



# UCKFIELD TOWN COUNCIL

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

Tel: (01825) 762774 Fax: (01825) 765757  
e-mail: [townclerk@uckfieldtc.gov.uk](mailto:townclerk@uckfieldtc.gov.uk)  
[www.uckfieldtc.gov.uk](http://www.uckfieldtc.gov.uk)

**Town Clerk – Holly Goring**

---

A meeting of the **General Purposes Committee** to be held on  
**Monday 5<sup>th</sup> November 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 1<sup>st</sup> October 2018

4.2 Action list – for information only  
(Attached)

4.3 Project list – for information only  
(Attached)

### 5.0 FINANCIAL MATTERS

5.1 To note bills paid

5.2 To note the income and expenditure reports for 2018/19  
(Attached)

5.3 Bad Debts  
(Attached)

- 5.4 To confirm the fees and charges for 2019/20  
(Attached)
- 5.5 To consider a grant application for funding in 2019/20  
(Attached)
- 6.0 BUILDINGS**
- 6.1 To note the current position with the Council's buildings  
(Attached)
- 7.0 POLICY**
- 7.1 To review the Town Council's Financial regulations in line with the recently amended Standing Orders  
(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
  - (ii) Ridgewood Village Hall Management Committee
  - (iii) Uckfield and District Preservation Society
  - (iv) Uckfield Volunteer Centre
  - (v) Wealden District Association of Local Councils – Management Committee
  - (vi) Wealden District Association of Local Councils – Planning Panel
- 10.0 CHAIRMAN'S ANNOUNCEMENTS**
- 11.0 TOWN CLERK'S ANNOUNCEMENTS**
- 12.0 CONFIDENTIAL BUSINESS**  
To consider whether to **RESOLVE** to exclude the press and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted: -
- 12.1 Action list (confidential business)  
(Attached)
- 12.2 To review the draft lease agreement for the Signal Box  
(Attached)

12.3 To undertake a rent review on Osborne Hall  
(Attached)



Town Clerk  
30<sup>th</sup> October 2018

INTENTIONALLY BLANK

General Purposes Financial Forecast as at 30th September 2019

	Apr 18 Actuals £	May 18 Actuals £	Jun 18 Actuals £	Jul 18 Actuals £	Aug 18 Actuals £	Sep 18 Actuals £	Actuals to Date	Budgets to Date	Oct 18 Budget £	Nov 18 Budget £	Dec 18 Budget £	Jan 19 Budget £	Feb 19 Budget £	Mar 19 Budget £	Total £	2018/2019 Budgets
<b>Sales</b>																
Administration	7	11	22	0	204	27	271	0	0	0	0	0	0	0	271	0
Festive Light Income	0	0	0	0	0	0	0	0	0	0	0	2,000	0	0	2,000	2,000
Special Int. Bearing Interest	33	137	122	45	38	49	424	52	8	8	8	8	8	8	472	100
Interest Misc. (Fixed Rate Bond)	0	0	0	2,021	0	0	2,021	1,243	0	0	0	0	0	0	2,021	1,243
Civic Centre	7,122	11,872	9,882	6,678	11,646	10,084	57,284	45,252	7,633	7,633	7,908	7,633	7,633	7,908	103,632	91,600
Civic Centre Vending Machine	0	0	96	0	0	26	122	248	42	42	42	42	42	42	374	500
Feed-in Tariff Payments	1,413	0	0	2,098	0	0	3,511	2,500	0	1,250	0	0	1,250	0	6,011	5,000
Quickborn Suite rent	708	708	708	708	708	708	4,248	4,252	708	708	708	708	708	708	8,496	8,500
West Park Pavilion	0	0	19	0	41	0	60	40	0	0	30	0	30	0	120	100
Victoria Pavilion	811	908	792	1,324	872	792	5,499	5,598	792	892	1,217	792	792	1,217	11,201	11,300
RHI - C.Centre Boiler	0	0	6,180	0	0	0	6,180	7,400	0	0	1,300	0	0	1,300	8,780	10,000
Victoria Storage Garages	100	0	0	0	0	0	100	100	0	0	0	0	0	0	100	100
Cemetery Chapel workshop	0	0	1,050	0	1,050	0	2,100	2,100	0	0	1,050	0	0	1,050	4,200	4,200
Foresters Hall	227	1,826	4,443	164	1,312	661	8,633	7,552	1,308	1,258	1,258	1,308	1,258	1,258	16,281	15,200
Foresters Chapel	272	0	0	272	0	0	544	543	272	0	0	272	0	0	1,088	1,087
2a Vernon Road, rent	625	0	1,250	625	1,250	0	3,750	3,600	600	600	600	600	600	600	7,350	7,200
Signal Box	333	333	333	333	333	333	1,998	2,002	683	333	333	333	333	333	4,346	4,350
Osborn Hall	0	0	0	0	390	0	390	340	0	0	100	0	0	0	490	440
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	0	0	1,140	0	1,140	1,140
Bridge Cottage	0	0	0	0	0	0	0	3,300	0	0	0	0	1	0	1	3,301
CAB - The Hub	0	0	3,862	0	0	0	3,862	10,215	860	0	4,462	1,075	0	5,538	15,797	22,150
Community Toilet Scheme	0	0	275	0	275	0	550	550	0	0	275	0	0	275	1,100	1,100
<b>Total Sales</b>	<b>11,651</b>	<b>15,795</b>	<b>29,034</b>	<b>14,268</b>	<b>18,119</b>	<b>12,680</b>	<b>101,547</b>	<b>96,887</b>	<b>12,906</b>	<b>12,724</b>	<b>19,291</b>	<b>14,771</b>	<b>13,795</b>	<b>20,237</b>	<b>195,271</b>	<b>190,611</b>

<b>New Initiatives 2018/19</b>																
Data Protection	0	168	0	11	1,007	0	1,186	2,000	0	0	0	0	0	0	1,186	2,000
Bus Service	0	0	944	0	0	1,007	1,951	3,000	0	0	0	0	0	0	1,951	3,000
West Park Pavilion Scheme	0	0	0	0	0	0	0	0	0	0	0	0	0	15,000	15,000	15,000
<b>Total New Initiatives 2018/19</b>	<b>0</b>	<b>168</b>	<b>944</b>	<b>11</b>	<b>1,007</b>	<b>1,007</b>	<b>3,137</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>18,137</b>	<b>20,000</b>

