

# 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), Davies, Hill, Josephson,  
T Lewin, McNally, Moore, Royall, Williams and  
Wogan  
(All other Councillors – for information)

Community Centre  
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Dear Sir/Madam,  
Your attendance is required at a meeting of the FINANCE &  
POLICY COMMITTEE to be held on TUESDAY 9<sup>TH</sup> JULY  
2019 in the Rose Room of the Community Centre at

Date: 3 July, 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 MEETING HELD ON 2<sup>ND</sup> APRIL 2019
  - 4.1 To approve the minutes of the meeting of 2<sup>ND</sup> APRIL 2019
  - 4.2 To consider any objections to deletion of the digital transcript of that meeting
5. CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM LAST MEETING
6. TO NOTE UPDATE ON PROGRESS (MATTERS NOT REQUIRING A DECISION)
  - 6.1 Card Payments
  - 6.2 Council's relations with 'Wealdlink' Community Transport
  - 6.3 Council's relations with the Forest Row Business Group
  - 6.4 The Community Centre leases
  - 6.5 Hirings & outgoings for the VENUe on the GREEN

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

- 7 FINANCIAL REPORT to month 3 (to include budget variances)
8. LIST OF PAYMENTS (to include prepayment cards)
9. VIREMENTS: to approve virements from nominated reserves to revenue

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

10. To confirm the financial arrangements with Ashurst Wood re burial fees
11. To consider (and resolve as appropriate) re the contribution to the library assistant salary
12. To consider (and resolve as appropriate) re the Community Warden resource
13. To consider (and resolve if appropriate) re the Council's bank signatories

14. To consider further (and resolve if appropriate) re the Council's investments
15. To consider grant applications from Forest Row Brownies & Crawley Lifecentre

**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.*

16. To note staff changes
17. To consider and approve staff salary adjustments
  
18. CORRESPONDENCE (not dealt with above)
19. ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

**FINANCE & POLICY COMMITTEE****BACKING PAPERS FOR MEETING 9<sup>th</sup> JULY 2019**

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**COUNCILLORS' BRIEFING FOR THE FINANCE & POLICY COMMITTEE MEETING  
ON 9<sup>th</sup> JULY 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** – only the meeting of 2<sup>nd</sup> April 2019 falls to be considered
5. **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**
6. **CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**
  - 6.1 Card payments. The card payment machine is now up and running and is proving valuable. The service payments are not deducted from each transaction but sent to us at the month end, and are factored in as bank charges.
  - 6.2 Council's relations with 'Wealdlink'. The organisation has been written to in the terms of the last Committee discussion.
  - 6.3 Council's relations with the Forest Row Business Group. The Council is continuing to act as 'animateur' for the group, but there have been no major events since Easter.
  - 6.4 Community Centre leases The terms have all been agreed (including the pre-school), and the requisite Energy Performance Certificates have been obtained. The written confirmation leases will be completed shortly.
  - 6.5 Hirings & outgoings for the VENUe. The youth are now in occupation and are paying £1 each per session. We will review in due course whether a subscription service, instead or in addition, would be helpful. We are now open for hiring to non-youth groups, at a rate – also subject to review – of £15/hour (inc VAT). We have no rates figure yet from Wealden.  
**ACTION: to note**
7. **FINANCIAL REPORT to month 3 (to include budget variances)**  
Summary financial printout attached, together with detailed printouts for the Committees. Members will note several handwritten amendments. These were necessary in order to bracket off capital transactions for the VENUe, and a large accrual figure for last year. It may be better in future to produce a free-standing spreadsheet. However, in general terms we are meeting the projected 25% target against forecast for Quarter 1.  
Major variances are as follows:
  - F&P: 4176 & 4177 – half-year sums received as a lump payment.
  - 4124 – this category is ill-defined, and some transfer posting may be required.
  - 4151 – now includes card machine payments (not allowed for in budget).
  - 4158 –artificial figure caused by an erroneous claim by the finance company.
  - P&A: 3116 – we have had to replace some cleaning equipment this quarter.
  - A&S: 2314 & 2336 – two quarters power bills, plus unforeseen repairs required.

- Comm.Serv: no anomalies.

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

8. **LIST OF PAYMENTS & BANK RECONCILIATION** Formal printouts are supplied with the backing papers.  
**ACTION: to note (queries if appropriate)**
9. **VIREMENTS** We have incurred - and are incurring – a number of set-up expenses for the VENUe and anticipate some large refurbishment bills for the Community Centre. It is suggested the corresponding nominated reserves be vired into the revenue budget to cover.

## **MATTERS FOR CONSIDERATION / DECISION**

### **10. FINANCIAL ARRANGEMENTS WITH ASHURST WOOD VC RE BURIAL FEES**

In September 2018 the agreement was for A/W VC *“to pay Forest Row Parish Council (FRPC) £400 as a contribution towards the cemetery maintenance costs of the Forest Row Cemetery; in return Ashurst Wood residents (in the civil and ecclesiastical parish) would pay the same fees as Forest Row residents for burial/cremation plots. This arrangement would be for one year and to be reviewed.”* Ashurst Wood wish to know if we propose to carry on with this arrangement – it should have gone to Amenities, but was overlooked, and as a financial matter can be dealt with here.

**ACTION: to confirm or otherwise**

### **11. LIBRARY ASSISTANT’S SALARY CONTRIBUTION** (All relevant correspondence attached).

We allowed £2,500 in the 2018-19 budget for a ‘contribution’ to the ESCC library staff salary. The request arrived in March, and was paid accordingly. We then received an email from East Sussex which in essence threatened a withdrawal of service if the full sum (of £4K) was not paid. I responded that this was clearly no longer a voluntary contribution, but offered to submit it for Committee’s review. This is clearly another example of ‘devolution by stealth’, but it is now for Committee to decide how we respond.

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

### **12. THE COMMUNITY WARDEN RESOURCE**

At the last meeting, we noted that the warden’s time is currently allocated 58.3% to Crowborough and 29.7% to Forest Row, with 6% each to Withyham & Rotherfield. There has been some adverse comment about the warden’s reduced presence in Forest Row, while the warden himself has expressed reservations about the demands of the Crowborough ‘beat’, and that he has no back-up for holidays or sickness. We resolved *“that the situation should continue as is and be monitored.”*

In discussion with the Crowborough Town Clerk the possibility has been raised of taking on an additional half-time warden, *predominantly* based in Crowborough and funded by them.

The advantages would be:

- a) to spread the ‘Crowborough load’;
- b) to provide cover for leave & sickness; c) to increase the warden presence in Forest Row

The drawbacks would be:

- a) the extra cost – even if Crowborough TC 100% fund an extra person, there will be a loss of hire revenue to Forest Row; b) increased administration, however that is distributed.

Crowborough TC are discussing the proposal on 30<sup>th</sup> July and wish to know our view.

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

**13. COUNCIL'S BANK SIGNATORIES**

We need to amend and add to our bank signatory list. It has been our custom (though it does not actually appear to be in the Financial Regs) that bank signatories should be members of the F&P Committee. The current list is attached and it is proposed that non-members of F&P be removed and that Cllr Davies be added to the cheque signatory list (both accounts) and Cllr McNally be added to the cheque list plus internet banking.

***ACTION: to resolve accordingly***

**14. COUNCIL'S INVESTMENTS**

A proposal was made in January to review our investments. We currently hold £160,000 as general and £40-50,000 in nominated reserves, and we have been counselled against accumulating reserves significantly in excess of those needs. We currently have £175,000 invested with the Public Sector Deposit Fund (CCLA), and £17,000 in National Savings. I recently met with a representative from CCLA, who pointed out that the PSDF is already widely diversified across 10 national economies and 10 banks, and withdrawals are available on one day's notice, a valuable facility in case of emergency. I consider this should remain our main investment vehicle. (The CCLA rep suggested we could put our precept into the same fund and gain some interest while it reduces month by month, though this would require careful financial discipline). However, I think the NS&I investment is of limited value and I think this should be transferred to some ethically approved investment fund.

If Committee wishes to take professional investment advice it is free to do so.

***ACTION : to resolve accordingly***

**15. GRANT APPLICATIONS FROM FOREST ROW BROWNIES & CRAWLEY LIFECENTRE**

Attached are grant applications from a) Forest Row Brownies, and b) the Crawley 'Lifecentre', a specialist resource for victims of rape and sexual abuse. We currently have £6,500 in the grant budget (although £2,000 of this is reserved to the Ashdown Forest Conservators).

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

**16-17. CONFIDENTIAL MATTERS (COVERED BY A SEPARATE BRIEFING NOTE)**

**18. CORRESPONDENCE**

Attached is a 'thank you' email from St Catherine's Hospice

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

## Summary Income &amp; Expenditure by Budget Heading 24/06/2019

Month No : 3

## 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	65,717	348,410	282,693	0	282,693	18.9 %
Income	187,208	375,968*	171,240			49.8%
Net Expenditure over Income	-121,491	27,558	453,933			
<b><u>Amenities &amp; Services</u></b>						
Expenditure	7,599	31,900		0		23.8%
Income	8,959	9,950	-991			90.0 %
Net Expenditure over Income	-16,641	21,950	38,591			
<b><u>Property &amp; Assets</u></b>						
Expenditure	9,497	35,000		0		27.1%
Income	11,967	46,000				26.0%
Net Expenditure over Income	-2,470	-11,000				
<b><u>Planning</u></b>						
Expenditure	0	0	0	0	0	188.2 %
Income	0	0	0			91.8 %
Net Expenditure over Income	0	0	0			
<b><u>Localism &amp; Community Projects</u></b>						
Expenditure	6,481	32,250	25,769	0	25,769	20.1 %
Income	8,561	46,150	-37,589			18.5 %
Net Expenditure over Income	-2,080	-13,900	-11,820			
<b><u>INCOME - EXPENDITURE TOTALS</u></b>						
Expenditure	89,294	447,560		0		20.0%
Income	216,695	478,068				45.3%
Net Expenditure over Income	-127,401	-30,508				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>Finance &amp; Policy</b>						
<b>401 Finance &amp; Administration</b>						
4100	PENSION TOP UP	667	3,000	2,333	2,333	22.2 %
4101	FI-Salaries	45,214	285,000	239,786	239,786	15.9 %
4102	FI-Payroll Outsource Costs	0	360	360	360	0.0 %
4103	FI-Contrib. to Library Salary	0	2,500	2,500	2,500	0.0 %
4105	Community services - developme	0	1,000	1,000	1,000	0.0 %
4108	FI-Staff Training/Travel	227	2,500	2,273	2,273	9.1 %
4110	Community Warden Costs	150	600	450	450	25.0 %
4111	Forest Rate	0	25	25	25	0.0 %
4120	Postage	528	1,200	672	672	44.0 %
4121	Telecommunications	3,084	5,000	1,916	1,916	61.7 %
4123	Stationery	158	600	442	442	26.3 %
4124	FI-Subscriptions	4,698	3,500	-1,198	-1,198	134.2 %
4125	FI-Insurance	181	8,000	7,819	7,819	2.3 %
4126	Printer/copier	1,013	3,500	2,487	2,487	28.9 %
4133	FI-Chairman's Fund	0	200	200	200	0.0 %
4134	FI-Parish Meeting	0	1,000	1,000	1,000	0.0 %
4135	FI-Councillors Training/Travel	280	1,000	720	720	28.0 %
4136	Security Checks	20	150	130	130	13.3 %
4137	FI-Members Allowances	291	5,000	4,709	4,709	5.8 %
4151	FI - Bank Charges	193	480	287	287	40.3 %
4156	FI-Legal & professional fees	400	3,000	2,600	2,600	13.3 %
4157	FI-Audit & Financial Managemen	204	3,000	2,796	2,796	6.8 %
4158	FI-Van Lease	7,428	3,000	-4,428	-4,428	247.6 %
4160	Office Equipment	274	300	26	26	91.4 %
4161	Office Maintenance	0	650	650	650	0.0 %
4165	FI-Election Fund	20	4,000	3,980	3,980	0.5 %
4166	Wayleaves	0	45	45	45	0.0 %
4169	Community Occasion	33	0	-33	-33	0.0 %
7101	PR- Advertising/Publicity	15	100	85	85	15.0 %
7102	PR-Website	138	500	362	362	27.6 %
7110	PR-Newsletter & Distribution	0	200	200	200	0.0 %
	Finance & Administration :- Expenditure	<b>65,217</b>	<b>339,410</b>	<b>274,193</b>	<b>0</b>	<b>19.2 %</b>
4176	FI-Precept Received	180,000	<del>36,000</del>	180,000		50.0 %
4177	FI-Discretionary Grant	994	1,988	-994		50.0 %
4180	Misc Income	0	1,000	-1,000		0.0 %
4181	FI-Wayleave Income	0	10	-10		0.0 %
4182	FI-Devolved Services Income	368	1,470	-1,103		25.0 %



