



UCKFIELD TOWN COUNCIL

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

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 23rd January 2017 at 7pm
in
The Council Chamber, Civic Centre

AGENDA

1.0 DECLARATIONS OF INTEREST

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

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

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

3.0 APOLOGIES FOR ABSENCE

4.0 MINUTES

- 4.1 Minutes of the meetings of the General Purposes Committees held on the 28th November 2016
- 4.2 Action list – for information only
(Attached)
- 4.3 Project list – for information only
(Attached)
- 4.4 To receive the minutes of the Personnel Sub Committee held on 17th October 2016 (Attached)

5.0 FINANCIAL MATTERS

- 5.1 To note bills paid

5.2 To note income and expenditure
(Attached)

5.3. Bad Debts
(Attached)

6.0 BUILDINGS

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

6.2 To review the conditions of use and hire at Foresters Hall
(Attached)

7.0 POLICY

7.1 Equal Opportunities – Policy no. 19
(Attached)

8.0 ADMINISTRATION

8.1 To receive a report on the administration of the Council
(Attached)

8.2 To receive Members' audit reports
(Attached)

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

9.1 To consider reports from:-

- (i) Citizens Advice Bureau (nothing to report)
- (ii) Ridgewood Village Hall Management Committee (to follow)
- (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 – January meeting postponed)
- (vi) Wealden District Association of Local Councils – Planning Panel (nothing to report)

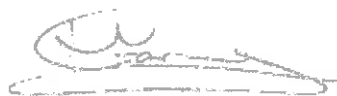
10.0 CHAIRMAN'S ANNOUNCEMENTS

11.0 TOWN CLERK'S ANNOUNCEMENTS

12.0 CONFIDENTIAL BUSINESS

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

12.1 To consider a report on Luxfords Restaurant
(to follow)



Town Clerk
17th January 2017

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre on Monday 28th November 2016 at 7.00pm

PRESENT:

Cllr. J. Love (Vice-Chair)	Cllr. K. Everett
Cllr. J. Anderson	Cllr. H. Firth
Cllr. M. Dean	Cllr. P. Meakin
Cllr. L. Eastwood	Cllr. I. Smith

IN ATTENDANCE:

Councillors D. French and P. Sparks
2 members of the press
2 invited representatives of partner organisations (Volunteer Centre and CAB)

Holly Goring – Town Clerk

Minutes taken by Holly Goring.

Before the start of the meeting, Vice-Chairman Councillor Love requested that all attendees pay their respects with a one minute silence for Mr Peter Fordham, who had recently passed away. Mr Fordham was a key member of the Uckfield community and this would be a great loss to the town.

Councillor Love started the meeting's proceedings by introducing the Town Council's guests – Mrs A. Montier from the Uckfield Volunteer Centre and Mrs K. Birch from Wealden Citizen's Advice Bureau to provide an update on their current services.

PRESENTATION FROM UCKFIELD VOLUNTEER CENTRE

Mrs Montier, a Manager and Trustee of the Volunteer Centre provided an update on the core purpose of the organisation and key statistics on current service provision.

The core function of the organisation involved matching volunteers with those needing help. The organisation provided networking opportunities and advice and development to other organisations who needed help with developing volunteer opportunities. Membership of the Volunteer Centre typically fell into three categories – groups and charities, business sponsors, and individuals. Between April 2015 and April 2016, the Volunteer Centre processed 1,730 applications for volunteering through the system.

Mrs Montier noted the numerous benefits gained from volunteering, particularly in improving health and wellbeing and community involvement. The Volunteer Centre communicated information about key opportunities via the High Street

shopfront, social media and their website. Procedures were in place to handle applications, with time incorporated to follow up on the progress being made by the applicant. At present the Volunteer Centre were promoting 'micro-volunteering' which wouldn't require people to commit a set number of hours or days per week, but offer their time as and when they could provide it. This would be particularly beneficial to those with work or family commitments.

The centre also offered other services – providing free batteries for hearing devices and providing a minor repair service which was available on the first Thursday of every month. They also offered a photocopying and laminating service, and laptop training.

The Volunteer Centre were looking to develop a project for youth volunteering subject to future funding, for the age group of 16 year olds and over. This could help to develop their work experience and help young people with future employment. They had also been granted an award 'Celebrate' from Big Lottery funding and would be holding a number of events such as a Volunteering EXPO in 2017.

PRESENTATION FROM CITIZENS ADVICE BUREAU

Mrs Birch, the Chief Executive of Wealden Citizen's Advice Bureau provided a presentation to members outlining the work of the Bureau, the outcomes of their interventions and how the Town Council's contribution supported their work.

The Citizen's Advice Bureau provided 'free, confidential, independent and impartial information and advice' and helped members of the public understand their rights and responsibilities. The local bureau is an independent charity and required to pay £10,000 into the national Citizen's Advice Network each year. The twin aims of the overall service were to identify policies and practices that had a negative impact on people's lives and to influence decision-makers to change these policies and practices. Examples of campaigns led by the CAB include delays in the benefits system, letting agent fees, scams with trading standards and keeping people warm through the winter months.

One in three people who visited the Bureau were seeking support with welfare benefits and tax credit enquiries, and one in 10 visitors were seeking support with housing matters. Enquiries also related to debt, employment and relationship/family matters.

Mrs Birch provided some key statistics in relation to the profile of customers who typically approached the Bureau. These customers were five times more likely than the general population to be on a low income.

In 2015/16, the Bureau supported 4,586 people, saw near 20,000 issues raised (an 11% increase on 2014/15), managed over £3million of debt and supported 200 people facing homelessness. In particular, the Uckfield branch helped 1,714 customers with 5,738 issues, and dealt with 134 issues regarding actual or threatened homelessness.