<b>Purchases</b>																
Administration	1,486	2,145	632	1,668	1,596	1,513	9,040	8,482	906	2,430	906	906	2,430	906	17,524	16,966
General Advertising	0	0	181	0	0	0	181	0	0	0	0	800	0	0	981	800
Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	0	500	0	0	500	500
Office Equipment/Computers	745	(1,613)	337	2,571	728	474	3,242	4,748	792	792	792	792	792	792	7,994	9,500
Hospitality	0	0	0	0	0	84	84	0	0	0	0	100	0	0	184	100
Health & Safety	0	0	0	0	0	0	0	0	0	0	1,250	0	0	0	1,250	1,250
Insurances	0	56	6,928	0	0	0	6,984	6,986	26,020	0	0	1,994	0	0	34,998	35,000
Mayor's Allowance	0	0	435	0	0	435	870	871	0	0	435	0	0	435	1,740	1,741
Accountants Fees	0	0	4,500	0	0	0	4,500	4,500	0	0	0	0	0	0	4,500	4,500
Grants Section142	9,418	0	0	0	0	0	9,418	0	19,500	0	0	0	0	0	28,918	19,500
Grants - Power of Competence	12,984	0	0	0	0	0	12,984	0	25,000	0	0	0	0	0	37,984	25,000
Volunteer Bureau SLA	8,000	0	0	0	0	0	8,000	8,000	0	0	0	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	0	0	0	0	0	54	54	0	0	0	450	0	0	0	504	450
Internal Audit Fees	0	0	420	0	0	0	420	0	840	0	0	0	840	0	2,100	1,680
Audit Fees	0	0	0	0	0	2,000	2,000	2,323	0	0	0	0	0	0	2,000	2,323
Professional Fees	387	784	475	125	0	0	1,771	1,774	0	0	0	0	8,826	0	10,597	10,600
Festive Lights	0	0	0	0	0	0	0	0	0	0	0	12,900	0	0	12,900	12,900
Festive Light Electricity	0	0	0	0	174	0	174	0	0	0	0	0	300	0	474	300
Office Staff - Salaries	19,466	16,927	16,396	16,392	18,506	19,287	106,974	122,063	20,344	20,344	20,344	20,344	20,344	20,344	229,038	244,127
Members Allowances	45	0	3,468	0	0	3,744	7,257	7,566	0	0	3,783	0	0	3,883	14,923	15,232
Newsletter	0	400	400	400	400	400	2,000	2,113	352	352	352	352	352	982	4,742	4,855
Bank Charges	43	40	40	43	40	40	246	300	50	50	50	50	50	50	546	600
Civic Centre Running Costs	9,208	6,186	5,232	5,242	4,604	6,965	37,437	40,730	9,911	8,886	9,287	9,636	8,886	9,479	93,522	96,815

General Purposes Financial Forecast as at 30th September 2019

	Apr 18 Actuals £	May 18 Actuals £	Jun 18 Actuals £	Jul 18 Actuals £	Aug 18 Actuals £	Sep 18 Actuals £	Actuals to Date	Budgets to Date	Oct 18 Budget £	Nov 18 Budget £	Dec 18 Budget £	Jan 19 Budget £	Feb 19 Budget £	Mar 19 Budget £	Total £	2018/2019 Budgets
Caretakers - Salaries	7,032	8,141	8,822	8,043	8,487	8,175	48,700	43,180	7,197	7,197	7,197	7,197	7,197	7,197	91,882	86,362
West Park	359	0	188	0	0	257	804	1,946	1,076	62	996	1,026	62	62	4,088	5,320
Victoria Pavilion	1,798	1,039	1,613	392	392	1,998	7,232	9,804	1,322	1,248	1,322	1,248	880	880	14,132	16,704
Cemetery Buildings	134	135	135	135	135	135	809	626	104	104	104	104	104	104	1,433	1,250
Signal Box	0	0	0	1,229	0	0	1,229	0	0	0	0	0	0	0	1,229	0
The Hub	78	1,454	440	300	(403)	658	2,527	3,248	542	542	542	542	542	542	5,779	6,500
Foresters Hall	1,929	684	512	702	380	538	4,745	5,034	471	1,167	637	471	3,489	567	11,547	11,836
2a Vernon Road	49	5	0	0	0	0	54	55	0	145	0	0	0	0	199	200
Bridge Cottage	0	0	0	0	0	0	0	0	0	0	0	0	0	300	300	300
Subscriptions	2,555	75	0	308	0	0	2,938	3,500	0	0	0	0	0	0	2,938	3,500
Training	454	301	100	160	660	50	1,725	2,015	0	0	0	1,485	0	0	3,210	3,500
Other Buildings - Salaries	0	1,170	560	520	650	0	2,900	3,410	760	560	560	790	560	560	6,690	7,200
Wood Pellets	(100)	0	0	0	0	0	(100)	0	0	0	0	0	0	0	(100)	8,300
<b>Total Purchases</b>	<b>76,070</b>	<b>37,929</b>	<b>51,814</b>	<b>38,230</b>	<b>36,349</b>	<b>46,807</b>	<b>287,199</b>	<b>283,274</b>	<b>115,187</b>	<b>43,879</b>	<b>49,007</b>	<b>61,237</b>	<b>55,654</b>	<b>47,083</b>	<b>659,246</b>	<b>663,711</b>

Loan Costs	0	0	0	32,343	0	0	32,343	32,343	0	0	0	31,966	0	0	64,309	64,309
------------	---	---	---	--------	---	---	--------	--------	---	---	---	--------	---	---	--------	--------

<b>Earmarked Reserve Projects</b>																
Renewal of website	0	0	0	0	215	220	435		0	4,510	125	0	1,100	0	6,170	
Renewal of 3 Notice Boards	0	0	0	1,662	0	0	1,662		0	0	0	0	0	0	1,662	
Elections	0	0	0	0	0	4,343	2,097		0	0	0	0	0	0	4,343	
Building Maintenance Fund	3,365	6,515	7,137	51	2,114	0	19,182		0	0	0	0	0	0	19,182	

<b>From Reserves</b>																
Civic Regalia	0	0	0	830	0	0	830		0	0	0	0	0	0	830	