Month No : 3

## Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4183	Community Warden Hire	3,228	11,000	-7,773			29.3 %
4190	FI-Interest Received	235	500	-265			47.0 %
	Finance & Administration :- Income	<u>184,824</u>	<u>375,968</u>	<u>168,856</u>			<u>1157.5</u>
	<b>Net Expenditure over Income</b>	<u>-119,607</u>	<u>323,442</u>	<u>443,049</u>			
<b>403</b>	<b>Other Grants</b>						
4360	Other Grants	500	7,000	6,500		6,500	7.1 %
4361	FRGSA Subsidy	0	2,000	2,000		2,000	0.0 %
	Other Grants :- Expenditure	<u>500</u>	<u>9,000</u>	<u>8,500</u>	<u>0</u>	<u>8,500</u>	<u>5.6 %</u>
4380	Other Grants/donations	2,384	0	2,384			0.0 %
	Other Grants :- Income	<u>2,384</u>	<u>0</u>	<u>2,384</u>			
	<b>Net Expenditure over Income</b>	<u>-1,884</u>	<u>9,000</u>	<u>10,884</u>			
	Finance & Policy :- Expenditure	<u>65,717</u>	<u>348,410</u>	<u>282,693</u>	<u>0</u>	<u>282,693</u>	<u>18.9 %</u>
	Income	<u>187,208</u>	<u>375,968</u>	<u>171,240</u>			
	<b>Net Expenditure over Income</b>	<u>-121,491</u>	<u>27,558</u>	<u>453,933</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>Property &amp; Assets</b>						
<b>201 Bus Shelters</b>						
2136 BS-Bus Shelters	0	500	500		500	0.0 %
Bus Shelters :- Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0 %</u>
<b>Net Expenditure over Income</b>	<u>0</u>	<u>500</u>	<u>500</u>			
<b>205 Miscellaneous Assets</b>						
1439 Public Seats	0	250	250		250	0.0 %
1442 Litter Bins	92	500	408		408	18.4 %
2551 Offsite Car Parks	39	500	461		461	7.8 %
2553 Grit bins	0	500	500		500	0.0 %
6139 BU - War Memorial	0	1,000	1,000		1,000	0.0 %
7108 PR-Notice Boards	0	350	350		350	0.0 %
Miscellaneous Assets :- Expenditure	<u>131</u>	<u>3,100</u>	<u>2,969</u>	<u>0</u>	<u>2,969</u>	<u>4.2 %</u>
<b>Net Expenditure over Income</b>	<u>131</u>	<u>3,100</u>	<u>2,969</u>			
<b>301 Community Centre</b>						
3111 CC-Rates & Services	5,292	18,000	12,708		12,708	29.4 %
3116 CC-Upkeep/Cleaning	3,878	10,000	6,122		6,122	38.8 %
3127 CC - Drinks Machine	196	900	704		704	21.7 %
3136 CC-Enhancement	0	2,500	2,500		2,500	0.0 %
Community Centre :- Expenditure	<u>9,366</u>	<u>31,400</u>	<u>22,034</u>	<u>0</u>	<u>22,034</u>	<u>29.8 %</u>
3180 CC-Lettings	5,678	24,000	-18,322			23.7 %
3181 CC-Equipment Hire	164	900	-736			18.3 %
3182 CC-Rents	4,139	20,000	-15,861			20.7 %
3185 MISC - incl books/copying)	175	600	-425			29.1 %
3187 CC Drinks Machine Income	112	500	-388			22.4 %
3189 Misc Property Refunds	1,688	0	1,688			0.0 %
3190 No longer in use	11	0	11			0.0 %
Community Centre :- Income	<u>11,967</u>	<u>46,000</u>	<u>-34,033</u>			<u>26.0 %</u>
<b>Net Expenditure over Income</b>	<u>-2,602</u>	<u>-14,600</u>	<u>-11,998</u>			
<b>Property &amp; Assets Expenditure (not including VatG)</b>	<u>9,497</u>	<u>35,000</u>				27.1%
<b>Income (not including VatG)</b>	<u>11,967</u>	<u>46,000</u>				26.0%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>Amenities &amp; Services</b>						
<b>101 Allotments</b>						
1135 Allotments-Water & Upkeep	70	300	230		230	23.3 %
Allotments :- Expenditure	<u>70</u>	<u>300</u>	<u>230</u>	<u>0</u>	<u>230</u>	<u>23.3 %</u>
1180 Allotment Rents	10	1,300	-1,290			0.8 %
Allotments :- Income	<u>10</u>	<u>1,300</u>	<u>-1,290</u>			<u>0.8 %</u>
<b>Net Expenditure over Income</b>	<u>60</u>	<u>-1,000</u>	<u>-1,060</u>			
<b>102 Village Greens</b>						
1236 Outdoor Maintenance	1,955	15,000	13,045		13,045	13.0 %
1237 Outdoor Planting	72	1,200	1,128		1,128	6.0 %
1239 VG-Utilities	55	100	45		45	55.2 %
Village Greens :- Expenditure	<u>2,083</u>	<u>16,300</u>	<u>14,217</u>	<u>0</u>	<u>14,217</u>	<u>12.8 %</u>
1280 VG-Hire Income	225	500	-275			45.0 %
1281 VG- Utilities Income	10	150	-140			6.7 %
Village Greens :- Income	<u>235</u>	<u>650</u>	<u>-415</u>			<u>36.2 %</u>
<b>Net Expenditure over Income</b>	<u>1,848</u>	<u>15,650</u>	<u>13,802</u>			
<b>104 Amenities General</b>						
1436 Skate & Play areas	193	2,000	1,807		1,807	9.7 %
1447 Dog Fouling	750	3,000	2,250		2,250	25.0 %
Amenities General :- Expenditure	<u>943</u>	<u>5,000</u>	<u>4,057</u>	<u>0</u>	<u>4,057</u>	<u>18.9 %</u>
4180 Misc Income	6,770	0	6,770			0.0 %
Amenities General :- Income	<u>6,770</u>	<u>0</u>	<u>6,770</u>			
<b>Net Expenditure over Income</b>	<u>-5,827</u>	<u>5,000</u>	<u>10,827</u>			
<b>105 Outdoor Maintenance</b>						
1501 Outdoor Maintenance Equipment	392	3,000	2,608			13.1 %
Outdoor Maintenance :- Expenditure	<u>392</u>	<u>3,000</u>		<u>0</u>		
<b>Net Expenditure over Income</b>	<u>392</u>	<u>3,000</u>				
<b>203 Street Lighting</b>						
2314 SL-Power	608	1,500	892		892	40.5 %
2336 Streetlights	2,393	5,000	2,607		2,607	47.9 %
Street Lighting :- Expenditure	<u>3,001</u>	<u>6,500</u>	<u>3,499</u>	<u>0</u>	<u>3,499</u>	<u>46.2 %</u>
<b>Net Expenditure over Income</b>	<u>3,001</u>	<u>6,500</u>	<u>3,499</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>Localism &amp; Community Projects</b>						
<b>206 Community Transport</b>						
2554	Wealdlink	222	900	679	679	24.6 %
2601	Voluntary Medical Car Service	12	100	88	88	11.6 %
2602	Car Hire Club	2,997	13,000	10,003	10,003	23.1 %
2605	Cycle Hire Scheme running cost	68	0	-68	-68	0.0 %
	Community Transport :- Expenditure	<b>3,298</b>	<b>14,000</b>	<b>10,702</b>	<b>0</b>	<b>23.6 %</b>
2677	Car Hire Club Income	2,574	15,000	-12,426		17.2 %
2678	Medical Car Scheme Income	49	300	-251		16.2 %
2679	Cycle Hire Scheme Income	0	500	-500		0.0 %
	Community Transport :- Income	<b>2,623</b>	<b>15,800</b>	<b>-13,177</b>		<b>16.6 %</b>
	<b>Net Expenditure over Income</b>	<b>675</b>	<b>-1,800</b>	<b>-2,475</b>		
<b>207 Market</b>						
3151	CC-Market expenditure	346	1,250	904	904	27.7 %
	Market :- Expenditure	<b>346</b>	<b>1,250</b>	<b>904</b>	<b>0</b>	<b>27.7 %</b>
3184	CC-Market Income	1,633	7,000	-5,367		23.3 %
	Market :- Income	<b>1,633</b>	<b>7,000</b>	<b>-5,367</b>		<b>23.3 %</b>
	<b>Net Expenditure over Income</b>	<b>-1,287</b>	<b>-5,750</b>	<b>-4,463</b>		
<b>209 Localism &amp; Community Proj Misc</b>						
2700	Repair Cafe & Wellbeing	42	1,500	1,458	1,458	2.8 %
	Localism & Community Proj Misc :- Expenditure	<b>42</b>	<b>1,500</b>	<b>1,458</b>	<b>0</b>	<b>2.8 %</b>
2905	Repair Cafe & Wellbeing Servic	315	1,200	-885		26.3 %
	Localism & Community Proj Misc :- Income	<b>315</b>	<b>1,200</b>	<b>-885</b>		<b>26.3 %</b>
	<b>Net Expenditure over Income</b>	<b>-274</b>	<b>300</b>	<b>574</b>		
<b>304 Cafe</b>						
3436	Gages-Purchase of Equipment	102	1,000	898	898	10.2 %
3460	Gages -Purchases Food etc	1,774	12,000	10,226	10,226	14.8 %
	Cafe :- Expenditure	<b>1,876</b>	<b>13,000</b>	<b>11,124</b>	<b>0</b>	<b>14.4 %</b>
3480	Gages - Sales	3,779	22,000	-18,221		17.2 %
	Cafe :- Income	<b>3,779</b>	<b>22,000</b>	<b>-18,221</b>		<b>17.2 %</b>
	<b>Net Expenditure over Income</b>	<b>-1,903</b>	<b>-9,000</b>	<b>-7,097</b>		

Month No : 3

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>306 Thursday Club</b>						
3636 TC-Running Costs	331	1,000	669		669	33.1 %
Thursday Club :- Expenditure	<u>331</u>	<u>1,000</u>	<u>669</u>	<u>0</u>	<u>669</u>	<u>33.1 %</u>
3680 TC-Subscriptions	210	150	60			140.0 %
Thursday Club :- Income	<u>210</u>	<u>150</u>	<u>60</u>			<u>140.0 %</u>
<b>Net Expenditure over Income</b>	<u>121</u>	<u>850</u>	<u>729</u>			
<b>406 Youth Provision</b>						
4603 YP - Development costs	587	1,500	913		913	39.2 %
Youth Provision :- Expenditure	<u>587</u>	<u>1,500</u>	<u>913</u>	<u>0</u>	<u>913</u>	<u>39.2 %</u>
<b>Net Expenditure over Income</b>	<u>587</u>	<u>1,500</u>	<u>913</u>			
Localism & Community Projects :- Expenditure	<u>6,481</u>	<u>32,250</u>	<u>25,769</u>	<u>0</u>	<u>25,769</u>	<u>20.1 %</u>
Income	<u>8,561</u>	<u>46,150</u>	<u>-37,589</u>			<u>18.5 %</u>
<b>Net Expenditure over Income</b>	<u>-2,080</u>	<u>-13,900</u>	<u>-11,820</u>			

