

Forest Row Parish Council

Clerk:
Email:

Mr David O'Driscoll
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(Office Hours: Monday to Friday 9am to 2pm)



To: All members of FOREST ROW PARISH COUNCIL:
Cllrs. Josephson (Chairman), Davies, Hill, R Lewin,
T Lewin, McNally, Moore, Pritchitt, Spackman,
Summers, Waters, Williams, Withers and Wogan

Community Centre
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Dear Sir/Madam,

Your attendance is required at a meeting of the
FOREST ROW PARISH COUNCIL to be held on
TUESDAY 15th MARCH 2022 in the Garden Room at
the Community Centre at **7.30 PM.**

Date: 9th March 2022

Mr David O'Driscoll
Clerk to Forest Row Parish Council

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.

AGENDA

1. PUBLIC QUESTIONS
 2. TO RECEIVE APOLOGIES FOR ABSENCE
 3. RECORDS OF PREVIOUS MEETINGS
 - 3.1 To resolve to deal with the minutes & transcripts of the Full Council meetings held on 11th & 18th January and 1st March 2022 at the next ordinary meeting
 - 3.2 To resolve to postpone clarification of actions from those previous meetings to the next ordinary meeting
 4. A: TO CONSIDER & APPROVE RECORDS OF THE FINANCE & POLICY COMMITTEE MEETING HELD ON 14TH DECEMBER 2021
 - 4.1 To approve the minutes of the meeting of 14th December 2021
 - 4.2 To consider any objections to deletion of the digital transcript of that meeting
 - 4 B: TO DEAL WITH CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM FINANCE & POLICY COMMITTEE MEETING OF 14TH DECEMBER 2021
 5. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION RE THE ITAMS BELOW
 6. TO RECEIVE CHAIRMAN'S COMMENTS (IF ANY)
 7. TO RECEIVE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
- FORMAL BUSINESS OF FINANCE & POLICY COMMITTEE**
8. TO NOTE SUMMARY FINANCIAL REPORT to month 11
 9. TO NOTE LIST OF PAYMENTS (to include prepayment cards)
 10. TO NOTE BANK RECONCILIATIONS & COUNCILS INVESTMENTS
 11. TO CONSIDER A GRANT APPLICATION FROM ASHURST WOOD SHORT MAT BOWLS CLUB
 12. TO CONSIDER A REQUEST FROM THE REPAIR CAFÉ

BUSINESS OF FULL COUNCIL

13. TO CONSIDER & RESOLVE ON AN APPLICATION FOR FUNDING FROM FROWRESOURCE
14. TO CONSIDER & RESOLVE ON RECOMMENDATIONS FOR THE COUNCIL VAN

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.

15. a & b TO CONSIDER & RESOLVE ON TWO STAFF MATTERS
16. TO CONSIDER A REQUEST FROM A MEMBER
17. TO CONSIDER & RESOLVE ON THE NALC AGREEMENT ON STAFF SALARIES
18. NOTICES, CONSULTATIONS & CORRESPONDENCE (IF ANY)
19. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE.

JOINT MEETING OF FULL COUNCIL and FINANCE & POLICY
BACKING PAPERS FOR MEETING 15th MARCH 2022

	Description	Page nos
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8	Financial Report	3-8
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10	Bank reconciliation & list of investments	16
11	Grant application: Ashurst Wood Short Mat Bowling Club	17-18
12	Request from Repair Cafe	19-21
13	Note on funding a subsidy to FrowResource CIC	22-23
15-17	<i>Confidential briefing note to Members</i>	

**COUNCILLORS' BRIEFING TO THE JOINT EXTRA-ORDINARY MEETING OF FULL COUNCIL
AND FINANCE & POLICY COMMITTEE TO BE HELD ON 15th MARCH 2022**

3a. RECORDS OF PREVIOUS FULL COUNCIL MEETINGS / CLARIFICATION OF ACTIONS

&4a. The main purpose of this EGM is to address the urgent business under items 13-14 inclusive. It is therefore proposed to defer items of ordinary business to the next Ordinary Meeting.

ACTION: to resolve accordingly

3b. RECORDS OF PREVIOUS FINANCE & POLICY MEETING / CLARIFICATION OF ACTIONS

&4b. To deal with the records of the F&P meeting of 14th December in the usual way

ACTION: to resolve accordingly

5. DECLARATION OF INTERESTS. Only needed if any Member has a personal *financial* interest in the main business of the meeting. Any Councillor who is also a member of FrowResource should declare an interest and withdraw from any relevant vote.

6. TO RECEIVE CHAIRMAN'S COMMENTS (IF ANY)

7. TO RECEIVE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION

1. End-of-year accounting arrangements: We have unfortunately drawn something of a short straw this year and been allocated a late date for the year-end closedown, namely 19th May. This may cause some disruption to reporting for the new financial year. It also means that our final internal audit date will be late, namely 6th June, but will still allow the papers for the external audit to be submitted by the due date.

2. Lease of the former 'Venu' building. I am pleased to be able to report that the lease of this building, now known as 'The Cube', is now complete and signed off. Regrettably, the lease for the sports ground is still pending, but both myself and our local County Councillor are continuing to put pressure on East Sussex to complete the matter.

ACTION: to note

8. TO NOTE SUMMARY FINANCIAL REPORT (to end month 11)

A printout is attached covering all Committees, and corrected to remove capital transactions on the skatepark extension, the summary figures are as follows:

F&P	Income: £426,770 (99.3% of forecast)	Expenditure: £365,072 (92.7% of forecast)
A&S:	Income: £18,873 (155.9%)	Expenditure: £20,529 (73.9%)
P&A:	Income; £43,304 (143.2%)	Expenditure: £45,871 (84.6%)
C-S:	Income: £38,495 (129.6%)	Expenditure: £16,902 (76.8%)
TOTAL:	Income: £527,442 (105.1% of forecast)	Expenditure: £448,373 (90% of forecast)

There are inevitably some codes which have exceeded forecast and others that have fallen short. Most of the anomalies have been covered in meetings of the relevant Committees, and none are matters of significant concern (though I am happy on reasonable notice to provide explanations of individual figures). The overall picture is therefore a healthy one as we approach the year end, with the probability of a modest surplus on the revenue budget,

ACTION: to note

9 & 10. TO NOTE LIST OF PAYMENTS (to include prepayment cards) / BANK RECONCILIATIONS & COUNCIL'S INVESTMENTS

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

The bank reconciliations have been duly signed off by the acting Chairman of the Finance Committee.

ACTION: to note

11. TO CONSIDER A GRANT APPLICATION FROM ASHURST WOOD SHORT MAT BOWLS CLUB

The relevant papers are supplied. The club is requesting £250. There is ±£1500 currently remaining in the grant budget for this financial year.

ACTION: to resolve accordingly

12. TO CONSIDER A REQUEST FROM THE REPAIR CAFÉ

A request from the Repair Café for waiver of room hire fees for the balance of this calendar year, or alternatively a long-term discount, is attached together with their financial projections for 2022. For Committee to decide.

