



UCKFIELD TOWN COUNCIL

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

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 1st October 2018 at 7.00pm
in
The Council Chamber, Civic Centre

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 CHAIRMAN'S DISCRETION

3.0 APOLOGIES FOR ABSENCE

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committees held on the 20th August 2018

4.2 Action list – for information only
(Attached)

4.3 Project list – for information only
(Attached)

5.0 FINANCIAL MATTERS

5.1 To note bills paid

5.2 To note the income and expenditure reports for 2018/19
(Attached)

5.3. Bad Debts
(Attached)

- 5.4 To receive the minutes of the Finance Sub-Committee held on 12th September 2018
(Attached)
- 5.5 To consider the recommendations of the Finance Sub-Committee held on 12th September 2018
(Attached)
- 5.6 To give early consideration to the draft fees and charges for 2019/20
(Attached)
- 5.7 To give early consideration the draft committee budget(s) for 2019/20
(Attached)
- 6.0 BUILDINGS**
- 6.1 To note the current position with the Council's buildings
(Attached)
- 7.0 POLICY**
None.
- 8.0 ADMINISTRATION**
- 8.1 To receive a report on the administration of the Council
(Attached)
- 8.2 To receive Members' audit reports
(Attached)
- 9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**
- 9.1 To consider reports from:-
- (i) Citizens Advice Bureau
 - (ii) Ridgewood Village Hall Management Committee
 - (iii) Uckfield and District Preservation Society
 - (iv) Uckfield Volunteer Centre
 - (v) Wealden District Association of Local Councils – Management Committee
 - (vi) Wealden District Association of Local Councils – Planning Panel
- 10.0 CHAIRMAN'S ANNOUNCEMENTS**
- 11.0 TOWN CLERK'S ANNOUNCEMENTS**
- 12.0 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: -
- 12.1 Action list (confidential business)
(Attached)

12.2 To review the lease for the Source with Uckfield Baptist Church
(Attached)

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Town Clerk
25th September 2018

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Luxfords Financial Forecast as at 31st August 2018

	Apr 18 Actuals £	May 18 Actuals £	Jun 18 Actuals £	Jul 18 Actuals £	Aug 18 Actuals £	Actuals to Date	Budgets to Date	Sep 18 Budget £	Oct 18 Budget £	Nov 18 Budget £	Dec 18 Budget £	Jan 19 Budget £	Feb 19 Budget £	Mar 19 Budget £	Total £	2018-2019 Budgets
Sales																
Restaurant Food sales	8,637	8,541	8,676	8,222	8,266	42,342	45,000	10,600	14,000	10,800	10,800	11,000	9,800	9,800	119,142	121,800
Restaurant Bar sales	512	602	721	834	552	3,221	3,250	500	600	500	750	400	400	400	6,771	6,800
Hire of Luxfords Restaurant	147	110	158	304	147	866	934	188	188	188	188	188	188	188	2,182	2,250
Function Food Sales	62	1,643	1,216	1,827	224	4,972	5,000	3,900	4,000	2,500	2,000	3,000	1,500	4,500	26,372	26,400
Function Bar sales	1,205	381	1,221	4,087	95	6,989	7,900	1,500	1,000	500	4,000	1,000	400	1,700	17,089	18,000
Urn hire	102	110	110	22	159	503	419	83	83	83	83	83	83	83	1,084	1,000
Sundry Income	33	25	33	42	33	166	184	38	38	38	38	38	38	38	432	450
Total Sales	10,698	11,412	12,135	15,338	9,476	59,059	62,687	16,809	19,909	14,609	17,859	15,709	12,409	16,709	173,072	176,700
Purchases																
Food purchases	2,924	3,285	2,577	2,862	2,902	14,550	15,000	4,000	4,500	4,000	3,500	3,000	3,000	3,000	39,550	40,000
Bar purchases - non-alcoholic	110	347	428	139	327	1,351	1,300	300	200	200	325	200	300	175	3,051	3,000
Bar purchases - alcoholic	661	217	300	1,654	140	2,972	3,350	500	300	600	750	600	400	500	6,622	7,000
Lux. Paper goods/Consumables	119	384	63	524	28	1,118	1,081	217	217	217	217	217	217	217	2,637	2,600
Lux. Maintenance & Repairs	58	0	110	1,003	0	1,171	1,294	258	258	258	258	258	258	258	2,977	3,100
Lux. Equipment - New & Replacements	1,078	368	0	0	0	1,446	1,446	0	0	554	0	0	0	0	2,000	2,000
Lux. Equipment Hire	0	0	125	0	0	125	125	0	0	125	0	0	0	0	250	250
Lux. Postage	0	58	0	58	0	116	116	58	0	58	0	43	0	0	275	275
Rates	3,107	643	643	643	643	5,679	3,125	625	625	625	625	625	625	625	10,054	7,500
Electricity	614	459	383	363	418	2,237	2,419	483	483	483	483	483	483	483	5,618	5,800
Gas	81	0	52	0	0	133	193	0	89	0	90	0	128	0	440	500
Water	234	332	92	0	0	658	716	58	58	58	58	58	58	56	1,062	1,120
Lux. Telephone	13	13	14	13	14	67	81	17	17	17	17	17	17	17	186	200
Refuse collection	215	226	226	226	226	1,119	625	125	125	125	125	125	125	125	1,994	1,500
StockTaking	185	0	0	185	0	370	374	0	188	0	0	188	0	0	746	750
Lux. Stationery	0	0	0	0	0	0	0	0	0	0	100	0	0	0	100	100
Lux. Recruitment Advertising	0	0	0	0	0	0	0	0	0	150	0	0	0	0	150	150
Lux. General Advertising	94	278	40	91	85	588	587	217	196	332	167	167	167	167	2,001	2,000
Lux. Uniforms	0	0	0	0	0	0	0	0	0	600	0	0	0	0	600	600
Lux. Training	166	0	0	0	0	166	166	0	0	0	334	0	0	0	500	500
Luxfords Salaries	6,964	8,009	8,929	7,017	8,438	39,357	34,935	6,986	6,986	6,986	6,986	6,986	6,986	6,986	88,259	83,837
Luxfords Casual wages	108	462	214	828	442	2,054	4,375	875	875	875	875	875	875	875	8,179	10,500
Lux Credit Charges	98	98	121	121	0	438	625	125	125	125	125	125	125	125	1,313	1,500
Total Purchases	16,829	15,179	14,317	15,727	13,663	75,715	71,933	14,844	15,242	16,388	15,035	13,967	13,764	13,609	178,564	174,782

