



# UCKFIELD TOWN COUNCIL

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

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**Town Clerk – Holly Goring**

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A meeting of the **General Purposes Committee** to be held on  
**Monday 20<sup>th</sup> November 2017 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 9<sup>th</sup> October 2017

4.2 Action list – for information only  
(Attached)

4.3 Project list – for information only  
(Attached)

### 5.0 FINANCIAL MATTERS

5.1 To note bills paid

5.2 To note income and expenditure  
(Attached)

5.3. Bad Debts  
(None to report)

- 5.4 To note the report of the Internal Auditor (October 2017)  
(Attached)
- 5.5 To agreed the draft fees and charges for 2018/19  
(to follow)
- 5.6 To consider funding for the North Wealden Community Transport Partnership  
Saturday Bus Service in 2018/19  
(to follow)
- 5.7 To review the draft committee budget(s) for 2018/19  
(Attached)
- 5.8 To note the procedure for obtaining Community Infrastructure Levy Payments  
(Attached)
  
- 6.0 BUILDINGS**
- 6.1 To note the current position with the Council's buildings  
(Attached)
  
- 7.0 POLICY**  
None.
  
- 8.0 ADMINISTRATION**
- 8.1 To receive a report on the administration of the Council  
(Attached)
- 8.2 To receive Members' audit reports  
(Attached)
- 8.3 To consider the potential impact of the National Minimum Wage rates increase  
(Attached)
  
- 9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**
- 9.1 To consider reports from:-
  - (i) Citizens Advice Bureau (Attached)
  - (ii) Ridgewood Village Hall Management Committee (nothing to report)
  - (iii) Uckfield and District Preservation Society (nothing to report)
  - (iv) Uckfield Volunteer Centre (nothing to report)
  - (v) Wealden District Association of Local Councils – Management Committee (nothing to report)
  - (vi) Wealden District Association of Local Councils – Planning Panel (nothing to report)
  
- 10.0 CHAIRMAN'S ANNOUNCEMENTS**
  
- 11.0 TOWN CLERK'S ANNOUNCEMENTS**

**12.0 CONFIDENTIAL BUSINESS**

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

- 12.1 Action list (confidential business)  
(Attached)
- 12.2 To consider a report on Luxfords Restaurant  
(Attached)
- 12.3 To consider update on lease arrangements for the Quickborn Suite  
(to follow)
- 12.4 To review update on additional pension payments  
(Attached)



Town Clerk  
14<sup>th</sup> November 2017

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General Purposes Financial Forecast as at 30th September 2017

	Apr 17 Actuals £	May 17 Actuals £	Jun 17 Actuals £	Jul 17 Actuals £	Aug 17 Actuals £	Sep 17 Actuals £	Actuals to Date	Budgets to Date	Oct 17 Budget £	Nov 17 Budget £	Dec 17 Budget £	Jan 18 Budget £	Feb 18 Budget £	Mar 18 Budget £	Total £	2017/2018 Budgets
<b>Sales</b>																
Administration	33	7	14	1	1	1	57	150	25	25	25	25	25	25	207	300
Luxfords - re-allocation Administration fees	0	0	0	0	0	0	0	0	0	0	0	0	0	3,700	3,700	3,700
Festive Light Income	0	0	0	0	0	0	0	0	0	0	0	0	2,000	0	2,000	2,000
Special Int. Bearing Interest	6	9	8	7	6	6	42	52	8	8	8	8	8	8	90	100
Interest Misc. (Fixed Rate Bond)	0	0	0	3,838	0	0	3,838	0	0	0	0	0	0	0	3,838	0
Civic Centre	7,309	8,510	6,909	9,474	5,843	8,344	46,389	47,891	8,071	8,346	8,071	8,071	8,346	8,071	95,365	96,867
Civic Centre Vending Machine	22	47	50	0	0	0	119	1,500	250	250	250	250	250	250	1,619	3,000
Feed-in Tariff Payments	0	0	0	2,688	0	0	2,688	2,310	1,155	0	0	1,155	0	0	4,998	4,620
Quickborn Suite rent	663	663	663	663	0	1,326	3,978	3,981	663	663	663	663	663	663	7,956	7,959
Civic Centre payphone	0	0	0	0	0	0	0	0	0	0	10	0	0	0	10	0
West Park Pavilion	0	0	19	91	0	0	110	52	8	8	8	8	8	8	158	100
Victoria Pavilion	1,734	792	818	832	1,189	792	6,157	5,614	1,208	800	800	1,208	800	800	11,773	11,230
RHI - C.Centre Boiler	0	0	0	0	1,780	0	1,780	5,000	2,500	0	0	2,500	0	0	6,780	10,000
Victoria Storage Garages	0	50	0	0	0	0	50	0	0	0	0	0	0	0	50	0
Cemetery Chapel workshop	0	1,050	0	0	0	1,050	2,100	0	0	0	4,200	0	0	0	6,300	4,200
Foresters Hall, regular users	650	1,537	458	2,930	490	1,333	7,398	8,048	1,342	1,342	1,342	1,342	1,342	1,342	15,450	16,100
Foresters Chapel	272	0	0	272	0	0	544	541	91	91	91	91	91	91	1,090	1,087
2a Vernon Road, rent	495	495	495	495	495	495	2,970	2,970	495	495	495	495	495	495	5,940	5,940
Signal Box	333	333	333	333	0	667	1,999	2,002	333	333	333	333	333	333	3,997	4,000
Osborn Hall	0	0	330	0	0	0	330	0	440	0	0	0	0	0	770	440
Ridgewood Village Hall	0	0	0	0	0	0	0	0	1,140	0	0	0	0	0	1,140	1,140
Bridge Cottage	0	0	0	0	3,277	0	3,277	0	0	0	1	0	0	0	3,278	1
CAB/Source	600	6,394	(332)	600	4,624	0	11,886	11,534	5,768	0	0	5,768	0	0	23,422	23,070
Community Toilet Scheme	0	0	0	0	550	0	550	550	0	275	0	0	275	0	1,100	1,100
<b>Total Sales</b>	<b>12,117</b>	<b>19,887</b>	<b>9,765</b>	<b>22,224</b>	<b>18,255</b>	<b>14,014</b>	<b>96,262</b>	<b>92,195</b>	<b>22,357</b>	<b>13,776</b>	<b>16,297</b>	<b>21,917</b>	<b>14,636</b>	<b>15,786</b>	<b>201,031</b>	<b>196,954</b>
<b>Purchases</b>																
Administration	2,130	1,874	670	1,346	2,459	965	9,444	8,795	925	2,550	925	925	2,550	925	18,244	17,595
General Advertising	0	0	362	0	0	0	362	1,252	208	208	208	208	208	208	1,610	2,500
Recruitment Advertising	0	240	0	0	0	99	339	550	0	550	0	0	0	0	889	1,100
Office Equipment/Computers	519	8,877	386	2,353	2,261	458	14,854	8,000	0	1,900	0	0	0	0	16,754	9,900
Hospitality	0	0	0	0	0	0	0	90	15	15	15	15	15	15	90	180
Health & Safety	0	0	668	0	0	0	668	626	104	104	104	104	104	104	1,292	1,250
Insurances	0	10,299	0	0	0	0	10,299	35,000	0	0	0	0	0	0	10,299	35,000
Mayor's Allowance	0	0	426	0	0	426	852	854	0	0	426	0	0	426	1,704	1,706
Accountants Fees	0	4,400	0	0	0	0	4,400	4,480	0	0	0	0	0	0	4,400	4,480
Grants Section142	0	9,000	0	0	0	0	9,000	9,000	0	10,500	0	0	0	0	19,500	19,500
Grants - Power of Competence	0	11,305	0	0	0	0	11,305	11,305	0	11,145	0	0	0	0	22,450	22,450
Volunteer Bureau SLA	0	8,000	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	21	0	0	21	200	0	250	0	0	0	0	271	450
Internal Audit Fees	0	0	420	0	0	0	420	1,650	0	0	0	550	0	0	970	2,200
Audit Fees	0	0	0	0	0	2,000	2,000	0	2,300	0	0	0	0	0	4,300	2,300
Professional Fees	3,496	1,890	0	648	1,390	0	7,424	5,250	875	875	875	875	875	875	12,674	10,500
Town Clock	0	0	0	0	2,445	0	2,445	0	0	0	0	0	0	0	2,445	0
Festive Lights	0	0	0	0	0	0	0	0	0	0	0	0	12,600	0	12,600	12,600
Festive Light Electricity	0	0	0	0	0	0	0	0	0	0	0	0	0	400	400	400
Office Staff - Salaries	12,848	12,933	12,829	14,085	17,426	18,759	88,880	82,913	13,818	13,818	13,818	13,818	13,818	13,818	171,788	165,821
Members Allowances	0	0	3,716	0	0	3,510	7,226	9,277	0	0	4,639	0	0	4,739	16,604	18,655
Newsletter	352	352	352	970	352	352	2,730	2,198	367	367	367	367	367	367	4,932	4,400
Bank Charges	43	40	40	43	42	40	248	300	50	50	50	50	50	50	548	600
Civic Centre Running Costs	11,679	4,886	6,052	5,103	4,731	7,336	39,787	53,220	9,300	9,380	9,300	10,460	5,010	4,930	88,167	101,600
Caretakers - Salaries	8,728	9,286	7,934	6,944	6,690	6,831	46,413	56,529	9,421	9,421	9,421	9,421	9,421	9,421	102,939	113,055
West Park	495	0	204	96	(48)	298	1,045	1,801	184	219	209	859	219	184	2,919	3,675
Victoria Pavilion	2,160	550	902	784	558	1,347	6,301	7,465	1,200	1,160	1,150	1,640	1,160	1,150	13,761	14,925
Cemetery Buildings	120	122	122	122	122	122	730	0	0	0	0	0	1,265	0	1,995	1,265
The Hub	774	1,269	455	(48)	(152)	403	2,701	4,148	692	692	692	692	692	692	6,853	8,300
Foresters Hall	1,354	449	766	297	406	656	3,928	4,663	2,397	447	572	2,397	237	317	10,295	11,030
2a Vernon Road	0	0	64	50	50	50	214	0	0	0	225	0	0	0	439	225
Building Maintenance Fund	32,318	7,608	15,202	0	0	0	55,128	22,810	1,590	0	0	0	0	0	56,718	24,400
Subscriptions	2,533	75	0	0	0	74	2,682	3,600	0	0	0	0	0	0	2,682	3,600

