



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 9th January 2017 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 Full Council meeting of the 5th December 2016 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 12th December 2016 and 3rd January 2017

- | | | |
|-----|-----------------------------------|--------------------------------|
| (b) | Environment and Leisure Committee | 19 th December 2016 |
| (c) | General Purposes Committee | Nothing to report. |

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

- (i) The Uckfield Town Centre Regeneration Joint Committee
(nothing to report – next meeting due to take place 27 January 2017)
- (ii) Neighbourhood Plan Steering Group
(nothing to report- next meeting due to take place January 2017)
- (iii) Gatwick Airport Consultation Group
(nothing to report at this time)

8.0 TO RECEIVE REPORTS FROM WORKING GROUPS

- (i) Civic Centre Working Group
(nothing to report – next meeting due to take place January 2017)
- (ii) Dementia Friendly Working Group
(nothing to report – next meeting due to take place 11 January 2017)
- (iii) Uckfield Events Working Group
(to follow)

9.0 TO CONSIDER THE DRAFT MEDIUM TERM FINANCIAL STRATEGY (2017-2022) AND BUDGET (2017-18) FOR WEALDEN DISTRICT COUNCIL
(Attached)

10.0 TO FORMALLY ADOPT THE TOWN COUNCIL'S STRATEGIC PLAN 2017-2022
(Attached)

11.0 TO FORMALLY ADOPT THE TOWN COUNCIL'S ANNUAL PLAN 2017-18
(Attached)

12.0 TO FORMALLY SET THE ANNUAL BUDGET (PRECEPT) FOR 2017-18
(Attached)

13.0 TO REVIEW UPDATE ON PROPOSED WAY FORWARD FOR YOUTH ENGAGEMENT
(Attached)

14.0 TO NOTE THE MAYOR'S ENGAGEMENTS
(Attached)

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

16.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED
None

17.0 TOWN CLERK'S ANNOUNCEMENTS

18.0 CHAIRMAN'S ANNOUNCEMENTS

19.0 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:-

- 19.1 Progress update on CCTV options for Uckfield Town Centre (Attached)
- 19.2 Update report on Parking issues within Uckfield Town Centre (Attached)



Town Clerk
3rd January 2017

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

Full Council

Resolution No.	Details	Date Raised	Action By	Date Complete
	To consider a review of the terms of reference for the Council's committees, sub-committees, <u>Urgent Consultation Panel</u> and <u>Editorial Panel</u> However, it was subsequently agreed that such a review be considered in a year's time.	22.06.15	AS	Revised terms of reference have been produced and adopted subject to amendments at the Full Council meeting on 05/12/16. (FC.73.12.16) NFA
<u>FC.32.07.16</u>	To consider a refresh of the <u>Business Plan 2015-2020</u> Members subsequently RESOLVED that:- 3.1 – Members agree that the Town Council's Business Plan be formally refreshed alongside the budget setting process for 2016/17; 3.2 – Members agree to review the Town Council's vision and refresh its five year plan and draw up a set of annual priorities alongside the budget setting process for 2017/18; 3.3 Members agree to authorise the Town Clerk to commence this refresh with an informal workshop for all Town Councillors in July 2016	04.07.16	HG	The draft Strategic Plan 2017-22 and draft Annual Plan 2017-18 are being considered for adoption at Full Council on 09/01/17. NFA

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>FC.46.08.16</u>	To consider whether the Town Council should instruct a Town Crier Members subsequently RESOLVED to appoint a Town Crier on a voluntary basis for the purpose of communicating specific events within the town, and the Town Clerk be authorised to undertake the necessary requirements for advertising this position.	22.08.16	HG/CW	Project underway. Recruitment will commence January 2017.
<u>FC.51.08.16</u>	<u>17.3 Update from Sussex Police</u> Members considered the update and subsequently RESOLVED to authorise the Town Clerk to explore alternative options.	22.08.16	HG	In progress.
<u>FC.58.10.16</u>	<u>13.0 To consider the potential re-use of the High Street Double Height Bricks</u> Members subsequently RESOLVED to request that the Town Clerk explore these options further to assess which would be most feasible.	17.10.16	HG	In progress.
<u>FC.62.10.16</u>	<u>19.2 Initial review of CCTV</u> Members reviewed the report and considered the initial information provided. Members subsequently RESOLVED that the Town Clerk undertake further research into the options available and report back to the next meeting of Full Council.	17.10.16	HG/CW	Update report to be presented at Full Council 09/01/17.
<u>FC.63.10.16</u>	<u>19.3 Initial review of Parking</u> Members considered the report provided and subsequently RESOLVED to request that the Town Clerk liaise with the relevant bodies to address and action the proposed next steps.	17.10.16	HG	Update report on current issues to be presented at Full Council 09/01/17.

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>FC.70.12.16</u>	9.0 To consider the Draft Strategic Plan for 2017-2022 Members subsequently RESOLVED to approve the Draft Strategic Plan 2017-2022 for consultation, prior to the next Full Council meeting on 9 th January 2017.	05.12.16	HG	The draft Strategic Plan 2017-22, draft Annual Plan 2017-18 and draft Annual Budget 2017-18 are being considered for adoption at Full Council on 09/01/17.
<u>FC.71.12.16</u>	10.0 To consider the Draft Annual Plan for 2017/18 Members subsequently RESOLVED to approve the Draft Annual Plan 2017-18 for consultation, prior to the next Full Council meeting on 9 th January 2017.	05.12.16	HG	
<u>FC.72.12.16</u>	11.0 To consider the Draft Annual Budget for 2017/18 Members subsequently RESOLVED to approve the draft budget 2017-18 for consultation and identified two areas within the draft budgets (Osborne Hall car park and Civic Centre Events) as potential areas to assist in finding 12k savings, should the Town Council need to make alterations.	05.12.16	HG/CW	
<u>FC.74.12.16</u>	14.0 To consider British Telecom consultation on the removal of specific Telephone boxes in Wealden District Members subsequently RESOLVED , that on the basis that there had been no record of use from the telephone boxes located in New Road, Ridgewood and Ringles Cross that the Council would not oppose to the removal of these telephone boxes, and would accept the view of the public in relation to the kiosk in Brown's Close.	05.12.16	HG	Following engagement with members of the public via the Town Council's social media account, the Council provided a response to WDC on all three telephone boxes. NFA
<u>FC.75.12.16</u>	15.0 To consider whether to join Maresfield Parish in a joint approach to improve A22 road safety Members RESOLVED to accept the invitation from Maresfield Parish Council to join them and other parishes, and take forward a joint approach to improving road safety along the A22.	05.12.16	HG	An email was sent to Maresfield PC on 06/12/16 confirming UTC's support of this initiative. NFA

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>FC.77.12.16</u>	16.0 To consider the formation of a Working Group to support the arrangement of key events in Uckfield Members RESOLVED to: (i) hold two events in 2017; the Weald and the Field and the Uckfield Revival-Vehicle Parade; (ii) form a working group to take on overall responsibility for the organisation of these events; (iii) appoint Councillors K. Everett, D. French, J. Love, S. Mayhew and C. Macve to form the working group.	05.12.16	HG	The working group has met for the first time (03/01/17) and will be undertaking work shortly to plan for the year ahead. NFA
<u>FC.79.12.16</u>	21.0 Chairman's Announcements Members discussed their concerns with current service provision and RESOLVED to give permission for the Town Clerk to write an open letter on behalf of the Town Council to the Department for Transport, Transport Secretary and Southern Rail.	05.12.16	HG	An open letter was sent to the MP's office on behalf of UTC on 14/12/16. The MP has produced a supplementary letter and has passed these to the Transport Minister. NFA
<u>FC.81.12.16</u>	22.1 Civic Centre Working Group After some discussion members RESOLVED to: (i) approve the draft fees and charges booklet for 2017-18 for the Civic Centre and Foresters Hall, and; (ii) approve the leasing of a Flavia vending machine on a three year contract for use within the Civic Centre.	05.12.16	HG/SA	The Fees and Charges for room hire 2017/18 have been published and an order has been placed for the lease of a Flavia Vending Machine. NFA

Meeting of the Full Council

Monday 9th January 2017

Agenda Item 8.0 (iii)

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

Town Councillor representatives met for the first time on Tuesday 3rd January 2017. At this meeting, attendees appointed Councillor D. French as the Chair of the working group, but understood that at times, other members of the group may be required to Chair the meeting.

The working group agreed that they would invite members of the community who were involved in the previous future group to become involved. This included representatives from the Chamber of Commerce, Uckfield Matters and Uckfield FM.

They agreed the terms of the working group, with specific responsibility for organising two events in Uckfield in 2017. The duration of the working group would run longer than the recommended six months to allow for organisation of the two events in the latter part of the year, and time for evaluation.

Name of Working Group	Uckfield Events Working Group (to be renamed)
Establishment Resolution	<u>FC.77.12.16</u>
Duration	A period of eleven months from January 2017 to November 2017, to oversee delivery of the two events in August and October and provide adequate time for evaluation.
Reporting Committee	Full Council
Member Composition	Cllrs D. French, D. Bennett, K. Everett, S. Mayhew and J. Love.
Budget	£2,000 for Weald on the Field; £1,000 for Uckfield Revival
Tasks	To oversee and manage the organisation of two events in Uckfield in 2017; the Weald on the Field (5 th August 2017) and Uckfield Revival (7 th October 2017).

The working group agreed the dates and times of the two events, with plans to hold the 'Weald on the Field' on Saturday 5th August 2017 and 'Uckfield Revival' on Saturday 7th October 2017.

The 'Weald on the Field' would be a one-day event in Luxford Field starting from around 11am until the evening, promoting local producers, quality street food, drink and crafts,

and have live music arranged to carry on into the summer evening.

The 'Uckfield Revival' event would be located within Luxford Field celebrating vehicles from the 1900s up to the modern day. Further details of this event would be provided nearer the time.

The group had received an offer of support from Wealden District Council for the Weald on the Field event; using their expertise from organising the Wealden Food and Wine Festival. Their support would include contact information, advice and expertise. A representative from Wealden District Council would be invited to join the working group as and when they could.

The working group also agreed that support would be needed from an organisation with experience of arranging food-based events, dealing with stall/pitch bookings, and obtaining a list of quality local producers and street food/drink within a specific catchment area. The working group did not have the capacity to take on this amount of administration particularly if fees were attached to the stalls/pitches. The working group had received recommendations and would be meeting with one of their preferred organisations in the next couple of weeks.

The working group were conscious that one of the first priorities would be to advertise the date of the Weald on the Field event, and promote the details to potential exhibitors. Once the working group had met with all invited parties, work would commence to produce these materials and advertisements.

Cllr. Donna French

Meeting of the Full Council

Monday 9th January 2017

Agenda item 9.0

TO CONSIDER THE DRAFT MEDIUM TERM FINANCIAL STRATEGY (2017-22) AND BUDGET (2017-18) FOR WEALDEN DISTRICT COUNCIL

1.0 Summary

- 1.1 On Wednesday 7th December 2016, Wealden District Council's Cabinet approved the Council's draft budget for 2017/18 and the Medium Term Financial Strategy for consultation for a period six weeks. The deadline for responses is midnight on Monday 23rd January 2017.
- 1.2 This report provides members with a copy of the survey questions asked within Wealden District Council's consultation (see appendix A) and details of the District Council's draft financial reports (see appendix B).

