



UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre
Uckfield, East Sussex, TN22 1AE

Tel: (01825) 762774 Fax: (01825) 765757

e-mail: townclerk@uckfieldtc.gov.uk

www.uckfieldtc.gov.uk

Town Clerk – Holly Goring

**YOU ARE HEREBY SUMMONED TO A MEETING OF
UCKFIELD TOWN COUNCIL**

**in
The Council Chamber, Civic Centre
on
Monday 24th June 2019 at 7.00pm**

AGENDA

1.0 DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda. Should any Member consider that they require a dispensation in relation to any prejudicial interest that they may have, they are asked to make a written application to the Clerk well in advance of the meeting.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

**2.0 STATEMENTS FROM MEMBERS OF THE PUBLIC ON MATTERS ON THE
AGENDA AT THE MAYOR'S DISCRETION**

**3.0. TO RECEIVE REPORTS FROM EAST SUSSEX COUNTY COUNCIL AND
WEALDEN DISTRICT COUNCIL**

4.0 APOLOGIES FOR ABSENCE

5.0 MINUTES

5.1 To **RESOLVE** that the minutes of the Annual Statutory meeting of Full Council on 13th May 2019 be taken as read, confirmed as a correct record and signed by the Town Mayor.

5.2 Action list – For information only
(Attached)

5.3 To consider the recommendations of the Personnel Sub-Committee on 18th June 2019 (to be dealt with under confidential business)

6.0 COMMITTEE MINUTES

6.1 To note the acts and proceedings of the following committee meetings:-

- | | | |
|-----|-----------------------------------|---|
| (a) | Plans Committees | 28 th May and 17 th June 2019 |
| (b) | Environment and Leisure Committee | 3 rd June 2019 |
| (c) | General Purposes Committee | 20 th May 2019 |

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

- (i) The Uckfield Town Centre Regeneration Joint Committee
(nothing to report at present)
- (ii) Neighbourhood Plan Steering Group
(Attached)
- (iii) Gatwick Airport Consultation Group
(nothing to report)

8.0 TO RECEIVE REPORTS FROM WORKING GROUPS

- (i) Civic Centre Working Group
(to be reported under confidential business)
- (ii) Uckfield Dementia Forum
(Attached)
- (iii) Uckfield Events Working Group - Celebrate
(Attached)

9.0 TO CONSIDER THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31ST MARCH 2019
(Attached)

10.0 TO CONSIDER THE TOWN COUNCIL'S DRAFT ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN AND FINANCIAL STATEMENTS FOR THE YEAR ENDING 31ST MARCH 2019
(Attached)

11.0 TO CONSIDER THE INTERNAL AUDIT REPORT FOR THE YEAR ENDING 31ST MARCH 2019
(Attached)

12.0 TO REVIEW THE TOWN COUNCIL'S CO-OPTION POLICY
(Attached)

13.0 TO CONSIDER A MOTION FROM COUNCILLOR SPIKE MAYHEW
(Attached)

14.0 TO CONSIDER INITIAL QUESTIONS RELATING TO THE REFRESH OF EAST SUSSEX COUNTY COUNCIL'S RIGHTS OF WAY IMPROVEMENT PLAN
(Attached)

15.0 TO NOTE THE MAYOR'S ENGAGEMENTS
(Attached)

16.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT

17.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED
None

18.0 TOWN CLERK'S ANNOUNCEMENTS

19.0 CHAIRMAN'S ANNOUNCEMENTS

20.0 CONFIDENTIAL BUSINESS

To consider whether to **RESOLVE** to exclude the press and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted:-

20.1 To consider the recommendations of the Personnel Sub-Committee on 18th June 2019
(Attached)



Town Clerk
18th June 2019



INTENTIONALLY BLANK

Meeting of Full Council

Monday 24th June 2019

Agenda Item 7.0(ii)

TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES: NEIGHBOURHOOD PLAN STEERING GROUP

The Neighbourhood Plan Steering Group met on 12th June 2019. At this meeting, members met with a key representative from Action in Rural Sussex, who has supported the group with the development of the draft plan and associated documents.

The time was used productively to create a matrix to accompany the draft scoping report. These documents would be sent to Wealden District Council and key statutory consultees. This work involved matching the objectives of the draft Neighbourhood Plan, with the list of policy areas, that the plan would feature. The exercise helped to link policies with the various objectives of the planning document and identify where there were gaps.

Feedback was given on the draft scoping document and matrix. The final version of the scoping document would be sent to Wealden District Council supported by a detailed State of the Parish report. This process enables the steering group to understand early on from statutory consultees, whether there is key evidence that the steering group should review or incorporate within the planning document to support the policies they are proposing.

INTENTIONALLY BLANK

Meeting of Full Council

Monday 24th June 2019

Agenda Item 8.0 (ii)

TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: UCKFIELD DEMENTIA FORUM

A number of activities took place in the town during National Dementia Action Week which started 20th May. The Picture House Cinema held its first dementia friendly screening and have lined up future dates for these. Staff members at the cinema have recently become Dementia Friends, having attended awareness sessions and the organisation have put in a great deal of work into creating a friendly environment. Another new event that took place, was the "Care & Support EXPO " in the Civic Centre. This followed the concept of a Business EXPO and enabled over 20 local businesses in the care and voluntary sector, to promote their services and explain what they can do to assist local residents. Three information sessions took place in the Ashdown Room on scams awareness, wills and power of attorney and dementia friends awareness.

