

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, Williams and Wogan
(All other Councillors – for information)

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Dear Sir/Madam,
Your attendance is required at a meeting of the FINANCE &
POLICY COMMITTEE to be held on TUESDAY 7th JULY

2020 VIA ZOOM at **7.30pm**.

Date: 1 July, 2020

Mr D O'Driscoll
Clerk to Forest Row Parish Council

AGENDA

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

PRELIMINARIES

1. PUBLIC QUESTIONS – the business of the meeting will start no later than 7.45pm
2. APOLOGIES FOR ABSENCE
3. **TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION RE THE ITEMS BELOW**
4. RECORDS OF THE MEETINGS HELD ON 14TH JANUARY & 18TH FEBRUARY 2020
 - 4.1 To approve the minutes of the meetings of 14th January & 18th February 2020
 - 4.2 To consider any objections to deletion of the digital transcript of those meetings
5. CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM LAST MEETING
6. CHAIRMAN'S COMMENTS
7. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION

FINANCIAL REPORTING To note the following (queries as appropriate)

8. FINANCIAL REPORT to month 3 (to include budget variances)
9. LIST OF PAYMENTS (to include prepayment cards)
10. BANK RECONCILIATIONS & COUNCILS INVESTMENTS

MATTERS FOR CONSIDERATION/DECISION

11. To resolve on the implementation of the 2020 salary increases
12. To consider and resolve on the Council's core insurances
13. To consider a request from Forest Row pre-school
14. To consider a request re the Council's open spaces
15. To consider and resolve on the Council's HSBC account
16. To consider and resolve on a grant application from St. Catherine's hospice
17. CORRESPONDENCE
18. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

"This meeting will be held electronically via ZOOM, and the meeting ID and password will be circulated separately to Members. The meeting is also open to public attendance (with an initial period for public questions), but for security reasons, any member of the public wishing to participate is asked to telephone or email the Parish Clerk in advance (01342 822661 or parishclerk@forestrow.gov.uk) for the access codes."

FINANCE & POLICY COMMITTEE

BACKING PAPERS FOR MEETING 7th JULY 2020

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**COUNCILLORS' BRIEFING FOR THE FINANCE & POLICY COMMITTEE MEETING
ON 7th JULY 2020**

1. **PUBLIC QUESTIONS** District Cllr Patricia Patterson-Vanegas may wish to be heard on an agenda item
2. **APOLOGIES** None signified to date
3. **DECLARATIONS OF INTEREST** There should be none
4. **RECORDS OF MEETINGS** 14th January 2020
& 18th February 2020 (extra-ordinary)
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. **CHAIRMAN'S COMMENTS**
This item has been added to the standard agenda for the Committee Chairman to speak to the effects of the current crisis on the work of this Committee and any forward items not dealt with elsewhere in the agenda.
7. **CLERK'S REPORT ON PROGRESS (MATTERS NOT REQUIRING A DECISION)**
Due to the effects of the crisis, there is little to report. Financial matters are noted below. Lease issues are unchanged from the previous meeting. Most staff are now back at their usual duties. The full financial impact of the crisis is not yet apparent.
ACTION: to note
8. **FINANCIAL REPORT to month 3 (to include budget variances)**
Our finances have inevitably been affected significantly by the crisis. A complete printout for the budget-holding Committees is attached, on which the following comments are offered:
 - At the end of month 3, performance against forecast would normally be in the order of 25% (noting that the figures supplied are not fully made up to the month end). However, the unprecedented conditions arising from the crisis have distorted the 'normal' figures.
 - Finance & Policy. We received the first instalment of the precept on time. We have also received 'hire income' for services supplied to Crowborough & Maresfield. Adjusting on a pro rata basis we are at about 24.9%. The salary increases were postponed in April (see agenda item 11) so the salaries are below forecast. Most other expenditure is unexceptionable. 'Subscriptions' (code 4124) is particularly high, but several items are annual figures. The current expenditure is 16.3%, but this will rise with specific bills arising from crisis actions.
 - Property & Assets. The figures have been corrected to take out capital payment run-off from the VENUe. P&A has been hit particularly hard by the pandemic as there has been no income from the Community Centre or the VENUe for three months, but the overheads remain. Income is running at 2.8% and expenditure at 25.2%. This will inevitably have an effect on how much we can afford to spend on refurbishment this financial year.
 - Amenities & Services. Sadly, burials are providing the bulk of the income, but in financial terms this is a good performance at 35.3% of forecast. Most of the expenditure is modest, except streetlights, which continue to outrun budget.
 - Community Services. Gages continues to perform well, with sales significantly exceeding food costs. [The extra delivery container costs have also been covered by the Wealden emergency grant.] The Car Club has been unable to function, and the decision has been

taken to suspend operations completely, to avoid its overheads encroaching on general funds. The market has now restarted, but the benefits do not yet show in the accounts. Overall performance against forecast does not exceed 12% on either income or costs.
ACTION: to note (queries if appropriate)

9. LIST OF PAYMENTS

10. BANK RECONCILIATION and COUNCIL'S INVESTMENTS

Formal printouts are supplied with the backing papers. Members are asked to flag up queries before the meeting so that replies can be properly prepared by the Assistant Clerk from the accounting papers.

ACTION: to note (queries if appropriate)

MATTERS FOR CONSIDERATION / DECISION

11. TO RESOLVE ON THE IMPLEMENTATION OF THE 2020 SALARY INCREASES

These were discussed at length, approved in October 2019, and incorporated into this year's budget to take effect from April. However, because the pandemic had an effect on work volumes and several employees' hours, it was felt inappropriate to implement the increases in April. Work patterns have now substantially returned to normal, and Committee is asked to proceed with the implementation – but to run from 1st July and not backdated.

ACTION: to resolve as appropriate

12. TO CONSIDER & RESOLVE ON THE COUNCIL'S CORE INSURANCES

Our insurances renew on 1st August, and this year we come out of a 3-year 'lock-in' with Axa via Came & Co. Came & Co have considered three alternatives and I have also sought a quote from Zurich. At the time of drafting this briefing note, I do not have all the figures to hand, but I hope to circulate a synoptic comparison before the meeting itself. I will also make some comments at that time on where the relative strengths of each offer lie.

ACTION: to resolve as appropriate

13. TO CONSIDER A REQUEST FROM FOREST ROW PRE-SCHOOL

The pre-school was closed for much of the 'lockdown' and is now functioning on a limited basis only. On 2nd May pre-school requested a temporary rent reprieve: a redacted copy of this is attached to the backing papers. A request was also received from one of the other tenants but as a modest amount, it was approved by the Chairs of Council & Finance. But the pre-school rent is more substantial, and it is therefore referred to Committee.

ACTION: to resolve as appropriate

14. TO CONSIDER A REQUEST RE THE COUNCIL'S OPEN SPACES

We have been informed that a number of (specifically catering) businesses in Forest Row are anxious to rebuild trade after the prolonged closure, and are wondering if they could use Council-owned open spaces to provide space for the consumption of refreshments with more effective social distancing than they can attain indoors. The green space behind the Peter Griffiths Hall has been mentioned, also part of Foresters Green. I have replied to informal enquiries that there are some obvious practical issues, but also the issue of whether Council open spaces should be available for individual traders to conduct commercial activities. But I have also had to note that we run our market on the Green from time to time and commercial fairs & circuses are also permitted. For Committee to decide on the principle.

ACTION: to resolve as appropriate

15. TO CONSIDER & RESOLVE ON THE COUNCIL'S HSBC ACCOUNT

The Council's account with HSBC has been giving problems for some time, owing to changes in their terms & conditions of use. (We have effectively used the account only for salary payments for some time). They have now asked for an intrusive interview to review our

suitability for the account. The Assistant Clerk believes we can now do without the account and asks if it can simply be closed and Unity Trust used for all transactions.

ACTION: to resolve as appropriate

16. TO CONSIDER A GRANT APPLICATION FROM ST CATHERINE'S HOSPICE

St Catherine's Hospice has requested a grant – this is an annual request, delayed by the pandemic. Summary papers are attached, copies of the full bundle may be obtained from the office on request. Last year we voted them £500.

ACTION: to resolve as appropriate

17. CORRESPONDENCE Attached to your papers are two communications from the Air Ambulance, one a letter of thanks, the other an invitation to an online webinar on their work.

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

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & Policy							
401 Finance & Administration							
4176 FI-Precept Received	200,000	400,000	200,000			50.0%	
4180 Misc Income	1,611	1,000	(611)			161.1%	
4181 FI-Wayleave Income	0	10	10			0.0%	
4182 FI-Devolved Services Income	0	1,450	1,450			0.0%	
4183 Community Warden Hire	1,920	11,000	9,080			17.5%	
4190 FI-Interest Received	146	1,300	1,154			11.2%	
Finance & Administration :- Income	203,676	414,760	211,084			49.1%	0
4100 PENSION TOP UP	1,034	4,000	2,966		2,966	25.8%	
4101 FI-Salaries	50,653	302,500	251,847		251,847	16.7%	
4102 FI-Payroll Outsource Costs	0	420	420		420	0.0%	
4103 FI-Contrib. to Library Salary	0	4,500	4,500		4,500	0.0%	
4108 FI-Staff Training/Travel	267	3,000	2,733		2,733	8.9%	
4110 Community Warden Costs	28	500	472		472	5.5%	
4111 Forest Rate	0	25	25		25	0.0%	
4120 Postage	0	1,300	1,300		1,300	0.0%	
4121 Telecommunications	1,487	7,500	6,013		6,013	19.8%	
4123 Stationery	48	750	702		702	6.3%	
4124 FI-Subscriptions	4,691	5,000	309		309	93.8%	
4125 FI-Insurance	0	8,000	8,000		8,000	0.0%	
4126 Printer/copier	279	3,500	3,221		3,221	8.0%	
4133 FI-Chairman's Fund	0	200	200		200	0.0%	
4134 FI-Parish Meeting	0	500	500		500	0.0%	
4135 FI-Councillors Training/Travel	0	1,000	1,000		1,000	0.0%	
4136 Security Checks	20	150	130		130	13.3%	
4137 FI-Members Allowances	129	5,000	4,871		4,871	2.6%	
4151 FI - Bank Charges	161	1,000	839		839	16.1%	
4156 FI-Legal & professional fees	0	3,000	3,000		3,000	0.0%	
4157 FI-Audit & Financial Managemen	560	3,500	2,940		2,940	16.0%	
4158 FI-Van Lease	439	2,750	2,311		2,311	15.9%	
4160 Office Equipment	67	300	233		233	22.4%	
4161 Office Maintenance	0	700	700		700	0.0%	
4165 FI-Election Fund	0	1,000	1,000		1,000	0.0%	
4166 Wayleaves	26	50	24		24	51.4%	
4169 Community Occasion	0	500	500		500	0.0%	
7101 PR- Advertising/Publicity	0	100	100		100	0.0%	
7102 PR-Website	92	500	408		408	18.4%	
7110 PR-Newsletter & Distribution	0	500	500		500	0.0%	
Finance & Administration :- Indirect Expenditure	59,980	361,745	301,765	0	301,765	16.6%	0
Net Income over Expenditure	143,696	53,015	(90,681)				

