



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 June 2017 at 7pm
in
The Council Chamber, Civic Centre

AGENDA

1.0 DECLARATIONS OF INTEREST

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

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

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

3.0 APOLOGIES FOR ABSENCE

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committees held on the 24th April 2017

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 There are no income and expenditure reports until accounts are completed.

5.3 Bad Debts
(Attached)

6.0 BUILDINGS

- 6.1 To note the current position with the Council's buildings
(Attached)

7.0 POLICY

- 7.1 To consider a review of the Town Council's Publication Scheme –
Policy No. 54
(Attached)

8.0 ADMINISTRATION

- 8.1 To receive a report on the administration of the Council
(Attached)
- 8.2 To receive Members' audit reports
(Attached)

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 9.1 To consider reports from:-
- (i) Citizens Advice Bureau (Attached)
 - (ii) Ridgewood Village Hall Management Committee (nothing to report)
 - (iii) Uckfield and District Preservation Society (nothing to report)
 - (iv) Uckfield Volunteer Centre (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)

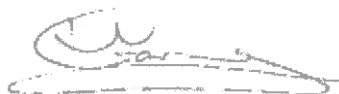
10.0 CHAIRMAN'S ANNOUNCEMENTS

11.0 TOWN CLERK'S ANNOUNCEMENTS

12.0 CONFIDENTIAL BUSINESS

To consider whether to **RESOLVE** to exclude the press and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted:-

- 12.1 To consider a report on Luxfords Restaurant
(Attached)
- 12.2 To consider a proposed amendment to the terms of the Source lease agreement
(to follow)



Town Clerk
30th May 2017

Meeting of the General Purposes Committee

Monday 5th June 2017

Agenda Item No. 5.3

BAD DEBTS UPDATE

1.0 Summary

1.1 The report details the current position regarding bad debts.

2.0 Details

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

- Adoption UK Support Group
- R & R Taxis

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Christine Wheatley

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Meeting of the General Purposes Committee

Monday 5th June 2017

Agenda Item 6.1

TO NOTE THE CURRENT POSITION WITH THE COUNCIL'S BUILDINGS

1.0 Summary

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

2.0 The Buildings

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

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

Repairs have recently been undertaken within the Civic Centre to the espresso coffee machine. A full deep steam clean of kitchen equipment is being undertaken by contractors at the end of May and electrical contractors are visiting the Civic Centre over two days in mid-June to carry out PAT testing (portable appliance testing) to all electrical appliances.

The Council has been made aware that works are required to improve the condition of the steps leading up to the Signal Box. An assessment has been undertaken and quotes are being sought.

Office staff met with a floor technician to assess the condition of the marmoleum floor at Foresters Hall. The floor was considered to be in good condition, but a different method of cleaning would be required to ensure its longevity and maintain cleanliness for longer for hirers. The recommended procedures would be incorporated into the cleaning contract.

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

No updates to report.

3.0 Annual maintenance programme

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

4.0 Recommendations

- 4.1 Members are asked to note the report.

Background Papers: None

Contact Officers: Holly Goring

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UCKFIELD TOWN COUNCIL



~~FREEDOM OF INFORMATION:~~ PUBLICATION SCHEME ~~POLICY~~

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1.0 Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below;
- To specify the information which is held by the authority and falls within the classifications below;
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public;
- To review and update on a regular basis the information the authority makes available under this scheme;
- To produce a schedule of any fees charged for access to information which is made proactively available;
- To make this publication scheme available to the public;
- To publish any dataset¹ held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use.

2.0 Classes of Information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

¹ 'Dataset' is defined in section 11(5) of the Freedom of Information Act (information comprising a collection of information held in electronic form)

How we make decisions

Policy proposals and decisions. Decision-making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

3.0 The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may only be available by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4.0 Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The cost directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory power of public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to the provision of the information.

5.0 Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

6.0 Information available from Uckfield Town Council under the model publication scheme

It is expected that a parish/town council makes the information in the following pages available unless:

- It does not hold the information;
- The information is exempt under one of the FOI exemptions of Environmental Information Regulation exceptions, or its release is prohibited by another statute;
- The information is readily and publicly available from an external website;
- The information is archived, out of date, or otherwise inaccessible, or it would be impractical or resource intensive to prepare the material for routine release.

