



UCKFIELD TOWN COUNCIL

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

Tel: (01825) 762774 Fax: (01825) 765757

e-mail: townclerk@uckfieldtc.gov.uk

www.uckfieldtc.gov.uk

Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 23rd September 2019 at 7.00pm

in

The Council Chamber, Civic Centre

AGENDA

Under The Openness of Local Government Bodies Regulations 2014, members of the public are able to film or record during a committee meeting.

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 12th August 2019

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 2019/20
(to follow)
- 5.3. Bad Debts
(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 Health and Safety within 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 (nothing to report)
 - (ii) Ridgewood Village Hall Management Committee (Attached)
 - (iii) Uckfield and District Preservation Society (nothing to report)
 - (iv) Uckfield Volunteer Centre (nothing to report)
 - (v) Wealden District Association of Local Councils – Management Committee (nothing to report)
 - (vi) Wealden District Association of Local Councils – Planning Panel (nothing to report)
 - (vii) Wealden Works (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 Action list (confidential business)
(Attached)
- 12.2 To review the lease for the Signal Box
(Attached)

12.3 To receive an update on the tender process for the Year 4 Maintenance Programme
(Attached)

12.4 To consider an update on Luxfords Restaurant
(Attached)

A handwritten signature in blue ink, appearing to be 'C. Jones', written over a horizontal line.

Town Clerk
17th September 2019

UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS

Date of Report	September 2019		
Number	Project Name	Committee	Status
B	UTC Building Maintenance Programme (Year 3)	GP	Open

Project Name	UTC Building Maintenance Programme (Year 3)		Project Number	B
	£51,057			
		24.02.18	<p>Works have now commenced on UTC's Year 3 programme of building maintenance works. Contractors started onsite wk beginning 19th February 2018. The contract incorporates works at the following locations:</p> <p>Victoria Pavilion Installation of external grade steel faced doors, matching frames and door furniture.</p> <p>Foresters Hall Replacement of special bricks and repairs to mortar. New knee rail fencing to be installed in car park.</p> <p>Signal Box Fire retardant paint to be added to ground floor storage area.</p> <p>Snatts Road Cemetery Excavation and repairs/replacement bricks to front boundary wall Under Party Wall Act, excavate, repair and replace to rebuild boundary wall.</p>	
		19.12.18	<p>The adjustment required to the toilet door at Victoria Pavilion has now been carried out and an inspection undertaken. Unfortunately, due to vandalism, the Town Council has had to add additional security to the toilets overnight to reduce any risk of further damage.</p> <p>New steel faced doors have been fitted to the exterior of Victoria Pavilion. It has however been requested that the contractors return as a result of some sizing issues.</p>	

UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS

Project Name	UTC Building Maintenance Programme (Year 3) CONTINUED		Project Number
			B
		06.08.19	Due to the severe delay experienced by contractors not returning to site, we requested that the contractor work with a new supplier. The doors are currently being manufactured.
		16.09.19	A new supplier was identified to manufacture and fit the doors at Victoria Pavilion. It is anticipated that works will be carried out to fit the new doors week commencing 16 th September 2019. We await a further update.

Committee	General Purposes		
Project Name	West Park Pavilion Scheme		Project Number
			49
Resolution Number	Funds	Date	Commentary
FC86.01.18	£15,000	15.01.18	Agreed as part of the 2018/19 under new initiatives for General Purposes Committee.
		10.08.18	Funding was put aside towards potential improvements and reconfiguration. Discussions continue at General Purposes Committee regarding the potential to reconfigure the space.
		19.12.18	A sum of £10k has been set aside provisionally in the budget for 2019/20 towards improvements at West Park Pavilion. The budget is due to be finalised at the meeting of Full Council on 14 th January 2019. It is planned to seek additional grant funding to support any improvements that are agreed by the Town Council in the near future.
		01.02.19	The draft budget for 2019/20 was approved by Full Council on 14 th January 2019. A meeting has also been arranged with the Sussex Football Association in February 2019.

UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS

		20.03.19	A meeting has taken place with the Sussex Football Association to understand their requirements with regard to changing areas and referees' needs. An update was also provided on potential grant funding opportunities which the Town Council may wish to follow up on.
	£25,000	25.06.19	Progress is now underway on this project. The Town Council will be exploring reconfiguration of the internal layout and an expression of interest will be submitted to the Football Foundation to see whether the Town Council can proceed with a full application for grant funding to assist with improvements to the Pavilion.

