

# 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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RH18 5DZ

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Dear Sir/Madam,  
Your attendance is required at a meeting of the FINANCE &  
POLICY COMMITTEE to be held on **TUESDAY 6th**  
**FEBRUARY 2024** in the Garden Room of the  
Community Centre at **7.30pm**.

Date: 31 January, 2024

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

Mr D O'Driscoll  
Clerk to Forest Row Parish Council

## **AGENDA**

### **PRELIMINARIES**

1. PUBLIC PARTICIPATION
2. APOLOGIES FOR ABSENCE
3. **TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION RE THE ITEMS BELOW**
4. RECORDS OF THE MEETING HELD ON 21<sup>st</sup> NOVEMBER 2023
5. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
  - 5.1 FEEDBACK FROM THE PERSONNEL MEETING: STAFF HANDBOOK/STAFF ESTABLISHMENT CHANGES
  - 5.2 ANNUAL INSURANCE & PROPERTY REVALUATIONS
  - 5.3 REPORT ON PRE-SCHOOL
  - 5.4 COMMITTEE STRUCTURE & TIMETABLE OF MEETINGS

### **FINANCIAL REPORTS**

6. SUMMARY FINANCIAL REPORT to month 10
7. LIST OF PAYMENTS (to include prepayment cards)
8. BANK RECONCILIATIONS & COUNCILS INVESTMENTS

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

9. RATIFICATION OF OUTREACH ACTIVITIES AND PROPOSED EXPENDITURE
10. TRIAGE OF OUTSTANDING ITEMS FROM THE ISSUES & IDEAS LIST
11. GRANT APPLICATIONS
  - 11.1 FOREST ROW SPORTS GROUND ASSOCIATION
  - 11.2 ST CATHERINES HOSPICE
  - 11.3 HOLY TRINITY CHURCH
12. FOREST ROW REPAIR CAFÉ; FINANCIAL ARRANGEMENTS  
*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*
13. STAFF PAY SCALE CHANGES
14. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

## FINANCE & POLICY COMMITTEE

### BACKING PAPERS FOR MEETING 30<sup>th</sup> JANUARY 2024

<b>Agenda item</b>	<b>Description</b>	<b>Page nos</b>
	Clerk's general briefing note	1-2
6	Summary financial report for Q1	3-12
7	List of payments	13-18
9	Outreach working group terms of reference	19-20
10	Issues & ideas (F&P)	21
11.1	Grant application : Sports Ground Association	19-20
11.2	Grant application : St Catherine's Hospice	21-30
11.3	Grant application : Holy Trinity Church	31-46
12	<i>Confidential briefing note</i>	

**COUNCILLORS' BRIEFING FOR MEETING OF THE FINANCE & POLICE COMMITTEE  
ON 6<sup>th</sup> FEBRUARY 2024**

**PRELIMINARIES**

**1. PUBLIC PARTICIPATION**

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

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

**4. RECORDS OF MEETING** Records of the meeting of 21<sup>st</sup> November 2023. No complications foreseen. Note that Members can legitimately vote to accept the minutes of previous meetings even if they were not personally present.

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

5.1 Feedback from the Personnel Committee meeting. The Personnel Committee met on 26<sup>th</sup> January. In addition to confidential matters concerning individuals, the Committee considered a revised staff handbook, drafted by our external HR advisers, and decided to recommend its adoption to Full Council, subject to some minor 'tweaks' to reflect local circumstances. The Committee also decided that immediate steps should be taken to replace the office staff member who is moving on, and that Council should plan for an additional 30 hrs per week for the maintenance crew. The Committee also noted that there appears to be no immediate pressure to reinstate the community warden role.

5.2 Annual insurances and property revaluations Our 3-year agreement with Hiscox (brokered by Gallaghers) expires in August this year. Unless Council objects, in addition to taking brokers' advice, I am minded to approach Zurich for an independent quote for the coming year. This may involve a revaluation of the Council's buildings, and I would be grateful for Council's approval to incur the cost of such an exercise if needed.

5.3 Forest Row pre-school. In September last year Council granted a rent holiday to the preschool and agreed to assist in looking at its longer term sustainability. I am pleased to report to Council that the new Chair & Treasurer, assisted by new trustees, have made significant improvements in securing the future of this valuable village asset.

5.4 Committee structure and timetable of meetings. In the early months there was discussion as to whether the existing Committee structure was adequate to the new Council's ethos, but more recently the issue appears to have taken a back seat. I raise the issue again, because the new Council year will be upon us sooner than we might think, and it would be helpful if this could be settled sooner rather than later, not least because it affects the presentation of the accounts, and the timetable of future meetings.

***ACTION: to note (and confirm where appropriate)***

## **FINANCIAL REPORTS**

### **6. SUMMARY FINANCIAL REPORT TO MONTH 10**

A summary financial report to month 10 is attached. Performance against forecast should be in the order of 83%, account taken of some items which are up-front. The Committees will be aware of their individual performance, and any anomalies within them, but the overall performance is: income (with apportioned precept) 81.8%%, and expenditure 80.9%, so all within range.

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

### **7-8. LIST OF PAYMENTS, BANK RECONCILIATION**

The list of payments is attached. However, because of the timing of this meeting, the bank reconciliation is not available immediately, and will be circulated at the meeting.

***ACTION: to note***

## **MATTERS FOR CONSIDERATION/ DECISION**

### **9. RATIFICATION OF OUTREACH ACTIVITIES AND PROPOSED EXPENDITURE**

The Terms of Reference for the Outreach working group were considered by Full Council on 15<sup>th</sup> August (document attached). A formal vote was taken approving the contents as far as proposal 1 inclusive, with proposals 2 & 3 being deferred "to a later date". On 26<sup>th</sup> September, Outreach circulated a report which set out their proposed means of information gathering, including the content of proposals 2&3 and this was 'noted' by the meeting (including an indication of where any expenses incurred would be paid from). For the avoidance of doubt this Committee is asked formally to vote in favour of the 3-D model proposal and to approve associated expenditure, with a 'ceiling' budget, to be paid from code 2700 'new service support'.

***ACTION: to resolve accordingly***

### **10. TRIAGE OF OUTSTANDING ITEMS FROM THE 'ISSUES & IDEAS' LIST**

A printout is attached of the items collected by Outreach allocated to the remit of Finance & Policy. For Committee to discuss and amend or adopt as appropriate.

***ACTION: to resolve accordingly***

### **11. GRANT APPLICATIONS**

There are three to be considered: The Sports Ground Association, St Catherine's Hospice and Holy Trinity Church. The requisite paperwork is attached. (The SGA used to have a separate subsidy, but now it is free-standing from the Council has been subsumed into the standard grants procedure. There is effectively **£6,197** remaining in this year's grants budget (including the SGA grant code). Any further applications (eg for the Forest Row Festival) will have to go over to next year's budget unless an extraordinary meeting is called.

***ACTION: to resolve accordingly***

### **12. F/R REPAIR CAFÉ**

The F/R Repair Café is an independent (currently unincorporated) organisation which operates from the Community Centre. Following a previous Council decision it occupies the rooms on rent-free basis, but is now running a surplus from donations. Cllr Lewin has asked for this item to be put on the agenda to review the financial arrangements.

### **13. STAFF PAYSACLE CHANGES**

A separate confidential briefing note is supplied to the Committee for this item.

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

## Summary Income &amp; Expenditure by Budget Heading 30/01/2024

Month No: 10

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Finance &amp; Policy</u></b>						
Income	378,711	458,955	5,911			82.5%
Expenditure	339,101	436,270	97,169	0	97,169	77.7%
Movement to/(from) Gen Reserve	<u>39,610</u>					
<b><u>Amenities &amp; Services</u></b>						
Income	8,717	17,000	8,283			51.3%
Expenditure	35,491	33,345	(2,146)	0	(2,146)	106.4%
Movement to/(from) Gen Reserve	<u>(26,775)</u>					
<b><u>Property &amp; Assets</u></b>						
Income	39,113	42,300	3,187			92.5%
Expenditure	46,336	51,470	5,134	0	5,134	90.0%
Movement to/(from) Gen Reserve	<u>(7,223)</u>					
<b><u>Planning</u></b>						
Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	<u>0</u>					
<b><u>Localism &amp; Community Projects</u></b>						
Income	25,289	34,200	8,911			73.9%
Expenditure	27,224	32,630	5,406	0	5,406	83.4%
Movement to/(from) Gen Reserve	<u>(1,935)</u>					
<b>Grand Totals:-</b>						
Income	451,930	552,455	26,292			81.5%
Expenditure	448,151	553,715	105,564	0	105,564	80.9%
Net Income over Expenditure	<u>78,012</u>	<u>(1,260)</u>	<u>(79,272)</u>			
Movement to/(from) Gen Reserve	<u>78,012</u>					

## Detailed Income &amp; Expenditure by Budget Heading 30/01/2024

Month No: 10

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Finance &amp; Policy</b>							
<b>401 Finance &amp; Administration</b>							
4176 FI-Precept Received	371,666	446,000	0			83.3%	
4180 Misc Income	38	0	(38)			0.0%	
4181 FI-Wayleave Income	6	5	(1)			112.0%	
4182 FI-Devolved Services Income	735	1,450	715			50.7%	
4183 Community Warden Hire	0	10,000	10,000			0.0%	
4190 FI-Interest Received	6,266	1,500	(4,766)			417.7%	
Finance & Administration :- Income	<u>378,711</u>	<u>458,955</u>	<u>5,911</u>			<u>82.5%</u>	<u>0</u>
4100 PENSION TOP UP	0	4,000	4,000		4,000	0.0%	
4101 FI-Salaries	295,063	365,000	69,937		69,937	80.8%	
4102 FI-Payroll Outsource Costs	630	420	(210)		(210)	150.0%	
4103 FI-Contrib. to Library Salary	0	4,000	4,000		4,000	0.0%	
4108 FI-Staff Training/Travel	191	1,000	809		809	19.1%	
4110 Community Warden Costs	527	500	(27)		(27)	105.4%	
4111 Forest Rate	31	25	(6)		(6)	122.4%	
4120 Postage	75	500	425		425	15.0%	
4121 Telecommunications	6,280	7,700	1,420		1,420	81.6%	
4123 Stationery	541	600	59		59	90.2%	
4124 FI-Subscriptions	3,927	6,600	2,673		2,673	59.5%	
4125 FI-Insurance	10,528	10,000	(528)		(528)	105.3%	
4126 Printer/copier	3,112	4,000	888		888	77.8%	
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	555	500	(55)		(55)	111.0%	
4136 Security Checks	132	150	18		18	87.8%	
4137 FI-Members Allowances	1,402	6,000	4,598		4,598	23.4%	
4151 FI - Bank Charges	1,233	1,800	567		567	68.5%	
4156 FI-Legal & professional fees	1,738	3,500	1,762		1,762	49.7%	
4157 FI-Audit & Financial Managemen	2,582	3,300	718		718	78.2%	
4158 FI-Van Lease	60	300	240		240	20.1%	
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	896	500	(396)		(396)	179.2%	
7101 PR- Advertising/Publicity	33	50	18		18	65.0%	
7102 PR-Website	720	750	30		30	96.0%	
7110 PR-Newsletter & Distribution	0	500	500		500	0.0%	
Finance & Administration :- Indirect Expenditure	<u>335,797</u>	<u>426,770</u>	<u>90,973</u>	<u>0</u>	<u>90,973</u>	<u>78.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u><b>117,247</b></u>	<u><b>32,185</b></u>	<u><b>(85,062)</b></u>				