Mrs Birch advised that the CAB has to raise its own funds, and to provide the current level of service it cost £300k per annum. Around £200k was provided by local councils (including Uckfield Town Council) and they had to raise the extra £100k. The contributions provided by parish and town councils in Wealden

District covered the premises and office costs. The funding provided by Wealden District Council typically covered staff salaries and governance, and the additional £100k funded the specific services and initiatives run, five day a week opening and the development of future campaigns. The funding provided by Uckfield Town Council covered the rental costs of the Uckfield premises and contributed towards the rates and energy costs. The challenges ahead for the CAB included the need to manage with less, service provision for the hard to reach and adapting to new technology.

The Vice Chairman and Town Clerk thanked Mrs Montier and Mrs Birch for their presentations which were extremely valuable in helping to inform members and update the Town Council on their current services.

1.0 DECLARATIONS OF INTERESTS

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on the agenda.

None were forthcoming.

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

No statements were received.

3.0 APOLOGIES FOR ABSENCE

Apologies for absence were received from the Chairman, Councillor D. Ward.

4.0 MINUTES

4.1 Minutes of the meetings of the General Purposes Committee held on the 3rd October 2016

GP31.11.16 It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on the 3rd October 2016 be taken as read, confirmed as a correct record and signed by the Vice-Chairman.

4.2 Action list

Members considered the action list and agreed to remove the following items which had either been completed or appeared elsewhere on the agenda:-

GP09.06.16 – To consider revised costings of replacement Restaurant oven

GP23.10.16 – To write off small under and over payments on the Town Council accounts

GP24.10.16 – To consider the draft fees and charges for 2017/18 (Room Hire)

GP25.10.16 – To consider the technical consultation paper on the 2017/18 Local Government Finance Settlement

GP27.10.16 - To consider funding for the 262 North Wealden Community Partnership Saturday Bus Service

4.3 Project list

Members noted the updated project list.

4.4 To receive the minutes of the Personnel Sub-Committee held on 17th October 2016.

As a result of the papers being omitted from the agenda pack, this item would be deferred until the next meeting of the General Purposes Committee.

5.0 FINANCIAL MATTERS

5.1 To note bills paid

Members noted the bills paid.

5.2 To note income and expenditure

The Town Clerk provided information in response to a couple of points of clarification.

Members subsequently noted the income and expenditure sheets for General Purposes Committee and Luxfords Restaurant.

5.3. Bad Debts

Members subsequently noted the current bad debts recorded.

5.4. To note the report of the Internal Auditor (October 2016)

Members noted the report and wished to thank office staff for their hard work in managing the accounts. This was much appreciated.

5.5 To consider the draft committee budget(s) for 2017/18

The Town Clerk presented the draft committee budgets for General Purposes Committee advising that there were still a couple of areas that members may wish to consider. Funding towards updating and installing new noticeboards had not yet been incorporated into the draft budgets. The Town Clerk also referenced the need for the Town Council to think longer term about its assets and facilities and develop an asset management plan. This type of plan would focus purely on the use, purpose and management of the Council's assets, over the longer term. The Town Clerk advised that a slight increase had been put in place for the 2017 Christmas lights but the Town Council had yet to agree the community grants budget for the next year.

Members discussed a number of areas within the draft budgets. One member suggested that the amount allocated for insurances should be increased by 2% in response to the possibility that premiums will increase in 2017/18 (as noted in the autumn statement). Members discussed funding for noticeboards and agreed that £2,000 would be a sufficient amount to provide at least two new noticeboards and update those already in place.

These changes would be incorporated into the redrafting of the budget papers for further discussion at Full Council on 5th December 2016. Members noted the remainder of the draft budget papers.

6.0 BUILDINGS

6.1 To note the current position with the Council's buildings

Members noted the report.

- 6.2 To sign and seal the lease for the storage garage at Victoria Pavilion
Members reviewed the lease between Uckfield Performance Ensemble and Uckfield Town Council.

GP32.11.16 It was **RESOLVED** that the lease be approved. At the end of the meeting, two members (Councillors J. Love and I. Smith) witnessed the sealing and signed the lease.

- 7.0 **POLICY**
No items to report at this meeting.

8.0 **ADMINISTRATION**

- 8.1 To receive a report on the administration of the Council
Members noted the report.

- 8.2 To receive Members' audit reports
Members noted the audit reports.

9.0 **REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

- 9.1 To consider reports from:-

- (i) Citizens Advice Bureau
Members noted the report.
- (ii) Ridgewood Village Hall Management Committee
Members noted the report.
- (iii) Uckfield and District Preservation Society
Nothing to report at this time.
- (iv) Uckfield Volunteer Centre
Members noted the report.
- (v) Wealden District Association of Local Councils – Management Committee
Members noted the report.
- (vi) Wealden District Association of Local Councils – Planning Panel
Nothing to report at this time.

- 10.0 **CHAIRMAN'S ANNOUNCEMENTS**
No update received from the Chairman.

- 11.0 **TOWN CLERK'S ANNOUNCEMENTS**
No update received from the Town Clerk.

12.0 **CONFIDENTIAL BUSINESS**

GP33.11.16 It was **RESOLVED** that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted it was advisable in the public interest that the public be temporarily excluded and they were instructed to withdraw.

- 12.1 To consider a report on Luxfords Restaurant
Members considered the confidential report and noted its contents.

The meeting closed at 7.56pm.

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Personnel Sub-committee** held, in the Council Chamber, Civic Centre on Monday 17th October 2016 at 2.00 pm

PRESENT: Cllr. H. Firth (Chairman), Cllr. P. Sparks, Cllr. D. Ward and Cllr. P. Meakin

IN ATTENDANCE

Cllr. K. Everett

Holly Goring – Town Clerk

Christine Wheatley - Assistant Town Clerk and RFO

Minutes taken by Christine Wheatley

1.0 DECLARATION OF INTERESTS

Members and officers were reminded to make any declarations of personal and/or pecuniary interests that they may have in relation to items on the agenda but none were forthcoming.

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

There were no members of the public in attendance.

3.0 APOLOGIES FOR ABSENCE

None

4.0 MINUTES

4.1 Minutes of the Personnel Sub-committee meeting held on the 18th November 2015

PS.013.10.16 It was **RESOLVED** that the minutes of the meeting of the Personnel Sub-committee of the 18th November 2015 be taken as read, confirmed as a correct record and signed by the Chairman.

