

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. Spackman (Chairman), Davies, Hopkins,
Josephson, R.Lewin, T Lewin, Waters, Williams
and Wogan
(All other Councillors – for information)

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

Dear Sir/Madam,
Your attendance is required at an extra-ordinary meeting of
the FINANCE & POLICY COMMITTEE to be held on

TUESDAY 27th SEPTEMBER 2022 in the
Garden Room of the Community Centre at **7.00pm**.

Tel:
Fax:
Email:
Website:

Date: 22 September, 2022

A handwritten signature in blue ink, appearing to be 'D O'Driscoll'.

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.

1. PUBLIC QUESTIONS – the business of the meeting will start no later than 7.15pm
2. APOLOGIES FOR ABSENCE
3. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION RE THE ITEMS BELOW
4. TO RESOLVE TO CONSIDER THE RECORDS OF THE MEETINGS HELD IN JULY & AUGUST 2022 AT THE NEXT ORDINARY MEETING OF THE COMMITTEE
5. TO RESOLVE TO CONSIDER CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM THOSE PREVIOUS MEETINGS AT THE NEXT ORDINARY MEETING OF THE COMMITTEE
6. TO RESOLVE TO NOTE UPDATES ON PROGRESS (MATTERS NOT REQUIRING A DECISION) AT THE NEXT ORDINARY MEETING OF THE COMMITTEE
7. TO RESOLVE TO CONSIDER THE CURRENT FINANCIAL REPORT, LIST OF PAYMENTS AND BANK RECONCILIATIONS AT THE NEXT MEETING OF THE COMMITTEE
8. TO CONSIDER AN URGENT GRANT APPLICATION

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

9. TO CONSIDER AND RESOLVE ON A PROPOSAL FOR ONGOING MANAGEMENT OF THE MONTHLY MARKET
10. TO AUTHORISE THE FORMULATION OF A BACK UP STAFFING PLAN FOR 'GAGES'
11. CORRESPONDENCE
12. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE

**COUNCILLORS' BRIEFING FOR EXTRA-ORDINARY MEETING
OF THE FINANCE & POLICE COMMITTEE
ON 27TH SEPTEMBER 2022**

1. **PUBLIC QUESTIONS** None signified in advance.
2. **APOLOGIES FOR ABSENCE** None signified in advance.
3. **DECLARATIONS OF INTEREST/ REQUESTS FOR DISPENSATION** Members who have a financial interest in any of the items covered by this agenda may wish to declare a personal interest. It is unlikely to be the case for this meeting.
ACTION: to note
- 4-5. **RECORDS OF PREVIOUS MEETING/ CLARIFICATION OF ACTIONS**
As this meeting is basically dealing with urgent business, it is suggested routine minute approval, and clarification of actions should be deferred to the next ordinary meeting.
ACTION: to resolve accordingly
6. **UPDATES ON PROGRESS**
As this meeting is basically dealing with urgent business, it is suggested the Clerk's updates should be deferred to the next ordinary meeting.
ACTION: to resolve accordingly
7. **FINANCIAL REPORT, LIST OF PAYMENTS, BANK RECONCILIATION**
As this meeting is basically dealing with urgent business, it is suggested these items of routine business should be deferred to the next ordinary meeting.
ACTION: to resolve accordingly
8. **TO CONSIDER AN URGENT GRANT APPLICATION**
The organisers of the annual village entertainment show known as the 'Frow Show' approached Cllr T Lewin in August, explaining that because of a change in location, they were planning to include a transport service to their new venue, so that those without suitable transport could get there more easily, and they were hoping the Council might provide a grant towards the cost. Cllr Lewin initially explained that there was no suitable F&P meeting before the date of the show to consider an application, but when the organisers discovered there was an extra-ordinary F&P meeting planned, they submitted a formal application, which is attached to the backing papers
ACTION: to consider and resolve as appropriate

The following two items on the agenda (9 & 10) are confidential by reason either of commercial confidentiality or identification of individual staff members.

