



UCKFIELD TOWN COUNCIL

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

Tel: (01825) 762774 Fax: (01825) 765757
e-mail: townclerk@uckfieldtc.gov.uk
www.uckfieldtc.gov.uk

Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 18th February 2019 at 7.00pm
in
The Council Chamber, Civic Centre

AGENDA

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

1.0 DECLARATIONS OF INTEREST

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

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

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

3.0 APOLOGIES FOR ABSENCE

4.0 MINUTES

- 4.1 Minutes of the meeting of the General Purposes Committees held on the 7th January 2019
- 4.2 Action list – for information only
(Attached)
- 4.3 Project list – for information only
(Attached)
- 4.4 To receive the minutes of the Finance Sub-Committee meetings held on 9th January 2019 and 6th February 2019
- 4.5 To consider the recommendations of the Finance Sub-Committee meetings held on 9th January and 6th February 2019 (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 note the report of the Internal Auditor (January 2019) (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 Risk Management Policy – No. 29 (Attached)
- 7.2 To consider a review of the Fees and Charges Policy – No. 35 (Attached)

8.0 ADMINISTRATION

- 8.1 To receive a report on Health and Safety within the Council (Attached)
- 8.2 To receive Members' audit reports (Attached)

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 9.1 To consider reports from:-
 - (i) Citizens Advice Bureau (Attached)
 - (ii) Ridgewood Village Hall Management Committee (nothing to report)
 - (iii) Uckfield and District Preservation Society (nothing to report)
 - (iv) Uckfield Volunteer Centre (Attached)
 - (v) Wealden District Association of Local Councils – Management Committee (nothing to report)
 - (vi) Wealden District Association of Local Councils – Planning Panel (nothing to report)
 - (vii) Wealden Works (nothing to report)

10.0 CHAIRMAN'S ANNOUNCEMENTS


11.0 TOWN CLERK'S ANNOUNCEMENTS

12.0 CONFIDENTIAL BUSINESS

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

- 12.1 Action list (confidential business) (Attached)

- 12.2 To consider the rent review of the Former Cemetery Chapels
(to follow)
- 12.3 To consider the rent review of the Victoria Pavilion
(to follow)
- 12.4 To review options for additional security on Town Council property
(to follow)
- 12.5 To consider update on Luxfords Restaurant
(to follow)



Town Clerk
12th February 2019

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Meeting of the General Purposes Committee

Monday 18th February 2019

Agenda Item 4.5

TO CONSIDER THE RECOMMENDATIONS OF THE FINANCE SUB-COMMITTEE MEETINGS HELD ON 9TH JANUARY AND 6TH FEBRUARY 2019

1.0 Summary

1.1 This report sets out the recommendations of the Finance Sub-Committee meetings from 9th January and 6th February 2019 whereby members considered the refreshed Risk Management Policy and the criteria, application form and application process for the Town Council's Community Grant programme.

1.2 At the meeting of Finance Sub-Committee on 9th January 2019, members reviewed the refreshed Risk Management Policy. It was recommended that:

TO REVIEW THE RISK MANAGEMENT POLICY NO. 29.

Members considered the amendments to the Risk Management Policy and queried whether the policy should include GDPR.

FS.11.01.19 It was **RESOLVED** to recommend to the General Purposes Committee the amendments to the Risk Management Policy No. 29 subject to a minor amendment and confirmation that GDPR should be included.

1.3 Reference to the General Data Protection Regulations (GDPR) has since been added to the Risk Management Policy No. 29. This item is due to be considered by General Purposes Committee in agenda item 7.1 at their meeting on 18th February 2019 so no decision needs to be taken specifically in response to this report.

1.4 At both meetings of the Finance Sub-Committee, members reviewed the grant form and procedure for the Town Council's community grant programme. At the meeting of Finance Sub-Committee on 6th February 2019, it was recommended that:

TO REVIEW THE GRANT PROCEDURE

Members discussed a previously circulated version of the grant form which contained various comments from members, together with suggestions for the format of the grants meeting.

FS.13.02.19 It was **RESOLVED** to recommend to the General Purposes Committee the amendments to the Grants Application form and the Grant procedure. Members also proposed that the date for the 2021/2022 grants programme be changed: -

- Closing date for applications 31st January 2021
- Grants meeting held in February 2021

This is to prevent applicants waiting so long for their grant funding.

1.5 A copy of the amendments made to the grant application form, can be found in appendix A of this report.

1.6 A copy of the proposed changes to the grant programme's internal procedures are available to view in appendix B.

2.0 RECOMMENDATIONS

2.1 Members are asked to review the recommendations of the Finance Sub-Committee, and approve:

- (i) the amendments to the Grant application form;
- (ii) the amendments to the Grant programme's internal procedures, and;
- (iii) the proposal to change the dates for the 2021/2022 grants procedure:
 - Closing date for applications 31st January 2021
 - Grants meeting held in February 2021.

Contact Officer: Christine Wheatley

Uckfield Town Council



GRANT APPLICATION FORM

Applicant (Name of group):

Registered Charity: Yes No

Registration Number:

Correspondence Address:

Telephone Number:

Email address:

Web address:

Please read the notes on the reverse of this form before making your application. If you are uncertain about how to answer any of the questions on the form, please contact the Town Council on 01825 762774.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

~~**Applicants are requested to become members of the Uckfield Volunteer Centre and details are enclosed with this application form.**~~

Completed application forms should be returned to: -

grants@uckfieldtc.gov.uk

or

Grants Officer, Uckfield Town Council, Civic Centre, Uckfield, East Sussex TN22 1AE.

**CLOSING DATE FOR APPLICATIONS
FRIDAY 31st August 2019**

If you do not receive a receipt one week from submission of your application, you should contact the council prior to the deadline otherwise your application will be considered inadmissible.

Aims of the Group:

Purpose of grant:

Total costs and details of the project **and supporting evidence:**

Amount of grant applied for:

How will you be funding the running costs of your project/group in future years?

How many people from the Uckfield community will benefit if you are awarded this grant?

Has your group previously applied for a Town Council grant? Yes No

If 'Yes', please give details **both of any previous successful and outstanding bids**

~~Is your group a member of the Uckfield Volunteer Centre? — Yes No~~

Membership

Please state the number of people involved in your group:

Approximately what percentage of your members live in Uckfield?

How many Uckfield residents would benefit from your project?

What is the annual subscription, if any?

Financial

See application form for precise requirements.

Please enclose your latest accepted *examined/audited* accounts and/or financial projections if a new group and other information as follows:

- | | | |
|---|------------------------------|---|
| 1. Income and expenditure account/financial projections | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 2. Balance sheet Current bank statement | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Club/Group's constitution or rules | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Is your group registered for VAT? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Breakdown of project costs and supporting estimate | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Fundraising

What additional fundraising events or activities will you be holding this year?

Please note failing to meet these requirements in full will result in the application being inadmissible. that if any part of the application is not completed or any of the financial or other information not enclosed, your application may not be considered.

I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for grant aid.

I confirm that I have read the policy criteria for grants and agree to comply with them.

I confirm that if a grant is awarded the cheque should be made payable to:

Signed:

Date:

Grants to Local Groups - Policy Criteria

Uckfield Town Council, at its discretion and subject to available funding, provides grants and general support to small local groups ~~and promoting community life organisations which contribute to the welfare of the community by improving or supporting facilities and/or activities in Uckfield Parish. in Uckfield.~~ In 2018/2019 grants totalled £41,285 and were shared between 18 local organisations.