Committee		General Purposes		
Project Name		Data Protection		Project Number
				51
Resolution Number	Funds	Date	Commentary	
FC86.01.18	£2,000	15.01.18	Agreed as part of the 2018/19 under new initiatives for General Purposes Committee in order to meet requirements relating to the new General Data Protection Regulations which came into force on 25 May 2018	
	(minus £1186) = £814	10.08.18	In line with the requirements of the General Data Protection Regulations, Uckfield Town Council appointed an organisation to carry out an audit of practices of Data Protection and provide Data Protection Officer support services for a period of 12 months. This has totalled £1,030.60 and will also include training for staff and members. In order to meet the recommendations of these regulations, new email accounts were also set up for all Councillors using the @uckfieldtc.gov.uk domain, to ensure greater security. This cost a total of £155.40.	
		29.10.18	Office staff are seeking to purchase a new batch of encrypted memory sticks for purpose of administration.	
	£754	20.03.19	Office staff have purchased a small batch of encrypted memory sticks for purpose of administration. Awaiting costs of purchasing these.	

UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS

Committee	General Purposes		
Project Name	New Microwave	Project Number	52
Resolution Number	Funds	Date	Commentary
FC86.01.18	£1,000	15.01.18	Agreed as part of the 2018/19 under new initiatives for Luxfords Restaurant. This funding was set aside to contribute towards the purchase of a new microwave in 2019/20. Further funds will be required in 2019/20.
UCP – reported to Full Council on 16/09/19		16.09.19	As a result of Luxfords Restaurant needing to purchase a replacement refrigerator for use in the main kitchen and also looking to replace an older freezer, the funds in earmarked reserves for the microwave were re-allocated to 'Luxfords Equipment' and used for these purposes. This was approved by Urgent Consultation Panel, and noted by Full Council on 16/09/19.

New initiatives for 2019/20

Committee	General Purposes		
Project Name	262 Bus Service	Project Number	54
Resolution Number	Funds	Date	Commentary
FC93.01.19	£3,900	24.06.19	Awaiting invoice for quarter one.
	(minus £913.67) = £2,986.33	06.08.19	The invoice for quarter one has been paid and was calculated at £913.67. Contact has been made with North Wealden Community Transport Partnership to find out what percentages the other parishes are contributing.

UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS

Committee	General Purposes		
Project Name	Upgrade of Town Council Website		Project Number
			58
Resolution Number	Funds	Date	Commentary
FC93.01.19	£4,000	24.06.19	The Town Clerk and Marketing and Communications Officer have met with a local web development company to upgrade the existing Town Council website. We are currently reviewing their contract and confirming the details and our requirements, before agreeing to proceed.
	(minus 50% deposit of £1,917.60) = £2,082.40	06.08.19	Authorisation has been given to proceed. A scoping meeting has been arranged and the website company are currently drawing up the designs and layout of the homepage and internal pages.
		16.09.19	Work has been progressing well with the development of the new Town Council website. The Town Council's Marketing and Communications Officer has been preparing the content/text and documents and sending these to the company to upload into the new website design as part of the development process.

Committee	General Purposes		
Project Name	Replacement of Civic Centre booking system		Project Number
			59
Resolution Number	Funds	Date	Commentary
FC93.01.19	£8,000	24.06.19	Town Council office staff have met with one out of four companies that create booking systems, that may be suitable for the Town Council's facilities. Further meetings will take place in 2019.

UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS

Committee	General Purposes		
Project Name	Online event ticket system	Project Number	60
Resolution Number	Funds	Date	Commentary
FC93.01.19	£1,500	24.06.19	The Marketing and Communications Officer has prepared a brief to circulate to local web developers to assist with the purchase and installation of an online event ticket system on the Civic Centre Website. Work will commence on this project in July 2019.

