



# UCKFIELD TOWN COUNCIL

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**Town Clerk – Holly Goring**

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

in

The Council Chamber, Civic Centre

on

Monday 19<sup>th</sup> June 2017 at 7pm

### AGENDA

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#### 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 8<sup>th</sup> May 2017 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                  | 22nd May and 12th June 2017 |
| (b) | Environment and Leisure Committee | 30th May 2017               |
| (c) | General Purposes Committee        | 5th June 2017               |

**7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

- (i) The Uckfield Town Centre Regeneration Joint Committee  
(Nothing to report at this time)
- (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) Dementia Friendly Working Group – Uckfield Dementia Forum  
(Attached)
- (iii) Uckfield Events Working Group  
(Attached)

**9.0 TO CONSIDER THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2017**  
(Attached)

**10.0 TO CONSIDER THE TOWN COUNCIL'S DRAFT ANNUAL RETURN AND FINANCIAL STATEMENTS FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2017**  
(Attached)

**11.0 TO CONSIDER THE INTERNAL AUDIT REPORT FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2017**  
(to follow)

**12.0 TO APPOINT A REPRESENTATIVE TO THE 'WEALDEN WORKS' EXECUTIVE COMMITTEE**  
(Attached)

**13.0 TO CONSIDER SIGNING UP TO THE EAST SUSSEX AGAINST SCAMS PARTNERSHIP (ESASP) CHARTER**  
(Attached)

**14.0 TO CONSIDER A REQUEST FOR FINANCIAL SUPPORT FROM UCKFIELD COMMUNITY TECHNOLOGY COLLEGE'S YOUNG PEOPLE'S COUNSELLING SERVICE**  
(Attached)

- 15.0 TO PROVIDE INPUT INTO WEALDEN DISTRICT COUNCIL'S REVIEW OF PARKING ISSUES IN UCKFIELD TOWN**  
(Attached)
- 16.0 TO NOTE THE MAYOR'S ENGAGEMENTS**  
(Attached)
- 17.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**
- 18.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**  
None
- 19.0 TOWN CLERK'S ANNOUNCEMENTS**
- 20.0 CHAIRMAN'S ANNOUNCEMENTS**
- 21.0 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:-
- 21.1 Update from Civic Centre Working Group**  
(to follow)



Town Clerk  
13th June 2017

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## **Meeting of Full Council**

**Monday 19<sup>th</sup> June 2017**

### **Agenda Item 7.0 (ii)**

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

Members will be aware from previous updates to Full Council that the Neighbourhood Plan Steering Group had been liaising with organisations in the past 12-18 months whilst engaging residents, to commission support to draw together the work of the steering group, and produce a robust Neighbourhood Plan for Uckfield which clearly sets out the list of policies which can sit aside Wealden District Council's Local Plan.

Support was previously provided by Towns Alive and Maroon Planning for assistance with events. A number of other organisations were also contacted for the purpose of finalising the plan.

From those companies that the group liaised with, the organisation considered to be most suitable was that of Action in Rural Sussex (AIRS). They had assisted a number of parishes within Sussex to produce a finished plan, and had experience of working with planning departments, and in particular Wealden District Council. The total project costs for supporting the steering group over the next 12 months would be estimated to cost in the region of £14,000.

As per the Terms of Reference of the Steering Group, the Neighbourhood Plan Steering Group is required to notify Uckfield Town Council of financial decisions and any financial decisions must be made in accordance with the guidelines used by Uckfield Town Council.

The Neighbourhood Plan Steering Group are seeking to obtain further grant funding from Locality to assist with these costs and an application for grant funding is due to be made shortly.

#### **Recommendation:**

Members are asked to provide their approval for the steering group to go ahead with this proposal and work with Action in Rural Sussex over the next 12 months to produce a robust Neighbourhood Plan for Uckfield.

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## **Meeting of Full Council**

**Monday 19<sup>th</sup> June 2017**

### **Agenda Item 8.0 (ii)**

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

Since the last meeting of the Uckfield Dementia Forum, members of the Forum and wider Wealden Dementia Action Alliance have been busy arranging a variety of events to promote National Dementia Awareness Week in May 2017.

- **Tues 16<sup>th</sup> May 2017 - Wealden Dementia Action Alliance**  
(Hailsham Civic Hall, WDC Offices)  
The event was a great success and well attended by partner organisations and members of the public. A range of presentations were received which included a presentation on the Uckfield Dementia Forum. This included information on how the forum had been set up, the support of the alliance and the activities that the forum had undertaken in their first six months. Stalls were located around the room, so after the presentations attendees were able to speak to partners about key issues and obtain information on the services available. Dementia Friend awareness sessions were also available for people to attend.
- **Wed 17<sup>th</sup> May 2017 – Uckfield Chamber of Commerce**  
(Uckfield Civic Centre – chamber members only)  
Representatives from the Uckfield Dementia Forum (*Mrs Dode-Angel from Sussex Support Services and Mrs Scutt from Home Instead Senior Care*) who are also Alzheimer Society Dementia Champions, ran a short information/training session with all chamber members to inform them about people living with dementia and how you can increase your awareness. This was extremely well received by attendees.
- **Sat 20<sup>th</sup> May 2017 – Dementia Awareness Information Day**  
(Sussex Support Services, Victoria Pavilion, Victoria Pleasure Ground)  
This was a fantastic day with local organisations displaying information and signposting advice, selling baked goods and running two 'become a dementia friend' sessions for members of the public to take part in. Knitted dementia forget-me-not badges were also created for sale to assist in raising funds for the Alzheimer's Society.

Work will now continue on engaging local businesses within the High Street and preparing for the next meeting of the Uckfield Dementia Forum which will take place on Monday 17<sup>th</sup> July 2017.

Cllr. Paul Sparks

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## **Meeting of Full Council**

**Monday 19<sup>th</sup> June 2017**

### **Agenda Item 8.0 (iii)**

#### **TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: 'UCKFIELD EVENTS WORKING GROUP'**

The working group met on 31<sup>st</sup> May 2017 and were reminded that the remit of the group included responsibility for arranging two events within the year (*Weald on the Field – Saturday 5<sup>th</sup> August 2017 and Uckfield Revival – Saturday 7<sup>th</sup> October 2017*). They would also be responsible for helping to promote all initiatives, events and activities in Uckfield.

