

# 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. Eichner, Gilbert, Harvey, Hugo, Jaffay, la  
Djoi, Lewin & A M Waters  
(All other Councillors – for information)

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Dear Sir/Madam,  
Your attendance is required at a meeting of the FINANCE &  
POLICY COMMITTEE to be held on **TUESDAY 11<sup>th</sup>**  
**JULY 2023** in the Garden Room of the Community  
Centre at **7.30pm**.

Date: 5 July, 2023

  
Mr D O'Driscoll  
Clerk to Forest Row Parish Council

## AGENDA

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

### PRELIMINARIES

1. PUBLIC QUESTIONS – the business of the meeting will start no later than 7.45pm
2. TO DESIGNATE (OR CONFIRM) A CHAIR & VICE-CHAIR FOR THIS COMMITTEE
3. APOLOGIES FOR ABSENCE
4. **TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION RE THE ITEMS BELOW**
5. RECORDS OF THE MEETING HELD ON 14<sup>th</sup> MARCH 2023
  - 5.1 To approve the minutes of the meetings of 14<sup>th</sup> March 2023
  - 5.2 To consider any objections to deletion of the digital transcript of that meeting
6. CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM LAST MEETING
7. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
  - 7.1 Papers to external audit
  - 7.2 Decisions referred to FC
  - 7.3 Local Authority pay award 2023-24

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

8. SUMMARY FINANCIAL REPORT to Q1
9. LIST OF PAYMENTS (to include prepayment cards)
10. BANK RECONCILIATIONS & COUNCILS INVESTMENTS

### MATTERS FOR CONSIDERATION/DECISION

11. To consider & resolve on the council's working groups
12. To note re the renewal of the Council's insurances
13. To resolve on the appointment of the external HR consultant
14. To consider the revision of the Asset Register
15. To consider the allocation of the reserves budget
16. To consider the Community Emergency Plan
17. To resolve on the Council's stance with respect to:
  - 17.1 a neighbourhood Plan or similar document
  - 17.2 the provision of affordable housing
18. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

**FINANCE & POLICY COMMITTEE**

**BACKING PAPERS FOR MEETING 11<sup>th</sup> JULY 2023**

<b>Agenda item</b>	<b>Description</b>	<b>Page nos</b>
	Clerk's general briefing note	1-3
8	Summary financial report for Q1	4
9	List of payments	5-16
10	Bank reconciliations & investments	17
13	Email from HR advice	18
15	Current reserves	19

**COUNCILLORS' BRIEFING FOR MEETING OF THE FINANCE & POLICY COMMITTEE  
ON 11<sup>th</sup> JULY 2023**

1. **PUBLIC QUESTIONS** None signified in advance.
2. **TO DESIGNATE (OR CONFIRM) A CHAIR & VICE-CHAIR FOR THIS COMMITTEE**  
It was agreed on 6<sup>th</sup> June that Committees would choose their own Chairs & Vice-Chairs at their first meeting. If this has already been done, it should now be formally confirmed. (An acquaintance with financial regulations and accounting procedures is desirable for this role).
3. **APOLOGIES FOR ABSENCE** None signified in advance.
4. **DECLARATIONS OF INTEREST/ REQUESTS FOR DISPENSATION** Members who have a financial interest in any of the items covered by this agenda may wish to declare a personal interest.  
**ACTION: to note**
5. **RECORDS OF PREVIOUS MEETING** Records of the meeting of 14<sup>th</sup> March 2023. No complications foreseen. Note that Members can legitimately vote to accept the minutes of previous meetings even if they were not personally present.
6. **CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM LAST MEETING**  
This item has been included for Members to raise any points of information arising from the previous meeting which can be answered briefly.  
**ACTION: to discharge as appropriate**
7. **CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**
  - 7.1 Papers to external audit. The statutory documentation for external audit was sent to the auditors PKF Littlejohn on 26<sup>th</sup> June. The period for the exercise of public rights of inspection of the accounts runs from 13<sup>th</sup> June to 17<sup>th</sup> July.
  - 7.2 Decisions referred to Full Council. A number of staffing matters (which could have been the remit of either Finance & Policy or Full Council) were referred to Full Council from the meeting of the Personnel Committee on 2<sup>nd</sup> June, and will be on the agenda for 25<sup>th</sup> July.
  - 7.3 Local Authority pay award for 2023-24. A proposal was put to the relevant unions in the same terms as last year. At least two of the unions have rejected it, so the issue remains unresolved. Local councils are not legally bound to accept any agreement reached, but larger councils tend to do so, and we have adopted NJC pay scales for our staff.  
**ACTION: to note**
8. **FINANCIAL MATTERS**  
A summary financial report for Q1 is attached. Performance against forecast should be in the order of 25%, account taken of some items which are up-front payments for the half-year, such as the precept, or the full year, such the rates. Overall performance is: income (with apportioned precept) 25.2%, and expenditure 24.6%, so all within target.  
**ACTION: to note (please raise any queries in advance to allow time to prepare replies)**

**9-10. LIST OF PAYMENTS, BANK RECONCILIATION**

The relevant documents are attached. Again, please raise any queries before the meeting to allow time to prepare replies.