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>403 Other Grants</u>							
4360 Other Grants	434	7,000	6,566		6,566	6.2%	
4361 FRGSA Subsidy	0	2,000	2,000		2,000	0.0%	
Other Grants :- Indirect Expenditure	<u>434</u>	<u>9,000</u>	<u>8,566</u>	<u>0</u>	<u>8,566</u>	<u>4.8%</u>	<u>0</u>
Net Expenditure	<u>(434)</u>	<u>(9,000)</u>	<u>(8,566)</u>				
Finance & Policy :- Income	203,676	414,760	211,084			49.1%	
Expenditure	60,414	370,745	310,331	0	310,331	16.3%	
Movement to/(from) Gen Reserve	<u>143,262</u>						
Grand Totals:- Income	203,676	414,760	211,084			49.1%	
Expenditure	60,414	370,745	310,331	0	310,331	16.3%	
Net Income over Expenditure	<u>143,262</u>	<u>44,015</u>	<u>(99,247)</u>				
Movement to/(from) Gen Reserve	<u>143,262</u>						

Detailed Income & Expenditure by Budget Heading 23/06/2020

Month No: 3

Committee Report

Property & Assets201 Bus Shelters

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
2136 BS-Bus Shelters	0	500	500		500	0.0%	
Bus Shelters :- Indirect Expenditure	0	500	500	0	500	0.0%	0
Net Expenditure	0	(500)	(500)				

205 Miscellaneous Assets

1439 Public Seats	0	250	250		250	0.0%	
1442 Litter Bins	0	500	500		500	0.0%	
2551 Offsite Car Parks	0	12,000	12,000		12,000	0.0%	
2553 Grit bins	0	500	500		500	0.0%	
6139 BU - War Memorial	0	500	500		500	0.0%	
7108 PR-Notice Boards	0	250	250		250	0.0%	
Miscellaneous Assets :- Indirect Expenditure	0	14,000	14,000	0	14,000	0.0%	0
Net Expenditure	0	(14,000)	(14,000)				

301 Community Centre

3180 CC-Lettings	139	22,000	21,862			0.6%	
3181 CC-Equipment Hire	0	900	900			0.0%	
3182 CC-Rents	1,379	22,000	20,621			6.3%	
3185 MISC - incl books/copying)	83	600	517			13.9%	
3187 CC Drinks Machine Income	0	500	500			0.0%	
Community Centre :- Income	1,601	46,000	44,399			3.5%	0
3111 CC-Rates & Services	7,301	18,000	10,699		10,699	40.6%	
3116 CC-Upkeep/Cleaning	4,632	10,000	5,368		5,368	46.3%	
3127 CC - Drinks Machine	136	900	764		764	15.1%	
3136 CC-Enhancement	0	4,500	4,500		4,500	0.0%	
Community Centre :- Indirect Expenditure	12,069	33,400	21,331	0	21,331	36.1%	0
Net Income over Expenditure	(10,468)	12,600	23,068				

303 Venue on the Green

3306 VOTG Income	0	12,000	12,000			0.0%	
Venue on the Green :- Income	0	12,000	12,000			0.0%	0
3304 Votg Non Youth Equip	596	1,000	404		404	59.6%	

Detailed Income & Expenditure by Budget Heading 24/06/2020

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3305 VOTG Running Costs	2,121	9,750	7,629		7,629	21.8%	
Venue on the Green :- Indirect Expenditure	<u>2,717</u>	<u>10,750</u>	<u>8,033</u>	<u>0</u>		<u>25.29</u>	<u>0</u>
Net Income over Expenditure	<u>(2717)</u>	<u>1,250</u>	<u>-</u>				

Grand Totals:- Income	1,601	58,000	56,399			2.8%	
Expenditure	14,786	58,650	43,864	0		25.29%	
Net Income over Expenditure	<u>(13,185)</u>	<u>(650)</u>	<u>-</u>				

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Amenities & Services</u>							
<u>101 Allotments</u>							
1180 Allotment Rents	10	1,500	1,490			0.7%	
Allotments :- Income	<u>10</u>	<u>1,500</u>	<u>1,490</u>			<u>0.7%</u>	<u>0</u>
1135 Allotments-Water & Upkeep	75	300	225		225	25.0%	
Allotments :- Indirect Expenditure	<u>75</u>	<u>300</u>	<u>225</u>	<u>0</u>	<u>225</u>	<u>25.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(65)</u>	<u>1,200</u>	<u>1,265</u>				
<u>102 Village Greens</u>							
1280 VG-Hire Income	0	500	500			0.0%	
1281 VG- Utilities Income	0	100	100			0.0%	
Village Greens :- Income	<u>0</u>	<u>600</u>	<u>600</u>			<u>0.0%</u>	<u>0</u>
1236 Outdoor Maintenance	678	15,000	14,322		14,322	4.5%	
1237 Outdoor Planting	0	1,200	1,200		1,200	0.0%	
1239 VG-Utilities	0	250	250		250	0.0%	
Village Greens :- Indirect Expenditure	<u>678</u>	<u>16,450</u>	<u>15,772</u>	<u>0</u>	<u>15,772</u>	<u>4.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(678)</u>	<u>(15,850)</u>	<u>(15,172)</u>				
<u>104 Amenities General</u>							
1436 Skate & Play areas	0	1,000	1,000		1,000	0.0%	
1447 Dog Fouling	750	3,000	2,250		2,250	25.0%	
Amenities General :- Indirect Expenditure	<u>750</u>	<u>4,000</u>	<u>3,250</u>	<u>0</u>	<u>3,250</u>	<u>18.8%</u>	<u>0</u>
Net Expenditure	<u>(750)</u>	<u>(4,000)</u>	<u>(3,250)</u>				
<u>105 Outdoor Maintenance</u>							
1501 Outdoor Maintenance Equipment	245	3,000	2,755		2,755	8.2%	
Outdoor Maintenance :- Indirect Expenditure	<u>245</u>	<u>3,000</u>	<u>2,755</u>	<u>0</u>	<u>2,755</u>	<u>8.2%</u>	<u>0</u>
Net Expenditure	<u>(245)</u>	<u>(3,000)</u>	<u>(2,755)</u>				
<u>203 Street Lighting</u>							
2314 SL-Power	608	1,500	892		892	40.5%	
2336 Streetlights	2,332	5,000	2,668		2,668	46.6%	
Street Lighting :- Indirect Expenditure	<u>2,940</u>	<u>6,500</u>	<u>3,560</u>	<u>0</u>	<u>3,560</u>	<u>45.2%</u>	<u>0</u>
Net Expenditure	<u>(2,940)</u>	<u>(6,500)</u>	<u>(3,560)</u>				

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
601 Cemetery							
6180 BU-Burial Fees	3,200	7,000	3,800			45.7%	
Cemetery :- Income	<u>3,200</u>	<u>7,000</u>	<u>3,800</u>			<u>45.7%</u>	<u>0</u>
6123 Cemetery Admin	193	300	107		107	64.3%	
6151 BU- Cemetery Rates	536	500	(36)		(36)	107.2%	
Cemetery :- Indirect Expenditure	<u>729</u>	<u>800</u>	<u>71</u>	<u>0</u>	<u>71</u>	<u>91.1%</u>	<u>0</u>
Net Income over Expenditure	<u>2,471</u>	<u>6,200</u>	<u>3,729</u>				
Amenities & Services :- Income	<u>3,210</u>	<u>9,100</u>	<u>5,890</u>			<u>35.3%</u>	
Expenditure	<u>5,417</u>	<u>31,050</u>	<u>25,633</u>	<u>0</u>	<u>25,633</u>	<u>17.4%</u>	
Movement to/(from) Gen Reserve	<u>(2,207)</u>						
Grand Totals:- Income	<u>3,210</u>	<u>9,100</u>	<u>5,890</u>			<u>35.3%</u>	
Expenditure	<u>5,417</u>	<u>31,050</u>	<u>25,633</u>	<u>0</u>	<u>25,633</u>	<u>17.4%</u>	
Net Income over Expenditure	<u>(2,207)</u>	<u>(21,950)</u>	<u>(19,743)</u>				
Movement to/(from) Gen Reserve	<u>(2,207)</u>						