The Council assesses applications for grants in a flexible way, and the following list of guidelines has been drawn up to help those seeking grants. *However full funding is not guaranteed.*

Grants will not be awarded to *commercial or* profit making groups or individuals. Whilst we welcome applications from schools, we will not fund activities or services that the schools have a statutory responsibility to provide.

1. Grants will not normally be available to applicants based outside Uckfield unless their activities can be shown to benefit some of the townspeople.
2. The applicant's activities should be readily available to the community in general.
3. Membership of the group should comprise full- and part-time residents and adhere to anti-discriminatory legislation.
4. The group's programmes of activities should be made available to the Council, and must comply with all relevant health and safety requirements.
5. Current financial status should be confirmed by accepted accounts. New groups, who have been in existence for less than 15 months, must provide a financial projection and copies of their most recent Bank or Building Society accounts.
6. Applicants must demonstrate their attempts to meet their financial requirements, and that they have applied for financial help from other sources.
7. Successful applicants must have a UK Bank or Building Society account in the name of the organisation applying for the grant. We require at least two people to sign each cheque or to make a withdrawal.
8. Applicants **must can** only include any VAT element of their project ~~in any application~~ if they are not able to claim it back from HM Customs and Revenue.
9. Unless the grant is for ongoing, revenue activities, we will not fund activities that have started before we confirm our grant.
10. Consideration will be given to the applicant's viability should a grant not be awarded.
11. All applicants will be required to co-operate with the Uckfield Volunteer Centre in providing information, including equal opportunity data. This may be required from time to time in order to monitor the effectiveness of the grants scheme.
12. If applications for grants are incomplete by the closing date they are unlikely to be accepted.
13. The decision of Uckfield Town Council is final.

~~14.~~ **14. A representative of the applicant group must attend the grant approval meeting to be available to answer questions of the application. Failure to do so will result in the application not being considered. The office must be informed.**

~~prior to the meeting, of any exceptional circumstances where attendance is not possible. Applicants should send a representative to the meeting of the Finance Sub-committee when grants are being considered, as Councillors may have queries or require clarification regarding the application. If any such query cannot be answered Councillors may not be able to consider the application.~~

• ~~15. When a project has been completed all organisations must provide a report of how the money was spent. Any unspent money must be returned to Uckfield Town Council.~~

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• ~~16. As a condition of receiving a grant, organisations will be required to acknowledge the Town Councils support in publicity material. (Prior viewing necessary)~~

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Uckfield Town Council



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UCKFIELD TOWN COUNCIL COMMUNITY GRANT PROGRAMME

The following is a list of suggested improvements, to the internal procedures for administering Uckfield Town Council's Community Grant programme:

Internal UTC Grant Procedures

- Move the timing for setting the grant budget available, so it coincides with the Town Council's budget setting timetable;
- Subsequently the deadline for receipt of applications could be moved to 31st January and the grants meeting take place in February;
- This new timetable could commence in 2020/21, for 2021/22;
- Establish a single point of contact for ALL grant application documents ...post, email etc (create a 'grants@' email address and for post to be addressed to the Grants Officer);
- Confirmation of receipt of the application forms to be sent to applicants within a week (seven days) of receipt;
- Applicants to be reminded that if they do not receive a receipt one week from submission of their application, they should contact the council prior to the deadline otherwise their application would be considered inadmissible.

Guidance for conduct of the grant application meeting

- Outline process to audience at start of the meeting;
- Consider sect 142 grant (CAB) first and explain that this is a separate 'pot' of money;
- In an open meeting, be aware of the attentiveness of the audience to discussions and comments;
- Retain the relaxed formality of the meeting to enable audience to hear what is said;
- Provide a summary handout for attendees (audience) of declarations of interest.

After the meeting

- Organisations must provide a report of how the money has been spent. Any unspent money must be returned to the Council.

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General Purposes Financial Forecast as at 31st December 2018

	Apr 18 Actuals £	May 18 Actuals £	Jun 18 Actuals £	Jul 18 Actuals £	Aug 18 Actuals £	Sep 18 Actuals £	Oct 18 Actuals £	Nov 18 Actuals £	Dec 18 Actuals £	Actuals to Date	Budgets to Date	Jan 19 Budget £	Feb 19 Budget £	Mar 19 Budget £	Total £	2018/2019 Budgets
Income																
Administration	7	11	22	0	204	27	13	10	4	298	0	0	0	0	298	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	313	276	264	1,277	23	8	8	8	1,301	100
Interest Misc. (Fixed Rate Bond)	0	0	0	2,021	0	0	0	0	0	2,021	1,243	0	0	0	2,021	1,243
Civic Centre	7,122	11,872	10,157	6,678	11,922	10,084	6,419	9,824	3,846	77,924	68,426	7,633	7,633	7,908	101,098	91,600
Civic Centre Vending Machine	0	0	96	0	0	26	0	0	0	122	374	42	42	42	248	500
Feed-in Tariff Payments	1,413	0	0	2,098	0	0	1,534	0	0	5,045	3,750	0	1,250	0	6,295	5,000
Quickborn Suite rent	708	708	708	708	708	708	708	708	703	6,367	6,376	708	708	708	8,491	8,500
West Park Pavilion	0	0	19	0	41	0	0	0	0	60	70	0	30	0	90	100
Victoria Pavilion	811	908	792	1,324	872	792	1,235	798	792	8,324	8,499	792	792	1,217	11,125	11,300
RHI - C.Centre Boiler	0	0	6,180	0	0	0	13	0	0	6,193	8,700	0	0	1,300	7,493	10,000
Victoria Storage Garages	100	0	0	0	0	0	0	0	0	100	100	0	0	0	100	100
Cemetery Chapel workshop	0	0	1,050	0	1,050	0	0	1,050	0	3,150	3,150	0	0	1,050	4,200	4,200
Foresters Hall	227	1,826	4,443	164	1,312	661	1,039	5,167	54	14,893	11,376	1,308	1,258	1,258	18,717	15,200
Foresters Chapel	272	0	0	272	0	0	272	0	0	816	815	272	0	0	1,088	1,087
2a Vernon Road, rent	625	0	1,250	625	1,250	0	625	625	625	5,625	5,400	600	600	600	7,425	7,200
Signal Box	333	333	333	333	333	333	333	333	333	2,997	3,351	333	333	333	3,996	4,350
Osborn Hall	0	0	0	0	390	0	0	100	0	490	440	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	3,993	0	0	0	0	3,993	3,300	0	1	0	3,994	3,301
CAB - The Hub	0	0	4,462	1,446	600	0	347	8,484	398	15,737	15,537	1,075	0	5,538	22,350	22,150
Community Toilet Scheme	0	0	275	0	275	0	0	275	0	825	825	0	0	275	1,100	1,100
Total Sales	11,651	15,795	29,909	15,714	22,988	12,680	12,851	27,650	7,019	156,257	141,755	14,771	13,795	20,237	205,060	190,611

New Initiatives 2018/19																
West Park Pavilion Scheme	0	0	0	0	0	0	0	0	0	0	15,000	15,000	0	0	30,000	15,000
Bus Service	0	0	944	0	0	1,007	0	0	0	1,951	3,000	0	0	0	1,951	3,000
Data Protection	0	168	0	11	1,007	0	0	0	0	1,186	814	0	0	0	3,186	2,000
Total New Initiatives 2018/19	0	168	944	11	1,007	1,007	0	0	0	3,137	18,814	15,000	0	0	35,137	20,000