- 11-12. Standard items postponed to next meeting

FOREST ROW PARISH COUNCIL



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Clerk: David O'Driscoll

REQUEST FOR GRANT AID

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

NAME OF ORGANISATION: The Frow Show CIC		
NAME OF CONTACT PERSON: Mike Sengelow		
ADDRESS FOR CORRESPONDENCE: 6 Station Road Sharpthorne	Tel: 07720057223	
	Email: mikesengelow@gmail.com	
	Web (if any): www.facebook.com/thefrowshow	
POST CODE: RH19 4PE	SUM REQUESTED: £500	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?	Sketchhouse	
DO YOU HAVE AUDITED ACCOUNTS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, ARE THEY ATTACHED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Accounts)	IF NO, PLEASE EXPLAIN WHY Accounts for the current year not yet complete
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
From	Amount	Purpose
PURPOSE OF REQUEST (please use second sheet if necessary) Subsidised funding towards a bus driving audience members from the village centre (Swan Pub) to the venue of the show at Springhill Farm (Weirwood). The Frow Show has been running in the village for 7years now and so far has developed successfully through its own self-funding (mostly ticket sales and sponsorship). We are a registered Community Interest Company. Due to the requirement to sustain and develop the show we were forced to move the show to a more suitable venue at Springhill Farm. This move raises the challenge of accessibility for our growing audience, particularly those with accessibility challenges or who do not own their own transport. As such we are looking to provide a shuttle bus (or 'Fun Bus' as we are calling it) to transport audience members to the show on demand. The cost of the vehicle rental is an extra incurred cost to our budget and even through ticketing we are not able to cover this extra expense. We are therefore requesting assistance from the Parish Council in order to support this important community event. This show is an important cultural experience for those in the community who lack social interchange. It is an original, devised piece of theatre about the local community and for the local community. It raises important issues within the area and reflects the unique nature of Forest Row life back to its population through provocative comedy content and music. This has become over the years an important aspect of the local cultural scene. It is important for the ongoing mental health of many of the local population who relish the event as an opportunity to come together as one community and celebrate being part of it. By supporting the Frow Show in this way, the Parish Council are helping members of the area, who may not otherwise be able to attend this community event, reach the venue and continue to engage with local community life.		

HOW WILL IT BENEFIT THE COMMUNITY?

Financial assistance with transportation to the new venue ensures this community event is accessible for all members of the community. The Frow continues to be a unique, devised piece of theatre using local professional actors and musicians to reflect back community life to its audience. By supporting the show, the Parish Council are helping continue an event which provokes thought and consideration of the world around us, particularly the local area. This event brings hundreds of local people together for a memorable evening which is about the Forest Row community; immediate, compelling, entertaining, community theatre at its best and a production which is vital for the continued sustenance of the local arts scene. Establishing the transportation aspect of this year's production successfully will help ensure the continuation of a much loved and anticipated community event.

FOR OFFICIAL USE ONLY

Date of Meeting:	Min.No:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount:
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POINTS TO NOTE WHEN APPLYING FOR A GRANT

In accordance with its General Power of Competence under Section 1-8 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
- 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.

FRONTSHOW 7 - FINAL BUDGET

Income	Notes	FS7
Box Office	see Box Office	£0.00
Bar profit	see Bar Projec	£15,000.00
Sponsorship	1x sponsors at	£3,000.00
Arts Council Funding	Regional/Lotte	£6,500.00
Local Funding (Bus)	Wealden Cour	£0.00
Advertising	Sketch deal(s)	£500.00
Donors/Crowdfunding		£1,000.00
Benefactors		£500.00
TOTAL		£27,500.00
PROJECTED PROFIT		£310.00

Costs		
Fees		
Producers Fees	2x £1000	£2,000.00
Actors Fees		£8,000.00
Writers Fees	£400 x3	£600.00
Folkadelix Option	10 muso's	£1,400.00
Musical Dir.		£800.00
Director		£1,000.00
Movement Director		£800.00
Sound Technician		£1,000.00
Production Designer		£200.00
Stage Manager		£300.00
Lighting Operator		£500.00
MC		£300.00
Bar Manager		£0.00
Lighting Design		£0.00
sub-total		£16,900.00
Filming		£500.00
Pre-show perfs	£50 @20	£500.00
Tables/Seating		£200.00
Ticketing (paypal)		£400.00
	Ticket Tai	£400.00
	£0.00	£500.00
Venue Hire	Posters, F,	£300.00
Publicity	Programs	£200.00
	Roadsign:	£50.00
	Banner	£100.00
	Facebook	£100.00
		£500.00
Props&Cozzies		£300.00
Childcare		£500.00
Hall Decoration		£500.00
Lighting		£500.00
Staging		£150.00
Sound		£3,000.00
Refreshments		£300.00
Accountancy		£1,000.00
Rehearsal venue	10x£15	£300.00
sub-total		£9,800.00
TOTAL		£26,700.00
Contingency @5%		£490.00
FINAL TOTAL		£27,190.00