

# 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. R.Lewin (Chairman), Farrar, Hill, Hindler,  
Josephson, T Lewin, Moore, Pritchitt, Williams and  
J Wogan  
(All other Councillors – for information)

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Dear Sir/Madam,  
Your attendance is required at a meeting of the FINANCE &  
POLICY COMMITTEE to be held on TUESDAY 2nd APRIL  
2019 in the Rose Room of the Community Centre at

Date: 27 March, 2019

**7.30pm.**

Mr D O'Driscoll  
Clerk to Forest Row Parish Council

## AGENDA

THE FIRST TEN MINUTES WILL BE AVAILABLE FOR RELEVANT QUESTIONS AND REMARKS FROM THE PUBLIC – IF ANY. MEMBERS OF THE PUBLIC ARE WELCOME TO STAY AND OBSERVE THE REST OF THE MEETING.

### PRELIMINARIES

1. PUBLIC QUESTIONS – the business of the meeting will start no later than 7.45pm
2. APOLOGIES FOR ABSENCE
3. **TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION RE THE ITEMS BELOW**
4. RECORDS OF THE MEETINGS HELD ON 7<sup>TH</sup> JANUARY & 12<sup>TH</sup> FEBRUARY 2019
  - 4.1 To approve the minutes of the meetings of 7<sup>TH</sup> JANUARY & 12<sup>TH</sup> FEBRUARY 2019
  - 4.2 To consider any objections to deletion of the digital transcript of those meetings
5. TO NOTE UPDATE ON PROGRESS (MATTERS NOT REQUIRING A DECISION)
  - 5.1 Card Payments
  - 5.2 Council's investments
6. CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM LAST MEETING

### FINANCIAL REPORTING To note the following (queries as appropriate)

- 7 FINANCIAL REPORT to month 12 (to include budget variances)
8. LIST OF PAYMENTS (to include prepayment cards)

### MATTERS FOR CONSIDERATION/DECISION (see also confidential section)

9. To consider (and resolve if appropriate) on the Council's relations with 'Wealdlink' Community Transport
10. To consider (and resolve if appropriate) on the current deployment of the Community Warden
11. To consider (and resolve if appropriate) on the current terms of reference of the Forest Row Business Group
12. To consider a grant application from St Catherine's Hospice

## **CONFIDENTIAL MATTERS**

*If relevant: 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.*

13. To note staff changes
14. To note staff training budget analysis
15. To consider tenancy issues

16. CORRESPONDENCE (not dealt with above)
17. ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

**FINANCE & POLICY COMMITTEE****BACKING PAPERS FOR MEETING 2<sup>nd</sup> APRIL 2019**

<b>Agenda item</b>	<b>Description</b>	<b>Page nos</b>
	Clerk's general briefing note	1-2
7	Financial report to month 12	3-8
	Report from Property & Assets	9
	Report from Amenities & Services	10
8	List(s) of payments	11-17
9	Copy exchange of emails with 'Wealdlink' Community Transport	18-19
12	St Catherine's Hospice: grant application papers	20-25
16	Email from CAB Horsham	26

**COUNCILLORS' BRIEFING FOR THE FINANCE & POLICY COMMITTEE MEETING  
ON 2<sup>nd</sup> APRIL 2019**

1. **PUBLIC QUESTIONS** – none signified in advance.
2. **APOLOGIES FOR ABSENCE** – none received at the date of this briefing note.
3. **DECLARATIONS OF INTEREST** - Members who have a financial interest in any of the items covered by this agenda may wish to declare a personal interest. However, occasional users of services or volunteers need not be concerned.
4. **RECORDS OF MEETINGS** – there are two to be considered: 8<sup>th</sup> January and the extra-ordinary meeting of 12<sup>th</sup> February.
5. **CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**
  - 5.1 Card payments. Following the vote on 12<sup>th</sup> February, I met with the representative from Barclays and completed the paperwork on 15<sup>th</sup> February. At the date of this note, I have not heard that the agreement has been approved – there are the usual headaches in persuading the banks that a local council is a *bona fide* financial organisation.
  - 5.2 Council's investments. A review was requested at the meeting of 8<sup>th</sup> January. I felt it would be prudent to postpone this until the financial year end, when the closing figures are established. I will report back to the next Finance & Policy meeting.  
***ACTION: to note***
6. **CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM LAST MEETING**

This item has been included for Members to raise any points of information arising from the previous meeting which can be answered briefly.

***ACTION: to discharge as appropriate***
7. **FINANCIAL REPORT to month 12 (to include budget variances)**

A summary financial printout is attached. Heads of Committees will report on any points of significance, including any major variances. Where the reports are not attached to the backing papers, the reports will be given orally.

***ACTION: to note (queries if appropriate)***
8. **LIST OF PAYMENTS** Formal printouts are supplied with the backing papers. Please note that there is no bank reconciliation available for this meeting, as it is too close to the financial year end.  
***ACTION: to note (queries if appropriate)***

**MATTERS FOR CONSIDERATION / DECISION**

9. **RELATIONS WITH 'WEALDLINK' COMMUNITY TRANSPORT**

There was discussion at the F&P meeting of 12<sup>th</sup> February as to whether the numbers from Forest Row who use the shopping bus justified our continued contribution to the scheme as a whole. The Clerk was asked to write to 'Wealdlink' to obtain any available figures. The reply is attached to the backing papers. Note: the contribution is budgeted for in 2019-20.  
***ACTION: to consider and resolve if and as appropriate***

**10. CURRENT DEPLOYMENT OF THE COMMUNITY WARDEN**

We are currently 'hiring out' the Warden to Crowborough Town Council & on a more limited basis to Withyham & Rotherfield Parish Councils. At the 8<sup>th</sup> January meeting, the Clerk was asked to monitor this situation and report back. (Both Crowborough & Withyham have since resolved - and budgeted - for the arrangements to continue. Rotherfield is still undecided).

On the current 2-month shift pattern, the position is as follows:

- Crowborough has 22 full shifts & 5 half-shifts = 24.5 total = 58.3%
- Forest Row has 10 full shifts and 5 half-shifts = 12.5 total = 29.7%
- Withyham has 5 half-shifts = 2.5 total = 6%
- Rotherfield has 5 half-shifts = 2.5 total = 6%

The disparities are due to the relative sizes/ populations of the areas being covered, and maintain a similar level of visibility in each centre. The costs are allocated on a similar basis.

There have been a few comments received in Forest Row that "Chris isn't about as much as he used to be", but I am satisfied that his core role is not compromised. Both Crowborough & Withyham feel that his level of visibility is about right, although the Warden himself has said that the job in Crowborough is inherently more demanding. Our options are: to maintain the *status quo* / to change the percentage allocations / to recruit some back-up. Each option has plus points and each has drawbacks.

***ACTION: to consider and resolve if and as appropriate***

**11. CURRENT TERMS OF REFERENCE OF THE F/R BUSINESS GROUP**

The current business group emerged from discussion among local entrepreneurs because previous attempts to create a viable business forum had proved ineffective, and commanded insufficient support from potential members. It was felt that backing from the Parish Council would provide a stable 'anchor point' for the organisation and a continuity that the previous incarnation(s) did not have. The Chairman of the Council has taken a personal lead in promoting the group, and upwards of 30 representatives of local enterprises expressed an initial interest in taking part. The Council's contribution to date has been to provide a free meeting space and the necessary administrative support.

The group is still at the inchoate stage, to see whether the initial interest persists. If it does, it may then require a more formal constitution, including a statement of ongoing relations with the Council. However, it is felt that a linkage with the Parish Council will still be necessary so that continuity of both effort and organisation can be maintained.

***ACTION: to note and resolve if and as appropriate***

**12. GRANT APPLICATION FROM ST CATHERINE'S HOSPICE**

This was expressly timed to be considered at the first meeting of the new financial year (the budget allocation for grants in 2019-20 is £7000, including the Ashdown Forest Conservators). The necessary papers are attached. In 2018-19 we made a grant of £500.