***ACTION: to note***

**MATTERS FOR CONSIDERATION/ DECISION**

**11. TO CONSIDER & RESOLVE ON THE COUNCIL'S WORKING GROUPS**

Building on informal processes of consultation to date, it is now proposed to give formal recognition to three working groups of the Council (in the terms of Standing Order 4(f) and the Scheme of Delegation para.8) They are (remits as formulated by Cllr Eichner):

- "To & Frow": a group trying to find ways to engage the local community
- "Comms": a group focusing on internal and external communications.
- "Discovery": a group looking at council operations in general with a mind to make recommendations of ways things could potentially change in 6 months' time.

A fourth group, called "Cohesion", would appear to be a general open discussion group of councillors & community members, not requiring formal working group status.

The identified groups should plan to report on their proposals and/or recommendations for action to the following meetings of Full Council or Standing Committees as appropriate.

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

**12. TO NOTE RE THE RENEWAL OF COUNCIL'S INSURANCES**

The Council's insurances renew at the end of July, and we are currently in the second year of a three year agreement with Hiscox, with separate motor insurances. I will review the schedule and relevant valuations, but do not foresee major changes. If any Councillor wishes to review the schedule independently, please let me know, otherwise please vote to confirm the premium (which will be £8,980.89).

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

**13. TO RESOLVE ON THE APPOINTMENT OF THE EXTERNAL HR CONSULTANT**

We have heard from our external HR consultant James Corrigan of *Council HR Governance and Support*. We are on the last year of a three-year agreement, but because we were one of the first Councils to sign up to their service, we are being offered favourable terms for renewal, in two different versions I have no hesitation in recommending renewal as this service is sector specific and returns rapid but considered replies to any individual queries. For Council to choose which option it prefers.

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

**14. TO CONSIDER REVISION OF THE ASSET REGISTER**

The Asset Register is a catalogue – with values – of all the Council's property. By convention, each item is given an acquisition value and a replacement value, but depreciation as such is not applied to any asset. The register was last reviewed by a staff member in 2021, but the internal auditor has expressed some dissatisfaction with elements of both the valuations and the taxonomy, and has requested that a full revision should be undertaken by March next year. For Council to decide whether this is to be done in-house or by an external agent.

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

**15. TO CONSIDER THE ALLOCATION OF THE RESERVES BUDGET**

The allocation of the reserves was presented to Council on 6<sup>th</sup> June and approved. The general reserve of ±£200,000 should be maintained intact, but Council may wish to modify the allocation of the nominated reserves in the light of changed circumstances. This can be done at any time, but this opportunity for discussion is provided now that the new Council has had an opportunity to assess its priorities.

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

**16. TO CONSIDER THE COMMUNITY EMERGENCY PLAN**

Drawing up an emergency plan has tended to be a task continually on the 'back burner'. However, earlier this year, local parishes and town were offered a package of relevant templates. We have also since received a copy of the Wealden District Emergency Plan (the principal council being the lead in such circumstances). It is time that an up-to-date emergency plan for Forest Row was finalised and that means a coordinator & assistant will need to be appointed, and the documentation completed.

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

**17. TO RESOLVE ON THE COUNCIL'S STANCE WITH RESPECT TO:**

17.1 A Neighbourhood Plan. This has been considered on a number of previous occasions by the previous Council, but was rejected, partly on the grounds of the time, money and other resources required, but mainly because its focus would inevitably be on residential development, which is all but excluded in Forest Row by the proximity of the Ashdown Forest and the previous iterations of the District Local Plan (the revised version of which is still in preparation).

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

17.2 Provision of affordable housing. The provision of affordable housing for local people is currently a live issue in our sector, provided through Community Land Trusts and often using the planning route of the 'Rural Exception Site'. Local councils have been instrumental in setting up the necessary mechanism in many cases and our own local rural advice organisation AiRS is expert in this area (see Councillors Reading 23/06/2023, item L07 It was canvassed positively in a community consultation in 2019: is this something that this Council would wish to explore?

