



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 22nd January 2018 at 7.00pm
in
The Council Chamber, Civic Centre

AGENDA

1.0 DECLARATIONS OF INTEREST

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

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

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

3.0 APOLOGIES FOR ABSENCE

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committees held on the 20th November 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**
(Attached)
- 5.4 To consider the re-allocation of funds to purchase community speedwatch equipment
(Attached)
- 6.0 BUILDINGS**
- 6.1 To note the current position with the Council's buildings
(Attached)
- 7.0 POLICY**
- 7.1 To consider the latest information relating to the General Data Protection Regulations (GDPR)
(to follow)
- 8.0 ADMINISTRATION**
- 8.1 To receive a report on the administration of the Council
(Attached)
- 8.2 To receive Members' audit reports
(nothing to report)
- 9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**
- 9.1 To consider reports from:-
- (i) Citizens Advice Bureau (Attached)
 - (ii) Ridgewood Village Hall Management Committee (Attached)
 - (iii) Uckfield and District Preservation Society (nothing to report)
 - (iv) Uckfield Volunteer Centre (Attached)
 - (v) Wealden District Association of Local Councils – Management Committee (to follow)
 - (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 review the lease for the Signal Box
(Attached)



Town Clerk
16th January 2018

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General Purposes Financial Forecast as at 30th November 2017

	Apr 17 Actuals £	May 17 Actuals £	Jun 17 Actuals £	Jul 17 Actuals £	Aug 17 Actuals £	Sep 17 Actuals £	Oct 17 Actuals £	Nov 17 Actuals £	Actuals to Date	Budgets to Date	Dec 17 Budget £	Jan 18 Budget £	Feb 18 Budget £	Mar 18 Budget £	Total £	2017/2018 Budgets
Sales																
Administration	33	7	14	1	1	1	1	10	68	200	25	25	25	25	168	300
Luxfords - re-allocation Administration fees	0	0	0	0	0	0	0	0	0	0	0	0	0	3,700	3,700	3,700
Festive Light Income	0	0	0	0	0	0	0	0	0	0	0	0	2,000	0	2,000	2,000
Special Int. Bearing Interest	6	9	8	7	6	6	10	107	159	68	8	8	8	8	191	100
Interest Misc. (Fixed Rate Bond)	0	0	0	3,838	0	0	0	0	3,838	0	0	0	0	0	3,838	0
Civic Centre	7,309	8,510	6,909	9,474	5,843	8,344	10,995	7,928	65,312	64,308	8,071	8,071	8,346	8,071	97,871	96,867
Civic Centre Vending Machine	22	47	50	0	0	0	0	0	119	2,000	250	250	250	250	1,119	3,000
Feed-in Tariff Payments	0	0	0	2,688	0	0	1,346	0	4,034	3,465	0	1,155	0	0	5,189	4,620
Quickborn Suite rent	663	663	663	663	0	1,326	663	663	5,304	5,307	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	0	0	110	68	8	8	8	8	142	100
Victoria Pavilion	1,734	792	818	832	1,189	792	1,230	855	8,242	7,622	800	1,208	800	800	11,850	11,230
RHI - C.Centre Boiler	0	0	0	0	1,780	0	0	0	1,780	7,500	0	2,500	0	0	4,280	10,000
Victoria Storage Garages	0	50	0	0	0	0	0	0	50	0	0	0	0	0	50	0
Cemetery Chapel workshop	0	1,050	0	0	0	1,050	0	0	2,100	0	4,200	0	0	0	6,300	4,200
Foresters Hall, regular users	650	1,537	458	2,930	490	1,333	782	3,838	12,018	10,732	1,342	1,342	1,342	1,342	17,386	16,100
Foresters Chapel	272	0	0	272	0	0	272	0	816	723	91	91	91	91	1,180	1,087