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Localism & Community Projects</u>							
<u>206 Community Transport</u>							
2677 Car Hire Club Income	234	13,000	12,766			1.8%	
2678 Medical Car Scheme Income	13	300	287			4.3%	
Community Transport :- Income	<u>247</u>	<u>13,300</u>	<u>13,053</u>			<u>1.9%</u>	<u>0</u>
2554 Wealdlink	229	900	671		671	25.4%	
2601 Voluntary Medical Car Service	0	200	200		200	0.0%	
2602 Car Hire Club	1,230	13,000	11,770		11,770	9.5%	
Community Transport :- Indirect Expenditure	<u>1,459</u>	<u>14,100</u>	<u>12,641</u>	<u>0</u>	<u>12,641</u>	<u>10.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,211)</u>	<u>(800)</u>	<u>411</u>				
<u>207 Market</u>							
3184 CC-Market Income	161	6,000	5,839			2.7%	
Market :- Income	<u>161</u>	<u>6,000</u>	<u>5,839</u>			<u>2.7%</u>	<u>0</u>
3151 CC-Market expenditure	86	1,300	1,214		1,214	6.6%	
Market :- Indirect Expenditure	<u>86</u>	<u>1,300</u>	<u>1,214</u>	<u>0</u>	<u>1,214</u>	<u>6.6%</u>	<u>0</u>
Net Income over Expenditure	<u>75</u>	<u>4,700</u>	<u>4,625</u>				
<u>209 Localism & Community Proj Misc</u>							
2905 Repair Cafe & Wellbeing Servic	0	2,000	2,000			0.0%	
Localism & Community Proj Misc :- Income	<u>0</u>	<u>2,000</u>	<u>2,000</u>			<u>0.0%</u>	<u>0</u>
2700 Repair Cafe & Wellbeing	0	2,000	2,000		2,000	0.0%	
Localism & Community Proj Misc :- Indirect Expenditure	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>				
<u>304 Cafe</u>							
3480 Gages - Sales	4,660	20,000	15,340			23.3%	
Cafe :- Income	<u>4,660</u>	<u>20,000</u>	<u>15,340</u>			<u>23.3%</u>	<u>0</u>
3436 Gages-Purchase of Equipment	501	1,000	499		499	50.1%	
3460 Gages -Purchases Food etc	1,526	12,000	10,474		10,474	12.7%	
Cafe :- Indirect Expenditure	<u>2,027</u>	<u>13,000</u>	<u>10,973</u>	<u>0</u>	<u>10,973</u>	<u>15.6%</u>	<u>0</u>
Net Income over Expenditure	<u>2,633</u>	<u>7,000</u>	<u>4,367</u>				

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
306 Thursday Club							
3680 TC-Subscriptions	0	400	400			0.0%	
Thursday Club :- Income	<u>0</u>	<u>400</u>	<u>400</u>			<u>0.0%</u>	<u>0</u>
3636 TC-Running Costs	0	1,000	1,000		1,000	0.0%	
Thursday Club :- Indirect Expenditure	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(600)</u>	<u>(600)</u>				
406 Youth Provision							
4676 YP-Grants & Other Income	0	1,000	1,000			0.0%	
Youth Provision :- Income	<u>0</u>	<u>1,000</u>	<u>1,000</u>			<u>0.0%</u>	<u>0</u>
4603 YP - Dev costs & General Expen	0	2,000	2,000		2,000	0.0%	
Youth Provision :- Indirect Expenditure	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>				
Localism & Community Projects :- Income	5,068	42,700	37,632			11.9%	
Expenditure	3,571	33,400	29,829	0	29,829	10.7%	
Movement to/(from) Gen Reserve	<u>1,497</u>						
Grand Totals:- Income	5,068	42,700	37,632			11.9%	
Expenditure	3,571	33,400	29,829	0	29,829	10.7%	
Net Income over Expenditure	<u>1,497</u>	<u>9,300</u>	<u>7,803</u>				
Movement to/(from) Gen Reserve	<u>1,497</u>						

Time: 12:17

Current Bank Account

List of Payments made between 01/04/2020 and 30/06/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/04/2020	HSBC	DR	6.50		CHARGES
21/05/2020	HSBC	DDR	6.50		CHARGES
Total Payments			<u>13.00</u>		

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Current Bank Account

List of Payments made between 07/01/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/01/2020	HSBC	DR	10.73		CHARGES
28/01/2020	CASH S KEMP	CHQ	322.15		SALARY
29/01/2020	Unity Trust	TFR FUNDS	45,000.00		TRANSFER OF FUNDS
29/01/2020	HSBC	DR	30.00		PAYMENT CHARGE
21/02/2020	HSBC	DR	0.15		INTEREST
21/02/2020	HSBC	DR	17.94		CHARGES
27/02/2020	CASH S.KEMP	103913	336.79		SALARY
21/03/2020	HSBC	DDR	10.07		CHARGES

Total Payments

~~45,727.83~~

727.83

Time: 12:10

Unity Trust

List of Payments made between 04/01/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/01/2020	BACS P/L Pymnt Page 1510	BACS Pymnt	900.00		BACS P/L Pymnt Page 1510
06/01/2020	LEASEPLAN	DD	263.15		VAN LEASE
06/01/2020	D C JOHNSON	BACS	390.00		TREE WORKS
06/01/2020	STAFF	BACS	32.25		ALLOWANCE
06/01/2020	MORRIS	CR	30.00		MARKET
06/01/2020	ROSITA	CR	7.00		GAGES
06/01/2020	ENNIS	CR	52.97		CAR CLUB
06/01/2020	ADJ	CR	-30.00		ADJ
06/01/2020	ADJ	CR	-7.00		ADJ
06/01/2020	ADJ	CR	-52.97		ADJ
07/01/2020	HARKNESS	CR	44.68		CAR CLUB
07/01/2020	ROSENBOOM	CR	86.80		CAR CLUB
07/01/2020	ADJ	CR	-44.68		ADJ
07/01/2020	ADJ	CR	-86.80		ADJ
08/01/2020	CONSERVATORS OF ASHDOWN	303004	2,500.00		GRANT
08/01/2020	FOREST ROW SPORTS GROUND	303005	2,000.00		GRASS CUTTING GRANT
08/01/2020	HUGH PAGE (SUSSEX) LTD	303006	217.15		CREDIT
08/01/2020	MR C HARRISON	303007	70.95		BOOTS
08/01/2020	KENT COUNTY COUNCIL (KCS)	303008	218.88		SAFETY BOOTS
08/01/2020	KENT COUNTY COUNCIL	303009	64.74		SUPPLIES
08/01/2020	MULBERRY & CO	303010	126.00		PAYROLL SERVICES
08/01/2020	NISBETS	303011	41.98		UNIFORMS
08/01/2020	RIALTAS SOLUTIONS LTD T/A	303012	376.80		BOOKINGS SUPPORT
08/01/2020	SLCC	303013	321.00		MEMBERSHIP
08/01/2020	SME IT SOLUTIONS LIMITED	303014	312.24		TELECOMMUNICATIONS
08/01/2020	O2	DD	15.74		COMMUNITY WARDEN MOBILE
10/01/2020	BARCLAYCARD	3	38.00		CHARGES
10/01/2020	AO SHIPLEY	BP	3,738.10		TAX & NI DEC
10/01/2020	ST PETER & ST JAMES HOSPICE	303015	250.00		GRANT
13/01/2020	TOYOTA FIN SERV	DD	254.89		CAR CLUB LEASE
14/01/2020	NORTH WEALDEN COMMUNITY	303016	221.50		COMMUNITY TRANSPORT
14/01/2020	STREETLIGHTS	303017	232.80		STREETLIGHT REPAIR - HIGHGATE
14/01/2020	SSE	303018	364.41		CC ELECTRIC
14/01/2020	VIKING DIRECT LTD	303019	434.49		STATIONERY
16/01/2020	POCKIT CARD - DOD	TOP UP	250.00		TOP UP
16/01/2020	POCKIT CARD - GG	TOP UP	250.00		TOP UP
16/01/2020	POCKIT CARD - GAGES	TOP UP	500.00		TOP UP
16/01/2020	GRAVITAS	BP	840.00		SAND BAGS
16/01/2020	THE CLASSROOM CO	BP	714.96		TABLES
16/01/2020	C TONGSOM	BP	19.00		REIMBUREMENT - COURSE
20/01/2020	BUYER DIRECT LTD	303020	570.04		GAZEBO CANOPIES
20/01/2020	PEAR TECHNOLOGY SERVICES	303021	168.00		MAPPING SYSTEM SUPPORT
20/01/2020	PPLPRS LTD	303022	1,252.39		MUSIC LICENCE
20/01/2020	ROYAL MAIL DIRECT	303023	183.00		STAMPS
20/01/2020	WIRED ELECTRICS LTD	303024	780.00		HH BOILER ELECTRICS
20/01/2020	MRS S YOUNG	303025	15.75		STAFF TRAVEL
20/01/2020	BARCLAYCARD	DD	26.40		TERMINAL RENT