***ACTION: to resolve as appropriate***

**13-15. CONFIDENTIAL MATTERS (COVERED BY A SEPARATE BRIEFING NOTE)**

**16. CORRESPONDENCE**

Attached is a 'thank you' email from the CAB (already published in Councillors Briefing).

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

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>Finance &amp; Policy</b>							
<b>401</b>	<b>Finance &amp; Administration</b>						
4100	PENSION TOP UP	2,500	0	-2,500		-2,500	0.0 %
4101	FI-Salaries	253,231	280,000	26,769		26,769	90.4 %
4102	FI-Payroll Outsource Costs	315	360	45		45	87.5 %
4103	FI-Contrib. to Library Salary	0	2,500	2,500		2,500	0.0 %
4105	Community services - developme	17	1,000	983		983	1.7 %
4108	FI-Staff Training/Travel	2,008	3,000	992		992	66.9 %
4110	Community Warden Costs	541	1,000	459		459	54.1 %
4111	Forest Rate	22	15	-7		-7	147.9 %
4120	Postage	984	1,050	66		66	93.7 %
4121	Telecommunications	5,443	3,000	-2,443		-2,443	181.4 %
4123	Stationery	692	950	258		258	72.9 %
4124	FI-Subscriptions	3,454	2,250	-1,204		-1,204	153.5 %
4125	FI-Insurance	7,394	9,000	1,606		1,606	82.2 %
4126	Printer/copier	4,130	2,250	-1,880		-1,880	183.5 %
4133	FI-Chairman's Fund	328	350	22		22	93.8 %
4134	FI-Parish Meeting	0	150	150		150	0.0 %
4135	FI-Councillors Training/Travel	393	500	107		107	78.5 %
4136	Security Checks	238	120	-118		-118	198.3 %
4137	FI-Members Allowances	1,632	5,000	3,368		3,368	32.6 %
4151	FI - Bank Charges	548	400	-148		-148	137.0 %
4156	FI-Legal & professional fees	3,445	1,000	-2,445		-2,445	344.5 %
4157	FI-Audit & Financial Managemen	3,012	3,000	-12		-12	100.4 %
4158	FI-Van Lease	2,626	2,800	174		174	93.8 %
4160	Office Equipment	805	750	-55		-55	107.4 %
4161	Office Maintenance	20	750	730		730	2.7 %
4165	FI-Election Fund	0	1,000	1,000		1,000	0.0 %
4166	Wayleaves	0	45	45		45	0.0 %
4169	Community Occasion	759	250	-509		-509	303.8 %
7101	PR- Advertising/Publicity	183	250	68		68	73.0 %
7102	PR-Website	635	250	-385		-385	254.0 %
7103	Do not use	0	250	250		250	0.0 %
7110	PR-Newsletter & Distribution	0	800	800		800	0.0 %
	Finance & Administration :- Expenditure	<b>295,355</b>	<b>324,040</b>	<b>28,685</b>	<b>0</b>	<b>28,685</b>	<b>91.1 %</b>
4176	FI-Precept Received	347,000	347,000	0			100.0 %
4177	FI-Discretionary Grant	4,974	4,974	0			100.0 %
4180	FI-Misc Income	17,356	1,000	16,356			1735.6
4181	FI-Wayleave Income	6	20	-14			28.0 %

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4182	FI-Devolved Services Income	1,103	715	388			154.2 %
4183	Community Warden Hire	5,596	1,800	3,796			310.9 %
4190	FI-Interest Received	1,171	400	771			292.9 %
	Finance & Administration :- Income	<b>377,205</b>	<b>355,909</b>	<b>21,296</b>			<b>106.0 %</b>
	<b>Net Expenditure over Income</b>	<b>-81,850</b>	<b>-31,869</b>	<b>49,981</b>			
<b>403</b>	<b>Other Grants</b>						
4360	Other Grants	4,175	4,500	325		325	92.8 %
4361	FRGSA Subsidy	2,291	2,000	-291		-291	114.5 %
	Other Grants :- Expenditure	<b>6,466</b>	<b>6,500</b>	<b>34</b>	<b>0</b>	<b>34</b>	<b>99.5 %</b>
	<b>Net Expenditure over Income</b>	<b>6,466</b>	<b>6,500</b>	<b>34</b>			
	Finance & Policy :- Expenditure	<b>301,820</b>	<b>330,540</b>	<b>28,720</b>	<b>0</b>	<b>28,720</b>	<b>91.3 %</b>
	Income	<b>377,205</b>	<b>355,909</b>	<b>21,296</b>			<b>106.0 %</b>
	<b>Net Expenditure over Income</b>	<b>-75,384</b>	<b>-25,369</b>	<b>50,015</b>			
<b>Amenities &amp; Services</b>							
<b>101</b>	<b>Allotments</b>						
1135	Allotments-Water & Upkeep	216	300	84		84	71.8 %
	Allotments :- Expenditure	<b>216</b>	<b>300</b>	<b>84</b>	<b>0</b>	<b>84</b>	<b>71.8 %</b>
1180	Allotment Rents	1,567	1,300	267			120.5 %
	Allotments :- Income	<b>1,567</b>	<b>1,300</b>	<b>267</b>			<b>120.5 %</b>
	<b>Net Expenditure over Income</b>	<b>-1,351</b>	<b>-1,000</b>	<b>351</b>			
<b>102</b>	<b>Village Greens</b>						
1236	Outdoor Maintenance	8,442	16,500	8,058		8,058	51.2 %
1237	Outdoor Planting	1,256	1,200	-56		-56	104.7 %
1239	VG-Utilities	231	100	-131		-131	231.3 %
	Village Greens :- Expenditure	<b>9,929</b>	<b>17,800</b>	<b>7,871</b>	<b>0</b>	<b>7,871</b>	<b>55.8 %</b>
1280	VG-Hire Income	460	500	-40			92.0 %
1281	VG- Utilities Income	81	150	-69			54.3 %
3188	CC Grants & Donations	250	0	250			0.0 %
	Village Greens :- Income	<b>791</b>	<b>650</b>	<b>141</b>			<b>121.8 %</b>
	<b>Net Expenditure over Income</b>	<b>9,138</b>	<b>17,150</b>	<b>8,012</b>			



	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>104 Amenities General</b>						
1436 Skate & Play areas	186	1,500	1,315		1,315	12.4 %
1447 Dog Fouling	3,000	3,000	0		0	100.0 %
Amenities General :- Expenditure	<b>3,186</b>	<b>4,500</b>	<b>1,315</b>	<b>0</b>	<b>1,315</b>	<b>70.8 %</b>
1400 Amenities grants/donations	13,136	6,000	7,136			218.9 %
Amenities General :- Income	<b>13,136</b>	<b>6,000</b>	<b>7,136</b>			<b>218.9 %</b>
<b>Net Expenditure over Income</b>	<b>-9,951</b>	<b>-1,500</b>	<b>8,451</b>			
<b>105 Outdoor Maintenance</b>						
1501 Outdoor Maintenance Equipment	3,543	1,000	-2,543		-2,543	354.3 %
Outdoor Maintenance :- Expenditure	<b>3,543</b>	<b>1,000</b>	<b>-2,543</b>	<b>0</b>	<b>-2,543</b>	<b>354.3 %</b>
<b>Net Expenditure over Income</b>	<b>3,543</b>	<b>1,000</b>	<b>-2,543</b>			
<b>203 Street Lighting</b>						
2314 SL-Power	2,186	1,700	-486		-486	128.6 %
2336 Streetlights	5,390	4,000	-1,390		-1,390	134.7 %
Street Lighting :- Expenditure	<b>7,576</b>	<b>5,700</b>	<b>-1,876</b>	<b>0</b>	<b>-1,876</b>	<b>132.9 %</b>
<b>Net Expenditure over Income</b>	<b>7,576</b>	<b>5,700</b>	<b>-1,876</b>			
<b>601 Cemetery</b>						
6123 Cemetery Admin	274	250	-24		-24	109.6 %
6151 BU- Cemetery Rates	487	400	-87		-87	121.6 %
6152 BU-Memorial Repairs	0	200	200		200	0.0 %
Cemetery :- Expenditure	<b>761</b>	<b>850</b>	<b>90</b>	<b>0</b>	<b>90</b>	<b>89.5 %</b>
6180 BU-Burial Fees	5,781	4,000	1,781			144.5 %
6181 Use 6180	0	4,000	-4,000			0.0 %
Cemetery :- Income	<b>5,781</b>	<b>8,000</b>	<b>-2,219</b>			<b>72.3 %</b>
<b>Net Expenditure over Income</b>	<b>-5,021</b>	<b>-7,150</b>	<b>-2,130</b>			
Amenities & Services :- Expenditure	<b>25,209</b>	<b>30,150</b>	<b>4,941</b>	<b>0</b>	<b>4,941</b>	<b>83.6 %</b>
Income	<b>21,275</b>	<b>15,950</b>	<b>5,325</b>			<b>133.4 %</b>
<b>Net Expenditure over Income</b>	<b>3,934</b>	<b>14,200</b>	<b>10,266</b>			