2a Vernon Road, rent	495	495	495	495	495	495	495	495	3,960	3,960	495	495	495	495	5,940	5,940
Signal Box	333	333	333	333	0	667	333	0	2,332	2,668	333	333	333	333	3,664	4,000
Osborn Hall	0	0	330	0	0	0	0	0	330	440	0	0	0	0	330	440
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	0	1,140	0	0	1,140	1,140
Bridge Cottage	0	0	0	0	3,277	0	0	0	3,277	0	1	0	0	0	3,278	1
CAB/Source	600	6,394	(332)	600	4,624	0	874	0	12,760	17,302	0	5,768	0	0	18,528	23,070
Community Toilet Scheme	0	0	0	0	550	0	0	0	550	825	0	0	275	0	825	1,100
Total Sales	12,117	19,887	9,765	22,224	18,255	14,014	17,001	13,896	127,159	127,188	16,297	23,057	14,636	15,786	196,935	196,954
Purchases																
Administration	2,130	1,874	670	1,346	2,459	965	1,738	1,963	13,145	12,270	925	925	2,550	925	18,470	17,595
General Advertising	0	0	362	0	0	0	0	0	362	1,668	208	208	208	208	1,194	2,500
Recruitment Advertising	0	240	0	0	0	99	0	0	339	1,100	0	0	0	0	339	1,100
Office Equipment/Computers	519	8,877	386	4,303	2,261	458	677	75	17,556	9,900	0	0	0	0	17,556	9,900
Hospitality	0	0	0	0	0	0	10	21	31	120	15	15	15	15	91	180
Health & Safety	0	0	668	0	0	0	22	0	690	834	104	104	104	104	1,106	1,250
Insurances	0	10,299	0	0	0	0	26,019	0	36,318	35,000	0	0	0	0	36,318	35,000
Mayor's Allowance	0	0	426	0	0	426	0	0	852	854	426	0	0	426	1,704	1,706
Elections	0	0	0	0	0	0	2,907	0	2,907	0	0	0	0	0	2,907	0
Accountants Fees	0	4,400	0	0	0	0	0	0	4,400	4,480	0	0	0	0	4,400	4,480
Grants Section142	0	9,000	0	0	0	0	9,000	0	18,000	19,500	0	0	0	0	18,000	19,500
Grants - Power of Competence	0	11,305	0	0	0	0	7,645	0	18,950	22,450	0	0	0	0	18,950	22,450
Volunteer Bureau SLA	0	8,000	0	0	0	0	0	0	8,000	8,000	0	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	0	0	0	21	0	0	0	0	21	450	0	0	0	0	21	450
Internal Audit Fees	0	0	420	0	0	0	840	0	1,260	1,650	0	550	0	0	1,810	2,200
Audit Fees	0	0	0	0	0	2,000	0	0	2,000	2,300	0	0	0	0	2,000	2,300
Professional Fees	3,496	1,890	0	648	1,390	0	1,345	0	8,769	7,000	875	875	875	875	12,269	10,500
Town Clock	0	0	0	0	2,445	0	0	0	2,445	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	19,638	18,902	127,420	110,549	13,818	13,818	13,818	13,818	182,692	165,821
Members Allowances	0	0	3,716	0	0	3,510	0	0	7,226	9,277	4,639	0	0	4,739	16,604	18,655
Newsletter	352	352	352	970	352	352	352	352	3,434	2,932	367	367	367	367	4,902	4,400
Bank Charges	43	40	40	43	42	40	43	40	331	400	50	50	50	50	531	600
Civic Centre Running Costs	11,679	4,886	6,052	5,103	4,731	7,336	8,261	7,327	55,375	71,900	9,300	10,460	5,010	4,930	85,075	101,600
Caretakers - Salaries	8,728	9,286	7,934	6,944	6,690	6,831	6,512	6,785	59,710	75,371	9,421	9,421	9,421	9,421	97,394	113,055
C/C Management Salary	0	0	0	224	0	0	0	0	224	0	0	0	0	0	224	0
West Park	495	(24)	204	96	(48)	298	658	661	2,340	2,204	209	859	219	184	3,811	3,675
Victoria Pavilion	2,160	550	902	451	558	1,347	989	1,761	8,718	9,825	1,150	1,640	1,160	1,150	13,818	14,925
Cemetery Buildings	120	122	122	122	122	122	122	122	974	0	0	0	1,265	0	2,239	1,265
The Hub	774	1,269	455	(48)	(152)	403	8	218	2,927	5,532	692	692	692	692	5,695	8,300
Foresters Hall	1,354	449	766	297	406	656	1,679	686	6,293	7,507	572	2,397	237	317	9,816	11,030
2a Vernon Road	0	0	64	50	50	50	50	50	314	0	225	0	0	0	539	225
Building Maintenance Fund	32,318	7,608	15,202	0	0	0	14,479	0	69,607	24,400	0	0	0	0	69,607	24,400