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General Purposes as at 31st August 2018

	Apr 18 Actuals £	May 18 Actuals £	Jun 18 Actuals £	Jul 18 Actuals £	Aug 18 Actuals £	Actuals to Date	Budgets to Date	Sep 18 Budget £	Oct 18 Budget £	Nov 18 Budget £	Dec 18 Budget £	Jan 19 Budget £	Feb 19 Budget £	Mar 19 Budget £	Total £	2018/2019 Budgets
Sales																
Administration	7	11	22	0	204	244	0	0	0	0	0	0	0	0	244	0
Festive Light Income	0	0	0	0	0	0	0	0	0	0	0	2,000	0	0	2,000	2,000
Special Int. Bearing Interest	33	137	122	45	38	375	44	8	8	8	8	8	8	8	431	100
Interest Misc. (Fixed Rate Bond)	0	0	0	2,021	0	2,021	1,243	0	0	0	0	0	0	0	2,021	1,243
Civic Centre	7,122	11,872	9,882	6,678	11,646	47,200	37,344	7,908	7,633	7,633	7,908	7,633	7,633	7,908	101,456	91,600
Civic Centre Vending Machine	0	0	96	0	0	96	206	42	42	42	42	42	42	42	390	500
Feed-in Tariff Payments	1,413	0	0	2,098	0	3,511	2,500	0	0	1,250	0	0	1,250	0	6,011	5,000
Quickborn Suite rent	708	708	708	708	708	3,540	3,544	708	708	708	708	708	708	708	8,496	8,500
West Park Pavilion	0	0	19	0	41	60	20	20	0	0	30	0	30	0	140	100
Victoria Pavilion	811	908	792	1,324	872	4,707	4,381	1,217	792	892	1,217	792	792	1,217	11,626	11,300
RHI - C.Centre Boiler	0	0	6,180	0	0	6,180	6,100	1,300	0	0	1,300	0	0	1,300	10,080	10,000
Victoria Storage Garages	100	0	0	0	0	100	100	0	0	0	0	0	0	0	100	100
Cemetery Chapel workshop	0	0	1,050	0	1,050	2,100	1,050	1,050	0	0	1,050	0	0	1,050	5,250	4,200
Foresters Hall	227	1,826	4,443	164	1,312	7,972	6,294	1,258	1,308	1,258	1,258	1,308	1,258	1,258	16,878	15,200
Foresters Chapel	272	0	0	272	0	544	543	0	272	0	0	272	0	0	1,088	1,087
2a Vernon Road, rent	625	0	1,250	625	1,250	3,750	3,000	600	600	600	600	600	600	600	7,950	7,200
Signal Box	333	333	333	333	333	1,665	1,669	333	683	333	333	333	333	333	4,346	4,350
Osborn Hall	0	0	0	0	390	390	0	0	0	0	100	0	0	0	490	440
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	0	0	1,140	0	1,140	1,140
Bridge Cottage	0	0	0	0	208	208	3,301	0	0	0	0	0	1	0	209	3,301
CAB - The Hub	0	0	3,862	0	0	3,862	5,753	4,462	860	0	4,462	1,075	0	5,538	20,259	22,150
Community Toilet Scheme	0	0	275	0	275	550	275	275	0	0	275	0	0	275	1,375	1,100
Total Sales	11,651	15,795	29,034	14,268	18,327	89,075	77,367	19,181	12,906	12,724	19,291	14,771	13,795	20,237	201,980	190,611

