



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 5th March 2018 at 7.00pm
in
The Council Chamber, Civic Centre

AGENDA

1.0 DECLARATIONS OF INTEREST

Members and officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda. Should any Member consider that they require a dispensation in relation to any prejudicial interest that they may have, they are asked to make a written application to the Clerk well in advance of the meeting.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

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

3.0 APOLOGIES FOR ABSENCE

4.0 MINUTES

- 4.1 Minutes of the meeting of the General Purposes Committees held on the 22nd January 2018
- 4.2 Action list – for information only
(Attached)
- 4.3 Project list – for information only
(to follow)
- 4.4 To receive the minutes of the Finance Sub-Committee held on 1st March 2018
(to follow)
- 4.5 To consider the recommendations of the Finance Sub-Committee held on 1st March 2018
(to follow)

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 To note the report of the Internal Auditor (February 2018)
(Attached)

6.0 BUILDINGS

- 6.1 To note the current position with the Council's buildings
(Attached)
- 6.2 To consider materials and costs associated with the replacement of the Signal
Box steps
(to follow)
- 6.3 To consider the Feasibility report undertaken for West Park Pavilion
(to follow)
- 6.4 To consider proposals to extend Ridgewood Village Hall
(to follow)

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)
- 8.3 To consider a contribution towards the maintenance of lighting in Mill Lane
(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 (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
(Attached)

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 consider a report on Luxfords Restaurant
(to follow)



Town Clerk
27th February 2018

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Luxfords Financial Forecast as at 31st December 2017

	Apr 17 Actuals £	May 17 Actuals £	Jun 17 Actuals £	Jul 17 Actuals £	Aug 17 Actuals £	Sep 17 Actuals £	Oct 17 Actuals £	Nov 17 Actuals £	Dec 17 Actuals £	Actuals to Date	Budgets to Date	Jan 18 Budget £	Feb 18 Budget £	Mar 18 Budget £	Total £	2017/2018 Budgets
Sales																
Restaurant Food sales	7,326	8,692	7,672	7,920	8,537	9,042	11,836	9,976	8,642	79,643	95,251	10,583	10,583	10,583	111,392	127,000
Restaurant Bar sales	420	457	607	530	413	483	558	454	482	4,404	5,850	650	650	650	6,354	7,800
Vending sales	0	0	0	0	30	18	0	17	0	65	0	0	0	0	65	0
Hire of Luxfords Restaurant	147	175	133	303	147	147	147	0	147	1,346	1,542	171	171	171	1,859	2,055
Function Food Sales	1,460	3,113	1,803	1,248	328	4,115	3,863	2,544	2,040	20,514	23,251	2,583	2,583	2,583	28,263	31,000
Function Bar sales	517	1,581	1,032	4,087	496	1,486	779	346	1,756	12,080	10,876	1,208	1,208	1,208	15,704	14,500
Urn hire	81	99	93	56	112	81	205	93	25	845	400	45	45	45	980	535
Sundry Income	33	33	33	42	33	33	33	395	33	668	470	52	52	52	824	626
Total Sales	9,984	14,150	11,373	14,186	10,096	15,405	17,421	13,825	13,125	119,565	137,640	15,292	15,292	15,292	165,441	183,516
Purchases																
Food purchases	2,799	4,043	2,789	2,849	2,885	3,433	4,316	4,040	2,589	29,743	33,660	3,740	3,740	3,740	40,963	44,880
Bar purchases - non-alcoholic	101	330	372	394	17	269	141	8	138	1,770	2,676	298	298	298	2,664	3,570
Bar purchases - alcoholic	263	698	805	1,395	139	856	234	78	518	4,986	4,590	510	510	510	6,516	6,120
Lux. Paper goods/Consumables	168	75	241	93	74	208	281	124	223	1,487	1,866	208	208	208	2,111	2,490
Lux. Maintenance & Repairs	0	0	736	0	264	529	180	0	0	1,709	2,100	0	0	0	1,709	2,100
Lux. Equipment - New & Replacements	118	293	1,216	0	147	22	95	90	0	1,981	1,274	142	142	142	2,407	1,700
Lux. Equipment Hire	0	0	0	(275)	0	0	0	0	0	(275)	575	0	0	0	(275)	575
Lux. Postage	56	0	0	0	56	0	0	0	0	112	206	23	23	23	181	275
Rates	625	624	624	624	624	624	624	624	624	5,617	6,363	707	707	707	7,738	8,484
Electricity	534	422	478	428	474	430	516	564	590	4,436	4,026	448	448	448	5,780	5,370
Gas	24	26	27	23	0	87	0	0	141	328	900	100	100	100	628	1,200
Water	165	0	120	0	0	0	209	163	0	657	824	92	92	92	933	1,100
Lux. Telephone	13	13	23	9	13	13	12	12	13	121	166	18	18	18	175	220
Refuse collection	322	18	322	0	0	0	322	0	0	984	824	92	92	92	1,260	1,100
StockTaking	185	0	0	185	0	0	185	0	0	555	750	0	250	0	805	1,000
Lux. Stationery	0	0	0	0	0	2	0	0	0	2	0	0	0	80	82	80
Lux. Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	120	120	120
Lux. General Advertising	162	0	0	95	0	50	29	166	0	502	824	92	92	92	778	1,100
Lux. Uniforms	0	40	60	21	21	0	21	0	0	163	200	0	0	0	163	200
Lux. Training	0	0	0	0	0	0	0	0	0	0	0	0	0	550	550	550
Management Salaries	0	0	0	0	0	0	0	0	0	0	2,776	308	308	308	924	3,700
Luxfords Salaries	7,030	6,988	7,382	5,774	6,944	8,712	7,677	7,472	8,713	66,692	65,058	7,228	7,228	7,228	88,376	86,742
Luxfords Casual wages	315	292	250	763	284	478	560	68	608	3,618	4,500	500	500	500	5,118	6,000
Lux Credit Charges	103	85	101	90	103	94	100	231	107	1,014	881	98	98	98	1,308	1,175
Total Purchases	12,983	13,947	15,546	12,468	12,045	15,807	15,502	13,640	14,264	126,202	135,039	14,604	14,854	15,234	170,894	179,851

Long Term Project																
Cold Room Chiller	0	0	0	7,821			0	0	0			0	0	0	0	1,000

**** £5,000 From Earmarked Reserves; £1,821 From General Reserves

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General Purposes Financial Forecast as at 31st December 2017

	Apr 17 Actuals £	May 17 Actuals £	Jun 17 Actuals £	Jul 17 Actuals £	Aug 17 Actuals £	Sep 17 Actuals £	Oct 17 Actuals £	Nov 17 Actuals £	Dec 17 Actuals £	Actuals to Date	Budgets to Date	Jan 18 Budget £	Feb 18 Budget £	Mar 18 Budget £	Total £	2017/2018 Budgets
Sales																
Administration	33	7	14	1	1	1	1	10	1	69	225	25	25	25	144	300
Luxfords - re-allocation Administration fees	0	0	0	0	0	0	0	0	0	0	0	0	0	3,700	3,700	3,700
Festive Light Income	0	0	0	0	0	0	0	0	0	0	0	0	2,000	0	2,000	2,000
Special Int. Bearing Interest	6	9	8	7	6	6	10	107	70	229	76	8	8	8	253	100
Interest Misc. (Fixed Rate Bond)	0	0	0	3,838	0	0	0	0	0	3,838	0	0	0	0	3,838	0
Civic Centre	7,309	8,510	6,909	9,474	5,843	8,344	10,995	7,928	3,779	69,091	72,379	8,071	8,346	8,071	93,579	96,867
Civic Centre Vending Machine	22	47	50	0	0	0	0	0	25	144	2,250	250	250	250	894	3,000
Feed-in Tariff Payments	0	0	0	2,688	0	0	1,346	0	0	4,034	3,465	1,155	0	0	5,189	4,620
Quickborn Suite rent	663	663	663	663	0	1,326	663	663	663	5,967	5,970	663	663	663	7,956	7,959
West Park Pavilion	0	0	19	91	0	0	0	0	0	110	76	8	8	8	134	100
Victoria Pavilion	1,734	792	818	832	1,189	792	1,230	855	777	9,019	8,422	1,208	800	800	11,827	11,230
RHI - C.Centre Boiler	0	0	0	0	1,780	0	0	0	0	1,780	7,500	2,500	0	0	4,280	10,000
Victoria Storage Garages	0	50	0	0	0	0	0	0	0	50	0	0	0	0	50	0
Cemetery Chapel workshop	0	1,050	0	0	0	1,050	0	0	1,050	3,150	4,200	0	0	0	3,150	4,200
Foresters Hall, regular users	650	1,537	458	2,930	490	1,333	782	3,838	794	12,812	12,074	1,342	1,342	1,342	16,838	16,100
Foresters Chapel	272	0	0	272	0	0	272	0	0	816	814	91	91	91	1,089	1,087
2a Vernon Road, rent	495	495	495	495	495	495	495	495	0	3,960	4,455	495	495	495	5,445	5,940
Signal Box	333	333	333	333	0	667	333	0	333	2,665	3,001	333	333	333	3,664	4,000
Osborn Hall	0	0	330	0	0	0	0	0	100	430	440	0	0	0	430	440
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	0	1,140	0	0	1,140	1,140
Bridge Cottage	0	0	0	0	3,277	0	0	0	0	3,277	1	0	0	0	3,277	1
CAB/Source	600	6,394	(332)	600	4,624	0	874	0	4,202	16,962	6,108	5,768	0	0	22,730	23,070
Community Toilet Scheme	0	0	0	0	550	0	0	0	275	825	275	0	275	0	1,100	1,100
Total Sales	12,117	19,887	9,765	22,224	18,255	14,014	17,001	13,896	12,069	139,228	131,731	23,057	14,636	15,786	192,707	196,954
Purchases																
Administration	2,130	1,874	670	1,346	2,459	965	1,738	1,963	616	13,761	13,195	925	2,550	925	18,161	17,595
General Advertising	0	0	362	0	0	0	0	0	0	362	1,876	208	208	208	986	2,500
Recruitment Advertising	0	240	0	0	0	99	0	0	0	339	1,100	0	0	0	339	1,100
Office Equipment/Computers	519	8,877	386	4,303	2,261	458	677	75	949	18,505	9,900	0	0	0	18,505	9,900
Neighbourhood plan	0	0	0	7,450	0	0	(7,450)	0	0	0	0	0	0	0	0	0
Hospitality	0	0	0	0	0	0	10	21	0	31	135	15	15	15	76	180
Health & Safety	0	0	668	0	0	0	22	0	0	690	938	104	104	104	1,002	1,250
Insurances	0	10,299	0	0	0	0	26,019	0	0	36,318	35,000	0	0	0	36,318	35,000
Mayor's Allowance	0	0	426	0	0	426	0	0	426	1,278	1,280	0	0	426	1,704	1,706
Elections	0	0	0	0	0	0	2,907	0	0	2,907	0	0	0	0	2,907	0
Accountants Fees	0	4,400	0	0	0	0	0	0	0	4,400	4,480	0	0	0	4,400	4,480
Grants Section142	0	9,000	0	0	0	0	9,000	0	0	18,000	19,500	0	0	0	18,000	19,500
Grants - Power of Competence	0	11,305	0	0	0	0	7,645	0	0	18,950	22,450	0	0	0	18,950	22,450
Volunteer Bureau SLA	0	8,000	0	0	0	0	0	0	0	8,000	8,000	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	0	0	0	21	0	0	0	0	162	183	450	0	0	0	183	450
Internal Audit Fees	0	0	420	0	0	0	840	0	0	1,260	1,650	550	0	0	1,810	2,200
Audit Fees	0	0	0	0	0	2,000	0	0	0	2,000	2,300	0	0	0	2,000	2,300
Professional Fees	3,496	1,890	0	648	1,390	0	1,345	0	1,265	10,034	7,875	875	875	875	12,659	10,500
Town Clock	0	0	0	0	2,445	0	0	0	0	2,445	0	0	0	0	2,445	0
Festive Lights	0	0	0	0	0	0	0	0	25	25	0	0	12,600	0	12,625	12,600
Festive Light Electricity	0	0	0	0	0	0	0	0	0	0	0	0	0	400	400	400
Office Staff - Salaries	12,848	12,933	12,829	14,085	17,426	18,759	19,638	18,902	18,902	146,322	124,367	13,818	13,818	13,818	187,776	165,821
Members Allowances	0	0	3,716	0	0	3,510	0	0	3,716	10,942	13,916	0	0	4,739	15,681	18,655
Transport Donation	0	0	0	0	0	0	467	0	0	467	0	0	0	0	467	0
Renewal of website	0	0	0	0	0	0	0	4,510	125	4,635	0	0	0	0	4,635	0
Newsletter	352	352	352	970	352	352	352	352	352	3,786	3,299	367	367	367	4,887	4,400
Bank Charges	43	40	40	43	42	40	43	40	40	371	450	50	50	50	521	600
Civic Centre Running Costs	11,679	4,886	6,052	5,103	4,731	7,336	8,261	7,843	13,928	69,819	81,200	10,460	5,010	4,930	90,219	101,600
Caretakers - Salaries	8,728	9,286	7,934	6,944	6,690	6,831	6,512	6,785	7,863	67,573	84,792	9,421	9,421	9,421	95,836	113,055
C/C Management Salary	0	0	0	224	0	0	0	0	0	224	0	0	0	0	224	0
West Park	495	(24)	204	96	(48)	298	658	661	167	2,507	2,413	859	219	184	3,769	3,675
Victoria Pavilion	2,160	550	902	451	558	1,347	989	1,761	1,853	10,571	10,975	1,640	1,160	1,150	14,521	14,925
Cemetery Buildings	120	122	122	122	122	122	122	122	122	1,096	0	0	1,265	0	2,361	1,265
The Hub	774	1,269	455	(48)	(152)	403	410	218	761	4,090	6,224	692	692	692	6,166	8,300

