

Forest Row Parish Council

Clerk:
Email:

Mr D O'Driscoll
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, Spackman, 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 a meeting of the FINANCE &
POLICY COMMITTEE to be held on **TUESDAY 13th**

APRIL 2021 VIA ZOOM at 7.30pm.

Date: 7 April, 2021

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 MEETING HELD ON 26TH JANUARY 2021
 - 4.1 To approve the minutes of the meeting of 26th JANUARY 2021
 - 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. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
 - 6.1 Arrangements for year -end & audit
 - 6.2 Staff arrangements for emergence from pandemic restrictions
 - 6.3 Staff adjustments to deal with immediate litter issues
 - 6.4 New contracts for HR and health & safety advice

FINANCIAL MATTERS To note and/or resolve as appropriate

7. SUMMARY FINANCIAL REPORT to year end
8. LIST OF PAYMENTS (to include prepayment cards)
9. BANK RECONCILIATIONS & COUNCILS INVESTMENTS

MATTERS FOR CONSIDERATION/DECISION

10. To consider grant applications from:
 - 10.1 Forest Row Tennis Club
 - 10.2 Ashdown Hub
11. To consider the recent communication from the PSDF (Public Sector Deposit Fund)
12. CORRESPONDENCE
13. 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 13th APRIL-2 2021

Agenda item	Description	Page nos
	Clerk's general briefing note	1-2
8	List of payments	3-9
9	Bank reconciliations & investments	10
10.1	Grant application: Forest Row Tennis Club	11-12
10.2	Grant application: Ashdown Hub	13-17
11	Email from PSDF	18-21

**COUNCILLORS' BRIEFING FOR THE FINANCE & POLICY COMMITTEE MEETING
ON 13th APRIL 2021**

1. **PUBLIC QUESTIONS** None notified in advance
2. **APOLOGIES** None signified to date
3. **DECLARATIONS OF INTEREST** There should be none
4. **RECORDS OF MEETING** 26th January 2021
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 PROGRESS (MATTERS NOT REQUIRING A DECISION)**
 - 6.1 Arrangements for year-end & audit. The accountant is attending remotely on 13th April to close down the accounts for the year and the internal auditor will complete his inspection on 26th April. We will formally report to Council on 18th May.
 - 6.2 Staff arrangements for emergence from pandemic restrictions. The Community Centre will reopen to personal callers from 12th April, and although 'working from home' is still a favoured option, this will inevitably lessen with time. The office staff will meet on 8th April to discuss these issues and I hope to report to this meeting,
 - 6.3 Staff adjustments for litter issues. There has been much discussion recently of excess litter in the village. Much of this appears to be a by-product of the pandemic situation, and we are making some adjustments to deal with the immediate crisis. Longer term measures will need to be discussed in committee, as there will be budget implications.
 - 6.4 New Contracts for HR & Health & Safety. The three-year 'lock-in' with Ellis Whittam came to an end on 31st March. We researched more targeted and economic alternatives and have now appointed separate organisations to deal with each aspect.

ACTION: to note
7. **SUMMARY FINANCIAL REPORT to year end**

As noted above, a report on the audited year end results will be made available to Council in May. Suffice it to say that despite the deprecations of the pandemic, we ended the year financially healthy, with approximately £106,000 in the current account and £175,000 in the investment account, with all liabilities accounted for save the March payment to the Revenue.

ACTION: to note (queries if appropriate)
- 8-9. **LIST OF PAYMENTS / 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)
10. **GRANT APPLICATIONS**
 - 10.1 Forest Row Tennis Club. Application for assistance with the costs of floodlighting, papers supplied, including a summary of their accounts (which are currently being audited).
 - 10.2 Ashdown Hub (a recently formed mental health charity). Their application form sets out their purposes, but a copy of the covering email is also supplied to clarify certain details. Since they have not been in existence long enough to have completed accounts, copy bank statements have been supplied.

[Committee should also note that the customary £2K pitch maintenance grant to the SGA was paid on the last day of the financial year]

ACTION: to consider and resolve as appropriate.

11. THE PUBLIC SECTOR DEPOSIT FUND

Along with many other Councils, FRPC has funds held in public sector deposits through the CCLA. The PSDF recently sounded a warning note about the possibility of negative interest rates in the present economic climate. That communication is attached to the backing papers. Committee may wish to give thought as to whether FRPC should take any action.

ACTION: to consider (and make recommendation to Full Council if appropriate)

12/13. CORRESPONDENCE / ITEMS FOR FUTURE CONSIDERATION

Items for mention as normal.

