



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 1st April 2019 at 7.00pm
in
The Council Chamber, Civic Centre

AGENDA

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

1.0 DECLARATIONS OF INTEREST

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

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

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

3.0 APOLOGIES FOR ABSENCE

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committees held on the 18th February 2019

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 the income and expenditure reports for 2018/19
(Attached)
- 5.3. Bad Debts
(Attached)
- 5.4 To write off small under and over payments on the Town Council accounts
(Attached)

6.0 BUILDINGS

- 6.1 To note the current position with the Council's buildings
(Attached)
- 6.2 To review request from Sussex Support Services Ltd to place a noticeboard at the front entrance to the ramp of Victoria Pavilion
(Attached)

7.0 POLICY

None.

8.0 ADMINISTRATION

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

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 9.1 To consider reports from:-
 - (i) Citizens Advice Bureau (nothing to report)
 - (ii) Ridgewood Village Hall Management Committee
 - (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)
 - (vii) Wealden Works (nothing to report)

10.0 CHAIRMAN'S ANNOUNCEMENTS

11.0 TOWN CLERK'S ANNOUNCEMENTS

12.0 CONFIDENTIAL BUSINESS

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

- 12.1 Action list (confidential business)
(Attached)
- 12.2 To review the outcome of the tender process for the Year 4 Maintenance Programme
(to follow)

12.3 To consider an update on Luxfords Restaurant
(to follow)

A handwritten signature in blue ink, appearing to be 'W. J. ...', written over a horizontal line.