General Purposes Financial Forecast as at 31st December 2017

	Apr 17 Actuals £	May 17 Actuals £	Jun 17 Actuals £	Jul 17 Actuals £	Aug 17 Actuals £	Sep 17 Actuals £	Oct 17 Actuals £	Nov 17 Actuals £	Dec 17 Actuals £	Actuals to Date	Budgets to Date	Jan 18 Budget £	Feb 18 Budget £	Mar 18 Budget £	Total £	2017/2018 Budgets
Foresters Hall	1,354	449	766	297	406	656	1,679	686	453	6,746	8,079	2,397	237	317	9,697	11,030
2a Vernon Road	0	0	64	50	50	50	50	50	0	314	225	0	0	0	314	225
Building Maintenance Fund	32,318	7,608	15,202	0	0	0	14,479	0	0	69,607	24,400	0	0	0	69,607	24,400
Subscriptions	2,533	75	0	0	0	74	0	0	0	2,682	3,600	0	0	0	2,682	3,600
Training	340	516	150	0	0	678	150	0	120	1,954	5,500	0	0	0	1,954	5,500
Other Buildings - Salaries	0	1,170	520	0	1,040	520	520	520	650	4,940	5,400	600	600	600	6,740	7,200
Total Purchases	79,889	95,117	52,240	42,105	39,772	44,924	97,083	44,509	52,495	548,134	504,969	42,981	49,191	39,221	679,527	636,362

From Reserves																
Transport Donation	0	0	0	0	0	0	467	0	0	0	0	0	0	0	0	0
Renewal of website	0	0	0	0	0	0	0	4,510	0	0	0	0	0	0	0	0

** From Earmarked Reserves

*** Some from Earmarked Reserves

Meeting of the General Purposes Committee

Monday 5th March 2018

Agenda Item No. 5.3

BAD DEBTS UPDATE

1.0 Summary

1.1 The report details the current position regarding bad debts.

2.0 Details

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

- Families for Autism
- Sussex Police
- Bizzybirds
- East Sussex County Council
- NHS High Weald Lewes & Havens
- Uckfield Town Football Club

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Christine Wheatley

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Uckfield Town Council

Internal Audit Report 2017-18 (Interim Update)

Prepared by Nigel Archer

***For and on behalf of
Auditing Solutions Ltd***

This report has been prepared for the sole use of Uckfield Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely on, for any reason whatsoever, this report, its content or conclusions.

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in terms of independence from the Council decision making process from the outset of the revised Regulations, with Auditing Solutions Ltd subsequently appointed to undertake the internal audit function on behalf of the Council for the residue of 2009-10 and beyond.

This report sets out those areas examined during the course of our recent interim update visit to the Council, which took place on 5th February 2018, supplements the initial work undertaken on 2nd and 3rd October 2017 and will be subject to further update following the final visit on a date yet to be booked subsequent to the year-end closedown and accounts production in May / June 2018.

Internal Audit Approach

In continuing our review for 2017-18, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or mis-representation in the year-end Statement of Accounts.

Additionally we have, as previously recorded, updated the rolling strategic programme of work for a further three years (2016-17, 2017-18 and 2018-19) that aims to ensure that those areas assessed as potentially higher risk are examined more frequently in the period. However, with the previously recorded transition from the “Full Code” audit to the “limited assurance” regime we are now required to report upon an extended range of the Council’s accounting and other processes annually. Consequently, we have and will continue at future visits to undertake work in each area covered by the Internal Audit Certificate of the year’s Annual Return, which now forms the annual Statutory Accounts for the Council.

Overall Conclusion

We are pleased to record that no significant concerns or issues have been identified during the course of testing undertaken to date: consequently it has not been considered necessary to append an Action Plan of any formal recommendations. Any very minor observations have been discussed with officers during the course of the visits and any matters arising are included in the main body of the report.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council continues to use bespoke Sage accounting software to maintain its accounting records, with annual support currently provided by third party contract accountants (Acuity, who were previously known as Armida prior to a change of ownership). The Council remains a full Sage software user, with Current and Interest Bearing Deposit accounts operated at NatWest Bank, supplemented by occasional Term deposit holdings at Lloyds Bank.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently: -

- Verified that an appropriate cost centre and nominal ledger structure remains in place;
- Checked and agreed the opening account balances in the Sage software for 2017-18 to the closing Financial Statements for 2016-17 to ensure that all the detailed balances have been properly rolled forward with no matters arising this year;
- Checked and agreed two sample months' receipts and payments transactions (August and December 2017) from the Current account cashbook to relevant bank statements, including the daily "sweeps" to and from the Interest Bearing Reserve account for the same two periods; and
- Finally in this area we have checked and agreed the software based bank reconciliations as at 31st August & 31st December 2017 to ensure that there are no long-standing, uncleared items or other another anomalous entries arising.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Corporate Governance

Our objective is to ensure that the Council has a robust series of corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have, to date: -

- Noted that, as in previous municipal years, the Council's extant corporate documentation such as Standing Orders, Financial Regulations, Members' Code of Conduct are subject to on-going review and were again considered fit for purpose following some relatively minor revisions (most latterly in August 2016) to ensure that the revised tendering and contract limit regulations were embodied in the Financial Regulations as required;

- Continued our review of the Council's minutes, examining those for the Full Council and its Standing Committee and Sub Committee meetings (with the exception of Planning) held to end January 2018 with a view to identifying whether or not any potential issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability – no such issues were identified; and
- Noted previously that the Council met all necessary criteria to adopt the General Power of Competence and that this was re-affirmed in May 2015 following the election of the new Council in accord with extant legislation (no consideration was required in 2016-17 or 2017-18).

We are again pleased to acknowledge the existence of a plethora of relevant, formally adopted Policies and Procedures, together with more detailed "idiots guide" written operating procedures in line with best practice, also noting that these continue to be reviewed and updated periodically.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- That an official order is raised for all relevant goods and / or services: we acknowledge that this will not be necessary for all items of expenditure, which are regularly the subject of contracts (e.g. grounds maintenance) or legal requirements (e.g. non domestic rates);
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been separately identified (where applicable) and coded to the control account for periodic recovery.

We are pleased to note that sound control continues over the authorisation of, and payments for, supplier invoices and other similar expenditure (still predominantly paid by cheque);

We have extended our testing of payments at this update visit, examining a sample of all those payments individually in excess of £4,000 together with a more random sample of every 40th cashbook transaction (irrespective of value) to 31st December 2017. This sample comprised approximately 70 payments totalling more than £464,000 and representing 65% of all non-pay related costs in the period to that date.

In relation to VAT, the RFO continues to submit quarterly electronic submissions in a timely manner and we have verified that the December 2017 return had been completed in accord with the underlying Sage control account balances.

Conclusions

We are pleased to report that no issues have been identified in this area of our work, with all the above criteria being met. We shall update our year-on-year analytical review of expenditure arising across the range of budget headings as part of the year-end audit work

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage any such risks identified in order to minimise the opportunity for their coming to fruition.

- We have previously noted that the Summary Risk Management Policy is presented to Full Council annually and are pleased to note this remains the case currently (most latterly in early April 2017) and that this “underpins” several other policies in place to ensure significant risks are controlled and monitored; and
- We have examined the Council’s two insurance policies: that provided by Allianz in relation to its properties expiring in October 2018 and that provided by Zurich Municipal in relation to its remaining legal requirements expiring in June 2018 to ensure that appropriate cover is in place. Both Employer’s and Public Liability remain at £10 million, Fidelity Guarantee remains at £1 million and Loss of Revenue is in place at £400,000 in relation to the Civic Centre and at £56,000 across other sites.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the District Council; also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure. Consequently:-

- We note the satisfactory conclusion of the Council’s Budget and Precept deliberations for 2018-19, formally adopting the latter at £873,472 (excluding the District’s reduced Council Tax Support Grant of £14,160), detail of which had been concluded at the Full Council meeting in January 2018. We are pleased to note that the values were properly recorded in the minutes of that meeting following previous audit comment in this area in prior years.

