

# Forest Row Parish Council

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



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

To: All members of the FINANCE & POLICY COMMITTEE:  
Cllrs. Gilbert (Chair), Eichner, Hugo, Jaffay, la Djoï,  
Lewin, Taylor-Smith & A M Waters  
(All other Councillors – for information)

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Dear Sir/Madam,  
Your attendance is required at a meeting of the FINANCE &  
POLICY COMMITTEE to be held on **TUESDAY 16th**  
**APRIL 2024** in the Garden Room of the Community  
Centre at **7.30pm**.

Date: 10 April, 2024

  
Mr D O'Driscoll  
Clerk to Forest Row Parish Council

## **AGENDA**

### **PRELIMINARIES**

1. PUBLIC PARTICIPATION
2. APOLOGIES FOR ABSENCE
3. **TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION RE THE ITEMS BELOW**
4. RECORDS OF THE MEETING HELD ON 6<sup>TH</sup> FEBRUARY & 19<sup>TH</sup> MARCH 2024
5. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
  - 5.1 DATES FOR YEAR END, INTERNAL AUDIT & ANNUAL RETURN
  - 5.2 PROPERTY REVALUATIONS AND ASSET REGISTER REVISION
  - 5.3 FEEDBACK FROM PERSONNEL COMMITTEE
  - 5.4 COMMITTEE STRUCTURE FOR COMING YEAR

### **FINANCIAL REPORTS**

6. LIST OF PAYMENTS
7. YEAR END SUMMARY
8. RESERVES POSITION

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

9. FUTURE OF HAMBRO HALL
10. RENEWAL OF THE INTRUDER ALARM SYSTEM
11. GRANT APPLICATION FROM YOUTH FORUM
  
12. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

**FINANCE & POLICY COMMITTEE**

**BACKING PAPERS FOR MEETING 16<sup>th</sup> JULY 2024**

<b>Agenda item</b>	<b>Description</b>	<b>Page nos</b>
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9	Income & Expenditure to 31-03-2024	10-15
10	Bank reconciliations & investments	16
13	Grant application	17-19
15	Grant policy	20-21

**COUNCILLORS' BRIEFING FOR MEETING OF THE FINANCE & POLICE COMMITTEE  
ON 16<sup>th</sup> APRIL 2024**

**PRELIMINARIES**

**1. PUBLIC PARTICIPATION**

**2. APOLOGIES FOR ABSENCE** None signified in advance.

**3. DECLARATIONS OF INTEREST/ DISPENSATION REQUESTS** Members who have a financial interest in any of the agenda items may wish to declare a personal interest.

**4. RECORDS OF MEETING** Records of the meetings of 6<sup>th</sup> February and the extra-ordinary of 19<sup>th</sup> March. No complications foreseen. Members can legitimately vote to accept the minutes of previous meetings even if they were not personally present.

**5. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**

**5.1 Dates for year-end procedures, internal audit and annual return.** The accountants are visiting on 16<sup>th</sup> April to close down the accounts for 2023-24. Technically, the figures given to this meeting are provisional until that is done, but we have checked and there are no obvious problems. The internal auditor is visiting on 23<sup>rd</sup> April, and I shall report to Full Council at its next meeting. The Annual Return has to be voted on and lodged with the external auditors by 30<sup>th</sup> June.

**5.2 Property revaluations and asset register revision.** As noted previously, our auditors said last year that the values for our buildings and asset register have got out of kilter with market values, and in consultation with the Committee Chairs I have obtained several quotes and have now instructed surveyors and a professional inventory firm to undertake the necessary revaluations. These will form part of the Annual Return and also be required for our insurance renewal in July, and I will report on the results in due course.

**5.3 Feedback from Personnel Committee.** The Personnel Committee met on 2<sup>nd</sup> April. The main issue discussed was the restructuring of the maintenance group to accommodate the proposed additional works and increased allocation of hours. However, there are a number of variables, and it will take several months to achieve a definitive result.

**5.4 Committee structure for the coming year.** I raised this issue at the last ordinary F&P meeting, but no major discussion has taken place since then. Since the reallocation of Committee roles at the Annual Meeting is now only a month away, we may have no option but to keep the present arrangements in place for the time being.

***ACTION: to note***

**FINANCIAL REPORTS**

**6. LIST OF PAYMENTS**

The list of payments is attached

***ACTION: to note (please raise any queries in advance to allow time to prepare replies)***

## **7/8. YEAR END SUMMARY & RESERVES POSITION**

I attach two documents: the income and expenditure record for the year, and the bank reconciliation (which functions as a statement of our end-of-year cash assets). I offer the following comments:

- The summary on page 6 of the income & expenditure shows that income for the year ended at 102.9% of forecast and expenditure at 108% of forecast. (This compares with the last complete year's totals of 106% for income & 106.8% for expenditure). In money terms that means we received £15,787 more than we expected, but spent £44,181 more than we originally budgeted for. This results in a net discrepancy of £28,394, which is about 5% on an annual turnover of slightly more than £½m, and in my view, an acceptable figure in the current unstable economic climate.
- The excess expenditure was due mainly to factors which could not have been foreseen when the 23-24 budget was set: an additional £19,150 on major streetlight repairs disclosed by a mid-year inspection; £5,422 on market expenditure which now includes the manager's fee (though overall the market still broke even over the year); and an increase of £23,296 in the payroll occasioned by a number of unforeseen staff changes over the year.
- The bank reconciliation shows the total amount of cash in the Council's accounts on the last day of the financial year. It is likely that when the final balance sheet is produced for the yearend, that figure will increase, due to late receipts; but the 'reserve residue' will still be less than this year. Fortunately, we allowed in the precept for a lump sum injection into reserves, which will keep the critical items at an acceptable level. Nevertheless, I intend to make some adjustments to the nominated items before submitting the reserves budget for approval by Council: I will give details when the final figures are to hand.