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

## Summary Income &amp; Expenditure by Budget Heading 05/07/2023

Month No: 3

## 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	224,882	458,955	234,073			49.0%
Expenditure	92,536	436,270	343,734	0	343,734	21.2%
Movement to/(from) Gen Reserve	<u>132,346</u>					
<b><u>Amenities &amp; Services</u></b>						
Income	1,299	17,000	15,701			7.6%
Expenditure	11,859	33,345	21,486	0	21,486	35.6%
Movement to/(from) Gen Reserve	<u>(10,560)</u>					
<b><u>Property &amp; Assets</u></b>						
Income	15,957	42,300	26,343			37.7%
Expenditure	23,352	51,470	28,118	0	28,118	45.4%
Movement to/(from) Gen Reserve	<u>(7,395)</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	9,219	34,200	24,982			27.0%
Expenditure	8,256	32,630	24,374	0	24,374	25.3%
Movement to/(from) Gen Reserve	<u>963</u>					
<b>Grand Totals:-</b>						
Income	251,356	552,455	301,099			45.5%
Expenditure	136,002	553,715	417,713	0	417,713	24.6%
Net Income over Expenditure	<u>115,354</u>	<u>(1,260)</u>	<u>(116,614)</u>			
Movement to/(from) Gen Reserve	<u>115,354</u>					

## List of Payments made between 06/03/2023 and 31/03/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
06/03/2023	BACS P/L Pymnt Page 1766	BACS Pymnt	486.81		BACS P/L Pymnt Page 1766
06/03/2023	BIFFA WASTE SERVICES LTD	2	540.00		WASTE
06/03/2023	LEASEPLAN	DD	268.09		VAN RENTAL
<del>07/03/2023</del>	<del>POCKIT CARD - GAGES</del>	<del>TOP UP</del>	<del>1,000.00</del>		<del>TOP UP</del>
<del>07/03/2023</del>	<del>POCKIT CARD - YOUTH</del>	<del>TOP UP</del>	<del>250.00</del>		<del>TOP UP</del>
07/03/2023	EMMA DAVIES	BP	720.00	GAGES COOK	EMMA DAVIES
07/03/2023	ROSS BOND	BP	80.00		GAGES
09/03/2023	BACS P/L Pymnt Page 1767	BACS Pymnt	224.52		BACS P/L Pymnt Page 1767
10/03/2023	BARCLAYCARD	3	48.17		CHARGES
10/03/2023	PAYTEK ADMIN SERVICES LTD	4	33.60		CHARGES
10/03/2023	O2	DD	52.93		WARDEN MOBILE
10/03/2023	AO SHIPLEY	BP	4,826.19		TAX & NI - FEB
13/03/2023	O2	DD	14.74		YOUTH MOBILE
13/03/2023	UTOPIA LEISURE	BP	680.62		THURS CLUB OUTING
15/03/2023	ALLSTAR BUSINESS SOLUTIONS	5	7.38		FUEL
20/03/2023	FDR	DD	26.40		TERMINAL RENT
21/03/2023	BACS P/L Pymnt Page 1768	BACS Pymnt	442.25		BACS P/L Pymnt Page 1768
22/03/2023	EDF ENERGY CUSTOMERS PLC	6	387.36		STREETLIGHT POWER
22/03/2023	ALISON HARMAN	BP	57.00		GAGES
22/03/2023	THOMAS LAWS	BP	50.00		ALLOTMENT DEPOSIT REFUND
22/03/2023	SANDRA AYLEN	BP	15.00		KEYS
23/03/2023	BACS P/L Pymnt Page 1769	BACS Pymnt	1,290.00		BACS P/L Pymnt Page 1769
23/03/2023	CORONA ENERGY RETAIL 4 LTD	7	1,844.41		CC GAS
23/03/2023	FRSGA	BP	2,500.00		GRANT
23/03/2023	WEALDEN CAB	BP	500.00		GRANT
23/03/2023	FR FESTIVAL	BP	732.00		GRANT
23/03/2023	SANDRA SAMEIRO	BP	14.40		TRAVEL EXPENSES
23/03/2023	STAFF	BP	1,956.40		SALARY
24/03/2023	TELECOMS WORLD PLC	8	73.75		0800 NUMBER
28/03/2023	E SUSSEX PENSION	BP	4,592.45		SUPERANN
28/03/2023	STAFF	BP	18,975.91		MARCH SALARIES
29/03/2023	BT PAYMENT SERVICES LTD	9	27.22		TELECOMMUNICATIONS
29/03/2023	ENGIE POWER LTD	10	310.70		ELECTRIC
29/03/2023	ENGIEPOWER	DD	149.75		ELEC
30/03/2023	BACS P/L Pymnt Page 1770	BACS Pymnt	564.71		BACS P/L Pymnt Page 1770
<del>30/03/2023</del>	<del>POCKIT CARD - GAGES</del>	<del>TOP UP</del>	<del>1,000.00</del>		<del>TOP UP</del>
<del>30/03/2023</del>	<del>POCKIT CARD - YOUTH</del>	<del>TOP UP</del>	<del>250.00</del>		<del>TOP UP</del>
30/03/2023	BRITISH GAS	DD	1,875.77		ELEC
30/03/2023	ROSS BOND	BP	80.00		GAGES
30/03/2023	EMMA DAVIES	BP	840.00		GAGES
31/03/2023	BIFFA WASTE SERVICES LTD	11	540.00		WASTE
31/03/2023	FOCUS GROUP	DD	76.27		HELPLINE
31/03/2023	UNITY TRUST	BP	22.70		HANDLING CHARGE
31/03/2023	UNITY TRUST	BP	63.00		SERVICE CHARGE

