

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. Spackman (Chairman), Davies, Josephson,
R Lewin, T Lewin, Summers, Tyler, 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 a meeting of the FINANCE &
POLICY COMMITTEE to be held on **TUESDAY 14th**
MARCH 2023 in the Garden Room of the Community
Centre at **7.30pm**.

Tel:
Fax:
Email:
Website:

Date: 7 March, 2023


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 22ND NOVEMBER 2022
 - 4.1 To approve the minutes of the meetings of 22nd November 2022
 - 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 Grant to the FrowShow
 - 6.2 Market arrangements
 - 6.3 The role of the Community Warden

FINANCIAL MATTERS To note and/or resolve as appropriate

7. SUMMARY FINANCIAL REPORT to end month 11
8. LIST OF PAYMENTS (to include prepayment cards)
9. BANK RECONCILIATIONS & COUNCILS INVESTMENTS
10. TO NOTE FINANCIAL REPORTS FROM FROWRESOURCE CIC

MATTERS FOR CONSIDERATION/DECISION

11. TO CONSIDER & RESOLVE ON A REQUEST FROM FOREST ROW FESTIVAL
12. TO CONSIDER & RESOLVE ON FINANCIAL ISSUES ARISING FROM THE CRITTALL WINDOW REPLACEMENT PROJECT
13. TO CONSIDER A GRANT APPLICATION FROM CAB
14. TO CONSIDER & RESOLVE ON THE GRANT POSITION OF THE SPORTS GROUND ASSOCIATION
15. TO RECEIVE AND ADOPT A REVISED SAFEGUARDING POLICY
16. TO RECEIVE AND ADOPT A REVIEWED YOUTH SERVICE POLICY (INCLUDING ANTI-BULLYING SUPPLEMENT)

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.

17. TO NOTE ACTION ON A STAFF MATTER
18. CORRESPONDENCE
19. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

FINANCE & POLICY COMMITTEE

BACKING PAPERS FOR MEETING 14th MARCH 2023

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**COUNCILLORS' BRIEFING FOR MEETING OF THE FINANCE & POLICY COMMITTEE
ON 14th MARCH 2023**

1. **PUBLIC QUESTIONS** None signified in advance.
2. **APOLOGIES FOR ABSENCE** None signified in advance, save Cllr Josephson.
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. This may include item 14.
ACTION: to note
4. **RECORDS OF PREVIOUS MEETING** Records of the meeting on 22nd November 2022.
5. **CLARIFICATION OF ACTIONS**
This item has been included for Members to raise any points of information arising from the previous meeting which can be answered briefly.
ACTION: to discharge as appropriate
6. **CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**
 - 6.1 Grant to the Frow Show. We asked the organisers for evidence that the grant monies had been spent on the complimentary transport. The documents are attached.
 - 6.2 Market arrangements. The person who managed the market from October to December decided not to continue, so the post was advertised, and a suitable candidate was offered the position in mid-February. It was too late for a market in March, but the contract has now been signed and the April market should go forward under the new manager. The May market, however, has been cancelled as it falls on Coronation Day.
 - 6.3 The role of the Community Warden. This was discussed by the Personnel Committee on 3rd February and a report has been circulated. A further meeting has since taken place with the warden to ascertain his views, and a recommendation will be put forward to the next Full Council.
ACTION: to note
7. **FINANCIAL REPORT**
A detailed report for the Finance & Policy Committee is attached, with a summary for the other Committees. In this final month., F&P shows an income of 102% against forecast and expenditure of 96%. Note the salaries code includes the cost of the last pay settlement: this is actually factored into *next year's* budget, so the figures are to that extent skewed. For the other Committees, both A&S and P&A show an income slightly in excess of forecast, while Community Services reflects the losses from market cancellations. On the expense side, P&A has slightly underspent against budget. while both A&S and Community Services have overspent, though these were all unforeseen but approved matters. The net figure for the whole budget shows income of 101% against forecast and expenditure of 97%, which in the round is acceptable.
ACTION: to note (please raise queries before the meeting to allow time to prepare replies)

8-9. LIST OF PAYMENTS, BANK RECONCILIATION

The relevant documents are attached. Again, please raise any queries before the meeting to allow time to prepare replies.

ACTION: to note

10. FINANCIAL REPORT FROM FROWRESOURCE

The Chairman of F&P requested that FrowResource CIC should provide statements of account in accordance with clause 11 of the loan agreement. A statement will be provided to this meeting.

ACTION: to note (queries as appropriate)

11. TO CONSIDER & RESOLVE ON A REQUEST FROM FOREST ROW FESTIVAL

The organisers would like to hold the Festival on the weekend of 16th-18th June this year. A letter of request for consent to use the Green is attached (together with a note of last year's resolution). The organisers have also appended a grant application for the Committee's consideration.

ACTION: to resolve as appropriate

12. TO CONSIDER & RESOLVE CONCERNING THE CRITTALL WINDOW PROJECT

As certain Members will be aware, the Listed Building Application for replacements to the Garden Room windows has met with opposition from the Wealden Conservation Officer. However, the issue is not clear-cut, and a heritage building consultant has ventured an initial opinion that our application may be sound. The application has been temporarily withdrawn pending a decision from Council on how to proceed, from the following options:

- We do nothing, in which case the windows will eventually fail.
- We accept the Conservation Officer's view, sacrifice a proportion of the deposit with the Heritage Window Company for work done, and apply to the successors to the original Crittall company for identical metal replacements.
- We instruct a/the heritage building expert to investigate the application and its context and submit a report with a renewed application. (He thinks this would take two days' work at approximately £100 per hour).

This is put before F&P rather than Property & Assets because of the financial implications of the options above.

ACTION: to resolve as appropriate

13. TO CONSIDER A GRANT APPLICATION FROM CAB

Wealden CAB have submitted a grant application (as it does to many local councils) and the papers are attached.

ACTION: to resolve as appropriate

14. TO CONSIDER THE GRANT POSITION OF THE SPORTS GROUND ASSOCIATION

We have for some years handed out an annual grant payment to the SGA without formality. However, that was when the Council and the Association were inextricably linked via the licence /sub-licence over the land. The Council had an interest in the land itself, as the primary legal occupier, and in fact with a grounds maintenance obligation under clause 5 of the head licence. However, when ESCC decided they did not need to include the Council in the SGA's occupation of the land, the change in status broke that link. The SGA is now

effectively a community organisation at arm's length. It seems to me that a payment to the SGA for grounds maintenance is a grant, and there is no *prima facie* reason why it should be exempt from the same policy requirements for receiving a grant than any other community organisation. The SGA is not one of the categories exempt from supplying supporting financial evidence under clause 2 of the policy.

ACTION: to resolve as appropriate

15. A REVISED SAFEGUARDING POLICY

When the Council's policies were reviewed during last year, there was criticism of the adult safeguarding policy, and the child safeguarding policy was also felt to be deficient. I therefore sought guidance from our HR adviser. He said that the adult safeguarding policy was inappropriate, because it was based on the Care Act 2014, which (despite a reference to 'local authorities') does not apply to parish councils, and it was also written with a care home setting as the major focus, which does not apply to us.

He therefore re-drafted a *joint* adult & child safeguarding policy, applicable to the circumstances and duties which we face in our normal business. This joint policy is now submitted for approval.

ACTION: to resolve as appropriate

16. REVIEWED YOUTH SERVICE POLICY & ANTI-BULLYING SUPPLEMENT

January meeting of Full Council, it was proposed that Cllr Wogan and the Clerk should review the youth service policy and bring it back to this meeting. This has been done, with the concurrence of the Youth Work Supervisor. An anti-bullying/ harassment supplement has also been added. These texts are now submitted for approval.

ACTION: to resolve as appropriate

17. This item is confidential by reason of the identification of an individual staff member.

18. CORRESPONDENCE

19. ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

David O'Driscoll

From: Mike Sengelow <mikesengelow@googlemail.com>
Sent: 23 November 2022 14:16
To: David O'Driscoll
Cc: jammccabe@gmail.com
Subject: Re: Parish Council assistance - The Frow Show
Attachments: PRACTICAL BOOKING.pdf; PRACTICAL BOOKING (1).pdf; PRACTICAL BOOKING (2).pdf

Dear David,

Thank you for your reminder. Apologies for the delay in getting these receipts to you. There's been a lot to tidy up after the season. Please find the receipts attached. There are 3 separate receipts for three weeks of van hire totalling £1065, half of this amount kindly being supported by the Parish Council. These receipts are made out in the name of Justin Kendrick who was our driver of the Frow Show Fun Bus. All van rental hires had to be made in his name.