***ACTION: to note (queries as appropriate)***

## **MATTERS FOR CONSIDERATION/ DECISION**

### **9. FUTURE OF HAMBRO HALL**

As Council will be aware, the preschool closed at the end of March. Together with Cllr Gilbert, I have been in negotiation with the trustees for a 'run-off period': they have some administration to complete and also need to dispose of their equipment. I have suggested two months from the date of closure, and they have confirmed sufficient funds to cover the rent for that period. During the same period I am arranging for a condition survey of the Hall and its grounds to see what works may need doing, and in what order of priority. The policy decision for Council is what status we now give to the Hall and its ancillary spaces. There are three options:

1. We let out the premises on a long lease to an independent tenant (and I can confirm that we have already had a firm expression of interest of that type). The advantage of that would be a regular source of operational income; the drawback would be the loss of a flexible space for different uses.
2. We retain the Hall as part of the Community Centre estate for hiring out. The advantage is that it provides another potentially attractive space for different community activities and generates income; the drawback is that parts of the premises would be underused.
3. We retain the premises with view to providing a base for the 'Shed Project' and/or some other regular community project to be in semi-permanent occupation. The

advantage would be in providing premises without additional capital outlay; the drawback would be the loss of substantive operational income.

The F&P Committee is asked to give a steer on this issue, as it is clearly a policy decision about the use of Council-owned space and the issue of operational income, in the light of proposals which are already being aired. If this Committee decides that the matter needs to go before Full Council, there should at least be an indication of this Committee's view.

***ACTION: to resolve accordingly***

**10. RENEWAL OF THE INTRUDER ALARM SYSTEM**

We have recently been experiencing difficulties (and complaints ) with the Community Centre intruder alarm going off at random times, including the middle of the night, for no obvious reason. An engineer visited on 10<sup>th</sup> April and has effected a temporary fix, but has told us that the system is basically in need of updating, since the equipment is now old and likely to fail. (A quote was put before Council in 2019, but was turned down at the time on the ground of expense). Committee is now asked to authorise the upgrade cost.

***ACTION: to resolve accordingly***

**11. GRANT APPLICATION**

We have received a grant application from Amelie Harper-Stanford, expressed to be on behalf of the Youth Forum, for funding for an outdoor stage. I attach the application form and an accompanying statement in support; also for guidance the current grant policy.

The Youth Forum on whose behalf the grant is being put forward is not yet fully constituted (a launch date is set for 4<sup>th</sup> May). But seems to me that Committee could accept that condition 2.5 of the policy is satisfied if it accepts the widely defined uses set out in the statement. It also seems to me that a waiver of accounts under paragraph 3.2 could be similarly accepted.

However, I am more concerned by the fact that the project itself has not yet been accepted by Council, as it is proposed to be 'parked' predominantly on Council land. And although the statement sets out how the grant would be spent, there is a significant lack of detail as to the actual design of the installation, the costs of construction, and the conditions of use, and I have some doubt whether the conditions of paragraph 3.2 are at this point sufficiently satisfied.

***ACTION: to resolve accordingly***

**11. ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL**

## Unity Trust

## List of Payments made between 22/01/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/01/2024	BACS P/L Pymnt Page 1835	BACS Pymnt	854.73		BACS P/L Pymnt Page 1835
22/01/2024	CORONA ENERGY RETAIL 4 LTD	7	1,921.03		GAS
23/01/2024	EDF ENERGY CUSTOMERS PLC	8	409.78		STREETLIGHT POWER
23/01/2024	JOHN HOPKINS	BACS	187.18		REFUND
24/01/2024	TELECOMS WORLD PLC	9	74.05		0800 NUMBER
24/01/2024	ENGIE POWER LTD	10	168.08		ELCTRICITY
24/01/2024	ENGIE POWER LTD	11	1,192.46		ELECTRIC
24/01/2024	ALLSTAR BUSINESS SOLUTIONS	12	112.89		FUEL
24/01/2024	SIEMENS	DD	47.08		DRINKS MACH LEASE
24/01/2024	SIEMENS	DD	116.22		DRINK MACH LEASE
<del>25/01/2024</del>	<del>POCKIT CARD - GC</del>	<del>TOP UP</del>	<del>300.00</del>		<del>TOP UP</del>
<del>25/01/2024</del>	<del>POCKIT CARD - GAGES</del>	<del>TOP UP</del>	<del>2,000.00</del>		<del>TOP UP</del>
<del>25/01/2024</del>	<del>POCKIT CARD - YOUTH</del>	<del>TOP UP</del>	<del>150.00</del>		<del>TOP UP</del>
26/01/2024	FOCUS	DD	76.27		HELPLINE
29/01/2024	ES PENSION	BACS	4,688.95		SUPERANN - JAN
29/01/2024	STAFF	BACS	22,202.28		JAN SALARIES
30/01/2024	BT PAYMENT SERVICES LTD	13	30.48		TELECOMMUNICATIONS
05/02/2024	BACS P/L Pymnt Page 1838	BACS Pymnt	1,656.58		BACS P/L Pymnt Page 1838
05/02/2024	BIFFA WASTE SERVICES LTD	1	540.00		WASTE
07/02/2024	O2	DD	62.08		MOBILE
07/02/2024	S KEMP	BP	18.00		REIMBURSEMENT
07/02/2024	E BLAXLAND	BP	90.00		REIMBURSEMENT
07/02/2024	A EVANS	BP	8.00		REIMBURSEMENT
07/02/2024	SUZANNA IHOORNE	BP	458.00		ACUPUNCTURE CLINIC REPAIR WORK
07/02/2024	K TAYLOR-SMITH	BP	40.50		TRAVEL
07/02/2024	D ISTED	BP	7.53		REI,BURSEMENT
08/02/2024	O2	DD	17.28		YOUTH MOBILE
09/02/2024	PAYTEK ADMIN SERVICES LTD	2	24.00		CHARGES
09/02/2024	AO SHIPLEY	BP	5,338.08		TAX & NI - JAN
12/02/2024	BACS P/L Pymnt Page 1840	BACS Pymnt	656.77		BACS P/L Pymnt Page 1840
<del>12/02/2024</del>	<del>POCKIT CARD - GAGES</del>	<del>TOP UP</del>	<del>1,200.00</del>		<del>TOP UP</del>
<del>12/02/2024</del>	<del>POCKIT CARD - YOUTH</del>	<del>TOPUP</del>	<del>250.00</del>		<del>TOP UP</del>
12/02/2024	BARCLAYCARD	3	57.11		CHARGES
12/02/2024	PAS UTL	DD	33.60		CHARGES
12/02/2024	FR PAROCHIAL CHURCH	BP	100.00		GRANT
12/02/2024	FRSGA	BP	2,500.00		GRANT
14/02/2024	ALLSTAR BUSINESS SOLUTIONS	4	8.93		FUEL CARD
20/02/2024	BACS P/L Pymnt Page 1841	BACS Pymnt	8,130.08		BACS P/L Pymnt Page 1841
21/02/2024	CASH	CASH	5.00		LAUNDRY
21/02/2024	CASH	CASH	-5.00		LAUNDRY
22/02/2024	EDF ENERGY CUSTOMERS PLC	5	508.30		STREETLIGHT ENERGY
22/02/2024	REBECCA ANDREWS	BP	50.00		ALLOTMENT REFUND
23/02/2024	TELECOMS WORLD PLC	6	73.93		0800 NUMBER
23/02/2024	ENGIE POWER LTD	7	147.60		ELECTRICITY
23/02/2024	ENGIE POWER LTD	8	1,344.10		ELCTRICITY
26/02/2024	CORONA ENERGY RETAIL 4 LTD	1	2,367.67		GAS
28/02/2024	EAST SUSSEX PENSION	BP	5,734.92		FEB PENSION