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Unity Trust

List of Payments made between 04/01/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/01/2020	EDF ENERGY CUSTOMERS PLC	4	213.23		STREETLIGHT POWER
23/01/2020	TOYOTA FIN SERV	DD	259.01		CAR CLUB LEASE
23/01/2020	WEALDEN DC	BP	550.00		LOWER ROAD LEGAL
24/01/2020	TELECOMS WORLD PLC	5	54.01		0800 NUMBER
24/01/2020	CORONA ENERGY RETAIL 4 LTD	6	1,412.70		GAS
24/01/2020	SIEMENS	DD	116.22		DRINKS MACHINE RENTAL
24/01/2020	SIEMENS	DD	47.08		DRINKS MACHINE
28/01/2020	STAFF	BP	17,991.38		JAN SALARIES
28/01/2020	E SX PENSION FUND	303026	3,333.74		SUPERANN JAN
29/01/2020	ASHDOWN FOREST TOURISM	303027	160.00		MEMBERSHIP 2019-20
29/01/2020	MR J BOISVERT	303028	30.03		FUEL FOR VAN
29/01/2020	BUSINESS STREAM	303029	26.01		WATER
29/01/2020	D J ISTD	303030	27.00		WIPER BLADE - VAN
29/01/2020	M A REY	303031	83.80		REMBURSE TRAINING
29/01/2020	RIALTAS SOLUTIONS LTD T/A	303032	70.80		MAKING TAX DIGITAL FOR VAT
29/01/2020	SAFETY NET LTD	303033	400.00		TRAINING COURSES
29/01/2020	SME IT SOLUTIONS LIMITED	303034	317.04		TELECOMMUNICATIONS
29/01/2020	SARA SMART	303035	26.60		REIMBURSEMENT/TRAVEL
29/01/2020	SURREY HILLS SOLICITORS LLP	303036	90.00		LEGAL FEES FRSGA LEASE
29/01/2020	SECOM PLC	303037	10.70		MAINTENANCE
29/01/2020	POCKIT CARD - GAGES	TOP UP	750.00		TOP UP
29/01/2020	POCKIT CARD - YOUTH	TOP UP	250.00		TOP UP
29/01/2020	BT PAYMENT SERVICES LTD	7	16.45		TELECOMMUNICATIONS
29/01/2020	CO-OP	CASH	-1.75		FOOD
29/01/2020	CASH	CASH	-5.00		LAUNDRY
31/01/2020	ALLSTAR BUSINESS SOLUTIONS	2	196.99		CAR CLUB FUEL
03/02/2020	HAMMERWOOD & HOLTYE HALL	303038	700.00		GRANT
03/02/2020	INTOUCH CRM	1	55.19		WEBSITE
03/02/2020	BIFFA WASTE SERVICES LTD	2	309.67		WASTE
04/02/2020	LEASEPLAN	DD	263.15		VAN LEASE
05/02/2020	BACS P/L Pymnt Page 1523	BACS Pymnt	7,738.96		BACS P/L Pymnt Page 1523
05/02/2020	CO-OP	CASH	1.75		FOOD
05/02/2020	CASH	CASH	5.00		LAUNDRY
05/02/2020	ALLSTAR BUSINESS SOLUTIONS	3	33.13		CAR CLUB FUEL
06/02/2020	BALCOMBE PEST CONTROL LTD	303039	90.00		PEST CONTROL
06/02/2020	Essential Ltd	303040	52.73		CARETAKING SUPPLIES
06/02/2020	KENT COUNTY COUNCIL (KCS)	303041	26.04		CARETAKER SUPPLIES
06/02/2020	KENT & SUSSEX VENDING	303042	67.11		DRINKS MACHINE SUPPLIES
06/02/2020	SUSSEX LIVING	303043	28.80		MARKET ADVERT
07/02/2020	UKCRB'S LTD	4	12.00		CRB - HANDLEY
07/02/2020	O2	DD	15.74		COMMUNITY WARDEN PHONE
10/02/2020	BARCLAYCARD	5	38.00		CHARGES
10/02/2020	AO SHIPLEY	BACS	3,501.23		TAX & NI - JAN
11/02/2020	DIRECT-TEC UK LTD	6	243.77		COPIER CHARGES
11/02/2020	ALLSTAR BUSINESS SOLUTIONS	7	135.33		FUEL
13/02/2020	TOYOTA FIN SERV	DD	254.89		CAR CLUB LEASE
18/02/2020	KENT COUNTY COUNCIL (KCS)	303044	82.14		STATIONERY

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Unity Trust

List of Payments made between 04/01/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/02/2020	SSE	303045	400.02		CC ELECTRIC
18/02/2020	SME IT SOLUTIONS LIMITED	303046	452.27		TELECOMMUNICATIONS
18/02/2020	SARA SMART	303047	14.40		TRAVEL EXPENSES
18/02/2020	MRS S YOUNG	303048	13.50		TRAVEL EXPENSES
18/02/2020	BARCLAYCARD	DD	26.40		TERMINAL RENT
24/02/2020	TELECOMS WORLD PLC	8	54.34		0800 NUMBER
24/02/2020	EDF ENERGY CUSTOMERS PLC	9	213.23		STRTEETLIGHT POWER
24/02/2020	CORONA	DD	1,483.20		CC GAS
24/02/2020	TOYOTA FIN SERV	DD	259.01		CAR CLUB LEASE
26/02/2020	BRITISH TELECOMMUNICATIONS	303050	24.60		TELECOMMUNICATIONS
26/02/2020	EAST SUSSEX COUNTY COUNCIL	303051	3,900.00		CONT TO LIBRARY ASST 19/20
26/02/2020	Essential Ltd	303052	41.29		SUPPLIES
26/02/2020	ENTEC ACCESS SYSTEMS LTD	303053	150.00		DOOR REPAIR
26/02/2020	INOUT 'N' ABOVE	303054	912.00		CCTV WORKS /MAINTENANCE
26/02/2020	KENT COUNTY COUNCIL (KCS)	303055	67.74		STATIONERY/SUPPLIES
26/02/2020	NORTH WEALDEN COMMUNITY	303056	70.00		THURS CLUB TRANSPORT
26/02/2020	SME IT SOLUTIONS LIMITED	303057	327.83		TELECOMMUNICATIONS
26/02/2020	SARA SMART	303058	24.03		TRAVEL EXPENSES
26/02/2020	SUSSEX LIVING	303059	28.80		MARKET ADVERT
28/02/2020	ES PENSION FUND	303049	3,380.69		SUPERANN - FEBRUARY
28/02/2020	WEALDEN CITIZENS ADVICE	303060	100.00		GRANT
28/02/2020	POCKIT CARD - GC	TOP UP	250.00		TOP UP
28/02/2020	POCKIT CARD - GAGES	TOP UP	500.00		TOP UP
28/02/2020	POCKIT CARD - YOUTH	TOP UP	400.00		TOP UP
28/02/2020	UKCRB'S LTD	10	12.00		CRB - OFIR
28/02/2020	EDWARD BOURNE	BACS	280.00		HH BOILER REPAIRS
28/02/2020	STAFF	BACS	17,992.60		SALARIES - FEBRUARY
02/03/2020	INTOUCH CRM	1	55.19		WEBSITE
02/03/2020	BIFFA WASTE SERVICES LTD	2	394.13		WASTE
02/03/2020	BT PAYMENT SERVICES LTD	3	16.45		TELECOMMUNICATIONS
02/03/2020	BNP PARIBAS	DD	667.75		COPIER
02/03/2020	M LEYS	BP	19.00		YOUTH COURSE
03/03/2020	LEASEPLAN	DD	312.00		ROAD FUND LICENCE
04/03/2020	LEASEPLAN	DD	263.15		VAN LEASE
09/03/2020	SAM THOMPSON	ADJ	-480.00		DUPLICATE ENTRY
09/03/2020	WDC	ADJ	-900.00		DUPLICATE ENTRY
10/03/2020	BARCLAYCARD	14	38.00		CHARGES
10/03/2020	AO SHIPLEY	BP	3,547.89		TAX #& NI - FEB
10/03/2020	SAM THOMPSON	BACS	480.00		TREE WORKS
10/03/2020	WDC	BACS	900.00		DOG BINS
11/03/2020	DIRECT-TEC UK LTD	4	216.92		PRINTER SUPPORT
11/03/2020	ALLSTAR BUSINESS SOLUTIONS	5	55.48		FUEL
11/03/2020	O2	DD	16.93		COMMUNITY WARDEN PHONE
12/03/2020	BALCOMBE PEST CONTROL LTD	303061	90.00		PEST CONTROL
12/03/2020	KENT COUNTY COUNCIL (KCS)	303062	50.58		CLEANING SUPPLIES
12/03/2020	WIRED ELECTRICS LTD	303063	126.00		EMERGENCY LIGHT
13/03/2020	POCKIT CARD - GAGES	TOP UP	500.00		TOP UP

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Unity Trust

List of Payments made between 04/01/2020 and 31/03/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
10/03/2020	POCKIT CARD YOUTH	TOP UP	250.00		TOP UP
13/03/2020	TOYOTA FIN SERV	DD	254.89		CAR CLUB LEASE
13/03/2020	POCKIT CARD YOUTH	TOP UP	250.00		TOP UP
13/03/2020	POCKIT CARD GAGES	TOP UP	500.00		TOP UP
13/03/2020	CEM ANDERSON SHADI	BACS	19.00		YOUTH COURSE
17/03/2020	BARCLAYCARD	DD	26.40		TERM RENT
18/03/2020	ALLSTAR BUSINESS SOLUTIONS 6		32.48		CAR CLUB FUEL
19/03/2020	CORONA ENERGY RETAIL 4 LTD 7		1,281.93		CC GAS
19/03/2020	SME IT SOLUTIONS	BACS	226.03		TELECOMMUNICATIONS
19/03/2020	D O'DRISCOLL	BACS	20.49		EXPENSES
19/03/2020	SARA SMART	BACS	18.79		EXPENSES
23/03/2020	EDF ENERGY CUSTOMERS PLC 8		209.85		STREETLIGHT POWER
23/03/2020	BARCLAYCARD	DD	12.30		CHARGES
23/03/2020	TOYOTA FIN SERV	DD	259.01		CAR CLUB LEASE
24/03/2020	BRITISH GAS	9	371.08		CC ELECTRIC
24/03/2020	TELECOMS WORLD PLC	10	54.14		0800 NUMBER
24/03/2020	BRITISH GAS	DD	17.34		GAS
24/03/2020	BRITISH GAS	DD	34.18		GAS
25/03/2020	ALLSTAR BUSINESS SOLUTIONS 11		16.97		CAR CLUB FUEL
30/03/2020	BIFFA WASTE SERVICES LTD	12	283.82		WASTE DISPOSAL
30/03/2020	BT PAYMENT SERVICES LTD	13	16.45		TELECOMMUNICATIONS
30/03/2020	CASTLE WATER	BACS	29.55		CEMETERY WATER
30/03/2020	CASTLE WATER	BACS	62.79		ALLOTMENTS WATER
30/03/2020	SUSSEX LIVIMG	BACS	28.80		MARKET ADVERT
30/03/2020	SME IT SOLS	BACS	321.23		TELECOMMUNICATIONS
30/03/2020	GREENWORKS	BACS	25.21		SANITIZER
30/03/2020	BACS P/L Pymnt Page 1537	BACS Pymnt	52.92		BACS P/L Pymnt Page 1537
30/03/2020	STAFF	BP	17,833.04		MARCH SALARIES
31/03/2020	UNITY TRUST	BP	63.10		HANDLING CHARGE
31/03/2020	EAST SUSSEX PENSION	BACS	3,377.36		SUPERANN - MARCH
31/03/2020	UNITY TRUST	BP	73.50		SERVICE CHARGE
31/03/2020	ADJ	ADJ	-39.60		DUPLICATE ENTRY
31/03/2020	KS & S AIR AMBULANCE	CHQ	2,500.00		DONATION
31/03/2020	J JOSEPHSON	CHQ	180.00		REFUND OF BUS FORUM PAYMENTS
31/03/2020	BIOWOODS LTD	CHQ	2,948.00		TREE SURVEY FEE