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General Purposes Financial Forecast as at 30th September 2017

	Apr 17 Actuals £	May 17 Actuals £	Jun 17 Actuals £	Jul 17 Actuals £	Aug 17 Actuals £	Sep 17 Actuals £	Actuals to Date	Budgets to Date	Oct 17 Budget £	Nov 17 Budget £	Dec 17 Budget £	Jan 18 Budget £	Feb 18 Budget £	Mar 18 Budget £	Total £	2017/2018 Budgets
Training	340	516	150	0	0	678	1,684	2,750	0	2,750	0	0	0	0	4,434	5,500
Other Buildings - Salaries	0	1,170	520	0	1,040	520	3,250	3,600	600	600	600	600	600	600	6,850	7,200
<b>Total Purchases</b>	<b>79,889</b>	<b>95,141</b>	<b>52,240</b>	<b>32,814</b>	<b>39,772</b>	<b>44,924</b>	<b>344,780</b>	<b>350,326</b>	<b>44,046</b>	<b>67,001</b>	<b>43,596</b>	<b>42,981</b>	<b>49,191</b>	<b>39,221</b>	<b>638,490</b>	<b>636,362</b>

\*\*\*\* Some Funds from Earmarked Reserves

	Apr 17 Actuals £	May 17 Actuals £	Jun 17 Actuals £	Jul 17 Actuals £	Aug 17 Actuals £	Sep 17 Actuals £	Actuals to Date	Budgets to Date	Oct 17 Budget £	Nov 17 Budget £	Dec 17 Budget £	Jan 18 Budget £	Feb 18 Budget £	Mar 18 Budget £	Total £	2017/2018 Budgets
<b>Sales</b>																
Restaurant Food sales	7,326	8,692	7,481	7,920	8,537	9,042	48,998	63,502	10,583	10,583	10,583	10,583	10,583	10,583	112,496	127,000
Restaurant Bar sales	420	457	588	530	413	483	2,891	3,900	650	650	650	650	650	650	6,791	7,800
Vending sales	0	0	0	0	30	18	48	0	0	0	0	0	0	0	48	0
Hire of Luxfords Restaurant	147	175	133	303	147	147	1,052	1,029	171	171	171	171	171	171	2,078	2,055
Function Food Sales	1,460	3,113	1,803	1,248	328	4,115	12,067	15,502	2,583	2,583	2,583	2,583	2,583	2,583	27,565	31,000
Function Bar sales	517	1,581	1,032	4,087	496	1,486	9,199	7,252	1,208	1,208	1,208	1,208	1,208	1,208	16,447	14,500
Urn hire	81	99	93	56	112	81	522	265	45	45	45	45	45	45	792	535
Sundry Income	33	33	33	42	33	33	207	314	52	52	52	52	52	52	519	626
<b>Total Sales</b>	<b>9,984</b>	<b>14,150</b>	<b>11,163</b>	<b>14,186</b>	<b>10,096</b>	<b>15,405</b>	<b>74,984</b>	<b>91,764</b>	<b>15,292</b>	<b>15,292</b>	<b>15,292</b>	<b>15,292</b>	<b>15,292</b>	<b>15,292</b>	<b>166,736</b>	<b>183,516</b>
<b>Purchases</b>																
Food purchases	2,799	4,043	2,597	2,849	2,911	3,397	18,596	22,440	3,740	3,740	3,740	3,740	3,740	3,740	41,036	44,880
Bar purchases - non-alcoholic	101	330	372	394	17	269	1,483	1,782	298	298	298	298	298	298	3,271	3,570
Bar purchases - alcoholic	263	698	786	1,395	139	856	4,137	3,060	510	510	510	510	510	510	7,197	6,120
Lux. Paper goods/Consumables	168	75	241	93	74	208	859	1,242	208	208	208	208	208	208	2,107	2,490
Lux. Maintenance & Repairs	0	0	736	0	264	529	1,529	1,418	0	0	682	0	0	0	2,211	2,100
Lux. Equipment - New & Replacements	118	293	1,216	0	147	22	1,796	848	142	142	142	142	142	142	2,648	1,700
Lux. Equipment Hire	0	0	0	(275)	0	0	(275)	0	0	0	575	0	0	0	300	575
Lux. Postage	56	0	0	0	56	0	112	137	23	23	23	23	23	23	250	275
Rates	625	624	624	624	624	624	3,745	4,242	707	707	707	707	707	707	7,987	8,484
Electricity	534	422	478	428	474	430	2,766	2,682	448	448	448	448	448	448	5,454	5,370
Gas	24	26	27	23	0	87	187	600	100	100	100	100	100	100	787	1,200
Water	165	0	120	0	0	0	285	548	92	92	92	92	92	92	837	1,100
Lux. Telephone	13	13	23	9	13	13	84	112	18	18	18	18	18	18	192	220
Refuse collection	322	18	322	0	0	0	662	548	92	92	92	92	92	92	1,214	1,100
StockTaking	185	0	0	185	0	0	370	500	0	250	0	0	250	0	870	1,000
Lux. Stationery	0	0	0	0	0	2	2	0	0	0	0	0	0	0	80	80
Lux. Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	120	0	0	0	120	120
Lux. General Advertising	162	0	0	95	0	50	307	548	92	92	92	92	92	92	859	1,100
Lux. Uniforms	0	40	60	21	21	0	142	0	0	200	0	0	0	0	342	200
Lux. Training	0	0	0	0	0	0	0	0	0	0	0	0	0	0	550	550
Management Salaries	0	0	0	0	0	0	0	1,852	308	308	308	308	308	308	1,848	3,700
Luxfords Salaries	7,030	6,988	7,382	5,774	6,944	8,712	42,830	43,374	7,228	7,228	7,228	7,228	7,228	7,228	86,198	86,742
Luxfords Casual wages	315	292	250	763	284	478	2,382	3,000	500	500	500	500	500	500	5,382	6,000
Lux Credit Charges	103	85	101	90	103	94	576	587	98	98	98	98	98	98	1,164	1,175
<b>Total Purchases</b>	<b>12,983</b>	<b>13,947</b>	<b>15,335</b>	<b>12,468</b>	<b>12,071</b>	<b>15,771</b>	<b>82,575</b>	<b>89,520</b>	<b>14,604</b>	<b>15,054</b>	<b>15,981</b>	<b>14,604</b>	<b>14,854</b>	<b>15,234</b>	<b>172,906</b>	<b>179,851</b>