**Property & Assets**



Month No : 12

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>201</b> <b>Bus Shelters</b>						
2136 BS-Bus Shelters	6	500	494		494	1.2 %
Bus Shelters :- Expenditure	<u>6</u>	<u>500</u>	<u>494</u>	<u>0</u>	<u>494</u>	<u>1.2 %</u>
<b>Net Expenditure over Income</b>	<u>6</u>	<u>500</u>	<u>494</u>			
<b>205</b> <b>Miscellaneous Assets</b>						
1439 Public Seats	826	250	-576		-576	330.4 %
1442 Litter Bins	1,496	500	-996		-996	299.2 %
2551 Offsite Car Parks	75	500	425		425	15.0 %
6139 BU - War Memorial	9,520	2,000	-7,520		-7,520	476.0 %
7108 PR-Notice Boards	71	500	429		429	14.1 %
Miscellaneous Assets :- Expenditure	<u>11,988</u>	<u>3,750</u>	<u>-8,238</u>	<u>0</u>	<u>-8,238</u>	<u>319.7 %</u>
<b>Net Expenditure over Income</b>	<u>11,988</u>	<u>3,750</u>	<u>-8,238</u>			
<b>301</b> <b>Community Centre</b>						
3111 CC-Rates & Services	17,251	20,000	2,749		2,749	86.3 %
3116 CC-Upkeep/Cleaning	9,864	10,000	136		136	98.6 %
3127 CC - Drinks Machine	931	900	-31		-31	103.5 %
3136 CC-Enhancement	13,843	14,500	657		657	95.5 %
Community Centre :- Expenditure	<u>41,889</u>	<u>45,400</u>	<u>3,511</u>	<u>0</u>	<u>3,511</u>	<u>92.3 %</u>
3180 CC-Lettings	23,307	23,000	307			101.3 %
3181 CC-Equipment Hire	944	900	44			104.9 %
3182 CC-Rents	17,150	20,000	-2,850			85.8 %
3185 MISC - incl books/copying)	509	300	209			169.7 %
3187 CC Drinks Machine Income	560	500	60			112.0 %
3188 CC Grants & Donations	278	0	278			0.0 %
3189 Misc Property Refunds	-473	0	-473			0.0 %
3190 No longer in use	26	0	26			0.0 %
Community Centre :- Income	<u>42,301</u>	<u>44,700</u>	<u>-2,399</u>			<u>94.6 %</u>
<b>Net Expenditure over Income</b>	<u>-412</u>	<u>700</u>	<u>1,112</u>			
<b>303</b> <b>Venue on the Green</b>						
3301 VOTG - Capital Costs	309,618	0	-309,618		-309,618	0.0 %
Venue on the Green :- Expenditure	<u>309,618</u>	<u>0</u>	<u>-309,618</u>	<u>0</u>	<u>-309,618</u>	
3306 VOTG Income	300,041	0	300,041			0.0 %
Venue on the Green :- Income	<u>300,041</u>	<u>0</u>	<u>300,041</u>			
<b>Net Expenditure over Income</b>	<u>9,577</u>	<u>0</u>	<u>-9,577</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Property & Assets :- Expenditure	363,500	49,650	-313,850	0	-313,850	732.1 %
Income	342,342	44,700	297,642			765.9 %
<b>Net Expenditure over Income</b>	<b>21,159</b>	<b>4,950</b>	<b>-16,209</b>			
<b>Localism &amp; Community Projects</b>						
<b>206 Community Transport</b>						
2554 Wealdlink	430	850	420		420	50.6 %
2601 Voluntary Medical Car Service	20	200	180		180	10.0 %
2602 Car Hire Club	16,819	11,000	-5,819		-5,819	152.9 %
2605 Cycle Hire Scheme running cost	1,641	2,500	859		859	65.6 %
Community Transport :- Expenditure	<b>18,910</b>	<b>14,550</b>	<b>-4,360</b>	<b>0</b>	<b>-4,360</b>	<b>130.0 %</b>
2677 Car Hire Club Income	13,097	12,000	1,097			109.1 %
2678 Medical Car Scheme Income	325	500	-175			65.0 %
2679 Cycle Hire Scheme Income	2,277	2,500	-223			91.1 %
Community Transport :- Income	<b>15,698</b>	<b>15,000</b>	<b>698</b>			<b>104.7 %</b>
<b>Net Expenditure over Income</b>	<b>3,212</b>	<b>-450</b>	<b>-3,662</b>			
<b>207 Market</b>						
3151 CC-Market expenditure	1,339	1,500	161		161	89.3 %
Market :- Expenditure	<b>1,339</b>	<b>1,500</b>	<b>161</b>	<b>0</b>	<b>161</b>	<b>89.3 %</b>
3184 CC-Market Income	5,697	5,000	697			113.9 %
Market :- Income	<b>5,697</b>	<b>5,000</b>	<b>697</b>			<b>113.9 %</b>
<b>Net Expenditure over Income</b>	<b>-4,358</b>	<b>-3,500</b>	<b>858</b>			
<b>209 Localism &amp; Community Proj Misc</b>						
2700 Repair Cafe & Wellbeing	271	1,000	729		729	27.1 %
Localism & Community Proj Misc :- Expenditure	<b>271</b>	<b>1,000</b>	<b>729</b>	<b>0</b>	<b>729</b>	<b>27.1 %</b>
2902 Life Stories Project	0	2,000	-2,000			0.0 %
2905 Repair Cafe & Wellbeing Servicing	1,363	0	1,363			0.0 %
Localism & Community Proj Misc :- Income	<b>1,363</b>	<b>2,000</b>	<b>-637</b>			<b>68.1 %</b>
<b>Net Expenditure over Income</b>	<b>-1,092</b>	<b>-1,000</b>	<b>92</b>			
<b>304 Cafe</b>						
3436 Gages-Purchase of Equipment	1,032	1,000	-32		-32	103.2 %
3460 Gages -Purchases Food etc	10,223	10,000	-223		-223	102.2 %
Cafe :- Expenditure	<b>11,255</b>	<b>11,000</b>	<b>-255</b>	<b>0</b>	<b>-255</b>	<b>102.3 %</b>

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
3480	Gages - Sales	21,414	20,000	1,414			107.1 %
	Cafe :- Income	<u>21,414</u>	<u>20,000</u>	<u>1,414</u>			<u>107.1 %</u>
	<b>Net Expenditure over Income</b>	<u>-10,159</u>	<u>-9,000</u>	<u>1,159</u>			
<b>306</b>	<b>Thursday Club</b>						
3636	TC-Running Costs	269	1,000	731		731	26.9 %
	Thursday Club :- Expenditure	<u>269</u>	<u>1,000</u>	<u>731</u>	<u>0</u>	<u>731</u>	<u>26.9 %</u>
3680	TC-Subscriptions	152	700	-548			21.7 %
	Thursday Club :- Income	<u>152</u>	<u>700</u>	<u>-548</u>			<u>21.7 %</u>
	<b>Net Expenditure over Income</b>	<u>117</u>	<u>300</u>	<u>183</u>			
<b>406</b>	<b>Youth Provision</b>						
4603	YP - Development costs	535	1,000	465		465	53.5 %
	Youth Provision :- Expenditure	<u>535</u>	<u>1,000</u>	<u>465</u>	<u>0</u>	<u>465</u>	<u>53.5 %</u>
4676	YP-Grants & Subscriptions	100	0	100			0.0 %
	Youth Provision :- Income	<u>100</u>	<u>0</u>	<u>100</u>			
	<b>Net Expenditure over Income</b>	<u>435</u>	<u>1,000</u>	<u>565</u>			
	Localism & Community Projects :- Expenditure	<u>32,578</u>	<u>30,050</u>	<u>-2,528</u>	<u>0</u>	<u>-2,528</u>	<u>108.4 %</u>
	Income	<u>44,424</u>	<u>42,700</u>	<u>1,724</u>			<u>104.0 %</u>
	<b>Net Expenditure over Income</b>	<u>-11,845</u>	<u>-12,650</u>	<u>-805</u>			

**Property And Assets Report for Finance and Policy Meeting on Tuesday 2<sup>nd</sup> April 2019**

Most items (including the Community Centre codes) have kept within budget except:

code 1439 benches

code 1442 litter bins

code 6139 war memorial

In each of these cases we have recovered income to cover these additional costs from either CIL monies, donations or grants.