New Initiatives 2018/19																
Data Protection	0	168	0	11	1,007	1,186	814	0	0	0	0	0	0	0	1,186	2,000
Bus Service	0	0	944	0	0	944	2,056	0	0	0	0	0	0	0	944	3,000
West Park Pavilion Scheme	0	0	0	0	0	0	0	0	0	0	0	0	0	15,000	15,000	15,000
Total New Initiatives 2018/19	0	168	944	11	1,007	2,130	2,870	0	0	0	0	0	0	15,000	17,130	20,000

Purchases																
Administration	1,486	2,145	632	1,668	1,596	7,527	7,576	906	906	2,430	906	906	2,430	906	16,917	16,966
General Advertising	0	0	181	0	0	181	0	0	0	0	0	800	0	0	981	800
Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	0	500	0	0	500	500
Office Equipment/Computers	745	(1,613)	337	2,571	728	2,768	3,956	792	792	792	792	792	792	792	8,312	9,500
Hospitality	0	0	0	0	0	0	0	0	0	0	0	100	0	0	100	100
Health & Safety	0	0	0	0	0	0	0	0	0	0	1,250	0	0	0	1,250	1,250
Insurances	0	56	6,928	0	0	6,984	6,986	0	26,020	0	0	1,994	0	0	34,998	35,000
Mayor's Allowance	0	0	435	0	0	435	435	435	0	0	435	0	0	435	1,740	1,741
Accountants Fees	0	0	4,500	0	0	4,500	4,500	0	0	0	0	0	0	0	4,500	4,500
Grants Section142	9,418	0	0	0	0	9,418	0	0	19,500	0	0	0	0	0	28,918	19,500
Grants - Power of Competence	12,984	0	0	0	0	12,984	0	0	25,000	0	0	0	0	0	37,984	25,000
Volunteer Bureau SLA	8,000	0	0	0	0	8,000	8,000	0	0	0	0	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	0	0	0	0	0	0	0	0	0	0	450	0	0	0	450	450
Internal Audit Fees	0	0	420	0	0	420	420	0	840	0	0	0	840	0	2,100	1,680
Audit Fees	0	0	0	0	0	0	0	2,323	0	0	0	0	0	0	2,323	2,323
Professional Fees	387	784	475	125	0	1,771	1,774	0	0	0	0	0	8,826	0	10,597	10,600
Festive Lights	0	0	0	0	0	0	0	0	0	0	0	12,900	0	0	12,900	12,900
Festive Light Electricity	0	0	0	0	174	174	0	0	0	0	0	0	300	0	474	300
Office Staff - Salaries	19,466	16,927	16,396	16,392	18,506	87,687	101,719	20,344	20,344	20,344	20,344	20,344	20,344	20,344	230,095	244,127
Members Allowances	45	0	3,468	0	0	3,513	3,783	3,783	0	0	3,783	0	0	3,883	14,962	15,232
Newsletter	0	400	400	400	400	1,600	1,761	352	352	352	352	352	352	982	4,694	4,855
Bank Charges	43	40	40	43	40	206	250	50	50	50	50	50	50	50	556	600