<b>Long Term Project</b>																
Cold Room Chiller	0	0	0	7,821			0	0	0	0	0	0	0	0	1,000	***

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

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# **Uckfield Town Council**

## **Internal Audit 2017-18**

### **Summary of Work Undertaken at First Interim Visit on 2<sup>nd</sup> and 3<sup>rd</sup> October 2017**

#### **Accounting Records and Bank Reconciliations**

- The Council remains a full Sage software user, with Current and Interest Bearing Deposit accounts operated at NatWest Bank with separate cashbooks in the nominal ledger records, supplemented by occasional Term deposit holdings at Lloyds Bank;
- We have again verified that an appropriate nominal ledger structure remains in place;
- We have checked and agreed the opening account balances in the Sage software for 2017-18 to the closing Financial Statements for 2016-17 to ensure that all the detailed balances have been properly rolled forward with no matters arising to warrant formal comment or recommendation;
- We have checked and agreed one sample month's receipts and payments transactions (August 2017) from the Current account cashbook to relevant bank statements, including the daily "sweeps" to and from the Deposit account; and
- Finally in this area we have checked and agreed the software based bank reconciliations as at 31<sup>st</sup> August 2017 to ensure that there are no long-standing, uncleared items or other anomalous entries arising: no such matters of note were identified.

#### **Review of Corporate Governance**

- We note that, as in previous municipal years, the Council's extant corporate documentation such as Standing Orders, Financial Regulations, Members' Code of Conduct are subject to on-going review and were again considered fit for purpose following some relatively minor revisions (most latterly in August 2016 when the new contracting limits and publication regulations were effected);
- We have commenced our examination of the minutes of Full Council and its Standing Committees (with the exception of Planning) for the opening months of the year to date (early September 2017) to ensure that, as far as we can practically be expected to be aware, no issues exist affecting the Council's financial stability either in the short, medium or long-term exist; and

- We have previously noted that the General Powers of Competence were formally re-adopted, as required by extant legislation, in May 2015 following the Council elections and that re-adoption was not necessary at the 2016 or 2017 Annual Meetings.

### **Review of Payments**

- We are pleased to note that there continues to be sound control over the authorisation of, and payments for, supplier invoices and other similar expenditures (still predominantly paid by cheque);
- We have commenced our testing of payments at this first interim stage, examining a sample of all those payments individually in excess of £4,000 together with a more random sample of every 40<sup>th</sup> cashbook transaction (irrespective of value) to 31<sup>st</sup> August 2017. This sample comprised approximately 40 payments totalling just over £322,000 and representing 71% of all non-pay related costs in the period to that date. We have ensured that each payment was supported by a relevant invoice, that an official order had been placed for all goods and services where appropriate (a number of utilities and other services are already contractually provided), that the correct nominal ledger codes had been allocated and that VAT had been properly separated and accounted for via the standard nominal ledger control account; and
- Other than noting that VAT returns continue to be submitted electronically on a regular quarterly basis, no further testing was undertaken in this area with just one full quarter elapsed at this early stage.

### **Assessment and Management of Risk**

- We have previously noted that the Summary Risk Assessments are presented to Full Council annually (most latterly in early April 2017) and no further consideration was given in this area at the first interim stage; and
- We have examined the Council's two insurance policies: that provided by Allianz in relation to its properties expiring in October 2017 and that provided by Zurich in relation to its remaining legal requirements expiring in June 2018 to ensure that appropriate cover is in place. Both Employer's and Public Liability remain at £10 million, Fidelity Guarantee remains at £1 million and Loss of Revenue remains at £400,000.

### **Precept Determination and Budgetary Control**

- Other than noting from examination of current Council and Committee minutes that periodic budget monitoring reports continue to be considered by members (most latterly in August 2017) no further work was undertaken in this area, the first visit being too early for any meaningful variances to be identified or for any considerations of the Precept for 2018-19.

## **Review of Income**

- We note that members have properly considered and approved revised scales of fees and charges for 2017-18 for the Council activities such as the Civic Centre trading operations, the Cemetery and Community Hall lettings (during the previous municipal year) and that those for 2018-19 are already being discussed but have not yet been fully adopted;
- We have, as noted above, examined a month's cashbook receipts to relevant bank statements with no matters arising;
- We have tested a sample of Streamline receipts processed electronically in the Admin office in settlement of sales ledger invoices by reference to the file copies of receipts issued and the resultant cashbook / bank statement entries in August 2017; and
- We have examined a sample week's bankings in relation to the Luxford's trading activities (also in August 2017) by reference to the tills' "Z" readings, the daily cashing-up sheets, the cashbook entries and the paying-in slip detail on the bank statements with no matters arising.

We shall undertake further testing work in this area, such as consideration of commercial lettings and sporting facility hires, at our next interim visit in accord with the previously agreed rolling programme of work. We examined the Cemetery and Civic Centre incomes as part of the agreed work for 2016-17 and shall probably not consider these areas again currently unless specifically requested.

## **Petty Cash and Debit / Credit Cards**

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

## **Salaries and Wages**

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

- Gross pay rates have been checked to ensure that the NJC pay award for 2017-18 had been duly implemented;
- PAYE Tax and National Insurance Table Codes have been checked to ensure that appropriate allowances are being applied for the year following the annual budgetary increases in personal allowances with effect from April 2017;
- Local Government Pension Scheme deduction rates have been checked to ensure they are in accord with the revisions to the bases of employee contributions, most latterly with effect from 1<sup>st</sup> April 2017 (albeit relatively minor changes to the salary banding widths);
- 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).

## **Investments and Loans**

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

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

**Monday 20<sup>th</sup> November 2017**

### **Agenda Item No. 5.5**

#### **TO AGREE THE DRAFT FEES AND CHARGES FOR 2018/19**

##### **1.0 Summary**

- 1.1 At the meeting of General Purposes Committee on 9<sup>th</sup> October 2017, members were advised of factors to consider when setting the fees and charges for room hire in 2018/19.
  - 1.2 Feedback from staff working within the Civic Centre and new members of staff joining the organisation highlighted a number of areas which we may wish to review for the next financial year, looking at the potential to:
    - Set charges for hiring the Urn which reflect the number using the facility (<30, 30 or more etc);
    - Setting a minimum charge on teas and coffees with room hire;
    - Incorporate additional fees and charges (use of projector/screen/flipcharts etc) into room hire costs;
    - Remove delegate rates.
  - 1.3 A review has also been undertaken of the Civic Centre's competitor rates which have been sent to members separately, so as not to present any commercially sensitive information within this report.
  - 1.4 This report puts forward proposed changes to the fees and charges for room hire in the Civic Centre, Foresters Hall and Pavilions. Members are asked to consider the information provided.
- ##### **2.0 The Civic Centre**
- 2.1 At present, room hire charges are separated out by non-commercial and commercial bookings for our larger halls (Weald Hall and Ashdown Room) and standard rates for all other meeting rooms.
  - 2.2 Hourly room hire charges do not include VAT. Unfortunately room hire charges are unable to be published inclusive of VAT as a result of the system used for invoicing and additional work this would place on the Town Council office to manually alter each booking calculation.
  - 2.3 The charges for this year (2017/18 – see appendix A) appear to have worked well, using more rounded sums and reasonable rates but we have had very little take up on the delegate rates and a number of people tend to move away from hiring the additional chargeable facilities such as the screen or projector, and bring their own equipment.

