



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

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

**in
The Council Chamber, Civic Centre
on
Monday 18th June 2018 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 8th May 2018 be taken as read, confirmed as a correct record and signed by the Town Mayor.

5.2 Action list – For information only
(Attached)

6.0 COMMITTEE MINUTES

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

- | | | |
|-----|-----------------------------------|--|
| (a) | Plans Committees | 14 th May and 4 th June 2018 |
| (b) | Environment and Leisure Committee | 11 th June 2018 |
| (c) | General Purposes Committee | 29 th May 2018 |

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

- (i) The Uckfield Town Centre Regeneration Joint Committee
(The next meeting is planned for 11th July 2018 at 2pm)
- (ii) Neighbourhood Plan Steering Group
- (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) Dementia Friendly Working Group – 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 2018
(Attached)

10.0 TO CONSIDER THE TOWN COUNCIL'S DRAFT ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN AND FINANCIAL STATEMENTS FOR THE YEAR ENDING 31ST MARCH 2018
(to follow)

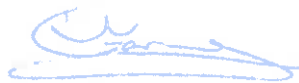
11.0 TO CONSIDER THE INTERNAL AUDIT REPORT FOR THE YEAR ENDING 31ST MARCH 2018
(to follow)

12.0 TO RE-APPOINT A REPRESENTATIVE TO THE 'WEALDEN BUS ALLIANCE' OUTSIDE BODY
(Attached)

13.0 TO REVIEW THE STANDING ORDERS AND CURRENT PROCEDURE FOR ELECTING A MAYOR AND DEPUTY MAYOR
(Attached)

14.0 TO CONSIDER PROVIDING SUPPORT TO PUBWATCH
(to be considered under confidential business)

- 15.0 TO FEED INTO WEALDEN DISTRICT COUNCIL'S REVIEW OF POLLING STATIONS AND POLLING PLACES**
(Attached)
- 16.0 TO REVIEW REVISED HIGHWAY PROPOSALS FOR TRAFFIC CALMING IN LEWES ROAD (ADJACENT TO RIDGEWOOD FARM)**
(Attached)
- 17.0 TO NOTE THE MAYOR'S ENGAGEMENTS**
(Attached)
- 18.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**
- 19.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**
None
- 20.0 TOWN CLERK'S ANNOUNCEMENTS**
- 21.0 CHAIRMAN'S ANNOUNCEMENTS**
- 22.0 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:-
- 22.1 To consider providing support to Pubwatch
(Attached)
- 22.2 Update from Civic Centre Working Group
(to follow)



Town Clerk
12th June 2018

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Meeting of Full Council

Monday 18th June 2018

Agenda Item 8.0 (ii)

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

As part of National Dementia Awareness Week, the Uckfield Dementia Forum arranged an Information and Advice event with afternoon tea at the Luxfords Centre on Wednesday 23rd May 2018. We had speakers from a Solicitors firm talking mainly about the Power of Attourney, some general financial advice from an Independent Financial Advisor, and a session on benefits from the Citizen's Advice Bureau. Finally, there was a presentation on scams and how to avoid them.

This was all followed by a wonderful afternoon tea and although the attendance was a little disappointing, all who attended found it most interesting and helpful together with enjoying the tea and cakes!

Another new event is the Saturday coffee afternoons being held at Victoria Pavilion called 'Saturday Social.' We were very pleased that the Mayor and Deputy Mayor attended the first of these and I went to the second one on Saturday 2nd June and enjoyed music bingo and armchair exercises together with coffee and cakes. We hope that this will become a regular event.

Councillor P. Sparks

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Meeting of Full Council

Monday 18th June 2018

Agenda Item 8.0 (iii)

TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: 'UCKFIELD EVENTS WORKING GROUP' (CELEBRATE UCKFIELD)

The working group is meeting regularly, continuing to focus their attention on preparations for 'Weald on the Field' – a day festival event taking place on Saturday 4th August 2018. This event takes place in Luxford Field and celebrates all things local – street food, local produce, local crafts and good entertainment.

The working group have finalised the children's activities and music acts, with The Tom Fitzpatrick Band booked to headline the day. The stage, Marquee and other necessary facilities required for the day have been booked.

The group have prepared various sponsorship offers which will be put to local businesses.

They have also liaised with Uckfield Farmers' market and Food Rocks to provide a wide and varied selection of stalls.

The group are now concentrating on promoting the event and seeking further sponsorship. They will also advertise the idea of the 'BIZ BOX' - an area for local businesses to display information, products they sell and promote themselves on the day.

Councillor D. French

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Meeting of Full Council

Monday 18th June 2018

Agenda item 9.0

TO CONSIDER THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31ST MARCH 2018

1.0 Summary

- 1.1. To approve the Annual Governance Statement 2017/18 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 2017/18 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 2017/18 contained within the Annual Return.

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Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

- all smaller authorities* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
 - are unable to certify themselves as exempt; or
 - have requested a limited assurance review.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
 - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
 - a bank reconciliation as at 31 March 2018
 - an explanation of any significant year on year variances in the accounting statements
 - your notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2017/18

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed.		

*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

Annual Internal Audit Report 2017/18

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 2018.

The internal audit for 2017/18 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. (For local councils only)	Yes	No	Not applicable
	Trust funds (including charitable) – The council met its responsibilities as a trustee.		

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

02 + 03/10/17
5/2/18 and 11/6/18

Name of person who carried out the internal audit

N. ARCHER for AUDITING SOLUTIONS Ltd.

Signature of person who carried out the internal audit

N. J. Archer

Date

11/6/2018

*If the response is 'no' please 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 2017/18

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 2018, 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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

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

Chairman

Clerk

dated

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

Section 2 – Accounting Statements 2017/18 for

UCKFIELD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	1,086,737	1,199,376	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	835,219	852,878	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	466,157	482,692	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	-439,468	-482,616	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	-66,602	-65,298	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-682,667	-794,990	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	1,199,376	1,192,042	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	1,175,562	1,225,233	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	5,987,441	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	669,000	631,800	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 acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

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

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Section 3 – External Auditor Report and Certificate 2017/18

In respect of

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 2018; 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 2017/18

(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 2017/18

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 2018.

*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 for 2017/18 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 2018**

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2	Income Statement
4	Other Comprehensive Income
5	Statement of Financial Position
6	Earmarked Reserves note

**UCKFIELD TOWN COUNCIL
VARIANCE ANALYSIS
FOR THE YEAR ENDED 31 MARCH 2018**

Comparison of income and expenditure in year with original budget

The following shows a comparison of the budget and outturn figures in 2017/18 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	190,734	211,783	21,049
Charges made for services	213,016	206,008	(7,008)
Other income or contributions	69,528	64,902	(4,626)
	<u>473,278</u>	<u>482,692</u>	<u>9,414</u>
Expenditure			
Direct service costs:			
Salaries and wages	342,674	279,597	(63,077)
Grant aid expenditure	49,950	44,950	(5,000)
Other direct service costs	354,675	537,017	182,342
Democratic, Management and Civic costs:			
Salaries and wages	199,521	203,019	3,498
Other democratic, management and civic costs	183,636	166,336	(17,300)
	<u>1,130,456</u>	<u>1,230,919</u>	<u>100,463</u>
Net expenditure	657,178	748,227	91,049
General Reserves	114,650	81,331	(33,319)
Earmarked Reserves	81,050	23,320	(57,730)
Net charge to Precept	<u>852,878</u>	<u>852,878</u>	

**UCKFIELD TOWN COUNCIL
INCOME STATEMENT
FOR THE YEAR ENDED 31 MARCH 2018**

	31.03.18	31.03.17
	£	£
Income		
Precept	852,878	835,219
Rental income, interest and investment income	211,783	196,909
Charges made for services	206,008	192,749
Other income or contributions	64,902	60,500
	<u>1,335,570</u>	<u>1,285,376</u>
Expenditure		
Direct service costs:		
Salaries and wages	279,597	274,200
Grant aid expenditure	44,950	54,390
Other direct service costs	537,017	354,173
	<u>861,564</u>	<u>682,763</u>
Democratic, Management and Civic costs:		
Salaries and wages	203,019	165,269
Other democratic, management and civic costs	166,336	294,326
Depreciation	164,598	-
Net pension interest cost	73,000	-
	<u>606,953</u>	<u>459,595</u>
Net operating surplus/(deficit) for year	<u>(132,947)</u>	<u>143,018</u>
Statutory charge for capital	(37,200)	(37,200)
Reversal of annual depreciation charge	164,598	161,024
Capital expenditure from the General Fund	(74,785)	(170,204)
Pension fund adjustment	73,000	16,000
Net transfer from/(to) Earmarked Reserves	(23,320)	10,869
Net surplus/(deficit) for year	<u>(30,654)</u>	<u>123,508</u>

The net pension cost and depreciation are presented separately for 2018. The equivalent figure for 2017 was included in Rental income, interest and investment income and other democratic, management and civic costs respectively.

