

# 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)

Community Centre  
Hartfield Road  
Forest Row  
East Sussex  
RH18 5DZ

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Dear Sir/Madam,  
Your attendance is required at a meeting of the FINANCE &  
POLICY COMMITTEE to be held on TUESDAY 8<sup>th</sup>  
JANUARY 2019 in the Rose Room of the Community

Date: 2 January, 2019

Centre at **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 MEETING HELD ON 27<sup>TH</sup> NOVEMBER 2018
  - 4.1 To approve the minutes of the meeting of 27<sup>TH</sup> NOVEMBER 2018
  - 4.2 To consider any objections to deletion of the digital transcript of that meeting
5. TO NOTE UPDATE ON PROGRESS (MATTERS NOT REQUIRING A DECISION)
  - 5.1 CIL Monies: agreed transfers
  - 5.2 Virements from reserves: agreed transfers
  - 5.3 Revaluation of tenancies: surveyor's report
6. CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM LAST MEETING

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

- 7 FINANCIAL REPORT to mid-month 9 (to include budget variances)
8. LIST OF PAYMENTS
9. BANK RECONCILIATION (to include statement of investments)

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

10. To consider (and resolve if required) on any matters brought forward from the previous extraordinary meeting of Full Council
11. To review the value of current activities
12. To consider adopting a system of card payments through the Parish Office
13. To consider a grant application from Forest Row Pre-school

## **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.*

14. To consider tenancy issues
15. To note staff changes
16. To consider staffing levels
17. CORRESPONDENCE (not dealt with above)
18. ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

## FINANCE & POLICY COMMITTEE

### BACKING PAPERS FOR MEETING 10<sup>th</sup> APRIL 2018

Agenda item	Description	Page nos
	Clerk's general briefing note	1-2
7	Summary income & expenditure (all Committees)	3
	Income & expenditure to mi-month 9 (Finance & Policy)	4-5
8	List of payments	6-8
9	Bank reconciliation & list of investments	9-10
11	FRPC Cost of Services Apr-Sep 2018	11
	Excerpt from <i>The Good Councillors Guide 2018</i>	12
13	Grant application & papers (Forest Row pre-school)	13-17
17	Correspondence (Victim Support / Samaritans / Forest Row Table Tennis Club)	18-20
	Backing papers for confidential items <del>14-16</del> listed separately	

**COUNCILLORS' BRIEFING FOR THE FINANCE & POLICY COMMITTEE MEETING  
ON 8<sup>th</sup> JANUARY 2019**

**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.

**5. CLERK'S REPORT ON PROGRESS (MATTERS NOT REQUIRING A DECISION)**

5.1 It was agreed that CIL monies received from Wealden could be applied to the purchase of new litter bins. This has now been done.

5.2 Virements from reserves. The virements from reserves agreed at the last F&P meeting to cover additional refurbishment costs in the Community Centre have been made.

5.3 A local surveyor visited the Community Centre on 17<sup>th</sup> December to conduct a valuation of parts of the premises for updated rental values. It is hoped that his report will be received in time for this 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 mid-month 9 (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**

**9. BANK RECONCILIATION and COUNCIL'S INVESTMENTS**

Formal printouts are supplied with the backing papers. The Assistant Clerk will be in attendance to answer any queries which have not been flagged up before the meeting.

***ACTION: to note (queries if appropriate)***

**MATTERS FOR CONSIDERATION / DECISION**

- 10.** To consider (and resolve if required) on any matters brought forward the previous extraordinary meeting of Full Council. This meeting will have been immediately preceded by a short meeting of Full Council to consider the draft budget. This item is to provide the Finance Committee with an opportunity to deal with any matters arising therefrom.

***ACTION: to resolve accordingly.***

- 11.** To review the value of current activities. This is included in this agenda at the request of one Member – Committee may recall it was discussed at the last F&P meeting. The requestor states: *"it does seem that we need to be seen to review the economics of running them (our services) to fulfil our fiduciary responsibilities and standards of value for money."*

I have therefore compiled, checked and attach for your guidance a revised spreadsheet showing the basic financial figures for all services with financial implications. However, I add three caveats to this document:

- Firstly, it is complete to the end of the first half-year only (September 2018) – I have not had time to update it to incorporate financial developments since then.