Please let me know if there is anything else you require. We are grateful for the Parish Council's support and you may be pleased to know it was a very successful event.

kind regards,
Mike Sengelow and James McCabe
(co-Producers - The Frow Show)

INVOICE COPY



Sussex Van Hire & Sales Ltd (OWNER)
 T/A Practical Car & Van Rental CRAWLEY/EAST GRINSTEAD
 ARMSTRONG BODYSHOP
 BYE LANE
 Crawley
 Westsussex
 RH10 3LF
 www.practical.co.uk
 OWNER AND PRACTICAL CAR AND VAN RENTAL LICENSEE

VAT number: 130352461
 Telephone: 01293 551551
 Fax:
 E-mail: crawley@practical.co.uk
 Order No:

Leigh

Customer's name and address Mr justin george kendrick Flat 6, The Abbey Hammerwood Road, Ashurst Wood Eastgrinstead Westsussex RH193SA UK	Company Account No RA3203		Rental Agreement No. RA3203		Invoice date 17/10/2022	Invoice number RA3203	
	Make and Model FORD TOURNEO CUSTOM		Tariff Charged 9 SEATER	Actual 9 SEATER	Vehicle Reg. No. CK17YHO	Unit No. 65	Engine 1995 cc
	Date Out 13/10/2022	Time Out 17:44	Miles Out 64497	Estimated	Damage Out See Check Slip		
Driver's name and address (if different) As renter	Date In 17/10/2022	Time In 08:14	Miles In 64626	Miles Driven 129	Damage In		
	Primary Method of Payment Numbers Visa 0455				Rental on this invoice from 13/10/2022 to 17/10/2022		
FTAO: justin george kendrick		Item		Amount	VAT	Total	
Thank you for using Practical CRAWLEY/EAST GRINSTEAD		Vehicle Hire: 3 days at £101.39 per day		£304.17	£60.83	£365.00	
TOTAL INVOICE				£304.17	£60.83	£365.00	
Franchise Bank Account Details				Paid Amount		£365.00	
				Last Paid on			
				13/10/2022			
				BALANCE		(£0.00)	
I confirm I returned the vehicle at the time stated							
I acknowledge receipt of the sum of £0.00							
X Renter's Signature _____		Date _____		X Owner's Signature _____			
<small>FOR HIMSELF / HERSELF AND (WHERE APPLICABLE) AS A DULY AUTHORISED REPRESENTATIVE OF RENTER</small>						COI: No Private Individual	

INVOICE COPY



Sussex Van Hire & Sales Ltd (OWNER)
 T/A Practical Car & Van Rental CRAWLEY/EAST GRINSTEAD
 ARMSTRONG BODYSHOP
 BYE LANE
 Crawley
 Westsussex
 RH10 3LF
 www.practical.co.uk

VAT number: 130352461
 Telephone: 01293 551551
 Fax:
 E-mail: crawley@practical.co.uk
 Order No:

OWNER AND PRACTICAL CAR AND VAN RENTAL LICENSEE

Leigh

Customer's name and address Mr justin george kendrick Flat 6, The Abbey Hammerwood Road, Ashurst Wood Eastginstead Westsussex RH193SA UK	Company Account No RA3154		Rental Agreement No. RA3154		Invoice date 03/10/2022	Invoice number RA3154	
	Make and Model FORD TOURNEO CUSTOM		Tariff Charged 9 SEATER	Actual 9 SEATER	Vehicle Reg. No. CK17YHO	Unit No. 65	Engine 1995 cc
	Date Out 29/09/2022	Time Out 17:10	Miles Out 64265	Estimated	Damage Out See Check Slip		
Driver's name and address (if different) As renter	Date In 03/10/2022	Time In 09:21	Miles In 64418	Miles Driven 153	Damage In		
	Primary Method of Payment Visa				Numbers 0455		
Rental on this invoice from 29/09/2022 to 03/10/2022							
FTAO: justin george kendrick		Item			Amount	VAT	Total
Thank you for using Practical CRAWLEY/EAST GRINSTEAD		Vehicle Hire: 3 days at £97.22 per day			£291.67	£58.33	£350.00
TOTAL INVOICE					£291.67	£58.33	£350.00
Franchise Bank Account Details					Paid Amount £350.00 Last Paid on 29/09/2022 BALANCE (£0.00)		
I confirm I returned the vehicle at the time stated							
I acknowledge receipt of the sum of £0.00							
X Renter's Signature _____		Date _____		X Owner's Signature _____			
FOR HIMSELF / HERSELF AND (WHERE APPLICABLE) AS A DULY AUTHORISED REPRESENTATIVE OF RENTER						COI: No Private Individual	

Detailed Income & Expenditure by Budget Heading 07/03/2023

Month No: 12

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	416,680	415,000	(1,680)			100.4%	
4180 Misc Income	9,946	0	(9,946)			0.0%	
4181 FI-Wayleave Income	6	5	(1)			112.0%	
4182 FI-Devolved Services Income	1,470	1,450	(20)			101.4%	
4183 Community Warden Hire	6,056	11,000	4,944			55.1%	
4190 FI-Interest Received	2,755	55	(2,700)			5009.4%	
Finance & Administration :- Income	436,913	427,510	(9,403)			102.2%	0
4100 PENSION TOP UP	5,446	6,000	554		554	90.8%	
4101 FI-Salaries	336,377	345,000	8,623		8,623	97.5%	
4102 FI-Payroll Outsource Costs	315	420	105		105	75.0%	
4103 FI-Contrib. to Library Salary	4,379	3,285	(1,094)		(1,094)	133.3%	
4108 FI-Staff Training/Travel	693	3,000	2,307		2,307	23.1%	
4110 Community Warden Costs	585	500	(85)		(85)	117.1%	
4111 Forest Rate	31	25	(6)		(6)	123.9%	
4120 Postage	424	500	76		76	84.8%	
4121 Telecommunications	5,813	7,500	1,687		1,687	77.5%	
4123 Stationery	931	800	(131)		(131)	116.4%	
4124 FI-Subscriptions	5,507	6,000	493		493	91.8%	
4125 FI-Insurance	9,753	8,000	(1,753)		(1,753)	121.9%	
4126 Printer/copier	5,467	3,500	(1,967)		(1,967)	156.2%	
4133 FI-Chairman's Fund	0	680	680		680	0.0%	
4134 FI-Parish Meeting	0	500	500		500	0.0%	
4135 FI-Councillors Training/Travel	274	1,000	726		726	27.4%	
4136 Security Checks	0	150	150		150	0.0%	
4137 FI-Members Allowances	1,158	6,000	4,842		4,842	19.3%	
4151 FI - Bank Charges	1,635	2,000	365		365	81.8%	
4156 FI-Legal & professional fees	2,470	5,000	2,530		2,530	49.4%	
4157 FI-Audit & Financial Managemen	2,977	3,500	523		523	85.0%	
4158 FI-Van Lease	513	3,000	2,487		2,487	17.1%	
4160 Office Equipment	834	300	(534)		(534)	277.9%	
4161 Office Maintenance	473	700	227		227	67.6%	
4165 FI-Election Fund	665	1,000	335		335	66.5%	
4166 Wayleaves	1	25	24		24	5.4%	
4169 Community Occasion	468	500	32		32	93.5%	
7101 PR- Advertising/Publicity	33	0	(33)		(33)	0.0%	
7102 PR-Website	500	650	150		150	76.9%	
7110 PR-Newsletter & Distribution	0	500	500		500	0.0%	
Finance & Administration :- Indirect Expenditure	387,723	410,035	22,312	0	22,312	94.6%	0
Net Income over Expenditure	49,190	17,475	(31,715)				



Detailed Income & Expenditure by Budget Heading 07/03/2023

Month No: 12

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	15,096	7,000	(8,096)		(8,096)	215.7%	
4361 FRGSA Subsidy	0	2,500	2,500		2,500	0.0%	
Other Grants :- Indirect Expenditure	<u>15,096</u>	<u>9,500</u>	<u>(5,596)</u>	<u>0</u>	<u>(5,596)</u>	<u>158.9%</u>	<u>0</u>
Net Expenditure	<u>(15,096)</u>	<u>(9,500)</u>	<u>5,596</u>				
Finance & Policy :- Income	436,913	427,510	(9,403)			102.2%	
Expenditure	402,819	419,535	16,716	0	16,716	96.0%	
Grand Totals:- Income	436,913	427,510	(9,403)			102.2%	
Expenditure	402,819	419,535	16,716	0	16,716	96.0%	
Net Income over Expenditure	<u>34,094</u>	<u>7,975</u>	<u>(26,119)</u>				
Movement to/(from) Gen Reserve	<u>34,094</u>						

Summary Income & Expenditure by Budget Heading 07/03/2023

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>						
Income	436,913	427,510	(9,403)			102.2%
Expenditure	402,819	419,535	16,716	0	16,716	96.0%
Movement to/(from) Gen Reserve	<u>34,094</u>					
<u>Amenities & Services</u>						
Income	18,418	17,525	(893)			105.1%
Expenditure	33,542	30,600	(2,942)	0	(2,942)	109.6%
Movement to/(from) Gen Reserve	<u>(15,124)</u>					
<u>Property & Assets</u>						
Income	45,918	42,650	(3,268)			107.7%
Expenditure	42,148	45,750	3,602	0	3,602	92.1%
Movement to/(from) Gen Reserve	<u>3,770</u>					
<u>Planning</u>						
Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	<u>0</u>					
<u>Localism & Community Projects</u>						
Income	25,962	32,200	6,238			80.6%
Expenditure	24,632	23,000	(1,632)	0	(1,632)	107.1%
Movement to/(from) Gen Reserve	<u>1,331</u>					
Grand Totals:-						
Income	527,211	519,885	(7,326)			101.4%
Expenditure	503,141	518,885	15,744	0	15,744	97.0%
Net Income over Expenditure	<u>24,070</u>	<u>1,000</u>	<u>(23,070)</u>			
Movement to/(from) Gen Reserve	<u>24,070</u>					

