

Forest Row Parish Council

Clerk: Mr D O'Driscoll
Email: parishclerk@forestrow.gov.uk



(Office Hours: Monday to Friday 9am to 4pm)

To: All members of the FINANCE & POLICY COMMITTEE:

Cllrs. R.Lewin (Chairman), Hill, Josephson, T
Lewin, McNally, Moore, Spackman, 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**

DECEMBER 2021 in the Garden Room of the

Date: 8 December, 2021

Community Centre at **7.30pm**.

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 27TH JULY 2021
 - 4.1 To approve the minutes of the meeting of 27TH JULY 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

FINANCIAL MATTERS To note and/or resolve as appropriate

7. SUMMARY FINANCIAL REPORT to month 8
8. LIST OF PAYMENTS (to include prepayment cards)
9. BANK RECONCILIATIONS & COUNCILS INVESTMENTS
10. DRAFT COMMITTEE BUDGET FOR 2000/23

MATTERS FOR CONSIDERATION/DECISION

11. To consider the 'Star Chamber' stage of the budget process
12. Personnel committee membership
13. To consider a request to run the Repair Cafe independently
14. To consider grant applications as follows:
 - 14.1 Grant for Repair Café
 - 14.2 Parochial Church Council of Forest Row
 - 14.3 Ashdown Woodturners Association
 - 14.4 Victim Support (Sussex)

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.

15. Staff costs report (half year)
16. To ratify decisions taken on staff matters

17. CORRESPONDENCE

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

11. TO CONSIDER THE 'STAR CHAMBER' STAGE OF THE BUDGET PROCESS

During my time as Clerk, I have always included a meeting of Chairmen between the adoption of drafts by their respective Committees and presentation of the consolidated budget to Full Council. The purpose of this meeting –referred to as 'Star Chamber' – is to consider the draft departmental budgets alongside one another to see what refinements and trade-offs may be desirable to achieve a more economic consolidated budget. This is standard practice in Government budgeting and promotes financial rigour and a healthy exchange of views (and I would also say was commented on favourably by my CiLCA supervisor). I understand that certain Members regard it as superfluous, but it is my firm advice that the practice should continue. For Committee to decide.

ACTION: to resolve as appropriate

12. TO CONSIDER THE MEMBERSHIP OF THE PERSONNEL COMMITTEE

It is understood that certain adjustments are proposed to the membership of the Personnel Committee to allow it to function more effectively. These will be outlined to Committee, which is asked to ratify the changes in membership.

ACTION: To resolve accordingly

13. TO CONSIDER A PROPOSAL TO RUN THE REPAIR CAFE INDEPENDENTLY

It has been mooted for some time that the Repair Café (which is affiliated to the supra-national Repair Cafe movement) should be 'midwifed out' by the Council in a manner similar to the Community Fridge, and run independently, with the support & sponsorship of the Council but not using its staff resources. This has already been approved in principle by Community Services but is referred to Finance & Policy for ratification. The issue of financial support is considered under 'Grants'

ACTION: to resolve as appropriate

14. GRANT APPLICATIONS

To be considered in the usual way, (including the application from the Repair Café if the previous request is ratified). However, please note (re 12.1) that there is a statutory bar on civil parish councils making grants for the support of church property (**s 8(1)(i) Local Government Act 1894**). This provision has been extensively debated and written about, particularly in the context of helping out churches providing social assistance during the pandemic, but there has been no contrary or amending legislation. However, there is a contrary view. The Local Government Act 1972 permits a local authority (to contribute towards the maintenance, repair or adaptation of churches on the basis that the expenditure *would be in the interests of, and bring benefits to, some or all of the inhabitants of the area.*

In the present case, the request is for a contribution towards the repair of a public clock, and it is arguable that a public clock is a genuine benefit to all the residents of the area and thus eligible for assistance.

ACTION: to resolve as appropriate

15. STAFF COSTS REPORT (HALF-YEAR)

As previously requested and resolved, a half-year report on staff costs is supplied herewith. Please note that as this contains details of individual salaries, it is STRICTLY CONFIDENTIAL and must not be disclosed outside this Committee.

ACTION: to note

16. TO RATIFY DECISIONS ON STAFF MATTERS

The staffing issues discussed at a previous meeting have been resolved in a specific way which was felt appropriate to the circumstances. The exact provisions can be explained to this meeting and Committee is now asked formally to ratify the arrangements.

ACTION: to resolve accordingly

17-18 CORRESPONDENCE & ITEMS FOR REFERRAL

As per usual

Detailed Income & Expenditure by Budget Heading 01/12/2021

Month No: 8

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	415,000	415,000	0			100.0%	
4180 Misc Income	477	1,000	523			47.7%	
4181 FI-Wayleave Income	4	10	6			44.5%	
4182 FI-Devolved Services Income	735	1,450	715			50.7%	
4183 Community Warden Hire	7,320	11,000	3,680			66.5%	
4190 FI-Interest Received	40	1,300	1,260			3.1%	
Finance & Administration :- Income	423,576	429,760	6,184			98.6%	0
4100 PENSION TOP UP	3,324	4,000	676		676	83.1%	
4101 FI-Salaries	222,432	309,060	86,628		86,628	72.0%	
4102 FI-Payroll Outsource Costs	210	420	210		210	50.0%	
4103 FI-Contrib. to Library Salary	0	4,500	4,500		4,500	0.0%	
4108 FI-Staff Training/Travel	2,795	3,000	205		205	93.2%	
4110 Community Warden Costs	255	500	245		245	51.0%	
4111 Forest Rate	26	25	(1)		(1)	102.7%	
4120 Postage	336	1,300	964		964	25.8%	
4121 Telecommunications	4,552	7,500	2,948		2,948	60.7%	
4123 Stationery	632	750	118		118	84.3%	
4124 FI-Subscriptions	4,149	5,000	851		851	83.0%	
4125 FI-Insurance	8,033	8,000	(33)		(33)	100.4%	
4126 Printer/copier	2,898	3,500	602		602	82.8%	
4133 FI-Chairman's Fund	200	200	0		0	99.8%	
4134 FI-Parish Meeting	0	500	500		500	0.0%	
4135 FI-Councillors Training/Travel	650	1,000	350		350	65.0%	
4136 Security Checks	11	150	140		140	7.0%	
4137 FI-Members Allowances	1,352	5,000	3,648		3,648	27.0%	
4151 FI - Bank Charges	1,480	1,500	20		20	98.7%	
4156 FI-Legal & professional fees	(906)	3,000	3,906		3,906	(30.2%)	
4157 FI-Audit & Financial Managemen	2,759	3,500	741		741	78.8%	
4158 FI-Van Lease	1,754	2,750	996		996	63.8%	
4160 Office Equipment	2,160	300	(1,860)		(1,860)	720.0%	
4161 Office Maintenance	0	700	700		700	0.0%	
4165 FI-Election Fund	0	1,000	1,000		1,000	0.0%	
4166 Wayleaves	1	50	49		49	2.6%	
4169 Community Occasion	275	500	226		226	54.9%	
7101 PR- Advertising/Publicity	0	100	100		100	0.0%	
7102 PR-Website	2,020	500	(1,520)		(1,520)	404.0%	
7110 PR-Newsletter & Distribution	33	500	468		468	6.5%	

Detailed Income & Expenditure by Budget Heading 01/12/2021

Month No: 8

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7113 PWLB Repayment	0	15,600	15,600		15,600	0.0%	
Finance & Administration :- Indirect Expenditure	<u>261,429</u>	<u>384,405</u>	<u>122,976</u>	<u>0</u>	<u>122,976</u>	<u>68.0%</u>	<u>0</u>
Net Income over Expenditure	<u>162,147</u>	<u>45,355</u>	<u>(116,792)</u>				
<u>403 Other Grants</u>							
4360 Other Grants	300	7,000	6,700		6,700	4.3%	
4361 FRGSA Subsidy	0	2,500	2,500		2,500	0.0%	
Other Grants :- Indirect Expenditure	<u>300</u>	<u>9,500</u>	<u>9,200</u>	<u>0</u>	<u>9,200</u>	<u>3.2%</u>	<u>0</u>
Net Expenditure	<u>(300)</u>	<u>(9,500)</u>	<u>(9,200)</u>				
Finance & Policy :- Income	423,576	429,760	6,184			98.6%	
Expenditure	261,729	393,905	132,176	0	132,176	66.4%	
Movement to/(from) Gen Reserve	<u>161,847</u>						
Grand Totals:- Income	423,576	429,760	6,184			98.6%	
Expenditure	261,729	393,905	132,176	0	132,176	66.4%	
Net Income over Expenditure	<u>161,847</u>	<u>35,855</u>	<u>(125,992)</u>				
Movement to/(from) Gen Reserve	<u>161,847</u>						