## Luxfords Financial Forecast as at 30th September 2018

	Apr 18 Actuals £	May 18 Actuals £	Jun 18 Actuals £	Jul 18 Actuals £	Aug 18 Actuals £	Sep 18 Actuals £	Actuals to Date	Budgets to Date	Oct 18 Budget £	Nov 18 Budget £	Dec 18 Budget £	Jan 19 Budget £	Feb 19 Budget £	Mar 19 Budget £	Total £	2018-2019 Budgets
<b>Sales</b>																
Restaurant Food sales	8,637	8,541	8,676	8,222	8,266	8,354	50,696	55,600	14,000	10,800	10,800	11,000	9,800	9,800	116,896	121,800
Restaurant Bar sales	512	602	721	834	552	458	3,679	3,750	600	500	750	400	400	400	6,729	6,800
Hire of Luxfords Restaurant	147	110	158	304	147	184	1,050	1,572	188	188	188	188	188	188	2,178	2,700
Function Food Sales	62	1,643	1,216	1,827	432	2,506	7,686	8,900	4,000	2,500	2,000	3,000	1,500	4,500	25,186	26,400
Function Bar sales	1,205	381	1,221	4,087	95	785	7,774	9,400	1,000	500	4,000	1,000	400	1,700	16,374	18,000
Urn hire	102	110	110	22	159	76	579	502	83	83	83	83	83	83	1,077	1,000
Sundry Income	33	25	33	42	33	42	208	0	38	38	38	38	38	38	436	0
<b>Total Sales</b>	<b>10,698</b>	<b>11,412</b>	<b>12,135</b>	<b>15,338</b>	<b>9,684</b>	<b>12,405</b>	<b>71,672</b>	<b>79,724</b>	<b>19,909</b>	<b>14,609</b>	<b>17,859</b>	<b>15,709</b>	<b>12,409</b>	<b>16,709</b>	<b>168,876</b>	<b>176,700</b>
<b>Purchases</b>																
Food purchases	2,924	3,285	2,577	2,862	2,921	2,838	17,407	19,000	4,500	4,000	3,500	3,000	3,000	3,000	38,407	40,000
Bar purchases - non-alcoholic	110	347	428	139	327	46	1,397	1,600	200	200	325	200	300	175	2,797	3,000
Bar purchases - alcoholic	661	217	300	1,654	140	150	3,122	3,850	300	600	750	600	400	500	6,272	7,000
Lux. Paper goods/Consumables	119	550	63	524	28	339	1,623	1,298	217	217	217	217	217	217	2,925	2,600
Lux. Maintenance & Repairs	58	0	110	1,003	0	388	1,559	1,552	258	258	258	258	258	258	3,107	3,100
Lux. Equipment - New & Replacements	1,078	368	0	0	0	3	1,449	1,446	0	554	0	0	0	0	2,003	2,000
Lux. Equipment Hire	0	0	125	0	0	0	125	125	0	125	0	0	0	0	250	250
Lux. Postage	0	58	0	58	0	58	174	174	0	58	0	43	0	0	275	275
Rates	3,107	643	643	643	643	643	6,322	3,750	625	625	625	625	625	625	10,072	7,500
Electricity	614	459	383	363	418	390	2,627	2,902	483	483	483	483	483	483	5,525	5,800
Gas	81	0	52	0	0	40	173	193	89	0	90	0	128	0	480	500
Water	234	332	92	0	0	230	888	774	58	58	58	58	58	56	1,234	1,120
Lux. Telephone	13	13	14	13	14	14	81	98	17	17	17	17	17	17	183	200
Refuse collection	215	226	226	226	226	226	1,345	750	125	125	125	125	125	125	2,095	1,500
StockTaking	185	0	0	185	0	0	370	374	188	0	0	188	0	0	746	750
Lux. Stationery	0	0	0	0	0	0	0	0	0	0	100	0	0	0	100	100
Lux. Recruitment Advertising	0	0	0	0	0	0	0	0	0	150	0	0	0	0	150	150
Lux. General Advertising	94	278	40	91	85	40	628	804	196	332	167	167	167	167	1,824	2,000
Lux. Uniforms	0	0	0	0	0	0	0	0	0	600	0	0	0	0	600	600
Lux. Training	166	0	0	0	0	0	166	166	0	0	334	0	0	0	500	500
Luxfords Salaries	6,964	8,009	8,929	7,017	8,438	7,556	46,913	41,921	6,986	6,986	6,986	6,986	6,986	6,986	88,829	83,837
Luxfords Casual wages	108	462	214	828	442	651	2,705	5,250	875	875	875	875	875	875	7,955	10,500
Lux Credit Charges	98	98	121	121	115	0	553	750	125	125	125	125	125	125	1,303	1,500
<b>Total Purchases</b>	<b>16,829</b>	<b>15,345</b>	<b>14,317</b>	<b>15,727</b>	<b>13,797</b>	<b>13,612</b>	<b>89,627</b>	<b>86,777</b>	<b>15,242</b>	<b>16,388</b>	<b>15,035</b>	<b>13,967</b>	<b>13,764</b>	<b>13,609</b>	<b>177,632</b>	<b>174,782</b>

INTENTIONALLY BLANK



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

**Monday 5<sup>th</sup> November 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:

- Ceroc Zeal
- Society of Garden Designers
- Sussex Partnership NHS FT

**3.0 Recommendation**

3.1 Members are asked to note the report.

Contact Officer: Christine Wheatley

INTENTIONALLY BLANK

## Meeting of the General Purposes Committee

Monday 5<sup>th</sup> November 2018

### Agenda Item No. 5.4

#### TO CONFIRM THE FEES AND CHARGES FOR 2019/20

##### 1.0 Summary

- 1.1 Each year as part of the budget setting process, the Town Council is required to review its fees and charges. This includes the fees and charges for room hire at the Civic Centre, Foresters Hall, and the Victoria and West Park Pavilions.
- 1.2 On 1<sup>st</sup> October 2018, members of General Purposes Committee considered the current fees charges for room hire and proposed changes for 2019/20. The resolution of their discussion was as follows:

##### GP23.10.18

Members **RESOLVED** to:

- (i) consider increasing the hourly hire rate for the two Sports Pavilions at Victoria and West Park, by 2%;
- (ii) consider increasing the hourly room hire rate for the Civic Centre and Foresters Hall, by 2%.

- 1.3 This report provides members with details of the proposed 2% increase per room/building for final approval.

##### 2.0 Proposed room hire rates

- 2.1 The proposed 2% increase on room hire rates has been presented below for each of the buildings:

###### Foresters Hall

	Current room hire rates 2018/19 (per hour excluding VAT)	Proposed room hire rates 2019/20 (per hour excluding VAT)
Main Hall - adult groups	£9.80 (non-commercial) £21.50 (commercial)	£10.00 (non-commercial) £21.95 (commercial)
Main Hall - voluntary youth groups	£4.80	£4.90

###### Victoria and West Park Pavilions

	Current room hire rates 2018/19 (per hour +VAT)	Proposed room hire rates 2019/20 (per hour +VAT)
Non- commercial	£6.34	£6.46
Commercial	£8.88	£9.06

### Civic Centre - Current room hire rates (2018/19)

	Non-commercial (per hour +VAT)	Commercial (per hour + VAT)
Weald Hall (300)	Off peak rate £23.00* Peak rate £28.00**	Off peak rate £40.00* Peak rate £45.00**
Ashdown Room (100)	Off peak rate £12.00* Peak rate £15.00**	Off peak rate £21.00* Peak rate £25.00**
Council Chamber (50)	£14.00	Off peak rate £15.00* Peak rate £18.00**
Green Room (50)		£11.50
Oakleaf Room (25)		£10.50
Martletts Room (30)		£10.50
Mayor's Parlour (10)		£9.00
Luxfords Restaurant		£10.50

