



# UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre  
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**Town Clerk – Holly Goring**

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A meeting of the **General Purposes Committee** to be held on  
**Monday 1<sup>st</sup> July 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 20<sup>th</sup> May 2019
- 4.2 Action list – for information only  
(Attached)
- 4.3 Project list – for information only  
(Attached)
- 4.4 To receive the minutes of the Personnel Sub-Committee held on 18<sup>th</sup> June 2019 (*to be dealt with under confidential business*)

- 5.0 FINANCIAL MATTERS**
- 5.1 To note bills paid
- 5.2 There are no income and expenditure reports until accounts are completed.
- 5.3. Bad Debts  
(Attached)
- 5.4 Finance Summary  
(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 (nothing to report)
  - (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 receive the minutes of the Personnel Sub-Committee held on 18<sup>th</sup> June 2019 (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 (to follow)

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

Town Clerk  
25<sup>th</sup> June 2019

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## **Meeting of the General Purposes Committee**

**Monday 1<sup>st</sup> July 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 being pursued by the office:

- Ceroc Zeal – To pay £10.00 per week through debt collector - £70 received so far
- Ms L Stewart – Paying in monthly instalments end of each month.

**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 1<sup>st</sup> July 2019

**Agenda Item No. 5.4**

### **FINANCE SUMMARY**

#### **1.0. Summary**

1.1. The report details the current position regarding the Council's fixed term account with Lloyds Bank.

#### **2.0. Bonds**

2.1. The Town Council currently holds a fixed term rate with Lloyds Bank which matures on the 22<sup>nd</sup> July 2019 for a sum of £316,055 including interest. On maturity this amount will automatically transfer into a non-interest current account with Lloyds.

2.2. A decision regarding the re-investment options, if any, of this sum will need to be made before maturity. Lloyds Bank only agreed their fixed term rates up to the end of August on the 20<sup>th</sup> June. As there is insufficient time for the Finance Sub-Committee to meet and make recommendations the General Purposes Committee will need to make the decision regarding these funds.

#### **3.0 Interest Rates:**

3.1. As the Town Council currently holds funds with Lloyds Bank and NatWest, only these two banks have been asked for fixed term rates:

Lloyds Bank 12month fixed rate	1.15%
NatWest 12month fixed rate	0.85%

#### **4.0. Recommendation**

4.1. Members are asked to consider the above report and instruct the Clerk of any action required.

Contact Officer

Christine Wheatley

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## Meeting of the General Purposes Committee

Monday 1<sup>st</sup> July 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

- New CCTV system installed;
- New Wi-Fi system installed. Since install, peak usage 58 users at once;
- Facilities Manager using Network company that installed Wi-Fi to investigate increase in security on Town Council Network;
- Ground floor ceiling tiles are due to be replaced;
- Luxfords kitchen lights due for replacement as beyond repair;
- Weald hall fire exit curtain has been replaced.

##### Victoria Pavilion

- External steel faced doors have been fitted however temporarily due to contractor error. Have been remeasured and being manufactured. No updates since last meeting. Facilities Manager chasing weekly.
- A copy of the leaseholder's fire risk assessment has been requested on numerous occasions;
- The public toilets have been padlocked shut out of staffing hours due to vandalism which occurred in December 2018 and again in March 2019 following the £800 repair works. Facilities Manager looking at ways of using current mechanism to secure doors out of hours/increase security;
- New boiler is needed upstairs due to being beyond economical repair, Facilities Manager arranging quotes.

##### The Signal Box

- The staircase has been strengthened and braced with scaffolding whilst we await the hardwood replacement, due for replacement in July.

##### Foresters Hall

- Minor decorating works are ongoing;
- Notices are still being used on cars in the car park;
- Couple of high ceiling lights due to be replaced using Cherry Picker, Facilities Manager trained and will be carrying this out 10<sup>th</sup> July;

##### Snatts Road, Chapel

- Works are underway to the Chapel windows and will take a few weeks to be carried out.

### Osborn Hall/Hempstead Lane car park

- Following car park resurface, grass verges are being driven over by vehicles.

Quotes have been obtained in the region of £2,100 to install 6x Iroko hardwood bollards to prevent vehicles from mounting the verge.

A total of £4,430 is remaining within the budget for the works to Osborn Hall car park which would cover the above costs.

### West Park

- Two of three verges have been replaced. One still to be rectified.

### 2.2 2A Vernon Road,

- Nothing new to report.

### **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.

3.2 We are working with our surveyors to review the tenders from the two preferred companies to carry out works to the Snatts Road Cemetery Wall. We are awaiting the particulars and details from these companies.

### **4.0 Recommendations**

4.1 Members are asked to:

(i) note the report;

(ii) consider whether they wish to spend in the region of £2,100 to install hardwood bollards to the front verge(s) of Osborn Hall Car park from the budget unspent within the Osborn Hall Car Park project.

Contact Officers: Mark Francis/Holly Goring

## Meeting of the General Purposes Committee

Monday 1<sup>st</sup> July 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 most recent figures are for the current period. In the past few weeks, we have had two members of staff off sick (one long term sick leave, but has just returned to work as of 24<sup>th</sup> June 2019). The second member of staff is recovering from an operation and currently on a short-term Doctor's certificate.

	As at 25.06.19 (27 staff)	As at 26.06.18 (27 staff)
Actual days taken as short-term Doctors' certificate	5.0 days	49.0 days
Actual days taken as self-certificated sick leave	11.0 days	15.0 days
Average number of days self-certificated sick leave per person	0.41 days	0.55 days
Actual days taken as long term sick leave	52.0 days	0.0 days
Average number of days sickness per person	2.52 days	2.37 days
National average of sick days taken in the public sector per person ( <i>*sickness absence in the labour market – ONS 2016</i> )	4.3 days	4.3 days

##### 3.0 Personal learning and development

3.1 An online training portal has been set up by the Facilities Manager to enable all staff to easily carry out their refresher training in all aspects of the organisation's 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 Facilities 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 Facilities Manager is carrying out regular water monitoring of each building to ensure Uckfield Town Council remains compliant.
- 5.0 Fire Safety**
- 5.1 The Facilities Manager has requested fire risk assessments from all tenants. Most have been received, with the Town Council still awaiting three out of the seven.
- 6.0 Cleaning**
- 6.1 The Facilities 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 1 (2019/20)**
- 7.1 One incident to report for information only. A client of STAR had a fall in the corridor in the Civic Centre on 12<sup>th</sup> June. The Facilities Manager attended and carried out first aid. An ambulance attended and the client was taken to hospital.

Contact Officers:                      Mark Francis/Holly Goring

Appendix A

UCKFIELD TOWN COUNCIL



**MEMBERS AUDIT FORM**

MONTH *MAY 2018*

**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 Petty Cash

Signed *[Signature]* .....

Print Name *DIANE WARD* .....

Dated *18/6/19* .....

**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.
S BOYES	814/18 088	N/A	YES	114170
KFF	27/2/18 6552519	1128K	YES	114203

**Customer Invoices Checked**

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
CHAMBER of COMMERCE	535224	N/A	14.5.18.	BACS STATEMENTS 713
MGNOCAP	134474	YES.	28.5.18.	BACS. 28/5/18 STATEMENTS 723

**Timesheets checked**

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
A HADKINSON	Wk 2	YES	YES	25/5/18	47060/459

**Bank Reconciliation Checked**

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
GGWKAHL	725	YGS	YGS	1200

**Petty Cash Checked**

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council			
Luxfords	MAY 2018	TCSCO £16.13	YGS

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