

Forest Row Parish Council

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



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

To: All members of the FINANCE & POLICY COMMITTEE:
Cllrs. R.Lewin (Chairman), Davies, Hill, Josephson,
T Lewin, McNally, Moore, Spackman, Williams and
Wogan
(All other Councillors – for information)

Community Centre
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East Sussex
RH18 5DZ

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Dear Sir/Madam,
Your attendance is required at a meeting of the FINANCE &
POLICY COMMITTEE to be held on **TUESDAY 26th**

JANUARY 2021 VIA ZOOM at 7.30pm.

Date: 20 January, 2021

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

Mr D O'Driscoll
Clerk to Forest Row Parish Council

AGENDA

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

PRELIMINARIES

1. PUBLIC QUESTIONS – the business of the meeting will start no later than 7.45pm
2. APOLOGIES FOR ABSENCE
3. **TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION RE THE ITEMS BELOW**
4. RECORDS OF THE MEETING HELD ON 24TH NOVEMBER 2020
 - 4.1 To approve the minutes of the meeting of 24th November 2020
 - 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

FINANCIAL MATTERS To note and/or resolve as appropriate

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

MATTERS FOR CONSIDERATION/DECISION

10. To consider amendments to the Council's social media policy
11. To consider a grant application from Forest Row Primary School
12. CORRESPONDENCE
13. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

"This meeting will be held electronically via ZOOM, and the meeting ID and password will be circulated separately to Members. The meeting is also open to public attendance (with an initial period for public questions), but for security reasons, any member of the public wishing to participate is asked to telephone or email the Parish Clerk in advance (01342 822661 or parishclerk@forestrow.gov.uk) for the access codes."

FINANCE & POLICY COMMITTEE

BACKING PAPERS FOR MEETING 26th JANUARY 2021

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10	Amended social media policy	17-22
11	Grant application: Forest Row Primary School	23-24

COUNCILLORS' BRIEFING FOR THE FINANCE & POLICY COMMITTEE MEETING ON 26th JANUARY 2021

1. **PUBLIC QUESTIONS** None notified in advance
2. **APOLOGIES** None signified to date
3. **DECLARATIONS OF INTEREST** There should be none
4. **RECORDS OF MEETING** 24th November 2021
5. **CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM LAST MEETING**
This item has been included for Members to raise any points of information arising from the previous meeting which can be answered briefly.
ACTION: to discharge as appropriate
6. **CLERK'S REPORT ON PROGRESS (MATTERS NOT REQUIRING A DECISION)**
Due to the effects of the pandemic, there is little to report. Financial matters are noted below. Lease issues are unchanged from the previous meeting. Most staff are at their usual duties, though as many as can work from home are doing so: the youth staff have been redeployed in helping Gages and in maintenance work. The financial impact of the crisis continues to affect mainly Property & Assets.
ACTION: to note
7. **FINANCIAL REPORT to month 10 (to include budget variances)**
Performance against forecast at end month 9 would normally be approximately 75%.
 - Finance & Policy income is running at 102% (which includes ring-fenced grant income), overall expenditure at 75%. Anomalous variances have been highlighted in previous months, the principal one being the additional IT expenditure occasioned by home working.
 - Property & Assets has only 39% of forecast income due to losses occasioned by the pandemic. Expenditure (factoring out the VOTG capital figure) is running at 58.5%.
 - Amenities & Services is showing income of 178% of forecast, boosted by an increase in cemetery fees and the income derived from contracting out to Maresfield PC. Expenditure is 58.1%, due largely to an underspend on general outdoor maintenance.
 - Community Services is also showing reduced income and expenditure at 59% of forecast income and 48% of expenditure.
 - The overall picture is an income figure of 93.1% and an expenditure figure of 75%, which is acceptable given the unusual times we have been through in this past financial year.
ACTION: to note (queries if appropriate)
- 8-9. **LIST OF PAYMENTS / BANK RECONCILIATION and COUNCIL'S INVESTMENTS**
Formal printouts are supplied with the backing papers. Members are asked to flag up queries before the meeting so that replies can be properly prepared by the Assistant Clerk from the accounting papers.
ACTION: to note (queries if appropriate)
10. **AMENDMENTS TO THE COUNCIL'S SOCIAL MEDIA POLICY**
The policy as amended by the Personnel Committee is attached to the backing papers, for consideration and potential ratification by Committee. **ACTION: to consider and ratify**
11. **GRANT APPLICATION BY FOREST ROW PRIMARY SCHOOL**
A completed grant application by Forest Row Primary School to fund additional resources for home schooling is attached. In view of the urgency of the request, the annual accounts have not been provided directly, as this would require a request to ESCC's central finance unit.
ACTION: to consider and resolve as appropriate.
- 12/13. **CORRESPONDENCE / ITEMS FOR FUTURE CONSIDERATION**
Items for mention as normal.