Committee	General Purposes		
Project Name	Five Year Asset Valuation	Project Number	61
Resolution Number	Funds	Date	Commentary
FC93.01.19	£6,000	24.06.19	A local commercial estate agent and valuer has started the valuation process, for the Town Council, of the council's key buildings and grounds. We are awaiting their report.
		06.08.19	The report has now been received and we await the invoice for processing.
		16.09.19	Amendments were made to the report and a meeting held with the local commercial estate agent to understand some of the content and reasons for valuation. The report has now been finalised and invoice paid. NFA.

GP Committee - Income/expenditure as at 31 August 2019

	Apr 19 Actuals £	May 19 Actuals £	Jun 19 Actuals £	Jul 19 Actuals £	Aug 19 Actuals £	Actuals to date	Budgets to date	Sep 19 Budget £	Oct 19 Budget £	Nov 19 Budget £	Dec 19 Budget £	Jan 20 Budget £	Feb 20 Budget £	Mar 20 Budget £	Total £	2019/20 Budgets
Sales																
Administration	40	0	3	8	8	59	44	8	8	8	8	8	8	8	115	100
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	136	290	239	83	83	831	419	83	83	83	83	83	83	83	1,412	1,000
Interest Misc. (Fixed Rate Bond)	0	0	0	2,503	0	2,503	2,503	0	0	0	0	0	0	0	2,503	2,503
Civic Centre	7,252	8,494	11,100	8,269	7,909	43,024	39,933	7,609	7,344	8,009	7,703	8,284	7,609	7,909	97,491	94,400
Civic Centre Vending Machine	0	22	0	0	38	60	74	0	0	38	0	0	38	0	136	150
Feed-in Tariff Payments	0	0	0	3,000	0	3,000	3,000	0	1,500	0	0	250	0	250	5,000	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	19	0	0	55	0	74	74	0	0	26	0	0	0	0	100	100
Victoria Pavilion	792	792	792	1,562	792	4,730	4,726	842	1,092	892	792	1,092	792	1,322	11,554	11,550
RHI - C.Centre Boiler	5,126	0	0	0	500	5,626	5,600	0	0	0	500	0	0	3,900	10,026	10,000
Victoria Storage Garages	50	0	50	0	0	100	100	0	0	0	0	0	0	0	100	100
Cemetery Chapel workshop	0	1,050	0	0	1,050	2,100	2,100	0	0	1,050	0	0	1,050	0	4,200	4,200
Foresters Hall	620	1,408	4,325	790	1,300	8,443	8,445	1,300	1,330	1,300	1,300	1,300	1,335	1,365	17,673	17,675
Foresters Chapel	288	0	0	272	0	560	543	0	272	0	0	272	0	0	1,104	1,087
2a Vernon Road, rent	600	1,200	0	625	625	3,050	3,125	625	625	625	625	625	625	625	7,425	7,500
Signal Box	354	354	354	354	354	1,770	1,772	354	589	354	354	354	354	354	4,483	4,485
Osborn Hall	0	0	0	315	0	315	315	0	0	100	0	0	0	0	415	415
Ridgewood Village Hall	0	0	0	0	0	0	0	0	613	0	0	120	0	0	733	733
Bridge Cottage	0	0	0	0	0	0	0	0	4,064	0	0	0	1	0	4,065	4,065
CAB - The Hub	0	600	5,796	0	600	6,996	6,998	4,212	0	600	5,012	0	600	4,728	22,148	22,150
Community Toilet Scheme	282	0	0	275	0	557	550	0	275	0	0	275	0	0	1,107	1,100
Total Sales	16,267	14,918	23,367	18,819	13,967	87,338	83,865	15,741	18,503	13,793	17,085	15,371	13,203	21,252	202,286	198,813
New Initiatives 2019/20																
