



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 24th April 2017 at 7pm
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 6th March 2017

4.2 Action list – for information only
(Attached)

4.3 Project list – for information only
(Attached)

4.4 To consider the recommendation of the Environment and Leisure Committee of 13th March 2017
(Attached)

5.0 FINANCIAL MATTERS

5.1 To note bills paid

5.2 To note income and expenditure

- (Attached)
- 5.3. Bad Debts
(Attached)
- 5.4. Carry forward of unspent revenue budget 2016-17
(to follow)
- 6.0 BUILDINGS**
- 6.1 To note the current position with the Council's buildings
(Attached)
- 6.2 To consider the works required to the Town Clock
(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 (Attached)
 - (ii) Ridgewood Village Hall Management Committee (nothing to report)
 - (iii) Uckfield and District Preservation Society (nothing to report)
 - (iv) Uckfield Volunteer Centre (Attached)
 - (v) Wealden District Association of Local Councils – Management Committee (nothing to report)
 - (vi) Wealden District Association of Local Councils – Planning Panel (nothing to report)
- 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 To consider a report on Luxfords Restaurant
(Attached)



Town Clerk
18th April 2017

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre on Monday 6th March at 7.00pm

PRESENT:

Cllr. D. Ward (Chair)	Cllr. K. Everett
Cllr. J. Love (Vice-Chair)	Cllr. P. Meakin
Cllr. M. Dean	Cllr. I. Smith
Cllr. L. Eastwood	

IN ATTENDANCE:

No members of the press
No members of the public

Cllr D. French and Cllr. C. Macve

Holly Goring – Town Clerk

Minutes taken by Holly Goring.

1.0 DECLARATIONS OF INTERESTS

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

None were forthcoming.

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

No statements were received.

3.0 APOLOGIES FOR ABSENCE

Apologies were received from Councillors J. Anderson and H. Firth.

4.0 MINUTES

4.1 Minutes of the meetings of the General Purposes Committee held on the 23rd January 2017

GP39.03.17 It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on the 23rd January 2017 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2 Action list

Members considered the action list and agreed to remove the following items which had either been completed or appeared elsewhere on the agenda:-

GP36.01.17 – to review the conditions of use and hire at Foresters Hall;

4.3 Project list

Members noted the updated project list.

4.4 To receive the minutes of the Personnel Sub-Committee held on 27th February 2017

To be considered under confidential business.

4.5 To consider the recommendations of the Personnel Sub-Committee on 27th February 2017

To be considered under confidential business.

5.0 FINANCIAL MATTERS

5.1 To note bills paid

Members noted the bills paid.

5.2 To note income and expenditure

Members noted the income and expenditure financial forecasts for both General Purposes and Luxfords Restaurant.

5.3. Bad Debts

Members were concerned with the regular appearance of one bad debtor on the list of bad debts and requested that Town Council Office staff provide further details to members on the amount outstanding and terms agreed with the debtor.

Members subsequently noted the current bad debts recorded.

5.4 Internal Audit Interim Report 2016-17

Members noted the report and the positive response received from the Town Council's Internal Auditors. Members wished to thank the Assistant Town Clerk and Responsible Financial Officer for their hard work.

6.0 BUILDINGS

6.1 To note the current position with the Council's buildings

Members noted the report.

6.2 To review a draft service level agreement with Citizen's Advice Bureau

Members considered the proposed service level agreement with Citizen's Advice Bureau which would enable the Town Council to receive a quarterly update on the statistics of local service provision and issues commonly faced by those accessing their services.

Members felt the agreement would help demonstrate how the funding was being used locally but recognised that the terminology of 'service level agreement' sounded very formal, with suggestions that perhaps this document was more of a quarterly performance return.

They noted that in addition to the statistics provided, they would like to receive some anecdotal information such as customer feedback to understand how customers found the service.

Members expressed that they would also be interested in how many people were using the services from surrounding villages.

GP40.03.17 Subject to the comments above, it was subsequently **RESOLVED** to agree to the principle of having an agreement in place which would encourage the Citizen's Advice Bureau to share information with the Town Council on key trends and client statistics.

6.3 To consider the terms of the Source lease in preparation for renewal
GP41.03.17 Members reviewed the existing terms of the lease and subsequently **RESOLVED** to agree to continue the current terms and undertake the process for renewal.

7.0 POLICY

7.1 To review Appraisal Policy No. 20

The Chairman advised that this item would be deferred to the next meeting of General Purposes Committee.

7.2 To review Risk Management Policy No. 29
GP42.03.17 Members reviewed the proposed amendments to the Risk Management Policy No. 29 and subsequently **RESOLVED** to agree the changes made.

8.0 ADMINISTRATION

8.1 To receive a report on the administration of the Council

Members noted the report.

8.2 To receive Members' audit reports

Members noted the audit report.

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

9.1 To consider reports from:-

(i) Citizens Advice Bureau

Nothing to report at this time.

(ii) Ridgewood Village Hall Management Committee

Nothing to report at this time.

(iii) Uckfield and District Preservation Society

Nothing to report at this time.

(iv) Uckfield Volunteer Centre

Members noted the report.

(v) Wealden District Association of Local Councils – Management Committee

Nothing to report at this time.

(vi) Wealden District Association of Local Councils – Planning Panel

Nothing to report at this time.

10.0 CHAIRMAN'S ANNOUNCEMENTS

No update received from the Chairman.

11.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk advised that after the agenda was published, they had received a letter from HM Revenues and Customs requesting that future VAT payments be made by BACs. The Town Clerk requested the approval of the Committee to set up this method of payment and advised that this would require two signatures to authorise this procedure.

GP43.03.17 Members **RESOLVED** to agree to the new method for paying VAT, which was subsequently authorised by two members.

12.0 CONFIDENTIAL BUSINESS

GP44.03.17 It was **RESOLVED** that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted it was advisable in the public interest that the public be temporarily excluded and they were instructed to withdraw.

12.1 To consider a report on Luxfords Restaurant
Members considered the confidential report and noted its contents.

12.2 To receive the minutes of the Personnel Sub-Committee held on 27th February 2017

GP45.03.17 It was **RESOLVED** that the minutes of the Personnel Sub-Committee on the 27th February 2017 be approved.

12.3 To consider the recommendations of the Personnel Sub-Committee on 27th February 2017

GP46.03.17 It was **RESOLVED** that the recommendations of the Personnel Sub-Committee on 27th February 2017 be agreed.

The meeting closed at 7.47pm.

Meeting of the General Purposes Committee

Monday 24th April 2017

Agenda Item 4.4

TO CONSIDER THE RECOMMENDATION OF THE ENVIRONMENT AND LEISURE COMMITTEE ON 13TH MARCH 2017

1.0 Summary

- 1.1 This report sets out the recommendation of the Environment and Leisure Committee from their recent meeting on 13th March 2017 whereby they considered and put forward a recommendation for a financial contribution to be made to the North Wealden Community Transport Partnership to run an extended Saturday bus service between Forest Row and Heathfield (via Uckfield) following recent cuts to local bus services.