Expenditure																
Administration	1,486	2,145	632	1,668	1,596	1,513	1,505	2,638	420	13,603	12,724	906	2,430	906	17,845	16,966
General Advertising	0	0	181	0	0	0	0	0	0	181	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	592	30	796	4,660	7,124	792	792	792	7,036	9,500
Hospitality	0	0	0	0	0	97	0	22	11	130	100	0	0	0	130	100
Health & Safety	0	0	0	0	0	0	0	0	0	0	0	1,250	0	0	1,250	1,250
Insurances	0	56	6,928	0	0	0	23,361	0	0	30,345	33,006	1,994	0	0	32,339	35,000
Mayor's Allowance	0	0	435	0	0	435	0	0	435	1,305	1,306	0	0	435	1,740	1,741
Accountants Fees	0	0	4,500	0	0	0	0	0	0	4,500	4,500	0	0	0	4,500	4,500
Grants Section142	9,418	0	0	0	0	0	9,418	0	0	18,836	19,500	0	0	0	18,836	19,500
Grants - Power of Competence	12,984	0	0	0	0	0	9,464	0	0	22,448	25,000	0	0	0	22,448	25,000
Volunteer Bureau SLA	8,000	0	0	0	0	0	0	0	0	8,000	8,000	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	0	0	0	0	54	0	87	40	0	181	450	0	0	0	181	450
Internal Audit Fees	0	0	420	0	0	0	0	860	0	1,280	840	0	840	0	2,120	1,680
Audit Fees	0	0	0	0	0	2,000	0	0	0	2,000	2,000	0	0	0	2,000	2,323
Professional Fees	387	784	475	125	0	0	0	450	495	2,716	1,774	0	8,826	0	11,542	10,600
Festive Lights	0	0	0	0	0	0	0	25	0	25	0	12,900	0	0	12,925	12,900
Festive Light Electricity	0	0	0	0	174	0	0	0	0	174	0	0	300	0	474	300
Office Staff - Salaries	19,466	16,927	16,396	16,392	18,506	19,287	19,517	19,305	19,305	165,101	183,095	20,344	20,344	20,344	226,133	244,127
Members Allowances	45	0	3,474	0	0	3,750	0	0	3,789	11,058	11,349	0	0	3,883	14,941	15,232
Newsletter	0	400	400	400	400	400	400	888	400	3,688	3,169	352	352	982	5,374	4,855
Bank Charges	43	40	40	43	40	40	43	40	40	369	450	50	50	50	519	600
Civic Centre Running Costs	9,108	6,186	5,232	5,242	4,604	7,033	7,840	9,478	8,619	63,342	68,814	9,636	8,886	9,479	91,343	96,815
Caretakers - Salaries	7,032	8,141	8,822	8,043	8,487	8,175	8,183	8,493	7,595	72,971	64,771	7,197	7,197	7,197	94,562	86,362
West Park	359	0	188	0	0	293	554	2,664	296	4,354	4,170	1,026	62	62	5,504	5,320
Victoria Pavilion	1,798	1,039	1,613	392	392	1,998	1,050	941	2,275	11,498	13,696	1,248	880	880	14,506	16,704
Cemetery Buildings	134	135	135	135	135	135	135	135	385	1,464	938	104	104	104	1,776	1,250
Signal Box	0	0	0	1,229	0	0	547	2,361	0	4,137	0	0	0	0	4,137	0

** Earmarked Reserves

General Purposes Financial Forecast as at 31st December 2018

	Apr 18 Actuals £	May 18 Actuals £	Jun 18 Actuals £	Jul 18 Actuals £	Aug 18 Actuals £	Sep 18 Actuals £	Oct 18 Actuals £	Nov 18 Actuals £	Dec 18 Actuals £	Actuals to Date	Budgets to Date	Jan 19 Budget £	Feb 19 Budget £	Mar 19 Budget £	Total £	2018/2019 Budgets
The Hub	78	1,454	440	242	(403)	658	835	2,079	730	6,113	4,874	542	542	542	7,739	6,500
Foresters Hall	1,929	684	512	702	380	538	2,049	830	792	8,416	7,309	471	3,489	567	12,943	11,836
2a Vernon Road	49	5	0	0	0	0	0	0	0	54	200	0	0	0	54	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	74	0	0	3,012	3,500	0	0	0	3,012	3,500
Training	454	301	100	160	660	50	548	1,799	64	4,136	2,015	1,485	0	0	5,621	3,500
Other Buildings - Salaries	0	1,170	560	520	650	0	520	650	520	4,590	5,290	790	560	560	6,500	7,200
Wood Pellets	(100)	0	0	0	0	0	710	1,364	1,083	3,057	3,956	1,186	1,184	1,974	14,414	8,300
Total Purchases	75,970	37,929	51,820	38,172	36,349	46,930	87,345	55,139	48,090	477,744	493,920	63,573	56,838	49,057	1,618,876	663,711

** Some from EM Reserves

	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Actuals to Date	Budgets to Date	Jan 19	Feb 19	Mar 19	Total	2018/2019
Earmarked Reserve Projects																
Elections	0	0	0	0	0	4,343	0	0	0	0	0	0	0	0	4,343	
Renewal of 3 Notice Boards	0	0	0	1,662	0	0	0	0	0	0	0	0	0	0	1,662	
Renewal of website	0	0	0	0	215	220	0	0	0	0	1,100	0	0	0	1,535	
Cem B. Maintenance Contract	0	0	0	0	0	0	245	0	0	0	0	0	0	0	245	
Building Maintenance Fund	3,365	6,515	10,307	51	2,114	0	0	0	0	0	0	0	0	0	22,352	

	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Actuals to Date	Budgets to Date	Jan 19	Feb 19	Mar 19	Total	2018/2019
From Reserves																
Civic Regalia	0	0	0	830	0	0	0	0	0	0	0	0	0	0	830	

	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Actuals to Date	Budgets to Date	Jan 19	Feb 19	Mar 19	Total	2018/2019
CIL Receipts																
	4,518						1,419								5,937	

