

Forest Row Parish Council

Clerk:
Email:

Mr D O'Driscoll
parishclerk@forestrow.gov.uk

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



To: All members of the FINANCE & POLICY COMMITTEE:
Cllrs. 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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Dear Sir/Madam,
Your attendance is required at a meeting of the FINANCE &
POLICY COMMITTEE to be held on **TUESDAY 27th**

JULY 2021 in the Garden Room of the Community

Date: 21 July, 2021

Centre at **7.30pm**.

Mr D O'Driscoll
Clerk to Forest Row Parish Council

AGENDA

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

PRELIMINARIES

1. PUBLIC QUESTIONS – the business of the meeting will start no later than 7.45pm
2. APOLOGIES FOR ABSENCE
3. **TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION RE THE ITEMS BELOW**
4. RECORDS OF THE MEETINGS HELD ON 13TH & 27TH APRIL 2021
 - 4.1 To approve the minutes of the meetings of 13TH & 27TH APRIL 2021
 - 4.2 To consider any objections to deletion of the digital transcript of that meeting
5. CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM LAST MEETING
6. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
 - 6.1 Finalisation of the 2020-21 accounts
 - 6.2 Post-pandemic arrangements
 - 6.3 Staff concessionary leave

FINANCIAL MATTERS To note and/or resolve as appropriate

7. SUMMARY FINANCIAL REPORT to month 4
8. LIST OF PAYMENTS (to include prepayment cards)
9. BANK RECONCILIATIONS & COUNCILS INVESTMENTS

MATTERS FOR CONSIDERATION/DECISION

10. To consider & resolve on a proposal re Council communications
11. To consider & resolve upon the Council's insurances for the coming year
12. To consider & approve arrangements for the Aug/Sept Repair Café
13. To consider grant applications as follows:
 - 13.1 Tunbridge Wells Samaritans
 - 13.2 To review the grant application from Forest Row Tennis Club

If relevant: Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the committee believes that the public and press to be excluded from the meeting on the grounds of the confidential nature of the business to be transacted.

14. To consider & resolve on a staff matter
15. CORRESPONDENCE
16. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

FINANCE & POLICY COMMITTEE**BACKING PAPERS FOR MEETING 27th JULY 2021**

Agenda item	Description	Page nos
	Clerk's general briefing note	1-2
7	Financial report: summary	3-4
	Financial report: committee detail	5-12
8	List of payments	13-19
9	Bank reconciliations & investments	20
11	Revised Insurance valuations	21
13.1	Grant application: T/Wells & District Samaritans	22-28
13.2	Grant application: F/Row Tennis Club (supplementary papers)	29-34
14	Clerk's confidential briefing note	C1
	Business case in support	C2-3

**COUNCILLORS' BRIEFING FOR THE FINANCE & POLICY COMMITTEE MEETING
ON 27th JULY 2021**

1. **PUBLIC QUESTIONS** None notified in advance
2. **APOLOGIES** Cllr Wogan has offered apologies in advance
3. **DECLARATIONS OF INTEREST** There should be none
4. **RECORDS OF MEETING** 13th & 27th April 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)**
 - 6.1 Finalisation of the 2020-21 accounts. The statutory notice for public inspection of the unaudited accounts was posted on 15th June and subsists until the date of this meeting. The Annual Return has been submitted to the external auditors. The only query raised has been a request for evidence that we are registered as employers with HMRC.
 - 6.2 Post-pandemic arrangements. The Community Centre has now fully re-opened, and Covid restrictions no longer apply. The Bridge Club was back in full force on the first day. The office has nevertheless decided to retain the half-door in the closed position for security.
 - 6.3 Staff concessionary leave. Council voted on 29th June to grant concessionary paid leave to those staff who worked continuously through the pandemic. The office will therefore be closed to the public for 4 weeks from 2nd August, with Gages closed for 3 weeks from 9th. Emails & messages will be picked up and dealt with and individual staff members will come in if required to deal with essential administrative tasks. The maintenance staff who also worked through, and the Warden, will be granted two additional weeks leave later in the year.

ACTION: to note
7. **SUMMARY FINANCIAL REPORT to month**

At end month 4, performance against forecast should be in the order of 33%. A printout is supplied showing the summary position and the Committee detail. The figures have been corrected to apportion receipt of the precept and to excise the skatepark extension donation (now spent in full). Overall, income is at 34.1% and expenditure at 22.5% of forecast, which is healthy. There are some variances within individual cost codes, but none of concern.

ACTION: to note
- 8-9. **LIST OF PAYMENTS / BANK RECONCILIATION and COUNCIL'S INVESTMENTS**

Formal printouts are supplied. Members are asked as usual to flag up queries before the meeting so that replies can be properly prepared from the accounting papers.

ACTION: to note
10. **TO CONSIDER & RESOLVE ON A PROPOSAL RE COUNCIL COMMUNICATIONS**

In the light of recent events, and pending a more definitive resolution of certain problematic areas of governance and communication, the Chairman of Finance & Policy has proposed a temporary restriction on communications as follows:

Until long term measures have been implemented, the following shall be deemed incorporated into the Council's Communications Policy and in the event of any conflict between this amendment and the pre-existing wording, the former shall prevail:

 - Any communication that Councillors (oral or in writing) wish to have with ANY of our staff, other than the purely administrative, MUST only be sent to the Committee Chair relevant to that communication, whose role will be to act as intermediary, using their judgement. Staff, other Councillors or third parties may not be copied into such communications.

- Casual interactions with Council staff must avoid Council business, and staff will be asked to report any infringement to the relevant Committee Chair.
- Questions on informational matters put before Council and Committees (eg reports on finances, Clerk's comments, staff reports, etc) MUST be advised, at least 48 hours before the start of the relevant meeting to the relevant Chair and Clerk, or otherwise shall be inadmissible in the meeting.
- Existing Standing Orders 1(q)- 1(w) on the 2-minute speaking rule, speaking through the Chair and follow up questions will be enforced by Chairs/ Vice-Chairs.
- Communications regarding Working Groups and the Planning Committee (given that it is advisory only) do not apply so long as they remain with the relevant terms of reference.

ACTION: to consider and resolve as appropriate.

11. TO CONSIDER & RESOLVE UPON THE COUNCIL'S INSURANCES FOR THE COMING YEAR

Last year, after a consultation process involving several companies, we moved our general insurances to Hiscox on a one-year basis only. The past year has been a turbulent one for insurance as claims arising from the pandemic have begun to 'bite'. There have been some well-publicised disputes between local authorities and insurers, some of which have ended in court. (I can speak to these if required, but discretion is necessary within a public forum). I have been involved in detailed discussions with Came & Co about this year's renewal, due on 1st August, including a revaluation of some of the Council's assets and the addition of the skatepark extension (schedule attached). Came & Co have on our behalf conducted a market survey. They have recommended that we continue with Hiscox, and that is my advice to Council. For Council to decide whether to accept this recommendation and if so, whether to renew for a single year (premium £8,116.17 inc. tax) or whether to enter into a 3-year agreement (premium £7,714.11 inc. tax).

ACTION: to consider (and resolve as appropriate)

12. TO CONSIDER & APPROVE ARRANGEMENTS FOR THE AUG/ SEPT REPAIR CAFE

The next two Repair Cafes are scheduled for 21st August and 18th September respectively. As Members may be aware, most of the administration of these events has been undertaken by our Community Development Officer, who will be leaving us on 13th August.

It is now too late to cancel the August event, for which planning is already in hand, and Sara Smart has agreed to deal with this as a 'run off' from her employment.