List of Payments made between 14/07/2021 and 01/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/07/2021	BACS P/L Pymnt Page 1647	BACS Pymnt	374.36		BACS P/L Pymnt Page 1647
14/07/2021	BACS P/L Pymnt Page 1648	BACS Pymnt	84.04		BACS P/L Pymnt Page 1648
14/07/2021	ALLSTAR BUSINESS SOLUTIONS 6		13.90		FUEL
15/07/2021	POCKIT CARD - DOD	TOP UP	500.00		TOP UP
15/07/2021	POCKIT CARD - CC	TOP UP	500.00		TOP UP
15/07/2021	POCKIT CARD - GAGES	TOP UP	1,000.00		TOP UP
15/07/2021	POCKIT CARD - YOUTH	TOP UP	300.00		TOP UP
15/07/2021	S AYLEN	BP	11.07		THURS CLUB REIMBURSEMENT
15/07/2021	S SMART	BP	12.15		TRAVEL EXPENSES
19/07/2021	CORONA ENERGY RETAIL 4 LTD 1		92.70		CC GAS
20/07/2021	FDR POS TERM RENT	DD	26.40		RENT
20/07/2021	BRITISH GAS	2	374.09		CC ELEC
21/07/2021	BACS P/L Pymnt Page 1649	BACS Pymnt	641.28		BACS P/L Pymnt Page 1649
21/07/2021	BRITISH GAS	3	248.17		CC ELEC
22/07/2021	EDF ENERGY CUSTOMERS PLC 7		240.24		STREETLIGHT POWER
23/07/2021	TELECOMS WORLD PLC	8	54.25		0800 NUMBER
26/07/2021	SIEMENS	DD	116.22		DRINKS MACHINE RENTAL
26/07/2021	SIEMENS	DD	47.08		DRINKS MACHINE
27/07/2021	BACS P/L Pymnt Page 1650	BACS Pymnt	1,504.88		BACS P/L Pymnt Page 1650
27/07/2021	A HARMAN	BP	100.00		GAGES
27/07/2021	JSF FENCING LTD	BP	248.16		ALLOTMENTS
27/07/2021	PIPESTOCK	BP	109.88		ALLOTMENT
28/07/2021	BACS P/L Pymnt Page 1651	BACS Pymnt	960.00		BACS P/L Pymnt Page 1651
28/07/2021	FOCUS	DD	62.75		HELPLINE
29/07/2021	BACS P/L Pymnt Page 1652	BACS Pymnt	8,129.40		BACS P/L Pymnt Page 1652
29/07/2021	BT PAYMENT SERVICES LTD	9	20.49		TELECOMMUNICATIONS
29/07/2021	ES PENSION	BP	3,959.41		JUNE SUPERANN
29/07/2021	STAFF	BP	20,355.78		SALARIES
30/07/2021	O2	DD	24.00		WARDEN PHONE
30/07/2021	S AYLEN	BP	12.12		THURS CLUB REIM
30/07/2021	E JONES	BP	166.25		GAGES REIMBURSEMENT
02/08/2021	BIFFA WASTE SERVICES LTD 1		447.72		WASTE
03/08/2021	BACS P/L Pymnt Page 1656	BACS Pymnt	1,228.93		BACS P/L Pymnt Page 1656
04/08/2021	ALLSTAR BUSINESS SOLUTIONS 2		75.68		FUEL
04/08/2021	LEASEPLAN	DD	263.15		VAN LEASE
04/08/2021	KINGSCOTE ESTATE	BP	108.00		THURS CLUB OUTING
09/08/2021	APOGEE CORP LTD	3	159.17		PRINTER
09/08/2021	O2	DD	40.07		COMMUNITY WARDEN MOBILE
10/08/2021	BARCLAYCARD	4	59.10		CHARGES
10/08/2021	PAYTEK ADMIN SERVICES LTD 5		33.60		CHARGES
10/08/2021	AO SHIPLEY	BP	4,269.40		TAX & NI - JULY
11/08/2021	ALLSTAR BUSINESS SOLUTIONS 6		66.31		FUEL
11/08/2021	O2	DD	13.20		TELECOMMUNICATIONS
16/08/2021	CORONA ENERGY	DD	84.17		CC GAS
17/08/2021	FIRST DATA	DD	26.40		CREDIT CARD LEASE
20/08/2021	BRITISH GAS	7	378.72		STATION ROAD ELECTRIC
23/08/2021	BRITISH GAS	8	1,021.13		CC ELECTRIC

List of Payments made between 14/07/2021 and 01/12/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
23/08/2021	EDF ENERGY CUSTOMERS PLC	9	242.17		STREETLIGHT POWER
24/08/2021	TELECOMS WORLD PLC	10	54.10		0800 NUMBER
25/08/2021	ALLSTAR BUSINESS SOLUTIONS	11	55.20		FUEL
26/08/2021	BACS P/L Pymnt Page 1657	BACS Pymnt	450.56		BACS P/L Pymnt Page 1657
26/08/2021	FOCUS GROUP	DD	61.99		HELPLINE
27/08/2021	S AYLEN	BP	10.00		THURS CLUB
31/08/2021	BACS P/L Pymnt Page 1658	BACS Pymnt	2,714.49		BACS P/L Pymnt Page 1658
31/08/2021	BT PAYMENT SERVICES LTD	12	20.49		TELECOMMUNICATIONS
31/08/2021	BIFFA WASTE	DD	516.60		WASTE
31/08/2021	E SUSSEX PENSION	BP	4,394.94		SUPERANN - AUG
31/08/2021	S STINSON	BP	60.00		WINDSCREEN REPLACEMENT
31/08/2021	STAFF	BP	22,388.08		AUGUST SALARIES
01/09/2021	BNP PARIBAS	DD	667.75		COPIER
03/09/2021	BARCLAYCARD	DD	31.00		CHARGES
03/09/2021	TC & MARKET REFUND	DD	24.00		TC OUTING & MKT REFUND
03/09/2021	MKT REFUND	DD	-55.00		REFUND
03/09/2021	BARCLAYCARD	DD	-31.00		REFUND
06/09/2021	APOGEE CORP LTD	1	84.84		PRINTER
06/09/2021	LEASEPLAN	DD	263.15		VAN LEASE
07/09/2021	BACS P/L Pymnt Page 1661	BACS Pymnt	2,569.40		BACS P/L Pymnt Page 1661
07/09/2021	POCKIT CARD - DOD	TOP UP	500.00		TOP UP
07/09/2021	POCKIT CARD - GC	TOP UP	500.00		TOP UP
07/09/2021	POCKIT CARD - GAGES	TOP UP	700.00		TOP UP
07/09/2021	POCKIT CARD - YOUTH	TOP UP	500.00		TOP UP
07/09/2021	BITEPROOF	BP	120.00		WEB HOSTING & DOMAIN NAME
08/09/2021	O2	DD	34.20		COMMUNITY WARDEN MOBILE
08/09/2021	O2	DD	13.20		YOUTH MOBILE
10/09/2021	BARCLAYCARD	2	38.00		CHARGES
10/09/2021	UTPL	DD	33.60		RENTAL
10/09/2021	AO SHIPLEY	BP	5,087.68		TAX & NI - SEPT
15/09/2021	ALLSTAR BUSINESS SOLUTIONS	3	13.90		FUEL
16/09/2021	BACS P/L Pymnt Page 1662	BACS Pymnt	500.78		BACS P/L Pymnt Page 1662
17/09/2021	S AYLEN	BP	114.00		THURS CLUB REIMBURSEMENT
17/09/2021	J JOSEPHSON	BP	518.00		ALLOWANCE
20/09/2021	BRITISH GAS	4	364.04		ELECTRIC
20/09/2021	APOGEE CORP LTD	5	9.00		PRINTER TONER
20/09/2021	CORONA ENERGY RETAIL 4 LTD	6	59.38		CC GAS
20/09/2021	BARCLAYCARD	DD	26.40		TERMINAL RENT
21/09/2021	BRITISH GAS	7	313.94		ELECTRIC
22/09/2021	ALLSTAR BUSINESS SOLUTIONS	8	42.67		VAN FUEL
22/09/2021	EDF ENERGY CUSTOMERS PLC	9	242.17		STREETLIGHT LOWER
22/09/2021	CASH	CASH	5.00		LAUNDRY
22/09/2021	CASH	CASH	-5.00		LAUNDRY
23/09/2021	BACS P/L Pymnt Page 1663	BACS Pymnt	2,336.76		BACS P/L Pymnt Page 1663
24/09/2021	TELECOMS WORLD PLC	10	54.11		0800 NUMBER
27/09/2021	FOCUS	DD	61.20		HELPLINE
29/09/2021	BT PAYMENT SERVICES LTD	11	20.49		TELECOMMUNICATIONS