The next meeting of the Uckfield Dementia Forum is due to take place on Thursday 4th July 2019 at 1.30pm, in the Ashdown Room of the Civic Centre.

INTENTIONALLY BLANK

Meeting of Full Council

Monday 24th June 2019

Agenda Item 8.0 (iii)

TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: 'EVENTS WORKING GROUP – CELEBRATE'

The working group have met on two occasions since May's full Council meeting: 20th May 2019 and 10th June 2019. Meetings are now taking place fortnightly as we get closer to the Weald on the Field event which is taking place on Saturday 3rd August 2019 on Luxford Field (TN22 1AL) between 11.00am and 7.00pm.

Preparations for the event are going well, with local businesses starting to sign up to sponsor the event which sees high footfall year on year. The key facilities are booked in, in terms of the marquee, generators, first aid, waste collection and the relevant licences and permissions have been granted.

A fantastic line up of live music has been booked to entertain the crowds throughout the afternoon and early evening, along with a variety of children's activities. The line-up has been confirmed and will be promoted over the next few weeks via printed and digital media. We look forward to welcoming the town's residents to this public event, and receiving support from fellow councillors.

WEALD ON THE FIELD **FREE ENTRY**

LUXFORD FIELD UCKFIELD

SATURDAY 3 AUGUST 2019 11AM - 7PM

LIVE MUSIC ON THE AIRSTREAM STAGE

12.30 A BAGFUL OF HATS
14.00 THE MANAGEMENT DUO
16.00 BETH ELLWOOD
17.30 THE MIDNIGHT PROJECT

*STREET FOOD *ARTISAN PRODUCE *POP UP BARS
*LOCAL CRAFTS *FAMILY ENTERTAINMENT *DJ

WWW.FOODROCKSSOUTH.CO.UK

INTENTIONALLY BLANK

Meeting of Full Council

Monday 24th June 2019

Agenda item 9.0

TO CONSIDER THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31ST MARCH 2019

1.0 Summary

- 1.1. To approve the Annual Governance Statement 2018/19 as contained within the Annual Return.

2.0. Annual Governance Statement

- 2.1. The Annual Return contains Section1 which refers to the Annual Governance Statement 2018/19 and must be completed and signed accordingly.
- 2.2. To meet our compliance requirements in regard to Annual Governance the Council has established an Annual Governance Statement Policy No. 73.

The Council has also developed a range of monitoring and reporting systems to include budgeting and forecast reports, risk assessments and the employment of independent internal auditors.

3.0. Recommendation

- 3.1. Members are recommended to approve Section 1 - Annual Governance Statement 2018/19 contained within the Annual Return.

INTENTIONALLY BLANK

Annual Internal Audit Report 2018/19

UCKFIELD TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			Not applicable Not exempt
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			Not applicable ✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 16 + 17 / 11 / 18, 09 / 01 / 19, 22 / 05 / 19
 Name of person who carried out the internal audit: NIGEL ARCHER, for AUDITING SOLUTIONS Ltd
 Signature of person who carried out the internal audit: N. J. Archer
 Date: 22 / 05 / 19

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

UCKFIELD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	YES		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	YES		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		NO	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	YES		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	YES		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			N/A

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
 Authority web address

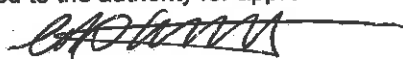
Section 2 – Accounting Statements 2018/19 for

UCKFIELD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	1,199,376	1,192,042	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	852,878	873,472	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	482,692	476,415	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	(482,617)	(519,241)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	(65,298)	(63,851)	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	(794,990)	(749,164)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,192,042	1,209,672	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,225,233	1,213,566	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	6,062,226	6,062,226	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	631,800	594,600	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		No	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

19/06/2019

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

UCKFIELD TOWN COUNCIL

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

UCKFIELD TOWN COUNCIL



FINANCIAL STATEMENTS AND ACCOMPANYING INFORMATION FOR THE YEAR ENDED 31 MARCH 2019

INDEX

PAGE	CONTENTS
1	Variance analysis
2	Income Statement
4	Other Comprehensive Income
5	Statement of Financial Position
6	Earmarked Reserves note

**UCKFIELD TOWN COUNCIL
INCOME STATEMENT
FOR THE YEAR ENDED 31 MARCH 2019**

Comparison of income and expenditure in year with original budget

The following shows a comparison of the budget and outturn figures in 2018/19 analysed by the cost centres as disclosed on the Income and Expenditure account. The effect of depreciation and pension adjustments are excluded from this analysis.