Detailed Income & Expenditure by Budget Heading 20/01/2021

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & Policy							
401 Finance & Administration							
4176 FI-Precept Received	400,000	400,000	0			100.0%	
4180 Misc Income	13,843	1,000	(12,843)			1384.3%	
4181 FI-Wayleave Income	6	10	4			56.0%	
4182 FI-Devolved Services Income	1,470	1,450	(20)			101.4%	
4183 Community Warden Hire	8,716	11,000	2,284			79.2%	
4190 FI-Interest Received	330	1,300	970			25.4%	
Finance & Administration :- Income	424,365	414,760	(9,605)			102.3%	0
4100 PENSION TOP UP	3,752	4,000	248		248	93.8%	
4101 FI-Salaries	233,688	302,500	68,812		68,812	77.3%	
4102 FI-Payroll Outsource Costs	315	420	105		105	75.0%	
4103 FI-Contrib. to Library Salary	0	4,500	4,500		4,500	0.0%	
4108 FI-Staff Training/Travel	367	3,000	2,633		2,633	12.2%	
4110 Community Warden Costs	168	500	332		332	33.7%	
4111 Forest Rate	0	25	25		25	0.0%	
4120 Postage	180	1,300	1,120		1,120	13.8%	
4121 Telecommunications	5,926	7,500	1,574		1,574	79.0%	
4123 Stationery	254	750	496		496	33.9%	
4124 FI-Subscriptions	5,128	5,000	(128)		(128)	102.6%	
4125 FI-Insurance	8,352	8,000	(352)		(352)	104.4%	
4126 Printer/copier	2,784	3,500	716		716	79.5%	
4133 FI-Chairman's Fund	0	200	200		200	0.0%	
4134 FI-Parish Meeting	0	500	500		500	0.0%	
4135 FI-Councillors Training/Travel	299	1,000	701		701	29.9%	
4136 Security Checks	60	150	90		90	40.0%	
4137 FI-Members Allowances	806	5,000	4,194		4,194	16.1%	
4151 FI - Bank Charges	970	1,000	30		30	97.0%	
4156 FI-Legal & professional fees	6,169	5,500	(669)		(669)	112.2%	
4157 FI-Audit & Financial Managemen	2,887	3,500	613		613	82.5%	
4158 FI-Van Lease	2,031	2,750	719		719	73.8%	
4160 Office Equipment	3,558	300	(3,258)		(3,258)	1185.9%	
4161 Office Maintenance	377	700	323		323	53.9%	
4165 FI-Election Fund	0	1,000	1,000		1,000	0.0%	
4166 Wayleaves	26	50	24		24	51.4%	
4169 Community Occasion	286	500	214		214	57.2%	
7101 PR- Advertising/Publicity	0	100	100		100	0.0%	
7102 PR-Website	4,247	3,500	(747)		(747)	121.4%	
7110 PR-Newsletter & Distribution	0	500	500		500	0.0%	
Finance & Administration :- Indirect Expenditure	282,631	367,245	84,614	0	84,614	77.0%	0
Net Income over Expenditure	141,735	47,515	(94,220)				

Detailed Income & Expenditure by Budget Heading 20/01/2021

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
403 Other Grants							
4360 Other Grants	1,234	7,000	5,766		5,766	17.6%	
4361 FRGSA Subsidy	0	2,000	2,000		2,000	0.0%	
Other Grants :- Indirect Expenditure	<u>1,234</u>	<u>9,000</u>	<u>7,766</u>	<u>0</u>	<u>7,766</u>	<u>13.7%</u>	<u>0</u>
Net Expenditure	<u>(1,234)</u>	<u>(9,000)</u>	<u>(7,766)</u>				
Finance & Policy :- Income	424,365	414,760	(9,605)			102.3%	
Expenditure	283,865	376,245	92,380	0	92,380	75.4%	
Movement to/(from) Gen Reserve	<u>140,500</u>						
Grand Totals:- Income	424,365	414,760	(9,605)			102.3%	
Expenditure	283,865	376,245	92,380	0	92,380	75.4%	
Net Income over Expenditure	<u>140,500</u>	<u>38,515</u>	<u>(101,985)</u>				
Movement to/(from) Gen Reserve	<u>140,500</u>						

Detailed Income & Expenditure by Budget Heading 20/01/2021

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Property & Assets							
<u>201 Bus Shelters</u>							
2136 BS-Bus Shelters	0	500	500		500	0.0%	
Bus Shelters :- Indirect Expenditure	0	500	500	0	500	0.0%	0
Net Expenditure	0	(500)	(500)				
<u>205 Miscellaneous Assets</u>							
1439 Public Seats	0	250	250		250	0.0%	
1442 Litter Bins	0	500	500		500	0.0%	
2551 Offsite Car Parks	150	12,000	11,850		11,850	1.3%	
2553 Grit bins	113	500	387		387	22.6%	
6139 BU - War Memorial	0	500	500		500	0.0%	
7108 PR-Notice Boards	0	250	250		250	0.0%	
Miscellaneous Assets :- Indirect Expenditure	263	14,000	13,737	0	13,737	1.9%	0
Net Expenditure	(263)	(14,000)	(13,737)				
<u>301 Community Centre</u>							
3180 CC-Lettings	2,917	22,000	19,083			13.3%	
3181 CC-Equipment Hire	366	900	534			40.7%	
3182 CC-Rents	17,868	22,000	4,132			81.2%	
3185 MISC - incl books/copying)	250	600	350			41.7%	
3187 CC Drinks Machine Income	0	500	500			0.0%	
4180 Misc Income	1,065	0	(1,065)			0.0%	
Community Centre :- Income	22,467	46,000	23,533			48.8%	0
3111 CC-Rates & Services	22,284	18,000	(4,284)		(4,284)	123.8%	
3116 CC-Upkeep/Cleaning	7,747	10,000	2,253		2,253	77.5%	
3127 CC - Drinks Machine	408	900	492		492	45.4%	
3136 CC-Enhancement	334	4,500	4,166		4,166	7.4%	
Community Centre :- Indirect Expenditure	30,773	33,400	2,627	0	2,627	92.1%	0
Net Income over Expenditure	(8,306)	12,600	20,906				
<u>303 Venue on the Green</u>							
3306 VOTG Income	256	12,000	11,744			2.1%	
Venue on the Green :- Income	256	12,000	11,744			2.1%	0
3301 VOTG - Capital Costs	19,690	0	(19,690)		(19,690)	0.0%	

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3304 Votg Non Youth Equip	596	1,000	404		404	59.6%	
3305 VOTG Running Costs	2,704	9,750	7,046		7,046	27.7%	
Venue on the Green :- Indirect Expenditure	<u>3,300</u>	<u>10,750</u>		<u>0</u>		<u>30.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,044)</u>	<u>1,250</u>	<u>23,985</u>				
Property & Assets :- Income	22,723	58,000	35,277			39.2%	
Expenditure	<u>34,336</u>	<u>58,650</u>		<u>0</u>		<u>58.5%</u>	
Movement to/(from) Gen Reserve	<u>(11,613)</u>						