General Purposes as at 31st August 2018

	Apr 18 Actuals £	May 18 Actuals £	Jun 18 Actuals £	Jul 18 Actuals £	Aug 18 Actuals £	Actuals to Date	Budgets to Date	Sep 18 Budget £	Oct 18 Budget £	Nov 18 Budget £	Dec 18 Budget £	Jan 19 Budget £	Feb 19 Budget £	Mar 19 Budget £	Total £	2018/2019 Budgets
Civic Centre Running Costs	9,208	6,186	5,232	5,242	4,604	30,472	31,683	9,047	9,911	8,886	9,287	9,636	8,886	9,479	95,604	96,815
Caretakers - Salaries	7,032	8,141	8,822	8,043	8,487	40,525	35,983	7,197	7,197	7,197	7,197	7,197	7,197	7,197	90,904	86,362
West Park	359	0	188	0	0	547	1,974	62	1,076	62	996	1,026	62	62	3,893	5,320
Victoria Pavilion	1,798	1,039	1,613	392	392	5,234	8,556	1,248	1,322	1,248	1,322	1,248	880	880	13,382	16,704
Cemetery Buildings	134	135	135	135	135	674	522	104	104	104	104	104	104	104	1,402	1,250
Signal Box	0	0	0	1,229	0	1,229	0	0	0	0	0	0	0	0	1,229	0
The Hub	78	1,454	440	300	(403)	1,869	2,706	542	542	542	542	542	542	542	5,663	6,500
Foresters Hall	1,929	684	512	702	380	4,207	4,397	637	471	1,167	637	471	3,489	567	11,646	11,836
2a Vernon Road	49	5	0	0	0	54	55	0	0	145	0	0	0	0	199	200
Bridge Cottage	0	0	0	0	0	0	0	0	0	0	0	0	0	300	300	300
Subscriptions	2,555	75	0	308	0	2,938	3,500	0	0	0	0	0	0	0	2,938	3,500
Training	454	301	100	160	660	1,675	1,015	1,000	0	0	0	1,485	0	0	4,160	3,500
Other Buildings - Salaries	0	1,170	560	520	650	2,900	2,850	560	760	560	560	790	560	560	7,250	7,200
Wood Pellets	(100)	0	0	0	0	(100)	0	0	0	0	0	0	0	0	(100)	8,300
Total Purchases	76,070	37,929	51,814	38,230	36,349	240,392	234,401	49,382	115,187	43,879	49,007	61,237	55,654	47,083	661,821	64,116

Loan Costs	0	0	0	32,343	0	32,343	0	0	0	0	0	31,966	0	0	64,309	64,309
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Earmarked Reserve Projects																Budget
Renewal of 3 Notice Boards	0	0	0	1,662	0	1,662	2,000	0	0	0	0	0	0	0	1,662	2,000

From Reserves															Total
Civic Regalia	0	0	0	830	0	0	0	0	0	0	0	0	0	0	830
Renewal of website	0	0	0	0	215	0	0	4,510	125	0	1,100	0	0	0	5,950

From Reserves & Budgets															Total
Building Maintenance Fund	3,365	6,515	7,137	51	2,114	0	0	0	0	0	0	0	0	0	19,182

Meeting of the General Purposes Committee

Monday 1st October 2018

Agenda Item No. 5.3

BAD DEBTS UPDATE

1.0 Summary

1.1 The report details the current position regarding bad debts.

2.0 Details

2.1 The following bad debts are being pursued by the office:

- Ceroc Zeal

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Christine Wheatley

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UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Finance Sub-committee** held in the Council Chamber, Civic Centre on Wednesday 12th September 2018 at 6.30 pm.

PRESENT: Cllr. P. Meakin (Chairman) Cllr. D. Ward
Cllr. C. Macve Cllr. P. Sparks
Cllr. J. Beesley

IN ATTENDANCE:

30 members of the public

Christine Wheatley – Assistant Town Clerk and Responsible Financial Officer

Minutes taken by Christine Wheatley

The Chairman welcomed all those present and set out how the meeting would progress, details of how applicants would be invited to speak, the possibility that questions would be asked and also explained the subsequent decision making process.

The Chairman stated that as in previous years the amount of funding being requested was more than could be accommodated from the budget. Accordingly, it was likely that a number of applicants could be disappointed with their allocations.

1.0 DECLARATIONS OF INTERESTS

Members and officers were reminded to make any declarations of personal and/or pecuniary interests that they may have in relation to items on this agenda

The Chairman then read out the various declarations made by those Members on the sub-committee and also set out the dispensations that have been given for certain applications.

2.0 APOLOGIES FOR ABSENCE

None

3.0. MINUTES

Minutes of the meeting of the Finance Sub-committee held on the 12th June 2018.

FS.05.09.18 It was **RESOLVED** that the minutes of the Finance Sub-committee of the 12th June 2018 be taken as read, confirmed as a correct record and signed by the Chairman.

3.0 TO CONSIDER THE ALLOCATION OF GRANTS

FS.06.09.18 The sub-committee then **RESOLVED** to suspend Standing Orders to allow applicants to speak.

The various representatives attending the meeting were then asked to provide any additional information in support of their application.

Members then asked a number of questions to which the various representatives responded.

Following the presentations from those attending and questions from Members, the Chairman reminded the representatives of the subsequent format of the meeting.

FS.07.09.18 The meeting then resumed and it was **RESOLVED** to reinstate Standing Orders.

Members then went through the individual grant applications and following substantial discussion agreed preliminary grant allocations.

FS.08.09.18 Before business could continue, members **RESOLVED** to extend the meeting for a further 15 minutes to 9.15pm.