	Budgeted £	Actual £	Variance £
Income			
Rental income, interest and investment income	191,761	227,224	35,463
Charges made for services	208,700	197,082	(11,618)
Other income or contributions	75,489	52,109	(23,380)
	<u>475,950</u>	<u>476,415</u>	<u>465</u>
Expenditure			
Direct service costs:			
Salaries and wages	320,539	296,169	(24,370)
Grant aid expenditure	52,500	49,285	(3,215)
Other direct service costs	381,955	595,325	213,370
Democratic, Management and Civic costs:			
Salaries and wages	244,127	223,072	(21,055)
Other democratic, management and civic costs	172,751	131,205	(41,546)
	<u>1,171,872</u>	<u>1,295,057</u>	<u>123,185</u>
Net expenditure	695,922	818,641	122,719
General Reserves	30,300	26,175	(4,125)
Earmarked Reserves*	147,250	28,656	(118,594)
Net charge to Precept	<u>873,472</u>	<u>873,472</u>	

*Earmarked Reserves is represented by £198,084 of income and £169,428 of costs. The net surplus is therefore £28,656.

**UCKFIELD TOWN COUNCIL
INCOME STATEMENT
FOR THE YEAR ENDED 31 MARCH 2019**

	31.03.19	31.03.18
	£	£
Income		
Precept	873,472	852,878
Rental income, interest and investment income	227,224	211,783
Charges made for services	197,082	206,008
Other income or contributions	52,109	64,902
	<u>1,349,887</u>	<u>1,335,570</u>
Expenditure		
Direct service costs:		
Salaries and wages	296,169	279,597
Grant aid expenditure	49,285	44,950
Other direct service costs	595,325	537,017
	<u>940,779</u>	<u>861,564</u>
Democratic, Management and Civic costs:		
Salaries and wages	223,072	203,019
Other democratic, management and civic costs	131,205	166,336
Depreciation	161,042	164,598
Net pension interest cost	(66,000)	73,000
	<u>449,319</u>	<u>606,953</u>
Net operating surplus/(deficit) for year	<u>(40,211)</u>	<u>(132,947)</u>
Statutory charge for capital	(37,200)	(37,200)
Reversal of annual depreciation charge	161,042	164,598
Capital expenditure from the General Fund	-	(74,785)
Pension fund adjustment	(66,000)	73,000
Net transfer from/(to) Earmarked Reserves	(28,656)	(23,320)
Net surplus/(deficit) for year	<u>(11,025)</u>	<u>(30,654)</u>

The lines regarding net pension interest cost and depreciation are required to be recorded for accounting purposes, but do not impact on the level of Council precept

**UCKFIELD TOWN COUNCIL
INCOME STATEMENT
FOR THE YEAR ENDED 31 MARCH 2019**

Trade operations

The totals shown in the Income and Expenditure account include the following trading operations relating to the Luxfords restaurant, Uckfield Civic Centre:

	31.03.19	31.03.18
	£	£
Income	152,440	159,056
Expenditure	185,724	168,538
Net surplus/(deficit)	<u>(33,284)</u>	<u>(9,483)</u>

**UCKFIELD TOWN COUNCIL
OTHER COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 MARCH 2019**

	31.03.19	31.03.18
	£	£
Surplus/(deficit) for the year	(40,211)	(132,947)
Re-measurements related to pensions	(128,000)	38,000
	<u>(168,211)</u>	<u>(94,947)</u>

**UCKFIELD TOWN COUNCIL
STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31 MARCH 2019**

	31.03.19 £	31.03.18 £
Fixed Assets		
Land and buildings	4,068,691	4,140,146
Vehicles and plant	315,301	404,889
	<u>4,383,992</u>	<u>4,545,035</u>
Current Assets		
Stocks	1,441	820
Debtors	48,962	54,230
Cash at bank and in hand	1,213,566	1,225,233
	<u>1,263,969</u>	<u>1,280,283</u>
Creditors: amounts falling due within one year		
Creditors	54,297	88,242
Current portion of long term debt	37,200	37,200
	<u>91,497</u>	<u>125,442</u>
Net current assets	<u>1,172,472</u>	<u>1,154,841</u>
Total assets less current liabilities	<u>5,556,464</u>	<u>5,699,875</u>
Creditors: amounts falling due after more than one year		
Long term borrowing	557,400	594,600
	<u>557,400</u>	<u>594,600</u>
Pension Liability/(Asset)	564,000	502,000
Total assets less liabilities	<u>4,435,064</u>	<u>4,603,275</u>
Reserves		
Capital Receipts Reserve	15,795	15,795
Pensions Reserve	(564,000)	(502,000)
Capital Financing Account	3,789,393	3,913,234
Earmarked Revenue Reserves	786,297	757,641
General Fund	407,581	418,606
	<u>4,435,064</u>	<u>4,603,275</u>