- We note that levels of Earmarked Reserves are subject to regular review, the most recent exercise being undertaken as part of the budget setting for 2018-19 and that a formal Policy exists in this respect;
- We note that the Council's Five Year Business Plan has been updated and extended for the period 2018 to 2023; and
- We are again pleased to note that members continue to receive periodic management accounts (generally quarterly) at Committee level, together with detailed trading results on a regular (generally monthly) basis for the Civic Centre's Luxford Restaurant.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Income

The Council receives income from a variety of sources including hire fees for use of the Civic Centre, the Luxford restaurant facility, other property lettings, cemetery activities, bank deposits and sports pitches.

Our objective is to ensure that robust systems are in place to ensure that all income due to the Council is identified and invoiced (where applicable) in a timely manner and that effective procedures are in place to ensure that appropriate recovery is effected within a reasonable time span. Consequently, we have:-

- Noted from Financial Regulations that members are required to review the scales of fees and charges for all its activities annually and obtained detail of those pertaining to the Civic Centre lettings, Pavilion & Sports pitch hires, Cemetery activities and allotment rentals for the current financial year;
- Noted that officers and members continued to regularly manage, report on and review long-standing and potential bad debts, the most recent of which did not identify any significant issues to warrant further action at present;
- As noted earlier in this report, we have checked and agreed two sample months' receipt transactions in full from ledgers to bank statements.
- Tested a sample of streamline receipts process electronically in the Admin office in settlement of sales ledger invoices by reference to the file copies of receipts issued and the resultant cashbook / bank statement entries in August 2017;
- Verified a sample week's bankings in relation to the Luxford'd trading activities (also in August 2017) by reference to the tills' "Z" readings, the daily cashing-up sheets, the cashbook entries and the paying-in slip detail on the bank statements;
- Tested examples of periodic incomes such as rentals for The Hub, Signal Box, Victoria Pavilion, Vernon Road, Quickborn Suite together with sporting facilities such as the two cricket senior teams and the Grasshoppers junior football teams for the year to December 2017 from original sales invoices to ensure that there were no obvious errors or omissions where receipts could have been expected; and

- We have previously examined the Cemetery income streams and Civic Centre room lettings at the interim visits in 2016-17 and, in accord with the revised rolling programme of work, did not re-visit these areas for 2017-18;

Conclusions

There are no issues arising in this area to warrant formal comment at present: we shall update our year-on-year analytical review of income arising across the range of budget headings as part of the year-end audit work.

Petty Cash Account

The transition to the “limited assurance” regime requires us to specifically express a view on the operation of petty cash schemes within the Internal Audit Certificate at Section 4 of the Annual Return.

- Two “office” based petty cash accounts are in operation at the Civic Centre in addition to the general operational floats held for the till functions. These are maintained on a day-to-day basis for the separate use of Administration and Luxford expenses utilising Sage cashbooks for transaction processing. These accounts are “topped up” periodically as and when required (usually in round sum amounts of £150) and are not operated on a formal “imprest” basis;
- We have checked and agreed a sample month’s payments (September 2017) on both accounts to ensure that each was supported by an appropriate invoice or till receipt, that VAT (where applicable) was being separately identified for periodic recovery and that the goods or services were appropriate for the Council’s activities. We also note the continuing formal control of the “cash-in-tin” balances and re-imbursments, which are subject to independent managerial review; and
- We are advised that the Council is in possession of a NatWest One Card, with a maximum credit limit of £5,000 and settlement in full by automatic monthly direct debit, and our testing of supplier and other payments noted earlier in this report identified just one transaction (of £180) in the year to end August 2017 at the first interim stage.

Conclusions

No formal comments or recommendations arise in this area this year.

Review of Salaries

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme as further revised from 1st April 2017 in relation to the staff salary contribution bandings.

We have examined the payroll procedures in place and physical payments made to staff to date in 2017-18 by reference to the August 2017 documentation, the underlying detail for which continues to be produced “in house” by the RFO utilising bespoke Sage payroll software. Consequently:

- Gross pay rates have been checked to ensure that the NJC pay award for 2017-18 had been duly implemented;
- PAYE Tax Codes and National Insurance Tables have been checked to ensure that appropriate allowances are being applied for the year following the annual budgetary increases in personal allowances with effect from April 2017;
- Local Government Pension Scheme deduction rates have been checked to ensure they are in accord with the revisions to the bases of employee contributions, most latterly with effect from 1st April 2017;
- Variable hours and expenses have been verified to individuals’ timesheets and claim forms;
- We have checked and agreed the net pay computations on pay slips to the payroll summaries and resultant electronic NatWest Bankline instructions and the settlement of deductions for HMRC and LGPS; and
- We note that electronic monthly returns are made in a timely and accurate manner in accord with current HMRC legislation (aka Real Time Initiative).

Conclusions

No formal comments or recommendations arise in this area this year.

Investments and Loans

Our objectives here are to ensure that the Council is investing “surplus funds”, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

- Currently we note that the Council has one periodic Term deposit with Lloyds Bank (for a twelve month period ending in July 2018) and we have checked and agreed this “investment” to the bank’s third party advice note; and
- The Council has one existing PWLB liability: we have checked and agreed the first instalment repayment for 2017-18 (in August 2017) to their third party direct debit settlement advice notes and Sage cashbooks as part of the higher value supplier testing noted earlier in this report.

Conclusions

There are no issues arising in this area currently.

Meeting of the General Purposes Committee

Monday 5th March 2018

Agenda Item 6.1

TO NOTE THE CURRENT POSITION WITH THE COUNCIL'S BUILDINGS

1.0 Summary

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

2.0 The Buildings

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

The Civic Centre

A new suspended ceiling has been supplied and fitted on the ground floor outside the Green room. The previous ceiling was in a poor state of repair. Whilst works were undertaken, new Led lighting was fitted in the new suspended ceiling and rear staircase.

Decoration has commenced within the Civic Centre, with works starting along the first floor outside the Town Council offices.

Quotes have been sought for the new roof, which received planning permission to be located above the restaurant's coldstore (external reffridgerator). This area is in use six days a week, we have therefore negotiated with the contractor to work on site after 1530hrs every day of the week.

Luxfords restaurant often struggles with variations in temperature - very hot in the summer and cold in the winter. The ventilation system has not been working effectively for a number of years. The quotation has been received from a specialised controls contractor and the works will commence once the compressor in the store room has been removed.

The carpet on the front staircase needs to be replaced as recent repairs have proved unsuccessful. Colour samples and quotations are being obtained.

Victoria Pavilion

The asphalt entrance to the first floor has failed and allowed water to cause damage to the wall and staining to the ceiling tiles in the changing rooms. Quotations have been requested.

The Signal Box

Quotations have been obtained to supply and fix a new external timber staircase as it has since been found that the existing timber staircase cannot be repaired.

These works can be funded from the 2017/18 annual maintenance budget.

West Park Pavilion

A feasibility study has been completed by WAS surveyors. The details of the report will be presented to the General Purposes Committee on 5th March 2018.

Foresters Hall

Painting of the main hall started over the Christmas break and should be completed by June 2018. To reduce any inconvenience to hirers of the hall, it has been agreed with the contractor that works will be undertaken during school holidays and weekends.

Osborn Hall/Hempstead Lane car park

Three quotations have been received to complete repairs and lay new tarmac in the car park. Additional drainage has also been included within the proposed schedule of works to help prevent water ingress to the lower areas around Osbourne Hall. Works are anticipated to commence in April 2018.

2.2 2A Vernon Road,

All works have now been completed.

3.0 Review of internal decoration and repairs

3.1 Paint colours have been agreed, to enable caretakers and contractors to start painting rooms within Town Council buildings when they are not booked out for hire.

4.0 Annual maintenance programme

4.1 Building contractors have commenced work on the Year 3 maintenance programme. They are currently onsite at Snatts Road cemetery - good progress is being made to repairs to the perimeter brick wall. Works are anticipated to take approximately eight weeks.

5.0 Recommendations

5.1 Members are asked to note the report.

Background Papers: None

Contact Officers: Richard Lee/Holly Goring

Meeting of the General Purposes Committee

Monday 5th March 2018

Agenda Item 6.2

TO CONSIDER MATERIALS AND COSTS ASSOCIATED WITH THE REPLACEMENT OF THE SIGNAL BOX STEPS

1.0 Summary

1.1 Members were informed at the meeting of General Purposes Committee on 22nd January 2018 that the condition of the steps leading up to the Signal Box were poor and were now in need of replacement.

1.2 The steps at the signal box are currently made with a softwood material and unfortunately it appears that damp has got into the joints in a couple of places and weakened the structure. Our surveyors have made contact with the contractors who carried out the Year 1 maintenance programme which included re-decoration of the steps but on detailed inspection, their work is not considered to have any impact on the condition of the steps.

1.3 The following photograph presents the steps in good condition:



Unfortunately now, extra joists have been created using timber to support areas of the steps where the joints have weakened:



1.4 Members will recall that previous discussions have taken place regarding the steps and members have considered replacement but it is believed that at that time, replacement was not necessary and only repairs and redecoration were required. Now substantial works are required, and it has been deemed necessary to replace the steps.

1.5 This report sets out the options available to the Town Council and advantages and disadvantages with the materials available.

