

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre on Monday 1<sup>st</sup> July 2019 at 7.00pm

## PRESENT:

Cllr. C. Macve (Chair)	Cllr. H. Firth
Cllr. D. Ward (Vice-Chair)	Cllr. J. Love
Cllr. B. Cox	Cllr. P. Sparks
Cllr. J. Edwards	

## IN ATTENDANCE:

One member of the press (recorded the meeting)  
One member of the public

Holly Goring – Town Clerk

Minutes taken by Holly Goring

### 1.0 DECLARATIONS OF INTERESTS

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

None were forthcoming.

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

No statements were received.

### 3.0 APOLOGIES FOR ABSENCE

Apologies were received from Councillor A. Smith.

### 4.0 MINUTES

#### 4.1 Minutes of the meetings of the General Purposes Committee held on the 20<sup>th</sup> May 2019

#### **GP07.07.19**

It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on the 20<sup>th</sup> May 2019 be taken as read, confirmed as a correct record and signed by the Chairman.

#### 4.2 Action list

Members considered the action list in detail and subsequently noted the report.

#### 4.3 Project list

Members went through the project list in detail, as it included updates for projects which commenced in 2017/18 and 2018/19, and now included a list of new initiatives for delivery in 2019/20.

The Facilities Manager provided an update on the progress being made with the Signal Box Staircase and outstanding works from the Year 3 Maintenance Programme (the external doors at Victoria Pavilion).

On learning of their completion, members agreed to remove the following items from the Project List:

- No. 50 – 262 Bus Service Contribution (2018/19)
- No. 53 – New Fridge for Bar Area (2018/19)
- No. 55 – Civic Centre CCTV Upgrade (2019/20)
- No. 56 – Civic Centre Wi-Fi Upgrade (2019/20)
- No. 57 – Replacement back drops at Weald Hall (2019/20)

## **5.0 FINANCIAL MATTERS**

### **5.1 To note bills paid**

Members noted the bills paid.

### **5.2 There are no income and expenditure reports until accounts are completed**

### **5.3. Bad Debts**

Members noted the current bad debts recorded and payment plans in place.

### **5.4 Finance Summary**

The Chairman of the Finance Sub-Committee, Councillor P. Sparks provided an overview to members to explain that the Town Council currently invested a sum of £316,055 in a fixed term rate with Lloyds Bank which was due to mature on 22<sup>nd</sup> July 2019. On maturity, unless a decision was taken, this amount would automatically transfer into a non-interest current account with Lloyds Bank.

Members were provided with the interest rates of two banks and their fixed term rates, and asked to instruct the Clerk accordingly.

## **GP08.07.19**

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.

## **6.0 BUILDINGS**

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

The Facilities Manager provided a further update to members on a number of the projects detailed within the report. The new Wi-Fi system in the Civic Centre had recorded 90 users accessing the Wi-Fi system at one time, which was excellent, as the previous system would have struggled with this level of usage.

The replacement of the ground floor ceiling tiles was programmed in for August 2019 and the lighting upgrade in the kitchen of Luxfords Restaurant was booked in for 2<sup>nd</sup> July 2019.

The Facilities Manager explained that although one of the verges still needed addressing at West Park Pavilion, the gutters were due to be cleaned in the autumn and it made sense if working at height, and as a result of cost, that both set of works be carried out at the same time – September 2019.

Members discussed the proposal to place hardwood bollards on the grass verges on the entrance to Osborn Hall Car Park. One member noted that the underspend could potentially be held in reserves, in case further damage occurred to the windows or exterior of the Osborn Hall building.

It was also noted by a second member that East Sussex Highways had raised some concerns with regards to the use of bollards in the past, with a particular case on Downsview Crescent. They therefore recommended that we seek their feedback before proceeding.

**GP09.07.19**

Members **RESOLVED** to:

- (i) note the report;
- (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.

**7.0 POLICY**

No reports for consideration.

**8.0 ADMINISTRATION**

- 8.1 To receive a report on Health and Safety within the Council  
Members noted the report.

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

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

- 9.1 To consider reports from:-

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

## 10.0 CHAIRMAN'S ANNOUNCEMENTS

Members wished to thank the Facilities Manager, Mr Francis for his hard work and attention to detail. This had resulted in a number of successful projects being delivered and new initiatives being identified.

## 11.0 TOWN CLERK'S ANNOUNCEMENTS

None.

## 12.0 CONFIDENTIAL BUSINESS

### GP10.07.19

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

- 12.1 Action list (confidential business)  
Members noted the report.

### GP11.07.19

- 12.2 To receive the minutes of the Personnel Sub-Committee held on 18<sup>th</sup> June 2019  
It was **RESOLVED** to note and receive the minutes of the Personnel Sub-Committee on the 18<sup>th</sup> June 2019.

### GP12.07.19

- 12.3 To receive an update on the tender process for the Year 4 Maintenance Programme  
Members **RESOLVED** to:  
(i) note the report;  
(ii) approve the quotation received for works to be carried out at Foresters Hall.
- 12.4 To consider an update on Luxfords Restaurant  
Members considered the update provided and noted the report.

The meeting closed at 19.41pm.