## Detailed Income &amp; Expenditure by Budget Heading 30/01/2024

Month No: 10

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>403 Other Grants</b>							
4360 Other Grants	3,303	7,000	3,697		3,697	47.2%	
4361 FRGSA Subsidy	0	2,500	2,500		2,500	0.0%	
<b>Other Grants :- Indirect Expenditure</b>	<b>3,303</b>	<b>9,500</b>	<b>6,197</b>	<b>0</b>	<b>6,197</b>	<b>34.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,303)</b>	<b>(9,500)</b>	<b>(6,197)</b>				
<b>Finance &amp; Policy :- Income</b>	<b>378,711</b>	<b>458,955</b>	<b>5,911</b>			<b>82.5%</b>	
<b>Expenditure</b>	<b>339,101</b>	<b>436,270</b>	<b>97,169</b>	<b>0</b>	<b>97,169</b>	<b>77.7%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>39,610</b>						

## Detailed Income &amp; Expenditure by Budget Heading 30/01/2024

Month No: 10

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Finance &amp; Policy</b>							
<b>401 Finance &amp; Administration</b>							
4176 FI-Precept Received	446,000	446,000	0			100.0%	
4180 Misc Income	38	0	(38)			0.0%	
4181 FI-Wayleave Income	6	5	(1)			112.0%	
4182 FI-Devolved Services Income	735	1,450	715			50.7%	
4183 Community Warden Hire	0	10,000	10,000			0.0%	
4190 FI-Interest Received	6,266	1,500	(4,766)			417.7%	
Finance & Administration :- Income	<b>453,044</b>	<b>458,955</b>	<b>5,911</b>			<b>98.7%</b>	<b>0</b>
4100 PENSION TOP UP	0	4,000	4,000		4,000	0.0%	
4101 FI-Salaries	295,063	365,000	69,937		69,937	80.8%	
4102 FI-Payroll Outsource Costs	630	420	(210)		(210)	150.0%	
4103 FI-Contrib. to Library Salary	0	4,000	4,000		4,000	0.0%	
4108 FI-Staff Training/Travel	191	1,000	809		809	19.1%	
4110 Community Warden Costs	527	500	(27)		(27)	105.4%	
4111 Forest Rate	31	25	(6)		(6)	122.4%	
4120 Postage	75	500	425		425	15.0%	
4121 Telecommunications	6,280	7,700	1,420		1,420	81.6%	
4123 Stationery	541	600	59		59	90.2%	
4124 FI-Subscriptions	3,927	6,600	2,673		2,673	59.5%	
4125 FI-Insurance	10,528	10,000	(528)		(528)	105.3%	
4126 Printer/copier	3,112	4,000	888		888	77.8%	
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	555	500	(55)		(55)	111.0%	
4136 Security Checks	132	150	18		18	87.8%	
4137 FI-Members Allowances	1,402	6,000	4,598		4,598	23.4%	
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4157 FI-Audit & Financial Managemen	2,582	3,300	718		718	78.2%	
4158 FI-Van Lease	60	300	240		240	20.1%	
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	896	500	(396)		(396)	179.2%	
7101 PR- Advertising/Publicity	33	50	18		18	65.0%	
7102 PR-Website	720	750	30		30	96.0%	
7110 PR-Newsletter & Distribution	0	500	500		500	0.0%	
Finance & Administration :- Indirect Expenditure	<b>335,797</b>	<b>426,770</b>	<b>90,973</b>	<b>0</b>	<b>90,973</b>	<b>78.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>117,247</b>	<b>32,185</b>	<b>(85,062)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 30/01/2024

Month No: 10

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>403 Other Grants</b>							
4360 Other Grants	3,303	7,000	3,697		3,697	47.2%	
4361 FRGSA Subsidy	0	2,500	2,500		2,500	0.0%	
Other Grants :- Indirect Expenditure	<u>3,303</u>	<u>9,500</u>	<u>6,197</u>	<u>0</u>	<u>6,197</u>	<u>34.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(3,303)</u>	<u>(9,500)</u>	<u>(6,197)</u>				
Finance & Policy :- Income	453,044	458,955	5,911			98.7%	
Expenditure	339,101	436,270	97,169	0	97,169	77.7%	
<b>Movement to/(from) Gen Reserve</b>	<u>113,944</u>						
Grand Totals:- Income	453,044	458,955	5,911			98.7%	
Expenditure	339,101	436,270	97,169	0	97,169	77.7%	
<b>Net Income over Expenditure</b>	<u>113,944</u>	<u>22,685</u>	<u>(91,259)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>113,944</u>						

## Detailed Income &amp; Expenditure by Budget Heading 30/01/2024

Month No: 10

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Amenities &amp; Services</u></b>							
<b><u>101 Allotments</u></b>							
1180 Allotment Rents	2,443	1,750	(693)			139.6%	
Allotments :- Income	<u>2,443</u>	<u>1,750</u>	<u>(693)</u>			<u>139.6%</u>	<u>0</u>
1135 Allotments-Water & Upkeep	436	700	264		264	62.3%	
Allotments :- Indirect Expenditure	<u>436</u>	<u>700</u>	<u>264</u>	<u>0</u>	<u>264</u>	<u>62.3%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>2,007</u>	<u>1,050</u>	<u>(957)</u>				
<b><u>102 Village Greens</u></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	5,317	8,000	2,683		2,683	66.5%	
1237 Outdoor Planting	634	1,000	366		366	63.4%	
1239 VG-Utilities	263	100	(163)		(163)	263.3%	
Village Greens :- Indirect Expenditure	<u>6,215</u>	<u>9,100</u>	<u>2,885</u>	<u>0</u>	<u>2,885</u>	<u>68.3%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(5,182)</u>	<u>(8,350)</u>	<u>(3,168)</u>				
<b><u>104 Amenities General</u></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	2,319	3,200	881		881	72.5%	
Amenities General :- Indirect Expenditure	<u>5,453</u>	<u>4,700</u>	<u>(753)</u>	<u>0</u>	<u>(753)</u>	<u>116.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(5,453)</u>	<u>(3,200)</u>	<u>2,253</u>				
<b><u>105 Outdoor Maintenance</u></b>							
1501 Outdoor Maintenance Equipment	680	1,705	1,025		1,025	39.9%	
Outdoor Maintenance :- Indirect Expenditure	<u>680</u>	<u>1,705</u>	<u>1,025</u>	<u>0</u>	<u>1,025</u>	<u>39.9%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(680)</u>	<u>(1,705)</u>	<u>(1,025)</u>				
<b><u>203 Street Lighting</u></b>							
2314 SL-Power	4,152	6,600	2,448		2,448	62.9%	
2336 Streetlights	17,166	8,250	(8,916)		(8,916)	208.1%	
Street Lighting :- Indirect Expenditure	<u>21,317</u>	<u>14,850</u>	<u>(6,467)</u>	<u>0</u>	<u>(6,467)</u>	<u>143.6%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(21,317)</u>	<u>(14,850)</u>	<u>6,467</u>				

## Detailed Income &amp; Expenditure by Budget Heading 30/01/2024

Month No: 10

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>204 Road Safety</b>							
2436 RS-Road Safety	0	750	750		750	0.0%	
Road Safety :- Indirect Expenditure	<u>0</u>	<u>750</u>	<u>750</u>	<u>0</u>	<u>750</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(750)</u>	<u>(750)</u>				
<b>601 Cemetery</b>							
6180 BU-Burial Fees	5,240	13,000	7,760			40.3%	
Cemetery :- Income	<u>5,240</u>	<u>13,000</u>	<u>7,760</u>			<u>40.3%</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>3,851</u>	<u>11,460</u>	<u>7,609</u>				
Amenities & Services :- Income	8,717	17,000	8,283			51.3%	
Expenditure	35,491	33,345	(2,146)	0	(2,146)	106.4%	
<b>Movement to/(from) Gen Reserve</b>	<u>(26,775)</u>						
<b>Property &amp; Assets</b>							
<b>201 Bus Shelters</b>							
2136 BS-Bus Shelters	105	0	(105)		(105)	0.0%	
Bus Shelters :- Indirect Expenditure	<u>105</u>	<u>0</u>	<u>(105)</u>	<u>0</u>	<u>(105)</u>		<u>0</u>
<b>Net Expenditure</b>	<u>(105)</u>	<u>0</u>	<u>105</u>				
<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	<u>256</u>	<u>0</u>	<u>(256)</u>	<u>0</u>	<u>(256)</u>		<u>0</u>
<b>Net Expenditure</b>	<u>(256)</u>	<u>0</u>	<u>256</u>				
<b>301 Community Centre</b>							
3180 CC-Lettings	17,142	15,000	(2,142)			114.3%	
3181 CC-Equipment Hire	320	400	80			80.1%	
3182 CC-Rents	15,945	22,000	6,055			72.5%	
3185 MISC - incl books/copying)	340	400	60			85.0%	
3187 CC Drinks Machine Income	534	500	(34)			106.8%	