5.0 TOWN CLERKS REVIEW

The Committee discussed with the Clerk her six months with the Town Council.

PS.014.10.16 Following further discussion it was **RESOLVED** to recommend to the General Purposes Committee that the Clerk had successfully passed her probation period.

The Meeting closed at 2.50pm

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	Apr 16 Actuals £	May 16 Actuals £	Jun 16 Actuals £	Jul 16 Actuals £	Aug 16 Actuals £	Sep 16 Actuals £	Oct 16 Actuals £	Nov 16 Actuals £	Dec 16 Actuals £	Actuals To Date	Budget Estimate to Date	Jan 17 Budget £	Feb 17 Budget £	Mar 17 Budget £	Total £	2016/2017 Budgets
Income																
Administration	24	214	9	2	5	10	1	17	3	285	232	26	26	26	363	310
Festive Lights	0	0	0	0	0	0	0	0	0	0	0	0	2,000	0	2,000	2,000
Bank Interest	0	3,000	1,031	0	0	673	0	0	546	5,250	3,500	0	0	0	5,250	3,500
Civic Centre	8,274	10,288	10,423	10,563	8,479	7,518	11,212	4,916	8,310	79,983	68,583	9,134	9,908	8,620	107,645	96,245
Cemetery Chapel Workshop	0	1,050	0	0	1,050	0	0	0	1,050	3,150	3,150	0	1,050	0	4,200	4,200
Foresters Hall	1,152	785	4,384	663	1,248	342	4,390	736	980	14,680	10,268	1,052	1,052	1,319	18,103	13,691
West Park Pavilion	0	0	18	40	6	0	0	0	0	64	336	38	38	38	178	450
Victoria Services Re-charge	0	0	0	544	0	192	39	0	0	775	1,320	440	0	0	1,215	1,760
Signal Box	333	333	333	333	333	0	667	0	667	2,999	3,001	333	333	333	3,998	4,000
Bridge Cottage	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Osborn Hall	0	0	0	337	0	0	0	0	100	437	340	0	0	0	437	340
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	0	1,100	0	0	1,100	1,100
Victoria Pavilion	0	0	0	0	12	47	18	30	21	128	1,679	187	187	187	689	2,240
The Source Re-charge of services	0	0	0	0	735	209	(86)	0	0	858	1,000	500	0	0	1,358	1,500
2A Vernon Road	495	495	495	495	495	495	495	490	500	4,455	4,455	495	495	495	5,940	5,940
CAB Rent	0	0	3,862	0	3,862	0	0	0	3,862	11,586	11,250	0	0	3,750	15,336	15,000
Feed-In Tariff Civic Centre	0	1,259	0	1,619	0	0	0	0	0	2,878	3,862	0	1,288	0	4,166	5,150
Community Toilet Scheme	0	0	0	550	0	0	0	0	0	550	850	283	0	0	833	1,133
CAB Re-charge of services	0	0	0	0	1,259	628	(171)	0	0	1,716	2,400	1,200	0	0	2,916	3,600
Quickborn Suite Rent	663	663	663	663	663	0	1,326	0	1,326	5,967	5,796	644	644	644	7,899	7,728
The Source Rent	600	0	0	600	0	0	600	0	0	1,800	1,800	600	0	0	2,400	2,400
RHI Payment	0	5,128	0	0	0	0	0	0	0	5,128	6,188	0	2,062	0	7,190	8,250
Sussex Support Services Lease	792	792	792	792	792	792	792	792	792	7,128	7,124	792	792	792	9,504	9,500
Luxfords re-allocation fees	0	0	0	0	0	0	0	0	0	0	0	0	0	3,700	3,700	3,700
Total Income	12,333	24,007	22,010	17,201	18,939	10,906	19,283	6,981	18,157	149,817	137,134	16,824	19,875	19,905	206,421	193,738
New Initiatives																
Victoria Pavilion Doors	0	0	0	0	0	0	0	0	0	0	0	0	0	3,000	3,000	3,000
Building Maintenance Prog.	30,974	0	11,108	0	0	0	0	0	0	42,082	42,084	0	0	7,316	49,398	49,400
Total New Initiatives	30,974	0	11,108	0	0	0	0	0	0	42,082	42,084	0	0	10,316	52,398	52,400
Expenditure																
Administration	1,104	2,945	848	1,022	2,297	772	1,064	2,125	882	13,059	13,604	1,512	1,512	1,512	17,595	18,140
Legal & Professional Fees	50	656	400	50	64	50	4,593	50	50	5,963	7,726	858	858	858	8,537	10,300
General Advertising	0	0	350	0	0	0	0	0	0	350	1,357	151	151	151	803	1,810
Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	1,050	1,050	1,050
Office Equipment Computers	384	349	910	2,369	655	349	1,581	340	855	7,792	7,342	816	816	816	10,240	9,790
Hospitality	0	0	0	0	0	0	9	67	0	76	0	0	0	160	236	160
Health & Safety	278	0	0	0	0	0	0	24	0	302	927	103	103	103	611	1,236
Insurances	31	9,941	0	0	0	0	25,226	0	0	35,198	34,500	0	0	0	35,198	34,500
Mayors Allowance	0	0	418	0	0	418	0	0	418	1,254	1,254	0	0	418	1,672	1,672
Accountants Fees	0	4,400	0	0	0	0	0	0	0	4,400	4,430	0	0	0	4,400	4,430
Grants Section 142	9,000	0	0	0	0	9,000	0	0	0	18,000	18,000	0	0	0	18,000	18,000
Grants Section 137	11,972	0	0	0	0	6,418	0	0	0	18,390	18,950	0	0	0	18,390	18,950
VIC SLA (Section 142)	8,000	0	0	0	0	0	0	0	0	8,000	8,000	0	0	0	8,000	8,000
Clothing Corporate & Protective Indoor Staff	0	0	0	0	0	0	0	0	40	40	200	200	0	0	240	400
Audit Fees	0	0	0	0	0	2,000	0	0	0	2,000	2,270	0	0	0	2,000	2,270
Internal Audit Fees	0	0	410	0	0	0	840	0	0	1,250	1,624	0	0	541	1,791	2,165
Festive Lights	0	0	0	0	0	0	25	0	0	25	0	0	0	10,870	10,895	10,870
Office Staff Salaries	13,693	16,287	16,301	15,832	16,648	16,091	15,602	14,926	14,921	140,301	126,008	12,601	12,601	15,751	181,254	166,961
Members Allowances	0	0	3,636	0	0	3,636	0	0	3,636	10,908	13,635	0	0	4,545	15,453	18,180
Members Expenses	0	0	6	0	0	6	0	0	6	18	0	0	0	75	93	75
Loan Costs	0	0	0	33,855	0	0	0	0	0	33,855	48,695	18,600	0	0	52,455	67,295
Civic Centre Publicity	225	50	0	495	130	0	0	325	34	1,259	1,276	212	212	0	1,683	1,700
Civic Centre Salaries	6,762	6,590	6,376	7,007	6,625	7,091	6,656	6,514	6,756	60,377	81,802	8,180	8,180	10,225	86,962	108,387
Civic Centre Running Costs	8,215	6,108	6,069	5,505	5,126	6,599	6,516	6,787	4,953	55,878	65,874	6,030	2,025	1,807	65,740	75,736
Civic Centre Repairs & Renewals	385	5,680	4,311	88	734	30	772	130	562	12,692	7,160	800	800	840	15,132	9,600
Victoria Pavilion	2,206	643	588	2,084	1,209	1,499	1,106	1,110	880	11,325	11,972	2,139	223	19,237	32,924	33,571
West Park Pavilion	373	80	0	157	0	120	137	172	421	1,460	2,784	508	122	7,526	9,616	10,940