General Purposes Financial Forecast as at 30th November 2017

	Apr 17 Actuals £	May 17 Actuals £	Jun 17 Actuals £	Jul 17 Actuals £	Aug 17 Actuals £	Sep 17 Actuals £	Oct 17 Actuals £	Nov 17 Actuals £	Actuals to Date	Budgets to Date	Dec 17 Budget £	Jan 18 Budget £	Feb 18 Budget £	Mar 18 Budget £	Total £	2017/2018 Budgets
Subscriptions	2,533	75	0	0	0	74	0	0	2,682	3,600	0	0	0	0	2,682	3,600
Training	340	516	150	0	0	678	150	0	1,834	5,500	0	0	0	0	1,834	5,500
Other Buildings - Salaries	0	1,170	520	0	1,040	520	520	520	4,290	4,800	600	600	600	600	6,690	7,200
Total Purchases	79,889	95,117	52,240	34,655	39,772	44,924	103,664	39,483	489,744	461,373	43,596	42,981	49,191	39,221	669,710	636,362

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

** From Earmarked Reserves

*** Some from Earmarked Reserves

Luxfords Financial Forecast as at 30th November 2017

	Apr 17 Actuals £	May 17 Actuals £	Jun 17 Actuals £	Jul 17 Actuals £	Aug 17 Actuals £	Sep 17 Actuals £	Oct 17 Actuals £	Nov 17 Actuals £	Actuals to Date	Budgets to Date	Dec 17 Budget £	Jan 18 Budget £	Feb 18 Budget £	Mar 18 Budget £	Total £	2017/2018 Budgets
Sales																
Restaurant Food sales	7,326	8,692	7,481	7,920	8,537	9,042	11,836	9,976	70,810	84,668	10,583	10,583	10,583	10,583	113,142	127,000
Restaurant Bar sales	420	457	588	530	413	483	558	454	3,903	5,200	650	650	650	650	6,503	7,800
Vending sales	0	0	0	0	30	18	0	17	65	0	0	0	0	0	65	0
Hire of Luxfords Restaurant	147	175	133	303	147	147	147	0	1,199	1,371	171	171	171	171	1,883	2,055
Function Food Sales	1,460	3,113	1,803	1,248	328	4,115	3,863	2,466	18,396	20,668	2,583	2,583	2,583	2,583	28,728	31,000
Function Bar sales	517	1,581	1,032	4,087	496	1,486	779	346	10,324	9,668	1,208	1,208	1,208	1,208	15,156	14,500
Urn hire	81	99	93	56	112	81	205	93	820	355	45	45	45	45	1,000	535
Sundry Income	33	33	33	42	33	33	33	395	635	418	52	52	52	52	843	626
Total Sales	9,984	14,150	11,163	14,186	10,096	15,405	17,421	13,747	106,152	122,348	15,292	15,292	15,292	15,292	167,320	183,516
Purchases																
Food purchases	2,799	4,043	2,597	2,849	2,885	3,433	4,279	3,985	26,870	29,920	3,740	3,740	3,740	3,740	41,830	44,880
Bar purchases - non-alcoholic	101	330	372	394	17	269	141	8	1,632	2,378	298	298	298	298	2,824	3,570
Bar purchases - alcoholic	263	698	786	1,395	139	856	234	78	4,449	4,080	510	510	510	510	6,489	6,120
Lux. Paper goods/Consumables	168	75	241	93	74	208	281	124	1,264	1,658	208	208	208	208	2,096	2,490
Lux. Maintenance & Repairs	0	0	736	0	264	529	180	0	1,709	1,418	682	0	0	0	2,391	2,100
Lux. Equipment - New & Replacements	118	293	1,216	0	147	22	95	90	1,981	1,132	142	142	142	142	2,549	1,700
Lux. Equipment Hire	0	0	0	(275)	0	0	0	0	(275)	0	575	0	0	0	300	575
Lux. Postage	56	0	0	0	56	0	0	0	112	183	23	23	23	23	204	275
Rates	625	624	624	624	624	624	624	624	4,993	5,656	707	707	707	707	7,821	8,484
Electricity	534	422	478	428	474	430	516	564	3,846	3,578	448	448	448	448	5,638	5,370
Gas	24	26	27	23	0	87	0	0	187	800	100	100	100	100	587	1,200
Water	165	0	120	0	0	0	209	163	657	732	92	92	92	92	1,025	1,100
Lux. Telephone	13	13	23	9	13	13	12	12	108	148	18	18	18	18	180	220
Refuse collection	322	18	322	0	0	0	322	0	984	732	92	92	92	92	1,352	1,100
StockTaking	185	0	0	185	0	0	185	0	555	750	0	0	250	0	805	1,000
Lux. Stationery	0	0	0	0	0	2	0	0	2	0	0	0	0	80	82	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	29	166	502	732	92	92	92	92	870	1,100
Lux. Uniforms	0	40	60	21	21	0	21	0	163	200	0	0	0	0	163	200
Lux. Training	0	0	0	0	0	0	0	0	0	0	0	0	0	550	550	550
Management Salaries	0	0	0	0	0	0	0	0	0	2,468	308	308	308	308	1,232	3,700
Luxfords Salaries	7,030	6,988	7,382	5,774	6,944	8,712	7,677	7,472	57,979	57,830	7,228	7,228	7,228	7,228	86,891	86,742
Luxfords Casual wages	315	292	250	763	284	478	560	68	3,010	4,000	500	500	500	500	5,010	6,000
Lux Credit Charges	103	85	101	90	103	94	100	231	907	783	98	98	98	98	1,299	1,175
Total Purchases	12,983	13,947	15,335	12,468	12,045	15,807	15,465	13,585	111,635	119,178	15,981	14,604	14,854	15,234	172,308	179,851

Long Term Project																
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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Meeting of the General Purposes Committee

Monday 22nd January 2018

Agenda Item No. 5.3

BAD DEBTS UPDATE

1.0 Summary

1.1 The report details the current position regarding bad debts.

2.0 Details

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

- Infection Prevention Solutions
- Sussex Police
- Insanity Fitness

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Christine Wheatley

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Meeting of the General Purposes Committee

Monday 22nd January 2018

Agenda Item 5.4

TO CONSIDER THE RE-ALLOCATION OF FUNDS TO PURCHASE COMMUNITY SPEEDWATCH EQUIPMENT

1.0 Background

- 1.1 It was agreed within the 2017/18 budgets to allocate funding towards speed reduction. This was recorded as a new initiative and a total of £5,000 was set aside with the intention of purchasing at least one speed reduction device to place towards the south of the town in Eastbourne Road. This budget allocation appears within the financial forecast papers for Environment & Leisure Committee.
- 1.2 Following discussions at the meeting of Full Council on 20th February 2017, members agreed to utilise this funding more widely for the town and fund a number of speed surveys on the main access corridors, to understand the speeds being recorded. A total of five surveys were undertaken in London Road, Church Street and Eastbourne Road. This cost the Town Council a total of £1,100. This leaves £3,900 available within the budget for use for speed reduction initiatives/devices.