FS.09.09.18 The members of the sub-committee then went through the final grant allocation figures and **RESOLVED** to recommend to the General Purposes Committee that the following grants be awarded.

Letters are to be sent to various grant applicants regarding their application and the amount of grant awarded.

Uckfield & District Twinning Association	450
First Field Responders	1000
2530 Rafal (Uckfield)	1,000
Uckfield Theatre Guild	800
Maresfield Lawn Tennis Club	1,000
Ditch the Slippers	250
Manor Park and Hempstead Fields Residents' Association	475
Uckfield Festival Association	4,000

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Meeting of the General Purposes Committee

Monday 1st October 2018

Agenda Item 5.5

TO CONSIDER THE RECOMMENDATION OF THE FINANCE SUB-COMMITTEE OF 12th SEPTEMBER 2018

1.0 Summary

1.1 This report sets out the recommendation of the Finance Sub-Committee from their recent meeting on 12th September 2018 whereby they considered and put forward a recommendation for the allocation of community grants in 2019/20.

2.0 Background

2.1. The Finance Sub-Committee reviewed 24 applications for grant funding to Uckfield Town Council for the financial year of 2019/20. The Finance Sub-Committee listened to presentations from the applicants and considered the information provided before making their decision.

2.2 The Finance Sub-Committee agreed:

“FS.09.09.18 The members of the sub-committee then went through the final grant allocation figures and **RESOLVED** to recommend to the General Purposes Committee that the following grants be awarded.

Letters are to be sent to various grant applicants regarding their application and the amount of grand awarded.

Total General Power of Competence Grants	
Uckfield & District Twinning Association	450
First Field Responders	1000
2530 Rafal (Uckfield)	1,000
Uckfield Theatre Guild	800
Maresfield Lawn Tennis Club	1,000
Ditch the Slippers	250
Manor Park and Hempstead Fields Residents' Association	475
Uckfield Festival Association	4,000
Brighter Uckfield Campaign	1,000
Framfield & Blackboys Monday Club	500
Uckfield (Holy Cross) Choral Society	500
Family Support Work	750
Uckfield College Counselling Service	2,000
The Royal British Legion	210
Newton Action Group	250
Uckfield Millennium Green Trust	450
Uckfield & District Preservation Society	1,996
Uckfield Bonfire & Carnival Society	4,000
Uckfield Housebound and Friendship Club	500

Meeting of the General Purposes Committee

Monday 1st October 2018

Agenda Item No. 5.6

TO GIVE EARLY CONSIDERATION TO THE DRAFT FEES AND CHARGES FOR 2019/20 (ROOM HIRE)

1.0 Summary

1.1 Each year as part of the budget setting process, the Town Council is required to review its fees and charges. This includes the fees and charges for room hire at the Civic Centre and within Foresters Hall, and the Victoria and West Park Pavilions.

1.2 In the past two years changes have been made to the way in which room hire charges are presented to customers, with a standard rate for the smaller rooms within the Civic Centre, and peak and off-peak rates being added for the hire of the larger rooms after 6pm on Thursday, Friday, Saturday and Sunday evenings. This was intended to cover the costs of staffing at peak times, and the annual increase in utilities and rates.

1.3 Other changes included the removal of delegate rates, which were underused, setting a minimum charge on teas and coffees with room hire, and revising the charges for hiring the Urm to reflect the Civic Centre costs in clearing up the cups for larger groups.

1.4 For 2018/19, the buildings of Foresters Hall, Victoria Pavilion and West Park Pavilion received a 2% increase on the room hire charges per hour.

2.0 Current room hire rates

2.1 A copy of the current rates for the Civic Centre and Foresters Hall are attached at appendix A.

2.2 The current room hire rates for Victoria and West Park Pavilions are as follows:

	Current room hire rates (2018/19 per hour +VAT)
Non- commercial	£6.34
Commercial	£8.88

3.0 Recommendations

Members are asked to consider the current rates and provide their considerations for setting the rates for 2019/20.

Contact Officer: Holly Goring

Appendices: Appendix A: 2018/19 Current Fees and Charges (Room Hire)

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Meeting Rooms and Venue Hire

Making a Booking

To check availability of rooms and dates in the Civic Centre, please call 01825 747790.

To assist our staff, please have the following information available:

- Date(s) required
- Number attending
- Start and end times for your booking including additional set up and clear up times.

We will then be able to advise you of available rooms and will make every effort to accommodate your booking.

If a room is available for your preferred date and time, we will need additional details to make your provisional booking:

- Your name
- Company or organisation
- The billing address
- Contact telephone numbers and email
- Brief details of the booking.

We will then email or post a booking form for you to confirm.

You will be required to complete: a booking form, a catering form, an additional equipment and layout forms.