The group discussed and agreed the name of the working group, going forward. Initial brand designs were circulated to be used on future publication material and social media accounts. The group have since agreed a design, which will be launched soon.

The majority of the meeting focused on preparations for the 'Weald on the Field' event on Saturday 5<sup>th</sup> August and working through the action plan to ensure all members of the working group were clear about what had already been arranged, which tasks were still outstanding and who was responsible for each task. This included actions around marketing, facilities, entertainment, legal matters and health and safety.

The line-up of live music and entertainment was nearly confirmed for the event, and members of the working group were excited about the plans as they started to take shape.

The working group would be meeting on a more regular basis in the run up to the event, with the next meeting being held wk commencing 19<sup>th</sup> June 2017.

Cllr. Donna French

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## **Meeting of Full Council**

**Monday 19<sup>th</sup> June 2017**

### **Agenda item 9.0**

#### **TO CONSIDER THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2017**

##### **1.0 Summary**

- 1.1. To approve the Annual Governance Statement 2016/17 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 2016/17 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 2016/17 contained within the Annual Return.

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# Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2017

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Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

**The annual return on pages 2 to 4 is made up of three sections:**

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

**Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.**

## **Completing your annual return**

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, 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** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

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

## Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

UCKFIELD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed		Yes means that this smaller 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.	✓		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.	✓		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 smaller authority to conduct its business or on its finances.	✓		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.	✓		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 smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has 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.	✓		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.	✓		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 smaller authority and, where appropriate have included them in the accounting statements.	✓		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	NA
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

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

## Section 2 – Accounting statements 2016/17 for

Enter name of  
smaller authority here:

LUCKFIELD TOWN COUNCIL

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	936,621	1,086,737	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	797,595	835,219	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	451,044	466,157	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	(417,377)	(421,151) (439,468)	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	(68,479)	(66,602)	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	(612,667)	(700,987) (682,667)	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	1,086,737	1,199,376	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	1,065,665	1,175,562	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>				
9. Total fixed assets plus long term investments and assets	5,817,238	5,987,441	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	706,200	669,000	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)	<table><tr><td>Yes</td><td>No</td></tr><tr><td></td><td>X</td></tr></table>		Yes	No		X	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.
Yes	No						
	X						

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date

16/06/2017

I confirm that these accounting statements were approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

## Section 3 – External auditor report and certificate

In respect of:

Enter name of  
smaller authority here:

LUCKFIELD TOWN COUNCIL

### 1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual 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. 2016/17 External auditor report

(Except for the matters reported below)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative 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 smaller authority:

(continue on a separate sheet if required)

### 3. 2016/17 External auditor certificate

We certify/do not certify\* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

\* We do not certify completion because:

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

# Annual internal audit report 2016/17 to

Enter name of  
smaller authority here:

UCKFIELD TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

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 15/06/2017

\*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, internal audit must explain why not (add separate sheets if needed)

## Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – No answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested, <b>including the dates set for the period for the exercise of public rights</b> , has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	

\*Note. The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk) or [www.ada.org.uk](http://www.ada.org.uk)

# **UCKFIELD TOWN COUNCIL**



## **FINANCIAL STATEMENTS AND ACCOMPANYING INFORMATION FOR THE YEAR ENDED 31 MARCH 2017**

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**UCKFIELD TOWN COUNCIL  
VARIANCE ANALYSIS  
FOR THE YEAR ENDED 31 MARCH 2017**

**Comparison of income and expenditure in year with original budget**

The following shows a comparison of the budget and outturn figures in 2016/17 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 £
<b>Income</b>			
Grants received	-	-	-
Rental income, interest and investment income	199,241	212,909	13,668
Charges made for services	206,652	192,749	(13,903)
Other income or contributions	42,607	60,500	17,893
	<u>448,500</u>	<u>466,157</u>	<u>17,658</u>
<b>Expenditure</b>			
Direct service costs:			
Salaries and wages	329,670	274,200	(55,470)
Grant aid expenditure	44,950	54,390	9,440
Other direct service costs	411,098	354,173	(56,925)
Democratic, Management and Civic costs:			
Salaries and wages	170,661	165,269	(5,392)
Other democratic, management and civic costs	182,890	133,302	(49,588)
	<u>1,139,269</u>	<u>981,334</u>	<u>(157,935)</u>
Net expenditure	690,769	515,177	(175,593)
General Reserves	83,700	330,912	247,212
Earmarked Reserves	60,750	(10,869)	(71,619)
Net charge to Precept	<u>835,219</u>	<u>835,219</u>	<u>-</u>

**UCKFIELD TOWN COUNCIL  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2017**

	31.03.17 £	31.03.16 £
<b>Income</b>		
Precept	835,219	797,595
Grants received	-	-
Rental income, interest and investment income	196,909	185,539
Charges made for services	192,749	193,100
Other income or contributions	60,500	56,405
	<b>1,285,376</b>	<b>1,232,639</b>
<b>Expenditure</b>		
Direct service costs:		
Salaries and wages	274,200	258,485
Grant aid expenditure	54,390	44,440
Other direct service costs	354,173	353,341
	<b>682,763</b>	<b>656,266</b>
Democratic, Management and Civic costs:		
Salaries and wages	165,269	158,892
Other democratic, management and civic costs	294,326	292,819
	<b>459,595</b>	<b>451,711</b>
<b>Exceptional items</b>		
Gains/(losses) on disposal of fixed assets	-	-
<b>Net operating surplus/(deficit) for year</b>	<b>143,018</b>	<b>124,662</b>
Statutory charge for capital	(37,200)	(37,200)
Reversal of annual depreciation charge	161,024	124,593
Reversal of (gains)/losses on disposal of fixed assets	-	-
Capital expenditure from the General Fund	(170,204)	(77,939)
Pension fund adjustment	16,000	16,000
Net transfer from/(to) Earmarked Reserves	10,869	(110,482)
<b>Net surplus/(deficit) for year</b>	<b>123,508</b>	<b>39,634</b>

**Trade operations**

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

	31.03.17 £	31.03.16 £
Income	152,605	158,970
Expenditure	161,638	151,588
Net surplus/(deficit)	<b>(9,034)</b>	<b>7,382</b>