Total Payments 128,393.75

4650.00
123743.75

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Unity Trust

List of Payments made between 01/04/2020 and 30/06/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2020	POCKIT CARD - GAGES	TOP UP	500.00		TOP UP
01/04/2020	INTOUCH CRM	1	55.19		WEBSITE
01/04/2020	C L PUGSLEY	BP	50.92		GAGES FOOD
06/04/2020	LEASEPLAN	DD	263.15		VAN LEASE
08/04/2020	O2	DD	16.39		COMMUNITY WARDEN MOBILE
08/04/2020	AO SHIPLEY	BP	3,565.72		TAX & NI - MARCH
14/04/2020	BARCLAYCARD	2	38.00		BARCLAYCARD
14/04/2020	DIRECT-TEC UK LTD	3	126.00		PRINTER SUPPORT
14/04/2020	TOYOTA FIN SERV	DD	254.89		CAR CLUB LEASE
14/04/2020	M MESHER	BP	129.00		STAFF TRAINING
15/04/2020	ALLSTAR BUSINESS SOLUTIONS 4		23.47		CAR CLUB FUEL
15/04/2020	BRITISH GAS	DD	665.14		ELECTRIC
15/04/2020	BRITISH GAS	DD	9.62		ELECTRIC
16/04/2020	ANDREW DEPTFORD	BP	102.00		REPLACEMENT PADS
16/04/2020	C J PUGSLEY	BACS	15.25		GAGES FOOD
16/04/2020	M LEYS	BACS	50.36		STAFF TRAINING
16/04/2020	BACS P/L Pymnt Page 1540	BACS Pymnt	12,030.22		BACS P/L Pymnt Page 1540
20/04/2020	BARCLAYCARD	DD	26.40		TERMINAL RENT
21/04/2020	CORONA ENERGY RETAIL 4 LTD 5		1,389.53		CC GAS
21/04/2020	BRITISH GAS	DD	200.05		ELECTRIC
22/04/2020	EDF ENERGY CUSTOMERS PLC 6		213.23		STREETLIGHT POWER
23/04/2020	TOYOTA FIN SERV	DD	259.01		CAR CLUB LEASE
24/04/2020	TELECOMS WORLD PLC	7	54.02		0800 NUMBER
24/04/2020	SIEMENS	DD	116.22		DRINKS MACHINE RENTAL
24/04/2020	SIEMENS	DD	47.08		DRINKS MACHINE
24/04/2020	FOCUS	DD	55.74		HELPLINE
26/04/2020	POCKIT CARD - DOD	TOP UP	500.00		TOP UP
26/04/2020	POCKIT CARD - CC	TOP UP	500.00		TOP UP
28/04/2020	EMMA JONES	BACS	50.59		GAGES FOOD
29/04/2020	BT PAYMENT SERVICES LTD 8		16.94		TELECOMMUNICATIONS
29/04/2020	ALLSTAR BUSINESS SOLUTIONS 9		32.89		CAR CLUB FUEL
30/04/2020	STAFF	BACS	17,914.41		APRIL SALARIES
30/04/2020	SALARIES	BACS	129.00		CLLR ALLOWANCES
01/05/2020	INTOUCH CRM	1	55.19		WEBSITE
04/05/2020	BIFFA WASTE SERVICES LTD 2		252.29		WASTE
04/05/2020	LEASEPLAN	DD	263.15		VAN LEASE
04/05/2020	E SUSSEX PENSION	BACS	3,738.75		SUPERANN - APR
06/05/2020	ALLSTAR BUSINESS SOLUTIONS 3		29.50		CAR CLUB FUEL
11/05/2020	O2	DD	16.74		COMMUNITY WARDEN PHONE
11/05/2020	AO SHIPLEY	BP	3,639.33		TAX & NI - APR
12/05/2020	POCKIT CARD - DOD	TOP UP	500.00		TOP UP
12/05/2020	POCKIT CARD - CC	TOP UP	250.00		TOP UP
12/05/2020	POCKIT CARD - GAGES	TOP UP	1,000.00		TOP UP
12/05/2020	BARCLAYCARD	4	30.27		CHARGES
12/05/2020	S AYLEN	BP	64.25		REIMBURSEMENT
13/05/2020	DIRECT-TEC UK LTD 5		274.36		COPIER SUPPORT
13/05/2020	ALLSTAR BUSINESS SOLUTIONS 6		23.47		CAR CLUB FUEL

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Unity Trust

List of Payments made between 01/04/2020 and 30/06/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/05/2020	TOYOTA FIN SERV	DD	254.89		CAR CLUB LEASE
15/05/2020	BRITISH GAS	7	12.59		CC ELECTRIC
15/05/2020	BRITISH GAS	8	795.28		CC ELECTRIC
18/05/2020	CORONA ENERGY RETAIL 4 LTD	9	627.30		CC GAS
19/05/2020	BARCLAYCARD	DD	26.40		TERMINAL RENT
21/05/2020	BRITISH GAS	10	293.12		CC ELECTRIC
22/05/2020	UKCRB'S LTD	13	24.00		CRB - BOND
22/05/2020	TELECOMS WORLD PLC	14	53.96		0800 NUMBER
22/05/2020	EDF ENERGY CUSTOMERS PLC	15	211.53		STREETLIGHT POWER
26/05/2020	FOCUS GROUP	DD	194.14		HELPLINE
26/05/2020	TOYOTA FIN SERV	DD	259.01		CAR CLUB LEASE
27/05/2020	BACS P/L Pymnt Page 1543	BACS Pymnt	4,287.49		BACS P/L Pymnt Page 1543
27/05/2020	ALLSTAR BUSINESS SOLUTIONS	16	70.27		fuel
28/05/2020	BACS P/L Pymnt Page 1548	BACS Pymnt	190.00		BACS P/L Pymnt Page 1548
28/05/2020	S AYLEN	BACS	60.94		REIMBURSEMENT
28/05/2020	COMBI WORLD	BACS	118.80		OVEN REPAIRS
28/05/2020	E SUSSEX PENSION	BACS	3,697.32		SUPERANN - MAY
29/05/2020	STAFF	BACS	21,822.13		MAY SALARIES
31/05/2020	BACS P/L Pymnt Page 1544	BACS Pymnt	3,132.12		BACS P/L Pymnt Page 1544
01/06/2020	ADJ	ADJ	-2.00		ADJ
01/06/2020	ADJ	ADJ	2.00		ADJ
04/06/2020	BACS P/L Pymnt Page 1549	BACS Pymnt	1,869.60		BACS P/L Pymnt Page 1549
16/06/2020	BACS P/L Pymnt Page 1550	BACS Pymnt	26,454.56		BACS P/L Pymnt Page 1550
23/06/2020	BACS P/L Pymnt Page 1552	BACS Pymnt	811.56		BACS P/L Pymnt Page 1552
25/06/2020	BACS P/L Pymnt Page 1553	BACS Pymnt	68.73		BACS P/L Pymnt Page 1553

Total Payments 114,873.47

2750.00
 112,123.47

POCKIT CARD - YOUTH

List of Payments made between 01/04/2020 and 30/06/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/04/2020	POCKIT	DR	0.99		MONTHLY FEE
18/05/2020	POCKIT	BP	0.99		MONTHLY FEE

Total Payments 1.98

Time: 12:16

POCKIT CARD - YOUTH

List of Payments made between 01/01/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/01/2020	ICELAND	DR	57.89		FOOD
13/01/2020	SAINSBURYS	DR	48.00		FOOD
18/01/2020	POCKIT	DR	0.99		MONTHLY FEE
20/01/2020	POUNDLAND	DR	26.00		FOOD
20/01/2020	ALDI	DR	24.18		FOOD
21/01/2020	CO-OP	DR	1.19		FOOD
24/01/2020	ALDI	DR	19.23		FOOD
24/01/2020	CO-OP	DR	4.55		FOOD
24/01/2020	POUNDLAND	DR	12.00		FOOD
27/01/2020	B&M	DR	16.19		FOOD
28/01/2020	SAINSBURYS	DR	19.00		FOOD
28/01/2020	AMAZON	DR	115.48		SUPPLIES
30/01/2020	CO-OP	DR	2.60		FOOD
04/02/2020	ALDI	BP	20.62		FOOD
06/02/2020	POUNDLAND	BP	26.00		FOOD
07/02/2020	ALDI	BP	18.05		FOOD
10/02/2020	CO-OP	BP	13.11		FOOD
11/02/2020	HOBBYCRAFT	BP	65.35		SUPPLIES
11/02/2020	B & M	BP	26.66		FOOD
13/02/2020	CO-OP	BP	8.05		FOOD
17/02/2020	POUNDLAND	BP	18.00		SUPPLIES
17/02/2020	SAINSBURYS	BP	41.84		FOOD
18/02/2020	POCKIT	BP	0.99		MONTHLY FEE
19/02/2020	ICELAND	BP	9.70		FOOD
20/02/2020	CO-OP	BP	2.45		FOOD
24/02/2020	ICELAND	BP	35.79		FOOD
24/02/2020	CO-OP	BP	6.77		FOOD
27/02/2020	CO-OP	BP	3.85		FOOD
02/03/2020	POUNDLAND	DR	31.00		REFRESHMENTS
02/03/2020	ICELAND	DR	20.50		REFRESHMENTS
04/03/2020	ALDI	DR	29.99		REFRESHMENTS
05/03/2020	CO-OP	DR	2.65		REFRESHMENTS
10/03/2020	CO-OP	DR	16.45		REFRESHMENTS
10/03/2020	CO-OP	DR	4.60		REFRESHMENTS
11/03/2020	SAINSBURYS	DR	19.85		REFRESHMENTS
12/03/2020	TESCO	DR	14.40		REFRESHMENTS
13/03/2020	Unity Trust	ADJ	250.00		ADJ
17/03/2020	SAINSBURYS	DR	44.90		REFRESHMENTS
18/03/2020	POCKIT	DR	0.99		FEE
31/03/2020	TRANSFER TO PREPAYMENT	TFR	787.14		TRANSFER TO PREPAYMENT