At : 09:23

## Current Bank Account

## List of Payments made between 01/03/2019 and 31/03/2019

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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>
11/03/2019	AO SHIPLEY	BP	3,482.11		TAX & NI - FEB
13/03/2019	HSBC	DR	20.00		CHARGE
21/03/2019	HSBC	DR	10.33		CHARGES
27/03/2019	CASH - S KEMP	103902	371.41		SALARY
27/03/2019	STAFF	BP	6,117.81		SALARIES
28/03/2019	STAFF	BP	4,282.86		SALARIES
29/03/2019	WDC	BP	10.00		KEMP INV
29/03/2019	WDC	BP	387.39		KEMP - RENT
29/03/2019	STAFF	BP	5,765.26		SALARIES
29/03/2019	STAFF	BP	36.70		SALARIES

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**Total Payments**      20,483.87

At : 09:27

Current Bank Account

List of Payments made between 01/04/2019 and 03/07/2019

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
<del>01/04/2019</del>	<del>Unity Trust</del>	<del>TFR</del>	<del>6,000.00</del>		<del>TRANSFER OF FUNDS</del>
<del>02/04/2019</del>	<del>Unity Trust</del>	<del>TFR</del>	<del>6,000.00</del>		<del>TRANSFER OF FUNDS</del>
<del>03/04/2019</del>	<del>Unity Trust</del>	<del>TFR</del>	<del>6,000.00</del>		<del>TRANSFER OF FUNDS</del>
<del>04/04/2019</del>	<del>Unity Trust</del>	<del>TFR</del>	<del>6,000.00</del>		<del>TRANSFER OF FUNDS</del>
<del>05/04/2019</del>	<del>Unity Trust</del>	<del>TFR</del>	<del>6,000.00</del>		<del>TRANSFER OF FUNDS</del>
10/04/2019	AO SHIPLEY	BP	3,427.77		TAX & NI - MARCH
11/04/2019	HSBC	DR	20.00		CHARGE
21/04/2019	HSBC	DR	19.78		CHARGES
29/04/2019	CASH - S KEMP	103903	386.88		SALARY
29/04/2019	STAFF	BP	5,655.46		SALARIES - APRIL
29/04/2019	STAFF	BP	10.00		S KEMP
29/04/2019	STAFF	BP	387.39		S KEMP
30/04/2019	STAFF	BP	6,014.67		APRIL SALARIES
01/05/2019	STAFF	BP	5,945.99		APRIL SALARIES
10/05/2019	AO SHIPLEY	BP	3,766.13		TAX & NI - APRIL
14/05/2019	HSBC	DR	20.00		CHARGE
21/05/2019	HSBC	DR	12.49		CHARGES
28/05/2019	CASH - S KEMP	103904	352.42		SALARY
28/05/2019	STAFF	BP	73.40		MAY SALARIES
28/05/2019	STAFF	BP	5,605.46		MAY SALARIES
29/05/2019	STAFF	BP	10.00		MAY SALARIES
29/05/2019	STAFF	BP	462.12		MAY SALARIES
29/05/2019	STAFF	BP	5,664.34		MAY SALARIES
30/05/2019	STAFF	BP	5,752.09		MAY SALARIES
10/06/2019	AO SHIPLEY	BP	3,222.95		TAX & NI - MAY
10/06/2019	HSBC	DR	20.00		CHARGE
21/06/2019	HSBC	DR	20.98		CHARGES
26/06/2019	STAFF	BP	5,752.09		JUNE SALARIES
27/06/2019	CASH - S.KEMP	103905	326.79		SALARY
27/06/2019	STAFF	BP	5,776.31		JUNE SALARIES
28/06/2019	STAFF	BP	5,490.06		JUNE SALARIES
28/06/2019	STAFF	BP	10.00		KEMP
28/06/2019	WDC	BP	462.12		KEMP - RENT/RATES

Total Payments 94,667.69

~~30,000.00~~  
64,667.69

At : 09:24

Unity Trust

## List of Payments made between 25/03/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/03/2019	LEASEPLAN UK	DD	8,124.00		VAN LEASE
25/03/2019	TOYOTA FIN SERV	DD	259.01		CAR CLUB LEASE
27/03/2019	BEYOND WASTE LTD	301751	2,100.00		WRAG CONFERENCE FEE
27/03/2019	ORCHARD NURSERIES	301752	181.89		TREES ETC
27/03/2019	SME IT SOLUTIONS LIMITED	301753	312.24		TELECOMMUNICATIONS
27/03/2019	SUSSEX LIVING	301754	28.80		MARKET ADVERT
27/03/2019	SURREY HILLS SOLICITORS LLP	301755	720.00		FRSGA LEASE
<del>28/03/2019</del>	<del>POCKET CARD CAGES</del>	<del>TOP UP</del>	<del>1,000.00</del>		<del>TOP UP</del>
28/03/2019	ES PENSION FUND	302750	2,538.16		SUPERANN - MARCH
28/03/2019	TOYOTA FIN SERV	DD	4.00		CAR CLUB CHARGES
31/03/2019	MULBERRY & CO	301756	126.00		PAYROLL COSTS
31/03/2019	SECOM PLC	301757	120.00		ALARM REPAIRS
31/03/2019	MID SUSSEX TIMBER CO LTD	301758	73.95		CC CAR PARK REPAIRS
31/03/2019	ALLSTAR BUSINESS SOLUTIONS	DDR Pymnt1	255.97		CAR CLUB FUEL
31/03/2019	BT PAYMENT SERVICES LTD	DDR Pymnt2	79.39		TELECOMMUNICATIONS
31/03/2019	BIFFA WASTE SERVICES LTD	DDR Pymnt3	502.80		WASTE COLLECTION
31/03/2019	CORONA ENERGY RETAIL 4 LTD	DDR Pymnt4	1,222.32		CC GAS
31/03/2019	INTOUCH CRM	DDR Pymnt5	55.19		WEBSITE
31/03/2019	EDF ENERGY CUSTOMERS PLC	DDR Pymnt6	208.15		STREETLIGHT POWER
31/03/2019	TELECOMS WORLD PLC	DDR Pymnt7	53.96		0800 NUMBER
31/03/2019	BACS B/L Pymnt Page 1427	BACS Pymnt	47,743.36		BACS B/L Pymnt Page 1427
31/03/2019	UNITY TRUST	BP	56.10		CHARGE
31/03/2019	HUGH PAGE (SUSSEX) LTD	301759	109.95		ROTARY MOWER SERVICE

**Total Payments**      65,875.24

*64,875.24*



At : 09:27

Unity Trust

## List of Payments made between 01/04/2019 and 03/07/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2019	BIFFA WASTE	DD	226.26		WASTE
02/04/2019	WDALC	302595	30.00		SUBS
09/04/2019	O2	DD	15.65		COMMUNITY WARDEN PPHONE
10/04/2019	TOYOTA FIN SERV	DD	280.99		CAR CLUB LEASE
15/04/2019	TOYOTA FIN SERV	DD	254.89		CAR CLUB LEASE
18/04/2019	LEASEPLAN UK	DD	526.30		VAN LEASE
23/04/2019	TOYOTA FIN SERV	DD	259.01		CAR CLUB LEASE
<del>25/04/2019</del>	<del>Current Bank Account</del>	<del>TFR</del>	<del>30,000.00</del>		<del>TRANSFER OF FUNDS</del>
25/04/2019	WDC	BP	137.00		VOTG PLANNING APP
29/04/2019	MR J BOISVERT	301761	3.74		SUPPLIES
29/04/2019	ST CATHERINE'S HOSPICE	301762	500.00		GRANT
29/04/2019	D J ISTED	301763	35.00		SIGNS
29/04/2019	ELLIS WHITHAM LTD	301764	3,161.70		SUBSCRIPTIONS
29/04/2019	EAST SUSSEX ALC LTD	301765	1,513.19		SUBSCRIPTIONS
29/04/2019	FOREST PLAYERS	301766	15.00		ADVERT
29/04/2019	CHERYL HAWKINS	301767	22.50		PHONE & KEYS
29/04/2019	HUGH PAGE (SUSSEX) LTD	301768	44.94		DIESEL
29/04/2019	ICCM	301769	95.00		SUBSCRIPTION
29/04/2019	KENT & SUSSEX VENDING	301770	62.93		DRINKS MACHINE SUPPLIES
29/04/2019	ERIC LAMPRELL	301771	840.00		CEMETERY GATES
29/04/2019	MR R LUDMAN	301772	49.00		LAWN MOWER FOR JUBILEE GARDEN
29/04/2019	MULBERRY & CO	301773	245.16		INTERNAL AUDIT
29/04/2019	NATIONAL ASSOCIATION OF	301774	17.00		LCR SUBS
29/04/2019	NORTH WEALDEN COMMUNITY	301775	221.50		WEALDLINK
29/04/2019	NAT ASSOC OF BRITISH MARKET	301776	358.00		SUBSCRIPTION
29/04/2019	NICOLAS POPE ARCHITECTS	301777	7,014.74		SERVICES
29/04/2019	RIALTAS SOLUTIONS LTD T/A	301778	226.80		SOFTWARE MAINTENANCE
29/04/2019	SSE	301779	452.88		CC ELECTRIC
29/04/2019	SME IT SOLUTIONS LIMITED	301780	459.76		TELECOMMUNICATIONS
29/04/2019	SUSSEX LIVING	301781	28.80		ADVERT
29/04/2019	TWFP LTD	301782	282.09		FIRE EXTINGUISHER SERVICE
29/04/2019	WEALDEN DISTRICT COUNCIL	301783	1,612.42		RATES
29/04/2019	WIRED ELECTRICS LTD	301784	72.00		ELECTRICAL WORK
29/04/2019	WESTERHAM DRAINAGE LTD	301785	390.00		MAINTENANCE CONTRACT
29/04/2019	HUGH PAGE (SUSSEX) LTD	301787	17,935.00		NEW MOWER
29/04/2019	TONY LEWIN	301788	75.00		PUBLICITY
30/04/2019	BACS B/L Pymnt Page 1434	BACS Pymnt	60,970.43		BACS B/L Pymnt Page 1434
30/04/2019	ALLSTAR BUSINESS SOLUTIONS	DDR Pymnt1	209.57		CAR CLUB FUEL
30/04/2019	CORONA ENERGY RETAIL 4 LTD	DDR Pymnt2	1,031.33		CC GAS
30/04/2019	INTOUCH CRM	DDR Pymnt3	55.19		WEBSITE
30/04/2019	EDF ENERGY CUSTOMERS PLC	DDR Pymnt4	213.23		STREETLIGHT POWER
30/04/2019	TELECOMS WORLD PLC	DDR Pymnt5	53.96		0800 NUMBER
30/04/2019	UKCRB'S LTD	DDR Pymnt6	12.00		CRB - LATHAM
30/04/2019	CROWNE PLAZA	BP	169.70		STAFF TRAINING
30/04/2019	ES PENSION FUND	301760	2,278.25		SUPERANN - APR
30/04/2019	JEAN MOON	301786	11.60		COMM TRANS
01/05/2019	IN TOUCH CRM	DD	55.19		WEB SITE