Total Payments 48,490.50

~~2,500.00~~  
45,990.50

POCKIT CARD - DOD

List of Payments made between 01/03/2023 and 31/03/2023

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/03/2023	KEW ELECTRICAL	BP	32.64		BULBS
10/03/2023	GIFFGAFF	BP	89.00		MARKET PHONE
20/03/2023	ZOOM	DD	12.99		VIRTUAL MEETINGS
30/03/2023	POCKIT	BP	1.99		CHARGES

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**Total Payments**      136.62



## POCKIT CARD - CC

## List of Payments made between 01/03/2023 and 31/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/03/2023	AMAZON	BP	6.40		MILK - DRINKS MACHINE
09/03/2023	AMAZON	BP	27.47		CLOCK, BATTERIES
09/03/2023	CASH	CASH	50.00		FUEL REIMBURSEMENT
31/03/2023	POCKIT	BP	1.99		CHARGES
31/03/2023	POCKIT	BP	1.49		FEES
<b>Total Payments</b>			<u>87.35</u>		

## POCKIT CARD - GAGES

## List of Payments made between 01/03/2023 and 31/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/03/2023	TESCO	BP	127.21		FOOD
07/03/2023	ALLAN MARTIN	BP	427.79		MEAT
14/03/2023	TESCO	BP	196.05		FOOD
16/03/2023	CO-OP	BP	8.10		FOOD
17/03/2023	CO-OP	BP	5.50		FOOD
21/03/2023	TESCO	BP	164.16		FOOD
22/03/2023	CO-OP	BP	0.87		FOOD
24/03/2023	CO-OP	BP	5.00		FOOD
25/03/2023	POCKIT	BP	1.99		CHARGES
28/03/2023	TESCO	BP	198.78		FOOD
30/03/2023	CO-OP	BP	7.98		FOOD
31/03/2023	POCKIT	BP	1.77		FEES

**Total Payments** 1,145.20



## POCKIT CARD - YOUTH

## List of Payments made between 01/03/2023 and 31/03/2023

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2023	SAINSBURYS	BP	42.65		REFRESHMENTS
01/03/2023	CO-OP	BP	20.30		REFRESHMENTS
07/03/2023	POUNDLAND	BP	29.40		REFRESHMENTS
09/03/2023	CO-OP	BP	7.95		REFRESHMENTS
15/03/2023	POUNDLAND	BP	27.50		REFRESHMENTS
15/03/2023	CO-OP	BP	4.50		REFRESHMENTS
16/03/2023	CO-OP	BP	7.20		REFRESHMENTS
17/03/2023	SALON SUPPLIES	BP	60.57		SUPPLIES - PAMPER EVENING
18/03/2023	POCKIT	BP	1.99		CHARGES
20/03/2023	SAINSBURYS	BP	50.14		REFRESHMENTS
23/03/2023	CO-OP	BP	14.49		REFRESHMENTS
27/03/2023	POUNDLAND	BP	20.55		REFRESHMENTS
29/03/2023	ICELAND	BP	36.30		REFRESHMENTS
30/03/2023	SUPERDRUG	BP	13.96		SUPPLIES
30/03/2023	POUNDLAND	BP	9.00		REFRESHMENTS
30/03/2023	TESCO	BP	17.70		REFRESHMENTS
30/03/2023	CO-OP	BP	9.80		REFRESHMENTS
31/03/2023	AMAZON	BP	8.99		SUPPLIES

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**Total Payments**      382.99