General Purposes as at 31st December 2016

	Apr 16 Actuals £	May 16 Actuals £	Jun 16 Actuals £	Jul 16 Actuals £	Aug 16 Actuals £	Sep 16 Actuals £	Oct 16 Actuals £	Nov 16 Actuals £	Dec 16 Actuals £	Actuals To Date	Budget Estimate to Date	Jan 17 Budget £	Feb 17 Budget £	Mar 17 Budget £	Total £	2016/2017 Budgets
Cemetery Building	111	114	114	114	114	114	114	114	114	1,023	1,125	125	0	16,700	17,848	17,950
Foresters Hall Complex	1,273	537	257	1,020	313	627	1,009	464	421	5,921	5,624	1,227	10,727	692	18,567	18,270
Other Buildings Repairs & Renewals	0	0	0	0	0	0	0	0	0	0	0	0	0	13,220	13,220	13,220
Other Buildings Caretakers	520	520	650	520	520	650	520	520	650	5,070	5,137	571	571	571	6,783	6,850
Subscriptions	2,741	0	0	75	0	71	95	110	0	3,092	2,626	292	292	292	3,968	3,502
Training	0	725	375	238	0	0	22	360	120	1,840	1,338	0	3,962	0	5,802	5,300
Bank & Credit Charges	42	39	39	43	39	39	43	40	40	364	424	47	47	47	505	565
Newsletter	0	704	704	0	704	585	704	0	704	4,105	3,609	0	721	0	4,826	4,330
The Hub	586	743	1,316	134	0	311	45	(17)	524	3,642	5,892	672	672	8,600	13,586	15,836
Festive Lights Electricity	0	0	0	0	0	0	0	0	0	0	0	0	0	300	300	300
Joint Committee	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Marketing C.Centre	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Elections	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Civic Centre Building Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	16,480	16,480	16,480
Total Expenditure	67,951	57,111	44,078	70,608	35,178	56,476	66,679	34,161	36,987	469,229	505,165	55,644	44,595	133,387	702,855	738,791