Town Clerk
26th March 2019

	Apr 18 Actuals £	May 18 Actuals £	Jun 18 Actuals £	Jul 18 Actuals £	Aug 18 Actuals £	Sep 18 Actuals £	Oct 18 Actuals £	Nov 18 Actuals £	Dec 18 Actuals £	Jan 19 Actuals £	Feb 19 Actuals £	Actuals to Date	Budgets to Date	Mar 19 Budget £	Total £	2018/2 019 Budgets
Sales																
Administration	7	11	22	0	204	27	13	10	4	4	6	308	308	0	308	0
Festive Light Income	0	0	0	0	0	0	0	0	0	2,000	0	2,000	2,000	0	2,000	2,000
Special Int. Bearing Interest	33	137	122	45	38	49	313	276	264	171	139	1,587	100	150	1,637	100
Interest Misc. (Fixed Rate Bond)	0	0	0	2,021	0	0	0	0	0	0	0	2,021	1,243	0	2,021	1,243
Civic Centre	7,122	11,872	10,157	6,678	11,922	10,084	6,419	9,824	3,846	11,701	4,071	93,696	83,692	7,908	101,604	91,600
Civic Centre Vending Machine	0	0	96	0	0	26	0	0	0	0	0	122	458	42	164	500
Feed-in Tariff Payments	1,413	0	0	2,098	0	0	1,534	0	0	93	0	5,138	5,000	0	5,138	5,000
Quickborn Suite rent	708	708	708	708	708	708	708	708	703	713	708	7,788	7,792	708	8,496	8,500
West Park Pavilion	0	0	19	0	41	0	0	0	0	0	0	60	100	0	60	100
Victoria Pavilion	811	908	792	1,324	872	792	1,235	798	792	792	1,419	10,535	10,083	1,217	11,752	11,300
RHI - C.Centre Boiler	0	0	6,180	0	0	0	13	0	0	3,451	0	9,644	8,700	1,300	10,944	10,000
Victoria Storage Garages	100	0	0	0	0	0	0	0	0	0	0	100	100	0	100	100
Cemetery Chapel workshop	0	0	1,050	0	1,050	0	0	1,050	0	0	1,050	4,200	4,200	0	5,250	4,200
Foresters Hall	227	1,826	4,443	164	1,312	661	1,039	5,167	54	948	474	16,315	13,942	1,258	17,573	15,200
Foresters Chapel	272	0	0	272	0	0	272	0	0	272	0	1,088	1,087	0	1,088	1,087
2a Vernon Road, rent	625	0	1,250	625	1,250	0	625	625	625	625	625	6,875	6,600	600	7,475	7,200
Signal Box	333	333	333	333	333	333	333	333	333	354	354	3,705	4,017	333	4,038	4,350
Osborn Hall	0	0	0	0	390	0	0	100	0	0	0	490	440	0	490	440
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	1,140	1,140	1,140
Bridge Cottage	0	0	0	0	3,993	0	0	0	0	0	1	3,994	3,301	0	3,994	3,301
CAB - The Hub	0	0	4,462	1,446	600	0	347	8,484	398	0	4,694	20,431	16,612	5,538	25,969	22,150
Community Toilet Scheme	0	0	275	0	275	0	0	275	0	0	275	1,100	1,100	0	1,375	1,100
Total Sales	11,651	15,795	29,909	15,714	22,988	12,680	12,851	27,650	7,019	21,124	13,816	191,197	170,875	20,194	212,616	162,480
Purchases																
New Initiatives 2018/19																
West Park Pavilion Scheme	0	0	0	0	0	0	0	0	0	0	0	0	15,000	15,000	30,000	15,000
Bus Service	0	0	944	0	0	1,007	0	0	1,105	0	0	3,056	3,000	0	0	3,000
Data Protection	0	168	0	11	1,007	0	0	0	0	0	0	1,186	2,000	0	1,186	2,000
Total New Initiatives 2018/19	0	168	944	11	1,007	1,007	0	0	1,105	0	0	4,242	20,000	15,000	31,186	20,000
Purchases																
Administration	1,486	2,145	632	1,668	1,596	1,513	1,505	2,638	566	2,412	1,602	17,763	16,060	906	18,669	16,966
General Advertising	0	0	181	0	0	0	0	0	0	0	0	181	800	0	181	800
Recruitment Advertsing	0	0	0	0	0	0	0	0	0	0	0	0	0	500	500	500
Office Equipment/Computers	745	(1,613)	337	2,571	728	474	592	30	826	629	406	5,725	8,708	792	6,517	9,500
Hospitality	0	0	0	0	0	97	0	22	11	0	0	130	100	0	130	100
Health & Safety	0	0	0	0	0	0	0	0	0	1,166	92	1,258	1,250	0	1,258	1,250
Insurances	0	56	6,928	0	0	0	23,361	0	0	0	0	30,345	35,000	0	30,345	35,000
Mayor's Allowance	0	0	435	0	0	435	0	0	435	0	0	1,305	1,306	435	1,740	1,741
Accountants Fees	0	0	4,500	0	0	0	0	0	0	0	0	4,500	4,500	0	4,500	4,500
Grants Section142	9,418	0	0	0	0	0	9,418	0	0	0	0	18,836	19,500	0	18,836	19,500
Grants - Power of Competence	12,984	0	0	0	0	0	9,464	0	0	0	0	22,448	25,000	0	22,448	25,000
Volunteer Bureau SLA	8,000	0	0	0	0	0	0	0	0	0	0	8,000	8,000	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	0	0	0	0	0	54	0	87	40	0	0	181	450	0	181	450
Internal Audit Fees	0	0	420	0	0	0	0	860	0	0	430	1,710	1,680	0	1,710	1,680
Audit Fees	0	0	0	0	0	2,000	0	0	0	0	0	2,000	2,323	0	2,000	2,323
Professional Fees	387	784	475	125	0	0	0	450	495	0	1,000	3,716	10,600	0	3,716	10,600
Festive Lights	0	0	0	0	0	0	0	25	0	10,310	0	10,335	12,900	0	10,335	12,900
Festive Light Electricity	0	0	0	0	174	0	0	0	0	0	0	174	300	0	174	300
Office Staff - Salaries	19,466	16,927	16,396	16,392	18,506	19,287	19,517	19,305	19,305	19,335	19,305	203,741	223,783	20,344	224,085	244,127
Members Allowances	45	0	3,474	0	0	3,750	0	0	3,789	0	0	11,058	11,349	3,883	14,941	15,232
Newsletter	0	400	400	400	400	400	400	888	400	400	400	4,488	3,873	982	5,470	4,855
Bank Charges	43	40	40	43	40	40	43	40	40	43	40	452	550	50	502	600
Civic Centre Running Costs	9,108	6,186	5,232	5,242	4,604	7,083	7,851	9,512	8,745	12,253	10,725	86,541	87,336	9,479	96,020	96,815
Caretakers - Salaries	7,032	8,141	8,822	8,043	8,487	8,175	8,183	8,493	7,595	8,219	7,314	88,504	79,165	7,197	95,701	86,362
West Park	359	0	188	0	0	293	554	2,664	296	95	350	4,799	5,258	62	4,861	5,320
Victoria Pavilion	1,798	1,039	1,613	392	392	1,998	1,050	941	2,497	5,971	350	18,041	15,824	880	18,921	16,704
Cemetery Buildings	134	135	135	135	135	135	135	135	385	135	0	1,599	1,146	104	1,703	1,250