## Detailed Income &amp; Expenditure by Budget Heading 30/01/2024

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3189 Misc Property Refunds	3,083	0	(3,083)			0.0%	
4180 Misc Income	100	0	(100)			0.0%	
Community Centre :- Income	<u>37,464</u>	<u>38,300</u>	<u>836</u>			<u>97.8%</u>	<u>0</u>
3111 CC-Rates & Services	35,736	33,000	(2,736)		(2,736)	108.3%	
3116 CC-Upkeep/Cleaning	7,150	13,200	6,050		6,050	54.2%	
3127 CC - Drinks Machine	861	770	(91)		(91)	111.9%	
Community Centre :- Indirect Expenditure	<u>43,748</u>	<u>46,970</u>	<u>3,222</u>	<u>0</u>	<u>3,222</u>	<u>93.1%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(6,283)</u>	<u>(8,670)</u>	<u>(2,387)</u>				
<u>303 Venue on the Green</u>							
3306 VOTG Income	1,648	4,000	2,352			41.2%	
Venue on the Green :- Income	<u>1,648</u>	<u>4,000</u>	<u>2,352</u>			<u>41.2%</u>	<u>0</u>
3304 Votg Non Youth Equip	0	500	500		500	0.0%	
3305 VOTG Running Costs	2,227	4,000	1,773		1,773	55.7%	
Venue on the Green :- Indirect Expenditure	<u>2,227</u>	<u>4,500</u>	<u>2,273</u>	<u>0</u>	<u>2,273</u>	<u>49.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(579)</u>	<u>(500)</u>	<u>79</u>				
Property & Assets :- Income	39,113	42,300	3,187			92.5%	
Expenditure	46,336	51,470	5,134	0	5,134	90.0%	
<b>Movement to/(from) Gen Reserve</b>	<u>(7,223)</u>						
Grand Totals:- Income	47,829	59,300	11,471			80.7%	
Expenditure	81,827	84,815	2,988	0	2,988	96.5%	
<b>Net Income over Expenditure</b>	<u>(33,998)</u>	<u>(25,515)</u>	<u>8,483</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>(33,998)</u>						

## Detailed Income &amp; Expenditure by Budget Heading 30/01/2024

Month No: 10

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Localism &amp; Community Projects</b>							
<b>206 Community Transport</b>							
2678 Medical Car Scheme Income	131	300	169			43.8%	
4180 Misc Income	27	0	(27)			0.0%	
Community Transport :- Income	<b>158</b>	<b>300</b>	<b>142</b>			<b>52.7%</b>	<b>0</b>
2554 Wealdlink	510	1,000	490		490	51.0%	
2601 Voluntary Medical Car Service	0	200	200		200	0.0%	
Community Transport :- Indirect Expenditure	<b>510</b>	<b>1,200</b>	<b>690</b>	<b>0</b>	<b>690</b>	<b>42.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(352)</b>	<b>(900)</b>	<b>(548)</b>				
<b>207 Market</b>							
3184 CC-Market Income	5,404	9,000	3,596			60.0%	
Market :- Income	<b>5,404</b>	<b>9,000</b>	<b>3,596</b>			<b>60.0%</b>	<b>0</b>
3151 CC-Market expenditure	5,928	1,430	(4,498)		(4,498)	414.5%	
Market :- Indirect Expenditure	<b>5,928</b>	<b>1,430</b>	<b>(4,498)</b>	<b>0</b>	<b>(4,498)</b>	<b>414.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(523)</b>	<b>7,570</b>	<b>8,093</b>				
<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>304 Cafe</b>							
3480 Gages - Sales	18,607	20,000	1,393			93.0%	
4180 Misc Income	100	0	(100)			0.0%	
Cafe :- Income	<b>18,707</b>	<b>20,000</b>	<b>1,293</b>			<b>93.5%</b>	<b>0</b>
3436 Gages-Purchase of Equipment	3,576	2,200	(1,376)		(1,376)	162.5%	
3460 Gages -Purchases Food etc	14,166	13,200	(966)		(966)	107.3%	
Cafe :- Indirect Expenditure	<b>17,742</b>	<b>15,400</b>	<b>(2,342)</b>	<b>0</b>	<b>(2,342)</b>	<b>115.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>965</b>	<b>4,600</b>	<b>3,635</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/01/2024

Month No: 10

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>306 Thursday Club</b>							
3680 TC-Subscriptions	250	400	150			62.5%	
Thursday Club :- Income	<u>250</u>	<u>400</u>	<u>150</u>			<u>62.5%</u>	<u>0</u>
3636 TC-Running Costs	259	1,100	841		841	23.5%	
Thursday Club :- Indirect Expenditure	<u>259</u>	<u>1,100</u>	<u>841</u>	<u>0</u>	<u>841</u>	<u>23.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(9)</u>	<u>(700)</u>	<u>(691)</u>				
<b>406 Youth Provision</b>							
4676 YP-Grants & Other Income	1,286	2,500	1,214			51.4%	
Youth Provision :- Income	<u>1,286</u>	<u>2,500</u>	<u>1,214</u>			<u>51.4%</u>	<u>0</u>
4603 YP - Dev costs & General Expen	2,485	3,500	1,015		1,015	71.0%	
Youth Provision :- Indirect Expenditure	<u>2,485</u>	<u>3,500</u>	<u>1,015</u>	<u>0</u>	<u>1,015</u>	<u>71.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(1,199)</u>	<u>(1,000)</u>	<u>199</u>				
Localism & Community Projects :- Income	<u>25,289</u>	<u>34,200</u>	<u>8,911</u>			<u>73.9%</u>	
Expenditure	<u>27,224</u>	<u>32,630</u>	<u>5,406</u>	<u>0</u>	<u>5,406</u>	<u>83.4%</u>	
<b>Movement to/(from) Gen Reserve</b>	<u>(1,935)</u>						
Grand Totals:- Income	<u>25,289</u>	<u>34,200</u>	<u>8,911</u>			<u>73.9%</u>	
Expenditure	<u>27,224</u>	<u>32,630</u>	<u>5,406</u>	<u>0</u>	<u>5,406</u>	<u>83.4%</u>	
<b>Net Income over Expenditure</b>	<u>(1,935)</u>	<u>1,570</u>	<u>3,505</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>(1,935)</u>						

Time: 11:25

## Unity Trust

## List of Payments made between 06/11/2023 and 30/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
<del>06/11/2023</del>	<del>POCKIT CARD - GAGES</del>	<del>TOP UP</del>	<del>1,000.00</del>		<del>TOP UP</del>
<del>06/11/2023</del>	<del>POCKIT CARD - CC</del>	<del>TOP UP</del>	<del>500.00</del>		<del>TOP UP</del>
06/11/2023	STELLA PRINCE	BP	62.52		GAGES
06/11/2023	RUBY WILLETT	BP	10.00		MARKET REFUND
06/11/2023	RBL POPPY APPEAL	BP	20.00		WREATH DONATION
06/11/2023	D ISTEAD	BP	27.75		REIMBURSEMENT
08/11/2023	ALLSTAR BUSINESS SOLUTIONS 1		52.41		FUEL
08/11/2023	O2	DD	62.08		MOBILR
08/11/2023	O2	DD	17.28		YOUTH MOBILE
10/11/2023	BARCLAYCARD	2	40.55		CHARGES
10/11/2023	PAYTEK ADMIN SERVICES LTD	3	33.60		CHARGES
10/11/2023	AO SHIPLEY	BP	4,374.91		TAX & NI - OCTOBER
13/11/2023	UTP	DD	24.00		CHARGES
15/11/2023	BACS P/L Pymnt Page 1823	BACS Pymnt	489.07		BACS P/L Pymnt Page 1823
<del>15/11/2023</del>	<del>POCKIT CARD - CC</del>	<del>TOP UP</del>	<del>500.00</del>		<del>TOP UP</del>
15/11/2023	ALLSTAR BUSINESS SOLUTIONS 4		7.38		CHARGES
15/11/2023	MARKET REFUNDS	BP	123.50		REFUNDS
15/11/2023	CENTRAL GARAGE	BP	40.00		MOT
20/11/2023	CORONA ENERGY RETAIL 4 LTD 5		821.44		CC GAS
22/11/2023	EDF ENERGY CUSTOMERS PLC 6		409.78		STREETLIGHT ENERGY
23/11/2023	BACS P/L Pymnt Page 1824	BACS Pymnt	705.54		BACS P/L Pymnt Page 1824
24/11/2023	TELECOMS WORLD PLC	7	73.93		0800 NUMBER
24/11/2023	ENGIE POWER LTD	8	161.64		ELECTRICITY
24/11/2023	ENGIE POWER LTD	9	904.51		ELECTRICITY
24/11/2023	ENGIE POWER LTD	10	312.25		ELECTRICITY
24/11/2023	FROW RESOURCE	BP	15.00		MARKET REFUND
24/11/2023	E DAVIES	BP	41.45		REIMBURSEMENT
24/11/2023	ST PETER HOSPICE	BP	500.00		GRANT
24/11/2023	ST JOHN AMBULANCE	BP	300.00		GRANT
24/11/2023	VICTIM SUPPORT	BP	300.00		GRANT
24/11/2023	WILDHART RADIO	BP	1,523.40		GRANT
27/11/2023	FOCUS	DD	76.27		HELPLINE
28/11/2023	E SUSSEX PENSION	BP	6,695.86		SUPERANN - NOV
28/11/2023	STAFF	BP	31,560.91		NOVEMBER SALARIES
29/11/2023	BT PAYMENT SERVICES LTD	11	30.48		TELECOMMUNICATIONS
30/11/2023	BNP PARIBAS	DD	678.58		PRINTER LEASE
<del>04/12/2023</del>	<del>POCKIT CARD - DOD</del>	<del>TOP UP</del>	<del>500.00</del>		<del>TOP UP</del>
<del>04/12/2023</del>	<del>POCKIT CARD - CC</del>	<del>TOP UP</del>	<del>750.00</del>		<del>TOP UP</del>
<del>04/12/2023</del>	<del>POCKIT CARD - GAGES</del>	<del>TOP UP</del>	<del>1,000.00</del>		<del>TOP UP</del>
<del>04/12/2023</del>	<del>POCKIT CARD - YOUTH</del>	<del>TOP UP</del>	<del>500.00</del>		<del>TOP UP</del>
04/12/2023	BIFFA WASTE SERVICES LTD	1	636.00		WASTE
05/12/2023	BACS P/L Pymnt Page 1827	BACS Pymnt	2,101.53		BACS P/L Pymnt Page 1827
08/12/2023	O2	DD	62.08		MOBILE
08/12/2023	AO SHIPLEY	BP	10,401.88		TAX & NI - NOV
11/12/2023	BARCLAYCARD	1	38.97		CHARGES
11/12/2023	O2	DD	17.28		MOBILE
11/12/2023	UTP	DD	33.60		CHARGES