## List of Payments made between 22/01/2024 and 31/03/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
28/02/2024	STAFF	BP	21,650.90		FEB SALARIES
29/02/2024	BNP PARIBAS	DD	678.58		PRINTER LEASE
29/02/2024	FOCUS	DD	87.06		HELPLINE
29/02/2024	BT	DD	30.48		TELECOMMUNICATIONS
04/03/2024	BIFFA WASTE SERVICES LTD	1	602.06		WASTE
05/03/2024	BACS P/L Pymnt Page 1846	BACS Pymnt	5,410.07		BACS P/L Pymnt Page 1846
06/03/2024	ALLSTAR BUSINESS SOLUTIONS 2		52.66		FUEL
06/03/2024	EMS DESIGN & PRINT	BP	797.50		NEWSLETTER
<del>07/03/2024</del>	<del>POCKIT CARD - GC</del>	<del>TOP UP</del>	<del>450.00</del>		<del>TOP UP</del>
<del>07/03/2024</del>	<del>POCKIT CARD - GAGES</del>	<del>TOP UP</del>	<del>1,000.00</del>		<del>TOP UP</del>
<del>07/03/2024</del>	<del>POCKIT CARD - YOUTH</del>	<del>TOP UP</del>	<del>250.00</del>		<del>TOP UP</del>
08/03/2024	UTP	DD	24.00		CHARGES
08/03/2024	AO SHIPLEY	BP	5,552.18		TAX & NI - FEB
11/03/2024	BARCLAYCARD	3	73.69		CHARGES
11/03/2024	PAYTEK ADMIN SERVICES LTD	4	33.60		CHARGES
11/03/2024	O2	DD	62.08		MOBILE
11/03/2024	LEASEPLAN	DD	268.09		VAN RENT
12/03/2024	O2	DD	17.28		MOBILE
13/03/2024	ALLSTAR BUSINESS SOLUTIONS 5		8.93		FUEL
20/03/2024	BACS P/L Pymnt Page 1847	BACS Pymnt	236.88		BACS P/L Pymnt Page 1847
21/03/2024	CORONA ENERGY RETAIL 4 LTD	6	2,100.90		GAS
21/03/2024	GEORGINA TOD	BP	43.51		REIMBURSEMENT
21/03/2024	EMMA DAVIES	BP	9.15		REIMBURSEMENT
22/03/2024	EDF ENERGY CUSTOMERS PLC	7	459.24		STREETLIGHT POWER
22/03/2024	LEASEPLAN	DD	384.00		VAN ROAD TAX
25/03/2024	TELECOMS WORLD PLC	8	74.10		0800 NUMBER
25/03/2024	ENGIE POWER LTD	9	154.22		ELECTRICITY
25/03/2024	ENGIE POWER LTD	10	1,152.34		ELECTRICITY
28/03/2024	BACS P/L Pymnt Page 1848	BACS Pymnt	1,524.01		BACS P/L Pymnt Page 1848
28/03/2024	FOCUS GROUP	DD	93.08		HELPLINE
28/03/2024	E SUSSEX PENSION	BP	4,084.04		STAFF SUPERANN - MARCH
28/03/2024	UNITY TRUST	BP	24.70		CHARGE
28/03/2024	MR B BAINBRIDGE	BP	130.00		AGREED CONTRIBUTION
28/03/2024	FOREST ROE FESTIVAL	BP	3,000.00		GRANT
28/03/2024	FROW FRIENDS	BP	124.00		CABARET TICKETS
28/03/2024	UK POWER NETWORKS	BP	2,799.60		STREETLIGHT REPAIR
28/03/2024	UK POWER NETWORKS	BP	4,774.80		STREETLIGHT REPAIR
28/03/2024	UK POWER NETWORKS	BP	4,286.40		STREETLIGHT REPAIR
28/03/2024	STAFF	BP	19,714.66		MARCH SALARIES
<del>28/03/2024</del>	<del>FR FESTIVAL</del>	<del>BP</del>	<del>3,000.00</del>		<del>GRANT</del>
<del>28/03/2024</del>	<del>FROW FEST</del>	<del>1</del>	<del>3,000.00</del>		<del>GRANT</del>
31/03/2024	UNITY TRUST	BP	68.40		FEE