At : 09:27

Unity Trust

## List of Payments made between 01/04/2019 and 03/07/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2019	ES PENSION	301789	333.33		SUPERANN TOP UP - APR
07/05/2019	LEASEPLAN	DD	263.15		VAN LEASE
08/05/2019	BALCOMBE PEST CONTROL LTD	301790	90.00		PEST CONTROL
08/05/2019	HUGH PAGE (SUSSEX) LTD	301791	33.00		REPAIR
08/05/2019	KENT COUNTY COUNCIL (KCS)	301792	95.82		STATIONERY
08/05/2019	MID SUSSEX TIMBER CO LTD	301793	178.63		WEIRWOOD CAR PARK SUPPLIES
08/05/2019	STREETLIGHTS	301794	2,688.46		REPAIR
08/05/2019	POCKIT CARD - CC	TOP UP	500.00		TOP UP
08/05/2019	POCKIT CARD - DOD	TOP UP	500.00		TOP UP
08/05/2019	POCKIT CARD - GAGES	TOP UP	1,000.00		TOP UP
08/05/2019	WEALDEN DC	BP	1,153.85		RATES
08/05/2019	WEALDEN DC	BP	458.57		CEMETERY RATES
09/05/2019	O2	DD	16.32		COMMUNITY WARDEN PHONE
10/05/2019	TOYOTA FIN SERV	DD	280.99		CAR CLUB LEASE
13/05/2019	TOYOTA FIN SERV	DD	254.89		CAR CLUB LEASE
16/05/2019	Essential Ltd	301795	38.95		TOILET ROLLS
16/05/2019	MID SUSSEX TIMBER CO LTD	301796	26.21		SUPPLIES
16/05/2019	ROYAL MAIL DIRECT	301797	515.00		STAMPS
16/05/2019	SSE	301798	303.40		CC ELECTRIC
16/05/2019	SME IT SOLUTIONS LIMITED	301799	151.72		TELECOMMUNICATIOIS
20/05/2019	MR M ZARB	BP	200.00		DAMAGE REPAIR
20/05/2019	FDR POS	DD	44.00		TERMINAL RENT
21/05/2019	LAND REGISTRY	301800	4.00		SEARCH
23/05/2019	BRITISH TELECOMMUNICATIONS	302802	24.60		INTERNET SERVICES
23/05/2019	BUSINESS STREAM	302803	34.16		WASTE SERVICES
23/05/2019	D J ISTED	302804	85.00		CAR CLUB BANNERS
23/05/2019	GREENWORKS SOLUTIONS LTD	302805	2,304.00		HYGIENE CONTRACT
23/05/2019	CHERYL HAWKINS	302806	11.00		MOBILE COSTS
23/05/2019	PPLPRS LTD	302807	1,210.25		PPL/PRS LICENCE
23/05/2019	SUSSEX & SURREY ASSOC OF	302808	300.00		MEDIATION SERVICES
23/05/2019	STREETLIGHTS	302809	183.30		REPAIR - PRIORY ROAD
23/05/2019	SME IT SOLUTIONS LIMITED	302810	312.24		TELECOMMUNICATIONS
23/05/2019	TOYOTA FIN SERV	DD	259.01		CAR CLUB LEASE
28/05/2019	SIEMENS	DD	159.12		DRINKS MACHINE LEASE
29/05/2019	FRESH EPC	BP	408.00		EPC SURVEY
29/05/2019	MRS SANDRA AYLEN	BP	343.00		SALARY (UNDERPAYMENT)
29/05/2019	EAST SUSSEX PENSION FUND	302801	2,654.53		SUPERANN- MAY
30/05/2019	BARCLAYCARD	DD	22.56		CHARGES
31/05/2019	CAME & COMPANY	302811	181.38		VENUE INSURANCE
31/05/2019	HUGH PAGE (SUSSEX) LTD	302812	77.01		RED DIESEL & CONTAINER
31/05/2019	QUICK TEST	302813	309.60		PAT TESTING MACHINE
31/05/2019	SUSSEX LIVING	302814	28.80		MARKET ADVERT
31/05/2019	MRS M SUMMERS	302815	16.55		APM REFRESHMENTS
31/05/2019	BACS B/L Pymnt Page 1441	BACS Pymnt	3,391.00		BACS B/L Pymnt Page 1441
31/05/2019	ALLSTAR BUSINESS SOLUTIONS	DDR Pymnt1	438.56		CAR CLUB FUEL
31/05/2019	BIFFA WASTE SERVICES LTD	DDR Pymnt2	427.38		WASTE
31/05/2019	BARCLAYCARD	DDR Pymnt3	45.00		CARD MACHINE

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At : 09:27

Unity Trust

## List of Payments made between 01/04/2019 and 03/07/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/05/2019	CORONA ENERGY RETAIL 4 LTD	DDR Pymnt4	712.73		CC GAS
31/05/2019	EDF ENERGY CUSTOMERS PLC	DDR Pymnt5	211.53		STREETLIGHT POWER
31/05/2019	TELECOMS WORLD PLC	DDR Pymnt6	53.98		0800 NUMBER
31/05/2019	UKCRB'S LTD	DDR Pymnt7	12.00		CRB - AYLEN
31/05/2019	BT PAYMENT SERVICES LTD	DDR Pymnt2	16.45		TELECOMMUNICATIONS
31/05/2019	BNP PARIBAS LEASING	DD	715.75		PRINTER LEASE
04/06/2019	LEASEPLAN	DD	263.15		VAN LEASE
<del>06/06/2019</del>	<del>POCKIT CARD - DOB</del>	<del>TOP UP</del>	<del>500.00</del>		<del>TOP UP</del>
<del>06/06/2019</del>	<del>POCKIT CARD - GAGES</del>	<del>TOP UP</del>	<del>1,000.00</del>		<del>TOP UP</del>
06/06/2019	ESE DIRECT	BP	684.00		CYCLE STANDS
07/06/2019	O2	DD	15.74		COMMUNITY WARDEN PHONE
07/06/2019	THE CLASSROOM CO	BP	1,846.45		VENU FURNITURE
10/06/2019	D J ISTED	302816	35.00		BOARD
10/06/2019	Essential Ltd	302817	41.29		TOILET ROLLS
10/06/2019	D J ISTED	302818	42.44		FENCING SUPPLIES
10/06/2019	KENT COUNTY COUNCIL (KCS)	302819	120.84		STATIONERY
10/06/2019	KELTIC CLOTHING	302820	148.38		WARDEN UNIFORM
10/06/2019	DAVID O DRISCOLL	302821	106.64		HANGING BASKETS
10/06/2019	MRS G PRITCHITT	302822	16.27		REFRESHMENTS - PARISH MEETING
10/06/2019	SUSSEX & SURREY ASSOC OF	302823	84.00		CLLRS BRIEFING
10/06/2019	UPPER MEDWAY INTERNAL	302824	1.23		AGRICULTURAL DRAINAGE RATES
10/06/2019	TOYOTA FIN SERV	DD	280.99		CAR CLUB LEASE
11/06/2019	RIALTAS BUS SOLS	BP	751.44		YEAR END CLOSEDOWN
<del>11/06/2019</del>	<del>Current Bank Account</del>	<del>SALS</del>	<del>30,000.00</del>		<del>SALARIES</del>
13/06/2019	TOYOTA FIN SERV	DD	254.89		CAR CLUB LEASE
17/06/2019	ENTEC ACCESS SYSTEMS LTD	302825	714.00		DOOR REPAIRS
17/06/2019	MID SUSSEX TIMBER CO LTD	302826	115.23		HH GUTTERS
17/06/2019	NISBETS	302827	410.07		VOTG SUPPLIES
17/06/2019	PLAYSAFETY LTD	302828	231.60		ROSPA ANNUAL INSPECTION
17/06/2019	PJ AUTOS	302829	234.01		YARIS REPAIR
17/06/2019	R & P ACCIDENT REPAIR CENTRE	302830	500.00		EXCESS - MCDERMOTT
17/06/2019	SUSSEX & SURREY ASSOC OF	302831	84.00		CLLR TRAINING
17/06/2019	SSE	302832	342.76		VG ELECTRIC
17/06/2019	SME IT SOLUTIONS LIMITED	302833	257.10		TELECOMMUNICATIONS
17/06/2019	SARA SMART	302834	30.24		STAFF TRAVEL
18/06/2019	BARCLAYCARD	DD	26.40		TERMINAL RENTAL
24/06/2019	BALCOMBE PEST CONTROL LTD	302836	90.00		PEST CONTROL
24/06/2019	CLIFTON ENERGY	302837	240.00		ENERGY CERTIFICATE
24/06/2019	CHERYL HAWKINS	302838	132.37		REFRESHMENTS
24/06/2019	HUGH PAGE (SUSSEX) LTD	302839	144.00		KUBOTA RECOVERY
24/06/2019	SUSSEX & SURREY ASSOC OF	302840	168.00		CLLR TRAINING
24/06/2019	SME IT SOLUTIONS LIMITED	302841	312.24		TELECOMMUNICATIONS
24/06/2019	SURREY HILLS SOLICITORS LLP	302842	180.00		FRSGA LEASE
24/06/2019	SAM THOMPSON TREE CARE	302843	350.00		TREE WORKS
24/06/2019	SSE	302844	17.35		cycle hire electric
24/06/2019	TOYOTA FIN SERV	DD	259.01		CAR CLUB LEASE
<del>25/06/2019</del>	<del>POCKIT CARD - YOUTH</del>	<del>TOP UP</del>	<del>500.00</del>		<del>TOP UP</del>

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Unity Trust

List of Payments made between 01/04/2019 and 03/07/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/06/2019	LEASEPLAN	DD	8,124.00		REFUND OF OVERPAYMENT
25/06/2019	TOYOTA FIN SERV	DD	5.00		CAR CLUB - ROAD FUND LIC
27/06/2019	WESTERHAM DRAINAGE	BP	570.00		INVESTIGATIONS
30/06/2019	ALLSTAR BUSINESS SOLUTIONS	DDR Pymnt1	312.17		CAR CLUB FUEL
30/06/2019	BIFFA WASTE SERVICES LTD	DDR Pymnt2	422.28		WASTE
30/06/2019	BARCLAYCARD	DDR Pymnt3	20.49		CARD MACHINE
30/06/2019	CORONA ENERGY RETAIL 4 LTD	DDR Pymnt4	256.42		ELECTRIC
30/06/2019	DIRECT-TEC UK LTD	DDR Pymnt5	500.10		PRINTER
30/06/2019	INTOUCH CRM	DDR Pymnt6	55.19		WEBSITE
30/06/2019	EDF ENERGY CUSTOMERS PLC	DDR Pymnt7	213.23		STREETLIGHT POWER
30/06/2019	TELECOMS WORLD PLC	DDR Pymnt8	54.06		0800 NUMBER
30/06/2019	UNITY TRUST	BP	60.90		CHARGES
30/06/2019	BACS B/L Pymnt Page 1454	BACS Pymnt	28,190.83		BACS B/L Pymnt Page 1454

**Total Payments**      236,919.28

62000.00  
174919.28

At : 09:27

## POCKIT CARD - DOD

## List of Payments made between 01/04/2019 and 03/07/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/04/2019	ALDRIDGE & TRILLWOOD	BP	43.91		PAINT
10/04/2019	CATERING 24	BP	69.48		CONTAINERS
26/04/2019	BLUEBELL RAILWAY	BP	241.80		THURS CLUB TRIP
01/05/2019	BLUEBELL RAILWAY	BP	49.80		THURS CLUB TRIP
16/05/2019	WDC	BP	137.00		PLANNING PORTAL - VOTG
30/05/2019	AMAZON	BP	259.98		TV STANDS X 2
30/05/2019	AMAZON	BP	53.99		DESK
30/05/2019	AMAZON	BP	68.50		FIRST AID SUPPLIES
30/05/2019	AMAZON	BP	1.00		ADJ
13/06/2019	WEALDEN DC	BP	21.00		TENS - MARKET
13/06/2019	CATER4YOU	BP	62.68		CONTAINERS
13/06/2019	PARTY PLASTICS	BP	11.73		PLASTIC TUMBLERS
20/06/2019	AMAZON	BP	105.76		OUTDOOR MAINTENANCE EQUIP
20/06/2019	FLOORMART	BP	50.08		FLOOR CLEANER
21/06/2019	NISBETS	BP	95.98		TILL
30/06/2019	POCKIT	BP	0.99		MONTHLY FEE

<b>Total Payments</b>	<u>1,273.68</u>
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At : 09:28

## POCKIT CARD - CC

## List of Payments made between 01/04/2019 and 03/07/2019

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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>
14/04/2019	SHLOTT	BP	10.00		CAR CLUB
24/04/2019	WDC	BP	21.00		TENS - MARKET
24/04/2019	WDC	BP	21.00		TENS - MARKET
09/05/2019	WYEVALE GARDEN CENTRES	BP	42.00		TREE
09/05/2019	WDC	BP	21.00		MARKET TENS
14/05/2019	SHLOTT	BP	10.00		CAR CLUB
21/05/2019	ARGOS	BP	74.94		FILING CABINET & CASH BOX
31/05/2019	SCREWFIX	BP	101.97		SHELVING
14/06/2019	SHLOTT	BP	10.00		CAR CLUB
18/06/2019	AMAZON	BP	18.07		CRAFT SUPPLIES
30/06/2019	POCKIT	BP	0.99		MONTHLY FEE