These financial statements were approved on _____

Cllr. B. Mayhew
Town Mayor

C Wheatley
Responsible Financial Officer

**UCKFIELD TOWN COUNCIL
EARMARKED RESERVES NOTE TO THE FINANCIAL STATEMENTS
AS AT 31 MARCH 2019**

	1 April 2018 £	Contribution to reserves £	Contribution from reserves £	31 March 2019 £
Allotment Fencing	6,803			6,803
Boothland Wood	500			500
Browns Lane Rockery Plants	180		(180)	-
Building Maintenance Fund	136,760	103,503	(35,000)	205,263
CCTV Replacement Programme	27,090	-	(27,090)	-
Cemetery Enhancemnet	19,300	-	(11,000)	8,300
Chapels Maintenance Programme	3,503		(3,503)	-
Community Infrastructure Levy	14,310	5,947		20,257
Consultants - Town Centre	120,300			120,300
Data Protection	-	780		780
Dementia Training	870	-	(145)	725
Elections	18,593	5,750	(4,343)	20,000
HMLNR Donation	1,600			1,600
HMLNR & WPLNR Supporters group donation	-	500		500
Hughes Way Play Area Donation	5,000		(5,000)	-
Joint Committee Master Plan Work	50,000			50,000
Library Way Re-imbusement	400		(400)	-
Litter Bins	3,500	550		4,050
Luxfords Refurbishment	51,980		(51,980)	-
LuxfordsNew Microwave	-	1,350		1,350
Notice boards	2,000		(2,000)	-
New equipment/New cricket Mower	-	4,695		4,695
Old Timber Lane Maintenance	12,000	1,500		13,500
Picnic Tables	1,500		(1,500)	-
Play area enhancements	69,053	25,000		94,053
Play ground fencing	10,547			10,547
Professional Fees	875	4,913		5,788
Public Conveniences	30,000			30,000
Playing fields & Pitches	-	4,884		4,884
Ranger equipment budget	8,888	582		9,470
Renewal/Upgrading Notice Boards	2,665		(153)	2,512
Re-surface Osborn Hall Car Park	7,000	7,000	(9,562)	4,438
Ridgewood Car Park Re-surface	49,000		(660)	48,340
Carried forward totals	654,217	166,954	(152,516)	668,655

Continued

UCKFIELD TOWN COUNCIL
EARMARKED RESERVES NOTE TO THE FINANCIAL STATEMENTS
AS AT 31 MARCH 2019

	1 April 2018 £	Contribution to reserves £	Contribution from reserves £	31 March 2019 £
Brought forward totals	654,217	166,954	(152,516)	668,655
Ridgewood Recreation Ground levelling	11,718		(8,750)	2,968
Seats, Signage for Tennis Courts	595			595
Section 106 Agreements	19,032		(5,696)	13,336
Signal Box Ext/Internal Maintenance	10,000		(1,690)	8,310
Skatepark Peripheral Area	3,992			3,992
Speed Reduction	3,500	200		3,700
Street Furniture Donation	1,200			1,200
Street Furniture repair/replace	331	1,100		1,431
Street Light Repairs	10,345	1,490		11,835
Street Light Timers/column inspections	1,856			1,856
Street Light Replacemnr SOX Lanterns	-	2,000		2,000
Telephone boxes	1,000			1,000
Training	1,500		(776)	724
Trees	2,743	2,140		4,883
Twinning Hospitality	-	200		200
Upgrading of IT Systems & Equipment	565	3,000		3,565
Vehicle replacement	-	1,000		1,000
Weald Hall Floor	33,000	5,000		38,000
Weald on field	847			847
White Rails Improvements	1,200			1,200
West Park Pavilion Scheme	-	15,000		15,000
	757,641	198,084	(169,428)	786,297

Meeting of Full Council

Monday 24th June 2019

Agenda item 11.0

**TO CONSIDER THE INTERNAL AUDIT REPORT FOR THE YEAR ENDING
31ST MARCH 2019**

1.0 Summary

1.1. There are two parts to note and receive with regards to the internal audit report carried out by Auditing Solutions Ltd.

(i) to note and receive the Annual Internal Audit Report 2018/19 as contained within the Annual Return;

(ii) to note and receive the detailed Internal Audit report 2018-19 (final) from Auditing Solutions Ltd.

2.0. Recommendation

2.1. Members are asked to note and receive the two parts of the Internal Audit report as detailed above.

INTENTIONALLY BLANK



AUDITING SOLUTIONS LTD

Uckfield Town Council

Internal Audit Report 2018-19 (Final)

Prepared by Nigel Archer

*For and on behalf of
Auditing Solutions Ltd*

This report has been prepared for the sole use of Uckfield Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely on, for any reason whatsoever, this report, its content or conclusions.

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in terms of independence from the Council decision making process from the outset of the revised Regulations, with Auditing Solutions Ltd subsequently appointed to undertake the internal audit function on behalf of the Council for the residue of 2009-10 and beyond.

This report sets out those areas examined during the course of our recent final update visit to the Council, which took place on 22nd May 2019 and supplements the interim work undertaken on 15th & 16th November 2018 and 9th January 2019.

Internal Audit Approach

In concluding our review for 2018-19, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or mis-representation in the year-end Statement of Accounts.

Additionally, we have, as previously recorded, updated the rolling strategic programme of work for a further three years (2016-17 to 2018-19) that aims to ensure that those areas assessed as potentially higher risk are examined more frequently in the period.

However, with the previously recorded transition from the “Full Code” audit to the “Limited Assurance” regime, we are now required to report upon an extended range of the Council’s accounting and other processes annually. Consequently, we have and will continue at future visits to undertake work in each area covered by the Internal Audit Report within the year’s Annual Governance and Accountability Return (AGAR in short), which now forms the annual Statutory Accounts for the Council.

Overall Conclusion

We are pleased to record that no significant concerns or issues have been identified during the course of testing undertaken this year: consequently, it has not been considered necessary to append an Action Plan of any formal recommendations and we have duly signed off the Internal Audit Report at Page 3 within the AGAR, assigning positive assurances in all area and leaving the original documentation in the office for the RFO to complete on her return from annual leave and on receipt of the completed financial accounting statements from the Council’s external contractors (Acuity Ltd).

