

# 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. Spackman (Chairman), Davies, Hopkins,  
Josephson, R Lewin, T Lewin, Tyler, Waters,  
Williams and Wogan  
(All other Councillors – for information)

Community Centre  
Hartfield Road  
Forest Row  
East Sussex  
RH18 5DZ  
Tel: 01342 822661  
Fax: 01342 825739  
Email: info@forestrow.gov.uk  
Website: www.forestrow.gov.uk

Dear Sir/Madam,  
Your attendance is required at a meeting of the FINANCE &  
POLICY COMMITTEE to be held on **TUESDAY 22nd**  
**NOVEMBER 2022** in the Garden Room of the  
Community Centre at **7.30pm**.

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

Date: 17 November, 2022

  
Mr D O'Driscoll  
Clerk to Forest Row Parish Council

## AGENDA

THE FIRST FIFTEEN MINUTES WILL BE AVAILABLE FOR RELEVANT QUESTIONS AND REMARKS FROM THE PUBLIC – IF ANY. MEMBERS OF THE PUBLIC ARE WELCOME TO STAY AND OBSERVE THE REST OF THE MEETING.

### PRELIMINARIES

1. PUBLIC QUESTIONS – the business of the meeting will start no later than 7.45pm
2. APOLOGIES FOR ABSENCE
3. **TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION RE THE ITEMS BELOW**
4. RECORDS OF THE MEETINGS HELD ON 12<sup>TH</sup> & 18<sup>TH</sup> JULY, 2<sup>ND</sup> & 16<sup>TH</sup> AUGUST AND 27<sup>TH</sup> SEPTEMBER 2022
  - 4.1 To approve the minutes of the meetings of 12<sup>TH</sup> & 18<sup>TH</sup> JULY, 2<sup>ND</sup> & 16<sup>TH</sup> AUGUST AND 27<sup>TH</sup> SEPTEMBER 2022
  - 4.2 To consider any objections to deletion of the digital transcript of those meetings
5. CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM LAST MEETING
6. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
  - 6.1 Request re ACV status of former recycling centre
  - 6.2 Grant to the FrowShow
  - 6.3 Market arrangements
  - 6.4 New receptionist
  - 6.5 Back-up cook for Gages

### FINANCIAL MATTERS To note and/or resolve as appropriate

7. SUMMARY FINANCIAL REPORT to end month 8
8. LIST OF PAYMENTS (to include prepayment cards)
9. BANK RECONCILIATIONS & COUNCILS INVESTMENTS
10. To resolve on the staff 2022-23 pay award
11. To decide on a compensation offer from East Sussex County Council
12. To receive a progress report from 'Second Life' shop

### GRANT APPLICATIONS

13. Forest Row Church of England no.1
14. Forest Row Church of England no.2
15. Tunbridge Wells Samaritans
16. Sussex Victim Support
17. Forest Row Senior/Junior Football Clubs
18. Forest Row Repair Café

### DEPARTMENTAL BUDGET FOR 2023-24

19. To consider the Finance & Policy departmental budget for 2023-24
20. CORRESPONDENCE
21. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

**FINANCE & POLICY COMMITTEE****BACKING PAPERS FOR MEETING 22<sup>nd</sup> NOVEMBER 2022**

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**COUNCILLORS' BRIEFING FOR EXTRA-ORDINARY MEETING  
OF THE FINANCE & POLICY COMMITTEE  
ON 22<sup>nd</sup> NOVEMBER 2022**

1. **PUBLIC QUESTIONS** None signified in advance.
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 items covered by this agenda may wish to declare a personal interest. Members who are connected with the management of the Forest Row football clubs may wish to register their interest in item 17 below.  
***ACTION: to note***
- 4-5. **RECORDS OF PREVIOUS MEETING/ CLARIFICATION OF ACTIONS**  
There are five meetings to be considered: 12<sup>th</sup> & 18<sup>th</sup> July, 2<sup>nd</sup> & 16<sup>th</sup> August, 27<sup>th</sup> September. If anyone wishes to raise clarifications, please check in advance that matters in earlier meetings were not resolved in later ones.  
***ACTION: to resolve accordingly***
6. **CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**
  - 6.1 Request re ACV status of former recycling site.** Council voted on 27<sup>th</sup> September to apply to rescind the ACV status of the site. This is currently being dealt with by Wealden Planning.
  - 6.2 Grant to the FrowShow.** The grant made on 27<sup>th</sup> September had certain conditions attached, in particular that receipts for the expenditure should be sent to us. A reminder has been sent to the Treasurer.
  - 6.3 Market arrangements.** Most Members will be aware that management of the markets for October and November was taken care of by Ms Lynne Paris, with assistance from the office for attendance checking and payments, and from Ella Atkins for provision of the set-up crew. The same system is envisaged for the Christmas market. Negotiations are ongoing at present for arrangements from March 2023 onwards.
  - 6.4 New receptionist.** Georgina Tod started on 28<sup>th</sup> September as the Wednesday-Friday receptionist, and has settled into the job very well. She has also started training as the new Burials Clerk.
  - 6.5 Back-up cook.** Due to our cook's absence through illness, we had to find a back-up cook for Gages as a matter of urgency. Fortunately, I had retained (with her consent) the contact details of a previous applicant, Emma Davies, and I am pleased to say she accepted the post and is now cooking on Wednesdays & Fridays on a self-employed contract basis.  
***ACTION: to note***
7. **FINANCIAL REPORT**  
A financial report to end month 8 is attached to the papers. Income is at 99.6% of forecast, there may be a small additional amount receivable before the year end by way of warden hire and bank interest.

Expenditure would normally be at 66.6% of forecast, but is slightly lower at 58.6%. Most variances have been dealt with on previous occasions. We await the annual bill for the library assistant, and there are several pending grant applications which may make inroads into that cost code.

Please note that I propose to take this year's pay award (if accepted) by way of virement out of general reserve and 'refund' it out of next year's budget.

**ACTION: to resolve accordingly,**

**8/9. LIST OF PAYMENTS, BANK RECONCILIATION**

The list of payments is attached in standard format. Can I please ask, once again, if there are any queries that that these are notified to the office before the meeting, as it is difficult to provide a response without access to the accounting system.

The bank reconciliation and tally of financial assets has been certified by the Chairman of Finance & Policy.

**ACTION: to note, queries if appropriate**

**10. TO RESOLVE ON THE STAFF 2022-23 PAY AWARD**

As Members will know, the local authority employers and trade unions reached agreement at the end of last month over a pay award for local government staff for this financial year.

It consists basically of a flat rate increase for all employees of £1925 for the year (part timers *pro rata*) plus one additional day's holiday. It had initially been mooted as a lump sum payment, but has now been agreed to be paid as a £1 per hour flat rate increase to all hourly rates, backdated to April 2022. The idea of the award is to favour the lower paid staff, since the increase in hourly rates amounts to a greater percentage of the lower 'spine points'.

NALC has suggested that local councils should discuss the matter as soon as convenient, in view of the cost-of-living pressures on employees. Our standard staff contract contains a commitment to the National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services. Council is invited to accept the award as agreed.

**ACTION: to resolve accordingly**

**11. TO DECIDE ON A COMPENSATION OFFER FROM EAST SUSSEX COUNTY COUNCIL**

Council decided on 12<sup>th</sup> July to request a reimbursement from East Sussex County Council in respect of the costs wasted on the Sports Ground lease negotiations which they later abandoned. We quantified the losses in the sum of £12,000:

• Third-party solicitors' costs	£3,000
• Clerk's legal costs pre-March 2018	£3,000
• Clerk's costs post-March 2018	
(4 years @ £1,000 per annum + 50% uplift for delays & inconvenience)	£6,000
<b>TOTAL</b>	<b>£12,000</b>

After some prompting, the County Council have now offered to settle in the sum of £9,000. My advice to Council is to accept this offer, the difference being only the claimed uplift for 'inconvenience'.

**ACTION: to resolve as appropriate**

**12. TO RECEIVE A PROGRESS REPORT FROM 'SECOND LIFE' SHOP**

Following the unsuccessful bid for the old recycling site, FrowResource CIC decided to progress their 'plan B' by opening a community re-use shop in the old 'Taffels' premises, partly financed by a loan from Council. A progress report is attached.

**ACTION: to note**



## GRANT APPLICATIONS

Please note that the grants cost code has, at the date of this note, £5,810 left in its 2022-23 budget

**13. FOREST ROW CHURCH OF ENGLAND no.1**

This is a request for a grant towards lighting, primarily of the church spire. The application form, covering letter and accounts data are attached. However, Council needs to be aware that this would constitute a grant towards the maintenance specifically of Church property, and that this is legally controversial in the light of the Local Government Act 1894 s.8. and whether this is overridden by the Localism Act 2011. (For the avoidance of doubt, our previous grant was justified as a contribution towards a public clock – which is an express power of a parish council). A short article setting out the competing opinions is attached.

***ACTION: to resolve as appropriate***

**14. FOREST ROW CHURCH OF ENGLAND no.2**

This is a request for a grant towards ‘warm space’ provision Note: this is not caught by the legal point mentioned above, since it is for a social purpose open to all and not specifically linked to a ‘place of worship’. The application form and covering letter are attached and the same accounts data applies.

***ACTION: to resolve as appropriate***

**15. TUNBRIDGE WELLS SAMARITANS**

Application form, covering note & accounts data provided. We have made a previous grant (£300 in mid-2021) to this organisation.

***ACTION: to resolve as appropriate***

**16. SUSSEX VICTIM SUPPORT**

Application form, covering note & accounts data provided. Note that the full accounts package can be accessed via hyperlink. We made a previous grant (£300 in 2021) to this organisation.

***ACTION: to resolve as appropriate***

**17. FOREST ROW SENIOR/JUNIOR FOOTBALL CLUBS**

Application form and accounts data supplied

***ACTION: to resolve as appropriate***

**18. FOREST ROW REPAIR CAFÉ**

This is less a grant application and more a request for concession, but I asked Sara Smart to complete the forms anyway to put the request on the same footing as the others. Form, covering letter and accounts data attached.

***ACTION: to resolve as appropriate***

**19. TO APPROVE THE DEPARTMENTAL BUDGET FOR 2023-24**

I attach the draft budget for F& P, version 2.5.1

PLEASE NOTE: this is not the same as any previous version you have received. On reviewing my calculations, I discovered an element of double-counting which I corrected. That enables the forward salary budget to be pitched at £375,000, reducing overall expenditure. I have prepared a spreadsheet which shows the detailed calculations. As this discloses individual salaries, it is confidential, but if any Member wants a copy, please ask.

***ACTION: to resolve as appropriate***

**20-21. Standard items**

## Detailed Income &amp; Expenditure by Budget Heading 16/11/2022

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	416,680	415,000	(1,680)			100.4%	
4180 Misc Income	915	0	(915)			0.0%	
4181 FI-Wayleave Income	4	5	1			89.0%	
4182 FI-Devolved Services Income	1,103	1,450	348			76.0%	
4183 Community Warden Hire	6,056	11,000	4,944			55.1%	
4190 FI-Interest Received	1,075	55	(1,020)			1954.2%	
Finance & Administration :- Income	<b>425,833</b>	<b>427,510</b>	<b>1,677</b>			<b>99.6%</b>	<b>0</b>
4100 PENSION TOP UP	3,154	6,000	2,846		2,846	52.6%	
4101 FI-Salaries	199,453	345,000	145,547		145,547	57.8%	
4102 FI-Payroll Outsource Costs	210	420	210		210	50.0%	
4103 FI-Contrib. to Library Salary	0	3,285	3,285		3,285	0.0%	
4108 FI-Staff Training/Travel	352	3,000	2,648		2,648	11.7%	
4110 Community Warden Costs	409	500	91		91	81.8%	
4111 Forest Rate	31	25	(6)		(6)	123.9%	
4120 Postage	270	500	231		231	53.9%	
4121 Telecommunications	3,830	7,500	3,670		3,670	51.1%	
4123 Stationery	484	800	316		316	60.6%	
4124 FI-Subscriptions	3,646	6,000	2,354		2,354	60.8%	
4125 FI-Insurance	9,753	8,000	(1,753)		(1,753)	121.9%	
4126 Printer/copier	4,049	3,500	(549)		(549)	115.7%	
4133 FI-Chairman's Fund	0	680	680		680	0.0%	
4134 FI-Parish Meeting	0	500	500		500	0.0%	
4135 FI-Councillors Training/Travel	274	1,000	726		726	27.4%	
4136 Security Checks	0	150	150		150	0.0%	
4137 FI-Members Allowances	737	6,000	5,263		5,263	12.3%	
4151 FI - Bank Charges	1,170	2,000	830		830	58.5%	
4156 FI-Legal & professional fees	2,220	5,000	2,780		2,780	44.4%	
4157 FI-Audit & Financial Managemen	1,519	3,500	1,981		1,981	43.4%	
4158 FI-Van Lease	223	3,000	2,777		2,777	7.4%	
4160 Office Equipment	684	300	(384)		(384)	227.9%	
4161 Office Maintenance	0	700	700		700	0.0%	
4165 FI-Election Fund	665	1,000	335		335	66.5%	
4166 Wayleaves	1	25	24		24	5.4%	
4169 Community Occasion	0	500	500		500	0.0%	
7101 PR- Advertising/Publicity	33	0	(33)		(33)	0.0%	
7102 PR-Website	500	650	150		150	76.9%	
7110 PR-Newsletter & Distribution	0	500	500		500	0.0%	
Finance & Administration :- Indirect Expenditure	<b>233,667</b>	<b>410,035</b>	<b>176,368</b>	<b>0</b>	<b>176,368</b>	<b>57.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>192,166</b>	<b>17,475</b>	<b>(174,691)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 16/11/2022

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	12,810	7,000	(5,810)		(5,810)	183.0%	
4361 FRGSA Subsidy	0	2,500	2,500		2,500	0.0%	
Other Grants :- Indirect Expenditure	<u>12,810</u>	<u>9,500</u>	<u>(3,310)</u>	<u>0</u>	<u>(3,310)</u>	<u>134.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(12,810)</u>	<u>(9,500)</u>	<u>3,310</u>				
Finance & Policy :- Income	425,833	427,510	1,677			99.6%	
Expenditure	246,477	419,535	173,058	0	173,058	58.8%	
<b>Movement to/(from) Gen Reserve</b>	<u>179,356</u>						
Grand Totals:- Income	425,833	427,510	1,677			99.6%	
Expenditure	246,477	419,535	173,058	0	173,058	58.8%	
<b>Net Income over Expenditure</b>	<u>179,356</u>	<u>7,975</u>	<u>(171,381)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>179,356</u>						