Financial Forecast as at 28th February 2019

	Apr 18 Actuals £	May 18 Actuals £	Jun 18 Actuals £	Jul 18 Actuals £	Aug 18 Actuals £	Sep 18 Actuals £	Oct 18 Actuals £	Nov 18 Actuals £	Dec 18 Actuals £	Jan 19 Actuals £	Feb 19 Actuals £	Actuals to Date	Budgets to Date	Mar 19 Budget £	Total £	2018/2 019 Budgets
Signal Box	0	0	0	1,229	0	0	547	2,361	0	277	199	4,613	0	0	4,613	0
The Hub	78	1,454	440	242	(403)	658	835	2,079	730	0	257	6,370	5,958	542	6,912	6,500
Foresters Hall	1,929	684	512	702	380	538	2,049	830	792	1,419	779	10,614	11,269	567	11,181	11,836
2a Vernon Road	49	5	0	0	0	0	0	0	0	0	0	54	200	0	54	200
Rep & Ren, Other Buildings	0	0	0	0	0	0	0	0	0	330	0	330	0	0	330	0
Bridge Cottage	0	0	0	0	0	0	0	0	0	0	0	0	0	300	300	300
Subscriptions	2,555	75	0	308	0	0	74	0	0	110	0	3,122	3,500	0	3,122	3,500
Training	454	301	100	160	660	50	548	1,799	64	66	67	4,269	3,500	0	4,269	3,500
Other Buildings - Salaries	0	1,170	560	520	650	520	520	650	520	650	0	5,760	6,640	560	6,320	7,200
Wood Pellets	(100)	0	0	0	0	0	710	1,364	1,083	1,186	1,184	5,427	6,326	1,974	7,401	8,300
Total Purchases	75,970	37,929	51,820	38,172	36,349	47,500	87,356	55,173	48,614	65,006	44,500	588,389	614,154	49,557	637,946	663,711