List of Payments made between 10/11/2022 and 07/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/11/2022	BACS P/L Pymnt Page 1743	BACS Pymnt	396.00		BACS P/L Pymnt Page 1743
10/11/2022	BARCLAYCARD	2	38.00		CHARGES
10/11/2022	PAYTEK ADMIN SERVICES LTD	3	33.60		CHARGES
10/11/2022	AO SHIPLEY	BP	4,709.79		TAX & NI - OCT
18/11/2022	FDR POS TERM RENT	DD	26.40		TERMINAL RENT
21/11/2022	BRITISH GAS	1	161.67		ELECTRIC
21/11/2022	BRITISH GAS	2	377.32		ELECTRIC
23/11/2022	EDF ENERGY CUSTOMERS PLC	4	423.78		STREETLIGHT POWER
24/11/2022	BACS P/L Pymnt Page 1744	BACS Pymnt	518.78		BACS P/L Pymnt Page 1744
24/11/2022	BACS P/L Pymnt Page 1745	BACS Pymnt	3,195.08		BACS P/L Pymnt Page 1745
24/11/2022	TELECOMS WORLD PLC	5	63.11		0800 NUMBER
24/11/2022	FOCUS	DD	67.30		HELPLINE
25/11/2022	POCKIT CARD - DOD	TOP UP	250.00		TOP UP
25/11/2022	POCKIT CARD - CC	TOP UP	500.00		TOP UP
25/11/2022	POCKIT CARD - GAGES	TOP UP	1,000.00		TOP UP
25/11/2022	POCKIT CARD - YOUTH	TOP UP	500.00		TOP UP
25/11/2022	FR JUNIOR FOOTBALL CLUB	BACS	836.00		GRANT
25/11/2022	TW & DIST SAMARITANS	BACS	300.00		GRANT
25/11/2022	VICTIM SUPPORT	BACS	300.00		GRASNT
25/11/2022	HOLY TRINITY CHURCH	BACS	750.00		GRANT
25/11/2022	HOLY TRINITY	BACS	100.00		GRRANT
25/11/2022	JAVA AND JAZZ	BACS	672.00		VOLUNTEER GIFTS
25/11/2022	STAFF	BP	1,651.44		SALARY
29/11/2022	BT PAYMENT SERVICES LTD	6	22.42		TELECOMMUNICATIONS
29/11/2022	E S PENSIONS	BACS	7,377.15		SUPERANN - NOV
29/11/2022	STAFF	BACS	30,532.41		NOVEMBER SALARIES
30/11/2022	BACS P/L Pymnt Page 1746	BACS Pymnt	149.86		BACS P/L Pymnt Page 1746
30/11/2022	BP PARIBAS	DD	678.58		COPIER
30/11/2022	ROSS BOND	BACS	20.00		GAGES
30/11/2022	JADE BOWDEN	BACS	105.00		GAGES
30/11/2022	EMMA DAVIES	BACS	810.00		GAGES COOK
30/11/2022	THE SECRET CELLAR	BACS	240.00		VOLUNTEER GIFTS
05/12/2022	BIFFA WASTE SERVICES LTD	1	582.43		WASTE
08/12/2022	O2	DD	52.93		WARDEN MOBILE
09/12/2022	O2	DD	14.74		YOUTH MOBILE
09/12/2022	AO SHIPLEY	BP	9,618.51		TAX & NI - NOV
12/12/2022	BARCLAYCARD	2	42.37		CHARGES
12/12/2022	PAYTEK ADMIN SERVICES LTD	3	33.60		CHARGES
12/12/2022	CORONA ENERGY RETAIL 4 LTD	4	743.25		GAS
13/12/2022	BACS P/L Pymnt Page 1749	BACS Pymnt	1,307.16		BACS P/L Pymnt Page 1749
14/12/2022	ALLSTAR BUSINESS SOLUTIONS	5	59.78		FUEL
14/12/2022	VIKING	ADJ	66.74		INV ADJ
20/12/2022	FDR LTD	DD	26.40		TERMINAL RENT
21/12/2022	BACS P/L Pymnt Page 1750	BACS Pymnt	605.20		BACS P/L Pymnt Page 1750
21/12/2022	BRITISH GAS	6	483.12		CC ELECTRIC
21/12/2022	ALLSTAR BUSINESS SOLUTIONS	7	89.28		FUEL
22/12/2022	POCKIT CARD - GAGES	TOP UP	1,000.00		TOP UP

List of Payments made between 10/11/2022 and 07/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/12/2022	EDF	DD	412.80		STREETLIGHT POWER
23/12/2022	TELECOMS WORLD PLC	8	74.00		0800 NUMBER
23/12/2022	FOCUS	DD	67.34		HELPLINE
28/12/2022	CORONA ENERGY RETAIL 4 LTD	9	1,282.85		CC GAS
28/12/2022	E S PENSION	BP	4,741.71		SUPPERANN - DEC
28/12/2022	STAFF	BP	21,271.71		SALARIES - DECEMBER
29/12/2022	BT PAYMENT SERVICES LTD	10	22.42		TELECOMMUNICATIONS
30/12/2022	UNITY TRUST	BP	36.40		HANDLING CHARGE
31/12/2022	UNITY TRUST	BP	73.35		SERVICE CHARGE
03/01/2023	BIFFA WASTE SERVICES LTD	1	486.43		WASTE
05/01/2023	BACS P/L Pymnt Page 1753	BACS Pymnt	1,454.18		BACS P/L Pymnt Page 1753
06/01/2023	EMMA DAVIES	BP	480.00		GAGES COOK
06/01/2023	JADE BOWDEN	BP	60.00		GAGES
06/01/2023	ROSS BOND	BP	40.00		GAGES
09/01/2023	O2	DD	52.93		WARDEN MOBILE
10/01/2023	BARCLAYCARD	2	38.00		CHARGES
10/01/2023	PAYTEK ADMIN SERVICES LTD	3	33.60		CHARGES
10/01/2023	O2	DD	14.74		YOUTH MOBILE
10/01/2023	AO SHIPLEY	BP	4,753.33		TAX & NI - DEC
11/01/2023	ALLSTAR BUSINESS SOLUTIONS	4	7.38		FUEL
16/01/2023	BACS P/L Pymnt Page 1754	BACS Pymnt	842.82		BACS P/L Pymnt Page 1754
16/01/2023	O YOUNG	BP	25.00		PAYMENT
16/01/2023	J YOUNG	BP	25.00		PAYMENT
16/01/2023	G YOUNG	BP	25.00		PAYMENT
16/01/2023	H NETLEY-THOMPSON	BP	25.00		PAYMENT
16/01/2023	D YOUNG	BP	25.00		PAYMENT
16/01/2023	K JAMES	BP	25.00		PAYMENT
16/01/2023	A RUSHTON	BP	25.00		PAYMENT
16/01/2023	ALCC	BP	50.00		SUBS
16/01/2023	FR JONES & SON	BP	732.43		MAINTENANCE EQUIPMENT
17/01/2023	FDR	DD	26.40		TERMINAL RENT
18/01/2023	ALLSTAR BUSINESS SOLUTIONS	5	52.41		FUEL
19/01/2023	BACS P/L Pymnt Page 1755	BACS Pymnt	3,687.31		BACS P/L Pymnt Page 1755
19/01/2023	UTOPIA LEISURE	BP	180.00		THURS CLUB OUTING
23/01/2023	BACS P/L Pymnt Page 1756	BACS Pymnt	1,828.39		BACS P/L Pymnt Page 1756
23/01/2023	BRITISH GAS	DD	494.66		CC ELEC
24/01/2023	TELECOMS WORLD PLC	6	73.92		0800 NUMBER
24/01/2023	EDF ENERGY CUSTOMERS PLC	7	146.40		STREETLIGHT POWER
24/01/2023	SIEMENS	DD	116.22		DRINKS MACHINE
24/01/2023	SIEMENS	DD	47.08		DRINKS MACJINE CHARGE
24/01/2023	MS TECHNICAL SERVICES	BP	2,100.00		DISHWASHER
24/01/2023	EDF ENERGY CUSTOMERS PLC	1	270.00		STREETLIGHT POWER
26/01/2023	FOCUS GROUP	DD	67.30		HELPLINE
27/01/2023	ES PENSION	BP	4,603.83		SUPERANN - JAN
27/01/2023	STAFF	BP	20,506.99		SALARY - JAN
30/01/2023	BIFFA WASTE SERVICES LTD	8	608.04		WASTE
30/01/2023	BT PAYMENT SERVICES LTD	9	22.42		TELECOMMUNICATIONS

Time: 11:46

Unity Trust

List of Payments made between 10/11/2022 and 07/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/02/2023	POCKIT CARD - GAGES	TOP UP	1,000.00		TOP UP
06/02/2023	T HENDERSON	CHQ	472.00		REFUND OF BURIAL FEE
07/02/2023	BACS P/L Pymnt Page 1760	BACS Pymnt	2,470.75		BACS P/L Pymnt Page 1760
08/02/2023	O2	DD	52.93		WARDEN MOBILE
08/02/2023	O2	DD	14.74		YOUTH MOBILE
08/02/2023	EMMA DAVIES	BP	720.00		GAGES COOK
08/02/2023	ROSS BOND	BP	70.00		GAGES
08/02/2023	MISS D THORNTON	BP	120.00		EMERGENCY PLANNING PACK
10/02/2023	BARCLAYCARD	1	38.00		CHARGES
10/02/2023	PAYTEK ADMIN SERVICES LTD	2	33.60		CHARGES
10/02/2023	AO SHIPLEY	BP	4,799.91		TAX & NI JAN
15/02/2023	ALLSTAR BUSINESS SOLUTIONS	1	59.79		FUEL
16/02/2023	BACS P/L Pymnt Page 1762	BACS Pymnt	1,928.16		BACS P/L Pymnt Page 1762
17/02/2023	POCKIT CARD - YOUTH	TOP UP	250.00		TOP UP
20/02/2023	CORONA ENERGY RETAIL 4 LTD	2	4,879.10		CC GAS
20/02/2023	FDR	DD	26.40		TERMINAL RENT
21/02/2023	BACS P/L Pymnt Page 1763	BACS Pymnt	4,643.18		BACS P/L Pymnt Page 1763
22/02/2023	EDF ENERGY CUSTOMERS PLC	3	416.40		STREETLIGHT POWER
22/02/2023	MS S SAMEIRO	BP	6.75		EXPENSES THURS CLUB
23/02/2023	BRITISH GAS	DD	365.14		CC ELECTRIC
24/02/2023	TELECOMS WORLD PLC	4	73.82		0800 NUMBER
24/02/2023	FOCUS GROUP	DD	67.00		HELPLINE
27/02/2023	E SUSSEX PENSION	BP	4,585.59		SUPERANN - FEB
27/02/2023	STAFF	BP	20,484.27		FEB SALARIES
28/02/2023	BNP PARIBAS	DD	678.58		PRINTER
28/02/2023	LEASEPLAN	DD	348.00		VAN TAX
06/03/2023	BACS P/L Pymnt Page 1766	BACS Pymnt	486.81		BACS P/L Pymnt Page 1766