Luxfords Financial Forecast as at 31st January 2017

	Apr 16 Actuals £	May 16 Actuals £	Jun 16 Actuals £	Jul 16 Actuals £	Aug 16 Actuals £	Sep 16 Actuals £	Oct 16 Actuals £	Nov 16 Actuals £	Dec 16 Actuals £	Actuals to Date	Budget Estimate to Date	Jan 17 Budget £	Feb 17 Budget £	Mar 17 Budget £		Total £	2016/2017 Budgets
Sales																	
Restaurant Food Sales	8,238	8,073	8,407	7,934	8,288	9,162	11,043	9,784	8,859	79,788	91,750	11,750	10,535	10,535	32,820	112,608	124,570
Restaurant Bar Sales	419	611	589	600	624	639	641	486	908	5,517	5,520	600	580	510	1,690	7,207	7,210
Function Food Sales	1,854	1,401	1,726	2,472	2,129	965	2,322	2,763	1,783	17,415	22,959	2,475	2,476	2,475	7,426	24,841	30,385
Function Bar Sales	497	482	1,328	1,631	2,513	318	533	681	1,292	9,275	10,352	1,150	1,150	1,150	3,450	12,725	13,802
Hire of equipment	149	118	62	74	99	87	167	56	67	879	398	44	44	44	132	1,011	530
Hire of Luxfords	109	177	146	312	146	146	146	0	255	1,437	1,521	169	169	176	514	1,951	2,035
Sundry Income	25	33	33	42	33	33	33	0	58	290	464	52	52	52	156	446	620
Total Sales	11,291	10,895	12,291	13,065	13,832	11,350	14,885	13,770	13,222	114,601	132,964	16,240	15,006	14,942		160,789	179,152
Expenditure																	
Food Purchases	2,731	2,764	2,909	2,762	3,148	2,357	3,990	3,755	3,607	28,023	32,999	3,667	3,667	3,667	11,001	39,024	44,000
Bar Purchases -Non Alcoholic	243	151	211	584	431	70	24	250	70	2,034	2,624	292	292	292	876	2,910	3,500
Bar Purchases - Alcoholic	149	202	520	1,302	648	198	301	582	283	4,185	4,500	500	500	500	1,500	5,685	6,000
Paper Goods/consumables	328	167	193	53	187	309	94	484	181	1,996	1,832	203	203	203	609	2,605	2,441
Maintenance and Repairs	0	0	191	0	52	604	267	0	0	1,114	1,450	150	200	200	550	1,664	2,000
Equipment New & Replacement	(162)	135	279	0	102	396	3,576	4,122	46	8,494	1,093	140	140	127	407	8,901	1,500 ****
Equipment Hire	0	0	137	(28)	42	0	0	97	0	248	405	55	0	90	145	393	550
Postage	55	0	0	55	0	0	55	0	0	165	165	45	0	0	45	210	210
Telephone	11	11	12	12	13	13	14	11	11	108	154	20	20	16	56	164	210
Stationery	0	0	0	0	0	0	0	0	0	0	0	0	0	70	70	70	70
Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	110	110	110	110
General Advertising	95	50	30	55	0	0	0	182	0	412	800	100	100	100	300	712	1,100
Uniforms & Protective Clothing	0	12	0	0	0	0	0	0	0	12	112	0	0	33	33	45	145
Training	0	0	0	0	0	0	0	0	0	0	0	0	0	530	530	530	530
Catering Salaries	6,887	6,338	6,173	7,714	6,147	7,507	6,986	6,170	8,186	62,108	59,692	6,339	6,339	11,624	24,302	86,410	83,994
Casual Wages	519	355	254	684	466	324	275	203	306	3,386	3,772	378	378	472	1,228	4,614	5,000
Credit Charges	99	83	87	96	87	101	98	106	102	859	880	90	90	90	270	1,129	1,150
Rates	812	812	812	812	812	812	812	812	812	7,308	7,560	840	0	0	840	8,148	8,400
Electricity	483	349	350	244	0	814	416	479	502	3,637	3,908	434	434	434	1,302	4,939	5,210
Gas	77	64	24	25	24	24	24	25	30	317	550	150	150	150	450	767	1,000
Water/Waste	516	0	0	0	0	0	233	321	0	1,070	1,000	0	0	0	0	1,070	1,000
Refuse Collection	0	307	0	307	0	0	307	0	0	921	754	0	306	0	306	1,227	1,060
Stock Taker	0	0	0	185	0	0	0	370	0	555	600	200	0	200	400	955	1,000
Total Expenditure	12,843	11,800	12,182	14,862	12,159	13,529	17,472	17,969	14,136	126,952	124,850	13,603	12,819	18,908		172,282	170,180

**** New Crockery paid from Reserves
New Oven £1,500 From Reserves £2,500 2015/2016 Budgets

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Meeting of the General Purposes Committee

Monday 23rd January 2017

Agenda Item No. 5.3

BAD DEBTS UPDATE

1.0 Summary

1.1 The report details the current position regarding bad debts.

2.0 Details

2.1 The following bad debts are being pursued by the office. All apart from R & R Taxis are for minimal amounts and currently being chased:-

- Acres
- Crowborough Junior League
- R & R Taxis

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Christine Wheatley

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Meeting of the General Purposes Committee

Monday 23rd January 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 Uckfield Grasshoppers Junior Football Club found that the Defibrillator attached to the side of the West Park Pavilion had been vandalised when they visited the area to undertake a pitch inspection on 15th January 2017.

Unfortunately a tap was left running in one of the toilets overnight following a children's party in Foresters Hall on the weekend of 7th January 2017 which required substantial cleaning the following day, and time to allow the area to dry out. Water within Foresters Hall is metered.

A small leak was reported at the Hub following torrential rain. Caretakers attended and subsequently cleared a blockage in the guttering.

2.2 Bridge Cottage, 2A Vernon Road, Ridgewood Village Hall
No updates to report.

3.0 Annual maintenance programme

3.1 The Town Council has a ten year maintenance programme in place. Works planned as part of the second year (2016/17) commenced on Monday 16th January 2017 at Victoria Pavilion. A more detailed work programme is being produced by Lawson Queay which will be circulated to members shortly.

3.2 The maintenance programme for year three (2017/18) has been agreed. Members agreed the funding for works prioritised for delivery as part of their approval of the Town Council Precept for 2017/18.

4.0 Recommendations

4.1 Members are asked to note the report.

Background Papers: None

Contact Officers: Holly Goring

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Meeting of the General Purposes Committee

Monday 23rd January 2017

Agenda Item 6.2

TO REVIEW THE CONDITIONS OF USE AND HIRE AT FORESTERS HALL

1.0 Background

- 1.1 Foresters Hall, owned by Uckfield Town Council, is a popular facility for hire and has a number of regular bookings with local groups including faith groups, dance groups, and leisure activities. The hall is also a popular venue for children's parties and activities.
- 1.2 The hall is maintained by the Town Council, and full cleaning of the hall is contracted out to Business Cleaning Services (Sussex) Ltd who visit the hall three times a week. They also undertake a full in-depth clean of the floor every six weeks and are contracted to clean the windows thoroughly on the exterior of the building twice a year. Our caretakers visit the hall in between and respond to any issues or concerns raised by hirers.
- 1.3 As a result of the hall being used regularly, it does suffer from general wear and tear. This report requires members to review the conditions of use and hire and the proposed amendments put forward.

2.0 Key Deposit

- 2.1 At present, we request a deposit of £10.00 to be paid on collection of the key. The replacement of a key for one of the Town Council's pavilions in 2016 cost approximately £12.50. We have therefore put forward a revised deposit fee of £15.00 to cover these expenses, should this occur.
- 2.2 The wording of the conditions also suggests that the return of the deposit is only based on return of the key. As a result of incidents occurring in the past and other room hirers making complaints about the condition of the floor or room when they've arrived, we are also proposing to base the return of the deposit on the condition in which the hall is left by the hirer. See appendices A and B of this report.

3.0 Methods of payment

- 3.1 The full conditions of use and hire of the hall have not been reviewed for some time. The existing wording in 4(d) only referenced cheque as a suitable payment method. This document (see appendix B) has now been amended to reflect that the Town Council can accept debit and credit card payments by telephone or in person at the Town Council offices.