2.0 Background

- 2.1. Members of the Environment and Leisure Committee reviewed recent proposals from East Sussex County Council which planned to alter the current Saturday 262 Bus Service run by North Wealden Community Transport Partnership (NWCTP) between Ashdown Forest and Uckfield, and extend the route from Forest Row to Heathfield.
- 2.2 Members will be aware from recent communications that further cuts were made to bus services in the local area. The 231 Bus Service calling at Etchingham, Burwash, Heathfield, Blackboys, Framfield and Uckfield run by Compass Travel has been altered and reduced its timetable on weekdays as a result of passenger numbers decreasing. They also made a decision to stop the 231 service on Saturdays with its last day of operation on 18th February 2017.
- 2.3 As a result of the short notice in changing this service, East Sussex County Council contacted the NWCTP to see if they could assist. They proposed that the current Saturday 262 service linking the Ashdown Forest, Nutley, Maresfield and Uckfield be extended to run from Forest Row to Heathfield via the western side of Ashdown Forest, Nutley, Maresfield, Uckfield, Framfield, Blackboys, Cross in Hand and Heathfield. This would alter the current service route which carries out a circular route around the Forest. The new route would travel along the western side of the Forest only.
- 2.4 The NWCTP would be resubmitting a revised timetable and route to the traffic commissioners (see appendix A). The present service route and times would continue until the end of the month and the new proposals commence in May 2017.

3.0 Resolution

- 3.1 At the meeting of the Environment and Leisure Committee, on 13th March 2017, members resolved to:

To consider funding the extended 262 Saturday Bus Service, from Forest Row to Heathfield 2017/18

Members considered the report and thought that residents of Heathfield would have easier access to Uckfield on a Saturday. Concern was expressed regarding reduced access to the Ashdown Forest.

EL.54.03.17 It was **RESOLVED** to recommend to the General Purposes Committee that the funds be taken from Reserves on the proviso that all other Councils agree to proceed, if

one declines then Uckfield would not contribute.

3.2 Since the meeting of the Environment and Leisure Committee, all neighbouring parishes (Forest Row, Maresfield, Framfield and Heathfield) have, in principle, agreed to make a financial contribution towards the Saturday service, subject to all other parishes agreeing to proceed. As with Uckfield Town Council, some of the parishes have to receive final approval from their Finance Committee but initial approval has been received from all.

3.3 As per the figures highlighted in appendix A, Uckfield Town Council would be required to provide a sum of £3,498.54 towards this Saturday service in 2017/18.

4.0 RECOMMENDATION

4.1 Members are asked to approve the recommendation of the Environment and Leisure Committee and provide a financial contribution from reserves, towards the running of the extended Saturday service.

Appendices:

Appendix A: Updated information provided by North Wealden Community Transport Partnership

Appendix B: Paper presented to Environment and Leisure Committee on 13th March 2017

Contact Officer: Holly Goring

Meeting of the General Purposes Committee

Monday 24th April 2017

Agenda Item No. 5.4

TO CONSIDER THE CARRY FORWARD OF UNSPENT 2016 - 2017 REVENUE BUDGET

1.0 Summary

- 1.1 The report sets out a request to carry forward monies from the committee's budgets for the 2016/2017 financial year into the 2017/2018 financial year.

2.0 Background

- 2.1 As in previous years some monies in the revenue budgets for 2016/2017 remain unspent and these are generally returned to the Council's reserves as a matter of course. In some instances it is suggested that it would be prudent to carry forward some of these 'budget heads' to take into account known additional expenditure in 2017/2018, the late submission of accounts and invoices or projects that have yet to be completed.

2.0 New Initiatives carry forwards

- 2.1 Major projects yet to be completed.

- Victoria Pavilion New Garage Doors £3,000

3.0 Revenue Budgets

3.1 Building Maintenance programme

Due to Year Two works running into the 2017/2018 financial year it is necessary to carry over the following budgets as listed below:-

- | | |
|---|---------|
| • Building Maintenance | £36,700 |
| • Maintenance Programme Civic Centre | £16,480 |
| • West Park External/Internal Maintenance | £7,345 |
| • Victoria External/Internal Maintenance | £19,045 |
| • Cemetery Building Maintenance | £16,700 |
| • Signal Box External Maintenance | £13,000 |
| • The Hub | £7,930 |
| • Foresters Hall Complex | £7,800 |

TOTAL = £125,000

3.2 Professional Fees - £1,335

This is to be carried forward for outstanding advice yet to be invoiced.

3.3 Luxfords Maintenance and repairs - £700

This is to be carried forward for outstanding maintenance and repairs to restaurant equipment which has still to be undertaken.

4.0. Recommendation

4.1. Members are asked to consider the above request and **RESOLVE** to recommend that:-

- the above sums be carried forward from the 2016/2017 financial year to the 2017/2018 financial year.
- the collective amount of £125,000 to be put into one heading "Building Maintenance Fund".

Contact Officers: Susan Allum
Christine Wheatley

Background Papers 2016/2017 budget papers

PAPER PRESENTED TO ENVIRONMENT AND LEISURE COMMITTEE
ON 13TH MARCH 2017

Meeting of the Environment & Leisure Committee

13th March 2017

Agenda Item 8.2

TO CONSIDER FUNDING THE EXTENDED 262 SATURDAY BUS SERVICE, FROM FOREST ROW TO HEATHFIELD IN 2017/18

1.0. Summary

- 1.1. This report presents information on recent proposals from East Sussex County Council which plan to alter the current Saturday 262 Bus Service run by North Wealden Community Transport Partnership, to extend the route from Forest Row to Heathfield.
- 1.2. Members are asked to consider the proposals put forward by the County Council and whether they wish to provide financial support to the amended service within 2017/18.

2.0. Background

- 2.1. Members will recall that in 2016/17, a request was made by the North Wealden Community Transport Partnership (NWCTP) for the parishes of Maresfield and Uckfield to provide financial support to the Saturday 262 bus service.
- 2.2. The current Saturday 262 bus service starts in Hartfield and travels to Uckfield via Ashdown Forest, Nutley and Maresfield; then returning to Hartfield via a circular route through the Ashdown Forest. This route provides a service for tourists/visitors to the area and there is a connection en route for service users to get to Forest Row and East Grinstead.
- 2.3. In 2016/17, Uckfield Town Council provided £3,200 in funding towards the service which was originally set up to replace the contracted Saturday 261 Service delivered by Seaford and District Bus Services between East Grinstead and Uckfield. Maresfield Parish Council also provided £3,200 in match funding in 2016/17 and £1,000 was contributed by the Wealden Bus Alliance to enable the service to run. It has since been advised that any surplus funding received from the return on concessionary fares during 2016/17 would be passed to the two contributing parish (and town) councils for their use. The NWCTP are a 'not for profit' company, using mainly volunteers to run their community bus services. Their funding calculations therefore cover the basics of running the service only.
- 2.4. In the past year, the 262 Saturday service has been used by walkers and visitors to the area, and people needing to access services in Uckfield from the Forest or rail services at East Grinstead.
- 2.5. By the end of January 2017, (36 weeks of service) they had issued a total of 547 tickets (438 of them concessionary fares). There were a number of regular passengers, but the majority were occasional users visiting the area.
- 2.6. Members will be aware from recent communications that further cuts have been made to bus services in the local area. The 231 Bus Service calling at Etchingham, Burwash, Heathfield, Blackboys, Framfield and Uckfield run by Compass Travel has altered and reduced its timetable on weekdays as a result of passenger numbers

decreasing. They have also made a decision to stop the 231 service on Saturdays with its last day of operation on 18th February 2017.