- Secondly, the column marked 'apportioned office staff costs' is approximate only, being based on a time sheet exercise which is now more than a year old. There have been significant changes in service demand since then and the picture is now certainly different, but I have not had time to repeat the time sheet exercise.
- Thirdly and most importantly, and at the risk of becoming tedious – 'best value' is not simply a question of whether any given service has an income stream, how much it spends and whether it shows a monetary deficit – if it were, we would probably suspend outdoor maintenance and close the Community Centre tomorrow. I am attaching at request an excerpt from 'The Good Councillors Guide'. But as I have said before: *"The principle of 'best value' holds good throughout. it is entirely correct that every service which the Council provides should be open to scrutiny as to whether it is operated efficiently, and whether the use made of the Council's employed staff within each service area is proportionate and effective. The critical criterion is value. But value is to be judged qualitatively and not just monetarily."*

13. To consider a grant application from Forest Row pre-school. It was felt by Committee that this was the best way to deal with the application from the pre-school for financial assistance. The necessary papers are attached.

**ACTION: to resolve accordingly.**

**CONFIDENTIAL MATTERS**

- 14-16** Covered by a separate briefing note circulated to Members.

- 17. CORRESPONDENCE:** Three letters received from grant recipients are attached

- 18. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL**

## Summary Income &amp; Expenditure by Budget Heading 31/12/2018

Month No : 9

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<b><u>Finance &amp; Policy</u></b>						
Expenditure	228,753	330,540	101,787	0	101,787	69.2 %
Income	359,316	355,909	3,407			101.0 %
Net Expenditure over Income	-130,562	-25,369	105,193			
<b><u>Amenities &amp; Services</u></b>						
Expenditure	20,600	30,150	9,550	0	9,550	68.3 %
Income	12,782	15,950	-3,168			80.1 %
Net Expenditure over Income	7,818	14,200	6,382			
<b><u>Property &amp; Assets</u></b>						
Expenditure	45,434	49,650		0		91.5%
Income	32,961	44,700				73.7%
Net Expenditure over Income	12,473	4,950				
<b><u>Planning</u></b>						
Expenditure	0	0	0	0	0	541.8 %
Income	0	0	0			744.9 %
Net Expenditure over Income	0	0	0			
<b><u>Localism &amp; Community Projects</u></b>						
Expenditure	25,481	30,050	4,569	0	4,569	84.8 %
Income	36,176	42,700	-6,524			84.7 %
Net Expenditure over Income	-10,695	-12,650	-1,955			
<b><u>INCOME - EXPENDITURE TOTALS</u></b>						
Expenditure	320,269	440,390		0		72.7%
Income	441,235	459,259				96.1%
Net Expenditure over Income	-120,966	-18,869				