Luxfords Financial Forecast as as 31st December 2018

	Apr 18 Actuals £	May 18 Actuals £	Jun 18 Actuals £	Jul 18 Actuals £	Aug 18 Actuals £	Sep 18 Actuals £	Oct 18 Actuals £	Nov 18 Actuals £	Dec 18 Actuals £	Actuals to Date	Budgets to Date	Jan 19 Budget £	Feb 19 Budget £	Mar 19 Budget £	Total £	2018-2019 Budgets
Sales																
Restaurant Food sales	8,624	8,541	8,676	8,222	8,243	8,354	7,725	10,625	7,449	76,459	91,200	11,000	9,800	9,800	107,059	121,800
Restaurant Bar sales	525	602	721	834	575	458	430	397	715	5,257	5,600	400	400	400	6,457	6,800
Hire of Luxfords Restaurant	147	110	158	304	147	184	63	147	205	1,465	2,136	188	188	188	2,029	2,700
Function Food Sales	62	1,643	1,216	1,827	432	2,480	922	4,238	2,155	14,975	17,400	3,000	1,500	4,500	23,975	26,400
Function Bar sales	1,205	381	1,221	4,087	95	785	1,087	394	1,026	10,281	14,900	1,000	400	1,700	13,381	18,000
Urn hire	102	110	110	22	159	76	150	92	84	905	751	83	83	83	1,154	1,000
Sundry Income	33	25	33	42	33	42	8	33	42	291	0	38	38	38	405	0
Total Sales	10,698	11,412	12,135	15,338	9,684	12,379	10,385	15,926	11,676	109,633	131,987	15,709	12,409	16,709	154,460	176,700
Purchases																
Food purchases	2,924	3,285	2,706	2,862	2,894	3,093	3,179	4,062	2,897	27,902	31,000	3,000	3,000	3,000	36,902	40,000
Bar purchases - non-alcoholic	110	347	428	139	327	46	328	61	298	2,084	2,325	200	300	175	2,759	3,000
Bar purchases - alcoholic	661	217	300	1,654	140	150	471	454	316	4,363	5,500	600	400	500	5,863	7,000
Lux. Paper goods/Consumables	119	550	63	524	28	360	232	207	54	2,137	1,949	217	217	217	2,788	2,600
Lux. Maintenance & Repairs	58	0	110	1,003	0	388	274	95	8	1,936	2,326	258	258	258	2,710	3,100
Lux. Equipment - New & Replacements	1,078	368	0	0	0	3	441	215	0	2,105	2,000	0	0	0	2,105	2,000
Lux. Equipment Hire	0	0	125	0	0	0	0	0	0	125	250	0	0	0	125	250
Lux. Postage	0	58	0	58	0	58	(27)	58	0	205	232	43	0	0	248	275
Rates	3,107	643	643	643	643	643	643	643	643	8,251	5,625	625	625	625	10,126	7,500
Electricity	614	459	383	363	418	390	463	539	700	4,329	4,351	483	483	483	5,778	5,800
Gas	81	0	52	0	0	40	0	0	126	299	372	0	128	0	427	500
Water	234	332	92	0	0	230	0	383	0	1,271	948	58	58	56	1,443	1,120
Lux. Telephone	13	13	14	13	14	14	14	14	15	124	149	17	17	17	175	200
Refuse collection	215	226	226	226	226	226	226	0	116	1,687	1,125	125	125	125	2,062	1,500
StockTaking	185	0	0	185	0	0	185	0	0	555	562	188	0	0	743	750
Lux. Stationery	0	0	0	0	0	0	0	104	0	104	100	0	0	0	104	100
Lux. Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	150	150	150
Lux. General Advertising	94	278	40	91	85	40	60	125	215	1,028	1,499	167	167	167	1,529	2,000
Lux. Uniforms	0	0	0	0	0	0	0	0	0	0	0	0	0	600	600	600
Lux. Training	166	0	0	0	0	0	0	0	0	166	500	0	0	0	166	500
Luxfords Salaries	6,964	8,009	8,929	7,017	8,438	7,556	7,664	8,743	7,586	70,906	62,879	6,986	6,986	6,986	91,864	83,837
Luxfords Casual wages	108	462	214	828	442	651	1,062	420	382	4,569	5,931	875	875	875	7,194	10,500
Lux Credit Charges	98	98	121	121	115	117	109	142	0	921	1,125	125	125	125	1,296	1,500
Total Purchases	16,829	15,345	14,446	15,727	13,770	14,005	15,324	16,265	13,356	135,067	130,748	13,967	13,764	14,359	177,157	174,782

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Meeting of the General Purposes Committee

Monday 18th February 2019

Agenda Item No. 5.3

BAD DEBTS UPDATE

1.0 Summary

1.1 The report details the current position regarding bad debts.

2.0 Details

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

- Ceroc Zeal
- Mr Pretorius
- Adoption UK

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Christine Wheatley

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Uckfield Town Council

Internal Audit Report 2018-19 (Second Interim)

Prepared by Nigel Archer

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

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

Background and Scope

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

This report sets out those areas examined during the course of our recent second interim visit to the Council, which took place on 9th January 2019, supplements the initial work undertaken on 15th & 16th November 2018 and will be subject to further update following the final visit on a date yet to be booked following the year-end close-down in May / June 2019.

Internal Audit Approach

In continuing our review for 2018-19, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or mis-representation in the year-end Statement of Accounts.

Additionally, we have, as previously recorded, updated the rolling strategic programme of work for a further three years (2016-17 to 2018-19) that aims to ensure that those areas assessed as potentially higher risk are examined more frequently in the period.

However, with the previously recorded transition from the “Full Code” audit to the “limited assurance” regime we are now required to report upon an extended range of the Council’s accounting and other processes annually. Consequently, we have and will continue at future visits to undertake work in each area covered by the Internal Audit Certificate of the year’s Annual Return, which now forms the annual Statutory Accounts for the Council.

Overall Conclusion

We are pleased to record that no significant concerns or issues have been identified during the course of testing undertaken to date: consequently, it has not been considered necessary to append an Action Plan of any formal recommendations.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

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

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

- Verified that an appropriate cost centre and nominal ledger structure remains in place;
- Checked and agreed the opening account balances in the Sage software for 2018-19 to the closing Financial Statements for 2017-18 to ensure that all the detailed balances have been properly rolled forward with no matters arising this year;
- Checked and agreed two sample months' receipts and payments transactions (April & September 2018) from the Current account cashbook to relevant bank statements, including the daily "sweeps" to and from the Interest Bearing Reserve account for the same two months; and
- Finally in this area we have checked and agreed the software based bank reconciliations as at 30th April & 30th September 2018 to ensure that there are no long-standing, uncleared items or other another anomalous entries arising.

Conclusions

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

Review of Corporate Governance

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

- Noted that, as in previous municipal years, the Council's extant corporate documentation such as Standing Orders, Financial Regulations, Members' Code of Conduct are subject to on-going review and were again considered fit for purpose following some relatively minor revisions (most latterly in July and November 2018 respectively) to ensure consistency with the recently issued updates to the NALC model documentation;

- Continued our review of the Council's minutes, examining those for the Full Council and its Standing Committee meetings (with the exception of Planning) held to end December 2018 with a view to identifying whether or not any potential issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability – no such issues were identified;
- Noted previously that the Council met all necessary criteria to adopt the General Power of Competence and that this was re-affirmed in May 2015 following the election of the new Council in accord with extant legislation (no consideration was required in 2017-18 or 2018-19); and
- We are again pleased to acknowledge the existence of a plethora of relevant, formally adopted Policies and Procedures, together with more detailed written operating procedures in line with best practice, also noting that these continue to be reviewed and updated periodically.

Conclusions

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

Review of Expenditure

Our aim here is to ensure that: -

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

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

We have extended our testing of payments at this update visit, examining a sample of all those payments individually in excess of £4,000 together with a further selection of every 40th cashbook transaction (irrespective of value) to 31st December 2018. This sample comprised approximately 70 payments, totalled just over £309,500 and represented 49% of all non-pay related costs in the period to that date.

In relation to VAT, the RFO continues to submit quarterly electronic submissions in a timely manner and we have verified that the September 2018 return had been completed in accord with the underlying Sage control account balances.

