

Forest Row Parish Council

Clerk:
Email:

Mr David O'Driscoll
parishclerk@forestrow.gov.uk

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



To: All members of the PEOPLE COMMITTEE:
Cllrs. Christie, Killick, Lewis, Marshall, Rainbow &
Volkers & Williams

Dear Sir/Madam,
You are required to attend a meeting of the
PEOPLE COMMITTEE to be held on **TUESDAY**
13th OCTOBER 2026 @ 7:30 pm in the
Community Centre

Tel:
Fax:
Email:
Website:

Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ
01342 822661
01342 825739
info@forestrow.gov.uk
www.forestrow.gov.uk

Date: 5 October, 2026


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 7th JULY 2026
5. REVIEW OF ACTIONS FROM PREVIOUS MEETING
6. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
 - 6.1 Finance report
 - 6.2 Draft Committee Budget for 2027-28
7. REPORTS ON CURRENT SERVICES
 - 7.1 Gages
 - 7.2 Thursday Club
 - 7.3 Library volunteer service
 - 7.4 Youth service
 - 7.5 Market
 - 7.6 Sponsored low-cost counselling
 - 7.7 Resilience Group
8. OTHER ISSUES FOR CONSIDERATION/ DECISION
 - 8.1 Grotto Co-ordinator
 - 8.2 To consider plans for May 2027 Parish Council Election
9. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE

PEOPLE COMMITTEE
BACKING PAPERS FOR MEETING 13TH OCTOBER 2026

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**COUNCILLORS BRIEFING NOTE FOR THE MEETING
OF THE 'PEOPLE' COMMITTEE 13th OCTOBER 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**

7.1 Financial Report. The attached report is complete to the end of month 6, showing income at 41.9% and expenditure at 32.5%. Expenditure is slightly lower than predicted at month 6. This, however, could change quickly and is reflected in the forecasted budget figures.

ACTION: *To note*

7.2 Draft Committee Budget for 2027-28

A draft budget sheet is attached, and an A3 version will be available at the meeting to make it more legible. Comments are as follows:

- The format of the budget sheet is: figures for last complete year/figures for current half-year with projections to the year end/draft figures for the coming year.
- Projected income for 27/28 is up by 3.32%.
- Projected expenditure for 27/28 is up by 0.19%

ACTION: *To discuss and adopt a draft committee budget*

7. **REPORTS ON CURRENT SERVICES**

7.1-7.3 Gages, Thursday Club, Library volunteer service Reports attached

7.4 Youth service Report attached

7.5 Market Report attached

7.6 Sponsored low-cost counselling - Report attached

7.7 Resilience Working Group - Report attached

ACTION: *To note*

8. **OTHER ITEMS FOR CONSIDERATION/ DISCUSSION**

8.1 Grotto Co-ordinator

Despite advertising for the post, we have not received any enquiries. As we are progressing into October, a decision must be taken to continue advertising or cancel the Grotto for this year.

ACTION: *To consider and resolve accordingly*

8.2 To consider plans for May 2027 Parish Council Election

The Four-Year Term of office will draw to a close next May. In recent years, plans have been formulated to attract new councillors for the next four years. In other areas, a meet & greet concept has been used to enable conversation to be had with current councillors.

ACTION: *To discuss*

9. **ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE**

MEETING OF PEOPLE COMMITTEE
HELD ON 7th July 2026

[illegible]

Localism & Community Projects**206 Community Transport**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
2600 Medical Car Scheme Income	0	350	350			0.0%	
Community Transport :- Income	<u>0</u>	<u>350</u>	<u>350</u>			<u>0.0%</u>	<u>0</u>
2601 Medical Car Scheme Expenses	0	100	100		100	0.0%	
2604 Wealdlink Contribution	566	1,200	634		634	47.2%	
Community Transport :- Indirect Expenditure	<u>566</u>	<u>1,300</u>	<u>734</u>	<u>0</u>	<u>734</u>	<u>43.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(566)</u>	<u>(950)</u>	<u>(384)</u>				

207 Market

3150 Market Income	2,716	7,500	4,784			36.2%	
Market :- Income	<u>2,716</u>	<u>7,500</u>	<u>4,784</u>			<u>36.2%</u>	<u>0</u>
3151 Market Expenses	3,552	10,000	6,448		6,448	35.5%	
Market :- Indirect Expenditure	<u>3,552</u>	<u>10,000</u>	<u>6,448</u>	<u>0</u>	<u>6,448</u>	<u>35.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(835)</u>	<u>(2,500)</u>	<u>(1,665)</u>				

209 Community Projects General

2609 New Service Income	0	500	500			0.0%	
Community Projects General :- Income	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
2700 New Service Expenses	0	4,000	4,000		4,000	0.0%	
2705 Low Cost counselling	3,135	5,500	2,365		2,365	57.0%	
2710 Environmental Support	0	1,000	1,000		1,000	0.0%	
2715 Community Consultation	0	6,000	6,000		6,000	0.0%	
2720 Capital Projects R & D	470	500	30		30	94.1%	
Community Projects General :- Indirect Expenditure	<u>3,605</u>	<u>17,000</u>	<u>13,395</u>	<u>0</u>	<u>13,395</u>	<u>21.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,605)</u>	<u>(16,500)</u>	<u>(12,895)</u>				