2.0 Recommendation

- 2.1 Members are asked to consider the content of the draft financial reports from Wealden District Council (in appendix B) and advise the Town Clerk of how they wish to respond to the following:
- (i) does UTC support the 2.8% Council Tax increase?;
 - (ii) areas where WDC should spend more money;
 - (iii) areas where WDC should spend less money;
 - (iv) the way in which New Homes Bonus monies are due to be used;
 - (v) any other comments regarding the WDC draft budget 2017/18;
 - (vi) does UTC support the WDC draft medium term financial strategy 2017-2022, and are there areas where WDC should spend more or less money;
 - (vii) any other comments regarding the WDC draft medium term financial strategy 2017-2022.

Contact Officer: Holly Goring

Appendix A – Consultation survey questions

Q1: Do you support the Council setting a budget for 2017/18 with an increase in Council Tax of 2.8% (equivalent to £5 per Band D household) on the previous financial year?

☐ Yes

☐ No

☐ Not sure

If No or Not sure, please explain why

Q2: Are there any areas where you think that the Council should spend more money in its 2017/18 budget?

☐ Yes

☐ No

☐ Not sure

*If yes, please tell us in which areas you think **more** should be spent*

Q3: Are there any areas where you think that the Council should spend less money in its 2017/18 budget?

☐ Yes

☐ No

☐ Not sure

If **yes**, please tell us in which areas you think **less** should be spent

Q4: The Council is spending New Homes Bonus on Capital Spending. Do you agree with this approach?

☐ Yes

☐ No

☐ Not sure

If **No or Not sure**, please explain why

Q5:

Q5: Do you have any other comments you would like to make about the Council's 2017/18 budget proposal?

☐ Yes

☐ No

If **yes**, please provide more information

Q6: Do you support the Council's proposed Medium Term Financial Strategy for the years to 2021 based upon a balanced budget?

☐ Yes

☐ No

☐ Not sure

*If **No** or **Not sure**, please explain why*

Q7: Over the medium term (up to 2022) are there any areas where you think that the Council should spend more money?

☐ Yes

☐ No

☐ Not sure

*If **yes**, please tell us in which areas you think **more** should be spent*

Q8: Over the medium term (up to 2022) are there any areas where you think that the Council should spend less money?

☐ Yes

☐ No

☐ Not sure

*If **yes**, please tell us in which areas you think **less** should be spent*

Q9: Do you have any other comments you would like to make about the Council's proposed Medium Term Financial Strategy for the years to 2022 based upon a balanced budget?

☐ Yes

☐ No

*If **yes**, please provide more information*

Q10: Are you responding as:

☐ An individual

☐ On behalf of an organisation

2017/18 Budget and 2017 to 2022 Medium Term Financial Strategy for consultation

Summary

This report sets out Cabinet's consultation proposals for the 2017/18 budget and Medium Term Financial Strategy (MTFS) for 2017 to 2022. The proposals are for consultation and Cabinet will consider at its January meeting the results of the consultation before making a budget recommendation to Full Council on 22 February 2017.

Portfolio Holder: Cllr Robert Standley, Leader of the Council

Recommendation

Cabinet is recommended to:

- A. To agree the 2017/18 budget for consultation based on a £5 a year increase in Council Tax for a Band D property; and
- B. Note that the budget and MTFS has been prepared on the basis of the previously announced four year settlement which the Council has successfully secured through the submission of its Efficiency Plan.

Reason

The Council is required to set a balanced budget each year. The Local Government Finance Act 1992 requires the Council to estimate revenue expenditure and income for the forthcoming year from all sources, together with contributions from reserves, in order to determine a net budget requirement to be met by government grant, Business Rates and Council Tax.

Introduction

1. The budget this year is set against the continuing significant reductions in government grant, announced in the Comprehensive Spending Review 2015.

Local Government Finance Settlement

2. The Secretary of State issued the final Local Government Finance Settlement on 8 February 2016 which was unchanged from the Provisional Settlement issued on 17 December 2015 in relation to core Settlement Funding. For the first time in many years the Government published a four year Settlement. The Council has accepted the offer and produced an efficiency plan acceptable to Government. The Settlement plus comparative figures are shown in the table below :

Settlement Funding

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
	Actual	Actual	Estimate	Estimate	Estimate	Estimate	Estimate
	£ (000)	£ (000)	£ (000)	£ (000)	£ (000)	£ (000)	£ (000)
Revenue Support Grant	-3,101	-2,316	-1,213	-288	0	0	0
Baseline Funding Level	-2,630	-2,680	-2,461	-2,518	-2,444	-2,373	-2,420
Total	-5,731	-4,996	-3,674	-2,806	-2,444	-2,373	-2,343
% Change	-11%	-13%	-26%	-24%	-13%	-3%	2%
Safety Net Threshold	-2,433	-2,479	-2,500	-2,549	-2,624	-2,708	-2,059

3. Whilst total support will remain unchanged, the balance between Revenue Support Grant and Retained Business Rates will be unknown until the settlement is published in December as the Business Rates Revaluation will change the figures across England.
4. In addition the Secretary of State increased the Rural Services Delivery Grant and introduced a new Transitional Grant which improves the Government funding to the Council by £0.321 million. The grants are shown in the table below:

Non-Core Settlement Funding

	2016/17	2017/18	2018/19	2019/20
	Estimate	Estimate	Estimate	Estimate
	£ (000)	£ (000)	£ (000)	£ (000)
Rural Services Delivery Grant	-205	-166	-128	-166
Transition Grant	-167	-166	0	0
Total	-372	-332	-128	-166

5. The Chancellor announced at the Conservative Party Conference that Revenue Support Grant would end and that local government would retain 100% of Business Rates. The system of tariff and top ups would remain. Therefore, this is expected, at best, to mean that Wealden does not lose any further resources than forecast above. However, as the new system will transfer all risk, subject to the assumption of the continuation of the Safety Net, the Council is exposed to risks relating to the commercial property market valuations, a loss of a major ratepayer and changes in national valuation methodology which might reduce the rateable value. On the upside, any growth in rates income above the baseline will now be retained 100%, subject to sharing with the County Council and the Fire Authority.

New Homes Bonus

6. The Government currently pays New Homes Bonus to the Council based on the number of new homes built, empty homes brought back into use and also the delivery of affordable housing. The grant is currently payable for a total of 6 years. Currently the Council receives 80% of the total and the County Council 20%. There is a risk that this grant may be discontinued or

that the percentage distribution may change. The estimates in the budget are based on the assumption of the grant continuing unchanged.

7. Cabinet take the view that New Homes Bonus grant, being time limited, should not be used to support the base revenue budget as this could produce a "cliff edge" funding situation when the grant ends. Cabinet's policy is to use New Homes Bonus to support the capital programme and to invest in the District's infrastructure. The Council's New Homes Bonus awards are matched by revenue funding for the capital programme, so any change in award is automatically stabilised in the budget. Any reduction would require the capital programme to be flexed for the change. Forward projections for the New Homes Bonus are shown in the table below:

New Homes Bonus Grant

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
	£ (000)	£ (000)	£ (000)	£ (000)	£ (000)	£ (000)
2011/12 Award	-523					
2012/13 Award	-908	-908				
2013/14 Award	-1,059	-1,059	-1,059			
2014/15 Award	-798	-798	-798	-798		
2015/16 Award	-1,042	-1,042	-1,042	-1,042		
2016/17 Award	-750	-750	-750	-750		
2017/18 Award		-244	-244	-244	-244	
2018/19 Award			-373	-373	-373	-373
2019/20 Award				-634	-634	-634
2020/21 Award					-646	-646
	-5,080	-4,801	-4,266	-3,841	-1,897	-1,653

8. Payments are predicated on Government reducing the period of the bonus payment to four years.

General Fund

9. The summary General Fund budget and Medium Term Financial Strategy is shown in the table overleaf.

Wealden District Council
General Fund Summary
2016/17 - 2021/22 Medium Term Financial Strategy

	2016/17 Estimate £ (000)	2017/18 Estimate £ (000)	2018/19 Estimate £ (000)	2019/20 Estimate £ (000)	2020/21 Estimate £ (000)	2021/22 Estimate £ (000)
Members	413	409	409	403	345	345
Chief Executive's Directorate	255	264	264	514	264	264
Directorate of Governance and Corporate Services	4,969	5,114	5,098	5,108	5,112	5,121
Directorate of Environment and Community Services	8,269	9,029	9,761	10,161	10,133	10,375
Directorate of Planning Policy & Economic Development	2,079	2,347	1,888	1,671	1,583	1,585
Central Costs	655	856	790	790	790	790
Total Cost of Services	16,640	18,019	18,010	18,647	18,227	18,480
Savings to be identified			(400)	(800)	(1,000)	(1,000)
Vacancy savings	(100)	(100)	(100)	(100)	(100)	(100)
Drainage Levies	68	75	78	79	82	82
Interest from Investments	(430)	(150)	(160)	(160)	(160)	(160)
Rents received on Investment Property	(35)	(34)	(34)	(33)	(32)	(32)
Interest payable on external loans	12	5	1	1	1	1
Charges to the Housing Revenue Account:						
Support Services	(1,043)	(1,043)	(1,043)	(1,043)	(1,043)	(1,043)
Minimum Revenue Provision	257	213	116	116	116	116
Capital Expenditure Charged to Revenue	6,000	4,801	4,266	3,841	1,897	1,653
Net Cost of Services	21,369	21,786	20,734	20,548	17,988	17,997
Local Council Tax Support						
Parish Council Tax Support Grant	217	158	99	39		
Business Rates/Revenue Support Grant						
Business Rates/Revenue Support Grant	(5,057)	(3,787)	(3,468)	(3,319)	(3,423)	(3,262)
General Grants						
Zero Council Tax Increase Grant						
Rural Services Delivery Grant/Transition Grant	(372)	(332)	(128)	(166)		
New Homes Bonus Grant	(5,080)	(4,801)	(4,266)	(3,841)	(1,897)	(1,653)

	2016/17 Estimate £ (000)	2017/18 Estimate £ (000)	2018/19 Estimate £ (000)	2019/20 Estimate £ (000)	2020/21 Estimate £ (000)	2021/22 Estimate £ (000)
Other Financing						
Collection Fund (Surplus)/Deficit	(250)					
Contributions to/(from) Earmarked Reserves	(55)	(599)	(55)	(345)	(55)	(30)
Contributions to/(from) General Fund Balance	393	(905)	(1,024)	(610)	111	15
Council Tax Requirement	11,165	11,520	11,892	12,306	12,724	13,067

Funded By:

Council Tax Demand on the Collection Fund	(11,165)	(11,520)	(11,892)	(12,306)	(12,724)	(13,067)
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Council Tax Base

Tax Base for Tax Setting Purposes	62,920.5	63,159.2	63,459.2	63,959.2	64,459.2	64,959.2
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General Fund Balance

	2016/17 Estimate £ (000)	2017/18 Estimate £ (000)	2018/19 Estimate £ (000)	2019/20 Estimate £ (000)	2020/21 Estimate £ (000)	2021/22 Estimate £ (000)
Opening Balance	6,204	6,597	5,692	4,668	4,668	4,058
Movement in Year	393	(905)	(1,024)	(610)	111	15
Closing Balance	6,597	5,692	4,668	4,058	4,779	4,073

Summary Budget Proposals

10. The Summary Budget Proposals that Cabinet have adopted for consultation are based on a £5 Council Tax increase. This will provide important resources to continue to invest in infrastructure and ensure the budget is balanced over the next five years.
11. The indicative future Council Tax increases have been set at £5 a year in the table as Cabinet propose that Council Tax increases in the future will be at this level in order to protect services. Given the uncertainty concerning actual resource levels available through 100% rates retention and economic uncertainty, Cabinet are at this stage recommending Council Tax increases to protect the revenue base in order to continue to invest in infrastructure. Future increases, if any, will continue to be reviewed once the emerging financial position is able to be established.