Forgive the short report but I would like to take this opportunity to thank all councillors and the staff for all the good work they have carried in this council term and the support and guidance they have given me. I needed it.

This is a very busy village with an eclectic mix of people which makes for some interesting meetings and exchange of views.

Brett Williams

Chair of the Property and Assets Committee

REPORT TO FINANCE & POLICY COMMITTEE MEETING  
TUESDAY 2<sup>ND</sup> APRIL 2019

Amenities & Services Committee has kept reasonably well within budget:

- Code 1236 (outdoor maintenance) is actually £8,000 under budget, which compensates for the excess on code 1501 (outdoor equipment)
- Code 1400 (Amenities grants/donations) includes the final tranche of the REPORT TO  
FINANCE & POLICY COMMITTEE MEETING  
TUESDAY 2<sup>ND</sup> APRIL 2019

Amenities & Services Committee has kept reasonably well within budget:

- Code 1236 (outdoor maintenance) is actually £8,000 under budget, which compensates for the excess on code 1501 (outdoor equipment)
- Code 1400 (Amenities grants/donations) includes the grant from Tesco for the refurbishment of the Canal
- Code 2336 (Streetlighting) is overspent by £1,400, but it's just been that kind of year. The Clerk is hopeful of reducing the power bill this coming year with a new supplier.
- Burial fees show a healthy surplus of £1,700, soaking up the small overspends on cemetery admin & rates.

Unfortunately a member of the Outdoor Maintenance Team is unwell. Contingency plans are in hand if required.

The Council hopes to take delivery of the new mower shortly which is timely as the mild weather has accelerated the growing season.

Cllr J Wogan  
26<sup>th</sup> March 2019

- grant from Tesco for the refurbishment of the Canal
- Code 2336 (Streetlighting) is overspent by £1,400, but it's just been that kind of year. The Clerk is hopeful of reducing the power bill this coming year with a new supplier.
- Burial fees show a healthy surplus of £1,700, soaking up the small overspends on cemetery admin & rates.

Unfortunately, a member of the Outdoor Maintenance Team is unwell. Contingency plans are in hand if required.

The Council hopes to take delivery of the new mower shortly which is timely as the mild weather has accelerated the growing season.

Cllr J Wogan  
26<sup>th</sup> March 2019

At : 11:01

Current Bank Account

List of Payments made between 27/12/2018 and 27/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
<del>27/12/2018</del>	<del>CASH - S KEMP</del>	<del>103700</del>	<del>316.70</del>		<del>SALARY</del>
27/12/2018	STAFF	BP	4,609.81		DEC SALARIES
28/12/2018	STAFF	BP	6,197.70		DEC SALARIES
10/01/2019	AO SHIPLEY	BP	3,850.65		TAX & NI - DEC
12/01/2019	HSBC	BP	20.00		CHARGE
21/01/2019	HSBC	BP	14.49		CHARGES
28/01/2019	CASH - S KEMP	103800	460.32		SALARY
28/01/2019	STAFF	BP	5,016.32		JAN SALARIES
29/01/2019	STAFF	BP	4,251.53		JAN SALARIES
30/01/2019	STAFF	BP	6,198.10		JAN SALARIES
08/02/2019	D BUDGEN	302709	160.00		RETURN OF DEED OF GRANT
08/02/2019	D BUDGEN	302709	-160.00		DEED OF GRANT
11/02/2019	AO SHIPLEY	BP	3,139.28		TAX & NI - FEB
13/02/2019	HSBC	DR	20.00		CHARGES
21/02/2019	HSBC	DR	15.53		CHARGES
26/02/2019	STAFF	BP	4,651.14		FEB SALS
27/02/2019	S.KEMP - CASH	103901	309.52		SALARY
27/02/2019	STAFF	BP	5,824.89		FEB SALS
28/02/2019	STAFF	BP	5,609.26		FEB SALS

Total Payments 50,505.24

316.70  
50,188.54

At : 11:02

Unity Trust

## List of Payments made between 24/12/2018 and 27/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/12/2018	TELECOMS WORLD	DD	54.07		0800 NUMBER
24/12/2018	TOYOTA FIN SERV	DD	259.01		CAR CLUB LEASE
24/12/2018	EDF ENERGY	DD	211.53		STREETLIGHT POWER
28/12/2018	KIER SERVICES	DD	435.86		WASTE
31/12/2018	ACTION IN RURAL SUSSEX	302663	96.00		PAT TESTING WORKSHOP
31/12/2018	BALCOMBE PEST CONTROL LTD	302664	90.00		PEST CONTROL
31/12/2018	FOREST ROW ENERGY	302665	200.00		CORPORATE MEMBERSHIP
31/12/2018	GLASDON UK LTD	302666	1,795.28		LITTER BINS
31/12/2018	HUGH PAGE (SUSSEX) LTD	302667	77.98		TOOLS
31/12/2018	KENT COUNTY COUNCIL (KCS)	302668	69.00		STATIONERY
31/12/2018	NISBETS	302669	79.07		KITCHEN EQUIPMENT
31/12/2018	DAVID O DRISCOLL	302670	14.30		STAFF TRAVEL
31/12/2018	SSE	302671	17.35		ELECTRIC
31/12/2018	SME IT SOLUTIONS LIMITED	302672	312.24		TELECOMMUNICATIONS
31/12/2018	SECOM PLC	302673	150.79		ALARM MAINTENANCE
31/12/2018	BACS B/L Pymnt Page 1394	BACS Pymnt	77,009.27		BACS B/L Pymnt Page 1394
31/12/2018	ALLSTAR BUSINESS SOLUTIONS	DDR Pymnt1	292.41		CAR CLUB FUEL
31/12/2018	BT PAYMENT SERVICES LTD	DDR Pymnt2	79.39		TELECOMMUNICATIONS
31/12/2018	KIER STREET SERVICES	DDR Pymnt3	435.86		WASTE SERVICES
31/12/2018	CORONA ENERGY RETAIL 4 LTD	DDR Pymnt2	1,289.32		CC GAS
31/12/2018	UNITY TRUST	BP	60.00		HANDLING CHARGE
31/12/2018	UNITY TRUST	BP	64.95		SERVICE CHARGE
04/01/2019	LEASEPLAN	DD	286.43		VAN LEASE
08/01/2019	ACTION IN RURAL SUSSEX	302674	96.00		PAT TESTING COURSE
08/01/2019	THE GREEN LIGHT CO UK	302675	156.00		LIGHT INSTALLATION
08/01/2019	INTOUCH CRM	302676	110.38		WEBSITE
08/01/2019	MULBERRY & CO	302677	126.00		PAYROLL COSTS
08/01/2019	NORTH WEALDEN COMMUNITY	302678	215.00		JAN - MAR 2019
08/01/2019	SUSSEX & SURREY ASSOC OF	302679	192.00		CLERKS NETWORKING DAY
08/01/2019	SOUTHERN WATER	302680	75.00		WEIRWOOD RESERVOIR PARKING LIC
08/01/2019	SUSSEX LIVING	302681	28.80		MARKET ADVERT
08/01/2019	TV LICENSING	302682	150.50		TV LICENSE
08/01/2019	MAREK ZYTYNSKI	302683	110.00		WINDOW CLEANING
09/01/2019	O2	DD	16.22		COMMUNITY WARDEN PHONE
10/01/2019	ACTIVE CYCLING PROJECTS LTD	302684	162.00		CYCLE HIRE
10/01/2019	MR J BOISVERT	302685	16.50		PIPE LAGGING
10/01/2019	KENT & SUSSEX VENDING	302686	92.46		DRINKS MACHINE SUPPLIES
10/01/2019	SLM TOYOTA (UCKFIELD)	302687	165.00		CAR SERVICE
10/01/2019	TOYOTA FIN SERV	DD	280.99		CAR CLUB LEASE
<del>14/01/2019</del>	<del>POCKIT CARD - CC</del>	<del>TOP UP</del>	<del>500.00</del>		<del>TOP UP - POCKIT</del>
<del>14/01/2019</del>	<del>POCKIT CARD - DOD</del>	<del>TOP UP</del>	<del>500.00</del>		<del>TOP UP POCKIT</del>
<del>14/01/2019</del>	<del>POCKIT CARD - GAGES</del>	<del>TOP UP</del>	<del>1,000.00</del>		<del>TOP UP POCKIT</del>
<del>14/01/2019</del>	<del>Current Bank Account</del>	<del>SALS</del>	<del>30,000.00</del>		<del>FOR SALARIES</del>
14/01/2019	TOYOTA FIN SERV	DD	254.89		CAR CLUB LEASE
15/01/2019	ACTION IN RURAL SUSSEX	302688	26.00		PAT TESTING
15/01/2019	FOREST ROW PRE SCHOOL	302689	350.00		GRANT
15/01/2019	STREETLIGHTS	302690	117.30		REPAIR - FRESHFIELD BANK