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 2018**

Trade operations

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

	31.03.18	31.03.17
	£	£
Income	159,056	152,605
Expenditure	168,538	161,638
Net surplus/(deficit)	(9,483)	(9,034)

**UCKFIELD TOWN COUNCIL
OTHER COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 MARCH 2018**

	31.03.18	31.03.17
	£	£
Surplus/(deficit) for the year	(132,947)	143,018
Re-measurements related to pensions	38,000	13,000
	<u>(94,947)</u>	<u>156,018</u>

**UCKFIELD TOWN COUNCIL
STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31 MARCH 2018**

	31.03.18 £	31.03.17 £
Fixed Assets		
Land and buildings	4,140,146	4,211,601
Vehicles and plant	404,889	423,246
	<u>4,545,035</u>	<u>4,634,847</u>
Current Assets		
Stocks	820	907
Debtors	54,230	47,590
Cash at bank and in hand	1,225,233	1,175,561
	<u>1,280,283</u>	<u>1,224,058</u>
Creditors: amounts falling due within one year		
Creditors	88,242	24,683
Current portion of long term debt	37,200	37,200
	<u>125,442</u>	<u>61,883</u>
Net current assets	<u>1,154,841</u>	<u>1,162,175</u>
Total assets less current liabilities	<u>5,699,875</u>	<u>5,797,022</u>
Creditors: amounts falling due after more than one year		
Long term borrowing	594,600	631,800
	<u>594,600</u>	<u>631,800</u>
Pension Liability/(Asset)	502,000	467,000
Total assets less liabilities	<u>4,603,275</u>	<u>4,698,222</u>
Reserves		
Capital Receipts Reserve	15,795	15,795
Pensions Reserve	(502,000)	(467,000)
Capital Financing Account	3,913,234	3,965,847
Earmarked Revenue Reserves	757,641	734,321
General Fund	418,606	449,260
	<u>4,603,275</u>	<u>4,698,222</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 2018**

	1 April 2017 £	Contribution to reserves £	Contribution from reserves £	31 March 2018 £
Allotment Fencing	6,803			6,803
Boothland Wood	500			500
Browns Lane Rockery Plants	180			180
Building Maintenance Fund	135,116	75,765	(74,121)	136,760
CCTV Replacement Programme	23,880	5,300	(2,090)	27,090
Cemetery Enhancemnet	10,000	9,300		19,300
Chapels Maintenance Programme	3,503			3,503
Community Infrastructure Levy	-	14,310		14,310
Consultants - Town Centre	120,300			120,300
Defibrillators	711		(711)	-
Dementia Training	-	870		870
Elections	15,750	5,750	(2,907)	18,593
Foresters Hall Complex Ext/Internal Maintenance	25,650		(25,650)	-
Future Maint. Programme/ Repairs & renewals	22,391		(22,391)	-
HMLNR Donation	1,600			1,600
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	500	3,000		3,500
Luxford Maintenance & Repairs	1,980		(1,980)	-
Luxfords Cooler	5,000	1,000	(6,000)	-
Luxfords Refurbishment	-	51,980		51,980
Notice boards	-	2,000		2,000
Old Timber Lane Maintenance	9,000	3,000		12,000
Olives Meadow Street Light Upgrade	17,000		(17,000)	-
Picnic Tables	1,500			1,500
Play area enhancements	28,818	50,000	(9,765)	69,053
Play ground fencing	10,547			10,547
Professional Fees	1,335		(460)	875
Public Conveniences	30,000			30,000
Ranger equipment budget	6,922	1,966		8,888
Renewal/Upgrading Notice Boards	3,200		(535)	2,665
Re-surface Osborn Hall Car Park	-	7,000		7,000
Reverend Cardale Memorial	3,850		(3,850)	-
Ridgewood Car Park Re-surface	49,000			49,000
Carried forward totals	590,036	231,641	(167,460)	654,217

Continued

**UCKFIELD TOWN COUNCIL
EARMARKED RESERVES NOTE TO THE FINANCIAL STATEMENTS
AS AT 31 MARCH 2018**

	1 April 2017 £	Contribution to reserves £	Contribution from reserves £	31 March 2018 £
Brought forward totals	590,036	231,641	(167,460)	654,217
Ridgewood Recreation Ground levelling	11,718			11,718
Seats, Signage for Tennis Courts	595			595
Section 106 Agreements	24,728		(5,696)	19,032
Signal Box Ext/Internal Maintenance	10,000			10,000
Skatepark Peripheral Area	3,992			3,992
Speed Reduction		3,500		3,500
Street Furniture Donation	1,200			1,200
Street Furniture repair/replace	373		(42)	331
Street Light Repairs	10,345			10,345
Street Light Supply/Maintenance	9,000		(9,000)	-
Street Light Timers/column inspections	1,856			1,856
Telephone boxes		1,000		1,000
Training	1,500			1,500
Trees	2,743			2,743
Twinning Signs	739		(739)	-
Upgrading of IT Systems & Equipment	10,572		(10,007)	565
Victoria Doors	3,000		(3,000)	-
Victoria Pavilion	16,124		(16,124)	-
Weald Hall Floor	23,000	10,000		33,000
Weald on field		847		847
West Park External/Internal Maintenance	11,600		(11,600)	-
White Rails Improvements	1,200			1,200
	734,321	246,988	(223,668)	757,641

Uckfield Town Council

Internal Audit Report 2017-18 (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 visit to the Council for the year, which took place on 11th June 2018 and supplements the interim work undertaken on 2nd & 3rd October 2017 and 15th February 2018.

Internal Audit Approach

In completing our review for 2017-18, 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, 2017-18 and 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 revised 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 with any minor observations having been discussed with officers during the course of the visits and any matters arising are included in the main body of the report.

Therefore, we have duly signed off the Internal Audit Report at Page 3 of the AGAR, assigning positive assurances in all relevant categories and leaving the original documentation with the RFO for submission to members for approval prior to onward transmission to external auditors. As always, officers are to be commended for the standards of working papers and supporting documentation for the purposes of the auditing work.

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 2017-18 to the closing Financial Statements for 2016-17 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 (August & December 2017 and March 2018) from the Current account cashbook to relevant bank statements, including the daily "sweeps" to and from the Interest Bearing Reserve account for the same two periods; and
- Finally in this area we have checked and agreed the software based bank reconciliations as at 31st August & 31st December 2017 and as at 31st March 2018 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:

- 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 August 2016 and subsequently in January 2018 with no further amendments) to ensure that the revised tendering and contract limit regulations were embodied in the Financial Regulations as required;

- Continued our review of the Council's minutes, examining those for the Full Council and its Standing Committee and Sub Committee meetings (with the exception of Planning) held to early April 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; and
- 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 the new Council in accord with extant legislation (no consideration was required in 2016-17 or 2017-18).

We are again pleased to acknowledge the existence of a plethora of relevant, formally adopted Policies and Procedures, together with more detailed "idiots guide" 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 more random sample of every 40th cashbook transaction (irrespective of value) to 31st March 2018. This sample comprised approximately 90 payments totalling just under £539,000 and representing 61% 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: we have verified that the December 2017 and March 2018 returns had been completed in accord with the underlying Sage control account balances and also checked the disclosure of the March 2018 recovery claim in the year-end debtors in the Statement of Accounts.

Finally in this area, we have updated our year-on-year analytical review of expenditure incurred across the range of Council activities with no significant, un-identified variances warranting further explanation by officers.

Conclusions

There are no issues 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 early March 2018) and that this “underpins” several other policies in place to ensure significant risks are controlled and monitored; and
- We have examined the Council’s two insurance policies: that provided by Allianz in relation to its properties expiring in October 2018 and that provided by Zurich Municipal in relation to its remaining legal requirements expiring in June 2018 to ensure that appropriate cover is in place. Both Employer’s and Public Liability remain at £10 million, Fidelity Guarantee remains at £1 million and Loss of Revenue is in place at £400,000 in relation to the Civic Centre and at £56,000 across other sites.

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. Consequently:-

- We note the satisfactory conclusion of the Council’s Budget and Precept deliberations for 2018-19, formally adopting the latter at £873,472 (excluding the District’s reduced Council Tax Support Grant of £14,160), detail of which had been concluded at the Full Council meeting in January 2018;

- We note that levels of Earmarked Reserves are subject to regular review, the most recent exercise being undertaken as part of the budget setting for 2018-19 and that a formal Policy exists in this respect;
- We note that the Council's Five Year Business Plan has been updated and extended for the period 2018 to 2023;
- We are again pleased to note that members continue to receive periodic management accounts (generally quarterly) at Committee level, together with detailed trading results on a regular (generally monthly) basis for the Civic Centre's Luxford Restaurant; and
- We note that Total Usable Reserves as at 31st March 2018 stood at £1.192 million and comprised of Capital Receipts (£16,000), specific Earmarked items (£758,000) and the residual General Fund (£418,000). The latter represents three to four months gross expenditure at current levels, which is considered to be more than adequate to meet the needs of the Council at present.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation and we are pleased to note that the overall Precept value was properly recorded in the minutes of the January 2018 meeting following previous audit comment in this area in prior years

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 obtained detail of those pertaining to the Civic Centre lettings, Pavilion & Sports pitch hires, Cemetery activities and allotment rentals for the current financial year;
- Noted that officers and members continued 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;
- As noted earlier in this report, we have checked and agreed three sample months' receipt transactions in full from ledgers to bank statements.
- Tested a sample of streamline receipts process electronically in the Admin office in settlement of sales ledger invoices by reference to the file copies of receipts issued and the resultant cashbook / bank statement entries in August 2017;

- Verified a sample week's bankings in relation to the Luxford trading activities (also in August 2017) by reference to the tills' "Z" readings, the daily cashing-up sheets, the cashbook entries and the paying-in slip detail on the bank statements;
- Tested examples of 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 2017 from original sales invoices to ensure that there were no obvious errors or omissions where receipts could have been expected; and
- We have previously examined the Cemetery income streams and Civic Centre room lettings at the interim visits in 2016-17 and, in accord with the revised rolling programme of work, did not re-visit these areas for 2017-18.