Employee Costs

12. Cabinet propose that there should be a budget for a pay and performance award for staff in each year of the MTFS. This has been set as a 1% increase, in line with government proposals. Annual Achievement Awards, based on performance, will be funded from the under spend on the pay increase budget in 2015/16 being transferred to earmarked reserves for this purpose in 2015/16. An amount of £50,000 will be available in 2017/18.
13. The actual pay settlement is a matter for the Council's Personnel Committee which will decide on the cost of living award.
14. No further pay award provision has been made beyond 2017/18 at this time as Cabinet do not feel that they can accurately predict what staff remuneration should be at this stage.

Members' Allowances

15. Cabinet propose that there should be a budget for an overall increase for Members' Allowances of 1% in every year of the MTFS.
16. Recommendations on Members' Allowances are made by the Independent Remuneration Panel and the decision is a matter for Full Council but Cabinet believe that a modest increase in allowances is appropriate.
17. A budget of £20,000 has been included in 2019/20 to provide ICT equipment for Members following the District Election.

Interest from Investments

18. This budget has been increased based on the Council investing a core £5 million in the Local Authorities Property Investment Fund which has been making substantial returns compared the money markets.

Savings required in future years

19. Based on current estimates and projections the Council will be required to find further savings of £0.950 million by 2018/19 in order to balance the budget. Given the Council's other ambitions and potential changes to New Homes Bonus, further savings opportunities will need to be explored in order to provide any shortfall in capital resources. It should also be noted that no provision for staff pay awards has been made after 2017/18 and savings will need to be identified in order to fund these.

Excessive Council Tax Increase Referendum

20. The Localism Act 2011 has replaced Council Tax Capping with a requirement for the Council to hold a referendum should it propose a Council Tax increase greater than a set of principals approved by Parliament. The Principles are 1.9% or £5 whichever is the greater.
21. Should this Council propose an excessive increase it must have a fall back budget with an increase at no more than the principals limit and Council would be required to approve that budget at the same time - known as a substitute calculation. At the same time as bills were issued the Council would need to send polling cards for a local referendum to be held on the first Thursday in May.
22. Should the referendum reject the higher budget then the substitute calculation will apply and the Council would need to rebill all residents. The cost of a referendum is estimated at £205,000 and rebilling at £86,000.

Capital Programme

23. The Capital Programme has been framed to create funding for infrastructure to enable housing development and economic growth, as well as invest in the Council's asset base. The vast majority of the funding is provided by New Homes Bonus.
24. The Government Grant for Disabled Facilities Grants is paid to the County Council who should pass the grant on. Government last year gave allocations within the Better Care Fund and required the payments to be passported to the Council. There is currently no information available on allocations and whether passporting will be a requirement. There is therefore a risk that the funding levels assumed in the Capital Programme will not materialise whilst the statutory duty on the Council will continue and payments have to be made. To those eligible for the grants.
25. The detailed capital programme is at Appendix B.

Consultation

26. The Budget consultation will be undertaken with the following:
 - (a) Business associations as required by Section 34 Local Government Finance Act 1988;
 - (b) The public via the Council's web site;

- (c) Parish and Town Councils;
- (d) Wealden Local Strategic Partnership; and
- (e) Council staff through the Employee Consultative Group.

Corporate Management Team Advice

27. Cabinet is recommended to:

- (a) To agree the 2017/18 budget proposal for consultation;
- (b) To agree to consultation on the MTFS for years from 2017 to 2022; and
- (c) Note that further reductions in net cost of £1 million are required from 2020/21 and work will need to continue to deliver cost savings and/or increased income to become a locally funded Council.

Financial Implications

28. These are contained in the main body of the report.

Legal Implications

29. The Council is required to set a balanced budget each year. The Local Government Finance Act 1992 requires the Council to estimate revenue expenditure and income for the forthcoming year from all sources, together with contributions from reserves, in order to determine a net budget requirement to be met by government grant and Council Tax.

Human Resources Implications

- 30. Cabinet propose that there should be a budget for pay for staff in 2017/18 of 1%.
- 31. The actual pay settlement is a matter for the Council's Personnel Committee who will decide on the balance between cost of living and performance related amounts.

Other Implications

- 32. The budget underpins delivery of the Council's policies and priorities in relation to crime and disorder.
- 33. The budget underpins policies and priorities in relation to the environmental and sustainability areas.
- 34. The budget is subject to a risk assessment which will be detailed in full in the final report to Council. Key risk areas are around: the possibility that New Homes Bonus will be changed or ended; Government Grant will reduce on a much faster basis than the forecast in the MTFS and that tariff payments will be increased until the Council relies solely on Council Tax and fees and charges; income levels may decline; and demand led services such as homelessness may increase.
- 35. The budget underpins delivery of the Council's policies and priorities in relation to equalities and diversity.

36. Consultation arrangements are identified in the main body of the report.

Other Implications	Applies?	Other Implications	Applies?
Human Rights	No	Equalities and Diversity	Yes
Crime and Disorder	Yes	Consultation	Yes
Environmental	Yes	Access to Information	No
Sustainability	Yes	Exempt from publication	No
Risk Management	Yes		

Director:	Trevor Scott Director of Governance and Corporate Services
Proper Officer:	Steven Linnett, Chief Finance Officer
Report Contact Officer:	Steven Linnett
Telephone Number:	01323 443234
e-mail address:	Steve.linnett@wealden.gov.uk
Appendices:	A Capital Programme
Background Papers:	None

Appendix A

Wealden District Council General Fund Capital Programme 2017/18 to 2021/22 Medium Term Financial Strategy	2017/18 Forecast	2018/19 Forecast	2019/20 Forecast	2020/21 Forecast	2021/22 Forecast
	£000	£000	£000	£000	£000
Housing					
Disabled Facilities Grants	500	500	500	500	500
Housing Renewal Grants	15	15	15	15	15
Total Housing	515	515	515	515	515
Land and Buildings					
Leisure Centres	290	85	30	110	40
Vicarage Lane Office & Civic Community Hall	60	0	0	15	150
Cuckoo Trail	45	45	25	25	10
Public Conveniences	40	0	0	0	0
Birling Gap Steps	100	0	0	0	0
Investment Property	0	0	0	10	0
Unadopted roadways	20	19	8	0	27
SANGS Crowborough	200	100	100	100	0
SANGS Uckfield	25	500	250	100	100
Infrastructure Investment	3,866	3,362	3,273	1,382	1,171
Total Land and Buildings	4,646	4,111	3,686	1,742	1,498
Vehicles and Equipment					
ICT Investment Programme	150	100	100	100	100
Refuse & Recycling Containers	30	30	30	30	30
Total Vehicles and Equipment	180	130	130	130	130
Other Capital Expenditure					
Grants to Voluntary Organisations	50	50	50	50	50
Total Other Capital Expenditure	50	50	50	50	50
Total General Fund Capital Programme	5,391	4,806	4,381	2,437	2,193
FUNDED BY:					
Loan	0	0	0	0	0
Capital Receipts	0	0	0	0	0
Community Infrastructure Levy	0	0	0	0	0
Specific Government Grants	500	500	500	500	500
Other Capital Contributions	50	0	0	0	0
Home Improvement Loans Repayments	40	40	40	40	40
Revenue	4,801	4,266	3,841	1,897	1,653
Total GF Capital Programme Funding	5,391	4,806	4,381	2,437	2,193

Meeting of the Full Council

Monday 9th January 2017

Agenda item 10.0

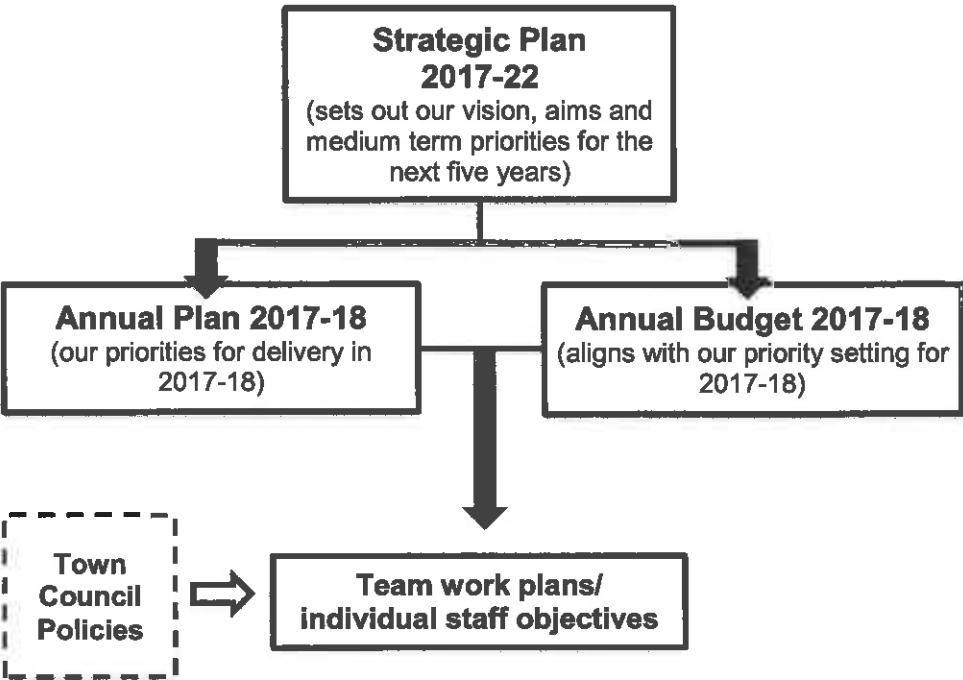
TO FORMALLY ADOPT THE TOWN COUNCIL’S STRATEGIC PLAN 2017-2022

1.0 Summary

- 1.1 The Town Council is required to refresh its priorities on an annual basis as part of the budget setting process.
- 1.2 In the past, the Town Council has produced a five year Business Plan, and refreshed this document on an annual basis. This year the Town Council has produced two documents; a strategic plan which sets out the priorities of the Town Council over the next five years and an annual plan which lists the priorities of the Town Council specifically in 2017-18 (year one of its strategic plan).

2.0 Background

- 2.1 The draft Strategic Plan for 2017-22 sets out the vision, aims and medium term priorities of the Town Council over the next five years and, forms the overarching strategy of the Town Council.



- 2.2 The draft Strategic Plan 2017-22 identifies the challenges and opportunities for the Town Council and town of Uckfield, and provides information on the key areas that the Town Council wishes to focus on over the next five years.

3.0 Consultation feedback

- 3.1 After receiving approval from Full Council on 5th December 2016, the draft Strategic Plan 2017-22 was placed out for public consultation, alongside the draft Annual Plan 2017-18.
- 3.2 The documents were placed on the Town Council website and information was shared with members of the public via the Town Council's social media accounts. Contact was also made with key partner agencies and community groups which the Council works with.
- 3.3 As of Tuesday 3rd January 2017, comments had been received from four individuals/organisations. Details of these comments have been attached for reference in appendix A. Any further feedback received will be provided verbally by the Town Clerk at the meeting. A copy of the report with suggested amendments has been provided in appendix B of this report.