### Civic Centre - Proposed room hire rates (2019/20)

	Non-commercial (per hour +VAT)	Commercial (per hour + VAT)
Weald Hall (300)	Off peak rate £23.46 (£23.50)* Peak rate £28.56 (£28.50)**	Off peak rate £40.80* Peak rate £45.90** (£45.80)
Ashdown Room (100)	Off peak rate £12.24 (£12.25)* Peak rate £15.30 (£15.25)**	Off peak rate £21.42* (£21.40) Peak rate £25.50** (£25.40)
Council Chamber (50)	£14.28 (£14.25 or £14.30)	Off peak rate £15.30*(£15.25) Peak rate £18.36** (£18.35)
Green Room (50)		£11.73 (£11.75)
Oakleaf Room (25)		£10.71 (£10.70)
Martletts Room (30)		£10.71 (£10.70)
Mayor's Parlour (10)		£9.18 (£9.20)
Luxfords Restaurant		£10.71 (£10.70)

**3.0 Recommendations**

Members are asked to review the proposed rates for 2019/20 which incorporate a 2% increase and advise if they are happy to approve the proposed figures.

**Contact Officer:** Holly Goring

INTENTIONALLY BLANK

## Meeting of the General Purposes Committee

Monday 5<sup>th</sup> November 2018

### Agenda Item No. 5.5

#### TO CONSIDER A GRANT APPLICATION FOR FUNDING IN 2019/20

##### **1.0 Summary**

- 1.1 On 12<sup>th</sup> September 2018, members of Finance Sub-Committee reviewed a total of 24 applications for community grant funding for 2019/20.
- 1.2 Each year, the Town Council receive a large number of applications and each application is reviewed on its own merits. Representatives from the organisations are invited to attend and present information to support their application as well as answer any questions.
- 1.3 On 1<sup>st</sup> October 2018, members of General Purposes Committee considered the applications received and resolved to approve the recommendation to provide £24,531 in community grant funding in 2019/20 to a range of local community organisations and voluntary groups. This funding would be provided under the General Power of Competence, with a total budget of £25,000 available.
- 1.4 Unfortunately it has since been identified, that an application (*received on 3<sup>rd</sup> August 2018 and in plenty of time before the end of August deadline*) had been missed within the administrative email account of the Town Council. This meant that the application was not reviewed by Finance Sub-Committee on the night of 12<sup>th</sup> September 2018, and not considered alongside all others, when deciding the way in which the funding would be distributed.
- 1.5 A copy of the full application has been provided to members in appendix A (*with only the main application document being attached in the public domain*). Members are asked to consider this application on its own merits, whether they wish to support and provide any financial contribution towards the organisation's project and if a contribution is to be made, from where this funding would be taken.

##### **2.0 Recommendations**

- 2.1 Members are asked to review the attached application for community grant funding for 2019/20 and advise the Town Clerk accordingly.

**Contact Officer:** Holly Goring

INTENTIONALLY BLANK



## Meeting of the General Purposes Committee

Monday 5<sup>th</sup> November 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

5 yearly Electrical installation condition report to be completed.

Restaurant snagging to be completed. Major works are now complete.

###### Victoria Pavilion

Gutters have been cleared.

5 yearly Electrical installation condition report to be completed.

###### The Signal Box

Gutters have been cleared.

A planning application needs to be re-submitted for the hardwood steps.

Health and safety maintenance works have been undertaken on the boiler and, lagging to associated pipework will be completed shortly.

Works are being quoted for to enhance the integrity of the building following a structural surveyors report, this will assist in keeping the building sound for the future.

Fencing to be replaced early 2019 to improve the fencing alongside the Signal Box, adjacent to railway land.

###### Foresters Hall

Gutters have been cleared.

5 yearly Electrical installation condition report carried out and passed.

Minor repairs are being quoted for to stop water ingress in outside porch.

Decorative works need to continue to the entrance area and rear area of the hall, subject to available funding. Quotes are also being sought for the leadwork on the exterior of the building.

### Osborn Hall/Hempstead Lane car park

Quotations have been received to complete repairs and lay new tarmac in the car park. Quotes will be reviewed before instructing works to commence.

Quotes have been received for installing extra security measures on the windows.

### The Hub/CAB

Upgrades to the alarm panel to be carried out.

Quotes to be reviewed for lagging boiler and associated pipework.

### West Park

Gutters have been cleared.

5 yearly Electrical installation condition report carried out, some remedial work to be completed.

Quotes to be received for minor repairs of 2x gable ends on roof.

## 2.2 2A Vernon Road,

No works are outstanding.

## **3.0 Annual maintenance programme**

3.1 As per the project update provided in agenda item 4.3, works are continuing to deliver the year 3 maintenance programme, with work still outstanding at Foresters Hall and Victoria Pavilion.

3.2 We have also approached our surveyors to start the tender process for year 4 of our annual maintenance programme and identify the actual costs involved in carrying out works by obtaining detailed quotations from contractors.

## **4.0 Building Audits**

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

4.2 The Facilities Manager has reviewed the contracts for the Town Council's buildings in terms of security and fire, and made a significant saving in consolidating the maintenance programmes.

4.3 Legionella's risk assessments have been carried out at various buildings. The Facilities Manager will review the recommendations and mitigate risks accordingly.

4.4 Some areas have been improved following the recommendations on the Fire risk assessments.

4.5 The Facilities Manager is also currently reviewing the risk assessments and training requirements for all staff and areas.

## **5.0 Recommendations**

5.1 Members are asked to note the report.

Contact Officers: Holly Goring/Mark Francis

# UCKFIELD TOWN COUNCIL



## FINANCIAL REGULATIONS

Issue No.	Date Agreed	Details of amendments
1	11 <sup>th</sup> October 2005	Reissued in new format
2		Draft 6 (13 <sup>th</sup> May 2008)
3	27 <sup>th</sup> May 2008	General Purposes Minute No. GP.010.05.08
4	17 <sup>th</sup> August 2009	General Purposes Minute No. GP.017.08.09
5	18 <sup>th</sup> April 2011	General Purposes Minute No. GP.104.04.11 Full review undertaken
6	13.04.15	GP.70.04.15 Review and Update
7	15th August 2016	Amendment in response to updated model financial regulations
<u>8</u>	<u>5<sup>th</sup> November 2018</u>	<u>Amendment in line with revised Standing Orders – GP Committee</u>