- 2.4 At present, room hirers are charged additionally for the use of specific equipment such as the use of the TV(s), overhead projectors, flipchart boards, laptop, and lectern. However this equipment is often expected in the present day of hiring meeting rooms.
- 2.5 Rooms within the Civic Centre already provide 'in the ceiling' projectors or TV's which are attached to meeting room walls and a number of hirers often to connect to these facilities even when they haven't booked them. It would therefore be very difficult to enforce these additional charges should the room hirer decide to use these facilities during the meeting. These additional charges have resulted in additional income for the Civic Centre in previous years; earning in the region of £3,000 two years ago, but if the room hire charge was increased slightly it could incorporate these costs and could attract more hirers. It is therefore recommended that members consider this within the proposed hire charges.
- 2.6 There is very little take up of delegate rates. A number of public services have looked to reduce their expenditure over the past few years and tend only to pay for one or two refreshment breaks. It should also be noted that the room hire charges at the Civic Centre are so reasonable that the delegate packages are not always cost effective for the hirer.
- 2.7 The table over the page presents proposed room hire charges for the Civic Centre in 2018/19 (*which would include the hire of a screen or TV and projector that is already available within room*). In our larger rooms we have proposed to increase the cost of hire after 8pm to cover the cost of staffing and still propose to charge additionally for the following facilities:
- use of a flipchart at £5.00;
  - laptop at £5.00;
  - lectern at £10.00;
  - NOBO display board at £3.00;
  - TV & DVD player at £6.50.

	Suggested room hire rates 2018/19 Non-commercial (per hour + VAT)	Suggested room hire rates 2018/19 Commercial (per hour + VAT)
Weald Hall (300)	£23.00* (after 8pm – charge increases to £28.00 to take account of staffing costs)	£39.00 (after 8pm – charge increases to £45.00 to take account of staffing costs)
Ashdown Room (100)	£12.00* (after 8pm – charge increases to £15.00 to take account of staffing costs)	£21.00* (after 8pm – charge increases to £25.00 to take account of staffing costs)
Council Chamber (50)	£14.00	
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	

### 3.0 Foresters Hall

3.1 Foresters Hall is a separate hall owned by Uckfield Town Council which is available to hire. Foresters Hall is exempt from VAT as it is not registered with HMRC.

3.2 The hall continues to be a very well used facility for a variety of classes, community groups and children's parties. We are planning to redecorate the hall in the next few months, hopefully before the end of this financial year. This would need to take place in the holidays to reduce any inconvenience to hall hirers but would make the facilities more attractive.

3.3 The following table sets out a suggested increase of 2% for the hire of the main hall at Foresters Hall:

	Current room hire rates 2017/18 (per hour excluding VAT)	Suggested room hire rates 2018/19 (per hour + VAT)
Main Hall - adult groups	£9.60 (non-commercial) £21.00 (commercial)	£9.80 (non-commercial) £21.50 (commercial)
Main Hall - voluntary youth groups	£4.60	£4.80

#### **4.0 Victoria and West Park Pavilions**

4.1 The following table presents suggested changes to the room hire charges for Victoria and West Park Pavilions at an increase of 2%:

		Current room hire rates (2017/18 per hour +VAT)	Suggested room hire rates (2018/19 per hour +VAT)
Non- commercial		£6.25	£6.40
Commercial		£8.75	£8.95

4.2 As noted last year, members may wish to consider whether one set rate would be more effective for room hire rates at the Victoria and West Park Pavilions rather than different rates for commercial and non-commercial. Typically businesses just starting out may not be registered as a company nor considered a local club in the early stages of their establishment.

#### **5.0 Rewarding new hirers and long-term hirers**

5.1 It was agreed for 2017/18 that introductory fees be considered and members have also noted that they would be interested in putting forward a form of bonus or reward for long-term hirers to say thank you for their business. Members are asked to consider how this could be applied and for ideas, going forward.

#### **6.0 Recommendations**

6.1 Members are asked to consider the proposed options for 2018/19, which will take effect from 1 April 2018 and agree their preferred room hire charges. Specific considerations include:

- (i) room hire charges within the Civic Centre;
- (ii) room hire charges for Foresters Hall;
- (iii) preferred room hire charges for West Park and Victoria Pavilions;
- (iv) incorporating the use of the projector/screen (equipment within the rooms) within the room hire cost;
- (v) introductory offers and rewards for long term hirers.

**Appendices:** Appendix A – Current room hire charges (2017/18)

**Background paper:** Room hire costs of competitors  
(circulated separately to members)

**Contact Officer:** Holly Goring

## MEETING ROOMS AND VENUE HIRE

[www.uckfieldciviccentre.com](http://www.uckfieldciviccentre.com)

Booking Line: 01825 747790

Email: [acimin@uckfieldc.gov.uk](mailto:acimin@uckfieldc.gov.uk)

### Making a Booking

To check availability of rooms and dates in the Civic Centre, please call 01825 747790.

To assist our staff, please have the following information available:

- Date(s) required
- Number attending
- Start and end times for your event

We will then be able to advise you of available rooms and will make every effort to accommodate your event.

If a room is available for your preferred date and time, we will need additional details to make your provisional booking:

- Your name
- Company or organisation
- The billing address
- Contact telephone numbers
- Brief details of the event.

You will be required to complete: a booking form, a catering form, an additional equipment and layout forms.

You should check and complete the forms and return them to the Council Offices, where your booking will be confirmed.

You will then be sent a confirmation of your booking preferably by email.

An invoice for the hire charge will be sent to you at least 28 days prior to your booking and should be paid within 14 days.

### Prior to your event

Please ensure that you confirm numbers attending and the layout at least **two days** before your event.

If you require catering, you must advise Luxfords of your order at least one week before your event on 01825 761659.

If you have any queries, or would like to discuss specific requirements for your event, please call 01825 747790 and make an appointment to see a member of staff.

### Cancellations

**Please Note:** if you cancel your booking within 14 days of the date of the event, the **full** hire charge will be payable.

### Access for Disabled People

The Civic Centre is fully accessible for disabled people, with designated parking spaces at the rear of the building.

If you have any specific access requirements, or require any information in an alternative format, please call 01825 747790.

### Layout

The room will have been set out to the specification you will have indicated on the booking forms.

If this is incorrect or you require alterations, please contact a caretaker or the Council Offices immediately.

The chairs and tables are heavy and you should **not** attempt to move them.

### Additional Equipment

If you require additional audio-visual equipment on the day, or have difficulties with operating any equipment, please contact a caretaker or the Council Offices for assistance.

### Catering

If you require additional catering, or have any queries regarding your catering order, please contact Luxfords directly on 01825 761659.

### Housekeeping

Maps of the building and housekeeping notices are provided in each room.

If you require further information, please contact the Council Offices or, out of normal office hours, a caretaker.

### EMERGENCY PROCEDURES

Fire evacuation and emergency procedure notices are provided in all rooms. Please ensure that all of your delegates/guests are aware of the emergency evacuation procedures.

**In the event of a fire, please evacuate to Luxfords Field car park and take a roll call of your delegates/guests.**

**You must report**

**Immediately to the Fire**

**Officer in charge should**

**anyone from your party be**

**missing or require**

**assistance.**

If you require additional information about the evacuation procedures, please contact the Council Offices in person or call 01825 747791

# CIVIC CENTRE AND FORESTERS HALL

## Venue hire charges 2017/18

**SPECIAL OFFERS FOR NEW CUSTOMERS**



Foresters Hall



Weald Hall



Council Chamber



Green Room



Marlletts Room



Oakleaf Room



Ashdown Room



Mayor's Parlour

Civic Centre, Uckfield, TN22 1AE  
Tel: 01825 747790 Email: [acimin@uckfieldc.gov.uk](mailto:acimin@uckfieldc.gov.uk)  
Website: [www.uckfieldciviccentre.com](http://www.uckfieldciviccentre.com)

## MEETING ROOMS AND VENUE HIRE

www.uckfieldciviccentre.com

Booking Line: 01825 747790

Email: [admin@uckfieldc.gov.uk](mailto:admin@uckfieldc.gov.uk)

### CIVIC CENTRE (TN22 1AE) - Basic room hire per hour + VAT

Room	Non-Commercial	Commercial	Day delegate rate**	Half day delegate rate**
Weald Hall *(Seats up to 300) 15 m x 21 m	£22.00	£38.50	£26.75 pp (80 people or more) £21.50 pp (less than 80)	£17.50 pp (80 people or more) £16.50 pp (less than 80)
Ashdown Room *(Seats up to 100) 11 m x 7 m	£11.50	£20.00	£26.75 pp	£17.50 pp
Council Chamber *(Seats up to 50) 6.8 m x 12.9 m	£12.50		£18.00 pp	£13.50 pp
Green Room *(Seats up to 50) 5.5 m x 9.4 m	£10.00		£18.00 pp	£13.50 pp
Oakleaf Room *(Seats up to 25) 4.1 m x 6.1 m	£9.00		£18.00 pp	£13.50 pp
Martlets Room *(Seats up to 30) 4 m x 6.8 m	£9.00		£18.00 pp	£13.50 pp
Mayor's Parlour *(Seats up to 10) 3.7 m x 4.4 m	£8.00		n/a	n/a
FORESTERS HALL (TN22 5DT) - Basic room hire per hour				
Room	Non-Commercial		Commercial	
Main Hall – adult group	£9.60		£21.00	
Main Hall – voluntary youth group	£4.60		n/a	

\* Maximum capacity dependent on room layout – please see separate sheet for details and specify the layout when you make your booking.