Total Payments 192,656.91

2500.00
190,156.91

POCKIT CARD - DOD

List of Payments made between 01/11/2022 and 07/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/11/2022	SET UP CREW	CASH	200.00		MARKET
20/11/2022	ZOOM	DD	11.99		VIRTUAL MEETINGS
30/11/2022	POCKIT	BP	1.99		CHARGES
30/11/2022	POCKIT	BP	1.49		FEES
06/12/2022	CASH	CASH	200.00		MARKET SET UP
20/12/2022	ZOOM	BP	11.99		VIRTUAL MEETINGS
30/12/2022	POCKIT	BP	1.99		CHARGES
31/12/2022	POCKIT	BP	1.49		CHARGES
21/01/2023	ZOOM	BP	11.99		VIRTUAL MEETINGS
30/01/2023	POCKIT	BP	1.99		CHARGES
07/02/2023	LAND REGISTRY	BP	44.90		CEMETERY
20/02/2023	ZOOM	BP	11.99		VIRTUAL MEETINGS
28/02/2023	POCKIT	BP	1.99		CHARGES

Total Payments 503.80

Time: 11:48

POCKIT CARD - CC

List of Payments made between 01/11/2022 and 07/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/11/2022	WEALDEN DC	BP	21.00		TENS - MARKET
22/11/2022	WILKO	BP	69.95		VOLUNTEER GIFTS
22/11/2022	AMAZON	BP	15.12		MILK FOR DRINKS MACHINE
22/11/2022	WILKO	BP	69.95		VOLUNTEER GIFTS
23/11/2022	WILKO	BP	75.00		VOLUNTEER GIFTS
23/11/2022	WILKO	BP	56.95		VOLUNTEER GIFTS
30/11/2022	POCKIT	BP	1.99		CHARGES
31/12/2022	POCKIT	BP	1.99		CHARGES
05/01/2023	ROYAL MAIL	BP	154.50		STAMPS
05/01/2023	SCREWFIX	BP	10.98		LIGHT
31/01/2023	POCKIT	BP	1.99		CHARGES
27/02/2023	WEALDEN DC	BP	21.00		MARKET TENS
28/02/2023	POCKIT	BP	1.99		CHARGES

Total Payments	<u>502.41</u>
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POCKIT CARD - GAGES

List of Payments made between 01/11/2022 and 07/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2022	TESCO	BP	122.62		FOOD
02/11/2022	CO-OP	BP	2.75		FOOD
03/11/2022	CO-OP	BP	6.15		FOOD
08/11/2022	TESCO	BP	165.31		FOOD
10/11/2022	CO-OP	BP	5.60		FOOD
11/11/2022	CO-OP	BP	11.50		FOOD
15/11/2022	TESCO	BP	150.83		FOOD
16/11/2022	CO-OP	BP	11.70		FOOD
17/11/2022	CO-OP	BP	6.60		FOOD
18/11/2022	ALLAN MARTIN	BP	365.52		MEAT
21/11/2022	TESCO	BP	47.94		SUBSCRIPTION
22/11/2022	TESCO	BP	139.09		FOOD
24/11/2022	CO-OP	BP	3.30		FOOD
25/11/2022	POCKIT	BP	1.99		CHARGES
25/11/2022	CO-OP	BP	6.90		FOOD
29/11/2022	TESCO	BP	166.30		FOOD
30/11/2022	SAINSBURYS	BP	62.05		THURS CLUB PARTY FOOD
05/12/2022	AMAZON	BP	20.01		XMAS TABLE CLOTHS/STATIONERY
06/12/2022	TESCO	BP	204.16		FOOD
13/12/2022	TESCO	BP	242.54		FOOD
14/12/2022	CO-OP	BP	6.40		FOOD
14/12/2022	ALLAN MARTIN	BP	436.90		MEAT
15/12/2022	SAINSBURYS	BP	16.06		FOOD
25/12/2022	POCKIT	BP	1.99		CHARGES
03/01/2023	TESCO	BP	178.89		FOOD
10/01/2023	TESCO	BP	149.15		FOOD
11/01/2023	CO-OP	BP	5.30		FOOD
13/01/2023	NISBETS	BP	77.37		BLENDER/FOIL
17/01/2023	TESCO	BP	161.21		FOOD
18/01/2023	CO-OP	BP	4.85		FOOD
19/01/2023	CO-OP	BP	5.20		FOOD
24/01/2023	TESCO	BP	140.97		FOOD
24/01/2023	COOKSMILL	BP	52.56		CONTAINERS
25/01/2023	POCKIT	BP	1.99		CHARGES
26/01/2023	ALLAN MARTIN	BP	246.79		MEAT
27/01/2023	CO-OP	BP	3.45		FOOD
27/01/2023	CO-OP	BP	8.00		FOOD
31/01/2023	TESCO	BP	169.32		FOOD
01/02/2023	CO-OP	BP	1.35		FOOD
03/02/2023	CO-OP	BP	4.85		FOOD
07/02/2023	TESCO	BP	132.73		FOOD
07/02/2023	SAINSBURYS	BP	6.70		FOOD
09/02/2023	CO-OP	BP	4.85		FOOD
14/02/2023	TESCO	BP	119.38		FOOD
14/02/2023	CO-OP	BP	6.70		FOOD
21/02/2023	TESCO	BP	153.27		FOOD
25/02/2023	POCKIT	BP	1.99		CHARGES

Time: 11:48

POCKIT CARD - GAGES

List of Payments made between 01/11/2022 and 07/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/02/2023	TESCO	BP	166.85		FOOD
28/02/2023	POCKIT	BP	4.07		CHARGES

Total Payments 4,012.00

17

Time: 11:49

POCKIT CARD - YOUTH

List of Payments made between 01/11/2022 and 07/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/11/2022	POUNDLAND	BP	28.30		REFRESHMENTS
07/11/2022	ICELAND	BP	30.54		REFRESHMENTS
09/11/2022	CO-OP	BP	6.75		REFRESHMENTS
10/11/2022	CO-OP	BP	3.30		REFRESHMENTS
14/11/2022	POUNDLAND	BP	28.95		REFRESHMENTS
14/11/2022	ICELAND	BP	33.10		REFRESHMENTS
16/11/2022	CO-OP	BP	1.50		REFRESHMENTS
18/11/2022	POCKIT	BP	1.99		CHARGES
18/11/2022	BAKER ROSS	BP	61.30		CRAFT SUPPLIES
18/11/2022	AMAZON	BP	26.59		CRAFT SUPPLIES
22/11/2022	BOOTS	BP	6.00		SUPPLIES
22/11/2022	POUNDLAND	BP	46.10		REFRESHMENTS
22/11/2022	POUNDSTRETCHER	BP	6.29		REFRESHMENTS
22/11/2022	ICELAND	BP	23.25		REFRESHMENTS
23/11/2022	SKATE TUNBRIDGE WELLS	BP	171.00		TRIP
24/11/2022	CO-OP	BP	12.00		REFRRSHMENTS
30/11/2022	POUNDLAND	BP	40.05		REFRESHMENTS
30/11/2022	ICELAND	BP	31.00		REFRESHMENTS
06/12/2022	POUNDLAND	BP	20.35		REFRESHMENTS
15/12/2022	CO-OP	BP	21.10		REFRESHMENTS
15/12/2022	CO-OP	BP	4.00		REFRESHMENTS
18/12/2022	POCKIT	BP	1.99		CHARGES
19/12/2022	METROBUS	BP	32.50		TICKETS TO ICE SKATING
23/12/2022	WH SMITH	BP	4.49		STATIONERY
09/01/2023	ICELAND	BP	107.09		REFRESHMENTS
11/01/2023	CO-OP	BP	2.55		REFRESHMENTS
16/01/2023	POUNDLAND	BP	47.45		REFRESHMENTS
16/01/2023	ICELAND	BP	12.82		REFRESHMENTS
18/01/2023	POCKIT	BP	1.99		CHARGES
23/01/2023	POUNDLAND	BP	36.55		REFRESHMENTS
30/01/2023	ICELAND	BP	61.30		REFRESHMENTS
02/02/2023	CO-OP	BP	22.80		REFRESHMENTS
07/02/2023	ICELAND	BP	51.15		REFRESHMENTS
13/02/2023	SAINSBURYS	BP	30.15		SAINSBURYS
13/02/2023	SAINSBURYS	BP	19.43		REFRESHMENTS
14/02/2023	CO-OP	BP	3.15		REFRESHMENTS
18/02/2023	POCKIT	BP	1.99		CHARGES
21/02/2023	ALDI	BP	13.65		REFRESHMENTS
23/02/2023	ICELAND	BP	53.90		REFRESHMENTS
23/02/2023	CO-OP	BP	5.80		REFRESHMENTS
23/02/2023	CO-OP	BP	12.50		REFRESHMENTS

Total Payments	<u>1,126.71</u>
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Forest Row Parish Council

Bank - Cash and Investment Reconciliation as at 28 February 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

28/02/2023	Cafe Cash A/c	100.00
28/02/2023	Thursday Club Cash A/c	0.00
28/02/2023	Unity Trust	153,141.68
28/02/2023	CCLA	175,000.00
28/02/2023	POCKIT CARD - DOD	437.74
28/02/2023	POCKIT CARD - CC	527.69
28/02/2023	POCKIT CARD - GAGES	493.96
31/01/2022	WELLBEING SERVICES	0.00
28/02/2023	POCKIT CARD - YOUTH	232.45

329,933.52

Other Cash & Bank Balances

265.12

330,198.64

Receipts not on Bank Statement

0.00

Closing Balance

330,198.64

All Cash & Bank Accounts

2	Cafe Cash Account	100.00
3	Thursday Club Cash Account	0.00
4	Unity Trust	153,141.68
5	CCLA	175,000.00
6	POCKIT CARD - DOD	437.74
7	POCKIT CARD - CC	527.69
8	POCKIT CARD - GAGES	493.96
9	Wellbeing Services	0.00
10	POCKIT CARD - YOUTH	232.45
	Other Cash & Bank Balances	265.12
	Total Cash & Bank Balances	330,198.64

APPROVED BY FINANCE & POLICY
COMMITTEE CHAIRMAN

David O'Driscoll

From: Stephen King <redmarley@gmail.com>
Sent: 08 February 2023 22:43
To: David O'Driscoll
Subject: Forest Row Festival 2023
Attachments: 00_GRANT_APPLICATION_FORM_current -- Forest Row Festival application.doc

Follow Up Flag: Follow up
Flag Status: Flagged

Hi David — hope all is well.