2.0 Options Appraisal

2.1 A table has been created which sets out the three materials that could be used to replace the existing steps, the advantages and disadvantages of each material and associated costs:

MATERIAL	ADVANTAGES	DISADVANTAGES	COSTS
Hardwood	<ul style="list-style-type: none"> Aesthetically in keeping with existing heritage and design and will therefore retain character of building; More durable than softwood and therefore less likely to require replacement over a shorter term. 	<ul style="list-style-type: none"> More expensive than metal and softwood alternatives; Requires periodic redecoration compared with metal alternative. 	<p>Provide the client with site specific RAMS.</p> <ul style="list-style-type: none"> Erect all necessary protection to enable safe works. Remove and dispose from site the existing timber stairs. Excavate and mass fill with concrete 6no. 450 x 450 x 450 foundation pads. Supply and erect hardwood stairs to match existing style. (Primed before erection, mechanically fixed to Signal Box) Apply 1no. primer, 2no. undercoat and 1no. gloss coat to all new timber. Install COBA grip 3mm Thick GRP Anti – Slip Treads, Treads to be fixed with Mapeflex PU45. Install COBA grip 5mm Thick GRP Anti – Slip Panel to half landing, Panel to be fixed with Mapeflex PU45. Clear and clean on completion of all works. <p>ALL FOR THE SUM OF £9,171.00 SUBJECT TO VAT.</p>
Softwood	<ul style="list-style-type: none"> Aesthetically in keeping with character of building; Cheaper compared with hardwood alternative. 	<ul style="list-style-type: none"> More expensive than metal alternatives; Requires periodic redecoration compared with metal alternative; Less durable compared with hardwood and previous experience has demonstrated that it has a limited lifespan. 	<p>Provide the client with site specific RAMS.</p> <ul style="list-style-type: none"> Erect all necessary protection to enable safe works. Remove and dispose from site the existing timber stairs. Excavate and mass fill with concrete 6no. 450 x 450 x 450 foundation pads. Supply and erect softwood stairs to match existing style. (Primed before erection, mechanically fixed to Signal Box) Apply 1no. primer, 1no. undercoat and 2no. gloss coat to all new timber. Install COBA grip 3mm Thick GRP Anti – Slip Treads, Treads to be fixed with Mapeflex PU45. Install COBA grip 5mm Thick GRP Anti – Slip Panel to half landing, Panel to be fixed with Mapeflex PU45. Clear and clean on completion of all works. <p>ALL FOR THE SUM OF £7,238.00 SUBJECT TO VAT.</p>

MATERIAL	ADVANTAGES	DISADVANTAGES	COSTS
Metal/ Galvanised	<ul style="list-style-type: none"> Cheaper alternative. 	<ul style="list-style-type: none"> Aesthetically does not in-keeping with character of building; Would be likely to require Planning Consent as a result of the material being used adjoining a heritage building. 	Provide the client with site specific RAMS. <ul style="list-style-type: none"> Erect all necessary protection to enable safe works. Remove and dispose from site the existing timber stairs. Excavate and mass fill with concrete 6no. 450 x 450 x 450 foundation pads. Supply and erect galvanized stairs to match existing style. All treads and landing to be chequer plate. Clear and clean on completion of all works. ALL FOR THE SUM OF <u>£5,207.00 SUBJECT TO VAT.</u>

2.2 As the softwood material has demonstrated that it has a limited lifespan on the existing steps, members are recommended against selecting this material. It is also important to consider the heritage and design of the Signal Box and the need to choose a material that is in keeping with the age of the building. It is therefore recommended that the hardwood material be selected on this occasion to ensure durability and the provision of a longer term solution.

2.3 The works can be funded from the remainder allocated to Year 3 maintenance works (2017/18).

3.0 Recommendations

3.1 Members are asked to note the above report, and;

3.2 Advise the Town Clerk if they wish to proceed with replacing the steps of the Signal Box in a hardwood material.

Background Papers: None

Contact Officers: Holly Goring

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Meeting of the General Purposes Committee

Monday 5th March 2018

Agenda Item 6.3

TO CONSIDER THE FEASIBILITY REPORT UNDERTAKEN FOR WEST PARK PAVILION

1.0 Summary

- 1.1 As members will recall, it was agreed at the meeting of General Purposes Committee on 9th October 2017 for the Town Clerk to arrange for a feasibility study to be undertaken of West Park Pavilion to consider whether the space could be reconfigured to improve the facilities available and increase usage of the Pavilion.
- 1.2 Works planned to upgrade the doors to the Pavilion as part of the Year 3 maintenance programme have been halted whilst the future of the Pavilion is considered.
- 1.3 WAS Chartered Architects were commissioned to carry out a feasibility study of the space within the Pavilion. This work was completed and a report produced on 4th December 2017. A copy of the report is attached at appendix A.
- 1.4 The proposals within the report indicate that the costs of such work would be high, but it does assist staff and members to review the space and how it could be reconfigured. Costs may be able to be reduced from those quoted, if works were instructed in phases.

2.0 Recommendations

- 2.1 Members are asked to note the attached feasibility study for West Park Pavillion, and;
- 2.2 Advise the Town Clerk of their preferred next steps.

Background Papers: None

Contact Officers: Holly Goring

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West Park Pavilion

FEASIBILITY STUDY
INTERNAL ALTERATIONS

PREPARED FOR: UCKFIELD TOWN COUNCIL

PREPARED BY: WAS CHARTERED ARCHITECTS
96-98 HIGH STREET, UCKFIELD, EAST SUSEX TN22 1PU

Tel: 01825 768 222
Email: admin@wasarchitects.co.uk

Report dated: 4th December 2017

Date : 4th December 2017

Feasibility Study

To:
Uckfield Town Council
Council Offices,
Civic Centre, Uckfield,
East Sussex TN22 1AE

Project:
Conversion/ Upgrade of Sports Pavilion at:
West Park, Markland Way, Uckfield, East Sussex TN22 2DG

Prepared by:
WAS Chartered Architects
96-98 High Street, Uckfield,
East Sussex TN22 1PU

1.0 Background

WAS Architects was instructed on 9th November 2017 by Uckfield Town Council to prepare a measured survey of West Park Pavilion and options with estimated costings for internal alterations.

The client seeks to investigate significantly reducing the outdoor sports changing rooms facility and increasing the social space for multiple purpose use.

The pavilion was constructed in 1992-93. Thermal insulation and heating provision is minimal, and finishes are basic/hardwearing consistent with the anticipated use. The client has observed that the use of the exterior changing facilities is now minimal.

2.0 General Principles

The feasibility options presented all assume the following principles:

- 2.1 Provide insulation to walls and ceiling/roof to current Building Control standards.
No insulation is to be added to the floor.
- 2.2 Providing insulation to the floor, although preferable, would increase floor height and have ramifications for disabled access or require extensive external works to accommodate.
- 2.3 Provide a good efficient heating system to ensure comfort of users.
- 2.4 Upgrade/provide a good standard of lighting, to achieve a good quality of environment.
- 2.5 Upgrade the kitchen facility to increase options for use but not to include for a commercial kitchen standard.
- 2.6 To 'soften' finishes to provide a quality environment.
For example, a timber finish to the floor to be more compatible for aerobic activities or social events.
- 2.7 The incoming electrical supply area is retained.
- 2.8 The outside toilet facility is removed.
- 2.9 Lockers are not included in changing rooms.

3.0 Options Description

3.1 Option 1A

Comprises a conversion/rearrangement of 2/3rd of the existing layout of internal partitions whilst retaining a significant portion of existing partitions/arrangements.

- a. The changing room facility is reduced to two changing rooms of 14m² each, accommodating up to 12 users, with a dedicated (but restricted) toilet and shower provision.
The existing rear access to changing rooms is retained.
A connecting door to the multi-use space is provided.
- b. The multi-use space is doubled in size from 34m² to 68m² with an 'occupant capacity' of 38 persons.
The space is shaped regularly for maximum flexibility of use.
There is access to multiple stores for use of different user groups and toilets.
- c. The kitchen is enlarged to 11m² (currently 8.8m²) to provide opportunity to develop services.
It is noted that this is not of 'commercial' kitchen standard.
- d. The toilet and shower is removed from the existing 'officials' room and the room extended and re-designated as office/meeting room of 12m².

Budget

Subject to detailed design development and agreement on specification/confirmation of brief, a budget construction cost of in the order of £175,000 is allowed.

3.2 Option 2A

Comprises a fully comprehensive conversion/rearrangement of the existing internal layout optimising the size of the multi-use/social space.

- a. The changing room facility is reduced to two changing rooms of 11.5m² each, accommodating up to 12 users with linking doors to the multi-use space and 'shared' toilet/shower area.
- b. The multi-use space is increased to 98m² (currently 34m²) with an occupant capacity of 49 users in a regular shape with shared toilets with the changing rooms.
Several stores are included to provide for multiple user groups.
- c. The kitchen is enlarged to 13.0m² (currently 8.8m²) to provide opportunity to develop services/increase the number of potential users.
- d. The officials' room is removed and a meeting room/office of 8m² is provided.

Budget

Subject to detailed design development and agreement on specification/confirmation of brief, I recommend that a budget construction cost in the order of £250,000 is allowed.

4.0 Summary

The existing form and construction makes this building easily converted into other uses and therefore there are multiple options possible dependent on available budget.

The building is now 25 years old; it is reported that it has outlived its originally designed function and is therefore under used.

It now requires an investment in its future if it is to form a useful and well used facility for the next 10 or 20 years.

Standards and expectations have risen since 1993 and it is therefore recommended that its potential is not restricted by compromising on current standards.

Flexibility of use by creation of flexible space is considered a key to the successful planning for the future as it is impossible to have any certainty of the needs of the community or potential users in 5, 10 or 20 years time.