### Foresters Hall:

- You will need to collect a key prior to your event. If you have made a booking for a Saturday or Sunday, please call into the offices on the Friday before 4.00pm to collect the key. You will need to return the key on the Monday morning.
- Bookings cannot be taken for Fridays or Sunday evenings due to services in the Chapel.
- Foresters Hall is *not* suitable for adult parties or discos.

## MEETING ROOMS AND VENUE HIRE

www.uckfieldciviccentre.com

Booking Line: 01825 747790

Email: [admin@uckfieldc.gov.uk](mailto:admin@uckfieldc.gov.uk)

### USEFUL INFORMATION

General hire of equipment	Weald Hall equipment hire only
<ul style="list-style-type: none"> <li>Charged per item when ordered with rooms booked on an hourly rate.</li> <li>All equipment is included as required in day and half day delegate rates.</li> </ul>	<ul style="list-style-type: none"> <li>Full Stage (5.4m x 21.9m)</li> <li>2/3 Stage (3.6m x 21.9m)</li> <li>Stage lights (1<sup>st</sup> night)</li> <li>Stage lights (subsequent nights)</li> <li>Planor</li> <li>PA System + one microphone</li> <li>Standard microphone</li> <li>Radio microphone</li> <li>Lapel microphone</li> <li>Wheelchair lift to stage</li> <li>Induction Loop (requires PA)</li> </ul>
<ul style="list-style-type: none"> <li>TV Video &amp; DVD</li> <li>Overhead Projector</li> <li>Flip Chart (with pens)</li> <li>Powerpoint Projector</li> <li>Laptop</li> <li>NoBo Display Boards (Velcro fastenings)</li> <li>Lectern</li> </ul>	<ul style="list-style-type: none"> <li>£19.00</li> <li>£ 9.50</li> <li>£18.00</li> <li>£12.00</li> <li>£12.00</li> <li>£14.00</li> <li>£ 3.00</li> <li>£ 9.00</li> <li>£ 8.00</li> <li>FREE</li> <li>FREE</li> </ul>

### \*\*Delegate rates

- Delegate rates are for the Civic Centre rooms only and for a minimum of 10 people.
- The day delegate rate includes: 8 hours room hire, arrival tea/coffee and biscuits, mid-morning tea/coffee and biscuits, mid-afternoon tea/coffee and biscuits, "Finger Food" lunch, jugs of water, stationery, all equipment available as required
- The half day delegate rate includes: 4 hours' room hire, arrival tea/coffee and biscuits, break tea/coffee and biscuits, "Sandwich Buffet" lunch, jugs of water, stationery, equipment available as required
- All food and alcohol consumed must be purchased on the premises, unless otherwise authorised in writing in advance. Luxfords offer a full inhouse catering service, including bar. The delegate rates include catering as above. Menus will be sent with your booking form and we will be happy to discuss specific requirements.
- Maximum capacity dependent on room layout – please see separate sheet for details and specify the layout when you make your booking.

### Special offers

- Special introductory offers are available to new customers. So whether you're a new start-up business or community group, or just returning to the Civic Centre after a period of time, contact us on 01825 747790 or [admin@uckfieldc.gov.uk](mailto:admin@uckfieldc.gov.uk) to see what offers are available.\*
- \* (offer on room hire only)

### Parties

All parties will be considered on merit and may be subject to additional terms and conditions including:

- a responsible person should be named who undertakes to remain sober throughout the event, to act as a liaison with Council staff in the event of an incident or emergency;
- an ID system to be specified to prevent under-18s from buying alcohol at the bar.

### For 18<sup>th</sup> birthday parties or parties for under 18s, please note:

- assurances will be sought that alcohol must not be bought and then given to under 18s;
- a £100 returnable deposit is to be paid in advance to cover any damage that may occur;
- if required, door supervisors are available for the duration of the event.

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

**Monday 20<sup>th</sup> November 2017**

### **Agenda Item No. 5.6**

#### **TO CONSIDER FUNDING FOR THE NORTH WEALDEN COMMUNITY TRANSPORT PARTNERSHIP SATURDAY BUS SERVICE IN 2018/19**

##### **1.0 Background**

- 1.1 Uckfield Town Council, along with the parishes of Framfield, Heathfield and Maresfield currently fund the 262 Saturday bus service between Forest Row and Heathfield.
- 1.2 In March 2017, members of Environment and Leisure Committee were advised that further cuts were being made to bus services in the local area. The 231 Bus Service calling at Etchingham, Burwash, Heathfield, Blackboys, Framfield and Uckfield run by Compass Travel had reduced its timetable on weekdays as a result of passenger numbers decreasing and made a decision to stop the 231 service on Saturdays with it ceasing on 18<sup>th</sup> February 2017.
- 1.3 NWCTP were already providing a Saturday service between the Ashdown Forest and Uckfield, which Maresfield Parish Council and Uckfield Town Council contributed to, to enable local residents and visitors to travel between the forest and Uckfield, and reach connecting bus services towards East Grinstead. It was therefore agreed to extend the service timetable to travel between Forest Row and Heathfield to continue service provision between the villages and enable the community to reach their local towns.
- 1.4 After some lengthy discussions between the parishes, Uckfield Town Council along with Framfield, Heathfield and Maresfield jointly funded the Saturday bus service. The service as a whole costs just under £10k to run per annum. Contributions between the parishes were calculated in accordance with the tax base, which suggested that Uckfield Town Council would need to contribute just under £4,000.00 in 2017/18. The ratios per council, when divided across the four areas by council tax base were:

Framfield –	7%
Heathfield –	38%
Maresfield –	14%
Uckfield -	41%
- 1.5 As a result of Uckfield and Maresfield councils funding the shorter service during the previous financial year it was agreed that any returned monies accrued from concessions in that year would be taken off the costs of the ongoing service costs for these two councils.
- 1.6 At the end of September 2017/18, the total cost of the service was £4,895.90 (from 8 April 2017), but due to the return of concessionary fares (£1,300) for that service, and additional concessionary funds taken off Uckfield's contribution from

2016/17, Uckfield has to date only contributed around £500.00 towards the service. It is predicted that Uckfield Town Council will have to pay at least a further £1,500-£2,000 by the end of March 2018.

## 2.0 Running the service in 2018/19

2.1 As we look to consider our budget setting for 2018/19, NWCTP have put forward a proposal for the running costs of the Saturday service in 2018/19.

Their initial calculations by council tax base estimate the following costs:

Parish Supported S	2017/18 Tax Base	% Contribution	Maximum subsidy assuming nil fares
Forest Row	2,212.10		
Framfield	921.5	6.91%	£695.81
Heathfield & Waldron	5,058.80	37.95%	£3,819.80
Maresfield & Nutley	1,797.00	13.48%	£1,356.88
Uckfield	5,553.40	41.66%	£4,193.27
	<b>13,330.70</b>	<b>100.00%</b>	<b>£10,065.76</b>

2.2 The above figures set out the maximum subsidy assuming nil fares which is similar to that estimated in 2017/18 and works on the basis that the service costs the region of £10k to run. We have since been advised that they expect the maximum contribution from Uckfield Town Council for 2018-19 to be in the region of £3,800, and almost certainly less once concessionary fare monies are returned. In the first six months of 2017/18, the service has received a return of 25% due to concessionary fares, so it could be suggested that Uckfield Town Council would only need to contribute in the region of £2,800 - £3,000 in 2018/19.

2.3 NWCTP have also made a further approach to Forest Row Parish Council in the hope that they might reconsider their decision for 2018/19.

2.4 It should also be noted that the more the service is used by those with concessionary fares, the less the costs will be to the parishes.

## 3.0 Update from NWCTP

3.1 The Saturday service has been running well, and they have noticed an increase in take up over the past few months with service users travelling across the forest and to the towns of Uckfield and Heathfield. A small number of people are also using the service to connect to other bus services towards the direction of East Grinstead.