Conclusions

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

Assessment and Management of Risk

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

- We have previously noted that the Summary Risk Management Policy is presented to Full Council annually and are pleased to note this remains the case currently (most latterly in April 2018) and that this “underpins” several other policies in place to ensure significant risks are controlled and monitored;
- We again note that sound control registers are in place, on a weekly basis, to record the ground staffs’ health and safety inspections of the Council’s various play areas and associated facilities; and
- We have examined the Council’s two insurance policy schedules: that provided by QBE (via brokers JELF) in relation to its properties expiring in October 2019 and that provided by Zurich Municipal in relation to its remaining legal requirements expiring in June 2019 to ensure that appropriate cover is in place. Public Liability cover has been increased to £15 million whilst Employer’s Liability and Fidelity Guarantee cover remain unchanged at £10 million and £1 million respectively. Additionally, appropriate Loss of Revenue is in place in relation to the Civic Centre (at £400,000) and across other sites (at £34,000).

Conclusions

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

Budgetary Control & Reserves

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

- These first two interim visits were too early for any formal deliberations of the Council’s Budget and Reserves for 2019-20 to have been concluded, although we note from recent minutes and Agenda papers and the workload of the RFO at present that due consideration is expected to be finalised at the Full Council meeting later in January.

- We also note that members continue to be provided with periodic budget management reports during 2018-19 to date (generally monthly) and have briefly considered the end November 2018 position and note that whilst there are some “line by line” variances, the overall position would appear to be quite strong at present.

Conclusions

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

Review of Income

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

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

- Noted from Financial Regulations that members are required to review the scales of fees and charges for all its activities annually and have obtained detail of those pertaining to the Civic Centre and Forester Hall lettings, Pavilion & Sports pitch hires, Cemetery activities and allotment rentals for the current financial year (which were duly approved in the previous municipal year);
- Noted that officers and members continue to regularly manage, report on and review long-standing and potential bad debts, the most recent of which did not identify any significant issues to warrant further action at present;
- We have examined the Cemetery income streams at the first interim stage by selecting all those burial register entries for the period April to September 2018 and ensuring that each was duly supported by funeral directors’ application forms and death certificates, that the fees charged for each activity were in accord with the published scales, that relevant Sales Ledger invoices had been raised in Sage and that there were no undue delays with settlements of same;
- As noted earlier in this report, we have checked and agreed two sample months’ receipt transactions in full from cashbooks to bank statements;
- As noted later in this report, verified all interest arising on the NatWest Interest Bearing account and the Lloyds Term deposit for the year to end December 2018;
- Verified a sample week’s Centre and Hall bookings from the diary registers for 19th to 25th November 2018 to the subsequent sales ledger invoicing to ensure that each booking was charged in accordance with the published scales as determined by time of day and the relevant room type and that there were no undue delays in customer settlements. Approximately 50 items were in the sample tested and we are pleased to note that there were no issues requiring further enquiry or explanation by officers; and

- Tested periodic incomes such as rentals for The Hub, Signal Box, Victoria Pavilion, Vernon Road, Quickborn Suite together with sporting facilities such as the two cricket senior teams and the Grasshoppers junior football teams for the year to December 2018 from original sales invoices to ensure that there were no obvious errors or omissions where receipts could have been expected.

Conclusions

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

Petty Cash Accounts and Corporate Debit / Credit Cards

The transition to the “limited assurance” regime requires us to specifically express a view on the operation of petty cash schemes within the Internal Audit Certificate at Part 3 of the revised Annual Governance and Accountability Return.

- Two “office” based petty cash accounts are in operation at the Civic Centre in addition to the general operational floats held for the till functions. These are maintained on a day-to-day basis for the separate use of Administration and Luxford expenses utilising Sage cashbooks for transaction processing and accounts are “topped up” periodically as and when required (usually in round sum amounts of £150) and are not operated on a formal “imprest” basis;
- We have checked and agreed a sample month’s payments (October 2018) on both accounts to ensure that each was supported by an appropriate invoice or till receipt, that VAT (where applicable) was being separately identified for periodic recovery and that the goods or services were appropriate for the Council’s activities. We also note the continuing formal control of the “cash-in-tin” balances and re-imburements, which are subject to independent managerial review; and
- We note that the Council is in possession of a NatWest One Card, with a maximum credit limit of £5,000 and settlement in full by automatic monthly direct debit, and we have checked and agreed the transactions for the month ending 15th September 2018 to supporting documentation, also ensuring the goods and services were appropriate for the Council’s activities.

Conclusions

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

Review of Salaries

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme as further revised from 1st April 2018 in relation to the staff salary contribution bandings.

We have examined the payroll procedures in place and physical payments made to staff to date in 2018-19 by reference to the September 2018 documentation, the underlying detail for which continues to be produced “in house” by the RFO utilising bespoke Sage payroll software. Consequently:

- Gross pay rates have been checked to ensure that the NJC pay award for 2018-19 had been duly implemented;
- PAYE Tax Codes and National Insurance Tables have been checked to ensure that appropriate allowances are being applied for the year following the annual budgetary increases in personal thresholds with effect from April 2018;
- Local Government Pension Scheme deduction rates have been checked to ensure they are in accord with the revisions to the bases of employee contributions, most latterly with effect from 1st April 2018;
- Variable hours and expenses have been verified to individuals’ timesheets and claim forms;
- We have checked and agreed the net pay computations on pay slips to the payroll summaries and resultant electronic NatWest Bankline instructions and the settlement of deductions for HMRC and LGPS; and
- We note that electronic monthly returns are made in a timely and accurate manner in accord with current HMRC legislation (aka Real Time Initiative).

Conclusions

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

Investments and Loans

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

- Currently we note that the Council has one periodic Term deposit with Lloyds Bank (for a twelve month period ending in July 2019) and also, as noted earlier, holds “surplus” funds in an Interest Bearing account at NatWest: we have checked and agreed these balances to the bank’s third party advice note and relevant statements and verified all interest arising thereon for the year to date (end December 2018); and
- The Council has one existing PWLB liability: we have checked and agreed the first instalment repayment for 2018-19 (in August 2018) to their third party direct debit settlement advice notes and Sage cashbooks as part of the higher value supplier testing noted earlier in this report.

Conclusions

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

Meeting of the General Purposes Committee

Monday 18th February 2019

Agenda Item 6.1

TO NOTE THE CURRENT POSITION WITH THE COUNCIL'S BUILDINGS

1.0 Summary

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

2.0 The Buildings

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

The Civic Centre

- The five yearly electrical installation condition report is ongoing;
- The communal corridors and stairwells have been booked for carpet replacement week commencing 18th February, 5 days duration;
- Minor repairs to gutters were carried out late January;
- Luxfords Bar decoration is now completed;
- Six-monthly insurance inspections have been carried out to static and mobile lifts;
- Weald Hall floor has had its annual professional polish;
- A structural engineer has assessed the Weald Hall ceiling to calculate load bearing weights for future development with show/performance facilities;
- The annual boiler service has been scheduled to be carried out.

Victoria Pavilion

- The five yearly electrical installation condition report is completed;
- External steel faced doors have been fitted however temporarily due to contractor errors. We await the return of the contractors;
- Plumbing works are to be carried out following the recent risk assessment;
- A copy of the leaseholder's fire risk assessment has been requested;
- The upstairs intruder alarm has been replaced due to fault beyond repair;
- The annual boiler service has been scheduled to be carried out.

The Signal Box

- The fencing has been replaced adjacent to railway land;
- A copy of the tenant's fire risk assessment has been received;
- Minor repairs to the boiler have recently been carried out.