<b>CONTENTS</b>	<b>Page</b>
General .....	3
Annual Estimates .....	3
Budgetary Control .....	4
Accounting and Audit .....	5
Banking Arrangements and Cheques .....	6
Payment of Accounts .....	6
Payment of Salaries and Wages .....	7
Loans and Investments .....	8
Income .....	8
Orders for Work, Goods and Services .....	9
Contracts .....	10
Payments Under Contracts for Building or Other Construction Works .....	12 <del>1</del>
Stores, Stocks and Equipment .....	13 <del>2</del>
Assets, Properties and Estates .....	13 <del>2</del>
Insurance .....	13 <del>3</del>
Risk Management .....	14 <del>3</del>
Security and Management of Information .....	14 <del>3</del>
Revision of Financial Regulations .....	14 <del>3</del>

## **1.0 GENERAL**

- 1.1 These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective and that it has a sound system of financial control which facilitates the effective exercise of its functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These Financial Regulations are designed to demonstrate how the Council meets these responsibilities.
- 1.2 The post of Responsible Financial Officer (RFO) is a statutory office under section 151 of the Local Government Act 1972 and shall be appointed by the Council. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the Council its accounting records and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
- 1.3 The RFO shall produce financial management information as required by the Council.
- 1.4 At least once a year, prior to approving the annual accounts, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.5 In these Financial Regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in 'Governance and Accountability in Local Councils in England and Wales - A Practitioners' Guide' which is published jointly by NALC and SLCC and updated from time to time.
- 1.6 In these Financial Regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of the Audit Commission Act 2003, or any superseding legislation and then in force unless otherwise specified.
- 1.7 Section 150(5) of the Local Government Act 1972 which governed the stewardship of money held by local councils has been repealed. It required that 'every cheque or other order for the payment of money be signed by two members of the Council'. Although this requirement has been repealed it is felt that it still remains good practice and will be retained by the Council.

## **2.0 ANNUAL ESTIMATES**

- 2.1 Each committee shall formulate and submit proposals to the Council in respect of revenue and capital expenditure for the following financial year, not later than the end of January each year.
- 2.2 Detailed estimates of income and expenditure on revenue services and receipts and payments on capital accounts shall be prepared each year by the RFO.

- 2.3 The Council shall review the estimates not later than the end of January each year and shall fix the precept to be levied for the ensuing financial year. The Mayor or Town Clerk shall issue the precept to the billing authority and shall supply each Member with a copy of the approved budget.
- 2.4 The annual capital and revenue expenditure shall form the Council's budgets and the basis of financial control for the ensuing year.
- 2.5 In considering its annual estimates the Council shall have regard to its current five year Business Plan.
- 3.0 BUDGETARY CONTROL**
- 3.1 Expenditure on revenue items may be incurred up to the amounts included in the approved budget.
- 3.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget for that item of expenditure, unless first approved by the General Purposes Committee or the Urgent Consultation Panel. Unspent provisions in the revenue budget shall not be carried forward to a new financial year, unless moved to other budget headings or placed in an earmarked reserve by resolution of the General Purposes Committee.
- 3.3 The RFO shall regularly provide each committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter.
- 3.4 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement, Health and Safety or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report the action to the appropriate committee as soon as possible thereafter.
- 3.5 Where expenditure is incurred in accordance with Regulation 3.4 above such sums shall be approved by the General Purposes Committee at the next available meeting.
- 3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure, unless the relevant committee is satisfied that it is contained in the capital programme and that the necessary capital funds are available, or the requisite borrowing approval has been obtained.
- 3.7 All capital works relating to contracts shall be administered in accordance with the Council's Standing Orders and these Financial Regulations.

#### **4.0 ACCOUNTING AND AUDIT**

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 4.2 The RFO shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and shall submit them to and report thereon to the Council.
- 4.3 **Anti-Fraud and Corruption**
- 4.3.1 In accordance with the Accounts and Audit Regulations the separation of duties of Officers dealing with financial transactions shall be carried out wherever practical, thus reducing the risk of fraud or suspicion of fraud.
- 4.3.2 Wherever possible arrangement shall be made to ensure that the same two Officers carry out no more than two of the following:-
- (a) The ordering of works, goods or services.
  - (b) The acknowledgement of their receipt,
- and
- (c) The examination and certification of invoices and accounts.
- 4.3.3 Wherever possible, Officers responsible for the examination and checking of records of cash transactions shall not be engaged in any of these transactions.
- 4.4 **Internal Audit**
- 4.4.1 The RFO shall complete the Annual Accounts of the Council and shall submit the accounts for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 4.4.2 The RFO shall ensure that there is an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any Officer or Member shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.4.3 The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to the General Purposes Committee in writing, or in person, on a regular basis with a minimum of

one annual written report in respect of each financial year.  
In order to demonstrate objectivity and independence, the Internal Auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the Council.

4.4.4 The RFO shall make arrangements for the opportunity for inspection of the accounts, and associated documents for the display or publication of any notices and statements of account required by the relevant Acts and Regulations.

4.4.5 The RFO shall, as soon as practicable, bring to the attention of all Members any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative nature.

#### 4.5 Members' Audit

On a monthly basis one Member of the Council will carry out an audit in accordance with the Members' Audit Policy No. 63 and will report their findings to the next meeting of the General Purposes Committee.

### 5.0 BANKING ARRANGEMENTS, CHEQUES AND ELECTRONIC BANKING

5.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the General Purposes Committee. They shall be regularly reviewed for efficiency.

5.2 All monies received by the Council, including Luxford's takings, shall be banked daily and a full record made on the reverse of the paying-in slip

5.3 With the exception of the arrangements set out in Regulation 6.1, all certified invoices and payments shall be paid by cheque, drawn on the Council's accounts and all cheques shall be signed by two members of the Council. A schedule of payments, listed by committee heading, and signed by the same two Members of the Council, shall be provided and presented at the next meeting of the committee.

### 6.0 PAYMENT OF ACCOUNTS

6.1 Apart from petty cash, payments shall be effected by cheque or other order drawn on the Council's bankers.

6.2 All invoices for payment shall be examined, verified and certified by the Officer issuing the order. Before certifying an invoice, the Officer shall be satisfied that the works, goods or services to which the invoice relates have been received, carried out, examined and approved.