List of Payments made between 13/01/2021 and 31/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/01/2021	ALLSTAR BUSINESS SOLUTIONS	3	11.74		VAN FUEL
14/01/2021	M KING	BP	324.07		RUSH GREEN WORKS
15/01/2021	DIRECT-TEC UK LTD	4	156.49		PRINTER SUPPORT
19/01/2021	BARCLAYCARD	DD	26.40		TERMINAL RENT
20/01/2021	BACS P/L Pymnt Page 1606	BACS Pymnt	156.00		BACS P/L Pymnt Page 1606
20/01/2021	BRITISH GAS	7	444.30		CC ELECTRIC
21/01/2021	BACS P/L Pymnt Page 1607	BACS Pymnt	55.19		BACS P/L Pymnt Page 1607
21/01/2021	POCKIT CARD - GO	TOP UP	500.00		TOP UP
21/01/2021	POCKIT CARD - GAGES	TOP UP	1,000.00		TOP UP
21/01/2021	POCKIT CARD - DOD	TOP UP	500.00		TOP UP
21/01/2021	EAS LTD	BP	780.00		ENVIRONMENTAL - TIP SITE
21/01/2021	E JONES	BP	6.90		GAGES REIMBURSEMENT
21/01/2021	CORONA ENERGY RETAIL 4 LTD	8	1,349.26		CC GAS
22/01/2021	UKCRB'S LTD	5	12.00		CRB - GERALDINE JAMES
22/01/2021	TELECOMS WORLD PLC	6	54.10		0800 NUMBER
22/01/2021	BRITISH GAS	9	330.07		CC ELECTRIC
25/01/2021	EDF ENERGY CUSTOMERS PLC	7	213.23		STREETLIGHT ENERGY
25/01/2021	SIEMENS	DD	47.08		DRINKS MACHINE
25/01/2021	SIEMENS	DD	116.22		DRINKS MACHINE
27/01/2021	FOCUS GROUP	DD	62.03		HELPLINE
27/01/2021	ALLSTAR	DD	52.40		VAN FUEL
29/01/2021	STAFF	BP	23,274.65		JAN SALS
29/01/2021	SALARIES	BP	96.75		MEMBERS ALLOWANCES
01/02/2021	BIFFA WASTE SERVICES LTD	1	536.11		WASTE
01/02/2021	BT PAYMENT SERVICES LTD	2	18.64		TELECOMMUNICATIONS
02/02/2021	BACS P/L Pymnt Page 1608	BACS Pymnt	1,213.82		BACS P/L Pymnt Page 1608
02/02/2021	E JONES	BP	6.70		REIMBURSEMENT
02/02/2021	EAST SUSSEX PENSION	BP	4,991.85		SUPERANN JAN
04/02/2021	LEASEPLAN	DD	263.15		VAN LEASE
08/02/2021	NWT SUPPLIES	BP	181.70		ROCK SALT
09/02/2021	O2	DD	16.16		COMMUNITY WARDEN MOBILE
10/02/2021	BARCLAYCARD	3	28.72		CHARGES
10/02/2021	PAYTEK ADMIN SERVICES LTD	4	33.60		PAYMENT SERVICE CHARGE
10/02/2021	ALLSTAR BUSINESS SOLUTIONS	5	13.90		FUEL
10/02/2021	AO SHIPLEY	BP	6,132.62		TAX & NI - JAN
12/02/2021	DIRECT-TEC UK LTD	6	119.18		COPIER
16/02/2021	FIRST DATA	DD	26.40		TERMINAL RENT
17/02/2021	BACS P/L Pymnt Page 1611	BACS Pymnt	354.06		BACS P/L Pymnt Page 1611
17/02/2021	E JONES	BP	6.65		REIMBURSEMENT
17/02/2021	S AYLEN	BP	21.88		REIMBURSEMENT
18/02/2021	CORONA ENERGY RETAIL 4 LTD	7	1,846.04		CC GAS
22/02/2021	BACS P/L Pymnt Page 1612	BACS Pymnt	390.00		BACS P/L Pymnt Page 1612
22/02/2021	BRITISH GAS	8	330.44		CC ELECTRIC
22/02/2021	BRITISH GAS	9	540.95		LOWER ROAD ELECTRIC
22/02/2021	EDF ENERGY CUSTOMERS PLC	10	213.23		STREETLIGHT POWER
23/02/2021	F ROW PRIMARY SCHOOL	BP	500.00		GRANT
23/02/2021	EAS LTD	BP	619.20		ENVIRONMENTAL ASSESSMENT