## List of Payments made between 06/11/2023 and 30/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/12/2023	BACS P/L Pymnt Page 1828	BACS Pymnt	832.13		BACS P/L Pymnt Page 1828
13/12/2023	ALLSTAR BUSINESS SOLUTIONS	3	8.21		FUEL
13/12/2023	UTP	DD	24.00		CHARGES
14/12/2023	D O'DRISCOLL	BP	20.70		TRAVEL
14/12/2023	DANIEL SAIT	BP	40.00		MARKET REFUND
20/12/2023	ALLSTAR BUSINESS SOLUTIONS	2	52.59		FUEL
21/12/2023	ENGIE POWER LTD	4	151.13		ELECTRICITY
21/12/2023	CORONA ENERGY RETAIL 4 LTD	5	1,557.34		GAS
21/12/2023	CHRIS MARTIN	BP	540.00		CLEARANCE
22/12/2023	TELECOMS WORLD PLC	6	74.00		0800 NUMBER
22/12/2023	ENGIE POWER LTD	7	2,365.56		ELECTRICITY
22/12/2023	CORONA ENERGY RETAIL 4 LTD	8	67.86		GAS
22/12/2023	EDF ENERGY CUSTOMERS PLC	9	406.18		STREETLIGHT POWER
22/12/2023	FOCUS GROUP	DD	76.27		HELPLINE
27/12/2023	ES PENSION	BP	4,457.09		SUPERANN - DEC
27/12/2023	STAFF	BP	21,688.06		DEC SALARIES
29/12/2023	UNITY TRUST	BP	30.70		CHARGES
31/12/2023	UNITY TRUST	BP	85.20		FEE
03/01/2024	BACS P/L Pymnt Page 1832	BACS Pymnt	15,269.53		BACS P/L Pymnt Page 1832
10/01/2024	BACS P/L Pymnt Page 1834	BACS Pymnt	478.79		BACS P/L Pymnt Page 1834
22/01/2024	BACS P/L Pymnt Page 1835	BACS Pymnt	854.73		BACS P/L Pymnt Page 1835

**Total Payments** 117,617.50

4750.00  
112,867.50



## POCKIT CARD - DOD

## List of Payments made between 31/10/2023 and 30/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/11/2023	GIFFGAFF	BP	10.00		MARKET MOBILE
16/11/2023	SAINSBURYS	BP	140.40		VOLUNTEER GIFTS
20/11/2023	ZOOM	DD	12.99		VIRTUAL MEETINGS
21/11/2023	SCREWFIX	BP	59.97		PAINT
30/11/2023	POCKIT	BP	1.99		FEES
12/12/2023	GIFFGAFF	BP	10.00		MARKET MOBILE
20/12/2023	ZOOM	BP	12.99		VIRTUAL MEETINGS
30/12/2023	POCKIT	BP	1.99		CHARGES
<b>Total Payments</b>			<u>250.33</u>		

## POCKIT CARD - CC

## List of Payments made between 01/11/2023 and 30/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/11/2023	WEALDEN DC	BP	21.00		MARKETTENS
20/11/2023	OCADO	BP	549.10		VOLUNTEER GITS
22/11/2023	AMAZON	BP	73.87		THURS CLUB GIFTS
22/11/2023	SCREWFIX	BP	3.96		DOOR STOP
29/11/2023	TOOLSTODAY	BP	318.00		STIHL BRUSHCUTTER
30/11/2023	POCKIT	BP	1.99		CHARGES
04/12/2023	AMAZON	BP	15.98		GIFT BAGS - THURS CLUB
05/12/2023	ASHDOWN FLOWERS	BP	30.00		FUNERAL FLOWERS
05/12/2023	ONE4ALL	BP	486.50		GAGES DELIVERY GIFTS
31/12/2023	POCKIT	BP	1.99		FEES
<b>Total Payments</b>			<u>1,502.39</u>		

## POCKIT CARD - GAGES

## List of Payments made between 01/11/2023 and 30/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2023	TOOLSTATION UK	BP	13.48		LIGHT
07/11/2023	SAINSBURYS	BP	133.25		FOOD
09/11/2023	CO-OP	BP	3.90		FOOD
10/11/2023	CO-OP	BP	4.10		FOOD
14/11/2023	SAINSBURYS	BP	163.35		FOOD
17/11/2023	CO-OP	BP	1.40		FOOD
21/11/2023	SAINSBURYS	BP	160.80		FOOD
24/11/2023	CO-OP	BP	2.70		FOOD
24/11/2023	CO-OP	BP	2.85		FOOD
25/11/2023	POCKIT	BP	1.99		FEES
28/11/2023	SAINSBURYS	BP	257.16		FOOD
29/11/2023	ALLAN MARTIN	BP	194.87		MEAT
30/11/2023	CO=OP	BP	2.40		FOOD
01/12/2023	CO-OP	BP	2.40		FOOD
05/12/2023	SAINSBURYS	BP	222.79		FOOD
05/12/2023	SAINSBURYS	BP	6.40		FOOD
07/12/2023	CO-OP	BP	3.75		FOOD
07/12/2023	NO 8	BP	3.90		SUPPLIES
08/12/2023	CO-OP	BP	1.40		FOOD
09/12/2023	SAINSBURYS	BP	15.00		FOOD
11/12/2023	SAINSBURYS	BP	231.68		FOOD
12/12/2023	SAINSBURYS	BP	25.15		FOOD
12/12/2023	SAINSBURYS	BP	16.00		FOOD
25/12/2023	POCKIT	BP	1.99		CHARGES
<b>Total Payments</b>			<b>1,472.71</b>		

## POCKIT CARD - YOUTH

## List of Payments made between 25/10/2023 and 30/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/11/2023	ICELAND	BP	69.38		REFRESHMENTS
15/11/2023	ICELAND	BP	71.18		REFRESHMENTS
15/11/2023	CO-OP	BP	4.00		REFRESHMENTS
17/11/2023	CO-OP	BP	9.60		REFRESHMENTS
17/11/2023	CO-OP	BP	6.80		REFRESHMENTS
18/11/2023	POCKIT	BP	1.99		FEES
22/11/2023	ICELAND	BP	73.60		REFRESHMENTS
22/11/2023	TUNBRIDGE WELLS BC	BP	147.60		ICE SKATING
29/11/2023	POUNDLAND	BP	52.45		REFRESHMENTS
29/11/2023	AMAZON	BP	43.96		CRAFT
30/11/2023	CO-OP	BP	4.65		REFRESHMENTS
30/11/2023	POCKIT	BP	47.00		ADJ
01/12/2023	HOMEBASE	BP	20.00		SUPPLIES
01/12/2023	ASSEMBLY HALL TW	BP	27.00		SKATING TICKETS
06/12/2023	POUNDLAND	BP	32.50		REFRESHMENTS
12/12/2023	CO-OP	BP	4.33		REFRESHMENTS
12/12/2023	CO-OP	BP	5.64		REFRESHMENTS
14/12/2023	CO-OP	BP	30.15		REFRESHMENTS
18/12/2023	POCKIT	BP	1.99		CHARGES
<b>Total Payments</b>			653.82		

## Proposal from To & FRow (Community Engagement and Development Working Group)

17 July 2023

Andi Jaffay on behalf of Portia Cocks, Angela Evans, Kate Taylor-Smith, Alex Walters (y), Zuzu la Djoï, Johnny Scratchley, Charlotte Harvey, Michelle Matthews, Jason Eichner

### **Mission Statement:**

*To & FRow, the Community Engagement and Development working group, aims to empower the community to take collective action and generate solutions to common problems, and to support community projects. We aim to engage with all parts of the community, and to connect people and groups with one another, building community cohesion, resilience and sustainability.*

### **Background: What To & FRow is and how we operate**

This working group sees itself as the community outreach arm of the PC. As per the mission statement, we aim to engage effectively with the community and support people and groups effectively. This doesn't mean we see the working group as making decisions or doing things *for* the community. Rather, in our engagement, we plan to hear from as many of the 5,000 people living here as possible (plus others who are part of the community in other ways), and then signpost them on to relevant committees, or support them to realise their own projects or campaigns. We also plan to connect people or groups with appropriate others in the community.

T&F group is currently made up of 12 people - a balance of councillors, PC office staff and support team. We meet once a month and we rotate the Chair. David or Carolyn take minutes. Andi and Kate T-S visit the rest of the office staff once a month, to share what is going on and develop a working relationship with them and T&F.

### **Our proposal:**

The outreach that T&F have planned for Summer is to drop-in to existing groups and chat with community, to hold community events (similar to the APM event), stalls at community events, and community postboxes around the village for anonymous issues and ideas. The PC office handle all emails and calls. Once we've been visible and gained trust in community for this time, more methods of engagement can be trialed out in Autumn.

As we're collecting issues and ideas through these methods, it makes sense for T&F to then send on each line item from the Ideas and Issues document to the appropriate committee, who would then go through their decision for action process. T&F would not make any decisions as to actions – we would be the channel through which a filtering process happens on to the committees.

The only time that T&F would not send line items on to a committee, would be when a community member or group comes to us for advice or guidance, but wants to develop a project or campaign themselves. In these cases, we would simply advise and support them to do it themselves.

There may be occasions when a group would like to develop their own project but also needs support from a committee or full council. In this case, T&F would honour both these requests. Eg: A group of young people want to start an activity around the village. T & F would support them to write their proposal to the council, and they would also support them to structure the project.

### 3 Proposals and Questions:

1. We propose to full council that T&F can take on this role, in terms of sending on the line items from the Issues and Ideas document on a monthly basis to relevant committees and also in advising and guiding people and groups when requested to do so.
2. T&F asks that the proposed document regarding process for decision making (written by Adam and Rebecca) is amended to include T&F at the very beginning of the process, as this would often be the first point of contact between community and council.
3. T & F requests to carry out a wider community consultation, using a 3D model for several days of community workshops, and a larger comms campaign. This would be in order to find out what the important issues and ideas are for community at this time and whether more members of the community could get involved in projects and campaigns. The consultation aims to involve all or at least most of the people living in the area. This level of consultation needs some budget – T & F requests to know how much budget may be available. As a guide 3D consultation models cost £6,000 minimum.