Committee is asked to approve this arrangement, and then to consider what is to be done for September. The options are: a) to invite Sara Smart to organise the event on a freelance basis; b) to confide the task to some other person (please note that the remaining Council staff have no spare capacity to undertake this); c) to cancel the event.

ACTION: to resolve as appropriate

13 GRANT APPLICATIONS

13.1 Samaritans: papers attached (this just missed the cut for a previous meeting).

13.2 Additional papers for the Tennis Club application, as required by minute no, 135/21

ACTION: to resolve as appropriate

14. TO RESOLVE ON A STAFF MATTER: confidential briefing note attached

15/16. CORRESPONDENCE / ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

Summary Income & Expenditure by Budget Heading 21/07/2021

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>						
Income	143,080	429,760	217,514			33.3%
Expenditure	92,106	393,905	301,799	0	301,799	23.4%
Movement to/(from) Gen Reserve	<u>120,141</u>					
<u>Amenities & Services</u>						
Income	6,931	12,100				57.3%
Expenditure	8,016	27,750		0	(34,266)	28.9%
Movement to/(from) Gen Reserve	<u>1,085</u>					
<u>Property & Assets</u>						
Income	9,994	30,250	20,256			33.0%
Expenditure	23,839	54,250	30,411	0	30,411	43.9%
Movement to/(from) Gen Reserve	<u>(13,845)</u>					
<u>Planning</u>						
Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	<u>0</u>					
<u>Localism & Community Projects</u>						
Income	11,074	29,700	18,626			37.3%
Expenditure	4,745	22,000	17,255	0	17,255	21.6%
Movement to/(from) Gen Reserve	<u>6,329</u>					
<u>Ear Marked Reserves</u>						
Income	0	0	0			0.0%
Expenditure	0	74,319	74,319	0	74,319	0.0%
Movement to/(from) Gen Reserve	<u>0</u>					

Summary Income & Expenditure by Budget Heading 21/07/2021

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	171,079	501,810				34.1%
Expenditure	128,708	572,224		0	389,518	22.5%
Net Income over Expenditure	<u>42,371</u>	<u>(70,414)</u>				

Detailed Income & Expenditure by Budget Heading 21/07/2021

Month No: 4

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	138,333	415,000				33.3%	
4180 Misc Income	441	1,000	559			44.1%	
4181 FI-Wayleave Income	1	10	9			10.0%	
4182 FI-Devolved Services Income	1,470	1,450	(20)			101.4%	
4183 Community Warden Hire	2,820	11,000	8,180			25.6%	
4190 FI-Interest Received	15	1,300	1,285			1.1%	
Finance & Administration :- Income	<u>143,080</u>	<u>429,760</u>	<u>217,514</u>			<u>33.3%</u>	<u>0</u>
4100 PENSION TOP UP	989	4,000	3,012		3,012	24.7%	
4101 FI-Salaries	81,976	309,060	227,084		227,084	26.5%	
4102 FI-Payroll Outsource Costs	105	420	315		315	25.0%	
4103 FI-Contrib. to Library Salary	0	4,500	4,500		4,500	0.0%	
4108 FI-Staff Training/Travel	919	3,000	2,081		2,081	30.6%	
4110 Community Warden Costs	43	500	457		457	8.6%	
4111 Forest Rate	26	25	(1)		(1)	102.7%	
4120 Postage	0	1,300	1,300		1,300	0.0%	
4121 Telecommunications	1,804	7,500	5,696		5,696	24.1%	
4123 Stationery	163	750	587		587	21.7%	
4124 FI-Subscriptions	2,805	5,000	2,195		2,195	56.1%	
4125 FI-Insurance	0	8,000	8,000		8,000	0.0%	
4126 Printer/copier	1,249	3,500	2,251		2,251	35.7%	
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	0	1,000	1,000		1,000	0.0%	
4136 Security Checks	0	150	150		150	0.0%	
4137 FI-Members Allowances	290	5,000	4,710		4,710	5.8%	
4151 FI - Bank Charges	523	1,500	977		977	34.9%	
4156 FI-Legal & professional fees	(2,582)	3,000	5,582		5,582	(86.1%)	
4157 FI-Audit & Financial Managemen	1,459	3,500	2,041		2,041	41.7%	
4158 FI-Van Lease	658	2,750	2,092		2,092	23.9%	
4160 Office Equipment	1,345	300	(1,045)		(1,045)	448.3%	
4161 Office Maintenance	0	700	700		700	0.0%	
4165 FI-Election Fund	0	1,000	1,000		1,000	0.0%	
4166 Wayleaves	1	50	49		49	2.6%	
4169 Community Occasion	0	500	500		500	0.0%	
7101 PR- Advertising/Publicity	0	100	100		100	0.0%	
7102 PR-Website	0	500	500		500	0.0%	
7110 PR-Newsletter & Distribution	33	500	468		468	6.5%	

Detailed Income & Expenditure by Budget Heading 21/07/2021

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7113 PWLB Repayment	0	15,600	15,600		15,600	0.0%	
Finance & Administration :- Indirect Expenditure	<u>91,806</u>	<u>384,405</u>	<u>292,599</u>	<u>0</u>	<u>292,599</u>	<u>23.9%</u>	<u>0</u>
Net Income over Expenditure	<u>120,441</u>	<u>45,355</u>	<u>(75,086)</u>				
<u>403 Other Grants</u>							
4360 Other Grants	300	7,000	6,700		6,700	4.3%	
4361 FRGSA Subsidy	0	2,500	2,500		2,500	0.0%	
Other Grants :- Indirect Expenditure	<u>300</u>	<u>9,500</u>	<u>9,200</u>	<u>0</u>	<u>9,200</u>	<u>3.2%</u>	<u>0</u>
Net Expenditure	<u>(300)</u>	<u>(9,500)</u>	<u>(9,200)</u>				
Finance & Policy :- Income	143,080	429,760	217,514			33.3%	
Expenditure	<u>92,106</u>	<u>393,905</u>	<u>301,799</u>	<u>0</u>	<u>301,799</u>	<u>23.4%</u>	
	<u>120,141</u>						

Detailed Income & Expenditure by Budget Heading 21/07/2021

Month No: 4

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	1,040	1,500	460		460	69.3%	
2336 Streetlights	2,586	5,000	2,414		2,414	51.7%	
Street Lighting :- Indirect Expenditure	<u>3,626</u>	<u>6,500</u>	<u>2,874</u>	<u>0</u>	<u>2,874</u>	<u>55.8%</u>	<u>0</u>
Net Expenditure	<u>(3,626)</u>	<u>(6,500)</u>	<u>(2,874)</u>				
204 Road Safety							
2436 RS-Road Safety	0	500	500		500	0.0%	
Road Safety :- Indirect Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
601 Cemetery							
6180 BU-Burial Fees	5,573	10,000	4,427			55.7%	
Cemetery :- Income	<u>5,573</u>	<u>10,000</u>	<u>4,427</u>			<u>55.7%</u>	<u>0</u>
6123 Cemetery Admin	0	300	300		300	0.0%	
6151 BU- Cemetery Rates	809	500	(309)		(309)	161.8%	
Cemetery :- Indirect Expenditure	<u>809</u>	<u>800</u>	<u>(9)</u>	<u>0</u>	<u>(9)</u>	<u>101.1%</u>	<u>0</u>
Net Income over Expenditure	<u>4,764</u>	<u>9,200</u>	<u>4,436</u>				
Amenities & Services :- Income	6,931	12,100	(48,831)			57.3%	
Expenditure	8,016	27,750	(34,266)	0	(34,266)	28.9%	
	<u>(1,085)</u>						