304 Gages

3435 Gages-Sales	11,073	24,000	12,927			46.1%	
Gages :- Income	<u>11,073</u>	<u>24,000</u>	<u>12,927</u>			<u>46.1%</u>	<u>0</u>
3436 Gages-Equipment Costs	639	2,000	1,361		1,361	32.0%	
3437 Gages-Food Costs	7,310	16,000	8,690		8,690	45.7%	
Gages :- Indirect Expenditure	<u>7,949</u>	<u>18,000</u>	<u>10,051</u>	<u>0</u>	<u>10,051</u>	<u>44.2%</u>	<u>0</u>
Net Income over Expenditure	<u>3,124</u>	<u>6,000</u>	<u>2,876</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
306 Thursday Club							
3635 TC-Subscriptions	128	200	73			63.8%	
Thursday Club :- Income	<u>128</u>	<u>200</u>	<u>73</u>			<u>63.8%</u>	<u>0</u>
3636 TC-Running Costs	8	1,000	992		992	0.8%	
Thursday Club :- Indirect Expenditure	<u>8</u>	<u>1,000</u>	<u>992</u>	<u>0</u>	<u>992</u>	<u>0.8%</u>	<u>0</u>
Net Income over Expenditure	<u>120</u>	<u>(800)</u>	<u>(920)</u>				
406 Youth Service							
4602 Youth Service Income	347	1,500	1,153			23.1%	
Youth Service :- Income	<u>347</u>	<u>1,500</u>	<u>1,153</u>			<u>23.1%</u>	<u>0</u>
4603 Youth Service Expenses	1,008	4,000	2,992		2,992	25.2%	
Youth Service :- Indirect Expenditure	<u>1,008</u>	<u>4,000</u>	<u>2,992</u>	<u>0</u>	<u>2,992</u>	<u>25.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(661)</u>	<u>(2,500)</u>	<u>(1,839)</u>				
Localism & Community Projects :- Income	14,264	34,050	19,786			41.9%	
Expenditure	16,688	51,300	34,612	0	34,612	32.5%	
Movement to/(from) Gen Reserve	<u>(2,424)</u>	<u>(17,250)</u>	<u>(14,826)</u>				
Grand Totals:- Income	14,264	34,050	19,786			41.9%	
Expenditure	16,688	51,300	34,612	0	34,612	32.5%	
Net Income over Expenditure	<u>(2,424)</u>	<u>(17,250)</u>	<u>(14,826)</u>				
Movement to/(from) Gen Reserve	<u>(2,424)</u>	<u>(17,250)</u>	<u>(14,826)</u>				

BUDGET PREP 2027-28

PEOPLE

version 1

	2025-26 Budget	Actual	% forecast	2026-27 Budget	To month 6	% to date	f'cast 12 mth	2027-28	comments
Income streams									
2678 Medical transport	120	186	155%	350	0	0%	200	380	
3160 Market income	7500	6584	88%	7500	2716	36%	6500	7500	Based on income streams from current year
2609 New service income	500	0	0%	500	0	0%	500	500	Contingency
3435 Gages sales	22000	27798	126%	24000	11073	46%	24000	25000	Based on past footfall
3635 Thursday club subs	200	95	48%	200	128	64%	190	200	Based on current numbers
4602 Youth income	1000	2255	226%	1500	347	23%	1000	1600	A calculated guess
4180 Misc income	0	0	0%	0	0	0%	0	0	
3188 Donations	0	30	0%	0	0	0%	0	0	
4251 Shed income	0	1550	0%	0	0	0%	0	0	
TOTAL	31320	38498	123%	34050	14264	42%	32390	35180	
Expenditure									
2601 Medical transport	100	0	0%	100	0	0%	75	100	
2604 Wealdlink contribution	1100	1091	99%	1200	566	47%	1200	1300	Yearly increase
3151 Market expenses	8000	7393	92%	10000	3552	36%	8000	11000	New equipment may be needed
2700 New service expenses	6500	5030	77%	4000	0	0%	0	4000	Contingency
2705 Low cost counselling	15500	15648	101%	5500	3135	57%	6000	6500	Estimated
3437 Gages food costs	2000	1212	61%	16000	7130	46%	16000	17500	Based on food prices
3436 Gages equipment	750	233	31%	2000	639	32%	1750	2000	New equipment may be needed
3636 Thursday Club running	3000	3419	114%	4000	1008	25%	2000	1000	General
4603 Youth service expenses	1000	0	0%	1000	0	0%	0	1000	
2710 Environmental support	2500	3119	125%	6000	0	0%	1000	2500	
2715 Community consultation	500	0	0	500	470	94%	650	500	
2720 Capital projects R&D	500	0	0%	0	0	0%	0	0	
2750 Youth Forum	2000	1550	77%	0	0	0%	0	0	
2671 Shed project									
TOTAL	43450	38695	89%	51300	16508	33%	37175	51400	

Gages Café

1st July 2026 to 5th October 2026

Total Number of Meals 800

Total Deliveries 301

Total Eat In 499

Cook Emma finished working her notice on 28th August.