Detailed Income & Expenditure by Budget Heading 20/01/2021

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Amenities & Services</u>							
<u>101 Allotments</u>							
1180 Allotment Rents	1,615	1,500	(115)			107.7%	
Allotments :- Income	<u>1,615</u>	<u>1,500</u>	<u>(115)</u>			<u>107.7%</u>	<u>0</u>
1135 Allotments-Water & Upkeep	141	300	159		159	47.0%	
Allotments :- Indirect Expenditure	<u>141</u>	<u>300</u>	<u>159</u>	<u>0</u>	<u>159</u>	<u>47.0%</u>	<u>0</u>
Net Income over Expenditure	<u>1,474</u>	<u>1,200</u>	<u>(274)</u>				
<u>102 Village Greens</u>							
1280 VG-Hire Income	0	500	500			0.0%	
1281 VG- Utilities Income	0	100	100			0.0%	
4180 Misc Income	4,030	0	(4,030)			0.0%	
Village Greens :- Income	<u>4,030</u>	<u>600</u>	<u>(3,430)</u>			<u>671.7%</u>	<u>0</u>
1236 Outdoor Maintenance	6,915	15,000	8,085		8,085	46.1%	
1237 Outdoor Planting	0	1,200	1,200		1,200	0.0%	
1239 VG-Utilities	0	250	250		250	0.0%	
Village Greens :- Indirect Expenditure	<u>6,915</u>	<u>16,450</u>	<u>9,535</u>	<u>0</u>	<u>9,535</u>	<u>42.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,885)</u>	<u>(15,850)</u>	<u>(12,965)</u>				
<u>104 Amenities General</u>							
4180 Misc Income	30	0	(30)			0.0%	
Amenities General :- Income	<u>30</u>	<u>0</u>	<u>(30)</u>				<u>0</u>
1436 Skate & Play areas	193	1,000	807		807	19.3%	
1447 Dog Fouling	2,250	3,000	750		750	75.0%	
Amenities General :- Indirect Expenditure	<u>2,443</u>	<u>4,000</u>	<u>1,557</u>	<u>0</u>	<u>1,557</u>	<u>61.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,413)</u>	<u>(4,000)</u>	<u>(1,587)</u>				
<u>105 Outdoor Maintenance</u>							
1501 Outdoor Maintenance Equipment	888	3,000	2,112		2,112	29.6%	
Outdoor Maintenance :- Indirect Expenditure	<u>888</u>	<u>3,000</u>	<u>2,112</u>	<u>0</u>	<u>2,112</u>	<u>29.6%</u>	<u>0</u>
Net Expenditure	<u>(888)</u>	<u>(3,000)</u>	<u>(2,112)</u>				

Detailed Income & Expenditure by Budget Heading 20/01/2021

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203 Street Lighting							
2314 SL-Power	2,024	1,500	(524)		(524)	135.0%	
2336 Streetlights	4,726	5,000	274		274	94.5%	
Street Lighting :- Indirect Expenditure	<u>6,751</u>	<u>6,500</u>	<u>(251)</u>	<u>0</u>	<u>(251)</u>	<u>103.9%</u>	<u>0</u>
Net Expenditure	<u>(6,751)</u>	<u>(6,500)</u>	<u>251</u>				
601 Cemetery							
6180 BU-Burial Fees	10,690	7,000	(3,690)			152.7%	
Cemetery :- Income	<u>10,690</u>	<u>7,000</u>	<u>(3,690)</u>			<u>152.7%</u>	<u>0</u>
6123 Cemetery Admin	193	300	107		107	64.3%	
6151 BU- Cemetery Rates	707	500	(207)		(207)	141.4%	
Cemetery :- Indirect Expenditure	<u>900</u>	<u>800</u>	<u>(100)</u>	<u>0</u>	<u>(100)</u>	<u>112.5%</u>	<u>0</u>
Net Income over Expenditure	<u>9,790</u>	<u>6,200</u>	<u>(3,590)</u>				
Amenities & Services :- Income	<u>16,365</u>	<u>9,100</u>	<u>(7,265)</u>			<u>179.8%</u>	
Expenditure	<u>18,038</u>	<u>31,050</u>	<u>13,012</u>	<u>0</u>	<u>13,012</u>	<u>58.1%</u>	
Movement to/(from) Gen Reserve	<u>(1,673)</u>						
Grand Totals:- Income	<u>16,365</u>	<u>9,100</u>	<u>(7,265)</u>			<u>179.8%</u>	
Expenditure	<u>18,038</u>	<u>31,050</u>	<u>13,012</u>	<u>0</u>	<u>13,012</u>	<u>58.1%</u>	
Net Income over Expenditure	<u>(1,673)</u>	<u>(21,950)</u>	<u>(20,277)</u>				
Movement to/(from) Gen Reserve	<u>(1,673)</u>						