ACTION: to resolve accordingly

13. TO CONSIDER & RESOLVE ON AN APPLICATION FOR FUNDING FROM FROWRESOURCE

This issue was extensively discussed at the meeting of 1st March. The matter was deferred to this meeting for Council to submit questions on issues of finance, the business plan, governance, staffing and public support for the revised project. The schedule of questions was submitted to the CIC on the afternoon of Monday 7th March, and replies are expected by Thursday, which will be duly forwarded to Members.

It is my understanding that a further meeting with the prospective landlord has led to some revision of the projected expenditure and that a revised financial schedule will also be supplied to Members before the meeting.

In the meantime, I have compiled and attach a note on how - if Council were to accede to the request from the CIC – this would be possible within current budget frameworks.

It is imperative that Members read these papers in advance of the meeting, as there are time constraints, imposed by external factors.

ACTION: to resolve as appropriate

14. TO CONSIDER & RESOLVE ON RECOMMENDATIONS FOR THE COUNCIL VAN

This issue was also discussed at some length at the meeting of 1st March, and the matter was deferred to this meeting for Cllr T Lewin to do some research into the alternatives put forward on the last occasion. By the time of this meeting we will have moved into the 'secondary rental' under which we pay an annual rental equivalent to one month's previous rental. Otherwise our choices remain as before, and Cllr Lewin will report to the meeting with his findings.

ACTION: to resolve as appropriate

15-17. *A separate briefing note is supplied to Members on these confidential issues.*

18-19. NOTICES, CORRESPONDENCE & CONSULTATIONS // ITEMS FOR FUTURE CONSIDERATION

As per usual for an extra-ordinary meeting.

Detailed Income & Expenditure by Budget Heading 09/03/2022

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & Policy							
401 Finance & Administration							
4176 FI-Precept Received	415,000	415,000	0			100.0%	
4180 Misc Income	486	1,000	514			48.6%	
4181 FI-Wayleave Income	6	10	4			56.0%	
4182 FI-Devolved Services Income	1,351	1,450	99			93.1%	
4183 Community Warden Hire	9,844	11,000	1,156			89.5%	
4190 FI-Interest Received	84	1,300	1,216			6.4%	
Finance & Administration :- Income	426,770	429,760	2,990			99.3%	0
4100 PENSION TOP UP	4,207	4,000	(207)		(207)	105.2%	
4101 FI-Salaries	305,866	309,060	3,194		3,194	99.0%	
4102 FI-Payroll Outsource Costs	315	420	105		105	75.0%	
4103 FI-Contrib. to Library Salary	3,285	4,500	1,215		1,215	73.0%	
4108 FI-Staff Training/Travel	2,807	3,000	193		193	93.6%	
4110 Community Warden Costs	508	500	(8)		(8)	101.6%	
4111 Forest Rate	26	25	(1)		(1)	102.7%	
4120 Postage	487	1,300	813		813	37.4%	
4121 Telecommunications	6,293	7,500	1,207		1,207	83.9%	
4123 Stationery	694	750	56		56	92.5%	
4124 FI-Subscriptions	5,823	5,000	(823)		(823)	116.5%	
4125 FI-Insurance	8,033	8,000	(33)		(33)	100.4%	
4126 Printer/copier	4,044	3,500	(544)		(544)	115.5%	
4133 FI-Chairman's Fund	200	200	0		0	99.8%	
4134 FI-Parish Meeting	0	500	500		500	0.0%	
4135 FI-Councillors Training/Travel	650	1,000	350		350	65.0%	
4136 Security Checks	11	150	140		140	7.0%	
4137 FI-Members Allowances	1,670	5,000	3,330		3,330	33.4%	
4151 FI - Bank Charges	1,887	1,500	(387)		(387)	125.8%	
4156 FI-Legal & professional fees	(176)	3,000	3,176		3,176	(5.9%)	
4157 FI-Audit & Financial Managemen	3,505	3,500	(5)		(5)	100.1%	
4158 FI-Van Lease	2,412	2,750	338		338	87.7%	
4160 Office Equipment	2,191	300	(1,891)		(1,891)	730.5%	
4161 Office Maintenance	0	700	700		700	0.0%	
4165 FI-Election Fund	0	1,000	1,000		1,000	0.0%	
4166 Wayleaves	1	50	49		49	2.6%	
4169 Community Occasion	275	500	226		226	54.9%	
7101 PR- Advertising/Publicity	0	100	100		100	0.0%	
7102 PR-Website	2,020	500	(1,520)		(1,520)	404.0%	
7110 PR-Newsletter & Distribution	33	500	468		468	6.5%	

Detailed Income & Expenditure by Budget Heading 09/03/2022

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7113 PWLB Repayment	0	15,600	15,600		15,600	0.0%	
Finance & Administration :- Indirect Expenditure	<u>357,064</u>	<u>384,405</u>	<u>27,341</u>	<u>0</u>	<u>27,341</u>	<u>92.9%</u>	<u>0</u>
Net Income over Expenditure	<u>69,706</u>	<u>45,355</u>	<u>(24,351)</u>				
<u>403 Other Grants</u>							
4360 Other Grants	5,508	7,000	1,492		1,492	78.7%	
4361 FRGSA Subsidy	2,500	2,500	0		0	100.0%	
Other Grants :- Indirect Expenditure	<u>8,008</u>	<u>9,500</u>	<u>1,492</u>	<u>0</u>	<u>1,492</u>	<u>84.3%</u>	<u>0</u>
Net Expenditure	<u>(8,008)</u>	<u>(9,500)</u>	<u>(1,492)</u>				
Finance & Policy :- Income	<u>426,770</u>	<u>429,760</u>	<u>2,990</u>			<u>99.3%</u>	
Expenditure	<u>365,072</u>	<u>393,905</u>	<u>28,833</u>	<u>0</u>	<u>28,833</u>	<u>92.7%</u>	
Movement to/(from) Gen Reserve	<u>61,698</u>						
<u>Amenities & Services</u>							
<u>101 Allotments</u>							
1180 Allotment Rents	1,655	1,500	(155)			110.3%	
Allotments :- Income	<u>1,655</u>	<u>1,500</u>	<u>(155)</u>			<u>110.3%</u>	<u>0</u>
1135 Allotments-Water & Upkeep	515	1,500	985		985	34.4%	
Allotments :- Indirect Expenditure	<u>515</u>	<u>1,500</u>	<u>985</u>	<u>0</u>	<u>985</u>	<u>34.4%</u>	<u>0</u>
Net Income over Expenditure	<u>1,139</u>	<u>0</u>	<u>(1,139)</u>				
<u>102 Village Greens</u>							
1280 VG-Hire Income	1,194	500	(694)			238.8%	
1281 VG- Utilities Income	0	100	100			0.0%	
4180 Misc Income	496	0	(496)			0.0%	
Village Greens :- Income	<u>1,690</u>	<u>600</u>	<u>(1,090)</u>			<u>281.7%</u>	<u>0</u>
1236 Outdoor Maintenance	4,113	10,000	5,887		5,887	41.1%	
1237 Outdoor Planting	679	1,200	521		521	56.6%	
1239 VG-Utilities	70	250	180		180	28.0%	
Village Greens :- Indirect Expenditure	<u>4,862</u>	<u>11,450</u>	<u>6,588</u>	<u>0</u>	<u>6,588</u>	<u>42.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,172)</u>	<u>(10,850)</u>	<u>(7,678)</u>				