** Earmarked Reserves

** Some from EM Reserves

CIL Receipts																
	4,518						1,419									5,937

	Apr 18 Actuals £	May 18 Actuals £	Jun 18 Actuals £	Jul 18 Actuals £	Aug 18 Actuals £	Sep 18 Actuals £	Oct 18 Actuals £	Nov 18 Actuals £	Dec 18 Actuals £	Jan 19 Actuals £	Feb 19 Actuals £	Actuals to date	Budget s to Date	Mar 19 Budget £	2018- 2019 Budgets
Sales															
Restaurant Food sales	8,624	8,541	8,676	8,222	8,243	8,354	7,725	10,625	7,449	8,822	8,455	93,736	112,000	9,800	121,800
Restaurant Bar sales	525	602	721	834	575	458	430	397	715	391	372	6,020	6,400	400	6,800
Hire of Luxfords Restaurant	147	110	158	304	147	184	63	147	205	163	147	1,775	2,512	188	2,700
Function Food Sales	62	1,643	1,216	1,827	432	2,480	922	4,238	2,155	1,887	2,626	19,488	21,900	4,500	26,400
Function Bar sales	1,205	381	1,221	4,087	95	785	1,087	394	1,026	840	1,648	12,769	16,300	1,700	18,000
Um hire	102	110	110	22	159	76	150	92	84	100	60	1,065	917	83	1,000
Sundry Income	33	25	33	42	33	42	8	33	42	33	33	357	0	38	0
Total Sales	10,698	11,412	12,135	15,338	9,684	12,379	10,385	15,926	11,676	12,236	13,341	135,210	#####	16,709	176,700
Purchases															
Food purchases	2,924	3,285	2,706	2,862	2,894	3,093	3,179	4,062	2,897	3,493	3,572	34,967	37,000	3,000	40,000
Bar purchases - non-alcoholic	110	347	428	139	327	46	328	61	323	310	106	2,525	2,825	175	3,000
Bar purchases - alcoholic	661	217	300	1,654	140	150	471	454	316	153	811	5,327	6,500	500	7,000
Lux. Paper goods/Consumables	119	550	63	524	28	360	232	207	54	260	329	2,726	2,383	217	2,600
Lux. Maintenance & Repairs	58	0	110	1,003	0	388	274	95	8	0	340	2,276	2,842	258	3,100
Lux. Equipment - New & Replacements	1,078	368	0	0	0	3	441	215	0	22	215	2,342	2,000	0	2,000
Lux. Equipment Hire	0	0	125	0	0	0	0	0	0	0	0	125	250	0	250
Lux. Postage	0	58	0	58	0	58	(27)	58	0	61	0	266	275	0	275
Rates	3,107	643	643	643	643	643	643	643	643	643	0	8,894	6,785	625	7,500
Electricity	614	459	383	363	418	390	463	539	700	687	725	5,741	5,317	483	5,800
Gas	81	0	52	0	0	40	0	0	126	0	0	299	500	0	500
Water	234	332	92	0	0	230	0	383	0	0	0	1,271	1,064	56	1,120
Lux. Telephone	13	13	14	13	14	14	14	14	15	14	15	153	183	17	200
Refuse collection	215	226	226	226	226	226	226	0	219	107	99	1,996	1,375	125	1,500
StockTaking	185	0	0	185	0	0	185	0	0	195	0	750	750	0	750
Lux. Stationery	0	0	0	0	0	0	0	104	0	0	0	104	100	0	100
Lux. Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	0	0	150	150	150
Lux. General Advertising	94	278	40	91	85	90	60	160	215	108	52	1,273	1,833	167	2,000
Lux. Uniforms	0	0	0	0	0	0	0	0	0	46	0	46	0	600	600
Lux. Training	166	0	0	0	0	0	0	0	0	0	0	166	500	0	500
Luxfords Salaries	6,964	8,009	8,929	7,017	8,438	7,556	7,664	8,743	7,586	7,480	7,621	86,007	76,851	6,986	83,837
Luxfords Casual wages	108	462	214	828	442	651	1,062	420	382	246	1,024	5,839	9,625	875	10,500
Lux Credit Charges	98	98	121	121	115	117	109	142	121	156	0	1,198	1,375	125	1,500
Total Purchases	16,829	15,345	14,446	15,727	13,770	14,055	15,324	16,300	13,605	13,981	14,909	164,291	#####	14,359	#####

Meeting of the General Purposes Committee

Monday 1st April 2019

Agenda Item No. 5.3

BAD DEBTS UPDATE

1.0 Summary

1.1 The report details the current position regarding bad debts.

2.0 Details

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

- Ceroc Zeal
- Mr Pretorius
- Adoption UK

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Christine Wheatley

Meeting of the General Purposes Committee

Monday 1st April 2019

Agenda Item No. 5.4

TO WRITE OFF SMALL UNDER AND OVER PAYMENTS ON THE TOWN COUNCIL ACCOUNTS

1.0 Summary

- 1.1 This report sets out details of small under or overpayments by customers that require writing off in the Town Council accounts, and a cheque that has never been banked.

2.0 Background

- 2.1. Over a period of time some customers under or overpay invoices; usually this is adjusted when settling current invoices however in some instances the hirer does not return to the Civic Centre and the amounts are too small to justify a refund or to chase payment.
- 2.2. A key deposit for Foresters Hall refund cheque was issued to Soulful Skating – Roller Skating Academy based in Ringmer in 2016. The cheque has never been banked and contact has been unsuccessful. It is therefore proposed that the cheque is cancelled.
- 2.3. The Council's auditors have asked that these amounts be written off to tidy up the accounts.

