

# Forest Row Parish Council

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



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

To: All members of the FINANCE & POLICY COMMITTEE:  
Cllrs. Gilbert (Chair), Eichner, Hugo, Jaffay, la Djoï,  
Lewin & A M Waters  
(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 21<sup>st</sup>**  
**NOVEMBER 2023** in the Garden Room of the  
Community Centre at **7.30pm**.

Date: 15 November, 2023

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

Mr D O'Driscoll  
Clerk to Forest Row Parish Council

## **AGENDA**

### **PRELIMINARIES**

1. PUBLIC PARTICIPATION – 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 11<sup>th</sup> JULY 2023
  - 4.1 Approval of the minutes of the meeting of 11<sup>th</sup> July 2023
  - 4.2 Any objections to deletion of the digital transcript
5. CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM LAST MEETING
6. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
  - 6.1 External audit for 2022-23
  - 6.2 Interim internal audit
  - 6.3 Timetable for 2024-25 budget
  - 6.4 Affordable housing presentation
  - 6.5 Possible neighbourhood plan

### **FINANCIAL REPORTS** To note and/or resolve as appropriate

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

### **MATTERS FOR CONSIDERATION/DECISION**

10. CONFIRMATION OF STAFF PAY AWARD FOR 2022-23
11. GRANT APPLICATIONS
  - 11.1 WILDHART RADIO
  - 11.2 VICTIM SUPPORT
  - 11.3 ST JOHN AMBULANCE
  - 11.4 ST PETER & JAMES HOSPICE
  - 11.5 FOREST ROW SPORTS GROUND ASSOCIATION
12. DRAFT FINANCE & POLICY BUDGET FOR 2024-2025 & PRELIMINARY CONSIDERATION OF RESERVES
13. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

**FINANCE & POLICY COMMITTEE****BACKING PAPERS FOR MEETING 21<sup>st</sup> NOVEMBER 2023**

<b>Agenda item</b>	<b>Description</b>	<b>Page nos</b>
	Clerk's general briefing note	1-3
7	Summary financial report to month 7	4-9
8	List of payments	10-18
9	Bank reconciliations & investments	19
11.1	Grant application: Wildhart radio	20-23
11.2	Grant application: Victim Support	24-30
11.3	Grant application: St John Ambulance	31-40
.5	Grant application: SS Peter & James Hospice	41-45
11	Grant application: Forest Row SGA	-----
12	F& P budget preparation sheet	46
	Current FRPC reserves	47

**COUNCILLORS' BRIEFING FOR MEETING OF THE FINANCE & POLICE COMMITTEE  
ON 21<sup>st</sup> NOVEMBER 2023**

**PRELIMINARIES**

- 1. PUBLIC PARTICIPATION**
- 2. APOLOGIES FOR ABSENCE** None signified in advance.
- 3. DECLARATIONS OF INTEREST/ REQUESTS FOR DISPENSATION** Members who have a financial interest in any of the agenda items may wish to declare a personal interest.  
***ACTION: to note***
- 4. RECORDS OF MEETING** Records of the meeting of 11<sup>th</sup> July 2023. No complications foreseen. Note that Members can legitimately vote to accept the minutes of previous meetings even if they were not personally present.
- 5. CLARIFICATION OF ACTIONS FROM LAST MEETING**  
This item has been included for Members to raise any points of information arising from the previous meeting which can be answered briefly.  
***ACTION: to discharge as appropriate***
- 6. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**
  - 6.1 External audit.** The external audit was returned approved on 29<sup>th</sup> September and the statutory public notice was duly posted thereafter. We were picked up on being one day short on the public inspection period, but had received no requests to inspect.
  - 6.2 Interim internal audit.** The internal auditor visited on 15<sup>th</sup> November, and I will report orally on the outcome.
  - 6.3 Timetable for 2024-25 budget.** All the draft committee budgets will have been adopted following this meeting. The 'Star Chamber' meeting of Committee Chairs will take place during the week commencing 27<sup>th</sup> November and the consolidated draft budget will be presented to Full Council on 5<sup>th</sup> December. The final vote on budget & precept should take place on 9<sup>th</sup> January.
  - 6.4 Affordable housing presentation.** The date that suits most people is 14<sup>th</sup> December. This is intended as an overview of how communities can provide affordable housing for local people, using Community Land Trusts. At this stage it is for information, and does not involve any commitment by the Council, which would be a matter for future discussion.
  - 6.5 Possible Neighbourhood Plan.** On 11<sup>th</sup> July, Committee resolved to look at this matter at the next meeting. However, I feel that today's agenda is already substantial, and that precedence must be given to the budget, so the topic will be deferred to next time.  
***ACTION: to note***

**FINANCIAL REPORTS**

- 7. SUMMARY FINANCIAL REPORT**  
A summary financial report to month 7 is attached. Performance against forecast should be about 58.3%, account taken of some items which are up-front. Overall performance is: income (*with apportioned precept*) 57.9%, and expenditure also 57.9%, so all within range.  
***ACTION: to note (please raise any queries in advance 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**

## MATTERS FOR CONSIDERATION/ DECISION

### 10. CONFIRMATION OF STAFF PAY AWARD FOR 2022-23

Council was informed on 7<sup>th</sup> November that a local authority pay settlement for 2022-23 had finally been agreed, amounting to an increase of £1 per hour for all grades, backdated to April. This is not automatically binding on town/parish councils, but because our staff contracts are on NJC terms, Forest Row comes within the settlement. Council is therefore invited formally to ratify the award, to take effect from the November pay date. The net cost to the salaries budget (including employers' pension contributions) is approximately £23,000, but this should be contained within the existing budget allocation.

**ACTION: to resolve accordingly**

### 11. GRANT APPLICATIONS

There are five to be considered. The application forms are attached, with the following comments. [Note: there is still £8850 available in the overall grant allocation fund]

11.1 Wildhart Radio. They are aware that the suggested sum is in excess of what our budget can manage, but the form contains a breakdown of items which might attract funding. I have tried various ways of downloading their accounts, which are in an unusual format, but have only succeeded with one sheet, marked 'Table 1'. I have invited a representative along to speak to the issue if needed.

11.2 Victim Support. There is a link provided to the voluminous national accounts, plus a summary of the local costs. We have made a grant to this organisation every year.

11.3 St John Ambulance. This is a new application, Again, the accounts are produced nationally and are voluminous: they can be found at: [sja-annual-report-2022\\_no-signature.pdf](#)

11.4 SS Peter & James Hospice. The relevant portion of their annual report is excerpted for the accounts statements.

11.5 Forest Row SGA. As previously noted and resolved, the SGA is now an 'arm's length' organisation, and has been advised to apply for a grant in the usual format. At the time of drafting this briefing the papers are still awaited

### 12. DRAFT FINANCE & POLICY BUDGET FOR 2024-2025 & CONSIDERATION OF RESERVES

A printout is supplied with your papers, covering all the cost codes of the combined budget, for the last complete year, current half year, and next. [An A3 working copy will be supplied for the meeting].

- Lines in grey are now obsolete
- Figures in the 2024-25 column in **black** are largely uncontroversial, and will be unchanged or subject to some uprating for inflation, based on this year's performance. Please look at these figures first and satisfy yourselves that the proposals are acceptable. If you feel any total should be higher or lower, please be ready to say so and give reasons.

- Figures in **green** in the 2024-25 column are those where specific decisions will be needed. In particular you need to consider:
  - Whether provision should be made for additional labour costs, eg a part-time community service facilitator, additional hours for the maintenance crew, a stand-by caretaker, a part-time village ranger/warden.
  - Whether staff & councillor training budgets need to be increased.
  - What realistic costs need to be allowed for in community events/chairman's fund.
  - Whether there should be additional provision for PR, advertising, website & newsletter, and communications in general.
  - Whether the grants budget needs to be increased.
- Please think carefully about the above items which could be much more significant than a mere inflation uprating, and be prepared to discuss which way this Committee wants to plan for the coming financial year. My proposal is that we go through the budget prep sheet supplied line by line, discuss and approve/amend the figures already inserted, in **black & green** respectively, in order to arrive at a draft committee budget by the end of the meeting.

Although we are primarily concerned with the revenue budget, there is also interaction with the reserves budget (although this is not finalised until the year end). A printout of the current reserves is attached, and Committee is asked to consider:

- Whether the current allocations are adequate
- Whether any existing nominated reserves need increasing
- Whether any items are now obsolete
- Whether any new provisions are required (particularly with respect to any significant capital projects, or need for PWLB borrowing).

***ACTION: to discuss and decide accordingly***

### **13. ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL**

## Detailed Income &amp; Expenditure by Budget Heading 13/11/2023

Month No: 8

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Finance &amp; Policy</b>							
<b>401 Finance &amp; Administration</b>							
4176 FI-Precept Received	446,000	446,000	0			100.0%	
4180 Misc Income	38	0	(38)			0.0%	
4181 FI-Wayleave Income	4	5	1			89.0%	
4182 FI-Devolved Services Income	735	1,450	715			50.7%	
4183 Community Warden Hire	0	10,000	10,000			0.0%	
4190 FI-Interest Received	4,700	1,500	(3,200)			313.3%	
<b>Finance &amp; Administration :- Income</b>	<b>451,477</b>	<b>458,955</b>	<b>7,478</b>			<b>98.4%</b>	<b>0</b>
4100 PENSION TOP UP	0	4,000	4,000		4,000	0.0%	
4101 FI-Salaries	216,433	365,000	148,568		148,568	59.3%	
4102 FI-Payroll Outsource Costs	385	420	35		35	91.7%	
4103 FI-Contrib. to Library Salary	0	4,000	4,000		4,000	0.0%	
4108 FI-Staff Training/Travel	171	1,000	830		830	17.1%	
4110 Community Warden Costs	424	500	76		76	84.7%	
4111 Forest Rate	31	25	(6)		(6)	122.4%	
4120 Postage	75	500	425		425	15.0%	
4121 Telecommunications	4,993	7,700	2,707		2,707	64.8%	
4123 Stationery	434	600	166		166	72.4%	
4124 FI-Subscriptions	3,192	6,600	3,408		3,408	48.4%	
4125 FI-Insurance	10,528	10,000	(528)		(528)	105.3%	
4126 Printer/copier	2,266	4,000	1,734		1,734	56.6%	
4133 FI-Chairman's Fund	0	500	500		500	0.0%	
4134 FI-Parish Meeting	0	50	50		50	0.0%	
4135 FI-Councillors Training/Travel	475	500	25		25	95.0%	
4136 Security Checks	132	150	18		18	87.8%	
4137 FI-Members Allowances	854	6,000	5,146		5,146	14.2%	
4151 FI - Bank Charges	925	1,800	875		875	51.4%	
4156 FI-Legal & professional fees	1,738	3,500	1,762		1,762	49.7%	
4157 FI-Audit & Financial Managemen	2,399	3,300	901		901	72.7%	
4158 FI-Van Lease	0	300	300		300	0.0%	
4160 Office Equipment	424	500	76		76	84.8%	
4165 FI-Election Fund	5,118	4,000	(1,118)		(1,118)	127.9%	
4166 Wayleaves	1	25	24		24	5.6%	
4169 Community Occasion	221	500	279		279	44.1%	
7101 PR- Advertising/Publicity	33	50	18		18	65.0%	
7102 PR-Website	720	750	30		30	96.0%	
7110 PR-Newsletter & Distribution	0	500	500		500	0.0%	
<b>Finance &amp; Administration :- Indirect Expenditure</b>	<b>251,968</b>	<b>426,770</b>	<b>174,802</b>	<b>0</b>	<b>174,802</b>	<b>59.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>199,509</b>	<b>32,185</b>	<b>(167,324)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 13/11/2023