4.0 Recommendation

- 4.1 Subject to any amendments that may be required in response to the feedback received, it is recommended that Full Council adopt the Strategic Plan 2017-22.

Contact Officer: Holly Goring

Appendices:

Appendix A: Consultation feedback received by 3rd January 2017

Appendix B: Draft Strategic Plan 2017-2022

Appendix A – Consultation feedback received by 3rd January 2017

1.	<p>Please find some comments with regards to the Draft Strategic Plan 2017-2022. I hope that you find this information useful, I'll bullet point everything so it's clear and concise.</p> <ul style="list-style-type: none"> • On page 2 might I suggest having the wards of local councillors so people know who represents them. • On page 6 might I suggest that the Town Council considers the creation of a running track or supporting the creation of a local Parkrun. A Parkrun would have a lower fiscal outlay than a running track in the short-term and would get local people active. As an active runner this is something that I and other people would be interested in getting setup with the support of the town council. The nearest Parkruns are either in Brighton, Eastbourne and Tunbridge Wells currently which are difficult to reach if you don't drive. • On page 6 I support the retention of the red telephone box and would like to see it converted into some form of art installation perhaps. • On page 6 I would question the decision to move the Cardale memorial given the considerable cost, an increasingly secular society and the late Reverends possible connection to slavery. Also other than the lobbying of a local charity (Uckfield District & Preservation Society) and Cllr Bennett [http://uckfieldnews.com/cardale-memorial-heading-home-to-uckfield-town-centre/] I have seen little interest in this project amongst local resident, it certainly doesn't seem prudent given the fiscal constraints being imposed upon the council. A poll based around some of the options in the draft plan showed only one person supported this particular project from all of those who chose to respond (see screenshot) • Given the fiscal constraints on the council might it be prudent to consider the sale of property rather than renovating it; an example might be the Foresters Hall. • I strongly support the implementation of CCTV, this should one of the town council's top priorities. As an admin of a Facebook group with 6000+ local people in it there is increasing concerns about petty criminality and crimes of a more serious nature. • On page 9 I support the concept of the council promoting affordable housing, however, I wouldn't support the council building its own portfolio as it's beyond its remit and economically risky. • I strongly support the idea of a residents parking permit in areas such as New Town and other areas as required. • I strongly support the council lobbying for the Uckfield to Lewes line reopening, although I recognise the difficulties involved in this. • Although I support the concept of devolved services they should not have an excessive effect on the town council. If they are being devolved to the town council then it should receive suitable remuneration.
2.	<p><u>Our Strategic Plan 2017-2022</u></p> <p>I would like to see more emphasis as Uckfield's character as a town that links into the countryside through its green and natural spaces. This is something that people here very much appreciate and it is an important part of the character of the town.</p> <p><u>3.0 Challenges and Opportunities</u></p> <p><u>"Retaining our highly educated workforce"</u></p> <p>I think it is unfair to say that commuters don't invest in the local economy. As a commuter, I see my role as transferring cash from outside Sussex to our local shops etc. The 'loss' is time and energy. There is no realistic prospect of replacing large numbers of commuter with local jobs so we would do well to see how we can make good use of the situation. Better broadband and mobile phone/data coverage would be nice (or promotion of same if it is already here and I have missed it!) as this would facilitate remote working.</p> <p>I would like to see a heading for "Places for nature" with more appreciation for the green spaces within our town. People can access lovely places such as the nature reserves, community gardens etc. easily. Obviously this is good for nature and wildlife and also for fitness and community building as people walk in these places and work together to keep them in good condition. Simply by walking around with my camera, I find that people talk to me about</p>

	<p>creatures and flowers that they have seen, which makes for a friendlier town. The risks through development and overuse are pretty obvious.</p> <p>You make a good point about limited financial resources due to cuts in grant funding. I think it is important to keep making this point as not many people seem to understand how constrained local resources are.</p> <p>5.1.2 Luxfords and Civic Centre Top of the list of things I would like to see for Luxfords and Civic Centre is Wi-Fi that is easily available to volunteers. There are some occasions when I have been volunteering at events and it would have been really useful to bring a laptop along and demonstrate websites etc. I understand that there is Wi-Fi available but only in specific circumstances.</p> <p>5.2 I Would like to see something in here about sensitive management to preserve wild flowers and help pollinators (bees, butterflies etc). Part of Snatts Road graveyard is an SNCI (Site of Nature Conservation Interest) due to orchids and our verges are rich in wild flowers too. At the moment mowing is OK and after much nagging by myself, the people who currently mow the Southview Drive grass avoid cutting down the orchids. This sort of management is win-win as letting the vegetation grow a bit helps nature and budgets. There are inevitably complaints about untidiness but I think most people are beginning to understand the need for a balance.</p> <p>5.2.2 I like your point about promoting care of shop frontages. Some gutters are blocked with grass, which must be causing problems with damp in historic High Street buildings.</p> <p>5.2.3 I really appreciate your point about working towards improvements the Manor Park Twittens.</p> <p>I would like to see something here about public footpaths and pavements in general as being able to move around by foot is important in keeping road congestion down. I realise that this is mostly East Sussex but the "working with" wording is used liberally elsewhere.</p>	
3.	<p>I'm surprised that the Draft Strategic plan 2017-22 makes no reference to the Neighbourhood plan. The Town council has made a commitment of both time and money in the creation of a Neighbourhood Plan. A Neighbourhood plan is a good way to get residents opinions about the development of the town into planning policy. It can be used as a tool to deliver appropriate Housing (particularly affordable) while also protection spaces important to the town. It is also important to note that a NP increases the CIL that the town council receives on any windfall development and this could also be used to deliver some of the aspirations listed in the plan.</p> <p>I'm also not in favour of investing in the moving of the Cardale monument. Rev. Cardale may have been the first Rector of Uckfield but I don't believe that this alone is enough to warrant the cost of moving and renovating the memorial. If the memorial was considered to be of significance it would not have been moved to its current position in Victoria Playing field car park.</p>	
4.	5.1.1.2	Playground design. We would like to have some form of input re: designing out crime.
	5.1.1.3	Skatepark. As above
	5.2.1.1	Churchyard. As above
	5.2.1.1	CCTV.
	5.2.3.1	Road Safety Day. Our support of this event has been scaled down year on year. With the District 'Safety in Action' event covering this topic for the same audience this could be viewed as duplication.
	5.2.3.2	Pedestrian safety. We would like to have some form of input.
	5.2.3.3	Parking controls. As above
	5.2.3.5	The danger of speeding vehicles. Clearly we don't support dangerous speeding vehicles.



UCKFIELD TOWN COUNCIL



Courtesy of Skyshots RPAS
E: mike@skyshots.co.uk
M: 07715363641

Our Strategic Plan 2017-2022
DRAFT v3.0

1.0 Foreword by the
Mayor of Uckfield Town Council

To be added in following adoption by Full Council.



 Cllr James Anderson (North Ward)	 Cllr Jackie Beckford (Ridgewood Ward)	 Cllr Duncan Bennett (Deputy Mayor) (New Town Ward)	 Cllr Mick Dean (New Town Ward)	 Cllr Louise Eastwood (Town Mayor) (North Ward)
 Cllr Keith Everett (Ridgewood Ward)	 Cllr Helen Firth (Central Ward)	 Cllr Donna French (North Ward)	 Cllr Jackie Love (North Ward)	 Cllr Chris Macve (North Ward)
 Cllr Spike Mayhew (New Town Ward)	 Cllr Paul Meakin (Central Ward)	 Cllr Ian Smith (Ridgewood Ward)	 Cllr Paul Sparks (North Ward)	 Cllr Diane Ward (Central Ward)

2.0 Uckfield Town

Uckfield Town is located within the heart of the Wealden District, serving not only the residents of the town but also the residents of our neighbouring villages.

Uckfield is one of five market towns located within the Wealden District and has a population of 15,122 living in just over 6,000 households. The attractive setting of Uckfield brings both new residents and visitors to the town. Its location along the River Uck and close proximity to the Ashdown Forest provides plenty of opportunities for leisure and recreation, in addition to the beautiful green open spaces and woodlands located within the town itself.

Uckfield Demographics:		
 <p>Younger age profile greater than District average (17.8% aged 0-14 years)</p>	 <p>Older age profile less than District average (17.1% aged 65+ years)</p>	 <p>Good level of education (81.8% of working age population have qualifications)</p>
 <p>Higher rate of economic activity than District average (over 80% economically active)</p>	 <p>Low rate of unemployment (as low as 0.5% in areas of the town)</p>	 <p>High percentage of home ownership (78.7% owner occupied)</p>
 <p>15.4% of the population have a limiting long term illness (less than District average – 17.5% and County average – 20.3%)</p>	 <p>Low level of crime</p>	 <p>High house prices (average house prices have reached over £300,000 this year)</p>

3.0 Challenges and Opportunities

Challenges	Opportunities
<p>Limited infrastructure to support future development</p> <p>With an increase in the population and plans for further development within the town, it is important for the key agencies to consider now, where improvements are required in terms of infrastructure – education, health, transport, sewerage capacity, water supply, broadband coverage and mitigate the risk of flooding.</p>	<p>Proposals for growth</p> <p>Plans have been put in place to build a further 1,000 homes in the Ridgewood area of Uckfield Town. This reflects proposals within the Wealden Local Plan for growth across the district and increases in housing stock.</p>
<p>Flood risk</p> <p>Uckfield Town is located alongside the River Uck which could place the town at risk of fluvial flooding. The town is also susceptible to surface water run-off in heavy bouts of rain as a result of the undulating landscape of the town.</p>	<p>Our green spaces</p> <p>Uckfield is fortunate to have a number of nature reserves, green open spaces and allotments. We need to encourage greater use of these spaces and continue to maintain them to a high standard.</p>
<p>Retaining our highly educated workforce</p> <p>Uckfield has high levels of educational attainment but with transport links to Brighton, East Croydon and London, the town loses a proportion of its working age population elsewhere each day.</p>	<p>Partnership working</p> <p>As with all local authorities, the Town Council is in a strong position to work closely with its partner agencies to retain good quality services for residents. Partnership working can provide good value for money and increase the opportunities available.</p>
<p>Limited financial resources</p> <p>The Town Council is being placed under pressure as a result of reductions in grant funding from the district authority and the threat of a cap on Council tax. Despite this, the Council still needs to deliver the services for which it has responsibility and consider taking on services devolved from other tiers of local government under financial restraint such as district and county, and our partner agencies. This may require the Town Council to be innovative and/or make difficult decisions.</p>	<p>Central location within South East</p> <p>Being in the heart of the Wealden District, the town is centrally located within the South East between London and the South Coast. Its nearby proximity to Gatwick Airport and Newhaven port provides opportunities.</p>
	<p>Asset management</p> <p>The Town Council still has responsibility for a number of assets that could assist in generating higher revenues in the future. It would be prudent for the Town Council to develop an Asset Management Plan now, to effectively prepare for the future.</p>
<p>Addressing traffic congestion</p> <p>The road network through Uckfield Town and A22 by-pass are heavily used by traffic. Although recent improvements have been made to Uckfield High Street to improve accessibility for pedestrians and vehicles, there are still a number of pinch points on the entrances to the town, which may need further enhancements.</p>	<p>Improvements to transport links</p> <p>In the last 12 months the town has seen an extension to the train station platform, an increase in carriages and the development of a new station car park which will support an increase in rail users in the future. The Council also supports any future opportunities to re-establish the rail line between Lewes and Uckfield and build a new rail link between Uckfield and Brighton via Falmer.</p>

4.0 Our Vision

Our Vision:

Preserving heritage,
providing for the future

Our Mission:

Working with our partner agencies to
provide a high standard of service
delivery for residents, businesses and
visitors to the town

Our Corporate Priorities:

Division of Council themes
*(for the purpose of accounts, Council activities are
divided into the following categories)*

People

- Cultural and Related services
- Luxfords and Civic Centre

Place

- Environmental and Regulatory Services
- Planning and Development Services
- Highways and Transport Services

Provision

- Central Services



5.0 Our Strategic Objectives

In addition to agreeing a set of specific priorities each year, the Town Council has set out a number of medium term aspirations for the town.