West Park Pavilion Scheme	0	0	0	0	0	0	0	0	0	0	0	0	10,000	0	10,000	10,000
Data Protection	0	0	0	0	0	0	0	0	0	0	0	1,000	0	0	1,000	1,000
Bus Service	0	0	914	0	0	914	913	1,000	0	0	1,000	0	0	987	3,901	3,900
Civic Centre Wifi Upgrade	2,763	2,763	0	0	0	5,526	6,000	0	0	0	0	0	0	0	5,526	6,000
Weald Hall Replacement Back Drops	0	2,190	0	0	0	2,190	2,500	0	0	0	0	0	0	0	2,190	2,500
Upgrade Town Council Website	0	0	1,998	0	0	1,998	2,000	0	0	2,000	0	0	0	0	3,998	4,000
Replace Civic Centre Booking System	0	0	0	0	0	0	0	0	0	0	0	0	0	8,000	8,000	8,000
Online Event Ticket System	0	0	0	0	0	0	0	0	0	0	0	0	0	1,500	1,500	1,500
Civic Centre CCTV Upgrade	2,763	2,763	0	0	0	5,526	6,000	0	0	0	0	0	0	0	5,526	6,000
Five Year Asset Valuation	0	0	0	0	0	0	0	6,000	0	0	0	0	0	0	6,000	6,000
Total New Initiatives 2019/20	5,526	7,716	2,912	0	0	16,154	17,413	1,000	0	2,000	1,000	1,000	10,000	10,487	41,641	48,900
Purchases																
Administration	1,245	1,461	585	1,474	1,474	6,239	7,372	1,474	1,474	1,474	1,474	1,474	1,474	1,474	16,557	17,690
General Advertising	0	0	0	50	0	50	50	50	50	0	50	0	50	0	250	250
Recruitment Advertising	200	0	0	0	0	200	200	200	0	0	0	0	0	0	400	400
Office Equipment/Computers	886	359	529	792	792	3,358	3,956	792	792	792	792	792	792	792	8,902	9,500
Hospitality	48	17	0	0	0	65	65	0	0	35	0	0	0	0	100	100
Health & Safety	0	0	0	139	139	278	277	139	139	139	139	139	139	139	1,251	1,250
Insurances	0	0	5,675	0	0	5,675	5,675	0	24,325	0	0	0	0	0	30,000	30,000
Mayor's Allowance	0	0	435	0	0	435	436	435	0	0	435	0	0	435	1,740	1,741
Accountants Fees	0	4,500	0	0	0	4,500	4,600	0	0	0	0	0	0	0	4,500	4,600
Grants Section142	0	9,418	0	0	0	9,418	9,420	0	0	10,080	0	0	0	0	19,498	19,500
Grants - Power of Competence	0	16,483	0	800	0	17,283	17,283	0	7,717	0	0	0	0	0	25,000	25,000
Volunteer Bureau SLA	0	8,000	0	0	0	8,000	8,000	0	0	0	0	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	0	40	0	0	50	90	90	0	50	0	50	0	110	0	300	300
Internal Audit Fees	0	0	430	0	0	430	450	450	0	0	450	0	0	450	1,780	1,800
Audit Fees	0	0	0	0	0	0	0	2,000	0	0	0	0	0	0	2,000	2,000
Professional Fees	20	0	200	3,200	0	3,420	3,421	2,500	0	0	2,500	0	1,079	2,500	11,999	12,000
Festive Lights	0	0	0	0	0	0	0	0	0	25	0	10,575	0	0	10,600	10,600
Festive Light Electricity	0	0	0	0	0	0	0	0	0	0	0	0	0	250	250	250
Office Staff - Salaries	20,083	20,319	20,034	20,358	20,358	101,152	101,795	20,358	20,358	20,358	20,358	20,358	20,358	20,359	243,659	244,302
Members Allowances/Expenses	10	497	3,360	0	0	3,867	4,728	4,729	0	0	4,729	0	0	4,829	18,154	19,015
Newsletter	400	400	400	400	400	2,000	2,000	400	400	900	400	400	400	400	5,300	5,300
Bank Charges	43	40	41	46	46	216	228	46	46	46	46	46	46	46	538	550
Civic Centre Running Costs	10,966	6,543	10,155	4,231	8,214	40,109	39,754	10,825	9,508	9,417	10,825	9,508	6,092	7,591	103,875	103,520