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**Total Payments**      330.97

At : 09:26

## POCKIT CARD - CC

## List of Payments made between 01/03/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/03/2019	DT ELECTRICAL SUPPLIES	BP	51.78		LIGHTS/BULBS
14/03/2019	SHLOTT	BP	10.00		CAR CLUB
22/03/2019	AMAZON UK	BP	9.99		SHRINK WRAP
25/03/2019	IN EXCESS	BP	9.20		NOTE PADS
<b>Total Payments</b>			<u>80.97</u>		

At : 09:26

## POCKIT CARD - GAGES

## List of Payments made between 01/03/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2019	ALAN MARTIN	BP	69.39		MEAT
04/03/2019	TESCO	PB	96.42		FOOD
05/03/2019	TESCO	BP	7.73		FOOD
06/03/2019	TESCO	BP	4.10		FOOD
07/03/2019	TESCO	BP	8.96		FOOD
11/03/2019	ALAN MARTIN	BP	100.72		MEAT
12/03/2019	TESCO	BP	120.21		FOOD
13/03/2019	CO-OP	BP	3.00		FOOD
18/03/2019	ALAN MARTIN	BP	75.69		MEAT
19/03/2019	TESCO	BP	98.83		FOOD
19/03/2019	TESCO	BP	15.60		FOOD
21/03/2019	CO-OP	BP	8.45		FOOD
25/03/2019	ALAN MARTIN	BP	64.31		MEAT
26/03/2019	TESCO	BP	192.26		FOOD
28/03/2019	MORRISONS	BP	8.90		FOOD
31/03/2019	ADJ	BP	-5.00		ADJ
<b>Total Payments</b>			<u>869.57</u>		



At : 09:28

## POCKIT CARD - GAGES

## List of Payments made between 01/04/2019 and 03/07/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2019	ALAN MARTIN MEATS	BP	51.92		FOOD
02/04/2019	TESCO	BP	147.41		FOOD
03/04/2019	CO-OP	BP	4.00		FOOD
04/04/2019	TESCO	CASH	3.99		FOOD
04/04/2019	TESCO	BP	5.09		FOOD
08/04/2019	ALAN MARTIN	BP	48.95		MEAT
09/04/2019	TESCO	BP	144.21		FOOD
09/04/2019	WAITROSE	BP	3.30		FOOD
16/04/2019	TESCO	BP	138.67		FOOD
23/04/2019	TESCO	BP	94.83		FOOD
30/04/2019	TESCO	BP	69.86		FOOD
30/04/2019	ALAN MARTIN	BP	167.07		MEAT
30/04/2019	SAINSBURYS	BP	23.35		FOOD
04/05/2019	TESCO	BP	3.99		DELIVERY SAVER
07/05/2019	ALAN MARTIN	BP	54.52		MEAT
07/05/2019	TESCO	BP	130.37		FOOD
07/05/2019	TESCO	BP	4.70		FOOD
09/05/2019	TESCO	BP	11.58		FOOD
14/05/2019	TESCO	BP	153.39		FOOD
21/05/2019	TESCO	BP	102.28		FOOD
23/05/2019	CO-OP	BP	6.90		FOOD
24/05/2019	ALAN MARTIN	BP	88.69		MEAT
28/05/2019	TESCO	BP	157.19		FOOD
31/05/2019	ALAN MARTIN	BP	47.60		MEAT
04/06/2019	TESCO	BP	154.83		FOOD
05/06/2019	CO-OP	BP	1.44		FOOD
11/06/2019	SAINSBURYS	BP	8.00		FOOD
11/06/2019	TESCO	BP	6.45		FOOD
11/06/2019	TESCO	BP	123.29		FOOD
12/06/2019	CO-OP	BP	1.70		FOOD
13/06/2019	TESCO	BP	4.60		FOOD
13/06/2019	SAINSBURYS	BP	11.54		FOOD
14/06/2019	TESCO	BP	4.90		FOOD
14/06/2019	ALLAN MARTIN	BP	123.95		MEAT
18/06/2019	TESCO	BP	128.32		FOOD
20/06/2019	TESCO	BP	3.85		FOOD
21/06/2019	ALLAN MARTIN	BP	70.12		MEAT
25/06/2019	TESCO	BP	114.33		FOOD
30/06/2019	POCKIT	BP	19.06		ADJ
<b>Total Payments</b>			<b>2,440.24</b>		

**Forest Row Parish Council**

**Bank - Cash and Investment Reconciliation as at 30 June 2019**

	<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	27,950.70
2	Cafe Cash A/c	100.00
3	Thursday Club Cash A/c	0.00
4	Unity Trust	106,342.37
5	CCLA	175,000.00
6	POCKIT CARD - DOD	356.93
7	POCKIT CARD - CC	726.83
8	POCKIT CARD - GAGES	580.80
9	WELLBEING SERVICES	0.00
10	POCKIT CARD - YOUTH	500.00
		<b>311,607.63</b>
<b><u>Other Bank &amp; Cash Balances</u></b>		
	National Savings Account	17,321.52
	Petty Cash	45.05
	FUEL FLOAT	43.30
	YOUTH CLUB FLOAT	70.00
	WELLBEING FLOAT	30.00
	CAFE FLOAT	30.00
	Money Market Account	0.00
	Cash Book suspense account	0.00
		<b>17,539.87</b>
		<b>329,147.50</b>
<b><u>Unpresented Payments</u></b>		
4	29/04/2019 301766	15.00
4	29/04/2019 301783	1,612.42
4	17/06/2019 302828	231.60
4	17/06/2019 302829	234.01
4	17/06/2019 302831	84.00
4	17/06/2019 302833	257.10
4	17/06/2019 302834	30.24
4	24/06/2019 302836	90.00
4	24/06/2019 302837	240.00
4	24/06/2019 302838	132.37
4	24/06/2019 302839	144.00
4	24/06/2019 302840	168.00
4	24/06/2019 302841	312.24
4	24/06/2019 302842	180.00
4	24/06/2019 302843	350.00
4	24/06/2019 302844	17.35
4	26/02/2019 302729	21.00
4	31/03/2019 DDR Pymnt3	226.26
		<b>4,345.59</b>
		<b>324,801.91</b>

Forest Row Parish Council

Bank - Cash and Investment Reconciliation as at 30 June 2019

	<u>Account Description</u>	<u>Balance</u>
<u>Receipts not on Bank Statement</u>		
0	30/06/2019 All Receipts Cleared	0.00
		<b>0.00</b>
<b>Closing Balance</b>		<b>324,801.91</b>
<u>All Cash &amp; Bank Accounts</u>		
	Current Bank Account	28,000.70
	Cafe Cash Account	100.00
	Thursday Club Cash Account	0.00
	Unity Trust	101,996.78
	CCLA	175,000.00
	POCKIT CARD - DOD	356.93
	POCKIT CARD - CC	726.83
	POCKIT CARD - GAGES	580.80
	Wellbeing Services	0.00
	POCKIT CARD - YOUTH	500.00
	Other Bank & Cash Balances	17,539.87
	<b>Total Bank &amp; Cash Balances</b>	<b>324,801.91</b>

APPROVED BY FINANCE & POLICY  
COMMITTEE CHAIRMAN

TE

## David O'Driscoll

---

**From:** David O'Driscoll  
**Sent:** 03 April 2019 10:13  
**To:** 'Sam Verrall'  
**Subject:** RE: Forest Row Library contribution

Good Morning

I refer to our recent telephone conversation. The Finance Committee have resolved that since they only budgeted £2500 for the Parish Council contribution for 2018-19, we will regretfully have to limit our payment to that amount.

Please accordingly send me an invoice for £2,500, dated not later than 31<sup>st</sup> March to bring it within the correct financial year, and I will settle it by return.

Many thanks & best regards

David

CLERK, FOREST ROW PARISH COUNCIL  
01342 822661



The Community Centre, Hartfield Road, Forest Row, RH18 5DZ

The information in this message should be regarded as confidential and is intended for the addressee only unless otherwise stated.

If you have received this message in error please delete it and notify the sender. Any views expressed in this message are personal and not necessarily those of Forest Row Parish Council, unless otherwise stated. This email should not be forwarded on to a third party without the sender's express consent.

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**From:** Sam Verrall <Sam.Verrall@eastsussex.gov.uk>  
**Sent:** 19 March 2019 11:34  
**To:** David O'Driscoll <parishclerk@forestrow.gov.uk>  
**Subject:** FW: Forest Row Library contribution

Hello there,

I hope you are well. I just wanted to enquire whether a decision had been made regarding the Council's contribution toward Forest Row Library? Could I please ask that you copy in the Library Admin Team in your reply at [library.adminteam@eastsussex.gov.uk](mailto:library.adminteam@eastsussex.gov.uk). I'm afraid that I am not in the office for the rest of the week after today and may need to ask one of my colleagues to get back to you.

Many thanks,

**Sam Verrall**

Office Manager  
Library Admin Support Team  
Library and Information Service  
Communities, Economy and Transport

## David O'Driscoll

---

**From:** Nick Skelton <nick.skelton@eastsussex.gov.uk>  
**Sent:** 07 May 2019 15:51  
**To:** David O'Driscoll  
**Cc:** Councillor Francis Whetstone; Stephen Potter  
**Subject:** Forest Row Library contribution

**Sensitivity:** Confidential

Dear Mr O'Driscoll

I refer to your email of 3 April 2019 to Sam Verrall of the Library and Information Service, in which you informed us that your Council's Finance Committee have resolved that, since they only budgeted £2,500 for the Parish Council's contribution for 2018/19 to the cost of staffing Forest Row Library, you would have to limit your payment to that amount.

Forest Row Parish Council has a long-standing agreement with ESCC going back to 2000 to pay for six hours of Library Assistant time at Forest Row Library. As you know, we recharge the Parish Council retrospectively on an annual basis for the actual cost of these six hours. The cost of this contribution for 2018/19, payable this year, is £4,125.86. These are costs which ESCC has incurred in 2018/19, on the understanding that the Parish Council would honour its commitments.

I do appreciate that the cost of this contribution for six hours per week increases year on year as ESCC's staffing costs rise and I acknowledge that the cost has gone up by £627 (17.9%) this year due mainly to a significant increase in pay for staff on lower grades. I can also appreciate that the Parish Council has considerable demands on its resources. However, I am surprised that the Finance Committee should have set its contribution at £2,500 when the costs for 2017/18, which you paid last year, were £3,499.05. I am also disappointed that the Parish Council took this decision without any prior notice or consultation, and seems to have disregarded the fact that this is a payment in arrears.

The sum of £2,500 does not cover the six additional hours we provide at Forest Row Library. I have calculated that this level of contribution reduces the number of hours per week that your council pays for by 2.36. Regrettably, ESCC does not have the budget to make up the shortfall.

I would be grateful if you would confirm to me by 31 May 2019 whether the decision of the Parish Council is final. If the Parish Council is unable to fully fund the six hours, we will unfortunately have to reduce the library opening hours at Forest Row from 12 per week currently to 9.5 hours, and we will take steps to make those changes and communicate them to residents in June, explaining that the changes have arisen as a result of the reduction in funding from the Parish Council.

Either way, I think it would be helpful for ESCC and the Parish Council to have a conversation about what is affordable going forward, so that we both fund, plan and staff the library accordingly.

Yours sincerely

**Nick Skelton**  
Assistant Director Communities  
Communities, Economy & Transport

01273 482994

## David O'Driscoll

---

**From:** David O'Driscoll  
**Sent:** 21 May 2019 11:09  
**To:** Nick Skelton  
**Subject:** Forest Row Library salary contribution

Dear Mr Skelton

I refer to your email of 7<sup>th</sup> May. The Council was very disappointed at its tone, particularly the penultimate paragraph which to be frank, was verging on blackmail. There are many things *we* might say to the residents about withdrawals in public service "as a result of the reduction in funding from the *County Council*". We choose not to do so as a matter of courtesy and in recognition that difficult budget decisions have to be made.