Finally in this area, we have updated our year-on-year analytical review of income arising across the range of Council activities with no significant, un-identified variances warranting further explanation by officers.

Conclusions

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

Petty Cash Account

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 Report at Page 3 of the revised AGAR.

- 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. These 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 (September 2017) 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 are advised that the Council is in possession of a NatWest One Card, with a maximum credit limit of £5,000 and settlement in full by automatic monthly direct debit, and our testing of supplier and other payments noted earlier in this report identified just one transaction (of £180) in the year to end August 2017 at the first interim stage.

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 2017 in relation to the staff salary contribution bandings.

We have examined the payroll procedures in place and physical payments made to staff in 2017-18 by reference to the August 2017 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 2017-18 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 allowances with effect from April 2017;
- 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 2017;
- 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 whilst the contract accountants also prepare their own detailed schedules for the purposes of the Accounts.

We have also previously commented on the suitable amendments made to the latter schedules in accordance with the revised Practitioners Guide advice in this area to meet the AGAR disclosure requirements: this remained the case for 2017-18 and we have duly agreed the overall balances disclosed at Box 9, Page 5 of the AGAR.

Conclusions

There are no issues 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 2018) and we have checked and agreed this “investment” to the bank’s third party advice note; and
- The Council has one existing PWLB liability: we have checked and agreed both instalment repayments for 2017-18 (August 2017 and February 2018) 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. We have also verified the overall residual capital balances outstanding as at 31st March 2018 disclosed at Box 10, Page 5 of the AGAR

Conclusions

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

Statement of Accounts and Annual Return

The Council’s annual Statements of Account have, as in previous years, been prepared by external accounting contractors (Acuity) and we are pleased to note that, at the time of this final visit, work had duly been completed in this area.

As noted earlier in this report, all accounting transaction postings appeared to be complete: we have checked and agreed, by reference to the accounting system’s closing Trial Balance and other documentation provided during the course of this visit, the Statement of Accounts and the summarised information prepared for inclusion in the AGAR for the current financial year, which now forms the Council’s only statutory reporting requirement following the previous increase in the external audit threshold noted in prior years’ reports.

Conclusions

No issues arise in this area of our audit review to warrant formal recommendation (one revision to the Annual Return data as provided being discussed and agreed with the Responsible Financial Officer / Assistant Town Clerk during the course of the visit) and, as noted in the preamble to this report, we have duly signed off the Internal Audit Report within the AGAR.

Meeting of the Full Council

Monday 18th June 2018

Agenda item 12.0

TO RE-APPOINT A REPRESENTATIVE TO THE 'WEALDEN BUS ALLIANCE' OUTSIDE BODY

1.0 Summary

- 1.1 Members will be aware that each year at the Annual Statutory meeting of Full Council, members are appointed to the standing committees for the year ahead and the list of Outside Bodies who work closely with the Town Council in the Uckfield area.
- 1.2 This meeting took place on Tuesday 8th May 2018 and at this meeting, the Town Clerk had a pre-prepared list of Councillor preferences in relation to the list of Outside Bodies.
- 1.3 Councillor J. Beesley had put forward an interest in the following outside bodies:
 - Ridgewood Village Hall Committee;
 - Active Uckfield
 - Uckfield Volunteer Centre
- 1.4 Councillor K. Everett had put forward an interest in the following outside bodies:
 - Uckfield and District Twinning Association;
 - Wealden Bus Alliance
 - Active Uckfield
 - Ridgewood Village Hall Committee
- 1.5 Unfortunately the Town Clerk on adding these preferences to a summary sheet for the meeting, made an error and placed Cllr Beesley's preference for Active Uckfield in the wrong row, and his name ended up falling against the Outside body of Wealden Bus Alliance. All other choices and preferences have been checked and this was the only error made.
- 1.6 The Town Clerk has apologised to Councillor J. Beesley for this error, and although all papers were double checked on numerous occasions, with it being located at the end of the page, it was missed.
- 1.7 Councillor K. Everett has previously attended the Weald Link meetings to support the Town Council's contribution towards the Saturday 262 bus service, under the wider banner of the Wealden Bus Alliance and therefore considered to have more knowledge in this field.
- 1.8 It has therefore been suggested that Councillor J. Beesley step down from representing Wealden Bus Alliance and enable a new member to be appointed to this outside body.

2.0 Recommendations

2.1 Members are asked to note the above report, and;

2.2 Appoint a member to the 'Wealden Bus Alliance' Outside Body for 2018-19.

Contact Officer: Holly Goring

Meeting of Full Council

Monday 18th June 2018

Agenda item 13.0

TO REVIEW THE STANDING ORDERS AND CURRENT PROCEDURES FOR ELECTING A MAYOR AND DEPUTY MAYOR

1.0 Summary

- 1.1. Every year at the Annual Statutory meeting of the Council held in May, members elect the Mayor and Deputy Mayor for the municipal year ahead.
- 1.2. The most recent meeting was held on Tuesday 8th May 2018.
- 1.3. Members have previously discussed the standing orders in respect of current procedures with regard to the election of the Mayor and Deputy Mayor. Recent discussions at the meeting of Full Council focused in particular on the number of years a Mayor or Deputy Mayor could hold this position, consecutively.
- 1.4. Following correspondence from a Town Councillor, this report reviews the procedures for electing a Mayor and Deputy Mayor and puts forward an alternative procedure for consideration by Full Council.

2.0 Proposal from Town Councillor

- 2.1. Councillor Chris Macve contacted the Town Clerk shortly after the most recent Annual Statutory meeting of Full Council to advise that he wished to suggest a change in the procedures for electing a Mayor and Deputy Mayor.
- 2.2 Councillor Macve's proposal is as follows:

"I propose that the standing orders are altered to request nominations for the position of Mayor and Deputy Mayor in advance of the meeting and for details of the nominations to be given to members prior to the Annual Statutory meeting of Council, so allowing members to be aware of those nominations together with a brief statement of their desires and aspirations. This declaration would also require a seconder to be provided for the nomination.

This change would enable members to be aware, prior to the meeting, of those willing to stand. It would also enable all Councillors to understand their interests and aspirations and enable all councillors to make a more reasoned, considered decision, by being in full possession of all the information.

At all Council meetings, when members are asked to make a decision on matters on the agenda, they are given background information and details. This is not the case with the election of the Mayor and Deputy Mayor, a most important election which affects the business and conduct of the whole Council for the following year.

At the Annual Statutory meeting of Council, nominations are requested at the meeting, thereby not giving members prior notice of those, if any, who are willing to stand nor their vision for the forthcoming year.

The positions of Mayor and Deputy Mayor are most important as leaders and

representatives of the Council and should be afforded the respect, these prestigious positions deserve, and not treated in an off-hand manner."

3.0 Existing procedures

3.1 The Town Council's policy, with regards to the Town Mayor (Policy No. 36) indicates that the election must be carried out in accordance with the Local Government Act 1972 (Chap. 70) (Part 1) (4). There is no further detail within the extract of the policy below or standing orders, to determine the details of the election process, but normal procedures for taking a decision are followed, requiring a proposer, a seconder and vote, via a show of hands or private ballot. In addition, paragraph 15.2 of the Standing Orders states that the '*Mayor and Deputy Mayor should not serve longer than three complete consecutive municipal years in their respective offices.*'

"2.0 THE ANNUAL MEETING LEGAL PROCEDURES

2.1 *The Mayor shall be elected at the Annual Meeting of the Town Council in accordance with the Local Government Act 1972 Section 4(1) and 23 (1) and is available from the Council Offices.*

2.2 *The Mayor will assume the role of Chairman of the Town Council.*

2.3 Additional useful information

- *The procedures for conducting the Annual Meeting are set out in Standing Orders No. 40*
- *Potential Mayors are advised to prepare a short acceptance speech and will be required to sign the Declaration of Acceptance of Office during the Annual Meeting.*
- *They should note that the press would be in attendance at this meeting and quotations will be taken from the acceptance speech. It is common practise that the local press meet with the Mayor following the Annual Meeting to ask questions about their background and hopes for the year ahead.*
- *It would be useful if the Mayor could prepare a short biography for the Mayor's Secretary, to be used where appropriate on the Town Council website and newsletter."*

3.2 When reviewing the details of the legislation it is still fairly limited and just requires that a vote take place. Please see an extract from the Local Government Act 1972 (Chap.70)(Part 1) (4) below.

4 Election of chairman.

(1) The election of the chairman shall be the first business transacted at the annual meeting of a principal council.

(2) If, apart from section 3(3) above or section 5(2) below, the person presiding at the meeting would have ceased to be a member of the council, he shall not be entitled to vote in the election except in accordance with subsection (3) below.

(3) In the case of an equality of votes the person presiding at the meeting shall give a casting vote in addition to any other vote he may have.

3.3 At present, no information is passed to the Town Clerk prior to the meeting. Nominations are put forward at the meeting with no detail as to why they wish to make a nomination, only a name is provided. There is also no indication at the meeting, as to whether the nominated individual wishes to take on the role.

- 3.4 Procedures vary quite substantially across authorities. In district authorities, the Mayor and Deputy Mayor typically hold the position for one year, and then the Deputy Mayor steps up into the role of Mayor in the second year. This cycle continues, enabling all Councillors to see a clear line of succession.
- 3.5 Although the procedures followed by district authorities are more stringent, the proposal put forward by Councillor Macve would provide more information and allow for greater transparency at the town council level. The Town Council should also be aware that in an election year, there may be new councillors on the Town Council, and therefore information may be limited about individuals and their desires and aspirations for the town and their constituents. For that reason, the proposal to strengthen existing procedures may be worthwhile considering, in light of the 2019 elections.