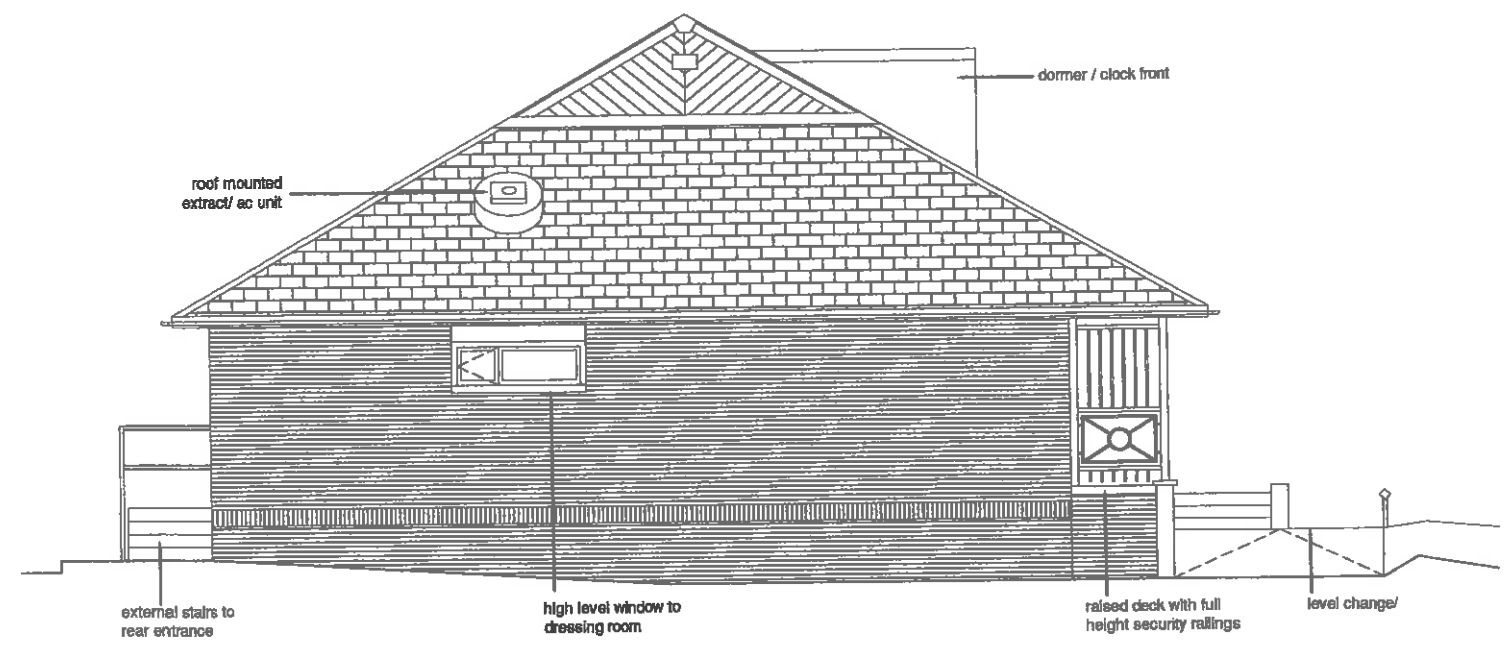
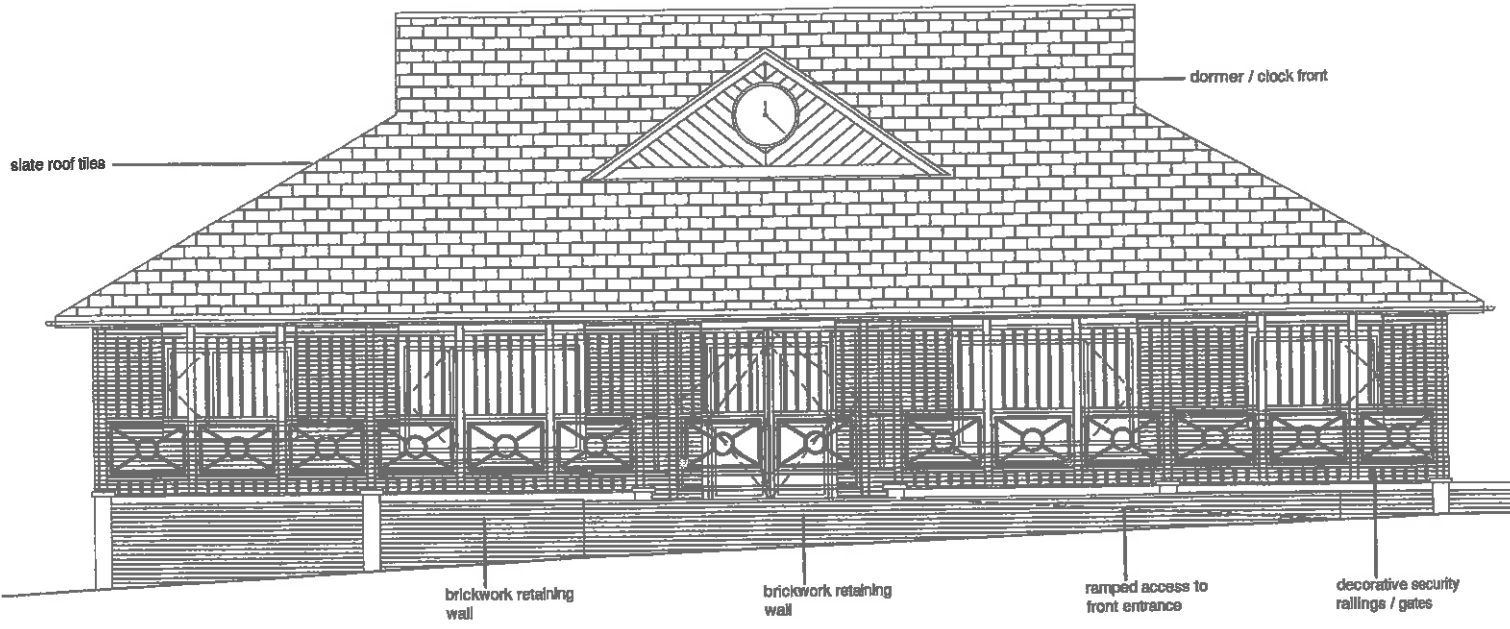
It is hoped that the Options presented in this report can form a basis for developing a brief and design for the future of the West Park Pavilion.

Appendices

1. Existing Floor Plan
2. Option 1A – Proposed Floor Plan
3. Option 1A – Estimated Costs
4. Option 2A – Proposed Floor Plan
5. Option 2A – Estimated Costs

Prepared by: _____ **WAS Architects**

Date: 4th December 2017



W/a CHARTERED ARCHITECTS

UCKFIELD HASTINGS

Tel: 01825 788222 Tel: 01424 421067

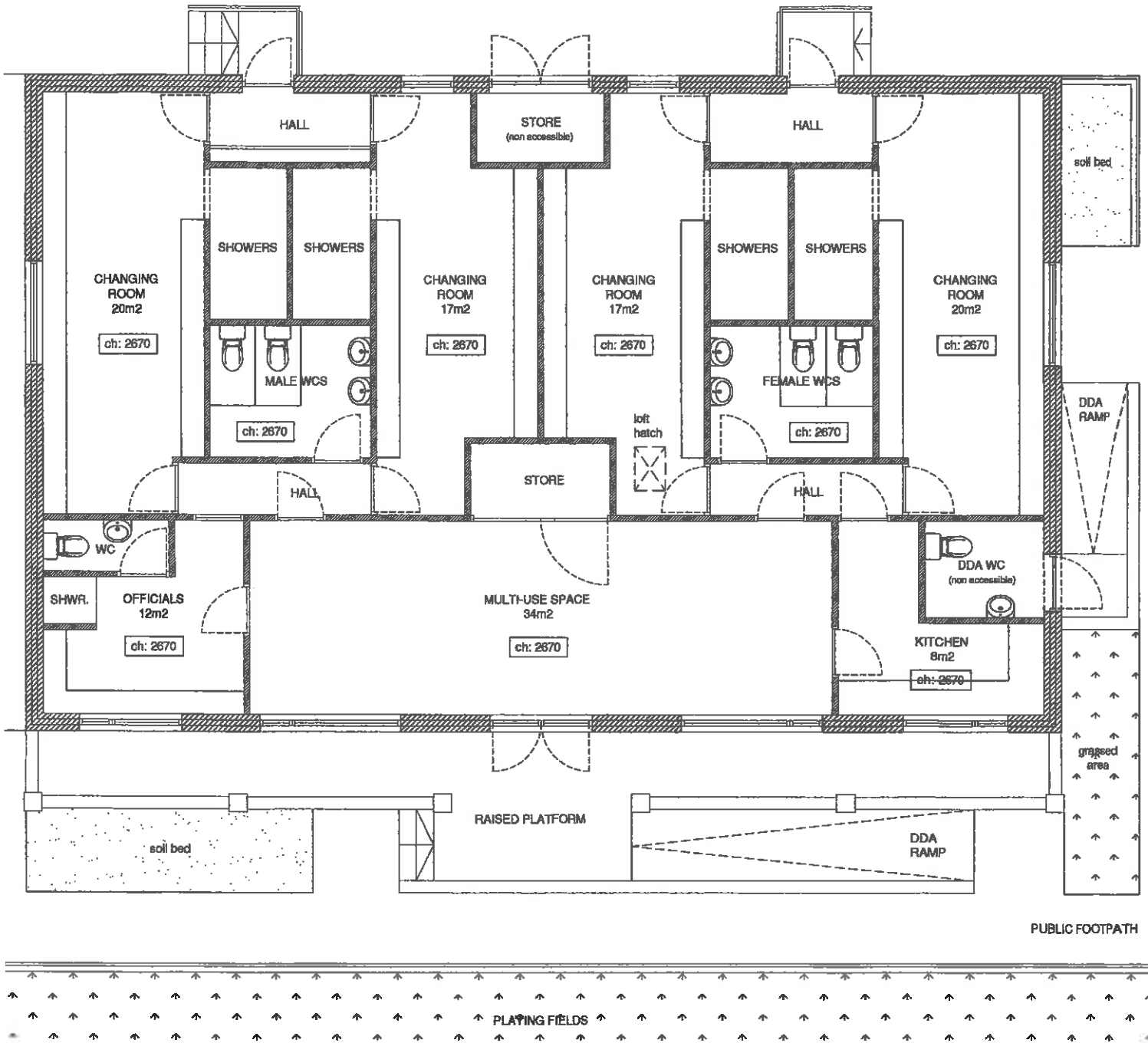
Job Title.

WEST PARK PAVILION, UCKFIELD,

Revisions	Date
Description.	
EXISTING ELEVATIONS	
Scale: 1:100 @ A4	Drawn By:
Date: 04/12/17	
Drawing No:	UD.17.213.100.30

PARKING FORECOURT

REFUSE STORAGE AREA



Revisions

Date

Description.

**EXISTING
GROUND FLOOR PLAN**

Scale: 1:100 @ A4

Drawn By:

Date: 04/12/17

Drawing No:

UD.17.213.100.10



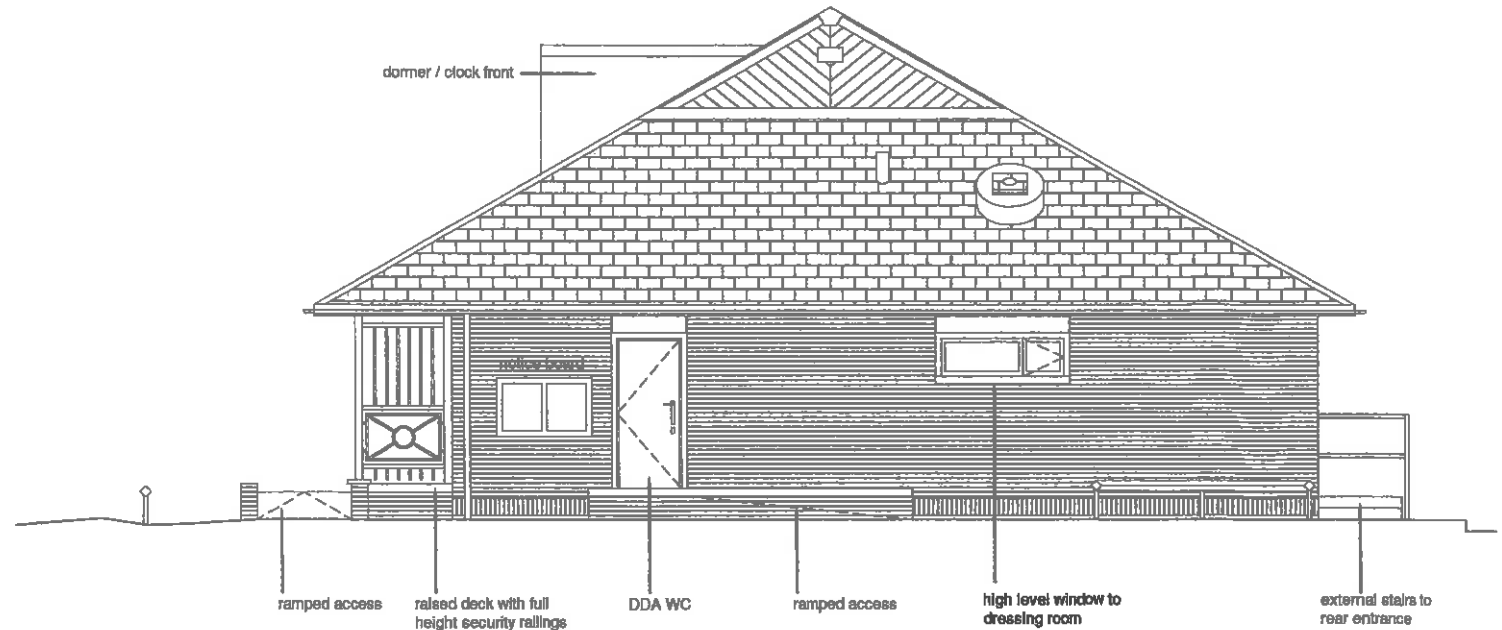
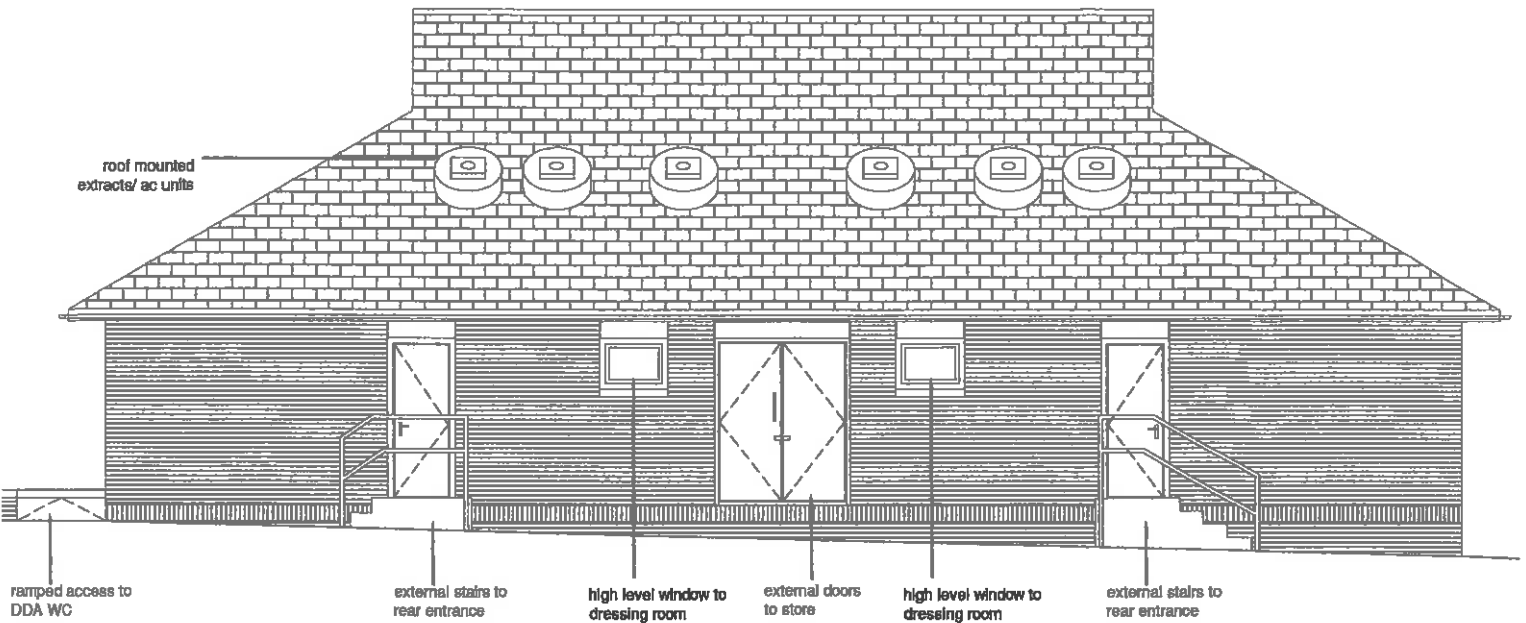
CHARTERED ARCHITECTS

UCKFIELD
Tel: 01825 768222

HASTINGS
Tel: 01424 421067

Job Title.

WEST PARK PAVILION, UCKFIELD,



W&A CHARTERED ARCHITECTS

UCKFIELD HASTINGS

Tel: 01825 788222 Tel: 01424 421067

Job Title:

WEST PARK PAVILION, UCKFIELD,

Revisions	Date
Description:	
EXISTING ELEVATIONS	

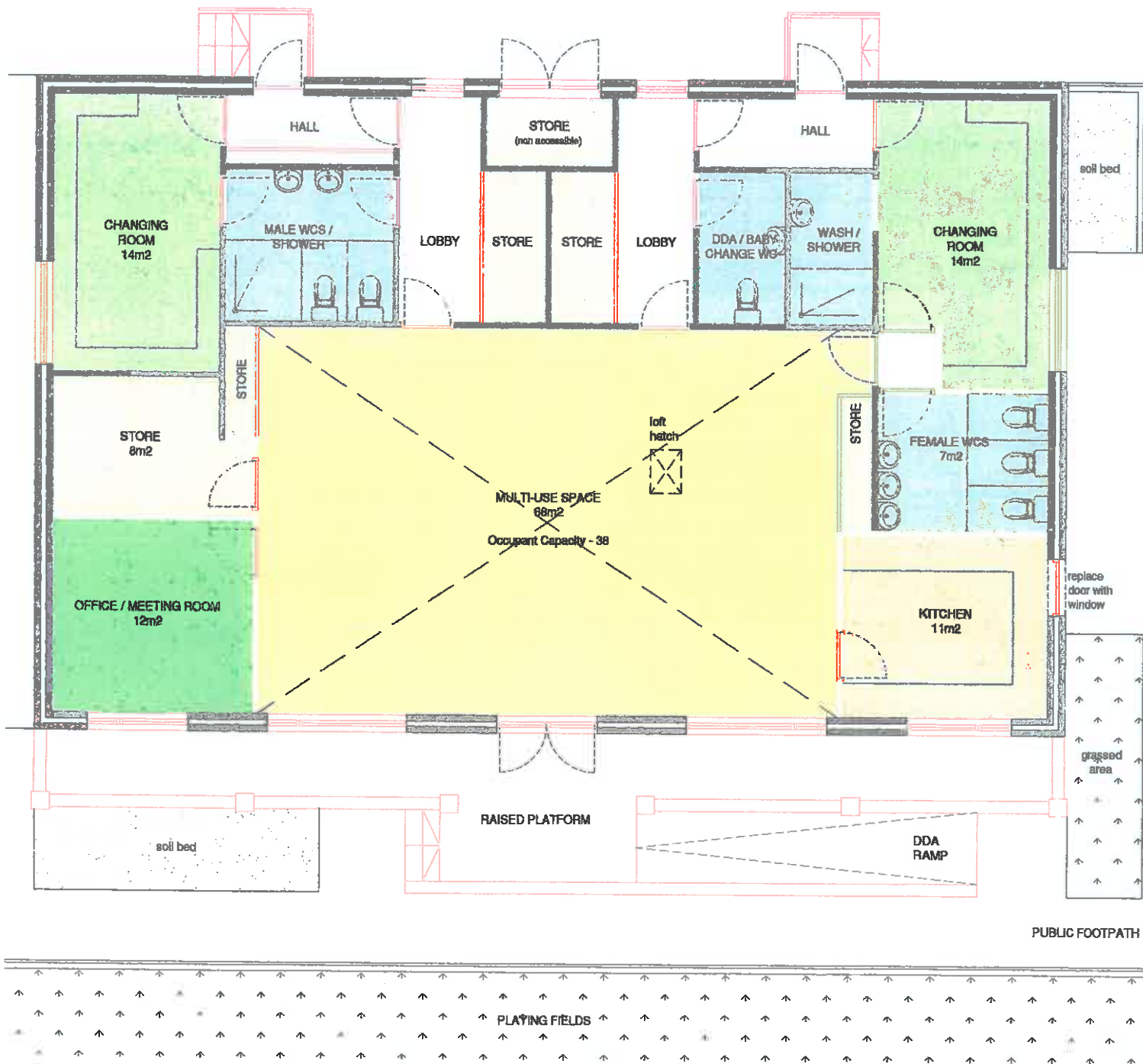
Scale: 1:100 @ A4 Drawn By:

Date: 04/12/17

Drawing No: UD.17.213.100.32

PARKING FORECOURT

REFUSE STORAGE AREA



Revisions

Date

W/a CHARTERED ARCHITECTS
 UCKFIELD HASTINGS
 Tel: 01825 768222 Tel: 01424 421067

Description.
PROPOSED GROUND FLOOR PLAN - OPTION 01a

Job Title.
WEST PARK PAVILION, UCKFIELD,

Scale: 1:100 @ A4 Drawn By:
 Date: 04/12/17

Drawing No: UD.17.213.100.01a

Date: 04.12.17

Estimated Costs Option 1A

To:
Uckfield Town Council
Council Offices,
Civic Centre, Uckfield,
East Sussex TN22 1AE

Project:
Conversion/ Upgrade of Sports Pavilion at:
West Park, Markland Way, Uckfield, East Sussex TN22 2DG

Prepared by:
WAS Chartered Architects
96-98 High Street, Uckfield,
East Sussex TN22 1PU

PRELIMINARY NOTES

This cost estimate has been prepared based on architect's feasibility drawing UD.17.213.100.01A and related existing drawings.

It should be noted that estimates based on this stage of design are very 'broad brush' as the brief, design and specification have yet to be considered, developed and confirmed by the client.

Prices are based on current rates of labour, materials, and plant 2nd Quarter 2017 and exclude VAT.