3.2 It is suggested that new photographs be taken to promote the service, and the service be better promoted in the local area.

#### **4.0 Recommendations**

##### **4.1 Members are asked to**

- (i) review the above information, and;
- (ii) consider whether they wish to continue funding the 262 Saturday bus service in 2018/19 and if so, consider the means by which a funding contribution would be made (2018/19 revenue budget or reserves).

**Contact Officer:** Holly Goring

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

**Monday 20<sup>th</sup> November 2017**

### **Agenda Item 5.8**

#### **TO NOTE THE PROCEDURE FOR OBTAINING COMMUNITY INFRASTRUCTURE LEVY PAYMENTS**

##### **1.0 Summary**

- 1.1 Uckfield Town Council has been notified, along with all parish and town councils, of the CIL reporting procedures and what the funds can be spent on.
- 1.2 The CIL Regulations set out a requirement that a level of CIL collected from a development must pass to the Town/ Parish Council where the development takes place. This is known as the meaningful proportion.
- 1.3 The District Council would normally make payment in respect of CIL it receives from 1 April to 30 September to the Town/Parish Council by 28 October of that financial year and pay the CIL received from 1 October to 31 March by 28 April of the following financial year.
- 1.4 The figures have been calculated up to 30<sup>th</sup> September 2017 and payments will be made to Town/ Parish Councils on 16<sup>th</sup> October 2017. Uckfield Town Council has been advised that it will receive a payment of £14,319.27.
- 1.5 To comply with the reporting requirements outlined in the CIL Regulations there is a requirement for Town/ Parish Councils to provide the Charging Authority (Wealden District Council) with information relating to how monies have been spent. A proforma has been made available to parish/town councils to complete should any payments be made.
- 1.6 A copy of the guidance note and proforma is attached at appendix A for members' information and future reference.

##### **2.0 Recommendations**

- 2.1 Members are asked to note the attached guidance and accompanying information;
- 2.2 Members are asked to consider how the above funds could be utilised towards future priorities within the town council's draft strategic plan.

Background Papers: None

Contact Officers: Holly Goring

### COMMUNITY INFRASTRUCTURE LEVY (CIL)

### GUIDANCE FOR TOWN AND PARISH COUNCILS

April 2017

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#### What is the Community Infrastructure Levy (CIL)

- Wealden District Council (WDC) adopted its CIL Charging Schedule on 1<sup>st</sup> November 2015 and began implementing CIL on 1<sup>st</sup> April 2016. From this date most new development has been liable to pay CIL.
- The amount of CIL payable is determined by the Gross Internal Area (GIA) of the development and the applicable CIL rate/s.
- There is also the ability to offset existing floorspace on change of use and demolition of existing buildings, subject to meeting certain criteria.
- The CIL is collected from development in order to pay for the infrastructure that is, or will be, needed to support new development across the District.
- The CIL does not replace previous s.106 contributions which are still used to cover on site infrastructure and affordable housing.
- However changes in s.106 legislation mean that many infrastructure needs previously covered by s.106 could now be funded via CIL.

#### What are the WDC CIL Rates?

The WDC CIL rates are set out in the CIL Charging Schedule 2015 as follows:

Development	CIL Charge (£ per sq m)
Residential (higher band)*	£200
Residential (lower band)*	£150
Retail – wholly or mainly convenience	£100
Retail – wholly or mainly comparison	£20
Standard Charge (applies to all development not separately defined)	£0

\*Please refer to figure 1 in the Charging Schedule for the map showing the higher and lower areas.

#### How is CIL calculated?

- The Wealden CIL Charging Schedule 2015 sets out the charge per square metre that will apply to each category of new development where new floorspace is being created.
- In certain circumstances CIL may also be charged where planning permission is granted to change the use of existing floorspace.

- The standard charge of £0 per sq m will apply to all new floorspace created unless a different rate is set out in the charging schedule.

#### **When is CIL payable?**

- The CIL Demand Notice (the invoice) is issued on commencement of development.
- The amount of time given for payment to be paid and the provision of payment by instalments is dependent on the chargeable amount and can be further categorised where phasing has been permitted.
- A copy of the District Council CIL Instalment Policy can be found in the linked documents section of the CIL webpage – as detailed at the end of this note.

#### **What is the Town/Parish Council 'Meaningful Proportion'?**

- Under the requirements of the Community Infrastructure Levy Regulations 2010 (as amended), 15% of the CIL collected as a result of development in a given parish area will be passed to the relevant Town/Parish Council – this is more commonly known as the 'meaningful proportion'.
- Payments will be capped to £100 per council tax dwelling per year, for example, a Town/Parish with 500 dwellings cannot receive more than £50,000 of CIL receipts per year.
- In areas with no Town/Parish Council, the 15% of CIL must be used by the charging authority to support the development of the relevant area.
- Areas with an adopted Neighbourhood Development Plan the amount to be passed to the Town/Parish Council will be 25% with no cap.

#### **How and by when must the 'Meaningful Proportion' be spent by the Town/Parish Council?**

- The CIL Regulations 2010 (as amended) require the 'meaningful proportion' to be used to support the development of the local area by funding:
  1. The provision, improvement, replacement, operation or maintenance of infrastructure; or
  2. Anything else that is concerned with addressing the demands that development places on an area
- This provides Town/Parish Councils with a much more flexible approach for spending their CIL receipts in comparison to the powers of District Council.
- Such wider spending powers for the Town/Parish Council allow the local community to decide what they need to help mitigate the impacts of development in their area.
- This may be for a local project, or the Town/Parish may decide to contribute their proportion of the funding to the more strategic projects which are being supported by the District Council, such as an

education expansion project or road scheme that will support their locality – as noted above, the CIL receipts are now needed to deliver many infrastructure items previously funded under s106 and, as such, Town/Parish Councils will have important and difficult decisions to make to prioritise their infrastructure delivery.

- Any spend of CIL funding must fit within the usual powers of the Town/Parish Council and their Powers of Competence.
- Where the infrastructure to be supported is not permissible due to the responsibilities of the Town/Parish Council then this may still happen by agreeing for the money to remain / be passed back to the District Council for them to have spent in accordance with the wishes of the local community.
- Decisions on the expenditure of the 'meaningful proportion' funds are at the Town/Parish Council's discretion, provided that it is in accordance with the CIL regulations.
- If a Town/Parish Council has failed to spend CIL funds transferred to them within a period of 5 years from the date of initial receipt, or has not applied the funds in accordance with the Regulations, then the District Council can serve a notice on the Town/Parish Council requiring it to repay some or all of the receipts that had been transferred to them.

#### **When will the Town/Parish Council receive a payment of the 'Meaningful Proportion'?**

- The District Council will normally make payment in respect of CIL it receives from 1 April to 30 September to the Town/Parish Council by 28 October of that financial year, and pay the CIL received from 1 October to 31 March by 28 April of the following financial year.

#### **What are the reporting requirements for the Town/Parish Council?**

- To ensure transparency Town/Parish Councils must publish each year (the financial year) their:
  - total CIL receipts;
  - total expenditure;
  - a summary of what the CIL was spent on; and
  - the total amount of receipts retained at the end of the reported year from that year and previous years.
- Reports can be combined with other reports already produced by Parish/Town Councils and should be placed on their website and a copy of the report is required to be sent to the District Council.
- Where a Town/Parish does not have a website the District Council can, upon request, publish this information on its website on the Town/Parish Council's behalf.
- The CIL report must be published and sent to the District Council no later than 31st December following the reported year (the financial year).

- Town and Parish Councils may use the reporting template provided by Wealden District Council

#### **Further Details**

More information about CIL can be found on the Wealden District Council

Website:

<http://www.wealden.gov.uk/cil>

Please contact the Planning Policy Team if you have any specific questions.