Foresters Hall

- A locksmith has replaced lock to the store cupboard due to issues raised;
- The annual boiler service has been scheduled to be carried out.

Snatts Road, Chapel

- The fire risk assessment has been received from the Tenants.

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;
- Replacement windows and grates have been installed.

The Hub/CAB/Source

- A copy of the tenant's fire risk assessments have been received.

West Park

- Roof repairs programmed to be carried out in April 2019.

2.2 2A Vernon Road

- The annual boiler service has been scheduled to be carried out.

3.0 Annual maintenance programme

3.1 As per the project update provided in agenda item 4.0, works are near completion for the year 3 maintenance programme, with work still outstanding to the exterior doors at Victoria Pavilion.

3.2 The tender process for year 4 of our annual maintenance programme is underway and will help to identify the actual costs involved in carrying out works by obtaining detailed quotations from contractors.

4.0 Recommendations

4.1 Members are asked to note the report.

Contact Officers: Mark Francis/Holly Goring

UCKFIELD TOWN COUNCIL



RISK MANAGEMENT POLICY

Policy Number 29		
Issue No.	Date completed	Details of amendments
1	01.12.14	GP.39.12.14 – Adopted at General Purposes Committee
2	18.01.16	Reviewed at General Purpose Committee GP.50.01.16
3	06.03.17	GP.42.03.17
4	01.03.18	Finance Sub Committee review of draft amendments
5	09.01.19	Finance Sub Committee review of draft amendments
6	18.02.19	Reviewed Finance Sub-Committee recommendation at GP (18.02.19)

1.0 INTRODUCTION

Uckfield Town Council is aware of its responsibility to manage risk to ensure it achieves its objectives to deliver a high quality of public services and to ensure it provides good governance.

The Council has various policies in place to ensure significant risks are controlled, reviewed and monitored. This document forms the Town Council's Risk Management Strategy, it provides an overview of risk management and how it will be monitored.

This policy will be reviewed annually by the Finance Sub-committee.

The tables below detail the controls in place for the main service areas at risk

- Insurances
- Working with others
- Self-managed risk

Table 1. Insurances			
Risk Identification			
<u>Insurance Cover</u>	<u>Details</u>	<u>Comments</u>	<u>Review Date</u>
Protection of physical assets: <ul style="list-style-type: none"> • Buildings, and contents (where applicable) • Business interruption • Stock • Computer Equipment • Civic Centre CCTV • Town Centre CCTV • Terrorism 	Company: Allianz QBE Ins (Europe) Ltd Policy No: 07/SZ/45226704/40 Y126862QBE0118A Period of cover: 19th October 20178 - 18th October 20188-9	Arrangement reviewed annually by the Town Clerk	August 2018 9
Public Liability including: <ul style="list-style-type: none"> • Employers Liability • Libel and Slander • Motor Vehicles • Fidelity Guarantee • Personal Accident • Legal Expenses • Money • Civic Regalia • Litter Bins • Bus Shelters • Large Grounds Equipment 	Company: Zurich Municipal Policy No: YLL272007-6913	Public and Employers Liability £10M Libel and Slander £250,000 Fidelity Guarantee Members and Employees £1M	Current policy 19th June 20178 8- 20th 19th June 20189 Reviewed annually by the Town Clerk

Internal controls			
Up to date register of assets		✓	Ongoing
Regular maintenance arrangements for physical assets.		Budgets in place, maintained by staff and outside contractors.	
Annual review of risk and adequacy of cover		✓	
Ensuring robustness in insurance provider		Review other service providers.	
<u>Ensuring we comply with new requirements set out in the EU General Data Protection Regulations (GDPR)</u>	<u>Appointment of independent Data Protection Officer</u>	<u>GDPR-Info were appointed DPO for Uckfield Town Council on 10 May 2018</u>	<u>Annual review – to assess contract and action plan.</u>
	<u>Audit undertaken of current practices, with action plan of areas to focus attention</u>	<u>GDPR-Info visited premises on 28 June 2018 and carried out full one day audit.</u>	
Internal audit assurance			
Internal auditor testing includes:			
<ul style="list-style-type: none"> ✓ Review of internal controls in place and their documentation. ✓ Review of management arrangements regarding insurance cover. ✓ Testing of specific internal controls and report findings to the General Purposes Committee. 			

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Table 2. Working with others

Risk Identification

	<u>Details</u>	<u>Comments</u>	<u>Review Date</u>
<ul style="list-style-type: none"> Security of vulnerable buildings, amenities or equipment 	<p>Civic Centre, The Hub, West Park and Victoria pavilions and the garage store alarmed and maintained by outside contractors.</p>	<p>Security Alarms -Arteus Period of cover: Civic Centre 01/10/17 – 30/09/18</p> <p>Victoria Pavilion 01/04/17 to 30/03/20</p> <p>West Park 01/05/16 to 30/04/19</p> <p>The Hub 01/04/17 to 31/03/20</p> <p>All expire Sept 2019</p>	<p>Contract to be reviewed for all buildings in Feb/Mar 2018 with intention of creating one contract with one provider for all buildings over same time period.</p> <p>All security alarm companies to be accredited to the Security Systems and Alarms Inspection Board (SSAIB) and or the National Security Inspectorate (NSI)</p>
	<p>Civic Centre, The Hub, West Park and Victoria pavilions and Foresters Hall maintained by outside contractors.</p>	<p>Fire Alarms – Sovereign Period of cover: C.Centre 01/09/17- 31/08/18</p> <p>Victoria Pavilion 01/04/17- 31/03/18</p> <p>The Hub 01/04/17- 31/03/18</p> <p>Foresters Hall 01/10/17- 30/09/18</p> <p>Fire Alarms – East Sussex Fire Ltd West Park Pavilion 01/12/17- 31/11/18</p> <p>All expire Sept 2019</p>	<p>Rolling contract currently in place. Review to be undertaken of contract for all buildings by summer 2018.</p>

	<u>Details</u>	<u>Comments</u>	<u>Review Date</u>
<ul style="list-style-type: none"> • Provision of services being carried out by others 	Town Centre CCTV	Currently under review. New Town Centre CCTV system in place Nov. 2018– 6 cameras. i-witness partnership Sussex Police	Work currently being undertaken in partnership with Sussex Police and BT Redcare to install a new CCTV system within Uckfield Town Centre and form part of the i-witness partnership. Review Autumn 2019
	Civic Centre	Civic Centre own CCTV system - ADT Period of cover: 10/01/18 to 09/01/19 Brighton CCTV Feb 2019	Review to be undertaken by Autumn 2018. Contracts will be reviewed for the above and tender process used in accordance with Financial Regulations.
<ul style="list-style-type: none"> • Banking arrangements, including borrowing 	Banking arrangements reviewed every two years by Finance Sub-committee.	Reviewed by Finance Sub-Committee in July 2016. March 2018	Review to be undertaken in March 2018-20
<ul style="list-style-type: none"> ▪ Professional services (architects, project managers etc.) 	To use specialist when required.		Review to be undertaken as and when required on a project by project basis.

Internal controls by Internal Auditor			
<ul style="list-style-type: none"> ○ Standing Orders ○ Annual review of contracts ○ Clear statements of management responsibility for each service. ○ Adoption and adherence to codes of practice ○ Arrangements to detect and deter fraud and/or corruption ○ Regular bank reconciliation, independently reviewed. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 		
Internal audit assurance			
<p>Internal Auditor testing includes:</p> <ul style="list-style-type: none"> ✓ Review of internal controls in place and their documentation. ✓ Review of management arrangements regarding insurance cover. ✓ Testing of specific internal controls and report findings to the General Purposes Committee. 			