List of Payments made between 14/07/2021 and 01/12/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
29/09/2021	E SUSSEX PENSION	BP	3,600.50		SUPERANN - SEPT
29/09/2021	STAFF	BP	19,063.24		SEPTEMBER SALARIES
30/09/2021	UNITY TRUST	BP	15.40		CHARGE
30/09/2021	UNITY TRUST	BP	71.10		SERVICE CHARGE
01/10/2021	SX RURAL COM COUN	SO	50.00		SUBS
04/10/2021	BIFFA WASTE SERVICES LTD	1	413.28		WASTE
04/10/2021	LEASEPLAN	DD	263.15		VAN LEASE
05/10/2021	BACS P/L Pymnt Page 1666	BACS Pymnt	1,562.39		BACS P/L Pymnt Page 1666
05/10/2021	POCKIT CARD - DOD	TOP UP	250.00		TOP UP
05/10/2021	POCKIT CARD - GC	TOP UP	500.00		TOP UP
05/10/2021	POCKIT CARD - GAGES	TOP UP	1,000.00		TOP UP
05/10/2021	POCKIT CARD - YOUTH	TOP UP	500.00		TOP UP
05/10/2021	DR L SQUIRES	BP	63.80		REIMBURSEMENT - TIP STATIONARY
08/10/2021	APOGEE CORP LTD	2	147.67		PRINTER/COPIER
08/10/2021	O2	DD	34.20		COMMUNITY WARDEN MOBILE
11/10/2021	BARCLAYCARD	3	48.21		CHARGES
11/10/2021	O2	DD	13.20		YOUTH MOBILE
11/10/2021	UTPL	DD	33.60		CARD PAYMENT SERVICE AGREEMENT
11/10/2021	AO SHIPLEY	BP	4,131.58		TAX & NI - SEPTEMBER
13/10/2021	CASH	CASH	5.00		LAUNDRY
13/10/2021	CASH	CASH	-5.00		LAUNDRY
13/10/2021	ALLSTAR BUSINESS SOLUTIONS 4		50.46		FUEL
18/10/2021	CORONA ENERGY	DD	150.86		GAS
19/10/2021	BARCLAYCARD	DD	26.40		CHARGES
20/10/2021	BRITISH GAS LITE	DD	381.12		GAS
21/10/2021	BACS P/L Pymnt Page 1667	BACS Pymnt	3,868.52		BACS P/L Pymnt Page 1667
21/10/2021	BRITISH GAS LITE	DD	328.34		GAS
22/10/2021	UKCRB'S LTD	5	12.60		CRB - ANNETTE SHAW
22/10/2021	EDF ENERGY CUSTOMERS PLC	6	240.24		STREETLIGHT POWER
22/10/2021	ITERACY	BP	1,680.00		FROW RESOURCE - FROM GRANT
22/10/2021	DR L SQUIRES	BP	63.80		REIMB FROM GRANT - STATIONERY
22/10/2021	GCL PRODUCTS	BP	165.38		RUBBER GRASS MATS
25/10/2021	TELECOMS WORLD PLC	7	54.00		0800 NUMBER
25/10/2021	SIEMENS	DD	47.08		DRINKS MACHINE RENTAL
25/10/2021	SIEMENS	DD	116.22		DRINKS MACHINE RENT
27/10/2021	ALLSTAR BUSINESS SOLUTIONS 8		71.04		FUEL
27/10/2021	FOCUS	DD	61.20		HELPLINE
29/10/2021	ES PENSION	BP	3,373.73		SUPERANN - OCTOBER
29/10/2021	STAFF	BP	18,832.04		OCT SALARIES
01/11/2021	BIFFA WASTE SERVICES LTD	1	516.60		WASTE
01/11/2021	BT PAYMENT SERVICES LTD	2	20.49		TELECOMMUNICATIONS
04/11/2021	LEASEPLAN	DD	263.15		VAN LEASE
05/11/2021	BACS P/L Pymnt Page 1671	BACS Pymnt	2,844.34		BACS P/L Pymnt Page 1671
05/11/2021	BACS P/L Pymnt Page 1673	BACS Pymnt	300.00		BACS P/L Pymnt Page 1673
05/11/2021	S AYLEN	BP	14.06		REIMBURSE THURS CLUB
05/11/2021	ALISON HARMAN	BP	100.00		GAGES COOK
05/11/2021	D ISTED	BP	34.30		REIMBURSEMENT - FUEL

List of Payments made between 14/07/2021 and 01/12/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/11/2021	PRESTIGE DOORS	BP	204.00		CALL OUT - SHUTTER
08/11/2021	APOGEE CORP LTD	3	95.30		PRINTER
09/11/2021	O2	DD	44.80		YOUTH MOBILE
10/11/2021	POCKIT CARD - DOD	TOP UP	250.00		TOP UP
10/11/2021	POCKIT CARD - CC	TOP UP	500.00		TOP UP
10/11/2021	POCKIT CARD - GAGES	TOP UP	1,000.00		TOP UP
10/11/2021	BARCLAYCARD	4	38.00		CHARGES
10/11/2021	PAYTEK ADMIN SERVICES LTD	5	33.60		CHARGES
10/11/2021	ALLSTAR BUSINESS SOLUTIONS	6	13.90		FUEL
10/11/2021	AO SHIPLEY	BP	3,806.54		TAX & NI - OCT
10/11/2021	SUSSEX FIRST AID	BP	360.00		COURSE
10/11/2021	POPPY APPEAL	BP	17.00		DONATION
10/11/2021	O2	DD	13.20		WARDEN MOBILE
16/11/2021	BARCLAYCARD	DD	26.40		TERMINAL RENT
18/11/2021	BACS P/L Pymnt Page 1674	BACS Pymnt	2,003.56		BACS P/L Pymnt Page 1674
18/11/2021	POCKIT CARD - CC	TOP UP	500.00		TOP UP
18/11/2021	POCKIT CARD - GAGES	TOP UP	1,000.00		TOP UP
18/11/2021	J CORNFORD	BP	1,216.00		CHAINSAW TRAINING
18/11/2021	WDC	BP	777.48		RATE CREDIT
22/11/2021	EDF ENERGY CUSTOMERS PLC	7	335.68		STREETLIGHT POWER
22/11/2021	BRITISH GAS TRADING	DD	356.04		CC ELECTRIC
22/11/2021	BRITISH GAS TRADING	DD	416.54		CC ELECTRIC
24/11/2021	TELECOMS WORLD PLC	8	54.10		0800 NUMBER
25/11/2021	BACS P/L Pymnt Page 1675	BACS Pymnt	424.30		BACS P/L Pymnt Page 1675
25/11/2021	FOCUS	DD	61.78		HELPLINE
25/11/2021	PRESTIGE DOORS	BP	270.00		DEPOSIT - SHUTTER
29/11/2021	BT PAYMENT SERVICES LTD	9	20.49		TELECOMMUNICATIONS
29/11/2021	CORONA ENERGY	DD	1,034.14		CC GAS
29/11/2021	E SUSSEX PENSION	BP	3,597.78		SUPERANN - NOV
29/11/2021	STAFF	BP	20,175.67		SALARIES - NOV
30/11/2021	BACS P/L Pymnt Page 1676	BACS Pymnt	1,037.91		BACS P/L Pymnt Page 1676
30/11/2021	BNP PARIBAS	DD	667.75		PRINTER LEASE
30/11/2021	L SIMM	BP	150.00		REPAIR CAFE GIFTS
30/11/2021	E JONES	BP	9.09		REIMBURSEMENT GAGES
30/11/2021	S AYLEN	BP	23.74		REIMBURSEMENT THURS CLUB

Total Payments 201,203.08

~~10,491.30~~

190,711.78

POCKIT CARD - DOD

List of Payments made between 01/07/2021 and 01/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/07/2021	AMAZON	BP	6.99		CLEANING SUPPLIES
02/07/2021	WEA;DEN DC	BP	21.00		MARKET TENS
02/07/2021	WEALDEN DC	BP	21.00		MARKET TENS
20/07/2021	ZOOM	BP	11.99		VIRTUAL MEETINGS
23/07/2021	AMAZON	BP	34.94		PAINT CLEARING MATERIALS
29/07/2021	STAFF	CASH	200.00		S KEMP SALARY
30/07/2021	POCKIT	BP	1.99		FEE
31/07/2021	POCKIT	BP	0.99		FEE
20/08/2021	ZOOM	BP	11.99		VIRTUAL MEETINGS
29/08/2021	CASH	BP	200.00		S KEMP - SALARY
30/08/2021	POCKIT	BP	1.99		FEE
31/08/2021	POCKIT	BP	0.99		CHARGE
20/09/2021	ZOOM	BP	11.99		VIRTUAL MEETINGS
28/09/2021	CASH	CASH	230.00		SALARY S KEMP
30/09/2021	POCKIT	BP	1.99		FEE
30/09/2021	POCKIT	BP	0.99		CHARGES
20/10/2021	ZOOM	BP	11.99		VIRTUAL MEETINGS
27/10/2021	STAFF	CASH	200.00		S KEMP SALARY
30/10/2021	POCKIT	BP	1.99		FEE
31/10/2021	POCKIT	BP	0.99		CHARGE
20/11/2021	ZOOM	DD	11.99		VIRTUAL MEETINGS
30/11/2021	POCKIT	BP	1.99		FEE
Total Payments			<u>987.79</u>		

POCKIT CARD - CC

List of Payments made between 01/07/2021 and 01/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/07/2021	COOKSMILL	BP	67.20		GAGES CONTAINERS
14/07/2021	ROYAL MAIL	BP	328.00		STAMPS
29/07/2021	STAFF	CASH	200.00		SALARY S.KEMP
31/07/2021	POCKIT	BP	1.99		FEE
31/07/2021	POCKIT	BP	0.99		FEE
29/08/2021	CASH	CASH	200.00		S KEMP - SALARY
31/08/2021	POCKIT	BP	1.99		FEE
31/08/2021	POCKIT	BP	0.99		CHARGE
09/09/2021	WEALDEN DC	BP	21.00		MARKET TENS
09/09/2021	WEALDEN DC	BP	21.00		MARKET TENS
09/09/2021	WEALDEN DC	BP	21.00		MARKET TENS
22/09/2021	TOOLSTATION	BP	7.96		PICK HANDLE
28/09/2021	CASH	CASH	230.00		S KEMP SALARY & VAN MOT
30/09/2021	POCKIT	BP	1.99		FEE
30/09/2021	ARGOS	BP	169.99		HENRY HOOVER
30/09/2021	POCKIT	BP	0.99		CHARGES
02/10/2021	AMAZON	BP	34.18		SUPPLIES
12/10/2021	ALDRIDGE & TRILLWOOD	BP	53.38		PAINT ETC
14/10/2021	ELECTRICAL CAR SERVICES	BP	11.64		VAN TOW BAR - SOCKET & GASKET
27/10/2021	STAFF	CASH	200.00		S KEMP SALARY
31/10/2021	POCKIT	BP	1.99		FEE
31/10/2021	POCKIT	BP	0.99		CHARGE
16/11/2021	RAPKYNS	BP	50.00		REPAIR CAFE VOLUNTEER PRESENTS
23/11/2021	SALARY	CASH	250.00		S KEMP
25/11/2021	SALARY	CASH	150.00		S KEMP
30/11/2021	POCKIT	BP	1.99		FEE