Month No : 9

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
<b><u>Finance &amp; Policy</u></b>							
<b><u>401 Finance &amp; Administration</u></b>							
4100	PENSION TOP UP	2,000	0	-2,000	-2,000	0.0 %	
4101	FI-Salaries	187,276	280,000	92,724	92,724	66.9 %	
4102	FI-Payroll Outsource Costs	210	360	150	150	58.3 %	
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	1,515	3,000	1,485	1,485	50.5 %	
4110	Community Warden Costs	405	1,000	595	595	40.5 %	
4111	Forest Rate	22	15	-7	-7	147.9 %	
4120	Postage	979	1,050	71	71	93.3 %	
4121	Telecommunications	3,839	3,000	-839	-839	128.0 %	
4123	Stationery	452	950	498	498	47.5 %	
4124	FI-Subscriptions	3,484	2,250	-1,234	-1,234	154.8 %	
4125	FI-Insurance	7,394	9,000	1,606	1,606	82.2 %	
4126	Printer/copier	3,331	2,250	-1,081	-1,081	148.0 %	
4133	FI-Chairman's Fund	311	350	39	39	88.9 %	
4134	FI-Parish Meeting	0	150	150	150	0.0 %	
4135	FI-Councillors Training/Travel	367	500	134	134	73.3 %	
4136	Security Checks	188	120	-68	-68	156.7 %	
4137	FI-Members Allowances	1,280	5,000	3,720	3,720	25.6 %	
4151	FI - Bank Charges	316	400	84	84	79.1 %	
4156	FI-Legal & professional fees	2,669	1,000	-1,669	-1,669	266.9 %	
4157	FI-Audit & Financial Managemen	3,012	3,000	-12	-12	100.4 %	
4158	FI-Van Lease	1,910	2,800	890	890	68.2 %	
4160	Office Equipment	497	750	253	253	66.3 %	
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	451	250	-201	-201	180.4 %	
7103	Do not use	0	250	250	250	0.0 %	
7110	PR-Newsletter & Distribution	0	800	800	800	0.0 %	
	Finance & Administration :- Expenditure	<b>222,888</b>	<b>324,040</b>	<b>101,152</b>	<b>0</b>	<b>101,152</b>	<b>68.8 %</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	3,404	1,000	2,404		340.4 %	
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	735	715	20			102.8 %
4183	Community Warden Hire	2,496	1,800	696			138.6 %
4190	FI-Interest Received	702	400	302			175.5 %
	Finance & Administration :- Income	<b>359,316</b>	<b>355,909</b>	<b>3,407</b>			<b>101.0 %</b>
	<b>Net Expenditure over Income</b>	<b>-136,428</b>	<b>-31,869</b>	<b>104,559</b>			
<b>403</b>	<b>Other Grants</b>						
4360	Other Grants	3,575	4,500	925		925	79.4 %
4361	FRGSA Subsidy	2,291	2,000	-291		-291	114.5 %
	Other Grants :- Expenditure	<b>5,866</b>	<b>6,500</b>	<b>634</b>	<b>0</b>	<b>634</b>	<b>90.2 %</b>
	<b>Net Expenditure over Income</b>	<b>5,866</b>	<b>6,500</b>	<b>634</b>			
	Finance & Policy :- Expenditure	<b>228,753</b>	<b>330,540</b>	<b>101,787</b>	<b>0</b>	<b>101,787</b>	<b>69.2 %</b>
	Income	<b>359,316</b>	<b>355,909</b>	<b>3,407</b>			<b>101.0 %</b>
	<b>Net Expenditure over Income</b>	<b>-130,562</b>	<b>-25,369</b>	<b>105,193</b>			