Table 3. Self-managed risk

- Regular scrutiny of financial records and proper arrangement for the approval of expenditure
- Regular budget monitoring statements
- Minutes properly numbered and paginated with a master copy for safe keeping
- Regular returns to HM Revenue and Customs; contracts of employment for all staff, systems of updating records for any changes in relevant legislation
- Regular returns of VAT, relevant officer training
- Procedures for dealing with and monitoring grants made
- Procedure in place for recording and monitoring Members' interests and gift and hospitality received
- Adoption of codes of conduct for Members and employees
- Developing systems of performance measurement
- Documented procedures to deal with enquiries from the public
- Documented procedure to deal with responses to consultation requests
- Monitoring arrangements by the Council regarding Quality status

Internal audit assurance

- ✓ Review of internal controls in place and their documentation
- ✓ Review of minutes to ensure legal powers in place recorded and correctly applied
- ✓ Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from, minutes to statements etc. including petty cash transactions
- ✓ Review and testing of arrangements to prevent and detect fraud and corruption
- ✓ Testing of disclosures
- ✓ Testing of specific internal controls and report findings to the General Purposes Committee

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UCKFIELD TOWN COUNCIL



FEES AND CHARGES POLICY

Policy Number 35		
Issue No.	Date completed	Details of amendments
1.	<u>18.02.19</u>	<u>Review of policy by GP Committee.</u>

1.0 PURPOSE

Uckfield Town Council provides a number of facilities and services for which it charges a hiring fee.

This policy is concerned with ensuring that fees and charges are appropriate and fair and to enforce the terms laid out in the:

- Conditions of Use and Hire for the Civic Centre,
- Conditions of Use and Hire for the Foresters Hall,
- Conditions of Use and Hire for the Victoria Pavilion,
- Conditions of Use and Hire for the West Park Pavilion,
- allotment agreements, and
- Snatts Road Cemetery fees and charges and rules and regulations

2. PROCEDURE

All fees are calculated and determined annually by the Council and are invoiced to customers as appropriate. All charges are with effect from 1st April each year and where a booking is for a date or dates after the date on which the charges come into effect, then those charges will be applicable to the hire, etc.

On submission of a completed and signed booking form, allotment agreement, burial of interment form, the hirer shall be deemed to have accepted and be bound by the scale of charges.

All charges are non-negotiable.

3. FEES AND CHARGES

3.1 Seasonal fees

Seasonal fees for football or cricket pitch hire will be for the whole of the season as determined by the governing body for that sport, and as agreed by the Town Council and will be regardless of the number of games or matches played.

Seasonal fees will also include the use of a pavilion for all games and matches played.

3.2 Keys – sports pavilions

A refundable deposit of £25 will be charged for each key to the pavilion used by a team during a season. A responsible person, as representative of the team, must sign for the key. At the end of the season the key must be returned to the Council Offices, and the deposit for each key will be returned. In the event that a key is lost, the deposit will be forfeited. Further keys issued will incur additional deposits.

Where a changing room key is lost during the time when the pavilion was being used by the team, the team will be deemed to be responsible for that key and will be invoiced accordingly for the price of a replacement key/lock.

3.3 Keys – Foresters Hall

A refundable deposit of £25 will be charged for each key to Foresters Hall issued to regular hirers. The hirer must sign for the key. At the end of the booking, the key must be returned to the Council Offices and the deposit for the key will be returned.

A refundable deposit of £15~~0~~ will be charged for each key to Foresters Hall issued to one-off hirers. The hirer must sign for the key. The hirer must return the key to the Council Offices as soon as is practicable after their booking to have their deposit refunded.

Failure to return the key within five~~5~~ working days of the date of hire will forfeit the deposit.

3.4 Keys – Luxfords Field electricity box

A refundable deposit of £10 will be charged for the key to the electricity box on Luxfords Field issued to a hirer. The hirer must sign for the key. The hirer must return the key to the Council Offices as soon as is practicable after their booking to have their deposit refunded.

Failure to return the key within five~~5~~ working days of the date of hire will forfeit the deposit.

3.5 Luxfords Field - Electricity

An electricity supply is available on Luxfords Field for hirers to use for fetes, funfairs, etc.

The Council will take a meter reading prior to the date of the event, and will take a second reading after the event. The hirer will be charged for all units used ~~as XXXX rate per unit~~ plus VAT.

3.6 Luxfords Restaurant – Catering

Luxfords Restaurant provides a full in-house catering service for all events at the Civic Centre.

Where catering is to be provided to a value of £100 or more, a non-refundable deposit of 50% will be required prior to the booking. This deposit will be deducted from the final invoice, unless the event is cancelled less than four~~4~~ days before the event in which case the deposit will be forfeited.

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Meeting of the General Purposes Committee

Monday 18th February 2019

Agenda Item 8.1

TO RECEIVE A REPORT ON HEALTH AND SAFETY WITHIN THE COUNCIL

1.0 Summary

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

2.0 Health and wellbeing of staff

2.1 The most recent figures are for the current period. In the past financial year we have had three members of staff on long-term sick leave. One has left the organisation as their contract was seasonal, the second is on a phased return to work and settling back into the daily routine well, and the third will return to work on a phased-in basis shortly.

	As at 08.02.19 (27 staff)	As at 15.01.18 (27 staff)
Actual days taken as short-term Doctors' certificate	77.0 days	70.0 days
Actual days taken as self-certificated sick leave	54.0 days	31.5 days
Average number of days self-certificated sick leave per person	2.0 days	1.2 days
Actual days taken as long term sick leave	139.0 days	241.0 days
Average number of days sickness per person	10.0 days	12.7 days
National average of sick days taken in the public sector per person (<i>*sickness absence in the labour market – ONS 2016</i>)	4.3 days	4.3 days

3.0 Personal learning and development

3.1 An online training portal has been set up by the Facilities Manager to enable all staff to easily carry out their refresher training in all aspects of the organisation's work including modules on manual handling, electrical safety, food hygiene to name just a few. All members of staff have been provided with login details and the various ways in which they carry out the training in work time – mobile app, laptop in the office or near their place of work. Staff are expected to have undertaken the necessary refresher training relevant to their job role by the end of March 2019.

3.2 The caretakers and Facilities Manager carried out refresher training on the Evac Chair within the Civic Centre building in January 2019. This provides a mean of

escape via the stairwells for those with mobility issues or a disability, in the event of a fire.

- 3.2 The Facilities Manager will be carrying out IPAF 3A and 3B training mid-February 2019, to enable them to safely operate mobile elevating platforms such as scissor lifts. With the height of the Civic Centre and restaurant ceilings, we have routinely checked the training records of our contractors but it was considered worthwhile having a trained member of staff onsite as well.

4.0 Health and Safety Risk Assessments

- 4.1 Ongoing facility audits are being carried out frequently, with issues being addressed by staff or contractors.
- 4.2 A Health and Safety Audit has been carried out by the British Safety Council. It was a particularly valuable exercise, and we are currently awaiting the report and accompanying recommendations.
- 4.3 All risk assessments have been reviewed by the Facilities Manager, and a recent Health and Safety Audit carried out by the British Safety Council has highlighted where we may wish to add to these, to further strengthen the portfolio we have.
- 4.3 First aid kits in all buildings are being checked and updated accordingly.
- 4.4 The Facilities Manager has created an Asbestos management plan following previous inspections, noting areas of concern for any relevant buildings.
- 4.5 The Facilities Manager is carrying out water monitoring of each building to ensure Uckfield Town Council remains compliant.