4.0. Recommendation

- 4.1. Members are asked to note the above report and advise the Clerk accordingly.

Background paper: Uckfield Town Council's Standing Orders

Contact Officer: Holly Goring

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Meeting of Full Council

Monday 18th June 2018

Agenda item 15.0

TO FEED INTO WEALDEN DISTRICT COUNCIL'S REVIEW OF POLLING STATIONS AND POLLING PLACES

1.0 Summary

1.1. The Electoral Services department at Wealden District Council will be carrying out a review of all premises used as Polling stations in the District. The District Council has a statutory duty to review Polling districts and Polling places every four years. In particular, they will be reviewing access and suitability for electors, and in particular for those who have specific requirements.

2.0. Consultation with parish/town councils

2.1. Uckfield Town Council has been asked to advise the Electoral Services department if members are aware of any difficulties or have received comments made by electors regarding voting at a particular Polling station.

2.2 If difficulties are experienced, members have been asked to consider alternative venues that might be preferable for the community to use. The Electoral Services department would then inspect these premises to check they meet the relevant criteria.

2.3 The checklist used by the Electoral Services department considers:

- if there are adequate parking facilities;
- if there is signage/reserved spaces for disabled voters;
- if parking is conveniently located for voters;
- are pathways and external areas level throughout, non-slip, well-maintained and well-lit;
- if the entrance is level or securely ramped with handrail;
- there is adequate door width or alternative entrance for powered wheelchairs;
- the inside of the building is level, all doors except fire doors, propped open, non-slip, adequate corridor access and lighting;
- the layout assists the flow for voting and maintains security of the ballot box.

2.4. The polling stations in Uckfield are as follows:

Polling district	Polling stations used
Uckfield Hempstead	Weald Hall, Civic Centre
Uckfield East	Mobile classroom at front of Manor Primary School
Uckfield North East	Mobile classroom at front of Manor Primary School
Uckfield North West	Weald Hall, Civic Centre
Uckfield West Park	Weald Hall, Civic Centre
Uckfield New Town West	Foresters Hall
Uckfield Harlands	Ridgewood Village Hall
Uckfield New Town	Foresters Hall
Uckfield Ridgewood	Ridgewood Village Hall

2.5 The Town Clerk has copies of the layouts of the above premises, should these premises be used as polling stations. This is available on request, should members wish to review this.

3.0. Recommendation

3.1. Members are asked to note the above report and advise the Town Clerk if they have any feedback or comments they wish to make in regards to existing polling stations in Uckfield Town.

Meeting of the Full Council

Monday 18th June 2018

Agenda item 16.0

TO REVIEW REVISED HIGHWAY PROPOSALS FOR TRAFFIC CALMING IN LEWES ROAD (ADJACENT TO RIDGEWOOD FARM)

1.0 Summary

- 1.1 As members will recall, proposals for the highway scheme associated with the Ridgewood Farm development have been presented to Full Council on two occasions (4th December 2017 and 26th February 2018).
- 1.2 The scheme involves creating two new road accesses, footway and traffic calming on Lewes Road and has been assessed for technical acceptance.
- 1.3 The initial proposal in December, suggested extending the 30mph speed limit southwards on Lewes Road to Little Horsted roundabout. However due to the current high speeds of vehicles using the road, together with comments from the bus company suggesting that this could result in delays to services, priority working features did not provide an appropriate traffic calming solution.
- 1.4 In February 2018, members considered a revised proposal which suggested a different scheme comprising of raised top table junctions at the two new site accesses (75mm high), a series of speed cushions along Lewes Road and extending the 30mph speed limit southwards along Lewes Road, to just north of the Little Horsted roundabout-providing a gateway feature at its commencement.

Members felt that the introduction of the speed cushions:
 - would be of concern as they understood that central government had set a national policy to have these removed by 2040;
 - could suggest that the introduction of such traffic calming measures would provide a temporary measure, only;
 - could see an increase in vehicle emissions;
 - were limited and alternative methods may be more effective such as the introduction of speed camera similar to that used in Halland.
- 1.5 It has been advised by East Sussex Highways that although these proposals addressed the previous concerns, they did not have general support.
- 1.6 A third proposal has been put forward for consideration by East Sussex Highways. It has been advised that during the planning application stage, it was acknowledged that speeds needed to be reduced in this area and that the visibility criteria would need to be met at the two new accesses. Having reviewed the achievable visibility sightlines from the new site accesses it would appear that the criteria could be met by simply introducing a 40mph buffer speed limit together with an extended 30mph speed limit (to commence at the existing culvert beneath the road). It has therefore been suggested that the developer submit a third scheme based on speed limits alone.

1.7 The third suggested scheme, proposes:

- (i) 30mph and 40mph gateway features to include:
 - (a) Village/town name plate mounted on 'gateway style fence'- details to be agreed with Uckfield Town Council;
 - (b) Enhanced (yellow backed) speed limit signs;
 - (c) Speed limit roundel road marking on 'red' patch surfacing;
 - (d) Verge marker posts on the approaches/exits to gateway
- (ii) All road markings to be refurbished;
- (iii) Provide yellow backed 40mph speed limit repeater signs;
- (iv) Provide 40mph speed limit roundel road markings adjacent to 40mph repeater signs on both sides of the carriageway;
- (v) Provide new verge marker posts on east side of Lewes Road from New Road southwards to the proposed northern site access;
- (vi) Provide side road junction ahead warning sign (with yellow backing) to face southbound drivers on the approach to and warning of the proposed northern site access. Provide SLOW road marking adjacent to warning sign;
- (vii) To increase the presence of proposed northern and southern site accesses provide junction marking bollards, one on each side of the road at the two junctions.

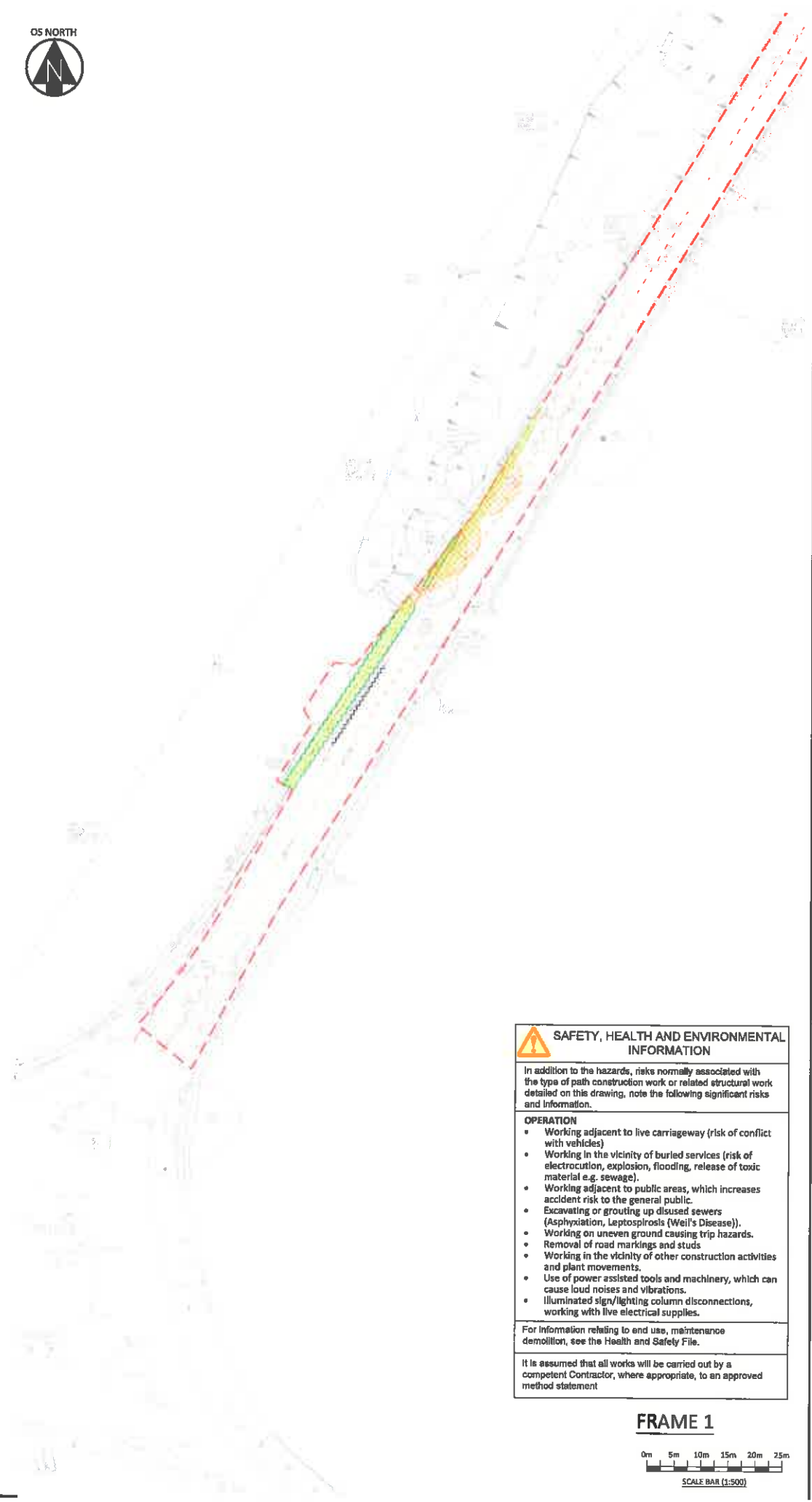
It has been advised that the proposed 30mph speed limit gateway would be enhanced further by the existing cleft oak fencing (once re-established) near the culvert. The attached street view image from 2011 (appendix D) shows the location and how it could look with appropriate vegetation clearance.