Continued on Page 2

At : 11:02

Unity Trust

## List of Payments made between 24/12/2018 and 27/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/01/2019	SSE	302691	361.66		CC ELECTRIC
15/01/2019	SME IT SOLUTIONS LIMITED	302692	148.80		TELECOMMUNICATIONS
15/01/2019	WEALDEN DISTRICT COUNCIL	302693	21.00		TENS - MARCH
18/01/2019	FRPC	302694	30.00		FUEL FLOAT
22/01/2019	ACTION IN RURAL SUSSEX	302695	40.00		PAT TESTING - EXTRA PAYMENT
22/01/2019	RH & RW CLUTTON	302696	600.00		CC SURVEY FOR RENTAL
22/01/2019	RIALTAS SOLUTIONS LTD T/A	302697	369.60		ASSET REGISTER SUPPORT
22/01/2019	TOTALLY GRAPHIC	302698	57.50		LIVERY FOR GC18 GHK
23/01/2019	TOYOTA FIN SERV	DD	259.01		CAE CLUB LEASE
24/01/2019	TELECOMS WORLD	DD	54.06		0800 NUMBER
28/01/2019	WDC	302699	480.82		KEMP - RATES & RENT
28/01/2019	ES PENSION FUND	302700	2,582.12		SUPERANN - JAN
29/01/2019	SME IT SOLUTIONS LIMITED	302701	312.24		TELECOMMUNICATIONS
29/01/2019	SURREY HILLS SOLICITORS LLP	302702	165.60		FRSGA LEASE
29/01/2019	VIKING DIRECT LTD	302703	27.47		HOOVER ATTACHMENT
31/01/2019	BACS B/L Pymnt Page 1404	BACS Pymnt	48,355.18		BACS B/L Pymnt Page 1404
31/01/2019	ALLSTAR BUSINESS SOLUTIONS	DDR Pymnt4	120.60		CAR CLUB FUEL
31/01/2019	BT PAYMENT SERVICES LTD	DDR Pymnt5	79.39		TELECOMMUNICATIONS
31/01/2019	CORONA ENERGY RETAIL 4 LTD	DDR Pymnt6	1,259.04		CC GAS
31/01/2019	EDF ENERGY CUSTOMERS PLC	DDR Pymnt7	213.23		STREETLIGHT POWER
31/01/2019	UKCRB'S LTD	DDR Pymnt8	36.00		BLANCHARD
04/02/2019	LEASEPLAN	DD	286.43		VAN LEASE
05/02/2019	BALCOMBE PEST CONTROL LTD	302704	90.00		PEST CONTROL
05/02/2019	MR J COOMBER	302705	25.00		KEY CUTTING
05/02/2019	KENT COUNTY COUNCIL (KCS)	302706	131.70		STATIONERY
05/02/2019	SEA FIRE 2000 LTD	302707	93.60		FIRE ALARM REPAIR
05/02/2019	MRS S YOUNG	302708	173.80		TRAVEL - MARKET MEETING/ NABMA
07/02/2019	O2	DD	19.28		COMMUNITY WARDEN PHONE
08/02/2019	D BUDGEN	302709	160.00		RETURN OF DEED OF GRANT
08/02/2019	UK CRB	DD	36.00		CHECKS
08/02/2019	UK CRB	DD	-36.00		CHECKS
11/02/2019	TOYOTA FIN SERV	DD	280.99		CAR CLUB LEASE
12/02/2019	TOYOTA FIN SERV	DD	8.00		CHARGES
13/02/2019	TOYOTA FIN SERV	DD	254.89		CAR CLUB LEASE
14/02/2019	ACTIVE CYCLING PROJECTS LTD	302710	162.00		CYCLE HIRE
14/02/2019	BUYER DIRECT LTD	302711	627.84		GAZEBOS & SUPPLIES
14/02/2019	MR J COOMBER	302712	94.26		SUPPLIES
14/02/2019	ORCHARD NURSERIES	302713	190.91		TREES ETC
14/02/2019	PJ AUTOS	302714	77.35		TYRE REPAIR
14/02/2019	SSE	302715	551.46		CC ELECTRIC
19/02/2019	GLASDON UK LTD	302717	1,006.74		ORDERLYS BARROW
19/02/2019	DAVID O DRISCOLL	302718	27.00		KEYS/TIMER
19/02/2019	SME IT SOLUTIONS LIMITED	302719	148.94		TELECOMMUNICATIONS
19/02/2019	SARA SMART	302720	10.44		MILEAGE
19/02/2019	SURREY HILLS SOLICITORS LLP	302721	165.60		LEGAL FEES - FRSGA LEASE
20/02/2019	CAWS	302716	250.00		GRANT
<del>20/02/2019</del>	<del>POCKIT CARD - GAGES</del>	<del>TOP UP</del>	<del>1,000.00</del>		<del>TOP UP</del>