At : 09:09

Unity Trust

## List of Payments made between 13/11/2018 and 31/12/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/11/2018	SSE	302614	359.11		CC- ELECTRIC
13/11/2018	SME IT SOLUTIONS LIMITED	302615	149.13		TELECOMMUNICATIONS
13/11/2018	NAT ASSOC OF BRITISH MARKET	302617	156.00		SEMINAR
13/11/2018	WEALDEN EMBROIDERY & PRINT	302618	60.00		BANNERS
<del>13/11/2018</del>	<del>WEALDEN DISTRICT COUNCIL</del>	<del>302619</del>	<del>21.00</del>		<del>DECEMBER TENS</del>
13/11/2018	TOYOTA FIN SERV	DD	254.89		CAR CLUB LEASE
15/11/2018	POCKIT CARD - CC	TOP UP	500.00		POCKIT CARD TOP UP
15/11/2018	KATIE AHMED	302616	40.00		THURS CLUB
20/11/2018	BALCOMBE PEST CONTROL LTD	302620	90.00		PEST CONTROL
20/11/2018	CHICHESTER STONEWORKS LTD	302621	11,424.00		WAR MEMORIAL WORKS
20/11/2018	INTOUCH CRM	302622	55.19		WEBSITE
20/11/2018	MR R LUDMAN	302623	21.00		PLANTS ETC
20/11/2018	NORTH WEALDEN COMMUNITY	302624	70.00		MINIBUS HIRE
20/11/2018	PJ AUTOS	302625	18.00		PUNCTURE REPAIR
20/11/2018	SARA SMART	302626	16.59		VOLUNTEER GIFTS
20/11/2018	WEALDEN DISTRICT COUNCIL	BP	828.00		BUILDING CONTROL FEE
22/11/2018	EDF ENERGY	DD	213.23		STREETLIGHT POWER
23/11/2018	TELECOMS WORLD	DD	54.17		0800 NUMBER
23/11/2018	TOYOTA FIN SERV	DD	259.01		CAR CLUB LEASE
26/11/2018	CORONA ENERGY	DD	567.60		CC GAS
26/11/2018	CORONA ENERGY	DD	-567.60		ADJ
27/11/2018	BRITISH TELECOMMUNICATIONS	302629	24.60		TELECOMMUNICATIONS
27/11/2018	BLACHERE ILLUMINATION LTD	302630	1,768.20		CHRISTMAS LIGHTS
27/11/2018	SLCC	302631	313.00		ALCC MEMBERSHIP
27/11/2018	PATRICK SHAW	302632	98.00		CAR CLUB MAINTENANCE
27/11/2018	WIRED ELECTRICS LTD	302633	72.00		HEATING REPAIR
27/11/2018	SIEMENS	DD	159.12		DRINKS MACHINE
28/11/2018	WDC	302627	480.82		KEMP - RENT
28/11/2018	EAST SUSSEX PENSION	302628	2,830.67		SUPERANN NOV
29/11/2018	POCKIT CARD - GAGES	TOP UP	1,000.00		POCKIT CARD TOP UP
29/11/2018	THE CLASSROOM CO	BP	714.96		TABLES
30/11/2018	BACS B/L Pymnt Page 1383	BACS Pymnt	73,034.31		BACS B/L Pymnt Page 1383
30/11/2018	ALLSTAR BUSINESS SOLUTIONS	DDR Pymnt2	304.60		CAR CLUB FUEL
30/11/2018	UKCRB'S LTD	DDR Pymnt3	56.00		ANTHONY SIMMS
30/11/2018	BNP PARIBAS	DD	667.75		COPIER
30/11/2018	CORONA ENERGY RETAIL 4 LTD	DDR Pymnt3	567.60		CC GAS
30/11/2018	KIER SERVICES	DD	-435.86		ADJ
05/12/2018	MR J COOMBER	302634	24.00		WHEELBARROW TYRE TUBES
05/12/2018	INOUT 'N' ABOVE	302635	390.00		CCTV MAINTENANCE
05/12/2018	J JOSEPHSON	302636	16.99		POST IT NOTES- BUSINESS FORUM
05/12/2018	KENT COUNTY COUNCIL (KCS)	302637	35.10		SUPPLIES
05/12/2018	KENT & SUSSEX VENDING	302638	95.52		DRINKS MACHINE SUPPLIES
05/12/2018	MID SUSSEX TIMBER CO LTD	302639	1,330.39		PLAYGROUND
05/12/2018	MULBERRY & CO	302640	321.76		INTERNAL AUDIT
05/12/2018	NISBETS	302641	95.98		WATER BOILER
05/12/2018	PARISH NEWS	302642	32.50		PARISH NEWS ADVERT
05/12/2018	SME IT SOLUTIONS LIMITED	302643	524.11		TELECOMMUNICATIONS

At : 09:09

Unity Trust

## List of Payments made between 13/11/2018 and 31/12/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/12/2018	SUSSEX LIVING	302644	28.80		MARKET ADVERT
05/12/2018	SECOM PLC	302645	146.88		INTRUDER ALARM REPAIR
05/12/2018	R. A. TURNER	302646	145.00		CHRISTMAS TREES
05/12/2018	SAM THOMPSON TREE CARE	302647	550.00		CEMETERY TREE INSPECTION
05/12/2018	VIKING DIRECT LTD	302648	36.46		SUPPLIES
05/12/2018	WEALDEN DISTRICT COUNCIL	302649	900.00		DOG BIN EMPTYING
06/12/2018	FR TABLE TENNIS CLUB	302651	250.00		GRANT
06/12/2018	TW & DIST SAMARITANS	302652	100.00		GRANT
06/12/2018	SUSSEX VICTIM SUPPORT	302653	100.00		GRANT
11/12/2018	ANGLEFIX	302654	14.98		SUPPLIES
11/12/2018	PEAR TECHNOLOGY SERVICES	302655	102.00		MAPPING SYSTEM
18/12/2018	BUSINESS STREAM	302656	41.01		CYCLE STOP WATER
18/12/2018	Essential Ltd	302657	58.40		CARETAKER SUPPLIES
18/12/2018	CHERYL HAWKINS	302658	64.49		FUNDRAISING EVENT
18/12/2018	SSE	302659	505.98		FORESTERS GREEN ELECTRIC
18/12/2018	SME IT SOLUTIONS LIMITED	302660	148.36		TELECOMMUNICATIONS
19/12/2018	WDC	302661	480.82		KEMP - RATES & RENT
19/12/2018	ES PENSION FUND	302662	2,968.24		SUPERANN - DEC