Total Payments 148,241.73

5,600.00

142,641.73

Time: 13:42

## POCKIT CARD - DOD

## List of Payments made between 09/01/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/01/2024	ALCC	BACS	50.00		SUBS
12/01/2024	GIFFGAFF	DD	10.00		MARKET MOBILE
20/01/2024	ZOOM	DD	12.99		VIRTUAL MEETINGS
30/01/2024	POCKIT	BPBACS	1.99		FEE
12/02/2024	GIFFGAFF	DD	10.00		MARKET MOBILE
20/02/2024	ZOOM	DD	12.99		VIRTUAL MEETINGS
28/02/2024	POCKIT	BP	29.79		CHARGES
01/03/2024	POCKIT	BP	1.99		CHARGES
01/03/2024	MIL LABELS	BP	10.80		LABELS
12/03/2024	GIFFGAFF	DD	10.00		MOBILE
20/03/2024	ZOOM	DD	12.99		VIRTUAL MEETINGS
30/03/2024	POCKIT	BP	1.99		CHARGES
31/03/2024	POCKIT	ADJ	25.58		ADJ
31/03/2024	ADJ	ADJ	-51.16		ADJ
<b>Total Payments</b>			<u>139.95</u>		



## POCKIT CARD - CC

## List of Payments made between 08/01/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/01/2024	AMAZON	BP	20.97		CALENDARS
08/01/2024	AMAZON	BP	28.53		SOAP DISPENSERS
10/01/2024	ROYAL MAIL	BP	240.60		NEWSLETTER DELIVERY
10/01/2024	AMAZON	BP	27.95		BOOTS
11/01/2024	DRAKES PLUMBING	BP	34.62		SUPPLIES
25/01/2024	JETTING SERVICES DIRECT LTD	BP	180.00		UNBLOCK DRAIN AT VENUE
31/01/2024	POCKIT	BP	1.99		FEES
02/02/2024	EBAY	BP	23.40		KITCHEN UNIT FIXING
06/02/2024	AMAZON	BP	9.75		POTS
14/02/2024	ROYAL MAIL	BP	1.50		FEE
22/02/2024	CASH	CASH	100.00		XMAS CELEBRATION DONATION
22/02/2024	AMAZON	BP	15.10		WELDING WIRE
29/02/2024	PRINTERLAND	BP	118.80		PRINTER INK
29/02/2024	POCKIT	BP	3.48		CHARGES
01/03/2024	POCKIT	BP	1.99		CHARGES
07/03/2024	WEALDEN DC	BP	21.00		MARKET TENS
31/03/2024	POCKIT	BP	1.99		CHARGES
<b>Total Payments</b>			<u>831.67</u>		

## POCKIT CARD - GAGES

## List of Payments made between 01/01/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2024	SAINSBURYS	BP	170.80		FOOD
03/01/2024	SAINSBURYS	BP	17.95		FOOD
09/01/2024	SAINSBURYS	BP	112.76		FOOD
09/01/2024	SAINSBURYS	BP	12.70		FOOD
10/01/2024	CO-OP	BP	3.00		FOOD
16/01/2024	SAINSBURYS	BP	149.86		FOOD
17/01/2024	CO-OP	BP	1.44		FOOD
17/01/2024	CO-OP	BP	1.50		FOOD
23/01/2024	SAINSBURYS	BP	160.03		FOOD
25/01/2024	CO-OP	BP	3.20		FOOD
25/01/2024	ALLAN MARTIN	BP	452.15		MEATS
<del>25/01/2024</del>	<del>Unity Trust</del>	<del>TOP UP</del>	<del>1,000.00</del>		<del>TOP UP</del>
25/01/2024	POCKIT	BP	1.99		CHARGES
26/01/2024	CO-OP	BP	2.40		FOOD
29/01/2024	COOKMILL	BP	254.86		SUPPLIES
30/01/2024	SAINSBURYS	BP	181.51		FOOD
02/02/2024	CO-OP	BP	3.70		FOOD
06/02/2024	SAINSBURYS	BP	240.52		FOOD
06/02/2024	SAINSBURYS	BP	11.66		FOOD
07/02/2024	CO-OP	BP	5.35		FOOD
08/02/2024	SEASONS	BP	1.24		FOOD
08/02/2024	WEALDEN DC	BP	21.00		MARKET TENS
13/02/2024	SAINSBURYS	BP	177.35		FOOD
20/02/2024	SAINSBURYS	BP	198.44		FOOD
25/02/2024	POCKIT	BP	1.99		CHARGES
27/02/2024	SAINSBURYS	BP	190.98		FOOD
01/03/2024	CO-OP	BP	3.40		FOOD
05/03/2024	SAINSBURYS	BP	153.59		FOOD
06/03/2024	ALLAN MARTIN	BP	255.10		MEAT
06/03/2024	CO-OP	BP	0.60		FOOD
07/03/2024	SAINSBURYS	BP	25.24		FOOD
08/03/2024	CO-OP	BP	4.20		FOOD
08/03/2024	CO-OP	BP	0.80		FOOD
13/03/2024	SAINSBURYS	BP	152.08		FOOD
19/03/2024	SAINSBURYS	BP	180.02		FOOD
21/03/2024	CO-OP	BP	2.00		FOOD
25/03/2024	POCKIT	BP	1.99		CHARGES
26/03/2024	SAINSBURYS	BP	92.02		FOOD
31/03/2024	POCKIT	BP	1.22		ADJ