List of Payments made between 13/01/2021 and 31/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/02/2021	TELECOMS WORLD PLC	11	54.04		0800 NUMBER
24/02/2021	FOCUS GROUP	DD	60.00		HELPLINE
26/02/2021	EAST SUSSEX PENSION	BP	3,903.42		SUPERANN - FEB
26/02/2021	STAFF	BP	18,923.93		FEB SALARIES
01/03/2021	BT PAYMENT SERVICES LTD	1	18.64		TELECOMMUNICATIONS
01/03/2021	BNP PARIBAS	DD	667.75		COPIER LEASE
02/03/2021	LEASEPLAN	DD	318.00		VAN LEASE
03/03/2021	BACS P/L Pymnt Page 1615	BACS Pymnt	841.59		BACS P/L Pymnt Page 1615
03/03/2021	BACS P/L Pymnt Page 1616	BACS Pymnt	863.04		BACS P/L Pymnt Page 1616
03/03/2021	ALLSTAR BUSINESS SOLUTIONS 2		85.05		FUEL
04/03/2021	POCKIT CARD - DOD	TOP UP	500.00		TOP UP
04/03/2021	POCKIT CARD - CC	TOP UP	500.00		TOP UP
04/03/2021	POCKIT CARD - GAGES	TOP UP	1,000.00		TOP UP
04/03/2021	LEASEPLAN	DD	263.15		VAN LEASE
04/03/2021	HUGH PAGE	BP	-330.01		ADJ - INCORRECT AMOUNT
08/03/2021	BACS P/L Pymnt Page 1617	BACS Pymnt	1,553.50		BACS P/L Pymnt Page 1617
08/03/2021	BIFFA WASTE SERVICES LTD	3	473.04		WASTE
08/03/2021	EMMA JONES	BP	4.30		REIMBURSEMENT - GAGES
10/03/2021	BARCLAYCARD	4	33.02		BARCLAYCARD
10/03/2021	PAYTEK ADMIN SERVICES LTD	5	33.60		CARD CHARGES
10/03/2021	ALLSTAR BUSINESS SOLUTIONS 6		13.90		FUEL
10/03/2021	O2	DD	16.16		COMMUNITY WARDEN MOBILE
10/03/2021	AO SHIPLEY	BP	3,959.13		TAX & NI - FEB
12/03/2021	DIRECT-TEC UK LTD	7	191.67		PRINTER
18/03/2021	BACS P/L Pymnt Page 1618	BACS Pymnt	238.47		BACS P/L Pymnt Page 1618
22/03/2021	BRITISH GAS	8	298.68		CC ELECTRIC
22/03/2021	BRITISH GAS	9	466.70		STATION ROAD ELEC
22/03/2021	CORONA ENERGY RETAIL 4 LTD	10	1,436.60		CC GAS
22/03/2021	EDF ENERGY CUSTOMERS PLC	11	208.15		STREETLIGHT POWER
24/03/2021	BACS P/L Pymnt Page 1619	BACS Pymnt	359.58		BACS P/L Pymnt Page 1619
24/03/2021	TELECOMS WORLD PLC	12	54.04		0800 NUMBER
25/03/2021	FOCUS	DD	61.33		HELPLINE
29/03/2021	BT PAYMENT SERVICES LTD	13	18.64		TELECOMMUNICATIONS
29/03/2021	ES PENSION	BP	3,924.19		SUPERANN MAR
29/03/2021	STAFF	BP	19,238.18		MAR SALARIES
31/03/2021	BACS P/L Pymnt Page 1620	BACS Pymnt	1,033.01		BACS P/L Pymnt Page 1620
31/03/2021	BACS P/L Pymnt Page 1621	BACS Pymnt	127.89		BACS P/L Pymnt Page 1621
31/03/2021	ALLSTAR BUSINESS SOLUTIONS 14		52.41		FUEL
31/03/2021	BARCLAYCARD	DD	26.40		TERMINAL RENT
31/03/2021	DR J JOSEPHSON	BP	608.00		CHAIRMANS ALLOWANCE
31/03/2021	OWEN MORGAN	BP	175.00		STAFF TRAINING
31/03/2021	UNITY TRUST	BP	4.00		CHARGE
31/03/2021	UNITY TRUST	BP	62.85		SERVICE CHARGE
31/03/2021	FRSGA	CHQ	2,000.00		GRANT

Total Payments 112,314.92

~~4,000.00~~
108,314.92

POCKIT CARD - DOD

List of Payments made between 01/01/2021 and 31/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/01/2021	ALCC	BP	40.00		SUBSCRIPTION
21/01/2021	ZOOM	BP	11.99		VIRTUAL MEETINGS
27/01/2021	SALARY	CASH	250.00		S KEMP
30/01/2021	POCKIT	BP	1.99		FEE
31/01/2021	POCKIT	BP	0.99		FEE
01/02/2021	ALDRIDGE & TRILLWOOD	BP	35.80		PAINT
12/02/2021	WDC	BP	21.00		MARKET TENS
12/02/2021	AMAZON	BP	7.95		PAT TEST LABELS
21/02/2021	ZOOM	BP	11.99		VIRTUAL MEETINGS
25/02/2021	SALARY	CASH	200.00		S KEMP SALARY
26/02/2021	AMAZON	BP	20.99		SUPPORT CUSHION
28/02/2021	POCKIT	BP	2.98		FEE
08/03/2021	ALDRIDGE & TRILLWOOD	BP	164.64		PAINT
20/03/2021	ZOOM	BP	11.99		VIRTUAL MEETINGS
27/03/2021	CASH	CASH	200.00		SALARY - S KEMP
30/03/2021	POCKIT	BP	1.99		FEE
31/03/2021	POCKIT	BP	0.99		FEE
Total Payments			<u>985.29</u>		