<b>F&amp;P Issues and Ideas</b>
<i>Please note this list is automatically generated using data from the Issues and Ideas sheets. Do not manually change any data in this column.</i>
Review Council Tax breakdown of costs e.g Police - no presence
Blockchain - economy and distributed governance or hashgraph
Community Consensus decisions
Social Rent Rated
Bank of Dave - local bank
Be transparent
Introduce a limit of how long PC's can serve!
Forest Row Sports Ground - continue maintenance payments
microphones used in meetings
All phones off in meetings (electro sensitivity)
Junior parish council
The car park should be free for residents up to 2 hours but everyone else should pay
Only use electricity on saturday if it/s an emergency (age 6)
Let the Repair Cafe keep using the community hall free beyond the currently approved 1 year

# FOREST ROW PARISH COUNCIL



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

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

## REQUEST FOR GRANT AID

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

<b>NAME OF ORGANISATION:</b> Forest Row Sports Ground Association		
<b>NAME OF CONTACT PERSON:</b> Mark Jackson		
<b>ADDRESS FOR CORRESPONDENCE:</b>	Tel: 07515288152	
	Email: markpeterjackson@aol.com	
	Web (if any):	
<b>POST CODE:</b>	SUM REQUESTED: £2,500.00	
<b>TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?</b> Forest Row Sports Ground Association		
<b>DO YOU HAVE AUDITED ACCOUNTS?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>IF YES, ARE THEY ATTACHED?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Accounts)	<b>IF NO, PLEASE EXPLAIN WHY</b>
<b>IF APPLICABLE, DO YOU HAVE A BUDGET?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (Budget)	
<b>ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>From</b>	<b>Amount</b>	<b>Purpose</b>
<b>PURPOSE OF REQUEST (please use second sheet if necessary)</b> The funding requested will contribute toward annual maintenance of the 6.5 acres of public amenity space (not pavilion building maintenance) at the Memorial Ground, Shalesbrook Lane. Annual maintenance works include – regular grass cutting, seeding, slitting, fertilising, top dressing, vertidrainage, strimming, tree management, etc. All regularly required to keep grounds in suitable condition for recreational use. Forest Row Sports Ground Association oversees the grounds maintenance carried out and organised by the Forest Row Junior Football Club, Forest Row Football Club and Forest Row Cricket Club. Each club contributes to the maintenance work financially but also with a considerable amount of volunteer hours.		
<b>HOW WILL IT BENEFIT THE COMMUNITY?</b> As well as providing playing pitches for organised sport the Memorial Ground is a fantastic amenity space that is well used by the public for a wide array of outdoor activities, picnicking, exercise, casual games/sport, homeschool activities, dog waling, etc. all year round and we would appreciate the Forest Row Parish Councils continued assistance enabling the Sports Ground Association and member clubs to maintain the grounds to a standard that encourages usage.		
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Profit and Loss Account - 6 April 2022 to 31 March 2023					
21/22	INCOME	22/23	21/22	EXPENDITURE	22/23
1600.00	FRCC Rental	1600.00	1311.43	Olympass Intruder Detection	
1600.00	FRFC Rental	1600.00	0.00	Boiler, heating maintenance	
1058.52	FRJFC Rental	1600.00	388.80	Lift Maintenance	388.80
1600.00	FRLTC Rental	1600.00	0.00	Electrical Maintenance	228.00
3180.00	Hire of Pavilion	3680.50	1047.90	Other maintenance	1419.00
350.00	FRCC Cleaning	350.00	1650.87	Pavilion Cleaning	1932.08
350.00	FRFC Cleaning	350.00	1910.06	Electricity	1903.11
350.00	FRJFC Cleaning	350.00	472.16	Telephone	685.26
125.00	FRLTC Cleaning	125.00	374.15	Gas	1139.74
2364.78	Covid-19 grants from Wealden DC	378.79	1554.09	Water	1423.77
349.87	Miscellaneous, Charities Trust	1393.25	2657.62	Insurance	3528.82
0.00	Fund raising	0.00	1276.13	Refuse Collection	1922.89
150.00	Vice Presidents and donations	150.00	280.96	Wealden DC Rates	238.08
225.00	FRCC membership fees	225.00	0.00	Sussex County PFA	0.00
360.00	FRFC membership fees	285.00	816.56	Music & Other Licences	159.00
1680.00	FRJFC membership fees	1425.00	300.00	Miscellaneous	743.57
2655.00	FRLTC membership fees	2235.00		Olympass	1236.00
0.00	PC payment for 1 bin	0.00		Wealden	620.40
1098.96	FRJFC				
590.00	Ground maintenance surplus				
0.00	Bar Trading Cash				
0.00	Bar Trading Izzette				
0.00					
0.00	SE Water refunds				
<b>21172.61</b>	<b>TOTAL</b>	<b>17347.54</b>	<b>21172.61</b>	<b>TOTAL</b>	<b>17568.52</b>

#### Balance Sheet on 1 April 2023

21/22	FUNDS BROUGHT FORWARD	22/23	21/22	LOCATION OF FUNDS	22/23
17763	Bank a/c's and cash b/f on 1/4/22	23195.70	18087.70	Current A/C 00101080	19446.44
319	Bar stock	175.00	5004.00	Savings A/C	5008.00
0	Sundry debtors, FRPC grass-cutting	0.00	100.00	Cash in bar	100.00
0	Sundry creditors	0.00			
			23191.70	Total Cash in Hand	24554.44
			318.87	Stock in hand on 1 Apr 2023	200.00
			0.00	Sundry Debtors	0.00
			0.00	Sundry creditors	0.00
<b>20082</b>	<b>Total</b>	<b>23370.70</b>	<b>23510.57</b>	<b>Total funds</b>	<b>24754.44</b>

#### Bar Profit and Loss Account - 6 April 2022 to 31 March 2023

21/22	INCOME	22/23	21/22	EXPENDITURE	22/23
5572	Bar Takings	5745.16	319	Opening stock, 6 April 2021	175.00
0	Vending machine takings	0.00	770	Booker supplies	1152.33
319	Closing stock, 31' March 2023	175.00	1996	Armstrong supplies	3210.17
			1627	Other	190.92
			0	Wages	0.00
			80	Bar Maintenance	26.99
			0	Travelling Expenses	0.00
			1099	Surplus	1164.75
<b>1022</b>	<b>Total</b>	<b>5920.16</b>	<b>1022</b>	<b>Total</b>	<b>5920.16</b>

#### Ground Maintenance Account - 6 April 2022 to 31 March 2023

21/22	INCOME	22/23	21/22	EXPENDITURE	22/23
2500	Parish Council Grant	2500.00	1910	idverde	2210.00
0	FRCC		0	Equipment maintenance	0.00
0	FRFC		0	Fuel	0.00
0	FRJFC	150.00			
0	Other	250.00	590	Surplus	690.00
<b>2000</b>	<b>Total</b>	<b>2900.00</b>	<b>2000</b>	<b>Total</b>	<b>2900.00</b>

INCOME TOTAL	<b>25,992.70</b>	COSTS TOTAL	<b>24358.93</b>
Per Sheet	25992.79		24358.93
Difference	-0.09		0.00

#### Balance Sheet Summary

B/f - Cash Reserves- 01.04.2022	<b>23195.70</b>		
B/f - Stock- 01.04.2022			
Total Surplus For The Year	<b>1,633.77</b>	Difference	
C/F - Reserves - 31.03.2023	<b>24,829.47</b>		<b>75.03</b>

#### Comprised of

Bank Account	19446.44
Savings Account	5008.00
Stock	200.00
Cash in till	100.00
<b>TOTAL</b>	<b>24,754.44</b>

# FOREST ROW PARISH COUNCIL



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

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

## REQUEST FOR GRANT AID

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

<b>NAME OF ORGANISATION:</b> St Catherine's Hospice		
<b>NAME OF CONTACT PERSON:</b> Shannon Mackey-Witton		
<b>ADDRESS FOR CORRESPONDENCE:</b> St Catherine's Hospice Grace Holland Avenue Pease Pottage West Sussex  <b>POST CODE:</b> RH11 9SF	<b>Tel:</b> 01293 447333	
	<b>Email:</b> shannonmackeywitton@stch.org.uk	
	<b>Web (if any):</b> https://www.stch.org.uk	
	<b>SUM REQUESTED:</b> £500	
<b>TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?</b>		St Catherine's Hospice Ltd
<b>DO YOU HAVE AUDITED ACCOUNTS?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>IF YES, ARE THEY ATTACHED?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Accounts)	<b>IF NO, PLEASE EXPLAIN WHY</b>
<b>IF APPLICABLE, DO YOU HAVE A BUDGET?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Budget)	
<b>ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<p>St Catherine's receives around one third of our income from the NHS, so rely upon the continuing generosity of the local community to raise around £7 million each year to fund our vital end of life services.</p> <p>Each year we submit grant applications to charitable Trusts, Foundations and local parish councils alongside a range of community group and hospice led fundraising events, corporate sponsorship, our in-house lottery, charity retail operations. We also receive donations from individuals and gifts in wills.</p> <p>St Catherine's has 14 charity shops, including our new store in the heart of Horsham town centre which incorporates 'Catherine's Bridal' selling an array of pre-loved wedding dresses along with books, furniture, electricals and clothing.</p> <p>We have also recently opened a Community Café in Woodgate, directly adjacent to the site of our new Hospice, and all profits from that will go back to the Hospice.</p> <p>The latest copy of our annual report and accounts 2022-23 is enclosed with this form.</p>		
<b>From</b>	<b>Amount</b>	<b>Purpose</b>
See info above		

**PURPOSE OF REQUEST (please use second sheet if necessary)**

We are seeking a contribution of £500 from Forest Row Parish Council towards our core costs, that will help ensure:

- Local residents facing death and dying on our ward, in their own homes and in local care homes get the expert medical care and emotional support the need
- Regular visits are made to patients at home (c. 80% of patients), to monitor and review their medication, care for wounds and provide advice on managing pain and other symptoms
- Carers feel supported, reassured and better able to cope with the demands of caring for their loved ones
- Patients receive help with their personal needs, such as washing and dressing, when this becomes difficult to manage alone
- Wellbeing support is provided to help people have as good a quality of life possible in the time they have remaining.
- Welfare advice is provided to ease financial anxieties that patients and families face in a cost of living crisis
- Bereavement support is available to those grieving the loss of a loved one.

St Catherine's is your local hospice. Rated 'outstanding' by the Care Quality Commission (CQC) we have been providing expert care for adults with a terminal illness and supporting their loved ones in West Sussex and East Surrey, for over 40 years. In December 2023, following full endorsement from the CQC we moved from our original site on Malthouse Road in Crawley to our new, bigger, state-of-the-art hospice at Pease Pottage, enabling us to enhance our care and gradually upscale to meet the needs of an ageing and growing local population.

*"I was quite overcome when I arrived, it's an honour to be the first patient here. The room is so lovely and spacious and I love being able to look out into the garden. It's really beautiful and very comfortable too."*  
Peter

**HOW WILL IT BENEFIT THE COMMUNITY?**

With your support, local people in the Parish of Forest Row facing the end of life will be able to spend their final days as pain free, dignified, and comfortable as possible. Patients will receive outstanding care in the comfort of their own home or in a patient suite at our new hospice, where they have their own bathroom, direct access to a secluded garden area and plenty of space for loved ones to stay. Families and carers will also feel supported, reassured, and better able to cope with the demands of caring for their loved one.