GP Committee - Income/expenditure as at 31 August 2019

	Apr 19 Actuals £	May 19 Actuals £	Jun 19 Actuals £	Jul 19 Actuals £	Aug 19 Actuals £	Actuals to date	Budgets to date	Sep 19 Budget £	Oct 19 Budget £	Nov 19 Budget £	Dec 19 Budget £	Jan 20 Budget £	Feb 20 Budget £	Mar 20 Budget £	Total £	2019/20 Budgets
Caretakers - Salaries	6,780	8,001	7,427	7,416	7,416	37,040	43,778	7,416	7,416	7,416	7,416	7,416	7,416	7,416	88,952	95,690
West Park	225	472	123	408	407	1,635	1,530	498	620	498	620	407	407	710	5,395	5,290
Victoria Pavilion	818	578	1,586	797	975	4,754	4,756	2,626	975	975	2,626	975	975	2,626	16,532	16,534
Cemetery Buildings	150	152	158	251	180	891	890	180	180	180	180	180	180	180	2,151	2,150
Signal Box	0	0	0	167	167	334	331	167	167	167	167	167	167	167	1,503	1,500
The Hub	151	85	2,253	446	446	3,381	3,378	446	446	446	446	446	446	446	6,503	6,500
Foresters Hall	206	1,922	583	1,188	981	4,880	5,195	770	1,121	1,038	853	981	981	652	11,276	11,591
2a Vernon Road	175	0	0	0	0	175	200	0	0	0	0	0	0	0	175	200
Subscriptions	2,581	92	326	0	0	2,999	3,000	0	100	0	0	100	0	0	3,199	3,200
Training	0	140	1,768	140	432	2,480	2,476	432	432	432	432	432	432	432	5,504	5,500
Other Buildings - Salaries	520	741	0	380	380	2,021	2,932	380	380	380	380	380	380	380	4,681	5,592
All Building Cleaning Materials	0	0	0	15	961	976	976	120	120	120	120	120	120	119	1,815	1,815
Total Purchases	70,472	82,313	58,441	42,698	43,818	268,351	279,242	57,433	76,816	54,918	55,488	54,896	42,044	52,393	691,730	673,230

Luxfords Income Expenditure as at 31st August 2019

	Apr 19 Actuals £	May 19 Actuals £	Jun 19 Actuals £	Jul 19 Actuals £	Aug 19 Actuals £	Actuals to date	Budgets to date	Sep 19 Budget £	Oct 19 Budget £	Nov 19 Budget £	Dec 19 Budget £	Jan 20 Budget £	Feb 20 Budget £	Mar 20 Budget £	Total £	2019/2020 Budgets
Sales																
Sales																
Restaurant Food sales	8,060	7,990	7,184	8,434	8,500	40,168	43,000	9,500	13,000	11,800	16,000	8,500	10,000	10,000	118,968	121,800
Restaurant Bar sales	406	506	587	720	400	2,619	2,600	450	800	600	1,000	350	500	500	6,819	6,800
Hire of Luxfords Restaurant	114	152	321	150	188	925	1,034	188	88	188	188	188	188	188	2,141	2,250
Function Food Sales	1,457	1,049	2,696	1,246	500	6,948	7,500	3,500	3,500	4,500	3,500	500	1,000	2,500	25,948	26,500
Function Bar sales	700	353	993	3,901	100	6,047	6,350	2,000	1,000	2,500	2,500	600	1,050	1,500	17,197	17,500
Hire of equipment	57	87	112	30	92	378	456	92	92	92	92	92	92	92	1,022	1,100
Sundry Income	25	33	42	33	62	195	316	62	62	62	62	62	62	62	629	750
Total Sales	10,819	10,170	11,935	14,514	9,842	57,280	61,256	15,792	18,542	19,742	23,342	10,292	12,892	14,842	172,724	176,700
Purchases																
Purchases																
Food purchases	3,045	3,393	3,051	3,220	2,500	15,209	15,151	2,750	4,000	3,500	3,500	2,750	2,750	3,099	37,558	37,500
Bar purchases - non-alcoholic	116	222	375	490	250	1,453	1,459	150	220	100	271	100	200	250	2,744	2,750
Bar purchases - alcoholic	247	477	187	1,837	200	2,948	3,300	300	600	300	1,000	200	400	400	6,148	6,500
Lux. Paper goods/Consumables	236	471	195	108	100	1,110	1,175	200	200	100	500	75	200	150	2,535	2,600
Lux. Maintenance & Repairs	0	0	0	742	0	742	700	700	0	0	700	0	0	700	2,842	2,800
Lux. Equipment - New & Replacements	0	548	58	25	0	631	500	500	0	0	500	0	0	500	2,131	2,000
Lux. Equipment Hire	0	(160)	0	0	0	(160)	150	0	0	0	100	0	0	0	(60)	250
Lux. Postage	61	20	0	61	0	142	75	75	0	0	75	0	0	75	367	300
Rates	1,488	657	657	657	950	4,409	4,750	950	950	950	950	950	0	0	9,159	9,500
Electricity	619	480	400	384	496	2,379	2,478	496	496	496	496	496	496	496	5,851	5,950
Gas	0	0	197	0	0	197	150	50	0	0	200	0	0	150	597	550
Water	0	0	359	0	0	359	325	325	0	0	325	0	0	325	1,334	1,300
Lux. Telephone	15	14	14	15	15	73	70	15	15	15	15	15	15	15	178	175
Refuse collection	62	69	60	62	167	420	831	167	167	167	167	167	167	167	1,589	2,000
StockTaking	195	0	0	195	0	390	374	0	188	0	0	188	0	0	766	750
Lux. Stationery	0	0	0	7	0	7	0	0	0	0	0	0	0	100	107	100
Lux. General Advertising	80	202	108	170	75	635	650	150	150	150	0	100	150	50	1,385	1,400
Lux. Uniforms	0	0	0	0	0	0	0	0	0	0	200	0	0	0	200	200
Luxfords Salaries	7,893	9,283	8,753	8,684	8,954	43,567	44,771	8,954	8,954	8,954	8,954	8,954	8,954	8,954	106,245	107,449
Luxfords Casual wages	663	122	956	1,234	150	3,125	3,175	200	700	200	1,240	125	300	300	6,190	6,240
Lux Credit Charges	123	121	129	159	125	657	625	125	125	125	125	125	125	125	1,532	1,500
Total Purchases	14,843	15,919	15,499	18,050	13,982	78,293	80,709	16,107	16,765	15,057	19,318	14,245	13,757	15,856	189,398	191,814