There are three substantive points to be made:

- Firstly, the email we received from your colleague Sam Verrall in March was couched in quite different language: "I'm writing to *enquire* if Forest Row Parish Council are *still able to contribute towards* the cost of running the library this year (my italics)." We took that as a genuine enquiry about our ability to make a contribution, and with due regard to our budget position at the end of a financial year where we had to make significant economies across the board, my advice to Council was that we ought to restrict our contribution to the budgeted figure on this occasion. We responded to the original request in the same terms in which it was expressed.
- Secondly, as the County Council well knows following the grass-cutting fiasco in 2018-19, Town & Parish Councils set their forward budgets – and the resulting precept for the coming year – in the previous January, and it is of no assistance to us to be told in the last month of that coming year that the costs have gone up by 17.9%. We are under constant pressure from residents to 'run a tight ship', and we cannot simply carry contingency budgets on the off chance that this or that item will exceed forecast by a significant percentage. We need some form of prior warning at the time when we are finalising our overall budget.
- Thirdly, it strikes a rather false note that your response to our contribution is to threaten to reduce the service levels at the Forest Row library, when the latest newsletter from the Library Service explicitly headlines that significant funds have recently been spent on upgrading and adding to the facilities at the branch in Lewes. As you know, Forest Row has been at the forefront of keeping the library service open & available to residents by taking over a complete session on Fridays where it is run by volunteers at no substantive cost to the County. We do not need to be reminded about the value of the library to the community.

All that being said, I am willing to consult the Council on whether additional funds can be made available. I cannot guarantee this will be done by your deadline of 31<sup>st</sup> May, since this issue ought by rights to go before the Finance Committee, whose next meeting is on 2<sup>nd</sup> July. But in return it would be helpful if your department could work with us, but giving some indication of the likely levels of future funding, and indeed, what the County's future strategy is for supporting the library service outside the main urban centres.

With best regards

## David O'Driscoll

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**From:** DET Support <escfeedback-icw@eastsussex.gov.uk>  
**Sent:** 03 June 2019 11:11  
**To:** David O'Driscoll  
**Subject:** Forest Row Library Salary Contribution (ref: 2835665)

Dear Mr O'Driscoll

### **Case Ref: 2835665**

Thank you for your email of 21 May and for your offer to put this matter again to the Parish Council. If the matter has to be considered by the Finance Committee meeting on 2 July, then please would you confirm to me the Committee's decision as soon as practicable following the meeting.

I am very happy for the Library and Information Service to make contact with you prior to your budget-setting period, in order to provide you with an estimate of the costs of your contribution to the Library for the forthcoming year. You indicate in your email that this is in January each year. I will make the arrangements at this end for you to receive the estimates of the costs for 2020/21 by the end of 2019, and at the same time in future years. Equally, if you are unable to continue to fund the hours that you currently do, it would be helpful to know this at the earliest opportunity. As I said in my earlier email, the County Council does not have the funding to make up any shortfall and would need to plan for reducing the opening hours accordingly.

Our strategy for libraries across the county is the strategy adopted by the County Council in March 2018. Part of that strategy includes a rolling programme to maintain all 17 libraries in our network so that they are safe and fit for purpose, enabling us to deliver the strategic outcomes Cabinet set out in the strategy. The recent refurbishment of Lewes Library is part of that rolling programme and is not a question of investing in urban libraries at the expense of, or whilst ignoring, rural libraries. As I am sure you are also aware, our investment programme for libraries is funded through a capital programme, whilst day-to-day running of libraries is funded through our revenue budget.

Thank you again for your correspondence on this matter. I hope that the information provided above is helpful to you.

Yours sincerely

**Nick Skelton**

Assistant Director Communities

Communities, Economy & Transport

01273 482994

[eastsussex.gov.uk](http://eastsussex.gov.uk)

BANK SIGNATURES + MR D O'DRISCOLL & MRS C COOMBER

UNITY TRUST BANK SIGNATURES

CLLR. V HILL

CLLR J JOSEPHSON

CLLR R LEWIN

CLLR T LEWIN

CLLR G PRITCHITT

CLLR J WOGAN

UNITY TRUST INTERNET BANKING

CLLR. V HILL

CLLR R LEWIN

CLLR T LEWIN

CLLR G PRITCHITT

HSBC CHEQUE SIGNATURES

CLLR V HILL

CLLR T LEWIN

CLLR G PRITCHITT

CLLR J WOGAN



# The Public Sector Deposit Fund

UK Short-term LVNAV Qualifying Money Market Fund rated AAmmf  
Fact Sheet – 31 May 2019

## Investment objective

To maximise the current income consistent with the preservation of capital and liquidity.

## Investment policy

The Fund will be invested in a diversified portfolio of high quality sterling denominated deposits and securities. All investments purchased will have the highest available short term credit rating and a correspondingly strong long term rating.

The weighted average maturity of the investments will not exceed 60 days. There will be no exposure to derivatives or to other collective investment schemes.

## Suitability

The Fund is a suitable investment for all public sector short term investments where the requirement is for a high level of capital security and a competitive rate of interest.

## Who can invest?

The Fund is open to all public sector investors.

## Responsible investment policy

We monitor our counterparties' environmental, social and governance risk management on a regular basis. Our research utilises external data resources and our in-house Ethical and Responsible Investment Team.

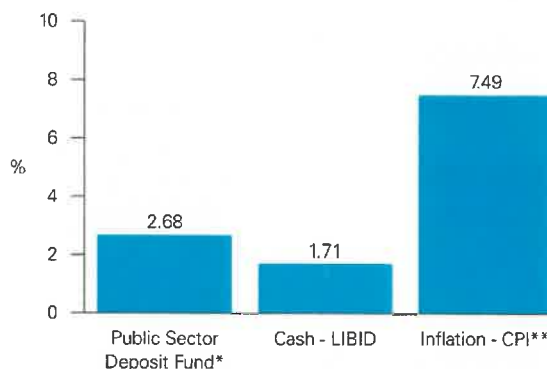
## Key risks

Investors should consider the following risk factors before investing: Issuer/Credit Risk (issuer/financial institution may not pay), Market Risk (investment value affected by market conditions), Operational Risk (general operational risks), Maturity Profile (timings of investment maturity), Liquidity Risk (investment in non-readily realisable assets), Concentration Risk (need for diversification and suitability of investment) and Interest Rate Risk (changes to interest rate affecting income). Please see the Fund Prospectus for further details.

## Share class 4 yield as at 31 May 2019

**0.7673%**

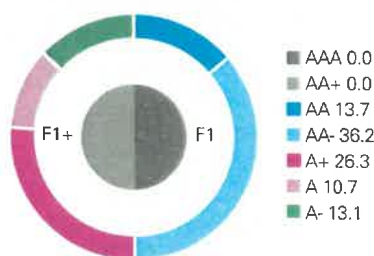
## 5 years cumulative performance



## Asset type (%)



## Credit rating† (%)



## Top 10 counterparty exposures (%)

Royal Bank of Canada	9.7
DBS Bank	9.5
Landesbank Baden-Wuerttemberg	7.4
Santander UK	4.5
Lloyds Bank	4.5
BNP Paribas	4.3
Credit Agricole CIB	4.3
MUFG Bank	4.3
DZ Bank	4.3
Mizuho Bank	4.3

## Top 10 country exposures (%)

UK	18.5
Canada	14.7
Germany	13.5
Singapore	13.5
Japan	12.6
France	8.4
Sweden	7.2
Finland	4.2
Netherlands	3.4
Switzerland	1.9

\*Source: CCLA - Gross performance shown before management fees and other expenses with gross income reinvested. Net returns will differ after the deduction of fees and other expenses. The yield on the Fund will fluctuate and past performance is no guarantee of future returns. Holders of the Fund are not covered by the Financial Services Compensation Scheme. \*\*CPI is lagged one month. †Using Fitch Ratings methodology.

## Income - period to end May

Average yield over the month	0.7637%
Yield at the month end	0.7673%

## Discrete year total return performance (gross)

12 months to 31 May	2019	2018	2017	2016	2015
The Public Sector Deposit Fund	+0.80%	+0.40%	+0.39%	+0.54%	+0.52%
Benchmark	+0.55%	+0.26%	+0.16%	+0.37%	+0.36%
Relative	+0.25%	+0.14%	+0.23%	+0.17%	+0.17%

## Annualised total return performance (gross)

Performance to 31 May	1 year	3 years	5 years
The Public Sector Deposit Fund	+0.80%	+0.53%	+0.53%
Benchmark	+0.55%	+0.32%	+0.34%
Relative	+0.25%	+0.21%	+0.19%

Source: CCLA - Benchmark - London Interbank Sterling 7 Day Bid Rate. Gross performance shown before management fees and other expenses with gross income reinvested. Net returns will differ after the deduction of fees and other expenses. The yield on the Fund will fluctuate and past performance is no guarantee of future returns.

## Market update

The Bank of England's Monetary Policy Committee (MPC) met at the start of May and despite unanimously voting for no change in policy, the minutes revealed the Bank remains the only major central bank that is maintaining an interest rate tightening stance, referencing that MPC members believe more than one interest rate hike is required in the future to keep a lid on growing inflationary pressures. Once again, despite the Bank's warnings, they were ignored by a market which sees a rate cut as a more likely option. Sterling money market rates again moved lower during the month after the Prime Minister announced her resignation, leaving the UK economy in a state of flux, while the Conservative Party selects a new leader.

UK GDP expanded by 0.5% in the first three months of the year, compared with just 0.2% in a dull final quarter of 2018. A feature was the strength of the manufacturing sector, output rose at the fastest rate recorded since 1988. The sustainability of this rate of growth came under immediate question given the risk that, activity was influenced by the rush to fulfil orders before the original Brexit date. Unemployment fell again, to 3.8%, a level last seen in 1974. Over the past year, 354,000 jobs were created and 100,000 were added in the quarter, although the most recent data hints at a sharp decline in new vacancies. Wages, excluding bonuses grew by 3.5%, comfortably above the inflation rate. Bonus payments, however, fell substantially due to reduced payments in the retail sector. Inflation rose to 2.1% from 1.9%, a lower rate than forecast. Energy costs rose sharply, electricity by 10.9%, gas by 9.3% and there was again the traditional Easter surge in air fares, up by over 26%. Moderating these increases was an unexplained 5% fall in core goods prices, after a 2% decline in the previous month; so far, the cause of this fall remains a puzzle.

## Key facts

Fund size	£475m
Credit quality and sensitivity rating by Fitch	AAAmmf
Weighted average maturity (Maximum 60 days)	51.41 days
Launch date	May 2011
Minimum initial investment	£25,000
Minimum subsequent investment	£5,000
Dealing day	Each business day*
Withdrawals	On demand
Domicile	United Kingdom
ISIN Share Class 4	GB00B3LDFH01
Interest payment dates	Monthly
Ongoing charges figure	0.10% (currently reduced to 0.08%)

\*Dealing instructions must be received by 11.30 am.

## Please Contact

### Mark Davies

Market Development  
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E: mark.davies@ccla.co.uk

### Alison Jerney

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## Risk warning and disclosures

This document is a financial promotion and is issued for information purposes only. It does not constitute the provision of financial, investment or other professional advice. To ensure you understand whether our product is suitable, please read the Key Investor Information Document and the Prospectus. We strongly recommend you seek independent professional advice prior to investing. The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund. In addition to the general risk factors outlined in the Prospectus investors should also note that purchase of PSDF shares is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share, there can be no assurance that it will be maintained. Notwithstanding the policy of investing in short-term instruments, the value of the PSDF may also be affected by fluctuations in interest rates. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. The Fund is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UCITS Scheme and is a Qualifying Money Market Fund. CCLA Investment Management Limited (registered in England & Wales No. 2183088 at Senator House, 85 Queen Victoria Street, London, EC4V 4ET) is authorised and regulated by the Financial Conduct Authority. For information about how we obtain and use your personal data please see our Privacy Notice at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.