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council continues to use bespoke Sage accounting software to maintain its accounting records, with annual support currently provided by third party contract accountants (Acuity, who were previously known as Armida prior to a change of ownership). The Council remains a full Sage software user, with Current and Interest Bearing Deposit accounts operated at NatWest Bank, supplemented by occasional Term deposit holdings at Lloyds Bank.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently: -

- Verified that an appropriate cost centre and nominal ledger structure remains in place;
- Checked and agreed the opening account balances in the Sage software for 2018-19 to the closing Financial Statements for 2017-18 to ensure that all the detailed balances have been properly rolled forward with no matters arising this year;
- Checked and agreed three sample months' receipts and payments transactions (April & September 2018 and March 2019) from the Current account cashbook to relevant bank statements, including the daily "sweeps" to and from the Interest Bearing Reserve account for the same three months; and
- Finally in this area, we have checked and agreed the software based bank reconciliations as at 30th April & 30th September 2018 and as at 31st March 2019 to ensure that there are no long-standing, uncleared items or other another anomalous entries arising.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Corporate Governance

Our objective is to ensure that the Council has a robust series of corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have, to date: -

- Noted that, as in previous municipal years, the Council's extant corporate documentation such as Standing Orders, Financial Regulations, Members' Code of Conduct are subject to on-going review and were again considered fit for purpose following some relatively minor revisions (most latterly in July and November 2018 respectively) to ensure consistency with the recently issued updates to the NALC model documentation;

- Continued our review of the Council's minutes, examining those for the Full Council and its Standing Committee meetings (with the exception of Planning) held to end March 2019/December 2018 with a view to identifying whether or not any potential issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability – no such issues were identified;
- Noted previously that the Council met all necessary criteria to adopt the General Power of Competence and that this was re-affirmed in May 2015 following the election of a new Council in accord with extant legislation (no consideration was required in 2017-18 or 2018-19); and
- We are again pleased to acknowledge the existence of a plethora of relevant, formally adopted Policies and Procedures, together with more detailed written operating procedures in line with best practice, also noting that these continue to be reviewed and updated periodically.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- That an official order is raised for all relevant goods and / or services: we acknowledge that this will not be necessary for all items of expenditure, which are regularly the subject of contracts (e.g. grounds maintenance) or legal requirements (e.g. non domestic rates);
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been separately identified (where applicable) and coded to the control account for periodic recovery.

We are pleased to note that sound control continues over the authorisation of, and payments for, supplier invoices and other similar expenditure (still predominantly paid by cheque);

We have extended our testing of payments at this final visit, examining a sample of all those payments individually in excess of £4,000 together with a further selection of every 40th cashbook transaction (irrespective of value) to 31st March 2019. This sample comprised approximately 100 payments, totalled more than £464,000 and represented 50% of all non-pay related expenditure for the year.

In relation to VAT, the RFO continues to submit quarterly electronic submissions in a timely manner and we have verified that the September 2018 and March 2019 returns had been completed in accord with the underlying Sage control account balances.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage any such risks identified in order to minimise the opportunity for their coming to fruition.

- We have previously noted that the Summary Risk Management Policy is presented to Full Council annually and are pleased to note this remains the case currently (most latterly in February 2019) and that this “underpins” several other policies in place to ensure significant risks are controlled and monitored;
- We again note that sound control registers are in place, on a weekly basis, to record the ground staffs’ health and safety inspections of the Council’s various play areas and associated facilities; and
- We have examined the Council’s two insurance policy schedules: that provided by QBE (via brokers JELF) in relation to its properties expiring in October 2019 and that provided by Zurich Municipal in relation to its remaining legal requirements expiring in June 2019 to ensure that appropriate cover is in place. Public Liability cover has been increased to £15 million whilst Employer’s Liability and Fidelity Guarantee cover remain unchanged at £10 million and £1 million respectively. Additionally, appropriate Loss of Revenue is in place in relation to the Civic Centre (at £400,000) and across other sites (at £34,000).

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the District Council; also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure.

The first two interim visits were too early for any formal deliberations of the Council’s Budget and Reserves for 2019-20 to have been concluded, although we noted from minutes and Agenda papers and the workload of the RFO at the time that due consideration is expected to be finalised at the Full Council meeting later in January.

Subsequently, at this final visit, we note the conclusion of the Council's budget deliberations at its meeting on 14th January 2019 and that the Precept for 2019-20 was formally adopted, and properly recorded, at £909,545.

We also note that members continue to be provided with periodic budget management reports during 2018-19 (generally monthly) and have briefly considered the end November 2018 position at the previous interim visit and note that whilst there are some "line by line" variances, the overall position would appear to be quite strong at present.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Income

The Council receives income from a variety of sources including hire fees for use of the Civic Centre, the Luxford restaurant facility, other property lettings, cemetery activities, bank deposits and sports pitches.