Total Payments 1,867.00

1079.86

Time: 12:17

POCKIT CARD - GAGES

List of Payments made between 01/04/2020 and 30/06/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2020	CO-OP	DR	4.50		FOOD
01/04/2020	CATERING 24	DR	147.18		TAKEAWAY CARTONS
02/04/2020	ALLAN MARTIN	DR	129.11		MEAT
07/04/2020	CO-OP	DR	13.15		FOOD
07/04/2020	CO-OP	DR	18.46		FOOD
07/04/2020	SAINSBURYS	DR	20.43		FOOD
07/04/2020	ICELAND	DR	20.00		FOOD
08/04/2020	POCKIT	DR	0.99		MONTHLY FEE
08/04/2020	ALLAN MARTIN	DR	54.13		MEAT
08/04/2020	CO-OP	DR	2.45		FOOD
10/04/2020	CO-OP	DR	7.65		FOOD
10/04/2020	TESCO	DR	4.40		FOOD
13/04/2020	TESCO	DR	84.70		FOOD
14/04/2020	ICELAND	DR	14.00		FOOD
15/04/2020	TESCO	DR	40.03		FOOD
16/04/2020	CO-OP	DR	3.80		FOOD
23/04/2020	CO-OP	DR	12.00		FOOD
24/04/2020	CO-OP	DR	10.50		FOOD
28/04/2020	POUNDLAND	DR	4.00		FOOD
28/04/2020	POUNDSTRETCHER	DR	1.98		FOOD
29/04/2020	CO-OP	DR	15.25		FOOD
30/04/2020	CO-OP	DR	19.10		FOOD
01/05/2020	CO-OP	DR	20.85		FOOD
01/05/2020	CATER4YOU	DR	40.20		CONTAINERS
03/05/2020	CO-OP	DR	19.15		FOOD
04/05/2020	CO-OP	DR	14.75		FOOD
04/05/2020	SEASONS	DR	4.51		FOOD
04/05/2020	CO-OP	DR	5.50		FOOD
05/05/2020	ALLAN MARTIN	DR	131.78		MEAT
06/05/2020	CO-OP	DR	13.62		FOOD
06/05/2020	CO-OP	DR	2.50		FOOD
07/05/2020	CO-OP	DR	16.60		FOOD
07/05/2020	CO-OP	DR	2.80		FOOD
08/05/2020	POCKIT	DR	0.99		MONTHLY FEE
08/05/2020	CO-OP	DR	8.69		FOOD
08/05/2020	CO-OP	DR	21.20		FOOD
11/05/2020	CO-OP	DR	16.94		FOOD
14/05/2020	CO-OP	DR	13.80		FOOD
14/05/2020	ARGOS	DR	29.99		COOL BOX
14/05/2020	CATERING24	DR	85.02		CONTAINERS
15/05/2020	CO-OP	DR	4.43		FOOD
18/05/2020	CO-OP	DR	37.53		FOOD
20/05/2020	CO-OP	DR	14.42		FOOD
20/05/2020	SAINSBURYS	DR	42.00		FOOD
22/05/2020	CO-OP	DR	32.60		FOOD
23/05/2020	SAINSBURYS	DR	15.10		FOOD
24/05/2020	ICELAND	DR	20.00		FOOD

Continued on Page 2

Time: 12:17

POCKIT CARD - GAGES

List of Payments made between 01/04/2020 and 30/06/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/05/2020	ALLAN MARTIN	DR	183.15		MEAT
28/05/2020	SAINSBURYS	DR	23.30		FOOD
31/05/2020	POCKIT	DR	16.59		ADJ
Total Payments			<u>1,465.82</u>		

Time: 12:16

POCKIT CARD - GAGES

List of Payments made between 01/01/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/01/2020	TESCO	DR	3.99		SUBSCRIPTION
07/01/2020	TESCO	DR	179.69		FOOD
08/01/2020	POCKIT	DR	0.99		MONTHLY FEE
08/01/2020	CO-OP	DR	4.50		FOOD
09/01/2020	CO-OP	DR	3.70		FOOD
14/01/2020	TESCO	DR	132.35		FOOD
21/01/2020	TESCO	DR	146.82		FOOD
22/01/2020	CO-OP	DR	7.45		FOOD
27/01/2020	ALLAN MARTIN	DR	419.12		MEAT
28/01/2020	TESCO	DR	133.68		FOOD
31/01/2020	CO-OP	DR	4.60		FOOD
04/02/2020	TESCO	BP	125.07		FOOD
04/02/2020	TESCO	BP	3.99		SUBSCRIPTION
04/02/2020	ALLAN MARTIN	BP	72.38		MEAT
05/02/2020	CO-OP	BP	1.70		FOOD
06/02/2020	SAINSBURYS	BP	5.00		FOOD
07/02/2020	CO-OP	BP	9.50		FOOD
08/02/2020	POCKIT	BP	0.99		MONTHLY FEE
11/02/2020	TESCO	BP	106.84		FOOD
13/02/2020	SAINSBURYS	BP	3.27		FOOD
14/02/2020	CO-OP	BP	9.10		FOOD
18/02/2020	TESCO	BP	101.37		FOOD
21/02/2020	CO-OP	BP	2.85		FOOD
25/02/2020	TESCO	BP	110.50		FOOD
26/02/2020	CO-OP	BP	2.00		FOOD
27/02/2020	CO-OP	BP	9.60		FOOD
28/02/2020	CO-OP	BP	10.21		FOOD
03/03/2020	ASDA	DR	76.59		FOOD
04/03/2020	TESCO	DR	3.99		SUBSCRIPTION
04/03/2020	CO-OP	DR	12.30		FOOD
05/03/2020	SAINSBURYS	DR	9.15		FOOD
08/03/2020	POCKIT	DR	0.99		FEE
10/03/2020	TESCO	DR	144.09		FOOD
10/03/2020	ALLAN MARTIN	DR	408.74		MEAT
11/03/2020	CO-OP	DR	3.95		FOOD
13/03/2020	CO-OP	DR	9.09		FOOD
13/03/2020	Unity Trust	ADJ	500.00		ADJ
17/03/2020	TESCO	DR	108.96		FOOD
17/03/2020	ALLAN MARTIN	DR	62.81		MEAT
17/03/2020	CO-OP	DR	1.50		FOOD
18/03/2020	CO-OP	DR	8.00		FOOD
24/03/2020	SAINSBURYS	DR	23.98		FOOD
24/03/2020	SAINSBURYS	DR	13.25		FOOD
24/03/2020	SAINSBURYS	DR	10.00		FOOD
25/03/2020	SAINSBURYS	DR	13.50		FOOD
31/03/2020	ADJ	DR	0.94		ADJ
31/03/2020	TRANSFER TO PREPAYMENT	TFR	591.47		TRANSFER TO PREPAYMENT

Continued on Page 2

POCKIT CARD - GAGES

List of Payments made between 01/01/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		Total Payments	3,614.56		
			<u>591.47</u>		
			3023.09		

Time: 12:17

POCKIT CARD - CC

List of Payments made between 01/04/2020 and 30/06/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2020	POCKIT	DR	0.99		FEE
16/04/2020	SHLOTT	DR	10.00		CAR CLUB
29/04/2020	CASH	CASH	230.00		S KEMP SALARY
30/04/2020	POCKIT	DR	0.99		MONTHLY FEE
16/05/2020	SHLOTT	BP	10.00		CAR CLUB
26/05/2020	WDC	BP	21.00		TENS - MARKET
26/05/2020	COMBI WORLD	BP	118.80		GAGES EQUIPMENT
27/05/2020	CASH	BP	200.00		KEMP SALARY
31/05/2020	POCKIT	BP	0.99		MONTHLY FEE
31/05/2020	POCKIT	BP	0.99		FEE
Total Payments			<u>593.76</u>		

Time: 12:16

POCKIT CARD - CC

List of Payments made between 01/01/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/01/2020	SHLOTT	DR	10.00		CAR CLUB
23/01/2020	HSQE LTD	DR	18.00		STAFF TRAINING
31/01/2020	POCKIT	DR	0.99		MONTHLY FEE
04/02/2020	ALDRIDE & TRILLWOOD	BP	19.12		SPRAY
04/02/2020	WDC	BP	21.00		MARKET TENS
10/02/2020	VISTAPRINT	BP	20.38		COMM WARDEN CARDS
16/02/2020	SHLOTT	BP	10.00		CAR CLUB
19/02/2020	AMAZON	BP	18.58		TOILET PARTS
19/02/2020	BLUEBELL RAILWAY	BP	50.00		DEPOSIT
20/02/2020	RED17	BP	217.14		NOTICEBOARD
29/02/2020	POCKIT	BP	0.99		MONTHLY FEE
16/03/2020	SHLOTT	DR	10.00		CAR CLUB
26/03/2020	CASH	DR	110.00		S KEMP SALARY
31/03/2020	POCKIT	DR	0.99		FEE
31/03/2020	POCKIT	DR	0.99		FEE
31/03/2020	TRANSFER TO PREPAYMENT	TFR	335.77		TRANSFER TO PREPAYMENT

Total Payments 843.95

335.77

508.18

Time: 12:17

POCKIT CARD - DOD

List of Payments made between 01/04/2020 and 30/06/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2020	POCKIT	DR	0.99		MONTHLY FEE
29/04/2020	CASH	CASH	220.00		S KEMP SALARY - APRIL
30/04/2020	POCKIT	DR	0.99		MONTHLY FEE
06/05/2020	AMAZON	BP	25.95		GAGES CONTAINERS
20/05/2020	ZOOM COMMUNICATIONS	BP	11.99		VIRTUAL MEETINGS
22/05/2020	AMAZON	BP	45.98		LAPTOP STANDS
27/05/2020	CASH	BP	120.00		KEMP SALARY
30/05/2020	POCKIT	BP	0.99		MONTHLY FEE
31/05/2020	POCKIT	BP	0.99		FEE
Total Payments			<u>427.88</u>		