POCKIT CARD - CC

List of Payments made between 01/01/2021 and 31/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/01/2021	ALDRIDGE & TRILLWOOD	BP	158.53		DECORATING MATERIALS
27/01/2021	SALARY	CASH	250.00		S KEMP
27/01/2021	SALARY	CASH	110.00		S KEMP
31/01/2021	POCKIT	BP	1.99		FEE
31/01/2021	POCKIT	BP	1.98		CHARGE
04/02/2021	AMAZON	BP	29.99		SPACE HEATER
25/02/2021	SALARY	CASH	200.00		S KEMP
28/02/2021	POCKIT	BP	1.99		FEE
28/02/2021	POCKIT	BP	0.99		FEE
04/03/2021	LAWSON HS LTD	BP	192.31		GRINDER
23/03/2021	WDC	BP	21.00		MARKET TENS
24/03/2021	RS COMPONENTS	BP	17.66		SHREDDER BELT
27/03/2021	CASH	CASH	250.00		SALARY S KEMP
31/03/2021	POCKIT	BP	2.98		FEE
Total Payments			<u>1,239.42</u>		

Time: 09:08

POCKIT CARD - GAGES

List of Payments made between 01/01/2021 and 31/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/01/2021	TESCO	BP	3.99		SUBS
05/01/2021	CO-OP	BP	1.50		FOOD
06/01/2021	TESCO	BP	70.46		FOOD
06/01/2021	CO-OP	BP	6.80		FOOD
07/01/2021	VEASEY	BP	22.00		FOOD
07/01/2021	COOKMILL	BP	45.24		CONTAINERS
08/01/2021	POCKIT	BP	1.99		FEE
11/01/2021	ALLAN MARTIN	BP	178.62		MEAT
12/01/2021	TESCO	BP	66.17		FOOD
18/01/2021	ALLAN MARTIN	BP	56.59		MEAT
19/01/2021	TESCO	BP	99.25		FOOD
25/01/2021	TESCO	BP	82.69		FOOD
29/01/2021	EBAY	BP	25.95		CONTAINERS
29/01/2021	ALLAN MARTIN	BP	115.80		MEAT
01/02/2021	ASDA	BP	54.22		FOOD
04/02/2021	TESCO	BP	3.99		SUBSCRIPTION
08/02/2021	POCKIT	BP	1.99		MONTHLY FEE
09/02/2021	TESCO	BP	67.19		FOOD
11/02/2021	SAINSBURYS	BP	43.50		FOOD
13/02/2021	ALLAN MARTIN	BP	104.15		MEAT
16/02/2021	TESCO	BP	66.89		FOOD
19/02/2021	PAYPAL	BP	54.00		CUPS AND LIDS
19/02/2021	COOKSMILL	BP	73.80		CONTAINERS
23/02/2021	SAINSBURYS	BP	101.64		FOOD
25/02/2021	SEASONS	BP	9.70		FOOD
27/02/2021	ALLAN MARTIN	BP	75.02		MEAT
28/02/2021	POCKIT	BP	3.98		FEES
01/03/2021	SAINSBURYS	BP	116.74		FOOD
02/03/2021	NO 8	BP	3.95		EQUIPMENT
02/03/2021	SAINSBURYS	BP	25.45		FOOD
04/03/2021	TESCO	BP	3.99		SUB
05/03/2021	CO-OP	BP	5.84		FOOD
05/03/2021	NISBETS	BP	122.32		EQUIPMENT
08/03/2021	TESCO	BP	111.85		FOOD
08/03/2021	ALLAN MARTIN	BP	29.55		MEAT
10/03/2021	SAINSBURYS	BP	43.95		FOOD
12/03/2021	CO-OP	BP	5.65		FOOD
15/03/2021	TESCO	BP	121.71		FOOD
17/03/2021	CO-OP	BP	2.30		FOOD
19/03/2021	CO-OP	BP	13.14		FOOD
19/03/2021	CO-OP	BP	6.80		FOOD
22/03/2021	SAINSBURYS	BP	101.36		FOOD
22/03/2021	ALLAN MARTIN	BP	138.21		MEAT
23/03/2021	NISBETS	BP	13.19		EQUIPMENT
25/03/2021	SAINSBURYS	BP	16.40		FOOD
26/03/2021	CO-OP	BP	9.15		FOOD
29/03/2021	TESCO	BP	116.63		FOOD

POCKIT CARD - GAGES

List of Payments made between 01/01/2021 and 31/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/03/2021	ALLAN MARTIN	BP	73.33		MEAT
31/03/2021	CO-OP	BP	0.85		FOOD

Total Payments 2,519.48

POCKIT CARD - YOUTH

List of Payments made between 01/01/2021 and 31/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/01/2021	POCKIT	BP	1.99		FEE
18/02/2021	POCKIT	BP	1.99		FEE
22/02/2021	THE WORKS	BP	32.00		CRAFT SUPPLIES
24/02/2021	CO-OP	BP	5.57		SUPPLIES
03/03/2021	CO-OP	BP	5.32		FOOD
18/03/2021	POCKIT	BP	1.99		FEE
24/03/2021	CO-OP	BP	12.67		FOOD
26/03/2021	W H SMITH	BP	2.49		PLANNER
26/03/2021	POUNDLAND	BP	17.00		FOOD
Total Payments			<u>81.02</u>		