2.0 Community Speedwatch

- 2.1 A group of volunteers within the Ridgewood area of Uckfield have set up a community speedwatch group. This is separate from the Town Council's initiative to use a speed indicator device. The group have registered with www.communityspeedwatch.com (a Sussex Police approved website for managing these schemes) and the group is led by Mr Lane, with at least seven members of the public registered.
- 2.2 Sussex Police have advised that there are now 575 groups set up across three counties, with over 2,500 volunteers registered. The scheme is well organised and there are set procedures which the group have to follow to become registered, and to be able to use the device and equipment.
- 2.3 The Ridgewood Community Speedwatch group are working closely with the Police to undertake training to use the equipment. By following the specific advice and guidelines set out by the Police, volunteers are then covered by Sussex Police' Public Liability Insurance.
- 2.4 Initially the group can utilise equipment on a temporary loan basis. The cost to purchase the device kit (*including a pocket radar, hi-vis jackets and the necessary documents/paperwork*) is £400. At the beginning local groups tend to use pen and paper to record information and told to destroy this information and shred once used. Sussex Police do however recommend, particularly in line with data protection procedures, that the groups use a tablet device which is encrypted and ensures the safe storage of any information collected. The cost of the tablet is £400.
- 2.5 Parish/town councils can register themselves on the website as well to them to view the speed data collected.

2.6 The Town Council has been asked if it would be interested in funding the radar device and associated tablet at a total cost of £800 from our speed reduction budget. The Town Council would then own this equipment but be able to lend it to any community speedwatch group registered with the Police, in Uckfield Town. If registered on the Community Speedwatch website, the Town Council would be able to purchase the above equipment direct from their website.

3.0 Recommendations

3.1 Members are asked to note the report, and;

3.2 consider the proposal to reallocate the funds within the speed reduction budget for the purpose of purchasing community speedwatch equipment.

Background Papers: None

Contact Officers: Holly Goring

Meeting of the General Purposes Committee

Monday 22nd January 2018

Agenda Item 6.1

TO NOTE THE CURRENT POSITION WITH THE COUNCIL'S BUILDINGS

1.0 Summary

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

2.0 The Buildings

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

The Civic Centre

Repairs have been undertaken to the timber floor in the Weald Hall and it has been sanded and polished this month. If the floor is re-coated every two years it has been advised that it should not need replacing for nearly ten years.

A quotation has been obtained for the roof to protect the new external freezer located in the bin store at the rear of Luxfords Restaurant. Planning permission has now been granted for these works.

Luxfords restaurant often struggles with variations in temperature - very hot in the summer and cold in the winter. The ventilation system has not been working effectively for a number of years. The problem has now been identified and we are awaiting quotations to resolve this issue.

Carpet on the front staircase was fraying and has been replaced with existing carpet which was in storage at the Civic Centre. A number of floor tiles have also been replaced in the entrance to the Ashdown Room.

Victoria Pavilion

Quotations have been received to install new sliding doors for the first floor of Victoria Pavilion in the region of £3k. The existing doors are not currently wind and water tight. Works can be undertaken in the next few months from reserves earmarked for maintenance.

The Signal Box

Quotations will be obtained to supply and fix a new external timber staircase as it has since been found that the existing timber staircase cannot be repaired. These works can be funded from the 2017/18 annual maintenance budget.

West Park Pavilion

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

In recent strong winds, the Pavilion was affected. The trim came away and sand and cement has fallen out at the gable end of the roof where the clock is located. This will be replaced with a cover fillet (trim) to match the two other gables.

Foresters Hall

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

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

The tenants have now vacated 2a Vernon Road. An electrical inspection was undertaken and the property had to be rewired to meet current regulations. The fire alarm system needed alterations to be made to enable the sounders to become independent of Foresters Hall. The property will be re-painted by the end of January 2018.

3.0 **Review of internal decoration and repairs**

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

4.0 **Annual maintenance programme**

4.1 A contractor has been agreed by the Council to undertake the works set out in the year three maintenance programme. We are currently awaiting a start date although anticipate that works will commence early February 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 new sliding doors at Victoria Park and agree for the works to take place, funded by earmarked reserves.

Background Papers: None

Contact Officers: Richard Lee/ Holly Goring

Meeting of the General Purposes Committee

Monday 22nd January 2018

Agenda Item 7.1

TO CONSIDER THE LATEST INFORMATION RELATING TO THE GENERAL DATA PROTECTION REGULATIONS (GDPR)

1.0 Summary

1.1 Changes to the current Data Protection legislation will come into effect from May 2018, as a result of the 2016 EU Directive (GDPR). This report provides an update on recent announcements and the work that the Town Council will need to put in place.

2.0 Appointing a Data Protection Officer/Independent Person

2.1 The GDPR makes it a requirement that an organisation must appoint a Data Protection Officer. It has now been confirmed that parish and town councils must also meet this requirement as a public authority.

2.2 The Information Commissioner's Office describe the responsibilities of the DPO, a role which could be shared across a number of authorities:
The DPO's minimum tasks are defined in Article 39:

- *To inform and advise the organisation and its employees about their obligations to comply with the GDPR and other data protection laws.*
- *To monitor compliance with the GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; train staff and conduct internal audits.*
- *To be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, customers etc).*

2.3 Different views have been expressed recently regarding the appointment of a Data Protection Officer and who can undertake this role. It was first thought in 2017 that the Clerk could undertake this role but this has now been questioned.