Total Payments 4,250.64

1000.00  
3250.64

Time: 13:45

## POCKIT CARD - YOUTH

## List of Payments made between 05/01/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/01/2024	W H SMITH	BP	6.34		SUPPLIES
08/01/2024	ICELAND	BP	99.34		REFRESHMENTS
16/01/2024	ICELAND	BP	81.74		REFRRSHMENTS
18/01/2024	POCKIT	BP	1.99		CHARGES
24/01/2024	CO-OP	BP	3.20		REFRESHMENTS
26/01/2024	POUNDLAND	BP	61.05		REFRESHMENTS
31/01/2024	ICELAND	BP	76.73		REFRESHMENTS
02/02/2024	SEASONS	BP	8.00		FOOD
05/02/2024	CO-OP	BP	9.20		REFRESHMENTS
07/02/2024	CO-OP	BP	11.00		REFRESHMENTS
12/02/2024	ICELAND	BP	57.05		REFRESHMENTS
18/02/2024	POCKIT	BP	1.99		CHARGES
28/02/2024	CO-OP	BP	10.65		REFRESHMENTS
04/03/2024	ICELAND	BP	85.05		REFRESHMENTS
05/03/2024	CO-OP	BP	7.05		REFRESHMENTS
06/03/2024	CO-OP	BP	8.80		REFRESHMENTS
11/03/2024	CO-OP	BP	3.90		REFRESHMENTS
13/03/2024	ICELAND	BP	87.45		RFRESHMENTS
18/03/2024	POCKIT	BP	1.99		CHARGES
27/03/2024	POUNDLAND	BP	50.30		REFRESHMENTS
<b>Total Payments</b>			<b>672.82</b>		