Our objective is to ensure that robust systems are in place to ensure that all income due to the Council is identified and invoiced (where applicable) in a timely manner and that effective procedures are in place to ensure that appropriate recovery is effected within a reasonable time span. Consequently, we have:-

- Noted from Financial Regulations that members are required to review the scales of fees and charges for all its activities annually and have obtained detail of those pertaining to the Civic Centre and Forester Hall lettings, Pavilion & Sports pitch hires, Cemetery activities and allotment rentals for the current financial year (which were duly approved in the previous municipal year);
- Noted that officers and members continue to regularly manage, report on and review long-standing and potential bad debts, the most recent of which did not identify any significant issues to warrant further action at present;
- Examined the Cemetery income streams at the first interim stage by selecting all those burial register entries for the period April to September 2018 and ensuring that each was duly supported by funeral directors' application forms and death certificates, that the fees charged for each activity were in accord with the published scales, that relevant Sales Ledger invoices had been raised in Sage and that there were no undue delays with settlements of same;
- As noted earlier in this report, we have checked and agreed three sample months' receipt transactions in full from cashbooks to bank statements;
- As noted later in this report, verified all interest arising on the NatWest Interest Bearing account and the Lloyds Term deposit for the year to March 2019;
- Verified a sample week's Centre and Hall bookings from the diary registers for 19th to 25th November 2018 to the subsequent sales ledger invoicing to ensure that each booking was charged in accordance with the published scales as determined by time of day and the relevant room type and that there were no undue delays in customer settlements.

- Approximately 50 items were in the sample tested and we are pleased to note that there were no issues requiring further enquiry or explanation by officers; and
- Tested periodic incomes such as rentals for The Hub, Signal Box, Victoria Pavilion, Vernon Road, Quickborn Suite together with sporting facilities such as the two cricket senior teams and the Grasshoppers junior football teams for the year to December 2018 from original sales invoices to ensure that there were no obvious errors or omissions where receipts could have been expected.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Petty Cash Accounts and Corporate Debit / Credit Cards

The transition to the “limited assurance” regime requires us to specifically express a view on the operation of petty cash schemes within the Internal Audit Certificate at Part 3 of the revised Annual Governance and Accountability Return.

- Two “office” based petty cash accounts are in operation at the Civic Centre in addition to the general operational floats held for the till functions. These are maintained on a day-to-day basis for the separate use of Administration and Luxford expenses utilising Sage cashbooks for transaction processing and accounts are “topped up” periodically as and when required (usually in round sum amounts of £150) and are not operated on a formal “imprest” basis;
- We have checked and agreed a sample month’s payments (October 2018) on both accounts to ensure that each was supported by an appropriate invoice or till receipt, that VAT (where applicable) was being separately identified for periodic recovery and that the goods or services were appropriate for the Council’s activities. We also note the continuing formal control of the “cash-in-tin” balances and re-imbursments, which are subject to independent managerial review; and
- We note that the Council is in possession of a NatWest One Card, with a maximum credit limit of £5,000 (but currently actual expenditure is limited to a maximum of £500 per month) and settlement in full by automatic monthly direct debit, and we have checked and agreed the transactions for the month ending 15th September 2018 to supporting documentation, also ensuring the goods and services were appropriate for the Council’s activities.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Salaries

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of

the local government pension scheme as further revised from 1st April 2018 in relation to the staff salary contribution bandings.

We have examined the payroll procedures in place and physical payments made to staff in 2018-19 by reference to the September 2018 documentation, the underlying detail for which continues to be produced “in house” by the RFO utilising bespoke Sage payroll software. Consequently:

- Gross pay rates have been checked to ensure that the NJC pay award for 2018-19 had been duly implemented;
- PAYE Tax Codes and National Insurance Tables have been checked to ensure that appropriate allowances are being applied for the year following the annual budgetary increases in personal thresholds with effect from April 2018;
- Local Government Pension Scheme deduction rates have been checked to ensure they are in accord with the revisions to the bases of employee contributions, most latterly with effect from 1st April 2018;
- Variable hours and expenses have been verified to individuals’ timesheets and claim forms;
- We have checked and agreed the net pay computations on pay slips to the payroll summaries and resultant electronic NatWest Bankline instructions and the settlement of deductions for HMRC and LGPS; and
- We note that electronic monthly returns are made in a timely and accurate manner in accord with current HMRC legislation (aka Real Time Initiative).

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Fixed Assets

The Accounts and Audit Regulations 1996, as amended from time to time, require all Councils to maintain a detailed register of their assets. We aim therefore, in examining this aspect of the Council’s documentation, to ensure that the Council has complied with that legislation, that an appropriate and comprehensive register is being maintained and that it is subject to periodic review and update.

We have previously commented on the extensive lever arch file maintained to identify the Council’s many land, property and other assets, also recording that appropriate mapping software (Pear Technology) is utilised to assist with this process and this remains the case in the current year. Additionally, the contract accountants also prepare their own detailed schedules for the purposes of the Accounts, ensuring that depreciation charges are properly written back for the disclosure of balances at cost in the AGAR.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Investments and Loans

Our objectives here are to ensure that the Council is investing “surplus funds”, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

- Currently we note that the Council has one periodic Term deposit with Lloyds Bank (for a twelve month period ending in July 2019) and also, as noted earlier, holds “surplus” funds in an Interest Bearing account at NatWest: we have checked and agreed these balances to the bank’s third party advice note and relevant statements and verified all interest arising thereon for the year to March 2019; and
- The Council has one existing PWLB liability: we have checked and agreed both instalment repayments for 2018-19 (in July 2018 and January 2019) to their third party direct debit settlement advice notes and Sage cashbooks as part of the higher value supplier testing noted earlier in this report.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

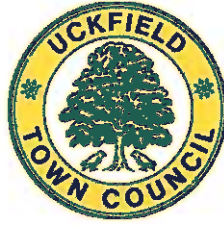
Statement of Accounts and Annual Return

The Council’s annual Statements of Account were, as in previous years, being prepared by external accounting contractors (Acuity) but, as noted earlier, work had not been completed as at the time of this final visit and, as a result, we have not specifically examined the AGAR data disclosed at Page 5 but do not anticipate any matters arising given the number of years’ experience in this area of both the contractors and the RFO.