## List of Payments made between 01/04/2023 and 05/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/04/2023	BARCLAYCARD	1	45.73		CHARGES
11/04/2023	PAYTEK ADMIN SERVICES LTD	2	33.60		CHARGES
11/04/2023	O2	DD	52.93		WARDEN MOBILE
11/04/2023	AO SHIPLEY	BP	4,955.94		TAX & NI - MARCH
12/04/2023	BACS P/L Pymnt Page 1773	BACS Pymnt	11,166.86		BACS P/L Pymnt Page 1773
12/04/2023	ALLSTAR BUSINESS SOLUTIONS	3	59.79		FUEL
12/04/2023	O2	DD	14.74		YOUTH MOBILE
18/04/2023	FDR	DD	26.40		TERMINAL RENT
19/04/2023	ENGIE POWER LTD	4	914.35		CC ELECTRIC
20/04/2023	BACS P/L Pymnt Page 1775	BACS Pymnt	5,088.08		BACS P/L Pymnt Page 1775
24/04/2023	TELECOMS WORLD PLC	5	73.82		0800 NUMBER
24/04/2023	CORONA ENERGY RETAIL 4 LTD	6	1,832.79		CC GAS
24/04/2023	EDF ENERGY CUSTOMERS PLC	7	398.13		STREETLIGHT POWER
24/04/2023	BRITISH GAS	DD	1,275.35		CC GAS
24/04/2023	SIEMENS	DD	116.22		DRINKS MACHINE RENTAL
24/04/2023	SIEMENS	DD	47.08		DRINKS MACHINE
26/04/2023	BACS P/L Pymnt Page 1776	BACS Pymnt	4,359.47		BACS P/L Pymnt Page 1776
27/04/2023	ENGIE POWER LTD	8	1,505.85		CC ELECTRIC
28/04/2023	FOCUS GROUP	DD	76.37		HELPLINE
28/04/2023	EAST SUSSEX PENSION	BP	4,296.18		SUPERANN - APR
28/04/2023	STAFF	BP	20,461.14		APRIL SALARIES
02/05/2023	BIFFA WASTE SERVICES LTD	1	675.00		WASTE
02/05/2023	BT PAYMENT SERVICES LTD	2	30.48		TELECOMMUNICATIONS
<del>03/05/2023</del>	<del>POCKIT CARD - DOD</del>	<del>TOP UP</del>	<del>250.00</del>		<del>TOP UP</del>
<del>03/05/2023</del>	<del>POCKIT CARD - CC</del>	<del>TOP UP</del>	<del>250.00</del>		<del>TOP UP</del>
<del>03/05/2023</del>	<del>POCKIT CARD - GAGES</del>	<del>TOP UP</del>	<del>1,000.00</del>		<del>TOP UP</del>
<del>03/05/2023</del>	<del>POCKIT CARD - YOUTH</del>	<del>TOP UP</del>	<del>250.00</del>		<del>TOP UP</del>
04/05/2023	BACS P/L Pymnt Page 1779	BACS Pymnt	2,902.51		BACS P/L Pymnt Page 1779
04/05/2023	ROSS BOND	BP	60.00		GAGES
04/05/2023	EMMA DAVIES	BP	735.00		GAGES
04/05/2023	LAURA MIDDLETON	BP	50.00		ALLT DEP REFUND
10/05/2023	PAYTEK ADMIN SERVICES LTD	3	33.60		CHARGES
10/05/2023	ALLSTAR BUSINESS SOLUTIONS	4	7.38		FUEL
10/05/2023	UTP MERCHANT SERVICES	DD	24.00		CREDIT CARD MACHINE
10/05/2023	AO SHIPLEY	BP	4,519.34		TAX & NI - APRIL
11/05/2023	BACS P/L Pymnt Page 1780	BACS Pymnt	316.70		BACS P/L Pymnt Page 1780
11/05/2023	BARCLAYCARD	5	38.00		CHARGES
11/05/2023	O2	DD	62.08		WARDEN MOBILE
11/05/2023	O2	DD	17.28		YOUTH MOBILE
17/05/2023	ALLSTAR BUSINESS SOLUTIONS	6	74.40		FUEL
18/05/2023	BACS P/L Pymnt Page 1781	BACS Pymnt	5,617.51		BACS P/L Pymnt Page 1781
23/05/2023	EDF ENERGY CUSTOMERS PLC	7	490.82		STREETLIGHT POWER
23/05/2023	FISHER GERMAN	BP	150.00		WEIRWOOD PARKING LICENCE
<del>24/05/2023</del>	<del>POCKIT CARD - GAGES</del>	<del>TOP UP</del>	<del>1,000.00</del>		<del>TOP UP</del>
<del>24/05/2023</del>	<del>POCKIT CARD - YOUTH</del>	<del>TOP UP</del>	<del>500.00</del>		<del>TOP UP</del>
24/05/2023	TELECOMS WORLD PLC	8	73.76		0800 NUMBER
25/05/2023	BACS P/L Pymnt Page 1782	BACS Pymnt	634.26		BACS P/L Pymnt Page 1782