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Allotments</b>							
1180 Allotment Rents	2,760	1,750	(1,010)			157.7%	
Allotments :- Income	<u>2,760</u>	<u>1,750</u>	<u>(1,010)</u>			<u>157.7%</u>	<u>0</u>
1135 Allotments-Water & Upkeep	486	700	214		214	69.5%	
Allotments :- Indirect Expenditure	<u>486</u>	<u>700</u>	<u>214</u>	<u>0</u>	<u>214</u>	<u>69.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>2,273</u>	<u>1,050</u>	<u>(1,223)</u>				
<b>102 Village Greens</b>							
1280 VG-Hire Income	748	750	2			99.7%	
4180 Misc Income	285	0	(285)			0.0%	
Village Greens :- Income	<u>1,033</u>	<u>750</u>	<u>(283)</u>			<u>137.7%</u>	<u>0</u>
1236 Outdoor Maintenance	8,091	8,000	(91)		(91)	101.1%	
1237 Outdoor Planting	634	1,000	366		366	63.4%	
1239 VG-Utilities	263	100	(163)		(163)	263.3%	
Village Greens :- Indirect Expenditure	<u>8,989</u>	<u>9,100</u>	<u>111</u>	<u>0</u>	<u>111</u>	<u>98.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(7,956)</u>	<u>(8,350)</u>	<u>(394)</u>				
<b>104 Amenities General</b>							
1400 Amenities grants/donations	0	1,500	1,500			0.0%	
Amenities General :- Income	<u>0</u>	<u>1,500</u>	<u>1,500</u>			<u>0.0%</u>	<u>0</u>
1436 Skate & Play areas	3,134	1,500	(1,634)		(1,634)	208.9%	
1447 Dog Fouling	3,144	3,200	56		56	98.3%	
Amenities General :- Indirect Expenditure	<u>6,278</u>	<u>4,700</u>	<u>(1,578)</u>	<u>0</u>	<u>(1,578)</u>	<u>133.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(6,278)</u>	<u>(3,200)</u>	<u>3,078</u>				
<b>105 Outdoor Maintenance</b>							
1501 Outdoor Maintenance Equipment	704	1,705	1,001		1,001	41.3%	
Outdoor Maintenance :- Indirect Expenditure	<u>704</u>	<u>1,705</u>	<u>1,001</u>	<u>0</u>	<u>1,001</u>	<u>41.3%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(704)</u>	<u>(1,705)</u>	<u>(1,001)</u>				
<b>201 Bus Shelters</b>							
2136 BS-Bus Shelters	105	0	(105)		(105)	0.0%	
Bus Shelters :- Indirect Expenditure	<u>105</u>	<u>0</u>	<u>(105)</u>	<u>0</u>	<u>(105)</u>		<u>0</u>
<b>Net Expenditure</b>	<u>(105)</u>	<u>0</u>	<u>105</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>203 Street Lighting</b>							
2314 SL-Power	5,073	6,600	1,527		1,527	76.9%	
2336 Streetlights	27,400	8,250	(19,150)		(19,150)	332.1%	
Street Lighting :- Indirect Expenditure	<b>32,473</b>	<b>14,850</b>	<b>(17,623)</b>	<b>0</b>	<b>(17,623)</b>	<b>218.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(32,473)</b>	<b>(14,850)</b>	<b>17,623</b>				
<b>204 Road Safety</b>							
2436 RS-Road Safety	0	750	750		750	0.0%	
Road Safety :- Indirect Expenditure	<b>0</b>	<b>750</b>	<b>750</b>	<b>0</b>	<b>750</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(750)</b>	<b>(750)</b>				
<b>205 Miscellaneous Assets</b>							
2551 Offsite Car Parks	225	0	(225)		(225)	0.0%	
7108 PR-Notice Boards	31	0	(31)		(31)	0.0%	
Miscellaneous Assets :- Indirect Expenditure	<b>256</b>	<b>0</b>	<b>(256)</b>	<b>0</b>	<b>(256)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(256)</b>	<b>0</b>	<b>256</b>				
<b>206 Community Transport</b>							
2678 Medical Car Scheme Income	321	300	(21)			106.9%	
4180 Misc Income	27	0	(27)			0.0%	
Community Transport :- Income	<b>348</b>	<b>300</b>	<b>(48)</b>			<b>115.8%</b>	<b>0</b>
2554 Wealdlink	765	1,000	235		235	76.5%	
2601 Voluntary Medical Car Service	0	200	200		200	0.0%	
Community Transport :- Indirect Expenditure	<b>765</b>	<b>1,200</b>	<b>435</b>	<b>0</b>	<b>435</b>	<b>63.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(417)</b>	<b>(900)</b>	<b>(483)</b>				
<b>207 Market</b>							
3184 CC-Market Income	6,659	9,000	2,341			74.0%	
Market :- Income	<b>6,659</b>	<b>9,000</b>	<b>2,341</b>			<b>74.0%</b>	<b>0</b>
3151 CC-Market expenditure	6,852	1,430	(5,422)		(5,422)	479.2%	
Market :- Indirect Expenditure	<b>6,852</b>	<b>1,430</b>	<b>(5,422)</b>	<b>0</b>	<b>(5,422)</b>	<b>479.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(193)</b>	<b>7,570</b>	<b>7,763</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>209 Localism &amp; Community Proj Misc</b>							
2905 Repair Cafe & Wellbeing Servic	(516)	2,000	2,516			(25.8%)	
Localism & Community Proj Misc :- Income	<b>(516)</b>	<b>2,000</b>	<b>2,516</b>			<b>(25.8%)</b>	<b>0</b>
2603 Emergency Supplies	0	6,000	6,000		6,000	0.0%	
2700 Repair Cafe & Wellbeing	300	4,000	3,700		3,700	7.5%	
Localism & Community Proj Misc :- Indirect Expenditure	<b>300</b>	<b>10,000</b>	<b>9,700</b>	<b>0</b>	<b>9,700</b>	<b>3.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(816)</b>	<b>(8,000)</b>	<b>(7,184)</b>				
<b>301 Community Centre</b>							
3180 CC-Lettings	24,533	15,000	(9,533)			163.6%	
3181 CC-Equipment Hire	767	400	(367)			191.8%	
3182 CC-Rents	21,870	22,000	130			99.4%	
3185 MISC - incl books/copying)	410	400	(10)			102.4%	
3187 CC Drinks Machine Income	729	500	(229)			145.8%	
3189 Misc Property Refunds	7,451	0	(7,451)			0.0%	
4180 Misc Income	100	0	(100)			0.0%	
Community Centre :- Income	<b>55,859</b>	<b>38,300</b>	<b>(17,559)</b>			<b>145.8%</b>	<b>0</b>
3111 CC-Rates & Services	46,716	33,000	(13,716)		(13,716)	141.6%	
3116 CC-Upkeep/Cleaning	8,585	13,200	4,615		4,615	65.0%	
3127 CC - Drinks Machine	1,164	770	(394)		(394)	151.1%	
Community Centre :- Indirect Expenditure	<b>56,465</b>	<b>46,970</b>	<b>(9,495)</b>	<b>0</b>	<b>(9,495)</b>	<b>120.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(606)</b>	<b>(8,670)</b>	<b>(8,064)</b>				
<b>303 Venue on the Green</b>							
3306 VOTG Income	2,099	4,000	1,901			52.5%	
Venue on the Green :- Income	<b>2,099</b>	<b>4,000</b>	<b>1,901</b>			<b>52.5%</b>	<b>0</b>
3304 Votg Non Youth Equip	0	500	500		500	0.0%	
3305 VOTG Running Costs	2,377	4,000	1,623		1,623	59.4%	
Venue on the Green :- Indirect Expenditure	<b>2,377</b>	<b>4,500</b>	<b>2,123</b>	<b>0</b>	<b>2,123</b>	<b>52.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(278)</b>	<b>(500)</b>	<b>(222)</b>				
<b>304 Cafe</b>							
3480 Gages - Sales	25,356	20,000	(5,356)			126.8%	
4180 Misc Income	100	0	(100)			0.0%	
Cafe :- Income	<b>25,456</b>	<b>20,000</b>	<b>(5,456)</b>			<b>127.3%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3436 Gages-Purchase of Equipment	4,000	2,200	(1,800)		(1,800)	181.8%	
3460 Gages -Purchases Food etc	17,253	13,200	(4,053)		(4,053)	130.7%	
Cafe :- Indirect Expenditure	<b>21,253</b>	<b>15,400</b>	<b>(5,853)</b>	<b>0</b>	<b>(5,853)</b>	<b>138.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,203</b>	<b>4,600</b>	<b>397</b>				
<u>306 Thursday Club</u>							
3680 TC-Subscriptions	370	400	30			92.5%	
Thursday Club :- Income	<b>370</b>	<b>400</b>	<b>30</b>			<b>92.5%</b>	<b>0</b>
3636 TC-Running Costs	383	1,100	717		717	34.8%	
Thursday Club :- Indirect Expenditure	<b>383</b>	<b>1,100</b>	<b>717</b>	<b>0</b>	<b>717</b>	<b>34.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(13)</b>	<b>(700)</b>	<b>(687)</b>				
<u>401 Finance &amp; Administration</u>							
4176 FI-Precept Received	446,000	446,000	0			100.0%	
4180 Misc Income	38	0	(38)			0.0%	
4181 FI-Wayleave Income	6	5	(1)			112.0%	
4182 FI-Devolved Services Income	1,103	1,450	348			76.0%	
4183 Community Warden Hire	0	10,000	10,000			0.0%	
4184 WASTE REDUCTION PROJECTS INC	5,000	0	(5,000)			0.0%	
4190 FI-Interest Received	8,562	1,500	(7,062)			570.8%	
Finance & Administration :- Income	<b>460,708</b>	<b>458,955</b>	<b>(1,753)</b>			<b>100.4%</b>	<b>0</b>
4100 PENSION TOP UP	0	4,000	4,000		4,000	0.0%	
4101 FI-Salaries	388,296	365,000	(23,296)		(23,296)	106.4%	
4102 FI-Payroll Outsource Costs	823	420	(403)		(403)	195.8%	
4103 FI-Contrib. to Library Salary	5,055	4,000	(1,055)		(1,055)	126.4%	
4108 FI-Staff Training/Travel	191	1,000	809		809	19.1%	
4110 Community Warden Costs	682	500	(182)		(182)	136.5%	
4111 Forest Rate	31	25	(6)		(6)	122.4%	
4120 Postage	77	500	424		424	15.3%	
4121 Telecommunications	7,554	7,700	146		146	98.1%	
4123 Stationery	730	600	(130)		(130)	121.7%	
4124 FI-Subscriptions	4,129	6,600	2,471		2,471	62.6%	
4125 FI-Insurance	10,528	10,000	(528)		(528)	105.3%	
4126 Printer/copier	3,926	4,000	74		74	98.2%	
4133 FI-Chairman's Fund	0	500	500		500	0.0%	
4134 FI-Parish Meeting	0	50	50		50	0.0%	
4135 FI-Councillors Training/Travel	596	500	(96)		(96)	119.1%	
4136 Security Checks	132	150	18		18	87.8%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4137 FI-Members Allowances	2,506	6,000	3,494		3,494	41.8%	
4151 FI - Bank Charges	1,647	1,800	153		153	91.5%	
4156 FI-Legal & professional fees	2,478	3,500	1,022		1,022	70.8%	
4157 FI-Audit & Financial Managemen	2,582	3,300	718		718	78.2%	
4158 FI-Van Lease	604	300	(304)		(304)	201.2%	
4160 Office Equipment	424	500	76		76	84.8%	
4165 FI-Election Fund	5,118	4,000	(1,118)		(1,118)	127.9%	
4166 Wayleaves	1	25	24		24	5.6%	
4169 Community Occasion	996	500	(496)		(496)	199.2%	
7101 PR- Advertising/Publicity	33	50	18		18	65.0%	
7102 PR-Website	720	750	30		30	96.0%	
7110 PR-Newsletter & Distribution	1,038	500	(538)		(538)	207.6%	
Finance & Administration :- Indirect Expenditure	<b>440,894</b>	<b>426,770</b>	<b>(14,124)</b>	<b>0</b>	<b>(14,124)</b>	<b>103.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>19,814</b>	<b>32,185</b>	<b>12,371</b>				
<b>403 Other Grants</b>							
4358 Receipt from FrowResource CIC	1,050	0	(1,050)			0.0%	
Other Grants :- Income	<b>1,050</b>	<b>0</b>	<b>(1,050)</b>				<b>0</b>
4360 Other Grants	6,903	7,000	97		97	98.6%	
4361 FRGSA Subsidy	2,500	2,500	0		0	100.0%	
Other Grants :- Indirect Expenditure	<b>9,403</b>	<b>9,500</b>	<b>97</b>	<b>0</b>	<b>97</b>	<b>99.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(8,353)</b>	<b>(9,500)</b>	<b>(1,147)</b>				
<b>406 Youth Provision</b>							
4676 YP-Grants & Other Income	1,651	2,500	849			66.0%	
Youth Provision :- Income	<b>1,651</b>	<b>2,500</b>	<b>849</b>			<b>66.0%</b>	<b>0</b>
4603 YP - Dev costs & General Expen	3,087	3,500	413		413	88.2%	
Youth Provision :- Indirect Expenditure	<b>3,087</b>	<b>3,500</b>	<b>413</b>	<b>0</b>	<b>413</b>	<b>88.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,436)</b>	<b>(1,000)</b>	<b>436</b>				
<b>409 Payments from Reserves</b>							
4903 RE-Finance - Elections	5,118	0	(5,118)		(5,118)	0.0%	
4936 RE CIL Expenditure	319	0	(319)		(319)	0.0%	
Payments from Reserves :- Indirect Expenditure	<b>5,436</b>	<b>0</b>	<b>(5,436)</b>	<b>0</b>	<b>(5,436)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(5,436)</b>	<b>0</b>	<b>5,436</b>				