3.0. Amount details

- 3.1. Detailed below are the amounts to be written off or cheques cancelled:

	<u>Overpayment</u>	<u>Underpayment</u>
Anderson	(1.38p)	
J. Miller	(0.50p)	
Rother District Council	(0.01p)	

- 3.2. Cheque No. 112557 for £10.00 made payable to Soulful Skating – Roller Skating Academy.

4.0 Recommendation

- 4.1. Members are asked to note the report and agree to write off/cancel the above amounts.

Contact Officer: Christine Wheatley

Meeting of the General Purposes Committee

Monday 1st April 2019

Agenda Item 6.1

TO NOTE THE CURRENT POSITION WITH THE COUNCIL'S BUILDINGS

1.0 Summary

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

2.0 The Buildings

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

The Civic Centre

- The five yearly electrical installation condition report is completed;
- Carpets have been replaced to the corridors and stairwells with minor snagging;
- Ashdown room has had blinds installed and old curtains removed and decoration;
- Roof clean is due to commence on 8th April over a 3-week period, which will incorporate scaffolding.

Victoria Pavilion

- External steel faced doors have been fitted however temporarily due to contractor error. Have been remeasured and being manufactured;
- A copy of the leaseholder's fire risk assessment has been requested;
- The boiler service and remedial works have been carried out and ongoing;
- The public toilets have been repaired following vandalism;
- Roof repairs have been carried out following storms in March.

The Signal Box

- The staircase has been strengthened and braced with scaffolding whilst we await the hardwood replacement.

Foresters Hall

- Minor decorating works are ongoing;
- Notices have been placed on vehicles frequently found in the car park (not linked to bookings in the hall) over a four-week period resulting in the cars moving. This has now freed up seven spaces for hirers;
- Broken inner main doors are in the process of being repaired.

Snatts Road, Chapel

- Minor maintenance works have been carried out following monthly audit inspections.

Osborn Hall/Hempstead Lane car park

- Resurfacing works to the car park commenced 25th March and works are anticipated to take one week. Users of the hall have been temporarily relocated to the Civic Centre.

The Hub/CAB/Source

- Ongoing boiler defects have been rectified.

West Park

- Roof repairs are programmed to be carried out in April 2019;
- Minor roof repairs have been carried out following storm damage in March.

2.2 2A Vernon Road,

- New tenant moving in.

3.0 Annual maintenance programme

- 3.1 Works are near completion for the year 3 maintenance programme, with work still outstanding to the exterior doors at Victoria Pavilion.
- 3.2 The tender process for year 4 of our annual maintenance programme is underway and will help to identify the actual costs involved in carrying out works by obtaining detailed quotations from contractors. A further report is provided under agenda item 12.2.

4.0 Recommendations

- 4.1 Members are asked to note the report.

Contact Officers: Mark Francis/Holly Goring

Meeting of the General Purposes Committee

Monday 1st April 2019

Agenda Item 6.2

TO REVIEW REQUEST FROM SUSSEX SUPPORT SERVICES LTD TO PLACE A NOTICEBOARD AT THE FRONT ENTRANCE TO THE RAMP OF VICTORIA PAVILION

1.0 Summary

1.1 This report sets out the details of a request received by the Town Clerk on Monday 25th March 2019.

2.0 Request for noticeboard

2.1 A request has been received from Sussex Support Services Ltd – leaseholders of the upper floor of Victoria Pavilion, Victoria Pleasure Ground, Uckfield. The Town Council owns this property.



- 2.2 They would like to erect a noticeboard at the start of the ramp which leads from the car park at Victoria Pleasure Ground and up to the Sussex Support Services facilities on the upper floor of the Pavilion.
- 2.3 They are suggesting that the noticeboard be around A2 (594mm x 420mm) in size and for it to sit on a pole at the bottom of the access ramp. This noticeboard can be used to display advertising for the services provided by Sussex Support Services Ltd, and other events taking place which relate to the older population (including dementia friendly events) in Uckfield and the surrounding area.
- 2.4 The leaseholder will investigate if planning permission is required, but wished to obtain the initial thoughts of the Town Council before pursuing the matter further. A photo is provided over the page with an example of the noticeboard being suggested.