- 2.7 As a result of the short notice in changing this service, East Sussex County Council have been in contact with the NWCTP to see if they could assist. They have proposed that the current Saturday 262 service linking the Ashdown Forest, Nutley, Maresfield and Uckfield be extended to run from Forest Row to Heathfield via the western side of Ashdown Forest, Nutley, Maresfield, Uckfield, Framfield, Blackboys, Cross in Hand and Heathfield. This would alter the current service route which carries out a circular route around the Forest. The new route would travel along the western side of the Forest only. On initially liaising with the NWCTP, this would be possible to Heathfield only, so as not to affect the timetable too much and the service would only run until the early afternoon so as not to extend the day too much for the driver(s). A very early draft timetable has been created which still needs substantial work but suggests that three journeys are made from Forest Row to Heathfield leaving at approximately 8.30am, 10.35am and 12.35am and the bus would return to Forest Row almost immediately after arriving in Heathfield (leaving at 9.30am, 11.30am and 1.30pm).
- 2.8 In order to ensure fairness in contributions, the County Council and NWCTP have suggested that funding be sought by the relevant proportion in terms of the tax base in each parish/town. Estimated funds would therefore be as follows for the five parishes through which this service would run over the 52 weeks of the year. As with 2016/17, each Parish/Town Council would receive a share of service 262 fares income and concessionary fares reimbursement (surplus only).

Hartfield to Uckfield as Current

<i>Parish</i>	<i>Tax Base</i>	<i>Percentage</i>		<i>Share of Cost</i>
Hartfield	1040.90		£8,680.40	Excluded
Maresfield	1765.90	24.51%	£8,680.40	£2,127.72
Uckfield	5438.40	75.49%	£8,680.40	£6,552.68
	7204.30	100.00%		£8,680.40

Forest Row to Heathfield

<i>Parish</i>	<i>Tax Base</i>	<i>Percentage</i>		<i>Share of Cost</i>
Forest Row	2154.60	14.06%	£10,058.08	£1,413.86
Maresfield	1765.90	11.52%	£10,058.08	£1,158.80
Uckfield	5438.40	35.48%	£10,058.08	£3,568.72
Framfield	897.60	5.86%	£10,058.08	£589.01
Heathfield	5071.10	33.08%	£10,058.08	£3,327.69
Total	15327.60	100.00%		£10,058.08

- 2.9 All five parish/town councils are addressing their members with these proposals. To date, Forest Row Parish Council have agreed in principle but recognise as with all parishes that as no allocation was made in the precept for 2017/18, any funding provided would need to be found from reserves. Maresfield Parish Council also reported that their members agreed to support the initiative, subject to final details and cost allocations. Framfield Parish Council and Heathfield Town Council will be addressing their members in the next fortnight.
- 2.10 As a result of the short notice, the County Council have offered to fund the proposed extended Saturday service between Saturday 26th February and Saturday 25th March inclusive.

3.0. Recommendations

- 3.1 Members are asked to consider the above proposals and advise the Clerk whether they wish to support this proposal subject to the decision of the four other parish councils.

Background papers: None

Contact Officer: Holly Goring

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WEALDLINK

FRIENDLY ACCESSIBLE COMMUNITY TRANSPORT

Operated by North Wealden Community Transport Partnership Ltd
The Byre, Hodore Farm, Parrock Lane, Upper Hartfield, East Sussex, TN7 4AR
Tel: 01892 771332 email: nwctp@4weald.co.uk

Saturdays only Bus service 262 – Forest Row to Heathfield

Thank you for agreeing to financially support the continuation of the Saturday 262 service.

As requested the service was extended to include Framfield and Heathfield and start from Forest Row instead of Hartfield from 25 February. This followed the cessation of the Seaford & District service 231 on Saturdays.

Timetable

From May we suggest the timetable is amended based on passenger feedback and to restore the link between route 31 from Lindfield/Haywards Heath at Uckfield. The turn at Forest Row will now be at Post Horn Lane as adopted by Metrobus 291 on their late evening runs. The only practical turn at the moment is by travelling onward to Ashurst Wood. Turning at Post Horn Lane saves both miles and time with no disadvantage to passengers boarding from the connecting 291 and is reflected in the revised cost.

The suggested revised timetable is appendix A.

Cost

When Seaford and District relinquished the Saturday 261 service in May 2016 it was made clear that it was no longer possible for ESCC to subsidise Saturday services due to the current financial constraints. Maresfield Parish Council and Uckfield Town Council agreed to fund a Community Transport replacement service. The cost was equally shared between the two councils. The 262 service was reduced from four to three return circuits as the final run in afternoon was not being used.

Both Maresfield and Uckfield are therefore now in credit and together with financial compensation for the cash fares and concessionary fares we are in the process of calculating the financial situation as of the end of the financial year. We will contact Maresfield and Uckfield separately on this issue.

The cost of extending the service to Heathfield has been re-evaluated based on the proposed timetable on a not for profit but full cost recovery basis and the revised turning at Forest Row shows a small reduction on the figure previously circulated.

Our method for apportioning cost between parishes each with a different number of households served has been used by NWCTP for a number of years. With your approval we suggest it should be adopted here. The District Council Tax Base equates roughly to the number of households in any given parish. The tax base has now been revised for tax year 2017/18 and has been used in our apportioning cost table published on the next page.

The overall cost is now **£188.60** per week or **£9,791.60** annually.

Bus Route 262 Forest Row - Heathfield Saturdays only from April 2017

<i>Parish</i>	<i>Tax Base</i>	<i>Percentage</i>	<i>Share of Cost</i>	<i>Cost per household</i>
Forest Row	2212.1	14.23%	£1393.34	63p
Maresfield	1797	11.56%	£1131.91*	63p
Uckfield	5553.4	35.73%	£3498.54*	63p
Framfield	921.5	5.93%	£580.64	63p
Heathfield	5058.8	32.55%	£3187.17	63p
Total	15542.8	100%	£9791.60	

*The actual figure will be reduced as previously explained.