NALC (National Association of Local Councils) circulated a legal briefing on 21st December 2017 which stated that:

L04-17 (a previous NALC legal briefing) confirms that the DPO may be an internal or external appointment. In other words, the DPO may be a member of staff or appointed under a service contract. A single DPO may be designated for more than one public authority, taking account of their organisational structure and size. This means a group of councils and parish meetings (or other public authorities such as principal authorities) would be permitted to commission the services of the same DPO or DPO business, provided that a DPO is assigned to each organisation. Leaving the issue of costs aside, a DPO who is a member of staff may be more beneficial than an external appointment, not least because he will be more accessible to the organisation and able to respond to issues as they arise. The DPO must be appointed on the basis of professional qualities and, in particular, expert knowledge of data protection law and practices and the ability to perform the responsibilities described in (i) above .

Although a DPO is allowed to have functions or responsibilities additional to those arising from his DPO role, those other tasks and duties must not conflict with the performance of his

DPO responsibilities. This means, in particular, that the DPO cannot hold a position which determines the purposes and the means of the processing of personal data.

However “**the Article 29 Working Party**, which is made up of the regulatory bodies for data protection law operating in EU member states (and includes the ICO), has stated:

“As a rule of thumb, conflicting positions may include senior management positions (such as chief executive, chief operating, chief financial, chief medical officer, head of marketing department, head of Human Resources or head of IT departments) but also other roles lower down in the organisational structure if such positions or roles lead to the determination of purposes and means of processing.”

For this reason NALC are now recommending that the Clerk and Responsible Financial Officer should not be appointed to the role of DPO.

SSALC are also of this opinion and have been recommending that parish/town councils employ/instruct an external organisation or individual to undertake this independent function. Legal firms are offering specific services. SSALC have also invited the organisation Satswana, a cyber protection solutions company, to present to parish and town councils. They would provide an advisory and support service which would cost up to £2,000 for the largest town councils. This would include an initial impact assessment audit of the Council’s data and relationships with Data Processors, providing advice and telephone support.

The **SLCC (Society of Local Council Clerks)** however took a different view but it has since been advised, are moving to this position.

The Town Clerk has requested support from SSALC or NALC with the development of model policies and requested that a refresh be undertaken of the model retention policy used by parish and town councils. We are still awaiting these templates but have been informed that NALC will now oversee the creation of a template pack for local councils.

Contact has also been made by parish and town councils with the **Local Council Public Advisory Service (LCPAS)**. This organisation sought advice from the Information Commissioner’s Office on behalf of parishes:

The ICO advice gave clear reasons why Parish and Town Councils can appoint an officer as a Data Protection Officer. Councils may also contact the ICO for their views via their small business helpline. The advisors are found to be helpful, they understand the new legislation and its context to parish and town councils. Taking this into account alongside the advice given by the Article 29 Working Group, LCPAS will continue to support Clerks (and Councils) who wish to undertake the DPO role unless the ICO change their advice in the future.

LCPAS have produced a comprehensive Data Protection Compliance Pack with the relevant documents. The pack is free for subscribing councils or may be purchased for £30.

They have also advised that they could offer a data protection officer service for those councils who do not wish an employee to be the DPO. The service would assist with ongoing compliance and include an annual visit to check data and IT security. They would also help the Council comply with requests or breaches. For a Town Council the cost would be in the region of £500. For a separate fee they can also offer comprehensive personal information audits to risk assess the data held.

2.4 These varying opinions are making it somewhat difficult to make a decision on how best to proceed. A great amount of work is involved which could be initiated by the Town Clerk to ensure policies and procedures are put in place, but the Town Council would still require an independent person or organisation to assist with monitoring compliance and ensuring any breaches are accurately recorded.

2.5 Up to £2,000 has been set aside within the 2018/19 for this purpose. At present, the offer being provided by LCPAS looks the most appropriate but the Clerk would welcome the thoughts of members.

3.0 Other activities

3.1 Authorities are required to check and update the following in line with the regulations:

- Carry out an information audit to record what personal data the organisation holds, where it comes from and who the organisation shares it with;
- Review current privacy notices (i.e. *how we intend to use any information that we maintain/hold*);
- Considering how and where information is recorded and if someone asks for their personal data to be deleted, how we would do this;
- Revise procedures for dealing with subject access requests;
- Review and update policies relating to CCTV, IT Security, data retention etc;
- Review of any data sharing agreements and contractual arrangements;
- Be able to explain the purpose of processing information;
- Review how we seek, record and manage consent;
- Understand the proposed changes to reporting any breaches of data protection.

4.0 Recommendations

4.1 Members are asked to note the report, and;

4.2 advise the Clerk how they wish to proceed with the appointment of a Data Protection Officer.