5.0 Fire Safety

- 5.1 The Facilities Manager has requested fire risk assessments from all tenants. Most have been received, with the Town Council awaiting three out of the seven required.
- 5.2 Leaseholders and tenants have been invited to attend a free session run by East Sussex Fire and Rescue, and hosted by the Luxfords Centre for small and medium sized businesses on fire safety mid-February 2019. This session will include information on completing fire risk assessments, legal obligations and responsibilities and how fires start and how to prevent them.

6.0 Accident reporting – Quarter 3 (2018/19)

- 6.1 26th October 2018 - Member of public hurt back on back of toilet door within the Civic Centre, first aid offered but declined.
- 6.2 16th December 2018 - Member of Church service fell from a table whilst setting up equipment and cut his elbow and head. First aid given by caretaker. Facilities Manager followed up with Church and has received risk assessments to prevent persons from standing on furniture, during set up.

Contact Officers: Mark Francis/Holly Goring

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

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

PETTY CASH

Check cash balance and vouchers

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

Signed

Print Name *D WARD*

Dated *16/1/19*

Supplier Invoice Checked

Supplier Name	Invoice No. and Date	P. Order No	Confirmed Stamped, signed, correct nominal code	Confirmed Cheque No. entered and signed by two Cllrs.
KENNEDY HYGIENE	SI. 171077 5/11/18.	11817 5644	YES	114853 YES.
BGN/1025	482421 06/12/18	11883	YES.	114922

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
FITZROY	L36249	YES	20.12.18.	BACS STATEMENT NO 852
GSCC	CC36254	YES	22.12.18.	BACS STATEMENT NO 854

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
GEOFF POLLARD	DEC 18 MATH 9	YES	YES	22/12/18	517055152

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
CXGRKS A/C	470	YES	YES	1210.

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council			
Luxfords	SPT CHGCK CURRENT	—	YES.

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Meeting of the General Purposes Committee

Monday 18th February 2019

Agenda Item 9.1 (i)

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

Quarterly Performance Report to Uckfield Town Council - 2018/19 Quarters 1 to 3

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. The bureau was closed between Christmas and New Year, but has otherwise only been closed for staff meetings and training. While we are offering the same number of full advice and specialist appointments as we have in the past, our opening hours for face to face drop-in advice changed to 11.00am-3pm from 1 November. From this date clients can also leave a voicemail or text for advice any time and the office will call them back, booking a timed appointment if required.

Day	Face to face	Telephone	Email
Monday	11.00 to 3	9.30 to 3	9.30 to 3
Tuesday	Specialist appts only	Available via other bureaux	
Wednesday	11.00 to 3	9.30 to 3	9.30 to 3
Thursday	11.00 to 3	9.30 to 3	9.30 to 3
Friday	11.00 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. Demand for the money advice service has been particularly high over recent months and we are now operating a waiting list.

2. Premises

The office ceilings have been sealed. We are awaiting further details on potential works to the roof of the Hub in due course.

3. Reporting

The Uckfield office has helped **1184 clients** with information and advice so far this year.

2 in 5 of our clients had a disability/long term health condition and **29% were 60 or over**.

Clients raised **4,341 issues** - giving a ratio of **3.7 issues per client**. This reflects the fact that the bureau's caseload continues to be increasingly complex with clients often visiting the bureau multiple times e.g. because of multiple debts or to appeal an incorrect benefit assessment. We continue to see "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 32%; debt 17%; employment 9%, housing 7% and relationships & family 6%.

The Uckfield team secured **£541,857 in improved financial outcomes** in this quarter (£280,066 of which directly benefitted Uckfield residents). This could be anything from an increase in benefits, compensation, a refund, debt write-off, successful appeal or challenge. The team gained **£291,797 in additional income** (e.g. benefits/tax credits) for clients over this period (£168,808 of which was for Uckfield residents) and, with the support of our specialist money adviser, helped clients **write off £248k in debts**. The team also helped **40 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 finalising 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 next month.
- The implementation of Universal Credit, particularly having outreach in place in all the town hubs of the District. We expect a DWP outreach service to be offered from the bureau shortly now that Universal Credit claims are starting to come through in greater numbers.

We are fortunate to have around 30 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

On 1 November, in partnership with colleagues in Citizens Advice across East Sussex and energy efficiency company RetrofitWorks, we took over the **Warm Home Check Service**, which aims to ensure the county's most vulnerable residents can stay warm and well. So far we have helped 257 people, many of whom have been struggling without adequate heating or hot water for some time. We are running this service alongside our annual **Warm in Wealden** campaign, which offers an energy advice check to all clients who contact us who are at risk of living in a cold home.

We still 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 from April 2019, but will keep you informed.

Annex A

	Issues	Clients
Benefits & tax credits	1,215	419
Benefits Universal Credit	188	102
Consumer goods & services	196	106
Debt	733	207
Discrimination	72	36
Education	8	6
Employment	402	146
Financial services & capability	195	77
Health & community care	77	45
Housing	318	161
Immigration & asylum	10	6
Legal	223	126
Other	155	89
Relationships & family	277	141
Tax	44	29
Travel & transport	70	44
Utilities & communications	158	62
Grand Total	4,341	

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Meeting of the General Purposes Committee

Monday 18th February 2019

Agenda Item 9.1 (iv)

REPRESENTATIVES ON OUTSIDE BODIES: REPORT OF THE UCKFIELD VOLUNTEER CENTRE

1. The sessional workers, funded by the recent successful grant applications, are busy starting their project work around youth engagement with volunteering.

The Primary age initiative has already started work in local primary schools with a successful event planned in the Volunteer Centre based around 'Kindness Day'. Small Pupil groups from Holy Cross, St. Phillips and Rocks Park schools attended the event. The sessional worker is also engaging with all the local primary schools in developing a proposed programme of initiatives. The 'Iwill' project promoting volunteering in the community is being rebranded as 'YOUth Decide'.

The worker for the older age groups is also developing a similar programme of activities, appropriate to this older age range. Discussions are on-going with the Beacon School and Uckfield College to progress this development. As a starter, a 'countdown' on Social Media is planned in early February.

2. The IT and Telecoms have been up-dated following a generous grant, from the Chalk Cliff Trust, of £5000. To support the Centre's activities a new photocopier has been obtained. It is very cost effective meaning the very low price of copying, to the public, can be maintained
3. Three further grant applications are outstanding for continued financial support for the sessional workers on the Youth project and resources for providing training and learning to members and the wider community.
4. Following discussions, collaboration has been agreed with Wealden Works. Volunteers might be able support some of their activities. The first venture is a careers fair in March at Uckfield College.
5. The Centre is in a sound financial position with costs closely managed. The end of year accounts are ready to be audited, so they can be presented at the Annual General Meeting in October.
6. One of the Trustees, Mike Ziolek, has resigned due to his increased activities with the BBC. He was thanked for his long support and work with the Centre. He still wishes to remain involved as an ambassador.

The next community lunch is in May 2019. The final details are still to be confirmed.

Report by: Councillor Paul Meakin

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