## List of Payments made between 01/07/2022 and 16/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2022	EDF ENERGY CUSTOMERS PLC	1	556.36		STREETLIGHT ELECTRIC
01/07/2022	EDF ENERGY CUSTOMERS PLC	2	538.41		STREETLIGHT ELECTRIC
01/07/2022	MARKET	DD	135.00		REFUND
04/07/2022	BIFFA WASTE SERVICES LTD	3	454.61		WASTE
06/07/2022	BACS P/L Pymnt Page 1722	BACS Pymnt	1,462.36		BACS P/L Pymnt Page 1722
06/07/2022	ALLSTAR BUSINESS SOLUTIONS	4	94.40		FUEL
<del>07/07/2022</del>	<del>POCKIT CARD - DOD</del>	<del>TOP UP</del>	<del>750.00</del>		<del>TOP UP</del>
<del>07/07/2022</del>	<del>POCKIT CARD - CC</del>	<del>TOP UP</del>	<del>300.00</del>		<del>TOP UP</del>
<del>07/07/2022</del>	<del>POCKIT CARD - GAGES</del>	<del>TOP UP</del>	<del>1,000.00</del>		<del>TOP UP</del>
<del>07/07/2022</del>	<del>POCKIT CARD - YOUTH</del>	<del>TOP UP</del>	<del>400.00</del>		<del>TOP UP</del>
07/07/2022	ROSS BOND	BP	80.00		GAGES
08/07/2022	APOGEE CORP LTD	5	55.08		PRINTER
08/07/2022	O2	DD	52.93		WARDEN MOBILE
11/07/2022	BARCLAYCARD	6	38.00		CHARGES
11/07/2022	PAYTEK ADMIN SERVICES LTD	7	33.60		CHARGES
11/07/2022	O2	DD	14.74		YOUTH MOBILE
11/07/2022	AO SHIPLEY	BP	4,903.83		TAX & NI - JUNE
13/07/2022	ALLSTAR BUSINESS SOLUTIONS	8	59.79		FUEL
18/07/2022	CORONA ENERGY	DD	174.19		CC GAS
19/07/2022	FDR	DD	26.40		TERMINAL RENT
20/07/2022	BACS P/L Pymnt Page 1723	BACS Pymnt	2,555.63		BACS P/L Pymnt Page 1723
21/07/2022	BRITISH GAS	9	1,169.85		CC ELEC
21/07/2022	BRITISH GAS	10	126.48		CC ELEC
22/07/2022	TELECOMS WORLD PLC	11	54.07		0800 NUMBER
22/07/2022	EDF ENERGY CUSTOMERS PLC	12	427.04		STREETLIGHT POWER
22/07/2022	ALISON HARMAN	BP	57.00		GAGES CHEF
22/07/2022	JADE BOWDEN	BP	30.00		GAGES
22/07/2022	SANDRA AYLEN	BP	24.30		THUS CLUB REIMBURSEMENT
22/07/2022	SANDRA AYLEN	BACS	14.65		THURS CLUB REIM
25/07/2022	SIEMENS	DD	116.22		DRINKS MACHINE RENT
25/07/2022	SIEMENS	DD	47.08		DRINKS MACHINE INS
27/07/2022	FOCUS	DD	67.33		HELPLINE
28/07/2022	BACS P/L Pymnt Page 1724	BACS Pymnt	8,703.05		BACS P/L Pymnt Page 1724
28/07/2022	E SUSSEX PENSION	BP	4,857.12		JULY SUPERANN
29/07/2022	ASHURST WOOD BOWLS	BP	250.00		GRANT
29/07/2022	COX SKIPS LTD	BP	192.00		SKIP FOR ALLOTMENTS
29/07/2022	STAFF	BP	20,872.86		JULY SALARIES
01/08/2022	BIFFA WASTE SERVICES LTD	1	568.26		WASTE
01/08/2022	BT PAYMENT SERVICES LTD	2	22.42		TELECOMMUNICATIONS
03/08/2022	ALLSTAR BUSINESS SOLUTIONS	3	155.81		FUEL
08/08/2022	APOGEE CORP LTD	4	55.08		PRINTER
09/08/2022	O2	DD	52.93		WARDEN MOBILE
10/08/2022	BACS P/L Pymnt Page 1727	BACS Pymnt	2,520.02		BACS P/L Pymnt Page 1727
<del>10/08/2022</del>	<del>POCKIT CARD - CC</del>	<del>TOP UP</del>	<del>500.00</del>		<del>TOP UP</del>
<del>10/08/2022</del>	<del>POCKIT CARD - GAGES</del>	<del>TOP UP</del>	<del>1,000.00</del>		<del>TOP UP</del>
<del>10/08/2022</del>	<del>POCKIT CARD - YOUTH</del>	<del>TOP UP</del>	<del>250.00</del>		<del>TOP UP</del>
10/08/2022	BARCLAYCARD	5	39.40		CHARGES

## List of Payments made between 01/07/2022 and 16/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/08/2022	PAYTEK ADMIN SERVICES LTD	6	33.60		CHARGES
10/08/2022	ALLSTAR BUSINESS SOLUTIONS	7	7.38		FUEL
10/08/2022	O2	DD	14.74		YOUTH MOBILE
10/08/2022	AO SHIPLEY	BP	4,689.91		TAX & NI JULY
16/08/2022	FDR	DD	26.40		CREDIT CARD LEASE
22/08/2022	EDF ENERGY CUSTOMERS PLC	8	450.03		STREETLIGHT POWER
22/08/2022	BRITISH GAS	DD	225.97		ELEC
22/08/2022	BRITISH GAS	DD	118.20		ELEC
24/08/2022	BACS P/L Pymnt Page 1728	BACS Pymnt	8,228.20		BACS P/L Pymnt Page 1728
24/08/2022	TELECOMS WORLD PLC	9	63.12		0800 NUMBER
24/08/2022	ALLSTAR BUSINESS SOLUTIONS	10	27.60		FUEL
24/08/2022	FOCUS	DD	67.99		HELPLINE
26/08/2022	ALISON HARMAN	BP	114.00		GAGES
26/08/2022	JADE BOWDEN	BP	60.00		GAGES
26/08/2022	ROSS BOND	BP	110.00		GAGES
26/08/2022	ELLA ATKINS	BP	13.25		CARETAKER SUPPLIES REIMBURSEME
30/08/2022	BIFFA WASTE SERVICES LTD	11	486.43		WASTE
30/08/2022	BT PAYMENT SERVICES LTD	12	22.42		TELECOMMUNICATIONS
30/08/2022	EAST SUSSEX PENSION	BP	4,973.11		SUPERANN - AUG
30/08/2022	STAFF	BP	21,336.25		AUGUST SALARIES
31/08/2022	BNP PARIBAS	DD	678.58		PRINTER LEASE
01/09/2022	BACS P/L Pymnt Page 1731	BACS Pymnt	564.47		BACS P/L Pymnt Page 1731
05/09/2022	APOGEE CORP LTD	1	55.08		PRINTER
07/09/2022	O2	DD	52.93		COMMUNITY WARDEN MOBILE
08/09/2022	O2	DD	14.74		YOUTH MOBILE
09/09/2022	AO SHIPLEY	BP	5,080.98		TAX & NI - AUG
12/09/2022	BARCLAYCARD	2	38.00		CHARGES
12/09/2022	PAYTEK ADMIN SERVICES LTD	3	33.60		CHARGES
14/09/2022	ALLSTAR BUSINESS SOLUTIONS	4	136.42		FUEL
20/09/2022	BACS P/L Pymnt Page 1732	BACS Pymnt	1,975.54		BACS P/L Pymnt Page 1732
20/09/2022	BACS P/L Pymnt Page 1733	BACS Pymnt	636.16		BACS P/L Pymnt Page 1733
20/09/2022	S AYLEN	BP	12.20		THURS CLUB REIMBURSEMENT
21/09/2022	BRITISH GAS	DD	219.07		CC ELEC
21/09/2022	BRITISH GAS	DD	126.42		CC ELEC
21/09/2022	FDR	DD	26.40		TERMINAL RENT
23/09/2022	TELECOMS WORLD PLC	5	63.13		0800 NUMBER
23/09/2022	EDF ENERGY CUSTOMERS PLC	6	450.03		STREETLIGHT POWER
27/09/2022	MARION VANE	BP	50.00		ALLOTMENT REFUND DEPOSIT
28/09/2022	FOCUS	DD	67.09		HELPLINE
29/09/2022	BT PAYMENT SERVICES LTD	7	22.42		TELECOMMUNICATIONS
29/09/2022	E SUSSEX PENSION	BP	4,359.47		SUPERANN - SEPT
29/09/2022	STAFF	BACS	19,947.77		SEPT SALARIES
30/09/2022	UNITY TRUST	BP	23.40		CHARGE
30/09/2022	UNITY TRUSST	BP	66.60		SERVICE CHARGE
03/10/2022	BIFFA WASTE SERVICES LTD	1	486.43		WASTE
03/10/2022	SUSSEX RURAL COMM COUNCIL SO		50.00		SUBS
04/10/2022	APOGEE	DD	1,098.58		TERMINATION AGREEMENT



## List of Payments made between 01/07/2022 and 16/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/10/2022	BACS P/L Pymnt Page 1735	BACS Pymnt	1,636.35		BACS P/L Pymnt Page 1735
<del>05/10/2022</del>	<del>POCKIT CARD - GAGES</del>	<del>TOP UP</del>	<del>750.00</del>		<del>TOP UP</del>
<del>05/10/2022</del>	<del>POCKIT CARD - YOUTH</del>	<del>TOP UP</del>	<del>500.00</del>		<del>TOP UP</del>
05/10/2022	WEALDEN DIST ASSOC	BP	30.00		SUBS
05/10/2022	ROSS BOND	BP	20.00		GAGES
05/10/2022	JADE BOWDEN	BP	45.00		GAGES
05/10/2022	SKETCHHOUSE LTD	BP	500.00		GRANT
10/10/2022	BARCLAYCARD	2	38.00		CHARGES
10/10/2022	PAYTEK ADMIN SERVICES LTD	3	33.60		CHARGES
10/10/2022	O2	DD	82.73		WARDEN MOBILE
10/10/2022	AO SHIPLEY	BP	4,380.80		TAX & NI - SEPT
11/10/2022	O2	DD	14.74		YOUTH MOBILE
12/10/2022	BACS P/L Pymnt Page 1737	BACS Pymnt	910.71		BACS P/L Pymnt Page 1737
12/10/2022	ALLSTAR BUSINESS SOLUTIONS 4		7.38		FUEL
12/10/2022	CASH	BP	5.00		LAUNDRY
12/10/2022	CASH	BP	-5.00		LAUNDRY
17/10/2022	CORONA ENERGY RETAIL 4 LTD 5		126.71		CC GAS
17/10/2022	RBL POPPY APPEAL	BP	20.00		WREATH
17/10/2022	CENTRAL GARAGE	BP	40.00		VAN MOT
18/10/2022	FDR	DD	26.40		TERMINAL RENT
21/10/2022	BRITISH GAS	6	271.55		ELECTRIC
21/10/2022	BRITISH GAS	7	100.48		ELECTRIC
24/10/2022	BACS P/L Pymnt Page 1738	BACS Pymnt	3,578.89		BACS P/L Pymnt Page 1738
24/10/2022	BACS P/L Pymnt Page 1739	BACS Pymnt	184.52		BACS P/L Pymnt Page 1739
24/10/2022	TELECOMS WORLD PLC	8	63.06		0800 NUMBER
24/10/2022	EDF ENERGY CUSTOMERS PLC	9	518.24		STREETLIGHT POWER
24/10/2022	SIEMENS	DD	47.08		DRINKS MACHINE RENTAL
24/10/2022	SIEMENS	DD	116.22		DRINKS MACHINE RENTAL
25/10/2022	S AYLEN	BP	31.65		REIMBURSEMENT
25/10/2022	THREE LITTLE CHEFS	BP	32.00		MARKET REFUND
26/10/2022	ALLSTAR BUSINESS SOLUTIONS 10		121.83		FUEL
26/10/2022	FOCUS GROUP	DD	66.90		HELPLINE
28/10/2022	EAST SUSSEX PENSION	BP	4,411.04		SUPERANN OCT
28/10/2022	STAFF	BP	20,651.10		OCT SALARIES
31/10/2022	BIFFA WASTE SERVICES LTD	11	608.04		WASTE
31/10/2022	BT PAYMENT SERVICES LTD	12	22.42		TELECOMMUNICATIONS
03/11/2022	BACS P/L Pymnt Page 1742	BACS Pymnt	765.12		BACS P/L Pymnt Page 1742
10/11/2022	BACS P/L Pymnt Page 1743	BACS Pymnt	396.00		BACS P/L Pymnt Page 1743

Total Payments 174,410.97

54,50.00

168,960.97

Time: 10:40

## POCKIT CARD - DOD

## List of Payments made between 01/07/2022 and 16/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/07/2022	PLAYDALE PLAYGROUNDS	BP	454.18		SWING CHAINS
20/07/2022	ZOOM	DD	11.99		VIRTUAL MEETINGS
22/07/2022	WEALDEN DC	BP	21.00		MARKET TENS
28/07/2022	STAFF	CASH	120.00		S KEMP SALARY
30/07/2022	POCKIT	BP	1.99		CHARGES
31/07/2022	POCKIT	BP	0.99		CHARGES
11/08/2022	PLAYDALE	CR	-442.18		REFUND FOR RETURNED GOODS
20/08/2022	ZOOM	BP	11.99		VIRTUAL MEETINGS
30/08/2022	POCKIT	BP	1.99		CHARGES
05/09/2022	AMAZON	BP	9.40		MILK FOR DRINKS MACHINE
13/09/2022	WEALDEN DC	BP	21.00		MARKET TENS
14/09/2022	LIME-MORTARS	BP	26.28		LIME MORTAR
14/09/2022	S3I	BP	56.16		SAFETY SHACKLES
20/09/2022	ZOOM	BP	11.99		VIRTUAL MEETINGS
30/09/2022	POCKIT	BP	1.99		FEES
30/09/2022	MARKET	CASH	200.00		SET UP CREW
30/09/2022	POCKIT	BP	0.99		CHARGES
20/10/2022	ZOOM	BP	11.99		VIRTUAL MEETINGS
30/10/2022	POCKIT	BP	1.99		CHARGES
<b>Total Payments</b>			<b>523.74</b>		

Time: 10:41

## POCKIT CARD - CC

## List of Payments made between 01/07/2022 and 16/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/07/2022	IRONMONGERY DIRECT	BP	23.34		AIR BRICK VENT
27/07/2022	KINGSCOTE ESTATE	BP	150.00		THURS CLUB OUTING
28/07/2022	STAFF	CASH	250.00		S KEMP SALARY
31/07/2022	POCKIT	BP	1.99		CHARGES
31/07/2022	POCKIT	DD	0.99		CHARGES
02/08/2022	ALDRIDGE & TRILLWOOD	BP	124.64		MAINTENANCE SUPPLIES
10/08/2022	ROYAL MAIL	BP	129.00		STAMPS
11/08/2022	AMAZON	BP	20.99		SOAP DISPENSER
31/08/2022	POCKIT	BP	1.99		CHARGES
30/09/2022	POCKIT	BP	1.99		CHARGES
12/10/2022	WEALDEN DISTRICT COUNCIL	BP	21.00		MARKET TENS
25/10/2022	AMAZON	BP	2.99		ACCIDENT BOOK
31/10/2022	POCKIT	BP	1.99		CHARGES
<b>Total Payments</b>			<u>730.91</u>		

## POCKIT CARD - GAGES

## List of Payments made between 01/07/2022 and 16/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/07/2022	TESCO	BP	151.32		FOOD
06/07/2022	TESCO	BP	12.30		FOOD
08/07/2022	COOKSMILL	BP	148.20		POTS
13/07/2022	SAINSBURYS	BP	147.67		FOOD
14/07/2022	CO-OP	BP	19.35		FOOD
19/07/2022	SAINSBURYS	BP	95.57		FOOD
20/07/2022	TESCO	BP	7.72		FOOD
22/07/2022	TESCO	BP	14.60		FOOD
22/07/2022	CO-OP	BP	1.35		FOOD
25/07/2022	POCKIT	BP	1.99		CHARGES
26/07/2022	SAINSBURYS	BP	172.50		FOOD
26/07/2022	TESCO	BP	2.85		FOOD
29/07/2022	TESCO	BP	2.67		FOOD
02/08/2022	SAINSBURYS	BP	47.21		FOOD
02/08/2022	TESCO	BP	16.43		FOOD
03/08/2022	TESCO	BP	19.05		FOOD
04/08/2022	TESCO	BP	48.90		FOOD
04/08/2022	CO-OP	BP	24.70		FOOD
04/08/2022	TESCO	BP	32.07		FOOD
09/08/2022	SAINSBURYS	BP	205.63		FOOD
09/08/2022	ALLAN MARTIN	BP	324.58		MEAT
16/08/2022	SAINSBURYS	BP	33.80		FOOD
25/08/2022	POCKIT	BP	1.99		CHARGES
31/08/2022	POCKIT	BP	1.90		FEES
06/09/2022	SAINSBURYS	BP	46.24		FOOD
07/09/2022	CO-OP	BP	1.65		FOOD
08/09/2022	SAINSBURYS	BP	31.90		FOOD
08/09/2022	TSECO	BP	17.80		FOOD
09/09/2022	VEASEY & SONS	BP	31.65		FISH
21/09/2022	TESCO	BP	168.98		FOOD
25/09/2022	POCKIT	BP	1.99		FEE
27/09/2022	TESCO	BP	75.23		FOOD
04/10/2022	TESCO	BP	107.55		FOOD
04/10/2022	ALLAN MARTIN	BP	109.37		MEAT
11/10/2022	TESCO	BP	175.06		FOOD
18/10/2022	TESCO	BP	161.53		FOOD
21/10/2022	COOKSMILL	BP	167.04		CONTAINERS
25/10/2022	POCKIT	BP	1.99		CHARGES
25/10/2022	TESCO	BP	119.39		FOOD
25/10/2022	OURHOUSE	BP	53.59		FRIDGE HANDLE
26/10/2022	CO-OP	BP	4.73		FOOD
27/10/2022	CO-OP	BP	4.50		FOOD

