



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 12th August 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 1st July 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 2019/20
(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 note the decision of the Urgent Consultation Panel
(Attached)

7.0 POLICY

- 7.1 To consider amendments to the Risk Management Policy
(Attached)

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 (Attached)
 - (ii) Ridgewood Village Hall Management Committee
 - (iii) Uckfield and District Preservation Society
 - (iv) Uckfield Volunteer Centre
 - (v) Wealden District Association of Local Councils – Management Committee
 - (vi) Wealden District Association of Local Councils – Planning Panel
 - (vii) Wealden Works

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 draft lease agreement for the Former Cemetery Chapels
(Attached)

- 12.3 To review the draft lease agreement for the Victoria Pavilion
(Attached)
- 12.4 To review legal advice relating to the proposed extension of the lease
agreement for Ridgewood Village Hall
(Attached)
- 12.5 To receive an update on the tender process for the Year 4 Maintenance
Programme
(Attached)
- 12.6 To consider an update on Luxfords Restaurant
(Attached)



Town Clerk
6th August 2019

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP15.08.16</u>	<p><u>To consider the relocation and future use of the Telephone Box</u></p> <p>Further to this discussion, Members RESOLVED to:</p> <p>(4.1) agree to the relocation of the telephone box and site it in place of the two redundant BT boxes outside of Hartfields, Uckfield High Street, and;</p> <p>(4.2) request that all Members should engage their constituents on the possible use of the telephone box, and put forward sensible suggestions to the Chair of General Purposes Committee or Town Clerk.</p>	15.08.16	GP Com / HG	<p>Contact made with BT for update on the telephone kiosks outside Hartfields. Information on usage in the last 12 months:</p> <p>Kiosk 1 - 112 calls of which, 27 were free calls;</p> <p>Kiosk 2 - 298 calls of which, 41 were free calls.</p> <p>Both kiosks are listed on their removal programme but contractors have advised that they are unable to carry out the works until after the section 58 is lifted Aug 2019.</p>
<u>GP32.01.18</u>	<p><u>5.4 To consider the re-allocation of funds to purchase community speedwatch equipment</u></p> <p>Members subsequently RESOLVED, subject to obtaining reassurance from Sussex Police on the on-going maintenance of the software and who had financial responsibility for updating the equipment, that funds be reallocated within the speed reduction budget to purchase the necessary equipment for Community Speedwatch (radar device and tablet) at a cost of £800.</p>	22.01.18	HG	<p>Sussex Police have now decided to release the new software as an app free to download and use on commercially available tablets. It will take a little extra time to change it but they are working on getting this sorted ASAP. Contact has been made with the Community Speedwatch group. Awaiting update on what the group wish to do.</p>

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP35.01.18</u>	<p><u>11.0 Town Clerk's Announcements</u> Members RESOLVED to accept this proposed method and requested the Town Clerk to obtain quotations for replacing the Signal Box steps and to report the findings to the Urgent Consultation Panel for decision.</p>	22.01.18		
<u>GP42.02.18</u>	<p><u>6.2 To consider materials and costs associated with the replacement of the Signal Box steps</u> It was RESOLVED with seven votes in favour and one vote against, to: (i) note the report; (ii) request that the Town Clerk make contact with Wealden District Council's planning department to understand whether a galvanised material could be used alongside this heritage building; (iii) obtain costings for painting or powder coating the galvanised material.</p>	05.03.18	HG	The new staircase is currently being built. The old staircase has been removed and a scaffolding version put in its place to ensure the safety of the tenants. Works are programmed in to commence on 19 th August 2019. Awaiting confirmation of start date.
<u>GP43.02.18</u> <u>GP12.07.18</u>	<p><u>6.3 To consider the feasibility report undertaken for West Park Pavilion</u> With seven votes in favour and one abstaining, members RESOLVED to request the Town Clerk to explore this matter further – identifying potential interest in the Pavilion, their requirements, the development of a business plan and associated costings.</p> <p>It was RESOLVED to note the revised plans and request the Town Clerk to proceed further with exploring this option, to specifically look into changing room and toilet provision, the requirements of the Football Association, potential funding opportunities and an understanding of what is required to support multi-use space.</p>	05.03.18 09.07.18	HG	Work in progress.

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP39.02.19</u>	<p><u>4.5 To consider the recommendations of the Finance Sub-Committee meetings held on 9th January and 6th February 2019</u></p> <p>Members took a vote and it was RESOLVED to approve the recommendations of the Finance Sub-Committee, in particular:</p> <p>(i) eight votes were received in favour of approving the amendments to the grant application form;</p> <p>(ii) eight votes were received in favour of the amendments to the Grant programme's internal procedures;</p> <p>(iii) eight votes were received in favour of the proposal to change the dates for the 2021/22 grants procedure (closing dates for application 31st January 2021 and grants meeting held in February 2021).</p>	18.02.19	CW/HG	To be actioned in 2020.
<u>GP48.04.19</u>	<p><u>6.2 To review request from Sussex Support Services Ltd to place a noticeboard at the front entrance to the ramp of Victoria Pavilion</u></p> <p>Members RESOLVED to support this request and agree for Sussex Support Services Ltd to place a small noticeboard at the front entrance to the ramp of Victoria Pavilion.</p>	01.04.19	Tenant	Await update from the tenant as and when they are ready.
<u>GP08.07.19</u>	<p><u>5.4 Finance Summary</u></p> <p>Members RESOLVED to accept the 12-month fixed term rate available with Lloyds Bank of 1.15% and invest funds to the amount of £316,055 plus interest to this fixed term rate.</p>	01.07.19	CW	This has now been arranged. NFA.