Meeting of the General Purposes Committee

Monday 23rd September 2019

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 showing on our finance system and will be pursued by office staff over the next week:

- Ceroc Zeal – To pay £10.00 per week through debt collector;
- Sussex Support Services;
- Uckfield Anderida Cricket;
- Uckfield Muslim Community;
- Catch 22, NCS;
- ESCC CRD Contractors

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Holly Goring

Meeting of the General Purposes Committee

Monday 23rd September 2019

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

- E&F Manager installing additional security to Town Council Network;
- Council office to be painted 24/09 following furniture reconfigure;
- Ground floor ceiling tiles and lighting replaced in August 2019;
- Fire door survey has been carried out 12th September 2019 following Fire Risk assessment;
- Lift repairs carried out following breakdown, due to loss of pressure;
- Luxfords kitchen window replaced following vandalism;
- Rear store cleared out of old items;
- Flagpole repaired following tear in flag and new flags ordered;
- E&F Manager has had the drains unblocked following backing up of toilets, this is a recurring issue and will be carried out every quarter going forward;
- A new caretaker has been recruited, due to start in October.

Victoria Pavilion

- External steel faced doors have been fitted however temporarily due to contractor error. Due to be replaced W/C 16th September to rectify faults following previous install;
- The public toilets have been padlocked shut out of staffing hours due to vandalism. Members agreed to remain padlocked until standard closing doors are fitted with manual locks. This is now likely to be budgeted for April 2020 due to costs involved;
- Some emergency lights have been replaced following test (upstairs);
- Some plumbing repairs have been carried out to the showers and toilets;
- Some roof tile repairs have been carried out due to slipping tiles x20 approx.

The Signal Box

- The staircase has been replaced with new;
- E&F Manager has arranged for the tenant to clear the outside spaces and replace their sign on the lamppost – both completed;
- EICR (Electrical Installation Condition Report) needs to be carried out.

Foresters Hall

- Decoration works almost complete, two small areas to be completed;
- Notices are still being placed on cars in the car park;
- A reconfiguration of spaces has created 3 additional parking spaces;
- E&F Manager has arranged for windows to be cleaned periodically.

Snatts Road, Chapel

- Works are still underway to the Chapel windows and will take a few months to be carried out. 50% of the works now completed.

Osborn Hall/Hempstead Lane car park

- Nothing to report.

West Park

- One verge still to be rectified at the same time that the gutters are cleaned out to save on costs.