5.1 People

5.1.1 Cultural and related services

By 2022, we will have:

- Supported local community and voluntary organisations and sought to assist them with their positive work within the town;
- Replaced or updated at least one playground every five years, with particular attention in the north of the town;
- Considered plans for upgrading and improving the skatepark;
- Explored options for creating further recreational facilities;
- Worked with our partner agencies to increase opportunities for residents of all ages to take part in activities which improve their health and wellbeing;
- Organised events which assist in attracting visitors to the town and support local businesses;
- Established a list of special and important dates within the town, taken up opportunities to celebrate the town's history and commemorated this on notable buildings;
- Investigated and sought options for the provision of additional public convenience facilities within the town;
- Retained the traditional red telephone kiosk and brought it back into use for the town in response to feedback received;
- Preserved the Cardale monument and relocated to a suitable site;
- Explored options for improving the facilities available at Foresters Hall;
- Delivered a ten year programme of maintenance and decoration to all of the Town Council community buildings;
- Continued to maintain, improve and protect all of our natural areas to accommodate the demands of future growth of the town; encouraging community involvement.



5.1.2 Luxfords and Civic Centre

By 2022, we will have:

- Provided takeaway options for sale via the restaurant and vending machines for Civic Centre users at different hours of the day;
- Investigated options for funding and designing a renovation of the Restaurant area, which provides a modern and contemporary space that meets the needs of a variety of customers;
- Developed a marketing plan to assist with the re-launch of the restaurant and on-going communication;
- Made improvements to air conditioning within the Civic Centre building;
- Made improvements to the Civic Centre website and provided digital processes for booking such as an online booking form;
- Developed and implemented a communications and marketing plan for the Civic Centre, in addition to an annual calendar of events;
- Updated room facilities in line with the latest modern technologies;
- Identified options for improved seating and staging; suitable for the Weald Hall.



5.2 Place

5.2.1 Environmental and regulatory services

By 2022, we will have:

- Continued to provide burial authority services with responsibility for the maintenance of the Cemetery at Snatts Road and Holy Cross churchyard;
- Maintained good quality floral displays within the town centre, to ensure Uckfield town centre remains an attractive place to live, work and visit;
- Implemented improvements to the operation of the town's CCTV and continued to monitor provision to ensure the technology remains up to date;
- Considered options on an annual basis for devolving contracted services delivered by the District and County Councils, to ensure residents retain a good level of service during times of financial restraints.



5.2.2 Planning and development services

By 2022, we will have:

- Worked closely with the planning authority, Wealden District Council, to understand the latest legislative updates and guidance;
- Support the development of a Neighbourhood Plan and work with the local Planning authority to enable this plan to be adopted and utilised alongside the Wealden Local Plan to guide development in Uckfield;
- Promoted the need for affordable housing within Uckfield Town, to support those in housing need and first time buyers;
- Worked with the District Council to enable the Town Council to provide more feedback in respect of other matters such as licensing;
- Undertaken a review of the Town Council's assets and developed an asset management plan;
- Arranged an annual display of Christmas lights which bring Christmas to the town;
- Worked with the Chamber of Commerce to engage with High Street landlords (commercial and residential) to promote and secure improvements to street frontages.



5.2.3 Highways and Transport services



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By 2022, we will have:

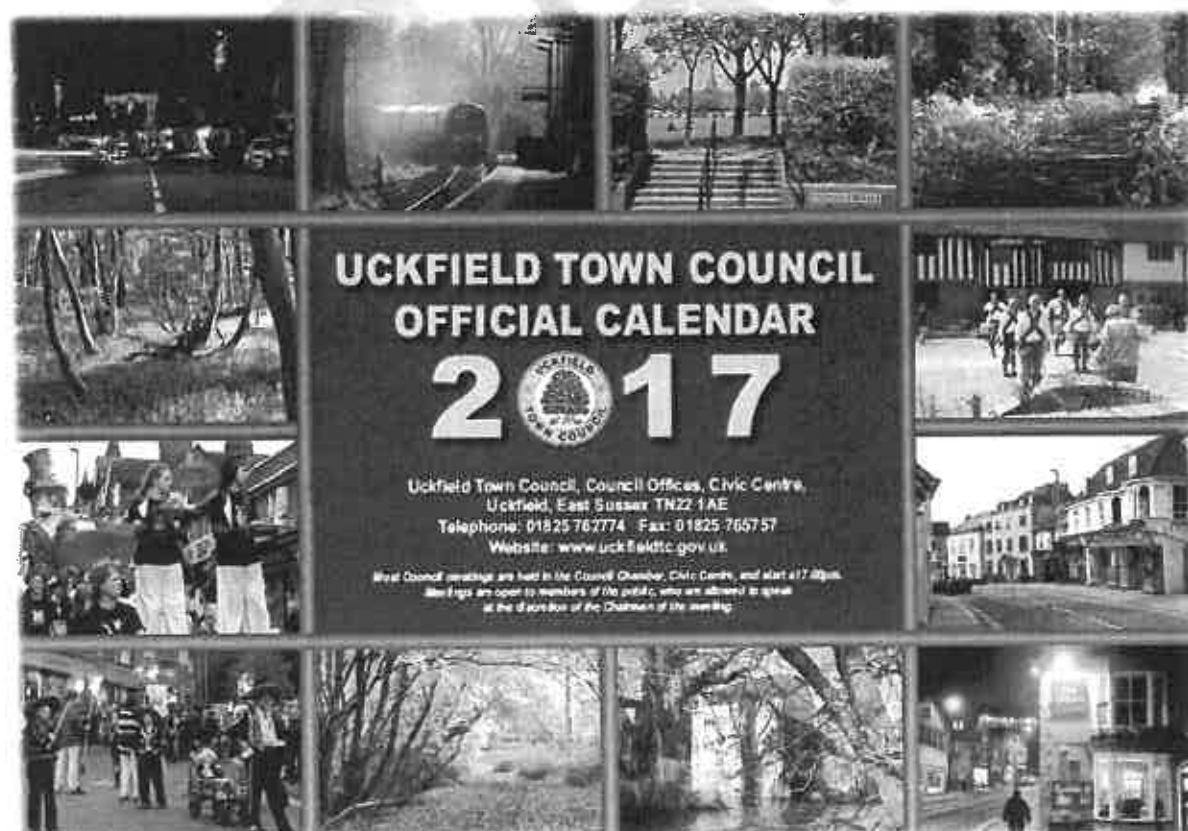
- Organised the annual road safety day with partner agencies to educate young people about the importance of road safety;
- Identified potential areas within the town which required improvements to pedestrian safety and worked with the relevant agencies to lobby for enhancements;
- Worked with our partner agencies to identify and implement solutions for addressing parking controls within the town centre;
- Explored options such as residents' permit parking to reduce congestion;
- Worked with the relevant partner agencies to address the danger of speeding vehicles;
- Engaged in discussions to actively promote the re-opening of the Uckfield to Lewes railway line, and a direct route into Brighton;
- Worked with the residents' association and relevant partner agencies to develop a long term programme of improvements to the footpaths and twittens in town, including areas such as Manor Park.

5.3 Provision

5.3.1 Central Services

By 2022, we will have:

- Improved communication with residents, businesses and visitors to the town through enhancements to the Town Council website, social media accounts and traditional forms of communication such as our noticeboards;
- Simplified financial reporting for the purposes of committee meetings to enable greater clarity;
- Encouraged applications from local traders and organisations in the Town Council's procurement procedures for contractual work within the town;
- Increased promotion of the town's key assets and facilities for the benefit of the community through the delivery of a marketing plan;
- Provided training and briefings for the Town Councillors and staff, to support them in their learning and development;
- Published an annual calendar which provides the key dates of all standing committees, and promotes businesses within the town;
- Undertaken an annual review of all key policies to ensure they remain up to date with the latest guidance and best practice;
- Supported the town's local groups and organisations through the provision of an annual community grants programme.



6.0 Delivering our objectives

6.1 Overview of the Town Council

The Town Council has 15 Town Councillors, who are elected every four years. The last set of parish/town council elections took place in May 2015. The next set of local elections will therefore take place in May 2019.

The positions of Town Mayor and Deputy Town Mayor are elected by the Town Councillors each year within the annual statutory meeting of Full Council. This meeting takes place in May of each year.

All Town Councillors meet in the format of Full Council at least six times a year, and below this meeting sit three main committees:

- General Purposes Committee (9 members)
- Environment and Leisure Committee (9 members)
- Plans Committee (7 members)

We also have two sub-committees responsible for dealing with specific matters related to finance and human resources, called Personnel Sub-Committee and Finance Sub-Committee, which report back their recommendations to General Purposes Committee. These sub-committees meet on an ad-hoc basis when further detailed work is required.

All formal committee meetings are held in the Council Chamber of the Civic Centre, Uckfield. Residents are welcome to attend these public meetings and make statements in relation to items on the agenda of that committee, subject to the Chairman's discretion.

6.2 Financial information

6.2.1 General finances

Town Councillors are required to align their budget setting with their priorities for the following financial year, to ensure what we set out to achieve can be delivered.

Each year the Town Council considers its annual income and expenditure for the following financial year.

The precept is the local tax levied by the Town Council and collected on our behalf by Wealden District Council as the rating authority.

Add in details of the precept and estimated annual expenditure for 2017/18 once details adopted by Full Council.

6.2.2 Capital expenditure

The Council adopts a balanced approach to its capital expenditure in respect of the procurement of new assets and the maintenance of its existing assets. The first priority should however focus on developing and maintaining existing assets for the benefit of the community. Additional income may also be generated, where appropriate, through renting or leasing of these assets.

6.2.3 Reserves

The Council adopts a risk based approach to its level of reserves which will be reviewed annually or more frequently if necessary. Currently the minimum level of general reserves will be set at approximately three months gross operating costs. Reserves will only be held above the minimum level for specific, earmarked purposes.

