

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre on Monday 5th June 2017 at 7.00pm

PRESENT:

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

IN ATTENDANCE:

One member of the press (recorded the meeting)
Cllr. D. French
Cllr. C. Macve

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

No apologies were received.

4.0 MINUTES

4.1 Minutes of the meetings of the General Purposes Committee held on the 24th April 2017

GP03.06.17 It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on the 24th April 2017 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2 Action list

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

GP49.04.17 – Carry forward of unspent revenue budget 2016-17

In response to questions from members, the Town Clerk advised that she would re-contact BT to discuss the telephone boxes within the High Street, and make contact with the Rotary Club regarding the Town Clock.

4.3 Project list

Members noted the updated project list.

5.0 FINANCIAL MATTERS

5.1 To note bills paid

Members noted the bills paid.

5.2 To note income and expenditure

There were no income and expenditure reports as a result of year end accounts being completed for 2016/17.

5.3. Bad Debts

The Chairman advised that the recorded bad debt for R&R Taxi's had been cleared since the agendas were published.

Members subsequently noted the current bad debt recorded.

6.0 BUILDINGS

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

Members requested that further investigations be made into the steps at the Signal Box, having recalled works being undertaken to these in the last 18-24 months.

Members subsequently noted the report.

7.0 POLICY

7.1 To consider a review of the Town Council's Publication Scheme

The Town Clerk explained that the Freedom of Information Act 2000 introduced a requirement for all public sector organisations to produce a publication scheme which clearly outlined key information about the organisation, and the format in which that information was made available (online and hard copy).

The Town Clerk had reviewed the model publication scheme produced by the Information Commissioner's Office and updated the Town Council's policy and photocopying charges.

GP04.06.17 Subject to one correction, it was **RESOLVED** to approve the updated Publication Scheme for Uckfield Town Council.

8.0 ADMINISTRATION

8.1 To receive a report on the administration of the Council

Members noted the report.

8.2 To receive Members' audit reports

Members noted the audit reports.

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

9.1 To consider reports from:-

- (i) Citizens Advice Bureau
Members noted the report.
- (ii) Ridgewood Village Hall Management Committee
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.

10.0 CHAIRMAN'S ANNOUNCEMENTS

No update received from the Chairman.

11.0 TOWN CLERK'S ANNOUNCEMENTS

(i) The Town Clerk wished to inform members and members of the public, that Mrs Susan Allum, the Civic Centre Manager, would be leaving Uckfield Town Council on Friday 9th June. Susan had worked for the organisation for a number of years and had been responsible for managing the Civic Centre, Luxfords Restaurant and enabling the organisation to hold some fantastic events at the Civic Centre. The Town Clerk requested that members join her in thanking Mrs Allum for her hard work and dedication during her time at the Town Council.

(ii) The Town Clerk informed members that the Town Council would need to purchase a new cold room (outside fridge) for the restaurant. A sum of £5,000 had previously been allocated within earmarked reserves, but it was likely that a new cold room would be required fairly soon, to ensure temperatures remained efficient. Quotes had been received in the region of £7,500 including installation.

Subject to the final amount being agreed and funds being available, The Town Clerk requested the approval of members to take up to £2,000 from general reserves to cover the costs of this work.

GP05.06.17 Members **RESOLVED** to approve the use of general reserves up to the amount of £2,000 towards the purchase and installation of a new cold room for Luxfords Restaurant.

12.0 CONFIDENTIAL BUSINESS

GP06.06.17 It was **RESOLVED** that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be

transacted it was advisable in the public interest that the public be temporarily excluded and they were instructed to withdraw.

- 12.1 To consider a report on Luxfords Restaurant
Members considered the confidential report and noted its contents.
- 12.2 To consider a proposed amendment to the terms of the Source lease agreement
Members considered the information provided and feedback received from the Baptist Church.

GP07.06.17 Members subsequently **RESOLVED** to request that the Town Clerk seek a one year extension to the existing lease agreement and for current arrangements to be retained.

The meeting closed at 7.50pm.