Fares

Cash fares and concessionary fares will be returned on an annual basis. We are currently awaiting the latest settlement from MCL Claims who deal with all concessionary fares for the county.

The current fare table is based on the fares charged by Seaford & District during the weekday running of both the 261 and 231 service. However it can be considered as overly complex. Since the ownership of the Saturday 262 is now with the consortium of Parishes as permitted under the Local Government and Rating Act 1997 ss 26-29 we believe the fares charged could be simplified.

The current fare table is attached as appendix B.

Leisure and Tourism use of the 262

The route has been registered as a "Hail and Ride" service and passengers can board and alight anywhere on the route where it is safe to stop.

Since the revised 262 route no longer runs through the centre of Ashdown Forest, one of the concepts for the original 262 from Hartfield to Uckfield has been lost. To compensate, Wealden Bus Alliance have agreed to support an extension to the monthly free bus service from Uckfield Bus Station to the Cats Centre at Chelwood Gate to include a return journey to Kings Standing and Gills Lap. The Wealden Bus Alliance, is an initiative supported by Wealden District Council.

One advantage however of the revised route however is the passengers can travel both to and from the Llama Park, a major local attraction, in either direction.

The Forest Explorer map now including the amended 262 is included as appendix C.



Dave Graham
Chair
North Wealden Community Transport Partnership Ltd
5 April 2017

Annexe A - 262 Proposed Timetable from May 2017

262 Forest Row-Nutley-Uckfield-Blackboys-Heathfield			
291-From EG arr	08:59	10:59	12:59
Passenger Wait	00:02	00:02	00:02
Forest Row, Post Horn Lane	09:01	11:01	13:01
Forest Row, Upper Close	09:03	11:03	13:03
Forest Row, Highgate Road	09:05	11:05	13:05
Wych Cross, Roebuck Hotel	09:08	11:08	13:08
Llama Park	09:09	11:09	13:09
Nutley, School Lane	09:13	11:13	13:13
Nutley Arms	09:15	11:15	13:15
Maresfield, Newsagents	09:20	11:20	13:20
Uckfield, Ringles Cross	09:25	11:25	13:25
Uckfield Bus Station Arr	09:29	11:29	13:29
31-From Haywards H arr	09:30	11:30	13:30
Passenger Wait	00:04	00:04	00:04
Uckfield Bus Station Dep	09:34	11:34	13:34
Uckfield Hospital	09:38	11:38	13:38
Framfield, Primary School	09:42	11:42	13:42
Blackboys, School Lane	09:46	11:46	13:46
Cross In Hand Hotel	09:51	11:51	13:51
Heathfield, High Street Arr	09:54	11:54	13:54
262 Heathfield-Blackboys-Uckfield-Nutley-Forest Row			
Heathfield, High Street Dep	09:57	11:57	13:57
Cross In Hand Hotel	10:00	12:00	14:00
Blackboys, School Lane	10:05	12:05	14:05
Framfield, Primary School	10:09	12:09	14:09
Uckfield Hospital	10:13	12:13	14:13
Uckfield Bus Station Arr	10:18	12:18	14:18
31-To Hayward H dep	10:40	12:40	14:40
Passenger Wait	00:08	00:08	00:08
Uckfield Bus Station Dep**	10:32	12:32	14:32
Uckfield, Ringles Cross	10:37	12:37	14:37
Maresfield, Newsagents	10:41	12:41	14:41
Nutley Arms	10:46	12:46	14:46
Nutley Church	10:48	12:48	14:48
Llama Park	10:52	12:52	14:52
Wych Cross, Roebuck Hotel	10:53	12:53	14:53
Forest Row, Highgate Road	10:56	12:56	14:56
Forest Row, Upper Close	10:58	12:58	14:58
291-To East Grinstead dep	11:22	13:22	15:22
Passenger Wait	00:22	00:22	00:22
Forest Row, Post Horn Lane	11:00	13:00	15:00

Annexe B - 262 Adult Fares from February 2017

262: FOREST ROW – NUTLEY – MARESFIELD – UCKFIELD – HEATHFIELD

Adult Single

1	Forest Row, Post Horn Lane															
2	1.60 Highgate Green															
3	2.40	2.40	Wych Cross, Roebuck													
4	2.40	2.40	1.80	Nutley, School Lane												
5	2.40	2.40	1.80	1.60	Nutley Arms											
6	3.90	3.90	2.70	1.80	1.80	Horney Common										
7	3.90	3.90	3.90	2.10	1.80	1.80	Lampool Roundabout									
8	3.90	3.90	3.90	2.10	2.10	2.10	1.80	Maresfield, Newsagents								
9	4.30	4.30	3.90	3.30	3.30	2.70	2.70	1.80	Ringles Cross							
10	4.30	4.30	4.30	3.30	3.30	2.70	2.70	1.80	1.80	Uckfield Bus Station						
11	4.30	4.30	4.30	3.30	3.30	2.70	2.70	1.80	1.80	1.50	Uckfield Hospital					
12	4.90	4.90	4.90	4.30	4.30	3.90	3.90	2.60	2.60	1.80	1.50	Framfield, Primary School				
13	4.90	4.90	4.90	4.30	4.30	3.90	3.90	3.30	3.30	2.60	1.80	1.50	Blackboys, School Lane			
14	4.90	4.90	4.90	4.30	4.30	3.90	3.90	3.90	3.90	3.30	2.60	1.80	1.50	Holy Cross Priory		
15	4.90	4.90	4.90	4.30	4.30	3.90	3.90	3.90	3.90	3.30	3.30	2.60	1.80	1.50	Cross in Hand Hotel	
16	4.90	4.90	4.90	4.30	4.30	3.90	3.90	3.90	3.90	3.30	3.30	3.30	2.60	1.80	1.80	Heathfield, High St

Adult Return

1	Forest Row, Brambletye															
2	2.60 Highgate Green															
3	3.80	3.80	Wych Cross, Roebuck													
4	3.80	3.80	2.90	Nutley, School Lane												
5	3.80	3.80	2.90	2.60	Nutley Arms											
6	6.20	6.20	4.30	2.90	2.90 Horney Common											
7	6.20	6.20	6.20	3.40	2.90	2.90 Lampool Roundabout										
8	6.20	6.20	6.20	3.40	3.40	3.40	2.90 Maresfield, Newsagents									
9	6.90	6.90	6.20	5.30	5.30	4.30	4.30	2.90 Ringles Cross								
10	6.90	6.90	6.90	5.30	5.30	4.30	4.30	2.90	2.90 Uckfield Bus Station							
11	6.90	6.90	6.90	5.30	5.30	4.30	4.30	2.90	2.90	2.40 Uckfield Hospital						
12	7.80	7.80	7.80	6.90	6.90	6.20	6.20	4.20	4.20	2.90	2.40 Framfield, Primary School					
13	7.80	7.80	7.80	6.90	6.90	6.20	6.20	5.30	5.30	4.20	2.90	2.40 Blackboys, School Lane				
14	7.80	7.80	7.80	6.90	6.90	6.20	6.20	6.20	6.20	5.30	4.20	2.90	2.40 Holy Cross Priory			
15	7.80	7.80	7.80	6.90	6.90	6.20	6.20	6.20	6.20	5.30	5.30	4.20	2.90	2.40 Cross in Hand Hotel		
16	7.80	7.80	7.80	6.90	6.90	6.20	6.20	6.20	6.20	5.30	5.30	5.30	4.20	2.90	2.90 Heathfield, High St	