<b>Total Payments</b>	<u>105,752.86</u>
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745.24

105,007.62

At : 09:08

## Current Bank Account

## List of Payments made between 01/11/2018 and 31/12/2018

<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	STAFF	BP	750.00		OCT SALS
09/11/2018	AO SHIPLEY	BP	3,656.12		TAX NI - OCT
13/11/2018	HSBC	DR	20.00		CHARGE
21/11/2018	HSBC	DR	15.29		CHARGES
27/11/2018	STAFF	BP	6,416.70		NOV SALS
28/11/2018	CASH - S.KEMP	103798	309.52		SALARY
28/11/2018	STAFF	BP	6,178.74		NOV SALS
29/11/2018	STAFF	BP	4,636.69		NOV SALS
27/12/2018	CASH - S KEMP	103799	316.70		SALARY
<b>Total Payments</b>			<u>22,299.76</u>		

**Forest Row Parish Council**

**Bank - Cash and Investment Reconciliation as at 30 November 2018**

	<u>Account Description</u>	<u>Balance</u>
<b><u>Bank Statement Balances</u></b>		
1	Forest Row P/c Current A/c	50.00 ✓
1	Forest Row P/C Money Manager	19,811.52 ✓
2	Cafe Cash A/c	100.00
3	Thursday Club Cash A/c	0.00
4	Unity Trust	315,808.55 ✓
5	CCLA	175,000.00 ✓
6	POCKIT CARD - DOD	648.39 ✓
7	POCKIT CARD - CC	572.08 ✓
8	POCKIT CARD - GAGES	951.31 ✓
		<b>512,941.85</b>
<b><u>Other Bank &amp; Cash Balances</u></b>		
	National Savings Account	17,196.81
	Petty Cash	119.94
	FUEL FLOAT	66.26
	YOUTH CLUB FLOAT	130.00
	WELLBEING FLOAT	30.00
	Money Market Account	0.00
	Cash Book suspense account	0.00
		<b>17,543.01</b>
		<b>530,484.86</b>
<b><u>Unpresented Payments</u></b>		
4	16/07/2018 302481	17.50
4	05/09/2018 302542	16.20
4	03/10/2018 302572	117.45
4	15/10/2018 302582	120.00
4	24/10/2018 302591	30.00
4	12/11/2018 302612	480.00
4	20/11/2018 302624	70.00
4	20/11/2018 302625	18.00
4	20/11/2018 302626	16.59
4	27/11/2018 302629	24.60
4	27/11/2018 302630	1,768.20
4	27/11/2018 302631	313.00
4	27/11/2018 302632	98.00
4	27/11/2018 302633	72.00
4	28/11/2018 302627	480.82
4	28/11/2018 302628	2,830.67
		<b>6,473.03</b>
		<b>524,011.83</b>
<b><u>All Cash &amp; Bank Accounts</u></b>		
	Current Bank Account	19,861.52
	Cafe Cash Account	100.00
	Thursday Club Cash Account	0.00
	Unity Trust	309,335.52
	CCLA	175,000.00
	POCKIT CARD - DOD	648.39

Forest Row Parish Council

Bank - Cash and Investment Reconciliation as at 30 November 2018

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<u>Account Description</u>	<u>Balance</u>
POCKIT CARD - CC	572.08
POCKIT CARD - GAGES	1,083.04
Other Bank & Cash Balances	17,543.01
<b>Total Bank &amp; Cash Balances</b>	<b><u>524,143.56</u></b>