Detailed Income & Expenditure by Budget Heading 21/07/2021

Month No: 4

Committee Report

	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	30	1,500	1,471			2.0%	
Allotments :- Income	<u>30</u>	<u>1,500</u>	<u>1,471</u>			<u>2.0%</u>	<u>0</u>
1135 Allotments-Water & Upkeep	184	1,500	1,316		1,316	12.2%	
Allotments :- Indirect Expenditure	<u>184</u>	<u>1,500</u>	<u>1,316</u>	<u>0</u>	<u>1,316</u>	<u>12.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(154)</u>	<u>0</u>	<u>154</u>				
<u>102 Village Greens</u>							
1280 VG-Hire Income	584	500	(84)			116.8%	
1281 VG- Utilities Income	0	100	100			0.0%	
Village Greens :- Income	<u>584</u>	<u>600</u>	<u>16</u>			<u>97.4%</u>	<u>0</u>
1236 Outdoor Maintenance	1,521	10,000	8,479		8,479	15.2%	
1237 Outdoor Planting	539	1,200	661		661	44.9%	
1239 VG-Utilities	0	250	250		250	0.0%	
Village Greens :- Indirect Expenditure	<u>2,060</u>	<u>11,450</u>	<u>9,390</u>	<u>0</u>	<u>9,390</u>	<u>18.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,476)</u>	<u>(10,850)</u>	<u>(9,374)</u>				
<u>104 Amenities General</u>							
1400 Amenities grants/donations		0	(54,000)			0.0%	
4180 Misc Income	744	0	(744)			0.0%	
Amenities General :- Income	<u>744</u>	<u>0</u>	<u>(54,744)</u>				<u>0</u>
1436 Skate & Play areas	,186	1,000	(53,186)		(53,186)	19.6%	
1447 Dog Fouling	780	3,000	2,220		2,220	26.0%	
Amenities General :- Indirect Expenditure	<u>766</u>	<u>4,000</u>	<u>(50,966)</u>	<u>0</u>	<u>(50,966)</u>	<u>24.15%</u>	<u>0</u>
Net Income over Expenditure	<u>(222)</u>	<u>(4,000)</u>	<u>(3,778)</u>				
<u>105 Outdoor Maintenance</u>							
1501 Outdoor Maintenance Equipment	371	3,000	2,629		2,629	12.4%	
Outdoor Maintenance :- Indirect Expenditure	<u>371</u>	<u>3,000</u>	<u>2,629</u>	<u>0</u>	<u>2,629</u>	<u>12.4%</u>	<u>0</u>
Net Expenditure	<u>(371)</u>	<u>(3,000)</u>	<u>(2,629)</u>				

Detailed Income & Expenditure by Budget Heading 21/07/2021

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Property & Assets</u>							
<u>201 Bus Shelters</u>							
2136 BS-Bus Shelters	50	500	450		450	10.0%	
Bus Shelters :- Indirect Expenditure	<u>50</u>	<u>500</u>	<u>450</u>	<u>0</u>	<u>450</u>	<u>10.0%</u>	<u>0</u>
Net Expenditure	<u>(50)</u>	<u>(500)</u>	<u>(450)</u>				
<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	0	6,000	6,000		6,000	0.0%	
2553 Grit bins	0	500	500		500	0.0%	
6139 BU - War Memorial	0	500	500		500	0.0%	
7108 PR-Notice Boards	0	250	250		250	0.0%	
Miscellaneous Assets :- Indirect Expenditure	<u>0</u>	<u>8,000</u>	<u>8,000</u>	<u>0</u>	<u>8,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(8,000)</u>	<u>(8,000)</u>				
<u>301 Community Centre</u>							
3180 CC-Lettings	1,889	9,000	7,111			21.0%	
3181 CC-Equipment Hire	65	600	535			10.9%	
3182 CC-Rents	6,953	15,000	8,047			46.4%	
3185 MISC - incl books/copying)	57	400	343			14.3%	
3187 CC Drinks Machine Income	0	250	250			0.0%	
4180 Misc Income	496	0	(496)			0.0%	
Community Centre :- Income	<u>9,460</u>	<u>25,250</u>	<u>15,790</u>			<u>37.5%</u>	<u>0</u>
3111 CC-Rates & Services	14,895	20,000	5,105		5,105	74.5%	
3116 CC-Upkeep/Cleaning	3,224	12,000	8,776		8,776	26.9%	
3127 CC - Drinks Machine	136	500	364		364	27.2%	
3136 CC-Enhancement	1,257	2,500	1,243		1,243	50.3%	
Community Centre :- Indirect Expenditure	<u>19,512</u>	<u>35,000</u>	<u>15,488</u>	<u>0</u>	<u>15,488</u>	<u>55.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(10,051)</u>	<u>(9,750)</u>	<u>301</u>				
<u>303 Venue on the Green</u>							
3306 VOTG Income	533	5,000	4,467			10.7%	
Venue on the Green :- Income	<u>533</u>	<u>5,000</u>	<u>4,467</u>			<u>10.7%</u>	<u>0</u>
3304 Votg Non Youth Equip	2,071	1,000	(1,071)		(1,071)	207.1%	

Detailed Income & Expenditure by Budget Heading 21/07/2021

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3305 VOTG Running Costs	2,206	9,750	7,544		7,544	22.6%	
Venue on the Green :- Indirect Expenditure	<u>4,277</u>	<u>10,750</u>	<u>6,473</u>	<u>0</u>	<u>6,473</u>	<u>39.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,743)</u>	<u>(5,750)</u>	<u>(2,007)</u>				
Property & Assets :- Income	9,994	30,250	20,256			33.0%	
Expenditure	23,839	54,250	30,411	0	30,411	43.9%	
Movement to/(from) Gen Reserve	<u>(13,845)</u>						

Detailed Income & Expenditure by Budget Heading 21/07/2021

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Localism & Community Projects							
206 Community Transport							
2678 Medical Car Scheme Income	46	300	254			15.4%	
Community Transport :- Income	<u>46</u>	<u>300</u>	<u>254</u>			<u>15.4%</u>	<u>0</u>
2554 Wealdlink	458	1,000	542		542	45.8%	
2601 Voluntary Medical Car Service	0	200	200		200	0.0%	
Community Transport :- Indirect Expenditure	<u>458</u>	<u>1,200</u>	<u>742</u>	<u>0</u>	<u>742</u>	<u>38.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(412)</u>	<u>(900)</u>	<u>(488)</u>				
207 Market							
3184 CC-Market Income	3,603	6,000	2,397			60.0%	
Market :- Income	<u>3,603</u>	<u>6,000</u>	<u>2,397</u>			<u>60.0%</u>	<u>0</u>
3151 CC-Market expenditure	512	1,300	788		788	39.4%	
Market :- Indirect Expenditure	<u>512</u>	<u>1,300</u>	<u>788</u>	<u>0</u>	<u>788</u>	<u>39.4%</u>	<u>0</u>
Net Income over Expenditure	<u>3,091</u>	<u>4,700</u>	<u>1,609</u>				
209 Localism & Community Proj Misc							
2905 Repair Cafe & Wellbeing Servic	341	2,000	1,659			17.0%	
Localism & Community Proj Misc :- Income	<u>341</u>	<u>2,000</u>	<u>1,659</u>			<u>17.0%</u>	<u>0</u>
2700 Repair Cafe & Wellbeing	94	2,000	1,906		1,906	4.7%	
Localism & Community Proj Misc :- Indirect Expenditure	<u>94</u>	<u>2,000</u>	<u>1,906</u>	<u>0</u>	<u>1,906</u>	<u>4.7%</u>	<u>0</u>
Net Income over Expenditure	<u>247</u>	<u>0</u>	<u>(247)</u>				
304 Cafe							
3480 Gages - Sales	6,035	20,000	13,965			30.2%	
Cafe :- Income	<u>6,035</u>	<u>20,000</u>	<u>13,965</u>			<u>30.2%</u>	<u>0</u>
3436 Gages-Purchase of Equipment	582	1,500	918		918	38.8%	
3460 Gages -Purchases Food etc	2,367	12,500	10,134		10,134	18.9%	
Cafe :- Indirect Expenditure	<u>2,948</u>	<u>14,000</u>	<u>11,052</u>	<u>0</u>	<u>11,052</u>	<u>21.1%</u>	<u>0</u>
Net Income over Expenditure	<u>3,087</u>	<u>6,000</u>	<u>2,913</u>				