## List of Payments made between 01/04/2023 and 05/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/05/2023	ENGIE POWER LTD	9	150.60		LOWER ROAD ELECTRICITY
25/05/2023	ENGIE POWER LTD	10	793.76		ELECTRICITY
25/05/2023	ENGIE POWER LTD	11	276.46		ELECTRICITY
26/05/2023	LYNNE PARIS	BP	50.00		ALLT DEPOSIT REFUND
26/05/2023	R FORURIA	BP	50.00		ALLT DEPOSIT REFUND
30/05/2023	BIFFA WASTE SERVICES LTD	12	540.00		WASTE
30/05/2023	BT PAYMENT SERVICES LTD	13	30.48		TELECOMMUNICATIONS
30/05/2023	FOCUS GROUP	DD	76.27		HELPLINE
30/05/2023	E SUSSEX PENSION	BP	4,773.30		SUPERANN - MAY
30/05/2023	STAFF	BP	21,859.26		MAY SALARIES
31/05/2023	ALLSTAR BUSINESS SOLUTIONS	14	72.40		FUEL
31/05/2023	BNP PARIBAS	DD	726.58		PRINTER LEASE
06/06/2023	BACS P/L Pymnt Page 1785	BACS Pymnt	1,901.56		BACS P/L Pymnt Page 1785
<del>07/06/2023</del>	<del>POGKIT CARD - GAGES</del>	<del>TOP UP</del>	<del>1,000.00</del>		<del>TOP UP</del>
07/06/2023	ALLSTAR BUSINESS SOLUTIONS	1	70.69		FUEL
07/06/2023	O2	DD	62.08		WARDEN MOBILE
07/06/2023	EMMA DAVIES	BP	915.00		GAGES COOK
07/06/2023	ROSS BOND	BP	60.00		GAGES
07/06/2023	SANDRA SAMEIRO	BP	39.00		TC EXPENSES
08/06/2023	BACS P/L Pymnt Page 1786	BACS Pymnt	656.00		BACS P/L Pymnt Page 1786
08/06/2023	O2	DD	17.28		MARKET MOBILE
09/06/2023	UTP SERVICES	DD	24.00		TERMINAL RENT
09/06/2023	AO SHIPLEY	BP	5,119.22		TAX & NI - MAY
12/06/2023	BARCLAYCARD	2	38.00		CHARGES
12/06/2023	PAYTEK ADMIN SERVICES LTD	3	33.60		CHARGES
14/06/2023	ALLSTAR BUSINESS SOLUTIONS	4	7.38		FUEL
21/06/2023	ALLSTAR BUSINESS SOLUTIONS	5	67.59		FUEL
22/06/2023	BACS P/L Pymnt Page 1787	BACS Pymnt	425.79		BACS P/L Pymnt Page 1787
22/06/2023	BACS P/L Pymnt Page 1788	BACS Pymnt	438.00		BACS P/L Pymnt Page 1788
22/06/2023	EDF ENERGY CUSTOMERS PLC	6	494.40		STREETLIGHT POWER
23/06/2023	TELECOMS WORLD PLC	7	73.92		0800 NUMBER
23/06/2023	ENGIE POWER LTD	8	151.12		CC ELEC
23/06/2023	ENGIE POWER LTD	9	766.58		CC ELECTRIC
23/06/2023	ENGIE POWER LTD	10	265.89		CC ELEC
23/06/2023	SKETCHHOUSE LTD	BP	650.00		GRANT
23/06/2023	TATE FENCING	BP	181.28		POSTS
23/06/2023	ALISON HARMAN	BP	104.20		GAGES
26/06/2023	CORONA ENERGY RETAIL 4 LTD	11	1,427.97		CC GAS
27/06/2023	FOCUS	DD	76.27		HELPLINE
28/06/2023	ALLSTAR BUSINESS SOLUTIONS	12	52.07		FUEL
28/06/2023	ES PENSION	BP	5,137.93		SUPERSNN - JUNE
28/06/2023	STAFF	BP	20,116.98		JUNE SALARIES
29/06/2023	BT PAYMENT SERVICES LTD	13	30.48		TELECOMMUNICATIONS
30/06/2023	BIFFA WASTE SERVICES LTD	14	540.00		WASTE
30/06/2023	UNITY TRUST	BP	34.60		HANDLING CHARGE
30/06/2023	UNITY TRUST	BP	75.30		SERVICE CHARGE

List of Payments made between 01/04/2023 and 05/07/2023

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
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<b>Total Payments</b>	147,016.23
	<u>4250.00</u>
	142,766.23

## POCKIT CARD - DOD

## List of Payments made between 01/04/2023 and 05/07/2023

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/04/2023	GIFFGAFF	BP	10.00		MARKET MOBILE
20/04/2023	ZOOM	DD	12.99		VIRTUAL MEETINGS
27/04/2023	ROEBUCK	BP	50.00		STAFF TRAINING
30/04/2023	POCKIT	BP	1.99		CHARGES
12/05/2023	GIFFGAFF	DD	10.00		MARKET MOBILE
20/05/2023	ZOOM	DD	12.99		VIRTUAL MEETINGS
30/05/2023	POCKIT	BP	1.99		CHARGES
12/06/2023	GIFFGAFF	BP	10.00		MARKET MOBILE
20/06/2023	ZOOM	BP	12.99		VIRTUAL MEETINGS
30/06/2023	POCKIT	BP	1.99		CHARGES

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**Total Payments**      124.94