Tel: 01892 602008

Email: [ldf@wealden.gov.uk](mailto:ldf@wealden.gov.uk)

## Community Infrastructure Levy Statement 2017/18

Details	Note No *	£
<b>CIL Receipts for reported year</b>		
Cash	1	
<b>Total CIL receipts for reported year</b>	1	
<b>Details of any notices received in accordance with regulation 59E, including;</b>		
<ul style="list-style-type: none"> <li>The total value of CIL receipts subject to the aforementioned notices during the reported year</li> </ul>	2	
<ul style="list-style-type: none"> <li>The total value of CIL receipts subject to the aforementioned notices in any year that has not been paid to the relevant charging authority by the end of the reported year</li> </ul>	2	
<b>Total value of CIL receipts subject to aforementioned notices for reported year</b>		
<ul style="list-style-type: none"> <li>Total CIL receipts for reported year retained at end of the year</li> </ul>	3	
<ul style="list-style-type: none"> <li>CIL receipts from previous years retained</li> </ul>	3	
<b>Total amount of CIL receipts retained for reported year</b>		
<ul style="list-style-type: none"> <li>Expenditure on infrastructure</li> </ul>	4	
<b>Total CIL expenditure during the reported year including:</b>		
<ul style="list-style-type: none"> <li>The amount of CIL to which an infrastructure payment relates (list each payment individually)</li> </ul>	5	
<ul style="list-style-type: none"> <li>The item of infrastructure to which the above payment relates</li> </ul>	5	Insert details in box below

## Notes

1. Regulation 62A 2(a) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local authority to report the total CIL receipts for the reported year,
2. Regulation 62A 2(d) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local authority to report details of any notices received in accordance with Regulation 59E<sup>1</sup>, including;
  - a. The total value of CIL receipts subject to notices served in accordance with Regulation 59E during the reported year;
  - b. The total value of CIL receipts subject to a notice served in accordance with Regulation 58E in any year that has not been paid to the relevant charging authority by the end of the reported year.
3. Regulation 62A 2(e) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local authority to report details of the total amount of:
  - a. CIL receipts for the reported year retained at the end of the reported year; and
  - b. CIL receipts from previous years retained at the end of the reported year.
4. Regulation 62A 2(b) of the Community Infrastructure Regulations 2010 (as amended) requires a local authority to report the total CIL expenditure for the reported year.
5. Regulation 62A 2(c ) of the Community Infrastructure Regulations 2010 (as amended) requires a local authority to provide a summary of CIL expenditure during the reported year including;
  - a. The items to which CIL has been applied; and
  - b. The amount of CIL expenditure

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<sup>1</sup> Regulation 59E covers notices served by Wealden District Council (WDC) of the Town or Parish Council requiring it repay some or all of the CIL receipts where WDC believes some or all of the CIL received by the Town or Parish Council has not been spent in accordance with the regulations to support the development of its area within 5 years of receipt or has been applied not in accordance with the regulations as stated at Regulation 59C.

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

**Monday 20<sup>th</sup> November 2017**

### **Agenda Item 6.1**

#### **TO NOTE THE CURRENT POSITION WITH THE COUNCIL'S BUILDINGS**

##### **1.0 Summary**

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

##### **2.0 The Buildings**

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

###### The Civic Centre

Minor repairs have been undertaken to the Civic Centre building and a couple of trip hazards addressed.

Quotations are being obtained for the ground floor ceiling corridor area and for the redecoration of Civic Centre rooms.

###### Victoria Pavilion

Minor roof repairs had to be completed due to individual(s) free running over the roof and breaking a small number of tiles.

###### The Signal Box

The Town Council is currently awaiting an update from its surveyors regarding the return of previous contractors to address the steps.

###### West Park Pavilion

Estimates were obtained from local surveyors to undertake a feasibility study of West Park Pavilion and to identify whether the space could be reconfigured to create a more useable public facility. Fees were received, and a local architect appointed. The architect has been requested to provide plans of three internal layouts, and associated costings. An update will be provided to members once a report is received.

###### Foresters Hall

Quotes were obtained to understand what the cost would be to redecorate the main hall within Foresters Hall and undertake repairs to the existing plaster. Quotes have been received in the region of £5,000, and could be funded from existing building maintenance funds within earmarked reserves. To reduce any inconvenience to hirers of the hall, it would be advisable for the works to be undertaken during school holidays. At present we are exploring if it would be possible for works to take place over the Christmas break.

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

The current tenants are due to leave 2A Vernon Road shortly. Contact has been made with local letting agents to obtain a rental price for the property. Before new tenants move in, it would be advisable to redecorate the property and undertake some minor repairs and a periodic electrical inspection. The cost of these works would be in the region of £3,500 – £4,000.

**3.0 Review of internal decoration and repairs**

- 3.1 Our new Facilities Manager is currently in the process of reviewing the condition of the Town Council's buildings and developing a schedule of works with associated costs to enable works to be prioritised accordingly.

**4.0 Annual maintenance programme**

- 4.1 The tender process is currently underway for year 3 maintenance works with the intention that the chosen contractor will commence works in January 2018.

**5.0 Recommendations**

- 5.1 Members are asked to note the report;
- 5.2 Members are asked to review the estimate associated with the redecoration of Foresters Hall and agree for the works to take place, funded by earmarked reserves;
- 5.3 Members are asked to review the proposal to redecorate and undertake minor repairs to 2A Vernon Road and agree for the works to take place, funded by earmarked reserves.

Background Papers: None

Contact Officers: Holly Goring

## Meeting of the General Purposes Committee

Monday 20<sup>th</sup> November 2017

### Agenda Item 8.1

#### TO RECEIVE A REPORT ON THE ADMINISTRATION OF THE COUNCIL

##### 1.0 Summary

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

##### 2.0 Sickness:

2.1

	As at 01/11/17 (27 staff)	As at 16/11/16 (22 staff)
Actual days taken as short term Doctors' certificate	50 days	28 days
Actual days taken as self-certificated sick leave	18 days	13 days
Average number of days self-certificated sick leave per person	0.67 days	1.86 days
Actual days taken as long term sick leave	136 days	0 days
Average number of days sickness per person	7.6 days	1.86 days
National average of sick days taken in the public sector per person ( <i>*sickness absence in the labour market – ONS 2016</i> )	4.3 days	5.5 days (CBI/AXA)

N.B The most recent figures are for the current period from 1 April 2017. We currently have one member of staff on long term sick leave.

##### 3.0 IT and Computers

- 3.1 Since the last report in October 2017 the website ([www.uckfieldtc.gov.uk](http://www.uckfieldtc.gov.uk)) has had 130 regular users and 155 sessions of which 63.2% were new visitors.
- 3.2 The Civic Centre website ([www.uckfieldciviccentre.com](http://www.uckfieldciviccentre.com)) has had 180 regular users and 239 sessions since the last report in October 2017 of which 64.4% were new visitors.
- 3.3 The Facebook page ([www.facebook.com/uckfieldtowncouncil](https://www.facebook.com/uckfieldtowncouncil)) has had 619 "likes" since launch in June 2012. This is 2 more 'likes' since that reported in October 2017.
- 3.4 The Facebook page ([www.facebook.com/luxfords](https://www.facebook.com/luxfords)) has had 294 "likes" since its launch in June 2013. This is seven more "likes" since the last report in October.

3.5 The Twitter account for the Town Council (@UckfieldTC) has obtained 882 “followers” since the launch in June 2013. This is 17 more than that reported in October 2017.

3.6 The Twitter account for Luxfords (@LuxfordsUCC) has obtained 362 “followers” since its launch in June 2013. This is seven more than that reported in October 2017.

**4.0 Risk Assessments and Training**

4.1 Our Facilities Manager has started to review all of the Town Council's risk assessments and is ensuring that any immediate hazards or issues rated at medium priority level are addressed, where necessary.

**5.0 Accidents and First Aid**

5.1 Nothing to report.

Background Papers: None

Contact Officer: Christine Wheatley

## Appendix A

### UCKFIELD TOWN COUNCIL



#### MEMBERS AUDIT FORM

MONTH

SEPTEMBER 2017

#### Checklist:

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

#### SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

Supplier Invoices  
Customer Invoices  
Timesheets

☒  
☒  
☒

#### BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

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

Clerks Account  
General Account  
Special Interest Bearing  
Lloyds Bank Account

☐  
☒  
☐  
☐

#### PETTY CASH

Check cash balance and vouchers

Town Council Petty Cash  
Luxfords Petty Cash

☒  
☐

Signed .....

Print Name .....

Dated .....

27-10-2017

**3.4. Timesheets:**

The Member will choose random timesheets from the file.

They will check:

- a) That the time sheets add up correctly.
- b) That the pay detail on the payslip for that person corresponds with the time sheet.