<b>Total Payments</b>	<u>2,814.54</u>
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## POCKIT CARD - YOUTH

## List of Payments made between 01/07/2022 and 16/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/07/2022	SAINSBURYS	BP	36.55		REFRESHMENTS
05/07/2022	CO-OP	BP	11.53		REFRESHMENTS
07/07/2022	SAINSBURYS	BP	32.75		REFRESHMENTS
07/07/2022	POUNDLAND	BP	34.00		REFRESHMENTS
12/07/2022	CO-OP	BP	14.95		REFRESHMENNTS
14/07/2022	CO-OP	BP	10.85		REFRESHMENTS
14/07/2022	CO-OP	BP	18.00		REFRESHMENTS
18/07/2022	POCKIT	BP	1.99		CHARGES
18/07/2022	SAINSBURYS	BP	66.46		REFRESHMENTS
26/07/2022	TESCO	BP	10.30		REFRESHMENTS
26/07/2022	CO-OP	BP	6.50		REFRESHMENTS
28/07/2022	CO-OP	BP	4.65		REFRESHMENTS
28/07/2022	CO-OP	BP	4.45		REFRESHMENTS
01/08/2022	CO-OP	BP	21.95		REFRESHMENTS
01/08/2022	POUNDLAND	BP	44.25		REFRESHMENTS
01/08/2022	ICELAND	BP	7.25		REFRESHMENTS
04/08/2022	CO-OP	BP	10.65		REFRESHMENTS
16/08/2022	TESCO	BP	13.50		REFRESHMENTS
17/08/2022	ICELAND	BP	16.55		REFRESHMENTS
17/08/2022	CARD FACTORY	BP	2.98		CRAFT SUPPLIES
18/08/2022	POCKIT	BP	1.99		CHARGES
18/08/2022	CO-OP	BP	1.80		REFRESHMENTS
23/08/2022	CO-OP	BP	1.85		REFRESHMENTS
23/08/2022	CO-OP	BP	5.85		REFRESHMENTS
24/08/2022	ICELAND	BP	27.25		REFRESHMENTS
25/08/2022	CO-OP	BP	8.45		REFRESHMENTS
30/08/2022	POUNDLAND	BP	40.25		REFRESHMENTS
30/08/2022	ICELAND	BP	62.94		REFRESHMENTS
01/09/2022	CO-OP	BP	8.15		REFRESHMENTS
12/09/2022	ICELAND	BP	42.29		REFRESHMENTS
12/09/2022	ICELAND	BP	42.29		REFRESHMENTS
12/09/2022	ICELAND	BP	-42.29		REFRESHMENTS
14/09/2022	CO-OP	BP	3.35		REFRESHMENTS
18/09/2022	POCKIT	BP	1.99		CHARGES
20/09/2022	CO-OP	BP	8.45		REFRESHMENTS
20/09/2022	POUNDLAND	BP	40.75		REFRESHMENTS
20/09/2022	ICELAND	BP	58.74		REFRESHMENTS
28/09/2022	CO-OP	BP	24.05		REFRESHMENTS
29/09/2022	POUNDLAND	BP	37.75		REFRESHMENTS
29/09/2022	ICELAND	BP	15.00		REFRESHMENTS
29/09/2022	CO-OP	BP	5.90		REFRESHMENTS
04/10/2022	CO-OP	BP	10.85		REFRESHMENTS
06/10/2022	TESCO	BP	16.30		REEFRESHMENTS
07/10/2022	TESCO	BP	13.50		REFRESHMENTS
10/10/2022	POUNDLAND	BP	41.00		REFRESHMENTS
10/10/2022	ICELAND	BP	18.00		REFRESHMENTS
11/10/2022	SAINSBURYS	BP	20.81		REFRESHMENTS



## POCKIT CARD - YOUTH

## List of Payments made between 01/07/2022 and 16/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/10/2022	WICKES	BP	22.00		WOOD
16/10/2022	SAINSBURYS	BP	20.75		REFRESHMENTS
17/10/2022	POUNDLAND	BOP	46.75		REFRESHMENTS
17/10/2022	ICELAND	BP	17.70		REFRESHMENTS
17/10/2022	CPD ONLINE COLLEGE	BP	129.60		STAFF TRAINING
18/10/2022	POCKIT	BP	1.99		CHARGES
20/10/2022	CO-OP	BP	4.00		REFRESHMENTS
24/10/2022	POUNDLAND	BP	40.50		REFRESHMENTS
24/10/2022	ICELAND	BP	25.00		REFRESHMENTS
25/10/2022	CO-OP	BP	5.90		REFRESHMENTS
31/10/2022	ICELAND	BP	21.15		REFRESHMENTS
31/10/2022	POUNDLAND	BP	28.85		REFRESHMENTS

**Total Payments** 1,251.56

**Forest Row Parish Council**

**Bank - Cash and Investment Reconciliation as at 31 October 2022**

**Confirmed Bank & Investment Balances**

**Bank Statement Balances**

31/10/2022	Cafe Cash A/c	100.00	
31/10/2022	Thursday Club Cash A/c	0.00	
31/10/2022	Unity Trust	296,100.89	
31/10/2022	CCLA	175,000.00	
31/10/2022	POCKIT CARD - DOD	691.54	
31/10/2022	POCKIT CARD - CC	530.10	
31/10/2022	POCKIT CARD - GAGES	487.92	
31/01/2022	WELLBEING SERVICES	0.00	
31/10/2022	POCKIT CARD - YOUTH	107.82	
			<b>473,018.27</b>

**Other Cash & Bank Balances**

**265.12**

**473,283.39**

**Receipts not on Bank Statement**


**0.00**

**Closing Balance**

**473,283.39**

**All Cash & Bank Accounts**

2	Cafe Cash Account	100.00	
3	Thursday Club Cash Account	0.00	
4	Unity Trust	296,100.89	
5	CCLA	175,000.00	
6	POCKIT CARD - DOD	691.54	
7	POCKIT CARD - CC	530.10	
8	POCKIT CARD - GAGES	487.92	
9	Wellbeing Services	0.00	
10	POCKIT CARD - YOUTH	107.82	
	Other Cash & Bank Balances	265.12	
	<b>Total Cash &amp; Bank Balances</b>		<b>473,283.39</b>

16/11/2022  


## David O'Driscoll

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**From:** Customer Services Team <corpfeedback-icw@eastsussex.gov.uk>  
**Sent:** 16 November 2022 14:10  
**To:** David O'Driscoll  
**Subject:** RE: Response to complaint (ref: 11451961)

Dear Mr O'Driscoll

Thank you for your detailed and helpful correspondence setting out the situation and for your very clear explanation of the Parish Council's work and position on this matter.

It is understood that despite the good faith of those involved there has been inconvenience and delay. As a gesture of goodwill, the Council therefore proposes to make a payment of £9,000 to cover: present a counter proposal as follows;

Third party legal costs £3000

Clerks legal costs pre 2018 - £3000

Clerks costs post 2018 - £3000

Total £9000

I trust that this will enable this matter to be drawn to a close. I look forward to hearing from you in due course.

Yours sincerely

**Peter Walker**

Customer Services Officer

Communities, Economy and Transport

Mobile: 07701 394602 Team number: 01273 482913  
[eastsussex.gov.uk](http://eastsussex.gov.uk)

My working hours are 08:30am to 14:45pm Monday to Thursday and 08:30am to 14:00pm on Fridays. Outside of these times please do contact the Customer Services Team and another member of staff will deal with your enquiry.

**Second Life Shop Forest Row**  
Progress Report to the Parish Council's Community Services Committee  
By FrowResource CIC  
November, 2022

At the meeting of 15<sup>th</sup> March 2022 the Parish Council approved a grant of £8000 and a loan of £9500 to Frow Resource CIC in order to enable a shop in the village to be opened which by selling donated clothes and other goods would reduce waste, provide local employment and volunteering opportunities, and provide funds to support other local recycling initiatives.

In April 2022 a lease was secured on 14-15 Hartfield Road -the former Taffels café- and conversion work began. We opened the shop on 9<sup>th</sup> June, having recruited two shop staff (equal to one full-time post), Alexandra Mathie and Naomi Phitidis. They have been capable and enthusiastic and have created a very welcoming atmosphere supported by a large number of volunteers.

### **Financials**

Shop sales for the five months of opening have been very encouraging and we are at breakeven point (income equal outcome). Whilst our bank balance is healthy, we are aware that the future is uncertain and we are building a reserve equal to three months of fixed costs in order to ensure that we can cover any eventualities.

The business plan presented to the parish council earlier in the year showed financial projections with three different scenarios. Since opening Second Life, financial reports show that our performance to date fits with the *realistic scenario*.

We have incurred setup costs of some £7000, slightly more than we had forecast because of unexpected electrical problems. The £8000 grant has been immensely valuable to us in helping us cope with these costs.

With regard to repayment of the £9500 loan, we are confident that we shall be able to provide for this, whether by operational surpluses or by obtaining grant funding from other sources. We would like to start planning to repay the loan after at least one year of trading so that we understand the ins and outs of the project.

Our long-term aim is to re-invest all money into reducing waste in Forest Row at the same time as we feed our local economy and reinvest in our community. We are working on ensuring strong communication with residents so that everyone knows how the money is used.

### **Measurables**

The shop has received huge quantities of great quality donations from the community. In the initial months the sheer scale has been overwhelming and the challenge has been to build processes to move donations on, whilst keeping to our ethical brief. Helpful procedures are being put in place and we have been weighing all donations since the end of August. We have received **over 2000 kilos** of donations since then.

## Community Outreach

The shop has been a hub of activity since opening, with people volunteering, providing positive feedback, requesting specific items and offers of help.

- **Ukrainian Refugee Help:** From day one the shop has given free clothes and product to our Ukrainian families in Forest Row and the surrounding Parishes. We do this sensitively and with dignity.
- **Further Refugee Help:** We are also giving winter clothes to other charities that help refugees in the UK.
- **Winter 2022-23:** Frow Resource are keen to help the community keep warm this winter – we are working on a campaign that will request blankets, hot water bottles, thermal underwear, jumpers, etc. which will then be passed on to people who need them.

## Volunteers

We currently have over 45 signed up volunteers who offer their time to work in the shop, and the number increases weekly. We are working on a campaign to increase communication on how the experience of volunteering at the shop increases wellbeing and offers a sense of belonging, community, and purpose. We recently attended the Wellbeing event on Saturday 12<sup>th</sup> November to begin this outreach.

We are in the process of getting DBS certification for both of the Shop Managers to be able to have under 16 year old volunteers (e.g. sixth form students looking to improve their CVs).

## Third-Party Collaborations with community and national partners

Part of Second Life's strategy is to create a rich network of environmentally aware third-party partners to assist us in moving donations that don't sell through the shop, whether they be broken, stained, torn, etc. This process has begun in earnest and we have spent much time researching on the ethical stance of our partners to ensure they meet our ethos or upcycling, repurposing, rehousing and avoiding our community's waste from going into landfill or being incinerated. Examples of these third-party partners include a company that turns 'rag' into industrial products and doesn't send the product overseas; and another company that pays per kilo and can remove large amounts of rag and clothes that we are unable to sell. To date, we have disposed of 200kg through these partnerships.

We have set up a business account on **ebay** to sell vintage clothes and other items of value – this initiative is a trial at present and it is run by a volunteer. We are actively finding recycling or upcycling routes for increasing numbers of product lines. For example:

**Books:** Donations of books are significant. We have developed processes to sell them through the shop or, alternatively, sell them through other online outlets, and donate them. Books (and cardboard) that don't sell at all (after being offered for free) go to a local company that shreds them for animal bedding.

**Bric-a-brac:** We are currently working to set up a process by which local auctioneers will take boxed batches of unsold bric-a-brac. This will be started this month.



**Precious Metals:** Valued by a local valuer and are then put into auction to raise the most money for the community.

**Blister Packs:** We collect these in the shop and take them to Superdrug in Haywards Heath.

**Batteries:** We have a collection box for used batteries that are then sent away for recycling.

**Prescription Glasses:** We have a bin to collect unwanted glasses, which are passed onto a charity that meets the need for glasses overseas.

**Toys:** Unsold hard plastic toys are recycled through a partner.

**Baby Clothes:** We send baby clothes that don't sell in the shop to a charity – Ten Little Toes - that donates clothes to parents in need.

**Absorbent Cloth:** t-shirts and clothes made from cotton that are stained, torn or not sellable are sorted and cut into large squares, which are sold on a per kilo basis to local mechanics and businesses that need rag. This initiative shows the very beginning of a wider strategy to create micro-businesses in the community.

**Upcycled Product:** We have a star volunteer (our Landlady), who produces cleaning cloths and scrubs from unsold cloth, plus significant upcycled products – can be seen in our November window display. We also have a number of volunteers who take unsold jumble/rag from us for free and turn it into a usable product i.e. bags, hair scrunchies for us to resell – this is a new and growing initiative.

**Free unsold donations:** Every day we offer unsold donations (e.g. old books, games, home ware etc.) for free on our patio – this is proving popular.

**Jumble Sales:** when clothing has been in the shop for a few weeks and not been sold, we put it into a jumble sale that runs monthly. People purchase a bagful for £4 a kilo – this has been very popular. The last jumble sale rehoused 71 kilos

**Jam Jar:** We have a free Jam Jar swap that sits on the patio for people to give and take as they choose.

# 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:			FOREST ROW PAROCHIAL CHURCH COUNCIL		
NAME OF CONTACT PERSON:			IAN KING		
ADDRESS FOR CORRESPONDENCE: BRAMMETTE GATE, LEWES ROAD ASHURST WOOD POST CODE: RM19 3TA		Tel:		07725 817224 01342 327277	
		Email:		inkyking@aol.com	
		Web (if any):			
		SUM REQUESTED:		£230 p.a currently	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?			FOREST ROW PAROCHIAL CHURCH COUNCIL		
DO YOU HAVE AUDITED ACCOUNTS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Examined		IF YES, ARE THEY ATTACHED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Accounts)		IF NO, PLEASE EXPLAIN WHY Auditor not required.	
IF APPLICABLE, DO YOU HAVE A BUDGET? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Budget)		Because of Covid the budget is outdated	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
From		Amount		Purpose	
PURPOSE OF REQUEST (please use second sheet if necessary) PLEASE SEE LETTER DATED 14 JUNE 2022					
HOW WILL IT BENEFIT THE COMMUNITY? LIGHT ON THE SPIRE ALSO LIGHT UP LOCAL FOOT PATHS					



**Growing together  
Rooted in God**

14 June 2022

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

Dear Mr O'Driscoll

**Grant application**

The Parochial Church Council gratefully acknowledges the grant which the Council made earlier this year for the clock repairs. The clock has now been mended and continues to keep good time. It even strikes the right number at the turn of the hour!

I am now writing to you to bring to your attention another matter the PCC provides to the village, which is of considerable benefit to the whole village and visitors. This is the lighting of the spire.