Detailed Income & Expenditure by Budget Heading 09/03/2022

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104 Amenities General							
1400 Amenities grants/donations		0				0.0%	
4180 Misc Income	2,985	0	(2,985)			0.0%	
Amenities General :- Income	<u>2,985</u>	<u>0</u>	<u></u>				<u>0</u>
1436 Skate & Play areas	324	1,000				32.4%	
1447 Dog Fouling	2,340	3,000	660		660	78.0%	
Amenities General :- Indirect Expenditure	<u>2,664</u>	<u>4,000</u>	<u></u>	<u>0</u>	<u></u>	<u>66.6%</u>	<u>0</u>
Net Income over Expenditure	<u>321</u>	<u>(4,000)</u>	<u>(4,321)</u>				
105 Outdoor Maintenance							
1501 Outdoor Maintenance Equipment	3,131	3,000	(131)		(131)	104.4%	
Outdoor Maintenance :- Indirect Expenditure	<u>3,131</u>	<u>3,000</u>	<u>(131)</u>	<u>0</u>	<u>(131)</u>	<u>104.4%</u>	<u>0</u>
Net Expenditure	<u>(3,131)</u>	<u>(3,000)</u>	<u>131</u>				
203 Street Lighting							
2314 SL-Power	3,260	1,500	(1,760)		(1,760)	217.3%	
2336 Streetlights	5,129	5,000	(129)		(129)	102.6%	
Street Lighting :- Indirect Expenditure	<u>8,389</u>	<u>6,500</u>	<u>(1,889)</u>	<u>0</u>	<u>(1,889)</u>	<u>129.1%</u>	<u>0</u>
Net Expenditure	<u>(8,389)</u>	<u>(6,500)</u>	<u>1,889</u>				
204 Road Safety							
2436 RS-Road Safety	0	500	500		500	0.0%	
Road Safety :- Indirect Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
601 Cemetery							
6180 BU-Burial Fees	12,543	10,000	(2,543)			125.4%	
Cemetery :- Income	<u>12,543</u>	<u>10,000</u>	<u>(2,543)</u>			<u>125.4%</u>	<u>0</u>
6123 Cemetery Admin	0	300	300		300	0.0%	
6151 BU- Cemetery Rates	968	500	(468)		(468)	193.7%	
Cemetery :- Indirect Expenditure	<u>968</u>	<u>800</u>	<u>(168)</u>	<u>0</u>	<u>(168)</u>	<u>121.0%</u>	<u>0</u>
Net Income over Expenditure	<u>11,575</u>	<u>9,200</u>	<u>(2,375)</u>				
Amenities & Services :- Income	<u>(8,873)</u>	<u>12,100</u>	<u>(60,773)</u>			<u>155.9%</u>	
Expenditure	<u>20,529</u>	<u>27,750</u>	<u>(46,779)</u>	<u>0</u>		<u>73.9%</u>	
Movement to/(from) Gen Reserve	<u>(1,656)</u>						

Property & Assets

Detailed Income & Expenditure by Budget Heading 09/03/2022

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Bus Shelters</u>							
2136 BS-Bus Shelters	50	500	450		450	10.0%	
Bus Shelters :- Indirect Expenditure	<u>50</u>	<u>500</u>	<u>450</u>	<u>0</u>	<u>450</u>	<u>10.0%</u>	<u>0</u>
Net Expenditure	<u>(50)</u>	<u>(500)</u>	<u>(450)</u>				
<u>205 Miscellaneous Assets</u>							
1439 Public Seats	0	250	250		250	0.0%	
1442 Litter Bins	0	500	500		500	0.0%	
2551 Offsite Car Parks	0	6,000	6,000		6,000	0.0%	
2553 Grit bins	0	500	500		500	0.0%	
6139 BU - War Memorial	0	500	500		500	0.0%	
7108 PR-Notice Boards	0	250	250		250	0.0%	
Miscellaneous Assets :- Indirect Expenditure	<u>0</u>	<u>8,000</u>	<u>8,000</u>	<u>0</u>	<u>8,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(8,000)</u>	<u>(8,000)</u>				
<u>301 Community Centre</u>							
3180 CC-Lettings	13,829	9,000	(4,829)			153.7%	
3181 CC-Equipment Hire	275	600	325			45.8%	
3182 CC-Rents	25,603	15,000	(10,603)			170.7%	
3185 MISC - incl books/copying)	429	400	(29)			107.4%	
3187 CC Drinks Machine Income	138	250	112			55.3%	
4180 Misc Income	992	0	(992)			0.0%	
Community Centre :- Income	<u>41,267</u>	<u>25,250</u>	<u>(16,017)</u>			<u>163.4%</u>	<u>0</u>
3111 CC-Rates & Services	29,377	20,000	(9,377)		(9,377)	146.9%	
3116 CC-Upkeep/Cleaning	9,817	12,000	2,183		2,183	81.8%	
3127 CC - Drinks Machine	951	500	(451)		(451)	190.2%	
3136 CC-Enhancement	1,257	2,500	1,243		1,243	50.3%	
Community Centre :- Indirect Expenditure	<u>41,402</u>	<u>35,000</u>	<u>(6,402)</u>	<u>0</u>	<u>(6,402)</u>	<u>118.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(135)</u>	<u>(9,750)</u>	<u>(9,615)</u>				
<u>303 Venue on the Green</u>							
3306 VOTG Income	2,037	5,000	2,963			40.7%	
Venue on the Green :- Income	<u>2,037</u>	<u>5,000</u>	<u>2,963</u>			<u>40.7%</u>	<u>0</u>
3304 Votg Non Youth Equip	2,213	1,000	(1,213)		(1,213)	221.3%	
3305 VOTG Running Costs	2,206	9,750	7,544		7,544	22.6%	
Venue on the Green :- Indirect Expenditure	<u>4,418</u>	<u>10,750</u>	<u>6,332</u>	<u>0</u>	<u>6,332</u>	<u>41.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,382)</u>	<u>(5,750)</u>	<u>(3,368)</u>				