4.0 Recommendations

- 4.1 Members are asked to review the amendments and advise the Town Clerk accordingly if they are happy to adopt these changes and/or put forward further additions.

Background Papers: None

Contact Officers: Holly Goring

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UCKFIELD TOWN COUNCIL

Council Offices, Uckfield 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 - **Ashley SerpisHolly Goring**

FORESTERS HALL – KEY RECEIPT

Dear Hirer,

The key for Foresters Hall remains the property of Uckfield Town Council at all times and must be returned to the Council Offices on the date shown below. A refundable cash deposit of ~~£40.00~~ **£15.00** will be required from you when collecting the key. Should the hall be found in a poor condition, you lose the key or otherwise fail to return the key to the Council Offices, the Council reserves the right to reclaim ~~the cost of replacing any costs the key and and/or replacing the locks incurred for cleaning or for replacing the key/locks~~ for Foresters Hall.

The front door at the hall has two locks and you use the one key for both locks, the bottom lock should be opened first, followed by the top lock. To secure the building at the end of the booking just drop the catch on the top lock and use key to lock the bottom keyhole.

Please leave the hall for other users as you would like to find it:-

- Brush the floor;
- Wipe the tables clean;
- Flush the toilets and check all taps are turned off;
- Empty the waste bins
- Make sure the building is secure: close the kitchen windows; and
– Switch off all the lights and lock the front door.

In the event of a false fire alarm being set off during your event e.g. if dry ice used by a disco, the key for the fire alarm panel is in the key box in the corridor leading to the disabled toilet.

FIRE ALARM PANEL IS JUST INSIDE THE FRONT ENTRANCE DOOR ON THE RIGHT HAND SIDE

At the fire alarm panel insert key, turn and press **RESET** this will silence the alarm, turn key back and remove key, this will reset the alarm. Please return key to key box.

Fire Extinguishers should not be used as door stops.

Thank you.

Name:

Address:

Telephone:

Date of Booking:

Booking No:

Date Key collected:

Date Key to be returned by:

Key Number:

Issued by:

Signed (Hirer)

Date:

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Uckfield Town Council



VENUE HIRE

CONDITIONS OF USE AND HIRE

FORESTERS HALL, HARCOURT ROAD, UCKFIELD

- 1 All correspondence regarding bookings should be addressed to:
Uckfield Town Council, The Civic Centre, Uckfield, East Sussex. TN22 1AE
Tel: 01825 747790 Fax: 01825 765757 Email: admin@uckfieldtc.gov.uk
- 2 **VENUE**
In all correspondence, advertising and publicity, users must refer to the venue as:
Foresters Hall, Harcourt Road, Uckfield. TN22 5DU.
- 3 **REGULATIONS**
All users are bound by the rules and regulations governing use of the accommodation which are deemed to be incorporated in these conditions.
- 4 **BOOKING PROCEDURE AND PAYMENT OF CHARGES**
The following procedure for bookings and payment shall apply to all bookings other than regular weekly and monthly hirings for which separate arrangements will apply.
 - a i Provisional bookings will only be accepted and held open for a period of 14 days during which time the hirer must complete a booking form which will be generated from the information given by the hirer at the time of the booking enquiry. This form should be completed and returned to the Town Council Offices, where it will be processed and a confirmation copy returned to the hirer. Provisional bookings not confirmed within 14 days will be deleted from the diary.
 - ii Bookings cannot be accepted for bookings in Foresters Hall for a Friday or Sunday evening or for any booking that will end after 9pm. This is to ensure that services in the Strict Baptist Chapel are not disturbed and that nuisance to our neighbours is kept to a minimum.
 - b i All charges are with effect from 1st April each year and where a booking is for a date or dates after the date on which the charges come into effect, then those charges will be applicable to the hire.
 - ii Where the charges are increased by more than 10% the Council shall advise the hirer in writing of the increase (to be sent to the address stated on the booking form). The hirer shall have the right to cancel the booking within 14 days of the date of the written notice. Thereafter, the hirer shall be deemed to have accepted and shall be bound by the new scale of charges as if such had been agreed at the time of the original booking.
 - c The Council shall invoice the hirer at least 28 days before the hire date for the hire charges as confirmed on the completed and signed booking form. Such invoice must be paid at least 14 days before the date of hire, otherwise the Council shall have the right to cancel the booking. All cheques should be made payable to **Uckfield Town Council**. Credit/debit card payments cannot be accepted can be made by telephone or in person at the Town Council offices, The Civic Centre, Uckfield.
 - d Any additional charges due from the hirer shall be invoiced to the hirer by the Council as soon as it practical but within 7 days of the date of the booking. The Council may at its discretion issue an interim invoice or invoices. Payment of such additional charges shall be due to the Council within 14 days of the date of the invoice(s). The term "additional charges" shall include all costs due from the hirer for breakages, damage, additional hire time (i.e.,

where the hirer enters or leaves the building before or after the time specified on the booking form), for additional caretaking time when the hirer has left the premises in an unacceptable condition or for any other item as referred to in these conditions. All cheques should be made payable to **Uckfield Town Council**. Credit/debit card payments can be made by telephone or in person at the Town Council offices, The Civic Centre, Uckfield. ~~cannot be accepted.~~

- e The Council issues monthly statements to all hirers with outstanding invoices, and will actively pursue payment for invoices that are more than 30 days overdue. The Council has a policy of referring invoices outstanding for more than 120 days to a debt collector for recovery.

f i **CANCELLATIONS**

Cancellations can be made by telephone (Bookings 01825 747790), by fax (01825765757) or by email: admin@uckfieldtc.gov.uk or in person by visiting the Council Offices.