For many years now Forest Row PCC has artificially illuminated the spire and the grounds of the church from dusk until 11.00pm every day. This not only provides a central feature for the village during the evenings but it also lights the pathway from Lewes Road at the southeast of the church to the north gate where Priory Road meets Lewes Road at the roundabout.

This footpath is well used as it enables pedestrians to pass safely and avoid the narrow pavement to Lewes Road which is used by heavy traffic for much of the day.

There is no doubt that this is an amenity which is much appreciated but it comes at a cost to the church which has now increased as electricity costs rise. The church has been hit badly, as have all charitable institutions, by the increase in fuel costs. We have taken steps to reduce our usage of both gas and electricity and are actively looking at other reductions we can make to mitigate this pressure on our ever reducing resources.

A few years ago, light fittings were replaced with LED fittings which reduced the wattage of the amenity lighting considerably to a total of 500 watts.

The lights are on for an average of 4.0 hours each day of the year and the current charge for electricity is 31.62pence per kWh. We are not expecting an immediate increase in this cost, although it is sure to increase later in the year. The current consumption amounts to an annual cost to the PCC of £230.

Forest Row PCC would like to apply for an annual grant from Forest Row Parish Council towards this cost and would very much appreciate your consideration of our application. Should you require further information, please ask us.

Yours sincerely

Ian King  
Hon Treasurer

PCC Treasurer: Ian King  
Brambletye Gate, Lewes Road, Ashurst Wood, East Grinstead. West Sussex RH19 3TA  
Tel: 01342 327277 email: inkyking@aol.com

**The Annual Financial Report  
of the Parochial Church Council of the Ecclesiastical Parish of Forest Row  
for the year ended 31 December 2021**

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

Registered Charity no. 1132867

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**Parochial Church Council of Forest Row registered charity number 1132867**  
**Statement of Financial Activities for the year ended 31 December 2021**

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

	Unrestrict- ed fund	Restricted funds	Endowed funds	Total funds 2021	Total funds 2020	Notes
	£	£	£	£	£	
<b>Income and endowments from:</b>						
Donations and legacies	71,874			71,874	72,094	
Charitable activities	4,226			4,226	2,196	
Other trading activities	2,350			2,350	2,651	
Investments	325			325	621	
Other receipts	0			0	0	
<b>Total income</b>	<b>78,774</b>			<b>78,774</b>	<b>77,562</b>	<b>2</b>
<b>Expenditure on:</b>						
Raising funds	250			250	0	
Charitable activities	81,163			81,163	91,048	
Other trading activities	1,852			1,852	1,279	
Other expenditure	0			0	0	
<b>Total expenditure</b>	<b>83,265</b>			<b>83,265</b>	<b>92,327</b>	<b>3</b>
Net gains/losses on investments	10,313		2,273	12,586	6,519	
<b>Net income</b>	<b>5,823</b>	<b>0</b>	<b>2,273</b>	<b>8,096</b>	<b>-8,246</b>	
<b>Transfers between funds</b>						
<b>Other recognised gains/losses</b>						
Gains/(losses) on revaluation of fixed assets						
Other gains/(losses)						
Reconciliation of funds:						
<b>Net movement in funds</b>	<b>5,823</b>	<b>0</b>	<b>2,273</b>	<b>8,096</b>	<b>-8,246</b>	
Total funds brought forward	380,312	81,247	17,074	478,633	433,976	
<b>Total funds carried forward</b>	<b>386,135</b>	<b>81,247</b>	<b>19,348</b>	<b>486,729</b>	<b>425,730</b>	

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



**Parochial Church Council of Forest Row registered charity number 1132867**  
**Balance Sheet as at 31 December 2021**

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

	Total Funds 2021	Total Funds 2020	Notes
	£	£	
Intangible Assets	-	-	
Tangible Assets	375,899	365,886	
Endowed invest- ments    Investments	19,348	17,074	
<b>Total fixed assets</b>	<b>395,247</b>	<b>382,960</b>	<b>10,11</b>
Debtors	5,160	4,639	<b>12</b>
Cash at bank	92,807	93,676	
<b>Total current assets</b>	<b>97,967</b>	<b>98,315</b>	<b>12</b>
Creditors: Amounts falling due within one year	6,484	2,642	<b>13</b>
<b>Total net assets</b>	<b>486,729</b>	<b>478,633</b>	
<b>The funds of the charity:</b>			
Endowment funds	19,348	17,074	<b>11</b>
Restricted funds	81,247	81,247	
Unrestricted funds	386,135	380,312	<b>11</b>
	<b>486,729</b>	<b>478,633</b>	

This Financial Report for the year ended 31 December 2021, including the notes following, was approved by the PCC and signed on its behalf by the Venerable Angela Martin, PCC Chairman:

..... Angela Martin

on 31 March 2022

## 1 Accounting policies

### Basis of preparation

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

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

### Funds accounting

Funds held by the PCC are:

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

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

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

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

### Income and endowments

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

### Donations and legacies

Donations and legacies are generally recognised when received. Where a donation is received for a particular purpose it is recognised in the appropriate accounting year.

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

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

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

### Charitable activities

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

## 1 Accounting policies (continued)

### Other trading activities

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

Rents received from hall lettings are recognised when due.

### Investment income

Dividends and interest are accounted for as they are received.

### All other income

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

### Gains and losses on investments

Realised gains are recognised when the investments are sold.

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

### Expenditure

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

### Grants

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

### Church Activities

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

### Fixed Assets

#### Tangible fixed assets

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

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

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

## 1 Accounting policies (continued)

### Fixed Assets (continued)

#### Depreciation

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties over their expected useful lives. The rates generally applicable are:

Fixtures and fittings	25%
Computer equipment	33%

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

### Investments

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

### Current Assets

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

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

## 2 Analysis of income and endowments

	Unrestricted Fund	Restricted Funds	Endowed Funds	Total Funds 2021	Total Funds 2020	Notes
	£	£	£	£	£	
Planned giving (excl tax refunds)	39,634			39,634	41,869	
Collections at services	5,739			5,739	4,241	
Gift days and donations	13,143			13,143	11,830	
Fetes, bazaars and other fund-raising events				0	0	
Gift aid recoverable	5,775			5,775	5,520	
Legacies	6,000			6,000	5,000	
Government grants	1,583			1,583	3,634	
Grants (other)				0	0	
<b>Donations and legacies</b>	<b>71,874</b>	<b>0</b>	<b>0</b>	<b>71,874</b>	<b>72,094</b>	
Fees for weddings and funerals	4,226			4,226	2,196	
<b>Charitable activities</b>	<b>4,226</b>			<b>4,226</b>	<b>2,196</b>	
Lettings etc	2,350			2,350	2,651	
<b>Other trading activities</b>	<b>2,350</b>			<b>2,350</b>	<b>2,651</b>	
Dividends and interest	325			325	621	
<b>Investments</b>	<b>325</b>			<b>325</b>	<b>621</b>	
<b>Total income and endowments on all funds</b>	<b>78,774</b>	<b>0</b>	<b>0</b>	<b>78,774</b>	<b>77,561</b>	

### 3 Analysis of expenditure

	Unrestricted Fund	Restricted Funds	Endowed Funds	Total Funds 2021	Total Funds 2020	Notes
	£	£	£	£	£	
Special appeals costs (adverts, brochures etc)	250			250	0	
<b>Cost of raising funds</b>	250	0	0	250	0	
Charitable grants and donations	1,095			1,095	917	
Diocesan parish share	41,200			41,200	57,162	
Clergy and other persons' expenses	4,587			4,587	4,991	
Salaries and NI	10,342			10,342	8,634	
Upkeep of services	1,828			1,828	1,571	
Church running costs	11,938			11,938	11,360	
Church maintenance and repair	10,022			10,022	6,282	
Upkeep of churchyard and garden	150			150	130	
Governance	0			0	0	
<b>Cost of charitable activities</b>	81,163			81,163	91,048	
Church hall running costs	1,852			1,852	1,279	
<b>Cost of other trading activities</b>	1,852			1,852	1,279	
<b>Total expended on all funds</b>	83,265			83,265	92,327	

*- 11 000*

#### 4 Missionary and charitable giving

	Unrestricted Fund	Restricted Funds	Endowed Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£	£
Royal British Legion	375			375	117
Embrace the Middle East	309			309	-
Climate Stewards (Emissions offsetting)	411			411	-
Church Urban Fund				-	400
East Grinstead Tadpoles				-	400
	1,095			1,095	917

#### 5 Staff costs

Remuneration Salaries	10,342			10,342	8,634
	10,342	0	0	10,342	8,634

#### 6 Payments to PCC Members

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

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

Clergy support: Council tax £2,638; Water charges £640. Other expenses of the office of vicar, curate and ministry team £1,309.

No person received remuneration in excess of £60,000.

#### 7 Transactions with persons related to PCC members

There were no transactions with persons related to PCC members

#### 8 Governance

The PCC incurred no costs in connection with governance

#### 9 Transfers between funds

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

**Parochial Church Council of Forest Row registered charity number 1132867**  
**Notes to the Financial Report for the year ended 31 December 2021 (continued)**

**10 Fixed Assets**

a Investments

	Unrestricted Fund	Restricted Funds	Endowed Funds	Total Funds 2021	Total Funds 2020	Notes
	£	£	£	£	£	
Market value at 1 January 2021	58,903		17,074	75,978	69,454	
Disposals at carrying value						
Purchases at cost						
Net gains and revaluations	10,313		2,273	12,586	6,524	
	69,216		19,348	88,564	75,978	

b Tangible fixed assets

	Freehold land and buildings
Cost or valuation	
At 1 January 2021	306,983
Additions - office equipment	-
Disposals	-
Revaluation	-
Depreciation	-300
At 31 December 2021	306,683
Net book amounts	
At 31 December 2021	306,683
At 31 December 2020	306,983

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

**11 Net assets by fund**

	Unrestricted Fund	Restricted Funds	Endowed Funds	Total Funds 2021	Total Funds 2020	Notes
	£	£	£	£	£	
Fixed assets for church use - land and buildings	306,683			306,683	306,983	
Investment assets	69,216		19,348	88,564	75,978	
Current assets (except cash)	5,160			5,160	4,639	
Cash at bank and on deposit	11,560	81,247		92,807	93,676	
Current liabilities	-6,484			-6,484	-2,642	
	386,135	81,247	19,348	486,729	478,633	

Within Unrestricted funds are Designated Funds which amounted to £36,478 at the Balance Sheet date. (2020 - £36,478.)



Parochial Church Council of Forest Row registered charity number 1132867  
 Notes to the Financial Report for the year ended 31 December 2021 (continued)

**12 Debtors**

Income tax recoverable	4,200	4,200	3,400
Prepayments and accrued income	960	960	1,239
Other debtors	-	-	-
	<u>5,160</u>	<u>5,160</u>	<u>4,639</u>

**13 Creditors:** amounts falling due within one year

	Unrestricted Fund	Restricted Funds	Endowed Funds	Total Funds 2021	Total Funds 2020	Notes
	£	£	£	£	£	
Deferred income				-	-	
Accruals for utilities and other costs	1,609			1,609	1,763	
Other creditors	4,875			4,875	879	
	<u>6,484</u>			<u>6,484</u>	<u>2,642</u>	

**14 Impact of Covid-19**

In accordance with Government guidelines, our activities were severely affected, and we were unable to have services or otherwise use our facilities. It is not possible to quantify with any certainty the financial impact of the pandemic. No adjustments have been made to any figures in the accounts as a result of the pandemic.

## **Independent Examiner's Report to the Parochial Church Council of the Ecclesiastical Parish of Forest Row for the Year Ended 31 December 2021**

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of Forest Row on the annual report for the year ending 31 December 2021 as set out on pages 19 to 30

### **Respective responsibilities of trustees and examiner**

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

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5) (b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

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

### **Independent examiner's statement**

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

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - a) to keep accounting records in accordance with section 130 of the Charities Act; and
  - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: R C Dyke

Date: 31 March 2022

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

## CAN LOCAL COUNCILS MAKE GRANTS TO CHURCHES?

In 2017, the [Historic Religious Buildings Alliance](#) (HRBA) called on the DCMS English Churches and Cathedrals Sustainability Review to decide whether or not civil parish councils (and parish councils that have declared themselves by resolution to be “town councils”) may spend money on local church buildings and to resolve the current confusion. Under the current law, civil parish and town councils in England and Wales raise a precept that enables money to be spent on matters that are important to and benefit the local community: however, there are opposing views on whether or not they may make grants to places of worship.

### Grant-aiding places of worship: the arguments against

The HRBA became aware that the Society of Local Council Clerks (SLCC) took the view that parish and town councils are prohibited from giving money to places of worship – the suggestion being that [s 8\(1\)\(i\) Local Government Act 1894](#) prohibits such financial support and that – unlike other aspects of that Act – there has been no subsequent legislation that has decisively overridden the prohibition. S.8 enumerates the powers of parish councils and 8(1)(i) reads as follows:

“(i) to execute any works (including works of maintenance or improvement) incidental to or consequential on the exercise of any of the foregoing powers, or in relation to any parish property, *not being property relating to affairs of the church or held for an ecclesiastical charity.*” [emphasis added].

A letter dated 6 May 2014 from Brandon Lewis MP, who at the time was Parliamentary Under Secretary of State at DCMS, confirmed that the Government agreed that the 1894 prohibition was still in force, though it did not offer any analysis of the relationship between the 1894 Act and subsequent legislation. Mr Lewis suggested that the possibility of changing the legislation would be looked at, but so far as is known, there has still been no progress on the matter.

Michael Hall, a solicitor, suggested that the words in s.8 of the 1894 Act must be read in context – the context being that the powers and duties of the ecclesiastical parish vestry were being transferred to the civil parish except for those relating to the Church of England parish church – and that its intention was to make it clear that the (civil) parish council, unlike the parish vestry, had no particular connection with the Church of England and no particular responsibility for the parish church. Since, in his view, there is nothing in the Act which may be read as prohibiting spending money on non-Anglican places of worship such as a *gurdwara*, a synagogue or a mosque – and because statutes must be construed in a way that it non-discriminatory – s.8 cannot be read as prohibiting spending money on the Church of England parish church.

Gary Barker, however, pointed out that s.75(2) (Construction of the Act), as amended, provides that:

*“The expression ‘ecclesiastical charity’ includes a charity, the endowment whereof is held for some one or more of the following purposes:—*

- (a) for any spiritual purpose which is a legal purpose; or*
- (b) for the benefit of any spiritual person or ecclesiastical officer as such; or*
- (c) for use, if a building, as a church, chapel, mission room, or Sunday school, or otherwise by any particular church or denomination; or*
- (d) for the maintenance, repair, or improvement of any such building as aforesaid, or for the maintenance of divine service therein; or*
- (e) otherwise for the benefit of any particular church or denomination, or of any members thereof as such.*



*Provided that where any endowment of a charity, other than a building held for any of the purposes aforesaid, is held in part only for some of the purposes aforesaid, the charity, so far as that endowment is concerned, shall be an ecclesiastical charity within the meaning of this Act; and the Charity Commission shall, on application by any person interested, make such provision for the apportionment and management of that endowment as seems to it necessary or expedient for giving effect to this Act.*

*The expression shall also include any building which in the opinion of the Charity Commission has been erected or provided within forty years before the passing of this Act mainly by or at the cost of members of any particular church or denomination.”*

On that construction, it would appear that *all* places of worship are entirely outside the scope of grant-aid by a parish council, not merely parish churches.

### **Grant-aid to places of worship: the arguments in favour**

Others take a different view of the legal position. The Church of England has previously suggested that parish councils already have the necessary powers to make such grants under the powers in **s 137(1) or (3) Local Government Act 1972** and an earlier version of its *Funding Guide 13*, now superseded, said as much in terms. The current **Funding Guide 13**, however, makes no reference to the issue whatsoever.