Detailed Income & Expenditure by Budget Heading 20/01/2021

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Localism & Community Projects</u>							
<u>206 Community Transport</u>							
2677 Car Hire Club Income	644	13,000	12,356			5.0%	
2678 Medical Car Scheme Income	70	300	230			23.4%	
4180 Misc Income	476	0	(476)			0.0%	
Community Transport :- Income	<u>1,191</u>	<u>13,300</u>	<u>12,109</u>			<u>9.0%</u>	<u>0</u>
2554 Wealdlink	916	900	(16)		(16)	101.8%	
2601 Voluntary Medical Car Service	45	200	155		155	22.5%	
2602 Car Hire Club	3,780	13,000	9,220		9,220	29.1%	
Community Transport :- Indirect Expenditure	<u>4,741</u>	<u>14,100</u>	<u>9,359</u>	<u>0</u>	<u>9,359</u>	<u>33.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,550)</u>	<u>(800)</u>	<u>2,750</u>				
<u>207 Market</u>							
3184 CC-Market Income	4,950	6,000	1,050			82.5%	
Market :- Income	<u>4,950</u>	<u>6,000</u>	<u>1,050</u>			<u>82.5%</u>	<u>0</u>
3151 CC-Market expenditure	1,010	1,300	290		290	77.7%	
Market :- Indirect Expenditure	<u>1,010</u>	<u>1,300</u>	<u>290</u>	<u>0</u>	<u>290</u>	<u>77.7%</u>	<u>0</u>
Net Income over Expenditure	<u>3,940</u>	<u>4,700</u>	<u>760</u>				
<u>209 Localism & Community Proj Misc</u>							
2905 Repair Cafe & Wellbeing Servic	818	2,000	1,182			40.9%	
Localism & Community Proj Misc :- Income	<u>818</u>	<u>2,000</u>	<u>1,182</u>			<u>40.9%</u>	<u>0</u>
2700 Repair Cafe & Wellbeing	819	2,000	1,181		1,181	41.0%	
Localism & Community Proj Misc :- Indirect Expenditure	<u>819</u>	<u>2,000</u>	<u>1,181</u>	<u>0</u>	<u>1,181</u>	<u>41.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(1)</u>	<u>0</u>	<u>1</u>				
<u>304 Cafe</u>							
3480 Gages - Sales	17,663	20,000	2,337			88.3%	
Cafe :- Income	<u>17,663</u>	<u>20,000</u>	<u>2,337</u>			<u>88.3%</u>	<u>0</u>
3436 Gages-Purchase of Equipment	1,091	1,000	(91)		(91)	109.1%	
3460 Gages -Purchases Food etc	7,929	12,000	4,071		4,071	66.1%	
Cafe :- Indirect Expenditure	<u>9,020</u>	<u>13,000</u>	<u>3,980</u>	<u>0</u>	<u>3,980</u>	<u>69.4%</u>	<u>0</u>
Net Income over Expenditure	<u>8,643</u>	<u>7,000</u>	<u>(1,643)</u>				

Detailed Income & Expenditure by Budget Heading 20/01/2021

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
306 Thursday Club							
3680 TC-Subscriptions	0	400	400			0.0%	
Thursday Club :- Income	<u>0</u>	<u>400</u>	<u>400</u>			<u>0.0%</u>	<u>0</u>
3636 TC-Running Costs	0	1,000	1,000		1,000	0.0%	
Thursday Club :- Indirect Expenditure	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(600)</u>	<u>(600)</u>				
406 Youth Provision							
4676 YP-Grants & Other Income	432	1,000	568			43.2%	
Youth Provision :- Income	<u>432</u>	<u>1,000</u>	<u>568</u>			<u>43.2%</u>	<u>0</u>
4603 YP - Dev costs & General Expen	421	2,000	1,579		1,579	21.0%	
Youth Provision :- Indirect Expenditure	<u>421</u>	<u>2,000</u>	<u>1,579</u>	<u>0</u>	<u>1,579</u>	<u>21.0%</u>	<u>0</u>
Net Income over Expenditure	<u>11</u>	<u>(1,000)</u>	<u>(1,011)</u>				
Localism & Community Projects :- Income	<u>25,054</u>	<u>42,700</u>	<u>17,646</u>			<u>58.7%</u>	
Expenditure	<u>16,011</u>	<u>33,400</u>	<u>17,389</u>	<u>0</u>	<u>17,389</u>	<u>47.9%</u>	
Movement to/(from) Gen Reserve	<u>9,043</u>						
Grand Totals:- Income	<u>25,054</u>	<u>42,700</u>	<u>17,646</u>			<u>58.7%</u>	
Expenditure	<u>16,011</u>	<u>33,400</u>	<u>17,389</u>	<u>0</u>	<u>17,389</u>	<u>47.9%</u>	
Net Income over Expenditure	<u>9,043</u>	<u>9,300</u>	<u>257</u>				
Movement to/(from) Gen Reserve	<u>9,043</u>						