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

<b>NAME OF ORGANISATION:</b> 1st Forest Row Brownies		
<b>NAME OF CONTACT PERSON:</b> Amanda Mennally (leader + District Commissioner)		
<b>ADDRESS FOR CORRESPONDENCE:</b>	<b>Tel:</b> 07957 759 136	
	<b>Email:</b> 1stforestrowbrownies@gmail.com	
	<b>Web (if any):</b>	
<b>POST CODE:</b>	<b>SUM REQUESTED:</b> £1250	
<b>DO YOU HAVE AUDITED ACCOUNTS?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>IF YES, ARE THEY ATTACHED?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Accounts)	<b>IF NO, PLEASE EXPLAIN WHY</b>
<b>IF APPLICABLE, DO YOU HAVE A BUDGET?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Budget)	
<b>ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>From</b>	<b>Amount</b>	<b>Purpose</b>
<b>PURPOSE OF REQUEST (please use second sheet if necessary)</b>  Please see attached.		
<b>HOW WILL IT BENEFIT THE COMMUNITY?</b> The Brownies and the adult Volunteers are part of this thriving Community who live in the village and attend Forest Row Primary School. The grant will allow a more enriched programme of activities which in turn will benefit the girls both physically + mentally.		
<b>FOR OFFICIAL USE ONLY</b>		
<b>Date of Meeting:</b>	<b>Min.No:</b>	<b>Approved:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Amount:</b>

## Purpose of request

1<sup>st</sup> Forest Row Brownies was established back in 1921. We currently have 14 Brownies and 2 adult volunteers in attendance on a weekly basis. We on average run a waiting list of 5 – 7 girls at a time.

We currently hire our unit-meeting venue and keep our termly subscriptions costs for each Brownie to a minimum to enable any girl within the community an opportunity to part of this girl led organisation.

We are a committed unit that is passionate about giving the young women in our community a safe space and encouragement to be who they wish to be.

We would like to request a grant of £1250 to assist with growing our activities within the girlguiding programme. We would like to be able to offer the girls experience of a wider variety of outdoor and physical activities to help promote their confidence, independence, life skills and a healthy attitude towards their health and wellbeing.

2 x head torches - £40.00

1 x Keter garden storage box - £60.00

1 x Parachute canopy 5m x 5m - £55.00

16 x Hula Hoops - £70.00

1 x event shelter 10x10m - £170

1 x outdoor garden fire pit - £46.00

16 x outdoor water bottles - £77

16 x Girlguiding blankets - £176

1 x printer with 1 years supply of ink - £38.00

1 x rounders kit - £37.99

1 x Laminator with paper cutter - £46.99

14 x personalised 2020 hooded jumpers for pack holiday in 2020 - £240

10 x Soft touch indoor balls - £55.00

1 x junior dodgeball pack - £76.99

Total £ 1188, 97

If we were lucky enough to receive the total bid then we would spend the remainder of the monies on updating our craft resources such as scissors, paper, coloured pencils, paints etc.

DATE 2019		ref	total bank	Cheque	Online	cash	subs	interest	sponers	HQ	others	TOTAL
Opening bank			766.93									766.93
February 5 2019	Vumbaca	subs					£20.00					20
February 5 2019	Peterson	subs x 2					£40.00					40
February 5 2019	Cole	subs					£20.00					20
February 11 2019		subs x 6				£120.00						120
February 14 2019	Berry	subs					£20.00					20
<b>TOTAL IN</b>												<b>£986.93</b>
<b>TOTAL OUT</b>												
<b>BALANCE</b>												<b>£986.93</b>





Date	PAID TO	CHQ	CASH	CENUS	SUBS	HQ SHOP	CRAFT	OUTINGS	N MORRIS	A MCNALLY	K SCOTT	F ROW DISTRICT	ODDS	TOTAL
27/12/2017 Guiding Badges & Certificates														
January 25, 2018	Picketts Wood Forest Row	568				£38.45						£36.00		36
January 30, 2018	Baker Ross Crafts	572								£81.47				81.47
February 28, 2018	Girlguiding Census	573		£372.00										372
April 11, 2018	Clay Materials	574									£19.50			19.5
April 23, 2018	Guiding Badges	575				£39.70								39.7
	Magic and Mayhem	576						£59.00						59
Jun-18	Magic and Mayhem	577						£247.00						247
Jun-18	Ikea Cupboard & Delivery	578							£245.00					245
Jul-18	Cooking Ingredients	579								£18.08				18.08
Jul-18	Leaving presents for N Morris	580								£59.99				59.99
Aug-18	Picketts Wood Brownie Activity da	581						£104.00						104
Nov-18	Blacklands activity	582						£26.00						26
Nov-18	Royal british legion - poppy appeal	583											£20.00	20
Nov-18	Urban Jump	584						£170.00						170
Nov-18	Books/craft/mazon	585				£152.02								152.02
Dec-18	Asidown Pantomime	586		£372.00	£0.00	£230.17	£78.37	£97.00	£245.00	£159.54	£19.50	£36.00	£20.00	£1,863.58
								£703.00						97





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Web: <http://www.forestrow.gov.uk>  
Clerk: David O'Driscoll

## REQUEST FOR GRANT AID

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

<b>NAME OF ORGANISATION:</b> Lifecentre		
<b>NAME OF CONTACT PERSON:</b> Mrs Maribeth Houlston		
<b>ADDRESS FOR CORRESPONDENCE:</b> PO Box 58, Chichester, West Sussex	<b>Tel:</b> Primary Phone 07758 385817 Main Office Phone 01243 786 349	
	<b>Email:</b> Maribeth@lifecentre.uk.com	
	<b>Web (if any):</b> www.lifecentre.uk.com	
<b>POST CODE:</b> PO19 8UD	<b>SUM REQUESTED:</b> £200.00	
<b>TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?</b>	Lifecentre	
<b>DO YOU HAVE AUDITED ACCOUNTS?</b> X Yes <input type="checkbox"/> No	<b>IF YES, ARE THEY ATTACHED?</b> X Yes <input type="checkbox"/> No (Accounts)	<b>IF NO, PLEASE EXPLAIN WHY</b>
<b>IF APPLICABLE, DO YOU HAVE A BUDGET?</b> X Yes <input type="checkbox"/> No	X Yes <input type="checkbox"/> No (Budget)	
<b>ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES?</b> XYes <input type="checkbox"/> No		
<b>From</b>	<b>Amount</b>	<b>Purpose</b>
Boltini Trust	£5,000	Face to face counselling support for survivors of rape and sexual abuse
Friarsgate Trust	£2,000	Face to face counselling support for survivors of rape and sexual abuse
<b>PURPOSE OF REQUEST (please use second sheet if necessary)</b>		
<p>The purpose of the request is to secure funding to be used by Lifecentre to provide specialist support for 1 victim of rape and sexual abuse from Forest Row through providing professional, face to face counselling at our Crawley location.</p> <p>Lifecentre provides specialist support for victims of rape and sexual abuse by providing professional face to face counselling at three locations across Chichester, Worthing and Crawly as well as free, nationwide telephone and text helplines. Our counselling is available to all survivors of rape and sexual abuse and their supporters, regardless of how recently their abuse occurred, where it took place or the outcome of any criminal justice processes. Following an initial assessment, each victim is offered a course of 18, 1-hour counselling sessions, with supporters being offered a course of 11, 1-hour sessions. Our counselling is confidential and client-led, focusing upon the individual needs and goals of each client. Such counselling can include addressing physical, psychological, emotional, criminal and relational issues. All of our counselling is provided free at the point of entry.</p> <p>We provide counselling appointments between the hours of 9am and 6pm, five days per week and appointments outside of these hours can also be arranged. Our telephone and text helplines are available Sunday, Monday, Tuesday and Thursdays evenings from 7:30 to 10:30pm.</p>		

We currently have a team of 21 counsellors, including 3 play therapists and 1 art therapist. 8 of these counsellors are qualified to diploma level, 5 to bachelor's level and 8 to master's level. All counsellors are either BACP accredited or working towards accreditation and have received specific sexual trauma training. All Play Therapists hold a Master's Degree in Play Therapy. Our Clinical Director holds a DPysch in Counselling Psychology. Continuing professional development is offered at monthly meetings as well as according to the interests of individual counsellors.

For those aged 10 and under we provide play therapy a safe but powerful intervention that allows children to use movement creativity and story-telling to express their experience and emotions where they may not be able to put such trauma into words. Lifecentre is also able to provide specialist pre and post-trial therapy to support survivors through any criminal justice proceedings and help them to process the outcomes of such proceedings. We operate independently of the police service and the criminal justice system.

**HOW WILL IT BENEFIT THE COMMUNITY?**

The benefits to the Forest Row community, following survivors counselling for the trauma that is rape and sexual abuse with Lifecentre, will be survivors who are residents of Forest Row living healthier lives, being less isolated from family, friends and the wide community, playing a fuller role within their community and returning to work, education and/or training.

Healthy and strong communities are made up of healthy and strong individuals contributing in their own individual way to the greater good of the community at large.

Lifecentre's counselling services supports survivors to cope and recover in the long term by positively impacting their mental health and overall welling being by reducing: suicidal tendencies; anxiety disorders; depression; self-harming behaviours; eating disorders and abuse of drugs and alcohol. Specifically, survivor feedback evidence measureable outcomes: 98% benefit from counselling overall; 96% overcome mental health issues such as depression and suicidal ideation and generalised anxiety; 96% feel safer, more independent and able to make positive choices; 94% cease self-harming behaviours and conquer eating disorders; 93% are less reliant on drugs and alcohol. 87% return to work, training, education and resume community life. The diagnostics tools we use to measure and record our client outputs and outcomes are a combination of CORE (Clinical Outcomes in Routine Evaluation) forms and our own evaluation forms, specifically designed for aged 10 and under, 11-17 and adult clients.

Our youngest client is age 3 and our eldest is age 80.

Please refer to attached project budget, budget narrative and Annual Accounts dated 31<sup>st</sup> December 2017.

Please also note, that our Annual Accounts dated 31<sup>st</sup> December 2018 should be available shortly and if The Forest Row Parish Council should like to review Lifecentre's latest accounts, please do let me know and I will forward them to you once available.

**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>
-------------------------	----------------	---	----------------

**POINTS TO NOTE WHEN APPLYING FOR A GRANT**

In accordance with its General Power of Competence under Section1-8 of The Localism Act 2011, the Council is empowered to commit to reasonable expenditure, in the form of grants, which is not restricted by other legislation.

1. General

- Applications will be considered by the Finance & Policy Committee which meets quarterly. Please check the Council's website for dates: [www.forestrow.gov.uk](http://www.forestrow.gov.uk)
- Applications should be received in the Parish Council Office at least 7 days prior to the scheduled meeting dates.
- Only one grant per community organisation will be awarded in any one financial year
- Annually recurring grants will not be considered as a rule but each grant will be considered on its merit and the benefit to the community as a whole.

- Retrospective applications or payments/reimbursements will not be considered
- Payments to individuals will not be considered as a rule unless there are very specific, proven benefits to the community
- It is a condition of the grant that successful applicants will be required to show proof of expenditure and submit relevant purchase orders/quotations/invoices etc to the Clerk.

## 2. Eligibility

The Council will consider applications from the following eligible groups:

- Registered Charities (if National, then there should be a proven benefit to local residents)  
Community Organisations
- Voluntary Groups – run on a not-for-profit basis with a current bank account in the name of the group.
- The Council will consider applications from religious groups, but the application must show that the project will bring wider community benefit.
- Grants will not normally be considered from individuals

## 3. Criteria

- Grants will be given towards direct costs/expenditure for a wide range of purposes including marketing, professional fees or training costs, capital expenditure, refurbishment or development projects or events.
- Any grant received must be specifically for the project at purpose described in the application. Any changes to the objectives/purpose stated in your application, must first be discussed with the Parish Clerk.
- Whilst the Council does not require that applicants have match funding from other sources for their project, it should be stated on the application if other funding is being sourced.

## **Lifecentre Project Budget to support funding application to The Forest Row Parish Council**

### **Project Budget**

Counselling session	£27 per hour (excluding supervision and overheads)
18 sessions for 1 survivor who is resident of Forest Row	£486
Total Cost of Project	£486
Total Request:	£200

### **Project Budget Narrative:**

Lifecentre is currently providing counselling sessions for 105 survivors of rape and sexual abuse in the area surrounding Forest Row. 1 resident is from Forest Row and the remaining survivors are from the local surrounding villages.

The counselling for survivors from Forest Row and surrounding communities is provided at our counselling facility in Crawley which is the closest location for residents of the area.