Detailed Income & Expenditure by Budget Heading 09/03/2022

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Property & Assets :- Income	43,304	30,250	(13,054)			143.2%	
Expenditure	45,871	54,250	8,379	0	8,379	84.6%	
Movement to/(from) Gen Reserve	(2,567)						
<u>Localism & Community Projects</u>							
<u>206 Community Transport</u>							
2678 Medical Car Scheme Income	189	300	111			62.9%	
Community Transport :- Income	189	300	111			62.9%	0
2554 Wealdlink	916	1,000	84		84	91.6%	
2601 Voluntary Medical Car Service	0	200	200		200	0.0%	
Community Transport :- Indirect Expenditure	916	1,200	284	0	284	76.3%	0
Net Income over Expenditure	(727)	(900)	(173)				
<u>207 Market</u>							
3184 CC-Market Income	13,788	6,000	(7,788)			229.8%	
Market :- Income	13,788	6,000	(7,788)			229.8%	0
3151 CC-Market expenditure	1,295	1,300	5		5	99.6%	
Market :- Indirect Expenditure	1,295	1,300	5	0	5	99.6%	0
Net Income over Expenditure	12,493	4,700	(7,793)				
<u>209 Localism & Community Proj Misc</u>							
2905 Repair Cafe & Wellbeing Servic	1,883	2,000	117			94.2%	
4180 Misc Income	12	0	(12)			0.0%	
Localism & Community Proj Misc :- Income	1,895	2,000	105			94.8%	0
2700 Repair Cafe & Wellbeing	766	2,000	1,234		1,234	38.3%	
Localism & Community Proj Misc :- Indirect Expenditure	766	2,000	1,234	0	1,234	38.3%	0
Net Income over Expenditure	1,129	0	(1,129)				
<u>304 Cafe</u>							
3480 Gages - Sales	19,653	20,000	347			98.3%	
Cafe :- Income	19,653	20,000	347			98.3%	0
3436 Gages-Purchase of Equipment	1,401	1,500	99		99	93.4%	
3460 Gages -Purchases Food etc	8,947	12,500	3,553		3,553	71.6%	
Cafe :- Indirect Expenditure	10,348	14,000	3,652	0	3,652	73.9%	0
Net Income over Expenditure	9,305	6,000	(3,305)				

Detailed Income & Expenditure by Budget Heading 09/03/2022

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
306 Thursday Club							
3680 TC-Subscriptions	485	400	(85)			121.3%	
Thursday Club :- Income	<u>485</u>	<u>400</u>	<u>(85)</u>			<u>121.2%</u>	<u>0</u>
3636 TC-Running Costs	490	1,000	510		510	49.0%	
Thursday Club :- Indirect Expenditure	<u>490</u>	<u>1,000</u>	<u>510</u>	<u>0</u>	<u>510</u>	<u>49.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(5)</u>	<u>(600)</u>	<u>(595)</u>				
406 Youth Provision							
4676 YP-Grants & Other Income	2,485	1,000	(1,485)			248.5%	
Youth Provision :- Income	<u>2,485</u>	<u>1,000</u>	<u>(1,485)</u>			<u>248.5%</u>	<u>0</u>
4603 YP - Dev costs & General Expen	3,086	2,500	(586)		(586)	123.5%	
Youth Provision :- Indirect Expenditure	<u>3,086</u>	<u>2,500</u>	<u>(586)</u>	<u>0</u>	<u>(586)</u>	<u>123.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(602)</u>	<u>(1,500)</u>	<u>(898)</u>				
Localism & Community Projects :- Income	38,495	29,700	(8,795)			129.6%	
Expenditure	16,902	22,000	5,098	0	5,098	76.8%	
Movement to/(from) Gen Reserve	<u>21,593</u>						
Grand Totals:- Income	527,441	501,810	(79,631)			105.1%	
Expenditure	448,373	497,905	(4,468)	0		90.0%	
Net Income over Expenditure	<u>79,069</u>	<u>3,905</u>	<u>(75,164)</u>				
Movement to/(from) Gen Reserve	<u>79,069</u>						

Time: 15:05

Unity Trust

List of Payments made between 01/12/2021 and 08/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2021	BACS P/L Pymnt Page 1679	BACS Pymnt	1,230.24		BACS P/L Pymnt Page 1679
01/12/2021	BACS P/L Pymnt Page 1680	BACS Pymnt	697.74		BACS P/L Pymnt Page 1680
01/12/2021	ALLSTAR BUSINESS SOLUTIONS 1		112.77		FUEL
06/12/2021	BIFFA WASTE SERVICES LTD 2		440.40		WASTE
06/12/2021	APOGEE CORP LTD 3		146.27		PRINTER
06/12/2021	LEASEPLAN DD		263.15		VAN LEASE
08/12/2021	O2 DD		47.40		COMMUNITY WARDEN MOBILE
09/12/2021	O2 DD		13.20		YOUTH MOBILE
10/12/2021	BARCLAYCARD 4		39.34		CHARGES
10/12/2021	PAYTEK ADMIN SERVICES LTD 5		33.60		CHARGES
10/12/2021	AO SHIPLEY BP		4,264.80		TAX & NI - NOV
15/12/2021	ALLSTAR BUSINESS SOLUTIONS 6		13.90		FUEL
15/12/2021	JULIAN JOHNSON BP		500.00		GRAFFITI WORKSHOP
15/12/2021	S AYLEN BP		52.89		REIMBURSEMENT
15/12/2021	E JONES BP		17.84		REIMBURSEMENT
16/12/2021	CORONA ENERGY DD		1,330.18		CC GAS
20/12/2021	APOGEE CORP LTD 7		167.93		SUPPLIES FOR PRINTER
20/12/2021	BRITISH GAS DD		405.68		ELECTRIC
20/12/2021	FDR DD		26.40		TERMINAL RENT
20/12/2021	BRITISH GAS DD		465.36		ELEC
22/12/2021	ALLSTAR BUSINESS SOLUTIONS 8		52.42		FUEL
22/12/2021	EDF ENERGY CUSTOMERS PLC 9		407.10		STREETLIGHT POWER
23/12/2021	TELECOMS WORLD PLC 10		54.00		0800 NUMBER
23/12/2021	FROW FRIENDS BP		35.00		TC TRIP
24/12/2021	FOCUS GROUP DD		61.20		HELPLINE
29/12/2021	BT PAYMENT SERVICES LTD 11		20.49		TELECOMMUNICATIONS
29/12/2021	E SUSSEX PENSION BP		3,674.38		SUPERANN DEC
29/12/2021	STAFF BP		20,452.19		SALARIES
30/12/2021	APOGEE CORP LTD 12		203.23		PRINTER/COPIER
31/12/2021	BACS P/L Pymnt Page 1681	BACS Pymnt	3,204.43		BACS P/L Pymnt Page 1681
31/12/2021	UNITY TRUST BP		38.00		MANUAL CREDIT HANDLING CHARGE
31/12/2021	UNITY TRUST BP		79.50		SERVICE CHARGE
04/01/2022	POCKIT CARD CC	TOP UP	600.00		TOP UP
04/01/2022	POCKIT CARD GAGES	TOP UP	1,000.00		TOP UP
04/01/2022	POCKIT CARD YOUTH	TOP UP	250.00		TOP UP
04/01/2022	BIFFA WASTE SERVICES LTD 1		413.28		WASTE
05/01/2022	LEASEPLAN DD		263.15		VAN LEASE
07/01/2022	O2 DD		47.40		WARDEN MOBILE
10/01/2022	BARCLAYCARD 2		38.00		CHARGES
10/01/2022	PAYTEK ADMIN SERVICES LTD 3		33.60		CHARGES
10/01/2022	O2 DD		13.20		YOUTH MOBILE
10/01/2022	AO SHIPLEY BP		4,385.53		TAX & NI - JAN
12/01/2022	ALLSTAR BUSINESS SOLUTIONS 4		14.76		FUEL
14/01/2022	APOGEE CORP LTD 5		9.00		PRINTER
14/01/2022	CPJ FIELD BP		118.00		UNPAID CHQ
14/01/2022	UNITY TRUST BP		6.00		UNPAID CHQ FEE
17/01/2022	BACS P/L Pymnt Page 1684	BACS Pymnt	104.19		BACS P/L Pymnt Page 1684