List of Payments made between 06/11/2020 and 20/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/11/2020	JOAN JEFFRIES	BACS	35.00		MARKET REFUND
06/11/2020	ALISON HARMAN	BACS	50.00		GAGES COOK
06/11/2020	AFS CATALYST	BACS	200.00		CLLR TRAINING
09/11/2020	BT	DD	16.42		TELECOMMUNICATIONS
10/11/2020	BARCLAYCARD	3	38.26		CHARGES
10/11/2020	PAYTEK ADMIN SERVICES LTD	4	33.60		SERVICE CHARGES
10/11/2020	BARCLAYCARD	DD	5.50		FEES
10/11/2020	AO SHIPLEY	BACS	3,926.98		TAX & NI - OCTOBER
10/11/2020	BARCLAYCARD	BACS	-5.50		FEES
11/11/2020	ALLSTAR BUSINESS SOLUTIONS	5	11.74		FUEL
11/11/2020	BARCLAYCARD	DD	130.50		CHARGES
11/11/2020	BARCLAYCARD	BACS	-130.50		FEES
12/11/2020	DIRECT-TEC UK LTD	6	121.94		COPIER/PRINTER
17/11/2020	BARCLAYCARD	DD	26.40		CHARGES
18/11/2020	ALLSTAR BUSINESS SOLUTIONS	7	52.00		FUEL
19/11/2020	BACS P/L Pymnt Page 1593	BACS Pymnt	547.53		BACS P/L Pymnt Page 1593
19/11/2020	BACS P/L Pymnt Page 1594	BACS Pymnt	35.56		BACS P/L Pymnt Page 1594
19/11/2020	CORONA ENERGY RETAIL 4 LTD	8	1,067.65		CC GAS
20/11/2020	POCKIT CARD - DOD	TOP UP	250.00		TOP UP
20/11/2020	POCKIT CARD - CC	TOP UP	500.00		TOP UP
20/11/2020	POCKIT CARD - GAGES	TOP UP	1,000.00		TOP UP
20/11/2020	BRITISH GAS	9	424.71		ELECTRIC
20/11/2020	UKCRB'S LTD	10	12.00		CRB - HAMILTON
20/11/2020	S AYLEN	BACS	25.99		GAGES REIMBURSEMENT
20/11/2020	E JONES	BACS	12.05		GAGES REIMBURSEMENT
23/11/2020	BRITISH GAS	11	256.10		CC ELECTRIC
23/11/2020	EDF ENERGY CUSTOMERS PLC	12	213.23		STREETLIGHT POWER
24/11/2020	TELECOMS WORLD PLC	13	53.99		0800 NUMBER
25/11/2020	FOCUS	DD	60.00		HELPLINE
27/11/2020	STAFF	BACS	21,872.18		NOVEMBER SALARIES
27/11/2020	CLLRS	BACS	96.75		NOVEMBER ALLOWANCES
30/11/2020	BIFFA WASTE SERVICES LTD	14	632.11		WASTE DISPOSAL
30/11/2020	BT PAYMENT SERVICES LTD	15	18.64		TELECOMMUNICATIONS
30/11/2020	BNP PARIBAS	DD	667.75		COPIER LEASE
01/12/2020	INTOUCH CRM	1	55.19		WEBSITE
02/12/2020	BARCLAYCARD	DD	5.50		MACHINE
02/12/2020	BARCLAYCARD	DD	-5.50		ADJ
03/12/2020	R. A. TURNER	303072	130.00		XMAS TREES
03/12/2020	BACS P/L Pymnt Page 1599	BACS Pymnt	1,592.63		BACS P/L Pymnt Page 1599
04/12/2020	LEASEPLAN	DD	263.15		VAN LEASE
04/12/2020	E JONES	BP	23.10		GAGES REIMBURSEMENT
04/12/2020	S AYLEN	BP	22.23		GAGES REIMBURSEMENT
07/12/2020	VICTIM SUPPORT	303073	300.00		GRANT
07/12/2020	A HARMAN	303074	45.00		VOLUNTEER DRIVER EXPENSES
07/12/2020	HUGH PAGE	303075	329.95		MOWER REPAIR/SERVICE
09/12/2020	ALLSTAR BUSINESS SOLUTIONS	2	11.74		VAN FUEL
09/12/2020	O2	DD	16.67		COMMUNITY WARDEN MOBILE

List of Payments made between 06/11/2020 and 20/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/12/2020	BARCLAYCARD	3	33.97		CHARGES
10/12/2020	DIRECT-TEC UK LTD	4	102.45		COPIER
10/12/2020	PAYTEK ADMIN SERVICES LTD	5	33.60		CARD PAYMENT SERVICE AGREEMENT
10/12/2020	AO SHIPLEY	BP	3,832.62		TAX & NI - NOV
14/12/2020	BACS P/L Pymnt Page 1600	BACS Pymnt	1,318.32		BACS P/L Pymnt Page 1600
16/12/2020	ALLSTAR BUSINESS SOLUTIONS	6	71.89		VAN FUEL
17/12/2020	POCKIT CARD DOD	TOP UP	500.00		TOP UP
17/12/2020	POCKIT CARD CC	TOP UP	500.00		TOP UP
17/12/2020	POCKIT CARD GAGES	TOP UP	1,000.00		TOP UP
18/12/2020	CORONA ENERGY RETAIL 4 LTD	7	1,156.09		CC GAS
18/12/2020	FDR	DD	26.40		TERMINAL RENT
21/12/2020	BRITISH GAS	8	420.55		ELECTRICITY
22/12/2020	BRITISH GAS	9	461.70		CC ELECTRIC
22/12/2020	EDF ENERGY CUSTOMERS PLC	10	211.53		STREETLIGHT POWER
22/12/2020	FOCUS GROUP	DD	67.03		HELPLINE
23/12/2020	TELECOMS WORLD PLC	11	53.96		0800 NUMBER
29/12/2020	UKCRB'S LTD	12	12.00		CRB
29/12/2020	BT PAYMENT SERVICES LTD	13	18.64		TELECOMMUNICATIONS
30/12/2020	STAFF	BP	23,014.46		SALARIES/ALLOWANCES
31/12/2020	UNITY TRUST	BP	13.80		HANDLING CHARGE
31/12/2020	UNITY TRUST	BP	78.45		SERVICE CHARGE
05/01/2021	BACS P/L Pymnt Page 1603	BACS Pymnt	4,623.34		BACS P/L Pymnt Page 1603
12/01/2021	BACS P/L Pymnt Page 1605	BACS Pymnt	954.00		BACS P/L Pymnt Page 1605

Total Payments 73,553.04

3,150.00

69,803.04

POCKIT CARD - DOD

List of Payments made between 05/11/2020 and 20/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/11/2020	WEALDEN DC	DR	21.00		MARKET TENS
21/11/2020	ZOOM	DR	11.99		VIRTUAL MEETINGS
27/11/2020	STAFF	CASH	250.00		SALARY S KEMP
30/11/2020	POCKIT	DR	2.98		FEE
10/12/2020	AMAZON	DR	300.00		VOLUNTEER DRIVER GIFT CARDS
21/12/2020	ZOOM	DR	11.99		VIRTUAL MEETINGS
22/12/2020	STAFF	CASH	220.00		S KEMP SALARY
30/12/2020	POCKIT	DR	1.99		FEE
31/12/2020	POCKIT	DR	0.99		ADJ
Total Payments			<u>820.94</u>		