The number of Forest Row parishioners we care for varies each year depending on local need and referrals. Based on previous years, we anticipate caring for approx. 12 patients, plus their carers and loved ones. We also have 6 volunteers who live locally.

*"People always imagine that no one can take care of you like your family. But honestly, I think St Catherine's can, and they did. They did everything possible, and I couldn't have asked for anyone better to take care of my gran."* Aneesha

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

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

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

1. General

Forest Row Parish Council  
c/o David O'Driscoll, Clerk  
The Community Centre  
Hartfield Road  
Forest Row  
East Sussex  
RH18 5DZ

17 January 2024

Dear Councillors,

Please find enclosed a grant application from St Catherine's Hospice, along with a copy of our most recently audited accounts, as we seek vital funding from Forest Row Parish Council to help us care for local adults facing the end of life, and to support those closest to them.

As you may also be aware, last month, following full endorsement from the Care Quality Commission we moved from our original site at Malthouse Road in Crawley to our new, state-of-the-art hospice in Pease Pottage. Please make note of our new address: St Catherine's Hospice, Grace Holland Avenue, Pease Pottage, West Sussex RH11 9SF.

We are incredibly grateful for your ongoing support of our care, most recently in July 2020. We hope that you will consider us once again, and if you require any further information, please do contact me; otherwise I hope to hear from you in due course.

Yours sincerely,

*Shannon Mackey-Witton*

**Shannon Mackey-Witton**  
Partnerships Assistant

## Financial Statements

### Statement of Financial Activities (incorporating an income and expenditure account) for the year ended 31 March 2023

	Note	Restricted £'000's	Designated £'000's	Unrestricted £'000's	Total Funds 2023 £'000's	Total Funds 2022 £'000's
<b>Income</b>						
Donations & Legacies	2	1,971	0	5,014	6,985	4,333
Trading Activities	4	0	0	2,755	2,755	2,391
Charitable Activities	5	1	0	3,117	3,118	4,715
Investments	3	0	0	279	279	133
Other Income		0	0	180	180	310
<b>Total Income</b>		<b>1,972</b>	<b>0</b>	<b>11,345</b>	<b>13,317</b>	<b>11,882</b>
<b>Expenditure</b>						
Fundraising & Investment Activities		0	63	1,399	1,462	1,249
Trading Activities		0	39	2,132	2,171	2,071
Charitable Activities		65	143	7,313	7,521	6,935
<b>Total Expenditure</b>	6	<b>65</b>	<b>245</b>	<b>10,844</b>	<b>11,154</b>	<b>10,255</b>
<b>Net Income / (Expenditure) on Operational Activities</b>	7	<b>1,907</b>	<b>(245)</b>	<b>501</b>	<b>2,163</b>	<b>1,627</b>
Net Gains / (Losses) on Investments	14,15	0	0	(388)	(388)	115
<b>Net Income / (Expenditure) for the Year</b>	8	<b>1,907</b>	<b>(245)</b>	<b>113</b>	<b>1,775</b>	<b>1,742</b>
<b>Transfer Between Funds</b>	20,21	0	0	0	0	0
<b>Net Movement in Funds</b>		<b>1,907</b>	<b>(245)</b>	<b>113</b>	<b>1,775</b>	<b>1,742</b>
Funds B/F as at 1st April		4,797	12,284	9,936	27,017	25,275
<b>Funds Carried Forward as at 31st March</b>		<b>6,704</b>	<b>12,039</b>	<b>10,049</b>	<b>28,792</b>	<b>27,017</b>

All gains and losses arising in the current and previous year have been recognised in the Statement of Financial Activities and arise from continuing activities.

The prior year comparators for each fund included above are included in notes 28 to 32

The notes on pages 33 to 53 form part of these financial statements.

**Financial Statements**

**Balance Sheets as at 31 March 2023**

Company Registration No. 01525404

	Notes	Group		Hospice	
		31 March 2023 £'000	31 March 2022 £'000	31 March 2023 £'000	31 March 2022 £'000
<b>Fixed Assets</b>					
Tangible Assets	13	2,669	2,668	2,669	2,668
Construction in Progress - Pease Pottage	13	13,398	2,530	13,398	2,530
Investments	14	7,316	13,329	7,366	13,379
		<u>23,383</u>	<u>18,527</u>	<u>23,433</u>	<u>18,577</u>
<b>Current Assets</b>					
Investments	15	493	3,768	493	3,768
Stock	16	7	3	0	0
Debtors	17	1,739	1,810	1,740	1,839
Cash at Bank		5,370	3,842	5,291	3,762
		<u>7,609</u>	<u>9,423</u>	<u>7,524</u>	<u>9,369</u>
<b>Current Liabilities</b>					
Creditors: amounts falling due within one year	18	2,180	902	2,180	902
<b>Net Current Assets</b>		<u>5,429</u>	<u>8,521</u>	<u>5,344</u>	<u>8,467</u>
<b>Total Assets less Current Liabilities</b>		<u>28,812</u>	<u>27,048</u>	<u>28,777</u>	<u>27,044</u>
Creditors: amounts falling due greater one year	11	20	31	20	31
<b>Total Net Assets</b>		<u>28,792</u>	<u>27,017</u>	<u>28,757</u>	<u>27,013</u>
<b>The Funds of the Charity</b>					
Restricted Funds	20	6,704	4,797	6,704	4,797
Designated Funds	21	12,039	12,284	12,039	12,284
Unrestricted Funds	21	10,049	9,936	10,014	9,932
<b>Total Funds</b>	22	<u>28,792</u>	<u>27,017</u>	<u>28,757</u>	<u>27,013</u>

The unconsolidated net income of the Hospice in 2022/23 was £1,744,000 (2021/22 £1,729,000).

The Financial Statements on pages 30 to 53 were approved by the Board of Directors and authorised for issue on 18th July 2023 and are signed on its behalf by:



**Philip Ingleby**  
Trustee / Director

The notes on pages 33 to 53 form part of these financial statements.

Consolidated Cash Flow Statement as at 31 March 2023

	Notes	31 March 2023 £'000	31 March 2022 £'000
<b>Cashflows from Operating Activities</b>			
<b>Net Cash provided by / (used in) Operating Activities</b>	<b>25a</b>	<b>3,269</b>	<b>1,707</b>
<b>Cashflows from Investing Activities</b>			
Divestment of Investments		6,000	0
Divestment of Current Asset Investments		3,300	0
Purchase of Property, Plant & Equipment		(173)	(84)
New Build Construction in Progress		(10,868)	(1,295)
<b>Net Cash provided by / (used in) Investing Activities</b>		<b>(1,741)</b>	<b>(1,379)</b>
<b>Change in Cash &amp; Equivalents in the Reporting Period</b>		<b>1,528</b>	<b>328</b>
<b>Cash &amp; Equivalents at the beginning of the Reporting Period</b>		<b>3,842</b>	<b>3,130</b>
<b>Cash &amp; Equivalents at the end of the Reporting Period</b>	<b>25b</b>	<b>5,370</b>	<b>3,842</b>

The notes on pages 33 to 53 form part of these financial statements.

## Accounting Policies

### Principal Accounting Policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### Basis of Accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Second Edition, effective 1 January 2019) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The hospice meets the definition of a public entity under FRS 102. Assets and liabilities are initially recognised at historical cost unless otherwise stated in the relevant accounting policy notes.

#### Legal Status of the Charity

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up the liability in respect of the guarantee is limited to £1 per member.

#### Going Concern

Having given prioritised oversight of, the financial forecasts, cashflows and risk register during the year in response to the pandemic and its impact on future aspirations, the Trustees have realigned the hospice's future strategic direction to meet short to medium term constraints. The Trustees, therefore, consider that there are no material uncertainties about St Catherine's Hospice Limited's ability to continue as a going concern for the foreseeable future. Free reserves currently exceed the charity's reserves policy requirements (as noted in the reserves policy) which has been agreed on a risk-based profile. Medium-term forecast projections indicate that the charity's free reserves remain within its policy's acceptable limits.

#### Material Areas of Judgement

The most significant area of judgement and key assumptions that affects items in the accounts is the estimation of income from Legacies. The estimated value of each outstanding legacy at 31 March is calculated in accordance with the principles set out in the Donation, Grants and Other Income section below. Another significant area of assumption is in respect of depreciation of Fixed Assets. The rates of write down are shown in the Tangible Fixed Assets section below. The Trustees are satisfied that these write down rates are a reasonable reflection of the expected useful life of the assets in each class.

#### Group Financial Statements

These financial statements consolidate the results of the charity and its wholly-owned subsidiary St Catherine's Hospice Trading (Sussex) Limited on a line by line basis. A separate statement of financial activities, or income and expenditure account, for the charity itself is not presented because the charity has taken advantage of the exemptions afforded by section 408 of the Companies Act 2006.

#### Fund Accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the Trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations where the donor has specified they should only be used for particular areas of the hospice's work. The aim and use of each designated and restricted fund is set out in the notes to the financial statements. Investment income, gains and losses are allocated to the appropriate fund.

#### Donated Assets

Tangible assets donated to the hospice are recorded at the original estimate of their value to the company.

A donation of land was received in 2019/20 and accounted for in accordance with this policy ensuring the valuation was a fair value, carried out by external professional valuers, as defined within FRS102 being the "amount for which an asset could be exchanged, a liability settled, or an equity instrument granted could be exchanged, between knowledgeable, willing parties in an arm's length transaction".

#### Tangible Fixed Assets

Fixed assets other than donated assets are stated at historical cost. All assets costing more than £2,000 are capitalised.



## Accounting Policies

Depreciation is provided on all tangible fixed assets, other than freehold land, at rates calculated to write down each asset to its estimated residual value evenly over its expected useful life, as follows:-

Freehold buildings	2% per annum on cost
Extensions and refurbishments	10% per annum on cost
Equipment (excluding leasehold improvements)	25% or 17% per annum on cost
Leasehold improvements	calculated on remaining length of lease
Computer Equipment	25% per annum on cost
Motor vehicles	25% per annum on cost

### Taxation

The company is considered to pass the tests set out in the Finance Act 2010 and therefore meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation on income or capital gains to the extent that such income or gains are applied exclusively to charitable purposes.