**UCKFIELD TOWN COUNCIL  
BALANCE SHEET  
AS AT 31 MARCH 2017**

	31.03.17 £	31.03.16 £
<b>Fixed Assets</b>		
Land and buildings	4,211,601	4,293,056
Vehicles and plant	423,246	332,612
	<u>4,634,847</u>	<u>4,625,668</u>
<b>Current Assets</b>		
Stocks	907	2,701
Debtors	47,590	43,198
Current asset investments	-	-
Cash at bank and in hand	1,175,561	1,065,665
	<u>1,224,058</u>	<u>1,111,564</u>
<b>Creditors: amounts falling due within one year</b>		
Creditors	24,683	24,827
Current portion of long term debt	37,200	37,200
	<u>61,883</u>	<u>62,027</u>
<b>Net current assets</b>	<u>1,162,175</u>	<u>1,049,537</u>
<b>Total assets less current liabilities</b>	<u>5,797,022</u>	<u>5,675,205</u>
<b>Creditors: amounts falling due after more than one year</b>		
Long term borrowing	631,800	669,000
	<u>631,800</u>	<u>669,000</u>
<b>Pension Liability/(Asset)</b>	<u>467,000</u>	<u>464,000</u>
<b>Total assets less liabilities</b>	<u>4,698,222</u>	<u>4,542,205</u>
<b>Reserves</b>		
Capital Receipts Reserve	15,795	15,795
Pensions Reserve	(467,000)	(464,000)
Capital Financing Account	3,965,847	3,919,468
Earmarked Revenue Reserves	734,321	745,190
General Fund	449,260	325,752
	<u>4,698,222</u>	<u>4,542,205</u>

These financial statements were approved on \_\_\_\_\_

\_\_\_\_\_  
Cllr. L. Eastwood  
Town Mayor

\_\_\_\_\_  
C Wheatley  
Responsible Financial Officer

**UCKFIELD TOWN COUNCIL**  
**EARMARKED RESERVES NOTE TO THE FINANCIAL STATEMENTS**  
**AS AT 31 MARCH 2017**

	1 April 2016 £	Contribution to reserves £	Contribution from reserves £	31 March 2017 £
Allotment Fencing	6,803	-		6,803
Boothland Wood	500	-		500
Browns Lane Rockery Plants	250	(70)		180
Building Maintenance Fund	57,659	(47,543)	125,000	135,116
C.C. Upstairs Toilet Refurbishments	295	(295)		-
CCTV Replacement Programme	19,880	-	4,000	23,880
Cemetery Enhancement	10,000	-		10,000
Chapels Maintenance Programme	3,503	-		3,503
Civic Centre Maintenance Programme	5,000	(5,000)		-
Consultants - Town Centre	120,300	-		120,300
Defibrillators	2,291	(1,580)		711
Ecological Survey Bellbrook Open Space	500	(500)		-
Elections	10,000	-	5,750	15,750
Elizabeth Gardens Donation	1,834	(1,834)		-
Fencing	942	(942)		-
Footpath Feasibility Study	5,000	(5,000)		-
Foresters Hall Complex Ext/Internal Maintenance	20,650	-	5,000	25,650
Future Maint. Programme/ Repairs & renewals	27,391	(5,000)		22,391
Health & Safety	470	(470)		-
Health Walking Signs Victoria	500	(500)		-
HMLNR Donation	1,600	-		1,600
Hughes Way Play Area Donation		-	5,000	5,000
Improve Acoustics in the Weald Hall	15,000	(15,000)		-
Improve Stage lighting in the Weald Hall	10,000	(10,000)		-
Joint Committee Master Plan Work	50,000	-		50,000
Litter Bins	500	-		500
Luxford Maintenance & Repairs	1,280	-	700	1,980
Luxfords - Uniforms	34	(34)		-
Luxfords Cooler	2,500	-	2,500	5,000
Luxfords Oven replacement	2,500	(2,500)		-
New Equipment	2,270	(2,270)		-
Old Timber Lane Maintenance	9,000	-		9,000
Olives Meadow Street Light Upgrade		-	17,000	17,000
Picnic Tables	1,500	-		1,500
Play area enhancements	140,564	(136,746)	25,000	28,818
Play ground fencing	5,547	-	5,000	10,547
Professional Fees	-	-	1,335	1,335
Public Conveniences	30,000	-		30,000
Ranger equipment budget	7,086	(164)		6,922
Renewal/Upgrading Notice Boards		-	3,200	3,200
Reverend Cardale Memorial		-	3,850	3,850
Ridgewood Car Park Re-surface	49,000	-		49,000
Ridgewood Recreation Ground levelling	11,718	-		11,718
Seats, Signage for Tennis Courts	1,000	(405)		595
Carried forward totals	634,867	(235,853)	203,335	602,349

Continued

**UCKFIELD TOWN COUNCIL**  
**EARMARKED RESERVES NOTE TO THE FINANCIAL STATEMENTS**  
**AS AT 31 MARCH 2017**

Section 106 Agreements	24,728	-		24,728
Signal Box Ext/Internal Maintenance	10,000	-		10,000
Skatepark Peripheral Area	3,992	-		3,992
Street Furniture Donation	1,200	-		1,200
Street Furniture repair/replace	373	-		373
Street Light Repairs	6,345	-	4,000	10,345
Street Light Supply/Maintenance		-	9,000	9,000
Street Light Timers/column inspections	1,856	-		1,856
Training	1,500	-		1,500
Trees	2,743	-		2,743
Trees/wildflowers H. Lane	465	(465)		-
Twinning Signs		-	739	739
Upgrading of IT Systems & Equipment	8,072	-	2,500	10,572
Vehicle Replacement	7,125	(7,125)		-
Victoria Doors		-	3,000	3,000
Victoria Pavilion	16,124	-		16,124
Weald Hall Floor	13,000	-	10,000	23,000
West Park External/Internal Maintenance	11,600	-		11,600
White Rails Improvements	1,200	-		1,200
	745,190	(243,443)	232,574	734,321

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# **Uckfield Town Council**

***Internal Audit Report 2016-17 (Final)***

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***Prepared by Nigel Archer***

***For and on behalf of  
Auditing Solutions Ltd***

## **Background and Scope**

The Accounts and Audit Arrangements introduced from 1<sup>st</sup> 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, which took place on 15<sup>th</sup> June 2017 and supplements the interim work undertaken on 20<sup>th</sup> & 21<sup>st</sup> (half day only) February 2017 and on 3<sup>rd</sup> & 4<sup>th</sup> October 2016.