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP09.07.19</u>	<p><u>6.1 To note the current position with the Council's buildings</u></p> <p>Members RESOLVED to:</p> <p>(i) note the report;</p> <p>(ii) defer a decision on the installation of hardwood bollards on the entrance to Osborn Hall Car Park until advice had been sought from East Sussex Highways with regard to safety.</p>	01.07.19	MF	<p>Unfortunately East Sussex Highways will only consider providing advice on placing bollards on the entrance to the car park, if an application is submitted for a licence, which would be costly.</p> <p>In response to the uncertainty from members and the above, no further action will be taken.</p> <p>NFA.</p>

UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS

Date of Report	August 2019		
Number	Project Name	Committee	Status
B	UTC Building Maintenance Programme (Year 3)	GP	Open

Project Name	UTC Building Maintenance Programme (Year 3)		Project Number	B
	£51,057	24.02.18	<p>Works have now commenced on UTC's Year 3 programme of building maintenance works. Contractors started onsite wk beginning 19th February 2018. The contract incorporates works at the following locations:</p> <p>Victoria Pavilion Installation of external grade steel faced doors, matching frames and door furniture.</p> <p>Foresters Hall Replacement of special bricks and repairs to mortar. New knee rail fencing to be installed in car park.</p> <p>Signal Box Fire retardant paint to be added to ground floor storage area.</p> <p>Snatts Road Cemetery Excavation and repairs/replacement bricks to front boundary wall Under Party Wall Act, excavate, repair and replace to rebuild boundary wall.</p>	
		19.12.18	<p>The adjustment required to the toilet door at Victoria Pavilion has now been carried out and an inspection undertaken. Unfortunately, due to vandalism, the Town Council has had to add additional security to the toilets overnight to reduce any risk of further damage.</p> <p>New steel faced doors have been fitted to the exterior of Victoria Pavilion. It has however been requested that the contractors return as a result of some sizing issues.</p>	

UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS

Project Name	UTC Building Maintenance Programme (Year 3) CONTINUED		Project Number	B
		18.02.19	Contractors are due to return to the Victoria Pavilion, shortly to refit the new steel faced doors accurately to the exterior of the Pavilion. We are currently awaiting a date for works to commence. The tender process for the Year 4 Maintenance Programme (2018/19) is now underway.	
		20.03.19	The doorways have been re-measured and new steel doors ordered. Anticipate installation in four to six weeks (end April 2019).	
		29.04.19	Fabrication drawings have been reviewed. A couple of minor adjustments were required before approval for manufacture. The doors were anticipated to take four weeks to produce. We now hope that works can be carried out end of May/early June 2019.	
		25.06.19	We understand that the doors are in the process of being manufactured, but await an update on their completion and anticipated timescales for installation. The Facilities Manager is chasing weekly for an update to resolve this outstanding matter.	
		06.08.19	Due to the severe delay experienced, we requested that the contractor work with a new supplier. The doors are currently being manufactured.	

Committee	General Purposes		
Project Name	West Park Pavilion Scheme		Project Number 49
Resolution Number	Funds	Date	Commentary
FC86.01.18	£15,000	15.01.18	Agreed as part of the 2018/19 under new initiatives for General Purposes Committee.
		10.08.18	Funding was put aside towards potential improvements and reconfiguration. Discussions continue at General Purposes Committee regarding the potential to reconfigure the space.

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PROJECT MONITORING – OVERALL STATUS

		19.12.18	A sum of £10k has been set aside provisionally in the budget for 2019/20 towards improvements at West Park Pavilion. The budget is due to be finalised at the meeting of Full Council on 14 th January 2019. It is planned to seek additional grant funding to support any improvements that are agreed by the Town Council in the near future.
		01.02.19	The draft budget for 2019/20 was approved by Full Council on 14 th January 2019. A meeting has also been arranged with the Sussex Football Association in February 2019.
		20.03.19	A meeting has taken place with the Sussex Football Association to understand their requirements with regard to changing areas and referees' needs. An update was also provided on potential grant funding opportunities which the Town Council may wish to follow up on.
	£25,000	25.06.19	Progress is now underway on this project. The Town Council will be exploring reconfiguration of the internal layout and an expression of interest will be submitted to the Football Foundation to see whether the Town Council can proceed with a full application for grant funding to assist with improvements to the Pavilion.

Committee		General Purposes		
Project Name		Data Protection		Project Number 51
Resolution Number	Funds	Date	Commentary	
FC86.01.18	£2,000	15.01.18	Agreed as part of the 2018/19 under new initiatives for General Purposes Committee in order to meet requirements relating to the new General Data Protection Regulations which came into force on 25 May 2018	
	(minus £1186) = £814	10.08.18	In line with the requirements of the General Data Protection Regulations, Uckfield Town Council appointed an organisation to carry out an audit of practices of Data Protection and provide Data Protection Officer support services for a period of 12 months. This has totalled £1,030.60 and will also include training for staff and members. In order to meet the recommendations of these regulations, new email	

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PROJECT MONITORING – OVERALL STATUS

			accounts were also set up for all Councillors using the @uckfieldtc.gov.uk domain, to ensure greater security. This cost a total of £155.40.
		29.10.18	Office staff are seeking to purchase a new batch of encrypted memory sticks for purpose of administration.
	£754	20.03.19	Office staff have purchased a small batch of encrypted memory sticks for purpose of administration. Awaiting costs of purchasing these.

Committee	General Purposes		
Project Name	New Microwave	Project Number	52
Resolution Number	Funds	Date	Commentary
FC86.01.18	£1,000	15.01.18	Agreed as part of the 2018/19 under new initiatives for Luxfords Restaurant. This funding was set aside to contribute towards the purchase of a new microwave in 2019/20. Further funds will be required in 2019/20.