Background Papers: None

Contact Officers: Holly Goring

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Meeting of the General Purposes Committee

Monday 22nd January 2018

Agenda Item 8.1

TO RECEIVE A REPORT ON THE ADMINISTRATION OF THE COUNCIL

1.0 Summary

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

2.0 Sickness:

2.1

	As at 15/01/18 (27 staff)	As at 16/01/17 (24 staff)
Actual days taken as short term Doctors' certificate	70 days	45 days
Actual days taken as self-certificated sick leave	31.5 days	18 days
Average number of days self-certificated sick leave per person	1.17 days	2.63 days
Actual days taken as long term sick leave	241 days	0 days
Average number of days sickness per person	12.7 days	2.63 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 two members of staff on long term sick leave.

3.0 IT and Computers

3.1 In the last quarter (Oct – Dec) the Town Council website (www.uckfieldtc.gov.uk) had 1,549 regular users, 2223 sessions of which 63.9% were new visitors. December alone saw 438 regular users and 593 sessions.

3.2 The Civic Centre website (www.uckfieldciviccentre.com) has had 1,813 regular users and 2595 sessions during the last quarter (Oct – Dec) of which 64.9% were new visitors. December alone saw 536 regular users and 720 sessions.

3.3 The Facebook page (www.facebook.com/uckfieldtowncouncil) has had 622 "likes" since launch in June 2012. This is three more 'likes' since that reported in November 2017.

3.4 The Facebook page (www.facebook.com/luxfords) has had 307 “likes” since its launch in June 2013. This is thirteen more “likes” since the last report in November.

3.5 The Twitter account for the Town Council (@UckfieldTC) has obtained 908 “followers” since the launch in June 2013. This is 26 more than that reported in November 2017.

3.6 The Twitter account for Luxfords (@LuxfordsUCC) has obtained 372 “followers” since its launch in June 2013. This is ten more than that reported in November 2017.

4.0 Risk Assessments and Training

4.1 Our Facilities Manager has been reviewing all of the Town Council’s risk assessments to ensure that any immediate hazards or issues rated at medium priority level are addressed, where necessary. The Town Council has also instructed a specialist company to carry out detailed fire risk assessments of all of our buildings.

4.2 A member of the Grounds staff will be undertaking Aerial Rescue training shortly, to assist with our tree surgery works.

5.0 Accidents and First Aid

5.1 Nothing to report.

Background Papers: None

Contact Officer: Holly Goring/Christine Wheatley

Meeting of the General Purposes Committee

Monday 22nd January 2018

Agenda Item 9.1 (i)



Quarterly Performance Report to Uckfield Town Council - 2017/18 Quarters 1, 2 & 3

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 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 to prepare for the implementation of the new Citizens Advice client recording system CASEBOOK.

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 2016/17 when existing County Council and Lottery funding expired and committed to continuing their support in 2017/18.

Our phone service ADVICELINE, is operated in partnership with other East Sussex Citizens Advice offices. This means that telephone advice is now available 5 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 **1135 clients** in the first three quarters of 2017/18, comparable with the number of people helped in the same period in 2016/17. Together with our East Sussex partners we have helped **465 Uckfield residents** with **2061 issues** in this period.

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

Clients raised **4,151 issues** - giving a ratio of **3.7 issues per client** - the ratio is higher for Uckfield residents at 4.4 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 9%, housing 8%; relationships & family 7%.

The Uckfield team achieved some impressive outcomes in this period. This included securing **over £453k in improved financial outcomes** - this could be anything from an increase in benefits, compensation, a refund, debt write-off, successful appeal or challenge - **over £230k** of this directly benefitted Uckfield residents. The team has gained **over £250k in additional income** (e.g. benefits/tax credits) for clients over this period, around **£150k** of which was owed to Uckfield residents. The team also helped 38 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 52 evidence forms to national Citizens Advice, over half of which concerned the ineffective operation of the benefit system. Current areas being targeted for action concern:

- The roll out of universal credit, which is already affecting clients in the Wadhurst area and which goes live in Uckfield later this year. We have had some success with the Government agreeing to: make its telephone helpline free, remove the 7 day waiting period and ease the transition to the new benefit through extensions to housing benefit and offering advance payments, but there is much still to do with 1 in 10 of the clients Citizens Advice sees in Sussex waiting for 10 weeks or more for their first payment.
- Fuel poverty, where we are repeating 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 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 32 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

Volunteers have coped with a major change to our client data recording system and the way we deliver advice over December. The new system **CASEBOOK** is significantly easier to use than its predecessor and we hope that this, together with a more flexible approach, that will enable our information assistants and advisers to do more earlier on in their training will help us support more people more quickly.

As proud members of the **Wealden Dementia Action Alliance** and the **Uckfield Dementia Forum** all our volunteers have now received refresher dementia friends training.

We have publicised events on **managing your money**: this service and a 1 to 1 session is being offered to all money advice clients. Our bid to the Nat West Skills & Opportunities Fund to extend the service next year was unsuccessful, but we are looking at other options.