## **Internal Audit Approach**

In completing our review for 2016-17, 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 previous five-year rolling strategic programme of work, which had been agreed with the ex-Clerk and Council, for the next 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 Certificate of the year's Annual Return, 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. Any very minor observations have been discussed with officers during the course of the visits with any matters arising and actions taken included in the main body of the report.

As a result, we have duly signed off the Internal Audit Certificate within the annual Return, assigning positive assurances in all relevant categories and leaving the original document with the RFO for submission to members for approval prior to onward transmission to the external auditors.

**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.**

# 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). We note the changes to the NatWest and supplementary banking arrangements: the principal Current and Special Interest Bearing bank accounts remain in place, as do the daily “sweep” transfers.

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 Trial Balance in the Sage software for 2016-17 to the closing Financial Statements for 2015-16 to ensure that all the detailed balances have been properly rolled forward: the accountants had omitted one journal entry from the list provided to the RFO for prior-year adjustments but this has now been resolved;
- Checked and agreed three sample months’ receipts and payments transactions (August & December 2016 and March 2017) 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 periods; and
- Finally in this area we have checked and agreed the software based bank reconciliations as at 31<sup>st</sup> August & 31<sup>st</sup> December 2016 and 31<sup>st</sup> March 2017 to ensure that there are no long-standing, uncleared items or other another anomalous entries arising: we noted at the first interim visit that three minor payments remained un-presented with 2014 and 2015 calendar year dates of issue (totalling less than £100) and we are now pleased to note that they were appropriately written back to relevant expenditure codes prior to the year-end closedown.

### *Conclusions*

*There are no issues 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, therefore: -

- Noted in the previous year’s interim update & final audit reports that the Council’s extant corporate documentation such as Standing Orders, Financial Regulations,

Members' Code of Conduct are subject to on-going review and were considered fit for purpose following some relatively minor revisions. Subsequently, we noted further amendments with effect from August 2016 to ensure that the extant 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 2017 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 the new Council in accord with extant legislation (no consideration was required in 2016-17);
- Previously noted the ongoing deliberations with regard to the future direction of the facilities and other services provided at the Civic Centre, with no further progress anticipated in the foreseeable future following the negotiations with the only organisation that expressed any interest leading to no formal bid and the members' decision to retain the status quo (as now communicated to all employees); and
- 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 issues 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 the previous update visit, examining a sample of all those payments individually in excess of £4,000 together with a more random sample of every 40<sup>th</sup> cashbook transaction (irrespective of value) to 31<sup>st</sup> January 2017. This sample comprised approximately 80 payments totalling just over £529,000 and representing 69% of all non-pay related costs in the period to that date: no further testing was considered necessary at the final stage.

In relation to VAT, the RFO continues to submit quarterly electronic submissions in a timely manner and we have verified that the December 2016 and March 2017 return had been completed in accord with the underlying Sage control account balances.

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 2017) and that this “underpins” several other policies in place to ensure significant risks are controlled and monitored. We have previously (interim update report for 2014-15) considered that more lower level detailed assessments could be “scored” utilising bespoke software but have acknowledged that, in the absence of a permanent Clerk for a number of months, no further progress had been made in this area (which remains the case currently); and
- We have examined the Council’s two insurance policies: that provided by Allianz in relation to its properties expiring in October 2017 and that provided by Zurich Municipal in relation to its remaining legal requirements expiring in June 2017 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.

### **Conclusions**

*There are no issues 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 2017-18, formally adopting the latter at £852,878 (excluding the District's reduced Council Tax Support Grant of £22,653), detail of which had been concluded at the Full Council meeting in January 2017. As discussed with the RFO during the course of the previous update visit, whilst the minutes summarised the outcomes in terms of Band D and %age increases, the specific Precept figure was not formally recorded, which we understand to be mandatory, and are pleased to note this was addressed immediately at the Full Council meeting in early April 2017;
- 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 2017-18 and the year-end closedown for 2016-17 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 2017 to 2022;
- We are pleased to again 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 31<sup>st</sup> March 2017 stood at £1.19 million, comprising Capital Receipts (£16,000), specific Earmarked items (£734,000) and the residual General Fund (£449,000). The latter represents approximately five months expenditure at current levels and is considered to be more than adequate at present.

### **Conclusions**

*There are no issues 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 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 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;
- We have examined the Cemetery income streams at the first interim stage by selecting all those burial register entries for the period April to early September 2016 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. With the exception of one very minor observation, detail of which was provided to the RFO during the course of our first interim visit for consideration in due course, no matters arose from testing in this area and we are pleased to note the query was satisfactorily resolved prior to the next update visit;
- Examined Civic Centre and other property room lettings by reference to a sample fortnight's booking diary (1<sup>st</sup> to 15<sup>th</sup> December 2016) to ensure that each activity hire (at least 50 in all excluding those for UTC purposes) was charged in accord with the published scales of fees and length of time of each booking, that relevant Sage accounting sales invoices had been posted to the nominal ledgers and that monies had been received without any undue delay or dispute: no such issues were identified;
- Verified all sports pitch bookings in the year to 31<sup>st</sup> January 2017 by reference to the Sage nominal ledgers and supporting sales invoices to ensure fees were charged in accord with the published scales;
- Tested a sample of allotment renewal fees (all those relating to the Bell Lane site) for 2016-17 by reference to the sales invoices and supporting customer rental agreements to verify that the fees charged were in accord with the variable plot sizes of each allotment;
- Visually examined all income code, nominal ledger transaction reports for the year to 31<sup>st</sup> January 2107 for periodic (both monthly and quarterly) sales receipts such as rentals arising from Vernon Road, Signal Box, the Source, CAB offices, etc to ensure that there were no obvious errors or omissions where income could have been expected to arise: no such issues were identified;
- Noted that members continue to be provided with detailed monthly trading statistics and accompanying commentary for Luxford by the Civic Centre Manager. We also note that the operations of the facility are subject to quarterly, independent third party stocktakes and her reports are available for further inspection if necessary but no significant variances have been identified to warrant further action by officers. At this stage we have not undertaken any further detailed testing of the day-to-day transactions of the restaurant, having checked in depth in 2015-16 in accord with the agreed rolling programme of work; and
- As noted earlier in this report, we have checked and agreed three sample months' receipt transactions in full from ledgers to bank statements.