New initiatives for 2019/20

Committee	General Purposes		
Project Name	262 Bus Service	Project Number	54
Resolution Number	Funds	Date	Commentary
FC93.01.19	£3,900	24.06.19	Awaiting invoice for quarter one.
	(minus £913.67) = £2,986.33	06.08.19	The invoice for quarter one has been paid and was calculated at £913.67. Contact has been made with North Wealden Community Transport Partnership to find out what percentages the other parishes are contributing.

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PROJECT MONITORING – OVERALL STATUS

Committee	General Purposes		
Project Name	Upgrade of Town Council Website	Project Number	58
Resolution Number	Funds	Date	Commentary
FC93.01.19	£4,000	24.06.19	The Town Clerk and Marketing and Communications Officer have met with a local web development company to upgrade the existing Town Council website. We are currently reviewing their contract and confirming the details and our requirements, before agreeing to proceed.
	(minus 50% deposit of £1,917.60) = £2,082.40	06.08.19	Authorisation has been given to proceed. A scoping meeting has been arranged and the website company are currently drawing up the designs and layout of the homepage and internal pages.

Committee	General Purposes		
Project Name	Replacement of Civic Centre booking system	Project Number	59
Resolution Number	Funds	Date	Commentary
FC93.01.19	£8,000	24.06.19	Town Council office staff have met with one out of four companies that create booking systems, that may be suitable for the Town Council's facilities. Further meetings will take place in July 2019.

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PROJECT MONITORING – OVERALL STATUS

Committee	General Purposes		
Project Name	Online event ticket system		Project Number 60
Resolution Number	Funds	Date	Commentary
FC93.01.19	£1,500	24.06.19	The Marketing and Communications Officer has prepared a brief to circulate to local web developers to assist with the purchase and installation of an online event ticket system on the Civic Centre Website. Work will commence on this project in July 2019.

Committee	General Purposes		
Project Name	Five Year Asset Valuation		Project Number 61
Resolution Number	Funds	Date	Commentary
FC93.01.19	£6,000	24.06.19	A local commercial estate agent and valuer has started the valuation process, for the Town Council, of the council's key buildings and grounds. We are awaiting their report.
		06.08.19	The report has now been received and we await the invoice for processing.