POCKIT CARD - CC

List of Payments made between 06/11/2020 and 20/01/2021

<u>Date Paid</u>	<u>Pavee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/11/2020	ROYAL MAIL	DR	180.00		STAMPS
27/11/2020	STAFF	CASH	180.00		SALARY S KEMP
30/11/2020	POCKIT	DR	2.98		FEE
10/12/2020	AMAZON	DR	300.00		VOLUNTEER DRIVER VOUCHERS
22/12/2020	STAFF	CASH	220.00		S KEMP - SALARY
31/12/2020	POCKIT	DR	2.98		FEE
Total Payments			<u>885.96</u>		

POCKIT CARD - GAGES

List of Payments made between 01/11/2020 and 20/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/11/2020	TESCO	DR	66.83		FOOD
03/11/2020	ALLAN MARTIN	DR	92.11		MEAT
03/11/2020	TESCO	DR	3.99		SUBS
04/11/2020	CO-OP	DR	6.55		FOOD
04/11/2020	CO-OP	DR	4.50		FOOD
04/11/2020	CO-OP	DR	1.00		FOOD
04/11/2020	CATERING24	DR	123.06		CONTAINERS
05/11/2020	ALDI	DR	31.60		FOOD
06/11/2020	ALLAN MARTIN	DR	27.43		MEAT
08/11/2020	POCKIT	DR	1.99		MONTHLY FEE
09/11/2020	CO-OP	DR	3.15		FOOD
10/11/2020	TESCO	DR	83.50		FOOD
11/11/2020	CO-OP	R	8.00		FOOD
12/11/2020	CO-OP	DR	3.60		FOOD
13/11/2020	CO-OP	DR	9.20		FOOD
16/11/2020	SAINSBURYS	DR	32.62		FOOD
16/11/2020	CO-OP	DR	3.25		FOOD
20/11/2020	ALLAN MARTIN	DR	89.44		MEAT
23/11/2020	SAINSBURYS	DR	70.98		FOOD
26/11/2020	CO-OP	DR	21.55		FOOD
26/11/2020	ALLAN MARTIN	DR	99.31		MEAT
27/11/2020	CO-OP	DR	6.00		FOOD
30/11/2020	TESCO	DR	108.12		FOOD
30/11/2020	CO-OP	DR	1.52		FOOD
01/12/2020	BOOKER LTD	DR	20.29		SUPPLIES/FOOD
01/12/2020	b&m	DR	17.79		FOOD
01/12/2020	ALDI	DR	23.84		FOOD
04/12/2020	TESCO	DR	3.99		SUBS
04/12/2020	CO-OP	DR	10.90		FOOD
07/12/2020	TESCO	DR	63.17		FOOD
08/12/2020	POCKIT	DR	1.99		FEE
09/12/2020	COOKSMILL	DR	62.28		CONTAINERS
11/12/2020	CO-OP	DR	6.95		FOOD
11/12/2020	COOKSMILL	DR	22.14		CONTAINER LIDS
13/12/2020	CO-OP	DR	3.00		FOOD
14/12/2020	TESCO	DR	104.65		FOOD
15/12/2020	ALLAN MARTIN	DR	157.85		MEAT
15/12/2020	ICELAND	DR	41.00		FOOD
16/12/2020	SAINSBURYS	DR	82.46		FOOD
31/12/2020	POCKIT	DR	3.98		FEE
Total Payments			1,525.58		

POCKIT CARD - YOUTH

List of Payments made between 06/11/2020 and 20/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/11/2020	POCKIT	DR	1.99		FEE
04/12/2020	TESCO	DR	17.05		SUPPLIES
15/12/2020	POUNDLAND	DR	44.00		SUPPLIES
17/12/2020	CO-OP	DR	8.85		SUPPLIES
18/12/2020	POCKIT	DR	1.99		FEE
Total Payments			<u>73.88</u>		

Forest Row Parish Council

Bank - Cash and Investment Reconciliation as at 5 January 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

17/09/2020	Forest Row P/C Money Manager	0.00
17/09/2020	Forest Row P/c Current A/c	0.00
31/12/2020	Cafe Cash A/c	100.00
31/12/2020	Thursday Club Cash A/c	0.00
31/12/2020	Unity Trust	203,213.08
31/12/2020	CCLA	175,000.00
31/12/2020	POCKIT CARD - DOD	484.26
31/12/2020	POCKIT CARD - CC	598.52
31/12/2020	POCKIT CARD - GAGES	1,092.04
30/09/2020	WELLBEING SERVICES	0.00
31/12/2020	POCKIT CARD - YOUTH	512.04

380,999.94

Other Cash & Bank Balances

268.62

381,268.56

Unpresented Payments

583.95

380,684.61

Receipts not on Bank Statement

0.00

Closing Balance

380,684.61

All Cash & Bank Accounts

1	Current Bank Account	0.00
2	Cafe Cash Account	100.00
3	Thursday Club Cash Account	0.00
4	Unity Trust	202,583.13
5	CCLA	175,000.00
6	POCKIT CARD - DOD	484.26
7	POCKIT CARD - CC	598.52
8	POCKIT CARD - GAGES	1,092.04
9	Wellbeing Services	46.00
10	POCKIT CARD - YOUTH	512.04
11	YOUTH PROVISION CASH ACC	0.00
	Other Cash & Bank Balances	268.62
	Total Cash & Bank Balances	380,684.61

APPROVED BY FINANCE & POLICY
COMMITTEE CHAIRMAN

DATE



FOREST ROW PARISH COUNCIL SOCIAL MEDIA POLICY (updated 12th January 2021)

1. Introduction

Social media have allowed people to communicate with each other in online environments. This allows them to share interests; information or friends (**Facebook, YouTube, Instagram, TikTok and Twitter being examples**). Social media are now frequently utilised by businesses and government organisations to promote their messages, events and products, depending on the rules of the particular social media tool.