Finally in this area, we have updated our year-on-year analysis of income arising across the range of Council activities with no significant, unidentified variances to warrant further explanation or enquiry by officers.

## **Conclusions**

*There are no issues 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 Certificate at Section 4 of the Annual 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. 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 (August 2016) 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-imbursements, which are subject to independent managerial review.

## **Conclusions**

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

## **Review of Salaries**

The Council employs a number of staff with the Assistant Town Clerk / RFO continuing to produce the monthly payroll “in house” utilising bespoke Sage software: payments to staff continue to be made electronically by NatWest’s electronic Bankline facility.

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 1<sup>st</sup> April 2015 (no revisions were effected for 2016) in relation to the staff salary contribution bandings. To meet that objective: -

- Gross pay rates have been checked to ensure that the NJC pay award for 2016-17 had been duly implemented;
- PAYE Tax Codes 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 2016;
- National Insurance Table deduction rates have been checked to ensure that computations would be made accurately, particularly as a result of the Government’s

withdrawal of the reduced rates of deductions for those employees who are members of employers' occupational pension schemes;

- 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 1<sup>st</sup> April 2015;
- 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
- 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 issues 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 contractor accountants also prepared their own detailed schedules for the purposes of the Annual 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 Annual Return disclosure requirements: this remained the case for 2016-17 and we have agreed the overall balances disclosed at Box 9, Section 2 of the Annual Return.

### **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.

- We noted previously that the Council has an appropriate, formal Investment Strategy Policy in place, which is subject to periodic review and update, generally annually by the General Purposes Committee (the most recent appearing to be in December 2015);
- We note that the Council currently has one periodic Term deposit (for 12 months to July 2017) held by Lloyds plc and have verified the balance disclosure within the cash at bank balances at Box 8, Section 2 of the Annual Return; and
- We have checked and agreed both bi-annual instalment repayments of the Council's existing PWLB loans (in July 2016 and January 2017) from the relevant bank statements to their third party direct debit settlement advice notes and have subsequently verified the disclosure of closing balances at Box 10, Section 2 of the Annual Return.

### ***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 Annual Return for the current financial year, which now forms the Council's only statutory reporting requirement following the increase in the external audit threshold noted at the outset to this report.

### ***Conclusions***

***No issues arise in this area of our audit review to warrant formal recommendation (one minor revision to the Annual Return data provided being discussed and agreed with the 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 Certificate within the Annual Return.***

## **Meeting of Full Council**

**Monday 19<sup>th</sup> June 2017**

### **Agenda item 12.0**

#### **TO APPOINT A REPRESENTATIVE TO THE 'WEALDEN WORKS' EXECUTIVE COMMITTEE**

##### **1.0 Summary**

- 1.1 This report requests that council members nominate a member to represent Uckfield Town Council on the 'Wealden Works' Executive Committee.

##### **2.0 Background**

- 2.1 On 3<sup>rd</sup> April 2017, members of Full Council resolved to contribute £10,000 of funding towards 'Wealden Works' – a district wide project which supports young people aged 16-24 years who are not in employment, education or training (NEETS).
- 2.2 The project involves working with local businesses, educational establishments and community groups to ensure that these young people receive the training and work experience that they need to reach their goals and get themselves back into employment or education; most importantly on a path that they wish to take and have an interest in.
- 2.3 Unfortunately the project had experienced funding difficulties after Tomorrow's People (the charitable arm of their organisation) had to make budget savings for 2017/18. The Heathfield Partnership Trust were therefore looking for the project to continue in its own right as a charitable organisation and become 'Wealden Works.'

##### **3.0 Executive Committee**

- 3.1 To ensure full transparency and accountability it has since been agreed to set up an Executive Committee which will oversee the running and performance of the organisation. The committee will enable stakeholders to have an opportunity to meet and discuss the progress made by the project, and have access to detailed information.
- 3.2 It is intended that the Executive Committee meet on a quarterly basis towards the end of each cohort, and for meetings to take place initially at Heathfield Youth Centre.
- 3.3 As a result of Uckfield Town Council's financial contribution, the council has been invited to nominate a representative to join the Executive Committee.

##### **4.0 Recommendations**

- 4.1 Members are asked to nominate a representative to sit on 'Wealden Work's' Executive Committee which will meet on a quarterly basis.

Contact Officer: Holly Goring

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## **Meeting of Full Council**

**Monday 19<sup>th</sup> June 2017**

### **Agenda item 13.0**

#### **TO CONSIDER SIGNING UP TO THE 'EAST SUSSEX AGAINST SCAMS PARTNERSHIP' CHARTER**

##### **1.0 Summary**

- 1.1 The East Sussex Against Scams Partnership (ESASP) is a county-wide partnership committed to protecting residents against scams. It is a partnership of organisations who are committed to taking a stand against scams and helping to make East Sussex a scam-free county.
  - 1.2 Since the launch of the Partnership in March 2017, over 30 organisations have signed up to the Charter across East Sussex. This has included businesses, councils, clubs, societies, and voluntary organisations.
  - 1.3 The aims of the Partnership are to:
    - (1) help raise awareness about scams so people realise scams are fraud and fraud is a crime;
    - (2) Prevent people from becoming victims, and;
    - (3) find improved ways of identifying and recording scam victims so we have a clearer understanding of the true scale and impact of scams upon our residents.
- ##### **2.0 Making the commitment**
- 2.1 Signing up to the charter, asks that partners commit to doing something which relates to scams prevention. July is Scams Awareness month, and the partnership will be sharing a variety of communications and materials which could be shared with residents to warn them about the different types of scams and what to look out for. Uckfield Town Council for example, could look at sharing this information by email, social media, via its newsletter or by displaying posters in the Town Council and Civic Centre noticeboards.
  - 2.2 Further initiatives include organising a one hour 'Friends Against Scams' awareness session for councillors, staff and residents. Details of the Charter commitments can be found in appendix A and a copy of the Charter is provided at appendix B.
- ##### **3.0 Recommendations**
- 3.1 Members are to consider whether they wish to sign up to the East Sussex Against Scams Partnership Charter and advise the Town Clerk accordingly.