**4.0. BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE**

4.1. The purpose of this exercise is to monitor movement between accounts and account balances.

4.2. The Member will carry out the following checks:

- a) The bank statements correspond with the bank reconciliation.
- b) The bank statements and reconciliations are signed by the Responsible Financial Officer.
- c) Any discrepancies (bank errors) are fully detailed.
- d) The nominal codes are correct in SAGE.

**5.0. PETTY CASH**

5.1. The Town Council hold two petty cash floats, one for the Town Council and one for Luxfords restaurant. These are 'topped up' by cash withdrawn from the Clerk's bank account. The only two officers that can sign these cheques are the Town Clerk and the Responsible Financial Officer.

5.2 The Member will carry out the following:

- a) Check that the previous month's reconciliation is correct, signed and dated.
- b) Check random vouchers against this reconciliation.
- c) Count the money, at the time of their visit, in both petty cash tins to ensure the balance matches the SAGE balance.
- d) Check that current vouchers have been entered into the SAGE system.
- e) Check that vouchers are authorised by a member of staff and details entered in the petty cash books.
- d) Check that, where applicable, reimbursements of funds are signed for in the petty cash books.

**6.0. IRREGULARITIES**

In cases of suspected serious breaches of the Council's Financial Regulations, Standing Orders and Policies, the matter will be referred to the Urgent Consultation Panel immediately.

**7.0. REVIEW**

This Policy will be reviewed annually to ensure it fully covers the Council's Governance requirements.

### 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.
SLINGS SMOKERS	10420	10689	YES	113434 YES
TOTAL GAS + POWER	1547172L 7/17 11/8/17	N/A	YES	113415 YES

### Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
ALFRED GVA LTD	L33812	YES	12/9/17	C. Card. 12/9/17
ACTION COACH	CC33835	YES	22/9/17	C. Card.

### Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
M. SHOKHCLM	SEP 1 2017	YES	YES	29/9/17	420773760

**Members comments:-**


**Bank Reconciliation Checked**

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
GGN A/C.	578	YGS	YGS	1200.

**Petty Cash Checked**

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	SPOT CHECK 27/10/17.		YGS
Luxfords			

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

**Monday 20<sup>th</sup> November 2017**

### **Agenda Item 8.3**

#### **TO CONSIDER THE POTENTIAL IMPACT OF THE NATIONAL MINIMUM WAGE RATES INCREASE**

##### **1.0 Summary**

- 1.1 Uckfield Town Council has recently been informed about the proposed increase in national minimum wage rates due to come into place on 1 April 2018.
- 1.2 At present the adult hourly rate of the national minimum wage for those aged 25 years and over is £7.20. From 1 April 2018, this will increase to £8.05, followed by a £8.50 hourly rate in April 2019.
- 1.3 These changes could conflict with the Town Council's local pay structure for scales 6 – 14.
- 1.4 We are waiting for an update from the NJC (National Joint Council for Local Government) on the pay scales for 2018-19 for all scales, but it is recommended that the Town Council takes action promptly to start reviewing the lower scales that are likely to be affected by these changes.

##### **2.0 Recommendations**

- 2.1 Members are asked to note this update, and arrange a Personnel Sub-Committee to review this matter in detail.

Background Papers: None

Contact Officers: Holly Goring

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

**Monday 20<sup>th</sup> November 2017**

### **Agenda Item 9.1 (i)**

#### **Citizens Advice Bureau**

As agreed earlier in 2017/18, the Citizen's Advice Bureau are required to provide a quarterly update as part of their funding agreement with Uckfield Town Council. The following report provides a progress update at the end of quarter two (July to September 2017):



#### **Quarterly Performance Report to Uckfield Town Council - 2017/18 Quarters 1 & 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, by email and by skype during the following opening times. The bureau has only been closed for staff meetings and training, including sessions on dealing with debt and employment given these are a growing concern for our clients.

Day	Face to face	Telephone	email	Skype
Monday	9.30 to 3	9.30 to 3	9.30 to 3	10 to 12
Tuesday	Closed except for specialist appointments	9.30 to 1	9.30 to 1	10 to 12
Wednesday	9.30 to 3	9.30 to 3	9.30 to 3	10 to 12
Thursday	9.30 to 3	9.30 to 3	9.30 to 3	10 to 12
Friday	9.30 to 3	9.30 to 3	9.30 to 3	10 to 12

Specialist appointments for money advice have been offered on Tuesdays and Wednesdays. This has been made possible with the support of High Weald Lewes Havens Clinical Commissioning Group (HWLH CCG) who funded the service in 16/17 when existing County Council and Lottery funding expired and are committed to continuing their support in 17/18.

Our phone service ADVICELINE, is operated in partnership with other East Sussex Citizens Advice offices. This means that telephone advice is now available five days a week until 4pm every day within the county. Callers ringing outside these times have access to a central Citizens Advice team until 5pm and also to recorded information.

## 2. Premises

There have been no accessibility issues for clients during this period.

## 3. Reporting

The Uckfield bureau helped **818 clients** in the second quarter of 2017/18, comparable with the number of people helped in the same period in 2016/17. Together with our East Sussex partners we helped **321 Uckfield residents** with **1382 issues**.

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

Clients raised **3,004 issues** - giving a ratio of **3.7 issues per client**. 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 16%; employment 10%, housing 8%; relationships & family 8%.

The Uckfield team achieved some impressive outcomes for 1 in 6 clients. This included securing **nearly £300k 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 **£142,787 in additional income** (e.g. benefits/tax credits) for clients over this period. The team also helped 28 people who were homeless or threatened with homelessness.

Our annual customer satisfaction survey (Jan-March 17) showed **100%** of clients as being happy or very happy with the service they received. There have been no complaints about the service this quarter.

The team has continued to be proactive in research & campaigning, submitting 44 evidence forms to national Citizens Advice.

Current areas being targeted for action concern:

- The operation of the welfare benefits system, especially the implementation of universal credit where the team have supported a number of clients who have had no support at all for up to 4 months. We have been submitting case studies to national Citizens Advice to support the call to halt the roll out of universal credit while the practical implementation issues are remedied.
- Fuel poverty , where we are about to relaunch our Warm in Wealden campaign to help our clients keep warm this winter
- Employment rights (including zero hours contracts and maternity rights).
- Scams - we are working with a range of partners across the county as part of Trading Standards *Friends against Scams* initiative. In addition to providing advice to individual clients we publicise hints and tips and warning about local scams through our Scam of the Month initiative.

We are fortunate to have 30 volunteers at Uckfield.

These volunteers are supported by:

- Full time equivalent advice session supervision
- 4 days a week specialist money advice support
- 3 days a week admin support
- A share of full time equivalent trainer
- Access to the help of specialist staff e.g. Hastings Advice & Representation Centre advice on benefit appeals.

Wealden Citizens Advice is also supported by 8 volunteer trustees.

#### 4. Other service developments

As proud members of the **Wealden Dementia Action Alliance** all our volunteers are receiving refresher dementia friends training.

Clients of Uckfield CAB will be able to access 1 to 1 and group sessions on **managing their money**. This service is being offered to all money advice clients this year and we hope to be able to get additional funding to support developing the service through the Nat West Skills & Opportunities Fund. We were a shortlisted service last year and are in the running again this year - there is a public vote element to the process so please vote for our Counting On project at <http://skillsandopportunitiesfund.natwest.com/vote/>

We have also sought funding from the Aviva Community Fund to extend our **outreach service** so we can offer advice and support closer to home for those who cannot currently access our face to face service, especially those living with dementia and their carers. Again there is a public vote element to the scheme so please register and use your 10 votes for us at <https://community-fund.aviva.co.uk/voting/project/view/17-5982>

Citizen's Advice Bureau/Councillor Paul Sparks

#### Annex A

Part 1	Number of Advice Events	% Issues	Unique Client Count
Benefits & tax credits	995	33%	373
Consumer goods & services	99	3%	50
Debt	483	16%	144
Education	15	0%	12
Employment	285	9%	120
Financial services & capability	119	4%	56
Health & community care	73	2%	50
Housing	234	8%	131
Immigration & asylum	26	1%	11
Legal	174	6%	129
Other	114	4%	63
Relationships & family	220	7%	122
Tax	22	1%	19
Travel & transport	39	1%	26
Utilities & communications	52	2%	21
Discrimination	23	1%	16
<b>Grand Total</b>	<b>3,004</b>	<b>98%</b>	<b>808</b>

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