Total Payments 2,029.26

POCKIT CARD - GAGES

List of Payments made between 01/07/2021 and 01/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/07/2021	ALLAN MARTIN	BP	82.52		MEAT
06/07/2021	TESCO	BP	106.26		FOOD
08/07/2021	COMBIWORLD	BP	145.20		DISHWASHER REPAIR & GAS CHECK
09/07/2021	CO-OP	BP	6.50		FOOD
13/07/2021	TESCO	BP	110.03		FOOD
19/07/2021	ALLAN MARTIN	BP	148.66		MEAT
20/07/2021	TESCO	BP	126.34		FOOD
25/07/2021	POCKIT	BP	1.99		FEE
29/07/2021	CO-OP	BP	3.85		FOOD
30/07/2021	TESCO	BP	14.17		FOOD
31/07/2021	POCKIT	BP	1.40		FEE
03/08/2021	TESCO	BP	97.20		FOOD
04/08/2021	TESCO	BP	3.84		FOOD
05/08/2021	CO-OP	BP	2.00		FOOD
06/08/2021	CO-OP	BP	3.65		FOOD
25/08/2021	POCKIT	BP	1.99		FEE
31/08/2021	TESCO	BP	135.92		FOOD
31/08/2021	CO-OP	BP	10.10		FOOD
31/08/2021	TESCO	BP	10.25		FOOD
01/09/2021	TESCO	BP	15.75		FOOD
02/09/2021	CO-OP	BP	1.16		FOOD
06/09/2021	ALLAN MARTIN	BP	115.65		MEAT
07/09/2021	TESCO	BP	92.07		FOOD
14/09/2021	TESCO	BP	162.58		FOOD
15/09/2021	TESCO	BP	10.20		FOOD
16/09/2021	CO-OP	BP	3.90		FOOD
21/09/2021	TESCO	BP	106.88		FOOD
21/09/2021	CO-OP	BP	7.20		FOOD
22/09/2021	TESCO	BP	5.19		FOOD
22/09/2021	TESCO	BP	4.60		FOOD
23/09/2021	TESCO	BP	16.20		FOOD
24/09/2021	TESCO	BP	8.40		FOOD
24/09/2021	CO-OP	BP	19.00		FOOD
25/09/2021	POCKIT	BP	1.99		FEE
27/09/2021	ALLAN MARTIN	BP	131.54		MEAT
28/09/2021	TESCO	BP	137.34		FOOD
29/09/2021	COOKSMILL	BP	61.20		CONTAINERS
30/09/2021	TESCO	BP	15.42		FOOD
05/10/2021	TESCO	BP	135.63		FOOD
05/10/2021	TESCO	BP	7.10		FOOD
07/10/2021	ALLAN MARTIN	BP	131.92		MEAT
08/10/2021	TESCO	BP	11.88		FOOD
12/10/2021	TESCO	BP	162.58		FOOD
13/10/2021	CO-OP	BP	3.00		FOOD
13/10/2021	TESCO	BP	6.36		FOOD
14/10/2021	ALLAN MARTIN	BP	40.00		MEAT
14/10/2021	TESCO	BP	20.88		FOOD

POCKIT CARD - GAGES

List of Payments made between 01/07/2021 and 01/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/10/2021	TESCO	BP	166.48		FOOD
20/10/2021	CO-OP	BP	3.00		FOOD
21/10/2021	ALLAN MARTIN	BP	67.86		MEAT
22/10/2021	CO-OP	BP	4.70		FOOD
25/10/2021	POCKIT	BP	1.99		FEE
25/10/2021	CO-OP	BP	2.69		FOOD
26/10/2021	TESCO	BP	118.51		FOOD
27/10/2021	SAINSBURYS	BP	6.22		FOOD
27/10/2021	CO-OP	BP	11.60		FOOD
02/11/2021	TESCO	BP	117.80		FOOD
09/11/2021	TESCO	BP	147.46		FOOD
11/11/2021	CO-OP	BP	2.15		FOOD
16/11/2021	TESCO	BP	145.15		FOOD
16/11/2021	ALLAN MARTIN	BP	215.98		MEATS
17/11/2021	COOKSMILL	BP	78.00		CONTAINERS ETC
18/11/2021	ASDA	BP	152.00		VOLUNTEER XMAS GIFTS
23/11/2021	TESCO	BP	173.59		FOOD
25/11/2021	ASDA	BP	112.00		VOLUNTEER XMAS GIFTS
25/11/2021	POCKIT	BP	1.99		FEE
26/11/2021	CO-OP	BP	3.70		FOOD
30/11/2021	TESCO	BP	188.80		FOOD
Total Payments			<u>4,169.16</u>		

POCKIT CARD - YOUTH

List of Payments made between 01/07/2021 and 01/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/07/2021	POUNDLAND	BP	46.00		REFRESHMENTS
06/07/2021	ICELAND	BP	15.50		REFRESHMENTS
13/07/2021	TESCO	BP	17.60		REFRESHMENTS
14/07/2021	TESCO	BP	59.72		REFRESHMENTS
15/07/2021	SAINSBURYS	BP	4.70		REFRESHMENTS
18/07/2021	POCKIT	BP	1.99		FEE
19/07/2021	SAINSBURYS	BP	63.70		REFRESHMENTS
22/07/2021	POUNDLAND	BP	45.25		REFRESHMENTS
22/07/2021	CO-OP	BP	1.50		REFRESHMENTS
31/07/2021	ALDI	BP	105.08		REFRESHMENTS
03/08/2021	SAINSBURYS	BP	56.24		REFRESHMENTS
18/08/2021	POCKIT	BP	1.99		FEE
31/08/2021	POUNDLAND	BP	53.25		REFRESHMENTS
31/08/2021	E BAY	PB	23.95		SUPPLIES
07/09/2021	SAINSBURYS	BP	52.44		REFRESHMENTS
13/09/2021	POUNDLAND	BP	44.25		REFRESHMENTS
16/09/2021	CO-OP	BP	10.38		REFRESHMENTS
18/09/2021	POCKIT	BP	1.99		FEE
21/09/2021	CO-OP	BP	10.60		REFRESHMENTS
22/09/2021	CO-OP	BP	7.59		REFRESHMENTS
23/09/2021	POUNDLAND	BP	40.75		REFRESHMENTS
27/09/2021	POUNDLAND	BP	30.75		REFRESHMENTS
28/09/2021	CO-OP	BP	25.50		REFRESHMENTS
30/09/2021	CO-OP	BP	3.00		REFRESHMENTS
06/10/2021	ICELAND	BP	19.95		REFRESHMENTS
06/10/2021	POUNDLAND	BP	48.25		POUNDLAND
08/10/2021	CO-OP	BP	3.00		REFRESHMENTS
11/10/2021	CO-OP	BP	3.30		REFRESHMENTS
13/10/2021	POUNDLAND	BP	22.00		REFRESHMENTS
13/10/2021	POUNDSTRETCHER	BP	10.43		REFRESHMENTS
15/10/2021	CO-OP	BP	0.90		REFRESHMENTS
18/10/2021	POCKIT	BP	1.99		FEE
18/10/2021	SAINSBURYS	BP	29.20		REFRESHMENTS
18/10/2021	POUNDLAND	BP	55.75		REFRESHMENTS
18/10/2021	POUNDSTRETCHER	BP	8.27		REFRESHMENTS
20/10/2021	CO-OP	BP	22.35		REFRESHMENTS
20/10/2021	CO-OP	BP	5.00		REFRESHMENTS
20/10/2021	CO-OP	BP	1.50		REFRESHMENTS
22/10/2021	POUNDLAND	BP	42.50		REFRESHMENTS
25/10/2021	CO-OP	BP	1.55		REFRESHMENTS
27/10/2021	CO-OP	BP	33.95		REFRESHMENTS
30/10/2021	POUNDLAND	BP	32.00		REFRESHMENTS
03/11/2021	AL FINE	BP	10.00		SUPPLIES
03/11/2021	CO-OP	BP	8.90		SUPPLIES
08/11/2021	POUNDLAND	BACS	28.00		SUPPLIES
17/11/2021	ALDI	BP	26.88		SUPPLIES
17/11/2021	CO-OP	BP	3.89		SUPPLIES

POCKIT CARD - YOUTH

List of Payments made between 01/07/2021 and 01/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/11/2021	POUNDLAND	BP	34.00		SUPPLIES
22/11/2021	AMAZON	BP	79.99		GAZEBO
25/11/2021	CO-OP	BP	2.30		SUPPLIES
25/11/2021	NO 8	BP	6.99		SUPPLIES
29/11/2021	W H SMITH	BP	4.99		STATIONERY
29/11/2021	POUNDLAND	BP	56.00		SUPPLIES
30/11/2021	CO-OP	BP	23.15		SUPPLIES
30/11/2021	POCKIT	BP	2.11		FEES
Total Payments			<u>1,352.81</u>		

Forest Row Parish Council

Bank - Cash and Investment Reconciliation as at 30 November 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	
30/11/2021	Cafe Cash A/c	100.00	
30/11/2021	Thursday Club Cash A/c	0.00	
30/11/2021	Unity Trust	264,611.47	
31/10/2021	CCLA	175,000.00	
30/11/2021	POCKIT CARD - DOD	825.66	
30/11/2021	POCKIT CARD - CC	900.66	
30/11/2021	POCKIT CARD - GAGES	1,364.91	
30/11/2021	WELLBEING SERVICES	0.00	
30/11/2021	POCKIT CARD - YOUTH	369.81	
			443,172.51