2A Vernon Road,

- New tenant due to move in during October 2019.

Ridgewood Village Hall

- E&F Manager has arranged to meet the Chair of RVH Committee to ensure Health and Safety statutory compliance is being carried out sufficiently;
- E&F Manager is getting quotes to resurface the car park.

3.0 Annual maintenance programme

- 3.1 Works are near completion for the year 3 maintenance programme, with work still outstanding to the exterior doors at Victoria Pavilion.

4.0 Recommendations

- 4.1 Members are asked to note the report.

Contact Officers: Mark Francis

Meeting of the General Purposes Committee

Monday 23rd September 2019

Agenda Item 8.1

TO RECEIVE A REPORT ON HEALTH AND SAFETY WITHIN THE COUNCIL

1.0 Summary

1.1 This report provides an update for members on the various elements of health and safety that need to be considered within an organisation.

2.0 Health and wellbeing of staff

2.1 The figures are cumulative for 2019. The long-term figures below reflect two members of staff who were on long term sick, following operations. Both members of staff are now back at work.

	As at 17.09.19 (28 staff)	As at 25.09.18 (27 staff)
Actual days taken as short-term Doctors' certificate	5.0 days	72.0 days
Actual days taken as self-certificated sick leave	16.0 days	23.0 days
Average number of days self-certificated sick leave per person	0.57 days	0.85 days
Actual days taken as long-term sick leave	70.0 days	38.0 days
Average number of days sickness per person	3.25 days	4.92 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

3.0 Personal learning and development

3.1 An online training portal has been set up by the Estates & Facilities Manager (E&F Mgr) to enable all staff to easily carry out their refresher training in all aspects of our work.

4.0 Health and Safety Risk Assessments

4.1 Ongoing facility audits are being carried out frequently, with issues being addressed by staff or contractors.

4.2 A Health and Safety Audit has been carried out by the British Safety Council. The report has been received with a variety of recommendations, with an overall view of having a good foundation to build upon.

- 4.3 All risk assessments have been reviewed by the E&F Manager, and a recent Health and Safety Audit carried out by the British Safety Council has highlighted where we may wish to add to these, to further strengthen the portfolio we have.
- 4.4 First aid kits in all buildings are being monitored and updated regularly.
- 4.5 The E&F Manager is carrying out regular water monitoring of each building to ensure Uckfield Town Council remains compliant.

5.0 Fire Safety

- 5.1 The E&F Manager has requested fire risk assessments from all tenants. Most have been received, with the Town Council still awaiting two out of the seven.
- 5.2 Fire risk assessment has been carried out for the Civic Centre, with actions being worked on by the E&F Manager.
- 5.3 A Fire door survey was carried out in September 2019 following the completion of the Fire Risk assessment, with some remedial works required.

6.0 Cleaning

- 6.1 The E&F Manager has arranged a new in-house cleaning arrangement which gives the ability to keep a more regular and closer eye on any repairs or matters of health and safety in the pavilions and Foresters hall.

7.0 Accident reporting – Quarter 2 (2019/20)

- 7.1 Five incidents to report for information only.

19th July 2019, A near miss report was processed for staff carrying out lowering of the Weald Hall staging. A piece of staging was lowered whilst a table was on top of it, causing it to almost fall off the staging onto a member of staff. Risk assessments have been reviewed and members of staff have been reminded of the process. No further action required.

30th July 2019, a member of staff bent down to pick up an item in the Weald Hall and bumped their head on the back drop curtain rail. Foam is being sourced to wrap around the poles to prevent injuries going forward. No further action required.

August 2019, member of public tripped on hose pipe feeding the Fair on Luxfords field, resulting in cuts and bruises.

August 2019, member of public fell from path onto grass of Luxfords field trying to move around vehicle gate which was open for the Fair, resulting in a broken arm.

September 2019, member of public walking on footpath at Victoria was accidentally hit on the head by a rogue football and knocked to the ground. Resulting in cuts and bruises.