6.3 Duly certified invoices shall be examined in relation to arithmetical accuracy and authorisation, and shall be coded to the appropriate expenditure head. The RFO or appropriate Officer shall take all possible steps to settle all invoices or statements submitted, and which are in order, within 30 days of their receipt, or earlier, or in such manner, (e.g. standing order, direct debit etc), if such payment results in benefit to the Council, subject to any initial instruction forms



- or letters being signed by two Members of the Council.
- 6.4 All duly certified invoices will then be entered on the schedule of payments made and presented to the next meeting of the appropriate committee in accordance with Regulation 5.3.
- 6.5 The RFO or other appropriate Officer may authorise petty cash to Officers for the purpose of defraying operational and other expenses. Vouchers, relevant receipts or other supporting documentary evidence for payments made shall be forwarded to the RFO with a claim for reimbursement.
- (a) The RFO shall maintain a petty cash float of no more than £200 for the purpose of defraying operational and other expenses incurred by the Council.
  - (b) The RFO shall maintain a petty cash float of no more than £250 for the purpose of defraying operational and other expenses incurred by Luxfords Restaurant.
  - (c) Re-imburement for sums over £50 from any petty cash float shall only be made by cheque.
  - (d) Income received must not be paid into the petty cash float but must be separately banked as provided in Regulation 9.
  - (e) Management of petty cash will be in accordance with internal audit procedures.
- 6.6. Corporate credit card accounts must be set up to operate within defined limits and cleared monthly by direct debit from the main bank account.
- 7.0 PAYMENT OF SALARIES AND WAGES**
- 7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by the Council.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, National Insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- 7.3 All time sheets where applicable shall be in a form prescribed by the RFO and certified as to their accuracy by the member of staff and countersigned by the appropriate manager.
- 7.4 Appropriate Officers shall notify the RFO as soon as possible of all matters affecting the payment of salaries and wages and in particular:-

- Appointments, resignations, retirements, dismissals, suspensions, secondments and all other staff movements.
- 
- Absences from duty for sickness or other reasons.
- Information necessary to maintain records of service for superannuation, income tax and national insurance.
- Changes in remuneration, allowances or working times.

7.5 The RFO, the Town Clerk or Civic Centre Manager are authorised to make payments of salaries and wages through 'Bankline' subject to such initial permission being signed by two Members of the Council.

7.6 In the event of emergencies where no two authorised Officers are available to make such payments, the RFO, Town Clerk or Civic Centre Manager shall request two Members of the Council to be present.

## **8.0 LOANS AND INVESTMENTS**

8.1 All loans and investments shall be negotiated by the RFO in the name of the Council, and shall be for a set period of time in accordance with any appropriate Council Policy. Changes to loans and investments should be reported to the General Purposes Committee at the earliest opportunity.

8.2 The Council's Investment Policy (No. 45) shall be in accordance with relevant regulations, proper practices and guidance and reviewed at least annually. Prior to the receipt of the precept instalment every six months, the Finance Sub-committee will provide information to the General Purposes Committee on the possible investment of these funds.

8.3 All investments of money under the control of the Council shall be in the name of the Council.

8.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.

8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

## **9.0 INCOME**

9.1 The collection of all sums due to the Council shall be the responsibility of, and under the supervision of the RFO.

9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the RFO and the RFO shall be ultimately responsible for the collection of all accounts due to the Council.

- 9.3 Appropriate committees will review their fees and charges annually following a report by the RFO or other appropriate Officer.
- 9.4 All accounts due will be collected in accordance with these Regulations and any sums found to be irrecoverable or any subsequent bad debts shall be reported to the General Purposes Committee.

Overdue accounts and bad debts shall be treated in the following manner:-

- (i) Customers with outstanding accounts at 90 days shall be passed to a registered debt collector following a final seven day warning at the discretion of the RFO or appropriate Officer of the Town Council.
  - (ii) Any bad debts that cannot be recovered shall be referred to the General Purposes Committee for authorisation to be written off or for authorisation to make arrangements to collect the debt in other ways.
- 9.5 All sums received on behalf of the Council shall either be submitted to the RFO for banking or to the appropriate Officer collecting the money as directed by the RFO. In all cases all receipts shall be deposited with the Council's bankers in accordance with Regulation 5.2 or in such manner as subsequently directed by the Council's Internal Auditor.
- 9.6 A reference to the related invoice, or otherwise, indicating the origin of each receipt, shall be entered on the paying-in slip.
- 9.7. All sums received by BACS will be made available for scrutiny for subsequent audits.
- 9.8 Every transfer of official money from one member of staff to another shall be checked and signed for by the receiving Officer.
- 9.9 The RFO shall promptly complete any VAT return that is required.
- 9.10 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the General Purposes Committee to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.11 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 10.0 ORDERS FOR WORK, GOODS AND SERVICES**
- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate, e.g. petty cash purchases. Where an order number is given verbally, a written order must be raised. Copies of all orders issued shall be retained.

- 10.2 Access to the ordering programme shall be controlled by the RFO.
- 10.3 All Members of the Council and Officers are responsible for obtaining value for money at all times. An Officer issuing an official order is to ensure as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction.
- 10.4 Only the Town Clerk, RFO, Civic Centre Manager or other such Officers nominated by them, may initiate orders which shall be endorsed by a second Officer.
- 10.5 Goods and services received shall be checked against the relevant copy of the purchase order.

#### **11.0 CONTRACTS**

11.1 Every contract, whether made by the Council or by a committee to which the power of making contracts has been delegated, shall comply with these Financial Regulations and no exception from any of the following provisions of these Regulations shall be made other than in an emergency, provided that these Regulations shall not apply to the contracts which relate to items (i) to (iv) below:-

- (i) For the supply of gas, electricity, water, sewerage and telephone services.
- (ii) For specialist services such as are provided by solicitors, accountants, surveyors and planning consultants or other services identifies to be of a specialist nature by the Town Clerk, RFO or Civic Centre Manager.
- (iii) For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
- (iv) For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.

11.2 Where it is intended to enter into a contract:-

- (i) For expenditure of £10,000 or less in value, the Town Clerk or a duly approved Officer shall have authorisation to obtain such goods or services from an appropriate firm.

~~(ii) For expenditure exceeding £10,000 but not exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in Regulation 11.1, the Town Clerk shall invite quotations from at least three appropriate firms.~~

~~(iii) For expenditure which is valued at £25,000 or more, the Council shall comply with the relevant requirement of The Public Contracts Regulations 2015 ("the Regulations"). The Regulations require the Council to use the~~

~~Governments Contracts Finder website to advertise contract opportunities, set out the procedure to be followed in awarding new contracts and to publicise the award of new contracts.~~

- ~~(iv) Where the value of a contract is likely to exceed £164,176 (which may change from time to time) the full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in the Regulations set by the Public Contracts Directive 2014/24/EU~~
- (ii) For any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value between £10,000 but not exceeding £25,000, the Town Clerk shall invite quotations from at least three appropriate firms from a preferred list of contractors as set out in the Financial Regulations.
- (iii) For expenditure which is valued in excess of £25,000 but less than the relevant thresholds subject to Regulations 109-114 of the Public Contracts Regulations 2015 include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity. .
- (iv) Where the value of a contract is in excess of £181,302 (which may change from time to time) for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.
- (v) A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract, or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

- 11.3 Invitations to tender shall state the period and the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. In addition, the invitation shall state that tenders must be addressed to the Town Clerk and the last date by which such tenders should reach the Town Clerk. Each tendering firm shall be supplied with a specially marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for

that contract.