Month No: 8

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>403 Other Grants</b>							
4360 Other Grants	650	7,000	6,350		6,350	9.3%	
4361 FRGSA Subsidy	0	2,500	2,500		2,500	0.0%	
Other Grants :- Indirect Expenditure	<u>650</u>	<u>9,500</u>	<u>8,850</u>	<u>0</u>	<u>8,850</u>	<u>6.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(650)</u>	<u>(9,500)</u>	<u>(8,850)</u>				
Finance & Policy :- Income	451,477	458,955	7,478			98.4%	
Expenditure	252,618	436,270	183,652	0	183,652	57.9%	
<b>Amenities &amp; Services</b>							
<b>101 Allotments</b>							
1180 Allotment Rents	1,916	1,750	(166)			109.5%	
Allotments :- Income	<u>1,916</u>	<u>1,750</u>	<u>(166)</u>			<u>109.5%</u>	<u>0</u>
1135 Allotments-Water & Upkeep	436	700	264		264	62.3%	
Allotments :- Indirect Expenditure	<u>436</u>	<u>700</u>	<u>264</u>	<u>0</u>	<u>264</u>	<u>62.3%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>1,479</u>	<u>1,050</u>	<u>(429)</u>				
<b>102 Village Greens</b>							
1280 VG-Hire Income	748	750	2			99.7%	
Village Greens :- Income	<u>748</u>	<u>750</u>	<u>2</u>			<u>99.7%</u>	<u>0</u>
1236 Outdoor Maintenance	4,423	8,000	3,577		3,577	55.3%	
1237 Outdoor Planting	634	1,000	366		366	63.4%	
1239 VG-Utilities	263	100	(163)		(163)	263.3%	
Village Greens :- Indirect Expenditure	<u>5,321</u>	<u>9,100</u>	<u>3,779</u>	<u>0</u>	<u>3,779</u>	<u>58.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(4,573)</u>	<u>(8,350)</u>	<u>(3,777)</u>				
<b>104 Amenities General</b>							
1400 Amenities grants/donations	0	1,500	1,500			0.0%	
Amenities General :- Income	<u>0</u>	<u>1,500</u>	<u>1,500</u>			<u>0.0%</u>	<u>0</u>
1436 Skate & Play areas	3,134	1,500	(1,634)		(1,634)	208.9%	
1447 Dog Fouling	1,494	3,200	1,706		1,706	46.7%	
Amenities General :- Indirect Expenditure	<u>4,628</u>	<u>4,700</u>	<u>72</u>	<u>0</u>	<u>72</u>	<u>98.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(4,628)</u>	<u>(3,200)</u>	<u>1,428</u>				

## Detailed Income &amp; Expenditure by Budget Heading 13/11/2023

Month No: 8

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>105 Outdoor Maintenance</b>							
1501 Outdoor Maintenance Equipment	312	1,705	1,393		1,393	18.3%	
Outdoor Maintenance :- Indirect Expenditure	<u>312</u>	<u>1,705</u>	<u>1,393</u>	<u>0</u>	<u>1,393</u>	<u>18.3%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(312)</u>	<u>(1,705)</u>	<u>(1,393)</u>				
<b>203 Street Lighting</b>							
2314 SL-Power	2,985	6,600	3,615		3,615	45.2%	
2336 Streetlights	5,574	8,250	2,676		2,676	67.6%	
Street Lighting :- Indirect Expenditure	<u>8,559</u>	<u>14,850</u>	<u>6,291</u>	<u>0</u>	<u>6,291</u>	<u>57.6%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(8,559)</u>	<u>(14,850)</u>	<u>(6,291)</u>				
<b>204 Road Safety</b>							
2436 RS-Road Safety	0	750	750		750	0.0%	
Road Safety :- Indirect Expenditure	<u>0</u>	<u>750</u>	<u>750</u>	<u>0</u>	<u>750</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(750)</u>	<u>(750)</u>				
<b>601 Cemetery</b>							
6180 BU-Burial Fees	3,707	13,000	9,293			28.5%	
Cemetery :- Income	<u>3,707</u>	<u>13,000</u>	<u>9,293</u>			<u>28.5%</u>	<u>0</u>
6123 Cemetery Admin	256	330	74		74	77.6%	
6151 BU- Cemetery Rates	1,100	1,210	110		110	90.9%	
Cemetery :- Indirect Expenditure	<u>1,356</u>	<u>1,540</u>	<u>184</u>	<u>0</u>	<u>184</u>	<u>88.1%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>2,351</u>	<u>11,460</u>	<u>9,109</u>				
Amenities & Services :- Income	<b>6,371</b>	<b>17,000</b>	<b>10,629</b>			<b>37.5%</b>	
Expenditure	<b>20,612</b>	<b>33,345</b>	<b>12,733</b>	<b>0</b>	<b>12,733</b>	<b>61.8%</b>	
<b>Property &amp; Assets</b>							
<b>201 Bus Shelters</b>							
2136 BS-Bus Shelters	105	0	(105)		(105)	0.0%	
Bus Shelters :- Indirect Expenditure	<u>105</u>	<u>0</u>	<u>(105)</u>	<u>0</u>	<u>(105)</u>		<u>0</u>
<b>Net Expenditure</b>	<u>(105)</u>	<u>0</u>	<u>105</u>				



	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>205 Miscellaneous Assets</b>							
2551 Offsite Car Parks	150	0	(150)		(150)	0.0%	
7108 PR-Notice Boards	31	0	(31)		(31)	0.0%	
Miscellaneous Assets :- Indirect Expenditure	<u>181</u>	<u>0</u>	<u>(181)</u>	<u>0</u>	<u>(181)</u>		<u>0</u>
<b>Net Expenditure</b>	<u>(181)</u>	<u>0</u>	<u>181</u>				
<b>301 Community Centre</b>							
3180 CC-Lettings	13,331	15,000	1,669			88.9%	
3181 CC-Equipment Hire	256	400	144			64.0%	
3182 CC-Rents	14,676	22,000	7,324			66.7%	
3185 MISC - incl books/copying)	180	400	220			44.9%	
3187 CC Drinks Machine Income	371	500	129			74.2%	
3189 Misc Property Refunds	3,083	0	(3,083)			0.0%	
4180 Misc Income	100	0	(100)			0.0%	
Community Centre :- Income	<u>31,997</u>	<u>38,300</u>	<u>6,303</u>			<u>83.5%</u>	<u>0</u>
3111 CC-Rates & Services	26,960	33,000	6,040		6,040	81.7%	
3116 CC-Upkeep/Cleaning	7,008	13,200	6,192		6,192	53.1%	
3127 CC - Drinks Machine	754	770	16		16	98.0%	
Community Centre :- Indirect Expenditure	<u>34,722</u>	<u>46,970</u>	<u>12,248</u>	<u>0</u>	<u>12,248</u>	<u>73.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(2,725)</u>	<u>(8,670)</u>	<u>(5,945)</u>				
<b>303 Venue on the Green</b>							
3306 VOTG Income	1,188	4,000	2,812			29.7%	
Venue on the Green :- Income	<u>1,188</u>	<u>4,000</u>	<u>2,812</u>			<u>29.7%</u>	<u>0</u>
3304 Votg Non Youth Equip	0	500	500		500	0.0%	
3305 VOTG Running Costs	2,227	4,000	1,773		1,773	55.7%	
Venue on the Green :- Indirect Expenditure	<u>2,227</u>	<u>4,500</u>	<u>2,273</u>	<u>0</u>	<u>2,273</u>	<u>49.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(1,039)</u>	<u>(500)</u>	<u>539</u>				
Property & Assets :- Income	<u>33,185</u>	<u>42,300</u>	<u>9,115</u>			<u>78.5%</u>	
Expenditure	<u>37,235</u>	<u>51,470</u>	<u>14,235</u>	<u>0</u>	<u>14,235</u>	<u>72.3%</u>	
<b>Localism &amp; Community Projects</b>							
<b>206 Community Transport</b>							
2678 Medical Car Scheme Income	131	300	169			43.8%	
4180 Misc Income	27	0	(27)			0.0%	
Community Transport :- Income	<u>158</u>	<u>300</u>	<u>142</u>			<u>52.7%</u>	<u>0</u>

## Detailed Income &amp; Expenditure by Budget Heading 13/11/2023

Month No: 8

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
2554 Wealdlink	510	1,000	490		490	51.0%	
2601 Voluntary Medical Car Service	0	200	200		200	0.0%	
Community Transport :- Indirect Expenditure	<b>510</b>	<b>1,200</b>	<b>690</b>	<b>0</b>	<b>690</b>	<b>42.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(352)</b>	<b>(900)</b>	<b>(548)</b>				
<b>207 Market</b>							
3184 CC-Market Income	4,945	9,000	4,055			54.9%	
Market :- Income	<b>4,945</b>	<b>9,000</b>	<b>4,055</b>			<b>54.9%</b>	<b>0</b>
3151 CC-Market expenditure	4,519	1,430	(3,089)		(3,089)	316.0%	
Market :- Indirect Expenditure	<b>4,519</b>	<b>1,430</b>	<b>(3,089)</b>	<b>0</b>	<b>(3,089)</b>	<b>316.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>426</b>	<b>7,570</b>	<b>7,144</b>				
<b>209 Localism &amp; Community Proj Misc</b>							
2905 Repair Cafe & Wellbeing Serv	(516)	2,000	2,516			(25.8%)	
Localism & Community Proj Misc :- Income	<b>(516)</b>	<b>2,000</b>	<b>2,516</b>			<b>(25.8%)</b>	<b>0</b>
2603 Emergency Supplies	0	6,000	6,000		6,000	0.0%	
2700 Repair Cafe & Wellbeing	300	4,000	3,700		3,700	7.5%	
Localism & Community Proj Misc :- Indirect Expenditure	<b>300</b>	<b>10,000</b>	<b>9,700</b>	<b>0</b>	<b>9,700</b>	<b>3.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(816)</b>	<b>(8,000)</b>	<b>(7,184)</b>				
<b>304 Cafe</b>							
3480 Gages - Sales	14,299	20,000	5,701			71.5%	
Cafe :- Income	<b>14,299</b>	<b>20,000</b>	<b>5,701</b>			<b>71.5%</b>	<b>0</b>
3436 Gages-Purchase of Equipment	3,576	2,200	(1,376)		(1,376)	162.5%	
3460 Gages -Purchases Food etc	12,327	13,200	873		873	93.4%	
Cafe :- Indirect Expenditure	<b>15,903</b>	<b>15,400</b>	<b>(503)</b>	<b>0</b>	<b>(503)</b>	<b>103.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,604)</b>	<b>4,600</b>	<b>6,204</b>				
<b>306 Thursday Club</b>							
3680 TC-Subscriptions	117	400	283			29.2%	
Thursday Club :- Income	<b>117</b>	<b>400</b>	<b>283</b>			<b>29.2%</b>	<b>0</b>
3636 TC-Running Costs	163	1,100	937		937	14.8%	
Thursday Club :- Indirect Expenditure	<b>163</b>	<b>1,100</b>	<b>937</b>	<b>0</b>	<b>937</b>	<b>14.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(46)</b>	<b>(700)</b>	<b>(654)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 13/11/2023

Month No: 8

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>406 Youth Provision</b>							
4676 YP-Grants & Other Income	963	2,500	1,537			38.5%	
Youth Provision :- Income	<u>963</u>	<u>2,500</u>	<u>1,537</u>			<u>38.5%</u>	<u>0</u>
4603 YP - Dev costs & General Expen	1,915	3,500	1,585		1,585	54.7%	
Youth Provision :- Indirect Expenditure	<u>1,915</u>	<u>3,500</u>	<u>1,585</u>	<u>0</u>	<u>1,585</u>	<u>54.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(951)</u>	<u>(1,000)</u>	<u>(49)</u>				
Localism & Community Projects :- Income	19,967	34,200	14,233			58.4%	
Expenditure	23,310	32,630	9,320	0	9,320	71.4%	
<b>Grand Totals:- Income</b>	<u>511,000</u>	<u>552,455</u>	<u>41,455</u>			<u>92.5%</u>	
<b>Expenditure</b>	<u>333,775</u>	<u>553,715</u>	<u>219,940</u>	<u>0</u>	<u>219,940</u>	<u>60.3%</u>	
<b>Net Income over Expenditure</b>	<u>177,225</u>	<u>(1,260)</u>	<u>(178,485)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>177,225</u>						