Detailed Income & Expenditure by Budget Heading 21/07/2021

Month No: 4

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	35	400	365			8.8%	
Thursday Club :- Income	<u>35</u>	<u>400</u>	<u>365</u>			<u>8.8%</u>	<u>0</u>
3636 TC-Running Costs	29	1,000	971		971	2.9%	
Thursday Club :- Indirect Expenditure	<u>29</u>	<u>1,000</u>	<u>971</u>	<u>0</u>	<u>971</u>	<u>2.9%</u>	<u>0</u>
Net Income over Expenditure	<u>6</u>	<u>(600)</u>	<u>(606)</u>				
406 Youth Provision							
4676 YP-Grants & Other Income	1,014	1,000	(14)			101.4%	
Youth Provision :- Income	<u>1,014</u>	<u>1,000</u>	<u>(14)</u>			<u>101.4%</u>	<u>0</u>
4603 YP - Dev costs & General Expen	705	2,500	1,795		1,795	28.2%	
Youth Provision :- Indirect Expenditure	<u>705</u>	<u>2,500</u>	<u>1,795</u>	<u>0</u>	<u>1,795</u>	<u>28.2%</u>	<u>0</u>
Net Income over Expenditure	<u>310</u>	<u>(1,500)</u>	<u>(1,810)</u>				
Localism & Community Projects :- Income	11,074	29,700	18,626			37.3%	
Expenditure	4,745	22,000	17,255	0	17,255	21.6%	
Movement to/(from) Gen Reserve	<u>6,329</u>						
Grand Totals:- Income	294,245	501,810	207,565			58.6%	
Expenditure	182,706	497,905	315,199	0	315,199	36.7%	
Net Income over Expenditure	<u>111,539</u>	<u>3,905</u>	<u>(107,634)</u>				
Movement to/(from) Gen Reserve	<u>111,539</u>						

Time: 09:49

Unity Trust

List of Payments made between 01/04/2021 and 21/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/04/2021	BIFFA WASTE SERVICES LTD	1	378.43		WASTE
06/04/2021	LEASEPLAN	DD	263.15		VAN LEASE
08/04/2021	O2	DD	16.16		WARDEN MOBILE PHONE
09/04/2021	AO SHIPLEY	BP	4,087.11		TAX & NI - MARCH
12/04/2021	BARCLAYCARD	2	41.09		CHARGES
12/04/2021	PAYTEK ADMIN SERVICES LTD	3	33.60		SERVICE CHARGE
13/04/2021	DIRECT-TEC UK LTD	4	107.13		PRINTER
14/04/2021	BACS P/L Pymnt Page 1626	BACS Pymnt	14,155.65		BACS P/L Pymnt Page 1626
14/04/2021	ALLSTAR BUSINESS SOLUTIONS	5	13.90		FUEL
14/04/2021	FROW RESOURCE CIC	CHQ	1,000.00		FUNDS
15/04/2021	POCKIT CARD - DOD	TOP UP	300.00		TOP UP
15/04/2021	POCKIT CARD - CC	TOP UP	300.00		TOP UP
15/04/2021	POCKIT CARD - GAGES	TOP UP	1,000.00		TOP UP
19/04/2021	CORONA ENERGY RETAIL 4 LTD	6	1,241.88		CC GAS
20/04/2021	BRITISH GAS	7	393.55		CC GAS
20/04/2021	BARCLAYCARD	DD	26.40		CHARGES
21/04/2021	BRITISH GAS	8	244.03		CC GAS
22/04/2021	BACS P/L Pymnt Page 1628	BACS Pymnt	1,004.34		BACS P/L Pymnt Page 1628
22/04/2021	EDF ENERGY CUSTOMERS PLC	9	213.23		STREETLIGHT POWER
23/04/2021	POCKIT CARD - DOD	TOP UP	500.00		TOP UP
23/04/2021	POCKIT CARD - CC	TOP UP	500.00		TOP UP
23/04/2021	TELECOMS WORLD PLC	10	54.02		0800 NUMBER
26/04/2021	SIEMENS	DD	163.30		DRINKS MACHINE LEASE
27/04/2021	FOCUS	DD	60.22		HELPLINE
28/04/2021	ALLSTAR BUSINESS SOLUTIONS	11	114.39		FUEL
29/04/2021	BT PAYMENT SERVICES LTD	12	20.49		TELECOMMUNICATIONS
30/04/2021	STAFF	BP	23,535.71		APRIL SALARIES
30/04/2021	STAFF	BP	96.75		CLLR ALLOWANCES
04/05/2021	BIFFA WASTE SERVICES LTD	1	378.43		WASTE
04/05/2021	LEASEPLAN	DD	263.15		VAN LEASE
06/05/2021	BACS P/L Pymnt Page 1631	BACS Pymnt	894.90		BACS P/L Pymnt Page 1631
07/05/2021	POCKIT CARD - DOD	TOP UP	250.00		TOP UP
07/05/2021	POCKIT CARD - GAGES	TOP UP	750.00		TOP UP
07/05/2021	POCKIT CARD - YOUTH	TOP UP	500.00		TOP UP
10/05/2021	BARCLAYCARD	2	39.86		CHARGES
10/05/2021	PAYTEK ADMIN SERVICES LTD	3	33.60		CARD PAYMENT SERVICES
10/05/2021	O2	DD	17.64		COMMUNITY WARDEN MOBILE
12/05/2021	ALLSTAR BUSINESS SOLUTIONS	4	66.30		FUEL
12/05/2021	AO SHIPLEY	BP	4,246.18		TAX & NI - APRIL
14/05/2021	DIRECT-TEC UK LTD	5	205.46		PRINTER
18/05/2021	BACS P/L Pymnt Page 1633	BACS Pymnt	4,639.96		BACS P/L Pymnt Page 1633
18/05/2021	BARCLAYCARD	DD	26.40		CHARGES
19/05/2021	BIOWOODS	BP	350.00		TREE SURVEY
19/05/2021	S AYLEN	BP	93.76		GAGES REIMBURSEMENT
20/05/2021	BRITISH GAS	6	463.02		CC ELECTRIC
20/05/2021	CORONA ENERGY RETAIL 4 LTD	7	984.12		CC GAS
21/05/2021	BRITISH GAS	8	306.98		CC ELECTRIC