We phoned and dropped by last week to register for the Green usage on the weekend of June 16-18th, 2023. It would be great to know if we also need to formally apply to the council or that this will be sufficient given the success of last year.

Every year we are a bit late to apply for funding, so this year I attach the same application form with updated numbers based on the charges for these items for 2023. Do let me know if the form has changed and I can update it.

Many thanks in advance for your help, and do shout with any questions.

Cheers, Steve
07826871436

Resolution of Full Council 5th April 2022

C81/22 TO CONSIDER & RESOLVE ON A REQUEST FROM THE FOREST ROW FESTIVAL

There was much discussion on this matter. ...

Cllr. R Lewin counter-proposed that the Council give permission for the use of Foresters Green provided a Health & Safety Officer is nominated, all necessary licences are obtained and that the music finishes at 22.00 and the bar closes at 22.30 on the Sunday evening. This was seconded by Cllr. Hopkins and AGREED.

FOREST ROW PARISH COUNCIL



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

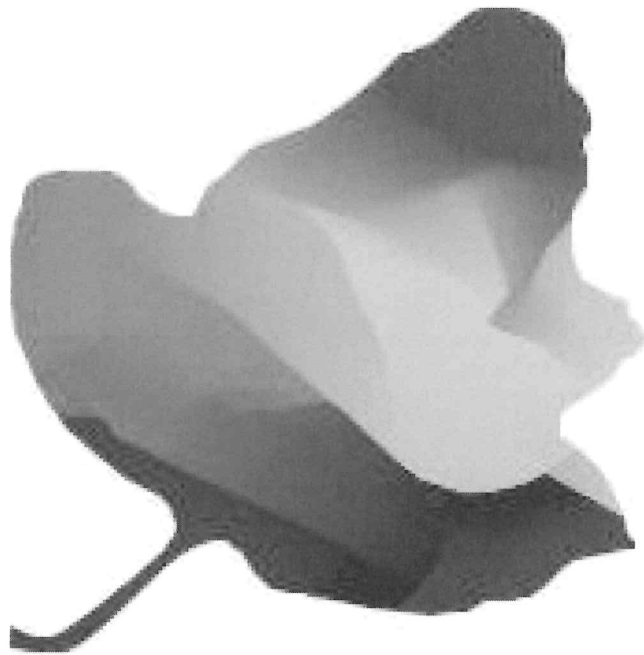
Tel: 01342 822661
Email: parishclerk@forestrow.gov.uk
Web: <http://www.forestrow.gov.uk>
Clerk: David O'Driscoll

REQUEST FOR GRANT AID

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

NAME OF ORGANISATION: Forest Row Festival		
NAME OF CONTACT PERSON: Stephen King		
ADDRESS FOR CORRESPONDENCE: Wildwood, Rystwood Road	Tel: 07826871436	
	Email: enquires@forestrowfestival.org.uk	
	Web (if any): www.forestrowfestival.org.uk	
POST CODE: RH18 5LX	SUM REQUESTED: £732 (360+VAT for rubbish removal & 250+VAT for fence)	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?	Frow Fest	
DO YOU HAVE AUDITED ACCOUNTS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	IF YES, ARE THEY ATTACHED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Accounts)	IF NO, PLEASE EXPLAIN WHY We are a small organisation, so do not have the audited, but please see our budget for 2022, and our report from 2019.
IF APPLICABLE, DO YOU HAVE A BUDGET? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input 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
National Lottery	9,999	Funding of the other infrastructure, sound, marquee, generator, toilets and first aid
PURPOSE OF REQUEST (please use second sheet if necessary) We would like to request support from the Parish council for the hiring of the fence and rubbish collection of the Forest Row Festival in 2023. These are items we think are well aligned with our shared goals of having a safe and well cleaned up festival. With your support we will be able to fully cover our costs, and plan to make a contribution to local community groups with a portion of the surplus.		
HOW WILL IT BENEFIT THE COMMUNITY? The Forest Row Community Festival is a resident-led association, formed in 2001 to provide a platform to showcase local creative talent, to promote awareness of local community projects and good causes and to help build community cohesion. The most important aspect of the Festival this year, is to enhance resident connections to each other, to local support services and social networks; helping to energise space for collaboration between residents who can offer mutual support, empathy and reciprocity.		
FOR OFFICIAL USE ONLY		
Date of Meeting:	Min.No:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
		Amount:

Forest Row Festival



Annual Report 2019

Forest Row Festival

CONTENTS

Review of the 2019 Festival	2
Items for Review for Future Festivals	3
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Election of Officers	5
Plan for the 2020 Festival	6
Next Meeting	6
Any Other Business	6

This report was compiled in November 2019 following the Annual General Meeting of the Forest Row Festival Committee, held on 4th November 2019.

All photos courtesy of Moran Films.

1 REVIEW OF THE 2019 FESTIVAL

On almost every basis the Festival has made a very good comeback after its fallow year. The main event on Foresters Green featured 30, mostly local, musical acts. At its peak there were over 700 people on the Green and we estimate that well over one thousand participated in some element of the Festival over the weekend. Also on the green were a wide range of activities including the new Wellness Area. Around the village there were dozens of other events.



As with the last three festivals, the Festival this year was free, maintaining the high levels of access for all members of the community, a key goal for the organisers. The event attracted a broad demographic.

The organisation for this year's festival was more complicated, with greater requirements for Health & Safety compliance and a more robust Event Management Plan as required by the police and Wealden District Council. This was handled very effectively with positive feedback from the Police, Wealden and the Forest Row Parish Council. As a result of the effective planning the event passed off almost without incident. The security team and Red Cross First Aid team dealt effectively with the few incidents that arose.

Forest Row Festival



The team has worked well together, relationships with the Council, police and licensing have improved, the local businesses and community have been much more supportive.

The team of volunteers was amazing. Shepherded by Clare Parker the 20+ volunteer stewards provided a warm welcome and made life much easier for the organising committee.

The revised layout worked well. The addition of a fence around the green was well received, providing for better control over exits/entrances. The change positions for toilets and rubbish storage also allowed for easier collection/clearage. There was also a marked improvement in the security at this year's event.

Compared to last year there was also an up-tick in the amount of activity within the village. It was also great to welcome back the Village Bike Ride.

There was a palpable increase in support from local businesses, including an amazing array of raffle prizes.



As ever there was a great selection of food and drink choices.

2 ITEMS FOR REVIEW FOR FUTURE FESTIVALS

There were also a few areas that need to be looked at for the next festival. Some of the timings need a little work, for instance ensuring everything was ready to open at 5pm on the Friday. We also need to be more rigorous in enforcing bans on bringing glass on to site and smoking in the marquee. Both were advertised and enforced, but need more effort.

We will also continue to push to be more environmentally friendly, including requiring more reusable cups and so forth.



In terms of activities, we should explore doing more for smaller children, perhaps engaging other community groups to run stalls, and hopefully make use of the VENUe. We will also look to build on the great work done this year in terms of numbers of events around the village. This would probably benefit from getting started earlier and engaging a few more

Forest Row Festival



cafes and organisations such as the WI, the village club and the churches etc. Sarah and Samantha from the Village Hall have offered to be more involved next year.

We will also, in conjunction with Wealden and the Police, review our opening hours and the security requirements. Numbers of security on Sunday night were probably disproportionate. We might suggest a slightly later closing on Sunday night, at least for the bar if not for music. It was also noted that we should communicate to the security team that people have a 30 minute window to finish their drinks and make their way off the green and there was no need to hurry people out.

There were a few issues with sound quality this year, including for both the bands and for announcements. This should be addressed for next year.

We should also push for more stalls, including one or two more food and some artisan stalls. It was also noted that one of the stalls was drawing a tremendous amount of power from the generator this year and we might explore imposing maximums. That said, the use of a single generator for almost all of the vendors worked very well.

A change to the Programme format was suggested to show the events in date and time order.

The Festival this year made a loss due to the additional costs of security, fencing and a few other items. We were not as successful at securing grants or sponsorship this year. We should focus more on securing sponsorship and finding other sources of funding.

It was generally agreed that the Festival team should do more in advance to promote the event including, for instance, a stall at the market, summer fair etc.

3 FINANCES

A summary of the 2019/20 finances are presented below, along with 2017/18 for comparison.

The success of the 2019 Festival has come at a cost, in terms of meaning that this year was loss-making. Despite this, the Committee wants to make a contribution of £250 to the Hugo Parker Skate Park Fund.

