

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre on Monday 6th March at 7.00pm

PRESENT:

Cllr. D. Ward (Chair)

Cllr. J. Love (Vice-Chair)

Cllr. M. Dean

Cllr. L. Eastwood

Cllr. K. Everett

Cllr. P. Meakin

Cllr. I. Smith

IN ATTENDANCE:

No members of the press

No members of the public

Cllr D. French and 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

Apologies were received from Councillors J. Anderson and H. Firth.

4.0 MINUTES

4.1 Minutes of the meetings of the General Purposes Committee held on the 23rd January 2017

GP39.03.17

It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on the 23rd January 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:-

GP36.01.17 – to review the conditions of use and hire at Foresters Hall;

4.3 Project list

Members noted the updated project list.

4.4 To receive the minutes of the Personnel Sub-Committee held on 27th February 2017

To be considered under confidential business.

4.5 To consider the recommendations of the Personnel Sub-Committee on 27th February 2017

To be considered under confidential business.

5.0 FINANCIAL MATTERS

5.1 To note bills paid

Members noted the bills paid.

5.2 To note income and expenditure

Members noted the income and expenditure financial forecasts for both General Purposes and Luxfords Restaurant.

5.3. Bad Debts

Members were concerned with the regular appearance of one bad debtor on the list of bad debts and requested that Town Council Office staff provide further details to members on the amount outstanding and terms agreed with the debtor.

Members subsequently noted the current bad debts recorded.

5.4 Internal Audit Interim Report 2016-17

Members noted the report and the positive response received from the Town Council's Internal Auditors. Members wished to thank the Assistant Town Clerk and Responsible Financial Officer for their hard work.

6.0 BUILDINGS

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

Members noted the report.

6.2 To review a draft service level agreement with Citizen's Advice Bureau

Members considered the proposed service level agreement with Citizen's Advice Bureau which would enable the Town Council to receive a quarterly update on the statistics of local service provision and issues commonly faced by those accessing their services.

Members felt the agreement would help demonstrate how the funding was being used locally but recognised that the terminology of 'service level agreement' sounded very formal, with suggestions that perhaps this document was more of a quarterly performance return.

They noted that in addition to the statistics provided, they would like to receive some anecdotal information such as customer feedback to understand how customers found the service.

Members expressed that they would also be interested in how many people were using the services from surrounding villages.

GP40.03.17 Subject to the comments above, it was subsequently **RESOLVED** to agree to the principle of having an agreement in place which would encourage the Citizen's Advice Bureau to share information with the Town Council on key trends and client statistics.

6.3 To consider the terms of the Source lease in preparation for renewal
GP41.03.17 Members reviewed the existing terms of the lease and subsequently **RESOLVED** to agree to continue the current terms and undertake the process for renewal.

7.0 **POLICY**

7.1 To review Appraisal Policy No. 20

The Chairman advised that this item would be deferred to the next meeting of General Purposes Committee.

7.2 To review Risk Management Policy No. 29

GP42.03.17 Members reviewed the proposed amendments to the Risk Management Policy No. 29 and subsequently **RESOLVED** to agree the changes made.

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 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

Members noted the report.

(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

The Town Clerk advised that after the agenda was published, they had received a letter from HM Revenues and Customs requesting that future VAT payments be made by BACs. The Town Clerk requested the approval of the Committee to set up this method of payment and advised that this would require two signatures to authorise this procedure.

GP43.03.17 Members **RESOLVED** to agree to the new method for paying VAT, which was subsequently authorised by two members.

12.0 CONFIDENTIAL BUSINESS

GP44.03.17 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 receive the minutes of the Personnel Sub-Committee held on 27th February 2017

GP45.03.17 It was **RESOLVED** that the minutes of the Personnel Sub-Committee on the 27th February 2017 be approved.

12.3 To consider the recommendations of the Personnel Sub-Committee on 27th February 2017

GP46.03.17 It was **RESOLVED** that the recommendations of the Personnel Sub-Committee on 27th February 2017 be agreed.

The meeting closed at 7.47pm.