6.3 Organisational structure

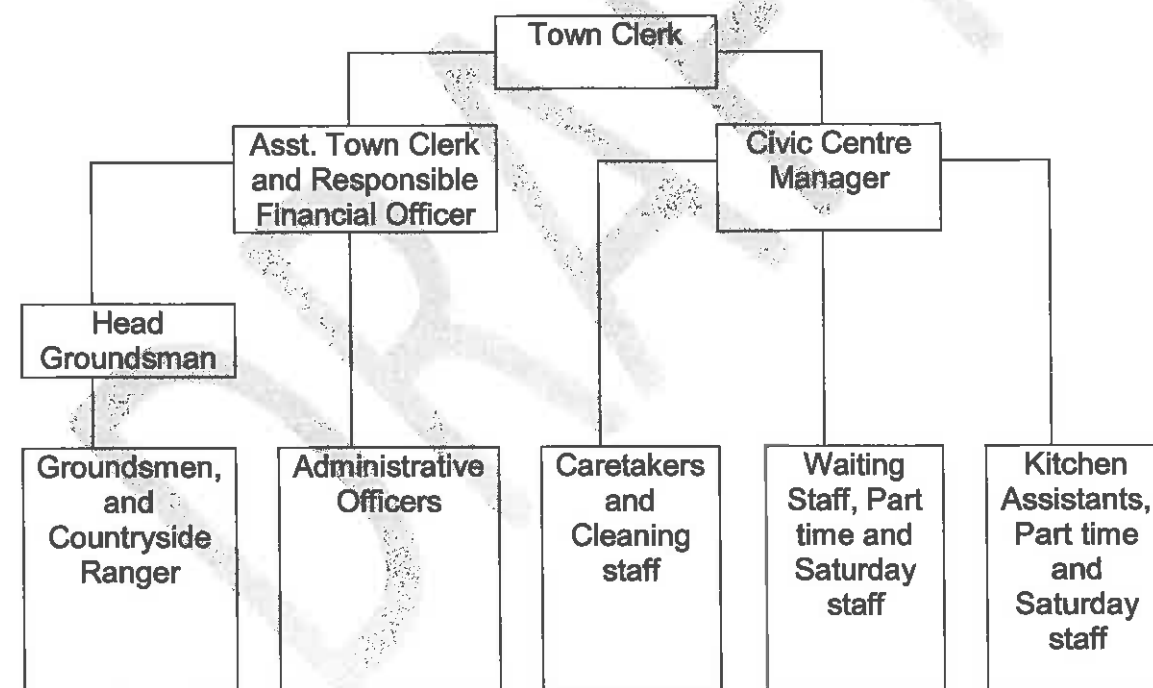
Delivery of the Town Council's functions is overseen and managed by the Town Clerk, who is the Town Council's proper officer and required to support and advise members in their role and issue any statutory notifications.

The Town Clerk is supported by a team of approximately 26 members of staff who are responsible for maintaining the town's grounds and open spaces, buildings, facilities, and providing services to our customers within Luxfords Restaurant and the Civic Centre.

The Assistant Town Clerk and Responsible Financial Officer is responsible for managing the Council's finances, human resources, grounds and open spaces and Council administration.

The Civic Centre Manager is responsible for the effective management and operation of the Civic Centre, restaurant and events programme.

The following diagram displays the current staffing structure for the Town Council:



Meeting of the Full Council

Monday 9th January 2017

Agenda item 11.0

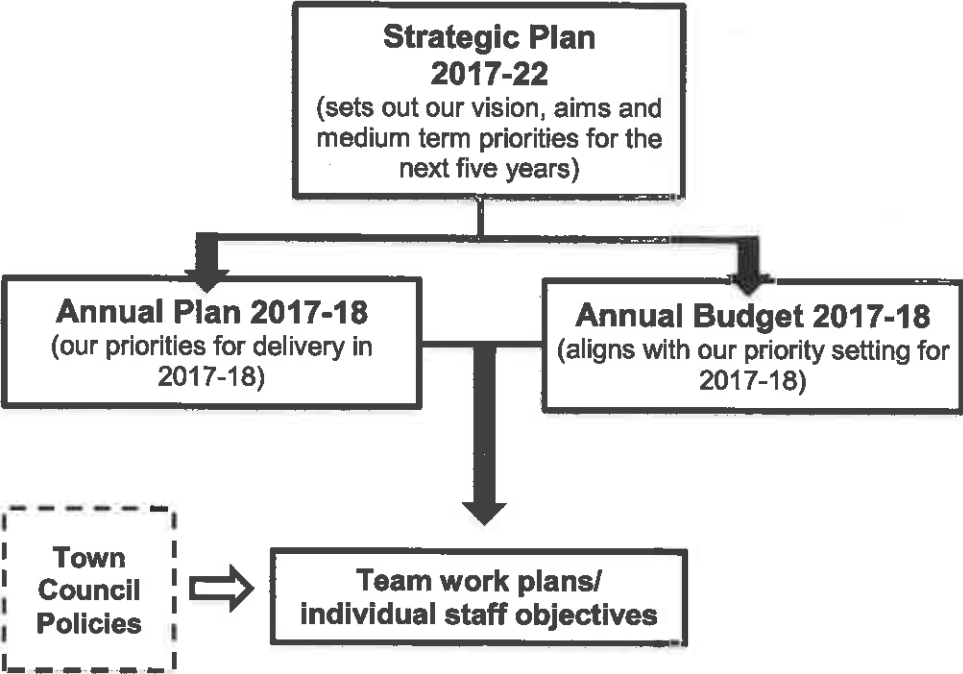
TO FORMALLY ADOPT THE TOWN COUNCIL’S ANNUAL PLAN 2017-18

1.0 Summary

- 1.1 The Town Council is required to refresh its priorities on an annual basis as part of the budget setting process.
- 1.2 This year the Town Council has produced two documents; a strategic plan which sets out the priorities of the Town Council over the next five years and an annual plan which lists the priorities of the Town Council specifically in 2017-18 (year one of its strategic plan).

2.0 Background

- 2.1 The draft Annual Plan 2017-18 sets out what the Town Council wishes to achieve in 2017-18, in order to make progress towards the Town Council’s five-year Strategic Plan.



- 2.2 Work has been undertaken to closely align the annual plan with the annual budget for 2017-18; ensuring that funds are available to support our ongoing maintenance, and running costs, as well as any new initiatives considered important within the town.
- 3.0 Consultation feedback
- 3.1 After receiving approval from Full Council on 5th December 2016, the draft Annual Plan 2017-18 was placed out for public consultation, alongside the draft Strategic Plan 2017-22.

3.2 The documents were placed on the Town Council website and information was shared with members of the public via the Town Council's social media accounts and by email to all key partner agencies and community groups which the Council works with.

3.3 As of Tuesday 3rd January 2017, comments had been received from two individuals/organisations in relation to the draft Annual Plan 2017-18. Details of these comments have been attached for reference in appendix A. Any further feedback received will be provided verbally by the Town Clerk at the meeting. A copy of the draft annual plan with suggested amendments has been provided in appendix B of this report.

4.0 Recommendation

4.1 Subject to any amendments that may be required in response to the feedback received, it is recommended that Full Council adopt the Annual Plan 2017-18.

Contact Officer: Holly Goring

Appendices:

Appendix A: Consultation feedback received by 3rd January 2017

Appendix B: Draft Annual Plan 2017-18

Appendix A – Consultation feedback received by 3rd January 2017

1.	<p>Draft Annual Plan</p> <p>All seems reasonable but what I'd like to see is what is considered low/no priority. We all know that financially "something has to give" and it would be good to know what it is up front.</p>
2.	<p>I wish to make the following comments/observations about the Annual Draft Plan 2017/2018 for Uckfield as posted on the Town Council web site.</p> <p>Item #4 - Explore options for the signposting and provision of public conveniences - I am unsure what is meant by this objective as there are now no longer any public conveniences available in the town unless you were to count those in the public library which of course are governed by the opening hours of the library which are now even shorter than in 2016. There are a perfectly good block of public conveniences at the top of Luxford's car park but a decision has been made not to reopen them but to demolish them and add additional car parking spaces. I therefore see no possibility of any new toilets being built and suggest that draft plan #4 is not a viable proposition.</p> <p>Item #8 - Implement improvements to the operation of CCTV in Uckfield Town Centre. - It is my understanding that the current CCTV system within the town centre is owned by Wealdon District Council and left to the Sussex police to operate and monitor. However, I further understand that the whole system is antiquated and not working and therefore in real terms the town of Uckfield does not have any CCTV coverage. This was recently demonstrated when the new planted trees in the High Street were damaged by unknown persons and despite a number of CCTV cameras in the area nothing was captured due to the non operation of the equipment. In the same way as car parking in the town there is a 'stand off' between the District Council and the police as to who is responsible and who will pay for it. As a result the general public have captured the moment and now realise that there is no enforcement for parking and no CCTV to monitor what is going on in and around the town centre. I fully support good CCTV being installed and operated within the town as I genuinely believe from experience that it will assist in the reduction of crime, better parking and better monitoring of all events taking place.</p> <p><u>Response provided by the Town Clerk for purposes of clarity:</u> Thank you for your email in relation to the Draft Annual Plan 2017/18.</p> <p>Item 4 – just to clarify although there are no separate or council owned public conveniences, three premises are signed up to the community toilet scheme which enables public toilets within the Civic Centre, Costa Coffee and Thyme for Food and Friends to be accessible to the public during opening hours.</p> <p>The Town Council is looking to increase signposting of these current facilities and explore options for the provision of additional public conveniences in the town i.e. to look into whether there are any suitable locations or options available for Uckfield in the future.</p> <p>Item 8 – The Town Council owns the CCTV system but the system is monitored by Sussex Police. Unfortunately the angle of the cameras and locations of vandalism made it difficult to capture any footage of the tree incidents, so we worked with Sussex Police and shops along the High Street to try and obtain clear footage of the suspects from other sources. You are correct in stating that the cameras are fairly old now, so the Town Council has been working with Sussex Police over the last couple of months to look into the systems and options available using modern technologies. CCTV is a fairly complex area and a sensitive subject so we have been doing a great deal of research to look into the best option for Uckfield Town Centre. I'd like to reassure you that there is no stand-off with the Police in terms of CCTV. We are working with Sussex Police to identify a suitable system for replacement.</p> <p>Parking enforcement is a separate matter and we are currently pushing for options to be explored by Wealden DC and Sussex Police to resolve these issues.</p>

DRAFT - Our Annual Plan 2017-18



PEOPLE	PLACE
1. Support local groups and charities through the provision of community grant funding	6. Implement the Town Council's litter bin policy
2. Support and promote initiatives within the town to encourage good health and wellbeing amongst our residents, and an increased awareness of health conditions.	7. Work with our partner agencies to lobby for a reduction in the amount of litter on public highways
3. Work with local businesses and organisations to create a Dementia Friendly town, starting with the creation of an Uckfield Forum	8. Implement improvements to the operation of CCTV in Uckfield Town Centre
4. Explore options for <u>Increase signposting of existing facilities and the signposting and explore the provision of additional public conveniences</u>	9. Work with our partner agencies to continue to educate school pupils about road safety
5. Support an increase in the provision of events and activities for the town	10. Work with partner agencies to identify further improvements to accessibility and safety on our pavements and highways
	11. Promote the town's green spaces and allotments to encourage greater leisure and recreation
PROVISION	
12. Improve communication and engagement with residents through increased use of noticeboards and social media	
13. Increase communication with local community groups to enable greater sharing of information and support	
14. Strengthen partnership opportunities with local service providers to ensure delivery of good quality services to our residents	