Continued on Page 2

List of Payments made between 01/12/2021 and 08/03/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
18/01/2022	POCKIT CARD CC	TOP UP	250.00		TOP UP
18/01/2022	POCKIT CARD YOUTH	TOP UP	300.00		TOP UP
18/01/2022	BARCLAYCARD	DD	26.40		TERMINAL RENT
18/01/2022	WELLBEING EASE	BP	90.00		THURS CLUB
18/01/2022	VICTIM SUPPORT	BP	300.00		GRANT
18/01/2022	FR PAROCHIAL CHURCH COUNCIL	BP	1,431.00		GRANT
18/01/2022	ASHDOWN WOODTURNERS	BP	200.00		GRANT
19/01/2022	ALLSTAR BUSINESS SOLUTIONS	6	74.82		FUEL
20/01/2022	CORONA ENERGY RETAIL 4 LTD	7	1,385.27		CC GAS
21/01/2022	BRITISH GAS	8	418.12		CC ELECTRIC
21/01/2022	BRITISH GAS	9	502.12		CC ELECTRIC
24/01/2022	TELECOMS WORLD PLC	10	54.00		0800 NUMBER
24/01/2022	SIEMENS	DD	47.08		DRINKS MACHINE RENTAL
24/01/2022	SIEMENS	DD	116.22		DRINKS MACHINE RENTAL
25/01/2022	BACS P/L Pymnt Page 1685	BACS Pymnt	1,142.21		BACS P/L Pymnt Page 1685
25/01/2022	EDF ENERGY CUSTOMERS PLC	11	410.70		STREETLIGHT POWER
25/01/2022	E JONES	BP	16.01		REIMBURSEMENT
28/01/2022	FOCUS	DD	61.20		HELPLINE
28/01/2022	E SUSSEX PENSION	BP	3,537.32		SUPERANN JAN
28/01/2022	STAFF	BP	19,671.89		JANUARY SALARIES
31/01/2022	BIFFA WASTE SERVICES LTD	12	516.60		WASTE
31/01/2022	BT PAYMENT SERVICES LTD	13	20.49		TELECOMMUNICATIONS
03/02/2022	BACS P/L Pymnt Page 1688	BACS Pymnt	7,519.09		BACS P/L Pymnt Page 1688
04/02/2022	LEASEPLAN	DD	263.15		VAN LEASE
07/02/2022	POCKIT CARD CC	TOP UP	500.00		TOP UP
07/02/2022	POCKIT CARD GAGES	TOP UP	1,000.00		TOP UP
07/02/2022	APOGEE CORP LTD	1	196.18		PRINTER
07/02/2022	PRESTIGE DOORS	BP	270.00		SHUTTER REPAIR
09/02/2022	ALLSTAR BUSINESS SOLUTIONS	2	81.65		FUEL
09/02/2022	O2	DD	47.40		WARDEN MOBILE
09/02/2022	O2	DD	13.20		YOUTH MOBILE
10/02/2022	BARCLAYCARD	3	42.94		CHARGES
10/02/2022	PAYTEK ADMIN SERVICES LTD	1	33.60		CHARGES
10/02/2022	AO SHIPLEY	BP	4,085.85		TAX & NI - JAN
14/02/2022	BACS P/L Pymnt Page 1689	BACS Pymnt	1,222.42		BACS P/L Pymnt Page 1689
15/02/2022	ALCC	BP	10.00		SUBSCRIPTION
15/02/2022	GROUNDWORK UK	BP	3,276.55		REFUND OF GRANT
17/02/2022	CORONA ENERGY RETAIL 4 LTD	2	1,659.90		GAS
18/02/2022	FDR TERM RENT	DD	26.40		RENTAL
21/02/2022	BRITISH GAS	3	454.33		ELECTRIC
21/02/2022	BRITISH GAS	4	524.68		ELECTRIC
22/02/2022	EDF ENERGY CUSTOMERS PLC	4	452.83		STREETLIGHT POWER
24/02/2022	TELECOMS WORLD PLC	5	53.96		0800 NUMBER
28/02/2022	BNP PARIBAS	DD	667.75		PRINTER LEASE
28/02/2022	FOCUS	DD	61.20		HELPLINE
28/02/2022	E SUSSEX PENSION	BP	3,617.15		FEB SUPERANN
28/02/2022	STAFF	BACS	19,760.51		FEBRUARY SALARIES

List of Payments made between 01/12/2021 and 08/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/03/2022	BACS P/L Pymnt Page 1692	BACS Pymnt	2,877.42		BACS P/L Pymnt Page 1692

Total Payments 125,136.75

3350.00
121,786.75

Time: 15:06

POCKIT CARD - DOD

List of Payments made between 01/12/2021 and 08/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/12/2021	ZOOM	DD	11.99		VIRTUAL MEETINGS
30/12/2021	POCKIT	BP	1.99		FEE
20/01/2022	ZOOM	DD	11.99		VIRTUAL MEETINGS
20/01/2022	ALCC UNION	BP	40.00		SUBS
30/01/2022	POCKIT	BP	1.99		MONTHLY FEE
14/02/2022	AMAZON	BP	69.99		GARDEN WASTE BAGS
20/02/2022	ZOOM	DD	11.99		VIRTUAL MEETINGS
26/02/2022	STAFF	CASH	200.00		S KEMP - SALARY
28/02/2022	POCKIT	BP	1.99		CHARGE
28/02/2022	POCKIT	BP	0.99		FEE
Total Payments			<u>352.92</u>		