Other Cash & Bank Balances

301.49

443,474.00

Receipts not on Bank Statement

0.00

Closing Balance

443,474.00

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	264,611.47
5	CCLA	175,000.00
6	POCKIT CARD - DOD	825.66
7	POCKIT CARD - CC	900.66
8	POCKIT CARD - GAGES	1,364.91
9	Wellbeing Services	0.00
10	POCKIT CARD - YOUTH	369.81
11	YOUTH PROVISION CASH ACC	0.00
	Other Cash & Bank Balances	301.49
	Total Cash & Bank Balances	443,474.00

APPROVED BY FINANCE & POLICY
COMMITTEE CHAIRMAN

DATE

FOREST ROW PARISH COUNCIL



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

Tel: 01342 822661
Email: parishclerk@forestrow.gov.uk
parishclerk@forestrow.gov.uk
Web: www.forestrow.gov.uk
<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: Repair Café Forest Row		
NAME OF CONTACT PERSON: Sara Smart		
ADDRESS FOR CORRESPONDENCE: 57 Sackville Lane East Grinstead POST CODE: RH19 2AX	Tel: 07762 657133	
	Email: repaircafefr@gmail.com	
	Web (if any):	
	SUM REQUESTED: £506	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?		Repair Café Forest Row
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 new organisation just setting up so have future projections but no accounts.
IF APPLICABLE, DO YOU HAVE A BUDGET? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
From	Amount	Purpose
PURPOSE OF REQUEST (please use second sheet if necessary)		
<p>The funding request is made because, to date, the Parish Council has run the Repair Cafe as one of their own services, as of January 2022 and as agreed at the Community Services meeting on 07/12/2021 the Repair Café Forest Row will run as a financially independent constituted community group run by a volunteer committee. The constituted community group set up to run the Repair Café has no funds on starting up, we are therefore seeking funding to ensure that the Repair Café can continue.</p> <p>The request is for the Council to support the start-up costs by covering the cost of venue hire at the community centre for the first three months (January – March 2022), this equates to £506.</p> <p>The funding request has been made to give the volunteer led group the chance to build up some reserves from the donations received, those reserves will then enable us to fund future venue hire and storage. Essentially, we really need a helping hand to get us up and running and to provide some leeway in the event of unexpected costs.</p>		

HOW WILL IT BENEFIT THE COMMUNITY?

The Forest Row Repair Cafe has been running very successfully for 4 years, offering local residents a chance to bring items which would likely otherwise be thrown away to be repaired by a team of volunteer experts, these range from electrical, to fabrics, bikes and watches. We know the Repair Café is hugely valued by the community, with an average of 60-70 items brought in for repair each month with a 70% success rate most months and from the feedback we receive.

The Repair Cafe not only provides a free repair service to the community but also a social and supportive environment for volunteers and customers alike that may help with social isolation and loneliness issues. Volunteers see the benefits of their skills being valued by others, are able to share those skills and help develop them in others, or they may enjoy the friendship offered by other volunteers which might help their own feelings of social isolation. Customers enjoy the opportunity to learn from their repairers and often comment on what a wonderful time they have had visiting.

This is a direct quote from one of the repairers and shows the value of what we do:

'I realized yesterday when I came home, feeling so happy and full of gratefulness to you and everyone who was there yesterday...that there is another reason that I am feeling SO thankful and that is because the whole experience has given me a feeling of self worth! I realized when I was showing the lady how to repair her tiny hole, that there is more to it than meets the eye and the fact that these lovely ladies were so appreciative just made my heart sing. If it saves even a few items from being thrown away...then what could be better!'

Most visitors to the cafe are from Forest Row and without the tip in the village we worry that more items will end up in landfill without this service. We have become a throwaway society, each year we throw away vast amounts of stuff, even things with almost nothing wrong, and which could get a new lease of life after a simple repair. This is a threat to a sustainable future. By bringing items to the Repair Cafe things are being used for longer and don't have to be thrown away and replaced with newly manufactured items, wasting potentially precious raw materials. The Repair Cafe contributes directly to reducing the volume of raw materials and energy needed to make new products. It cuts CO2 emissions, for example, because manufacturing new products and recycling old ones causes CO2 to be released. This contributes to Wealden's aim of becoming carbon neutral by 2050.

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 Section1-8 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

REPAIR CAFÉ FOREST ROW PREDICTED BUDGET 2022

INCOME	£
Donations from repairs	1858
Donations from cafe	440
TOTAL INCOME	£2298
EXPENDITURE	
Hire of rooms	1683
Hire of kitchen	71
Storage hire	120
Public liability insurance	300
Publicity	300
Supplies	200
TOTAL EXPENDITURE	£2674

Notes:

Donations from repairs and café are based on the average income over the period the repair café has been running. We expect to improve on this.

The hire cost for rooms and kitchen includes the 10% discount for bookings of 10 or more.



07/12/2021

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: PAROCHIAL CHURCH COUNCIL OF FOREST ROW		
NAME OF CONTACT PERSON: IAN KING		
ADDRESS FOR CORRESPONDENCE: BRAMBLETIE GATE LEWES ROAD ASHURST WOOD POST CODE: RH18 3TA	Tel: 01342 327277	
	Email: inkking@aol.com	
	Web (if any):	
SUM REQUESTED:		
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE? FOREST ROW PAROCHIAL CHURCH COUNCIL		
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 CASHFLOW FORECAST IS EQUIVALENT OF BUDGET. TRANSACTIONS AT CHURCHES HAVE NO BUDGET AS USUALLY
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)	NO BUDGET AS USUALLY
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No SELF BALANCING		
From	Amount	Purpose
PURPOSE OF REQUEST (please use second sheet if necessary) TO REFURNISH AND REPAIR CHURCH CLOCK AT HOLY TRINITY CHURCH FOREST ROW		
HOW WILL IT BENEFIT THE COMMUNITY? THE CLOCK IS ON THE SPIRE, CENTRAL IN THE VILLAGE AND AVAILABLE TO ALL		
FOR OFFICIAL USE ONLY		



**Growing together
Rooted in God**

22 July 2021

The Parish Clerk
Forest Row Parish Council
The Community Centre
Hartfield Road
Forest Row
RH18 5DZ

Dear Mr O'Driscoll

Grant application

I am enclosing an application for a grant to repair the clock which is in the spire of Holy Trinity Church in the centre of the village. I trust that I have included all the relevant papers.

The last year and more has been a very difficult time for the Parish, with the lockdown closures leading to our activities being severely curtailed. Income dropped substantially, and unfortunately costs continue unabated. We now also have a backlog in repairs which could not be addressed.

The clock fell silent earlier in the year and has been stopped at 12 o'clock for some time now. We would be pleased if the Parish Council is able to make us a grant, and hopefully now that restrictions have eased somewhat, we shall be able to get the clock repaired.

I look forward to hearing from you in due course.

Yours sincerely

Ian King
Hon Treasurer



Estimate 58815
20-5-2021

Gillett & Johnston, Unit 3 The Omicron House,
Fircroft Way
~~210000, 210000, 210000~~
UK
www.gillettjohnston.co.uk
Tel 01883740000
Fax
info@gillettjohnston.co.uk

Customer

Holy Trinity Church Clock - Forest Row
Lewes Road
Forest Row, East Sussex RH18 5ER
GB
01342826523

Service Location

Lewes Road
Forest Row, East Sussex RH18 5ER
GB

Item(s)

Qty	Name	Description	Rate	Amount	Tax	Approved
3	1 x Engineer Onsite Labour	1 x Engineer Onsite Labour	£65.00	£195.00	TAX	Yes
1	1 x Engineers Travel Time	1 x Engineers Travel Time	£65.00	£65.00	TAX	Yes
30	Mileage	Fuel cost for mileage	£0.55	£16.50	TAX	Yes
3	Workshop Labour	Workshop Labour - investigate fault within the pendulum system, Test new parts to confirm operation	£65.00	£195.00	TAX	Yes
5	1 x Engineer Onsite Labour	1 x Engineer Onsite Labour	£65.00	£325.00	TAX	Yes
1	1 x Engineers Travel Time	1 x Engineers Travel Time	£65.00	£65.00	TAX	Yes

30	Mileage	Fuel cost for mileage	£0.55	£16.50	TAX	Yes
1	Sundries	Sundries, pendulum regulator replacement linear motor	£315.00	£315.00	TAX	Yes

Subtotal	£1,193.00
Tax	£238.60
Total	£1,431.60

Notes

By sending an engineer to site to investigate the fault, due to the many components within the system it was more cost effective to remove the system back to our works so each section can be isolated and tested in a clean environment.

In works we have confirmed the faults and this estimate covers all works including the new equipment.

Supply and fit new parts (linear motor) before testing in our works. Once tested send an engineer back to site to reinstall, set up the system and set the clock to time.

This is a preliminary cost and as such should any of our estimated works take longer than the allocated time then additional costs will apply. Should we find any parts of the clock in need of repair we will supply an additional estimate to cover this work prior to any works being completed.

Our normal working day is based on 8.5 hours (7am-4pm) which includes onsite and travel time. Any works beyond this including travel is charged at £65.00 per hour. Double time is provided between 10pm and 6am.