Continued on Page 2

List of Payments made between 01/04/2021 and 21/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/05/2021	TELECOMS WORLD PLC	9	54.06		0800 NUMBER
25/05/2021	EDF ENERGY CUSTOMERS PLC	10	317.04		STREETLIGHT POWER
27/05/2021	BACS P/L Pymnt Page 1635	BACS Pymnt	4,472.80		BACS P/L Pymnt Page 1635
27/05/2021	FOCUS GROUP	DD	68.28		HELPLINE
28/05/2021	ASHDOWN HUB	BP	300.00		GRANT
28/05/2021	ACS HEALTH SAFETY & ENVIR	BP	1,254.00		ASBESTOS SURVEY
28/05/2021	ES PENSION	BP	4,017.01		SUPERANN - MAY
28/05/2021	STAFF	BP	20,205.92		MAY SALARIES
01/06/2021	BNP PARIBAS	DD	715.75		PRINTER
01/06/2021	DIRECT-TEC UK LTD	1	236.46		PRINTER
01/06/2021	BIFFA WASTE SERVICES LTD	2	585.48		WASTE
01/06/2021	BT PAYMENT SERVICES LTD	3	20.49		TELECOMMUNICATIONS
04/06/2021	LEASEPLAN	DD	263.15		VAN LEASE
09/06/2021	BACS P/L Pymnt Page 1638	BACS Pymnt	2,539.15		BACS P/L Pymnt Page 1638
09/06/2021	ALLSTAR BUSINESS SOLUTIONS	4	13.90		FUEL
09/06/2021	O2	DD	17.64		COMMUNITY WWARDEN MOBILE
10/06/2021	POCKIT CARD - DOD	TOP UP	500.00		TOP UP
10/06/2021	POCKIT CARD - CC	TOP UP	250.00		TOP UP
10/06/2021	POCKIT CARD - GAGES	TOP UP	1,000.00		TOP UP
10/06/2021	POCKIT CARD - YOUTH	TOP UP	150.00		TOP UP
10/06/2021	BARCLAYCARD	5	41.18		CHARGES
10/06/2021	PAYTEK ADMIN SERVICES LTD	6	33.60		SERVICE CHARGES
10/06/2021	AO SHIPLEY	BP	4,369.72		TAX & NI - MAY
10/06/2021	BETONGPARK LTD	BP	32,400.00		SKATEPARK EXTENSION
10/06/2021	SUSSEX FIRST AID	BP	624.00		COURSES
10/06/2021	SARAH EDWARDS	BP	90.40		CARETAKING
10/06/2021	SARAH EDWARDS	BP	-90.40		DUPLICATE ENTRY
11/06/2021	DIRECT-TEC UK LTD	7	128.22		COPIER
16/06/2021	ALLSTAR BUSINESS SOLUTIONS	8	52.55		FUEL
17/06/2021	BACS P/L Pymnt Page 1639	BACS Pymnt	1,124.26		BACS P/L Pymnt Page 1639
17/06/2021	CORONA ENERGY RETAIL 4 LTD	9	168.16		CC GAS
18/06/2021	FDR	DD	26.40		TERMINAL RENT
21/06/2021	BRITISH GAS	10	249.66		CC ELECTRIC
21/06/2021	BRITISH GAS	11	519.10		ELECTRIC
22/06/2021	EDF ENERGY CUSTOMERS PLC	12	321.68		STREETLIGHT POWER
23/06/2021	BACS P/L Pymnt Page 1640	BACS Pymnt	4,717.08		BACS P/L Pymnt Page 1640
24/06/2021	BACS P/L Pymnt Page 1641	BACS Pymnt	645.68		BACS P/L Pymnt Page 1641
24/06/2021	TELECOMS WORLD PLC	13	54.25		0800 NUMBER
28/06/2021	POCKIT CARD - YOUTH	TOP UP	150.00		TOP UP
28/06/2021	FOCUS	DD	61.42		HELPLINE
28/06/2021	KIMGS OFFICE FURNITURELTD	BP	1,614.00		CHAIRS
28/06/2021	S AYLEN	BP	23.53		THURS CLUB REFRESHMENTS
28/06/2021	BETONGPARK LTD	BP	32,400.00		SKATEPARK EXTENSION
28/06/2021	OWEN MORGAN	BP	175.00		STAFF TRAINING
29/06/2021	BT PAYMENT SERVICES LTD	14	20.49		TELECOMMUNICATIONS
29/06/2021	STAFF	BP	21,340.67		JUNE SALARIES
29/06/2021	ES PENSION	BP	3,991.83		SUPERANN - JUNE

List of Payments made between 01/04/2021 and 21/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/06/2021	UNITY TRUST	BP	9.30		CHARGE
30/06/2021	UNITY TRUST	BP	69.15		SERVICE CHARGE
07/07/2021	BACS P/L Pymnt Page 1645	BACS Pymnt	2,217.44		BACS P/L Pymnt Page 1645
14/07/2021	BACS P/L Pymnt Page 1647	BACS Pymnt	374.36		BACS P/L Pymnt Page 1647
14/07/2021	BACS P/L Pymnt Page 1648	BACS Pymnt	84.94		BACS P/L Pymnt Page 1648

Total Payments 209,363.09

6150.00
203213.09.

POCKIT CARD - DOD

List of Payments made between 01/04/2021 and 21/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/04/2021	ROCK AWNINGS	BP	452.99		MARKET GAZEBOS
20/04/2021	ZOOM	BP	11.99		VIRTUAL MEETINGS
26/04/2021	CASH	CASH	200.00		S KEMP - SALARY
27/04/2021	CASH	CASH	100.00		S KEMP - SALARY
30/04/2021	POCKIT	BP	1.99		FEE
30/04/2021	POCKIT	BP	1.98		FEE
10/05/2021	UTP	BP	27.00		PAPER ROLLS
12/05/2021	GOGROOPIE	BP	26.98		FRUIT TREES
20/05/2021	ZOOM	BP	11.99		VIRTUAL MEETINGS
25/05/2021	CASH	CASH	230.00		S KEMP - SALARY
30/05/2021	POCKIT	BP	1.99		FEE
04/06/2021	AO RETAIL	BP	454.00		FRIDGE - CC
20/06/2021	ZOOM	BP	11.99		VIRTUAL MEETINGS
29/06/2021	STAFF	CASH	200.00		S KEMP - SALARY
30/06/2021	POCKIT	BP	1.99		FEE
30/06/2021	POCKIT	BP	0.63		CASHBACK
Total Payments			1,735.52		

Time: 09:50

POCKIT CARD - CC

List of Payments made between 01/04/2021 and 21/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/04/2021	WDC	BP	21.00		MARKET TENS - MAY
20/04/2021	ALDRIDGE & TRILLWOOD	BP	60.11		BUS SHELTER MAINTENANCE
26/04/2021	CASH	CASH	200.00		SALARY - S KEMP
27/04/2021	CASH	CASH	100.00		SALARY - S KEMP
29/04/2021	WDC	BP	21.00		MARKET TENS - JUNE
30/04/2021	POCKIT	BP	3.97		FEE
17/05/2021	ALDRIDGE & TRILLWOOD	BP	15.59		SUPPLIES
25/05/2021	CASH	CASH	220.00		S KEMP - SALARY
31/05/2021	POCKIT	BP	1.99		FEE
31/05/2021	POCKIT	BP	0.99		FEE
09/06/2021	WEALDEN DC	BP	21.00		TENS - MARKET
14/06/2021	INFO COMMISSIONERS OFFICE	BP	40.00		DATA PROTECTION FEE
29/06/2021	STAFF	CASH	200.00		S KEMP SALARY
29/06/2021	AMAZON	BP	75.37		REPAIR CAFE SUPPLIES
30/06/2021	POCKIT	BP	2.98		FEE
Total Payments			984.00		