Time: 15:06

POCKIT CARD - CC

List of Payments made between 01/12/2021 and 08/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/12/2021	AMAZON	BP	69.15		H & S / OFFICE EQUIPMENT
16/12/2021	CASH	CASH	250.00		S KEMP - SALARY
16/12/2021	CASH	CASH	150.00		S KEMP SALARY
16/12/2021	AMAZON	BP	333.24		SAFETY EQUIPMENT
31/12/2021	POCKIT	BP	1.99		FEE
31/12/2021	POCKIT	BP	0.99		FEE
05/01/2022	AMAZON	BP	19.99		SOAP DISPENSER
06/01/2022	AMAZON	BP	51.04		FIRST AID SUPPLIES
07/01/2022	TOOLSTATION	BP	15.74		LIGHT
07/01/2022	AMAZON	BP	30.96		OFFICE EQUIPMENT
13/01/2022	AMAZON	BP	22.45		OUTDOOR MAINTENANCE
14/01/2022	AMAZON	BP	13.98		EXTENSION LEAD
20/01/2022	STAFF	CASH	250.00		S KEMP SALARY
27/01/2022	CASH	CASH	145.17		S KEMP SALARY
31/01/2022	POCKIT	BP	1.99		MONTHLY FEE
31/01/2022	POCKIT	BP	0.99		FEE
01/02/2022	ROYAL MAIL	BP	151.00		STAMPS
10/02/2022	WEALDEN DC	BP	21.00		TENS - MARKET
14/02/2022	ALDRIDGE & TRILLWOOD	BP	125.38		DECORATING SUPPLIES
26/02/2022	STAFF	CASH	200.00		S KEMP - SALARY
28/02/2022	POCKIT	BP	1.99		CHARGE
28/02/2022	POCKIT	BP	0.99		FEE
Total Payments			1,858.04		

Time: 15:07

POCKIT CARD - GAGES

List of Payments made between 01/12/2021 and 08/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/12/2021	CO-OP	BP	1.85		FOOD
07/12/2021	TESCO	BP	2.10		FOOD
07/12/2021	TESCO	BP	172.11		FOOD
09/12/2021	CO-OP	BP	6.10		FOOD
14/12/2021	TESCO	BP	8.77		FOOD
14/12/2021	TESCO	BP	58.00		FOOD
14/12/2021	ALLAN MARTIN	BP	469.63		MEAT
14/12/2021	TESCO	BP	7.10		FOOD
14/12/2021	TESCO	BP	197.03		FOOD
16/12/2021	TESCO	BP	36.53		FOOD
16/12/2021	TESCO	BP	11.02		FOOD
17/12/2021	AL FINE	BP	10.00		AL FINE
17/12/2021	CO-OP	BP	3.95		FOOD
25/12/2021	POCKIT	BP	1.99		FEE
04/01/2022	TESCO	BP	135.35		FOOD
05/01/2022	COOKSMILL	BP	154.33		CONTAINERS
06/01/2022	CO-OP	BP	1.85		FOOD
11/01/2022	TESCO	BP	152.69		FOOD
12/01/2022	TESCO	BP	3.20		FOOD
13/01/2022	SAFER FOOD GROUP	BP	14.40	Q	LEVEL 2 AWARD
18/01/2022	TESCO	BP	124.37		FOOD
21/01/2022	CO-OP	BP	2.75		FOOD
25/01/2022	POCKIT	BP	1.99		MONTHLY FEE
25/01/2022	TESCO	BP	4.20		FOOD
26/01/2022	TESCO	BP	144.51		FOOD
26/01/2022	TESCO	BP	4.00		FOOD
27/01/2022	TESCO	BP	3.05		FOOD
28/01/2022	TESCO	BP	16.40		FOOD
01/02/2022	TESCO	BP	169.70		FOOD
01/02/2022	ALLAN MARTIN	BP	221.40		MEAT
01/02/2022	TESCO	BP	23.20		FOOD
03/02/2022	CO-OP	BP	6.40		FOOD
03/02/2022	TESCO	BP	23.14		FOOD
08/02/2022	TESCO	BP	178.71		FOOD
15/02/2022	TESCO	BP	167.49		FOOD
15/02/2022	TESCO	BP	12.80		FOOD
17/02/2022	CO-OP	BP	2.85		FOOD
22/02/2022	TESCO	BP	153.18		FOOD
24/02/2022	TESCO	BP	3.00		FOOD
25/02/2022	POCKIT	BP	1.99		FEES
25/02/2022	COOKSMILL	BP	65.64		CONTAINERS

Total Payments	<u>2,778.77</u>
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Time: 15:07

POCKIT CARD - YOUTH

List of Payments made between 01/12/2021 and 08/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2021	CO-OP	BP	16.55		REFRESHMENTS
06/12/2021	SAINSBURYS	BP	62.51		REFRESHMENTS
08/12/2021	TESCO	BP	18.75		REFRESHMENTS
08/12/2021	AL FINE	BP	1.85		REFRESHMENTS
14/12/2021	CO-OP	BP	11.34		REFRESHMENTS
16/12/2021	ROBERT DYAS	BP	22.08		KETTLE
17/12/2021	NO 8	BP	14.00		REFRESHMENTS
18/12/2021	POCKIT	BP	1.99		FEE
18/12/2021	CO-OP	BP	1.50		REFRESHMENTS
06/01/2022	POUNDLAND	BP	37.75		REFRESHMENTS
11/01/2022	CO-OP	BP	23.51		REFRESHMENTS
13/01/2022	SAINSBURYS	BP	67.06		REFRESHMENTS
18/01/2022	POCKIT	BP	1.99		MONTHLY FEE
19/01/2022	CO-OP	BP	18.80		REFRESHMENTS
20/01/2022	CO-OP	BP	8.10		REFRESHMENTS
21/01/2022	POUNDLAND	BP	39.00		REFRESHMENTS
26/01/2022	CO-OP	BP	2.55		REFRESHMENTS
31/01/2022	SAINSBURYS	BP	51.91		REFRESHMENTS
01/02/2022	CO-OP	BP	1.90		FOOD
02/02/2022	CO-OP	BP	2.00		FOOD
03/02/2022	CO-OP	BP	14.27		REFRESHMENTS
03/02/2022	AMAZON	BP	22.98		FIRST AID BOX
08/02/2022	POUNDLAND	BP	52.00		REFRESHMENTS
10/02/2022	CO-OP	BP	18.75		REFRESHMENTS
15/02/2022	POUNDLAND	BP	39.25		REFRESHMENTS
15/02/2022	ICELAND	BP	19.63		REFRESHMENTS
15/02/2022	CO-OP	BP	7.54		REFRESHMENTS
17/02/2022	CO-OP	BP	8.85		REFRESHMENTS
18/02/2022	POCKIT	BP	1.99		FEE
24/02/2022	SAINSBURYS	BP	67.68		REFRESHMENTS
24/02/2022	KPS COMPOSTING	BP	100.00		COMPOST
Total Payments			758.08		

Forest Row Parish Council

Bank - Cash and Investment Reconciliation as at 3 March 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