You should check and complete the forms and return them to the Council Offices, where your booking will be confirmed. You will then be sent a confirmation of your booking preferably by email.

An invoice for the hire charge will be sent to you at least 28 days prior to your booking and should be paid within 14 days.

Prior to your Booking

Please ensure that you confirm numbers attending and the layout at least two days before your booking.

If you require catering, you must advise us and order at least one week before your event.

If you have any queries, or would like to discuss specific requirements for your booking, please call 01825 747790 and make an appointment to see a member of staff.

Cancellations

Please Note: if you cancel your booking within 14 days of the date of the event, the full hire charge will be payable.

Access for Disabled People

The Civic Centre is fully accessible for disabled people, with designated parking spaces at the rear of the building.

If you have any specific access requirements, or require any information in an alternative format, please call 01825 747790.

Layout

The room will have been set out to the specification you will have indicated on the booking forms.

If this is incorrect or you require alterations, please contact a caretaker or the Council Offices immediately.

The chairs and tables are heavy and you should not attempt to move them.

Additional Equipment

If you require additional equipment on the day, or have difficulties with operating any equipment, please contact a caretaker or the Council Offices for assistance.

Catering

If you require additional catering, or have any queries regarding your catering order, please contact us.

Housekeeping

Maps of the building and housekeeping notices are provided in each room.

If you require further information, please contact the Council Offices or, out of normal office hours, a caretaker.

EMERGENCY PROCEDURES

Fire evacuation and emergency procedure notices are provided in all rooms.

Please ensure that all your delegates/guests are aware of the emergency evacuation procedures.

In the booking of a fire, please evacuate to Luxtorads Field car park and take a roll call of your delegates/guests. You must report immediately to the Fire Officer in charge should anyone from your party be missing or require assistance.

If you require additional information about the evacuation procedures, please contact the Council Offices in person or call 01825 747794



Civic Centre and Foresters Hall

Venue hire charges 2018/2019



Weald Hall



Foresters Hall



Council Chamber



Green Room



Martlets Room



Oakleaf Room



Ashdown Room



Mayor's Parlour

Meeting Rooms and Venue Hire

Civic Centre (TN22 1AE) basic room hire per hour + VAT

Room	Non-Commercial	Commercial
Weald Hall (seats up to 250) 15m x 21m	Off peak rate £23.00* Peak rate £28.00**	Off peak rate £40.00* Peak rate £45.00**
Ashdown room (seats up to 100) 11m x 7m	Off peak rate £12.00* Peak rate £15.00**	Off peak rate £21.00* Peak rate £25.00**
Council Chamber (seats up to 50) 6.8m x 12.9m	£14.00	Off peak rate £15.00* Peak rate £18.00**
Green Room (seats up to 50)	£11.50	
Oakleaf Room (seats up to 25) 4.1m x 6.1m	£10.50	
Marlets Room (seats up to 30) 4m x 6.8m	£10.50	
Mayor's Parlour (seats up to 10) 3.7m x 4.4m	£9.00	
Luxfords Restaurant when restaurant closed)	£10.50	

*Off peak rate – applies daytime Monday to Sunday and evenings Monday to Wednesday from 6.00pm
 **Peak rate – applies evening from 6.00pm on Thursday/Friday/Saturday/Sunday
 Sunday bookings are subject to availability

Maximum capacity dependent on room layout – please see separate sheet for details and specify the layout when you make your booking.

The use of wall-mounted digital smart screens and projector, if required, is included in all room hire charges but should be pre-ordered at the time of booking.

Civic Centre Uckfield
www.uckfieldciviccentre.com
 Tel: 01825 747790 Email: admin@uckfieldtc.gov.uk

Meeting Rooms and Venue Hire

Foresters Hall (TN22 5DT)- Basic room hire per hour

Room	Non-Commercial	Commercial
Main Hall – adult group	£9.80	£21.50
Main Hall – voluntary youth group	£4.80	n/a

Please note that VAT is not chargeable on Foresters Hall bookings

Foresters Hall

You will need to collect a key prior to your event. Bookings for a Saturday and Sunday, please call into the offices on Friday before 4.00pm to collect the key. You will need to return the key on the Monday. A £15 returnable cash deposit will be required for the key.

Bookings cannot be taken for some Fridays or Sunday evenings due to services in the Chapel. Foresters Hall is **not** suitable for adult parties or discos

Useful information for Civic Centre Bookings

The use of a wall-mounted digital smart screen and projector, if required, is included in all room hire charges – please advise at time of booking.

