



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
Tuesday 29th August 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 meeting of the General Purposes Committees held on the 17th July 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)

6.0 BUILDINGS

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

7.0 POLICY

No revisions or new policies to report at this meeting.

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 (nothing to report)
- (ii) Ridgewood Village Hall Management Committee (nothing to report)
- (iii) Uckfield and District Preservation Society (nothing to report)
- (iv) Uckfield Volunteer Centre (nothing to report)
- (v) Wealden District Association of Local Councils – Management Committee (nothing to report)
- (vi) Wealden District Association of Local Councils – Planning Panel (nothing to report)

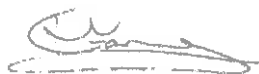
10.0 CHAIRMAN'S ANNOUNCEMENTS

11.0 TOWN CLERK'S ANNOUNCEMENTS

12.0 CONFIDENTIAL BUSINESS

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

12.1 To consider a report on Luxfords Restaurant
(Attached)



Town Clerk
22nd August 2017

General Purposes Financial Forecast as at 31st July 2017

	Apr 17 Actuals £	May 17 Actuals £	Jun 17 Actuals £	Jul 17 Actuals £	Actuals To Date	Budget to Date	Aug 17 Budget £	Sep 17 Budget £	Oct 17 Budget £	Nov 17 Budget £	Dec 17 Budget £	Jan 18 Budget £	Feb 18 Budget £	Mar 18 Budget £	Total £	2017/2018 Budgets
Income																
Administration	33	7	14	1	55	100	25	25	25	25	25	25	25	25	255	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	30	36	8	8	8	8	8	8	8	8	94	100
Interest Misc. (Fixed Rate Bond)	0	0	0	3,838	3,838	0	0	0	0	0	0	0	0	0	3,838	0
Civic Centre	7,309	8,510	6,909	9,460	32,188	31,474	8,346	8,071	8,071	8,346	8,071	8,071	8,346	8,071	97,581	96,867
Community Toilet Scheme	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,100
Civic Centre Vending Machine	22	47	50	0	119	1,000	250	250	250	250	250	250	250	250	2,119	3,000
Feed-in Tariff Payments	0	0	0	2,688	2,688	2,310	0	0	1,155	0	0	1,155	0	0	4,998	4,620
Quickborn Suite rent	663	663	663	663	2,652	2,655	663	663	663	663	663	663	663	663	7,956	7,959
Civic Centre payphone	0	0	0	0	0	0	0	0	0	0	10	0	0	0	10	0
West Park Pavilion	0	0	19	91	110	36	8	8	8	8	8	8	8	8	174	100
Victoria Pavilion	1,734	792	818	832	4,176	4,014	800	800	1,208	800	800	1,208	800	800	11,392	11,230
RHI - C.Centre Boiler	0	0	0	0	0	5,000	0	0	2,500	0	0	2,500	0	0	5,000	10,000
Victoria Storage Garages	0	50	0	0	50	0	0	0	0	0	0	0	0	0	50	0
Cemetery Chapel workshop	0	1,050	0	0	1,050	0	0	0	0	0	4,200	0	0	0	5,250	4,200
Foresters Hall, regular users	650	1,537	458	2,930	5,575	5,364	1,342	1,342	1,342	1,342	1,342	1,342	1,342	1,342	16,311	16,100
Foresters Chapel	272	0	0	272	544	359	91	91	91	91	91	91	91	91	1,272	1,087
2a Vernon Road, rent	495	495	495	495	1,980	1,980	495	495	495	495	495	495	495	495	5,940	5,940
Signal Box	333	333	333	333	1,332	1,336	333	333	333	333	333	333	333	333	3,996	4,000
Osborn Hall	0	0	330	0	330	0	0	0	440	0	0	0	0	0	770	440
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	1,140	0	0	0	0	1,140	1,140
Bridge Cottage	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1
CAB/Source	600	6,394	(332)	600	7,262	11,534	0	0	5,768	0	0	5,768	0	0	18,798	23,070