- 11.4 All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk or other appropriate Officer in the presence of at least two Members of the Council.
- 11.5 The Town Clerk or other appropriate Officer shall record the details of the tender, the names and addresses of each tenderer, the amount or price of the tender, the time and place of opening, and the names and signatures of those present at the opening of the tenders. The above details shall be reported to the Council, or where the tenders have been sought by a committee to that committee.
- 11.6 If fewer than three tenders are received for contracts valued above £50,000 or if all the tenders are identical, the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- 11.7 Any invitation to tender issued under this Regulation shall contain a statement of the effect of Standing Orders Nos: 25.1. 25.2 and 25.3.
- 11.8 When applications are made to waive Standing Orders relating to contracts to enable tenders to be negotiated without competition, the reason shall be embodied in a recommendation to the General Purposes Committee.
- 11.9 Neither the Council, nor any committee is bound to accept the lowest or any tender.

## **12.0 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract, by the RFO upon receipt of authorised certificates issued by the architect or other consultants engaged to supervise the contract and a valid claim for payment from the contractor. (Subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payments by instalments, the RFO shall maintain a record of all such payments. In any case when it is estimated that the total cost of the work carried out under a contract, excluding fluctuation clauses, will exceed the contract sum by five per cent or more, a report shall be submitted to the Council or relevant committee.
- 12.3 Any variation to a contract, or addition to, or omission from a contract must be approved by the Town Clerk in writing. The Council or appropriate committee should be informed where the final cost is likely to exceed the financial provision.

### **13.0 STOCKS, STORES AND EQUIPMENT**

- 13.1 The Officer in charge of each section shall be responsible for the care and security of all relevant buildings, furniture, equipment, cash, stocks and stores in that section.
- 13.2 Appropriate Officers shall ensure that all conditions of insurance are complied with in respect of cash, valuables and property.
- 13.3 Delivery notes or invoices must be obtained in respect of all goods received, and goods must be checked as to quantity and quality against the purchase orders at the time delivery is made.
- 13.4 Stocks and stores shall generally be maintained at the minimum levels consistent with operational requirements.
- 13.5 The RFO or appropriate Officer shall be responsible for periodic checks of stocks and stores at least annually.

### **14.0 ASSETS, PROPERTIES AND ESTATES**

- 14.1 The Town Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all assets owned by the Council, recording the location, extent, plan, reference, purchase details, (where possible), nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with the current Accounts and Audit Regulations.
- 14.2 The RFO shall ensure that an appropriate and accurate register of assets and investments is kept up to date. The continued existence of tangible assets shown on the register shall be verified at least annually with a safety inspection of assets.
- 14.3 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consent required by law, save where the estimated value of any one tangible movable property does not exceed £500.

### **15.0 INSURANCE**

- 15.1 Following the annual risk assessment (Financial Regulations 16.1 and 16.2), the RFO shall effect all insurance and negotiate all claims on the Council's insurers.
- 15.2 The RFO shall be notified of any loss, liability or damage or of any event likely to lead to a claim, and shall report to the appropriate committee at the next available meeting.
- 15.3 The RFO or appropriate Officer shall give prompt notification to the insurers of all new risks, properties or vehicles which require to be insured and of any alterations effecting existing insurances.

15.4 The RFO shall keep a record of all insurances affected by the Council and the property and risks covered and annually review the Council's insurance requirements.

15.5 All appropriate employees of the Council shall be included in suitable fidelity guarantee insurance which shall cover the maximum risk exposure of the Council.

**16.0 RISK MANAGEMENT**

16.1 The Council is responsible for putting in place arrangements for the management of risk. The RFO or appropriate Officer shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the General Purposes Committee at least annually.

16.2 When considering any new activity, the RFO or appropriate Officer shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the General Purposes Committee.

**17.0 SECURITY AND MANAGEMENT OF INFORMATION**

17.1 Records of a financial nature shall be retained in accordance with a schedule of minimum periods to comply with tax and insurance requirements or other instructions or advice received from the appropriate authorities. Regardless of the above all records must be retained, as a minimum, until after the completion of each year's external audit.

17.2 The Council will comply with the Freedom of Information Act and any other appropriate Council policy or other applicable legislation that may be introduced or amended from time to time.

**18.0 REVISION OF FINANCIAL REGULATIONS**

18.1 It shall be the duty of the General Purposes Committee to review these Financial Regulations from time to time. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the General Purposes Committee of any requirement for a consequential amendment to them.



**Meeting of the General Purposes Committee**

**Monday 5<sup>th</sup> November 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 staffing and other matters.

**2.0 Sickness:**

2.1

	<b>As at 29.10.18 (27 staff)</b>	<b>As at 01.11.17 (27 staff)</b>
Actual days taken as short-term Doctors' certificate	77 days	50 days
Actual days taken as self-certificated sick leave	27 days	18 days
Average number of days self-certificated sick leave per person	1.00 days	0.67 days
Actual days taken as long term sick leave	90 days	136 days
Average number of days sickness per person	7.18 days	7.60 days
National average of sick days taken in the public sector per person ( <i>*sickness absence in the labour market – ONS 2016</i> )	4.30 days	4.30 days

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 Risk Assessments and Training**

3.1 A review of training is currently being carried out by the new Facilities Manager.

Contact Officer: Holly Goring

INTENTIONALLY BLANK

Appendix A

UCKFIELD TOWN COUNCIL



**MEMBERS AUDIT FORM**

MONTH JULY 2018.

**Checklist:**

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

**SAGE AUDIT TRAIL (DETAILED)**

Check source documents including nominal code and authorisation.

- |                   |                                     |
|-------------------|-------------------------------------|
| Supplier Invoices | <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 type="checkbox"/>            |
| General Account          | <input checked="" 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 type="checkbox"/>            |
| Luxfords Petty Cash     | <input checked="" type="checkbox"/> |

Print Name HELEN FURTH

Dated 2-10-18

**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.
Cleaners Warehouse	30042 5/6/18	11321	YGS	Chq 114311 YGS
H1 White	1576/18 6593142	11425	YGS	114363 YGS

**Customer Invoices Checked**

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
R. Greig	35278	YGS	11/7/18	Credit Card
ACRES	35316	YGS	4/7/18	BACS 4/7/18

**Timesheets checked**

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
BCEDLG	JULY 18	YGS	YGS	27/7/18	484322617

**Bank Reconciliation Checked**

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
GENERAL	762	YES	YES	1200.

**Petty Cash Checked**

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council			
Luxfords	RANDOM CHECK ON DAY 2/10/18	—	YES.

INTENTIONALLY BLANK

Appendix A

UCKFIELD TOWN COUNCIL



**MEMBERS AUDIT FORM**

MONTH *AUGUST 2018*

**Checklist:**

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

**SAGE AUDIT TRAIL (DETAILED)**

Check source documents including nominal code and authorisation.