## List of Payments made between 01/07/2023 and 14/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/07/2023	MARKET	BP	35.00		STALL
04/07/2023	QUEARNEY	BP	24.00		ROOM HIRE
05/07/2023	BACS P/L Pymnt Page 1792	BACS Pymnt	3,666.95		BACS P/L Pymnt Page 1792
05/07/2023	ALLSTAR BUSINESS SOLUTIONS 1		117.80		FUEL
06/07/2023	ROSS BOND	BP	70.00		GAGES
06/07/2023	EMMA DAVIES	BP	630.00		GAGES
06/07/2023	MS TECHNICAL SERVICES	BP	180.00		GAS SAFETY CHECK
06/07/2023	STELLA PRINCE	BP	62.52		GAGES
06/07/2023	GAGES	BP	121.00		LUNCHES
06/07/2023	CREDIT	BP	-180.00		CREDIT
10/07/2023	BARCLAYCARD	2	38.00		CHARGES
10/07/2023	PAYTEK ADMIN SERVICES LTD	3	24.00		TERMINAL RENT
10/07/2023	PAYTEK ADMIN SERVICES LTD	4	33.60		CHARGES
10/07/2023	O2	DD	62.08		WARDEN MOBILE
10/07/2023	AO SHIPLEY	BP	4,824.67		TAX & NI - JUNE
11/07/2023	BACS P/L Pymnt Page 1794	BACS Pymnt	267.43		BACS P/L Pymnt Page 1794
11/07/2023	O2	DD	17.28		YOUTH MOBILE
<del>12/07/2023</del>	<del>POCKIT CARD - GC</del>	<del>TOP UP</del>	<del>500.00</del>		<del>TOP UP</del>
<del>12/07/2023</del>	<del>POCKIT CARD - GAGES</del>	<del>TOP UP</del>	<del>1,000.00</del>		<del>TOP UP</del>
<del>12/07/2023</del>	<del>POCKIT CARD - YOUTH</del>	<del>TOP UP</del>	<del>250.00</del>		<del>TOP UP</del>
12/07/2023	ALLSTAR BUSINESS SOLUTIONS 5		7.38		FUEL
12/07/2023	TABLEHURST & PLAWHATCH	BP	18.00		HIRE REFUND
19/07/2023	ALLSTAR BUSINESS SOLUTIONS 6		59.20		FUEL
20/07/2023	BACS P/L Pymnt Page 1795	BACS Pymnt	973.42		BACS P/L Pymnt Page 1795
24/07/2023	TELECOMS WORLD PLC	7	73.79		0800 NUMBER
24/07/2023	ENGIE POWER LTD	8	146.12		ELECTRIC
24/07/2023	ENGIE POWER LTD	9	744.10		ELECTRIC
24/07/2023	ENGIE POWER LTD	10	256.98		ELECTRIC
24/07/2023	EDF ENERGY CUSTOMERS PLC	11	490.82		STREETLIGHT POWER
24/07/2023	SIEMENS	DD	116.22		DRINKS MACHINE
24/07/2023	SIEMENS	DD	47.08		DRINKS MACHINE
24/07/2023	CORONA	DD	124.05		CC GAS
26/07/2023	BACS P/L Pymnt Page 1796	BACS Pymnt	9,236.64		BACS P/L Pymnt Page 1796
26/07/2023	BACS P/L Pymnt Page 1797	BACS Pymnt	367.36		BACS P/L Pymnt Page 1797
26/07/2023	EMMA DAVIES	BP	26.05		REIMBURSEMENT
27/07/2023	FOCUS	DD	76.27		HELPLINE
28/07/2023	EAST SUSSEX PENSION	BP	4,526.78		SUPERANN - JULY
28/07/2023	STAFF	BP	20,201.31		JULY SALARIES
31/07/2023	BIFFA WASTE SERVICES LTD	12	675.00		WASTE
31/07/2023	BT PAYMENT SERVICES LTD	13	30.48		TELECOMMUNICATIONS
02/08/2023	BACS P/L Pymnt Page 1800	BACS Pymnt	2,899.08		BACS P/L Pymnt Page 1800
<del>03/08/2023</del>	<del>POCKIT CARD - GAGES</del>	<del>TOP UP</del>	<del>600.00</del>		<del>TOP UP</del>
<del>03/08/2023</del>	<del>POCKIT CARD - YOUTH</del>	<del>TOP UP</del>	<del>300.00</del>		<del>TOP UP</del>
03/08/2023	A JAFFAY	BP	19.15		REFRESHMENTS
03/08/2023	EMMA DAVIES	BP	945.00		GAGES COOK
03/08/2023	ROSS BOND	BP	90.00		GAGES
09/08/2023	BACS P/L Pymnt Page 1801	BACS Pymnt	1,180.25		BACS P/L Pymnt Page 1801

## List of Payments made between 01/07/2023 and 14/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/08/2023	BACS P/L Pymnt Page 1802	BACS Pymnt	29.61		BACS P/L Pymnt Page 1802
09/08/2023	ALLSTAR BUSINESS SOLUTIONS 1		7.38		FUEL
09/08/2023	O2	DD	62.08		WARDEN MOBILE
09/08/2023	O2	DD	17.28		YOUTH MOBILE
10/08/2023	BARCLAYCARD	2	38.00		CHARGES
10/08/2023	PAYTEK ADMIN SERVICES LTD	3	24.00		CHARGES
10/08/2023	PAYTEK ADMIN SERVICES LTD	1	33.60		CHARGES
10/08/2023	AO SHIPLEY	BP	4,821.55		TAX & NI - JULY
14/08/2023	BACS P/L Pymnt Page 1803	BACS Pymnt	1,035.68		BACS P/L Pymnt Page 1803
14/08/2023	S SAMEIRO	BP	106.70		S SAMEIRO
17/08/2023	BACS P/L Pymnt Page 1804	BACS Pymnt	2,690.87		BACS P/L Pymnt Page 1804
18/08/2023	MARSHALLS	BP	395.76		BOLLARDS
21/08/2023	CORONA	DD	25.79		GAS CC
22/08/2023	EDF ENERGY CUSTOMERS PLC	2	494.40		STREETLIGHT POWER
23/08/2023	BACS P/L Pymnt Page 1805	BACS Pymnt	92.26		BACS P/L Pymnt Page 1805
23/08/2023	ENGIE POWER LTD	3	149.82		ELECTRICITY
23/08/2023	ENGIE POWER LTD	4	754.67		ELECTRICITY
23/08/2023	ENGIE POWER LTD	5	260.53		ELECTRICITY
23/08/2023	ALLSTAR BUSINESS SOLUTIONS 6		139.90		FUEL
24/08/2023	TELECOMS WORLD PLC	7	74.06		0800 NUMBER
24/08/2023	MISS A HARPER	BP	105.04		PAINT ETC - BUS SHELTER
25/08/2023	FOCUS	DD	76.27		HELPLINE
29/08/2023	BT PAYMENT SERVICES LTD	8	30.48		TELECOMMUNICATIONS
29/08/2023	STAFF	BP	20,587.07		AUGUST SALARIES
31/08/2023	BNP PARIBAS	DD	678.58		COPIER LEASE
04/09/2023	BIFFA WASTE SERVICES LTD	1	540.00		WASTE
05/09/2023	BACS P/L Pymnt Page 1809	BACS Pymnt	2,465.87		BACS P/L Pymnt Page 1809
<del>06/09/2023</del>	<del>POCKIT CARD - CC</del>	<del>top up</del>	<del>250.00</del>		<del>top up</del>
<del>06/09/2023</del>	<del>POCKIT CARD - GAGES</del>	<del>TOP UP</del>	<del>1,000.00</del>		<del>TOP UP</del>
06/09/2023	EMMA DAVIES	BP	840.00		GAGES
06/09/2023	JULIAN JOHNSON	BP	600.00		SKATEPARK MURAL
06/09/2023	E SUSSEX PENSION	BP	4,583.90		SUPERANN - AUGUST
07/09/2023	O2	DD	62.08		WARDEN MOBILE
08/09/2023	UTP	DD	24.00		SERVICES
11/09/2023	BARCLAYCARD	2	38.00		CHARGES
11/09/2023	PAYTEK ADMIN SERVICES LTD	3	33.60		SERVICE CHARGES
11/09/2023	O2	DD	17.28		YOUTH MOBILE
11/09/2023	AO SHIPLEY	BP	5,140.98		TAX & NI - AUGUST
12/09/2023	BACS P/L Pymnt Page 1810	BACS Pymnt	1,512.02		BACS P/L Pymnt Page 1810
12/09/2023	BACS P/L Pymnt Page 1811	BACS Pymnt	360.00		BACS P/L Pymnt Page 1811
13/09/2023	ALLSTAR BUSINESS SOLUTIONS 4		7.38		FEES
20/09/2023	ALLSTAR BUSINESS SOLUTIONS 5		67.61		FUEL
21/09/2023	BACS P/L Pymnt Page 1812	BACS Pymnt	58.38		BACS P/L Pymnt Page 1812
<del>21/09/2023</del>	<del>POCKIT CARD - GAGES</del>	<del>TOP UP</del>	<del>500.00</del>		<del>TOP UP</del>
21/09/2023	TRAINING AT WORK	BP	88.00		FOOD HYGIENE COURSE
22/09/2023	TELECOMS WORLD PLC	6	73.82		0800 NUMBER
22/09/2023	EDF ENERGY CUSTOMERS PLC	7	409.78		STREETLIGHT POWER

## List of Payments made between 01/07/2023 and 14/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/09/2023	ENGIE POWER LTD	8	151.86		ELECTRIC
25/09/2023	ENGIE POWER LTD	9	781.93		CC ELECTRIC
25/09/2023	ENGIE POWER LTD	10	269.46		CC ELECTRIC
25/09/2023	CORONA ENERGY RETAIL 4 LTD	11	26.50		GAS
27/09/2023	ALLSTAR BUSINESS SOLUTIONS	12	52.41		FUEL
27/09/2023	FOCUS GROUP	DD	76.27		HELPLINE
27/09/2023	ROSS BOND	BP	80.00		GAGES
28/09/2023	STAFF	BP	23,479.03		SEPT SALARIES
29/09/2023	E SUSSEX PENSION	BP	4,583.90		SUPERANN - SEPT
29/09/2023	E SUSSEX PENSION	BP	776.54		SUPERANN - SEPT
29/09/2023	C HARRISON	BP	7,000.00		SEVERANCE PAY
29/09/2023	UNITY TRUST	BP	27.80		FEE
30/09/2023	UNITY TRUST	BP	72.60		CHARGES
02/10/2023	BIFFA WASTE SERVICES LTD	1	675.00		WASTE
02/10/2023	BT PAYMENT SERVICES LTD	2	30.48		TELECOMMUNICATIONS
02/10/2023	RURAL COMM COUNCIL	SO	50.00		SUBS
03/10/2023	BACS P/L Pymnt Page 1815	BACS Pymnt	2,677.62		BACS P/L Pymnt Page 1815
<del>04/10/2023</del>	<del>POCKIT CARD - DOD</del>	<del>TOP UP</del>	<del>250.00</del>		<del>TOP UP</del>
<del>04/10/2023</del>	<del>POCKIT CARD - CC</del>	<del>TOP UP</del>	<del>500.00</del>		<del>TOP UP</del>
<del>04/10/2023</del>	<del>POCKIT CARD - GAGES</del>	<del>TOP UP</del>	<del>1,000.00</del>		<del>TOP UP</del>
<del>04/10/2023</del>	<del>POCKIT CARD - YOUTH</del>	<del>TO UP</del>	<del>250.00</del>		<del>TOP UP</del>
04/10/2023	CULLEN CONSERVATION	BP	1,485.60		HERITAGE ADVICE
10/10/2023	BARCLAYCARD	3	38.35		CHARGES
10/10/2023	PAYTEK ADMIN SERVICES LTD	4	24.00		CHARGES
10/10/2023	PAYTEK ADMIN SERVICES LTD	5	33.60		charges
10/10/2023	O2	DD	62.08		WARDEN MOBILE
10/10/2023	AO SHIPLEY	BP	6,410.60		TAX & NI - SEPT
11/10/2023	ALLSTAR BUSINESS SOLUTIONS	6	7.38		FUEL
11/10/2023	O2	DD	17.28		YOUTH MOBILE
12/10/2023	BACS P/L Pymnt Page 1816	BACS Pymnt	4,476.57		BACS P/L Pymnt Page 1816
13/10/2023	JASMINE BARNES	BP	50.00		ALLOTMENT DEPOSIT REFUND
13/10/2023	THE CATERING EQUIP LTD	BP	6,235.78		OVEN AND EXTRACTOR ETC
13/10/2023	NWT SUPPLIES	BP	422.59		GRIT BIN & SALT
23/10/2023	BACS P/L Pymnt Page 1818	BACS Pymnt	1,805.84		BACS P/L Pymnt Page 1818
23/10/2023	CORONA ENERGY	DD	31.45		CC GAS
23/10/2023	EDF	DD	406.18		STREETLIGHT ENERGY
24/10/2023	BACS P/L Pymnt Page 1819	BACS Pymnt	10,235.43		BACS P/L Pymnt Page 1819
<del>24/10/2023</del>	<del>POCKIT CARD - YOUTH</del>	<del>TOP UP</del>	<del>500.00</del>		<del>TOP UP</del>
24/10/2023	TELECOMS WORLD PLC	7	73.86		0800 NUMBER
24/10/2023	ENGIE POWER LTD	8	147.94		CC ELEC
24/10/2023	ENGIE POWER LTD	9	767.52		CC ELEC
24/10/2023	ENGIE POWER LTD	10	264.98		CC ELEC
24/10/2023	SIEMENS	DD	47.08		DRINKS MACHINE
24/10/2023	SIEMENS	DD	116.22		DRINKS MACHINE
25/10/2023	ALLSTAR BUSINESS SOLUTIONS	11	143.86		FUEL
27/10/2023	FOCUS	DD	76.27		HELPLINE
27/10/2023	E SUSSEX PENSION	BP	4,015.12		SUPERANN - OCT