## POCKIT CARD - CC

## List of Payments made between 01/04/2023 and 05/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/04/2023	AMAZON	BP	61.45		CORONATIONS DECORATIONS
24/04/2023	AMAZON	BP	10.99		CORONATION DECORATIONS
30/04/2023	POCKIT	BP	1.99		CHARGES
09/05/2023	WDC	BP	21.00		TENS - MARKET
23/05/2023	TESCO	BP	142.55		GAGES FOOD
31/05/2023	POCKIT	BP	1.99		CHARGES
06/06/2023	WEALDEN DC	BP	21.00		MARKET TENS
08/06/2023	AMAZON	BP	14.99		MAINTENANCE SUPPLIES
08/06/2023	HOMEBASE	BP	12.00		MAINTENANCE SUPPLIES
08/06/2023	AMAZON	BP	5.99		MAINTENANCE SUPPLIES
21/06/2023	AMAZON	BP	23.98		MAINTENANCE SUPPLIES
22/06/2023	ICO.ORG	BP	40.00		DATA PROTECTION
22/06/2023	IRONMONGERY DIRECT	BP	23.34		MAINTENANCE SUPPLIES
22/06/2023	UKCRBS	BP	51.36		DISCLOSURE
28/06/2023	GSF CAR PARTS	BP	89.70		VAN BATTERY
30/06/2023	POCKIT	BP	1.99		CHARGES
<b>Total Payments</b>			<u>524.32</u>		



Time: 12:08

## POCKIT CARD - GAGES

## List of Payments made between 01/04/2023 and 05/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/04/2023	TESCO	BP	152.37		FOOD
05/04/2023	ALLAN MARTIN	BP	356.28		MEAT
11/04/2023	TESCO	BP	172.58		FOOD
14/04/2023	CO-OP	BP	3.78		FOOD
18/04/2023	TESCO	BP	194.31		FOOD
25/04/2023	POCKIT	BP	1.99		CHARGES
25/04/2023	TESCO	BP	210.79		FOOD
25/04/2023	WAITROSE	BP	9.43		FOOD
02/05/2023	TESCO	BP	222.59		FOOD
04/05/2023	ALLAN MARTIN	BP	263.95		MEAT
05/05/2023	SAINSBURYS	BP	40.51		FOOD
05/05/2023	CO-OP	BP	2.60		FOOD
09/05/2023	TESCO	BP	168.53		FOOD
10/05/2023	AMAZON	BP	19.98		MEAT THERMOMETERS
12/05/2023	NO 8	BP	7.00		NAPKINS
15/05/2023	COOKSMILL	BP	197.40		CONTAINERS
15/05/2023	ARGOS	BP	24.00		KETTLE
16/05/2023	TESCO	BP	171.39		FOOD
17/05/2023	CO-OP	BP	2.50		FOOD
21/05/2023	TESCO	BP	47.94		SUBS - DELIVERY
24/05/2023	CO-OP	BP	5.00		FOOD
25/05/2023	POCKIT	BP	1.99		CHARGES
30/05/2023	TESCO	BP	127.72		FOOD
02/06/2023	CO-OP	BP	4.55		FOOD
06/06/2023	TESCO	BP	155.01		FOOD
06/06/2023	ALLAN MARTIN	BP	465.10		MEAT
09/06/2023	TESCO	BP	7.15		FOOD
13/06/2023	TESCO	BP	198.97		FOOD
20/06/2023	TESCO	BP	118.86		FOOD
21/06/2023	CO-OP	BP	3.40		FOOD
23/06/2023	TESCO	BP	6.05		FOOD
25/06/2023	POCKIT	BP	1.99		CHARGES
27/06/2023	TESCO	BP	86.01		FOOD
27/06/2023	ARGOS	BP	15.00		BLENDER
29/06/2023	CO-OP	BP	7.20		FOOD

<b>Total Payments</b>	3,473.92
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## POCKIT CARD - YOUTH