	Proposed Income 2016/2017	Proposed Expenditure 2016/2017	Proposed Income 2017/2018	Proposed Expenditure 2017/2018
General Purposes				
Revenue	£193,738	£738,791	£196,954	£702,182
New Initiatives etc.		52,400		95,650
Earmarked Reserve Projects		£23,250		£15,750
Sub Totals		£814,441		£813,582
Environment and Leisure				
Revenue	£44,463	£226,598	£70,155	£247,423
New Initiatives etc.		£31,300		£19,000
Earmarked Reserve Projects		£35,000		£64,300
Sub Totals		£292,898		£330,723
Luxfords Restaurant				
Revenue	£179,152	173,880	£183,516	£180,851
Earmarked Reserve Projects		£2,500		£1,000
New Initiatives		£0		0
Sub Totals		176,380		£181,851
Gross Income/Expenditure	£417,353	£1,283,719	£450,625	£1,326,156
		£866,366		£875,531
Wealden District Grant		-31,147		-22,653
Net Budget Requirement		£835,219		£852,878
Tax Base	5,577.80		5553.4	
Band 'D' Council Tax		£149.74		£153.57
				2.55% increase (£3.83 increase)

	EARMARKED RESERVE PROJECTS	Cost of Project Estimated	As at 31/3/2016 Carried Forward Accumulation			
Com		2017/2018		2016/2017	2017/2018	Notes
	CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES					
	Cultural and Related Services					
	Recreation and Sport - Lelsure and Recreation Grounds					
E & L	New Play Area	125,000	140,564	25,000	50,000	New Ridgewood Play area + MUGA to be installed 2016/2017
E & L	Playground Fencing Capital	25,000	5,547	5,000		
GP	West Pavilion External/Internal Maintenance	45,000	11,600	0		In Revenue budget
GP	Victoria Pavilion Internal/External Maintenance	45,000	16,124	0		In Revenue budget
E & L	Skate/BMX park peripheral area including gateway from Victoria to New Barn	6,900	3,992	0		
E & L	Vehicle Replacement	18,000	7,125	0		
E & L	Ranger Equipment Budget	4,500	7,086	0		
E & L	Ridgewood Ground Improvements		11,718	0		Possibly vired to New Play Area budget if necessary
E & L	Footpath Feasibility Study		5,000	0		Agreed to put back to reserves EL27.09.16
E & L	New Equipment		2,270	0		Agreed to put back to reserves EL27.09.16
E & L	Litter Bins		500	0		
E & L	Picnic Tables		1,500	0		
E & L	Browns Lane Rockery		250	0		Spent
E & L	Dog Signage		0	1,000		
E & L	Seats, Signage for Tennis Courts		1,000	0		
	Recreation and Sport - Community Centres			0		
GP	Maintenance Schedule for Civic Centre	6,000	5,000			
GP	Future Maintenance Programme for Civic Centre	25,000	27,391	0		
GP	Weald Hall Floor	35,000	13,000	10,000	10,000	To investigate the need and type of floor required and eventual funding
GP	Civic Centre upstairs toilet refurbishments		295	0		Retention monies
GP	Ridgewood Village Hall Car Park	50,000	49,000	0		
GP	Foresters Hall Complex External Schedule/Maintenance	25,000	20,650	5,000	0	Soffits and fascias to last a further 8-10years. Money to be used for Phase 3 Works
GP	Improve Acoustics in Weald Hall		15,000	0		Project complete
GP	Improve Stae Lighting in Weald Hall		10,000	0		Project complete
	Open Spaces and Allotments					
E & L	Allotment Fencing	8,000	6,803	0		
E & L	Open Space Improvements	15,000	10,284	0		Incorporates various headings of which £1,465 to be put back to reserves EL27.09.16
	Culture and Heritage					
GP	Consultants Town Centre	60,000	120,300	0		£50,000 to 2016-2017 Budget - For Town Centre Project Implementation
GP	Joint Committee Master Plan Works		50,000	0		
	Cemetery and Churchyard					
E & L	Cemetery Enhancement	20,500	10,000	0	9,300	For wall repairs Phase 3 2017/18
	HIGHWAYS AND TRANSPORT SERVICES					
	Community Safety					
E & L	Street Lighting	50,000	8,201	0		£300 committed to structural survey of lights
E & L	CCTV Replacement Programme	76,000	19,880	4,000	2,000	Report to Full Council Oct 2016
E & L	Old Timbers Lane Maintenance	30,000	9,000	0	3,000	
				0		
E & L	Street Scene	5,000	1,573	0		Street Furniture in liaison with ESCC High Street improvements
	CENTRAL SERVICES					
GP	Upgrading of IT Systems and Equipment	10,500	8,072	2,500		Replacement system due in April 2017
GP	OTHER BUILDINGS AND SERVICES TO THE PUBLIC					
GP	Maintenance Programme/Schedule for Chapels	25,500	3,503	0		
GP	Signal Box External Schedule/Maintenance	45,000	10,000	0		
GP	Building Maintenance Fund		57,659	0	0	Provision for Year 2 works in Revenue Budget
GP	Defibrillators		2,291	0		
GP	Elections		10,000	£5,750	5,750	£5,750 to be placed in Earmarked Reserves for four years
GP	Health & Safety		470	0		
GP	Public Conveniences		30,000	0		For transport hub
GP	Training		1,500	0		All spent
	OTHER SERVICES					
GP	Luxfords	6,000	34	0		Uniforms £34
GP	Luxfords Cooler		2,500	2,500	1,000	Contribution to Cold Room
GP	Luxfords Maintenance		1,280	0		Carried forward
GP	Luxfords Oven Replacement		2,500	0		
	TOTAL	761,900	720,462	60,750	81,050	
	Section 52/106		24,728			Depreciated Annually under Accounting Principles

Committee	Nominal Code		2016/2017 Budget	2015/2016 Predicted Outturn	2017/2018 Business Plan	2017/2018 Budget	Notes
		CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES					
		Cultural and Related Services					
		Recreation and Sport - Leisure and Recreation Grounds					
E & L	5,120	Playing Fields and Pitches	19,158			18,000	
E & L	5176	Play Equipment Repairs/Maintenance	2,732		50,000	2,500	
E & L	5203	Grounds Maintenance - Contract	13,266			20,000	
E & L	5204	Grounds Maintenance - General	2,185			2,200	
E & L	5201 & 5205	General Equipment Repairs and Hire	3,289			3,200	Hire £100 - General equipment repairs £3,100
E & L	5325	Skatepark Area	0			0	
E & L	5202	New Equipment	5,000			3,000	
E & L		Vehicle Running Costs					
E & L	5269	* Transit	2,163			2,163	
E & L	5279	* Movano	2,163			2,163	
E & L	5275	*Tractor	849			1,500	Two new tyres required
		* Ford	1,390			1,300	
		TOTAL	52,195			56,026	
		Income					
E & L	4110	* Sport Income	-7,000			-7,500	
E & L	4120	* Event Income	-4,365			-4,400	
		TOTAL	-11,365			-11,900	
		Net Expenditure	40,830			44,126	
		Public Open Spaces, Planting and Allotments					
E & L	5100	Allotments	1,854			2,000	
E & L	5231.5038	Hempstead Meadows and West Park LNRs + sites of conservation interest	3,183			3,500	
E & L	5295. 5296	Litter Bins and Collection	4,326			4,500	£3,806 collection/sacks - £520 bins
E & L	5305	UTC Promotional Tent	100			50	
E & L	5330	Corporate Signage	258			250	
E & L	5058	Protective Clothing	1,000			700	
E & L	5280	Fencing	1,030			1,000	
E & L	5299	Horticulture - Bedding	318			300	
E & L	5285	Tree Works	4,120			4,500	
E & L	5377	Cleaning Materials	103			100	
		TOTAL	16,292			16,900	-
		Income					
E & L	4100. 4101	* Allotments	-5,198			-5,500	Includes £50 deposits
		* Environment Sundry Income	-100			-100	Scrap metal etc.
		TOTAL	-5,298			-5,600	
		Net Expenditure	10,994			11,300	
		Culture and Heritage					
E & L	5394	Twinning Hospitality	50			300	E&L decision 24.10.16 to increase
E & L	5300	Civic Centre Events	3,000			15,000	
		TOTAL	3,050			15,300	
E & L	4050	Income	-4,000			-25,000	
		Net Expenditure	-950			-9,700	

Environment Leisure Committee

Committee	Nominal Code		2016/2017 Budget	2015/2016 Predicted Outturn	2017/2018 Business Plan	2017/2018 Budget	Notes
		Planning and Development Services					
		Economic Development					
E & L	5370	Town Security CCTV	4,000			4,000	£3,300 Maintenance - £700 electricity.
E & L	5373	Floral Displays Town Centre Baskets & Troughs	4,005			4,000	
		TOTAL	8,005			8,000	
E & L	4350	Income - Roundabout	0			-875	
		Net Expenditure	8,005			7,125	
		Environmental and Regulatory Services					
E & L	5180-5186	Cemetery Services					
		* Grave Digging	5,150			5,000	
		* Rates/Water	1,030			1,110	£940 Rates £170 Water
		*Litter	412			1,000	
		* Maintenance	309			200	
		TOTAL	6,901			7,310	
		Income					
E & L	4180-4183	* Cemetery	-23,800			-25,500	
		Net Expenditure	-16,899			-18,190	
		HIGHWAYS AND TRANSPORT SERVICES					
		Highways and Transportation					
		Street Lights - Supply, Maintenance and Repairs					
E & L	5080	* Supply & Maintenance	9,000			9,000	
E & L	5081	* Repairs	4,000			3,200	
E & L	5082	* New Lights	0			0	
E & L	5372	Road Safety Week	1,600			1,750	
E & L	5086.5053.	Bus Shelters	56			60	
E&L	5350	Roundabout Expenditure	0			100	
		TOTAL	14,656			14,110	
		Income					
E & L	4370	* Road Safety Week	0			0	
E & L	42954240	* Delegated Functions	0			-1,280	Litter Bus Station
		TOTAL	0			-1,280	
		Net Expenditure	14,656			12,830	
		Other Buildings and Services to the Public					
E & L	5294	Graffiti Removal	60			100	
		TOTAL	60			100	
E & L	5360 - 5362	Salaries Groundsmen/Ranger	125,439			129,677	
		TOTAL	125,439			129,677	
		TOTAL REVENUE EXPENDITURE	226,598			247,423	
		TOTAL INCOME	-44,463			-70,155	
		TOTAL	182,135			177,268	

Environment Leisure Committee

Committee	Nominal Code		2015/2016 Budget	2015/2016 Predicted Outturn	2017/2018 Business Plan	2017/2018 Budget	Notes
		Long Term Earmarked Reserve Projects					
		Play area	25,000			50,000	
		Playground fencing capital	5,000			0	
		Dog signage	1,000			0	
		Cemetery Wall				9,300	
		Old Timbers Lane				3,000	
		CCTV replacement programme	4,000			2,000	Awaiting Full Council decision 17.10.16
		Total Long Term Earmarked Projects	35,000			64,300	
		TOTAL					
		New Initiatives					
		Olives Meadow upgrading of street lights	17,100				
		French Twin Town Road Signs x 6	6,000				
		Renewal/Updating Interpretation Boards	3,200				
		Reverend Cardale Monument	5,000				
		TOTAL	31,300				
		New Initiatives					
		Resurfacing Orsborn Hall car park				7,000	Year one of a two year project
		White lining West Park pavilion car park				1,000	
		Upgrading path to Millennium Green and around Ridgewood Recreation Ground				?	No information as to type of path
		Weald on the Field & Revival Events etc.				3,000	
		Litter Policy Bins				3,000	
		Speed Reduction Sign				5,000	
		TOTAL				19,000	