Appendices:                      Appendix A: Copy of Charter Commitments  
   Appendix B: Copy of the Charter

Contact Officer:                Holly Goring

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## **East Sussex Against Scams Partnership - Charter commitments**

Partners pledge to undertake activities to meet their commitments under the Charter. Below is a list of suggested activities from which to choose; please suggest others if you consider they are more appropriate. Charter Partners will be asked to provide periodic progress updates. Joint working county-wide initiatives will be captured within an East Sussex Action Plan and shared with other Charter Partners.

- (1) Promote the East Sussex Against Scams Partnership and Charter to at least five other East Sussex organisations, businesses, clubs, councils, societies, voluntary groups and other partners.
- (2) Use notice boards and electronic displays to highlight updates about current scams and tips on how to avoid them. Be clear in communications that scams are fraud, and fraud is a crime.
- (3) Share the following information with everyone you talk to about scams:

For support and advice on scams (eg rogue traders, romance scams, scam mail, telephone calls, text messages, emails), call Citizens Advice Consumer Service on **0345 40 40 506**

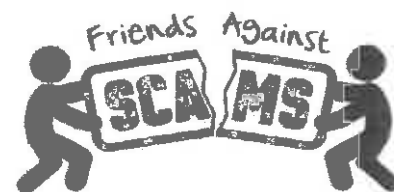
If you are concerned about financial abuse, speak to Health and Social Care Connect on **0345 60 80 191**

For a non-emergency response (if you have been a victim of a fraud/scam), call Sussex Police on **101**

If you have been affected by crime, get emotional and practical help from Victim Support on **0808 168 9274**

To report a fraud, or suspected fraud, and share information to help stop others from becoming victims, call Action Fraud on **0300 123 2040**

- (4) Re-tweet scam-related messages and alerts from the National Trading Standards Scams Team and other ESASP Charter Partners and/or sign up to the Action Fraud alert system and share more widely: <https://www.getsafeonline.org/news/public-urged-to-protect-themselves-against-fraud/>.
- (5) Feature ESASP/scam-related support information on the front page of your website and/or in any internal communications.
- (6) Schedule Friends Against Scams awareness raising sessions and promote to at least five other East Sussex organisations, businesses, clubs, councils, societies, voluntary groups and other partners. *Please note: Friends Against Scams sessions are complementary to East Sussex County Council safeguarding awareness and training procedures which should always be followed. If you are unclear about aspects of safeguarding in relation to these sessions, please contact Health and Social Care Connect on 0345 60 80 191 to discuss.*
- (7) Display Friends Against Scams awareness raising literature and posters in public areas, eg waiting rooms, receptions etc or at meetings/events/ exhibitions.
- (8) Identify potential SCAMchampions who could run Friends Against Scams awareness raising sessions.



- (9) Promote the issue of scams being fraud and fraud is a crime at every meeting of trustees, managers, staff, volunteers etc.
- (10) Sponsor public Friends Against Scams awareness raising sessions by providing meeting rooms;
- (11) Promote opportunities for staff to volunteer at scam-related events eg man stands, distribute leaflets, support workshops, deliver Friends Against Scams awareness raising sessions etc.
- (12) Use Twitter and Facebook as channels for instant messaging on scam issues.
- (13) Sign people up to become Mail Marshals (*only applicable to certain organisations*).
- (14) Help local councillors/community leaders set up workshops about scams which they can hold in community centres in their ward.
- (15) Send scam awareness resources to other frontline workers / staff / volunteers in the region to educate their consumers/clients about scams.
- (16) Run a simple survey or poll asking what scams people have been targeted by, giving you useful statistics to highlight priorities in your scam-fighting work. Invite people to tell their stories to warn and protect others. Alternatively, encourage people to respond to any scam-related polls or surveys sent around by other Charter Partners.
- (17) Write articles and target specialist local publications such as council newsletters, carers' magazines, housing association newsletters etc.

The following suggested activities will require input and support from other ESASP Charter Partners. The ESASP aims to draw upon shared key messages, and avoid duplication of effort by focusing resources on joint initiatives that can be supported by a range of ESASP Charter partners:

- (18) Write a press release to local media about how you are supporting the ESASP.
- (19) Contact prospective SCAMBassadors eg local MPs, celebrities highlighting the ESASP asking if they would be prepared to add their influence to support aspects of the county-wide Action Plan.
- (20) Get a slot on a local radio station highlighting scams/the ESASP.
- (21) Hold ESASP-related events eg set up a stall at a public venue eg within libraries, schools and colleges, shopping centres, sheltered housing/care homes, lunch clubs, community centres etc
- (22) Offer services or resources to support the ESASP (eg marketing, IT), or provide resources to other Charter Partners (eg provide meeting venues and/or refreshments, photocopying services, fund leaflets).
- (23) Plan and carry out a media campaign to run for the duration of the ESASP (which will become business as usual but is currently going through a pilot phase). Pick several examples of current or well-known scams and highlight them weekly by using case studies.



- (24) Hold a workshop or roundtable event with other agencies/organisations/groups to discuss how you can work better together in combating scams. Look to build a network where information can be exchanged and distributed.
- (25) Hold awareness raising sessions for different target audiences eg people with learning / sight / hearing difficulties, people living with dementia and/or mental health issues, carer and/or other support organisations, people whose first language is not English.
- (26) If you have expertise in grant funding applications or access to community funding, work with other Charter Partners to create a community/county-wide initiative to continue raising scams awareness.
- (27) Share any scam-related research articles with other Charter Partners.
- (28) If your organisation is already doing scams-prevention work nationally and locally, with offices / sites / staff / members within East Sussex, then no further commitments to the Charter would be necessary in order to become a Partner.