17/09/2020	Forest Row P/C Money Manager	0.00
17/09/2020	Forest Row P/c Current A/c	0.00
28/02/2022	Cafe Cash A/c	100.00
28/02/2022	Thursday Club Cash A/c	0.00
28/02/2022	Unity Trust	173,395.37
28/02/2022	CCLA	175,000.00
28/02/2022	POCKIT CARD - DOD	472.74
28/02/2022	POCKIT CARD - CC	392.62
28/02/2022	POCKIT CARD - GAGES	587.21
31/01/2022	WELLBEING SERVICES	0.00
28/02/2022	POCKIT CARD - YOUTH	165.62

350,113.56

Other Cash & Bank Balances

311.15

350,424.71

Receipts not on Bank Statement

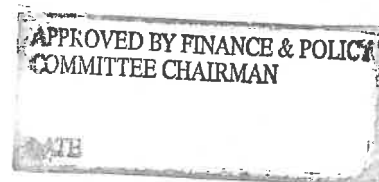
0.00

Closing Balance

350,424.71

All Cash & Bank Accounts

1	Current Bank Account	0.00
2	Cafe Cash Account	100.00
3	Thursday Club Cash Account	0.00
4	Unity Trust	173,395.37
5	CCLA	175,000.00
6	POCKIT CARD - DOD	472.74
7	POCKIT CARD - CC	392.62
8	POCKIT CARD - GAGES	587.21
9	Wellbeing Services	0.00
10	POCKIT CARD - YOUTH	165.62
11	YOUTH PROVISION CASH ACC	0.00
	Other Cash & Bank Balances	311.15
	Total Cash & Bank Balances	350,424.71



FOREST ROW PARISH COUNCIL



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

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

REQUEST FOR GRANT AID

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

NAME OF ORGANISATION: Ashurst Wood Short Mat Bowling Club		
NAME OF CONTACT PERSON: Mrs Alice Tyrrell		
ADDRESS FOR CORRESPONDENCE: 51a Maypole Road Ashurst Wood	Tel: 01 342 824359	
	Email: vulpesexpeditus@aol.com	
	Web (if any):	
	SUM REQUESTED: £250.00	
POST CODE: RH19 3RB		
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE? Ashurst Wood Short Mat Bowling Club		
DO YOU HAVE ACCOUNTS? Yes	IF YES, ARE THEY ATTACHED? Yes (Accounts)	IF NO, PLEASE EXPLAIN WHY
IF APPLICABLE, DO YOU HAVE A BUDGET? No	No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? Yes		
From	Amount	Purpose
Gatwick Community Fund	£1000.00	Towards replacing our old Mat
Ashurst Wood Village Council Dormansland Parish Council	£250.00 £250.00	Towards replacing our old Mat Towards replacing our old Mat
PURPOSE OF REQUEST (please use second sheet if necessary)		
<p>We play on two long carpet styled Mats. These are now 25 years old. They have served us very well but now we need to replace one this year. It is becoming unfit. We need to use it every week because our membership is so great.</p> <p>We have inherited the membership of two other bowling clubs because their village Hall closed down (Dormansland) and Meridian (financially unviable).</p> <p>The cost of a new Mat of recycled materials is circa £1500 which will include delivery charges and removal costs of old mat to either a new home or disposal of that old mat*. This task will have to be done professionally.</p> <p>(*These 45 foot long mats when rolled up are very heavy, 2 metres long and about 1 metre in diameter)</p>		

ASHURST WOOD SHORT MAT BOWLING CLUB

ACCOUNTS FOR YEAR ENDED 31st DECEMBER 2021

[Due to Covid-19 play period 25 June – 31 December 2021]

		£
SUBSCRIPTIONS		555.00
GRANTS		<u>0.00</u>
		555.00
HALL HIRE	490.00	
SUBSCRIPTION TO WSCSMBA	95.50	
INSURANCE	80.00	
SUNDRIES : Purchase of bowl pick-up device	23.99	
Postage	7.92	
	<u> </u>	
		<u>697.41</u>
<u>LOSS FOR THE YEAR</u>		<u>-142.41</u>
Balance brought forward at 1st January 2021		694.01
		<u>551.60</u>
 Represented by :		
Balance per bank statement at 31.12.21	520.40	
Less o/s cheque	-58.80	
Add o/s banking	<u>70.00</u>	
		531.60
Cash FLOAT in hand		20.00
		<u>551.60</u>

Proposal to Forest Row Parish Council

Proposal

The Repair Café Forest Row is proposing either that Forest Row Parish Council:

- makes no charge to the Repair Café for the hire of its premises for the remainder of 2022, or
- gives the Repair Café an ongoing discount of 50% on the hire of its premises. This option would give us a focus for our expenditure and budgeting going forward.

The monthly hire charge is £170. That equates to £1360 from April to November 2022. This is unsustainable within the Repair Café's forecast budget.

Background

Following a decision by the Council at its December 2021 meeting, the Repair Café is now operated by a financially independent Unincorporated Association run entirely by a volunteer committee. The constituted community group set up to run the Repair Café had no funds when it launched.

The request that the hire charges are waived or that the Repair Café is granted an ongoing discount reflects the vested interest the Council has in the Repair Café and has been made to give the volunteer led group the chance to build up some reserves from the donations received. Those reserves will enable the group to fund future venue hire and storage and the other running costs of the Repair Café. Essentially, we have begun from a standing start with no funding and need a helping hand to get us up and running and to provide some leeway in the event of unexpected costs. The group has already had to pay some start-up costs, for example insurance, which it could not have funded had it been paying for venue hire.

The Council agreed that the Repair Cafe should not pay hire charges for the first three months of the year. This will provide a little breathing space but the group needs to establish itself financially to ensure that it can continue to operate successfully. The plan for any surplus funding will not be decided by the committee until there are a year of reserves in the account to pay for the insurance and rent. This makes solid business sense going forward and we will then as a committee look at our expenditure.

Benefits for the Council

The Forest Row Repair Cafe has been running very successfully for over 4 years, offering local residents a chance to bring items which would likely otherwise be thrown away to be repaired by a team of volunteer experts, these range from electrical, to fabrics, bikes and watches. To date we have saved over 1700 items going into landfill which is an incredible achievement.

We know the Repair Café is hugely valued by the community, especially now even more so that the tip site has been sold to an independent organisation, and also from the feedback we receive. Our results show that we have a 70% success rate from an average of 60-70 items brought in for repair each month.

The Repair Cafe not only provides a free repair service to the community but also a social and supportive environment for volunteers and customers alike that may help with social isolation and loneliness issues. Our volunteer team, which is now at 35 members strong, see the benefits of their skills being valued by others, are able to share those skills and help develop them in others, or they may enjoy the friendship offered by other volunteers which might help their own feelings of social isolation. Customers enjoy the opportunity to learn from their repairers and often comment on what a wonderful time they have had visiting.

This is a direct quote from one of the repairers and shows the value of what we do:

'I realised yesterday when I came home, feeling so happy and full of gratefulness to you and everyone who was there yesterday...that there is another reason that I am feeling SO thankful and that is because the whole experience has given me a feeling of self worth! I realized when I was showing the lady how to repair a tiny hole, that there is more to it than meets the eye and the fact that these lovely ladies were so appreciative just made my heart sing. If it saves even a few items from being thrown away...then what could be better!'