Total Income	12,117	19,887	9,765	22,210	63,979	67,198	12,361	12,086	22,357	13,501	16,297	21,917	14,361	15,786	192,645	196,954
Purchases																
Administration	2,048	1,874	670	1,389	5,981	5,320	2,550	925	925	2,550	925	925	2,550	925	18,256	17,595
General Advertising	0	0	362	0	362	836	208	208	208	208	208	208	208	208	2,026	2,500
Recruitment Advertising	0	240	0	0	240	550	0	0	0	550	0	0	0	0	790	1,100
Office Equipment/Computers	519	8,877	386	2,353	12,135	8,000	0	0	0	1,900	0	0	0	0	14,035	9,900
Hospitality	0	0	0	0	0	60	15	15	15	15	15	15	15	15	120	180
Health & Safety	0	0	668	0	668	418	104	104	104	104	104	104	104	104	1,500	1,250
Insurances	0	10,299	0	0	10,299	10,299	0	24,701	0	0	0	0	0	0	35,000	35,000
Mayor's Allowance	0	0	426	0	426	428	0	426	0	0	426	0	0	426	1,704	1,706
Accountants Fees	0	4,400	0	0	4,400	4,480	0	0	0	0	0	0	0	0	4,400	4,480
Grants Section142	0	9,000	0	0	9,000	9,000	0	0	0	10,500	0	0	0	0	19,500	19,500
Grants - Power of Competence	0	11,305	0	0	11,305	11,305	0	0	0	11,145	0	0	0	0	22,450	22,450
Volunteer Bureau SLA	0	8,000	0	0	8,000	8,000	0	0	0	0	0	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	0	0	0	21	21	200	0	0	0	250	0	0	0	0	271	450
Internal Audit Fees	0	0	420	0	420	1,100	0	550	0	0	0	550	0	0	1,520	2,200
Audit Fees	0	0	0	0	0	0	0	0	2,300	0	0	0	0	0	2,300	2,300
Professional Fees	3,496	1,890	0	648	6,034	3,500	875	875	875	875	875	875	875	875	13,034	10,500
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	52,695	55,277	13,818	13,818	13,818	13,818	13,818	13,818	13,818	13,818	163,239	165,821
Members Allowances	0	0	3,716	0	3,716	4,638	0	4,639	0	0	4,639	0	0	4,739	17,733	18,655
Newsletter	352	352	352	352	1,408	1,464	367	367	367	367	367	367	367	367	4,344	4,400
Bank Charges	43	40	40	43	166	200	50	50	50	50	50	50	50	50	566	600
Civic Centre Running Costs	11,679	4,886	6,052	5,081	27,698	33,380	10,540	9,300	9,300	9,380	9,300	10,460	5,010	4,930	95,918	101,600
Caretakers - Salaries	8,728	9,286	7,934	6,944	32,892	37,687	9,421	9,421	9,421	9,421	9,421	9,421	9,421	9,421	108,260	113,055
West Park	495	0	204	96	795	738	379	684	184	219	209	859	219	184	3,732	3,675
Victoria Pavilion	2,160	550	902	784	4,396	4,730	1,235	1,500	1,200	1,160	1,150	1,640	1,160	1,150	14,591	14,925
Cemetery Buildings	120	122	122	122	486	0	0	0	0	0	0	0	1,265	0	1,751	1,265
The Hub	774	1,269	455	(48)	2,450	2,764	692	692	692	692	692	692	692	692	7,986	8,300
Foresters Hall	1,354	449	766	297	2,866	3,574	642	447	2,397	447	572	2,397	237	317	10,322	11,030
2a Vernon Road	0	0	64	50	114	225	0	0	0	0	225	0	0	225	564	225
Building Maintenance Fund	32,318	7,608	15,202	0	55,128	22,810	0	0	1,590	0	0	0	0	0	56,718	24,400
Subscriptions	2,533	75	0	0	2,608	0	3,600	0	0	0	0	0	0	0	6,208	3,600
Training	340	516	150	0	1,006	2,750	0	0	0	2,750	0	0	0	0	3,756	5,500

General Purposes Financial Forecast as at 31st July 2017

	Apr 17 Actuals £	May 17 Actuals £	Jun 17 Actuals £	Jul 17 Actuals £	Actuals To Date	Budget to Date	Aug 17 Budget £	Sep 17 Budget £	Oct 17 Budget £	Nov 17 Budget £	Dec 17 Budget £	Jan 18 Budget £	Feb 18 Budget £	Mar 18 Budget £	Total £	2017/2018 Budgets
Other Buildings - Salaries	0	1,170	520	0	1,690	2,400	600	600	600	600	600	600	600	600	6,490	7,200
Total Purchases	79,807	95,141	52,240	32,217	259,405	236,133	45,096	69,322	44,046	67,001	43,596	42,981	49,191	39,446	660,084	636,362