**For further details on the Charter and how you can take a stand against scams, contact:**

**Elaine Bowdery, Project Officer, Safer Communities Partnership**

**Telephone: 01273 335670**

**E-mail: [elaine.bowdery@eastsussex.gov.uk](mailto:elaine.bowdery@eastsussex.gov.uk)**

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# East Sussex Against Scams Partnership Charter

The East Sussex Against Scams Partnership (ESASP) is a partnership of organisations committed to taking a stand against scams and aims to make East Sussex a scam-free county.

**Scams are fraud and fraud is crime.** Being a victim of this crime can have devastating impacts upon people. These crimes are targeted at people in our communities that are vulnerable for a variety of reasons, including poverty, isolation, frailty, cognitive impairment, and because they are specifically targeted.

- 53% of people aged 65+ have been targeted by scams and criminals (Action Fraud);
- Scams cost the UK between £5-10 billion each year (Annual Fraud Indicator);
- Anyone can be a scam victim, regardless of age, gender, education or economic background;
- Scam victims might not always admit (or be aware) that they are a victim of a scam. Only 5% of victims report the crime (Age UK 2015);
- Scams are the product of organised, predatory criminals who gain trust to exploit and steal money.

For support and advice on scams (eg rogue traders, romance scams, scam mail, telephone calls, text messages, emails), call Citizens Advice Consumer Service on **0345 40 40 506**

If you are concerned about financial abuse, speak to Health and Social Care Connect on **0345 60 80 191**

For a non-emergency response (if you have been a victim of a fraud/scam), call Sussex Police on **101**

If you have been affected by crime, get emotional and practical help from Victim Support on **0808 168 9274**

To report a fraud, or suspected fraud, and share information to help stop others from becoming victims, call Action Fraud on **0300 123 2040**



## How are we going to do it?

The ESASP is united in taking a stand against scams and making East Sussex a hostile county to criminals. Join us in making a difference and commit to the Charter.

## Charter party commitment:

We will work together in partnership to raise awareness of scams. Scams are fraud, and fraud is crime. Together we will take a stand against scams by assisting people to protect themselves, helping prevent people from being targeted by criminals; and identifying and supporting any victims of scams. We are committed to the Charter's three key aims:

### 1. Raising awareness and de-stigmatising scams

- Improve public awareness of scams and increase knowledge about the steps people can take to protect themselves;
- Remove any possible stigma and embarrassment about being a victim of scams and ensure victims are supported like victims of other crimes;
- Participate in the Friends Against Scams initiative, and run awareness raising sessions  
*Please note: these sessions are complementary to East Sussex County Council safeguarding awareness and training procedures which should always be followed. If you are unclear about aspects of safeguarding in relation to these sessions, please contact Health and Social Care Connect on 0345 60 80 191 to discuss.*
- Share consistent messaging to the public and media.

### 2. Prevention and protection

- Increase the protection that everyone, and especially people in vulnerable circumstances, should have against scams;
- Take steps to make it more difficult for people to be targeted by criminals;
- Introduce stronger barriers and safeguards on the mechanisms used by perpetrators to reach their victims.

### 3. Identification and recording

- Improve the identification of victims of scams and ensure they are offered appropriate support and access to justice;
- Introduce consistent definitions and recording of scams to aid understanding of the true scale of the impact of scams;
- Develop improved joint working and referral pathways between organisations and common support pathways for victims.

**For further details on the Charter and how you can take a stand against scams, contact:**

**Elaine Bowdery, Project Officer, Safer Communities Partnership**

**Telephone: 01273 335670**

**E-mail: [elaine.bowdery@eastsussex.gov.uk](mailto:elaine.bowdery@eastsussex.gov.uk)**

## **Meeting of Full Council**

**Monday 19<sup>th</sup> June 2017**

### **Agenda item 14.0**

#### **TO CONSIDER A REQUEST FOR FINANCIAL SUPPORT FROM UCKFIELD COMMUNITY TECHNOLOGY COLLEGE'S YOUNG PEOPLE'S COUNSELLING SERVICE**

##### **1.0 Summary**

- 1.1 Uckfield Community Technology College run a Young Person's Counselling Service. This is a discretionary service set up to support students at the college dealing with a variety of mental health conditions or when circumstances affect their day to day confidence and resilience.
- 1.2 The service has historically applied for a grant from the Town Council through the Town Council's community grant programme, but a change in staffing in the past 12 months has meant that an application was not put forward for funding for 2017/18.
- 1.3 The Town Council has provided the following grant funding in previous years, through the council's community grant programme:

<b>Year</b>	<b>Amount granted</b>
2011-12	£1,000
2012-13	£1,000
2013-14	£1,000
2014-15	£1,000
2015-16	£1,500

##### **2.0 Counselling Service**

- 2.1 Since September 2016, the service has supported 50 students across 394 weekly sessions and when appropriate the service has received the support of the School Safeguarding team, Pastoral Year Heads and CAMHS (Child and Adolescent Mental Health Services).
- 2.2 Referrals to the service can be made by staff or by the students themselves, and the service provides a weekly lunchtime drop-in, should students wish to have an initial conversation. The service has an on-going waiting list of more than 20 students showing that there is a demand for the service.
- 2.3 The service has supported 19 males and 31 females since September across year groups (years 8 – year 13). The service has supported students with a range of concerns, including problematic relationships, severe anxiety, post-traumatic stress, anger management, depression, eating disorders, bereavement and self-esteem after bullying.
- 2.4 All students are invited to give feedback on their experience of the service, and the feedback received has always demonstrated that the support provided is of value. Comments made by students include:

*"It helped me feel like I don't have to bottle up my feelings and that I don't have to suffer in silence."*

*"Counselling has been incredibly helpful. The sessions have really helped me make sense of how I've been feeling and linking it back to traumatic past experiences. It has made everyday life, particularly college, much more manageable."*

*"The counsellor is very approachable, caring, sincere and professional."*

- 2.5 The service has been provided with details of the Town Council's community grant programme for 2018/19, and sent details of how to apply. However they are seeking financial support to assist them with their funding of the programme in 2017/18.

### **3.0 Recommendations**

- 3.1 Members are to consider whether they wish to provide any financial contribution towards the service during 2017/18.