Annex A

Part 1	Number of Advice Events	% Issues	Unique Client Count
Benefits & tax credits	1,341	33%	508
Consumer goods & services	131	3%	66
Debt	642	16%	196
Education	17	0%	13
Employment	385	9%	149
Financial services & capability	221	5%	92
Health & community care	95	2%	64
Housing	345	8%	182
Immigration & asylum	36	1%	17
Legal	235	6%	161
Other	147	4%	75
Relationships & family	291	7%	157
Tax	26	1%	23
Travel & transport	50	1%	34
Utilities & communications	81	2%	32
Discrimination	29	1%	22
Grand Total	4,151	98%	1,128

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Meeting of the General Purposes Committee

Monday 22nd January 2018

Agenda Item 9.1 (ii)



NEWSLETTER ISSUE 1

Welcome to our brand new newsletter

PRODUCED BY SJT DESIGN STUDIO

From the Chairman

Welcome to our first Ridgewood Village Hall newsletter at the start of National Village Hall week (22nd January - 28th January). This week will be celebrated across the nation and indeed from Ambridge Village Hall if you are a keen listener of The Archers on Radio 4.

The village hall has been a very important meeting place for communities for centuries in this country, the centre of the social scene, memorable private and public events, group meeting, hobbies, gatherings for large historical occasions and is as vitally important in 2018 as it was 100 years ago.

Ridgewood Village Hall is no exception and is a hive of activity throughout weekdays, evenings and weekends and the centre for fundraising community events such as our Easter Bunny Hunt, Christmas and Summer fairs and resurgence of our fireworks celebrations and afternoon tea and Bingo.

Originally built by local fundraisers the hall is now in need of some tender loving care, we need to upgrade the toilets, the hall floor (second hand in the beginning) is tired and needs renovating and the kitchen needs to be brought into the 21st Century. We would also like to add a small meeting room, some well needed storage space and a serving hatch for refreshments during the summer weekends. All of this takes time in the planning and once we have agreement from the council we will need to raise funds to pay for the project, not just from fundraising but lottery grants and local amenity grants. We want to see the Hall go on for another 100 years bringing our little but growing community together and being the centre of fun community events for all ages.

This is your hall and we hope you will come together to support our events and use the hall so it is there for generations to come.

Thank you for your support
Karen Bedwell.



ridgewoodvillagehall.wixsite.com/uckfield

What A Fabulous Year 2017 Was.

Lets go right back to Saturday 3rd December 2016 Ridgewood Village Hall Christmas Fair was a huge success with lots of stalls, cakes, raffle prizes, face painting, a fire engine and henna tattoos. The day was supported by so many people and we could not have done it without all of your help.

We raised over £800 which was just amazing.



Easter Egg Hunt - April 2017

On an sunny April Morning a giant Bunny could be seen scattering Easter Eggs for lots of excited children to find.

Whilst the children hunted out the eggs an array of yummy treats were on offer -



Homemade Carrot & Parsnip and Leek & Potato Soup

- Hot Dogs
- Lemon Drizzle Cake
- Banana Cake
- Fruit Cake
- Cupcakes
- And more.....



A great day was had by all and lots of lovely comments were received with thanks. Once again a huge thank you to our wonderful helpers. We raised a very impressive £794.



"Great time at Ridgewood Easter Hunt.....Come on over"

"Great day at Ridgewood Easter Day. Lovely having local events. really well organised and supported. Well done"

"People coming together as a community can make things happen"

ridgewoodvillagehall.wixsite.com/uckfield

Summer Fair - June 2017

Our summer fair was a great success with so many people coming out to enjoy the beautiful weather.

It felt like a lovely community spirit which is exactly what we wanted.

Great performances in the arena and some very tasty cooking demos from James.

Thank you everyone for your support and a big thank you to our helpers we couldn't have done it without you!

Money raised was a staggering £1654.50 WOW!



Fireworks Display - November 2017

Wonderful community event with everyone enjoying themselves.

We would like to say a massive thank you to all those that helped make tonight a successful and enjoyable event. Ian Woodhams and Philip Horscroft did an amazing show with the fireworks. The lions and AIC did a great job marshalling and making sure everyone was safe. Thank you to the helpers in the hall for doing refreshments, the bar and the raffle. Paul Ireland did a great job on the PA System. Thank you to the Lane family for running the BBQ. Thank you to all our sponsors for supporting us in putting this event on and thank you to everyone that came along we hope you enjoyed the evening. We raised £549.84.



Christmas Fair - December 2017

Wow...what a great Christmas Fair!!!

A big thank you to all of our helpers, sellers and businesses that donated prizes for our raffle and **THANK YOU** to you for coming to support our event we hope you enjoyed it!!

We raised a fantastic £1493.85, this is a fantastic contribution to our refurbishment fund.



ridgewoodvillagehall.wixsite.com/uckfield

Defibrillator News

Big thanks to the District Lions Club and Uckfield Town Council who have joined with the Village Hall committee to provide and install a defibrillator on the outside of the hall next to the main entrance. It is available for use 24/7 to the public if required.

The AED defibrillator is specifically designed to be used by people with no medical background and voice commands the user as soon as it is applied to the patient using screen directions. This is one of 13 defibrillators in Uckfield and surrounding areas and are key First Aid support whilst waiting for the Emergency services saving lives!



Friends Of Ridgewood Village Hall

The hall is used by lots of groups too -
Deborah Lamb Theatre School
Butterfly Spiritual Healing
Ridgewood Table Tennis Club
Ridgewood Short Mat Bowls
Ridgewood Parent and Toddler Group
New Barn Stitchers
ACRES Adult Learning
Ridgewood Dance Club
Tai Chi



Ridgewood Village Hall

Working For The Community

Dates For Your Diaries

Bingo Afternoon - Once every quarter we are going to be hosting a Bingo Afternoon for over 60's.