Time: 09:50

POCKIT CARD - GAGES

List of Payments made between 01/04/2021 and 21/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/04/2021	TESCO	BP	3.99		SUBS
06/04/2021	SAINSBURYS	BP	149.26		FOOD
08/04/2021	POCKIT	BP	1.99		FEE
08/04/2021	CO-OP	BP	1.00		FOOD
09/04/2021	CO-OP	BP	9.45		FOOD
12/04/2021	TESCO	BP	131.29		FOOD
12/04/2021	ALLAN MARTIN	BP	86.56		MEAT
16/04/2021	COOKSMILL	BP	58.02		CONTAINERS
21/04/2021	CO-OP	BP	3.35		FOOD
23/04/2021	CO-OP	BP	11.37		FOOD
23/04/2021	COOKSMILL	BP	114.90		CONTAINERS
25/04/2021	POCKIT	BP	1.99		FEE
26/04/2021	TESCO	BP	145.26		FOOD
29/04/2021	GDHA	BP	209.00		FRIDGE REPAIR
29/04/2021	CO-OP	BP	22.50		FOOD
04/05/2021	TESCO	BP	126.33		FOOD
04/05/2021	CO-OP	BP	12.38		FOOD
05/05/2021	CO-OP	BP	6.10		FOOD
10/05/2021	TESCO	BP	126.90		FOOD
10/05/2021	ALLAN MARTIN	BP	161.02		MEAT
10/05/2021	TESCO	BP	5.70		FOOD
13/05/2021	CO-OP	BP	3.80		FOOD
18/05/2021	TESCO	BP	141.83		FOOD
21/05/2021	ALLAN MARTIN	BP	70.71		MEAT
25/05/2021	TESCO	BP	113.61		FOOD
26/05/2021	CO-OP	BP	2.80		FOOD
26/05/2021	CO-OP	BP	10.70		FOOD
28/05/2021	CO-OP	BP	4.46		FOOD
31/05/2021	POCKIT	BP	3.98		CHARGES
01/06/2021	TESCO	BP	127.73		FOOD
01/06/2021	ALLAN MARTIN	BP	93.36		MEAT
08/06/2021	TESCO	BP	128.28		FOOD
11/06/2021	CO-OP	BP	6.50		FOOD
14/06/2021	ALLAN MARTIN	BP	32.80		MEAT
15/06/2021	TESCO	BP	102.96		FOOD
15/06/2021	CO-OP	BP	3.00		FOOD
17/06/2021	TESCO	BP	3.31		FOOD
22/06/2021	TESCO	BP	151.39		FOOD
23/06/2021	CO-OP	BP	15.00		FOOD
25/06/2021	POCKIT	BP	1.99		FEE
25/06/2021	DUNELM	BP	43.95		MATS
29/06/2021	TESCO	BP	158.20		FOOD

Total Payments	2,608.72
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Time: 09:50

POCKIT CARD - YOUTH

List of Payments made between 01/04/2021 and 21/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/04/2021	SAINSBURYS	BP	9.90		SUPPLIES
18/04/2021	POCKIT	BP	1.99		FEE
19/04/2021	SAINSBURYS	BP	58.10		SUPPLIES
26/04/2021	POUNDLAND	BP	27.50		SUPPLIES
29/04/2021	CO-OP	BP	3.45		FOOD
30/04/2021	POCKIT	BP	3.99		FEES
30/04/2021	ADJ	BP	3.99		FEE
03/05/2021	SAINSBURYS	BP	69.56		REFRESHMENTS
03/05/2021	POUNDLAND	BP	18.50		REFRESHMENTS
05/05/2021	CO-OP	BP	3.40		REFRESHMENTS
06/05/2021	POUNDLAND	BP	52.25		REFRESHMENTS
10/05/2021	SAINSBURYS	BP	51.55		REFRESHMENTS
13/05/2021	CO-OP	BP	3.90		REFRESHMENTS
17/05/2021	ICELAND	BP	54.29		REFRESHMENTS
17/05/2021	POUNDLAND	BP	15.00		REFRESHMENTS
18/05/2021	CO-OP	BP	5.00		REFRESHMENTS
20/05/2021	SAINSBURYS	BP	47.59		REFRESHMENTS
25/05/2021	CO-OP	BP	0.90		MILK
26/05/2021	TESCO	BP	35.40		REFRESHMENTS
28/05/2021	SAINSBURYS	BP	75.81		REFRESHMENTS
28/05/2021	POUNDLAND	BP	31.50		REFRESHMENTS
14/06/2021	POUNDLAND	BP	65.75		SUPPLIES
18/06/2021	SAINSBURYS	BP	17.65		SUPPLIES
18/06/2021	POCKIT	BP	1.99		FEE
23/06/2021	TESCO	BP	44.68		SUPPLIES
24/06/2021	CO-OP	BP	9.50		SUPPLIES
24/06/2021	CO-OP	BP	2.00		SUPPLIES
28/06/2021	SAINSBURYS	BP	51.90		SUPPLIES
28/06/2021	POUNDLAND	BP	44.00		SUPPLIES
29/06/2021	CO-OP	BP	9.63		SUPPLIES
29/06/2021	CO-OP	BP	1.40		SUPPLIES
30/06/2021	CO-OP	BP	9.10		SUPPLIES

Total Payments	831.17
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Forest Row Parish Council

Bank - Cash and Investment Reconciliation as at 30 June 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

17/09/2020	Forest Row P/C Money Manager	0.00
17/09/2020	Forest Row P/c Current A/c	0.00
30/06/2021	Cafe Cash A/c	100.00
30/06/2021	Thursday Club Cash A/c	0.00
30/06/2021	Unity Trust	188,389.55 <i>mm</i>
30/06/2021	CCLA	175,000.00 <i>mm</i>
30/06/2021	POCKIT CARD - DOD	313.45 <i>mm</i>
30/06/2021	POCKIT CARD - CC	425.10 <i>mm</i>
30/06/2021	POCKIT CARD - GAGES	823.43 <i>mm</i>
30/09/2020	WELLBEING SERVICES	0.00
30/06/2021	POCKIT CARD - YOUTH	412.95 <i>mm</i>
		365,464.48

Other Cash & Bank Balances

217.34

365,681.82

Receipts not on Bank Statement

0.00

Closing Balance

365,681.82

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	188,389.55
5	CCLA	175,000.00
6	POCKIT CARD - DOD	313.45
7	POCKIT CARD - CC	425.10
8	POCKIT CARD - GAGES	823.43
9	Wellbeing Services	0.00
10	POCKIT CARD - YOUTH	412.95
11	YOUTH PROVISION CASH ACC	0.00
	Other Cash & Bank Balances	217.34
	Total Cash & Bank Balances	365,681.82

APPROVED BY FINANCE & POLICE
COMMITTEE CHAIRMAN
Robert [Signature]
7-7-21

FRPC - REVISED INSURANCE VALUATIONS 2021-22

Building Name	Community Centre
Building Address	Community Centre Hartfield Road Forest Row East Sussex
Building Postcode	RH18 5DZ
Building Value	£2,099,915.60 Plus solar installation, say £7,000 = £2,106.915.60