	Apr 19 Actuals £	May 19 Actuals £	Jun 19 Actuals £	Actuals To Date	Budgets to Date	Jul 19 Budget £	Aug 19 Budget £	Sep 19 Budget £	Oct 19 Budget £	Nov 19 Budget £	Dec 19 Budget £	Jan 20 Budget £	Feb 20 Budget £	Mar 20 Budget £	Total £	2019/20 Budgets
Sales																
Administration	40	0	3	43	28	8	8	8	8	8	8	8	8	8	115	100
Festive Light Income	0	0	0	0	0	0	0	0	0	0	0	2,000	0	0	2,000	2,000
Special Int. Bearing Interest	136	290	239	665	253	83	83	83	83	83	83	83	83	83	1,412	1,000
Interest Misc. (Fixed Rate Bond)	0	0	0	0	0	2,503	0	0	0	0	0	0	0	0	2,503	2,503
Civic Centre	7,252	8,494	11,100	26,846	23,755	8,269	7,909	7,609	7,344	8,009	7,703	8,284	7,609	7,909	97,491	94,400
Civic Centre Vending Machine	0	22	0	22	36	0	38	0	0	38	0	0	38	0	136	150
Feed-in Tariff Payments	0	0	0	0	0	3,000	0	0	1,500	0	0	250	0	250	5,000	5,000
Quickborn Suite rent	708	708	708	2,124	2,128	708	708	708	708	708	708	708	708	708	8,496	8,500
West Park Pavilion	19	0	0	19	19	55	0	0	0	26	0	0	0	0	100	100
Victoria Pavilion	792	792	792	2,376	2,372	1,562	792	842	1,092	892	792	1,092	792	1,322	11,554	11,550
RHI - C.Centre Boiler	5,126	0	0	5,126	5,100	0	500	0	0	0	500	0	0	3,900	10,026	10,000
Victoria Storage Garages	50	0	50	100	100	0	0	0	0	0	0	0	0	0	100	100
Cemetery Chapel workshop	0	1,050	0	1,050	1,050	0	1,050	0	0	1,050	0	0	1,050	0	4,200	4,200
Foresters Hall	620	1,408	4,325	6,353	6,355	790	1,300	1,300	1,330	1,300	1,300	1,300	1,335	1,365	17,673	17,675
Foresters Chapel	288	0	0	288	271	272	0	0	272	0	0	272	0	0	1,104	1,087
2a Vernon Road, rent	600	1,200	0	1,800	1,875	625	625	625	625	625	625	625	625	625	7,425	7,500
Signal Box	354	354	354	1,062	1,064	354	354	354	589	354	354	354	354	354	4,483	4,485
Osborn Hall	0	0	0	0	0	315	0	0	0	100	0	0	0	0	415	415
Ridgewood Village Hall	0	0	0	0	0	0	0	0	613	0	0	120	0	0	733	733
Bridge Cottage	0	0	0	0	0	0	0	0	4,064	0	0	0	1	0	4,065	4,065
CAB - The Hub	0	600	5,796	6,396	6,398	0	600	4,212	0	600	5,012	0	600	4,728	22,148	22,150
Community Toilet Scheme	282	0	0	282	275	275	0	0	275	0	0	275	0	0	1,107	1,100
Total Sales	16,267	14,918	23,367	54,552	51,079	18,819	13,967	15,741	18,503	13,793	17,085	15,371	13,203	21,252	202,286	198,813
New Initiatives 2019/20																
West Park Pavilion Scheme	0	0	0	0	0	0	0	0	0	0	0	0	10,000	0	10,000	10,000
Data Protection	0	0	0	0	0	0	0	0	0	0	0	1,000	0	0	1,000	1,000
Bus Service	0	0	914	914	913	0	0	1,000	0	0	1,000	0	0	987	3,901	3,900
Civic Centre Wifi Upgrade	2,763	2,763	0	5,526	6,000	0	0	0	0	0	0	0	0	0	5,526	6,000
Weald Hall Replacement Back Drops	0	2,190	0	2,190	2,500	0	0	0	0	0	0	0	0	0	2,190	2,500
Upgrade Town Council Website	0	0	1,998	1,998	2,000	0	0	0	0	2,000	0	0	0	0	3,998	4,000
Replace Civic Centre Booking System	0	0	0	0	0	0	0	0	0	0	0	0	0	8,000	8,000	8,000
Online Event Ticket System	0	0	0	0	0	0	0	0	0	0	0	0	0	1,500	1,500	1,500
Civic Centre CCTV Upgrade	2,763	2,763	0	5,526	6,000	0	0	0	0	0	0	0	0	0	5,526	6,000
Five Year Asset Valuation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,000	6,000
Total New Initiatives 2019/20	5,526	7,716	2,912	16,154	17,413	0	0	1,000	0	2,000	1,000	1,000	10,000	10,487	41,641	48,900
Purchases																
Administration	1,245	1,461	585	3,291	4,424	1,474	1,474	1,474	1,474	1,474	1,474	1,474	1,474	1,474	16,557	17,690
General Advertising	0	0	0	0	0	50	0	50	50	0	50	0	50	0	250	250
Recruitment Advertising	200	0	0	200	200	0	0	200	0	0	0	0	0	0	400	400
Office Equipment/Computers	886	359	529	1,774	2,372	792	792	792	792	792	792	792	792	792	8,902	9,500
Hospitality	48	17	0	65	65	0	0	0	0	35	0	0	0	0	100	100
Health & Safety	0	0	0	0	0	139	139	139	139	139	139	139	139	139	1,251	1,250
Insurances	0	0	5,675	5,675	5,675	0	0	0	24,325	0	0	0	0	0	30,000	30,000
Mayor's Allowance	0	0	435	435	436	0	0	435	0	0	435	0	0	435	1,740	1,741
Grants Section142	0	9,418	0	9,418	9,420	0	0	0	0	10,080	0	0	0	0	19,498	19,500
Grants - Power of Competence	0	16,483	0	16,483	16,483	800	0	0	7,717	0	0	0	0	0	25,000	25,000
Volunteer Bureau SLA	0	8,000	0	8,000	8,000	0	0	0	0	0	0	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	0	40	0	40	40	0	50	0	50	0	50	0	110	0	300	300
Accountant Fees	0	0	0	0	0	4,600	0	0	0	0	0	0	0	0	4,600	4,600
Internal Audit Fees	0	0	430	430	450	0	0	450	0	0	450	0	0	450	1,780	1,800
Audit Fees	0	0	0	0	0	0	0	2,000	0	0	0	0	0	0	2,000	2,000
Professional Fees	20	0	200	220	221	3,200	0	2,500	0	0	2,500	0	1,079	2,500	11,999	12,000
Festive Lights	0	0	0	0	0	0	0	0	0	25	0	10,575	0	0	10,600	10,600
Festive Light Electricity	0	0	0	0	0	0	0	0	0	0	0	0	0	250	250	250
Office Staff - Salaries	20,083	20,319	20,034	60,436	61,079	20,358	20,358	20,358	20,358	20,358	20,358	20,358	20,358	20,359	243,659	244,302
Members Allowances/Expenses	10	497	3,360	3,867	4,728	0	0	4,729	0	0	4,729	0	0	4,829	18,154	19,015
Newsletter	400	400	400	1,200	1,200	400	400	400	400	900	400	400	400	400	5,300	5,300
Bank Charges	43	40	41	124	136	46	46	46	46	46	46	46	46	46	538	550
Civic Centre Running Costs	13,729	9,306	10,155	33,190	23,984	4,231	8,214	10,825	9,508	9,417	10,825	9,508	9,417	7,591	112,726	103,520

General Purposes Financial Forecast as at 30th June 2019

	Apr 19 Actuals £	May 19 Actuals £	Jun 19 Actuals £	Actuals To Date	Budgets to Date	Jul 19 Budget £	Aug 19 Budget £	Sep 19 Budget £	Oct 19 Budget £	Nov 19 Budget £	Dec 19 Budget £	Jan 20 Budget £	Feb 20 Budget £	Mar 20 Budget £	Total £	2019/20 Budgets
Caretakers - Salaries	6,780	8,001	7,427	22,208	28,946	7,416	7,416	7,416	7,416	7,416	7,416	7,416	7,416	7,416	88,952	95,690
West Park	225	472	123	820	715	408	407	498	620	498	620	407	407	710	5,395	5,290
Victoria Pavilion	818	578	1,586	2,982	2,984	797	975	2,626	975	975	2,626	975	975	2,626	16,532	16,534
Cemetery Buildings	150	152	158	460	459	251	180	180	180	180	180	180	180	180	2,151	2,150
Signal Box	0	0	0	0	0	167	167	167	167	167	167	167	167	167	1,503	1,500
The Hub	151	85	2,253	2,489	2,486	446	446	446	446	446	446	446	446	446	6,503	6,500
Foresters Hall	206	1,922	583	2,711	3,026	1,188	981	770	1,121	1,038	853	981	981	652	11,276	11,591
2a Vernon Road	175	0	0	175	200	0	0	0	0	0	0	0	0	0	175	200
Subscriptions	2,581	92	326	2,999	3,000	0	0	0	100	0	0	100	0	0	3,199	3,200
Training	0	140	1,768	1,908	1,904	140	432	432	432	432	432	432	432	432	5,504	5,500
Other Buildings - Salaries	520	741	0	1,261	2,172	380	380	380	380	380	380	380	380	380	4,681	5,592
All Building Cleaning Materials	0	0	0	0	0	15	961	120	120	120	120	120	120	119	1,815	1,815
Total Purchases	48,270	78,523	56,068	182,861	184,805	47,298	43,818	57,433	76,816	54,918	55,488	54,896	45,369	52,393	671,290	673,230