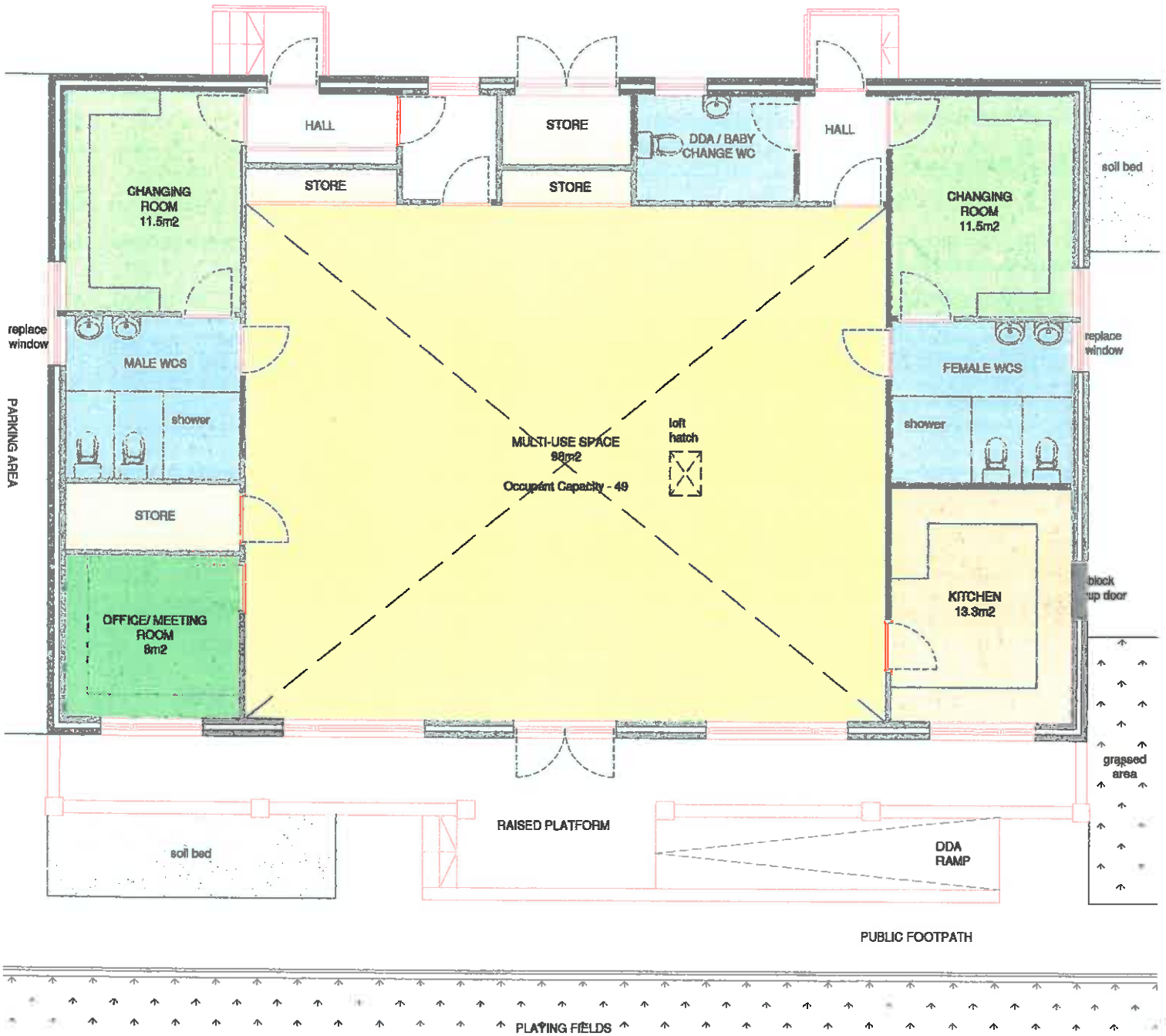
Site clearance cost allow for removing demolished materials off-site as required by Technical Guidance WM3 Waste Classification (2015) published by the Environment Agency. It is assumed that the building contains no hazardous materials.

Costs include 10% for contingencies and 5% for design risk.

ITEM	DESCRIPTION	COST
1	Site clearance -- demolitions, stripping out services etc	3,500
2	Allowance for alterations to incoming services	2,000
3	Professional fees (incl structural check)	6,000
4	Preliminaries	15,000
5	Ground floor/upgrade works (no increase in insulation)	8,500
6	External Walls lining upgrade	7,500
7	Ceiling works and insulation upgrade	10,000
7	Internal Walls and doors	25,000
8	Finishes	10,000
9	Joinery and fittings	12,000
10	Plumbing and heating	30,000
11	Electrics, ventilation, fire alarm, security alarm	25,000
12	Decoration	6,000
13	Miscellaneous Work	14,500
	TOTAL ESTIMATED CONSTRUCTION COST	£175,000

PARKING FORECOURT

REFUSE STORAGE AREA



Revisions

Date

Description.

PROPOSED
GROUND FLOOR PLAN - OPTION 02a

Scale: 1:100 @ A4

Drawn By:

Date: 04/12/17

Drawing No:

UD.17.213.100.02a



CHARTERED ARCHITECTS

UCKFIELD
Tel: 01825 768222

HASTINGS
Tel: 01424 421067

Job Title.

WEST PARK PAVILION, UCKFIELD,

Date: 04.12.17

Estimated Costs Option 2A

To:
Uckfield Town Council
Council Offices,
Civic Centre, Uckfield,
East Sussex TN22 1AE

Project:
Conversion/ Upgrade of Sports Pavilion at:
West Park, Markland Way, Uckfield, East Sussex TN22 2DG

Prepared by:
WAS Chartered Architects
96-98 High Street, Uckfield,
East Sussex TN22 1PU

PRELIMINARY NOTES

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It should be noted that estimates based on this stage of design are very 'broad brush' as the brief, design and specification have yet to be considered, developed and confirmed by the client.

Prices are based on current rates of labour, materials, and plant 2nd Quarter 2017 and exclude VAT.

Site clearance cost allow for removing demolished materials off-site as required by Technical Guidance WM3 Waste Classification (2015) published by the Environment Agency. It is assumed that the building contains no hazardous materials.

Costs include 10% for contingencies and 5% for design risk.

ITEM	DESCRIPTION	COST
1	Site clearance – demolitions, stripping out services etc	5,000
2	Allowance for alterations to incoming services	2,000
3	Professional fees (incl structural check)	6,000
4	Preliminaries	25,000
5	Ground floor/upgrade works (no increase in insulation)	12,500
6	External Walls lining upgrade	8,500
7	Ceiling works and insulation upgrade	13,500
7	Internal Walls and doors	38,000
8	Finishes	15,000
9	Joinery and fittings	35,000
10	Plumbing and heating	35,000
11	Electrics, ventilation, fire alarm, security alarm	28,000
12	Decoration	8,000
13	Miscellaneous Work	17,500
	TOTAL ESTIMATED CONSTRUCTION COST	£250,000

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Meeting of the General Purposes Committee

Monday 5th March 2018

Agenda Item 6.4

TO CONSIDER PROPOSALS TO EXTEND RIDGEWOOD VILLAGE HALL

1.0 Summary

1.1 Members will be aware from previous updates by the representative for Ridgewood Village Hall Committee that the Committee wishes to submit an application to extend the Village Hall.

1.2 This report seeks to update members and obtain approval from Uckfield Town Council for Ridgewood Village Hall Committee to proceed with their plans.

2.0 Proposal to extend Ridgewood Village Hall

2.1 The Village Hall is owned by Uckfield Town Council but leased out on a long term full repairing lease to the Ridgewood Village Hall Committee. The current lease agreement is for a term of 25 years and due to expire in 2035 as a result of the lease commencing on 29th April 2010. This leaves 17 years left on the lease, which is currently set at £120 per annum. The next review is due in 2020.

2.2 The Village Hall is well used and has a good number of hirers. In the update report presented to General Purposes Committee on 9th October 2017, members were advised that the hall was virtually 100% booked and the committee had a long-held desire to increase the size of the building. Facilities for hirers are currently limited particularly in terms of storage, kitchen space and toilet provision.

2.3 Ridgewood Village Hall Committee have arranged for architect drawings to be produced and these allow for an extension to the rear of the hall, to extend the length of the hall and provide additional storage facilities. These drawings also propose to extend marginally out to the east, towards the recreation ground to allow for greater kitchen space, with a hatch onto the field, and space for toilet provision.

2.4 Due to the proposals of the Village Hall Committee, the Town Clerk sought legal advice to assess whether there were any restrictions to the land upon which the Hall sits and the area within which they wish to extend. As per the screenshot of the map provided in figure 1 over the page, it was confirmed that under the Common Registration Act 1965 or Commons Act 2006, the area hatched in red which incorporates the Village Hall and car park is not registered as either Common Land or Village Green. It was therefore advised that any extension of the hall should be confined to the area hatched red. However the space to the east of the hall between the building wall and village green/common land designation is limited.

2.5 The plan provided was at a scale of 1:3,000 and therefore suggested that there was a perimeter of approximately 2.5 to 3metres east of the hall, and perhaps as far as up to 15 metres to the rear of the hall (south) before encroaching on land which had Common Land/Village Green status.

- 2.6 Legal advice clarified that whilst there is an argument for the erection/extension of a solid building which solely serves the recreational use of a Village Green, this would then prevent any other community use. It would also depend upon the community agreeing to such works.
- 2.7 The current lease agreement for the Village Hall is of the land upon which the existing hall stands, therefore if there is to be any extension, a lease of the additional land would be required.



Figure 1: Land designation
(The area hatched in red is not registered as either Common Land or Village Green. The green area to the right is registered as Town/Village Green).

- 2.8 Members of the Ridgewood Village Hall Committee would like to submit a planning application to the local planning authority (Wealden District Council) to enable full consideration to be given by the Town Council and local residents and any drawings to be considered in finer detail.
- 2.9 Members are therefore asked to consider the above and whether they wish to allow leaseholders, Ridgewood Village Hall Committee, to make an application to the local planning authority.
- 3.0 Cycle stands**
- 3.1 The Ridgewood Village Hall Committee have also asked if bicycle stands can be placed in the hall car park for use by hirers. This would be a matter for the Environment & Leisure Committee to consider within their budget. A paper will be prepared for the next meeting on 26th March 2018.
- 4.0 Recommendations**
- 4.1 Members are asked to note the above report, and;
- 4.2 Advise the Town Clerk if they give approval for Ridgewood Village Hall Committee to proceed with the submission of a planning application to extend Ridgewood Village Hall.

Background Papers: None

Contact Officers: Holly Goring

Meeting of the General Purposes Committee

Monday 5th March 2018

Agenda Item 8.1

TO RECEIVE A REPORT ON THE ADMINISTRATION OF THE COUNCIL

1.0 Summary

1.1 This report details activities and statistics in relation to staff and other areas of Council business.

2.0 Sickness:

2.1

	As at 26/02/18 (27 staff)	As at 28/02/17 (24 staff)
Actual days taken as short term Doctors' certificate	70 days	45 days
Actual days taken as self-certificated sick leave	33.5 days	22 days
Average number of days self-certificated sick leave per person	1.24 days	2.79 days
Actual days taken as long term sick leave	241 days	35 days
Average number of days sickness per person	12.8 days	4.25 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	5.5 days (CBI/AXA)

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

3.0 IT and Computers

3.1 In the period (1 January to 27 February 2018), the Town Council website (www.uckfieldtc.gov.uk) had 1,422 regular users, 2013 sessions of which 82.8% were new visitors. January alone saw 645 regular users and 913 sessions.