APPROVED BY FINANCE & POLICY  
COMMITTEE CHAIRMAN  
*[Signature]*  
DATE 19/12/18

**FRPC COST OF SERVICES  
HALF YEAR 2018-2019**

	Summary dedicated Income	Summary dedicated Expenditure	Dedicated costs	salary	Apportioned office staff costs	Net financial cost	Notes
Statutory & financial admin	0	0	0	37026	9046	-37026	Dedicated' income &
General admin	0	0	0			-9046	expenditure not applicable
Community Warden	14992	1001	26582	26582		-12591	
Property & Assets (Comm. Centre)	24864	26010	15527	15527	2446	-19119	
Allotments	771	156	905		1520	-905	
Burials	3388	733	1288		1367	1288	
Outdoor maintenance	791	5374	26549	26549		-31132	
Car Hire Club	7918	11254			2014	0	Deficits absorbed by third
Cycle Hire	1997	1928				0	party 'floats' so no net cost
Medical transport	151	20			201	-70	
Market	3833	279	1648	1648	2244	-338	
Gages	19237	11796	12207	12207	5393	-10159	
Thursday Club	919	659			6284	-6024	
Repair Cafe	713	58			954	-299	
Youth Service	0	127		11298		-11425	
<b>TOTALS</b>	<b>79574</b>	<b>59395</b>	<b>130837</b>		<b>31469</b>	<b>-142127</b>	

### **Value for money**

It is essential that the council is seen to provide value for money. This means ensuring that public money is spent efficiently to provide an effective service. The aim is to get more council activity for the least possible expense without compromising quality.

It helps the council to assess 'value for money' if it regularly asks whether it is really necessary to spend the money or whether it can find a way of doing it better. Perhaps another supplier can do the job with greater efficiency and effectiveness. It is good practice to consult other councils and to engage with service users and the wider community to find out what they think. It might even be possible to join with other councils to deliver a more economic service to the community.

The financial rules and the variety of statutes and procedure protect the council. Most importantly the rules give your council the tools it needs to achieve its goals, protect community assets and make best use of public money.

# 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: 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 Community Pre-School		
NAME OF CONTACT PERSON: Jade Turnbull-Allen		
ADDRESS FOR CORRESPONDENCE:	Tel: 01342825625	
	Email: <a href="mailto:forestrowpreschool@hotmail.co.uk">forestrowpreschool@hotmail.co.uk</a>	
	Web (if any): <a href="http://www.forestrowpreschool.co.uk">www.forestrowpreschool.co.uk</a>	
POST CODE:	SUM REQUESTED: Three Thousand and Five Hundred Pounds (£3500)	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?	Forest Row Community Pre-School	
DO YOU HAVE AUDITED ACCOUNTS? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, ARE THEY ATTACHED? <input type="checkbox"/> Yes <input type="checkbox"/> No (Accounts)	IF NO, PLEASE EXPLAIN WHY
IF APPLICABLE, DO YOU HAVE A BUDGET? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? <input type="checkbox"/> Yes <input type="checkbox"/> No		
From	Amount	Purpose
PURPOSE OF REQUEST (please use second sheet if necessary)		
<p>Forest Row Community Pre-School is seeking to replace essential early years equipment destroyed by a previous rat infestation from a separate but adjacent storage area that is not managed by the Pre-School. This equipment was used to encourage outdoor, healthy play for the children at the Pre-School. It was also used for tailoring play to particular children's specific needs and supporting their progression to the next stage of development.</p> <p>The Pre-School seeks the Parish Councils support to replace this equipment to facilitate the continued value of this type of structured play for the children. Due to safety requirements, this type of equipment can only be purchased from specific suppliers to ensure quality standards. The equipment proposed for purchase includes: a safety mat set; a slide run out mat; wooden push carts, cars, and trucks; and a wooden push me-pull me.</p>		



**HOW WILL IT BENEFIT THE COMMUNITY?**

Forest Row Community Pre-School is an essential community service, providing flexible and affordable access to a safe and nurturing early years environment for the children of Forest Row and surrounding area. The Pre-School provides opportunities for children to find new interests and develop their skills, as well as connecting them and their families to the wider community through engagement with the Thursday Club, local businesses and other local community hubs such as the Church.