- ii Cancellations should be made at least 15 days before the actual date of the booking.
- iii Cancellations made within 14 days of the actual date of the booking will incur the full cost of the hire charge as previously invoiced.
- iv The Council reserves the right to cancel a booking if it is found that the information as to the proposed use, maximum numbers of persons attending or any relevant factor given at the time of the booking, was incorrect.
- v The Council reserves the right to cancel a booking if there is an outstanding invoice for the date of hire, or if the hirer has other invoices outstanding for previous bookings.
- vi The Council reserves the right to cancel a booking if, for reasons totally beyond the Council's control, the Council is unable to provide the facilities on the hire date. All hire charges will be refunded and that will be the extent of the Council's liability.

5 **PURPOSE OF HIRE AND SUBLETTING**

The hirer shall not, without previous consent in writing from the Council, use the accommodation for any other purpose other than that stated on the booking form, and the hirer shall not, without previous consent in writing from the Council, under-let or part with possession of the accommodation or any part thereof to any other person or organisation.

6 **MAINTENANCE OF GOOD ORDER**

The hirer is responsible for ~~the maintenance of good order~~ leaving the hall clean and in good order and ensuring adequate responsible persons for the proper supervision of the function. The hirer shall ensure that no undesirable person be permitted to enter, remain or otherwise make use of the accommodation. The Council reserves the right to remove or cause to be removed any person from the accommodation without giving reason for doing so.

7 a **EMERGENCY EVACUATION PROCEDURES**

The hirer is responsible for ensuring that fire safety and evacuation procedures are conveyed appropriately to everyone who will be attending their function, and for ensuring that in the event of an emergency everyone attending their function evacuates as quickly as possible to the fire assembly point in the car park, away from the front of the building.

- b If you require additional information concerning fire evacuation procedures, please contact the Council Offices on 01825 762774.

8 **PERSONAL INJURY AND LOSS OF/OR DAMAGE TO PROPERTY**

The use of the Foresters Hall and the equipment, facilities is permitted entirely at the user's own risk and the Town Council shall not be liable for any personal injury to any user or for any loss or damage to any user's property (whether he/she be the hirer, employee, invitee or associate of the hirer).

9 **CATERING SERVICES**

Kitchen and basic equipment is available, subject to availability..

- 10 a **LIQUOR LICENCE**
There is no Liquor Licence at Foresters Hall.
- 11 **BROADCASTING OR FILM RIGHTS**
No person or body hiring any part of the Foresters Hall shall grant broadcasting (sound or television) or film rights without prior written consent of the Town Clerk. If such consent is given, the Council reserves the right to take part in any negotiations, to be party to the terms and conditions of any agreement reached and to share in any income and publicity derived therefrom.
- 12 **PUBLIC PERFORMANCE AND COPYRIGHT WORKS**
There shall be no infringement of copyright during the period of hiring and the hirer hereby agrees to indemnify the Council in respect of any liability arising from any infringement. The hirer shall comply with the requirements of the Performing Rights Society (PRS) in relation to all musical work in the Society's repertoire.
- 13 **MUSIC AND DANCING**
The hirer shall observe all Acts of Parliament, Regulations and Byelaws applicable to public entertainment including music, singing and dancing in public spaces.
- 14 **NO SMOKING**
Smoking is not allowed within the Foresters Hall. Smokers are reminded to dispose of their smoking related litter responsibly.
- 15 **SERVICES AND ALTERATIONS**
No additions or alterations shall be made to the water, gas or electrical services and no structural or other alterations shall be made to the fabric of the building, nor to any of the installations, furniture, fixtures and fittings or other property of the Foresters Hall, and no equipment or materials requiring attachment to the fabric of the Foresters Hall shall be installed except with the prior express permission in writing of the Town Clerk, and upon such terms and conditions as shall be stipulate and to the entire satisfaction and under the supervision of the Town Clerk.
- a Should a hirer wish to bring any additional electrical equipment into the Foresters Hall , including bouncy castles, then all such equipment must be covered by a current Appliance Test Certificate and the hirer may be required to produce the certificate.
- 16 **MAKING GOOD OF DAMAGE**
The cost of making good any damage from the breach of Condition 15, as of any other of the conditions, shall be determined by the Town Clerk, whose decision shall be final and such costs shall be payable by the hirer within 14 day of being sent a written demand for payment.
- 17 **EXITS AND ENTRANCES**
All emergency exits shall be kept permanently unlocked during the period of hire and the hirer shall not close or block any other entrances or exits to the Foresters Hall (internal or external).
- a Reception tables or display tables must not be placed in the foyer under any circumstances. The foyer must be kept clear at all times.
- 18 **RIGHT OF ENTRY**
The Town Council reserves (for any authorised officer whether of the council, Police, Fire or other statutory authorities) the right of entry at all times to the Foresters Hall and the right to require the hirer to refuse admission to, or remove from the Foresters Hall, any disorderly person or persons or any article which, in the opinion of the Town Clerk or authorised agent or officers, may cause danger or damage to the Foresters Hall or the users thereof.
- 19 **INDEMNITY AND INSURANCE**
The hirer shall be liable for and shall indemnify the Council against any liability, loss, claim or proceedings whatsoever arising under any statute or at any common law in respect of any default or injury howsoever or by whosoever caused or to any persons which shall occur whilst such person is in or upon any part of the premises, or in respect of any loss or

damage suffered or sustained by any person in consequence of any such default or injury other than arising from the Council's negligence.

- a The Council reserves the right to require any hirer to produce evidence that the necessary insurances referred to in Condition 19 hereof have been taken out and are in force at all material times.
- b Hirers are advised to consult their insurers so as to safeguard themselves in the event of their being held liable for any claim, demand, action or proceedings in this connection.

20 **FLYPOSTING**

The practice of displaying posters on vacant shop premises, street furniture, builders hoardings, trees, etc. without the consent of the local planning authority is illegal and makes the offender liable, on summary conviction, to substantial penalties. The unauthorised display of poster may result in the cancellation of the hiring to which the posters refer, and would certainly be taken into account when considering future bookings of any Town Council premises.

21 **LOTTERIES, RAFFLES AND GAMING**

No gaming, betting games or lotteries shall be carried on, or allowed to be carried on in the Foresters Hall, except those games made unlawful by the Betting Games and Lotteries Acts, and then only if the appropriate statutory provisions are complied with.