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Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Website or Hard copy	
Who's who on the Council and it's Committees	Website	Free
	Hard copy	Free
Contact details for the Town Clerk and Council Members	Website	Free
	Hard copy	Free
Location of main Council office and accessibility details	Website	Free
	Hard copy	Free
Staffing structure	Website	Free
	Hard copy	Free
Class 2 – what we spend and how we spent it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum. Annual return form and report by auditor	Website or Hard copy (Website current year only)	
	Website	Free
	Hard Copy	105p per sheet
Finalised budget	Website	Free
	Hard copy	105p per sheet
Precept	Website	Free
	Hard copy	105p per sheet
Borrowing Approval letter	Hard copy	105p per sheet
Financial Standing Order and Regulations	Website	Free
	Hard copy	105p per sheet
Grants given and received	Website	Free
	Hard copy	105p per sheet

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List of current contracts awarded and value of contract	Hard copy	105p per sheet
Members' allowances and expenses* * Annual Town Report	Hard copy*	105p per sheet
Class 3 – what our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website or Hard copy (website current year only)	
Parish Plan (Town Centre MasterPlan) (current and previous year as a minimum)	Website	Free
	Hard copy	105p per sheet
Annual Report to Town Meeting (current and previous year as a minimum)	Website	Free
	Hard copy	Free
Quality Status	Website	Free
	Hard copy	105p per sheet
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – how we make decisions Decision-making processes and records of decisions	Website or Hard copy (website current year only)	
Current and previous Council year as a minimum		
Timetable of meetings (Council, any Committee/sub-committee meetings and Annual Town Meeting.	Website	Free
	Hard copy	Free
Agendas of meetings (as above)	Website	Free
	Hard copy	Free
Minutes of meetings (as above) – NB. This will exclude information that is properly regarded as private to the meeting.	Website	Free
	Hard copy	Free
Reports presented to Council meetings – NB. This will exclude information that is properly regarded as private to the meeting.	Hard copy	105p per sheet
Responses to consultation papers	Hard copy	105p per sheet
Responses to planning applications	Website	Free
	Hard copy	105p per sheet
Bye-laws	Hard copy	105p per sheet
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities	Website or Hard copy	
Current information only		
Policies and procedures for the conduct of Council business:		
Procedural standing orders	Website	Free
	Hard copy	105p per sheet
Committee and sub-committee terms of reference	Hard copy	105p per sheet
Delegated authority in respect of officers	Hard copy	105p per sheet
Policy statements	Hard copy	105p per sheet
Code of Conduct		
Policies and procedures for the provision of services and about the employment of staff:		

Internal policies relating to the delivery of services	Hard copy	105p per sheet
Equality and diversity policy	Hard copy	105p per sheet
Health and safety policy	Hard copy	105p per sheet
Recruitment policies (including current vacancies)	Hard copy	105p per sheet
Policies and procedures for handling requests for information	Website	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	Free
	Website	Free
	Hard copy	Free
Information security policy	Hard copy	105p per sheet
Records management policies (records retention, destruction and archive)	Hard copy	105p per sheet
Data protection policies	Hard copy	105p per sheet
Schedule of charges (for the publication of information)	Website	Free
	Hard copy	105p per sheet
Class 6 – Lists and Registers	Website or Hard copy; some information may only be available by inspection	
Currently maintained list and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provision will suffice)	Hard copy	105p per sheet
Assets register	Hard copy	105p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils.)	By inspection	
Register of Members' interests	Hard copy	105p per sheet
	By inspection	
	Hard copy	105p per sheet
Register of gifts and hospitality	Hard copy	105p per sheet
Burial Registers	Only available by inspection	
Electoral Registers	Only available by inspection	
Class 7 – The services we offer	Website or Hard Copy; some information may only be available by inspection	
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.		
Current information only		
Allotments	Website	Free
	Hard copy	105p per sheet
Burial grounds and closed churchyards	Website	Free
	Hard copy	105p per sheet
Community centres and village halls	Website	Free
	Hard copy	105p per sheet