The contribution sought by this request will ensure that the Pre-School is able to continue to provide diverse options for learning and development through play for all the children that attend. The variety of different equipment allows for targeted support to children's individual and specific needs, supporting a natural progression to their next development stage and encouraging independence. Improving the setting and facilities at the Pre-School ensures the best possible service is provided to the community, supporting the Pre-School in providing opportunities to the children of the community, promoting positive values and practices.

**FOR OFFICIAL USE ONLY**

<b>Date of Meeting:</b>	<b>Min.No:</b>	<b>Approved:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Amount:</b>
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**Forest Row Community Pre-School**

**Company no: 07003790 Charity no: 1133515**

**Income and Expenditure (Profit and Loss Statement)**

**For the year ended 31 March 2018**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>Income</b>					
Fees (funded)	65,515	-	-	65,515	45,350
Fees (non funded)	25,617	-	-	25,617	15,662
Breakfast club fees	1,654	-	-	1,654	-
After School club fees	1,575	-	-	1,575	-
Application Fee	901	-	-	901	560
Morning Snacks	1,821	-	-	1,821	1,765
Nursery Milk refund	230	-	-	230	492
Tapestry Learning Journal	55	-	-	55	43
Donations	1,163	-	-	1,163	700
Voluntary contributions	1,476	-	-	1,476	570
Fundraising	5,190	-	-	5,190	2,170
Miscellaneous	36	-	-	36	166
Savings Account Interest	4	-	-	4	7
<b>Sub total</b>	<b>105,237</b>	<b>-</b>	<b>-</b>	<b>105,237</b>	<b>67,485</b>
Asset and investment sales, etc.	-	-	-	-	-
<b>Total income:</b>	<b>105,237</b>	<b>-</b>	<b>-</b>	<b>105,237</b>	<b>67,485</b>
<b>Expenditure</b>					
Salaries	64,606	-	-	64,606	56,042
NEST (National Employment Savings Trust)	170	-	-	170	48
Staff training	2,403	-	-	2,403	1,606
Rent	3,535	-	-	3,535	7,070
Rates	309	-	-	309	288
Telephone & Broadband	658	-	-	658	693
Stationary, copying & postage	236	-	-	236	247
Milk	230	-	-	230	640
Morning snacks	756	-	-	756	801
Breakfast Club	11	-	-	11	-
After school club snacks	83	-	-	83	-
Toys/ Materials	1,095	-	-	1,095	935
Grant funded purchases	4,604	-	-	4,604	1,285
Consumables / Cleaning	924	-	-	924	1,059
Pre-school membership & insurance	1,288	-	-	1,288	1,348
Tapestry Learning Journal	150	-	-	150	68
Bank charges	125	-	-	125	193
Improvements to Hambro Hall	150	-	-	150	24
Improvements to garden	3,079	-	-	3,079	986
Rising 5s leavers day	23	-	-	23	173
AGM/committee	48	-	-	48	161
Advertising	-	-	-	-	69
Website	-	-	-	-	34
Outings	223	-	-	223	37
Misc	269	-	-	269	110
Fundraising costs	1,037	-	-	1,037	294
<b>Sub total</b>	<b>86,012</b>	<b>-</b>	<b>-</b>	<b>86,012</b>	<b>74,211</b>
Asset and investment purchases, etc.	-	-	-	-	-
<b>Total expenditure:</b>	<b>86,012</b>	<b>-</b>	<b>-</b>	<b>86,012</b>	<b>74,211</b>
<b>Profit(Loss) arising from operations</b>	<b>19,225</b>	<b>-</b>	<b>-</b>	<b>19,225</b>	<b>6,726</b>
Transfers between funds	-	-	-	-	-
Cash funds last year end	11,655	-	-	11,655	-
<b>Cash funds this year end</b>	<b>30,880</b>	<b>-</b>	<b>-</b>	<b>30,880</b>	<b>-</b>

## Forest Row Community Pre-School

**Company no: 07003790 Charity no: 1133515**

### Income from fundraising activities

**For the year ended 31 March 2018**

Event	Income to nearest £	Expenditure to nearest £	Profit /Loss to nearest £
Forest Row Primary School Fayre	95	4	91
Sponsored Walk/ Balance-A-Thon	691	-	691
Gift aid	103	-	103
Fundraising for Cystic Fibrosis	125	125	-
Summer Raffle & Party	273	-	273
Photography sessions	295	295	-
Forest Row Festival/open day	133	17	116
Christmas Raffle & Party	306	68	238
Children's t-shirts	553	528	25
Fundraising awards	2,152	-	2,152
Jumble sale	464	-	464
<b>Total</b>	<b>5,190</b>	<b>1,037</b>	<b>4,153</b>