In March 2017, the Church of England’s Church Buildings Council posted an opinion, **Local Authority Investment in Church Property**, in which it cast doubt on the position adopted by the National Association of Local Councils (NALC), as follows:

“1. The Church Buildings Council is aware that the National Association of Local Councils has recently circulated a briefing note in which they re-state their belief that the 1894 Local Government Act prevents parish councils from spending money on churches. This document lays out the views of the Church Buildings Council on this matter.

2. The Church Buildings Council, following legal advice, has concluded that the provisions of the Localism Act 2011 and the Local Government Act 1972 allow for all local authorities, including Parish Councils, to contribute to the upkeep of church property under certain circumstances – mainly related to the public benefit achieved.

3. Our view is supported by the 2017 English Cathedral and Church Buildings Sustainability Review (p.31-32), commissioned by HM Government (emphasis added):

“The law should be clarified, whether through legislative change or the issue of guidance, to establish that **local authorities are not prohibited from awarding funding to churches**. Section 8 of the Local Government Act 1894 confers a number of additional powers on a parish council. Among these is the power to execute works subject to the condition that they do not relate to property relating to the affairs of the church. The Local Government Act 1972, however, permits a local authority (whether at the county, district or parish council level) to contribute towards the maintenance, repair or adaptation of churches and even possibly levy a parish rate on the basis that the expenditure would be in the interests of, and bring benefits to, some or all of the inhabitants of the area. Evidence submitted to the Review suggested that there is considerable confusion as to whether the 1972 Act supersedes the Local Government Act 1894, and that the 1894 Act is still perceived as a barrier, preventing investment in church buildings by local authorities.

Clarification on this point should be given, whether by repealing section 8 of the 1894 Act, or by the issue of guidance. This should clarify that **local authorities can invest in church buildings in accordance with Section 137 of the Local Government Act 1972**. Additionally, repeal or the issue of guidance should clarify that certain parish councils

**are also able to fund church buildings using powers contained in the Localism Act 2011.**

The Act allows certain parish councils, as long as they meet certain criteria, to pass a resolution which allows them to have the benefit of the so-called “General Power of Competence”. An eligible parish council is one in which at least two-thirds of the members have been elected (i.e. not co-opted), and in which the clerk has completed one of a specified range of training courses. Having passed such a resolution, the relevant parish council would have the power to fund repairs and improvements and changes to church property (albeit it would have to take such a decision in line with its proper internal processes).”

The Church Buildings Council’s opinion went on to say that it was “working with the Government to implement this recommendation. In the meantime, we believe the intent behind it clearly indicates that parish councils and local authorities can invest in church buildings under two separate acts, both of which supersede the 1894 Act”.

It has also been suggested that if a parish council is “eligible” and has adopted the power of general competence under [s 1 Localism Act 2011](#), there will be no limit on the amount that it may spend on church repairs. However, the HRBA is aware of two cases in which an auditor told a parish council that the 1894 Act debarred it from giving money to a local church despite the express wish of the council to do so. Apparently, the SLCC raised the issue with the Government and asked for the removal of what the SLCC regards as a prohibition – but, so far as I am aware, nothing has been done.

Frank CRANMER

LAW & RELIGION UK

June 2020



# FOREST ROW PARISH COUNCIL



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

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

## REQUEST FOR GRANT AID

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

<b>NAME OF ORGANISATION:</b> Forest Row, holy Trinity Church		
<b>NAME OF CONTACT PERSON:</b> The Venerable Angela Martin		
<b>ADDRESS FOR CORRESPONDENCE:</b>  The Vicarage, Ashdown Road, Forest Row, East Sussex	Tel: 01342 458263	
	Email: <a href="mailto:office@frparish.co.uk">office@frparish.co.uk</a>	
	Web (if any): <a href="https://frparish.co.uk">https://frparish.co.uk</a>	
	SUM REQUESTED: £1000.00	
POST CODE: RH18 5BW		
<b>TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?</b>		Forest Row parochial Church Council
<b>DO YOU HAVE AUDITED ACCOUNTS?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>IF YES, ARE THEY ATTACHED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (Accounts)	<b>IF NO, PLEASE EXPLAIN WHY</b> This project is in reaction to an immediate and unforeseen need within the community and there is no budgeted amount.
<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"/> Yes <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>In response to the current fuel and food crisis and the need to provide comfortable spaces open to all within our community we have opened up two 'Warm Rooms' within our churches. This is an unplanned expense for the parish church but one that we as a PCC (Parochial Church Council) feel is an important expense and even a risk for us to take for the benefit of those we live, work and take our rest amongst. We are a praying community but we are also called to act. The purpose of this request is to seek some help towards to cost of keeping these spaces open throughout the colder winter months. There is no budget for this project but we have estimated that under current conditions, based on mild weather conditions and current fuel prices (£14/day for 126 days) to keep the Warm Room in Holy Trinity Forest Row open until mid-February 2023 will cost approx. £1764.00. <i>The Warm Room is completely separate from the main body of the church and this cost is independent of our heating costs for our worship space.</i></p>		

**HOW WILL IT BENEFIT THE COMMUNITY?**

Our hope is that this space will provide warmth and welcome which can be accessed on a free and anonymous basis. This we feel is very important as there are many who already feel the stigma attached to needing such help which prevents them from seeking what they most need.

We have already seen how by making such a simply offering people from all walks have come together to help as well as to use these rooms.

**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.





Dr. Jenny Josephson, Parish Council Chair  
Forest Row Parish Council  
The Community Centre,  
Hartfield Road,  
Forest Row,  
East Sussex.  
RH18 5DZ

22<sup>nd</sup> October 2022

Dear *Jenny*

Thank you for inviting me to meet with you along with Tony and Sue on the 6<sup>th</sup> October to discuss the provision of Warm Rooms across the parish and how we can all work together to accomplish this and meet a need.

As discussed we opened up two Warm Rooms, one in each of our churches on the 17<sup>th</sup> October and although the weather is still mild we have seen some people access them. In particular for hot drinks and food. We have also received a number of messages from across the parish from people who feel this is a good idea and have offered help. This is very encouraging as it means that this project is not just for those who are in need but it is also bringing together those who feel moved to offer their help evoking real community spirit.

As we all know the current financial climate is a very unpredictable and the cost of fuel has already risen, the very reason for this project. This is an unexpected and unbudgeted for strain on our already very limited parish finances but one that we all feel is a necessary risk to take at a time when it's not money but people who come first.

At our meeting both you and Tony were very encouraging and suggested that there may be some limited funds within the Parish Council budget that might be granted for the benefit of the wider community. I have therefore completed and attached an application form including an estimation of the cost to us by keeping the Warm Room in Holy Trinity church hall open until mid-February 2023 along with our parish annual accounts. I would like to reiterate that the church hall is independent of the church worship space and these costs are only relate to the Warm Room.

If you have any further questions please do not hesitate to be in touch.

With every blessing,

The Venerable Angela Martin



# 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> Tunbridge Wells & District Samaritans		
<b>NAME OF CONTACT PERSON:</b> Jude O'Connor (Branch Member acting with approval from and on behalf of the Branch Trustees)		
<b>ADDRESS FOR CORRESPONDENCE:</b>  Tunbridge Wells and District Samaritans 7 Lime Hill Road Tunbridge Wells	<b>Tel:</b> 07979421514	
	<b>Email:</b> <a href="mailto:jude762@twsams.org.uk">jude762@twsams.org.uk</a>	
	<b>Web (if any):</b> <a href="https://www.samaritans.org/">https://www.samaritans.org/</a>	
<b>POST CODE:</b> TN1 1LJ	<b>SUM REQUESTED:</b> £500 (being approx. 1% of budgeted expenditure), or a sum deemed appropriate by Forest Row Parish Council	
<b>TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?</b>	'Tunbridge Wells and District Samaritans' please, and sent marked for the attention of Mrs. Sue Simmons, Treasurer, Tunbridge Wells and District Samaritans, 7 Lime Hill Road, Tunbridge Wells TN1 1LJ	
<b>DO YOU HAVE AUDITED ACCOUNTS?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>IF YES, ARE THEY ATTACHED?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Accounts)	<b>IF NO, PLEASE EXPLAIN WHY</b>
<b>IF APPLICABLE, DO YOU HAVE A BUDGET?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Budget)	
<b>ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>From</b>	<b>Amount</b>	<b>Purpose</b>
Tunbridge Wells & District Samaritans receive modest grants from various parish and town councils in our area, as well as donations from some charitable trusts. Details can be found in our audited accounts, attached.		
<b>PURPOSE OF REQUEST (please use second sheet if necessary)</b>  Please see attached sheet		
<b>HOW WILL IT BENEFIT THE COMMUNITY?</b>  Please see attached sheet		

# REQUEST FOR GRANT AID – ADDITIONAL SHEET

## PURPOSE OF REQUEST

This request is made for a contribution towards the budgeted expenditure on the charitable activities of Tunbridge Wells & District Samaritans. We are a local charity affiliated to the Central Charity; The Tunbridge Wells & District Samaritans branch is Forest Row's local branch (<https://www.samaritans.org/branches/>).

We receive no Central Government or Central Office funding to help us meet our costs, and so our volunteers work hard to raise the funds that we need to keep our operation going each year. For example, we run an annual quiz with raffle; we collect in town centres and at supermarkets throughout East Sussex and West Kent; we run a small monthly lottery. We also receive modest grants from various parish and town councils in our area, as well as donations from some charitable trusts.

In the year ended 31 March 2022, expenditure on our activities was £47k. We expect this to be similar in the current year, especially as we are planning significant investment in new training facilities for our branch volunteers. The proposed training facilities will 'open up' as much as possible the basement of the branch in Tunbridge Wells, with a view to having a much larger meeting space to bring in-house selection information days, training, and be able to accommodate larger meetings. An Architect and Structural Engineer are producing plans and we intend to get building quotes for the Committee to consider.

## HOW WILL IT BENEFIT THE COMMUNITY?

Tunbridge Wells & District Samaritans seek to reduce the incidence of suicide in the community. We aim to alleviate distress and despair by affording those who contact us a confidential and non-judgemental environment to explore their feelings, through phone calls, online (chat and email), at the branch, and in correspondence. The Samaritans also support those who are close to people who are feeling suicidal. The Samaritans offer help and support 24 hours a day, 7 days a week to anyone, and this includes all Forest Row residents, our 24 hour free telephone number (116 123) is listed on the Forest Row Parish Council's website under 'Community Contacts > Support Groups and Social Services'.

As our service is confidential, and we keep no records that would allow us to estimate the number of Forest Row residents who may have contacted us or may do so in the future. However, we believe it is reasonable to assume that some members of the Forest Row community will contact us or will benefit from our outreach activities. We are acutely aware of the mental health impact of the current cost-of-living crisis, and the Samaritans were one of 17 leading charities that co-signed a letter to the government, urging the government to acknowledge the impact of this (<https://www.independent.co.uk/news/health/mental-health-cost-living-b2152732.html>).

For some context as to the amount of people Tunbridge Wells & District Samaritans communicate with, in the first 6 months of 2022, our branch answered the phone 12,520 times, replied to 3,890 emails, and had 2,385 webchats. As Covid restrictions lifted, we have again started to engage with local schools providing talks about Mental Well Being and how students can support one another.

We have delivered training for 20 + volunteers to equip them to provide local support on site at, for example, Railway Stations, or to School communities should it be needed following a suicide. Recently, our Outreach Team have made five visits to secondary schools to deliver emotional health talks.

**SAMARITANS**  
**TUNBRIDGE WELLS & DISTRICT BRANCH**

**ANNUAL REPORT AND ACCOUNTS**

**For the year ended**

**31<sup>ST</sup> MARCH 2022**

## **TUNBRIDGE WELLS & DISTRICT SAMARITANS**

### **Trustees Report for the year ended 31<sup>st</sup> March 2022**

The trustees present their annual report and financial statements of the charity for the year ended 31<sup>st</sup> March 2022. The financial statements have been prepared in accordance with the accounting policies set out in note 2 to the accounts and comply with the charity's constitution, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) effective 1<sup>st</sup> January 2019. The Trustees have considered the Charity Commission's guidance on public benefit.

#### **Status**

Tunbridge Wells & District Samaritans is a Charitable Incorporated Organisation (CIO), registered on 22<sup>nd</sup> July 2016 Number 1168382.

Enquiries should be directed to the Director at 7 Lime Hill Road, Tunbridge Wells, Kent, TN1 1LJ. The charity is affiliated to Samaritans.

#### **Trustees**

David Truman - Chairman  
Nicholas Banfield - Resigned 12<sup>th</sup> August 2021  
Richard Dix  
Catherine Jobbins – Appointed 29<sup>th</sup> September 2021  
Christopher Norton – Resigned 29<sup>th</sup> September 2021  
Sue Simmons  
Cleyton Tierney - Resigned 15<sup>th</sup> April 2021  
John Weston  
Michael Wheatley

New trustees are appointed by the branch membership.



## TUNBRIDGE WELLS & DISTRICT SAMARITANS

### Trustees Report for the year ended 31<sup>st</sup> March 2022

#### Samaritans vision, mission, values and behaviours

Samaritans provides confidential emotional support 24 hours a day by telephone, face to face, email, webchat and letter, at festivals and outside our centres in prisons, in hospitals, schools and workplaces and with the homeless through a network of 201 branches, new satellite sites & specialist hubs in the UK and the Republic of Ireland.

Our aims are reflected in our recently published five-year strategy (2022-2027) - **Tackling suicide together: providing a safe space in uncertain times.**

Our **Vision** is that fewer people die by suicide. To achieve this, we believe Samaritans has a crucial role to play in:

- **Reducing** the risk factors that make some people more likely to take their own lives.
- **Ensuring** that people who are at increased risk of suicide are supported.
- **Making it less likely** that people who do experience suicidal thoughts act on them.
- **Reducing** the likelihood that people will develop suicidal thoughts.

Our **Mission** is to make sure we're here every day and night of the year for anyone struggling to cope. We make sure people have somewhere to turn and support when they need it most. We work with communities to let people know we're here for them and we campaign to make suicide prevention a priority.

As our support services adapt to the changing environment, the five core values of our listening service remain constant:

- **Listening**, because exploring feelings alleviates distress and helps people to reach a better understanding of their situation and the options open to them.
- **Confidentiality**, because if people feel safe, they are more likely to be open about their feelings.
- **People making their own decisions wherever possible** because we believe that people have the right to find their own solution and telling people what to do takes responsibility away from them.
- **Being non-judgmental**, because we want people to be able to talk to us without fear of prejudice or rejection.
- **Human contact**, because giving people time, undivided attention and empathy meets a fundamental emotional need and reduces distress and despair.

## **TUNBRIDGE WELLS & DISTRICT SAMARITANS**

### **Trustees Report for the year ended 31<sup>st</sup> March 2022**

#### **Organisation**

The general management and administration of the branch continued under the auspices of the Management Committee. Committee meetings are held at least every quarter.

#### **Bankers**

Barclays Bank plc  
Tunbridge Wells Group  
73-75 Calverley Road  
Tunbridge Wells TN1 2UZ

#### **Solicitors**

Buss Murton  
Wellington Gate  
7-9 Church Road  
Tunbridge Wells  
Kent TN1 1HT

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4JQ

#### **Independent Examiner**

Amy Healey FCA CTA DChA  
Lindeyer Francis Ferguson Limited  
North House  
198 High Street  
Tonbridge  
Kent TN9 1BE

#### **Investment Policy**

There are no restrictions in the Constitution. The Trustees operate a low risk policy aiming to achieve a balance of income and capital growth.

The investments are currently held in a mixture of stock market investments and cash deposits.

During the year investment income totalled £2,548 which compared to £2,703 in the previous year.

There were unrealised gains totalling £3,358 compared with £12,769 in the previous year on stock market investments during the year.