## List of Payments made between 01/07/2023 and 14/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/10/2023	STAFF	BP	20,051.40		OCT SALARIES
30/10/2023	BIFFA WASTE SERVICES LTD	12	540.00		WASTE
30/10/2023	BT	DD	30.48		TELECOMMUNICATIONS
02/11/2023	BACS P/L Pymnt Page 1822	BACS Pymnt	1,656.57		BACS P/L Pymnt Page 1822

Total Payments 210,364.37

6900.00  
203,264.37

## POCKIT CARD - DOD

## List of Payments made between 01/07/2023 and 14/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/07/2023	GIFFGAFF	BP	10.00		MARKET MOBILE
20/07/2023	ZOOM	BP	12.99		VIRTUAL MEETINGS
30/07/2023	POCKIT	BP	1.99		CHARGES
12/08/2023	GIFFGAFF	BP	10.00		MARKET MOBILE
20/08/2023	ZOOM	BP	12.99		VIRTUAL MEETINGS
30/08/2023	POCKIT	BP	1.99		CHARGES
12/09/2023	GIFFGAFF	BP	10.00		MARKET MOBILE
20/09/2023	ZOOM	BP	12.99		VIRTUAL MEETINGS
30/09/2023	POCKIT	BP	1.99		FEES
12/10/2023	GIFFGAFF	BP	10.00		MARKET MOBILE
20/10/2023	ZOOM	BP	12.99		VIRTUAL MEETINGS
23/10/2023	LAND REGISTRY UK	BP	19.95		ENQUIRY - CC
30/10/2023	POCKIT	BP	1.99		CHARGES
<b>Total Payments</b>			<u>119.87</u>		



## POCKIT CARD - CC

## List of Payments made between 01/07/2023 and 14/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/07/2023	WDC	BP	21.00		MARKET TENS
13/07/2023	UKCRB	BP	13.36		DSB - FROW FRIENDS
19/07/2023	AMAZON	BP	93.05		WELDING MACHINE
24/07/2023	UKCRB	BP	13.36		DBS - FROW FRIENDS
31/07/2023	POCKIT	BP	1.99		CHARGES
05/08/2023	AMAZON	BP	95.00		SUPPLIES
21/08/2023	SCREWFIX	BP	48.57		PLUMBING SUPPLIES
24/08/2023	SCREWFIX	BP	19.78		PLUMBING SUPPLIES
29/08/2023	AMAZON	BP	65.97		MONEY COLLECTING BOXES
31/08/2023	POCKIT	BP	1.99		CHARGES
07/09/2023	AMAZON	BP	54.99		RECORDER
12/09/2023	ROYAL MAIL	BP	75.00		STAMPS
12/09/2023	AMAZON	BP	104.45		COLLECTION BOXES
12/09/2023	WDC	BP	21.00		MARKET TENS
13/09/2023	UKCRBS	BP	13.36		DISCLOSURE
19/09/2023	UKCRBS	BP	51.36		DISCLOSURE
21/09/2023	THE IRONMONGERS	BP	49.98		GULLY GRID
21/09/2023	AMAZON	BP	25.98		CORK BOARD
27/09/2023	AMAZON	BP	13.49		NOTEBOOKS
30/09/2023	POCKIT	BP	1.99		FEES
09/10/2023	WDC	BP	21.00		MARKET TENS
11/10/2023	AMAZON	BP	81.70		MAINTENANCE SUPPLIES
12/10/2023	JAX FIRST AID SUPPLIES	BP	61.73		SUPPLIES/ HI VIS JACKETS
17/10/2023	SCREWFIX	BP	79.98		TAPS
25/10/2023	DTW TOOLS	BP	285.00		STRIMMER ATTACHMENTS
31/10/2023	POCKIT	BP	1.99		CHARGES
<b>Total Payments</b>			<u>1,317.07</u>		

## POCKIT CARD - GAGES

## List of Payments made between 30/06/2023 and 14/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/07/2023	TESCO	BP	198.10		FOOD
05/07/2023	CO-OP	BP	8.00		FOOD
06/07/2023	TESCO	BP	1.90		FOOD
11/07/2023	TESCO	BP	214.43		FOOD
11/07/2023	ALLAN MARTIN	BP	391.79		MEAT
14/07/2023	CO-OP	BP	7.80		FOOD
14/07/2023	TESCO	BP	1.55		FOOD
18/07/2023	TESCO	BP	165.68		FOOD
20/07/2023	CO-OP	BP	6.55		FOOD
25/07/2023	POCKIT	BP	1.99		CHARGES
25/07/2023	TESCO	BP	213.59		FOOD
26/07/2023	CO-OP	BP	7.45		FOOD
26/07/2023	CO-OP	BP	4.20		FOOD
01/08/2023	TESCO	BP	256.73		FOOD
02/08/2023	CO-OP	BP	2.55		FOOD
04/08/2023	CO-OP	BP	2.40		FOOD
08/08/2023	TESCO	BP	218.47		FOOD
15/08/2023	SAINSBURYS	BP	32.02		FOOD
16/08/2023	TESCO	BP	163.02		FOOD
18/08/2023	ALDI	BP	22.08		FOOD
22/08/2023	SAINSBURYS	BP	182.86		FOOD
23/08/2023	CO-OP	BP	24.00		FOOD
23/08/2023	FRPC	BP	0.01		ADJ
24/08/2023	CO-OP	BP	1.89		FOOD
25/08/2023	POCKIT	BP	1.99		CHARGES
31/08/2023	HOMEBASE	BP	56.97		CLEANER HIRE
12/09/2023	SAINSBURYS	BP	223.86		FOOD
12/09/2023	CO-OP	BP	4.70		SUPPLIES
12/09/2023	ALLAN MARTIN	BP	259.43		MEAT
13/09/2023	TESCO	BP	5.80		FOOD
13/09/2023	COOKSMILL	BP	217.92		CONTAINERS
19/09/2023	SAINSBURYS	BP	170.39		FOOD
21/09/2023	CO-OP	BP	5.00		FOOD
22/09/2023	SAINSBURYS	BP	40.00		DELIVERY PASS
25/09/2023	POCKIT	BP	1.99		FEES
26/09/2023	SAINSBURYS	BP	184.43		FOOD
03/10/2023	SAINSBURYS	BP	186.01		FOOD
03/10/2023	ALLAN MARTIN	BP	187.13		MEAT
06/10/2023	CO-OP	BP	11.00		FOOD
10/10/2023	SAINSBURYS	BP	226.42		FOOD
17/10/2023	SAINSBURYS	BP	130.62		FOOD
20/10/2023	CO-OP	BP	3.00		FOOD
24/10/2023	SAINSBURYS	BP	151.37		FOOD
25/10/2023	POCKIT	BP	1.99		CHARGES
27/10/2023	CO-OP	BP	6.85		FOOD
31/10/2023	SAINSBURYS	BP	221.26		FOOD
31/10/2023	ALLAN MARTIN	BP	262.28		MEAT

**POCKIT CARD - GAGES**

**List of Payments made between 30/06/2023 and 14/11/2023**

---

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/10/2023	POCKIT	BP	16.45		FEES

---

**Total Payments**      4,705.92

## POCKIT CARD - YOUTH

## List of Payments made between 01/07/2023 and 14/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/07/2023	ICELAND	BP	87.09		REFRESHMENTS
12/07/2023	CO-OP	BP	17.30		REFRESHMENTS
17/07/2023	ICELAND	BP	77.65		REFRESHMENTS
18/07/2023	POCKIT	BP	1.99		CHARGES
24/07/2023	CO-OP	BP	4.95		REFRESHMENTS
25/07/2023	CO-OP	BP	3.75		REFRESHMENTS
25/07/2023	CO-OP	BP	3.00		REFRESHMENTS
17/08/2023	FACTORY SHOP	BP	32.47		SUPPLIES
18/08/2023	POCKIT	BP	1.99		CHARGES
24/08/2023	SOUTHERN RAIL	BP	24.80		TICKETS
25/08/2023	REDDEPAY	BP	15.40		PARKING TICKETS
04/09/2023	ICELAND	BP	90.42		REFRESHMENTS
09/09/2023	NO 8	BP	5.00		SUPPLIES
09/09/2023	CO-OP	BP	32.62		REFRESHMENTS
09/09/2023	NO 8	BP	17.00		SUPPLIES
09/09/2023	NO 8	BP	6.00		SUPPLIES
09/09/2023	CO-OP	BP	3.00		REFRESHMENTS
09/09/2023	CO-OP	BP	5.50		SUPPLIES
09/09/2023	NO 8	BP	4.00		SUPPLIES
11/09/2023	POUNDLAND	BP	39.70		REFRESHMENTS
13/09/2023	CO-OP	BP	4.00		SUPPLIES
15/09/2023	SAINSBURYS	BP	26.90		REFRESHMENTS
18/09/2023	POCKIT	BP	1.99		CHARGES
18/09/2023	CO-OP	BP	22.51		REFRESHMENTS
19/09/2023	ICELAND	BP	36.62		REFRESHMENTS
22/09/2023	ROBERT DYAS	BP	19.89		SUPPLIES
25/09/2023	ICELAND	BP	65.21		REFRESHMENTS
28/09/2023	CAREDEMY	BP	12.00		TRAINING COURSE
28/09/2023	REED CO UK	BP	27.00		TRAINING COURSE
03/10/2023	AMAZON	BP	33.94		HALLOWEEN SUPPLIES
04/10/2023	ICELAND	BP	57.46		REFRESHMENTS
05/10/2023	CO-OP	BP	12.75		REFRESHMENTS
09/10/2023	POUNDLAND	BP	35.55		REFRESHMENTS
09/10/2023	ICELAND	BP	25.90		REFRESHMENTS
11/10/2023	CO-OP	BP	30.40		REFRESHMENTS
11/10/2023	CO-OP	BP	3.20		REFRESHMENTS
13/10/2023	ICELAND	BP	80.20		REFRESHMENTS
18/10/2023	POCKIT	BP	1.99		CHARGES
24/10/2023	CO-OP	BP	21.75		REFRESHMENTS

<b>Total Payments</b>	992.89
-----------------------	--------

**Forest Row Parish Council**

**Bank - Cash and Investment Reconciliation as at 31 October 2023**

**Confirmed Bank & Investment Balances**

Bank Statement Balances

31/10/2023	Cafe Cash A/c	100.00	
31/10/2023	Thursday Club Cash A/c	0.00	
31/10/2023	Unity Trust	297,276.45	
31/10/2023	CCLA	175,000.00	
31/10/2023	POCKIT CARD - DOD	645.31	
31/10/2023	POCKIT CARD - CC	136.95	
31/10/2023	POCKIT CARD - GAGES	333.00	
31/01/2022	WELLBEING SERVICES	0.00	
31/10/2023	POCKIT CARD - YOUTH	539.73	
			<b>474,031.44</b>

Other Cash & Bank Balances

**186.16**

**474,217.60**

Receipts not on Bank Statement


**0.00**

**Closing Balance**

**474,217.60**

All Cash & Bank Accounts

2	Cafe Cash Account	100.00
3	Thursday Club Cash Account	0.00
4	Unity Trust	297,276.45
5	CCLA	175,000.00
6	POCKIT CARD - DOD	645.31
7	POCKIT CARD - CC	136.95
8	POCKIT CARD - GAGES	333.00
9	Wellbeing Services	0.00
10	POCKIT CARD - YOUTH	539.73
Other Cash & Bank Balances		186.16
<b>Total Cash &amp; Bank Balances</b>		<b>474,217.60</b>

APPROVED BY FINANCE COMMITTEE CHAIRMAN  
 14/11/23.