	Current Sums Insured	Revised Sums Insured	Reason for Revision
Buildings	£3,218,141.28		
Office Contents	£30,013.55	£29,139	
General Contents	£78,658.57	£76,367	
Civic Regalia			
Outside Equipment	£6,078.19		
Street Furniture	£122,585.86	£119,015	
Gates and Fences	£24,548.87	£23,833	
War Memorials	£29,989.27		
Playground Equipment	£42,132.96	£167,100	
Mowers and Machinery	£14,138.19	£13,726	
Sports Equipment	£0.00		
Other Surfaces	£26,144.75		
Natural Surfaces	£0.00		
Fidelity Guarantee	£300,000		
Loss of Revenue (12 months)	£96,000		

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: Tunbridge Wells & District Samaritans Registered charity 1168382		
NAME OF CONTACT PERSON: Christopher Norton Branch Secretary		
ADDRESS FOR CORRESPONDENCE:	Tel: 01892 309945	
	Email: norton685@gmail.com	
	Web (if any):	
POST CODE:	SUM REQUESTED: £200	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?	Tunbridge Wells & District Samaritans	
DO YOU HAVE AUDITED ACCOUNTS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, ARE THEY ATTACHED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Accounts)	IF NO, PLEASE EXPLAIN WHY
IF APPLICABLE, DO YOU HAVE A BUDGET? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? <input type="checkbox"/> Yes <input type="checkbox"/> No		
From	Amount	Purpose
See attached sheet		
PURPOSE OF REQUEST (please use second sheet if necessary)		
See attached sheet		
HOW WILL IT BENEFIT THE COMMUNITY?		
See attached sheet		
FOR OFFICIAL USE ONLY		

FOREST ROW PARISH COUNCIL - REQUEST FOR GRANT AID - CONTINUATION SHEET

FUNDING FROM OTHER SOURCES:

We receive grants of varying amounts from parish and town councils in our area and donations from a couple of charitable trusts. Further details can be found in our audited accounts for the year ended 31st March 2020 which accompany this application. We receive no central government funding and no funding from the central Samaritans charity. We are required to raise all the money required to deliver our service ourselves.

Unfortunately, the COVID 19 pandemic has not only seen an increase in the number of people seeking our help but at the same time, the government restrictions have meant that the vast majority of our usual fundraising activities including supermarket and town centre collections, attendance at local fairs and carnivals, and our annual quiz night have had to be curtailed thereby impacting on our ability to be self-sufficient.

PURPOSE OF REQUEST:

The request is for a contribution towards our annual operating costs. Based on cashflow projections for the current financial year ending on 31st March 2021 our expenditure for the year will be approx. £45,000 and our projected income will be approx. £22,000 thereby leaving a shortfall in the region of £23,000. The grant requested (£200) represents a little under 0.5% of budgeted expenditure.

HOW WILL THE GRANT AID BENEFIT THE COMMUNITY?

Our branch provides confidential emotional support to people experiencing feelings of distress and despair, including, sadly, those which may lead to suicide. In the middle of the night and at weekends when other sources of support are not available, we may be the only place people can call. In the year to 31st March 2020 we received around 38,000 cries for an empathetic ear from callers and with increasing numbers of people choosing to end their own life, we believe that our mission 'to reduce the incidence of suicide in our community' has never been more relevant.

At present we have around 150 listening volunteers as well as 22 other support volunteers who help the branch in a variety of ways. We have no paid staff.

In addition to the listening service referred to above, our outreach team helps the local community in a variety of ways. For instance, our schools' liaison team regularly gives talks in local schools with a range of different year groups learning how we can help those in distress.

Our service is strictly confidential, and we do not retain data on our callers. Therefore, it is impossible to say how many residents of Forest Row have contacted us or who may do so in the future. However, we believe it is a logical assumption that some members of the Forest Row community will reach out to us for help from time to time.

TUNBRIDGE WELLS & DISTRICT SAMARITANS

Trustees Report for the year ended 31st March 2020

Objectives, Activities, Achievements & Performance in the Year

Plans for next year

- Maintain the high standard of caring support offered by Tunbridge Wells Samaritans and seek to improve and enhance it.
Aiming to step-up its involvement with local and county-wide suicide reduction / prevention efforts, TWS now plays a role in the Kent and Medway Suicide Prevention Network, and the Kent and Medway Children and Young People's Suicide Prevention Network. These activities in turn have spawned linked actions, such as membership of a panel advising local Labour Party members on issues linked with mental health. In line with TWS intention to explore how best to expand its local offering, further opportunities are expected in the coming period, notably as the aftermath of Covid starts to impact the locality.
- For the coming year our plans should include embedding a new way of recruiting and selecting volunteers that continues to meet our objectives, which recognises the current challenges given the pandemic.
- Manage impacts on our service delivery of COVID-19 and implement reactive changes in line with future guidance from and Samaritans Central Office, central government, the NHS and Public Health England.
- Continue our work with local organisations to support those in need of our services.

When reviewing the objectives and in setting the plans for the year, the trustees have referred to the Charity Commission guidance on public benefit.

Financial Review

The accounts that follow show expenditure exceeded income by £40,781. Expenditure includes depreciation of the charity's office equipment amounting to £1,475.

Income totalled £34,818 (2019 - £31,439). Income from donations and legacies totalled £7,637 made up of individual donations, and in Memoriam donations. The branch also received donations from Trusts of £3,130 and grants from local authorities of £4,050. Income from fundraising events totalled £16,640. Investment income totalled £3,361.

Charitable Activities expenditure decreased by £24,995. This decrease is mainly due to a fall in the New Branch Contributions (£24,064).

Expenditure also includes Independent Examiner's fees totalling £1,140.

There were unrealised losses of £10,281 in the value of our investments (worth £68,548 at 31st March 2020).

TUNBRIDGE WELLS & DISTRICT SAMARITANS

Trustees Report for the year ended 31st March 2020

Financial Review

Our total net assets at 31st March 2020 amounted to £525,417, which includes the premises reserve fund of £390,000.

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.

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 28 August 2020

.....Chair

.....*JM Latham* Treasurer

TUNBRIDGE WELLS & DISTRICT SAMARITANS
ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2020

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 2020.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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: 28 August 2020

TUNBRIDGE WELLS & DISTRICT SAMARITANS

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2020

	<u>Notes</u>	All Unrestricted Funds 2020	All Unrestricted Funds 2019
Income From:			
Investment Income	3	3,361	4,108
Donations and Grants	4	14,817	14,124
Fundraising Events		16,640	13,207
Total Income		<u>34,818</u>	<u>31,439</u>
Expenditure on:			
Charitable Activities	5	65,288	90,283
Fundraising Events		30	244
Total Expenditure		<u>65,318</u>	<u>90,527</u>
Unrealised (Losses)/Gains on Investments	9	(10,281)	784
Net (Expenditure) / Income		<u>(40,781)</u>	<u>(58,304)</u>
Net Movement in Funds		<u>(40,781)</u>	<u>(58,304)</u>
Reconciliation of funds			
Total funds brought forward at 1st April 2019		566,198	624,502
Total funds carried forward at 31st March 2020		<u>£525,417</u>	<u>£566,198</u>

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

TUNBRIDGE WELLS & DISTRICT SAMARITANS

BALANCE SHEET AS AT 31ST MARCH 2020

	<u>NOTES</u>	2020	2019
Tangible Fixed Assets	8	391,849	392,731
Fixed Assets Investments	9	68,548	78,829
		<hr/>	<hr/>
		460,397	471,560
Current Assets			
Debtors			
Prepayments and accrued income		2,352	1,739
Cash at Bank		117,045	166,178
		<hr/>	<hr/>
		119,397	167,917
Current Liabilities			
Creditors: amounts falling due within one year -			
Accruals and other creditors		54,377	73,279
Net Current Assets		<hr/>	<hr/>
		65,020	94,638
Total Assets less current Liabilities		<hr/>	<hr/>
		<u>£525,417</u>	<u>£566,198</u>
The Funds of the Charity			
Unrestricted Funds			
General Fund	13	135,417	176,198
Premises Reserve	13	390,000	390,000
		<hr/>	<hr/>
		<u>£525,417</u>	<u>£566,198</u>