General hire of equipment		Weald Hall equipment hire only
Charged per item when ordered with rooms booked on an hourly rate.		Full stage (5.4m x 21.9m) £19.00 Half stage (3.6m x 21.9m) £9.50 Stage lights (first night) £18.00 Stage lights (subsequent nights) £12.00 Piano £12.00 PA system + one microphone £14.00 Standard microphone £3.00 Radio microphone £9.00 Lapel Microphone £9.00 Wheelchair lift to the stage FREE Induction loop (requires PA) FREE
Flip Chart (with pens)	£5.00	
Laptop	£5.00	
NoBo display boards (Velcro Fastenings)	£3.00	
Lectern	£10.00	
TV and DVD player	£6.50	

Parties

All parties will be considered on merit and may be subject to additional terms and conditions including:

- A responsible person should be named who undertakes to remain sober throughout the event, to act as a liaison with Council staff in the event of an incident or emergency;
 - An ID system to be specified to prevent under-18s from buying alcohol at the bar
- Please note that we do not host 18th birthday parties.**

Hirers are not permitted to bring their own catering or refreshments unless by prior arrangement/authorisation by the management.

Civic Centre Uckfield
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Meeting of the General Purposes Committee

Monday 1st October 2018

Agenda Item 5.7

TO GIVE EARLY CONSIDERATION TO THE DRAFT COMMITTEE BUDGET(S) FOR 2019/20

1.0 Summary

- 1.1 The draft budgets are presented to Full Council in early December for the following financial year, prior to a final decision being taken on the precept and detailed budget papers on 14th January 2019.
- 1.2 In order to assist staff with exploring the costs associated with new initiatives and the Town Council's priorities, and to give staff adequate time to obtain quotations and estimates, members are asked to consider now, what new initiatives they may wish to deliver in the next financial year and beyond.

2.0 New initiatives

- 2.1 Members have already been giving thought to a number of potential initiatives.
- 2.2 Under General Purposes Committee, this would include:
 - Building Maintenance Programme for 2019/20
 - Five-year Asset Valuation Report of Town Council properties;
 - Potential Car Park Maintenance/improvements
 - Potential to replace/upgrade current booking system;
 - Potential to upgrade the Town Council website;
- 2.3 Under Luxfords Restaurant, this would include:
 - Additional funds to meet Project 52 – commercial microwave for kitchen;
 - Budget for advertising/branding;

3.0 Recommendations

- 3.1 Members are asked to consider the remit of the General Purposes Committee and to think broadly about the issues currently being raised by Uckfield's residents, and how this Committee can make a positive difference.
- 3.2 Members are asked to:
 - (i) note the above report, and;
 - (ii) advise the Clerk of potential new initiatives for officers to explore.

Contact Officer: Holly Goring

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Meeting of the General Purposes Committee

Monday 1st October 2018

Agenda Item 6.1

TO NOTE THE CURRENT POSITION WITH THE COUNCIL'S BUILDINGS

1.0 Summary

1.1 This report sets out the current position with the Council's buildings.

2.0 The Buildings

2.1 The Civic Centre, Victoria Pavilion, The Cemetery Chapels, The Signal Box, West Park and Foresters Hall, Osborn Hall.

The Civic Centre

Works have commenced in the main foyer area of the Civic Centre (including low level and high level areas) in time for the work due to be carried next door in the restaurant, which is due to be refurbished from 1st October 2018.

Decorative works have also commenced in the ground floor corridor up by the Green Room and work will gradually take place to meet the newly painted foyer area.

Victoria Pavilion

New patio doors have been fitted to the first floor of the Pavilion.

The Signal Box

A planning application and associated drawings for the replacement of the staircase is still with the local planning authority for consideration. The ground floor storage area has been painted out with fire retardant paint as part of the year three maintenance programme. Quotations are being sought to improve the fencing alongside the Signal Box, adjacent to railway land.

Foresters Hall

Decorative works need to continue to the entrance area and rear area of the hall, subject to available funding. Quotes are also being sought for the leadwork on the exterior of the building.

Osborn Hall/Hempstead Lane car park

Quotations have been received to complete repairs and lay new tarmac in the car park. Quotes will be reviewed before instructing works to commence.

2.2 2A Vernon Road.

No works are outstanding.

3.0 Annual maintenance programme

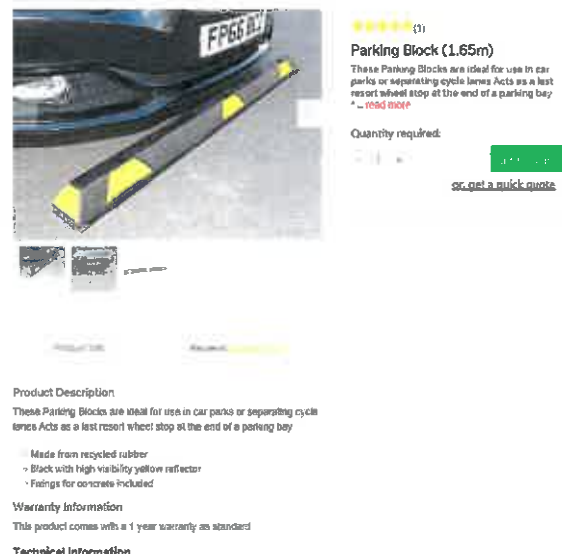
3.1 As per the project update provided in agenda item 4.3, works are continuing to deliver the year 3 maintenance programme, with work still outstanding at Foresters Hall and Victoria Pavilion.