The above estimate includes all materials, our men's time on site and in the works, their travelling expenses and Public & Employer's Insurance to £10 m. Excluded is Main Contractor's Discount, the costs of any mains electrical work, fixed scaffolding to the exterior of the building for installation purposes should this be required and any building or drawing work. Our standard working hours are 7am to 4pm and when a day rate has been costed any time worked beyond these hours will be charged at our hourly rate.

Should there be a delay from uninstalling and reinstalling due to other works onsite then a storage charge per week outside of our estimated working time will be made of £10.00.

Should detailed reports and/or photos be required for any reason there may be an extra charge.

The price quoted above will be firm for a period of 2 months from today's date, after which time we will review our costing to take into account any changes in raw materials or labour that may have arisen in the intervening period. For your information a copy of our standard Terms and Conditions are available upon request. If this estimate is accepted you are agreeing to our terms and conditions.

Owing to the nature of the work retention is inappropriate and no deductions from payments shall be made in this respect.

**The Annual Financial Report
of the Parochial Church Council of the Ecclesiastical Parish of Forest Row
for the year ended 31 December 2020**

**Holy Trinity Church, Forest Row
St Dunstan's Church, Ashurst Wood
St Stephen's Church, Hammerwood (Closed)**

Registered Charity no. 1132867

CONTENTS

Page

21	Statement of Financial Activities
22	Balance Sheet
23 - 30	Notes to the Accounts
31	Report of the Independent Examiner

**Parochial Church Council of Forest Row registered charity number 1132867
Statement of Financial Activities for the year ended 31 December 2020**

The financial effect of our activities during the year can be summarised as follows:

	Unrestrict- ed fund	Restricted funds	Endowed funds	Total funds 2020	Total funds 2019	Notes
Income and endowments from:						
Donations and legacies	72,094			72,094	95,891	
Charitable activities	2,196			2,196	5,892	
Other trading activities	2,651			2,651	6,177	
Investments	621			621	783	
Other receipts	0			0	0	
Total income	77,561			77,561	108,743	2
Expenditure on:						
Raising funds	0			0	79	
Charitable activities	91,048			91,048	104,101	
Other trading activities	1,279			1,279	1,555	
Other expenditure	0			0	0	
Total expenditure	92,327			92,327	105,735	3
Net gains/losses on investments	5,445		1,074	6,519	12,193	
Net income	-9,320	0	1,074	-8,246	15,201	
Transfers between funds						
Other recognised gains/losses						
Gains/(losses) on revaluation of fixed assets						
Other gains/(losses)						
Reconciliation of funds:						
Net movement in funds	-9,320	0	1,074	-8,246	15,201	
Total funds brought forward	389,632	81,247	16,000	489,879	433,976	
Total funds carried forward	380,312	81,247	17,074	481,633	449,177	

Unrestricted funds include £36,478 allocated to Designated funds for particular purposes.

**Parochial Church Council of Forest Row registered charity number
1132867**

Balance Sheet as at 31 December 2020

Our financial position and summary of funds at the year end were

	Total Funds 2020	Total Funds 2019	Notes
Intangible Assets	-	-	
Tangible Assets	365,886	359,837	
Endowed investments	17,074	16,000	
Total fixed assets	382,961	375,837	10,11
Debtors	4,639	7,479	12
Cash at bank	93,676	105,085	
Total current assets	98,314	112,564	12
Creditors: Amounts falling due within one year	2,642	1,520	13
Total net assets	478,633	486,881	
The funds of the charity:			
Endowment funds	17,074	16,000	11
Restricted funds	81,247	81,247	
Unrestricted funds	380,312	389,632	11
	478,633	486,879	

This Financial Report for the year ended 31 December 2020, including the notes following, was approved by the PCC and signed on its behalf by the Reverend Angela Martin, PCC Chairman:

0

..... Angela Martin

On

1 Accounting policies

Basis of preparation

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current (2016) Statement of Recommended Practice, Accounting and Reporting by Charities, (SORP (FRS 102)).

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

Funds accounting

Funds held by the PCC are:

Unrestricted funds - general funds which can be used by the PCC for ordinary purposes.

Designated funds - monies set aside by the PCC out of unrestricted funds for specific purposes or projects. These allocations are a proportion of the Unrestricted Funds, and may be released back to non-designated Unrestricted Funds by agreement of the PCC.

Restricted funds - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations or grants received for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund.

Endowment funds - funds for which the capital must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment.

Income and endowments

All income and endowments, accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

Donations and legacies

Collections are recognised when received.

Planned giving receivable is recognised when there is evidence of entitlement, receipt is probable, and the amount accords with the Gift Aid declaration or other record of intention to donate.

Gift aid recovered is recognised when the income to which it is attached is recognised.

Grants and legacies are recognised when the formal offer in writing of the funding, is received by the PCC.

Charitable activities

Statutory fees for weddings and funerals are recognised when the office occurs.

1 Accounting policies (continued)

Other trading activities

Trading activities are where income is receivable in return for selling goods or providing services. Income from trading is recognised either: a) when received, or b) in the case of other activities, for the year in which the event occurs, irrespective of the date of receipt. Moneys received in advance are included in creditors until the event has taken place.

Rents received from hall lettings are recognised when due.

Investment income

Dividends and interest are accounted for as they are received.

All other income

All other income is recognised in accordance with the above overall policy.

Gains and losses on investments

Realised gains are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation as at 31 December.

Expenditure

Expenditure is recognised when there is evidence of entitlement, payment is probable, and the amount can be measured reliably.

Grants

Grants and donations are accounted for when paid over, or when awarded when the award creates a binding obligation on the PCC.

Church Activities

The diocesan parish contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any parish contribution unpaid at 31 December is provided in the financial statements as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet.

Fixed Assets

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the financial statements by s.10 (2) of the Charities Act 2011.

Movable church furnishing is held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements. For other property acquired prior to 2000 there is insufficient cost information available and therefore the cost of such assets is not stated in the financial statements.

All expenditure on consecrated or beneficed buildings and individual items costing under £1,000 is written off in the year in which they are incurred.

1 Accounting policies (continued)

Fixed Assets (continued)

Depreciation

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold

properties over their expected useful lives. The rates generally applicable are:

Fixtures and fittings	25%
Computer equipment	33%

No depreciation is provided on freehold buildings as the useful economic life of these assets exceeds 50 years and residual values are so high that potential depreciation would be immaterial. It is the PCC's policy to maintain these assets in a continual state of sound repair. Resulting from regular impairment reviews, provision will be made if there has been any permanent diminution in value.

Investments

Investments are stated at market value as at the balance sheet date.

Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors, less provision for amounts that may prove uncollectible.

Short term deposits include cash held on deposit with either the CCLA or at the PCC's bank accounts.

2 Analysis of income and endowments

	Unrestricted Fund	Restricted Funds	Endowed Funds	Total Funds 2020	Total Funds 2019	Notes
	£	£	£	£	£	
Planned giving (excl tax refunds)	41,869			41,869	50,702	
Collections at services	4,241			4,241	10,301	
Gift days and donations	11,830			11,830	14,097	
Fetes, bazaars and other fund-raising events				0	6,288	
Gift aid recoverable	5,520			5,520	10,003	
Legacies	5,000			5,000	500	
Government grants	3,634			3,634	0	
Grants (other)	0			0	4,000	
Donations and legacies	72,094	0	0	72,094	95,891	
Fees for weddings and funerals	2,196			2,196	5,892	
Charitable activities	2,196			2,196	5,892	
Lettings etc	2,651			2,651	6,177	
Other trading activities	2,651			2,651	6,177	
Dividends and interest	621			621	783	
Investments	621			621	783	
Total income and endowments on all funds	77,561	0	0	77,561	108,743	

3 Analysis of expenditure

	Unrestricted Fund	Restricted Funds	Endowed Funds	Total Funds 2020	Total Funds 2019	Notes
	£	£	£	£	£	
Special appeals costs (adverts, brochures etc)				0	79	
Cost of raising funds	0	0	0	0	79	
Charitable grants and donations	917			917	2,018	
Diocesan parish share	57,162			57,162	58,464	
Clergy and other persons' expenses	4,991			4,991	6,550	
Salaries and NI	8,634			8,634	8,658	
Upkeep of services	1,571			1,571	3,886	
Church running costs	11,360			11,360	17,814	
Church maintenance and repair	0,202			0,202	0,000	
Upkeep of churchyard and garden	130			130	622	
Governance	0			0	0	
Cost of charitable activities	91,048			91,048	104,101	
Church hall running costs	1,279			1,279	1,555	
Cost of other trading activities	1,279			1,279	1,555	
Total expended on all funds	92,327			92,327	105,735	

	Unrestricted Fund	Restricted Funds	Endowed Funds	Total Funds 2020	Total Funds 2019
	£	£	£	£	£
Royal British Legion	117			117	51
Church of England Children's Society				0	1
St Catherine's Hospice				0	3
Tear Fund Yemen Appeal				0	2
Bible Society				0	
Church Urban Fund	400			400	1
East Grinstead					
Tadpoles	400			400	1
Parkinsons Disease Society				0	4
				0	1
	917			917	2,0
Remuneration					
Salaries	8,634			8,634	8,6
	8,634	0	0	8,634	8,6

6 Payments to PCC Members

The Director of Music, who is a member of the PCC, was paid £6,216 during the year.

Other payments were made to PCC members in the year for reimbursement of expenses incurred on behalf of the PCC:

Clergy support: Council tax £3,589; Water charges £774. Other expenses of the office of vicar, curate and ministry team £628.

No person received remuneration in excess of £200,000.

7 Transactions with persons related to PCC members

There were no transactions with persons related to PCC members.

The PCC incurred no costs in connection with governance.