Forest Row Festival

Figure 4-1: Festival finances 2019/20 and 2017/18

Forest Row Festival -- community accounts

2019/20 P&L - yearend March 31st

Revenue		Expenses	
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 last	2,580	
	Total surplus	1,184	

Forest Row Festival -- community accounts

2017/18 P&L - yearend March 31st

Revenue		Expenses	
Grants	6,500	8,974	Equipment rental
Licenses (stalls)	2,693	4,687	Marketing
Sponsorship	3,650	1,013	Admin
Donations	1,944		
total revenue	14,787	14,674	total expenses
	Annual Surplus	113	
	Surplus from last year	2,467	
	Total surplus	2,580	

4 ELECTION OF OFFICERS

The AGM also requires the annual election of officers to the three positions of Chairman, Treasurer and Secretary. The following were elected to hold those positions for the following year:

- Chairman: Rob Hunt

Forest Row Festival

- Treasurer: Steve King
- Secretary: No nominations and currently vacant

5 PLAN FOR THE 2020 FESTIVAL

The Festival will be on the 17-20 September 2020.

6 NEXT MEETING

The next meeting time and venue will be determined at a later date, most likely to be in January.

7 ANY OTHER BUSINESS

Any other business arising from the AGM will appear here.

The Festival Committee agreed to reiterate its thanks to all of the organisations that had helped to support the Festival in 2019:

- The National Lottery Community Fund
- Samco Services
- Vektor Graphics
- Mid-Sussex Timber
- Hop Yard
- Forest Row Parish Council
- Michael Hall School
- EMS Design & Print, East Grinstead
- Mansell McTaggart
- Julian Johnson
- Brad Scott and crew
- All the team at the Village Hall
- Everyone who donated time, gifts/treatments and prizes for the bike ride or the raffle.
- All of our amazing volunteers

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: Wealden Citizens Advice		
NAME OF CONTACT PERSON: Emma Lindsay		
ADDRESS FOR CORRESPONDENCE:	Tel: 01825 705723	
	Email: da@wealdencitizensadvice.org.uk	
	Web (if any): Wealden Citizens Advice Home page	
POST CODE:	SUM REQUESTED: £500	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?	Wealden Citizens Advice CAF Bank Ltd Account Name: Wealden Citizens Advice Sort Code: 40-52-40 Account Number: 00013042	
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
As in previous years we fund our work with applications to the District, Town and Parish Councils in Wealden. We also apply for funding from East Sussex County Council, charitable foundations and other grant giving organisations, including the Lottery and Sussex Community Foundation. We have a an SLA with Wealden DC, a rolling SLA with Uckfield, Crowborough and Hailsham TC. Please see attached annual accounts for a full breakdown.		
PURPOSE OF REQUEST (please use second sheet if necessary)		
To contribute to the running costs of the service for Forest Row residents, which can be accessed via phone, email, text or appointments at one of our 3 sites - Crowborough, Hailsham or Uckfield. Although our service is mainly staffed by volunteers we still require staff to supervise, train and manage the service. We need to maintain our IT system for effective record keeping and to enable us to communicate effectively with and on behalf of our clients. We also need to cover day to day costs such as postage, photocopying, cleaning, publicity and insurance.		

HOW WILL IT BENEFIT THE COMMUNITY?

Our service is available to all Forest Row residents via our freephone number 0808 278 7811. Please see attached stats on client supported.

FOR OFFICIAL USE ONLY

Date of Meeting:	Min.No:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount:
-------------------------	----------------	---	----------------

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.

Statement of financial activities for the year ending 31 March 2022
Incorporating the income and Expenditure Account

	Note	Unrestricted funds £	Restricted funds £	Total funds 2022 £	Total funds 2021 £
Income from:	1b				
Donations and legacies	2	616		616	912
Charitable activities	3	229,803	124,639	354,442	316,561
Other (<i>including fundraising</i>)	4	242	-	242	1,657
Total Income		<u>230,661</u>	<u>124,639</u>	<u>355,300</u>	<u>319,130</u>
Expenditure on:					
Charitable activities	5	227,277	124,639	351,916	312,112
Other	5	-	-	-	-
Total Expenditure		<u>227,277</u>	<u>124,639</u>	<u>351,916</u>	<u>312,112</u>
Net income/(expenditure) before transfers	6	3,384	-	3,384	7,018
Transfers between funds		-	-		
Transfers between funds		-	-	-	-
Net movement in funds for the year		3,384	-	3,384	7,018
Reconciliation of funds:					
Balances brought forward	12	<u>103,770</u>	-	<u>103,770</u>	<u>96,752</u>
Balances carried forward	12	<u>107,154</u>	-	<u>107,154</u>	<u>103,770</u>

There are no recognised gains or losses in the year other than those included in the statement of financial activities.

All activities derive from continuing operations.

Balance Sheet as at 31 March 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total 2022 £	2021 £
Fixed Assets					
Tangible Fixed Assets	8	-	-	-	-
Current Assets					
Debtors	9	7,098	-	7,098	14,319
Short term deposits		-	-	-	-
Cash at bank and in hand		155,709	-	155,709	132,142
		162,807	-	162,807	146,461
Creditors - amounts falling due within one year	10	53,355	-	53,355	41,150
Net Current Assets		109,452	-	109,452	105,311
Creditors - amounts falling due after one year	10	2,298	-	2,298	1,541
Net assets	11	107,154	-	107,154	1,541
Represented by:					
Funds of the Charity					
Unrestricted funds					
General funds	12	37,154	-	37,154	50,821
Designated funds	12	70,000	-	70,000	57,500
Restricted Funds	12	-	-	-	(4,550)
		107,154	-	107,154	103,771

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to subsidiary charitable companies for the year ended 31 March 2018. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records that comply with Sections 386 of the Companies Act 2006; and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

Wealden Citizens Advice

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

The financial statements were approved by the Board on and are signed on their behalf by

Chair

Treasurer.....

Company Registration No: 04287877

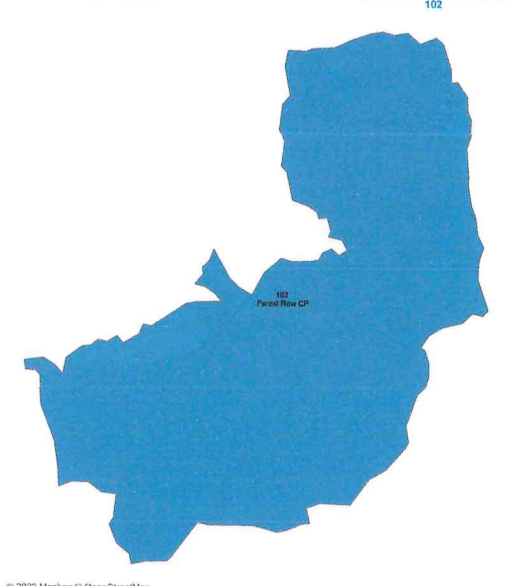
Charity Registration No: 1090666

	Draft Budget 2022/23		2022/23 budget
Income			
General Advice			
	Bank Interest		220
	Donations		1,000
	Fundraising		500
Local Authorities			
	WDC	April & quarterly	165,000
	Parishes/Towns		59,225
Other Grants			
	ESCC	Money Advice	37,000
	Crosslink Trust	Food Bank	5,000
	Household Support		27500
Other	Sx Comm Foundation		5,000
	CitA	DRO's	200
Total Income			300,645
Expenses			
	Salaries		189,902
	Pension		2,664
	NI'er		12,892
	NI'er		-4,000
			201,458
Staff & Volunteer			
	Recruitment		0
	Subsistence		500
	Staff Training		750
	Staff Travel & Expenses		1,500
	Vol. Training		0
	Vol. Travel & Expenses		7,000
	Other		350
			10,100
Office			
	Depreciation		0
	Payroll etc		180
	IT Equipment and support		6,000
	Office Equip.		350
	Insurance	Est inc contents & computers	2,298
	Postage		1,000
	Print & Stat		2,662
	Ref Material & Subs		1,345
	Telephones		4,800
	Other		500
			19,135
Premises			
	Rent		24,572
	Rates (Water)		120
	Heat & Light		6,500
	Insurance Property		530
	Repairs & Maint		1,200
	Other		1,800
			34,722
Governance			
	Other	CitA Sub	6,000
	Audit		750
	Legal & Prof		50
	Trustee Expenses		250
			7,050
Other			
	Disbursements		24,200
	Bank charges		200
	Misc		120
			24,520
Total Expenses			296,985
Surplus			3,660

In this/these parish/es we helped

Clients	102
Issues all	480
Top Issues	
Benefits & tax credits	96
Debt	74
Benefits Universal Credit	53
Housing	51
Financial services & capability	39
Top 5 benefit issues	
21 Personal Independence payment	29
D1 Initial claim	22
17 Attendance Allowance	16
28 General Benefit Entitlement	13
06 Calculation of income, earnings and capital	10
Top 5 debt issues	
09 Council tax arrears	10
13 Credit, store & charge card debts	10
99 Other Debt	9
04 Fuel debts	8
17 Unpaid parking penalty & cong. chgs.	5
Homelessness	
03 Threatened homelessness	2

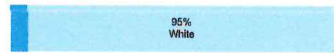
Clients seen (parishes)



Gender



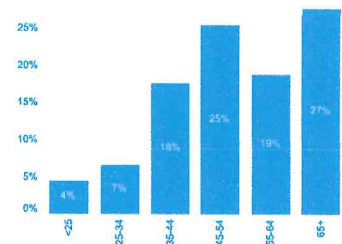
Ethnicity



Disabled or Long term health



Age group





FOREST ROW PARISH COUNCIL CHILD PROTECTION & VULNERABLE ADULTS POLICY

1. STATEMENT

Forest Row Parish Council recognises that it has a duty of care towards children and vulnerable adults who use its facilities, as detailed in section 2 below. The Council and its employees will follow the policy set out below.