3.2 Our surveyors managing the annual maintenance programme met with the contractors recently to progress the Knee Rail fencing which was programmed in for installation

along the exterior of Foresters Hall adjacent to the car park.

Works had commenced but encountered programmes on site with the initial excavations. It has since become apparent that the positions where the vertical posts were going to be located cannot be excavated as there are below ground mains services in these locations. The fencing was due to be located in the shingle margin between the carpark and the building, see photo below. The surveyors have considered moving the fence back to the tarmac area but the below ground surface water pipework restricts this. They have reviewed this onsite and they do not believe it is possible to locate a fence in this location.

It has been suggested that a change in design be put forward to install parking blocks in lieu of fencing. These blocks would be secured to the surface at the front end of the 9nr spaces to stop vehicles encroaching close to the building and damaging the brickwork. Our surveyors require our approval before seeking costs from the contractors for the supply and install of these units. The cost of the fencing could then be omitted and the new cost of the parking blocks added.



3.3 We have also approached our surveyors to start the tender process for year 4 of our annual maintenance programme and identify the actual costs involved in carrying out works by obtaining detailed quotations from contractors.

4.0 Building Audits

4.1 The new Facilities Manager has carried out audits of each of the buildings; identifying a number of tasks for both our caretakers and local contractors to complete.

4.2 The Facilities Manager has also been reviewing the contracts for the Town Council's buildings in terms of security and fire, and identified some areas where costs could be reduced. We will therefore be seeking to address these issues, going forward.

5.0 Recommendations

5.1 Members are asked to:

- (i) note the report, and;
- (ii) advise the Town Clerk of any thoughts with regards to placing parking blocks in Foresters Hall Car Park.

Background Papers: None

Contact Officers: Holly Goring

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Meeting of the General Purposes Committee

Monday 1st October 2018

Agenda Item 8.1

TO RECEIVE A REPORT ON THE ADMINISTRATION OF THE COUNCIL

1.0 Summary

1.1 This report details activities and statistics in relation to staffing and other matters.

2.0 Sickness:

2.1

	As at 25.09.18 (27 staff)	As at 29.09.17 (27 staff)
Actual days taken as short-term Doctors' certificate	72 days	50 days
Actual days taken as self-certificated sick leave	23 days	17 days
Average number of days self-certificated sick leave per person	0.85 days	0.63 days
Actual days taken as long term sick leave	38 days	116 days
Average number of days sickness per person	4.92 days	6.78 days
National average of sick days taken in the public sector per person (<i>*sickness absence in the labour market – ONS 2016</i>)	4.30 days	4.30 days

N.B The most recent figures are for the current period. We have had two members of staff on long term sick leave, who are now on phased returns to work.

3.0 Risk Assessments and Training

3.1 A review of training is currently being carried out by the new Facilities Manager.

Contact Officer: Holly Goring

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Meeting of the General Purposes Committee

Monday 1st October 2018

Agenda Item 9.1(iv)

REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

REPORT OF THE VOLUNTEER CENTRE

1. The Centre continues to be busy having dealt with 184 volunteer actions between June and August 2018. The IPad training is in great demand, but the volunteer providing it will be returning to college in late September 2018.
2. The Centre has been successful this year in obtaining one-off grant funding. In addition to the £22K that has already been obtained to “Promote helping others/volunteering amongst the youth in our community”, news is awaited of a further £7K grant for further outreach work and a further £5K towards the youth project, from the Sussex Community Foundation, has been obtained.
3. Sessional workers have been taken on to start work on the youth project using the funds identified in the last report to committee. An additional sessional worker is being sought for the additional activities utilising the extra funding now obtained.
4. Plans are being worked on to re-paint the exterior of the office and have a re-designed fascia using funds in-hand from the 2018 refurbishment project.
5. The Centre is in a sound financial position with costs closely monitored. The new treasurer is preparing the end of year accounts to be audited, so they can be presented at the Annual General Meeting in October
6. The next community lunch and the AGM is on Friday 5th October 2018 at the Luxford Centre, starting at 11.30am.

Report by: Cllr Paul Meakin

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