Parks, playing fields and recreational facilities	Website	Free
	Hard copy	105p per sheet
Seating, litter bins, clocks, memorial and lighting	Website	Free
	Hard copy	105p per sheet
Bus shelters	Website	Free
	Hard copy	105p per sheet
Markets		
Public conveniences		
Agency agreements	Hard copy	105p per sheet
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g., burial fees)	Website	Free
	Hard copy	Free
Newsletter (The Uckfield Voice)	Hard copy	Delivered free to all homes in the town. Free
	Website	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above.		
Town Guide	Website	Free
	Hard copy	Free

7.0 Contact details

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

Telephone: 01825 762774
Fax: 01825 765757

Website: www.uckfieldtc.gov.uk
Email: admin@uckfieldtc.gov.uk

Town Clerk: ~~Mr Ashley Serpis~~ Holly Goring

8.0 Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying at 10 6p per single sided A4 sheet (black and white)	Actual cost
	photocopying at 20 40p per single sided A3 sheet (black and white)	Actual cost
	Photocopying at 20 6p per single sided A4 sheet (colour)	Actual cost
	Photocopying at 40p per single sided A3 sheet (colour)	Actual cost
	Double sided – double the above costs	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory free		In accordance with the relevant legislation
Other		

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Meeting of the General Purposes Committee

Monday 5th June 2017

Agenda Item 8.1

TO RECEIVE A REPORT ON THE ADMINISTRATION OF THE COUNCIL

1.0 Summary

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

2.0 Sickness:

2.1

	As at 26.05.17 (26 staff)	As at 06.06.16 (22 staff)
Actual days taken as short term Doctors' certificate	37 days	0 days
Actual days taken as self-certificated sick leave	3 days	6 days
Average number of days self-certificated sick leave per person	0.12 days	0.27 days
Actual days taken as long term sick leave	37 days	0 days
Average number of days sickness per person	2.96 days	0.27 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 from 1 April 2017. We currently have one member of staff on long term sick leave.

3.0 IT and Computers

- 3.1 Since the last report in April 2017 the website (www.uckfieldtc.gov.uk) has had 519 regular users and 437 sessions of which 73.6% (382 sessions) are new visitors and 26.4% (137 sessions) are returning visitors.
- 3.2 The Civic Centre website (www.uckfieldciviccentre.com) has had 128 regular users and 106 sessions since the last report in April 2017 of which 71.9% (92 sessions) are new visitors and 28.1% (36 sessions) are returning visitors.
- 3.3 The Facebook page (www.facebook.com/uckfieldtowncouncil) has had 581 "likes" since launch in June 2012. This is 4 more "likes" since the last report in April 2017.

- 3.4 The Facebook page (www.facebook.com/luxfords) has had 279 “likes” since the launch in June 2013. This is the same number of “likes” since the last report in April 2017.
- 3.5 The Twitter account for the Town Council (@UckfieldTC) has 818 “followers” since the launch in June 2013. This is 12 more than the last report in April 2017.
- 3.6 The Twitter account for Luxfords (@LuxfordsUCC) has 349 “followers” since its launch in June 2013. This is 13 more than the last report in April 2017.
- 3.7 Office staff attended training on the Uckfield Town Council website software on 10th May 2017 which will assist in increasing staff knowledge of how to update content and upload documents to the website.
- 4.0 Risk Assessments and Training**
- 4.1 The Head Groundsman and three of our four caretakers have now completed their full refresher training and achieved their ‘First Aid at Work’ certificate.
- 5.0 Accidents and First Aid**
- 5.1 Nothing to report.

Background Papers: None

Contact Officer: Susan Allum and Christine Wheatley

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH APRIL 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 K. MACVE

Dated 30-05-17

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.
BEN TOWS	415569 12/4/17	10399 10397	N/C Yes	Yes 113048
KEN/ COUNTY COUNCIL	21/4/17 12847199	10388.	YES.	YES. 113006

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
ACRES	CC32829	YES	3/4/17	BACS. 31/3/17
GSCC	L33028	YES	28/4/17	BACS 21/4/17

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
L RIDLEY	APRIL	YES	YES.	24/4/17	389714342

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
CHARGES A/C.	450	YGS	YGS	YGS.

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council			
Luxfords	SPOT CHECK. 30/5/17	TESCO. 8/5/17 £2.28	YGS

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Meeting of the General Purposes Committee

Monday 5th June 2017

Agenda Item 9.1. (i)

Citizens Advice Bureau

The Citizens Advice Bureau has recently sent a letter to the Town Council which reviews the last financial year and provides details of those supported by their services. Please see below.