## List of Payments made between 01/04/2023 and 05/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/04/2023	ZETTLE	BP	60.00		TRIP
10/04/2023	ICELAND	BP	55.40		REFRESHMENTS
15/04/2023	CO-OP	BP	4.50		REFRESHMENTS
18/04/2023	POCKIT	BP	1.99		CHARGES
18/04/2023	ICELAND	BP	45.60		REFRESHMENTS
25/04/2023	CO-OP	BP	3.10		REFRESHMENTS
26/04/2023	ICELAND	BP	56.80		REFRESHMENTS
02/05/2023	ICELAND	BP	64.18		REFRESHMENTS
04/05/2023	CO-OP	BP	8.00		REFRESHMENTS
05/05/2023	CO-OP	BP	13.00		REFRESHMENTS
09/05/2023	POUNDLAND	BP	44.60		REFRESHMENTS
09/05/2023	ICELAND	BP	22.00		REFRESHMENTS
09/05/2023	CO-OP	BP	12.30		REFRESHMENTS
09/05/2023	CO-OP	BP	6.50		REFRESHMENTS
11/05/2023	CO-OP	BP	10.20		REFRESHMENTS
15/05/2023	SAINSBURYS	BP	31.15		REFRESHMENTS
16/05/2023	CO-OP	BP	8.70		REFRESHMENTS
16/05/2023	CO-OP	BP	3.00		REFRESHMENTS
17/05/2023	POUNDLAND	BP	42.35		REFRESHMENTS
18/05/2023	POCKIT	BP	1.99		CHARGES
22/05/2023	SAINSBURYS	BP	27.75		REFRESHMENTS
23/05/2023	CO-OP	BP	5.50		REFRESHMENTS
31/05/2023	SPORTS DIRECT	BP	37.99		SUPPLIES
31/05/2023	ICELAND	BP	72.57		REFRESHMENTS
07/06/2023	ICELAND	BP	71.67		REFRESHMENTS
07/06/2023	CO-OP	BP	2.80		REFRESHMENTS
13/06/2023	CO-OP	BP	6.30		REFRESHMENTS
14/06/2023	ICELAND	BP	62.90		REFRESHMENTS
14/06/2023	CO-OP	BP	11.95		REFRESHMENTS
18/06/2023	POCKIT	BP	1.99		CHARGES
21/06/2023	ICELAND	BP	74.09		REFRESHMENTS
21/06/2023	CO-OP	BP	2.80		REFRESHMENTS

<b>Total Payments</b>	<u>873.67</u>
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**Forest Row Parish Council**

**Bank - Cash and Investment Reconciliation as at 30 June 2023**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

30/06/2023	Cafe Cash A/c	100.00
30/06/2023	Thursday Club Cash A/c	0.00
30/06/2023	Unity Trust	239,435.49
30/06/2023	CCLA	175,000.00
30/06/2023	POCKIT CARD - DOD	515.18
30/06/2023	POCKIT CARD - CC	204.02
30/06/2023	POCKIT CARD - GAGES	887.10
31/01/2022	WELLBEING SERVICES	0.00
30/06/2023	POCKIT CARD - YOUTH	231.81

**416,373.60**

Other Cash & Bank Balances

**186.16**

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**416,559.76**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

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**416,559.76**

All Cash & Bank Accounts

2	Cafe Cash Account	100.00
3	Thursday Club Cash Account	0.00
4	Unity Trust	239,435.49
5	CCLA	175,000.00
6	POCKIT CARD - DOD	515.18
7	POCKIT CARD - CC	204.02
8	POCKIT CARD - GAGES	887.10
9	Wellbeing Services	0.00
10	POCKIT CARD - YOUTH	231.81
	Other Cash & Bank Balances	186.16
	<b>Total Cash &amp; Bank Balances</b>	<b>416,559.76</b>

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## David O'Driscoll

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**From:** support@chrgs.co.uk  
**Sent:** 03 July 2023 18:38  
**To:** David O'Driscoll  
**Subject:** RE: Annual Subscription Council HR & Governance Support services

Good afternoon David,

Thank you for your email below, I do understand and we do value your custom.

James has said we can offer a discount to our new subscription service, for a Council of your size, approximately 15 employees the current fees (2023) are £1700pa for three years, and £1500pa for five years.

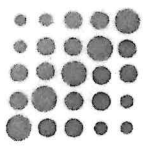
James has agreed to a fee of £1600pa for three years and £1400pa for five years.

If you would like to proceed we can provide agreement for signature to commence in July 2024.

We look forward to hearing from you.

Kind regards

Catherine Radcliffe  
Office Manager  
Council consultancy | Council HR and Governance Support



**Council HR and Governance Support**  
Excellence in all we do

FRPC RESERVES FOR  
2022-23/2023-24

	Actual 2022-23	Projected 2023-24	Actual 23-24 v.1	Actual 23-24 v.2	
<b>General</b>	199476	180000	196449	<b>194949</b>	equiv 195,000
<b>Nominated</b>					
Playground	30000	40000	30000	<b>32500</b>	small uplift
Highway match	2000	2000	2000	<b>2000</b>	unchanged
By-elections	1000	1000	1000	<b>1000</b>	restored
Cemetery land	30000	35000	30000	<b>30000</b>	unchanged
CC refurb	30500	32000	30500	<b>31000</b>	small uplift
Devolved services	5000	5000	5000	<b>5000</b>	unchanged
PWLB loan	11500	11500	11500	<b>10000</b>	part year reduction
CIL	10084	10084	10084	<b>10084</b>	unchanged
<b>TOTAL</b>	<b>319560</b>	<b>316584</b>	<b>316533</b>	<b>316533</b>	as per year end