Forest Row Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

17/09/2020	Forest Row P/C Money Manager	0.00
17/09/2020	Forest Row P/c Current A/c	0.00
31/03/2021	Cafe Cash A/c	100.00
31/03/2021	Thursday Club Cash A/c	0.00
31/03/2021	Unity Trust	108,153.17
31/03/2021	CCLA	175,000.00
31/03/2021	POCKIT CARD - DOD	498.97
31/03/2021	POCKIT CARD - CC	359.10
31/03/2012	POCKIT CARD - GAGES	580.55
30/09/2020	WELLBEING SERVICES	0.00
31/03/2021	POCKIT CARD - YOUTH	431.02
		285,122.81

Other Cash & Bank Balances

238.25

285,361.06

Unpresented Payments

1,954.00

283,407.06

Receipts not on Bank Statement

0.00

Closing Balance

283,407.06

All Cash & Bank Accounts

1	Current Bank Account	0.00
2	Cafe Cash Account	100.00
3	Thursday Club Cash Account	0.00
4	Unity Trust	106,153.17
5	CCLA	175,000.00
6	POCKIT CARD - DOD	498.97
7	POCKIT CARD - CC	359.10
8	POCKIT CARD - GAGES	580.55
9	Wellbeing Services	46.00
10	POCKIT CARD - YOUTH	431.02
11	YOUTH PROVISION CASH ACC	0.00
	Other Cash & Bank Balances	238.25
	Total Cash & Bank Balances	283,407.06

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: David O'Driscoll

REQUEST FOR GRANT AID

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

NAME OF ORGANISATION: FOREST ROW TENNIS CLUB.		
NAME OF CONTACT PERSON: MR CHRIS SERJEANT		
ADDRESS FOR CORRESPONDENCE: 39 UPPER CLOSE FOREST ROW EAST SUSSEX	Tel: 01342/826666 07803663610	
	Email: CHRIS.SERJEANT1@GMAIL.COM	
	Web (if any): CLUBSPARK.LTA.ORG.UK	
	SUM REQUESTED: £16,671.00 OR ANYTHING TOWARDS	
POST CODE: RH18 5DS.	TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE? FOREST ROW TENNIS CLUB	
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) to follow.	IF NO, PLEASE EXPLAIN WHY END OF FINANCIAL YEAR FOR US END OF MARCH. WE WILL GET THEM TO YOU FOR MEETING
IF APPLICABLE, DO YOU HAVE A BUDGET? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
From	Amount	Purpose
PURPOSE OF REQUEST (please use second sheet if necessary) WE HAVE 3 TENNIS COURTS BUT ONLY 2 HAVE FLOODLIGHTS. WE ARE TRYING TO GET THE 3RD LIT SO WE DO NOT HAVE MEMBERS WAITING IN THE COLD & DARK. OUR ACCOUNTS APPEAR "FLUSH", BUT WE ARE ALWAYS PUTTING MONEY ASIDE TO RE SURFACE THE COURTS; £45,000 EVERY 6-8 YEARS.		
HOW WILL IT BENEFIT THE COMMUNITY? WE HAVE NORMALLY 110 MEMBERS & 50 JUNIORS. ANYONE CAN APPLY TO BE A MEMBER.		

Profit & Loss Account 1 April 2020 - 31 March 2021

Income	2019 £	2020/21 £	Expenditure	2019 £	2020/21 £
Subscriptions - 2021/22		171.85	Sussex County LTA	0.00	10.00
Subscriptions - 2020/21	12,300.75	10,099.30	FRSGA fee + cleaning	1,815.00	0.00
Subscriptions - 2019/20	48.67	0.00	FRSGA membership fees	3,200.00	0.00
Visitor fees	61.30	162.00	Weald League fees	120.00	0.00
Sale of balls	66.50	32.00	Sussex County PFA fee	330.00	360.00
Keyfobs	17.75	0.00	Tennis balls	312.05	211.08
Interest	0.00	9.72	Shoe tags	59.50	60.00
FRPC weekly ticket sales	0.00	0.00	Keyfobs	197.76	0.00
EG Tennis (formerly Serviceline)	2,113.00	220.00	Drinks	3.00	0.00
Court Lighting	706.20	198.14	General, electric shower net	912.69	833.46
Club supper	734.00	0.00	Sub refund	235.68	2,209.60
Ball Machine	26.00	0.00	Barbecue	100.66	0.00
LTL repayment	0.00	330.00	Court Maintenance	913.59	1,536.00
Miscellaneous	27.81	20.00	Club supper	992.00	0.00
FR Relief in Sickness & Gen Ben	0.00	0.00	Grass/hedge/tree cutting	510.00	330.00
			Court Lighting - revenue costs	390.00	535.20
			Mulled wine evening	0.00	0.00
			Kitchen & toilet items	0.00	0.00
			Court Net & ball machine	20.98	0.00
			Gift for Auditor	15.38	0.00
			Court Refurbishment S/F	0.00	0.00
			Tournament shields & prizes	80.00	0.00
			Tax	0.00	0.00
Total Income	16,101.98	11,243.01	Total Expenditure	10,208.29	6,085.34