## **TUNBRIDGE WELLS & DISTRICT SAMARITANS**

### **Trustees Report for the year ended 31<sup>st</sup> March 2022**

#### **Reserves Policy**

The branch relies wholly on voluntary donations, and it is the policy of the Trustees to retain sufficient reserves to secure the running of the charity for at least two years where possible. This excludes any major and unforeseeable costs associated with the branch premises.

The Trustees therefore intend to maintain, refurbish and secure the branch's principal property asset to enable the branch to provide services that support the charitable activities and any evolution of how they are delivered. The valuation of the branch land & buildings will be regularly reviewed and updates reflected in the annual accounts.

On this basis and using £40,000 to £50,000 as an estimate of annual charitable activities expenditure, including contributions to Samaritans Central Office (NBC), the Trustees consider it appropriate to aim to have free reserves in excess of £80,000 at any point in time. This is seen as broadly consistent with the calculation basis & objectives of the NBC and compares with a balance on the general fund reserve of £114,161 as at 31<sup>st</sup> March 2022.

The premises reserve fund of £425,000 (2021 £390,000) represents an assessment of the market value of the charity's freehold property.

## TUNBRIDGE WELLS & DISTRICT SAMARITANS

### Trustees Report for the year ended 31<sup>st</sup> March 2022

#### Objectives, Activities, Achievements & Performance in the Year

##### The year in summary

The Trustees had set out plans for the year to March 2022 in the previous annual report. They were to:

- Make better use of the branch by increasing capacity through adding new duty stations
- Increase the intake of prospective new volunteers as the number of applications to join the branch had grown significantly,
- Implement new branch management systems to reduce the administrative burden related to bringing new volunteers into the branch,
- Improve on internal communication for volunteers within the branch and seek to build a better sense of community when coming out of the pandemic,
- Bring new people into the D Group, giving new impetus and opportunity to contribute to a range of activities,
- Extend webchat experience and available shifts across the volunteer base, and
- Review all documentation and procedures within the duty room, consolidating, clarifying and focusing on that only necessary.

Additionally and most importantly the branch would need to drive through the changes on safeguarding and service quality being introduced across the Samaritans network of branches and organisation as a whole.

The Trustees believe that in all material respects the plans and objectives for the year and as set out above have been achieved. Aspirations where the branch is to a large degree dependent on Samaritans Central Office decisions such as the re-introduction of face-to-face caller and a widespread roll out of the webchat services have not yet been met. However these are ongoing matters for discussion in which the branch takes an active role with the South East region and Samaritans Central Office.

During the year, the branch underwent a Quality Review that is standard procedure for the first year of each new Director and is carried out by Samaritans Central Office delegates. The Trustees were pleased to note the positive outcomes report and the recognition by Samaritans Board of Trustees of commendable strengths and achievements.

As we look forward to the forthcoming year we are considering making further changes to our branch property to further utilise the space and over the next years additionally seek to:

- Increase number of Trainers, Leaders, Mentors and Active Listening Volunteers
- Increase our activity particularly in hours of need shifts overnight with a long term aim of achieving a full 24/7 coverage



## **TUNBRIDGE WELLS & DISTRICT SAMARITANS**

### **Trustees Report for the year ended 31<sup>st</sup> March 2022**

#### **Objectives, Activities, Achievements & Performance in the Year**

- Increase Outreach activities following the opening up of society post-pandemic
- Engage with SCO to allow services to be extended (webchat), retain email in branch and re-introduce branch face-to-face callers

None of the achievements for the year could have been made without the commitment, support and time of every single one of our volunteers. This is similarly true as we embark on the addressing future plans. The Trustees want to express their deep thanks and appreciation for the efforts of the branch volunteers without whom the charitable services of Tunbridge Wells & District Samaritans would not exist.

#### **Financial Review**

The accounts that follow show that unrestricted expenditure exceeded income by £11,678. Expenditure includes depreciation of the charity's office equipment amounting to £523.

Unrestricted income totalled £21,560 (2021 - £24,397). Income from donations and legacies (as shown on note 4) totalled £5,713 made up of individual donations, and in Memoriam donations. The branch also received donations from Trusts of £3,250 and grants from local authorities of £2,375. Income from fundraising events totalled £7,674. Investment income totalled £2,548.

Overall expenditure on the unrestricted fund decreased significantly year on year, mainly due to a fall in the New Branch Contributions to SCO of £33,431. This was to a large degree caused by spends on repairs and refurbishment although we were able to release £10,640 for special purpose expenditure referred to below.

The restricted fund relates to a grant from the Kent Community Foundation to support the charity's work with vulnerable adults. There was £640 carried forward from the previous year, which has been spent on publicity and advertising. We also successfully applied for a grant to assist with our refurbishment to our property. To this end the restricted Fund received a donation of £10,000 from the Pears Foundation that has been fully utilised during the year.

Expenditure also includes Independent Examiner's fees totalling £1,158.

There were unrealised gains of £3,358 in the value of our investments (worth £84,675 at 31st March 2022).

Our total net assets at 31st March 2022 amounted to £539,161, which includes the premises reserve fund of £425,000. It remains the case that nearly all our income requirement has to be raised from voluntary sources and fundraising activities, and we are indeed grateful to all those who continue to support us in these ways.

**TUNBRIDGE WELLS & DISTRICT SAMARITANS**

**Trustees Report for the year ended 31<sup>st</sup> March 2022**

**Statement of the Trustees' responsibilities in respect of the Accounts**

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees on

..... Chair

..... Treasurer

**TUNBRIDGE WELLS & DISTRICT SAMARITANS**  
**ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

**Independent examiner's report to the Trustees of Tunbridge Wells & District Samaritans ("the CIO")**

I report to the trustees on my examination of the accounts of the CIO for the year ended 31 March 2022.

**Responsibilities and basis of report**

As the CIO's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement – matter of concern identified**

I have completed my examination. I have identified a matter of concern in relation to material improvements to the charity's property amounting to £7,831 which have not been capitalised as an addition to freehold property and instead have been written off to maintenance costs in the Statement of Financial Activities. This is not compliant with the Statement of Recommended Practice (FRS102). This in turn affects the calculation of the New Branch Calculation, an annual payment due to Central Samaritans, which is accrued in the accounts to 31 March 2022 and is materially understated by £3,719 as a result.

I confirm that no other matters have come to my attention that giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....  
**Amy Healey FCA CTA DChA**  
**Lindeyer Francis Ferguson Limited**  
Chartered Accountants  
North House  
198 High Street  
Tonbridge Kent TN9 1BE

Dated:

**TUNBRIDGE WELLS & DISTRICT SAMARITANS**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

	<u>Notes</u>	<b>Restricted Funds 2022</b>	<b>Unrestricted Funds 2022</b>	<b>All Funds 2022</b>	<b>All Unrestricted Funds 2021</b>
<b>Income From:</b>					
Investment Income	<b>3</b>	-	2,548	2,548	2,703
Donations and Grants	<b>4</b>	10,000	11,338	21,338	22,828
Fundraising Events		-	7,674	7,674	3,652
<b>Total Income</b>		<b><u>10,000</u></b>	<b><u>21,560</u></b>	<b><u>31,560</u></b>	<b><u>29,183</u></b>
<b>Expenditure on:</b>					
Charitable Activities	<b>5</b>	10,640	33,198	43,838	54,228
Fundraising Events		-	40	40	20
<b>Total Expenditure</b>		<b><u>10,640</u></b>	<b><u>33,238</u></b>	<b><u>43,878</u></b>	<b><u>54,248</u></b>
<b>Unrealised Gains on Property Revaluation</b>	<b>8</b>	-	35,000	35,000	-
<b>Unrealised Gains on Investments</b>	<b>9</b>	-	3,358	3,358	12,769
<b>Net (Expenditure)/Income</b>		<b><u>(640)</u></b>	<b><u>26,680</u></b>	<b><u>26,040</u></b>	<b><u>(12,296)</u></b>
<b>Net Movement in Funds</b>		<b>(640)</b>	<b>26,680</b>	<b>26,040</b>	<b>(12,296)</b>
<b>Reconciliation of funds</b>					
<b>Total funds brought forward at 1st April 2021</b>		<b>640</b>	<b>512,481</b>	<b>513,121</b>	<b>525,417</b>
<b>Total funds carried forward at 31st March 2022</b>		<b>-</b>	<b><u>£539,161</u></b>	<b><u>£539,161</u></b>	<b><u>£513,121</u></b>

The notes on pages 12-20 form part of these accounts.



**TUNBRIDGE WELLS & DISTRICT SAMARITANS**

**BALANCE SHEET AS AT 31<sup>ST</sup> MARCH 2022**

	<u>NOTES</u>	2022	2021
Tangible Fixed Assets	<b>8</b>	426,353	390,580
Fixed Assets Investments	<b>9</b>	84,675	81,317
		<u>511,028</u>	<u>471,897</u>
Current Assets			
Debtors			
Prepayments and accrued income	6,731	629	
Cash at Bank	35,337	82,429	
	<u>42,068</u>	<u>83,058</u>	
Current Liabilities			
Creditors: amounts falling due within one year -			
Accruals and other creditors	13,935	41,834	
Net Current Assets		<u>28,133</u>	<u>41,224</u>
Total Assets less current Liabilities		<u>£539,161</u>	<u>£513,121</u>
The Funds of the Charity			
Restricted Funds	<b>14</b>		640
Unrestricted Funds			
General Fund	<b>13</b>	114,161	122,481
Premises Reserve	<b>13</b>	425,000	390,000
		<u>539,161</u>	<u>512,481</u>
		<u>£539,161</u>	<u>£513,121</u>

The notes on pages 12 to 20 form part of these accounts.

These accounts were approved by the Trustees on behalf by

and signed on their

.....  
Chair

.....  
Treasurer

## TUNBRIDGE WELLS & DISTRICT SAMARITANS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022

#### 1. Status

The charity is a Charitable Incorporated Organisation (CIO) in England & Wales Number 1168382. Its registered address is 7 Lime Hill Road, Tunbridge Wells, Kent TN1 1LJ.

#### 2. Accounting Policies

##### (a) **Basis of preparation and assessment of going concern**

The accounts (financial statements) have been prepared under the historical cost convention as modified by the revaluation of freehold property and investments with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1<sup>st</sup> January 2019) – (Charities SORP (FRS 102)) and the Charities Act 2011.

The financial statements are presented in pounds sterling and rounded to the nearest pound.

The trust constitutes a public benefit entity as defined by FRS 102. The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

##### (b) **Income**

Income received by way of donations and grants are recognised when the charity has entitlement to the funds, the receipt is probable, and the amount can be measured reliably. For donations, this is usually on receipt. For grants this is usually when a formal offer is made in writing, unless there are terms and conditions which must be met before the charity is entitled to the funds. The contribution of unpaid volunteers is not included in the accounts. Donations received under Deeds of Covenant or Gift Aid are grossed up to include the Income Tax recoverable thereon.

Gross fundraising income from events organised by the Charity itself is included in the Statement of Financial Activities when the event takes place.

Investment Income is accounted for in the period in which the charity is entitled to receipt.

**TUNBRIDGE WELLS & DISTRICT SAMARITANS**

**NOTES TO THE ACCOUNTS (Continued) FOR THE YEAR**

**ENDED 31<sup>ST</sup> MARCH 2022**

(c) **Expenditure**

Expenditure is recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be measured or estimated reliably.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource.

(d) **Support costs**

Support costs are those functions that assist the work of the Charity but do not directly undertake charitable activities. Support costs include back office costs, finance, governance, costs associated with meeting the constitutional and statutory requirements of the charity and the costs linked to the strategic management of the charity.

(e) **Taxation**

No provision for taxation is included in the accounts as the Charity is entitled to the exemption for tax afforded by Section 505 of the Income and Corporation Taxes Act 1988.

(f) **Tangible fixed assets**

Tangible fixed assets are stated at cost or valuation less depreciation. Apart from the Freehold property, depreciation is provided on all tangible fixed assets of material value with an individual cost of £500 held by the Charity for its own use on a straight-line basis so as to write off their cost over their estimated useful lives as follows:

Computers	-	3 years
Other office equipment/furniture	-	5 years

In the Trustees' opinion, it is not appropriate to depreciate freehold property as the property is maintained in good condition and has a high residual value such that any depreciation charged thereon would be immaterial.

(g) **Financial Instruments**

The charity only has financial instruments that are classified as basic financial instruments. Short-term debtors and creditors are measured at the settlement value. Any losses from impairment are recognised in the statement of financial activities

(h) **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor.

**TUNBRIDGE WELLS & DISTRICT SAMARITANS**

**NOTES TO THE ACCOUNTS (Continued) FOR THE YEAR ENDED**

**31<sup>ST</sup> MARCH 2022**

<b>3. Investment Income</b>	<b>2022</b>	<b>2021</b>
Bank Interest Receivable	11	23
Income from Investments	<u>2,537</u>	<u>2,680</u>
	<b><u>£2,548</u></b>	<b><u>£2,703</u></b>
<b>4. Income from Donations</b>		
<b>Donations received from Trusts</b>	<b>2022</b>	<b>2021</b>
Girdlers Company Charitable Trust	-	2,460
Pears Family Charitable Trust	500	520
Spa Oil	750	-
Stonewall Park Charitable Trust	<u>2,000</u>	<u>-</u>
	<b><u>£3,250</u></b>	<b><u>£2,980</u></b>
<b>Other Donations including Gift Aid Donations, Gifts in Kind and In Memoriam Donations</b>	<b><u>£5,713</u></b>	<b><u>£13,546</u></b>
<b>Grants</b>		
Benenden PC	-	200
Brenchley PC	250	-
Buxted PC	300	-
Crowborough TC	500	-
Dunton Green PC	150	91
Fletching	150	-
Frittenden PC	50	50
Forest Row	300	-
Goudhurst PC	300	300
Heathfield & Waldron PC	-	300
Hever PC	-	300
Rotherfield PC	-	200
Slade Green	50	-
West Peckham PC	75	75
Withyham PC	<u>250</u>	<u>-</u>
	<b><u>£2,375</u></b>	<b><u>£1,516</u></b>
<b>Total Unrestricted Income from Donations and Grants</b>	<b><u>£11,338</u></b>	<b><u>£18,042</u></b>



**3UNBRIDGE WELLS & DISTRICT SAMARITANS**

**NOTES TO THE ACCOUNTS (Continued) FOR THE YEAR ENDED**  
**31<sup>ST</sup> MARCH 2022**

**4. Income from Donations (continued)**

	2022	2021
<b>Restricted Fund</b>		
<b>Grant</b>		
Kent Community Foundation	-	£4,736
Pears Foundation	<u>£10,000</u>	<u>-</u>

**5. Charitable Activities Expenditure**

	2022 Restricted	2022 Unrestricted	2022 Total	2021 Total
<b>Premises Overheads</b>				
Light & heat	-	2,289	2,289	1,990
Water rates	-	340	340	358
Maintenance, Redecoration & Refurbishment	10,000	7,526	17,526	818
Cleaning	-	1,852	1,852	1,691
Office telephone	-	636	636	493
Insurance	-	1,229	1,229	1,154
Depreciation	-	523	523	1,412
General Household	-	262	262	392
	<u>£10,000</u>	<u>£14,657</u>	<u>£24,657</u>	<u>£8,308</u>
	2022	2022	2022	2021
Premises Overheads As Above	10,000	14,657	24,657	8,308
Emergency telephone	-	1,271	1,271	986
Office expenses	-	3,988	3,988	1,102
Volunteer Training & Support costs	-	1,702	1,702	734
Volunteer Travel Expenses	-	2,134	2,134	1,711
Publicity and Advertising	640	488	1,128	-
Bank charges	-	387	387	133
Support Costs (Note 6)	-	8,571	8,571	41,254
<b>Total expenditure for the year</b>	<u>£10,640</u>	<u>£33,198</u>	<u>£43,838</u>	<u>£54,228</u>

**TUNBRIDGE WELLS & DISTRICT SAMARITANS**

**NOTES TO THE ACCOUNTS (Continued) FOR THE YEAR ENDED**  
**31<sup>ST</sup> MARCH 2022**

**6. Support costs included within expenditure on charitable activities are apportioned between the activities as follows:**