Social media tools include:

- Social networking sites
- Video and photo sharing websites like TikTok, Reddit and YouTube
- Micro-blogging sites like Twitter
- Weblogs, including personal blogs or blogs hosted by traditional media publications
- Forums and discussion boards
- Online encyclopaedias such as Wikipedia
- Web sites that allow individual users or companies to use publishing tools e.g. Comments on news sites

2. Purpose

The purpose of this policy is to ensure: -

- that the Council is not exposed to legal and governance risks;
- that the reputation of the Council is not adversely affected;
- that our users are able to clearly distinguish where information provided via social networking applications is legitimately representative of the Council.

In addition, the purpose of this Social Media Policy is to guide Parish Council employees (including permanent, temporary and casual employees as well as volunteers and contractors to Council) and Councillors on the use of social media in the following ways:

- For work purposes (e.g. promoting events, news, projects etc) when issues refer to Council or statements are being made on Council's behalf;
- For personal use when making references to Council, its Councillors or staff or any other Council-related issue or subject;

3. Scope

This policy covers the use of social networking applications by Council employees, Elected and Co-Opted Members and by partners or other third parties (including contractors) on behalf of the Council. These groups are referred to collectively as 'Council representatives' for brevity.

The requirements of this policy apply to all uses of social networking applications which are used for any Council-related purpose and regardless of whether the applications are hosted corporately or not. They must also be considered where Council representatives are contributing in an official capacity to social networking applications provided by external organisations.

Social networking applications and uses include, but are not limited to:

- Facebook (general posts)
- Facebook groups and forums (whether public or private)
- YouTube (general posts)
- YouTube groups and forums (whether public or private)
- Instagram (general posts)
- Instagram groups and forums (whether public or private)
- TikTok (general posts)
- TikTok groups and forums (whether public or private)
- Twitter (general posts)
- Twitter groups and forums (whether public or private)
- Special interest forums
- Political party, campaigning or movement/activist forums

All Council representatives should bear in mind that information they share through social networking applications, even if they are on private spaces, are still subject to copyright, data protection and Freedom of Information legislation, the Safeguarding Vulnerable Groups Act 2006 and other legislation including recent GDPR regulations. They must also operate in line with the Council's Equality and Diversity Policy.

Note: The Policy does NOT apply to personal use when no reference or inference is made to Council, Councillors, related issues or its staff.

Use of social networking applications in work time for personal use only is not addressed by this policy.

4. Council's use of social media

The use of social media by Council to achieve its business aims will be overseen by the Finance & Policy Committee. This committee will be responsible for delegating authority to a restricted number of social media administrators within Council.

Employees and Councillors, when using social media must not use their office, whether as employees or as councillors, to express their own opinions in such a way that any reasonable person could interpret such opinions as those of the council, a council committee, sub-committee or council working group.

5. Guidelines for delegated social media administrators are as follows:

- a) Social media administrators may only comment on topics within their own area of responsibility and only if they have delegated authority to do so.
- b) Social media administrators should ensure any Council related content that is published, is factually accurate and compliant with FRPC policies and management directives (e.g. on confidentiality, privacy and copyright).
- c) Social media administrators should not reveal confidential or commercially sensitive information about FRPC and only disclose publicly available information.
- d) **If an employee or councillor receives an unwanted or threatening comment or approach in social media during the course of working at. Or representing, FRPC, for example, from a disgruntled customer or parishioner, they must report it to the Town Clerk in writing immediately, who in turn will report this to the next F&P committee.**
- e) On-line published material from the public will not be treated as formal correspondence with FRPC. For example, if a member of the public had a formal request, comment or enquiry, a complaint against Council, Council staff or Councillors or a response to an item for community consultation they would be asked to contact Council in writing or via a phone call to the Council offices in order that the issue can be recorded in the official system.
- f) A Disclaimer advising users of this policy will be included on all Council social media sites.

6. Terms of Use

Social networking applications: -

- a) Must not be used to publish any content which may result in actions for defamation, discrimination, breaches of copyright, data protection or other claims for damages. This includes but is not limited to material of an illegal, sexual or offensive nature that may bring the Council into disrepute.
- b) must not be used for party political purposes or specific campaigning purposes as the Council is not permitted to publish material which 'in whole or part appears to affect public support for a political party' (LGA 1986)
- c) Must not be used for the promotion of personal financial interests, commercial ventures or personal campaigns.
- d) Must not be used in an abusive or hateful manner.
- e) Must not be used for actions that would put Council representatives in breach of Council codes of conduct or policies relating to Elected Members or staff.
- f) Must not breach the Council's equality and diversity or bullying and harassment policies. Where individuals from partner organisations are involved and are acting on behalf of the Council, they will also be expected to comply with the relevant Council policies.
- g) It is also important to ensure that members of the public and other users of online services know when a social networking application is being used for official Council purposes.

To assist with this, all Council representatives must adhere to the following requirements:

- a) They must only use @forestrow.gov email addresses for user accounts which will be used for official Council purposes.
- b) Where social networking applications are being managed by Council representatives, appropriate feedback and complaints information must be published in a prominent place which is easily accessible to other users.
- c) The use of the Council's logo and other branding elements should be used where appropriate to indicate the **Council's support and agreed representation**. The logo should not be used on social networking applications which are unrelated to or are not representative of the Council's official position.
- d) Council representatives should identify themselves as such where appropriate on social networking applications. For example, through providing additional information in user profiles.
- e) Council representatives should ensure that any contributions they make are professional and uphold the reputation of the Council.
- f) Council representatives must not promote or comment on political / activism issues that may be regarded as such.
- g) All users need to be aware that applications may be closed for a defined period before local and national elections in order to comply with legislation

7. Personal Use of social media sites - general guidelines

FRPC recognises that Council employees and Councillors may wish to use social media in their personal lives. The Policy does not intend to discourage nor unduly limit personal expression or online activities. However, users should recognise the potential for damage to be caused (either directly or indirectly) to the **Council in certain circumstances via personal use of social media when the user can be identified – or chooses to be identified - as a Forest Row Parish Council representative**. Accordingly, users should comply with this policy to ensure that the risk of such damage is minimised.