Loan Costs	0	0	0	0	0	31,587	0	0	0	0	0	31,210	0	0	62,797	62,797
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	Apr 19 Actuals £	May 19 Actuals £	Jun 19 Actuals £	Actuals to Date	Budget s to date	Jul 19 Budget £	Aug 19 Budget £	Sep 19 Budget £	Oct 19 Budget £	Nov 19 Budget £	Dec 19 Budget £	Jan 20 Budget £	Feb 20 Budget £	Mar 20 Budget £	Total £	2019/2020 Budgets
Sales																
Restaurant Food Sales	8,060	7,990	7,184	23,234	25,500	9,000	8,500	9,500	13,000	11,800	16,000	8,500	10,000	10,000	119,534	121,800
Restaurant Bar Sales	406	506	587	1,499	1,400	800	400	450	800	600	1,000	350	500	500	6,899	6,800
Hire of Luxfords Restaurant	114	152	321	587	658	188	188	188	88	188	188	188	188	188	2,179	2,250
Function Food Sales	1,457	1,049	2,696	5,202	5,500	1,500	500	3,500	3,500	4,500	3,500	500	1,000	2,500	26,202	26,500
Function Bar Sales	700	353	993	2,046	2,250	4,000	100	2,000	1,000	2,500	2,500	600	1,050	1,500	17,296	17,500
Hire of Equipment	57	87	112	256	272	92	92	92	92	92	92	92	92	92	1,084	1,100
Sundry Income	25	33	42	100	192	62	62	62	62	62	62	62	62	62	658	750
Total Sales	10,819	10,170	11,935	32,924	35,772	15,642	9,842	15,792	18,542	19,742	23,342	10,292	12,892	14,842	173,852	176,700
Purchases																
Food Purchases	3,045	3,393	3,032	9,470	9,469	3,182	2,500	2,750	4,000	3,500	3,500	2,750	2,750	3,099	37,501	37,500
Bar Purchases - non-alcoholic	116	222	375	713	719	490	250	150	220	100	271	100	200	250	2,744	2,750
Bar purchases - alcoholic	247	477	187	911	1,100	2,000	200	300	600	300	1,000	200	400	400	6,311	6,500
Paper goods/consumables	236	471	195	902	950	125	100	200	200	100	500	75	200	150	2,552	2,600
Maintenance & Repairs	0	0	0	0	700	0	0	700	0	0	700	0	0	700	2,100	2,800
Equipment - New/Replacements	0	548	58	606	500	0	0	500	0	0	500	0	0	500	2,106	2,000
Equipment Hire	0	(160)	0	(160)	150	0	0	0	0	0	100	0	0	0	(60)	250
Postage	61	20	0	81	75	0	0	75	0	0	75	0	0	75	306	300
Rates	1,488	657	657	2,802	2,850	950	950	950	950	950	950	950	0	0	9,452	9,500
Electricity	619	480	400	1,499	1,486	496	496	496	496	496	496	496	496	496	5,963	5,950
Gas	0	0	197	197	150	0	0	50	0	0	200	0	0	150	597	550
Water	0	0	359	359	325	0	0	325	0	0	325	0	0	325	1,334	1,300
Telephone	15	14	14	43	40	15	15	15	15	15	15	15	15	15	178	175
Refuse Collection	62	69	60	191	497	167	167	167	167	167	167	167	167	167	1,694	2,000
Stocktaking	195	0	0	195	186	188	0	0	188	0	0	188	0	0	759	750
Stationery	0	0	0	0	0	0	0	0	0	0	0	0	0	100	100	100
General advertising	80	202	108	390	395	180	75	150	150	150	0	100	150	50	1,395	1,400
Training	0	0	0	0	0	0	0	0	0	200	0	0	0	0	200	200
Salaries	7,893	9,283	8,753	25,929	26,863	8,954	8,954	8,954	8,954	8,954	8,954	8,954	8,954	8,954	106,515	107,449
Casual Salaries	663	122	956	1,741	1,625	1,400	150	200	700	200	1,240	125	300	300	6,356	6,240
Credit Charges	123	121	129	373	375	125	125	125	125	125	125	125	125	125	1,498	1,500
Total Purchases	14,843	15,919	15,480	46,242	48,455	18,272	13,982	16,107	16,765	15,257	19,118	14,245	13,757	15,856	189,601	191,814

Meeting of the General Purposes Committee

Monday 12th August 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 – To pay £10.00 per week through debt collector;
- Ms L Stewart – Paying in monthly instalments end of each month;
- Sussex Support Services;
- Resin Bonded Ltd;

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Christine Wheatley

Meeting of the General Purposes Committee

Monday 12th August 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

- New Wi-Fi system installed. Since install, peak usage 133 users at once;
- Facilities Manager using Network company that installed Wi-Fi to investigate increase in security on Town Council Network;
- Ground floor ceiling tiles and lighting are due to be replaced wk beginning 5th August;