2.5 The leaseholder is also considering whether more formal signage could be added to the highway directional sign to Victoria Pleasure Ground to direct service users to their premises, at the bottom of Old Timbers Lane.

3.0 Recommendations

3.1 Members are asked to note the report and advise the Clerk accordingly.

Contact Officers: Holly Goring

Meeting of the General Purposes Committee

Monday 1st April 2019

Agenda Item 8.1

TO RECEIVE A REPORT ON HEALTH AND SAFETY WITHIN THE COUNCIL

1.0 Summary

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

2.0 Health and wellbeing of staff

2.1 The table below presents the most recent figures. In the past financial year we have had three members of staff on long-term sick leave. One left the organisation as their contract was seasonal, the second has been on a phased return to work and now working back to full time hours and the third, after a phased return, is now back up to full time hours. We do however have a new member of staff off sick, but only short-term with a doctors certificate.

	As at 20.03.19 (27 staff)	As at 10.04.18 (27 staff)
Actual days taken as short-term Doctors' certificate	87.0 days	70.0 days
Actual days taken as self-certificated sick leave	61.0 days	40.5 days
Average number of days self-certificated sick leave per person	2.3 days	1.5 days
Actual days taken as long term sick leave	139.0 days	241.0 days
Average number of days sickness per person	10.6 days	13.0 days
National average of sick days taken in the public sector per person (<i>*sickness absence in the labour market – ONS 2016</i>)	4.3 days	4.3 days

3.0 Personal learning and development

3.1 An online training portal has been set up by the Facilities Manager to enable all staff to easily carry out their refresher training in all aspects of the organisation's work. Currently 131 courses have been taken and passed so far.

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

4.0 Health and Safety Risk Assessments

- 4.1 Ongoing facility audits are being carried out frequently, with issues being addressed by staff or contractors.
- 4.2 A Health and Safety Audit has been carried out by the British Safety Council. The report has been received with a variety of recommendations, with an overall view of having a good foundation to build upon.
- 4.3 All risk assessments have been reviewed by the Facilities Manager, and a recent Health and Safety Audit carried out by the British Safety Council has highlighted where we may wish to add to these, to further strengthen the portfolio we have.
- 4.3 First aid kits in all buildings are being checked and updated regularly.
- 4.4 The Facilities Manager is carrying out regular water monitoring of each building to ensure Uckfield Town Council remains compliant.

5.0 Fire Safety

- 5.1 The Facilities Manager has requested fire risk assessments from all leaseholders. Most have been received, with the Town Council still awaiting three out of the seven required.

6.0 Accident reporting – Quarter 4 (2018/19)

- 6.1 No new incidents to report.

Contact Officers: Mark Francis/Holly Goring

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH JANUARY 2019

Checklist:

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

SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

- Supplier Invoices
- Customer Invoices
- Timesheets

BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

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

- Clerks Account
- General Account
- Special Interest Bearing
- Lloyds Bank Account

PETTY CASH

Check cash balance and vouchers

- Town Council Petty Cash
- Luxfords Petty Cash

Signed

Print Name

Dated

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.
ARBION BAKERY	27/1/19 20464	12004	YES	115024 YES.
ASHDOWN FURISH	7/1/19 2019/002	11938	YES	114961. YES.

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
RSEC	CC36348	YES.	31/1/19	C/Ord. 21/1/19
RESIN BANDS	L36441	YES.	30/1/19	BACS Statement 873.

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
L. RIDLEY	JAN 2019.	YES	YES	25/1/19	523818556.

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
GENERAL A/C.	875	YGS	YGS	1200.
SPECIAL INTEREST	105	YGS	YGS	1227.

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council			
Luxfords	SPOT CHECK 21/2/19. £60.08.		YGS.