2.0 Recommendations

- 2.1** Members are asked to note the third proposed scheme associated with phases 1A and 1B of the Ridgewood Farm development and advise the Town Clerk if they wish to respond to the consultation.

Contact Officer: Holly Goring

Appendices:
Appendix A: Site Clearance
Appendix B: Signing and Lining
Appendix C: General Arrangement
Appendix D: Street view



SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

In addition to the hazards, risks normally associated with the type of path construction work or related structural work detailed on this drawing, note the following significant risks and information.

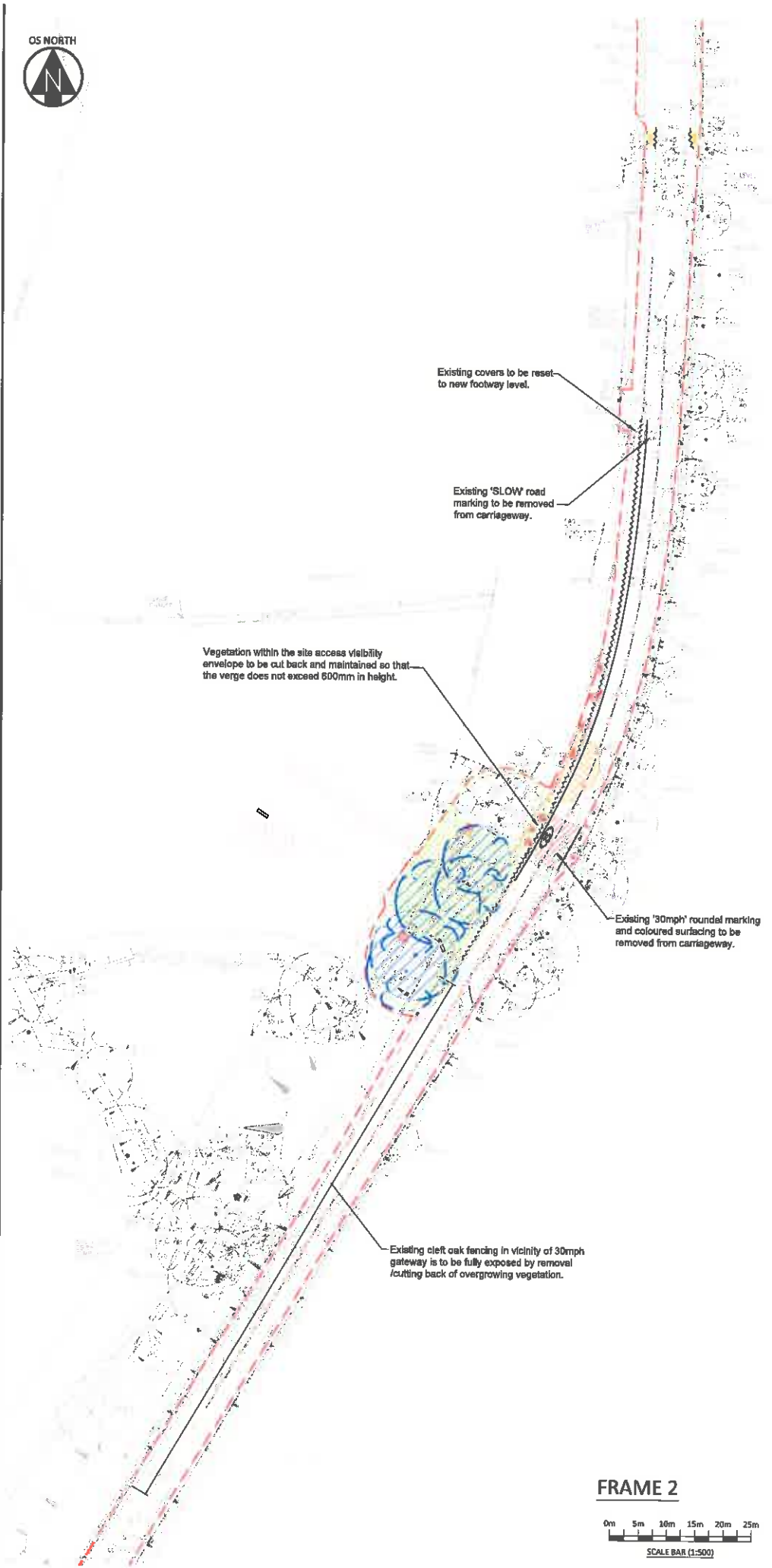
OPERATION

- Working adjacent to live carriageway (risk of conflict with vehicles)
- Working in the vicinity of buried services (risk of electrocution, explosion, flooding, release of toxic material e.g. sewage).
- Working adjacent to public areas, which increases accident risk to the general public.
- Excavating or grouting up disused sewers (Asphyxiation, Leptospirosis (Weil's Disease)).
- Working on uneven ground causing trip hazards.
- Removal of road markings and studs
- Working in the vicinity of other construction activities and plant movements.
- Use of power assisted tools and machinery, which can cause loud noises and vibrations.
- Illuminated sign/lighting column disconnections, working with live electrical supplies.

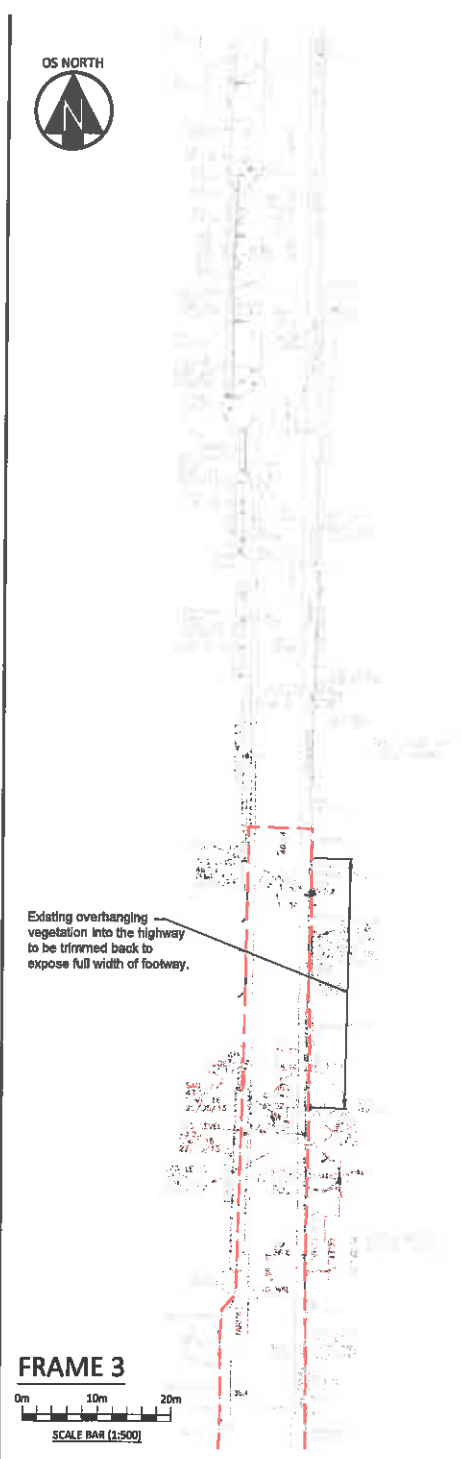
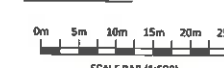
For information relating to end use, maintenance demolition, see the Health and Safety File.

It is assumed that all works will be carried out by a competent Contractor, where appropriate, to an approved method statement

FRAME 1



FRAME 2



FRAME 3



- Key**
- Existing road markings and cat's eye (at road centre line) to be removed.
 - Existing kerbs to be removed.
 - Existing Reflective Road Studs to be retained.
 - Site Clearance boundary.
 - Vegetation to be removed, under the advice/guidance of the Arboriculturalist.
 - Vegetation to be cut back, under the advice/guidance of the Arboriculturalist.
 - Existing footway to be broken out.
 - Tree crowns to be lifted to a height of 6m within the highway and 2.5m with verge to ensure good visibility under the advice/guidance of the Arboriculturalist.
 - Trees proposed for removal, advice/guidance to be sought from the Arboriculturalist.
 - Existing bollards to be removed.
 - Existing traffic sign, post and foundation to be removed.

- NOTES**
- Topographical survey as supplied by Taylor Wimpey South East.
 - Tree Constraint Plan MT Group Drg No 0885.
 - Contractor is to allow for the removal of all existing road markings affected by the works.
 - Any adjustment to utility company apparatus is to be agreed with the relevant utility company prior to the works being carried out.
 - Contractor must comply with the NRSWA 1981 for traffic management and for any road works within the highway. Wiltshire Council streetworks department should be consulted for details of restricted working times/periods, this may be in addition to any restrictions stated in planning conditions.
 - All arisings to be taken to an off site licensed tip.
 - Electrically connected street furniture to be removed shall be safely disconnected and connections made safe before removal.
 - Existing kerbs and carriageway to be broken out and removed in accordance with the 'Specification for Highway Works, series 700'.
 - This drawing is to be read in conjunction with the other information provided in the S278 submission.
 - Planning application number: WD/2015/0209/MEA.
 - Tree roots will need protection during excavation in accordance with BS 5837 :2012 trees in relation to design, demolition and construction. Extra care will need to be taken around the tree root system of the large oak tree north of the northern access when excavating the foundation for the new footway. Adequate protection measures must be taken to ensure the root system is not affected in any way. The contractor shown review Arboriculturalist Report, advice/guidance shown by of the Arboriculturalist.