Users are personally responsible for the content published in a personal capacity on any form of social media platform. It is, therefore, important that employees and Councillors note the following issues.

- a) Blog, Twitter posts, site comments etc remain permanently accessible. Tracking tools can identify the contents of a website at a particular date and via ISP addresses, even if the contents are later deleted.
- b) A search of an organisation's name will produce a full list of any blogged comments about that organisation, so that anyone with internet access can find them.
- c) Similarly, a search using an email address or individual name will produce a full list of comments and other material made from that address or attributed to that individual.
- d) Personal revelations and comments, embarrassing photos, etc, that are accessible to current and prospective employers may be detrimental to a person's career prospects, depending on the context.
- e) Be aware of privacy settings and preferences to restrict access to content.

8. Council representatives' use of social media

Whilst council representatives' access to and use of the above tools outside the course of employment / Council is a private matter for the employee and Councillor, issues may arise where FRPC is mentioned on-line or where it is possible to link employees and Councillors with their employment at FRPC or as representatives of FRPC.

In such cases, the following rules apply:

- a. Do not mix the professional and personal issues in ways that are likely to compromise the interests and reputation of FRPC
- b. Do not imply FRPC endorsement of your personal views
- c. Social media should not be used to lobby or influence opinion as a result of disagreements with voting decisions taken in council
- d. Staff and councillors should not discuss council business or contribute to online discussions related to council business without agreement from the F&P committee or a nominated social media administrator
- e. Staff and Councillors should be aware of the laws covering libel, defamation, privacy and the protection of intellectual property
- f. Staff and Councillors should familiarise themselves with Council's Code of Conduct.
- g. Activities on social media may be subject to the requirements of the Code of Conduct.
- h. Staff who are identified as an employee of FRPC and Councillors, and **who** post comments or pictures on social media that negatively impact FRPC's reputation or brand and who can be identified as a Member or employee of FRPC, may be subject to disciplinary action.

9. Records Management

Material published on Council's official social media sites must be recorded and stored in compliance with the Council's Records Management Policy and Procedures. Where information is disseminated using multiple channels, eg Website, YouTube, Blogs etc, a record of where this information is stored should be kept. The particular social media administrator is responsible for the identification of record material and the proper archiving of that material within the council's record systems.

10. Non-Compliance Statement

Non-compliance with this Social Media Policy may have the potential to damage the reputation, image, competitive or financial position of FRPC, and consequently, may result in disciplinary action. This may include termination of employment in serious cases and in accordance with Council's Policies and Procedures. Employees / Councillors who breach the law may also be personally liable for their actions.

11. Enforcement

Any breach of the terms set out above could result in the application or offending content being removed in accordance with the published complaints procedure and the publishing rights of the responsible Council representative being suspended.

The Council reserves the right to require the closure of any applications or removal of content published by Council representatives which may adversely affect the reputation of the Council or put it at risk of legal action.

Any communications or content you publish that causes damage to the Council, any of its employees or any third party's reputation may amount to misconduct or gross misconduct to which the Council's Dismissal and Disciplinary Policies apply.

'In summary, no social media posts by staff or councillors may discuss matters relating to council business - in any form - without the express consent of a social media administrator. Any posts or direct messages requesting comments or clarification from staff or councillors should be directed to the social media administrator who will respond, if such a response is considered to be appropriate, within 72 hours or three working days of being informed of the post or request. No discussion or debate should be entered into by staff or councillors in any private capacity that implies they are speaking as representatives or as staff of the parish council. If there is any doubt, please follow the above guidance. Any breach of this policy will be considered a disciplinary matter and will be addressed to the Personnel Committee.'

FOREST ROW PARISH COUNCIL



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

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

REQUEST FOR GRANT AID

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

NAME OF ORGANISATION: Forest Row CE Primary		
NAME OF CONTACT PERSON: Sean Smith, Head teacher		
ADDRESS FOR CORRESPONDENCE: Forest Row CE Primary School Lane	Tel: 01342 823380	
	Email: head@forestrow.e-sussex.sch.uk	
	Web (if any):	
	SUM REQUESTED: £ 200	
POST CODE: RH18 5EB		
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE? Forest Row Church of England Primary School		
DO YOU HAVE AUDITED ACCOUNTS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, ARE THEY ATTACHED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Accounts)	IF NO, PLEASE EXPLAIN WHY Please contact school bursar: finance@forestrow.e-sussex.sch.uk
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)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
From	Amount	Purpose
PURPOSE OF REQUEST (please use second sheet if necessary)		
<p>Yesterday, I had a phone call from the Chair of Forest Row Parish Council, Jenny Josephson, discussing ways that the Parish Council might support our vulnerable families. Although we are already providing food vouchers for these families, we have explored alternative ways they might be supported.</p> <p>We feel it would be beneficial to provide them with stationary (exercise books, pens, pencils, dictionaries etc.) to support their home learning as these are an additional expense during these times. The money requested would help us to create home learning support packs for low income/vulnerable families and would be much appreciated.</p> <p>Thank you for considering our request.</p>		

HOW WILL IT BENEFIT THE COMMUNITY?

It will benefit low income/vulnerable families within the Forest Row community.

FOR OFFICIAL USE ONLY

Date of Meeting:	Min.No:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount:
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POINTS TO NOTE WHEN APPLYING FOR A GRANT

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

1. General

- Applications will be considered by the Finance & Policy Committee which meets quarterly. Please check the Council's website for dates: www.forestrow.gov.uk
- Applications should be received in the Parish Council Office at least 7 days prior to the scheduled meeting dates.
- Only one grant per community organisation will be awarded in any one financial year
- Annually recurring grants will not be considered as a rule but each grant will be considered on its merit and the benefit to the community as a whole.
- Retrospective applications or payments/reimbursements will not be considered
- 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.