy trinity	£ 100.00			£ 100.00	Local Initia
Layo Mussi			£ 332.74	£ 332.74	Arts
Open Spaces		£ 500.00		£ 500.00	Charity
PODs			£ 2,000.00	£ 2,000.00	AltHealth
Starting Over Show		£ 450.00		£ 450.00	Arts
St Caths Hosp	£ 500.00	£ 500.00		£ 1,000.00	Charity
St Johns Ambulance	£ 300.00			£ 300.00	Charity
St Peter and James Hosp	£ 500.00	£ 500.00	£ 500.00	£ 1,500.00	Charity
Tablehurst		£ 1,000.00		£ 1,000.00	Local Initia
The Shed			£ 1,550.00	£ 1,550.00	Social
Victim Support	£ 300.00			£ 300.00	Charity
WeGrow		£ 1,200.00	£ 640.00	£ 1,840.00	Local Initia
Wildhart	£ 1,523.40			£ 1,523.40	Arts
	£ 9,373.40	£ 16,658.00	£ 13,393.74		

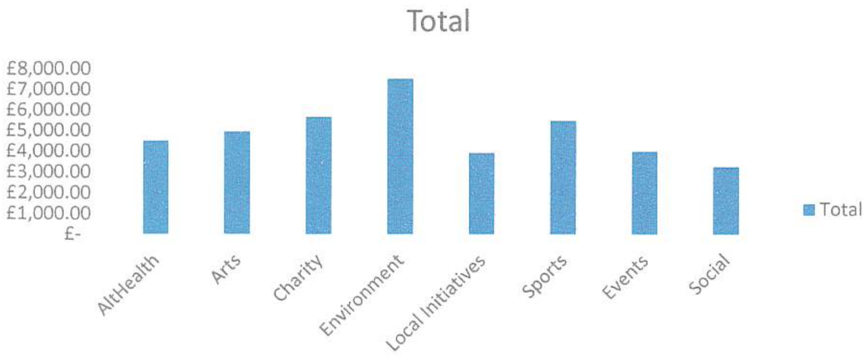
All 3 years

Row Labels	Sum of Total Given
AltHealth	£ 4,500.00
Arts	£ 4,956.14
Charity	£ 5,688.00
Environment	£ 7,558.00
Local Initiatives	£ 3,940.00
Sports	£ 5,500.00
Events	£ 4,000.00
Social	£ 3,283.00
Grand Total	**£ 39,425.14**

Row Labels	Sum of 23-24	Sum of 24-	Sum of 25-26	Sum of Total Given
AltHealth		500	4000	£ 4,500.00
Arts	2173.4	2450	332.74	£ 4,956.14
Charity	1600	2300	1788	£ 5,688.00
Environment		3375	4183	£ 7,558.00
Local Initiatives	100	3200	640	£ 3,940.00
Sports	2500	2500	500	£ 5,500.00
Events	3000	1000		£ 4,000.00
Social		1333	1950	£ 3,283.00
Grand Total	**9373.4**	**16658**	**13393.74**	**£39,425.14**

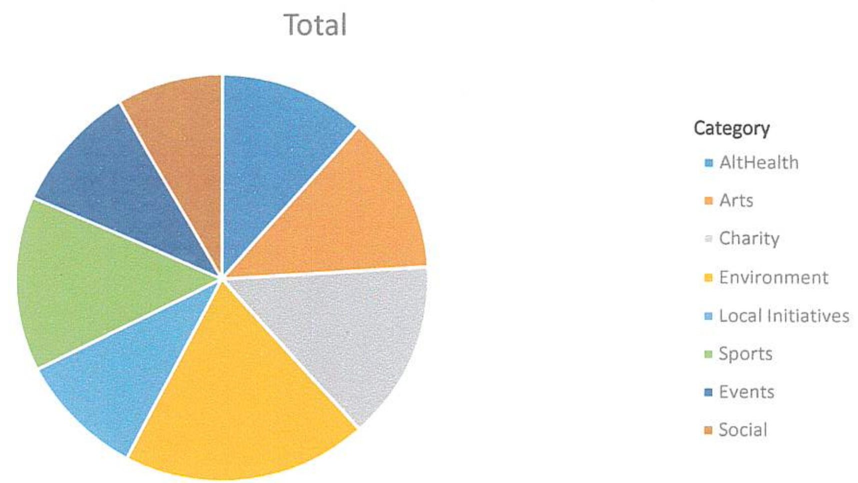
Total Grants Giver	38
Average grant am	£ 1,037.50

Sum of Total Given



Category

Sum of Total Given



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