3.2 The Civic Centre website (www.uckfieldciviccentre.com) has had 1,081 regular users and 1,518 sessions between 1 January to 27 February 2018 of which 82.2% were new visitors. January alone saw 611 regular users and 836 sessions.

- 3.3 The Facebook page (www.facebook.com/uckfieldtowncouncil) has had 631 “likes” since launch in June 2012. This is nine more ‘likes’ since that reported in January 2018.
- 3.4 The Facebook page (www.facebook.com/luxfords) has had 308 “likes” since its launch in June 2013. This is one more “like” since the last report in January 2018.
- 3.5 The Twitter account for the Town Council (@UckfieldTC) has obtained 921 “followers” since the launch in June 2013. This is 13 more than that reported in January 2018.
- 3.6 The Twitter account for Luxfords (@LuxfordsUCC) has obtained 373 “followers” since its launch in June 2013. This is one more than that reported in January 2018.

4.0 Risk Assessments and Training

- 4.1 Our Facilities Manager has been reviewing all of the Town Council’s risk assessments to ensure that any immediate hazards or issues rated at medium priority level are addressed, where necessary. Detailed fire risk assessments have been undertaken of all of our buildings.
- 4.2 A member of the Grounds staff is booked on Aerial Rescue training in March, to assist with our tree surgery works.

5.0 Accidents and First Aid

- 5.1 Nothing to report.

Background Papers: None

Contact Officer: Holly Goring/Christine Wheatley

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH *OCTOBER 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	<input checked="" type="checkbox"/>
Customer Invoices	<input checked="" type="checkbox"/>
Timesheets	<input checked="" type="checkbox"/>

BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

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

Clerks Account	<input checked="" type="checkbox"/>
General Account	<input type="checkbox"/>
Special Interest Bearing	<input type="checkbox"/>
Lloyds Bank Account	<input type="checkbox"/>

PETTY CASH

Check cash balance and vouchers

Town Council Petty Cash	<input checked="" type="checkbox"/>
Luxfords Petty Cash	<input type="checkbox"/>

Signed *[Signature]*

Print Name *K.A. EVERT*

Dated *29/1/2017*

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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.
E MILES	071 14/9/17	N/A	YGS.	113536 YES
UTC	CC24090 31/10/17	214636	YE	113620 YGS

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
Widgfield Schools	CC34086 27/10/17	YES	10.11.17	105770
SLCC	L32986 11/10/17	YGS.	11/10/17	105743

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
CANEY	Oct 2017	YGS	YGS	27/10/17	426799221

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Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
CROOKS A/c.	456	YGS	YGS	1210

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	OCTOBER 2017	INVICTA UNPAID POSTAGE	YGS.
Luxfords			

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Members comments:-

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Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH *NOVEMBER 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

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 *P. SPRAY*

Dated *31-1-2017*

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Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
CLOCKS A/c.	457	YGS	YGS	1210.

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	NOV 17	MILLGTS £2.10	YGS.
Luxfords			

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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.
CHUBB	6650031 24.10.17	MAINTENANCE ARRANGEMENT N/A	Y/GS	113611-765
GLLECO	FBI131291 27.10.17	10857	Y/GS	113631 Y/GS

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
BALDWIN'S RANGE	CC34259	Y/GS	29.11.17	BACS.
FREIGHT TRANSPORT	L34004	Y/GS	13.11.17.	BACS.

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
Burston	Nov. 17.	Y/GS	Y/GS	24/11/17	432488674

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Members comments:-

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Meeting of the General Purposes Committee

Monday 5th March 2018

Agenda Item 8.3

TO CONSIDER A CONTRIBUTION TOWARDS THE MAINTENANCE OF LIGHTING AT MILL LANE

1.0 Background

- 1.1 In 2017, contact was received from Mr Taylor, of Peter Taylor Associates. Mr Taylor advised the Town Clerk that the Town Council had a historical arrangement in place with Peter Taylor Associates in respect of street lighting in Mill Lane. This arrangement was organised by the then Town Clerk, Linda Butcher.
- 1.2 We have reviewed past Council minutes and have found reference to a contribution made by the Town Council in 1995 of £10.66, and further approval in September 1997, to resolve to contribute £25.00 per annum to Peter Taylor Associates towards the electricity supplied to these street lights. The street lights are located on the side of the Roller Mill building and assist in lighting the way for pedestrians walking through Mill Lane after dark:



1.3 When reviewing our records, we found no evidence to suggest that this company had invoiced us for this amount in the past few years, and in order to honour this contribution from 2017/18 onwards, we would require information on the electricity costs for these lights and details of maintenance costs for General Purposes Committee to consider.

2.0 Estimated costs

2.1 Information has been supplied in line with our request. Unfortunately the utility bill which incorporates the electricity supplied to these two lights forms part of the bill they receive for the communal area of their building i.e. entrance lobby, stairwells, toilets and external lighting. They have therefore estimated that 20% of this bill would be for the external streetlights which are on all night, every day of the year.

2.2 Copies of bills have been provided for 2017 from their utility supplier for the above areas. Please see the table below. 20% of the annual bill equates to £51.60 per annum.

DATE	INVOICED AMOUNT FOR ELECTRICITY SUPPLY
23/12/16 – 27/03/17	£ 53.78
27/03/17- 28/06/17	£ 46.00
28/06/17- 05/09/17	£ 60.36
05/09/17- 13/09/17	£ 9.26
14/09/17- 23/01/18	£ 88.52
TOTAL	£257.92 (20% of this amount is £51.60)

2.3 Over time Peter Taylor Associates have also funded repairs to these lights including employing contractors to deal with faults on the outside lights. In 2014 they fitted two new lamps in the globe fittings, they replaced the two lamps in 2011, fitted new lamps in 2010 and undertook similar works in 2007. Due to the height of the lamps and need to source the appropriate fixtures and fittings, which contractors have sometimes had difficulties locating, invoiced amounts have ranged from £150 to £275 depending on the works taking place.

3.0 Recommendations

3.1 Members are asked to note the report and above figures provided, and;

3.2 consider the request from Peter Taylor Associates for a contribution to be made towards the ongoing cost and maintenance of providing these streetlights, and if agreement is given to contribute, that a decision be made on the amount to be provided per annum.

Background Papers: None

Contact Officers: Holly Goring

Meeting of the General Purposes Committee

Monday 5th March 2018

Agenda Item 9.1 (i)

REPRESENTATIVES ON OUTSIDE BODIES: REPORT OF THE CITIZEN'S ADVICE BUREAU

Trustee Board

The Trustee Board meeting last month mainly discussed two key issues being the roll out of Universal Credit and Homelessness.

The roll out of Universal Credit has already commenced in parts of Wealden district whereby claimants have had to wait for between 6 to 10 weeks for their first payment. This has created serious difficulties and also placed extra strain on Food Banks.

The Uckfield area is expected to commence roll out around June. However, one of the biggest issues throughout Wealden is the distances residents have to travel in order to get support from a Job Centre.

It would appear that Wealden is the only area in the country with no local job centre. Therefore, this is going to be the primary campaign and Citizens Advice will be contacting Nus Ghani and other local MPs to get changes as there was little flexibility at the nearest job centres to achieve change.

Homelessness

The Homelessness Act comes into force in April with an emphasis on homelessness prevention. Wealden DC have stated that they would do their best and were committed to working in partnership but the changes would not improve the availability of affordable housing. Wealden DC would be briefing volunteers and wanted the help of Citizens Advice in managing expectations. If clients were offered housing it may be a private tenancy and may not be in Wealden, with some options including the Medway towns. Citizens Advice are working on a service offer for Wealden DC so they know the level of support offered, dependant on the funding available.

Councillor P. Sparks

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Meeting of the General Purposes Committee

Monday 5th March 2018

Agenda Item 9.1(ii)

Ridgewood Village Hall Committee Tuesday 13th February 2018

The Village Hall Committee met on Tuesday 13th February 2018. There were a number of items on the agenda which members worked through.

- Members were informed that the website was working well and the web developer had provided this to the village hall free of charge;
- They were seeking involvement from the Charity Commission to understand how their policies and procedures could be strengthened. The Committee were also seeking support from organisations such as ACRES (Action with Communities in Rural England) to align their procedures and documentation with best practice. The Committee agreed that they would like to apply for Hallmark award;
- Investigations had been undertaken into licensing practices. The committee were looking to apply for a new Premises Licence and confirmed that hirers would require a licence (and designated premises supervisor) if they charged for drinks. Confirmation of this would need to be provided in advance of any bookings;
- A review would be undertaken of the hall's public liability insurance;
- Guidance had been sought in relation to the General Data Protection Regulations- a privacy notice would need to be added to the website and the way in which hirers' details were maintained and stored had been reviewed;
- Members discussed the review of hire charges for the hall. Revised hire charges would come into effect from 1 April 2018;
- Committee members were asked to keep an eye on cleanliness within the hall and undertake frequent checks;
- The Committee also discussed their proposals for extending the village hall and taking into account the boundaries within which they could extend. A report was due to be presented to General Purposes Committee on 5th March 2018 to explain the proposals being put forward.

Councillor K. Everett

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Meeting of the General Purposes Committee

Monday 5th March 2018

Agenda Item 9.1(vii)

UPDATE ON WEALDEN WORKS

This project runs individually tailored sessions and courses which are free to young people aged 16 - 24 years in the Wealden area who are not in work or education. By developing employability and social skills, motivation and self-confidence, they can move forward with their lives into work, training or further education.

Once participants secure their goals, Wealden Works continue to support them for at least a year to ensure long term success. They are currently achieving a 86% success rate.

Over a hundred people showed their support by attending Wealden Works first Achievement Awards event in December 2017 and a short film gave a real insight into how young people from Uckfield, Hailsham, Heathfield and surrounding villages have overcome personal challenges to move into employment and further education. The local Ambassadors Jayne Torville and Roger Daltry presented certificates and praised both the event and the students.

In the first week of January 2018, a further eight new recruits enrolled on the course and already one has secured employment and another attended an interview for a local Electrical Installation Apprenticeship.

Also, Wealden Works has been actively promoting its mission statement of " Bridging the gap between education and work" at several events including:

- Uckfield Careers Fair
- Uckfield Business Expo
- WDC Chairman's reception
- BBC Radio Sussex & Surrey interview
- Lewes & Eastbourne Job Centres.

Councillor P. Sparks

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