# FOREST ROW PARISH COUNCIL



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

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

## REQUEST FOR GRANT AID

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

<b>NAME OF ORGANISATION:</b> WILDHART RADIO CIC		
<b>NAME OF CONTACT PERSON:</b> SIMONE SCHMANDT		
<b>ADDRESS FOR CORRESPONDENCE:</b>  <b>POST COTTAGE LEWES RD FOREST ROW</b>	<b>Tel:07769167003</b>	
	<b>Email:</b> <b>Wildhartradio@gmail.com</b>	
	<b>Web (if any):</b> <b>www.wildhartradio@gmail.com</b>	
	<b>SUM REQUESTED:</b> £3,445.58	
<b>POST CODE: RH185EZ</b>		
<b>TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?</b>		Wildhart Radio CIC
<b>DO YOU HAVE AUDITED ACCOUNTS?</b> X <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>IF YES, ARE THEY ATTACHED?</b> <input type="checkbox"/> Yes X <input type="checkbox"/> No (Accounts)	<b>IF NO, PLEASE EXPLAIN WHY</b>  Awaiting a copy from our accountant.
<b>IF APPLICABLE, DO YOU HAVE A BUDGET?</b> X <input type="checkbox"/> Yes <input type="checkbox"/> No	X <input type="checkbox"/> Yes <input type="checkbox"/> No (Budget)	
<b>ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES?</b> X <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>From</b>	<b>Amount</b>	<b>Purpose</b>
N & P East Sussex grants	£2,454	Insurance, software, licences
<b>PURPOSE OF REQUEST</b>		
LOCAL PROMOTION		
<p>With almost 1000 archive programmes now, there is a wealth of knowledge, wisdom and entertainment that could enrich the lives and wellbeing of locals. Although we are witnessing increasing good-will amongst those who are aware of the radio, many have still not heard of us and others need reminding of what is on offer for them. So far, the radio has largely relied on social media outlets, word of mouth and flyers to alert locals and this is close to reaching the ceiling of what is possible through these outlets.</p> <p>In order to improve local promotion, we would like to run a leafletting campaign for the village with additional leaflet printing focused at young people at the Forest Row Festival and Good Vibrations Festival, at which we will be creating content and encouraging cohesion. We estimate the cost of this will be:</p> <p>leaflet printing &amp; leaflet distribution £974 (village wide leaflet drop)</p> <p>Another proposed initiative that will promote the radio's work in the community, is to make a film that will document</p>		

how a radio station evolves, presenters' experiences and the projects we are creating such as the upcoming "Primal Sounds" young person's project, which is being offered for free to young people in the area and which will give them opportunities to explore and expand their skills in nature connection, audio technology creativity and media awareness. We have an enthusiastic filmmaker available to do this. This will also help us when approaching new funders to demonstrate the impact we are having.

Video production £500.

## GLOBAL PROMOTION

In addition, we would like to reach out to international listeners to forge new links and to share the talents, information, knowledge & skills that we have as a community. This will include those who have left the community who still desire to maintain a connection with the village. We also endeavour to put Forest Row on the map as a centre of culture and excellence.

With the wealth of previous shows as well as current ones, we are now in a position to reach more specialised communities throughout the world through our night-time schedule and streaming "themed nights". These have the potential of raising the village's profile and reputation in a way that no other initiative can. We are keen to connect with other communities around the world who are exploring innovative and viable ways to tackle the increasing number of challenges that are facing the world on so many different levels and for which we have some solutions or insights here. Included in this, is our wish to share joy and celebration of life.

To do this effectively, we are seeking professional assistance expand the skill-sets that we have already, paying for marketing and enhancement of the website to offer features such as an interactive live-chat for engagement with listeners. This will provide a brighter medium for communication than the existing social media platforms which, unfortunately, frequently degenerate into conflict. By focusing on positive and solution-orientated material, we aim for a more cohesive, positive dialogue that will strengthen the community.

Through this medium there will be an increased possibility for local business, initiatives and communities to reach out and flourish.

We estimate this work will cost £250

## CAPITAL COSTS

Several of our programme-makers rely on the loan of equipment from individuals; capital costs absorbed by enthusiastic volunteers thus far. This situation is unsustainable so we are looking for investment that will empower those with low income to continue to make effective programming both indoors and outdoors. In addition, our presence at the Forest Row and Good Vibration festivals creating relatable content with young people, requires capital outlay. We would like to purchase the following to enable these to happen:

2 x Audio-Technica ATH-M50x Headphones	£358
2 x RODE Podmic Dynamic Microphones	£202
1 x Zoom SGH-6 - shotgun microphone capsule	£99

## RUNNING COSTS

Wildhart Radio has recently applied for £2454.97 from the N+P in East Sussex Community Fund to cover many of the running costs. We are not optimistic about being successful as the grant specifically does not support these sorts of expenses in their fund and so we would also like to add these to our application from the Forest Row Parish Council. Without these costs being met we would not be able to run the station. Should we be successful in our application to N+P we would, of course, return any of the grant you could give us that covers the same costs. These include:

Radio.co station platform software £567  
PRS licence £454  
Public insurance £172  
Mixcloud pro £118 ( listen on demand feature )

## HOW WILL IT BENEFIT THE COMMUNITY?

There are members of the community who are still not aware of Wildhart Radio. We also would love to link up with international listeners and people who have left the community and give them a connection with it through the radio. Marketing costs will enable us to reach a wider listenership. So far, we have had very little financial support for this.

It will mean more support for local businesses through the opportunity to promote themselves through the radio.

This would also help us for the future to sustain ourselves. We also profile business and organisations such as Tablehurst Farm through specific shows and interviews. We also support local practitioners i.e. The Wellness Show and other wellbeing shows

One of our goals is to increase our radio's visibility and attract more community members, especially young people who attend the Forest Row Festival and Good Vibrations Festival, at which we conduct interviews with festival goers and showcase local bands and musicians. This is part of our outreach to generate interest, listenership, volunteers & funding in order to do this effectively we need to print flyers and leaflets, as well as buy new headphones and improve our portable studio. We believe that young people are our future and we have met many of them who have graduated in sound production/engineering but have not found jobs in those. The radio gives them an opportunity to enhance their resumes and employability.

**Mainly, this project brings people to come together who can support each other with skills & resources we cannot do individually. It allows presenters and guests to have a voice and also represent others in the community. It is our aim to create more social inclusion and to reach the groups who need to be represented. We advocate inclusion and find ways to enable this by teaching and mentoring on the technical aspects of recording & interviewing.**

**It elevates a sense of pride and confidence in all areas, with what Forest Row can offer and what we can achieve as a community coming together. This is implicit in the programming and how the team runs. It is inspiring for a village to have its own radio station, and our wish is to build on this enthusiasm for it as a cultural medium.**

**FOR OFFICIAL USE ONLY**

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

**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](http://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



Table 1

TIER 1	MIXCLOUD PRO licence	for access to radio	£ 118.80	
	PPL & PRS Licence	allowing us to play music	£ 454.08	
	Insurance/Public Liability		£ 172.70	
	Radio.co licence	the broadcast server platform	£ 567.00	
	<b>TOTAL</b>		£ 1,312.58	
TIER 2	leaflet printing	promotion	£ 0.00	
	leaflet distribution	promotion	£ 974.00	
	Video production	promotion	£ 500.00	
	<b>TOTAL</b>		£ 1,474.00	
TIER 3	2 x RODE Podmic Dynamic Mic	capital costs	£ 99.00	
	1 x Zoom SGH-6	capital costs	£ 202.00	
	2 x ATH-M50x Headphones	capital costs	£ 358.00	
	<b>TOTAL</b>		£ 659.00	
	<b>GRAND TOTAL</b>		3,445.58	

# FOREST ROW PARISH COUNCIL



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

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

## REQUEST FOR GRANT AID

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

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: 07914050935 (personal mobile)	
	Email: <a href="mailto:sue.bartlett@victimsupport.org.uk">sue.bartlett@victimsupport.org.uk</a>	
	Web (if any):	
POST CODE: BN43 6RE	SUM REQUESTED: £300 – or what you feel appropriate. We are very grateful for any donations	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?	Victim Support	
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 Unfortunately the accountant has still not supplied me with 22-23 end of year accounts
IF APPLICABLE, DO YOU HAVE A BUDGET? <input 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
Various Sussex Parish Councils	£3030 received April 23 to date	Recruit and train new volunteers to Work in Sussex
PURPOSE OF REQUEST (please use second sheet if necessary)		
The funds from Parish Council donations help to recruit and train new volunteers and also provide enhanced training of volunteers to enable them to support victims of Rape, Hate Crime, Domestic Violence, Fraud etc		

**HOW WILL IT BENEFIT THE COMMUNITY?**

During the last 12 months there have been 57 reported crimes in your postcode area – 24 of these were domestic violence related.

Anyone wishing for support from our volunteers on a long or short term basis, could have received this. We do not discriminate with age, gender, religion or ethnic minorities

**FOR OFFICIAL USE ONLY**

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

**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](http://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.



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 Rd  
Forest Row  
RH18 5DZ

18<sup>th</sup> September 2023

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 as there have been referrals in the last 12 totalling 57 – 24 of those being Domestic Violence.

### **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 security items to help secure their home.

£250 could help us to support 10 child and young person victims and witnesses of crime.

£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. If you are able to make a contribution it will, with your support, be used by VS Sussex in a number of ways to support local victims – an unrestricted donation.

Payments can be made by BACS to Lloyds Bank 30-00-02:  
Account No. 04115819 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](http://www.victimsupport.org.uk)

Thank-you for all your support to-date and I hope that we can continue to contact you in the future.

Yours sincerely,

Sue Bartlett

Volunteer Administrator/Fundraiser – Sussex

Email: [sue.bartlett@victimsupport.org.uk](mailto:sue.bartlett@victimsupport.org.uk)

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

**Victim Support Sussex**  
**Financial summary**  
**Year-ending 31/3/22**  
**CONFIDENTIAL**

	£	£
Total income		-1,368,966.00
<i>Expenditure-</i>		
Staff (including travel)	1,055,504.00	
Volunteers	12,240.00	
Other (premise/office cost, client costs, support)	306,339.00	
Total expenditure		1,374,083.00
Total - deficit		<u>5,117.00</u>

Note - the above summary includes Contract income from the OPCC Sussex; local authorities; other Grant funding; Fundraising income and Donations from individuals etc.  
This data is confidential and personal to its recipients and should not be copied, distributed or reproduced; nor passed to any third party.

## Grant Application

I have enclosed my letter about the work of Victim Support in Sussex. There are currently approximately 60 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, SUPERVISE AND SUPPORT NEW VOLUNTEERS IN SUSSEX, SOME OF WHOM WOULD HAVE BEEN ALLOCATED TO WORK IN YOUR PARISH.**

It also helps provide enhances training eg Rape, Hate Crime, Fraud, Domestic Violence for existing volunteers.

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.

Our AGM is held nationally.

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. The a National accounts can be found on <https://www.victimsupport.org.uk/more-us/about-us/annual-reports/>

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, Managers and training for Sussex to ensure this takes place..

Yours sincerely

Mrs Sue Bartlett  
Volunteer Fundraising  
Victim Support Sussex

January 2023

## Parish Council Donations April 22-March 23

Aldwick	
Angmering	£250.00
Bersted	£100.00
Billingshurst	£ 75.00
Bosham	£500.00
Broadbridge Heath	£100.00
Brightling	£ 60.00
Donnington	£ 50.00
East Preston	£200.00
Ewehurst	£
Fairlight	£ 50.00
Felpham	£150.00
Forest Row	£300.00
Funtington	£300.00
Hassocks	£250.00
Heathfield & Waldron	£
Herstmonceux	£
Hurstpierpoint & Sayers Common	£300.00
Hurst Green	£ 50.00
Lancing	£
Lindfield	£100.00
Maresfield	£600.00
North Horsham	£500.00
Peasmarsh	
Pevensey	£100.00
Petworth	£200.00
Pulborough	£100.00
Ringmer	£
Rustington	£
Shere (Surrey)	£
Sompting	£200.00
Westfield	£
Willingdon & Jevington	£
<b>TOTAL</b>	<b>£4535.00</b>

---



# FOREST ROW PARISH COUNCIL



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

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

## REQUEST FOR GRANT AID

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

NAME OF ORGANISATION: St John Ambulance		
NAME OF CONTACT PERSON: Viktoria Racz		
ADDRESS FOR CORRESPONDENCE:	Tel: 07714146577	
	Email: <a href="mailto:viki.racz@sja.org.uk">viki.racz@sja.org.uk</a>	
	Web (if any): <a href="https://www.sja.org.uk/">https://www.sja.org.uk/</a>	
POST CODE: EC1M 4BU	SUM REQUESTED: £500	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?	St John Ambulance	
DO YOU HAVE AUDITED ACCOUNTS? X Yes <input type="checkbox"/> No	IF YES, ARE THEY ATTACHED? X Yes <input type="checkbox"/> No (Accounts)	IF NO, PLEASE EXPLAIN WHY
IF APPLICABLE, DO YOU HAVE A BUDGET? X Yes <input type="checkbox"/> No	X Yes <input type="checkbox"/> No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? X Yes <input type="checkbox"/> No		
<b>From</b>	<b>Amount</b>	<b>Purpose</b>
Already collected donations from other Trust applications and community events	£34,000	Funding of the Community Support Unit
<b>funding sought from other sources:</b> Trusts and Grants applications Planned community fundraising events Legacy	£20,000 £5,000 £16,000	Funding of the Community Support Unit
<b>PURPOSE OF REQUEST (please use second sheet if necessary)</b>		
<p>The <b>Community Support Units</b> are spacious four-wheel drive vehicles. They are adaptable for all terrains, so most outdoor locations can be reached. Up to six volunteers can travel together to an event, allowing briefing and preparation during the journey so they do not waste precious time on arrival. Along with the team members, the van carries first aid kitbags necessary for the different situations the volunteers will encounter, as well as equipment which can be quickly removed from the van to set up a covered first aid post.</p> <p>The <b>Community Support Unit</b> contains facilities essential to enable rapid and safe response from our busy volunteers: a water heater for vital regular handwashing, a power supply to charge radios and mobile phones, a table for setting up communications equipment if needed. These adaptable vehicles add even more value to the St John Ambulance fleet with the installation of a blue light, enabling their use for emergency driver training. This releases our ambulances to get on with their priority work of responding to saving and protecting lives. St John Ambulance has been serving the community and saving lives for more than 140 years</p>		

and never has the need for our work been greater.