East Sussex Freedom Tickets - Valid all the time

19 years and below (with recognised ID) **16.00**

Discovery Tickets - Valid on all regular services

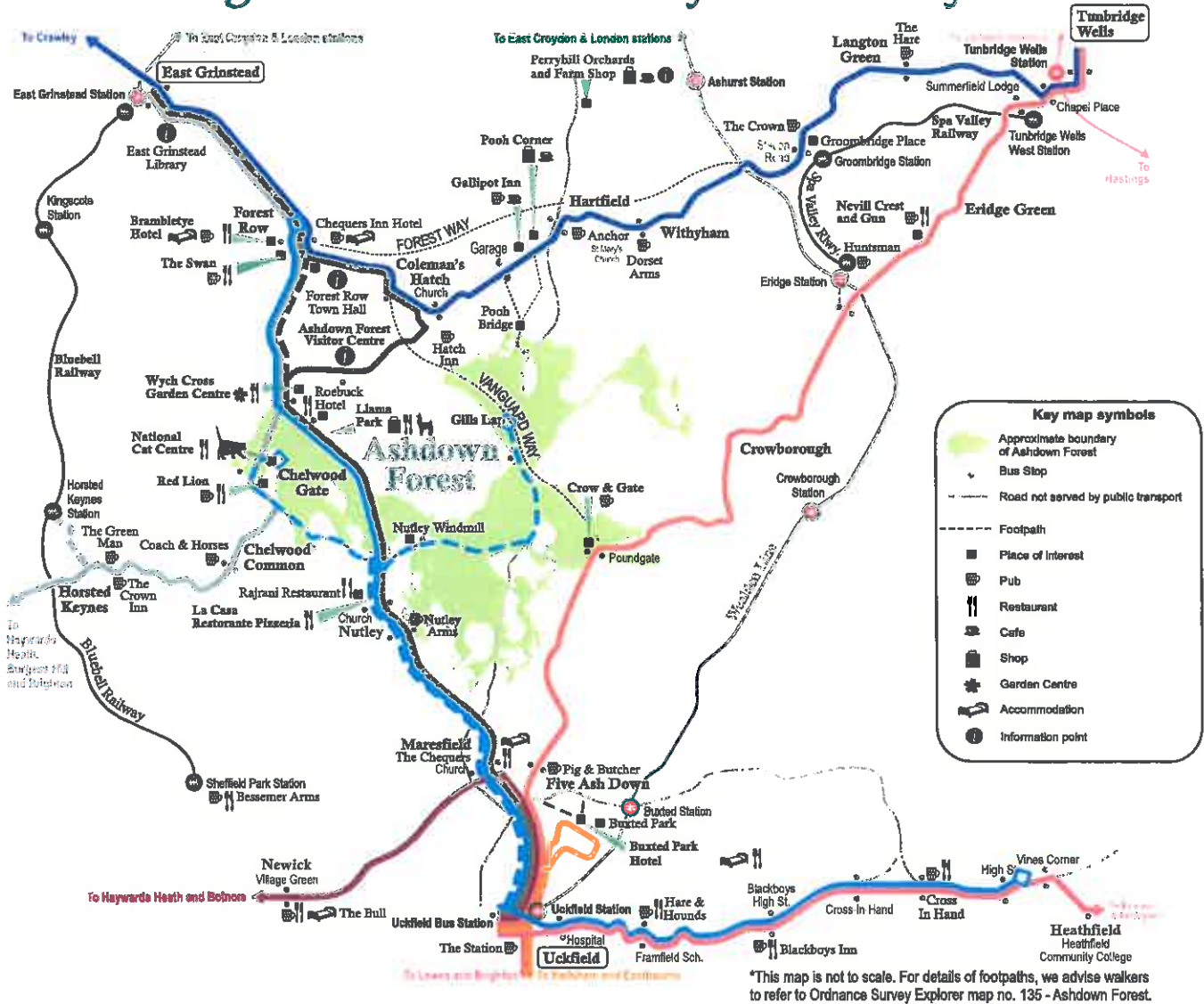
Adult **8.50**

Family (up to 2 adults & 3 under 14) **16.00**

Child (not before 08:45 Mon-Fri) **7.00**

Annexe C - Amended Forest Explorer map

Visiting Ashdown Forest by rail and by bus



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General Purposes Financial Forecast as at 31st March 2017