9 Transfers between funds

All monies received during the year have been allocated to General Funds. Where legacies have been received these or part thereof have been allocated to Designated Reserves within Unrestricted Funds.

10 Fixed Assets

a Investments

	Unrestricted Fund	Restricted Funds	Endowed Funds	Total Funds 2020	Total Funds 2019	Notes
	£	£	£	£	£	
Market value at 1 January 2020	58,903		17,074	75,978	69,454	
Disposals at carrying value						
Purchases at cost						
Net gains and revaluations	5,450		1,074	6,524	12,193	
	58,903		17,074	75,978	69,454	

b Tangible fixed assets

	Freehold land and buildings
Cost or valuation	
At 1 January 2020	306,383
Additions - office equipment	900
Disposals	-
Depreciation	-300
at 31 December 2020	306,983
At 31 December 2020	306,983
At 31 December 2019	306,383

The freehold land and buildings comprise the costs of the redevelopment of the office at St Dunstan's Church, Ashurst Wood.

11 Net assets by fund

	Unrestricted Fund	Restricted Funds	Endowed Funds	Total Funds 2020	Total Funds 2019	Notes
	£	£	£	£	£	
Fixed assets for church use - land and buildings	306,983		0	306,983	306,383	
Investment assets	58,903		17,074	75,978	69,454	
Current assets (except cash)						
Cash at bank and on deposit	12,429	81,247		93,676	105,085	
Current liabilities	-2,642			-2,642	-1,520	
	380,312	81,247	17,074	478,633	486,881	

Within unrestricted funds are Designated Funds which amounted to £22,176 in 2020 (2019 - £36,478.)

Income tax recoverable	3,400	3,400	6,488
Prepayments and accrued income	1,239	1,239	842
Other debtors	0	0	0
	<u>4,639</u>	<u>4,639</u>	<u>7,330</u>

13 Creditors: amounts falling due within one year

	Unrestricted Fund	Restricted Funds	Endowed Funds	Total Funds 2020	Total Funds 2019	Notes
	£	£	£	£	£	
Deferred income				-	-	
Accruals for utilities and other costs	1,763			1,763	360	
Other creditors	879			879	860	
	<u>2,642</u>			<u>2,642</u>	<u>1,220</u>	

Independent Examiner's Report to the Parochial Church Council of the Ecclesiastical Parish of Forest Row for the Year Ended 31 December 2020

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of Forest Row on the annual report for the year ending 31 December 2020 as set out on pages 21 to 31.

Respective responsibilities of trustees and examiner

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(2)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

- a) to keep accounting records in accordance with section 130 of the Charities Act; and
- b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

accounts to be reached.

Signed: R C Dyke

Date: 1 April 2021

Examiner's address 17 Freshfield Bank
Forest Row
East Sussex
RH18 5HQ

**Forest Row PCC
Cashflow Forecast for 2021**

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Bank balance b/fwd	14,514	12,850	11,901	16,652	15,474	13,610	7,392	8,263	6,734	4,155	3,526	1,997	
Expenditure:													
PCC transactions													
Parish share	3,337	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	40,000
Insurance	282	282	282	282	282	282	282	282	282	282	282	282	3,384
Diocese fees b/s	600												600
Salaries & N	945	945	945	945	945	945	988	988	988	988	988	988	11,598
Repairs			1,000			1,000			1,000				4,000
Repairs HT						1,000							0
Clergy expenses													2,000
Other ministry expenses													0
Upkeep of services						50	50	50	50	50	50	50	350
Children			50			50							200
Admin & Fund-raising costs	300	300	300	300	300	300	300	300	300	300	300	300	3,600
Vicarage costs	114	53	432	432	432	432	432	432	432	432	432	432	4,408
	5,178	4,913	5,993	5,292	5,292	7,392	5,385	5,385	6,435	5,385	5,385	7,435	70,140

Income													
PCC transactions													
Legacy													0
Standing orders	1,350	1,200	1,200	1,350	1,200	1,200	1,329	1,179	1,179	1,329	1,179	1,179	14,874
PGS	2,088	2,088	2,088	2,088	2,088	2,088	2,121	2,121	2,121	2,121	2,121	2,121	25,254
Govt grant	536	536	536	536									2,144
Fees (net)						200	200	200	200	200	200	200	1,200
Tax refunds			6,000			1,500							7,500
Donations	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Diocese re vicarage			750			750	216	216	216	216	216	216	1,296
100 Club										750			3,000
Investment income	40	40	40	40	40	40	40	40	40	40	40	40	480
	4,114	3,964	10,714	4,114	3,428	4,178	6,256	3,856	3,856	4,756	3,856	3,856	56,948
Holy Trinity													0
St Dunstons													0
Total income	4,114	3,964	10,714	4,114	3,428	4,178	6,256	3,856	3,856	4,756	3,856	3,856	0
Bank balance c/fwd	12,850	11,901	16,652	15,474	13,610	10,396	8,263	6,734	4,155	3,526	1,997	-1,582	

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: Ashdown Woodturners Association		
NAME OF CONTACT PERSON: Rob Bright (Chairman)		
ADDRESS FOR CORRESPONDENCE:	Tel: 07918 667 110	
	Email: rob.bright@btinternet.com	
	Web (if any): www.ashdownwoodturners.co.uk	
POST CODE:	SUM REQUESTED: £400	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?		
DO YOU HAVE AUDITED ACCOUNTS? <input type="checkbox"/> Yes	IF YES, ARE THEY ATTACHED? <input type="checkbox"/> Yes	IF NO, PLEASE EXPLAIN WHY
IF APPLICABLE, DO YOU HAVE A BUDGET? <input type="checkbox"/> No	<input type="checkbox"/> No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? <input type="checkbox"/> Yes		
From	Amount	Purpose
Ashurst Wood Village Council	£200	Upgrading woodturning equipment
PURPOSE OF REQUEST (please use second sheet if necessary) <p>The Association is a non profit making group run by volunteers that has been in existence since 1992. Its main purpose is to share and enhance woodturning skills of the membership. Education is through visits by professional woodturners to our meeting place at Colemans Hatch Church Hall. The Association owns a woodturning lathe which is used by demonstrators and is available for use by members. Sadly the lathe is coming to the end of its serviceable life and we are seeking funding to supplement our limited funds to replace the lathe. The cost to replace the lathe is circa £1800. We could next expect full funding by local grants but any help will enable the Association to move forward and also allow us to look to improve our Audio Visual equipment so the members and visitors can clearly see the sometimes intricate demonstrations.</p>		

HOW WILL IT BENEFIT THE COMMUNITY?

The Association has about 30 members comprised mainly of people living on, or close to, the Ashdown Forest. The age profile is at the upper end of the spectrum and we want to continue to stimulate ideas and enthusiasm of the group through professional demonstrations to existing members, keeping their skills alive. We also invite visitors, at no cost, to our monthly meetings to encourage new members and to introduce woodturning skills and techniques to future generations. We hold demonstrations by our members to the public at events on the Ashdown Forest to generate interest from families visiting us there. Our aim is to enthuse younger members of the community to take up this traditional skill and hobby.

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.

- Any grant received must be specifically for the project at purpose described in the application. Any changes to the objectives/purpose stated in your application, must first be discussed with the Parish Clerk.
- Whilst the Council does not require that applicants have match funding from other sources for their project, it should be stated on the application if other funding is being sourced.

**Ashdown Woodturners Association - Income &
Expenditure Account for the year ending
31/8/21**

Income	2019	2020	2021
Subscriptions	730.00	725.00	0.00
Evening Fees	428.00	93.00	0.00
Raffles	466.00	240.00	0.00
Ashdown Centre Xmas Sales	1701.60	225.00	0.00
Ashdown Exhibition Sales	308.00	858.00	0.00
Craft Fair Income	32.00	0.00	1207.10
Donations	67.02	21.50	2.32
Lathe Sale	746.00	0.00	0.00
Barbecue	78.00	0.00	0.00
Income Total	4556.62	2162.50	1209.42

Expenditure	2019	2020.00	2021.00
Hall Rental	176.00	192.00	40.00
Refreshments / Raffle prizes	111.61	20.24	0.00
Insurance	240.37	214.62	240.37
Demonstrators / Speakers	1103.48	600.50	0.00
Ashdown Xmas	1731.46	75.00	0.00
Exhibition Sales	399.60	786.54	883.53
Equipment Purchase	182.19	0.00	0.00
Craft Fair Stalls	55.00	0.00	0.00
Trophy & Engraving	26.50	0.00	0.00
Internet costs	73.12	0.00	195.34
Barbecue costs	46.20	0.00	0.00
Bank charge	0.02	13.48	15.58
Lathe Repair	0.00	32.00	0.00
Hugh Aviss Donation	0.00	35.00	0.00
Prizes & expenses	0.00	51.99	0.00
Expenditure Total	4145.55	2021.37	1374.82
Income Total	4556.62	2162.50	1209.42
Income - Expenditure	411.07	141.13	-165.40

Held by Bank	3118.17	3259.30	3043.90
Unpresented Cheques	0.00	0.00	298.90
Cash in hand	50.00	50.00	50.00
Total	3168.17	3309.30	2795.00

I have prepared the above income and expenditure records from the information kept by me as treasurer of the association.

Name - Chris Pillinger

I have examined the income and expenditure account against documentation and information given to me and I am satisfied that the figures represent an accurate financial statement.