	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2021</b>
	<b>Restricted</b>	<b>Unrestricted</b>	<b>Total</b>	<b>Total</b>
New Branch Contribution		6,683	6,683	40,114
<b>Governance Costs</b>				
AGM/Branch meeting costs	-	730	730	-
Independent Examiner's Fees	-	1,158	1,158	1,140
	<b><u>£-</u></b>	<b><u>£8,571</u></b>	<b><u>£8,571</u></b>	<b><u>£41,254</u></b>

**7. Net (Expenditure) / Income for the Year**

This is stated after charging:

	<b>2022</b>	<b>2021</b>
Depreciation of tangible fixed assets		
- Owned by the charity	523	1,412
Unrealised Gains on Investments	3,358	12,769

**TUNBRIDGE WELLS & DISTRICT SAMARITANS**

**NOTES TO THE ACCOUNTS (Continued) FOR THE YEAR ENDED**

**31<sup>ST</sup> MARCH 2022**

**8. Tangible Fixed Assets**

	<u>Notes</u>	<u>Mobile Unit</u>	<u>Freehold Property</u>	<u>Computers Office Equipment Furniture</u>	<u>Total</u>
Cost or Valuation					
At 1st April 2021		11,744	390,000	28,715	430,459
Gain on Revaluation		-	35,000	-	35,000
Additions during the year		-	-	1,296	1,296
Disposals during the year		(11,744)	-	-	(11,744)
At 31st March 2022		£ _____ -	<b><u>£425,000</u></b>	<b><u>£30,011</u></b>	<b><u>£455,011</u></b>
Depreciation					
At 1st April 2021		11,744	-	28,135	39,879
Charge for the year	7	-	-	523	523
Eliminated on Disposal		(11,744)	-	-	(11,744)
At 31st March 2022		£ _____ -	£ _____ -	<b><u>£28,658</u></b>	<b><u>£28,658</u></b>
Net Book Value					
At 31st March 2022		£ _____ -	<b><u>£425,000</u></b>	<b><u>£1,353</u></b>	<b><u>£426,353</u></b>
Net Book Value					
At 31st March 2021		£ _____ -	<b><u>£390,000</u></b>	<b><u>£580</u></b>	<b><u>£390,580</u></b>

The mobile unit has now been disposed of by being transferred to another Samaritans branch in South Wales. The Charity's freehold premises at 7 Lime Hill Road, Tunbridge Wells, Kent was brought into the accounts in 2012 at a valuation of £337,500. The property was independently valued by Christopher Hough, a local property professional on 26th July 2022 on an open market basis at £425,000. The Trustees believe that it is appropriate to adopt this valuation for accounting purposes as of the year-end and that there has been no material movement since the valuation date. The title to the freehold premises is held in the name of Tunbridge Wells & District Samaritans.

## TUNBRIDGE WELLS & DISTRICT SAMARITANS

### NOTES TO THE ACCOUNTS (Continued) FOR THE YEAR ENDED

31<sup>ST</sup> MARCH 2022

#### **9. Fixed Assets Investments**

		<b>At Market Value</b>	
		<b>2022</b>	<b>2021</b>
Threadneedle Investment Funds			
U.K Growth & Income Fund	9399.72Uts	<b>8,686</b>	<b>8,435</b>
JPM UK Higher Income Fund B Inc	10029.75Uts	<b>4,988</b>	<b>4,665</b>
BLK Charities UK Equity Fund A Inc	7861.187Uts	<b>56,313</b>	<b>52,292</b>
BLK Charities UK Bond Fund A Inc	8506.813Uts	<b>14,688</b>	<b>15,925</b>
		<b><u>£84,675</u></b>	<b><u>£81,317</u></b>
Gains/(Losses) on Revaluation		<b><u>£3,358</u></b>	<b><u>£12,769</u></b>
Historical cost		<b><u>£31,073</u></b>	<b><u>£31,073</u></b>

#### **10. Trustees Remuneration and Expenses**

The Trustees are considered to be the charity's key management personnel. None of the Charity's Trustees were directly or indirectly remunerated in any way. It is the policy of the Charity to reimburse in full all expenses properly incurred by its volunteers in connection with its charitable activities. There were two Trustees who claimed expenses of £862 for travel during the year (2021 Trustees 2 - £597 for travel).

#### **11. Indemnity Insurance**

Samaritans has centrally arranged professional indemnity insurance to protect employees, Trustees, Directors and other volunteer members of all Samaritan Branches.

#### **12. Related Party Transactions**

There were no related party transactions (2021: None).

**TUNBRIDGE WELLS & DISTRICT SAMARITANS**

**NOTES TO THE ACCOUNTS (Continued) FOR THE YEAR ENDED**

**31<sup>ST</sup> MARCH 2022**

**13. Unrestricted Funds**

	Balance at 1 April 2021	Income and Gains	Expenditure	Transfers between Funds	Balance at 31 March 2022
Unrestricted Funds					
General Reserves	122,481	24,918	(33,238)		114,161
Premises Reserve	390,000	35,000			425,000
	<b>£512,481</b>	<b>£59,918</b>	<b>£(33,238)</b>	<b>£</b>	<b>£539,161</b>

The premises reserve fund represents the amount invested in the charity's freehold property at valuation.

	Balance at 1 April 2020	Income and Gains	Expenditure	Transfers between Funds	Balance at 31 March 2021
Unrestricted Funds					
General Reserves	135,417	37,166	(50,102)		122,481
Premises Reserve	390,000				390,000
	<b>£525,417</b>	<b>£37,166</b>	<b>£(50,102)</b>	<b>£</b>	<b>£512,481</b>

**14. Restricted Funds**

	Balance at 1 April 2021	Income and Gains	Expenditure	Transfers between Funds	Balance at 31 March 2022
KCF Grant	640		(640)		-
Pears Foundation		10,000	(10,000)		-
	<b>£640</b>	<b>10,000</b>	<b>£(10,640)</b>	<b>£</b>	<b>£0</b>

**TUNBRIDGE WELLS & DISTRICT SAMARITANS**

**NOTES TO THE ACCOUNTS (Continued) FOR THE YEAR ENDED**

**31<sup>ST</sup> MARCH 2022**

	Balance at 1 April 2020	Income and Gains	Expenditure	Transfers between Funds	Balance at 31 March 2021
KCF Grant	-	4,786	(4,146)		640
	£	4,786	£(4,146)	£	£640

The restricted fund relates to a grant from the Kent Community Foundation to support the charity's work with vulnerable adults. There was £640 carried forward from the previous year, which has been spent on publicity and advertising.

We received a further restricted fund donation of £10,000 from the Pears Foundation that has contributed to the refurbishment expenses to the property.

**15. Analysis of Net Assets Between Funds**

	Restricted funds 2022	Unrestricted funds 2022	Total funds 2022	Total funds 2021
Tangible fixed assets	-	426,353	426,353	390,580
Fixed asset investments	-	84,675	84,675	81,317
Current assets	-	37,488	37,488	83,058
Current liabilities	-	(9,355)	(9,355)	(41,834)
<b>Net assets</b>	-	<b>539,161</b>	<b>539,161</b>	<b>513,121</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

<b>NAME OF ORGANISATION:</b> Victim Support (Sussex Area)		
<b>NAME OF CONTACT PERSON:</b> Mrs sue Bartlett		
<b>ADDRESS FOR CORRESPONDENCE:</b> Unit 11 Riverside Business Centre Brighton Road Shoreham by Sea	<b>Tel:</b> 07914 050935 (personal mobile as working from home)	
	<b>Email:</b> sue.bartlett@victimsupport.org.uk	
	<b>Web (if any):</b>	
<b>POST CODE:</b> BN43 6RE	<b>SUM REQUESTED:</b> £300 or what you feel appropriate as we are Very grateful for any support	
<b>TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?</b> Victim Support		
<b>DO YOU HAVE AUDITED ACCOUNTS?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>IF YES, ARE THEY ATTACHED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (Accounts)	<b>IF NO, PLEASE EXPLAIN WHY</b> My apologies that these are last years – I am still waiting for the Sussex Accountant to supply me with this years details
<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"/> Yes <input type="checkbox"/> No		
<b>From</b>	<b>Amount</b>	<b>Purpose</b>
Other Sussex Parish Councils	£3325 this year todate	Help towards training new volunteers for Sussex and enhanced training for existing volunteers
<b>PURPOSE OF REQUEST (please use second sheet if necessary)</b> Due to a natural turnover of volunteers we are continually recruiting and training to enable us to maintain support to victims and witnesses of crime in Sussex. Each new recruit costs approx. £650/700 for their initial training and first year of supervision New and existing volunteers can choose to do enhanced training ie Domestic Violence, Homicide, Fraud, Hate crime etc to enable them to support a wider range of referrals		
<b>HOW WILL IT BENEFIT THE COMMUNITY?</b> ANY member of your Parish who has been a victim or witness of crime would be offered support if they wanted it. We do not discriminate with age, religion, gender, or disability. <b>In the last 12 months there were 57 referrals, 25 of those Domestic Abuse related</b>		





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

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

1 September 2022

Dear Mr O'Driscoll

### Supporting people in Sussex affected by crime

I am once again writing to ask, if Forest Row Parish Council would consider making a contribution towards our essential work in supporting people in Sussex who have been affected by crime. Previous donations have gone towards training new volunteers, some of whom will be allocated to work in your Parish. **In the last 12 months we have supported 57 referrals in your Parish, 25 of those Domestic abuse related**

### The impact of crime

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

### Victim Support - What we do

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

### The Benefits for Local Communities

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



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

### What victims say about us

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

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

### How your donation could be spent

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

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

No matter how big or small your donation, it will make a real difference to us in our work with victims and young witnesses. [Payments can be made by BACS to Lloyds Bank 30-00-02: Account No. 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)

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.**

## Parish Council Donations April 21-March 22

Aldwick	£200.00
Angmering	£250.00
Bersted	£100.00
Billingshurst	£ 75.00
Bosham	£500.00
Brightling	£ 55.00
Donnington	£ 50.00
East Preston	£200.00
Ewehurst	£150.00
Fairlight	£ 50.00
Felpham	£150.00
Forest Row	£300.00
Funtington	£300.00
Hassocks	£250.00
Heathfield & Waldron	£200.00
Herstmonceux	£350.00
Hurstpierpoint & Sayers Common	£300.00
Lancing	£500.00
Lindfield	£100.00
Maresfield	£600.00
North Horsham	£500.00
Peasmarsh	
Pevensey	
Petworth	£200.00
Pulborough	£100.00
Ringmer	£200.00
Rustington	£200.00
Shere (Surrey)	£100.00
Sompting	£250.00
Westfield	£ 50.00
Willingdon & Jevington	£350.00
TOTAL	£6630.00

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## Grant Application

I have enclosed my letter about the work of Victim Support in Sussex. There are currently approximately 80 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.**

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

In order to minimise accountancy costs, one set of accounts is now produced for all areas nationally and not individual areas, although our budgets and fundraising targets are based on individual areas. I have enclosed a list of donations from Parish councils, which has been circulated, together with a breakdown of Sussex costs. The 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 2022

**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		<u>1,374,083.00</u>
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.

VS Sussex Financials 2020/21

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

Sussex Area Manager



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



# 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: FOREST ROW Senior Football Club / Forest Row Junior Football Club</b>		
<b>NAME OF CONTACT PERSON: Paul Kane (Forest Row Junior Football Club)</b>		
<b>ADDRESS FOR CORRESPONDENCE:</b>  Wall hill cottage, wall hill road, forest row, east sussex	<b>Tel: 07884255278</b>	
	<b>Email: wallhillcottage@gmail.com</b>	
	<b>Web (if any):</b>	
	<b>SUM REQUESTED: £836</b>	
<b>POST CODE: RH18 5EG</b>		
<b>TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?</b>		<b>Forest Row Junior Football Club</b>
<b>DO YOU HAVE AUDITED ACCOUNTS?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Not officially – audited by a parent	<b>IF YES, ARE THEY ATTACHED?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Accounts)	<b>IF NO, PLEASE EXPLAIN WHY</b>  Accounts last checked in June 2022 by a Parent (who is an accountant). But not officially audited.
<b>IF APPLICABLE, DO YOU HAVE A BUDGET?</b> <input type="checkbox"/> Yes <input checked="" 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"/> Yes <input checked="" 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 grant to replace the goals on the larger pitch at pavilion. The goals are now 20 years old.</p> <p>Website for goals below – total cost £1,672.80 <a href="https://mhgoals.com/product/senior-light-weight-freestanding-fixed-24x8-football-goal-package-11-side-freestanding-aluminium/">https://mhgoals.com/product/senior-light-weight-freestanding-fixed-24x8-football-goal-package-11-side-freestanding-aluminium/</a></p> <p>The club has funded new goals on the smaller pitch and would seek a contribution of 50% towards the larger goals.</p> <p>The Senior and Junior football club is the largest operating club within the village with 150 junior members and 50 senior members supported by 30 volunteer helpers and coaches across age groups ranging from 6 year olds to senior men.</p>		

## HOW WILL IT BENEFIT THE COMMUNITY?

The Senior and Junior football club is the largest operating club within the village with 150 junior members and 50 senior members supported by 30 volunteer helpers and coaches across age groups ranging from 6 year olds to senior men.

The club operates on a sport for all basis, we do not discriminate on ability, or financial circumstances.

The club provides a haven for the younger generations to socially interact with other age groups and parent helpers assisting with their general mental wellbeing.

The club's financial philosophy is to ensure affordability allowing all to participate and in current times we will need to hold a financial reserve so we are able to operate a hardship fund for families struggling with current inflationary increases plus families with multiple members.