Contact Officer: Holly Goring

## **Meeting of Full Council**

**Monday 19<sup>th</sup> June 2017**

### **Agenda item 15.0**

## **TO PROVIDE INPUT INTO WEALDEN DISTRICT COUNCIL'S REVIEW OF PARKING ISSUES**

### **1.0 Summary**

- 1.1 In March 2017, a report on the options for On-Street Car Parking Enforcement was produced for Wealden District Council's Cabinet. This report was produced in response to the changing priorities of Sussex Police and requested that members explore the options available. The recommendations of the Cabinet were as follows:

**SUBJECT: REVIEW OF OPTIONS FOR ON-STREET CAR PARKING ENFORCEMENT 2017**

**DECISION MAKER: Cabinet**

**PORTFOLIO HOLDER: Leader**

**CONTACT: Isabel Garden, Director of Environment and Community Services (I Garden)  
Tel: 01892 602404 isabel.garden@wealden.gov.uk**

**CABINET DECISION NO.: CAB 16/2017-LGF**

- a) To reaffirm the policy to maintain existing off-street car parks free (except the three tourist car parks for which charges are currently made);
- b) Whilst regretting the action by Sussex Police to unilaterally suspend on-street parking enforcement, to continue collaborative discussions with the Police on the introduction of Civil Parking Enforcement (CPE) should the Council make that decision;
- c) To agree that Option 1 (do nothing) does not address the concerns of the public and that Option 2 is unlikely to give a long term solution, but that the Council will continue to work with Parish and Town Councils on behavioural change initiatives; and
- d) To agree to progress Option 3, to work with East Sussex County Council to enable the introduction and management of Civil Parking Enforcement in a way acceptable to Wealden District Council.

### **2.0 Reviewing hotspot areas**

- 2.1 As part of their review, Wealden District Council are keen to identify the hotspots within each of the towns and villages across the district, and understand where parking regulations are routinely being ignored.
- 2.2 All parish and town councils have been requested to provide feedback by Monday 19<sup>th</sup> June, to inform a meeting taking place later that week. The Town Clerk has advised Wealden District Council that the matter will be presented to Full Council on the evening of 19<sup>th</sup> June, and feedback provided the next day.

### **3.0 Identifying hotspots in Uckfield**

- 3.1 The Town Council already has some awareness of the areas where parking regulations are being breached. A list of the issues typically raised by residents and businesses within the town are provided on page 2.

### **4.0 Recommendations**

- 4.1 Members are asked to consider the current parking issues within Uckfield and provide any additional information to the Town Clerk to feed into Wealden District Council's review.

**Contact Officer: Holly Goring**

**Appendix A: List of areas where parking regulations are being breached within Uckfield Town**

<b>Road</b>	<b>Breach of parking regulation</b>
Bell Lane Brambleside Bolton Close	<ul style="list-style-type: none"> <li>No markings/lines but vehicles parked along the industrial estate (<i>possibly employees of businesses in town/industrial estate and commuters</i>) often park right up to or just over the entrances and exits of businesses which can restrict accessibility for vehicles and the turning circles for large articulated delivery lorries.</li> </ul>
Civic Approach	<ul style="list-style-type: none"> <li>Vehicles sometimes wait on the double yellow lines on the entrance to Civic Approach which causes an obstruction.</li> </ul>
Downsview Crescent	<ul style="list-style-type: none"> <li>Congestion caused by parking near to the three schools at school pick up and drop off times. Vehicles can sometimes block or partially block residential driveways and cause a risk to pedestrian safety, from parking on verges, and pavements.</li> </ul>
Grange Road	<ul style="list-style-type: none"> <li>Vehicles parking on the double yellow lines on the left hand side of the road as the road leads away from the junction.</li> </ul>
(Upper) High Street	<ul style="list-style-type: none"> <li>Vehicles parking up on pavement along stretch of double yellow lines from The Smokehouse to The Broadway;</li> <li>Vehicles parking for longer than the parking regulation states within parking bays, and some vehicles are parking within these bays all day.</li> </ul>
(Central) High Street	<ul style="list-style-type: none"> <li>Non blue-badge holders parking in the disabled bays;</li> <li>Delivery vehicles parking on pavements partly or fully at all locations along High Street;</li> <li>Vehicles parking for longer than the parking regulation states within 30 minute parking bays, and some vehicles are parking within these bays all day.</li> </ul>
(Lower) High Street/ Newtown	<ul style="list-style-type: none"> <li>Vehicles parking for longer than the parking regulation states within 30 minute parking bays, and some vehicles are parking within these bays all day;</li> <li>Vehicles parking near to junctions or on double yellow lines – this can add to traffic congestion on the road leading to the Framfield Road junction/traffic lights.</li> </ul>
Area around Mill Drove/Forge Rise/Keld Avenue	<ul style="list-style-type: none"> <li>Vehicles parking on double yellow lines near to junctions;</li> <li>Commuters parking for full day.</li> </ul>
Other residential roads	<ul style="list-style-type: none"> <li>Parking close to junctions which is having an impact on visibility for road users;</li> <li>Parking on double yellow lines and verges which is affecting pedestrian access and restricting vehicular access.</li> </ul>

## **Meeting of the Full Council**

**Monday 19<sup>th</sup> June 2017**

### **Agenda Item 16.0**

#### **TO NOTE THE MAYOR'S ENGAGEMENTS**

##### **1.0 Summary**

**1.1** The report sets out the Town Mayor engagements.

6 <sup>th</sup> April	Uckfield Theatre Guild Production
29 <sup>th</sup> April	Uckfield Royal British Legion St Georges Parade
5 <sup>th</sup> May	UCTC Mock Elections
10 <sup>th</sup> May	Sussex Oakleaf Fete to promote Mental Health Awareness Week
12 <sup>th</sup> May	Holy Cross School celebration of Ofsted report & School Picnic
19 <sup>th</sup> May	Uckfield FM AGM
26 <sup>th</sup> May	Re-opening of Uckfield Branch Kwik Fit
1 <sup>st</sup> June	Buckingham Palace Garden Party
3 <sup>rd</sup> June	Inauguration of new Twinning Signs with Twinning Association
13 <sup>th</sup> June	For photo shoot - Representatives from the Lions Club, Manor Park Residents Association and UTC, at the new defibrillator at Tesco Express, Uckfield
15 <sup>th</sup> June	Sussex Armed Forces Briefing 2017

Cllr. Louise Eastwood  
Town Mayor

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