Rev	Date	Description	By	Ckd
P11	23/05/18	Additional notes added following ESOC comments.	JD	RJP
P10	08/05/18	Road marking removal extent increased.	JD	RJP
P8	26/02/18	Northern speed table extended to include existing access to Ridgewood house.	JD	RJP
P8	05/02/18	Traffic calming scheme revised - priorities removed and replaced with junction speed tables and speed cushions.	JD	RP
P7	27/09/17	Pedestrian crossing adjacent to New Road junction reverted to original location.	JD	RP
P8	27/10/17	Following RSA 2 comments, vegetation within northern access visibility envelope to be less than 600mm in height and pedestrian crossing adjacent to Junction Leaves Road with New Road relocated north of bus lay-by. Existing edge of carriageway road markings removed along west side of Leaves Road. Pedestrian crossing adjacent to Junction Leaves Road with New Road relocated north of bus lay-by.	JD	RP
P5	21/09/17	Issued for Tender.	JD	NH
P4	14/09/17	Dimension shown in Frame 3 to denote vegetation to be trimmed back.	JD	RJP
P3	22/08/17	Identified road markings, and cat's eye to be removed. Identified footway to be planned off and vegetation to be trimmed back.	JD	RJP
P2	05/05/17	Extent of Hedge removal decreased	PTC	RJP
P1	28/04/17	First Issue	PTC	RJP

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Client: **TAYLOR WIMPEY SOUTH EAST**

Project: **RIDGEWOOD FARM, UCKFIELD**

Hydrock Project No: **C161428**

Drawing Title: **SECTION 278 AGREEMENT SITE CLEARANCE SHEET 1 OF 2**

Status: S2	Purpose of Issue: APPROVAL			
Drawn: PTC	Checked: RJP	Scale @ A1: As shown	Drawn Date: 07/04/2017	First Issue: 28/04/2017
Drawing No. UCK-HYD-XX-XX-DR-D-0105	Revision P11			

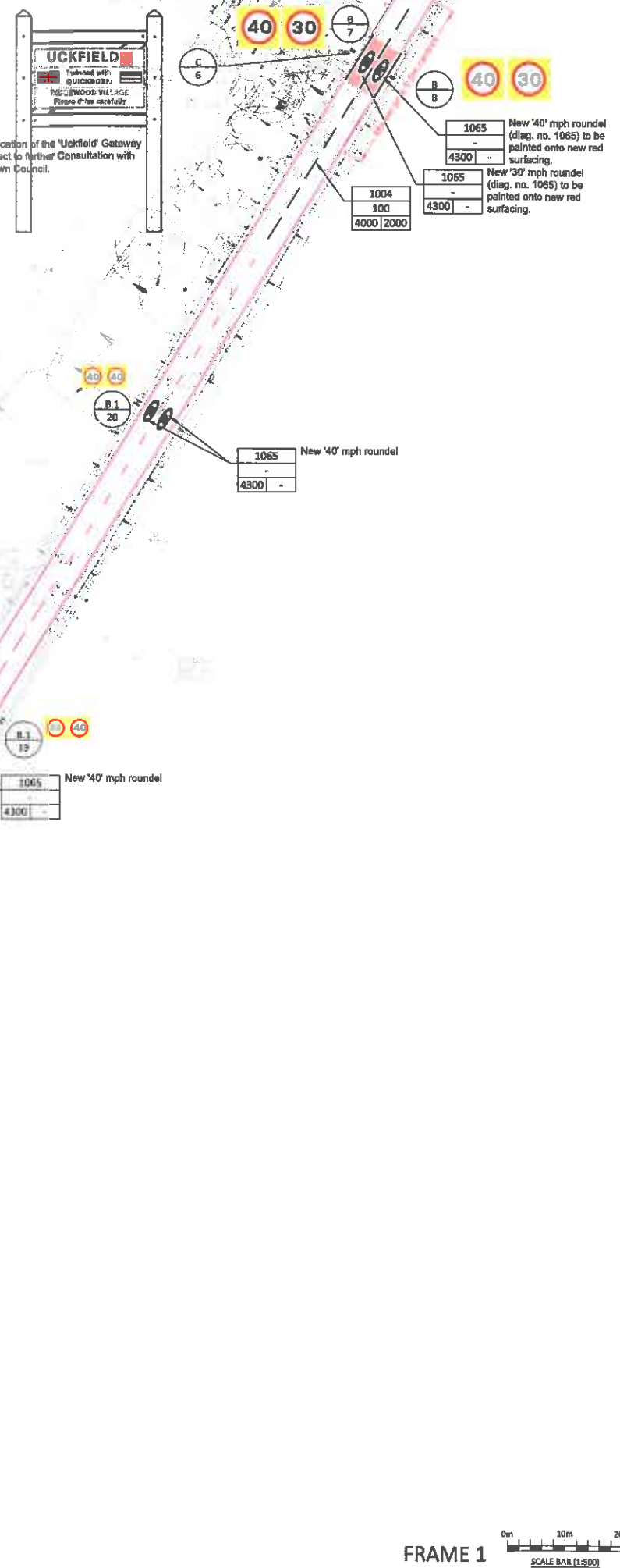
Notes: All dimensions are to be checked on site before the commencement of works. Any discrepancies are to be reported to the architect or engineer for verification. Revised dimensions only are to be taken from this drawing. This drawing is to be read in conjunction with all relevant drawings and Service Engineers' drawings and specifications. This drawing is copyright.

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- KEY.**
- Reflective Polymer marker post installed at 5.0m centres. Post type Flexmaslar by Glasdon Group Ltd (or similar ESCC approved) and installed to manufacturers guidance. Red reflector facing nearside approaching vehicles and white reflector facing offside approaching vehicles.
 - Rigid Bollard installed at junctions. Type Admiral by Glasdon Group Ltd (or similar ESCC approved) and installed to manufacturers guidance. Bollard colour white 80mm red retroreflective band.
 - New Road Marking*
 - Existing Road Marking to me refreshed*
 - *Road marking to note 10

NB. Style and location of the 'Uckfield' Gateway sign is subject to further Consultation with Uckfield Town Council.

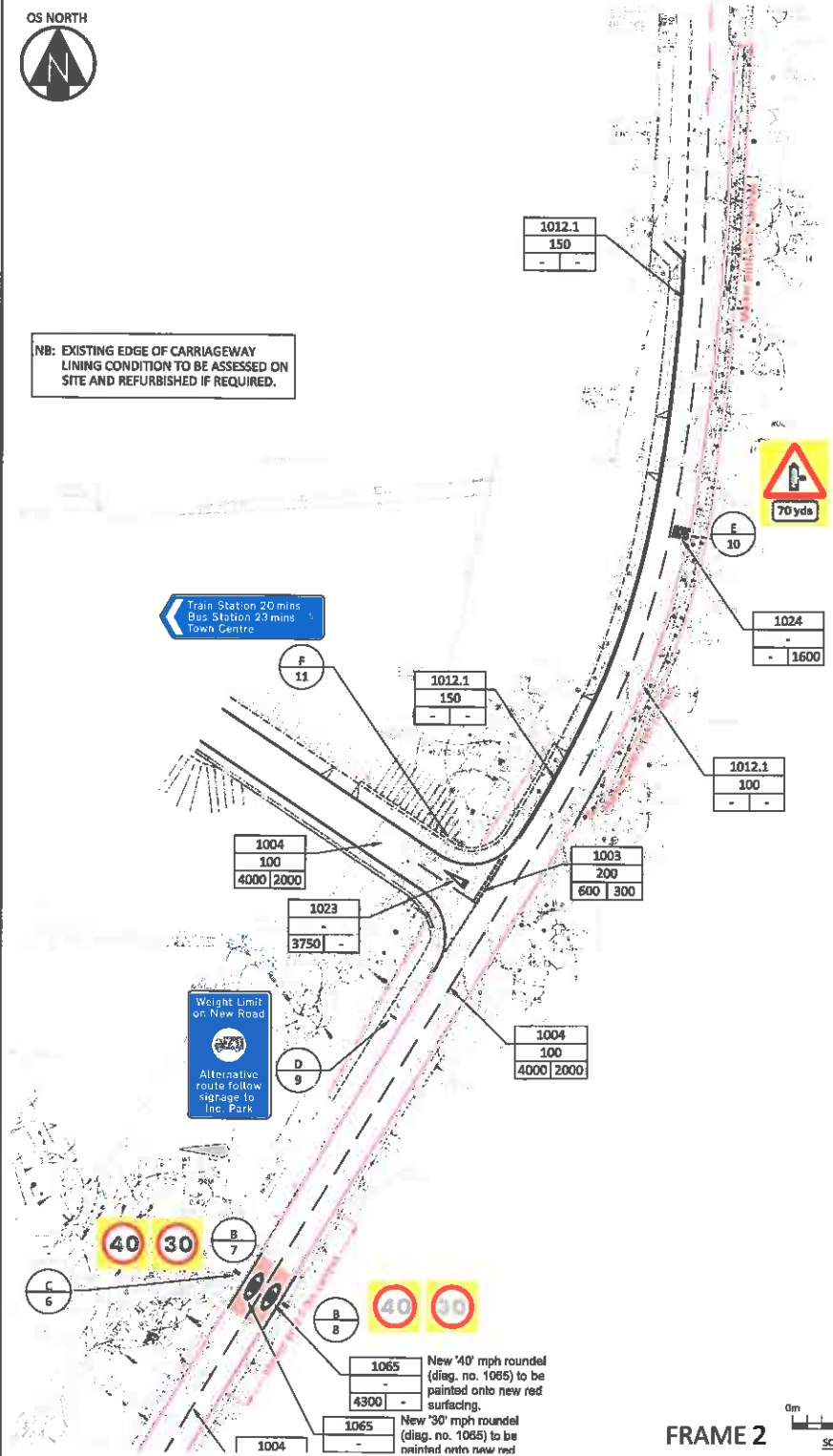


FRAME 1
SCALE BAR (1:500)