Surplus	5,893.69	5,157.67
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allocation to Court Maintenance Fund	4,000.00	4,000.00
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Balance Sheet on 31 March 2021

Cash	2019 £	2020/21 £	Claim on Cash	2019 £	2020/21 £
Lloyds current account	36,013.20	520.78	Court Maintenance Fund	22,775.65	26,775.65
Lloyds business banking instant	0.00	43,690.52	Own Funds	13,237.55	17,435.65
Total	36,013.20	44,211.30	Total	36,013.20	44,211.30

Calculation of Own Funds 31 March 2021

Own Funds 2019/20	13,237.55
add Surplus 2020/21	5,157.67
add income from 1 Jan 2020-31 March 2020	3,040.43
deduct allocation to Court Maintenance Fund	(4,000.00)
Own Funds 2020/21	17,435.65

Calculation of Court Maintenance Fund 31 March 2021

Court Maintenance Fund 2019/20	22,775.65
add allocation to Court Maintenance Fund	4,000.00
Court Maintenance Fund 2020/21	26,775.65

note 1: 2019 figures are from 1 Jan to 31 Dec

note 2: 2020/21 figures are from 1 Jan 20 to 31 March 21

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: 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 Ashdown Hub (CIO registered charity number 1192088)		
NAME OF CONTACT PERSON: Joanna Murphy		
ADDRESS FOR CORRESPONDENCE: Dale House Dale Road Forest Row	Tel:07585008387	
	Email: admin@ashdownhub.org	
	Web (if any): www.ashdownhub.org	
	SUM REQUESTED:£ 300	
POST CODE: RH18 5BP		
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?	Please transfer funds to our bank account: The Cooperative Bank sort code: 089299 account number: 67192304	
DO YOU HAVE AUDITED ACCOUNTS? Yes No x	IF YES, ARE THEY ATTACHED? Yes No (Accounts)	IF NO, PLEASE EXPLAIN WHY We are a new charity in our first year of operating. We have not yet been audited by I attach our last 2 bank statements.
IF APPLICABLE, DO YOU HAVE A BUDGET? No specific budget applicable but see below for details of project	Yes No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? Yes x No Detailed below are funding sources for this project		
From	Amount	Purpose
We have received a grant from Sussex Community Foundation	£2500	To fund the premises hire and bulk of operating costs for our book group and physical movement support group, including running costs during this time (insurance/ IT etc)
We have applied for a number of small grants towards running costs and have received private donations	£110	To fund additional running costs including accounting, admin and volunteer expenses and some basic materials

PURPOSE OF REQUEST (please use second sheet if necessary)

We will soon start a supportive book group for mental wellbeing in Forest Row. We are a charity run by mental health professionals and trained volunteers and are already offering well-received zoom groups over lockdown, with have other face-to-face groups starting soon in East Grinstead (art and gardening). We would like to open a new group in Forest Row and have some funding for this already. We will open a support group for up to 12 adults, running over a 12 week period, and this may be prolonged after this time subject to interest and funding. This will be a book group with a focus on mental wellbeing. We would like to provide participants each with materials (likely to include a novel, a poetry book and a blank journal) for use during participation and to allow them to continue the practices learn after the group ends. We have had funding which will allow us to hire a venue and pay running costs, but it would be wonderful to be able to offer the participants their own materials, instead of purely photocopied sheets or internet resources. We would like to use the funding to provide these materials for our groups for Forest Row residents. We know that people whose mental wellbeing is low may be experiencing financial difficulties and sometimes a small kindly gift such as this makes all the difference to being able to participate. It can also be difficult to concentrate sufficiently to download material from the internet, and so not having printed materials can be a blocker to attending groups. If participants are able and willing to self fund, we will use the materials for subsequent groups.

HOW WILL IT BENEFIT THE COMMUNITY?

We are a mental health charity run by experienced mental health professionals and trained volunteers. Mental health is a priority after lockdown and we'd like to add an additional resource for our community in Forest Row. We will use the book group to get people together who would like to focus on their mental wellbeing. They can self refer or be referred by professionals. We use evidence based techniques such as mindfulness gently woven through the group and will also act as a weekly listening space for participants, in addition to the activity. We will try to include adults of all ages, and to include people with disabilities (for example making adjustments for people with visual impairment). We will include people who are experiencing mental illness, but also those who want to focus on mental wellbeing, people who are socially isolated and people who have been through difficult circumstances (bereavement, physical ill health) which may have impacted on their wellbeing. We will connect participants with libraries and local bookshops. We are offering the groups free to participants and are liaising with the local GPs and mental health services to let them know about what we offer and hope to support them.