### 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
- 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



**Forest Row Junior Football Club - Accounts for year ended 30th June 2022**

Checked by David Hill May 2022

Presented at Club committee meeting 12th May 2022

Income	Actual to Date	Expenses	Actual to Date
Subs	£ 23,976.25	Affiliation Fees	£ 1,394.85
Sponsorship	£ -	Pitch Hire (EGSC)	£ 6,584.10
Donation	£ -	Pitch Hire (Sackville)	£ 880.00
Sponsored Run	£ -	Kit/Equipment	£ 2,012.89
Kit sales	£ -	Gifts	£ -
Grants	£ 1,285.05	Fines SCFA	£ -
Fine reimbursements	£ -	Fines League	£ 479.20
Reimbursements	£ -	Referees	£ 411.75
From other clubs	£ -	Postage	£ -
Café/Refreshments	£ -	Stationery	£ -
Prize Giving	£ 1,047.40	Training Courses	£ 160.00
Gross interest	£ 1.40	Lining marker	£ 1,052.31
Other	£ -	Pavillion cleaning	£ 350.00
		Pavillion rental	£ 1,600.00
		Sports ground m/ship (£15 pp)	£ 1,680.00
		Pitch Maintenance	£ 150.00
		Web/email	£ -
		Bank Charges	£ 25.00
		CRB checks	£ 100.00
		Coaching fees	£ 500.00
		Insurance	£ -
		Trophies	£ 1,169.10
		Fundraising expenses	£ 509.28
		Grass cutting	£ 150.00
		Subs refund	£ 669.00
		Tournament fees advance	£ -
		Medway Park	£ 737.00
		Deregistration	£ -
		Other	£ 60.64
<b>Total Income</b>	<b>£ 26,310.10</b>		<b>£ 20,675.12</b>
<b>Budgeted PROFIT/(LOSS)</b>			<b>1,331.00</b>
B/F 2020/21	£ 33,760.29		
<b>Actual cashflow - Surplus/(Deficit)</b>			<b>£ 5,634.98</b>
	<b>£ 60,070.39</b>		<b>£ 20,675.12</b>
<b>Bank Balance</b>			<b>£ 39,395.27</b>
<b>Bank Reconciliation</b>			
Balance as per bank statement	30 June 2022	£ 31,078.47	
	30 June 2022	£ 10,001.80	
		£ 41,080.27	
Less o/s expenses		-£ 2,261.00	
Add o/s credits		576.00	
Add petty cash			
			£ 39,395.27
<b>Reconciled balance</b>			<b>£ 39,395.27</b>
	<b>Control balance</b>		<b>0.00</b>

# FOREST ROW PARISH COUNCIL



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

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

## REQUEST FOR GRANT AID

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

<b>NAME OF ORGANISATION:</b> Repair Café Forest Row		
<b>NAME OF CONTACT PERSON:</b> Sara Smart		
<b>ADDRESS FOR CORRESPONDENCE:</b>  57 Sackville Lane East Grinstead	<b>Tel:</b> 07762 657133	
	<b>Email:</b> <a href="mailto:repaircafefr@gmail.com">repaircafefr@gmail.com</a>	
	<b>Web (if any):</b>	
<b>POST CODE:</b> RH19 2AX	<b>SUM REQUESTED:</b> £974.60 - £1949.20	
<b>TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?</b>	Repair Café Forest Row	
<b>DO YOU HAVE AUDITED ACCOUNTS?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>IF YES, ARE THEY ATTACHED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (Accounts)	<b>IF NO, PLEASE EXPLAIN WHY</b>  We have only been operating since January 2022. Our year end is December.
<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"/> Yes <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>The Repair Café Forest Row is seeking continued support from Forest Row Parish Council to run the Repair Café. The Café, if anyone needs reminding, is a highly successful community venture and has just celebrated its fifth birthday. Our preference would be to extend the arrangement kindly agreed last year, where the Council provides the rooms free of charge to us. Should this not be possible, we would ask that Council agrees to a discount of 50% on the cost of room hire for 2023.</p> <p>The group is immensely grateful to the Council for the support it has provided so far in giving the Repair Cafe free hire of the Community Centre in 2022. This has enabled us to build up our reserves through customer donations and has made a huge difference to our confidence in being able to continue running the Repair Café.</p> <p>However, whilst the Repair Café has been able to build up some funds this year, we think we still need to establish a firmer financial cushion to ensure our continued success. Our policy is that we should have sufficient funds in reserve to fund a full year's outgoings and expenses. As can be seen on the attached budget projection, this is estimated to be £4149.</p>		

To show our commitment, the Repair Café will in any case pay in full for the rent of the storeroom (we have assumed £25 per month for this). This is the only room used exclusively by the Repair Café.

### **HOW WILL IT BENEFIT THE COMMUNITY?**

The evident success of the Forest Row Repair Cafe is shown by the fact that it has just celebrated its 5<sup>th</sup> birthday.

The Café offers local residents a chance to save and re-use items which would otherwise probably be thrown away. Items are repaired by a team of volunteer experts and range from electrical appliances, to fabrics, bikes and watches. We know the Repair Café is hugely valued by the community from the feedback we receive. Our results show that we have a 70% successful repair rate from an average of 50-70 items brought in for repair each month. Our repairers have now looked at over 2,200 items brought into us in our 5 years.

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

This is a direct quote from a volunteer written on one of our Facebook photos:

*'Fantastic pics with great explanations. They really have captured the essence of what was a fantastically busy and productive day. I love being a volunteer because the atmosphere is fantastic, and the repairs are just so amazing and emotional.'*

We believe the Council benefits from a positive association with the Repair Café after having supported its initial set-up. The provision of ongoing support to the now-independent Repair Café can only enhance that.

The Community Centre also receives an average of 100+ visitors each month whilst we run. Those visitors, who might otherwise never have a reason to come into the Community Centre, can see the information on the Parish Council notice boards and become more aware of its activities, as well of those of the wider community. We are keen to continue this relationship and always direct people to services like Gages Community Lunches and Thursday Club if we are asked for local services.

The Repair Cafe contributes directly to reducing the volume of raw materials and energy needed to make new products. It cuts CO2 emissions, for example, because manufacturing new products and recycling old ones causes CO2 to be released. This contributes to Wealden's aim of becoming carbon neutral by 2050. And it is a valuable social asset.

*'My beloved Kitchen Aid mixer is working but it's started to bang a lot when mixing. I think the rotor is off or something. It is very old, but I know it has many years of baking left so I really want to save it before it bursts my eardrums. More than happy to queue and grab some cake and coffee. Such a fab idea but also so good for our environment, it's a win-win.'*

We believe that this comment from a happy customer says it all.

### **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>
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## **POINTS TO NOTE WHEN APPLYING FOR A GRANT**

In accordance with its General Power of Competence under Section 1-8 of The Localism Act 2011, the Council is empowered to commit to reasonable expenditure, in the form of grants, which is not restricted by other legislation.

## Proposal to Forest Row Parish Council

### Proposal

The Repair Café Forest Row is seeking continued support from Forest Row Parish Council to run the Repair Café. The Café, if anyone needs reminding, is a highly successful community venture and has just celebrated its fifth birthday.

Our preference would be to extend the arrangement kindly agreed last year, where the Council provides the rooms free of charge to us. Should this not be possible, we would ask that Council agrees to a discount of 50% on the cost of room hire for 2023.

To show our commitment, the Repair Café will in any case pay in full for the rent of the storeroom (we have assumed £25 per month for this). This is the only room used exclusively by the Repair Café.

We thank you in advance for the Council's support.

The monthly hire charge is currently £177.20. This is broken down as below:

Hire hours are 08.30-13.30pm=5 hours

- Main Hall- £12 per hour x 5=£60.00
- Garden Room-£12 per hour x 5=£60.00
- Spring Room-£10 per hour x 5=£50.00
- Kitchen hire £6.00 + vat =£7.20

Monthly Cost=£177.20

£177.20 x 11 Repair Cafes=TOTAL £1949.20

Should Council opt for the discount route, the discount equates to £974.60 for 11 months in 2023 (the Repair Café does not run in December). The current average monthly income for the Repair Café in 2022 has been £380, boosted by a bumper month this October when we celebrated our 5<sup>th</sup> birthday and attracted a lot of publicity and very generous customers.

### Background

Since January 2022 the Repair Café has been operated by a financially independent constituted community group run entirely by volunteers. The group set up to run the Repair Café had no funds when it launched.

The group is immensely grateful to the Council for the support it has provided so far in giving the Repair Cafe free hire of the Community Centre in 2022. This has enabled us to build up our reserves through customer donations and has made a huge difference to our confidence in being able to continue running the Repair Café.

However, whilst the Repair Café has been able to build up some funds this year, we think we still need to establish a firmer financial cushion to ensure our continued success. Our policy is that we should have sufficient funds in reserve to fund a full year's outgoings and expenses.

As can be seen on the attached projection, this is estimated to be £4149. This includes projected income based on last year's donations. This is at the high end of estimations as we may well see a decline in donations given the current economic circumstances.

The room hire is our largest item of expenditure, so Council support with this would make a huge difference. Once we have that secure financial cushion, the group will be able to fund



future venue hire and the other running costs of the Repair Café itself - and we hope that we will not need to seek further discount from the Council.

We would assert that the Council has considerable vested interest in the Repair Café and the goodwill that it provides to the wider community. Our request for Council support with room hire charges is especially timely in the light of the worsening cost of living crisis, with residents needing to make savings wherever they can.

### **Benefits for the Council**

The evident success of the Forest Row Repair Cafe is shown by the fact that it has just celebrated its 5<sup>th</sup> birthday.

The Café offers local residents a chance to save and re-use items which would otherwise probably be thrown away. Items are repaired by a team of volunteer experts and range from electrical appliances, to fabrics, bikes and watches. We know the Repair Café is hugely valued by the community from the feedback we receive. Our results show that we have a 70% successful repair rate from an average of 50-70 items brought in for repair each month. Our repairers have now looked at over 2,200 items brought into us in our 5 years.

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

This is a direct quote from a volunteer written on one of our Facebook photos:

*'Fantastic pics with great explanations. They really have captured the essence of what was a fantastically busy and productive day. I love being a volunteer because the atmosphere is fantastic, and the repairs are just so amazing and emotional.'*

We believe the Council benefits from a positive association with the Repair Café after having supported its initial set-up. The provision of ongoing support to the now-independent Repair Café can only enhance that.

The Community Centre also receives an average of 100+ visitors each month whilst we run. Those visitors, who might otherwise never have a reason to come into the Community Centre, can see the information on the Parish Council notice boards and become more aware of its activities, as well of those of the wider community. We are keen to continue this relationship and always direct people to services like Gages Community Lunches and Thursday Club if we are asked for local services.

### **Why the Repair Café is so important**

The Repair Cafe contributes directly to reducing the volume of raw materials and energy needed to make new products. It cuts CO2 emissions, for example, because manufacturing new products and recycling old ones causes CO2 to be released. This contributes to Wealden's aim of becoming carbon neutral by 2050. And it is a valuable social asset.

As the Repair Cafe Committee we would like to take this opportunity to thank the Council for their support in 2022 and we look forward to a mutually beneficial continued relationship.

Sara Smart, Ros Poulson and Tony Lewin  
Repair Cafe Forest Row

November 2022



*'My beloved Kitchen Aid mixer is working but it's started to bang a lot when mixing, I think the rotor is off or something. It is very old, but I know it has many years of baking left so I really want to save it before it bursts my eardrums. More than happy to queue & grab some cake & coffee. Such a fab idea but also so good for our environment, it's a win-win'.*

**We believe that this comment from a happy customer says it all**





## Forest Row Repair Café: expected income and expenditure 2023

Projected funds as at 31 December 2022 £2270

### Expected income 2023

Donations £4180

*(This is based on the average income per Repair Café in 2022 of £380, but may well be lower because of the cost of living crisis)*

### Expected expenditure 2023

Hire of venue and storage, excluding discount £2249

Printing costs £500

Publicity costs £300

Insurance £300

Equipment £550

Supplies, materials, components £250

**Total expenditure £4149**

Anticipated revenue, 2023 £4180

Current expected reserves as of 12/2022 £2270

**Projected funds as of 31 December 2023 £2301**

**Projected funds with 100% Council discount on venue hire £4250**

**Projected funds with 50% Council discount £3275**



**FINANCE & POLICY BUDGET**

	2020-21		2021-22		2022-2023		2023-2024		Comments					
	Budget	Actual	% of forecast	Notes	Budget	Actual	% of forecast	Notes	Budget	Actual	% to date	Forecast 12m	Comments	
<b>INCOME BUDGETS</b>														
4176 Precept	400000	400000	100.0%		415000	415000	100.0%		TBC	0	50.4	415000		
4180 Misc income	1000	13843	1384.3%	covid grant/furlough	1000	6020	602.0%	Mtce crew hires		0	0	0		
4181 Wayleave income	10	6	56.0%		10	6	56.0%			5	20	5	unchanged	
4182 Devolved services	1450	1470	101.4%		1450	1718	1180.5%			1450	25.3	1450	unchanged	
4183 Comm warden grant/hire	11000	11476	104.2%		11000	10864	98.8%			11000	45.8	10000	allows sickness as per current yr	
4190 Interest received	1300	349	26.8%		1300	128	9.8%	CCLA changes		55	1060.3	1500	increased CCLA	
4380 Other grant	0	0	0.0%							0	0	0		
<b>TOTAL</b>	<b>414760</b>	<b>427144</b>	<b>103.0%</b>		<b>429760</b>	<b>433736</b>	<b>100.9%</b>			<b>427510</b>	<b>215168</b>	<b>50.3</b>	<b>427955</b>	virtually 100%
<b>surplus/deficit</b>		<b>12384</b>				<b>3976</b>								before precept
<b>EXPENDITURE BUDGETS</b>														
(4100 Pension-top up	4000	6600	165.0%		4000	5671	141.8%			6000	2211	36.9	5000	estimate
4101 Salaries	302500	325179	107.5%		309060	343963	111.3%	offset by staff hires		345000	141776	41.1	350000	w/out rises
4102 Payroll outsourcing	420	420	100.0%		420	420	100.0%			420	105	25	420	unchanged
4103 Contribution library salary	4500	0	0.0%	library closed	4500	3285	73.0%			3285	0	0	4000	unchanged
4108 Staff training/travel	3000	556	18.5%		3000	2807	93.6%			3000	111	3.7	1000	unchanged
4110 Warden expenses	500	268	53.6%		500	603	120.5%			500	216	43.2	600	estimate per current yr
4111 Forest rate	25	0	0.0%		25	26	102.7%			25	0	0	25	unchanged
4120 Postage	1300	180	13.8%		1300	457	37.4%			500	270	53.9	500	estimate per current yr
4121 Telecoms	7500	7212	96.2%		7500	6818	90.9%			7500	2747	36.6	6000	estimate (inf/adjust)
4123 Stationery	750	312	41.6%		750	694	92.5%			800	256	31.9	500	estimate (inf/adjust)
4124 Subscriptions	5000	5168	103.4%		5000	5783	115.7%			6000	3384	56.4	6000	estimate (inf/adjust)
4125 Insurance	8000	8352	104.4%		8000	8033	100.4%			8000	9753	121.9	9750	estimate per current yr
4126 Photocopier	3500	3599	102.8%		3500	4270	122.0%			3500	2687	76.8	4000	estimate per current yr
4133 Chairmans Fund	200	608	304.0%	full allowance taken	200	200	100.0%			680	0	0	500	estimate per current yr
4134 Parish meeting	500	0	0.0%		500	0	0.0%			500	0	0	0	estimate
4135 Councillors training/travel	1000	329	32.9%		1000	650	65.0%			1000	194	19.4	300	estimate
4136 H & S / DBS	150	60	40.0%		150	11	7.0%			150	0	0	100	unchanged
4137 Members allowances	5000	1097	21.9%		5000	1775	36.5%			6000	526	8.8	1000	statutory req't no uplift
4151 Bank charges	1000	1242	124.2%		1500	2082	138.8%			2000	865	43.3	1800	estimate per current yr
4156 Legal/professional fees	5500	13347	242.7%	incl grant to CIC	3000	-282	0.0%	less ghost figures		5000	2220	44.4	3250	estimate per current yr
4157 Audit & financial management	3500	2887	82.5%		3500	3505	100.1%			3500	1359	38.8	3000	estimate (inf/adjust)
4158 Van lease	2750	2953	107.4%		2750	2687	97.7%			3000	223	7.4	3000	1 payt
4160 Office equipment	300	3575	1191.8%	incl.E3.2k IT upgrade	300	2191	730.5%	incl.replace't chairs		300	684	227.9	700	estimate per current yr
4161 Office maintenance	700	377	53.9%		700	0	0.0%			700	0	0	0	estimate per current yr
4165 Election fund	1000	0	0.0%		1000	0	0.0%			1000	665	66.5	700	election year
4166 Wayleaves	50	26	51.4%		50	1	2.6%			25	1	5.4	25	unchanged
4169 Community event	500	286	57.2%		500	275	54.9%	volunteer gifts		500	0	0	0	estimate
7101 Advertising	100	0	0.0%		100	0	0.0%			0	33	0	50	unchanged
7102 Website	3500	4247	121.4%		500	2020	404.0%	site m'tce charge		650	500	76.9	750	estimate per current yr
7110 Newsletter	500	0	0.0%		500	33	6.5%			500	0	0	250	estimate
4360 Grants made	7000	1734	24.8%		7000	13808	197.3%			7000	12290	175.6	15000	unchanged
4361 FRGSA subsidy	2000	2000	100.0%		2500	2500	100.0%			2500	0	0	2500	unchanged
NEW 7113 PWLB interest					15600	0	0.0%			15600	0	0	0	to reserves
<b>TOTAL</b>	<b>376245</b>	<b>392514</b>	<b>104.3%</b>		<b>393905</b>	<b>414286</b>		± 96.2% of forecast		<b>435135</b>	<b>183076</b>	<b>42.1</b>	<b>418020</b>	
<b>Surplus/deficit</b>		<b>16369</b>				<b>20381</b>								