Continued on Page 3



At : 11:02

Unity Trust

## List of Payments made between 24/12/2018 and 27/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/02/2019	TELECOMS WORLD	DD	54.05		0800 NUMBER
25/02/2019	TOYOTA FIN SERV	DD	259.01		CAR CLUB LEASE
26/02/2019	BRITISH TELECOMMUNICATIONS	302724	24.60		INTERNET
26/02/2019	MR J COOMBER	302725	39.00		BLOWTORCH
26/02/2019	MRS G PRITCHITT	302726	26.10		CLLR TRAVEL
26/02/2019	SME IT SOLUTIONS LIMITED	302727	312.24		TELECOMMUNICATIONS
26/02/2019	SUSSEX LIVING	302728	28.80		MARKET ADVERT
26/02/2019	WEALDEN DISTRICT COUNCIL	302729	21.00		TENS - APRIL MARKET
26/02/2019	MRS S YOUNG	302730	24.30		TRAVEL
27/02/2019	WDC - KEMP RATES & RENT	302722	480.82		SALARY
27/02/2019	E SX PENSION FUND	302723	2,565.30		SUPERANN - FEB
27/02/2019	SIEMENS FIN SERV	DD	159.12		COFFEE MACHINE LEASE
28/02/2019	ALLSTAR BUSINESS SOLUTIONS	DDR Pymnt1	341.03		CAR CLUB FUEL
28/02/2019	BIFFA WASTE SERVICES LTD	DDR Pymnt2	578.22		WASTE SERVICES
28/02/2019	CORONA ENERGY RETAIL 4 LTD	DDR Pymnt3	1,572.50		GAS - CC
28/02/2019	INTOUCH CRM	DDR Pymnt4	55.19		WEBSITE
28/02/2019	EDF ENERGY CUSTOMERS PLC	DDR Pymnt5	213.23		STREETLIGHT POWER
28/02/2019	UKCRB'S LTD	DDR Pymnt6	24.00		COULDRY
28/02/2019	BACS B/L Pymnt Page 1413	BACS Pymnt	55,629.58		BACS B/L Pymnt Page 1413
28/02/2019	BNP PARIBAS	DD	667.75		PRINTER
07/03/2019	CHERYL HAWKINS	302731	18.50		MOBILE & KEYS
07/03/2019	KENT COUNTY COUNCIL (KCS)	302732	61.56		STATIONERY
07/03/2019	KENT & SUSSEX VENDING	302733	63.43		DRINKS MACHINE SUPPLIES
07/03/2019	KELTIC CLOTHING	302734	112.02		WARDEN UNIFORM
07/03/2019	MID SUSSEX TIMBER CO LTD	302735	179.75		SHOVEL - STREET CLEANER
07/03/2019	SARA SMART	302736	24.59		STAFF TRAVEL & PARKING
07/03/2019	VIKING DIRECT LTD	302737	71.99		INK CARTRIDGES
07/03/2019	WIRED ELECTRICS LTD	302738	156.00		REPAIRS
07/03/2019	TONY LEWIN	302481A	-17.50		CREDIT
07/03/2019	WDALC	302591A	-30.00		CREDIT
07/03/2019	FOREST ROW ENERGY	302665A	-200.00		CREDIT
13/03/2019	A S CONSTRUCTION &	302739	1,020.00		RUSH GREEN WALL
13/03/2019	KENT COUNTY COUNCIL (KCS)	302740	91.86		STATIONERY
13/03/2019	MR R LUDMAN	302741	14.00		JUBILEE GARDEN - GRAVEL
13/03/2019	SME IT SOLUTIONS LIMITED	302742	187.89		TELECOMMUNICATIONS
13/03/2019	WEALDEN DISTRICT COUNCIL	302743	900.00		DOG BINS - JAN-APR 2019
13/03/2019	KENT COUNTY COUNCIL (KCS)	302744	94.82		SUPPLIES
13/03/2019	SSE	302745	503.37		FORESTERS ELECTRIC
18/03/2019	BALCOMBE PEST CONTROL LTD	302746	90.00		PEST CONTROL
18/03/2019	CASTLE WATER	302747	153.40		CYCLE SCHEME WATER
18/03/2019	PATRICK SHAW	302748	80.00		NEW MEMBER INDUCTIONS
18/03/2019	SAM THOMPSON TREE CARE	302749	320.00		FALLEN TREE - RUSH GREEN

Total Payments 246,502.22

~~33000.00~~

213,502.22

At : 11:04

## POCKIT CARD - DOD

## List of Payments made between 01/11/2018 and 27/03/2019

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/11/2018	PAPERSTONE LTD	BP	12.93		GAGES TILL ROLLS
14/11/2018	AMAZON	BP	10.39		BAGS FOR VOLUNTEER GIFTS
30/11/2018	POCKIT	BP	4.00		ADJ
11/12/2018	EXTENSION LADDERS	BP	156.89		TELESCOPIC LADDER
12/12/2018	EASYGIFT	BP	63.60		GLASS DISHES
18/12/2018	TESCO	BP	185.02		FOOD
08/01/2019	ALDRIDGE & TRILLWOOD	BP	19.96		PAINT
10/01/2019	AMAZON	BP	11.12		COMPUTER CORD
10/01/2019	AMAZON	BP	9.99		SUPPLIES
19/02/2019	POSTSAVER EUROPE LTD	BP	73.20		POST SLEEVES

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**Total Payments**      547.10

At : 11:04

## POCKIT CARD - CC

## List of Payments made between 01/11/2018 and 27/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2018	P J AUTOS	BP	203.89		VAN SERVICE
01/11/2018	AMAZON	BP	147.00		XMAS TREE
01/11/2018	AMAZON	BP	59.98		CONDOLENCE BOOK
14/11/2018	SHLOTT	BP	10.00		CAR CLUB
16/11/2018	ALDI	BP	274.01		VOLUNTEER XMAS GIFT
14/12/2018	SHLOTT	BP	10.00		CAR CLUB
19/12/2018	AMAZON	BP	67.60		SOAP DISPENSERS
14/01/2019	UK SAFETY MANAGEMENT	BP	169.13		PAT TESTING - CC
14/01/2019	SHLOTT	BP	10.00		CAR CLUB
15/01/2019	DT ELECTRICAL SUPPLIES	BP	22.80		LAMPS & STARTER
21/01/2019	DT ELECTRICAL SUPPLIES	BP	7.13		BULB
22/01/2019	PAYPAL	BP	54.16		REPAIR CAFE SUPPLIES
11/02/2019	ALDRIDGE & TRILLWOOD	BP	40.24		PAINT
12/02/2019	ALDRIDGE & TRILLWOOD	BP	30.22		PAINT
14/02/2019	SHLOTT	BP	10.00		CAR CLUB
20/02/2019	AMAZON	BP	17.97		REFLECTIVE TAPE
<b>Total Payments</b>			<u>1,134.13</u>		

At : 11:05

## POCKIT CARD - GAGES

## List of Payments made between 31/10/2018 and 27/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/10/2018	ALLAN MARTIN	BP	52.92		MEAT
02/11/2018	CO-OP	BP	2.80		FOOD
07/11/2018	ALLAN MARTIN	BP	97.51		MEAT
07/11/2018	TESCO	BP	95.26		FOOD
11/11/2018	CATERING24	BP	44.12		FOIL CONTAINERS
13/11/2018	TESCO	BP	118.72		FOOD
14/11/2018	ALLAN MARTIN MEATS	BP	68.39		MEAT
20/11/2018	WAITROSE	BP	2.75		FOOD
20/11/2018	TESCO	BP	139.82		FOOD
21/11/2018	CO-OP	BP	4.50		FOOD
21/11/2018	VEASEY	BP	17.50		FISH
21/11/2018	ALLAN MARTIN	BP	11.96		MEAT
27/11/2018	TESCO	BP	135.56		FOOD
28/11/2018	CO-OP	BP	7.00		FOOD
03/12/2018	ALAN MARTIN MEATS	BP	66.44		MEAT
04/12/2018	TESCO	BP	114.44		FOOD
11/12/2018	TESCO	BP	116.65		FOOD
20/12/2018	ALAN MARTIN	BP	129.01		MEAT
02/01/2019	ALLAN MARTIN	BP	133.85		MEAT
08/01/2019	TESCO	BP	90.05		FOOD
08/01/2019	POCKIT	BP	0.99		MONTHLY FEE
11/01/2019	ALLAN MARTIN	BP	102.80		MEAT
15/01/2019	TESCO	BP	87.35		FOOD
18/01/2019	ALLAN MARTIN	BP	79.98		MEAT
22/01/2019	TESCO	BP	79.71		FOOD
25/01/2019	ALLAN MARTIN	BP	81.16		MEAT
29/01/2019	TESCO	BP	101.07		FOOD
01/02/2019	ALAN MARTIN	BP	92.30		MEAT
04/02/2019	TESCO	BP	3.99		DELIVERY
05/02/2019	TESCO	BP	102.61		FOOD
07/02/2019	ALAN MARTIN	BP	83.90		MEAT
12/02/2019	TESCO	BP	108.30		FOOD
12/02/2019	AMAZON	BP	42.85		KITCHEN EQUIPMENT
12/02/2019	AMAZON	BP	8.99		EQUIPMENT
15/02/2019	ALAN MARTIN	BP	50.74		MEAT
15/02/2019	CATERING 24	BP	45.26		CONTAINERS
19/02/2019	TESCO	BP	78.91		FOOD
22/02/2019	ALAN MARTIN	BP	130.43		MEAT
26/02/2019	TESCO	BP	85.74		FOOD
26/02/2019	DUNELM	BP	69.95		TABLECLOTHS
26/02/2019	CO-OP	BP	4.65		FOOD

<b>Total Payments</b>	<b>2,890.93</b>
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## EXCHANGE OF EMAILS WITH TRUSTEES OF 'WEALDLINK' COMMUNITY TRANSPORT

On 20/02/2019 13:49, David O'Driscoll wrote:

Good Afternoon Linda

We recently finalised our budget/ precept for 2019-2020, and we factored into those figures a contribution to *Wealdlink* in line with your proposals of 8<sup>th</sup> Nov/4<sup>th</sup> Jan. However, it did lead to a discussion among the Members of our longer term position with respect to the service.