The local community would not wish to lose the service provided by the Repair Café. The Council benefits from the positive association with the Repair Café by having invested in leading the way by being only the third to set up in Sussex under the direction of your Community Services Committee and Development Officer, this ongoing support to the independent Repair Café can only enhance that continued relationship and association. It would be a huge shame for the community to lose such a valuable asset due to lack of funding and or support from the Parish Council.

Benefits to people in our community.

Most visitors to the Repair Café are from Forest Row and with a page reach on social media of over 9500 we are regarded highly across the whole of Sussex. and there is a risk that more items will end up in landfill without this service. We have become a throwaway society, each year we throw away vast amounts of stuff, even things with almost nothing wrong, and which could get a new lease of life after a simple repair. This is a threat to a sustainable future. By bringing items to the Repair Cafe things are being used for longer and don't have to be thrown away and replaced with newly manufactured items, wasting potentially precious raw materials. The Repair Cafe contributes directly to reducing the volume of raw materials and energy needed to make new products. It cuts CO2 emissions, for example, because manufacturing new products and recycling old ones causes CO2 to be released. This contributes to Wealden's aim of becoming carbon neutral by 2050.

Sara Smart
Repair Café Coordinator
7th March 2022

REPAIR CAFÉ FOREST ROW PREDICTED BUDGET 2022

INCOME	£
Donations from repairs	1858
Donations from cafe	440
TOTAL INCOME	£2298
EXPENDITURE	
Hire of rooms	1683
Hire of kitchen	71
Storage hire	120
Insurance	300
Publicity	300
Supplies	500
TOTAL EXPENDITURE	£2974

Notes:

Donations from repairs and café are based on the average income over the period the repair café has been running.

The hire cost for rooms and kitchen includes the 10% discount for bookings of 10 or more.



06/03/2022

FUNDING A SUBSIDY TO FROWRESOURCE CIC

What sum is under consideration?

FrowResource has requested £22,075* towards 'Stage 1' of their revised plan to set up a community re-use/recycling business in the village.

**[Please note that this advice was written on the basis of the amount contained in the original presentation by FrowResource. I understand that the figure may have been revised downwards following negotiation with the landlord. However, the advice remains the same].*

The business plan provided allocates this sum to the pre-tenancy deposit (£4,375), 6 months' rent (£8,700) and 4 months' gross salary for a paid manager (£9,000). Note that this sum is *different* from the estimate of set-up costs, given in the financial forecast as £18,978.

Some of the figures given are non-negotiable, eg deposit, premises rent, others are estimates open to differences of view. However, the Council is not being asked to examine or revise those estimates as such, but to accept the figures in the round as being the considered view of the applicant company as to its likely financial commitments for Stage 1 of the project.

It is therefore open to Council, if it decides to provide financial assistance, to quantify it any sum it chooses, whether the full amount of the request, the full amount of the estimated set-up costs or a sum in between those two figures, or some lesser sum altogether. The calculations given below are designed to show what is possible within the Council's finances, not to say what should be done.

What funds are available?

Members who read my briefing note to the last meeting will have seen that I said:

"Any contribution could not come from PWLB borrowing as it involves revenue expenditure which PWLB does not finance. However, the current budget would support it, as the set-aside for PWLB payback this year is still intact. There might also be the possibility of utilising some or all of the legacy monies which remain unspent."

Starting with the latter item, we were notified in 2019 of a legacy from the estate of a former councillor in the sum of £10,000, to be applied for community purpose(s). We have received to date £4,500 in payments (the balance being guaranteed), and spent £615 on the installation of water bottle filler at the Community Centre. There is therefore a balance available of £9,385, and I have checked with the executors that using this towards a community shop would be acceptable.

As regards the former item, the revenue budget of 2021-22 included a provision of £15,600 as the projected first year repayments on a PWLB loan of £250,000 in the event that the Council had bid successfully to purchase the former 'Tip' site at our surveyor's maximum estimated price. In the event that did not happen, so those funds remain unspent in the current year, and could be applied to the CIC request as an analogous purpose.

[Please note that the PWLB payback provision is also incorporated into next year's budget, but it is not 'money carried over'. With limited exceptions (such as CIL money and ring-fenced grants from external sources) we do not 'carry over' funds, and each year is calculated from a zero baseline.]

The above two items together would yield an available total of £24,985, would be an appropriate use of Council funds, be paid out of the current financial year, and be more than adequate to meet the maximum requested by the CIC.

If the above arrangement is not accepted, and payment is sought from the coming financial year, the position is a little more complex, and involves the use of reserves. I should say that 'reserves' have no special independent existence. They are simply the Council's savings, either in an unallocated form as a general contingency fund, or with specific sums 'nominated' against future project expenditure which cannot be financed from revenue expenditure alone. I stress, however, that nominated reserves are not of themselves ring-fenced: if in a given situation the Council needs to call on its savings, all reserve funds (excepting CIL monies) are available.

As has been detailed on previous occasions, the level of 'general reserve', or unallocated contingency fund, is recommended as six months of a council's financial commitments, offset by the projected operational income for the same period. I have discussed this with our internal auditors, and on their advice have settled at a figure of £180,000 for the year. We also in the current year hold £61,000 in six nominated reserves.

However, the total amount in general reserve also fluctuates according to the performance of the revenue budget (which is why the reserves budget is not finalised until the year-end figures for the previous year are calculated). For instance, in the current year 2021-22, the projected general reserve figure was £180,000, but because the revenue budget performed better than forecast, a surplus of £22,000 was transferred at the year-end into the general reserve, giving a total of £202,000.

Although our year-end figures for 2021-22 are not yet established, it is unlikely that there will be a deficit on the revenue budget. Consequently, the general reserve will still be in surplus, and in principle there is no reason why that should not be called on to finance, in whole or in part, an approved request from the CIC.

There is one further way of looking at the issue. In principle, the Council had been willing to borrow from the PWLB to finance the recycling project (and had secured community approval for that plan), and this would have incurred repayment costs of £15,600 a year. In principle therefore, it might be equally willing to incur a financial liability to support the amended project plan. But that amended plan involves revenue and not just capital expenditure, and so would not qualify for funding from the PWLB. If, however, funds were taken from a nominated reserve to fund the recycling project, that reserve could be legitimately topped up by capital borrowing from PWLB in the same amount.

In practical terms this means that an agreed sum could be taken from the nominated reserve for the cemetery land purchase and diverted to the recycling project, and the borrowing from the PWLB for the cemetery project which is already required would then be topped up by the equivalent amount.

The Council is not, of course, committed to this or that solution as set out above, or indeed to any of them. The purpose of this paper is simply to show that acceding to a request from the CIC would be possible in financial terms by more than one possible route, and without any increase in the budgeted precept for the coming year.

DOD
Parish Clerk/ RFO
8th March 2022