	Apr 16 Actuals £	May 16 Actuals £	Jun 16 Actuals £	Jul 16 Actuals £	Aug 16 Actuals £	Sep 16 Actuals £	Oct 16 Actuals £	Nov 16 Actuals £	Dec 16 Actuals £	Jan 17 Actuals £	Feb 17 Actuals £	Mar 17 Actuals £	Total £	2016/2017 Budgets
Income														
Administration	24	214	9	2	5	10	1	17	3	4	0	5	294	310
Festive Lights	0	0	0	0	0	0	0	0	0	2,500	0	0	2,500	2,000
Bank Interest	0	3,000	1,031	0	0	673	0	0	546	7	6	6	5,269	3,500
Civic Centre	8,274	10,288	10,423	10,563	8,479	7,518	11,212	4,916	8,310	9,887	10,203	11,669	111,742	96,245
Cemetery Chapel Workshop	0	1,050	0	0	1,050	0	0	0	1,050	0	1,050	0	4,200	4,200
Foresters Hall	1,152	785	4,384	663	1,248	342	4,390	736	980	1,228	3,630	1,186	20,724	13,691
West Park Pavillion	0	0	18	40	6	0	0	0	0	0	0	29	93	450
Victoria Services Re-charge	0	0	0	544	0	192	39	0	0	397	0	0	1,172	1,760
Signal Box	333	333	333	333	333	0	667	0	667	333	659	333	4,324	4,000
Bridge Cottage	0	0	0	0	0	0	0	0	0	1	0	0	1	1
Osborn Hall	0	0	0	337	0	0	0	0	100	0	0	0	437	340
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	1,127	0	1,127	1,100
Victoria Pavilion	0	0	0	0	12	47	18	30	21	18	43	79	268	2,240
The Source Re-charge of services	0	0	0	0	735	209	(86)	0	0	0	263	(2)	1,119	1,500
2A Vernon Road	495	495	495	495	495	495	495	490	500	495	495	495	5,940	5,940
CAB Rent	0	0	3,862	0	3,862	0	0	0	3,862	0	3,862	0	15,448	15,000
Feed-In Tariff Civic Centre	0	1,259	0	1,619	0	0	0	0	0	2,258	0	0	5,136	5,150
Community Toilet Scheme	0	0	0	550	0	0	0	0	0	0	0	550	1,100	1,133
CAB Re-charge of services	0	0	0	0	1,259	628	(171)	0	0	0	522	0	2,238	3,600
Quickborn Suite Rent	663	663	663	663	663	0	1,326	0	1,326	663	663	663	7,956	7,728
The Source Rent	600	0	0	600	0	0	600	0	0	600	0	0	2,400	2,400
RHI Payment	0	5,128	0	0	0	0	0	0	0	0	3,904	0	9,032	8,250
Sussex Support Services Lease	792	792	792	792	792	792	792	792	792	792	792	792	9,504	9,500
Luxfords re-allocation fees	0	0	0	0	0	0	0	0	0	0	0	3,700	3,700	3,700
Total Income	12,333	24,007	22,010	17,201	18,939	10,906	19,283	6,981	18,157	19,183	27,219	19,505	215,724	193,738
New Initiatives														
Victoria Pavillion Doors	0	0	0	0	0	0	0	0	0	0	0	0	0	3,000
Building Maintenance Prog.	30,974	0	11,108	0	0	4,760	0	0	701	0	0	12,737	60,280	49,400
Total New Initiatives	30,974	0	11,108	0	0	4,760	0	0	701	0	0	12,737	60,280	52,400
Expenditure														
Administration	1,104	2,945	848	1,022	2,297	772	1,197	2,125	882	1,310	2,094	844	17,440	18,140
Legal & Professional Fees	50	656	400	50	64	50	4,593	50	50	456	50	2,496	8,965	10,300
General Advertising	0	0	350	0	0	0	0	0	0	247	0	0	597	1,810
Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	0	280	280	1,050
Office Equipment Computers	384	349	910	2,369	655	349	1,581	340	855	370	371	644	9,177	9,790
Hospitality	0	0	0	0	0	0	9	67	0	0	0	0	76	160
Health & Safety	278	0	0	0	0	0	0	24	0	18	0	0	320	1,236
Insurances	31	9,941	0	0	0	0	25,226	0	0	0	0	0	35,198	34,500
Mayors Allowance	0	0	418	0	0	418	0	0	418	0	0	435	1,689	1,672
Accountants Fees	0	4,400	0	0	0	0	0	0	0	0	0	0	4,400	4,430
Grants Section 142	9,000	0	0	0	0	9,000	0	0	0	0	0	0	18,000	18,000
Grants Section 137	11,972	0	0	0	0	6,418	0	0	0	0	0	10,000	28,390	18,950
VIC SLA (Section 142)	8,000	0	0	0	0	0	0	0	0	0	0	0	8,000	8,000
Clothing Corporate & Protective Indoor Staff	0	0	0	0	0	0	0	0	40	0	175	0	215	400
Audit Fees	0	0	0	0	0	2,000	0	0	0	0	0	0	2,000	2,270
Internal Audit Fees	0	0	410	0	0	0	840	0	0	0	630	0	1,880	2,165
Festive Lights	0	0	0	0	0	0	25	0	0	0	11,990	0	12,015	10,870
Office Staff Salaries	13,693	16,287	16,301	15,832	16,648	16,091	15,602	14,926	14,921	14,731	14,715	(4,287)	165,460	166,961
Members Allowances	0	0	3,636	0	0	3,636	0	0	3,636	0	0	3,780	14,688	18,180
Members Expenses	0	0	6	0	0	6	0	0	6	0	0	10	28	75
Loan Costs	0	0	0	33,855	0	0	0	0	0	33,477	0	0	67,332	67,295
Civic Centre Publicity	225	50	0	495	130	0	0	325	34	172	0	36	1,467	1,700
Civic Centre Salaries	6,762	6,590	6,376	7,007	6,625	7,091	6,656	6,514	6,756	6,343	6,395	25,926	99,041	108,387
Civic Centre Running Costs	8,215	6,108	6,069	5,505	5,126	6,599	6,516	6,787	4,953	34,488	(51,958)	1,915	40,323	75,736
Civic Centre Repairs & Renewals	385	5,680	4,311	88	734	30	772	130	562	800	3,029	2,505	19,026	9,600
Victoria Pavilion	2,206	643	588	2,084	1,209	1,499	1,118	1,110	880	1,198	180	712	13,427	33,571
West Park Pavilion	373	80	0	157	0	120	137	172	421	0	23	112	1,595	10,940
Cemetery Building	111	114	114	114	114	114	114	114	114	114	0	0	1,137	17,950
Foresters Hall Complex	1,273	537	257	1,020	313	627	1,009	464	561	1,701	92	394	8,248	18,270

General Purposes Financial Forecast as at 31st March 2017

	Apr 16 Actuals £	May 16 Actuals £	Jun 16 Actuals £	Jul 16 Actuals £	Aug 16 Actuals £	Sep 16 Actuals £	Oct 16 Actuals £	Nov 16 Actuals £	Dec 16 Actuals £	Jan 17 Actuals £	Feb 17 Actuals £	Mar 17 Actuals £	Total £	2016/2017 Budgets
Other Buildings Repairs & Renewals	0	0	0	0	0	0	0	0	0	70	0	0	70	13,220
Other Buildings Caretakers	520	520	650	520	520	650	520	520	650	520	520	650	6,760	6,850
Subscriptions	2,741	0	0	75	0	71	95	110	0	0	0	0	3,092	3,502
Training	0	725	375	238	0	0	22	360	120	0	209	34	2,083	5,300
Bank & Credit Charges	42	39	39	43	39	39	43	40	40	43	39	39	485	565
Newsletter	0	704	704	0	704	585	704	0	704	0	704	0	4,809	4,330
The Hub	586	743	1,316	134	0	311	45	(17)	524	485	0	2,033	6,160	15,836
Festive Lights Electricity	0	0	0	0	0	0	0	0	0	170	0	0	170	300
Joint Committee	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Marketing C.Centre	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Elections	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Civic Centre Building Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	16,480
Total Expenditure	67,951	57,111	44,078	70,608	35,178	56,476	66,824	34,161	37,127	96,713	(10,742)	48,558	604,043	738,791