2. CONTEXT

Forest Row Parish Council contains a number of business sections whose operations involve staff coming into contact with children and vulnerable adults. The various operations coming under their control:

- **Community Centre** – This facility frequently hosts activities for children and potentially vulnerable adults, provides and accommodates a wide range of arts, entertainments and other activities, including those such as dancing, craft workshops and other ad hoc activities. The Building also incorporates the public library
- **Children’s Playground** – the Playground provides an area where young children and potentially vulnerable adults gather.
- **Skatepark** – The Skatepark provides an area where young children and potentially vulnerable adults gather.
- **Litter Warden** – the litter warden provides a function within the parish in relation to the environment carrying out litter picking and emptying of bins which may involve contact with young children and potentially vulnerable adults using the various public open space areas provided by the Council.
- **Handyman (and as appropriate, other maintenance staff)** – The Handyman carries out various duties within the parish and in the Community Centre such as weekly inspections of the children’s’ playground that may involve contact with young children and potentially vulnerable adults .
- **Spring Clean (when held)** – an event that includes all family members.
- **Cycle Hire** – a service that includes all family members
- **Forest Row Festival/ Twinning Fun Day** - events that includes all family members.
- **Parish Council Chamber & Office** – facility responsible to the general public in the provision of information and advice with overall responsibility for Council Meetings, organising community events (public meetings), environmental protection, Child Protection Policy, Community Centre, Youth buildings, Play Areas and Public Open Space, etc., all of which can at times involve the participation of young people and potentially vulnerable adults.

The Council employs different types of staff in order to achieve its objectives, these being:

- Salaried full time staff
- Salaried part time staff
- Volunteers (to include Parish Councillors)

3. POLICY

3.1 In **general** terms the Council acknowledges the following as key principles of its policy:

- Child and vulnerable adult protection is an issue that should be accorded a high priority and, consequently, adequate resources of finance and officer time should be allocated to addressing the Council's responsibility for it.
- In all matters concerning child protection and vulnerable adult the welfare and protection of the individual is a paramount consideration. Note: that the context of this document *child* is taken to mean a young person under the age of 18.
- All reasonable precautions should be taken to ensure that children and vulnerable adults involved in activities that the Council promotes are protected from physical, sexual, neglectful or emotional harm.
- All children and vulnerable adults have equal rights to protection irrespective of their gender, age, ethnic background, social background or sexuality. However, the Council recognises that some children, due to their particular circumstances, may be confronted with more barriers to accessing help than others.
- Staff should take all reasonable precautions to ensure that they do not place themselves at risk of being subjected to allegations of abuse that has no foundation.
- The policy should be accessible to all stakeholders who have an interest in child and vulnerable adult protection in leisure provision within the Parish (eg. parents, partner organisations).
- Policy relating to child and vulnerable adult protection should not be regarded as set and unchangeable. Policy is liable to review, amendment and continuous improvement in the light of factors such as updated legislation, changes in published best practice guidance and experience.
- In all issues relating to child and vulnerable adult protection matters should be addressed with due regard to appropriate levels of confidentiality.

3.2 In **specific** terms the Council undertakes to observe the following measures:

- To ensure all directly employed staff (of any type) who have significant contact with children and or vulnerable adult as part of their job* are issued with **Child and vulnerable adult Protection Guidelines**. These guidelines will address the following matters:
 - Explaining what abuse is
 - How to recognise abuse
 - What to do if you have concerns
 - A code of behaviour for people who work with children and vulnerable adults

- What to do if children and or vulnerable adults are not picked up by their parents/carers on time
 - Key contacts
 - A Child and or vulnerable adult Protection Incident Record Form
- To ensure **Supplementary Guidance Notes** are made available to staff/providers/children where necessary. These are as follows:-
 - Guidance to (a) children on acceptable behaviour towards other children, and (b) staff on dealing with bullying.
 - Guidance on appropriate procedures to employ in authorising photographers/cameramen and displaying pictures/footage when staging events that involve children.
 - *Guidance on dealing with allegations against staff*
 - Guidance on ensuring adequate supervision of children in sessions at all times.
- 3.3 For all activities, including those where children and or vulnerable adults are taking part or present, appropriate risk assessments will be taken to ensure everyone's safety. This may require that some Council staff who come into contact with children and or vulnerable adults will be required to undertake a regular DBS check, known as a criminal records check.

4. SESSION MANAGEMENT

For activity sessions that involve children and or vulnerable adults and come under the direct control of the Council:

- To ensure all sessions comply with relevant legislation (eg., The Children's Act).
- To ensure all sessions are subject to risk assessment covering aspects such as first aid cover and telephone access.
- To ensure all sessions are visited at least once annually by another member of staff.
- To ensure appropriate DBS checks are in place.

5. RECRUITMENT

To ensure all directly employed staff (of any type) who have contact with children and or vulnerable adults as part of their job and which raises any potential risk to the child and or vulnerable adults as a result undergo relevant screening checks as part of the recruitment process, including (a) Disclosure & Barring Service checks (DBS) at an enhanced level of check, (b) providing two references which are taken up (c) presenting copies of relevant qualifications and (d) issuing Parish Council guidelines to all new employees/volunteers as part of the induction process.

DBS checks should be renewed if required by law for each member of staff who continues to have significant contact with children as part of their role.

6. TRAINING

- To ensure all directly employed paid staff who have significant contact with children and or vulnerable adults as part of their job undertake certificated protection training within **12 months** (COMMENT THIS SHOULD BE SOONER AND IN ANY EVENT BEFORE THEY COME INTO CONTACT WITH A CHILD IN A VULNERABLE OR RISKY SITUATION) (so more appropriate) **6 weeks** of commencement of their employment with the Council **or before the employee is in a situation where a child and or vulnerable adults could be vulnerable or at risk whichever is the sooner.** This should be reviewed within every three years that the persons remain employed with the Council.

Note: the judgement as to whether a staff member has significant contact with children and or vulnerable adults is agreed by the ~~Chairman of the Finance Committee~~ and the Safeguarding Officer.

- To ensure all directly engaged volunteer staff have access to appropriate child and or vulnerable adults protection training opportunities. Such opportunities should be provided free of charge wherever possible **and prior to the volunteer being in a position where a child and or vulnerable adult could be vulnerable or at risk** or at least at a level which does not deter volunteers from attending. **Wherever appropriate volunteers will also be required to undertake DBS checks also, at the expense of the Council.**

7. RECORDS

A record of child and or vulnerable adult protection incidents/situations **shall** be maintained by the Clerk. These records **will** be reviewed annually by the Safeguarding Officer to see if there are any patterns evident relating to child protection issues.

8. SAFEGUARDING OFFICER

To appoint annually a Safeguarding Officer to be responsible for maintaining an overview of child and or vulnerable adults protection issues, keeping up to date with relevant developments in the field, ensuring compliance with the provisions of this policy and for being a key point of contact on matters relating to child protection. This officer to be allocated sufficient time to fulfil these responsibilities properly.

9. THE WIDER COMMUNITY

The Council also recognises that its functions within a number of wider leisure and business communities. Although it cannot control how other organisations conduct their affairs it can exert influence and provide support in a number of ways which include:

- Ensuring that contractors who have staff with significant direct contact with children and or vulnerable adults have appropriate protection policies in place that are effectively implemented. Contract specifications to require that appropriate protection policies are in place.

- Regularly providing appropriate protection training opportunities to staff from other community organisations (eg sports clubs)
- Encourage and advise community organisations that work with children and or vulnerable adults to draft appropriate protection policies.

10. IMPLEMENTATION

In order to ensure thorough & consistent implementation the following will be observed:

- Completion of annual monitoring forms by line managers and contractors.
- All appropriate risk assessments undertaken as an when appropriate and acted on accordingly.
- Activity session inspections by the Safeguarding Officer.
- Occasional staff briefings and updates.
- Policy to be reviewed and updated annually by the Safeguarding Officer and approved by the Council.

Policy due for review November 2022
--



Forest Row Parish Council Youth Service Policy & Delivery Plan

MISSION STATEMENT: -

Forest Row Council Youth Services (FRPCYS) aims to provide a 'safe space' for the youth of the community, where they can be themselves, hear themselves, interact and grow. The space allows them to relax and enjoy each other's company and socialise in a safe environment as well as participate in organised developmental activities as appropriate. ¹

AIMS AND OBJECTIVES: -

- 1. Aims** - FRPCYS is to provide a 'safe space'. Although it is not the aim to be a 'Youth Club', in the traditional sense, it has a formal membership list, and a session fee, whether attending for 5 mins or the whole period. Young people already have significant daily schedules/ structures. The idea is to have a safe space, which the young people are free to attend as and when they wish, where activities are of their choice and appropriate to the needs of who is there and what is going on at any given time,
- 2. A therapeutic aspect:** providing an environment in which all youth, within specified age ranges, are welcome. Where confidentiality is paramount, no expectations excepting those of acting within the law, showing respect to each other, the staff and the physical facilities. No one is judged. The facility allows space in which 'live issues/ discussions' can take place freely, and for the adolescents to socialise.
- 3. Recreational aspect:** provided by the availability of various amenities; table-top/ board games, arts, crafts, drawing, table tennis, table football, pool/snooker, electronic games, TV and computer use. They are also able to use the outdoor facilities around the building, including the skatepark and games area. There are regular themed activities and occasional age-appropriate outings.