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

These accounts were approved by the Trustees on 28 August 20 and signed on their behalf by

.....
Chair

.....
Treasurer



**C/O CHRIS SERJEANT
39, Upper Close Forest Row
East Sussex
RH18 5DS
Chris.Serjeant1@gmail.com
01342 92 6666 07803 663 610**

26th May, 2021

**David O'Driscoll
Forest Row Parish Council
The Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ**

Dear David,

Thank you for your email of the 26th May, 2021. I understand you are requesting further information concerning our application for a grant towards work to be carried out. I have contacted Wealden District Council, East Sussex County Council, Sussex Lawn Tennis Association. All of them were negative in response, the main reason being that our application was not Co-vid-19 related.

I enclose copies of papers that have been circulated around our committee which I hope you will find informative. You will note that we are dealing with large sums of money, but any contribution would be very much appreciated.

We are always having to plan ahead and membership fees are the main way we raise funds on a regular basis.

If you would like me to attend your meeting and answer any questions, I would be pleased to do so.

Yours sincerely,

Chris Serjeant

Forest Row

LAWN TENNIS CLUB

18th February, 2021

Dear Committee Member,

Results of the voting held to determine which projects will be carried out. 8 members voted.

Option 1. Cheap way of lighting court 3.	£2416.00	5 votes
Option 3. Courts 1 & 2. Change to LED.	£7214.40	5 votes
Option 4. Spraying courts. 1, 2, & 3	£6240.00	5 votes
Option 2. Full lights on court 3	£16,671.00	3 votes

Notes

Options 1 & 3 will need planning permission before work can proceed.

Option 4 can be carried out anytime but probably best when the weather is better, May onwards. Some of the courts are wearing thin and indeed are down to the tarmac. Particularly bad are courts 1&2, if left, there will be no protection and it will start to break up. Court 3 is not quite as bad as 1&2 but still needs to be done. The tennis post on court 3 on the left hand side is causing a problem by lifting the tarmac (18 to 24 inches outside the court). This is a very common problem and is caused by not lowering the net, to relieve tension at the end of play. We must ensure that all members are aware, and act accordingly.

Other Quotes also received.

Option 1

LTL Floodlighting	£7800.00
Prestige Courts	£16800.00
DH Group	£ 8202.00

Option 3

LTL Floodlighting	£ 14,400 / £22200
Prestige Courts	£ 19200
DH Group	£ 30000.00

Option 4

Prestige Courts (Specialised Spaying)	£ 6240.00
-----------------------------------------	-----------

Tarmac Are you happy with colour two tone green or do you fancy a change?

Best wishes to you all,

Chris.

I have resisted sending out this letter as I am still waiting for a few quotes, however I think it will be difficult to improve on what we have. Any further tenders received will still be considered. We also have other financial decisions to make and these points may be relevant.

I would suggest that the following should be our priorities:

Option 1 Cheap way of floodlighting Court 3.	£2416.00
----------------------------------------------	----------

Option 4 Spraying resin sealer + acrylic paint + line marking	£6240.00
---------------------------------------------------------------	----------

This could be done in the summer.

Total £8656.00

+ Wealden Council fees for planning application	£ 234.00
-------------------------------------------------	----------

+ Ecology Report. (Might increase depending on work) Carried out)	£ 384.00
----------------------------------------------------------------------	----------

Option 3 Courts 1 & 2 could wait for their lights to be replaced as they are still playable at present. Cost will be	£7214.40
----------------------------------------------------------------------------------------------------------------------	----------

21 March 21

Dear Fellow Committee Members

INSTALLATIONS OF FLOODLIGHTS ON COURT 3

I have put together a few notes regarding the upgrading of court 3, plus other possible projects. I do think that we should not just sit on our members' money unnecessarily and they will ultimately benefit. I would obviously have preferred to have had a committee meeting to discuss the various options but that would probably not be possible for some time. It may well be helpful if you could circulate your thoughts to fellow committee members, during this week.

In any event, could you please send me your votes by this coming Saturday 6th February. You can of course vote for more than one option.

Despite the interference of Covid-19, there has been an increase in the numbers of members playing tennis in the evening club sessions. On several occasions, we have had over 8 players, meaning that some members would have to be sitting off in the cold. I have been asked as to why we have not had lighting installed on the 3rd court, and could it be done?

When I first put this proposal to the committee several weeks ago, it was suggested by some of our committee, that if we were thinking of partially lighting court 3 then why not apply to Wealden District Council for full permission & give us the option for upgrading the lights on courts 1&2 as well? We will therefore do that with committee's approval.

If and when the application is submitted, it would usually take 8-12 weeks to get a decision. It should be noted that after a favourable outcome we have another £22,000 set aside when we need to resurface the courts themselves.

COSTS

Wealden Council fees for planning application	£ 234.00
Ecology Report – (Flora + Founa).	£ 384.00

Above costs payable regardless of option

Option 1:

Installation – (court 3) 3 x 300 LED lights on the lighting column's of court 2 to illuminate court 3.

This work should be considered to be a partial Solution given that the lights will only illuminate from one side of the court on three columns. Additionally, the lights for court 3 would come on with the lights for court 2.

TOTAL £ 2416.00.

Option 2:

COURT 3 – Full Specification. Led lights on Their own pylons.

To install 7 x 300W. LED lights. 3 fixed to existing columns of court 2 adjacent to court 3 + 4 new columns on the opposite side.

TOTAL £ 16,671.00

Option 3:

REPLACEMENT COSTS FOR COURTS 1&2

It should be noted that the lighting on courts 1 & 2 is becoming obsolete. We have had them for 15 years so repairs and replacements will not be possible shortly as advised by tennis court specialists.

The replacement cost for 12 X 300W LED lighting units (The columns are already there and paid for).

TOTAL £ 7214.40

Option 4:

I have also looked further into respraying the surfaces of the 3 courts. As you are aware, iron pyrites is present in the tarmac that was used in the resurfacing last time. Soon after the work, rust marks appeared over the three courts. Apparently, there is now a product on the market; "iron stone resin sealer" which would be applied over the tarmac and then over sprayed with two coats of non-slip acrylic based

paint. This would be followed by installing the white tennis court lines. This should ensure that no further work will need to be carried out on the courts for at least 5 years.

TOTAL £ 6240.00

On the positive side, we take a minimum of £ 650.00 per year from members paying £1.00 for each night they attend.

For reference, all three courts have recently been pressure washed to remove any moss or ingrained debris. This is normally carried out at least once every year. We have also had repaired the high fencing to protect us from wayward footballs. They have used a higher spec wire which should last longer.

A tennis court contractor has told me that resurfacing of the courts should not need to be done for at least 5 to 10 years. We usually set aside £4,000.00 every year specifically for this purpose.

I have applied to Forest Row Parish Council & Wealden District Council to see if any grants may be available. FR have not responded as yet. Wealden indicated that most of their cash is going to Covid-19 projects.

Thanks to Judy for her help with the paperwork.

If anything requires further clarification please let me know.

Keep safe.

Best wishes to you all,

Chris.