22 **COMPLAINT**

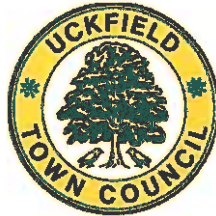
Any complaint by the hirer in respect of the use of the Foresters Hall or of the arrangements herewith shall be made to the Town Clerk in writing within 7 days of the date of hiring.

23 **CHANGE OF REGULATIONS**

The Council reserves the right to amend these Conditions and Regulations at any time (providing the hirer shall be notified of any such changes) and the Conditions in force at the date of hire shall be those applicable thereto.

Note: Reference to the Council in these conditions shall refer to all action taken by its Town Clerk or any other duly authorised Officer.

UCKFIELD TOWN COUNCIL



EQUALITY OPPORTUNITIES POLICY

Policy Number 19		
Issue No.	Date agreed	Details of amendments
1	17.09.07	GP.037.09.07
2	24.01.11	Complete revision of policy following changes to the Equality Act 2010. (GP.078.01.11)
<u>3</u>	<u>23.01.17</u>	<u>General review at GP Committee</u>

1.0 LEGAL POSITION

Under the Equality Act 2010 it is unlawful to discriminate against an individual on the following grounds:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

~~Under the Equality Act 2010~~ These are known as “protected characteristics.”

2.0. PURPOSE

This Equality Policy helps us to meet our statutory duties under the Equality Act 2010. The Act requires us to have due regard to:

- Eliminate unlawful discrimination, harassment and victimisation;
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- Foster good relations between people who share a protected characteristic and people who do not share it.

~~In particular, The purpose of this policy is to the Town Council intends to~~ provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). We have due regard under The Public Sector Equality Duty to~~We~~ oppose all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimisation or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010. This Policy underpins all policies, procedures and strategies developed and delivered by the Town Council.

3.0. SCOPE

All employees whether full-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximize the efficiency of the Council.

4.0. OUR COMMITMENT

Uckfield Town Council will through its policies and training seek to avoid discrimination and create:

- A prejudice free and supportive working environment.
- Equal pay.
- Relaxation of pay secrecy for equal pay claims.

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense.

Breaches of our ~~equal opportunities~~ Equality Policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimisation through the Council's grievance procedure.

The policy will be monitored and reviewed annually. Other personnel policies will be reviewed against the values stated in this main Equality Opportunities Policy to ensure that the Council ~~is an equal opportunities employer~~ has a due regard for these protected characteristics and fosters good relations with its staff, members and customers.

~~For more information on The Equality Act 2010 please refer to the ACAS document 'The Equality Act—What's new for employers?'~~

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Meeting of the General Purposes Committee

Monday 23rd January 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 16.01.17 (24 staff)	As at 08.01.16 (22 staff)
Actual days taken as short term Doctors' certificate	45 days*	72 days
Actual days taken as self-certificated sick leave	18 days*	22 days
Average number of days self-certificated sick leave per person	2.625 days	4.27 days
Actual days taken as long term sick leave	0 days	70 days
Average number of days sickness per person	2.625 days	7.45 days
National average of sick days taken in the public sector per person (*CBI/AXA Absence Survey)	5.5 days	5.5 days

* Although the above are allocated as days please note that some of these working days are part-time workers which do not equate to a 7.4 hour day.

3.0 IT and Computers

- 3.1 Since the last report in November 2016 the website (www.uckfieldtc.gov.uk) has had 741 regular users and 969 sessions of which 66.7% (646 sessions) are new visitors and 33.3% (323 sessions) are returning visitors.
- 3.2 The Civic Centre website (www.uckfieldciviccentre.com) has had 488 regular users and 586 sessions since the last report in November 2016 of which 75.4% (442 sessions) are new visitors and 24.6% (144 sessions) are returning visitors.
- 3.3 The Facebook page (www.facebook.com/uckfieldtowncouncil) has had 560 "likes" since launch in June 2012. This is 30 more "likes" since the last report in November 2016.
- 3.4 The Facebook page (www.facebook.com/luxfords) has had 233 "likes" since the launch in June 2013. This is 3 more "likes" since the last report in November 2016.
- 3.5 The Twitter account for the Town Council (@UckfieldTC) has 776 "followers" since the launch in June 2013. This is 25 more than the last report in November 2016.

- 3.6 The Twitter account for Luxfords (@LuxfordsUCC) has 323 “followers” since its launch in June 2013. This is 4 more than the last report in November 2016.
- 4.0 Risk Assessments and Training**
- 4.1 Two members of the grounds team have carried out refresher courses on chainsaw training.
- 4.2 The Assistant Town Clerk has undertaken a review of all staff training needs to ensure that routine training is carried out on a regular basis and booked in for the year ahead.
- 5.0 Accidents and First Aid**
- 5.1 Nothing to report.

Background Papers: None

Contact Officer: Susan Allum and Christine Wheatley

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH

NOVEMBER 2016.

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
Fixed Rate Bond
Lloyds Bank Account



PETTY CASH

Check cash balance and vouchers

Town Council Petty Cash
Luxfords Petty Cash




Signed Duncan A. Bennett

Print Name DUNCAN A. BENNETT

Dated 13th DECEMBER 2016

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Members comments:-

AUDIT CARRIED OUT. NO DISCREPANCIES FOUND.
 13/12/16

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.
MARSH	6752747 19/10/16	INSURANCE N/A	YES	YES. 112580
RJ CORTELL	303629 10/10/16	TELEPHONE N/A	YES	YES 112620

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
GSCC.	L31746	YES.	9.11.16	RACS
LICKFIELD SINGERS	CC3239	YES	29.11.16	105506

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
K DAVIES.	Nov-2016	YES	YES	25.11.16	361201827.

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
GENERAL A/c.	426	YGS	NO WITH RECTIFIED DIFFERENCE	1200

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	NOVEMBER 2016 YGS.	P.OFFICE £1.20	YGS.
Luxfords			

INTENTIONALLY BLANK