After shadowing Emma for a couple of days, our new cook Catherine started on 2nd September.

Catherine has fitted in well with our kitchen staff and volunteers. Her meals are delicious and she copes well with the running of Gages. It was a smooth transition. Unfortunately, Catherine had a fall at home and broke her wrist meaning we had to close on 23rd September because a replacement could not be found. However, I have managed to cover all shifts with our volunteer cook, Alison, stepping up for extra shifts, Sabina taking over the head cook role with our volunteer, Jade, working alongside her, and Emma will return to cover four shifts during October. All being well, Catherine will return on 4th November.

We had a very quiet summer at Gages, due to the extreme heatwaves. The majority of our clientele are quite elderly, so it was too hot for them to safely venture out of their homes, and some of them said it was too hot to even eat. We had to close on a couple of days as the kitchen was too hot to work safely.

Gages is happily picking up in numbers again and I am busy designing new advertising and beginning to arrange our Christmas meal.

Thursday Club

Members: 20

New recent members: 2

Volunteer Helpers: 2

July - October

6 meetings were held between July - October.

We have ventured to Trading Boundaries & Haskins Garden Centre with in-house events which have included quizzes, bingo and outside speakers.

Transport continues to be an issue.

Library

October 2026

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

They each cover 2 or 3 shifts every three months.

All is running smoothly.

Youth services report

July - September

July was a busy end to the summer term. Lots of celebrations for our year 6 leavers and talks around preparation for their next steps and changing sessions to move up to the older sessions and how the sessions are age focused, to encourage a continuation of attendance. Although we do find that the first year of secondary many of the year 7"s still like to drop in during younger sessions as they do not feel ready to move into the older sessions immediately.

During sessions, we have been having lots of games / sports tournaments. Mostly led by youth volunteers, and overseen by youth workers.

The volunteers have been an incredible asset to the service.

August was a consistent attendance throughout holidays, with regular members attending, although many of them are concessions as the cost of living is impacting all and £1 a day is not affordable for youth attending every day.

We have Lots of pasta and bread donated from the fridge and so we feed youth daily.

This summer was a scorcher, we had water fights and put up a gazebo for shade most days.

MM flagged issues with anti social behaviour and will follow up on chasing / organising meetings with identified Leads.

September has been a busy month with the new year 5 intake.

Lots of staff planning for autumn.

Halloween party for younger session.

Virtual reality escape room in half term for older teens and hopefully an up cycling workshop

Market

General Number of Shareholders: 7/8

Footfall:	Has been low over the past few months.
Advertising:	To be increased. Enquiries to be made to Sussex Living and Forest Row News together with increased social media.
Coffee van:	Is in situ-monthly and tables & chairs have been added recently.
Craft Table:	Has been added and has been well received.
Music:	Idea to be explored.

Update for FRPC about low-cost counselling service 30th April to 7th October

Number of sessions held - 75

Number of clients worked with 15 (31 last year).

Average client contribution is £11.50

We are currently offering free supervision to counsellors for their work connected to the service and continue to do initial client triage and all admin as part of the service, without any cost to FRPC.

We have spent £1,700

We have £3,800 left in our budget. We don't anticipate exceeding this budget.

We have had a slower start to the year but are on track to see the same amount of clients by end of the financial term.

We start out financial year from 30th April 2026

Client Demographics

Under 21 - 5
21-40 7
41-61 3
Over 61 0

We currently have 0 clients on our waiting list.

We now have 8 counsellors on our books giving us a pool of different approaches and experience.

Thank you for your support, Diane and Owen.

FRPC Resilience and Emergency Working Group

Minutes

15/09/2026 at 7pm, Garden Room

In attendance:

Alice Killick, Ben Christie, Rebecca Rainbow, Jason Eichner, Nigel Hills, David O'Driscoll and Zuzu la Djo

- Emergency plan document distributed by AK.
- Screening on 29th of September of National Emergency Briefing to proceed. Produced documents and signup sheet to be printed and ready for distribution at screening. Council projector to be used, with BC providing audio system. Kitlist (including large print and handouts)/largescale map/volunteer signup available.
- Radio licencing discussed - HAM radio licence or long distance walkie talkie system for emergency comms. Public broadcast licencing complex, broadcasting during an emergency via radio would require a public radio licence with a long term commitment and 24/7 broadcast requirements which may be out of scope of the working group for the short term.

Meeting closed at 7:31pm.

Supplemental - RE: Tuesday 29/09/26 Film screening.
Attendance 44, film was positively received.