Victoria Pavilion

- External steel faced doors have been fitted however temporarily due to contractor error. Facilities Manager has requested a new supplier to speed up the process at no additional cost;
- The public toilets have been padlocked shut out of staffing hours due to vandalism. The coin mechanism is not working effectively on one of the doors. The existing mechanism cannot be repaired or replaced like for like, due to the parts no longer being manufactured. To replace the full door with a coin operated opening mechanism would cost in the region of £1,500. A long-term solution is required. There is a risk, that the second door may also experience issues in the near future;

The Signal Box

- The staircase has been removed due to risks posed and replaced with a scaffold staircase until the new staircase is built. Pencilled in for week commencing 19th August for replacement;
- The Facilities Manager has asked the Tenant of the Signal box to tidy the outside garden areas within their fenced domain and either replace or remove the old Taxi sign currently on the lamp post as it is unsightly;

Foresters Hall

- Decoration works are underway;
- Notices are still being used on cars in the car park;
- A reconfiguration of spaces is planned to create additional parking;

Snatts Road, Chapel

- Works are underway to the Chapel windows and will take a few months to be carried out.
- EICR carried out July 2019;

Osborn Hall/Hempstead Lane car park

- Nothing to report.

West Park

- Two of three verges have been replaced. One still to be rectified in Autumn at the same time that the gutters are cleaned out to save on costs.

2.2 2A Vernon Road.

- Tenancy expires in September and awaiting intentions of tenant.

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.

4.0 Recommendations

- 4.1 Members are asked to:

- (i) note the report;
- (ii) consider changing the existing coin mechanism at Victoria Pavilion public toilets back to manual locking out of staffed hours, which has been the case since December 2018.

Contact Officers: Mark Francis/Holly Goring

Meeting of the General Purposes Committee

Monday 12th August 2019

Agenda Item 6.2

TO NOTE THE DECISION OF THE URGENT CONSULTATION PANEL

1.0 Summary

- 1.1 An urgent consultation panel was called on Friday 2nd August 2019 of the Mayor, Deputy Mayor and Chairmen of the Town Council's Standing Committees, to request that a decision be made on funding additional works at Foresters Hall.
- 1.2 Contractors are already making good progress with the removal of the link roof between the chapel and main hall, and decoration, and are onsite at present. The agenda had already been circulated for Full Council on 5th August 2019, and as the contractors were currently onsite it was necessary to make an urgent decision, if further works were going to be added to their current work schedule.
- 1.3 Members of the Urgent Consultation Panel were reminded that works had previously been agreed to the Foresters Hall, which included full internal decoration of the hall, porch, all toilets, kitchen, replacing the fire door and removing the link roof to the chapel. The cost of these works was £8,400.
- 1.4 In response to Councillor Firth's request to review some potholes in the car park at Foresters Hall, the Facilities Manager sought quotes for addressing these and whilst doing this, reviewing the layout of the car park to add more spaces due to the difficulties the Town Council had been experiencing with congestion.
- 1.5 Following the demolition of the link roof from the Chapel last week, there was some making good required to weather tight the doors to the hall and chapel. There were also some utilities i.e. Gas/water supply above ground approx. 10" that needed addressing to reduce potential trip hazards.
- 1.6 The quote to carry out the above additional works was calculated to cost a further £3,080.00:

Quote for works to the car park	
To tarmac patch defective areas of car park as discussed on site	
Create 7 parking spaces with white lining	
Burn off existing disabled bay	
Create new disabled bay	
Remove two concrete bollards	
	£2,080.00
Quote for making good after link roof removal	£1,000.00

- 1.7 Members were advised that the total cost of works if they include the above would be £11,480. The total budget for works at Foresters Hall in the Year 5 Maintenance Programme for 2019-20 was £16,000 so the total figure still fell below the budget available.
- 1.8 Taking into account that the contractors were currently onsite, members of the Urgent Consultation Panel, gave authorisation for officers to proceed.

2.0 Recommendations

- 2.1 Members are asked to note the report.

Contact Officers: Mark Francis/Holly Goring

UCKFIELD TOWN COUNCIL



RISK MANAGEMENT POLICY

Policy Number 29		
Issue No.	Date completed	Details of amendments
1	01.12.14	GP.39.12.14 – Adopted at General Purposes Committee
2	18.01.16	Reviewed at General Purpose Committee GP.50.01.16
3	06.03.17	GP.42.03.17
4	01.03.18	Finance Sub Committee review of draft amendments
5	09.01.19	Finance Sub Committee review of draft amendments
6	18.02.19	Reviewed Finance Sub-Committee recommendation at GP (18.02.19)
7	12.08.19	GP Committee to review updates.

1.0 INTRODUCTION

Uckfield Town Council is aware of its responsibility to manage risk to ensure it achieves its objectives to deliver a high quality of public services and to ensure it provides good governance.

The Council has various policies in place to ensure significant risks are controlled, reviewed and monitored. This document forms the Town Council's Risk Management Strategy, it provides an overview of risk management and how it will be monitored.

This policy will be reviewed annually by the Finance Sub-committee.