Notwithstanding this and given the sound controls and outturns of our testing during the year, we have signed off the Internal Audit Report at Page 3 within the AGAR, assigning positive assurances in all categories.

INTENTIONALLY BLANK

UCKFIELD TOWN COUNCIL



CO-OPTION POLICY

Policy Number 44		
Issue No.	Date completed	Details of amendments
1	February 2004	PR037.04.04
2.	GP 13.04.15	GP.70.04.15 Review and inclusion of process to apply for vacant positions.

1.0 INTRODUCTION

1.1 This policy sets out the procedures for the co-option of Councillors in both non-election (casual vacancies) and election years.

2.0 POLICY IN NON-ELECTION YEARS

2.1 In the event of the need for co-option in a non-election year, the following process be undertaken:-

2.1.1 The Clerk will advertise for interested candidates by placing notices at various locations in the Town, on the Council's website, on social media and by placing an advertisement in a local paper. The closing date for nominations will be fourteen days from the date of the press advertisement.

2.1.2 The Clerk will require prospective candidates to:-

- complete a form providing confirmation that each candidate is both qualified and not disqualified from holding office,
- attend a meeting of the Full Council, and
- provide a one page 'manifesto' to assist Members in reaching a decision.

2.1.3 Prospective candidates will be provided with relevant information on the responsibilities of being a Town Councillor and the nature of their duties and will also be advised that the Town Council are not obliged to co-opt any Member, if it is felt that candidates are not suitable.

2.1.4 If necessary an extra meeting of the Town Council will be held to specifically consider the co-options.

2.1.5 At the co-option meeting, candidates will be given the opportunity to introduce themselves to Members, give information on their background and experience and explain why they wish to become a Member of the Town Council. The process will be carried out in public session and there will be no private discussions between Members prior to a vote being taken. Voting will take place in the normal way as soon as all candidates have finished giving their submissions.

2.1.6 In order for a candidate to be elected to the Council, it will be necessary for them to obtain 50% + 1 of the votes available at the meeting.

2.1.17 If an insufficient number of candidates come forward for co-option, the process should continue, whereby the vacancies are again advertised.

2.1.8 Prior to the co-option meeting, sitting Members may consider the vacant positions to be filled by co-option and may put themselves forward for any of these positions, removing themselves from some or all the positions they currently fill. No less than four weeks prior to the co-option meeting, each sitting Member will notify the Clerk of the positions they wish to vacate and the vacant positions for which they wish to apply. These vacated positions may in turn be filled by other sitting Members or the incoming co-opted Member(s).

- 2.1.9 In order to facilitate any possible exchanging of positions on committees, sub-committees, working groups or as representatives to outside bodies, no less than three weeks before the co-option meeting sitting Members and those candidates for co-option will be provided with a full list of the vacancies that will be available to be filled at the co-option meeting.
- 2.1.10 No less than two weeks before the co-option meeting sitting Members and those candidates for co-option will provide the Clerk with their priority list of the vacant places on committees, sub-committees and working groups they wish to fill, using the same process as that used for selection of places for committees, sub-committees and working groups at each Annual Statutory Meeting. Any vacancies arising for representatives to outside bodies will also be advised to the Clerk no less than two weeks before the co-option meeting and again, Members and those candidates for co-option will provide the Clerk with their preferences for such positions.
- 2.1.11 At the co-option meeting and following the co-option of the required number of new Members, the placement of sitting Members and co-opted Members for the vacancies notified will then be considered using the same format as that used at the Annual Statutory Meeting
- 2.1.12 The Clerk will provide all Members and the press with copies of the new membership to committees, sub-committees, working groups and representatives to outside bodies as soon as practicable and new Members to the committees, sub-committees, working groups and representatives to outside bodies will take their places from the next meeting.

3.0 POLICY IN ELECTION YEARS

- 3.1 In the event of the need for co-option in an election year, the following process will be undertaken:-
- 3.1.1 If following the close of nominations at an Ordinary Election, there is a quorum of Elected Members, but some outstanding vacancies, the Clerk will advertise for interested candidates by placing notices at various locations in the Town, on the Council's website on social media and by placing an advertisement in a local paper.
- 3.1.2 The Clerk will require prospective candidates to:-
- complete a form providing confirmation that each candidate is both qualified and not disqualified from holding office,
 - attend a meeting of the Full Council and
 - provide a one page 'manifesto' to assist Members in reaching a decision.
- 3.1.3 Prospective candidates will be provided with relevant information on the responsibilities of being a Town Councillor and the nature of their duties and will also be advised that the Town Council are not obliged to co-opt any Member, if it is felt that candidates are not suitable.