FOR OFFICIAL USE ONLY

Date of Meeting:	Min.No:	Approved: Yes 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

DR J MURPHY

Dale House
Dale Road
Forest Row
RH18 5BP

MS592/1041465000

26800

Community Directplus Account

Summary	Date	Description	Money out	Money in	Balance
Account title THE ASHDOWN HUB	29 DEC 20	OPENING BALANCE			100.00
	5 FEB 21	DOWNER JONATHAN LOAN		100.00	200.00
Sort code 089299	8 FEB 21	Jeanne-Claire Bis INV-0196	160.00		40.00
Account number 87192304 00	15 FEB 21	7020 ZOOM.US 888-7	14.39		
Statement date 26 February 2021	15 FEB 21	MSDC 100824		270.42	296.03
Statement number 2	22 FEB 21	RUDOLF STEINER ASS R St Ass Grant		720.00	1,016.03
Page number 1 of 1	Statement closing balance				1,016.03

Abbreviations: **S** Sub Total (Intermediate Balance) **OD** Overdrawn Balance **OD/S** Overdrawn Intermediate Balance **NSTF** Non Sterling Transaction Fee. Details of overdraft interest rates are shown overleaf. Details of calculations of interest charged are available on request.

Statement opening balance
100.00

Money out
174.39

Money in
1,090.42

Statement closing balance
1,016.03

International Bank
Account Number

Bank Identification Code

Deposits* into this account are eligible for the Financial Services Compensation Scheme (FSCS). More information can be found overleaf.

*For more information on eligible deposits please refer to www.FSCS.org.uk

David O'Driscoll

From: David O'Driscoll
Sent: 07 April 2021 11:55
To: David O'Driscoll
Subject: FW: URGENT: Your application for grant assistance
Attachments: parish council application.docx; IMG_3229.jpg; IMG_3232.jpg

From: The Ashdown Hub <admin@ashdownhub.org>
Sent: 06 April 2021 16:02
Subject: Re: URGENT: Your application for grant assistance

We are now really getting going, and are opening 2 in-person support groups (art and gardening) in East Grinstead shortly in addition to our zoom group.

We have had some funding for these groups from MSDC and other donors so are not seeking help with these.

We are planning a new book group for mental health support in Forest Row, and have had a little funding through from Sussex Community Foundation for this group (we had a total of £2500 towards basic costs- half for this group and half for an exercise/ movement related group). However we really could use a hand from The Parish Council with costs of materials for participants in the book group.

Please do excuse this form being completed rather quickly. I'm not sure if I'm making clear that the very basic costs will be covered by a grant from SCF, allowing us to run, but we were planning to ask participants to buy everything themselves (which we know can be very difficult for people in crisis or stress). It would be wonderful to have some help providing materials such as books and journals to participants. We are budgeting on £300 per group which would buy journals, a novel for participants and a poetry book for participants over a 3 month period, at least.

I'm not sure if I've made this clear in the form, but if any more details are needed please let me know

We have been running for less than a year so haven't been audited yet, but I attach our last 2 bank statements.

As well as this, please do direct people to our groups (details on www.ashdownhub.org)

- we are starting in-person in East Grinstead next month. These groups will be open to Forest Row residents, and our zoom group is ongoing and has room for a few more people. The book group will start later, in the summer once all funding and preparation is done.

Kind regards

From: Client Services <Client.Services@ccla.co.uk>

Sent: 02 March 2021 13:31

To: Alison Jermey <Alison.Jermey@ccla.co.uk>

Subject: The Public Sector Deposit Fund ("the Fund"), a sub-fund of CCLA Public Sector Investment Fund

2 March 2021

Dear Shareholder

The Public Sector Deposit Fund ("the Fund"), a sub-fund of CCLA Public Sector Investment Fund

This letter is to provide our view of the potential future direction of interest rates in UK money markets and to advise you of changes we are making to the Fund. **Although these changes do not require you to take any action, the changes set out in this letter are important and we recommend that you read it carefully. If you are unclear about the matters set out in this letter, we strongly recommend you seek independent professional advice.**

1. The outlook for interest rates

Against a backdrop of deep recession and continued pressure on businesses and individuals, the Government and Bank of England have undertaken a number of initiatives to support economic activity and ensure that financial markets continue to function efficiently. These initiatives have included quantitative easing on a substantial scale and a 0.65% reduction in the Bank of England's Official Bank Rate to 0.10%. The economic recovery however remains far from complete, and although borrowing costs have been reduced already, further reductions in interest rates are possible. Indeed, the Bank of England has undertaken a process to review the potential implications for the UK of a regime of negative interest rates and has put the financial system on notice that it should prepare for the possible introduction of a negative interest rate in the future. Whilst we do not expect any movement of this nature in the near term, its impact could be significant and it is incumbent on CCLA to ensure that we can continue to provide cash management services should such circumstances arise.

2. Proposed changes to the Fund and reason for those changes

As a result of the market conditions outlined above, it is possible that the Fund's investments become low yielding or negative yielding and, following the deduction of charges and expenses, a negative yield arises to the Fund (a "**Negative Yield Environment**").

In a Negative Yield Environment, it is difficult to maintain a stable share price for income share classes and maintain distributions because of the impact of negative income flows.