Contact Officers: Mark Francis/Holly Goring

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH

Checklist: April 2019

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

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
- Lloyds Bank Account

PETTY CASH

Check cash balance and vouchers

- Town Council Petty Cash
- Luxfords Petty Cash

Signed 

Print Name D WARD

Dated 27/8/19

Members comments:-

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.
GASILE WATER	01825521	N/A.	YES.	115237 YES.
IRADGIS COFFEE	200487	12160.	YES	115235 YES

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
UBA	036960	YES	4/4/19	Debit Card.
ESCC	L36859	YES.	14/4/19	BACS.

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
S BURR/OW.	APR. 2019	YES	YES	26/4/19	542287085.

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
GEN. A/C.	938	YCS	YCS	1200

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council			
Luxfords	APRIL 2019	TESCO £4.35.	YES.

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH *MAY 2019.*

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

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
- Lloyds Bank Account

PETTY CASH

Check cash balance and vouchers

- Town Council Petty Cash
- Luxfords Pettv Cash

Signed

Print Name *JEREMY BOESLEY*

Dated *22/8/2019.*

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.
BOWTONS.	496466 25/4/19.	12279	YES.	115343 YES
SUSSEX FA	SUS42174 10/5/19	12275	YES	115367 YES.

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
NVIRO LTD.	CC36824	YES.	10/5/19	BACS. STATEMENT 945.
FITZROY SUPPORT	L37119	YES	23/5/19.	BACS STATEMENT 955.

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
L CANEY	AAA 19	YES	YES.	31/5/19	352200038

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
SPECIAL INTEREST	109	YGS	YGS	1227.

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	MAY 19	P. OFFICE £61-00	AMENDMENT MADE 13/8/19.
Luxfords			

Meeting of the General Purposes Committee

Monday 23rd September 2019

Agenda Item 9.1 (ii)

REPRESENTATIVES ON OUTSIDE BODIES: RIDGEWOOD VILLAGE HALL MANAGEMENT COMMITTEE

My Fellow Councillors,

As you are all aware, there has been a fair amount of activity at RVH over the past term, with many exciting events and projects. The Summer Fete was a success, although the committee agreed that the expenditure on a laser quest arena was not worth it in this instance, as the sunshine didn't make it too appealing on the day!

Funding for the extension from the National Lottery has regrettably not been granted on this occasion. This came as surprise as the NL rep was very positive in the chances of the hall receiving the money. Understandably, this is very disappointing for the committee as so much time and effort has gone into securing this funding.

The plan going forward is for the committee to proceed with the smaller refurbishment 'plan B', as well as redevelopment of the car park. The Committee request that the money allocated by the Town Council for said redevelopments be transferred to RVH committee as expediently as possible.

RVH will also be applying for a grant from Uckfield Town Council through the Community grant programme for the first time for a security entrance and exit system with CCTV to protect the building, personal property and hall users and improve disabled access.

Through a combination of moving onto the new Hallmaster booking system and the difficulty experienced by the booking officer, July and August saw a slight dip in rental income, but this situation has now been internally resolved.

Unfortunately, due to the insurance provider being bought out by Aviva, the firework display will not be taking place this year. An alternative plan was proposed to hold the display at Victoria Pleasure Ground, but the committee chose not to pursue this, as it would detract from the community nature of the event.

The RVH AGM is scheduled for Wednesday 30th October at 7:30

Councillor J. Edwards

Meeting of the General Purposes Committee

Monday 23rd September 2019

Agenda Item 9.1 (v)

REPRESENTATIVES ON OUTSIDE BODIES: WEALDEN DISTRICT ASSOCIATION OF LOCAL COUNCILS – MGT COMMITTEE

It was decided that the subscriptions for WDALC would remain the same this year, however they have said that it will possibly rise next year.

Dates and places that the meetings were to take place was decided.

Wealden District Council provided an update on the Local Plan. The Planning Inspector still has not sent their report, it was due to be sent in August, so they are hoping that this should be imminent. Once they receive this, they must then decide their next course of action.

Also discussed by Wealden District Council was the Parish Conference to be held in November 2019. One point that was discussed and it was felt that rather than a whole day, it should start around 10am until 1.30-2pm. Also discussed were topics that could be presented for this year. Some ideas included Rural Crime, Planning and Health. The agenda for the conference will be finalised shortly.

Speakers for future meetings were discussed for the Association meetings. It was suggested that we think of topics/speakers that may be of interest.

The meeting closed at 7.30pm

Councillor D. Ward