TOTAL 2016/2017				
Total Revenue Expenditure	226,598			247,423
Total Long Term Earmarked Reserve Projects	35,000			64,300
Total New Initiatives	31,300			19,000
Total Budget Expenditure	292,898			330,723
Total Income	-44,463			-70,155
Net Expenditure	248,435			260,568

Committee	Nominal Code		2016/2017 Budgets	2016/2017 Predicted Outturn		2017/2018 Business Plan	2017/2018 Budgets	Notes
		OTHER SERVICES						
GP		Luxfords						
	5810	* Food Purchases	44,000				44,880	
	5820	* Bar Purchases Non Alcoholic	3,500				3,570	
	5825	* Bar Purchases Alcoholic	6,000				6,120	
	5840	* Paper Consumables	2,441				2,490	
	5845	* Maintenance & Repairs	2,000				3,100	
	5850/5855	* Equipment New/replacement/hire	2,050				2,275	
	5860/5865/5864	* Postage/Telephone/Stationery	490				575	
	5875/5880	* Advertising Recruitment/General	1,210				1,220	
	5890	* Uniforms & Protective Clothing	145				200	
	5895	* Training	530				550	
	5980	* Credit Charges	1,150				1,175	
	5861	* Rates	8,400				8,484	
	5862/5863/5864	* Electricity/ Gas/ Water	7,210				7,670	
	5866	* Litter Collection	1,060				1,100	
	5867	* Stock Taker	1,000				1,000	
	5940 - 5945	* Wages	88,994				92,742	
		* Management Costs	3,700				3,700	
		TOTAL	173,880				180,851	
GP		Income						
	4810	* Restaurant Food Sales	-124,570				-127,000	
	4820	* Restaurant Bar Sales	-7,210				-7,800	
	4825	* Takeaway	0				0	
	4910	* Function Food Sales	-30,385				-31,000	
	4920	* Function Bar Sales	-13,802				-14,500	
	4850/4940	* Hire of equipment	-530				-535	
	4840/4950	* Hire of Luxfords	-2,655				-2,681	
		TOTAL	-179,152				-183,516	
		New Initiatives 2016/2017						
		Replacement Oven						
		New Initiatives 2017/2018						
		Long Term Earmarked Projects						
		New Cold Room	2,500				1,000	Total cost £6,000 - To Earmarked Reserves
		Total	2,500				1,000	

TOTAL 2017/2018					
Total Revenue Expenditure	173,880				180,851
Total Long Term Earmarked Reserve Projects	2,500				1,000
Total Budge Expenditure	176,380				181,851
Total Income	-179,152				-183,516
Net Expenditure	-2,772				-1,665

Committee	Nominal Code		2016/2017 Budgets	2016/2017 Predicted Outturn		2017/2018 Business Plan	2017/2018 Budgets	Notes
		OTHER SERVICES						
GP		Luxfords						
	5810	* Food Purchases	44,000				44,880	
	5820	* Bar Purchases Non Alcoholic	3,500				3,570	
	5825	* Bar Purchases Alcoholic	6,000				6,120	
	5840	* Paper Consumables	2,441				2,490	
	5845	* Maintenance & Repairs	2,000				3,100	
	5850/5855	* Equipment New/replacement/hire	2,050				2,275	
	5860/5865/5864	* Postage/Telephone/Stationery	490				575	
	5875/5880	* Advertising Recruitment/General	1,210				1,220	
	5890	* Uniforms & Protective Clothing	145				200	
	5895	* Training	530				550	
	5980	* Credit Charges	1,150				1,175	
	5861	* Rates	8,400				8,484	
	5862/5863/5864	* Electricity/ Gas/ Water	7,210				7,670	
	5866	* Litter Collection	1,060				1,100	
	5867	* Stock Taker	1,000				1,000	
	5940 - 5945	* Wages	88,994				92,742	
		* Management Costs	3,700				3,700	
		TOTAL	173,880				180,851	
GP		Income						
	4810	* Restaurant Food Sales	-124,570				-127,000	
	4820	* Restaurant Bar Sales	-7,210				-7,800	
	4825	* Takeaway	0				0	
	4910	* Function Food Sales	-30,385				-31,000	
	4920	* Function Bar Sales	-13,802				-14,500	
	4850/4940	* Hire of equipment	-530				-535	
	4840/4950	* Hire of Luxfords	-2,655				-2,681	
		TOTAL	-179,152				-183,516	
		New Initiatives 2016/2017						
		Replacement Oven						
		New Initiatives 2017/2018						
		Long Term Earmarked Projects						
		New Cold Room	2,500				1,000	Total cost £6,000 - To Earmarked Reserves
		Total	2,500				1,000	

TOTAL 2017/2018					
Total Revenue Expenditure	173,880				180,851
Total Long Term Earmarked Reserve Projects	2,500				1,000
Total Budge Expenditure	176,380				181,851
Total Income	-179,152				-183,516
Net Expenditure	-2,772				-1,665

[illegible]

Committee	Nominal Code		2016/2017 Budget	2016/2017 Predicted Outturn	2017/2018 Business Plan	2017/2018 Budget	Notes
		CENTRAL SERVICES					
		Corporate and Democratic Core					
		Corporate Management					
		Administration and Hospitality					
GP	5410- 5418	* Administration	18,140			17,595	
GP	5435	* Hospitality	160			180	
GP	5455	Health and Safety	1,236			1,250	
		Advertising- Recruitment/General					
GP	5420	* Recruitment	1,050			1,100	
GP	5425	* General	1,810			2,500	
		Accountant, Audit and Internal Audit Fees					
GP	5475	* Accountant Fees	4,430			4,480	
GP	5495	* External Audit Fees	2,270			2,300	
GP	5494	* Internal Audit Fees	2,165			2,200	
GP	5497	Professional Fees	10,300			10,500	
GP	5793	Subscriptions	3,502			3,600	
GP	5794	Training	5,300			5,500	
GP	5430	Office Equipment	9,790			9,900	
GP	5460	Insurances	34,500			35,000	
GP	5577	Newsletter	4,330			4,400	
GP	5490	Protective Clothing	400			450	
GP	7903. 2300	Loan Costs	67,295			65,820	
GP	5580 - 5590	Bank and Credit Charges	565			600	
		TOTAL	167,243			167,375	
		Income					
GP	4403/4410	* Training/Administration	-310			-300	
GP	4414	Luxfords - re-allocation administration fees	-3,700			-3,700	
GP	4579 - 4583	* Bank Interest	-3,500			-100	
		TOTAL	-7,510			-4,100	
		Net Expenditure	159,733			163,275	
		Democratic Representation and Management					
GP	5543	Members Allowances	18,180			18,555	
GP	5544	Members Expenses	75			100	
GP	5465	Mayors Allowance	1,672			1,706	
GP	5470	Elections	0			0	
		TOTAL	19,927			20,361	
		Income	0			0	
		Net Expenditure	19,927			20,361	
		Grants and Partnerships					
GP	5480	Grants Section 142	18,000			19,500	Was 18K
GP	5485	Grants - General Power of Competence	18,950			22,450	Was £18,950
GP	5487	Volunteer Bureau Service Level Agreement	8,000			8,000	
		TOTAL	44,950			49,950	
		Income	0			0	
		Net Expenditure	44,950			49,950	

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		2016/2017 Actual	2016/2017 Predicted Outturn	2017/2018 Business Plan	2017/2018 Budget	Notes
	Long Term Earmarked Reserve Projects					
	Weald Hall Floor	10,000			10,000	
	Upgrading of IT Systems and Equipment	2,500			0	
	Elections	5,750			5,750	£5,750 to be placed in Earmarked Reserves for three years
	Total Long Term Earmarked Projects	18,250			15,750	
	New Initiatives 2016/2017					
	Victoria Pavilion Doors	3,000				
	Building Maintenance Programme	49,400				
	TOTAL	52,400				
	New Initiatives 2017/2018					
	Dementia training				1,250	
	Luxfords Refurbishment				50,000	
	Telephone Boxes				1,000	
	Asset Management				10,000	
	Marketing				30,000	
	Vending Machine				1,400	
	Notice Boards				2,000	
	TOTAL				95,650	

	TOTAL 2017/2018				
	Total Revenue Expenditure	738,791			702,182
	Total Long Term Earmarked Reserve Projects	23,250			15,750
	Total New Initiatives	52,400			95,650
	Total Budget Expenditure	814,441			813,582
	Total Income	-193,738			-196,954
	Net Expenditure	620,703			616,628

Meeting of the Full Council

Monday 9th January 2017

Agenda item 13.0

TO REVIEW UPDATE ON PROPOSED WAY FORWARD FOR YOUTH ENGAGEMENT

1.0 Summary

- 1.1 In June 2016, members agreed to take a different approach to youth engagement and work closely with Uckfield Community Technology College (UCTC) to explore options for engaging young people in council meetings.
- 1.2 This report provides an update on the outcomes of discussions with UCTC and the proposed way forward for 2017.

2.0 Background

- 2.1 Following a meeting with UCTC in June 2016, the college advised Town Councillors that they were in the process of revising and relaunching their own School Council and suggested that a couple of representatives from the School Council be nominated to sit on the Town Council's Committees.
- 2.2 This initiative would work differently to the typical process of setting up a separate Youth Council and, would enable young people to become involved in the Town Council's committee process and, participate in discussions about the town and council functions.
- 2.3 The Town Council made contact with UCTC during the autumn term to explore how best to proceed. Considerations were given to the student council, the age of the students and their availability. Town Council meetings take place during weekday evenings and it was thought students attending the School Council were only there for a short time to raise issues relating to the school itself. There were also some concerns regarding the year/age group of students, particularly those preparing for their GCSE's and whether they would be able to commit to the process in the run up to their exams.
- 2.4 Further to these initial discussions, two Year 13 students have expressed an interest in engaging with the Town Council's committee process. One student is currently studying Politics A-level, and the second student is planning to study Politics at University in the autumn of 2017. Both students are aged 18 years old, and would be able to refer to this experience in their future studies and CV.
- 2.5 The Town Council proposes to enable these two students to attend meetings of committees which they have an interest in, and encourage them to participate in local debate. Students would however, not be able to vote.
- 2.6 Contact has been made with the Monitoring Officer at Wealden District Council to seek advice. If the Town Council is happy for these students to take part in discussions/debates on agenda items but not vote, their role would become a non-voting co-opted member of the Town Council. To formalise this arrangement, it is recommended that the Town Council vote to appoint these students in the role

of a non-voting co-opted member which would enable them to attend meetings freely and ensure that the students are appointed to this role for a specified period. If approved, this could be carried out at the next meeting of Full Council in February 2017.

3.0 Recommendations:

- 3.1 Members agree to this method of youth engagement; enabling young people to participate in Town Council discussions at public meetings and discussions about the town.

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 9th January 2017

Agenda Item 14.0

TO NOTE THE MAYOR’S ENGAGEMENTS

1.0 Summary

1.1 The report sets out the Town Mayor engagements.

2 nd December2016	Holy Church Christmas Tree Festival
2 nd December 2016	Late Night Shopping Event
17 th December 2016	PHAB Christmas Party

Cllr. Louise Eastwood
Town Mayor