Name - Jim Cullen

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: Victim Support (Sussex)		
NAME OF CONTACT PERSON: Mrs Sue Bartlett		
ADDRESS FOR CORRESPONDENCE: Unit 11 Riverside Business Centre Brighton Road Shoreham by Sea	Tel: 07914 050935 (personal mobile as still working from home)	
	Email: sue.bartlett@victimsupport.org.uk	
	Web (if any): www.victimsupport.org.uk	
POST CODE: BN43 6RE	SUM REQUESTED: £300 (or what you feel appropriate – we are Very grateful for all donations)	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?	Victim Support: BACS: Lloyds TSB: Sort Code: 30-00-02: A/C 04115819 QUOTE FOREST ROW PC AS REF	
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 Budget is £700 per new recruit to train during 1 st year
IF APPLICABLE, DO YOU HAVE A BUDGET? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
From	Amount	Purpose
Various Parish Councils in Sussex	£5200 for 20/21	To recruit and train new volunteers
PURPOSE OF REQUEST (please use second sheet if necessary) We are constantly recruiting and training new volunteers as there is a turnover due to retirement, moving location etc. Volunteers receive a core training of 8 hours on line followed by 3 days of "in house training" including safeguarding. All volunteers can then chose to do enhanced training on Hate Crime, Fraud, Homicide, Domestic abuse etc.to enable them to support more victims and witnesses of crime. Support can be long or short term depending on their needs. During the pandemic Sussex volunteers have supported of 40000 victims – with an average rise of30% of those being Domestic Abuse, Hate crime and Fraud		
HOW WILL IT BENEFIT THE COMMUNITY? Anyone in your Parish affected by crime can be offer support if they want it. We support any age, gender, race or religion. In the last 12 months there were 63 referrals from your Parish postcode RH18 "5" – 52% of those were Domestic Abuse related		

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.
- Any grant received must be specifically for the project at purpose described in the application. Any changes to the objectives/purpose stated in your application, must first be discussed with the Parish Clerk.
- Whilst the Council does not require that applicants have match funding from other sources for their project, it should be stated on the application if other funding is being sourced.



Victim Support
Unit 11 Riverside Business Centre
Brighton Road
Shoreham By Sea
West Sussex
BN43 6RE

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

19 September 2021

Dear Mr O'Driscoll

Supporting people in Sussex affected by crime

I am once again writing to ask, if Forest Row Parish Council would consider making a contribution towards our essential work in supporting people in Sussex who have been affected by crime. Previous donations have gone towards training new volunteers, some of whom will be allocated to work in your Parish. **In the last 12 months we have supported over 40,000 victims, 20,000 of those being domestic violence. Hate crime and dating crime have more than doubled. IN YOUR POSTCODE AREA THERE WERE 63 REPORTED CRIMES WITH 52% OF THOSE DOMESTIC VIOLENCE RELATED**

The impact of crime

The impact of crime can be far reaching, not only to the victim but also their family, friends and the wider community. For example a Hate Crime can divide a local community and increase the fear of crime, making people feel unsafe where they live. The impact on a victim and their family can be huge affecting them financially, emotionally, physically and psychologically. Fraud crime by phone, email and dating sites is rising and causing vulnerable people to lose large sums of money and we are frequently supporting them.

Victim Support - What we do

- We offer a free and confidential service to victims of crime, their family, friends and anyone else affected.
- We support people from all communities, whatever crime they have suffered, whenever it happened, even when they have felt unable to report it to the police.
- We give information, emotional support and practical help for as long as it takes for the victim(s) to find the strength to move on with their lives.
- We operate the Young Witness Service in Sussex. Without this service many offenders would not be brought to justice because the young witnesses would not feel able to give evidence without our support.
- We have a team specialising in Fraud, as this is an increasing crime

The Benefits for Local Communities

- Our diverse volunteer workforce, live and work locally.
- The high quality of our volunteers' training and the skills with which we equip them develops your communities and has a positive local impact beyond the criminal justice system.

-

- With their help victims of crime in Sussex are better able to recover and move on with their lives.
- Young witnesses can be more confident about giving evidence, helping to create a more effective justice system and a safer community and sense of well-being.
- We can help reduce the harm that crime does to people in Sussex.

What victims say about us

Here is just a small selection of the feedback we receive:

- “Victim Support genuinely care about you - this makes a huge difference because you feel your issues are important and will be dealt with.”
- “Victim Support helped me from the moment I reported the crime to the police until I said I didn’t need them anymore. They were there for me emotionally, answering all my questions, explaining every step of the way to me.”
- “This is the biggest fight I’ve had to face, but we will get through it. I didn’t have support like this when it happened to me when I was younger - I had no one to believe me. But Victim Support sticks by you - I thank them from the bottom of my heart.”
- “Thank you to your Young Witness Service team for looking after me, without which a very stressful time would have been unbearable.”
- “I had not received information before going to court and went in ‘blind’. On the day, the Young Witness Service did an excellent job of making me feel prepared and more at ease about giving evidence. Thank you.”

How your donation could be spent

Every contribution to the work that we do can make a big difference. For example:

- £50 could pay for us to give 5 burglary victims information about securing their home in the future.
- £250 could help us to support 10 young victims of bullying and harassment.
- £500 could help meet the cost of 10 volunteer’s expenses while they support a victim of domestic violence.
- £200 could assist us in giving support to a young witness before, during and after the trial.
- £500 could help us give ongoing support to a family recently bereaved due to a violent crime.
- £250 could pay for 15 volunteers to receive one day training on serious crime.

No matter how big or small your donation, it will make a real difference to us in our work with victims and young witnesses. [Payments can be made by BACS to Lloyds Bank 30-00-02: Account No. 4115819 Quoting ref of your Parish Council \(which will allocate the payment to Sussex\) or by cheque to Victim Support.](#)

If you would like to read more about Victim Support you can find details on our website: www.victimsupport.org.uk

Yours sincerely,

Sue Bartlett
Volunteer Administrator/Fundraiser - Sussex
Email: sue.bartlett@victimsupport.org.uk

IF YOU REQUIRE ANY MORE INFORMATION CAN YOU PLEASE EMAIL ME AS I AM WORKING FROM HOME.



Grant Application

I have enclosed my letter about the work of Victim Support in Sussex. There are currently approximately 120 volunteers in Sussex and if none live in your Parish, there will be members allocated to visit the Parish residents if required.

WE ARE VERY GRATEFUL FOR YOUR PREVIOUS GRANTS THAT HAVE BEEN USED TO HELP RECRUIT, TRAIN AND SUPERVISE NEW VOLUNTEERS IN SUSSEX, SOME OF WHOM WOULD HAVE BEEN ALLOCATED TO WORK IN YOUR PARISH.

As you are probably aware, Victim Support is now a national charity divided into areas and *each area is responsible for its own fundraising budget and all funds raised are allocated to individual areas.*

In order to minimise accountancy costs, one set of accounts is now produced for all areas nationally and not individual areas, although our budgets and fundraising targets are based on individual areas. I have enclosed a list of donations from Parish councils, which has been circulated, together with a breakdown of Sussex costs. To access the National accounts follow the link <https://surf.victimsupport.org.uk/aboutus/factfigs/Pages/Corporate%20materials.aspx>.

Although Victim Support has become a national charity we are very much committed to the support of victims and witnesses of crimes at a local level and have local offices and training for Sussex to ensure this takes place..

Yours sincerely

Mrs Sue Bartlett
Volunteer Fundraising
Victim Support Sussex

January 2021

Parish Council Donations 20-21 (April to March)

Aldwick	
Angmering	£250.00
Bersted	£100.00
Berwick	
Billingshurst	£ 75.00
Bosham	£250.00
Brightling	£ 55.00
Cuckfield	
Donnington	£ 50.00
East Preston	£200.00
Fairlight	£ 50.00
Felpham	£150.00
Forest Row	£300.00
Funtington	£200.00
Hassocks	£250.00
Heathfield & Waldron	£200.00
Herstmonceux	£100.00
Hurst Green	£100.00
Hurstpierpoint & Sayers Common	£300.00
Lancing	£500.00
Lindfield	£100.00
Maresfield	£600.00
North Horsham	£500.00
Peasmarsh	
Pevensey	
Petworth	£200.00
Pulborough	£100.00
Ringmer	£200.00
Rustington	£200.00
Shere (Surrey)	£100.00
Sompting	£250.00
Ticehurst	
Upper Beeding	
Willingdon & Jevington	£300.00
TOTAL	£5330.00

VS Sussex Financials 2020/21

		<u>opening balance</u> <u>1.4.20</u>	<u>income</u>	<u>cost</u>	<u>variance in year</u>	<u>To be repaid</u>	<u>closing reserve balance</u> <u>31.3.21</u>	<u>Deferred work to</u> <u>2021/22</u>
SO38VP01	CORE	22942	-450000	439217	-10783		12159	
		22942	-450000	439217	-10783	0	12159	
SO38PN01	YOUNG WITNESS	-1244	-71379	71364	-15		-1258	
SO38PN05	HATE CRIME - WSCC	-5601	-122999	108148	-14851		-20452	10000 CYP website & webchat button
SO38PN06	FRAUD	2894	-57745	57933	188		3081	
SO38VN00	FUNDRAISING	-1293	-22327	235	-22092		-23385	
SOSSPN00	RJ	-224	-68500	64469	-4031	-4255	0	to repay
SO13DN18	COVID I		-30225	30225	0		0	
SO38PN08	COVID II		-50339	50339	0		0	
SO38PN09	BRIGHTON DV		-15554	15554	0		0	
		-5468	-439068	398267	-40801		-42014	



Sussex Area Manager

Please note this is an indicative position, the financial position of VS in Sussex will be subject to the usual audit requirements as part of the national VS audit process.