If the Forest Row Parish Council agrees to award Lifecentre a £200 donation specifically for a resident of Forest Row to receive face-to-face counselling for rape, the £200 would be used to provide 7 of the 18 counselling sessions necessary.

In addition to the 105 survivors we are counselling at our Crawley location, we are counselling a further 600 between our Chichester and Worthing locations.

We are reaching out to Parish Councils, City Councils and District Councils as well as other funding bodies to request grant awards to help us continue to support survivors of rape and sexual abuse across Sussex.

Lifecentre also appropriates a portion of all unrestricted funding secured from funders such as The Sussex Police and The Ministry of Justice, for example, toward providing 18, 1-hour course of counselling for all who require such support throughout Sussex.

Lifecentre is a Registered Charity (1127779) and as such operates entirely on donations, grant awards and contracts.

# LIFE CENTRE

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LIFE CENTRE

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I report to the Trustees on my examination of the financial statements of Life Centre (the Charity) for the year ended 31 December 2017.

### Responsibilities and basis of report

As the Trustees of the Charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of , which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Claire Norwood BSc FCA ATII

Jones Avens Limited  
Piper House 4 Dukes Court  
Bognor Road  
Chichester  
West Sussex  
PO19 8FX

Dated: 6/17/18

## LIFE CENTRE

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2017

	Notes	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
<b>Income from:</b>					
Voluntary income	3	90,221	174,312	264,533	326,460
Charitable activities	4	98,261	-	98,261	164,287
Investments	5	919	-	919	946
<b>Total income</b>		<b>189,401</b>	<b>174,312</b>	<b>363,713</b>	<b>491,693</b>
<b>Expenditure on:</b>					
Raising funds	6	35,626	-	35,626	42,739
Charitable activities	7	180,783	178,515	359,298	375,351
<b>Total resources expended</b>		<b>216,409</b>	<b>178,515</b>	<b>394,924</b>	<b>418,090</b>
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<b>(27,008)</b>	<b>(4,203)</b>	<b>(31,211)</b>	<b>73,603</b>
Fund balances at 1 January 2017		177,653	261,725	439,378	365,775
<b>Fund balances at 31 December 2017</b>		<b>150,645</b>	<b>257,522</b>	<b>408,167</b>	<b>439,378</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# LIFE CENTRE

## BALANCE SHEET

AS AT 31 DECEMBER 2017

	Notes	2017		2016	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	11		210,772		209,045
<b>Current assets</b>					
Debtors	13	22,541		41,605	
Investments	14	59,912		60,000	
Cash at bank and in hand		142,290		166,740	
		<u>224,743</u>		<u>268,345</u>	
<b>Creditors: amounts falling due within one year</b>	15	<u>(27,348)</u>		<u>(38,012)</u>	
<b>Net current assets</b>			<u>197,395</u>		<u>230,333</u>
<b>Total assets less current liabilities</b>			<u><u>408,167</u></u>		<u><u>439,378</u></u>
<b>Income funds</b>					
Restricted funds	16		257,522		261,725
<u>Unrestricted funds</u>					
Designated funds	17	-		34,150	
General unrestricted funds		150,645		143,503	
		<u>150,645</u>		<u>177,653</u>	
			<u><u>408,167</u></u>		<u><u>439,378</u></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2017. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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

The financial statements were approved by the Trustees on .....

.....

Trustee

Company Registration No. 06766164

# LIFE CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2017

### 3 Voluntary income

	Unrestricted funds	Restricted funds	Total 2017	Total 2016
	£	£	£	£
Donations and gifts	39,279	30,000	69,279	85,357
Grants	50,942	144,312	195,254	241,103
	<u>90,221</u>	<u>174,312</u>	<u>264,533</u>	<u>326,460</u>
<b>For the year ended 31 December 2016</b>	<u><u>101,049</u></u>	<u><u>225,411</u></u>		<u><u>326,460</u></u>

### 4 Charitable activities

	2017	2016
	£	£
Counselling & support services	28,261	71,463
Counselling services provided under contract	70,000	92,824
	<u>98,261</u>	<u>164,287</u>

### 5 Investments

	2017	2016
	£	£
Interest receivable	<u>919</u>	<u>946</u>

### 6 Raising funds

	2017	2016
	£	£
<u>Fundraising costs</u>	35,626	42,739
Staff costs		
	<u>35,626</u>	<u>42,739</u>



## LIFE CENTRE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2017

#### 7 Charitable activities

	2017	2016
	£	£
Staff costs	100,949	103,337
Depreciation and impairment	5,449	4,694
Supervisors' & counsellors' fees	175,792	181,685
Premises & utilities	15,774	15,458
Telephone & internet	8,992	9,764
Other costs	22,670	36,221
	<u>329,626</u>	<u>351,159</u>
Share of support costs (see note 8)	25,373	21,115
Share of governance costs (see note 8)	4,299	3,077
	<u>359,298</u>	<u>375,351</u>
<b>Analysis by fund</b>		
Unrestricted funds	180,783	
Restricted funds	178,515	
	<u>359,298</u>	
<b>For the year ended 31 December 2016</b>		
Unrestricted funds		187,434
Restricted funds		187,917
		<u>375,351</u>

# LIFE CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2017

---

8	Support costs	Support costs £	Governance costs £	2017 £	2016 £	Basis of allocation
	Staff costs	25,373	-	25,373	22,963	See below
	Legal and professional	-	4,299	4,299	1,229	Governance
		<u>25,373</u>	<u>4,299</u>	<u>29,672</u>	<u>24,192</u>	
	Analysed between Charitable activities	<u>25,373</u>	<u>4,299</u>	<u>29,672</u>	<u>24,192</u>	

The trustees consider that all support and governance costs should be allocated to the charitable activities of the charity

Governance costs includes amounts payable to the independent examiners of £1,292 (2016- £1,175) and legal fees of £259 (2016- £13).

### 9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year, and none of them were reimbursed any expenses.

# LIFE CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2017

### 10 Employees

#### Number of employees

The average monthly number employees during the year was:

	2017 Number	2016 Number
Administration and fundraising	3	3
Counselling and client support	2	5
Lifecentre network	1	1
	<u>6</u>	<u>9</u>

#### Employment costs

	2017 £	2016 £
Wages and salaries	151,762	163,187
Social security costs	8,972	5,852
Other pension costs	1,214	-
	<u>161,948</u>	<u>169,039</u>

The total amount of employee benefits received by key management personnel for the period was £21,832 (2016: £25,526).

The Full Time Equivalent (FTE) number of employees during the period was 6 (2016: 6).

There were no employees whose annual remuneration was £60,000 or more.

# LIFE CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2017

11 Tangible fixed assets	Leasehold property	Fixtures, fittings & equipment	Total
	£	£	£
<b>Cost</b>			
At 1 January 2017	217,114	22,018	239,132
Additions	-	7,176	7,176
At 31 December 2017	<u>217,114</u>	<u>29,194</u>	<u>246,308</u>
<b>Depreciation and impairment</b>			
At 1 January 2017	17,183	12,904	30,087
Depreciation charged in the year	2,195	3,254	5,449
At 31 December 2017	<u>19,378</u>	<u>16,158</u>	<u>35,536</u>
<b>Carrying amount</b>			
At 31 December 2017	<u>197,736</u>	<u>13,036</u>	<u>210,772</u>
At 31 December 2016	<u>199,931</u>	<u>9,114</u>	<u>209,045</u>
<b>12 Financial instruments</b>		<b>2017</b>	<b>2016</b>
		£	£
<b>Carrying amount of financial assets</b>			
Debt instruments measured at amortised cost		59,912	60,000
<b>Carrying amount of financial liabilities</b>			
Measured at amortised cost		3,848	3,534
<b>13 Debtors</b>		<b>2017</b>	<b>2016</b>
		£	£
<b>Amounts falling due within one year:</b>			
Corporation tax recoverable		-	3,196
Prepayments and accrued income		22,541	38,409
		<u>22,541</u>	<u>41,605</u>
<b>14 Current asset investments</b>		<b>2017</b>	<b>2016</b>
		£	£
Unlisted investments		<u>59,912</u>	<u>60,000</u>

Unlisted investments consist of £59,912 (2016: 60,000) held on a 95 day notice deposit account at Nationwide.

# LIFE CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2017

### 15 Creditors: amounts falling due within one year

	Notes	2017 £	2016 £
Other taxation and social security		-	3,000
Deferred income		23,500	31,478
Accruals and deferred income		3,848	3,534
		<u>27,348</u>	<u>38,012</u>

# LIFE CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2017

### 16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Balance at 31 December 2017
	Balance at 1 January 2017	Incoming resources	Resources expended	
	£	£	£	£
Worthing fund	199,932	-	(2,195)	197,737
Website Awards 4 All	1,790	1,432	(80)	3,142
Arun Counselling	-	367	(367)	-
Counselling Chichester	3,667	1,208	(4,875)	-
Counselling Sussex	3,750	-	(3,750)	-
Counselling 25 & under	-	24,967	(24,967)	-
Telephone Upgrade	225	-	(225)	-
Computers Awards 4 All capital	2,311	68	(1,090)	1,289
Woman and Girls Ministry of Justice	-	81,624	(81,624)	-
Salary Ops Manager	-	3,425	(3,425)	-
SUST	-	23,941	(23,941)	-
Lifecentre Network	-	30,000	(28,820)	1,180
New Building	50,050	-	-	50,050
Helpline	-	7,280	(3,156)	4,124
	<u>261,725</u>	<u>174,312</u>	<u>(178,515)</u>	<u>257,522</u>

#### Worthing Fund

This fund represents the net book value of long leasehold premises which are used to deliver counselling and helpline services in Worthing. The premises were purchased in 2009 with a grant given in 2008 for this purpose.

#### Website

This fund represents the net book value of computer equipment purchased with a restricted grant.

#### Telephone Upgrade

This fund represents the net book value of telephone equipment purchased with a restricted grant.

#### Computer Awards 4 All

This fund represents the net book value of computer equipment purchased with a restricted grant.

#### Lifecentre Network

This fund represents a restricted grant given to enable help to be given to other organisations in setting up services for survivors where they are needed.

#### New Building

This fund represents donations made the Life Centre towards the costs of obtaining a new premises.

#### Helpline

This fund is to provide helpline training, venue hire for training, resources and virtual control centre upgrade.

# LIFE CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2017

### 17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds				Balance at 31 December 2017 £
	Balance at 1 January 2017 £	Incoming resources £	Resources expended £	Transfers £	
Counselling	30,150	-	-	(30,150)	-
Helpline training	4,000	-	-	(4,000)	-
Website development	1,725	-	-	(1,725)	-
	<u>35,875</u>	<u>-</u>	<u>-</u>	<u>(35,875)</u>	<u>-</u>

### 18 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 December 2017 are represented by:			
Tangible assets	6,095	204,677	210,772
Current assets/(liabilities)	144,550	52,845	197,395
	<u>150,645</u>	<u>257,522</u>	<u>408,167</u>

## David O'Driscoll

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**From:** Jacquie Thomas <jacquiethomas@stch.org.uk>  
**Sent:** 10 May 2019 14:01  
**To:** David O'Driscoll  
**Subject:** Thank you

Dear David,

Thank you so much for your recent letter and donation of £500 from Forest Row Parish Council.

We are most grateful to the Councillors for their continued support of our care within the local community. This means our nurses can provide specialist end-of-life care and emotional support to those that need it, such as Lauren, who told us:

*"St Catherine's community nurses came out to visit me at home everyday. The nurses were so compassionate and happy. They were genuinely interested in my whole family and our needs and gave me options I didn't know I had. St Catherine's literally gave me my life and body back".*

Please pass on our very grateful thanks to everyone involved with the donation, which means we'll be there when life comes full circle.

With very best wishes,  
Jacquie

**Jacquie Thomas**  
Trust Fundraiser

**ST CATHERINE'S**  
**HOSPICE**

Direct dial: 01293 447346  
St. Catherine's Hospice, Malthouse Road, Crawley, West Sussex, RH10 6BH  
Switchboard: 01293 447333  
[www.stch.org.uk](http://www.stch.org.uk)



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