Easter Egg Hunt - 31st March from 10am-4pm.

Easter Bonnet Competition

There will be an Easter Bonnet competition at our Easter Event this year. we would love for lots of children to get involved.

Time to get creative :)

Summer Fair - 10th June.

If you would like to get involved in your local community hall and events we are always on the look out for new members. You can contact us at anytime through our website or Facebook Page.

We hope you enjoyed our very first Newsletter

Kind Regards

The Ridgewood Village Hall Management Committee

ridgewoodvillagehall.wixsite.com/uckfield

Meeting of the General Purposes Committee

Monday 22nd January 2018

Agenda Item 9.1 (iv)

Report of the Uckfield Volunteer Centre

1. Trustees Meeting

At the Trustees meeting on 28th November 2017 it was announced that the Chair and Treasurer, Margaret and Bob Eaves respectively, had decided to retire after many years of great and loyal service to the Centre. A new Chairman was elected, Mr Paul Sparks and a new Treasurer, Mr. John Carvey.

2. 2017 Office Report

Ann Montier reported that 2017 had been a period of enormous growth for the Volunteer Centre. Having achieved more funding than ever before, the centre was able to develop their profile within the community, initially with new leaflets, marketing materials and membership categories. The 'Celebrate event' launched in March 2017, brought the Centre to the attention of many local groups and organisations. Lernbit Opik kindly supported the launch and this added extra momentum to the event.

During the summer months, again thanks are due to a Lottery Grant, they were able to refurbish the office giving it a great new look, which has been very much appreciated by the volunteers at the Office and the public who are still remarking on how nice everything looks. It's worth a visit.

September approached so quickly and the main Celebrate event really took off. They had over 30 local organisations and charities in the Civic Centre and certainly celebrated how volunteering can benefit the community as a whole. Thanks to Uckfield Town Council and Holly Goring for their support and help in staging the event. Thanks also go to Uckfield FM for their promotion of 'Celebrate.' Added to the success, Lembit agreed to be their Patron and is proving to be very helpful and supportive.

Finally it was an absolute pleasure, although a complete surprise, to collect the Charity of the Year award in the Community Awards organised by Uckfield FM. They are extremely proud of what the Volunteer Centre has achieved this year. It would not have been possible had there not been the support of a fantastic team; the volunteers who man the office on a daily basis and the Celebrate Team of Ginny and Sharon who worked so hard.

Looking ahead a new Youth project, initially beginning at primary level, would be set up to encourage helping others. It is hoped to expand the work to include senior schools and even to University level perhaps. One of the local primary schools is keen to get involved already

3. Treasurer's Report.

Audited accounts for 2016/17 have been signed off. The requirements of the Charities Commission had been met. The financial position is satisfactory and

being well managed by a new volunteer, supported by John Carvey.

4. General

The review of Policies and the Constitution to meet the most recent regulations continues. The requirements of the new national GDPR/data Protection regulations coming into effect in May 2018 are planned to be ready in March 2018. There will be a phased introduction of these changes, for the centre volunteers, so the target date is met.

Councillor Paul Meakin

Meeting of the General Purposes Committee

Monday 22nd January 2018

Agenda Item 9.1 (v)

Report of the Wealden District Association of Local Councils (Management Committee) 10th January 2018

GDPR

A representative from Satswana came to the meeting to discuss the new General Data Protection Regulations (GDPR) which come into force in May 2018.

He discussed how we need to ensure that all systems have to become GDPR compliant. He is one company that NALC and SSALC have suggested to assist Parish and Towns to use to assist in this minefield. We understand that there will be others. It was a lengthy presentation, giving information and how they can assist.

Update from Wealden DC

After this lengthy discussion we then heard from the Leader, Cllr Bob Standley from Wealden DC. He has informed us that the crematorium should be completed towards the end of this year. Civil Parking Enforcement was discussed and he explained the costs that may occur if/when this goes ahead. He explained that there will be many more discussions and that we will be kept informed on how it is going.

He said that the Police & Crime Commissioner (PCC) had added a £12 increase onto the Police precept. This had many councils asking for more Police presence in our towns and villages. He said he would report these concerns to the PCC at his next meeting with her.

He said Wealden DC had purchased Vicarage Fields in Hailsham at a cost of £12.35m. The move was taken because the district council needed to find other sources of income, and this would also provide an opportunity to stimulate regeneration in parts of Hailsham.

Parking was discussed and a councillor from outside of Uckfield asked if with the additional 1000 houses coming to Uckfield could Wealden DC possibly consider more parking as he no longer visited Uckfield as he couldn't park. It was advised that Wealden DC did not consider that any further parking was required in Uckfield.

Other questions put to him and the Chief Executive were:

Q. Will WDC be assisting with local Food and Wine festivals?

A. A feasibility study for promoting these is taking place but no decision has been taken.

Q. Can you give us an update on the Local Plan.

A. It should be presented to WDC Full Council in March 2018.

Q. Can you tell me why the snagging is taking so long to be completed in Hailsham, I also said that ours took place a lot earlier than Hailsham and we are still waiting.

A. The Chief Executive will contact ESCC to find out why this hasn't been done.

Councillor Diane Ward

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