On the one hand, we are all acutely aware of the pressures on rural transport, and the fact that the overall need is not declining, but the commercial bus companies are progressively pulling up the drawbridge while County Council support is being pared to vanishing point. And hence that the community transport sector of which *Wealdlink* is a worthy member is growing in significance.

On the other hand, the towns & parishes are also under pressure: although we are not yet 'capped', the calls on our funding are steadily increasing as other public provision declines. In Forest Row, we now enjoy only the provision of the shopping bus (not counting one-off hires), and some Members are questioning whether a contribution to *Wealdlink* based on the head of total population is an equitable way of providing support funding.

The question behind this is: how many of our residents actually use the service which runs through the village? It is presumed you will have those numbers, since the shopping service is run on an 'on demand' basis. And a proportion of our Members are arguing that if, which seems possible, that number is very restricted, is it equitable that a *per capita* contribution should effectively be proportionately subsidising higher numbers in other centres? You may recall that this was the same reason why Forest Row was reluctant to participate in the original proposal for the 262.

To take the discussion forward, can you please provide me with some stats about how many journeys of the shopping bus to & from Forest Row have been provided per month or over the past year. I will then take the issue back to Council for their views.

Many thanks & every good wish

David

CLERK, FOREST ROW PARISH COUNCIL

Reply dated 23/02/2019

Dear David

Thank you for your email.

The principal of making a "per household" charge to the parishes whose residents benefit from our services was developed soon after North Wealden Community Transport Partnership took over the management of what was then the "Easylink" shopping service originally operated by Brighton and Hove Community Transport. Prior to that the method of charging was on a percentage basis based on the number of times each parish was served per week. It became clear over

time that this was both inflexible and inequitable. It also provided no incentive to parishes to publicise the services and increase passenger numbers. It was therefore agreed with the parishes to adopt a per household charge, which has worked well over the past ten years. It makes it more affordable for the smaller parishes and has encouraged other smaller parishes to join the forum. Most parish representatives realise that to base the parish contribution on the number of parishioners who use the service would be difficult to administer, since the numbers can vary widely from week to week. There are currently five passengers on our register from Forest Row, similar to the number using the service from several of the other parishes. The shopping service picks up Forest Row passengers for Crowborough every Thursday throughout the year, and through the summer months on our monthly Monday service to Eastbourne.

You need to also factor in that we regularly provide a community trips service to at least two Forest Row groups, the Thursday Club and the Forest Row Village Support Network. We do not offer a trips service to parishes not making a regular contribution to Wealdlink, so a much larger number of older people would be affected if the parish council's support were to be withdrawn.

It might also be worth emphasising to councillors that we are a non-profit organisation and that all the services provided to Forest Row residents are driven by volunteers. The costs that we need to be covered by parish contributions are fuel, and operating costs such as vehicle servicing, insurance, road tax etc. Since starting to operate with our own minibuses in 2011 we have managed to cover these costs, with roughly one-third coming from the parish contributions, one-third from passenger fares and one-third from a service level agreement with Wealden District Council (nothing from the County Council). The service level agreement is under review at the moment and we will not know if it will be renewed until mid-March.

I hope this helps.

Regards

Linda

Mr David O'Driscoll  
Forest Row Parish Council  
The Community Centre  
Hartfield Road  
Forest Row  
East Sussex  
RH18 5DZ

**Tel: 01293 447333**  
**www.stch.org.uk**

14<sup>th</sup> March 2019

Dear David,

Please find enclosed a grant application on behalf of St Catherine's Hospice, for consideration by the Councillors at the Finance and Policy Meeting on 2<sup>nd</sup> April.

We are very grateful to the Councillors for their previous support and sincerely hope this may continue for a further year. As you know, there is no charge for any of our services and with the ongoing support of Forest Row Parish Council and the local community, we'll be there when life comes full circle.

A grant of £1,000 is sought from Forest Row Parish Council to enable our Community Nursing Team to provide care and support for people living with a terminal illness in the Forest Row area.

Please find enclosed the following documents:

- Application form
- Additional information
- Budget for 2018/19
- Accounts for the year ended 31 March 2018

I appreciate the Councillors' consideration of our request. If you require any additional information prior to the meeting, please let me know.

Yours sincerely,

*J Thomas*

**Jacque Thomas**  
**Trusts Fundraiser**

01293 447369  
jacquiethomas@stch.org.uk

*JTS*  
*15/03/19*

# FOREST ROW PARISH COUNCIL



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

Tel: 01342 822661  
Email: [parishclerk@forestrow.gov.uk](mailto:parishclerk@forestrow.gov.uk)  
Web: <http://www.forestrow.gov.uk>  
Clerk: Mr 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: JACQUIE THOMAS		
ADDRESS FOR CORRESPONDENCE:	Tel: 01293 447369	
	Email: jacquithomas@stch.org.uk	
	Web (if any): www.stch.org.uk	
POST CODE:	SUM REQUESTED: £1000	
DO YOU HAVE AUDITED ACCOUNTS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, ARE THEY ATTACHED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Accounts)	IF NO, PLEASE EXPLAIN WHY
IF APPLICABLE, DO YOU HAVE A BUDGET? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
From	Amount	Purpose
A rolling programme of applications to a wide range of Grant making bodies is in place. This supports a number of income raising activities.		
PURPOSE OF REQUEST (please use second sheet if necessary) To provide end of life care for terminally ill people living in the Parish of Forest Row. Additional information attached.		
HOW WILL IT BENEFIT THE COMMUNITY? By providing care in the person's own home, they can remain close to the people and things important to them, whilst playing a part in their local community.		
FOR OFFICIAL USE ONLY		
Date of Meeting:	Min.No:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
		Amount:



# St Catherine's Hospice Limited

## CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES For Year Ended 31 MARCH 2018

Incorporating a Consolidated Income & Expenditure Account

	Notes	Unrestricted Funds			Total Funds	Total Funds
		General	Designated	Restricted	2017/18	2016/17
		£'000	£'000	£'000	£'000	£'000
<b>INCOME From:</b>						
<b>Donations &amp; Legacies</b>						
Donations		2,368	-	59	2,427	2,580
Legacies		1,891	-	15	1,906	2,057
Other Grants		223	-	156	379	285
		<u>4,482</u>	<u>-</u>	<u>230</u>	<u>4,712</u>	<u>4,922</u>
<b>Charitable Activities</b>						
NHS Contracts & Grants		2,345	-	-	2,345	2,937
Education		43	-	-	43	28
	2	<u>2,388</u>	<u>-</u>	<u>-</u>	<u>2,388</u>	<u>2,965</u>
<b>Trading Activities</b>						
Shops		1,188	-	-	1,188	1,151
Lottery		969	-	-	969	1,017
Fundraising Events		716	-	-	716	524
		<u>2,873</u>	<u>-</u>	<u>-</u>	<u>2,873</u>	<u>2,692</u>
<b>Investments</b>	3	213	-	28	241	215
<b>Other Income</b>		24	-	-	24	13
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL INCOME</b>		<b>9,980</b>	<b>-</b>	<b>258</b>	<b>10,238</b>	<b>10,807</b>
<b>EXPENDITURE On:</b>						
<b>Raising Funds</b>						
Cost of generating donations		1,012	-	-	1,012	953
Cost of Fundraising Trading - including cost of goods sold		2,170	-	59	2,229	2,162
Investment Management costs		0	-	-	0	12
		<u>3,182</u>	<u>-</u>	<u>59</u>	<u>3,241</u>	<u>3,127</u>
<b>Charitable Activities</b>						
Inpatient care		3,257	-	59	3,316	3,469
Community care		2,493	-	91	2,584	2,445
Daycare		527	-	26	553	612
Social support services		333	-	17	350	351
Education		255	-	-	255	277
		<u>6,865</u>	<u>-</u>	<u>193</u>	<u>7,058</u>	<u>7,154</u>
<b>TOTAL EXPENDITURE</b>	5	<b>10,047</b>	<b>-</b>	<b>252</b>	<b>10,299</b>	<b>10,281</b>
<b>Net Income/(Expenditure) on Operational Activities</b>		<b>(67)</b>	<b>-</b>	<b>6</b>	<b>(61)</b>	<b>526</b>
<b>Net Gains/(Losses) on Investments</b>	12,13	70	-	53	123	2,283
<b>NET INCOME/(EXPENDITURE) FOR YEAR</b>	6	<b>3</b>	<b>-</b>	<b>59</b>	<b>62</b>	<b>2,809</b>
<b>Transfers Between Funds</b>	17,18	70	10	(80)	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>73</b>	<b>10</b>	<b>(21)</b>	<b>62</b>	<b>2,809</b>
Fund Balances Brought Forward at 1st April		5,771	13,550	1,210	20,531	17,722
<b>Fund Balances Carried Forward at 31st March</b>		<b>5,844</b>	<b>13,560</b>	<b>1,189</b>	<b>20,593</b>	<b>20,531</b>

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 Note 23

The annexed notes form part of the financial statements

**St Catherine's Hospice Limited**  
**CONSOLIDATED CASH FLOW STATEMENT**  
For the year ended 31 March 2018

	Notes	2017/18 £'000	2016/17 £'000
<b>Cash flows from operating activities:</b>			
<b>Net cash provided by/(used in) operating activities</b>	22a	<b>565</b>	<b>197</b>
<b>Cash flows from investing activities:</b>			
<i>Dividends, interest and rents from investments</i>		10	32
<i>Purchase of property, plant and equipment</i>		(167)	(176)
<i>Proceeds from sale of investments</i>		-	993
<i>Purchase of investments</i>		-	-
<b>Net cash provided by/(used in) investing activities</b>		<b>(157)</b>	<b>849</b>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>408</b>	<b>1,046</b>
<i>Cash and cash equivalents at the beginning of the reporting period</i>		2,805	1,759
<b>Cash and cash equivalents at the end of the reporting period</b>	22b	<b>3,213</b>	<b>2,805</b>

St Catherine's Hospice Limited  
BALANCE SHEET

Company No. 01525404  
31 March 2018

	Notes	Group		Hospice	
		31 March 2018 £'000	31 March 2017 £'000	31 March 2018 £'000	31 March 2017 £'000
<b>Fixed assets</b>					
<i>Tangible assets</i>	11	2,015	2,105	2,015	2,105
<i>Investments</i>	12	14,225	13,873	14,275	13,923
		<b>16,240</b>	<b>15,978</b>	<b>16,290</b>	<b>16,028</b>
<b>Current assets</b>					
Investments	13	802	796	802	796
Stock	14	2	6	-	-
Debtors	15	1,214	1,704	1,276	1,777
Cash at bank and in hand		3,213	2,805	3,098	2,683
		<b>5,231</b>	<b>5,311</b>	<b>5,176</b>	<b>5,256</b>
<b>Liabilities</b>					
Creditors: amounts falling due within one year	16	(656)	(513)	(651)	(508)
		<b>4,575</b>	<b>4,798</b>	<b>4,525</b>	<b>4,748</b>
<b>Total assets less current liabilities</b>					
		<b>20,815</b>	<b>20,776</b>	<b>20,815</b>	<b>20,776</b>
Creditors: amounts falling due in greater than one year	9	(222)	(245)	(222)	(245)
		<b>20,593</b>	<b>20,531</b>	<b>20,593</b>	<b>20,531</b>
<b>The funds of the charity:</b>					
Restricted funds	17	1,189	1,210	1,189	1,210
Unrestricted funds					
Designated funds	18	13,560	13,550	13,560	13,550
General funds	18	5,844	5,771	5,844	5,771
<b>Total unrestricted</b>		<b>19,404</b>	<b>19,321</b>	<b>19,404</b>	<b>19,321</b>
<b>Total funds</b>	19	<b>20,593</b>	<b>20,531</b>	<b>20,593</b>	<b>20,531</b>

The unconsolidated net income of the Hospice in 2017/18 was £62,000 (2016/17 £2.808m).

The financial statements on pages 17 to 35 were approved by the board of directors and authorised for issue on 4 September 2018 and are signed on its behalf by:

Catherine Blackburn  
Trustee/Director

The annexed notes form part of the financial statements

<b>St Catherine's Hospice Revenue Budget</b>	<b>2018/19</b>
	£
<b>INCOME</b>	
Fundraising	2,828,200
Legacies	1,700,000
Lottery	1,092,000
Trading Company	1,658,000
NHS Funding	2,673,200
Investment Income	6,000
SHO & SPR Funding	228,700
Continuing Care	200,000
Departmental income:	107,300
<b>TOTAL INCOME</b>	<b>10,493,400</b>
<b>EXPENDITURE</b>	
Fundraising - Salaries	639,000
Other	559,700
Lottery - Salaries	39,500
Other	260,000
Trading Company - Salaries	672,000
Other	666,000
Salaries	6,304,400
Support Costs	725,700
Indirect Costs	558,300
Depreciation	190,000
Provision for Pay adjustments	127,000
<b>TOTAL COSTS</b>	<b>10,741,600</b>
<b>NET OPERATIONAL INCOME/(EXPEND)</b>	<b>(248,200)</b>
<b>UNREALISED GAINS ON INVESTMENTS</b>	<b>600,000</b>
<b>SURPLUS/(DEFICIT) IN GENERAL FUNDS</b>	<b>351,800</b>
<b>OTHER EXPENDITURE/INCOME</b>	
<b>NEW INITIATIVES</b>	<b>(341,600)</b>
<b>OVERALL RESERVES INCREASE/(DECREASE)</b>	<b>10,200</b>

## David O'Driscoll

---

**From:** Sarah Poynter <Sarah.Poynter@westsussexcab.org.uk>  
**Sent:** 26 February 2019 14:47  
**To:** David O'Driscoll  
**Subject:** Donation

Dear Parish Clerk

I would like to thank you and the Forest Row Parish Council so much for your very kind donation of £250, received at our Horsham Advice centre recently.

As we are a charity run organisation, every donation is greatly appreciated and your donation will enable us to continue to give support and advice to the Forest Row community.

Kind regards,

**Sarah Poynter**  
**Senior Reporting Assistant**  
01403 336711  
Internal extension: 1225  
Mon-Thurs 9.00am – 5.30pm  
Fri 9.00am – 12pm

**Citizens Advice in West Sussex (North, South, East)**  
**Lower Tanbridge Way**  
**Horsham**  
**West Sussex RH12 1PJ**  
[www.advicewestsussex.org.uk](http://www.advicewestsussex.org.uk)  
Facebook: CAWestSussex  
Twitter: CAWestSussex

Visit us online and sign up for our newsletter: [www.advicewestsussex.org.uk](http://www.advicewestsussex.org.uk) Charity Number: 1116660, Company Number: 05551406 Registered in England and Wales Registered Company Address: Citizens Advice in West Sussex (North, South, East), Lower Tanbridge Way, Horsham, RH12 1PJ. Authorised and regulated by the Financial Conduct Authority FRN: 617546 \*\*\*EMAIL CONFIDENTIALITY \*\*\* This message may contain confidential information and must not be copied, disclosed or used by anybody other than the intended recipient. If you have received this message in error, please notify us by email ([bureau@westsussexcab.org.uk](mailto:bureau@westsussexcab.org.uk)) and then delete the email and any copies of it. Thank you for your assistance.