Time: 12:15

POCKIT CARD - DOD

List of Payments made between 01/01/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/01/2020	ALDI	DR	22.37		FOOD
15/01/2020	FOOD SAFETY AT WORK	DR	25.92		TRAINING
28/01/2020	AMAZON	DR	11.99		ID BADGE HOLDERS
29/01/2020	CASH - CO-OP	DR	90.00		REIMB OF GRANT FOR COMM FRIDGE
30/01/2020	POCKIT	DR	0.99		MONTHLY FEE
21/02/2020	AMAZON	BP	48.98		VAN SECURITY
29/02/2020	POCKIT	BP	0.99		MONTHLY FEE
05/03/2020	FURNITURE AT WORK	DR	50.40		SANITISING GEL
10/03/2020	CASH	DR	50.00		VAN FUEL
26/03/2020	CASH	DR	250.00		S KEMP SALARY
30/03/2020	POCKIT	DR	0.99		FEE
31/03/2020	ADJ	DR	1.98		ADJ
31/03/2020	MOVE TO PREPAYMENT	TFR	70.24		MOVE TO PREPAYMENT

Total Payments 624.85

70.24
554.61

Forest Row Parish Council

Bank - Cash and Investment Reconciliation as at 4 June 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

31/05/2020	Forest Row P/C Money Manager	2,594.40
31/05/2020	Forest Row P/c Current A/c	2,809.17
31/05/2020	Cafe Cash A/c	100.00
31/05/2020	Thursday Club Cash A/c	0.00
31/05/2020	Unity Trust	214,549.67
31/05/2020	CCLA	175,000.00
31/05/2020	POCKIT CARD - DOD	642.36
31/05/2020	POCKIT CARD - CC	492.01
31/05/2020	POCKIT CARD - GAGES	627.65
30/04/2020	WELLBEING SERVICES	0.00
31/05/2020	POCKIT CARD - YOUTH	786.71

397,601.97

Other Cash & Bank Balances

183.35

397,785.32

Unpresented Payments

2,953.00

394,832.32

Receipts not on Bank Statement

0.00

Closing Balance

394,832.32

All Cash & Bank Accounts

1	Current Bank Account	5,403.57
2	Cafe Cash Account	95.00
3	Thursday Club Cash Account	0.00
4	Unity Trust	211,601.67
5	CCLA	175,000.00
6	POCKIT CARD - DOD	642.36
7	POCKIT CARD - CC	492.01
8	POCKIT CARD - GAGES	627.65
9	Wellbeing Services	0.00
10	POCKIT CARD - YOUTH	786.71
11	YOUTH PROVISION CASH ACC	0.00
	Other Cash & Bank Balances	183.35
	Total Cash & Bank Balances	394,832.32

David O'Driscoll

From: [REDACTED]
Sent: 22 May 2020 16:17
To: David O'Driscoll
Subject: Question

Follow Up Flag: Follow up
Flag Status: Flagged

[REDACTED],
I hope you are keeping well,

I was hoping to ask for a short rent reprieve for the Pre-School. I appreciate this is not ideal, and normally would discuss in person, but given the unprecedented times we are in, I hope you don't mind me dropping you an email.

We are in an unfortunate situation where the non-funded income from parents has dropped off a cliff and the early years funds we receive is not covering all of our outgoings, despite all our financial planning, and accessing what we can through the CJRS. Our financial plan this year was to build up the non-funded income to sustain the business in the longer term, and whilst this was going really well, we had not prepared for the pandemic.

We are looking to partially re-open as instructed by government on 1st a June, but only core hours, 2 days a week as our staff costs are so high and most of the children in this time are funded, so we do not make any additional profit; in fact we will be making a loss between now and the end of the academic year.

We are hoping we would be able to get a rent reprieve for 3 months (June-August), with a view to re-start payments September this year.

Finally, I appreciate this is Friday on the eve of a bank holiday, but hope to catch up soon.

Best wishes

[REDACTED]
[REDACTED]
Chair of Pre-School Committee
07594567482

FOREST ROW PARISH COUNCIL



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

Tel: 01342 822661
Email: parishclerk@forestrow.gov.uk
Web: <http://www.forestrow.gov.uk>
Clerk: Mr David O'Driscoll

REQUEST FOR GRANT AID

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

NAME OF ORGANISATION: <i>St Catherine's Hospice</i>		
NAME OF CONTACT PERSON: <i>Jacquie Thomas</i>		
ADDRESS FOR CORRESPONDENCE: <i>Malthouse Road Crawley West Sussex POST CODE: RH10 6BH</i>	Tel: <i>01293 447346</i>	
	Email: <i>jacquie.thomas@stch.org.uk</i>	
	Web (if any): <i>www.stch.org.uk</i>	
	SUM REQUESTED: <i>£750</i>	
DO YOU HAVE AUDITED ACCOUNTS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, ARE THEY ATTACHED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Accounts)	IF NO, PLEASE EXPLAIN WHY
IF APPLICABLE, DO YOU HAVE A BUDGET? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
From	Amount	Purpose
<i>We apply to a wide range of grant making bodies including all Town and Parish Councils in our catchment area. This supports a number of income raising activities.</i>		
PURPOSE OF REQUEST (please use second sheet if necessary) <i>To provide outstanding end of life care to people facing death and loss, in the parish of Forest Row.</i>		
HOW WILL IT BENEFIT THE COMMUNITY? <i>Caring for people within their own home enables them to remain close to family and friends, and to live life within the community as fully as possible.</i>		
FOR OFFICIAL USE ONLY		
Date of Meeting:	Min.No:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
		Amount:

10 MAR 2020

St Catherine's Hospice
Malthouse Road
Crawley
West Sussex
RH10 6BH

Tel: 01293 447333
www.stch.org.uk

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

9th March 2020

Dear David,

Please find enclosed a grant application on behalf of St Catherine's Hospice, for consideration by the Councillors at the upcoming Finance and Policy Meeting on 7th April 2020.

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

A grant of £750 is sought from Forest Row Parish Council to enable our Community Nursing Team to provide care and support for people living with a terminal illness in the Forest Row area.

Please find enclosed the following documents:

- Application form
- Additional information
- Budget for 2019/20
- Accounts for the year ended 31 March 2019

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

Yours sincerely,



Jacquie Thomas
Trusts Fundraiser

01293 447369
jacquiethomas@stch.org.uk



Caring for people facing death and loss in Forest Row.

Your local hospice

St Catherine's is your local hospice, providing outstanding care for adults with life-limiting conditions, and supporting those closest to them. Last year, we cared for more than 20 people in Forest Row through the following key services:

- Symptom management, pain relief and end of life care in our 18 bed Inpatient Unit
- Nursing care in the community seven days a week, enabling patients to stay at home
- Peer support, clinical intervention and therapeutic activities at our Living Well Centres
- Specialist help and advice 24 hours a day through our telephone service
- Bereavement support, spiritual guidance and welfare advice for patients and families

Our services are provided at no cost to patients and families. NHS funding covers just a third of our running costs, so we rely on the continuing generosity of our local community.

A grant of £750 from the Parish Council will help us care for Forest Row residents facing end of life, allowing them to stay in the comfort and familiar surroundings of their home.

Care in the Community

Our ambition is to ensure that no one in our community faces death and loss alone.

Thanks to the specialist skills of our Community Team, 80% of our patients are able to remain independent and live their lives as fully as possible at home with their loved ones.

Our nurses are experts in end of life care. They monitor and review patients' medication, care for wounds, provide advice on managing symptoms and sensitively answer question about how a disease might progress. Our practical care team help people with their personal needs, such as helping with washing and dressing. Crucially, they also offer reassurance, advice and respite to family members from the physical and emotional demands of caring for a loved one at the end of life. Finally, our therapies team help people to keep mobile, independent and living well for as long as possible. They can arrange home adaptations and equipment to make life easier, and help relatives understand how to care for patients as their illness progresses.

Witnessing the poor health of a loved one on a daily basis is emotionally challenging. Family members often become full time carers, providing help 24 hours a day. Without support, this can become incredibly demanding and stressful. By undertaking some of the care duties at home, our Community Team provides respite from the physical and emotional demands placed on carers. The team are available on the phone seven days a week, to give reassurance, specialised advice and signposting to our wider services.

Sadly, there will come a time when a patient's condition deteriorates and end of life is imminent. Our Community Team are there to ensure patients retain their dignity and remain as comfortable and

pain free as possible. Supporting the family throughout this extremely difficult phase, our team will also offer practical and emotional support after bereavement.

Our Request

A grant of £750 from Forest Row Parish Council will contribute towards the costs of providing our end of life care for patients at home and help to ensure no-one in our community faces death and loss alone. Your funding will;

- Allow patients to spend their final days as pain free, dignified and comfortable as possible
- Enable our staff, those dying and their loved ones, to have sensitive discussions about their needs and wishes
- Avoid inappropriate hospital admissions or facilitate early discharge
- Allow families to benefit from a break from the demands of caring for someone at end of life
- Provide counselling sessions, spiritual care and bereavement support for those left behind

Our Impact

Last year (2018/19) St Catherine's cared for 2,548 people across all our services. 80% of patients with a life limiting illness were cared for in the comfort of their own homes, and 88% of relatives said they thought their loved one had, on balance, died in the right place.¹

In our Friends and Family Test questionnaires, 97% of patients and carers said they would recommend St Catherine's, and we receive affirmation from them about the quality of our care;

- *"The care and support we received from the Community Team was outstanding. I cannot thank them enough for all they did over a very short period of time. From the nurse specialist to the doctor who both came out and visited, to all the staff I spoke to over the phone - all without exception were wonderful."*
- *"The Practical Care Team provided everything that was required to enable my husband to die at home and we are eternally grateful. The friendly professional approach to every single aspect of his care filled the family with confidence that he would receive no better care anywhere in the world."*

In addition, the quality of our care has been rated as "Outstanding" by the Care Quality Commission and the Comparative Health Knowledge Systems (CHKS) accreditation confirms the quality of the service we provide.

