

4.0 MINUTES

4.1 Minutes of the meetings of the General Purposes Committee held on the 1st October 2018

GP27.11.18

It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on the 1st October 2018 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:-

GP23.10.18 – To give early consideration to the draft fees and charges

One member suggested that the detail of action GP43.02.18 be expanded to explain that members had expressed an interest in exploring and providing greater facilities to support female based sports as well as existing sports undertaken at West Park.

4.3 Project list

One member asked for an update on the use of the toilets at Victoria Pavilion. The Town Clerk provided an update on the doors, the latest with regard to anti-social behaviour, and general use and cleanliness of these facilities.

Members noted the updated project list.

5.0 FINANCIAL MATTERS

5.1 To note bills paid

Members noted the report.

5.2 To note the income and expenditure reports for 2018/19

One member highlighted how busy the restaurant had been the previous Friday before the U3A meeting in the Weald Hall, with customers waiting for tables.

Members subsequently noted both reports.

5.3. Bad Debts

Members noted the report.

5.4 To confirm the fees and charges for 2019/20

Members reviewed the proposed fees and charges for room hire in the Civic Centre, Foresters Hall and Sports Pavilions for 2019/20. Members had put forward a proposed 2% increase at the last meeting of General Purposes Committee and were now reviewing the revised figures. It was suggested that figures be rounded, for ease.

GP28.11.18

Members **RESOLVED** to:

(i) note the report and proposed figures, and;

(ii) approve the 2% increase in room hire charges for the Civic Centre, Foresters Hall and Sports Pavilions.

- 5.5 To consider a grant application for funding in 2019/20
Members reviewed the previously circulated papers which contained detailed information about an organisation who had initially submitted an application for community grant funding in August 2018. Unfortunately it had recently been identified that an application had been missed from the process, and was therefore not reviewed by the Finance Sub-Committee at their meeting on 12th September 2018.

Members noted that it was a difficult situation, they were sympathetic to the cause but had to consider the application on its own merits at this point in time. They also advised the Town Clerk that they hoped measures would be put in place to reduce the risk of this happening in the future.

Even if the application had been considered at the Finance Sub-Committee meeting in September, the amount requested of £4999.04 was a large amount and the Town Council would have found it difficult to fund this amount alongside the other 23 community grant applications received, as the pot of funding available under the General Power of Competence was a total of £25,000.

Members requested further information before a decision could be taken. It was therefore suggested that the matter be deferred to the meeting of Full Council on 3rd December 2018.

GP29.11.18

Members **RESOLVED** to:

- (i) defer the agenda item to Full Council on Monday 3rd December 2018;
- (ii) request that contact be made with the organisation and additional information be sought prior to the matter being discussed at Full Council.

6.0 BUILDINGS

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

The Facilities Manager presented an update on the current condition of the Council's buildings, risk assessments that had been undertaken and maintenance works that were programmed in.

The Town Clerk wished to thank the new Facilities Manager for his hard work in his first couple of months at the Town Council, in particular for overseeing the refurbishment of the restaurant and liaising with contractors, but for also progressing a number of other workstreams.

The Chairman, Councillor D. Ward echoed the comments of the Town Clerk and thanked all staff for their help with the refurbishment.

Members subsequently noted the report.

7.0 POLICY

7.1 To review the Town Council's Financial regulations in line with the recently amended Standing Orders

Members reviewed the amendments provided and noted that the standing orders had been previously presented with these amendments in August 2018.

GP30.11.18

Members **RESOLVED** to:

- (i) adopt the amendments on page 10 and 11 to the Town Council's Financial Regulations.

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 received.

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

9.1 To consider reports from:-

(i) Citizens Advice Bureau

The member representative for the Citizen's Advice Bureau referred members to the achievements of the Bureau in the past quarter and positive financial outcomes for residents living in Uckfield and the surrounding villages. They also noted that customer satisfaction rates remained good and they continued to provide a good service.

Members subsequently 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

None.

11.0 TOWN CLERK'S ANNOUNCEMENTS

None.

12.0 CONFIDENTIAL BUSINESS

GP31.11.18

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.

- 12.2 To review the draft lease agreement for the Signal Box
Members reviewed the papers provided by the Town Clerk.

GP32.11.18 It was **RESOLVED** to:
(i) note the details of the report;
(ii) approve the content of the draft lease/tenancy agreement, and;
(iii) approve the proposal to appoint contractors to carry out additional works as detailed in the report.

- 12.3 To undertake a rent review on Osborne Hall
Members reviewed the papers provided by the Town Clerk.

GP33.11.18 It was **RESOLVED** to:
(i) note the details of the report;
(ii) not undertake a rent review of the premises at this point within the term of the lease agreement.

The meeting closed at 8.34pm.