The tables below detail the controls in place for the main service areas at risk

- Insurances
- Working with others
- Self-managed risk

Table 1. Insurances

Risk Identification			
Insurance Cover	Details	Comments	Review Date
Protection of physical assets: <ul style="list-style-type: none"> • Buildings, and contents (where applicable) • Business interruption • Stock • Computer Equipment • Civic Centre CCTV • Town Centre CCTV • Terrorism 	Company: QBE Ins (Europe) Ltd Policy No: Y126862QBE0118A Period of cover: 19 th October 2018 - 18 th October 2019	Arrangement reviewed annually by the Town Clerk	August 2019
Public Liability including: <ul style="list-style-type: none"> • Employers Liability • Libel and Slander • Motor Vehicles • Fidelity Guarantee • Personal Accident • Legal Expenses • Money • Civic Regalia • Litter Bins • Bus Shelters • Large Grounds Equipment 	Company: Zurich Municipal Policy No: YLL272007-6913	Public and Employers Liability £10M Libel and Slander £250,000 Fidelity Guarantee Members and Employees £1M	Current policy 19 th June 2018- 19 th June 2019 Reviewed annually by the Town Clerk

Internal controls			
Up to date register of assets		✓	Ongoing
Regular maintenance arrangements for physical assets.		Budgets in place, maintained by staff and outside contractors.	
Annual review of risk and adequacy of cover		✓	
Ensuring robustness in insurance provider		Review other service providers.	
Ensuring we comply with new requirements set out in the EU General Data Protection Regulations (GDPR)	Appointment of independent Data Protection Officer	GDPR-Info were <u>re-appointed</u> DPO for Uckfield Town Council <u>in May 2019 on 10 May 2018</u>	Annual review – to assess contract and action plan.
	Audit undertaken of current practices, with action plan of areas to focus attention	GDPR-Info visited premises on 28 June 2018 and carried out full one day audit.	
<u>Ensuring we have adequate network security and firewalls in place</u>	<u>Uckfield Town Council has recently upgraded the Civic Centre Wi-Fi. A feature was added to the public Wi-Fi, which each client has to accept prior to joining the Wi-Fi, giving protection for Uckfield Town Council from misuse.</u>	<u>Redway Networks</u>	

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	Uckfield Town Council will shortly be purchasing a tailor made Network fire wall with VPN capabilities to further strengthen network security and only allow traffic that is pre-authorised.		
Internal audit assurance			
Internal auditor testing includes: <ul style="list-style-type: none"> ✓ Review of internal controls in place and their documentation. ✓ Review of management arrangements regarding insurance cover. ✓ Testing of specific internal controls and report findings to the General Purposes Committee. 			

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Table 2. Working with others

Risk Identification

	<u>Details</u>	<u>Comments</u>	<u>Review Date</u>
<ul style="list-style-type: none"> Security of vulnerable buildings, amenities or equipment 	Civic Centre, The Hub, West Park and Victoria pavilions and the garage store alarmed and maintained by outside contractors.	Security Alarms Arteus Innovation Period of cover: April 2019 – March 2020 All expire Sept 2019	All security alarm companies to be accredited to the Security Systems and Alarms Inspection Board(SSAIB) and or the National Security Inspectorate (NSI)
	Civic Centre, The Hub, West Park and Victoria pavilions and Foresters Hall maintained by outside contractors.	Fire Alarms – Sovereign All expire Sept 2019	

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<ul style="list-style-type: none"> Provision of services being carried out by others 	<u>Details</u> Town Centre CCTV	<u>Comments</u> New Town Centre CCTV system in place Nov. 2018– 6 cameras. i-witness partnership Sussex Police	<u>Review Date</u> Review Autumn 2019
	Civic Centre	Civic Centre own CCTV system - Brighton CCTV Feb 2019	Review to be undertaken in March 2020
<ul style="list-style-type: none"> Banking arrangements, including borrowing 	Banking arrangements reviewed every two years by Finance Sub-committee.	Reviewed by Finance Sub-Committee in March 2018	Review to be undertaken as and when required on a project by project basis.
<ul style="list-style-type: none"> Professional services (architects, project managers etc.) 	To use specialist when required.		

Internal controls by Internal Auditor			
<ul style="list-style-type: none"> ○ Standing Orders ○ Annual review of contracts ○ Clear statements of management responsibility for each service. ○ Adoption and adherence to codes of practice ○ Arrangements to detect and deter fraud and/or corruption ○ Regular bank reconciliation, independently reviewed. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 		
Internal audit assurance			
<p>Internal Auditor testing includes:</p> <ul style="list-style-type: none"> ✓ Review of internal controls in place and their documentation. ✓ Review of management arrangements regarding insurance cover. ✓ Testing of specific internal controls and report findings to the General Purposes Committee. 			

Table 3. Self-managed risk
<ul style="list-style-type: none"> ○ Regular scrutiny of financial records and proper arrangement for the approval of expenditure ○ Regular budget monitoring statements ○ Minutes properly numbered and paginated with a master copy for safe keeping ○ Regular returns to HM Revenue and Customs; contracts of employment for all staff, systems of updating records for any changes in relevant legislation ○ Regular returns of VAT, relevant officer training ○ Procedures for dealing with and monitoring grants made ○ Procedure in place for recording and monitoring Members' interests and gift and hospitality received ○ Adoption of codes of conduct for Members and employees ○ Developing systems of performance measurement ○ Documented procedures to deal with enquiries from the public ○ Documented procedure to deal with responses to consultation requests ○ Monitoring arrangements by the Council regarding Quality status
Internal audit assurance
<ul style="list-style-type: none"> ✓ Review of internal controls in place and their documentation ✓ Review of minutes to ensure legal powers in place recorded and correctly applied ✓ Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from, minutes to statements etc. including petty cash transactions ✓ Review and testing of arrangements to prevent and detect fraud and corruption ✓ Testing of disclosures ✓ Testing of specific internal controls and report findings to the General Purposes Committee

Meeting of the General Purposes Committee

Monday 12th August 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 most recent figures are for the current period. In the past few weeks, we have had one member of staff off sick whilst they recover from an operation. They have now returned to work. The long-term figures below reflect two members of staff (the second member of staff returned to work in quarter one of 2019/20).