**Each Community Support Unit costs £75,000 fully-equipped. We urgently need funds to purchase a vehicle in Sussex to continue supporting the communities.**

**HOW WILL IT BENEFIT THE COMMUNITY?**

**First-aid emergencies can strike any of us – anytime, anywhere, when we are least prepared. We need your help to be sure we can respond.**

When Emilia broke her leg running the Chester Marathon, St John volunteers were first on the scene, helping her manage the pain, keeping her calm and transferring her safely to hospital: “I was in agony. I shouted for help and was just thinking that I hope people get here quickly. If St John hadn’t been there, I would have been waiting on the floor for a lot longer. There would probably have been complications ... and I’d have been a lot more scared.

**It was perfect care in my eyes.”**

In order to be able to **reach anyone who needs us**, we have developed a brand new vehicle, designed specifically to offer adaptable first aid services to the public. Our **Community Support Units**, as well as being just right for the job, also mean we can take older and less efficient ambulances off the road, improving our service **and** our environmental footprint.

Every detail of the new vehicle has been designed **with** our volunteers and **for** our volunteers, ensuring they have instant access to the lifesaving tools they need.

**FOR OFFICIAL USE ONLY**

**Date of Meeting:**

**Min.No:**

**Approved:**  Yes  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](http://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

# Introduction

In 2022, we moved from our response to a global health emergency to beginning to deal with the pandemic's aftermath and consequences, as the unpredictable effects of events at home and around the world brought new challenges and pressure. Ours is a charity that responds well to pressure, often calling on the reservoirs of compassion, resilience and optimism that define St John people.



We marked in January a year of vaccinating the nation, an endeavour in which St John people made up a quarter of the workforce and enabled the NHS to deliver the biggest campaign of its kind. We must never forget the huge role St John people played in getting to where we are now – a world where we can be together again.

2022 also saw us celebrate a century of St John Ambulance Cadets through our Year of Youth and a highlight of my year was our largest ever contingent of young people making their way through the streets of London to St Paul's Cathedral on St John's Day for the first time since the advent of the pandemic.

The expansion of St John as a youth movement is now critical to our future and we have also been looking closely at how we can best provide pre-hospital care and education services that have the greatest possible impact on the nation's health. Our new strategy will build on the tremendous successes and important learnings of the last few years, so that – with your continued support – St John will be ready for the challenges and opportunities that lie ahead.

Martin Houghton-Brown OStJ Chief Executive, St John Ambulance



## Our purpose

Community first aid saves lives. That's why we want to ensure that everyone gets the help they need in a health crisis:

- » By responding as volunteers and first responders, and as a trusted auxiliary to the nation's health services
- » By educating to enable safer workplaces and more resilient communities and to inspire every generation to have confidence to provide first aid when faced with a health incident
- » By discovering through our service and listening to communities, customers and all St John people, how we can continue to lead standards in community first aid.

And that means putting people first, serving each other and our communities inclusively and without judgement and living our values of Humanity, Excellence, Accountability, Responsiveness and Teamwork every day.



## Saving lives: Bob Whetton's story

Nottingham Forest football fan Bob Whetton, 73, was saved by St John Ambulance volunteers from a cardiac arrest outside Brighton Amex stadium in October 2022 – in a rescue captured on CCTV.

"I got off the train with some Brighton supporters and they turned right for their turnstiles. I'd got to go further round the ground and I became aware that all was not well. Then I recall taking two steps forward and that's the last I remember until Dr Rob Galloway was talking to me in hospital.

I'm in no doubt that, had someone not spotted me very quickly and then three St John Ambulance volunteers come to attend to me, then it would have been a very different outcome. The speed with which they started CPR and got the defib to me was critical."

His wife, Elaine, takes up the story:

"When Bob had his cardiac arrest, I wasn't with him. I got the dreaded phone call from the police. It's one I've been dreading for years. I have always thought one day something might happen. But I wasn't prepared for it when it did.

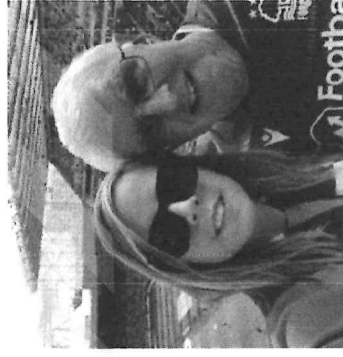
I rallied the daughters and after when we finally got to see Bob he was absolutely full of himself and talking all about how he'd been saved, particularly struck by how young one of the St John first aiders was.

I'd like to say how thankful we all are to the people who saved Bob's life and how grateful we are the first aiders were there instantly. It was amazing how fast he was attended to. They were there straight away. That was critical to his recovery and just fantastic."

Bob and his wife have since donated trauma kits to St John and are campaigning for more equipment and first aid training in football clubs, especially women's clubs. Bob said:

Expressing my gratitude to the people who saved my life is one of the hardest things I have had to do, because how on earth do you thank people for that?

These people are all volunteers and my wife and I simply wanted to do something to recognise what they had done, and what St John does. Our donations are a modest way of doing that and raising awareness of the importance of first aid training and equipment.



St John people attended 104 cardiac arrest patients in 2022, and saved 38 lives, achieving a ROSC (return of spontaneous circulation) rate of 37%. That's significantly more than a third of cases, when we know that – on average – just one in ten people survives an out of hospital cardiac arrest.



# St John in numbers

## Who we are

**44,385** volunteers, including:

- 9,826 aged under 18
- 50% aged under 30
- almost 3,000 fellowship members

**1,684** employees (FTE 1,473)

**400 AEDs & 300 first aid kits** replaced

**£13m** fleet investment over 3.5 years

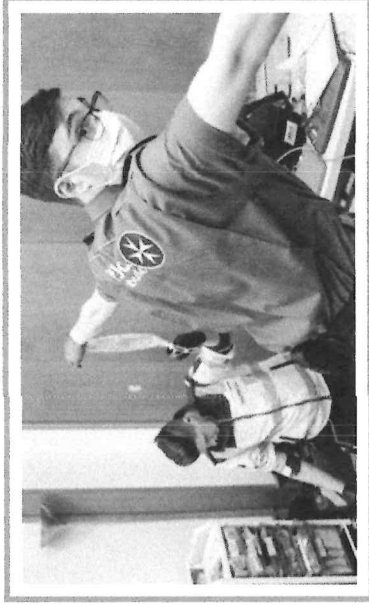
## What we do

**477,000** hours of event first aid cover

**25,528** workplace training courses

**289** community first aid sessions

## The difference we make



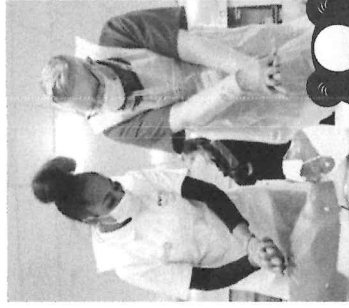
**236,921**

people trained in the workplace in first aid, health and safety, and mental health

**29,847** people educated in communities to save lives including:

**16,154** people in Greater Manchester trained in **Three Ways to Save a Life**

**8,264** people trained through **Restart a Heart** (28% of activity in areas of greatest need)



Keeping people safe at **11,000** events in their community

Community First Responders dispatched to **over 4,600** calls

Attended over 3,100 falls, saving 2,800 ambulance call outs (estimated **saving of £715,000** for local NHS ambulance trusts).

Attended 104 cardiac arrest patients and **saved 38 lives** (return of spontaneous circulation [ROSC] in 37% cases)

2,784 patients in the night-time economy, with just **549 patients** taken to hospital.

**1,355 patients** in our homeless services who would not otherwise access healthcare services.



1,680 Badgers and Cadets gave **46,654 hours** of direct service to their community

**2,118** people registered to be an NHS Cadet

**246,851** hours of volunteer training

**229,875** hours of emergency ambulance care

**23 tons** of equipment to London Marathon

**75,712** hours supporting the NHS

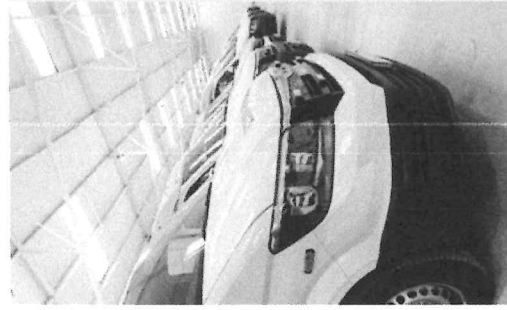
**40 tons** of equipment to Operation London Bridge

**159,045** hours of Covid-19 & flu jabs



**8,046** hours of hospital volunteering

**18 towns & cities** aided by night-time economy



# Young people & St John

**As a growing youth movement, St John has expanded the range of volunteering opportunities available to people aged 5 to 25 in recent years. From primary school to university and everywhere in between, we're creating the next generation of lifesavers.**

We have a proud tradition of engaging young people in health volunteering. When young people get involved with St John, they don't just learn first aid, so they know how to save lives; they build confidence and gain important life skills.

In 2022 we celebrated 100 years of supporting young people through our Cadet programme and 35 years of our Badger programme. The NHS Cadet programme focused on expanding its reach with an increase in Cadets joining and partnering with more NHS Trusts to support disadvantaged young people to consider volunteering and take up a career in the NHS.

With support from People's Postcode Lottery, we completed the development work of our peer-led Young Responders programme designed to engage those 14-25 year olds least likely to access lifesaving skills and build their confidence to use them in their community. It will launch in 2023. Our student volunteering programme, with a network of over 50 affiliated university first aid societies, continues to allow young people to train to save lives and look at future career options in healthcare.



Cadet Devan Chauhan from Southend, who volunteered at the State Funeral, was on duty in a crowded area when his team got a call to help a man in his seventies who had collapsed. Devan assisted another volunteer with a trolley to bring the patient to the first aid post and contacted a St John cycle response doctor. He then helped prepare the equipment for an ECG, and shortly after the pensioner was delighted to be able to rejoin the crowd.

I feel so proud to be part of St John. Volunteering has taken me to lots of different places and given me so many experiences that I wouldn't get anywhere else.

Devan Chauhan  
Cadet

## Using their lifesaving skills

More than 1,600 of our Badgers and Cadets joined adult St John volunteers to provide first aid support in 2022. Together, they gave over 46,600 hours of their time. The majority were Cadets aged 14 and over. They were present at major events - a whole treatment centre at the Platinum Jubilee was run by young volunteers - and involved with some of our key community projects including night-time economy support, providing medical treatment at pop-up centres in towns and cities across the country. They also volunteered in hospitals where they cared for people by working with clinical staff, triaging patients and completing medical observations. And, in addition to supporting people's health needs, young St John volunteers got involved with thousands more hours of activities including fundraising and sharing lifesaving skills with their peers.



If you were watching Channel 4 in late November 2022, you'd have seen 12-year-old St John Ambulance Cadet Jayden Sorhaindo named in The Sun's star-studded Who Cares Wins health awards. Jayden was recognised for amazing lifesaving skills and quick-thinking, which saved the life of her mum, Natasha.

"I knew something was wrong when mum didn't answer and I ran into the bathroom to find her bleeding and unconscious in the bath," said Jayden. "Using skills learned with St John, I held my ear to mum's mouth to check her breathing, kept her head above water, her airway open, then called 999."

Jayden joined St John Ambulance's Badger programme at the age of seven.

"I joined St John because I wanted to be a doctor at the time, but now I want to become a cardiothoracic heart surgeon, because my mum has heart problems and I want to help find a cure. For me this award is about showing other young carers the importance of first aid."



# Three ways to save a life

## Following the fifth anniversary of the Manchester Arena bombing, St John Ambulance teamed up with BBC Manchester to train thousands of people in essential first aid skills.

From May 2022 to January 2023, 16,154 people learned how to save a life, free of charge. Each participant was taught:

- 1** How to give cardio-pulmonary resuscitation (CPR) and use a defibrillator
- 2** How to treat severe bleeding & catastrophic haemorrhage
- 3** How to treat someone who is choking.