SIGNAGE DETAILS								
SIGN REF	LOCATION REF	MOUNTING HEIGHT	TYPE	DIAG No.	SIGN SIZE (mm) (B BORDERS)	MOUNTING TYPE	ILLUMINATION TYPE	NOTES
A	3.2	2100	REGULATORY SIGN	670(40) 671	600	POST	EXTERNAL	
B	4.5,7,8	2100	REGULATORY SIGN	670 (40) & 670 (30)	600	POST	EXTERNAL	
B.1	18,20	2100	REPEATER	670 (40)	540x540	LAMP POST	NONE	Repeaters mounted back to back on LP
C	6	SEE NOTE	PLANE NAME SIGN		1100 X 610	GATEWAY	NONE	To be mounted onto Glasdon gateway 1.5m wide white fence with crossbar.
X	2.1,7	N/A	TEMPORARY	7024 (A40)	885 X 430	A FRAME	NONE	Temporary sign mounted on 'A' frame to be taken down 12 months after completion of highway works.
D	9	2100	INFORMATION	819-4	830 X 1350	POST	NONE	Existing sign to be mounted on new posts.
E	20	2100	WARNING SIGN	506.1 & 532	745 X 540	POST	NONE	
F	31	2100	DIRECTIONAL SIGN	SEE SCHEDULE 12, PART 2, ITEM 8 (SAGD 2016)	865 X 235	POST	NONE	
G	37	2100	DIRECTIONAL SIGN	SEE SCHEDULE 12, PART 2, ITEM 9 (SAGD 2016)	865 X 235	POST	NONE	
H	33	2100	DIRECTIONAL SIGN	SEE SCHEDULE 12, PART 2, ITEM 9 (SAGD 2016)	865 X 235	POST	NONE	
I	14	2100	DIRECTIONAL SIGN	SEE SCHEDULE 12, PART 2, ITEM 9 (SAGD 2016)	865 X 235	POST	NONE	
J	15	2100	DIRECTIONAL SIGN	SEE SCHEDULE 12, PART 2, ITEM 9 (SAGD 2016)	865 X 235	TWIN POST	NONE	Existing sign to be taken out and reinstalled at new location.
K	16	2100	DIRECTIONAL SIGN	SEE SCHEDULE 12, PART 2, ITEM 9 (SAGD 2016)	865 X 235	POST	NONE	
L	17	2100	DIRECTIONAL SIGN	SEE SCHEDULE 12, PART 2, ITEM 9 (SAGD 2016)	865 X 235	TWIN POST	NONE	



NB: EXISTING EDGE OF CARRIAGEWAY LINING CONDITION TO BE ASSESSED ON SITE AND REFURBISHED IF REQUIRED.



FRAME 2
SCALE BAR (1:500)

- NOTES**
- Topographical survey as supplied by Taylor Wimpey South East.
 - All works shall be carried out to local authority standards for adoptable roads.
 - The design speed for Lewes Road is to be altered to extend the existing 30mph (50kph) limit to include the site accesses.
 - Street lighting has not been shown at this stage.
 - General Arrangement is subject to consultation with East Sussex County Council/Lewes District Council.
 - For Section 38 works refer to separate submission.
 - This drawing is to be read in conjunction with the other information provided in the S278 submission.
 - This drawing to be read in conjunction with drawing numbers; UCK-HYD-XX-XX-DR-D-0185/0186/0187.
 - All road markings to be in accordance with 'Traffic Signs Regulations and General Directions 2016' and the 'Traffic Sign Manuals Chapters 1 to 8'.
 - All white road markings to be reflectorised thermoplastic screed with applied 'Ballotini' unless otherwise stated.
 - The contractor is to remove and / or reinstates existing markings where necessary in accordance with East Sussex County Council specification.
 - All new road markings to tie into existing markings.
 - Locations of signs to be agreed with ESCC Engineer on site.

Rev	Date	Description	By	Clk
P9	22/05/18	New speed sign amendment, additional bollards added and marker post amended.	JD	RJP
P8	26/02/18	Northern speed table extended to include existing access to Ridgewood house. Sign Ref. M and N Barration removed.	JD	RJP
P7	06/02/2017	Sign Ref. C updated to 'NEW ROAD LAYOUT AHEAD'. Sign Ref. M and N added.	JD	RP
P6	27/10/2017	New coloured surfacing and 'SLOW' markings shown on southbound approach to bend.	JD	RP
P5	21/09/2017	Issued for Tender.	JD	NH
P4	14/09/2017	Sign Ref. L17 added to sign detail table. Sign Ref. C2 & C3 amended.	JD	RJP
P3	22/08/2017	Road marking references updated to correlate with amended layout. 'Wayfinding' signs shown.	JD	RJP
P2	13/06/17	Existing edge of carriageway to refurbish.	NH	RJP
P1	28/04/17	First Issue	AJT	RJP

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Client:

TAYLOR WIMPEY SOUTH EAST

Project:
RIDGEWOOD FARM, UCKFIELD

Hydrock Project No: **C161428**

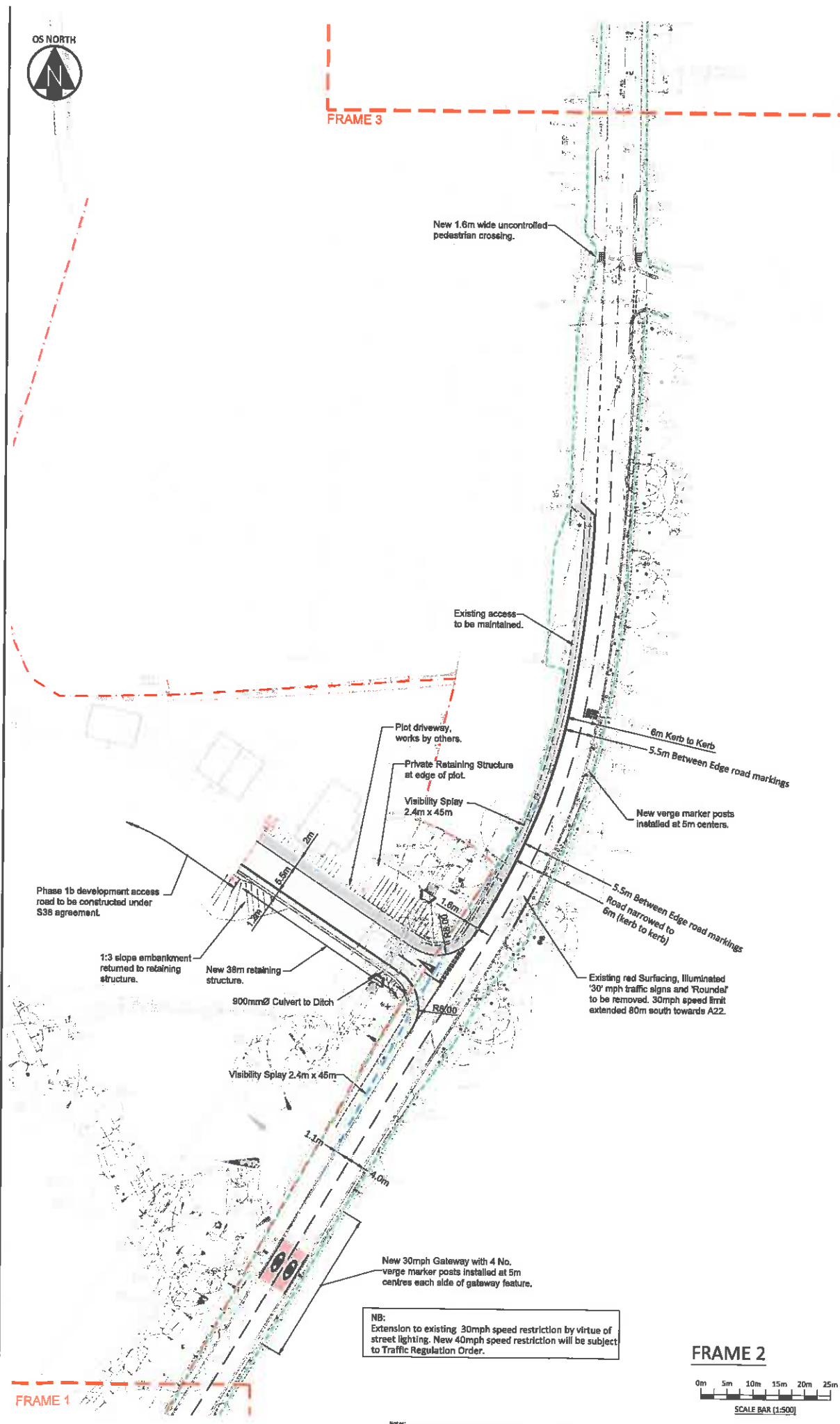
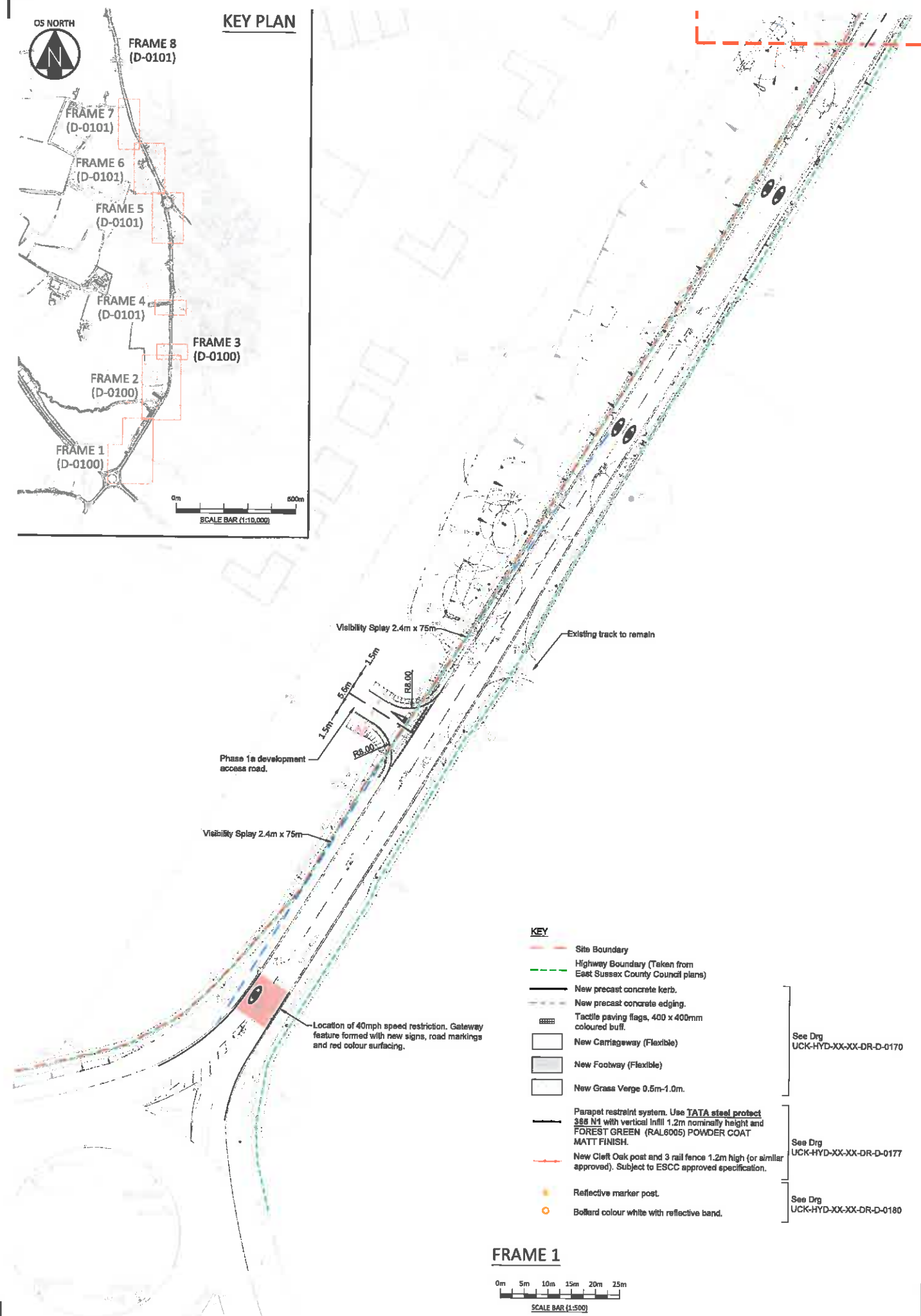
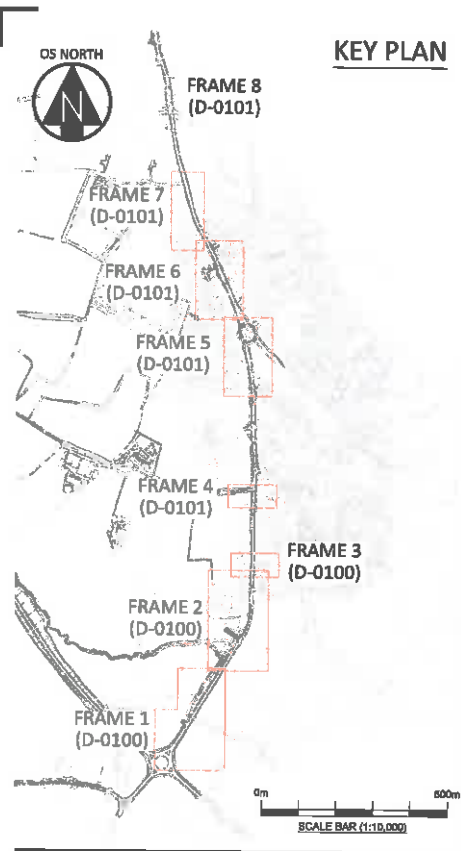
Drawing Title:
SECTION 278 AGREEMENT SIGNS & LINING SHEET 1 OF 2

Status: **S2** Purpose of Issue: **APPROVAL**

Drawn: **AJT** Checked: **RJP** Scale @ **A1:** **1:500** Drawn Date: **07/04/2017** First Issue: **28/04/2017**

Drawing No. **UCK-HYD-XX-XX-DR-D-0180** Revision **P9**

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- NOTES**
1. Topographical survey as supplied by Taylor Wimpey South East and undertaken by 4441/1-6/Rev A.
 2. General Arrangement is subject to consultation with East Sussex County Council/Lewes District Council.
 3. For Section 36 works refer to separate submission.
 4. This drawing is to be read in conjunction with the other information provided in the S278 submission.
 5. Design based on approved WSP Drawings - 0823-S278-041 Rev J and 0823-S278-042 Rev F.
 6. Planning application number: WD/2015/0208/MEA.

Rev	Date	Description	By	Ctd
P10	22/05/18	Additional road marking, bollards and marker posts added following ESCC latest comments.	JD	RJP
P9	08/05/18	Speed tables and cushions omitted. New 40mph speed restriction shown.	JD	RJP
P8	26/02/18	Northern speed table extended to include existing access to Ridgewood house.	JD	RJP
P7	05/02/18	Vehicle restraint system and post and rail specifications updated. Traffic calming scheme revised - priorities removed and replaced with junction speed tables and speed cushions.	JD	RJP
P6	27/10/17	Following ESCC comment, temporary traffic calming note added to drawing. Pedestrian crossing adjacent to New Road Junction reverted to original location.	JD	RJP
P6	17/10/17	Following RSA 2 comments, new coloured surfacing and SLOW markings shown on southbound approach to bend. Western edge of carriageway road marking removed and existing marking retained to increase carriageway width to 5.5m between markings. Centreline marking shown to continue through the section of the bend. Pedestrian crossing adjacent to Junction Lewes Road with New Road relocated north of bus lay-by. RPS shown 50m in advance of traffic island give way markings. Road markings (Diag 1040) amended for all traffic islands.	JD	NH
P4	21/09/17	Issued for Tender. Amendments to key.	JD	NH
P3	14/09/17	Design of 30mph gateway sign to be provided by ESCC noted on drawing. Visibility note added. Key plan updated.	JD	RJP
P2	22/08/17	Layout amended including repositioning of new traffic islands. Drawing this amended. Junction re-dimensioned.	JD	RJP
P1	07/04/17	First Issue	FTC	RJP

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Client:

TAYLOR WIMPEY SOUTH EAST

Project:
RIDGEWOOD FARM, UCKFIELD

Hydrock Project No: **C161428**

Drawing Title:
SECTION 278 AGREEMENT GENERAL ARRANGEMENT SHEETS 1 OF 2

Status: **S2** Purpose of Issue: **APPROVAL**

Drawn: **Checked: Scale @ A1: Drawn Date: First Issue:**
 PTC RJP As shown 07/04/2017 28/04/2017

Drawing No. **UCK-HYD-XX-XX-DR-D-0100** Revision **P10**

NB: Extension to existing 30mph speed restriction by virtue of street lighting. New 40mph speed restriction will be subject to Traffic Regulation Order.

Notes:
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Meeting of the Full Council

Monday 18th June 2018

Agenda Item 17.0

TO NOTE THE PREVIOUS MAYOR'S ENGAGEMENTS (Cllr. L. Eastwood)

1.0 Summary

- 1.1 The report sets out the engagements of the previous Town Mayor at the end of April 2018 and the current Town Mayor and Deputy Mayor.

22nd April St. Georges Day Parade, Holy Cross Church
27th April Open new Outdoor Classroom at Rocks Park School

TO NOTE THE MAYOR'S ENGAGEMENTS (Cllr. S. Mayhew)

12th May Sussex Support Social event – Victoria Pavilion
3rd June Uckfield Lions Fun Day Luxford Field
10th June Ridgewood Hall Committee Fete, Ridgewood
11th June Judging of Schools Safety Day Poster Competition
14th June Youth Talent Show Cornerstone Church

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS (Cllr J. Love)

12th May Sussex Support Social event – Victoria Pavilion
3rd June Uckfield Lions Fun Day Luxford Field
17th June Active Uckfield Event Victoria Pleasure Ground

Cllr. Spike Mayhew
Town Mayor

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