- |                   |                                     |
|-------------------|-------------------------------------|
| Supplier Invoices | <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 type="checkbox"/>            |
| General Account          | <input checked="" 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"/>            |

Print Name ..... *DONNA F. FROST*

Dated ..... *15/10/18*

**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.
KENT COUNTY COUNCIL	3208708. 5/8/18	11532	YES	YES. 114456
ALBION BAKERY	19268. 5/8/18	11539	YES	YES. 114494

**Customer Invoices Checked**

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
ESCC	235502	YES.	31.8.18.	BACS Statement 778
ACRES	L35500	YES.	5.8.18	BACS Statement 766

**Timesheets checked**

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
B HARDWICK	AUG 18	YES	YES	31.8.18.	491500469.



**Bank Reconciliation Checked**

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
GENERAL A/C.	779	YES.	YES	1200.

**Petty Cash Checked**

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	AUG 2018.	HARE £300.00	YES.
Luxfords			

INTENTIONALLY BLANK

## Meeting of the General Purposes Committee

Monday 5<sup>th</sup> November 2018

### Agenda Item 9.1 (i)

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

#### **Quarterly Performance Report to Uckfield Town Council - 2018/19 Quarter 2**

##### **Aim of the service**

To provide the advice people need for the problems they face and to improve the policies and practices that affect people's lives. WCA will provide a free, confidential, independent and impartial service, valuing diversity, promoting equality and challenging discrimination. The service is open to all, informing people of their rights and responsibilities.

##### **Key Performance Indicators**

##### **1. Opening Hours**

The Uckfield office has provided advice: face to face, over the phone and by email during the following opening times – skype has not been used. The bureau has only been closed for staff meetings and training.

Day	Face to face	Telephone	Email
Monday	9.30 to 3	9.30 to 3	9.30 to 3
Tuesday	Specialist appts only	Available via other bureaux	
Wednesday	9.30 to 3	9.30 to 3	9.30 to 3
Thursday	9.30 to 3	9.30 to 3	9.30 to 3
Friday	9.30 to 3	9.30 to 3	9.30 to 3

In addition, we offer specialist money advice appointments at the bureau between 9am and 5pm. The financial support of High Weald Lewes Havens Clinical Commissioning Group (HWLH CCG) has now ended and money advice is now funded from within our core service – this has required us to make savings elsewhere.

**From 1 November** we will be making changes to our opening hours given the staff reductions we have had to make to live within our means. While we will be offering the same number of full advice and specialist appointments as we do now, our opening hours for drop-in advice will change to 11am-3pm from 1 November.

We will remain open for telephone advice from 9.30 am to 3pm. Our ADVICELINE is currently operated in partnership with other East Sussex bureaux. The aim of this approach was to extend the times during which calls could be taken by sharing the load across the county. However, this has not been as effective as we would have wished. From 1 November we will be implementing a new approach, offering a voicemail and also text service funded through the Sussex Community Foundation so whatever time of day a client tries to contact us they can

leave a message and we can return their call, booking them a timed appointment if necessary. This has proved effective in other parts of the country in boosting access to advice.

## **2. Premises**

Gaps in the ceiling have been sealed to prevent a recurrence of the unusual dust issue that forced the closure of the office for 1 week and in preparation for more substantial work on the roof in due course.

## **3. Reporting**

The Uckfield office helped **773 clients** in the first half of 2018/19, comparable to last year given the office was closed for 1 week and given the amount of training we have had to do e.g. to comply with GDPR changes.

**2 in 5** of our clients had a disability/long term health condition and **1 in 4** were 60 or over.

Clients raised **2,857 issues** - giving a ratio of **3.7 issues per client**. This is a higher ratio than last year and reflects the fact that the bureau's caseload is becoming increasingly complex with clients often visiting the bureau multiple times e.g. because of multiple debts or to appeal an incorrect benefit assessment. We are increasingly seeing "regular" clients who have real difficulties managing their day to day lives and have nowhere else to turn for support.

A full summary of the issues handled is attached at annex A.

Of the issues raised the main five areas of advice were as follows: welfare benefits 33%; debt 18%; employment 10%, housing 7.5% and relationships & family 6.5%.

The Uckfield team secured **£394,982 in improved financial outcomes** in this quarter - this could be anything from an increase in benefits, compensation, a refund, debt write-off, successful appeal or challenge. The team gained **£192,811 in additional income** (e.g. benefits/tax credits) for clients over this period (£103,782 of which was for Uckfield residents) and, with the support of our specialist money adviser, helped clients write off £200k in debts. The team also helped 29 people who were homeless or threatened with homelessness.

Our annual customer satisfaction survey (Jan-March 18) showed **99%** of clients as being happy or very happy with the service they received. There have been no complaints about the service this quarter.

Our top priorities for research & campaigns remain:

- The operation of the welfare benefits system, particularly for those making claims for sickness and disability benefits. We are currently working on a report which exposes the additional difficulties experienced by clients living in rural communities e.g. getting to assessment and appeal venues. We hope the report will be published later this year.
- The implementation of Universal Credit, particularly having outreach in place in all the town hubs of the District. A DWP outreach service will be offered from the bureau when Universal Credit claims start to come through following the go live on 26 September.

We are fortunate to have around 32 volunteers at Uckfield.

These volunteers have been supported by:

- full time equivalent advice session supervision
- a day a week admin support
- 1 day a week trainer

The hours available for training and cover supervision have reduced since 1 August and access to the help of specialist benefits staff at Hastings Advice & Representation Centre has now ended following the termination of CCG funding.

Wealden Citizens Advice is also supported by 9 volunteer trustees.

#### 4. Other service developments

We have been successful in securing a number of sources of funding to maintain our *Warm in Wealden* campaign this year. Along with colleagues in Citizens Advice across East Sussex and RetrofitWorks we have also been successful in our bid to run the Warm Home Check Service for East Sussex County Council this year - a service which aims to ensure the county's most vulnerable residents can stay warm and well.

We do not yet know what the Government's announcement on funding for Citizens Advice to provide support to universal credit claimants will mean in practice, but will keep you informed.

#### Annex A

## Issues

	Issues	Clients
Benefits & tax credits	860	291
Benefits Universal Credit	75	43
Consumer goods & services	82	44
Debt	526	138
Discrimination	55	24
Education	6	4
Employment	288	103
Financial services & capability	138	55
Health & community care	52	30
Housing	216	108
Immigration & asylum	9	5
Legal	141	81
Other	94	62
Relationships & family	184	96
Tax	26	18
Travel & transport	44	30
Utilities & communications	61	20
<b>Grand Total</b>	<b>2,857</b>	

Councillor P. Sparks

INTENTIONALLY BLANK