**** Some Funds from Earmarked Reserves

Luxfords Financial Forecast as at 31st July 2017

	Apr 17 Actuals £	May 17 Actuals £	Jun 17 Actuals £	Jul 17 Actuals £	Actuals to Date	Budget to Date	Aug 17 Budget £	Sep 17 Budget £	Oct 17 Budget £	Nov 17 Budget £	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	31,419	42,336	10,583	10,583	10,583	10,583	10,583	10,583	10,583	10,583	116,083	127,000
Restaurant Bar sales	420	457	588	530	1,995	2,600	650	650	650	650	650	650	650	650	7,195	7,800
Hire of Luxfords Restaurant	147	175	133	303	758	687	171	171	171	171	171	171	171	171	2,126	2,055
Function Food Sales	1,460	3,113	1,803	1,238	7,614	10,336	2,583	2,583	2,583	2,583	2,583	2,583	2,583	2,583	28,278	31,000
Function Bar sales	517	1,581	1,032	4,087	7,217	4,836	1,208	1,208	1,208	1,208	1,208	1,208	1,208	1,208	16,881	14,500
Urn hire	81	99	93	56	329	175	45	45	45	45	45	45	45	45	689	535
Sundry Income	33	33	33	42	141	210	52	52	52	52	52	52	52	52	557	626
Total Sales	9,984	14,150	11,163	14,176	49,473	61,180	15,292	15,292	15,292	15,292	15,292	15,292	15,292	15,292	171,809	183,516
Purchases																
Food purchases	2,799	4,043	2,597	2,849	12,288	14,960	3,740	3,740	3,740	3,740	3,740	3,740	3,740	3,740	42,208	44,880
Bar purchases - non-alcoholic	101	330	372	394	1,197	1,186	298	298	298	298	298	298	298	298	3,581	3,570
Bar purchases - alcoholic	263	698	786	1,223	2,970	2,040	510	510	510	510	510	510	510	510	7,050	6,120
Lux. Paper goods/Consumables	168	75	241	93	577	826	208	208	208	208	208	208	208	208	2,241	2,490
Lux. Maintenance & Repairs	0	0	736	0	736	736	0	682	0	0	682	0	0	0	2,100	2,100
Lux. Equipment - New & Replacements	118	293	1,216	0	1,627	564	142	142	142	142	142	142	142	142	2,763	1,700
Lux. Equipment Hire	0	0	0	(275)	(275)	0	0	0	0	0	575	0	0	0	300	575
Lux. Postage	56	0	0	0	56	91	23	23	23	23	23	23	23	23	240	275
Rates	625	624	624	624	2,497	2,828	707	707	707	707	707	707	707	707	8,153	8,484
Electricity	534	422	478	428	1,862	1,786	448	448	448	448	448	448	448	448	5,446	5,370
Gas	24	26	27	23	100	400	100	100	100	100	100	100	100	100	900	1,200
Water	165	0	120	0	285	364	92	92	92	92	92	92	92	92	1,021	1,100
Lux. Telephone	13	13	23	9	58	76	18	18	18	18	18	18	18	18	202	220
Refuse collection	322	18	322	0	662	364	92	92	92	92	92	92	92	92	1,398	1,100
StockTaking	185	0	0	0	185	500	0	0	0	250	0	0	250	0	685	1,000
Lux. Stationery	0	0	0	0	0	0	0	0	0	0	0	0	0	80	80	80
Lux. Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	120	0	0	0	120	120
Lux. General Advertising	162	0	0	95	257	364	92	92	92	92	92	92	92	92	993	1,100
Lux. Uniforms	0	40	60	21	121	0	0	0	0	200	0	0	0	0	321	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	1,236	308	308	308	308	308	308	308	308	2,464	3,700
Luxfords Salaries	7,030	6,988	7,382	5,774	27,174	28,918	7,228	7,228	7,228	7,228	7,228	7,228	7,228	7,228	84,998	86,742
Luxfords Casual wages	315	292	250	763	1,620	2,000	500	500	500	500	500	500	500	500	5,620	6,000
Lux Credit Charges	103	85	101	90	379	391	98	98	98	98	98	98	98	98	1,163	1,175
Total Purchases	12,983	13,947	15,335	12,111	54,376	59,630	14,604	15,286	14,604	15,054	15,981	14,604	14,854	15,234	174,597	179,851
Long Term Project																
Cold Room Chiller	0	0	0	7,821			0	0	0	0	0	0	0	0	7,821	1,000 ***

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

INTENTIONALLY BLANK

Meeting of the General Purposes Committee

Tuesday 29th August 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 for small amounts:

- Uckfield Performance Ensemble
- Pro-actions Business Improvement Sussex Ltd

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Christine Wheatley

INTENTIONALLY BLANK

Meeting of the General Purposes Committee

Tuesday 29th August 2017

Agenda Item 6.1

TO NOTE THE CURRENT POSITION WITH THE COUNCIL'S BUILDINGS

1.0 Summary

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

2.0 The Buildings

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

The Civic Centre

The new outside coldstore (refrigerator) has been installed at Luxfords Restaurant. The Town Council is currently liaising with surveyors to price up for a small roof to cover part of this outside area.