	As at 02.08.19 (27 staff)	As at 10.08.18 (27 staff)
Actual days taken as short-term Doctors' certificate	5.0 days	72.0 days
Actual days taken as self-certificated sick leave	14.0 days	17 days
Average number of days self-certificated sick leave per person	0.52 days	0.63 days
Actual days taken as long term sick leave	70.0 days	0 days
Average number of days sickness per person	3.30 days	3.30 days
National average of sick days taken in the public sector per person (<i>*sickness absence in the labour market – ONS 2016</i>)	4.30 days	4.30 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 our work.

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.

4.4 First aid kits in all buildings are being monitored and updated regularly.

4.5 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 tenants. Most have been received, with the Town Council still awaiting two out of the seven.

6.0 Cleaning

6.1 The Facilities Manager has arranged a new in-house cleaning arrangement which gives the ability to keep a more regular and closer eye on any repairs or matters of health and safety in the pavilions and Foresters hall.

7.0 Accident reporting – Quarter 2 (2019/20)

7.1 Two incidents to report for information only.

19th July 2019, A near miss report has been processed for staff carrying out lowering of the Weald Hall staging. A piece of staging was lowered whilst a table was on top of it, causing it to almost fall off the staging onto a member of staff. Risk assessments have been reviewed and members of staff have been reminded of the process. No further action required.

30th July 2019, a member of staff bent down to pick up an item in the Weald Hall and bumped their head on the back drop curtain rail. Foam is being sourced to wrap around the poles to prevent injuries going forward. No further action required.

Contact Officers: Mark Francis/Holly Goring

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH *FEBRUARY 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

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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

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PETTY CASH

Check cash balance and vouchers

Town Council Petty Cash
Luxfords Petty Cash

☒
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Signed

Print Name *L. MACVE*

Dated *16-07-19*

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.
KFF	6845215 5/2/19	12030	YES	YES 105058
KANG.	79986 11/12/18	12000	YES	YES 115045

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
ESCC	L36508	YES	17.2.19	BACS
3VA	cc36630	YES	15/2/19	STATEMENT 884.

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
A GRIFITHS	FEB 2019	YES.	YES	22/2/19	530096180

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
CLERKS A/C	472	YES	YES	

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council			
Luxfords	FEB 2019	10500 £9.00	YES.

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH JUNE 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

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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

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PETTY CASH

Check cash balance and vouchers

Town Council Petty Cash
Luxford's Petty Cash

☐
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Signed

Print Name JM HOGG

Dated 24/7/19

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.
KFF	6943939 28/5/19	12363	YGS	115447
ESCC	8002026535 3/6/19	12311	YGS	115422

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
KNOW DORSETIA	CC37265	YGS.	28. 6. 19.	STATION ON, 979 BACS.
NV1RO	L36798	YGS	18. 6. 19	STATION ON, 945 BACS

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
BEEDLE	JUNE 19	YGS.	YGS	28/6/19	558429955

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
GENERAL	980	YES	YES	1200.

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council			
Luxfords	YES.	TESCO	⇒ £8.40 YES

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH OCTOBER 2018

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

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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

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PETTY CASH

Check cash balance and vouchers

Town Council Petty Cash
Luxfords Petty Cash

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Signed ... 

Print Name ... L. MACVE

Dated ... 15-07-19

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.
STORES DEPT	47621 03/10/18	11677	YES	YES 114658.
J. SMALL	10/09/18.	N/A	YES	YES 114672

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
SCOTT	A35771	YES	8.10.18.	106050
ROSN BOWDEN	L35837	YES	31.10.18	BACS TIMEMOUNT 814.

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
L CAHEY	oct. 18	YES	YES	26.10.18	504130423

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
SPECIAL RESERVE	102	YGS	YGS	YGS

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	OCT 2018	GALB & WOOLGAR	YGS
Luxfords			

Meeting of the General Purposes Committee

Monday 12th August 2019

Agenda Item 9.1(i)

REPRESENTATIVES ON OUTSIDE BODIES: REPORT OF THE CITIZEN'S ADVICE BUREAU (CAB)

The Wealden CAB Trustee meeting was held on 25th July 2019. At this meeting, the board were introduced to the new CEO, Kate Davidson who replaced Kay Birch a few weeks ago.

The following details were provided for the Uckfield bureau:

- The Advice line is staffed from 9.00am – 3.00pm Monday – Thursday;
- Booked appointments are from 9.30am to 1.15pm Monday – Thursday
- Drop-ins are from 11.00am to 3.00pm Monday – Thursday;
- The Money Advice Specialist is available on Tuesdays and Wednesdays;
- 'Help to claim' for Universal Credit booked appts are on Tuesdays;
- Free solicitor appointments are available for Family, Matrimonial & General advice;
- Employment, Disability, Appeals and Tribunal specialists are available;

Volunteer recruitment remains an issue with numbers down due to long-term illness, retirements and volunteers taking up paid posts.

There are major changes in the way that clients contact the Bureau with now 49% of enquiries being made by telephone, 31% in person, 11% by email and 9% by letter.

For the three bureaux in Wealden, they helped 10% more people than last year - that's 4,907 people with 18,955 issues!

This resulted in:

- £2,755,948 in improved financial outcomes over the year;
- £1,513,823 additional income mainly welfare benefits and tax credits;
- £1,143,982 debt written off;
- Helped 200 people who were homeless or faced losing their home;
- 99% of clients were very satisfied/satisfied with the service they received;
- Every £1 spent on our service saves the taxpayer £31.62.

The AGM will be held in Hailsham on 19th November 2019 and all Town Councillors are welcomed to attend.

Councillor P. Sparks