

# 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. Gilbert (Chair), Eichner, Hugo, Jaffay, la Djoï,  
Lewin, Taylor-Smith & A M Waters  
(All other Councillors – for information)

Community Centre  
Hartfield Road  
Forest Row  
East Sussex  
RH18 5DZ

Dear Sir/Madam,

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

**TUESDAY 19th MARCH 2024** in the Garden

Room of the Community Centre at **7.00pm**.

Tel: 01342 822661  
Fax: 01342 825739  
Email: info@forestrow.gov.uk  
Website: www.forestrow.gov.uk

Date: 13 March, 2024

Mr D O'Driscoll  
Clerk to Forest Row Parish Council

## AGENDA

1. PUBLIC PARTICIPATION
2. APOLOGIES FOR ABSENCE
3. **DECLARATIONS OF INTERESTS/ DISPENSATION REQUESTS**
4. TO DEFER RECORDS OF THE MEETING HELD ON 6<sup>TH</sup> FEBRUARY 2024
5. TO CONSIDER A GRANT APPLICATION FROM FOREST ROW FESTIVAL
6. ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

**COUNCILLORS' BRIEFING FOR MEETING OF THE FINANCE & POLICE COMMITTEE  
ON 19<sup>th</sup> MARCH 2024**

1. **PUBLIC PARTICIPATION**
2. **APOLOGIES FOR ABSENCE** None signified in advance.
3. **DECLARATIONS OF INTEREST/ REQUESTS FOR DISPENSATION** Members who have a financial interest in this agenda item may wish to declare a personal interest.
4. **RECORDS OF MEETING** Since this is a single issue extra-ordinary, consideration of the last meeting minutes will be deferred to the next ordinary meeting
5. **GRANT APPLICATION FROM FOREST ROW FESTIVAL**  
This came before Full Council on 20<sup>th</sup> February last (under C39/24), but was deferred pending the outcome of an imminent Festival Committee meeting. This will be the last opportunity for the Festival to present a grant application in this financial year. The papers are attached.  
***ACTION: to resolve as appropriate***
6. **ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL**

# FOREST ROW PARISH COUNCIL



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

Tel: 01342 822661  
Email: [parishclerk@forestrow.gov.uk](mailto:parishclerk@forestrow.gov.uk)  
Web: <http://www.forestrow.gov.uk>  
Clerk: David O'Driscoll

## REQUEST FOR GRANT AID

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

<b>NAME OF ORGANISATION:</b> Forest Row Festival		
<b>NAME OF CONTACT PERSON:</b> Reece Hemmings		
<b>ADDRESS FOR CORRESPONDENCE:</b> Flat 11, Pheonix House, Cantelupe Road, East Grinstead, West Sussex	<b>Tel:</b> 07821555673	
	<b>Email:</b> <a href="mailto:hemmingsrfrowfest@gmail.com">hemmingsrfrowfest@gmail.com</a> / <a href="mailto:enquires@forestrowfestival.org.uk">enquires@forestrowfestival.org.uk</a>	
	<b>Web (if any):</b> <a href="http://www.forestrowfestival.org.uk">www.forestrowfestival.org.uk</a>	
<b>POST CODE:</b> RH19 3BE	<b>SUM REQUESTED:</b> £3000 (£1800 for Toilets and Waste Collections, £600 for Fencing and £600 for insurances)	
<b>TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?</b> Frow Fest		
<b>DO YOU HAVE AUDITED ACCOUNTS?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>IF YES, ARE THEY ATTACHED?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Accounts)	<b>IF NO, PLEASE EXPLAIN WHY</b> We are a small organisation, so do not have the audited, but please see our budget for the past few years.
<b>IF APPLICABLE, DO YOU HAVE A BUDGET?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (Budget)	
<b>ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>From</b>	<b>Amount</b>	<b>Purpose</b>
Art Council England	£14,000	Funding bands, security and other infrastructure.
<b>PURPOSE OF REQUEST (please use second sheet if necessary)</b> We would like to invite the Parish council to help support The Forest Row Festival 2024. We have chosen to request funding for the areas that we believe align with our shared goals of maintaining a safe, secure and clean environment. The areas include; Fencing, which helps us meet the legal requirements laid out in our license from Wealdon and has proven over the last few years to keep our festival goers safer. Waste and Toilet Management, we plan on using an ethical waste solution to help keep the green clean and to make sure the waste is disposed of responsibly. Insurances, helping get the insurances covered means we can put more money into keeping the young festival goers safe. We plan on using the surplus to make contribution to local community groups.		
<b>HOW WILL IT BENEFIT THE COMMUNITY?</b> The 2024 Forest Row Community Festival is a grassroots, volunteer-driven event that aims to bring residents together, foster community spirit, and promote a vibrant local arts and culture scene. Launched in 2001 by local residents, the Festival provides a platform to showcase creative talent within the community, raise awareness of local projects and causes, and strengthen social cohesion between neighbours. This year we're focusing on reuse and repurposing as we expand partnering with local artists and initiatives to create fun upcycling activities both on the green and across the village.		
<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>

**Forest Row Festival -- community accounts**

2023 P&L - yearend December 31st

<b>Revenue</b>		<b>Expenses</b>	
Grants	732	14,466	Equipment rental
Licenses (stalls	8,250	6,767	Marketing
Sponsorship	3,335	1,725	Admin
Donations	11,365		
total revenue	23,682	22,958	total expenses
Annual Surplus	724		
Surplus from la:	1,137		
Total surplus	1,861		

**Forest Row Festival -- community accounts**

2022 P&L - yearend December 31st

<b>Revenue</b>		<b>Expenses</b>	
Grants	10,500	13,140	Equipment rental
Licenses (stalls	4,200	5,743	Marketing
Sponsorship	720	1,200	Admin
Donations	5,800		
total revenue	21,220	20,083	total expenses
Annual Surplus	1,137		
Surplus from la:	0		
Total surplus	1,137		

**Forest Row Festival -- community accounts**

2019/20 P&L - yearend March 31st

<b>Revenue</b>		<b>Expenses</b>	
Grants	6,700	14,748	Equipment rental
Licenses (stalls	3,400	4,712	Marketing
Sponsorship	3,140	1,328	Admin
Donations	6,152		
total revenue	19,391	20,788	total expenses
Annual Surplus	-1,396		
Surplus from la:	2,580		
Total surplus	1,184		