Update from Chief Executive of Citizen's Advice Bureau

We thought the Council would welcome a report on the services Wealden Citizens Advice has provided at the Uckfield bureau in the 16/17 financial year thanks to their support.

Overall Wealden Citizens Advice helped **4587 people** with **17,884 issues**. **1,574** of these clients with **5,672** issues were helped at the Uckfield bureau. As in previous years the main reason for clients seeking help related to their financial circumstances, with 1 in 3 seeking help regarding welfare benefits or tax credits and 1 in 5 needing help relating to debt. 1 in 10 issues related to housing, including 425 relating to actual or threatened homelessness. The other main issues were employment and relationship & family matters, each accounting for 7% of enquiries.

Through the efforts of our fantastic volunteers and dedicated staff we have achieved some amazing results for our clients, securing **around £5m in improved financial outcomes** for them. This included **over £3.4m in additional income** such as welfare benefits, tax credits and compensation and **over £1.6m in debt written off** for clients who had frequently faced a significant change in their circumstances, such as accident, ill-health, loss of employment or family breakdown.

According to national survey data, it is estimated that Citizens Advice **helps 2 out of 3 clients resolve their issues**. During our annual **customer satisfaction survey 100% of clients said they would recommend our service**.

Thanks to the support of Wealden District Council and the High Weald Lewes Havens Clinical Commissioning Group (HWLH CCG), we have also been able to maintain an expert money advice service across the District. The HWLH CCG funded project has enabled us to get a clearer idea of the health impact of financial difficulty and how resolving a client's financial difficulties can improve their health. Of the 111 people helped with £1.2m in debt during the 6 month project:

- **4 in 5** had long term health condition/disability
- **half** had mental health issues
- **3 in 4** rated their health as poor or very poor, with over 600 GP visits in 6 months
- **2 out of 3** said illness/accident had contributed to their financial difficulties.
- **half** said their financial difficulties had made their lives nearly unbearable
- **2 in 3** were in serious difficulty & behind on many bills inc. essentials (housing, water & fuel)

After advice, **9 in 10 clients** said they felt: more in control of their finances; less stressed/anxious;
more able to manage their finances and with greater peace of mind for the future.

The work we do therefore has greater benefits than can be seen in the practical outcomes achieved. It is estimated that **2 in 3 clients feel stressed and anxious** about their problem before they come to see us - resolving the practical issue can therefore contribute to reduced anxiety and improved well-being.

Helping someone stay in their home, pay their bills and feel better can also reduce the costs to local services, especially health and local council services - our volunteers alone provide services estimated to be worth over **£0.5m** per year. It is estimated that every £1 spent on Citizens Advice in Wealden saves the taxpayer more than twice that.

We have continued to campaign on the issues affecting people's day to day lives and this year received funding to develop the advice we give to help people keep warm and reduce their energy costs. Through our ***Warm in Wealden*** campaign we helped:

- 230 people get the best tariff/switch supplier at an average saving of £205 – that's over £47k
- 79 people to get the Warm Home Discount of £140 – that's £11,060 in benefits
- 61 people register with the Priority Services Register, which gives them priority reconnection & support in the event of a power cut, protection from cold callers with a password protection scheme, free energy efficiency advice, help with meter readings and an annual gas safety check
- 62 people with fuel debt
- 23 people secure energy efficiency measures
- Secure over £30k in benefits/debt write offs

Much of the success of this campaign relied on us taking information and advice out into the community, including pop up shops in local supermarkets and attending energy events in rural parishes we cannot normally reach. We hope to repeat the campaign next winter.

Taking advice out into the community remains a fundraising priority looking ahead - as we recognise it is not always easy for people to come to us. As a first stage on this journey we have launched ADVICESTOPs in Polegate and Willingdon so clients can get advice closer to home. We want to extend this approach, including home visits for those who might not otherwise be able to access our service.

We are an independent charity - we do not receive any funding from national Citizens Advice or the Government - to provide our service we have to raise every penny ourselves, which is why we are so grateful to Uckfield Town Council for your continued support. We simply could not provide the help we do without you. Thank you!

We will send the Council a copy of our annual report when it is published later in the year.

Citizens Advice Bureau/Cllr. Paul Sparks