- 3.1.4 The closing date for nominations will be noon on the Monday after the election takes place and co-options will be considered at the first meeting of the Full Council following the election, (usually the Annual Statutory Meeting), and will be the first business to be considered after the Election of the Mayor and Deputy Mayor.
- 3.1.5 At the co-option meeting, candidates will be given the opportunity to introduce themselves to Members, give information on their background and experience and explain why they wish to become a Member of the Town Council. The process will be carried out in public session and there will be no private discussions between Members prior to a vote being taken. Voting will take place in the normal way as soon as all candidates have finished giving their submissions.
- 3.1.6 In order for a candidate to be elected to the Council, it will be necessary for them to obtain 50% + 1 of the votes available at the meeting.
- 3.1.7 If insufficient candidates come forward for co-option, the process should continue, whereby the vacancies are again advertised.

Meeting of the Full Council

Monday 24th June 2019

Agenda Item No. 13.0

TO CONSIDER A MOTION FROM COUNCILLOR SPIKE MAYHEW

1.0 Summary

1.1 This report sets out the motion submitted by Councillor Mayhew in accordance with the Town Council's Standing Orders.

2.0 The motion for consideration

2.1 Councillor Mayhew has given written notice of the following motion which was received on 24th May 2019 and before the required deadline:-

"Could the Town Council please explore the following two initiatives to help tackle incidents of anti-social behaviour:

- (i) public space protection orders;
- (ii) security patrols in our town

Both initiatives have been implemented in areas elsewhere in the country but both depend on the nature of the incidents occurring and the physical layout and geography of a space. Larger towns and cities have looked into introducing public space protection orders, such as Barnsley, Lewes Town and Poole.

A parish council in Somerset said that employing private security to tackle anti-social behaviour had made "a marked difference". *Martock Parish Council had used Atlas UK Security Services since April in a bid to combat "threats of violence, late night noise and loud music". Council chairman Neil Bloomfield said the extra patrols are continuing after having a positive effect.*

3.0 Recommendations

3.1 Members are asked to consider the motion and advise the Clerk accordingly.

Background Papers: Uckfield Town Council Standing Orders

Contact Officer: Holly Goring

INTENTIONALLY BLANK

Meeting of the Full Council

Monday 24th June 2019

Agenda Item No. 14.0

TO CONSIDER INITIAL QUESTIONS RELATING TO THE REFRESH OF EAST SUSSEX COUNTY COUNCIL'S RIGHTS OF WAY IMPROVEMENT PLAN

1.0 Summary

- 1.1 East Sussex County Council are currently carrying out a review of their Rights of Way Improvement Plan (ROWIP). The ROWIP sets out the County Council's plans to improve the public rights of way network and access to the countryside. The County Council has a duty to review the plan every ten years.
- 1.2 During 2019, the County Council will be carrying out an initial consultation with key user groups and interested parties, in order to prepare a revised and draft ROWIP, which will be published for formal consultation in January 2020. The final plan is then expected to be published in summer 2020.
- 1.3 A copy of the existing plan can be reviewed on East Sussex County Council's website:
<https://www.eastsussex.gov.uk/leisureandtourism/discover-east-sussex/rightsofway/rights-of-way-in-east-sussex/rights-of-way-improvement-plan/rowip-2007-2017/>
- 1.4 At this early stage in the process, Uckfield Town Council as a key stakeholder and consultee has been asked for initial feedback. Three questions have been posed, which they would welcome our views upon:
 - (i) *What do you think is good about access to the East Sussex countryside?*
 - (ii) *How do you think ESCC could improve access to the countryside and what are the barriers?*
 - (iii) *What do you think ESCC should be trying to achieve over the next 10 years for Countryside Access in East Sussex?*

2.0 Recommendations

- 2.1 Members are asked to consider the above questions and advise the Clerk accordingly.

Contact Officer: Holly Goring

INTENTIONALLY BLANK

Meeting of Full Council

Monday 24th June 2019

Agenda Item 15.0

TO NOTE THE MAYOR'S ENGAGEMENTS

1.0 Summary

1.1 The report sets out the engagements of the previous Town Mayor at the end of April 2019 and the current Town Mayor and Deputy Mayor.

20 th April	Ridgewood Village Hall committee Easter Egg Hunt
25 th April	Re-opening of the Youth Club, Downsview Crescent.
27 th April	2530 (Uckfield) Squadron Awards Dinner
28 th April	4 th Uckfield Scouts St. George's Parade
20 th May	Cantando Ensemble Concert
1 st June	Opening of new salon – TREND
1 st June	Ridgewood Village Fete
2 nd June	Uckfield Lions Fun Day
10 th June	Meeting with the Lord Lieutenant of East Sussex, Mr Peter Field
11 th June	Tour of Grants Hill Court
18 th June	The High Sheriff of East Sussex Summer Reception
22 nd June	Celebrations for 100yrs Girlguiding – Bridge Cottage
22 nd June	Uckfield Phab Launch Party – Community College Youth Club

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

1 st June	Ridgewood Village Fete
10 th June	Meeting with the Lord Lieutenant of East Sussex
12 th June	Funeral – Bruce Davy

INTENTIONALLY BLANK