### Balance Sheet for the year ended 31 March 2018

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>Current Assets</b>			
Bank - HSBC Current Account	16,630	-	-
Uncleared payments	-	-	-
Petty cash	302		
Creditors	-		
Debtors	1,824		
Bank - HSBC Deposit Account	12,135	-	
<b>Total Assets</b>	<b>30,880</b>	<b>-</b>	<b>-</b>
(agree balances with profit and loss statement)	OK	OK	OK

### Forest Row Community Pre-School (registered charity number 1133515)

Audit Exemption Statement:

For the year ending 31/03/2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts;

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Signed:

Name:	Steve Barnes	Kate Barnes	Tina Gomez-Serjeant	Emily Russell	Veronika Neyer
Position:	Co-chairman	Co-chairman	Secretary	Director	Director

Date:

I have examined the accounts of Forest Row Community Pre-School (Company no: 07003790; Charity no: 1133515) for the year ended 31 March 2018.

In my opinion the accounts are in agreement with the books and records of the Pre-School and with the explanations supplied to me.

Signed:

Name: E Brockbank

Date:



Mr David O'Driscoll  
Clerk to Forest Row Parish Council  
The Community Centre  
Hartfield Road  
FOREST ROW  
RH18 5DZ

Victim Support  
Unit 11 Riverside Business Centre  
Brighton Road  
Shoreham By Sea  
West Sussex  
BN43 6RE

29 December 2018

Dear Mr O'Driscoll

**Donation by Forest Row Parish Council to Victim Support**

Thank you so much for continuing to support us and your recent generous donation of £100.00. I continue to say this every year but we really do appreciate you giving to Victim Support, despite your restricted budget.

Please assure the Councillors that funds will go to training of new volunteers, and ongoing training of existing volunteers, so that victims and witnesses of crime in your area can be offered support and facilities, on a long or short term basis, depending on their needs.

We still rely on donations to maintain the enhanced services we like to be able to provide to victims and witnesses of crime in your area. I am aware that your funding has probably been cut in recent years, so we are very grateful to you for your support and would appreciate you passing on our sincere thanks to the council members for their donation, together with best wishes for Christmas and the New Year.

If you would like to read more about Victim Support you can find details on our website: [www.victimsupport.org.uk](http://www.victimsupport.org.uk).

Yours sincerely,

Sue Bartlett  
Volunteer Administrator/Fundraiser - Sussex  
[Sue.bartlett@victimsupport.org.uk](mailto:Sue.bartlett@victimsupport.org.uk)

David O'Driscoll  
Clerk – Forest Row Parish Council  
The Community Centre  
Hartfield Road  
FOREST ROW  
RH18 5DZ

12<sup>th</sup> December 2018

**BY EMAIL**

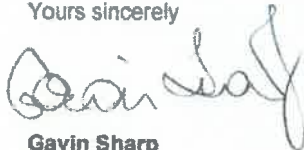
Dear David

I acknowledge, with many thanks, the parish council's cheque for £100 which I collected when I was on shift this morning.

This contribution is very much appreciated, and helps us to continue to support those in distress and despair in the community. I would be grateful if you would table our gratitude at the council's next meeting.

With best wishes for a Merry Xmas and a Happy and Healthy 2019!

Yours sincerely



**Gavin Sharp**  
Trustee

## David O'Driscoll

---

**From:** Janet Butler <butlerjan@aol.com>  
**Sent:** 28 December 2018 11:11  
**To:** David O'Driscoll  
**Subject:** FR Table Tennis Club

Dear David

Please pass on our thanks to the committee that approved our grant of £250.00. We are very grateful and the money helps cover the cost of our new match table. The club continues to thrive and attract new members and we are very pleased with the mix of ages, especially our under 18's.

Yours  
Janet Male  
Treasurer