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>601 Cemetery</b>							
6180 BU-Burial Fees	10,766	13,000	2,234			82.8%	
Cemetery :- Income	<u>10,766</u>	<u>13,000</u>	<u>2,234</u>			<u>82.8%</u>	<u>0</u>
6123 Cemetery Admin	256	330	74		74	77.6%	
6151 BU- Cemetery Rates	1,134	1,210	76		76	93.7%	
Cemetery :- Indirect Expenditure	<u>1,390</u>	<u>1,540</u>	<u>150</u>	<u>0</u>	<u>150</u>	<u>90.2%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>9,377</u>	<u>11,460</u>	<u>2,083</u>				
<b>Grand Totals:- Income</b>	<b>568,242</b>	<b>552,455</b>	<b>(15,787)</b>			<b>102.9%</b>	
<b>Expenditure</b>	<b>597,896</b>	<b>553,715</b>	<b>(44,181)</b>	<b>0</b>	<b>(44,181)</b>	<b>108.0%</b>	
<b>Net Income over Expenditure</b>	<u><b>(29,654)</b></u>	<u><b>(1,260)</b></u>	<u><b>28,394</b></u>				
<b>Movement to/(from) Gen Reserve</b>	<u><b>(29,654)</b></u>						

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**Forest Row Parish Council**

**Bank - Cash and Investment Reconciliation as at 31 March 2024**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

31/03/2024	Cafe Cash A/c	100.00
31/03/2024	Thursday Club Cash A/c	0.00
31/03/2024	Unity Trust	90,403.68
31/03/2024	CCLA	175,000.00
31/03/2024	POCKIT CARD - DOD	763.45
31/03/2024	POCKIT CARD - CC	589.88
31/03/2024	POCKIT CARD - GAGES	939.63
31/03/2024	POCKIT CARD - YOUTH	410.09

**268,206.73**

Other Cash & Bank Balances

**186.16**

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**268,392.89**

Unpresented Payments

**147.21**

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**268,245.68**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