¹ See National Youth Agency 'Statement of Youth Work': "Youth work offers young people safe spaces to explore their identity, experience decision-making, increase their confidence, develop inter-personal skills and think through the consequences of their actions. This leads to better informed choices, changes in activity and improved outcomes for young people." <https://nya.org.uk/careers-youth-work/what-is-youth-work/>

- 4. Educational aspect:** this takes place by the sharing of knowledge from peers, assistance with homework, writing up CVs, having discussions on budgeting, living alone, washing/cooking and other basics, providing a launch pad into adult life and responsibility.²

TARGET MEMBERSHIP: -

1. The Centre is principally for the youth of the village of Forest Row, however, youth from further afield are welcome, **at the discretion of the Youth Service Supervisor**. In particular, there is no objection to including young people from Hartfield, Sharpthorne, Chailey, Danehill where youth provision is, at this moment in time, minimal if any at all. A lot of the youngsters from outside the village are already using the skate-park. Priority is always given to our local youth so overcrowding is avoided.
2. **The original intention was to have allotted times for 12- 15 years, 16 – 19 years, and once a month, a session for those aged 20 – 24 years (the latter group being considered in current youth work theory as being a specific group within the youth cohort). The intention was therefore to cater for all the differing needs and interests of the groups. Also, to provide the relevant facilities/space and time for those groups and ensuring growth and appropriate behaviours.**
3. **Currently, provision is as follows:**
 - a. **Years 5-6 (ages 10-11): sessions from 3:30-6:30 Wed & Fri**
 - b. **Ages 12-16: sessions from 3:30-6:30 Mon, Tue & Thu, plus a later follow-on session from 6:30-9:30 on Thursdays.**
4. **At present (due to staffing constraints), there is no provision for 16 - 18-year olds (although some who has been with the service for several years drop in at the 12-16 sessions). Pilot sessions were not sufficiently well attended, but this remains our plan for the future as the current cohort gets older.**

² See National Youth Agency 'The basics': "**Youth work** focuses on personal and social development – the skills and attributes of young people – rather than to 'fix a problem'. It is an educational process that engages with young people in a curriculum that deepens a young person's understanding of themselves, their community and the world in which they live and supports them to proactively bring about positive changes. Therefore youth work needs to be (and be seen to be) transformational, harnessing skills of young people not fulfilled by formal education." (Ibid).

5. As for the third identified age group, there remains the possibility, if the need becomes clear, of promoting a smoother transition from youth to early adulthood by providing a welcoming environment.

HOURS OF OPERATION:

As noted above, the current hours of operation are 3.30-6.30 on each weekday with a follow-on session on Thursdays. **These hours are added to where necessary to accommodate special activities.**

FACILITIES: -

The space itself is a single hall adjacent to the village centre, plus an informal games area and skatepark. The hall space incorporates storage and fixed seating. It also has toilet facilities, a kitchen area for the provision of light refreshments and non-alcoholic drinks, and there is an office/quiet room, a space where 'one to one' private conversations can be facilitated.

In addition to the hall itself there is moveable furniture, seating and tables – plus electronic equipment and sound apparatus. There is physical game equipment: snooker, table tennis, board games and such like. The moveable equipment is packed away when the space is required for other users.

MANAGEMENT, STAFFING AND ORGANISATION: -

1. Youth services are provided by the Parish Council under the general oversight of the Community Services Committee. They receive current reports on the activities and status of the service. As with other services, staffing and financial issues are the responsibility of the Finance and Policy Committee and the Clerk may exercise agreed delegated authority to deal with minor items relating to organization and or expenditure. Major strategic changes will need to be referred to Full Council for ratification.
2. Currently, the staff consist of a Youth Service Supervisor, who works a basic **24** hours per week, with a group, currently 5 in number, of youth work assistants. They have a rota system, working between 3-9 hours per week, each. There are always two members of staff on at any one time, the more experienced member being the leader at that session.

3. All staff have contracts and job descriptions and DBS accreditation, and are entitled to paid holidays and sick leave, and participation in the staff pension scheme. The staff 's role is to open and supervise the youth sessions, to engage with the youth as appropriate, to safeguard them in all respects; to ensure the basic rules, within and out of the facility are adhered to and the standard of behaviour is appropriate and respectful. They resolve any disputes, problems that may occur, provide refreshments, and account for cash takings, The staff will also meet regularly to discuss progress, any matters of concern, check-in with each other and plan future events/activities.
4. All staff abide by the following nationally agreed principles³:
 - a. Treat young people with respect.
 - b. Respect and promote young people's rights to make their own decisions and choices.
 - c. Promote and ensure the welfare & safety of young people.
 - d. Contribute towards the promotion of social justice.
 - e. Recognised the boundaries between personal & professional life.
 - f. Recognise the need to be accountable to young people.
 - g. Develop and maintain the required skills and competence.
 - h. Work for conditions in employing agencies where these principles are discussed, evaluated and upheld.
5. Additionally, there are many Council Policies, safeguarding, health and safety and equality of treatment procedures for dealing with adverse incidents or complaints. Risk assessments are provided for specific activities or external events. All staff are expected to be aware and knowledgeable with the policies and procedures and able to implement them efficiently where and when necessary.
6. A formal qualification in youth work is not an absolute requirement, but the youth supervisor has an NCFE recognised qualification in youth work, and all the youth staff are expected and encouraged to participate in appropriate and regular training to increase their skills and awareness of their role.

The most important things are that staff have experience, consistency, patience, respect, self-confidence, compassion without judgement, and are good listeners and approachable.

³ National Youth Agency "Ethical Conduct in Youth Work": http://www.nya.org.uk/wp-content/uploads/2014/06/Ethical_conduct_in_Youth-Work.pdf

7. The youth work group also have regard to the 'Toolkit' published by Surrey Youth Focus as an organisational & procedural resource.⁴

FINANCING: -

1. As with any other Council service, the staff costs are met from the general budget and financed by the Parish precept. There is also an annual budget allocated for 'youth development' to fund items of equipment and sundry expenses, and to subsidise the occasional outside trips.
2. The youth currently pay for refreshments/tuck provided onsite, and are expected to make a realistic contribution to the cost of external trips – it is recognised that some of the youth are not able to pay. Since the move to the new facility, a flat rate session fee of £1 is payable by all participants, as a contribution toward the running costs of the facility. **The young people are also expected to make a contribution according to their resources towards the cost of outside trips.**
3. The youth and staff will engage in active fund raising, through grants, one off donations, sponsorships to improve facilities, equipment and to fund activities (such funds to be ring-fenced in the Council's accounting system).

PUBLICITY: -

Originally the availability of the service was spread by word of mouth and each age group was replaced naturally by the next group as time elapsed. However, the staff now actively promote the facility in the local schools, over Facebook, through posters, the Council website and external media, in conjunction with Council staff and the Community Services Committee. By going into the schools, it gives the **young people** an opportunity to get familiar with what is available and dispel any preconceived ideas, also offering them the chance to ask questions.

LONG TERM PLANNING: -

1. FRPCYS will continue to be a major service provided by the Parish Council, as an investment in the youth of the community.

⁴ Surrey Youth Focus 'The Toolkit'

http://www.surreyyouthfocus.org.uk/sites/default/files/Toolkit%202014_FINAL_National.pdf

2. It is envisaged that membership will gradually expand and that there will need to be a periodic review of the facilities and staffing levels.
3. It is also likely that when the need arises that formal training will need to take place for affiliation with appropriate national networks.
4. It may well be advantageous for the youth supervisor, the Chair or other member of the Community Services Committee, and the Chair of Finance to meet on a regular basis to evaluate the service and consider ways consider ways of improving and/or expanding it - thus keeping to the Council's overall commitment to the community.

Policy reviewed & amended Jan 2023
Due for review May 2023



**FOREST ROW PARISH COUNCIL
YOUTH SERVICE DELIVERY POLICY:
Appendix 2: ANTI-BULLYING POLICY**

Forest Row Youth Service is completely opposed to bullying/ harassment and will not tolerate it.

- Everyone has the right to use our youth facilities free from intimidation and fear.
- The needs of the victim are paramount
- The Youth Service will not tolerate bullying or harassing behaviour.
- Bullied individuals will be listened to.
- Reported incidents will be taken seriously and thoroughly investigated.

Bullying/ harassment is an act or series of acts of aggression, causing embarrassment, pain or discomfort to someone. It can take a number of forms: physical, verbal, making gestures, extortion and exclusion. It is an abuse of power, it can be planned or organised, or it may be unintentional. It may be perpetrated by individuals or by groups of individuals. It includes:

- Physical violence such as hitting, pushing or spitting at another individual.
- Interfering with another individual's property, by stealing, hiding or damaging it.
- Using offensive names when addressing another individual.
- Teasing or spreading rumours about another individual or his/her family.
- Belittling another individual's abilities and achievements.
- Writing offensive notes or graffiti about another individual.
- Excluding another individual from a group activity.
- Ridiculing another individual's appearance, way of speaking or personal mannerisms.
- Misusing technology (internet or mobiles) to hurt or humiliate another person.

Our staff will:

- Encourage self-esteem, self-respect and respect for others.
- Demonstrate by example the high standards of personal and social behaviour we expect of our individuals.
- Be alert to signs of distress and other possible indications of bullying.
- Listen to children who have been bullied, take what they say seriously and act to support and protect them.
- Report suspected cases of bullying to the Youth Service Supervisor or, in their absence, the Council's designated safeguarding officer.
- Follow up any complaints about bullying, and report back promptly and fully on the action which has been taken.
- Deal with observed instances of bullying promptly and effectively, in accordance with agreed procedures.

We expect all youth users of the Service to:

- Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity.
- Intervene to protect any individual who is being bullied, unless it is unsafe to do so.
- Report to a member of staff any witnessed or suspected instances of bullying, to dispel any climate of secrecy and help to prevent further instances.

Anyone who becomes the target of bullies should not suffer in silence, but have the courage to speak out, to put an end to their own suffering and that of other potential targets.