Accumulation share classes overcome this problem because the income received by the Fund, whether positive or negative, is reflected in the share price.

Currently the Fund issues Income Shares only. In a Negative Yield Environment, the Fund could not maintain income paying shares and a stable share price as negative income would be deducted from capital. This inability to maintain a constant price for the Income Shares would affect the Fund's Low Volatility Net Asset Value ("LVNAV") fund classification, meaning that the Fund would no longer be an eligible investment for a significant number of Shareholders. For this reason, we have decided to create Accumulation Share Classes, into which to convert Income Shareholders in a Negative Yield Environment (the "**Negative Yield Response Measure**"). This approach aims to mitigate disruption for Shareholders and is consistent with that being undertaken by the wider money market fund industry, enabling the Fund to stay classified as a LVNAV fund.

Negative Yield Response Measure

We propose to amend the Fund's Instrument of Incorporation and Prospectus (together, the "**Fund Documents**") to include a Negative Yield Response Measure. The measure will permit us, as the Authorised Corporate Director ("**ACD**") to the Fund, to automatically convert Shareholders in an Income Share Class to an equivalent Accumulation Share Class in a Negative Yield Environment, provided it is in the best interests of Shareholders to do so.

As it is difficult to predict with certainty exactly when a Negative Yield Environment will occur, we intend to first inform Shareholders by way of notice on our website where we are able to identify that a Negative Yield Environment is likely to, or has, occurred. In the event that we then consider it necessary to implement the Negative Yield Response Measure we aspire to give Shareholders advance written notice of any conversion, but it may be that changes happen suddenly and that it is not possible to give prior written notice. In these circumstances, written notification will follow as soon as it is practicable to do so.

We will continue to monitor the Negative Yield Environment and keep under review our decision to implement the Negative Yield Response Measure. If the Negative Yield Environment has ceased for a continuous period for three months, we will reverse the conversion and make available again the Income Share Classes on the next Business Day provided we consider it in the best interests of Shareholders. We will endeavour to give you as much notice as practicable of the conversion back to the Income Share Classes, considering prevailing market conditions at the time.

If we do not consider it to be in the best interests of Shareholders to reverse the conversion and make available again the Income Share Classes at the end of the foregoing period, then we will notify you within one Business Day of our decision, the reasons for our decision and the date on which the matter will next be reviewed. We will review this decision at least every two weeks until the transfer is effected and, after each review, notify you of the outcome.

The implementation of the Negative Yield Response Measure has been discussed with the depositary of the Fund, HSBC Bank plc (the "**Depositary**"), and the Depositary has not raised any concerns.

The Financial Conduct Authority ("**FCA**") has confirmed that the proposed change will not affect the authorisation of the Fund.

Under the FCA Handbook, Shareholders are entitled to receive advance notice of the amendments to the Fund Documents set out above and this letter constitutes the required notice. The change will take effect from 6 April 2021.

Accumulation Share Classes

The implementation of the Negative Yield Response Measure is subject to the creation of the new Accumulation Share Classes.

The Accumulation Shares will carry the same characteristics as the Income Shares of the equivalent class, save for the following:

- (i) Accumulation Shares will not carry a right to any dividend. Any income accrued in each accumulation share class shall be retained within such class and the value of such class will rise or fall accordingly;
- (ii) the value of the Accumulation Shares will be quoted to four decimal places as required in order to give sufficient precision in pricing of the Accumulation Shares in a Negative Yield Environment;
- (iii) Accumulation Shares will be dealt on a historic pricing basis in order to provide same day settlement; and
- (iv) the name of the shares will be "Accumulation Shares" (as set out in the Appendix to this letter).

Details of the new Accumulation Share Classes are set out in the Appendix to this letter.

As we stated above Accumulation Shareholders will not receive a monthly dividend. Shareholders should also be aware that in a Negative Yield Environment the value of their Shares may fluctuate and they may realise less than they invested.

Please note that the Accumulation Share Classes described in this letter are not currently available for investment and will only be activated in conditions where the ACD considers it is in the best interests of Shareholders to implement the Negative Yield Response Measure.

Costs

All costs associated with the changes outlined in this letter will be borne by us, as the ACD.

Further information

As we have stated above, this letter is for your information and you do not need to take any action as a result of it. However, if you have any questions on the contents of this letter or would like additional information please contact Mark Davies on 0207 489 6045 or by email to mark.davies@ccla.co.uk or alternatively Kelly Watson on 0207 489 6105 or by email to kelly.watson@ccla.co.uk.

Yours faithfully



Alison Jermey

Head of Client Services

Appendix

Share Class	Minimum Investment and Balance*
Class 1 Shares — Accumulation	£1.00
Class 2 Shares - Accumulation	£25,000.00
Class 3 Shares - Accumulation	£5,000,000.00
Class 4 Shares — Accumulation	£15,000,000.00
Class 5 Shares - Accumulation	£1,000,000.00
Class 6 Shares - Accumulation	£0.00

*The ACD has discretion to waive or vary this limit.