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**268,245.68**

All Cash & Bank Accounts

2	Cafe Cash Account	100.00
3	Thursday Club Cash Account	0.00
4	Unity Trust	90,403.68
5	CCLA	175,000.00
6	POCKIT CARD - DOD	763.45
7	POCKIT CARD - CC	587.89
8	POCKIT CARD - GAGES	794.41
10	POCKIT CARD - YOUTH	410.09
	Other Cash & Bank Balances	186.16
	<b>Total Cash &amp; Bank Balances</b>	<b>268,245.68</b>

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# FOREST ROW PARISH COUNCIL



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

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

## REQUEST FOR GRANT AID

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

NAME OF ORGANISATION: Amelie Flora Harper - Stanford and The Youth Forum		
NAME OF CONTACT PERSON: Amelie Flora Harper - Stanford		
ADDRESS FOR CORRESPONDENCE:	Tel: 07926 171387	
	Email: aharperstanford@gmail.com	
	Web (if any): flora.harper.com	
POST CODE: RH18 5LJ	SUM REQUESTED: £2150	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?	Amelie Harper - Stanford	
DO YOU HAVE AUDITED ACCOUNTS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	IF YES, ARE THEY ATTACHED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Accounts)	IF NO, PLEASE EXPLAIN WHY Individual applying for funding on behalf of a community group.
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 checked="" type="checkbox"/> No		
From	Amount	Purpose
Councillor Alex Waters	Donations of wood have been offered	<del>considered</del> construction of the outdoor stage.
PURPOSE OF REQUEST (please use second sheet if necessary)		
HOW WILL IT BENEFIT THE COMMUNITY?		
FOR OFFICIAL USE ONLY		

# REQUEST FOR GRANT AID - OUTDOOR STAGE

The outdoor stage will be a place of creative expression and community gatherings, showcasing local art and music. Alternative to the pubs and cafes, the stage will offer an open-air, relaxed environment that is not focused on substance consumption, but instead cultures individuality and togetherness in purity. Local talent can be supported, young people will have a space to be witnessed and the community of Forest Row will have a place focused on empowerment, celebration, \* solidarity, transformation & personal development, decision making, and ceremony.

// The outdoor stage will benefit the whole community in many areas, including, socially, creatively, mentally, spiritually, emotionally and physically. Community members of all ages will be able to utilise the stage for their desired purposes: Think, children's birthdays, picnics, live jams for musicians, dance floor <sup>of</sup> for younger teens, presentations, performances, live community news gatherings and more. Forest Row is a village packed with, nature lovers, creatives and people with strong community values, and <sup>inspired</sup> yet so far we lack a focal point to our collective paintings / a simple place outdoors where we can get together, which is so important in these times.

As I have been made aware of the Health and Safety risks in regards to the outdoor stage, my requested sum includes the cost of public liability insurance. The outdoor stage will be the official property of the community, but it will be under the protection and responsibility of <sup>whole</sup> myself, Amelie Harper-Stanford, to ensure that it remains in good condition. Since the stage will be on wheels, I will not be applying for planning permission and the land that it is based on will be interchangeable, although we ~~hope~~ ~~that~~ the outdoor stage will be based on the land of ~~Alex Waters~~ <sup>intend</sup> beside the skate park, in front of the Youth Forum, where it is most visible and accessible.

The total sum of £2750 requested includes the following:

Wood, hinges, screws, wood stain, paint, roofing ~ £1000  
Second hand trailer (used as a base) ~ £500 windows, locks

Chairs, tarp, cushions ~ £200

Carpenter to lead group workshops to create the stage ~ £400

Public liability insurance ~ £50

Total ~ £2150

\* The plan is to create the stage as large as possible, in negotiation with Alex Waters and yourself, The Parish Council. ~~Once erected established, on the terms of maintaining the stage, it will have~~ In terms of the design of the stage: it will have a roof and 2-3 walls, for weather protection.



## FOREST ROW PARISH COUNCIL GRANT ALLOCATION POLICY

### 1. GENERAL

1.1 Applications will be considered by the Finance & Policy Committee (or Full Council when necessary) which meets quarterly and will be allocated in line with its annual budget. The Council's website should be checked for dates of the meetings: [www.forestrow.gov.uk](http://www.forestrow.gov.uk).

1.2 Applications should be received in the Parish Council Office at least 10 days prior to the scheduled meeting dates.

1.3 Only one grant per community organisation will be awarded in any one financial year.

1.4 Annually recurring grants will not be considered as a rule but each grant will be considered on its merits and the benefit to the community as a whole.

1.5 Retrospective applications or payments will not be considered.

1.6 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.

1.7 Grants must be spent within one calendar year of allocation, and in default the grant monies must be returned to the Council.

### 2. ELIGIBILITY

The Council will consider applications from the following eligible groups:

2.1 Registered Charities (if National, then there should be a proven benefit to local residents)

2.2 Community Organisations

2.3 Voluntary Groups – run on a not-for-profit basis with a current bank account in the name of the group.

2.4 The Council will consider applications from religious groups, but the application must show that the project will bring wider community benefit.

2.5 Grants will not normally be considered from individuals unless there are very specific, proven benefits to the community.

### 3. CRITERIA

3.1 Grants will be considered 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.

3.2 Applications must be accompanied by at least one year of (audited) accounts for the organization, if applicable, together with current bank statements, (at least one month), a full budget/financial projections and relevant quotations for the project/event to demonstrate:

3.2.1 The actual purpose for which the grant is required, and

3.2.2 Whether the project/event will be financially viable.

The requirement for audited accounts may be waived at the Council's discretion if the applicant is: a company exempt from audit under section 477 of the Companies Act 2006, or a newly formed organisation which has not yet produced annual accounts.

3.3 Any grant received must be specifically for the project at purpose described in the application. Any changes to the objectives/purpose stated in your application, must first be discussed with the Parish Clerk.

3.4 Whilst the Council does not require that applicants have match funding from other sources for their project, it should be stated on the application if other funding is being sourced.

3.5 When a grant is approved the Council's Logo should be used on any publicity for the project.

Policy last reviewed: Nov 2022 Due for review: May 2023
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