	Apr 16 Actuals £	May 16 Actuals £	Jun 16 Actuals £	Jul 16 Actuals £	Aug 16 Actuals £	Sep 16 Actuals £	Oct 16 Actuals £	Nov 16 Actuals £	Dec 16 Actuals £	Jan 17 Actuals £	Feb 17 Actuals £	Mar 17 Actuals £	Total £	2016/2017 Budgets
Sales														
Restaurant Food Sales	8,238	8,073	8,407	7,934	8,288	9,162	11,043	9,784	8,859	8,878	8,701	9,618	106,985	124,570
Restaurant Bar Sales	419	611	589	600	624	639	641	486	908	371	475	547	6,910	7,210
Function Food Sales	1,854	1,401	1,726	2,472	2,129	965	2,322	2,763	1,783	2,060	1,603	2,438	23,516	30,385
Function Bar Sales	497	482	1,328	1,631	2,513	318	533	681	1,292	1,307	139	1,005	11,726	13,802
Hire of equipment	149	118	62	74	99	87	167	56	67	99	105	105	1,188	530
Hire of Luxfords	109	177	146	312	146	146	146	0	255	146	146	227	1,956	2,035
Sundry Income	25	33	33	42	33	33	33	0	58	33	33	33	389	620
Total Sales	11,291	10,895	12,291	13,065	13,832	11,350	14,885	13,770	13,222	12,894	11,202	13,973	152,670	179,152
Expenditure														
Food Purchases	2,731	2,764	2,909	2,762	3,148	2,357	3,990	3,755	3,607	2,954	2,850	3,362	37,189	44,000
Bar Purchases -Non Alcoholic	243	151	211	584	431	70	24	250	82	165	280	117	2,608	3,500
Bar Purchases - Alcoholic	149	202	520	1,302	648	198	301	582	283	625	117	467	5,394	6,000
Paper Goods/consumables	328	167	193	53	187	309	94	484	233	122	171	91	2,432	2,441
Maintenance and Repairs	0	0	191	0	52	604	267	0	0	200	0	0	1,314	2,000
Equipment New & Replacement	(162)	135	279	0	102	396	3,576	4,122	61	0	20	328	8,857	1,500
Equipment Hire	0	0	137	(28)	42	0	0	97	0	82	0	137	467	550
Postage	55	0	0	55	0	0	55	0	0	0	55	0	220	210
Telephone	11	11	12	12	13	13	14	11	11	12	11	12	143	210
Stationery	0	0	0	0	0	0	0	0	0	0	0	45	45	70
Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	110
General Advertising	95	50	30	55	0	0	0	182	0	0	0	45	457	1,100
Uniforms & Protective Clothing	0	12	0	0	0	0	0	0	0	0	0	219	231	145
Training	0	0	0	0	0	0	0	0	0	0	0	0	0	530
Catering Salaries	6,887	6,338	6,173	7,714	6,147	7,507	6,986	6,170	8,186	5,982	6,011	11,892	85,993	87,694
Casual Wages	519	355	254	684	466	324	275	203	306	280	258	721	4,645	5,000
Credit Charges	99	83	87	96	87	101	98	106	102	111	116	93	1,179	1,150
Rates	812	812	812	812	812	812	812	812	812	6,603	(12,245)	0	1,666	8,400
Electricity	483	349	350	244	0	814	416	479	502	529	614	523	5,303	5,210
Gas	77	64	24	25	24	24	24	25	30	56	76	52	501	1,000
Water/Waste	516	0	0	0	0	0	233	321	0	0	0	241	1,311	1,000
Refuse Collection	0	307	0	307	0	0	307	0	0	307	0	0	1,228	1,060
Stock Taker	0	0	0	185	0	0	0	370	0	185	0	0	740	1,000
Total Expenditure	12,843	11,800	12,182	14,862	12,159	13,529	17,472	17,969	14,215	18,213	(1,666)	18,345	161,923	173,880

**** New Crockery paid from Reserves
 New Oven £1,500 From Reserves £2,500 2015/2016 Budgets

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Meeting of the General Purposes Committee

Monday 24th April 2017

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.

- R & R Taxis

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Christine Wheatley

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Meeting of the General Purposes Committee

Monday 24th April 2017

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.

Works are underway as part of the year two maintenance programme. Works are now complete at the Pavilions, Foresters Hall and the Signal box. Work is currently in progress at the Hub and Cemetery Chapels.

Repairs have recently been undertaken within the Civic Centre, to the hot water taps in the toilets, a couple of faulty lights and to the blinds within meeting rooms. Further repairs have also taken place to the steps to the western side of the Civic Centre from Luxfords Field towards Tesco's.

A deep clean was undertaken of the floor of Foresters Hall during the Easter holidays. A new sensor light has been added above the front door and a new lock has been fitted to the disabled toilet, after the existing lock was damaged.

2.2 Bridge Cottage, 2A Vernon Road, Ridgewood Village Hall

No updates to report.

3.0 Annual maintenance programme

3.1 At present, works are behind schedule due to unforeseen circumstances and the need to undertake some additional work, but progress is being made.

4.0 Recommendations

4.1 Members are asked to note the report.

Background Papers: None

Contact Officers: Holly Goring

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Meeting of the General Purposes Committee

Monday 24th April 2017

Agenda Item 6.2

TO CONSIDER THE WORKS REQUIRED TO THE TOWN CLOCK

1.0. Summary

- 1.1. The report sets out details for the provision of a new town clock which is situated outside the NatWest Bank.

2.0. Background

- 2.1. The town clock was donated to the town approximately thirty five years ago by the Rotary Club of Uckfield.
- 2.2. The Town Council insures the clock and the Rotary Club have paid for its maintenance, as and when necessary.
- 2.3. The NatWest Bank provides the electricity free of charge. Gale and Woolgar have provided the facility to ensure the time is accurate using a mechanical aid.

3.0. Current Responsibility

- 3.1. In 2013 the clock required repairs and the Environment & Leisure Committee considered a request by the Rotary Club for the Town Council to take over the maintenance of the town clock including provision for scaffolding and for the Council to consider maintaining the clock in the future.
- 3.2. The Environment & Leisure Committee requested further information on the clock and maintenance costs to which the Rotary provided as follows:
 - Q. How often is the clock maintained for cleaning etc.
 - A. *Every two and a half to three years.*
 - Q. Previous expenses regarding its repairs.
 - A. *In previous years, the cost has been £180 including VAT, for the work needed, which does not include the cost of getting the clock down and putting it back up again.*
 - Q. An indication as to the current repair cost.
 - A. *We anticipate this will again be £180, including VAT, depending on what is found when it is examined.*
 - Q. Do the people that carry out the repairs think the clock is past its useful life?
 - A. *The advice we have from those who maintain the clock is that it has at least 10 years of life left in it.*
 - Q. Do the Rotary Club feel this clock is essential bearing in mind the Tesco clock has subsequently been repaired and significant repairs have been carried out to the church clock.