It all began in Manchester's Piccadilly Gardens on 25 May 2022, with more than 200 people receiving training at an initial public session. From then on, St John volunteers delivered training at venues including St John Ambulance premises, fire stations, schools, the BBC's Media City – even people's gardens.

All of the training was given by St John volunteers, with more than a quarter of the sessions delivered by St John Ambulance Cadets aged from 10 to 17.

Our efforts attracted high-profile support from MPs, celebrities and other VIPs, including the Mayor of Manchester, Andy Burnham, who had pledged to work in partnership with St John to make the 10 boroughs of Greater Manchester safer, healthier, more resilient places to live.



This has been a brilliant campaign that people living in Greater Manchester have really taken to their hearts.

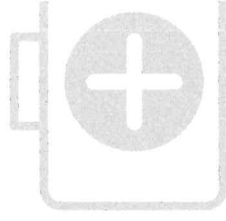
**More than 16,000 of our residents now have the essential skills to save lives, not only in case a tragedy like this ever strikes our city again, but also to help those who are in need in their everyday lives.**

**Kate Squire**  
Senior Head of Production for BBC North West and North East



Thank you to everyone who has taken the time to learn these simple lifesaving skills, and to our volunteers and staff for their commitment to giving people the confidence to deal with health emergencies. Born from a tragedy, the legacy of this joint campaign with BBC Radio Manchester can only be positive with thousands more people understanding essential first aid. **Our local team is committed to continuing to deliver free first aid demonstrations to at least 1,000 people every month.**

**Dr Lynn Thomas**  
Medical Director, St. John Ambulance



**I'm thrilled to say that 16,154 people in Greater Manchester now have the skills to save a life. There's a good chance in Manchester now, if something happens to you, where you do need someone with those skills, somebody now near you knows those skills and can save you.**

**Figen Murray**  
Manchester activity Campaigner and mother of Martyn Hett, who lost his life in the Manchester Arena bombing

## Community operations: summary

**St John Ambulance's Chief Operating Officer, Richard Lee, leads our Community Operations Network, which includes the event medical cover and ambulance provision we're probably best known for.**

"I think everyone has been excited by the return of big events in 2022- the patients and other people I spoke to are genuinely thankful that St John is there to support them. There's nothing quite like the gratitude of people who have completed the London Marathon. Runners presenting with some serious medical issues were amazed and relieved to find themselves being cared for by highly-skilled and experienced first aiders, physiotherapists and paramedics.

Focusing on quality I am fond of reminding people that 'volunteer does not mean amateur' and that means committing to serious, ongoing improvements in the quality of our services. We're grateful that our efforts have already been recognised in 'good' ratings for our ambulance services from the Care Quality Commission, and the confidence placed in us by partners and stakeholders."



During a year when many ambulance services have been struggling, we should recognise what a massive achievement it is to get such a rousing affirmation from the Care Quality Commission. It's particularly moving to see how our people were noted for showing **extensive compassion and kindness** to patients - because those are our values and that's what St John is all about.

**Craig Harman**  
Director of Health & Volunteering Operations, St John Ambulance



## Working for the community

### Vaccinating the nation

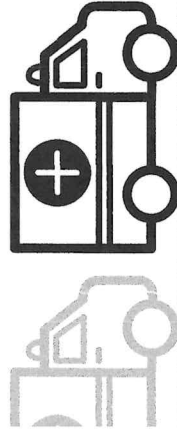
Although it didn't dominate our clinical output in 2022 as it had the previous year, we continued behind the scenes with our support for the NHS England-led vaccination programme for Covid-19 and Flu. As that role comes to an end in 2023, we remain proud to have supported the nation to step out from the shadow of the pandemic.

"Looking back at the amazing achievements of the vaccination and screening team and the impact volunteers have made throughout 2022, your efforts throughout the year have been phenomenal, once again. **St John Ambulance vaccination volunteers and NHS Volunteer Responders completed over 780,000 shifts**, helping keep the vaccination programme running. This really highlights the important contributions of volunteers to the health service and **I would like to thank every single one of you for the time you have dedicated to our programme.**"

Steve Russell, National Director for Vaccination & Screening, NHS England December 2022

### Investment in our vehicles

With help from generous donors we continued to invest in our life-saving vehicles as we introduced modern, sector-leading vehicles to underpin our delivery. **We're the first ambulance service in the country to deploy a sub 3.5 tonne ambulance on 999 calls** and other ambulance trusts are now following our lead in exploring new types of ambulance.



### Supporting the nation's health services

St John has always supported the health service through emergency ambulance provision during peak periods and seasonal demands, and a new partnership agreed in 2022 gives the vital relationship between our charity and NHS England firm foundations for the future. With over 800 ambulance crew members - both employed and volunteer - and more than 250 ambulances, we will continue to add the much-needed resilience to NHS ambulance trusts, treating and transporting patients across the country.

"I am acutely aware of the pressures on emergency services and so I am delighted this new partnership with St John Ambulance will provide crew members and volunteers with extra support to help reduce delays in 999 response times. This will ensure patients get the care they need when they need it".  
Steve Barclay MP Health and Social Care Secretary.

### Night-time economy (NTE) support

The projects, which mainly run on Friday and Saturday nights, see our first aiders and healthcare professionals provide a vital service in administering immediate medical help and safe spaces, as well as relieving pressure on NHS emergency departments through preventing unnecessary hospital attendance during busy periods.

St John Ambulance teams in **18 TOWN AND CITY CENTRES**

treated this many patients:

**2,783**

Of this number just

**549 TAKEN TO HOSPITAL**

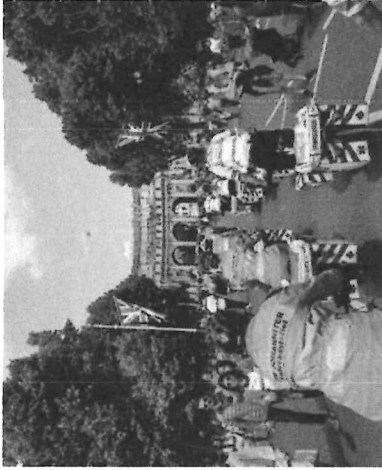
### Electronic Patient Report Form

Effective and accessible patient reporting is a critical part of our clinical practice and in 2022 we made a leap towards fulfilling a long-held ambition for electronic patient report forms. With investment in place, we are looking forward to rolling out our new approach in 2023 and to the new capabilities it will unlock for understanding and continuously improving the standard of our care.



## Volunteers playing a key role in our nation's history

The Platinum Jubilee in early June saw around 1,000 St John volunteers support celebrations for Her Majesty The Queen in London, with thousands more keeping people safe at 400 events across the country during the bumper four-day bank holiday weekend.



Following the sad passing of Her Majesty in September 2022, decades of planning for 'Operation London Bridge' was put into practice. As the country's leading first aid provider, St John Ambulance was privileged to provide support during the period of mourning in London, Windsor and in communities across the country.

Among the mourners attending the funeral itself were representatives from the Order of St John and St John Ambulance, including Nakkita Charag from Newcastle who was chosen for her outstanding contributions as a volunteer with St John. "It's been an honour and a privilege to be given this role," said Nakkita. "I saw world leaders, prime ministers, kings and queens. I was walking down the same aisle as William and Kate when they got married! But once I started in the procession, shoulders back, eyes straight, I am representing my country, the Order of St John and myself. That was really incredible, that feeling of pride, honour and privilege."

## Telling our lifesaving story through the ages

The Museum of the Order of St John was proud to be awarded the Hidden Gem accolade in October, one of only two museums in London to receive this.

The Awards are presented by Visit England whose assessors look at every aspect of the visitor experience from the welcome received to activities and programming.

St John holds collections of objects, records and photographs in many of its buildings across England; these artefacts tell the stories of lives saved, individual and team achievements, community heroes and volunteer presence in some of the most important events in English history. In 2022, our first National Collections Policy was launched to safeguard these treasured objects and make sure we record the stories that go alongside them so that we can continue to tell St John's story for hundreds of years to come.

Our historic library at St John's Gate was renamed the 'Mellows Library' in 2022 after the benefactor, the late Professor Anthony Mellows, former Lord Prior of the Order of St John. St John has been collecting books since the early days of the Order and the Library now holds over 1,000 early printed books and 200 manuscripts. The museum is enormously grateful to Mrs Elizabeth Mellows who has provided the funding for and been a constant support during the cataloguing of the library.





## Why donors give



**We are blown away by the commitment of St John Ambulance to people's safety, as demonstrated through their ambulance services, first aid training and provision of emergency care at events. We hope the new agile and well-equipped Community Support Vehicles funded by our grant will be a great addition to their infrastructure - providing quicker and better emergency response at events.**

**Soma Pujari**  
Executive Trustee, Kusuma Trust

Kinetik is proud to have partnered with St John Ambulance since 2016 in delivering our range of clinically validated medical devices. Aligning with the St John charity has given customers that extra confidence in our products, knowing that every device sale helps support the work of the UK's no1 first aid charity!  
**This partnership most definitely helps us to deliver our mission, empowering health in the home.** Thank you, St John.

**James Grover**  
Sales & Marketing Director, Kinetik Wellbeing

As a long-term supporter of St John, I've witnessed the charity's significant, positive contribution towards local communities through its healthcare and response to emergencies. **I fully back St John's commitment to protecting lives,** while trying to protect the environment. I believe in empowering people to preserve and enhance the wellbeing of their own communities and hope that together, the funds raised can go further.

**David Medlock**  
Chairman of The Medlock Charitable Trust

I have made a donation to express our gratitude toward your team who helped us on 1 July in the Piccadilly area.  
We had lost our accommodation and were desperately searching for a new accommodation. We did not know London very well and at some point it was dark and loud and not so safe for our children anymore. But luckily your team noticed us and offered us help.

**We had a feeling like you were a team of angels.**

Anonymous donor

## Thank you for your support

We would like to give our sincere thanks to all those who so generously supported St John in 2022.

A huge thank you to everyone who supports our charity's vital work, including those who raise funds on our behalf. From direct debits to appeals, and all the donations dropped into a collection tin, every penny counts. Heartfelt thanks also to those who remembered St John Ambulance with a gift in their will in 2022.

And a particular mention for the generosity of:

B&Q Swindon  
Co-Op Community Funds  
Denise Coates Foundation  
Department for Digital, Culture, Media & Sport  
Donors of Lord Lieutenant of Cheshire appeal  
EBM Charitable Trust  
Embleton Trust  
Ferring Pharmaceuticals Ltd  
Garfield Weston Foundation  
Gennets Charitable Trust  
John James Bristol Foundation  
Kinetik Wellbeing  
Kusuma Trust  
Martin Laing Foundation  
Mr David Halliburton Hadley  
Mr Farha  
Mr Mark Astaire

Ms Christine Wayman - Legacy  
NHS England  
Peacock Charitable Trust  
People's Postcode Lottery  
St John Historical Society  
Standard Chartered  
Stoller Charitable Trust  
Tesco Community Grants  
The Adint Charitable Trust  
The Anthony & Elizabeth Mellows Charitable Settlement  
The Eveson Trust  
The Medlock Charitable Trust  
The National Lottery Community Fund  
The National Lottery Heritage Fund  
The Schroder Collection  
The Vernon N Ely Charitable Trust

Without all of your generous donations, the efforts you see celebrated in this report would not have been possible.

Total income in 2022  
**£120.1m**  
(which generated a net deficit of £(3.7m))

Fundraising income

**£17.2m**  
(14.3% of our total income)

Expenditure on charitable activities

**£110.4m**  
(92p per £1 of total expenditure)

# FOREST ROW PARISH COUNCIL



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

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

## REQUEST FOR GRANT AID

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

<b>NAME OF ORGANISATION:</b> St Peter & St James Hospice		
<b>NAME OF CONTACT PERSON:</b> Wendy Agate		
<b>ADDRESS FOR CORRESPONDENCE:</b> St Peter & St James Hospice North Common Road North Chailey Lewes	<b>Tel:</b> 01444 470713	
	<b>Email:</b> <a href="mailto:wgate@stpjhospice.org">wgate@stpjhospice.org</a>	
	<b>Web (if any):</b> <a href="https://stpjhospice.org/">https://stpjhospice.org/</a>	
	<b>SUM REQUESTED:</b> £500	
<b>POST CODE:</b> BN8 4ED		
<b>TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?</b>		St Peter & St James Charitable Trust
<b>DO YOU HAVE AUDITED ACCOUNTS?</b> Yes	<b>IF YES, ARE THEY ATTACHED?</b> Yes	<b>IF NO, PLEASE EXPLAIN WHY</b>
<b>IF APPLICABLE, DO YOU HAVE A BUDGET?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (Budget)	
<b>ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES?</b> <input type="checkbox"/> No		
<b>From</b>	<b>Amount</b>	<b>Purpose</b>
<b>PURPOSE OF REQUEST (please use second sheet if necessary)</b>		
<p>We would like to apply for a community grant towards the running costs of the hospice.</p> <p>St Peter &amp; St James Hospice provide expert care to adults living with a life limiting illness in our community. Our support extends to friends and families too. It is our mission to provide the best possible care, in the right place, at the right time to everyone who needs us.</p> <p>This year remains incredibly challenging for us, and like all hospices we adapt to the ever-changing world around us, with the effects of the pandemic still being felt for many years to come. The NHS is undergoing a period of radical change and despite a willingness to support hospices, there is still insufficient funding available to contribute more to the services we offer.</p> <p>To provide hospice care in the community and at St Peter &amp; St James Hospice it costs <b>£10,000</b> a day and with only 13% funding from central government, we have to raise over <b>£5 million</b> through fundraising and retail to run the hospice each year.</p> <p>The hospice is a large part of the community and without the generosity of our local donors it would simply be</p>		

impossible to provide the care our population needs when living with advanced illness. Your support really makes a difference.