### Operating Leases

Rental costs under operating leases are charged to the general fund operating account in equal annual amounts in accordance with the terms of the lease. Any benefits received or receivable as an incentive to sign an operating lease are recognised on a straight-line basis over the period of the lease.

### Pension Contributions

The charity operates a defined contribution pension scheme, the assets of which are held separately from those of the charity in independently administered funds chosen by individual staff. Some staff participate in the NHS defined benefit pension scheme. Any resulting liabilities on this scheme would be met by the State. Therefore, contributions payable for the year in relation to either scheme are charged in the Statement of Financial Activities.

The company also participates in a multi-employer scheme which provides benefits to some 950 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore, it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore, the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

The charity is also making additional payments into the fund in order to eliminate the deficit. These payments commenced in April 2013 and are currently scheduled to continue until January 2025. To recognise the future liability and in accordance with FRS 102 the Trustees have agreed to make a provision for the present value of the outstanding deficit contributions.

Further details including the current buy-out debt amount and value of the provision are given in Note 11.

### Donations Grants and Other Income

Income is recognised in the Statement of Financial Activities when the charity is entitled to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Where income has related expenditure (as with fundraising or contract income) the income and related expenditure are reported gross in the Statement of Financial Activities.

- In the event that a donation or grant is subject to fulfilling performance conditions before the charity is entitled to the funds the income is deferred and not recognised until it is probable that those conditions will be fulfilled in the reporting period. Income from Gift Aid reclaims is recognised for any donations with relevant Gift Aid certificates recognised in income for the year. Any amounts of Gift Aid not received by the year end are accounted for in income accrued in debtors.
- Income from NHS contracts, government or other grants, whether capital or revenue in nature are recognised when the charity has entitlement to the funds, any performance conditions have been met, it is probable that

## Accounting Policies

the income will be received and the amount can be measured reliably.

- Income, including sponsorship received in advance for a future fundraising event or for a grant received relating to the following year is deferred until the criteria for income recognition is met.
- Items donated for resale through the retail shops are included in the accounts when the items are sold.
- Investment income is included when receivable and the amount can be measured reliably, usually when the notification of interest payable is received from the bank. Dividends are recognised once the dividend has been declared and notification has been received of the amount due.
- Income from legacies is determined on a case by case basis in accordance with the following principles. Pecuniary legacies are recognised once probate has been granted and notification has been received that payment will be received. Residuary legacies are recognised once probate has been granted, provided that sufficient information has been received to enable valuation of the hospice's entitlement with sufficient certainty; amounts receivable are included at 90% of their valuation, to reflect the sector's experience of the uncertainty inherent in the administration of estates, subject to further reduction to reflect the impact of other factors such as the valuation of unrealised estate assets or subsequent adverse movements in property and investment markets. Where legacies have been notified to the charity or the charity is aware of the granting of probate and the criteria for income recognition have not been met then the legacy is treated as a contingent asset and disclosed if material.
- All subscriptions for the lottery draws are deferred, with income drawn down each week. All other income received in one period but relating to future periods is shown as deferred income under creditors.

### Donated Goods and Services

Donations of goods and services, including seconded NHS doctors, are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from its use is probable and the economic benefit can be reliably measured. These items are included in income at the estimated value of the gift to the charity when received based on the amount the charity would have been prepared to pay had it been required to purchase them.

### Volunteers

The value of the services provided by volunteers is not incorporated into these financial statements. Further details of their contribution are provided in note 12.

### Expenditure

Expenditure is included in the Statement of Financial Activities on an accruals basis once there is a legal obligation to make a payment, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is categorised under the following headings:

Costs of raising funds comprises fundraising costs incurred in seeking donations, grants and legacies; investment management fees; costs of fundraising activities including the costs of goods sold, shop costs, commercial trading and their associated support costs. Fundraising costs do not include the costs of disseminating information in support of the hospice's charitable activities.

Expenditure on charitable activities includes the costs of providing specialist palliative care and support to patients, their families and the wider community; research and other educational activities undertaken to further the purposes of the charity and their associated support costs.

Support costs comprise those costs which are incurred directly in support of expenditure on the objects of the hospice and include governance cost, finance and office costs. Governance costs are those costs incurred in connection with complying with constitutional and statutory requirements of the charity. Where practicable irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Support costs are allocated to each of the activities on a variety of bases, principally headcount, floor area or time spent on activities depending on the nature of the support costs, to best allocate the costs to each attributable heading. More details on the analysis and basis of allocation is given in note 6.

### Financial Instruments

The hospice only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at their transaction value and subsequently measured at their settlement value.

### Investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price, except for the shares in the trading subsidiary which are carried at cost. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

## Accounting Policies

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired during the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

The charity does not acquire put options, derivatives or other complex financial instruments. The main form of financial risk faced by the charity is that of volatility in equity and bond markets due to wider economic conditions, the attitudes of investors to investment risk and changes in sentiment concerning equities and other instruments within particular sectors.

### Stock

Stock of goods for resale is valued at the lower of cost and net realisable value. Stock donated for resale are not included in the financial statements until they are sold because the Trustees consider it impractical to be able to assess the amount of donated stocks as there are no systems in place to record these until they are sold and undertaking a stock take would incur undue cost and income loss for the charity which would far outweigh the benefits.

### Debtors

Trade and other debtors are recognised at the settlement amount due after any discounts offered. Prepayments are valued at the amount prepaid net of any discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

### Cash at Bank and in Hand

Cash at bank and cash in hand includes cash and short term highly liquid deposits with a short maturity of 95 days or less from the date of acquisition or opening of the account.

### Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due for settlement can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discount.

# FOREST ROW PARISH COUNCIL



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

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

## REQUEST FOR GRANT AID

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

<b>NAME OF ORGANISATION:</b> Holy Trinity Church, Forest Row		
<b>NAME OF CONTACT PERSON:</b> Graham Bedford		
<b>ADDRESS FOR CORRESPONDENCE:</b>  Old Vines, Hammerwood, East Grinstead,  POST CODE:RH19 3QE	<b>Tel:</b> <a href="tel:07774599590">07774599590</a>	
	<b>Email:</b> <a href="mailto:graham.hammerwood@gmail.com">graham.hammerwood@gmail.com</a>	
	<b>Web (if any):</b>	
	<b>SUM REQUESTED:</b> £100.00	
<b>TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?</b> Holy Trinity Church		
<b>DO YOU HAVE AUDITED ACCOUNTS?</b> Yes <input type="checkbox"/> <input type="checkbox"/>	<b>IF YES, ARE THEY ATTACHED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> (Accounts)	<b>IF NO, PLEASE EXPLAIN WHY</b>
<b>IF APPLICABLE, DO YOU HAVE A BUDGET?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (Budget)	
<b>ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES?</b> <input type="checkbox"/> <input type="checkbox"/> No		
<b>From</b>	<b>Amount</b>	<b>Purpose</b>
<b>PURPOSE OF REQUEST (please use second sheet if necessary)</b>  The Grant is requested towards the cost of maintaining and running spire lighting and general external lighting throughout the year from dusk until 11.00pm every day.		
<b>HOW WILL IT BENEFIT THE COMMUNITY?</b> The lighting provides safe passage for pedestrians through the churchyard which is regularly used in preference to the narrow footpath on the busy A22. The illuminated spire is a welcoming feature to the centre of the village during hours of darkness appreciated by both business owners and the general public.		

FOR OFFICIAL USE ONLY			
Date of Meeting:	Min.No:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount:

## POINTS TO NOTE WHEN APPLYING FOR A GRANT

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

### 1. General

- Applications will be considered by the Finance & Policy Committee which meets quarterly. Please check the Council's website for dates: [www.forestrow.gov.uk](http://www.forestrow.gov.uk)
- Applications should be received in the Parish Council Office at least 7 days prior to the scheduled meeting dates.
- Only one grant per community organisation will be awarded in any one financial year
- Annually recurring grants will not be considered as a rule but each grant will be considered on its merit and the benefit to the community as a whole.
- Retrospective applications or payments/reimbursements will not be considered
- Payments to individuals will not be considered as a rule unless there are very specific, proven benefits to the community
- It is a condition of the grant that successful applicants will be required to show proof of expenditure and submit relevant purchase orders/quotations/invoices etc to the Clerk.

### 2. Eligibility

The Council will consider applications from the following eligible groups:

- Registered Charities (if National, then there should be a proven benefit to local residents)  
Community Organisations
- Voluntary Groups – run on a not-for-profit basis with a current bank account in the name of the group.
- The Council will consider applications from religious groups, but the application must show that the project will bring wider community benefit.
- Grants will not normally be considered from individuals

### 3. Criteria

- Grants will be given towards direct costs/expenditure for a wide range of purposes including marketing, professional fees or training costs, capital expenditure, refurbishment or development projects or events.
- 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.
- 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.

# FOREST ROW PCC

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FOREST ROW PCC

---

I report to the trustees on my examination of the financial statements of Forest Row PCC (the charity) for the year ended 31 December 2022.

### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

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

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

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.

### **Richard Place Dobson Services Limited**

Ground Floor  
1 - 7 Station Road  
Crawley  
West Sussex  
RH10 1HT

Dated: .....