- A. *Yes. The point about this clock is that it is in the most prominent position in the town. It can be seen from anywhere in the High Street, from north of Church Street to south of Bridge Cottage. Shoppers and those on their way to work or to catch a train can see it; it is an integral part of the centre of Uckfield. This is not true of the clocks at Tesco's or the Parish Church, visible from other parts of the town, and which are also important assets for the community. However, this clock has occupied a key position in the High Street for over 30 years, and people rely on it on a daily basis. It is, to many people, simply 'the town clock', which they would miss if it were not there.*
- 3.3. Members noted that the cost of maintaining the clock was minimal. However, the cost of scaffolding or cherry picker to take the clock down and put it back up was not included and would be additional. An approximate cost of £750.00 to take down and put back up the clock using a cherry picker has been obtained.
- 3.4. The Environment & Leisure Committee agreed that:
- EL.062.01.13** *Following discussion it was **RESOLVED** that:*
- a) the Town Council takes over continual maintenance of the town clock;*
- b) that a replacement be included in the five year business plan.*
- 3.5. Unfortunately the provision of a new clock has been omitted from the Council's Business Plan and subsequent budgets and although much earlier than estimated, the clock is now broken beyond repair. The Rotary Club has obtained an estimate for a new clock and associated works of approximately £2,625.
- 4.0. Recommendation**
- 4.1. The Committee is asked to note the report and advise the clerk accordingly.

Contact Officer: Christine Wheatley

Meeting of the General Purposes Committee

Monday 24th April 2017

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 staff and other areas of Council business.

2.0 Sickness:

2.1

	As at 31.03.17 (24 staff)	As at 31.03.16 (22 staff)
Actual days taken as short term Doctors' certificate	63 days	72 days
Actual days taken as self-certificated sick leave	35 days	28 days
Average number of days self-certificated sick leave per person	4.08 days	4.55 days
Actual days taken as long term sick leave	56 days	70 days
Average number of days sickness per person	6.41 days	7.73 days
National average of sick days taken in the public sector per person (*CBI/AXA Absence Survey)	5.5 days	5.5 days

* Although the above are allocated as days please note that some of these working days are part-time workers which do not equate to a 7.4 hour day.

3.0 IT and Computers

- 3.1** Since the last report in March 2017 the website (www.uckfieldtc.gov.uk) has had 160 regular users and 192 sessions of which 65.6% (126 sessions) are new visitors and 34.4% (66 sessions) are returning visitors.
- 3.2** The Civic Centre website (www.uckfieldciviccentre.com) has had 86 regular users and 101 sessions since the last report in March 2017 of which 79.2% (80 sessions) are new visitors and 20.8% (21 sessions) are returning visitors.
- 3.3** The Facebook page (www.facebook.com/uckfieldtowncouncil) has had 577 "likes" since launch in June 2012. This is 5 more "likes" since the last report in March 2017.
- 3.4** The Facebook page (www.facebook.com/luxfords) has had 272 "likes" since the launch in June 2013. This is 4 more "likes" since the last report in March 2017.

- 3.5 The Twitter account for the Town Council (@UckfieldTC) has 806 “followers” since the launch in June 2013. This is 18 more than the last report in March 2017.
- 3.6 The Twitter account for Luxfords (@LuxfordsUCC) has 336 “followers” since its launch in June 2013. This is nine more than the last report in March 2017.
- 3.7 We are proposing to run refresher training on the main Town Council website for office staff in May 2017 and propose to review and develop a new website for the Civic Centre during 2017/18.
- 4.0 Risk Assessments and Training**
- 4.1 One member of the Grounds staff has now completed their full refresher training of the ‘First Aid at Work’ certificate. A second member of the caretaking staff will be undertaking their refresher training later this month.
- 5.0 Accidents and First Aid**
- 5.1 Nothing to report.

Background Papers: None

Contact Officer: Susan Allum and Christine Wheatley

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH *JANUARY 2017*

Checklist:

Documents will be chosen at random by Members carrying out the Audit.

SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

Supplier Invoices
Customer Invoices
Timesheets

☒
☒
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BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

Check bank reconciliation to SAGE print outs, bank statement and nominal codes.

Clerks Account
General Account
Special Interest Bearing
Fixed Rate Bond
Lloyds Bank Account

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☐
☐
☐

PETTY CASH

Check cash balance and vouchers

Town Council Petty Cash
Luxfords Petty Cash

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Signed *K.A. EVERETT*

Print Name *K.A. EVERETT*

Dated *7/3/2017*

Supplier Invoice Checked

Supplier Name	Invoice No. and Date	P. Order No	Confirmed Stamped, signed, correct nominal code	Confirmed Cheque No. entered and signed by two Cllrs.
Kendal County Council	21/12/16 12757305	10157	YGS	112739 YGS
Bentons	15/12/16 408467	10145	YGS.	112762 YGS

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
J COLLINS	6/1/17 FH32589	YGS.	17.1.17	Debit Card. 17/1/17.
VALUATION TRIBUNAL	6/1/17 CC32585	YGS.	30.1.17	BACS.

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
I. HADKINSON.	JAN 2017	YGS.	YGS.	27/1/17	372382591

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
GENERAL A/C	463	Y/BS	Y/BS	1200.

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	JAN 2017	Post office	Y/BS
Luxfords			

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Meeting of the General Purposes Committee

Monday 24th April 2017

Agenda Item 9.1(i)

Citizens Advice Bureau

Wealden CAB has recently been audited and had come out of the process with flying colours. Words like "exemplary" were used in the report which was a credit to all the staff and volunteers.

In terms of the future of the service there are three priorities:

- the first was improving public awareness of the sources of advice and information available;
- the second was trying to make the experience of those accessing the service remotely, as positive as possible.
- the third was trying to refocus the face to face service offer to try and meet the needs of those who cannot travel to the three offices.

However, the biggest challenge is funding as they are independent and have to raise all their own funds. To keep the current service levels going requires £300K per year. Kay, the Chief Executive, works very hard to obtain funding but 2017/18 will be very difficult. Their priority is to keep the best service for clients possible and they are very grateful to their volunteers for all they do to make this happen as this is not an easy job."

Councillor P. Sparks

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Meeting of the General Purposes Committee

Monday 24th April 2017

Agenda item 9.1 (iv)

REPORT OF OUTSIDE BODIES: Uckfield Volunteer Centre

The launch of the "Celebrate" initiative took place on Thursday 16th March 2017 in the Weald Hall at the Civic Centre, Uckfield. It was very well supported by representatives of local groups, charities, organisations and volunteers.

The event was opened by a guest speaker, Lembit Opik, a broadcaster, writer and former MP. He spoke with humour and sincerity about his own experiences and the importance of recognising and celebrating achievements in the wider community. It set a very positive tone for the whole event.

Several other speakers from local organisations spoke about the opportunities for volunteering and the value they bring to many groups within the local community.

It was clear that Uckfield and the work of the Volunteer Centre have a lot to celebrate.

The main event of the whole initiative will be a 'Celebrate' Expo taking place on Saturday 16th September 2017 in the Civic Centre. It will showcase local organisations giving opportunities to promote themselves and inspire new members to become volunteers.

Councillor P. Meakin

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