Repairs are also planned for the Weald Hall floor. This should lengthen the lifespan of the existing floor whilst we explore the costs associated with a full replacement in future years.

Victoria Pavilion

A repair is due to be carried out to the patio doors at Victoria Pavilion as the current tenant is having difficulties with the doors sticking.

The Signal Box

The Town Council is in the process of obtaining quotes for a carpenter/joiner to undertake repairs to the steps at the signal box. On inspection, it was not necessary to remove the existing staircase. Previous works undertaken are sufficient, but interim repairs will strengthen the existing structure.

West Park Pavilion

Caretakers are in the process of undertaking remedial works at West Park Pavilion. This has included removing tiles in both the shower and kitchen areas. The tiles within the kitchen have since been replaced.

Periodic electrical inspections are also due shortly in these premises.

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

The defibrillator has now been installed on the outside of the building at Ridgewood Village Hall.

3.0 Review of internal decoration and repairs

- 3.1 Our new Facilities Manager is undertaking a thorough review of the internal decoration and internal state of repair of all Town Council buildings. Their findings will be collated into a full list, and estimates gathered to assist the Town Council's Management Team with prioritising works in accordance with existing revenue budgets (2017/18), and to plan ahead for 2018/19.
- 3.2 The new Facilities Manager is also updating the Town Council's contracts register.

4.0 Annual maintenance programme

- 4.1 Works are now complete for year two of the Town Council's maintenance programme albeit some snagging and the installation of the coin operated fixtures to the toilet doors at Victoria Pavilion.
- 4.2 The tendering process will commence in the next couple of weeks for year 3 of the Town Council's maintenance programme.
- 4.3 A process will also begin shortly to start prioritising works for year 4 of the Town Council's maintenance programme. Early prioritisation will then assist the Town Council's budget setting process later in the year.

5.0 Recommendations

- 5.1 Members are asked to note the report.

Background Papers: None

Contact Officers: Holly Goring

Meeting of the General Purposes Committee

Tuesday 29th August 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 22/08/2017 (27 staff)	As at 15.08.16 (22 staff)
Actual days taken as short term Doctors' certificate	47 days	0 days
Actual days taken as self-certificated sick leave	14 days	6 days
Average number of days self-certificated sick leave per person	0.52 days	0.27 days
Actual days taken as long term sick leave	97 days	0 days
Average number of days sickness per person	5.85 days	0.27 days
National average of sick days taken in the public sector per person (<i>*sickness absence in the labour market – ONS 2016</i>)	4.3 days	5.5 days (CBI/AXA)

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

3.0 IT and Computers

- 3.1 Since the last report in July 2017 the website (www.uckfieldtc.gov.uk) has had 160 regular users and 199 sessions of which 65.33% were new visitors.
- 3.2 The Civic Centre website (www.uckfieldciviccentre.com) has had 66 regular users and 71 sessions since the last report in July 2017 of which 84.51% were new visitors.
- 3.3 The Facebook page (www.facebook.com/uckfieldtowncouncil) has had 597 "likes" since launch in June 2012. This is 16 more 'likes' since that reported in July 2017.

3.4 The Facebook page (www.facebook.com/luxfords) has had 283 “likes” since its launch in June 2013. This is the same number of “likes” since the last report in July.

3.5 The Twitter account for the Town Council (@UckfieldTC) has obtained 848 “followers” since the launch in June 2013. This is 13 more than that reported in July 2017.

3.6 The Twitter account for Luxfords (@LuxfordsUCC) has obtained 350 “followers” since its launch in June 2013. This is two less than that reported in July 2017.

4.0 Risk Assessments and Training

4.1 The Council has received the annual reports from ROSPA accredited inspectors for all its play area sites. Actions from the findings of these reports shall be addressed over coming months on a planned basis.

5.0 Accidents and First Aid

5.1 Nothing to report.

Background Papers: None

Contact Officer: Christine Wheatley