#### HOW WILL IT BENEFIT THE COMMUNITY?

A grant towards the running costs of the hospice will enable us to continue to provide palliative care to adults with life limiting illness and support their families and friends.

Our team of **Clinical Nurse Specialists** work out in the community supporting patients and their families in their own homes or nursing homes. They are able to source specialist equipment, like a hoist or hospital bed, help with a care plan, liaise with the patients Consultant, GP and District Nurse to enable medication and support is in place, so that patients can remain in their own homes and still feel part of the local community for as long as possible.

Our **Supportive Care Team** continue to support patients and those close to them. As well as offering counselling and bereavement counselling we are able to offer welfare advice, financial planning and signposting to appropriate services.

The **Living Well Centre** at the hospice offers group activities such as Writing for Wellbeing, Relaxation, Ask an Occupational Therapist. A Carers Café are also available.

Our **In Patient Unit** provides skilled end of life and palliative care to those who need specialist help and in 2022/23 161 patients were cared for an increase of 11% on the previous year.

#### FOR OFFICIAL USE ONLY

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

### 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](http://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.

## Consolidated statement of financial activities

(incorporating a consolidated income and expenditure account) for the year ended 31st March 2022


Income:		2022	2022	2022	2022	2021
	Note	Unrestricted £	Designated £	Restricted £	Total Funds £	Total Funds £
<b><i>Donations and legacies:</i></b>						
Donations	2	1,122,417	3,721	104,048	1,230,186	1,535,987
Legacies	3	1,314,624	-	-	1,314,624	499,972
Grants	4	574,068	-	376,182	950,250	1,899,424
<b><i>Total donations and legacies</i></b>		<b>3,011,109</b>	<b>3,721</b>	<b>480,230</b>	<b>3,495,060</b>	<b>3,935,383</b>
<b><i>Trading activities</i></b>	5	1,577,790	-	-	1,577,790	900,077
<b><i>Income from charitable activities</i></b>	6	44,268	-	32,966	77,234	330,222
<b><i>Investment income</i></b>	7	12,065	-	-	12,065	19,178
<b>Total income</b>		<b>4,645,232</b>	<b>3,721</b>	<b>513,196</b>	<b>5,162,149</b>	<b>5,184,860</b>
<b>Expenditure:</b>						
Shop costs	8	1,206,800	-	-	1,206,800	868,643
Fundraising Costs	8	568,495	-	-	568,495	284,687
Investment management costs	8	3,546	-	-	3,546	3,217
<b>Costs of raising funds</b>		<b>1,778,841</b>	<b>-</b>	<b>-</b>	<b>1,778,841</b>	<b>1,156,547</b>
<b>Expenditure on charitable activities</b>	8	2,376,246	-	616,175	2,992,421	3,505,742
<b>Total expenditure</b>	8	<b>4,155,087</b>	<b>-</b>	<b>616,175</b>	<b>4,771,262</b>	<b>4,662,289</b>
<b>Net income/(expenditure) for the year before gains and losses on investments</b>		<b>490,145</b>	<b>3,721</b>	<b>(102,979)</b>	<b>390,887</b>	<b>522,571</b>
Net gains on investments		7,238	-	-	7,238	54,050
<b>Net income/(expenditure) for the year</b>		<b>497,383</b>	<b>3,721</b>	<b>(102,979)</b>	<b>398,125</b>	<b>576,621</b>
Transfers between funds		(445,823)	445,823	-	-	-
<b>Net movement in funds</b>		<b>51,560</b>	<b>449,544</b>	<b>(102,979)</b>	<b>398,125</b>	<b>576,621</b>
<b><i>Reconciliation of funds:</i></b>						
Total funds brought forward		3,396,437	2,554,721	144,876	6,096,034	5,519,413
<b>Total funds carried forward</b>		<b>3,447,997</b>	<b>3,004,265</b>	<b>41,897</b>	<b>6,494,159</b>	<b>6,096,034</b>

## Balance sheets as at 31 March 2022

	Notes	Group 2022 £	Group 2021 £	Charity 2022 £	Charity 2021 £
<b>Fixed assets</b>					
Tangible assets	15	2,058,665	2,152,148	2,058,665	2,152,148
Investments	16	499,898	489,007	589,898	579,007
		<b>2,558,563</b>	<b>2,641,155</b>	<b>2,648,563</b>	<b>2,731,155</b>
<b>Current assets</b>					
Debtors	17	1,420,124	437,421	1,477,957	454,233
Current asset investments		1,874,872	2,147,024	1,874,872	2,147,024
Cash at bank and in hand		825,871	1,045,193	634,222	909,807
		<b>4,120,867</b>	<b>3,629,638</b>	<b>3,987,051</b>	<b>3,511,064</b>
<b>Liabilities</b>					
<i>Creditors: amounts falling due within one year</i>	18	(185,271)	(174,759)	(169,026)	(167,855)
<b>Net current assets</b>		<b>3,935,596</b>	<b>3,454,879</b>	<b>3,818,025</b>	<b>3,343,209</b>
<b>Total assets less current liabilities</b>		<b>6,494,159</b>	<b>6,096,034</b>	<b>6,466,588</b>	<b>6,074,364</b>
<b>Total net assets</b>		<b>6,494,159</b>	<b>6,096,034</b>	<b>6,466,588</b>	<b>6,074,364</b>
<b>The funds of the charity:</b>					
<b>Restricted income funds</b>	20	41,897	144,876	41,897	144,876
<b>Unrestricted funds</b>					
Designated funds	21	3,004,265	2,554,721	3,078,354	2,637,423
General funds	21	3,447,997	3,396,437	3,346,337	3,292,065
<b>Total unrestricted</b>		<b>6,452,262</b>	<b>5,951,158</b>	<b>6,424,691</b>	<b>5,929,488</b>
<b>Total funds</b>	22	<b>6,494,159</b>	<b>6,096,034</b>	<b>6,466,588</b>	<b>6,074,364</b>

Approved by the trustees on 7<sup>th</sup> September 2022 and signed and authorised for issue on their behalf by:

  
 H Creamer

  
 A Cook

The notes to the accounts are shown on pages 28 to 46.

## Statements of cash flows for the year ended 31 March 2022

	Notes	Group 2022 £	Group 2021 £	Charity 2022 £	Charity 2021 £
<b>Cash flows from operating activities:</b>					
<b>Net cash provided by/(used in) operating activities</b>	27	<u>(447,925)</u>	<u>594,089</u>	<u>(504,188)</u>	<u>542,857</u>
<b>Cash flows from investing activities:</b>					
Dividends, interest and rents from investments		12,065	19,178	12,065	19,178
Proceeds from the sale of property and equipment		-	1,250	-	1,250
Purchase of property, plant and equipment		(49,989)	(62,623)	(49,989)	(62,623)
Proceeds from sale of investments		207,995	108,070	207,995	108,070
Purchase of investments		(213,620)	(112,973)	(213,620)	(112,973)
<b>Net cash provided by/(used in) investing activities</b>		<u>(43,549)</u>	<u>(47,098)</u>	<u>(43,549)</u>	<u>(47,098)</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<u>(491,474)</u>	<u>546,991</u>	<u>(547,737)</u>	<u>495,759</u>
Cash and cash equivalents at the beginning of the reporting period		3,192,217	2,645,226	3,056,831	2,561,072
<b>Cash and cash equivalents at the end of the reporting period</b>	28	<u>2,700,743</u>	<u>3,192,217</u>	<u>2,509,094</u>	<u>3,056,831</u>

The notes to the accounts are shown on pages 28 to 46.

**BUDGET PREP FINANCE & P**

Income streams	2022-23		2023-24		2024-25	
	Budget	Actual	Budget	to mth 6	% to date f'cast 12 mth	
Misc income	0	19464	0	38	0	100
Wayleaves	5	6	5	4	89	4
Devolved services	1450	1838	1450	368	25	1450
Community warden hire	11000	6056	10000	0	0	0
Interest received	55	3272	1500	3225	215	3000
<b>TOTAL</b>	<b>12510</b>	<b>30636</b>	<b>12955</b>	<b>3635</b>	<b>4554</b>	<b>6455</b>
<b>Expenditure budgets</b>						
Pension-top-up	6000	5940	4000	0	0	0
Salaries	345000	371085	365000	186081	51	365000
Payroll outsource	420	525	420	193	46	400
Contribution library salary	3285	4379	4000	0	0	4250
Staff training/travel	3000	759	1000	50	5	50
Warden expenses	500	630	500	320	64	320
Forest rate	25	31	25	31	122	30
Postage	500	424	500	0	0	150
Telecoms	7500	6345	7700	2586	34	6500
Stationery	800	951	600	186	31	400
Subscriptions	6000	5583	6600	3066	46	6000
Insurance	8000	9753	10000	10528	105	10520
Photocopier	3500	5467	4000	2003	50	4000
Chairmans Fund	680	0	500	0	0	250
Parish meeting	500	0	50	0	0	0
Councillors training/travel	1000	274	500	475	95	600
H & S / DBS	150	0	150	71	48	150
Members allowances	6000	1263	6000	484	8	1500
Bank charges	2000	1887	1800	635	35	1200
Legal/professional fees	5000	2470	3500	80	2.3	250
Audit & financial management	3500	2977	3300	1034	31	2500
Van lease	3000	737	300	0	0	50
Office equipment	300	857	500	0	0	500
Office maintenance	700	473	0	0	0	0
Election fund	1000	665	4000	0	0	0
Wayleaves	25	1	25	1	6	10
Community event	500	499	500	134	27	250
Advertising	0	33	50	33	65	50
Website	650	500	750	720	96	1500
Newsletter	500	0	500	0	0	500
Grants made	7000	16328	7000	650	9	5000
FRGSA subsidy	2500	2500	2500	0	0	2500
<b>TOTAL</b>	<b>419535</b>	<b>443336</b>	<b>436270</b>	<b>209361</b>	<b>48</b>	<b>414430</b>
						<b>95%</b>

not predictable  
unchanged  
unchanged  
n/a  
rate dependent  
n/a  
current establishment  
inflation uprate  
inflation uprate  
unchanged  
declining use  
unchanged  
inflation uprate  
inflation uprate  
previous usage  
for APM  
unchanged  
per regs  
unchanged  
unchanged  
inflation uprate  
unchanged  
software costs  
by-election  
unchanged  
enhanced frequency  
to include banners  
new website  
quarterly print run  
inflation uprate  
incl in grants

395000  
800  
5000  
1000  
0  
30  
300  
7700  
450  
6600  
11000  
4400  
250  
200  
2000  
7000  
1800  
3500  
4000  
300  
500  
500  
500  
1000  
10  
1000  
300  
2000  
2000  
10000  
468790



FRPC RESERVES FOR  
2022-23/2023-24

	Actual 2022-23	Projected 2023-24	Actual 23-24 v.1	Actual 23-24 v.2	
<b>General</b>	199476	180000	196449	<b>194949</b>	equiv 195,000
<b>Nominated</b>					
Playground	30000	40000	30000	<b>32500</b>	small uplift
Highway match	2000	2000	2000	<b>2000</b>	unchanged
By-elections	1000	1000	1000	<b>1000</b>	restored
Cemetery land	30000	35000	30000	<b>30000</b>	unchanged
CC refurb	30500	32000	30500	<b>31000</b>	small uplift
Devolved services	5000	5000	5000	<b>5000</b>	unchanged
PWLB loan	11500	11500	11500	<b>10000</b>	part year reduction
CIL	10084	10084	10084	<b>10084</b>	unchanged
<b>TOTAL</b>	<b>319560</b>	<b>316584</b>	<b>316533</b>	<b>316533</b>	as per year end