# FOREST ROW PCC

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2022

### Current financial year

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Endowment funds 2022 £	Total 2022 £	Total 2021 £
<b><u>Income and endowments from:</u></b>						
Donations and legacies	3	67,797	2,831	-	70,628	71,874
Charitable activities	4	2,713	-	-	2,713	4,226
Other trading activities	5	6,365	-	-	6,365	2,350
Investments	6	879	-	-	879	325
Other income	7	330	-	-	330	-
<b>Total income</b>		<b>78,084</b>	<b>2,831</b>	<b>-</b>	<b>80,915</b>	<b>78,775</b>
<b><u>Expenditure on:</u></b>						
Raising funds	8	1,295	-	-	1,295	2,102
Charitable activities	9	84,969	2,831	-	87,800	81,163
<b>Total expenditure</b>		<b>86,264</b>	<b>2,831</b>	<b>-</b>	<b>89,095</b>	<b>83,265</b>
Net gains/(losses) on investments	12	(6,325)	-	(2,290)	(8,615)	12,586
<b>Net movement in funds</b>		<b>(14,505)</b>	<b>-</b>	<b>(2,290)</b>	<b>(16,795)</b>	<b>8,096</b>
Fund balances at 1 January 2022		386,135	81,247	19,348	486,730	478,634
<b>Fund balances at 31 December 2022</b>		<b>371,630</b>	<b>81,247</b>	<b>17,058</b>	<b>469,935</b>	<b>486,730</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

# FOREST ROW PCC

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

Prior financial year		Unrestricted funds 2021 £	Restricted funds 2021 £	Endowment funds 2021 £	Total 2021 £
	Notes				
<b><u>Income and endowments from:</u></b>					
Donations and legacies	3	71,874	-	-	71,874
Charitable activities	4	4,226	-	-	4,226
Other trading activities	5	2,350	-	-	2,350
Investments	6	325	-	-	325
<b>Total income</b>		<b>78,775</b>	<b>-</b>	<b>-</b>	<b>78,775</b>
<b><u>Expenditure on:</u></b>					
Raising funds	8	2,102	-	-	2,102
Charitable activities	9	81,163	-	-	81,163
<b>Total expenditure</b>		<b>83,265</b>	<b>-</b>	<b>-</b>	<b>83,265</b>
Net gains/(losses) on investments	12	10,313	-	2,273	12,586
<b>Net movement in funds</b>		<b>5,823</b>	<b>-</b>	<b>2,273</b>	<b>8,096</b>
Fund balances at 1 January 2021		380,312	81,247	17,075	478,634
<b>Fund balances at 31 December 2021</b>		<b>386,135</b>	<b>81,247</b>	<b>19,348</b>	<b>486,730</b>



# FOREST ROW PCC

## BALANCE SHEET

AS AT 31 DECEMBER 2022

	Notes	2022		2021	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	14		306,383		306,683
Investments	15		79,949		88,564
			<u>386,332</u>		<u>395,247</u>
<b>Current assets</b>					
Debtors	16	2,806		5,160	
Cash at bank and in hand		85,556		92,807	
		<u>88,362</u>		<u>97,967</u>	
<b>Creditors: amounts falling due within one year</b>	17	<u>(4,759)</u>		<u>(6,484)</u>	
Net current assets			<u>83,603</u>		<u>91,483</u>
<b>Total assets less current liabilities</b>			<u>469,935</u>		<u>486,730</u>
<b>Capital funds</b>					
<u>Endowment funds - general</u>					
General endowment funds		17,058		19,348	
		<u>17,058</u>		<u>19,348</u>	
Permanent endowment		-		-	
Expendable endowment		17,058		19,348	
	18		<u>17,058</u>		<u>19,348</u>
<b>Income funds</b>					
Restricted funds	19		81,247		81,247
Unrestricted funds			371,630		386,135
			<u>469,935</u>		<u>486,730</u>

The financial statements were approved by the Trustees on .....

.....  
A Martin  
Trustee

# FOREST ROW PCC

## NOTES TO THE FINANCIAL STATEMENTS

*FOR THE YEAR ENDED 31 DECEMBER 2022*

---

### **1 Accounting policies**

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's Constitution, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### **1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### **1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

# FOREST ROW PCC

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

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### 1 Accounting policies (Continued)

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	Not depreciated
-----------------------------	-----------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

#### 1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### *Basic financial assets*

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# FOREST ROW PCC

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

### 1 Accounting policies

(Continued)

#### *Basic financial liabilities*

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds
	2022	2022	2022	2021
	£	£	£	£
Donations and gifts	<u>67,797</u>	<u>2,831</u>	<u>70,628</u>	<u>71,874</u>

# FOREST ROW PCC

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

### 3 Donations and legacies (Continued)

**Donations and gifts**

Planned giving (excl tax refunds)	38,892	-	38,892	39,634
Collections at services	6,691	-	6,691	5,739
Gift days and donations	16,794	-	16,794	13,143
Gift aid recoverable	5,420	-	5,420	5,775
Legacies	-	-	-	6,000
Government grants	-	-	-	1,583
Other grants	-	2,831	2,831	-
	<u>67,797</u>	<u>2,831</u>	<u>70,628</u>	<u>71,874</u>

### 4 Charitable activities

	Church Activities 2022 £	Church Activities 2021 £
Fees for weddings and funerals	<u>2,713</u>	<u>4,226</u>

### 5 Other trading activities

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Lettings etc	<u>6,365</u>	<u>2,350</u>

### 6 Investments

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Dividends and interest	<u>879</u>	<u>325</u>

**FOREST ROW PCC**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2022**

**7 Other income**

	<b>Unrestricted funds</b>	<b>Total</b>
	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Other income	330	-
	<u>330</u>	<u>-</u>

**8 Raising funds**

	<b>Unrestricted funds</b>	<b>Unrestricted funds</b>
	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<u>Fundraising and publicity</u>		
Special appeals costs (adverts, brochures etc)	-	250
	<u>-</u>	<u>250</u>
<u>Trading costs</u>		
Church hall running costs	1,295	1,852
	<u>1,295</u>	<u>2,102</u>

# FOREST ROW PCC

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

### 9 Charitable activities

	<b>Church Activities 2022</b>	<b>Church Activities 2021</b>
	£	£
Staff costs	10,978	10,342
Diocesan parish share	44,328	41,201
Clergy and other persons' expenses	4,192	4,587
Church maintenance and repair	10,162	10,022
Upkeep of services	908	1,828
Upkeep of churchyard and garden	642	150
Church running costs	15,421	11,938
Charitable grants and donations	1,169	1,095
	<u>87,800</u>	<u>81,163</u>
	<u>87,800</u>	<u>81,163</u>
<b>Analysis by fund</b>		
Unrestricted funds	84,969	81,163
Restricted funds	2,831	-
	<u>87,800</u>	<u>81,163</u>

### 10 Trustees

During the year, Churchwarden Simon Morris received £6,216 (2021 - £6,216) for his role as Director of Music.

Under diocese guidelines, parish bodies paid work expenses of the clergy PCC member, totalling £4,192 (2021 - £4,587).

A total of £271 were reimbursed to other trustees during the year for expenses incurred.

### 11 Employees

The average monthly number of employees during the year was:

	<b>2022</b>	<b>2021</b>
	Number	Number
	<u>3</u>	<u>3</u>
<b>Employment costs</b>		
	<b>2022</b>	<b>2021</b>
	£	£
Wages and salaries	<u>10,978</u>	<u>10,342</u>

There were no employees whose annual remuneration was more than £60,000.

# FOREST ROW PCC

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

### 12 Net gains/(losses) on investments

	Unrestricted funds	Endowment funds general	Total	Unrestricted funds	Endowment funds general	Total
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Revaluation of investments	(6,325)	(2,290)	(8,615)	10,313	2,273	12,586

### 13 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### 14 Tangible fixed assets

	Freehold land and buildings £
<b>Cost</b>	
At 1 January 2022	307,283
At 31 December 2022	307,283
<b>Depreciation and impairment</b>	
At 1 January 2022	600
Depreciation charged in the year	300
At 31 December 2022	900
<b>Carrying amount</b>	
At 31 December 2022	306,383
At 31 December 2021	306,683

### 15 Fixed asset investments

	Investments £
<b>Cost or valuation</b>	
At 1 January 2022	88,564
Valuation changes	(8,615)
At 31 December 2022	79,949
<b>Carrying amount</b>	
At 31 December 2022	79,949
At 31 December 2021	88,564



# FOREST ROW PCC

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

### 15 Fixed asset investments

(Continued)

Investments that had a value of 5% or more of the market value held at the year end are:

CBF Investment Fund: £62,327

Diocese of Chichester Sinderson Fund: £7,376

Diocese of Chichester Stipend Fund: £9,029

### 16 Debtors

	2022	2021
	£	£
<b>Amounts falling due within one year:</b>		
Other debtors	2,806	4,200
Prepayments and accrued income	-	960
	<u>2,806</u>	<u>5,160</u>

### 17 Creditors: amounts falling due within one year

	2022	2021
	£	£
Accruals and deferred income	4,759	6,484
	<u>4,759</u>	<u>6,484</u>

### 18 Endowment funds

Endowment funds represent assets which must be held permanently by the charity. Income arising on the endowment funds can be used in accordance with the objects of the charity and is included as unrestricted income. Any capital gains or losses arising on the assets form part of the fund.

	Balance at 1 January 2021	Revaluations gains and losses	Balance at 1 January 2022	Revaluations gains and losses	Balance at 31 December 2022
	£	£	£	£	£
<b>Expendable endowments</b>					
Moore/Sinderson Trust Investment	808	(54)	754	(101)	653
Sinderson Trust Investment	7,314	1,046	8,360	(984)	7,376
Stipend Endowment Investment	8,953	1,281	10,234	(1,205)	9,029
	<u>17,075</u>	<u>2,273</u>	<u>19,348</u>	<u>(2,290)</u>	<u>17,058</u>

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# FOREST ROW PCC

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

### 19 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds		Movement in funds			
	Balance at 1 January 2021	Incoming resources	Balance at 1 January 2022	Incoming resources	Resources expended	Balance at 31 December 2022
	£	£	£	£	£	£
Holy Trinity Refurbishment Fund	81,247	-	81,247	-	-	81,247
Holy Trinity Clock Fund	-	-	-	1,431	(1,431)	-
FR PC Grants	-	-	-	850	(850)	-
Spire Lighting Grant	-	-	-	50	(50)	-
Warm Room Grant	-	-	-	500	(500)	-
	<u>81,247</u>	<u>-</u>	<u>81,247</u>	<u>2,831</u>	<u>(2,831)</u>	<u>81,247</u>

Holy Trinity Refurbishment Fund - Represents work carried out at Holy Trinity Church to form a kitchen area, install a toilet and refurbish the vestry.

FR PC Grants - Represents grants from Forest Row Parish Council to put towards energy costs.

Holy Trinity Clock Fund - Represents a grant received to repair the clock at Holy Trinity.

Spire Lighting Grant - Represents a grant received to light the spire at night during the winter.

Warm Room Grant - Represents a grants received to run warm rooms during the winter at Holy Trinity.

# FOREST ROW PCC

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

### 20 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Endowment funds 2022 £	Total 2022 £
Fund balances at 31 December 2022 are represented by:				
Tangible assets	225,136	81,247	-	306,383
Investments	62,891	-	17,058	79,949
Current assets/(liabilities)	83,603	-	-	83,603
	<u>371,630</u>	<u>81,247</u>	<u>17,058</u>	<u>469,935</u>
	Unrestricted funds 2021 £	Restricted funds 2021 £	Endowment funds 2021 £	Total 2021 £
Fund balances at 31 December 2021 are represented by:				
Tangible assets	306,683	-	-	306,683
Investments	69,216	-	19,348	88,564
Current assets/(liabilities)	10,236	81,247	-	91,483
	<u>386,135</u>	<u>81,247</u>	<u>19,348</u>	<u>486,730</u>

### 21 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).