Funding Position

We receive just one third of our income from the NHS. We are deeply indebted to the incredible enthusiasm shown by our supporters in raising more than £7.5million to maintain our current service, and to our dedicated team of 1,000 volunteers who support our work. Without their support, our care would not be possible and more people would be facing life-limiting illness alone.

Thank you for taking the time to consider our request.

¹ VOICES, a nationally accredited survey sent to patient's' next of kin after bereavement

Financial Statements

Statement of Financial Activities for the year ended 31 March 2019

	Note	Restricted £'000's	Unrestricted £'000's	Total Funds 2018/19 £'000's	Total Funds 2017/18 £'000's
Income					
Donations & Legacies					
Donations		219	1,658	1,877	2,427
Legacies		0	1,352	1,352	1,906
Other Grants		32	143	175	379
Donated Assets		1,000	0	1,000	0
Capital Appeal - Pease Pottage		552	0	552	0
		1,803	3,153	4,956	4,712
Charitable Activities					
NHS Contracts & Grants		0	3,666	3,666	2,345
Education	2	0	20	20	43
		0	3,686	3,686	2,388
Trading Activities					
Shops		0	1,528	1,528	1,188
Lottery		0	860	860	969
Fundraising Events		0	1,110	1,110	716
		0	3,498	3,498	2,873
Investments					
	3	0	239	239	241
Other Income					
		0	60	60	24
Total Income		1,803	10,636	12,439	10,238
Expenditure					
Raising Funds					
Donations & Legacies		0	1,093	1,093	1,012
Fundraising Events		0	579	579	405
Retail Shops		0	1,327	1,327	1,548
Lottery Costs		0	186	186	276
Capital Appeal - Pease Pottage		0	308	308	0
Investment Management		0	44	44	0
		0	3,537	3,537	3,241
Charitable Activities					
Inpatient Services		65	3,150	3,215	3,316
Community Services		29	2,747	2,776	2,584
Wellbeing Services		25	780	805	903
Education		24	282	306	255
		143	6,959	7,102	7,058
Total Expenditure	5	143	10,496	10,639	10,299
Net Income / (Expenditure) on Operational Activities					
		1,660	140	1,800	(61)
Net Gains / (Losses) on Investments	12, 13	60	198	258	123
Net Income / (Expenditure) for the Year	6	1,720	338	2,058	62
Transfer Between Funds					
	17, 18	(77)	77	0	
Net Movement In Funds		1,643	415	2,058	62
Funds Brought Forward as at 1st April		1,189	19,404	20,593	20,531
Funds Carried Forward as at 31st March		2,832	19,819	22,651	20,593

All gains and losses arising in the current and previous year have been recognised in the Statement of Financial Activities and arise from continuing activities.
The prior year comparators for each fund included above are included in notes 24 to 28
The notes on pages 25 to 43 form part of these financial statements.

Financial Statements

Balance Sheets as at 31 March 2019

	Notes	Group		Hospice	
		31 March 2019 £'000	31 March 2018 £'000	31 March 2019 £'000	31 March 2018 £'000
Fixed Assets					
Tangible Assets	11	2,905	2,015	2,905	2,015
Construction in Progress - Pease Pottage	11	410	0	410	0
Investments	12	15,454	15,001	15,504	15,051
		<u>18,769</u>	<u>17,016</u>	<u>18,819</u>	<u>17,066</u>
Current Assets					
Investments	13	92	26	92	26
Stock	14	5	2	0	0
Debtors	15	1,459	1,214	1,538	1,276
Cash at Bank		3,098	3,213	2,896	3,098
		<u>4,654</u>	<u>4,455</u>	<u>4,526</u>	<u>4,400</u>
Current Liabilities					
Creditors: amounts falling due within one year	16	585	656	580	651
		<u>4,069</u>	<u>3,799</u>	<u>3,946</u>	<u>3,749</u>
Net Current Assets					
		<u>22,838</u>	<u>20,815</u>	<u>22,765</u>	<u>20,815</u>
Total Assets less Current Liabilities					
Creditors: amounts falling due greater one year	9	187	222	187	222
		<u>22,651</u>	<u>20,593</u>	<u>22,578</u>	<u>20,593</u>
Total Net Assets					
The Funds of the Charity					
Restricted Funds		1,255	1,164	1,255	1,164
Restricted Funds - Full Circle Appeal - Pease Pottage		1,577	25	1,577	25
Restricted Funds	17	2,832	1,189	2,832	1,189
Unrestricted Funds					
Designated Funds		11,810	13,560	11,810	13,560
General Funds		8,009	5,844	7,936	5,844
Unrestricted Funds	18	19,819	19,404	19,746	19,404
		<u>22,651</u>	<u>20,593</u>	<u>22,578</u>	<u>20,593</u>
Total Funds	19				

The unconsolidated net income of the Hospice in 2018/19 was £ 1,972,000 (2017/18 £62,000).

The Financial Statements on pages 22 to 43 were approved by the Board of Directors and authorised for issue on 3rd September 2019 and are signed on its behalf by:



John Vickers
Trustee / Director

The notes on pages 25 to 43 form part of these financial statements.

Financial Statements

ST CATHERINE'S HOSPICE

Consolidated Cash Flow Statement as at 31 March 2019

		31 March 2019 £'000	31 March 2018 £'000
	Notes		
Cashflows from Operating Activities			
Net Cash provided by / (used in) Operating Activities	22a	<u>414</u>	<u>565</u>
Cashflows from Investing Activities			
Gains / (Losses) on Investments		11	10
Purchase of Property, Plant & Equipment		(555)	(167)
Proceeds from Sale of Assets		15	0
Net Cash provided by / (used in) Investing Activities		<u>(525)</u>	<u>(157)</u>
Change in Cash & Equivalents in the Reporting Period		<u>(115)</u>	<u>408</u>
Cash & Equivalents at the beginning of the Reporting Period		3,213	2,805
Cash & Equivalents at the end of the Reporting Period	22b	3,098	3,213

The notes on pages 25 to 43 form part of these financial statements.

St. Catherine's Hospice

Budget 2019/20 - Summary	BUDGET
	£
INCOME	
Fundraising	3,180,000
Legacies	1,900,000
Lottery	1,015,600
Trading Company	1,633,200
NHS Funding	2,977,400
Investment Income	10,000
SHO & SPR Funding	233,500
Continuing Care	454,400
Departmental income:	190,400
TOTAL INCOME	11,594,500
EXPENDITURE	
Fundraising - Salaries	727,400
Other	515,600
Lottery - Salaries	40,500
Other	285,000
Trading Company - Salaries	711,900
Other	637,500
Salaries	6,844,900
Support Costs	781,900
Indirect Costs	601,200
Depreciation	220,000
Provision for Pay adjustments	137,000
TOTAL COSTS	11,502,900
NET OPERATIONAL INCOME/(EXPEND)	91,600
UNREALISED GAINS ON INVESTMENTS	350,000
SURPLUS/(DEFICIT) IN GENERAL FUNDS	441,600
NEW INITIATIVES	(543,000)
OVERALL RESERVES INCREASE/(DECREASE)	(101,400)



27 MAY 2020

Ref: 41783
20 May 2020

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

Dear Mr Driscoll

The generous donation of £2,500.00 from Forest Row Parish Council will help us to save lives. Thank you!

It was so kind of you to donate the grant originally awarded by a local charity – it is such a shame that your project did not go ahead but please pass on our thanks to all the members of Forest Row Parish Council as well as the former trustees of the charity.

You may be aware that it costs in excess of £14 million each year to continue our life-saving work, so we truly value every contribution. With the help of wonderful supporters like you, we are able to save lives 24 hours a day, 365 days a year.

Your donation could pay for an in-flight helmet for a crew member. These helmets are an essential, specialised, piece of safety equipment; they protect the head in the event of an accident, block out the noise of the aircraft and plug into the aircraft communication system, allowing the crew to talk to each other and transmit and receive messages to the control centre.

We hope you never have to call on our vital service. But thanks to our amazing supporters, we will be there for those who do.

Thank you once again.

With best wishes,

Charlotte Price
Supporter Engagement Manager

David O'Driscoll

From: Sarita Taneja <SaritaT@aakss.org.uk>
Sent: 27 June 2020 16:18
To: David O'Driscoll
Subject: Invitation - AAKSS Webinars

Dear David

I hope this e-mail finds you keeping well?

The very kind donation that you and Forest Row Parish Council recently made to the charity of £2,500 really was so generous and will make an important difference to us and the work that we strive to do at this very difficult time. It meant all the more to us that it came when you had sadly been unable to use this for your project, it was very thoughtful of you to choose us as the recipients.

Normally when donations of this size are made to the charity we would invite you to come and visit us to learn how your donation makes a difference and to meet us, but sadly due to the present situation we are still working from home, but I did what I could to extend the invite to you and any of the committee to join one of our forthcoming webinars which we will be hosting during July. This will give you the opportunity to see how your support is helping us right now and how we are adapting to the current situation both operationally and as a charity. Please do feel free to forward the invitation onto members of the parish council, details are as follows:

Wednesday 1st July at 10am
Wednesday 22nd July at 10am

The webinars will last for approximately an hour and will be an opportunity for you to meet some of the team and crew. We will be giving a brief charity and operational update and give you the time to ask any questions you might have about our charity.

If you would like to join us for one of these sessions then please do let me know and I will make sure the Zoom details are sent to you a few days before the webinar event.

If in the meantime I can be of any help then please do not hesitate to e-mail me or call me directly on 01634 471944.

Thank you for your support.

With Very Best Wishes

Sarita
Sarita Taneja
Community Fundraiser



◆ Direct Line 01634 471944 ◆ hello@aakss.org.uk ◆ aakss.org.uk

Kent, Surrey & Sussex Air Ambulance Trust, Air Ambulance Building, Rochester City Airport, Maidstone Road, Chatham, Kent ME5 9SD

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