

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre on Monday 7th January 2019 at 7.00pm

PRESENT:

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

IN ATTENDANCE:

One member of the press
One member of the public
Councillor C. Macve
Councillor D. French
Holly Goring – Town Clerk
Mark Francis – Facilities Manager

Minutes taken by Holly Goring

1.0 DECLARATIONS OF INTEREST

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. No declarations were received.

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

None.

3.0 APOLOGIES FOR ABSENCE

None received.

4.0 MINUTES

4.1 Minutes of the meetings of the General Purposes Committee held on the 5th November 2018

GP34.01.19

It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on the 5th November 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:-

GP24.10.18 – To note the current position with the council's buildings

- 4.3 Project list
One member clarified if the coin operated doors were those at Victoria Pavilion, to which the Town Clerk confirmed, this was correct.

Members subsequently 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 that the income was looking particularly healthy for both the Civic Centre and Foresters Hall, which was very pleasing at this stage in the year.

Another member noted that the income for Luxfords Restaurant had seen a notable increase in November 2018, which was very positive.

Members subsequently noted both reports.

- 5.3. Bad Debts
Members noted the report.

- 5.4 To note the report of the Internal Auditor (November 2018)
Members reviewed the report of the Internal Audit Interim Visit which took place in November 2018.

Members wished to thank the Responsible Financial Officer for doing such a fantastic job and ensuring the Town Council remained financially sound. The report indicated a clean bill of health and that there were no concerns.
Members noted the report.

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.

One member expressed how helpful the new signs were in the foyer of the Civic Centre: very clear and very bright.

Another member also wished to thank the Facilities Manager for the level of detail provided in the report, which was indicative of the amount of work taking place.

Members subsequently noted the report.

7.0 **POLICY**

- 7.1 To review the revised Health and Safety Policy (No. 3)
Members reviewed the revised report which reflected changes in staffing and a more condensed way of presenting the health and safety risk assessments.

GP35.01.19 Subject to the typo being rectified in paragraph 3.1, members **RESOLVED** to: approve the revised version of the Health and Safety Policy (No. 3)

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 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 clarified that the fuel voucher mentioned within the update, was towards the cost of utilities and not vehicle fuel.

Members subsequently noted the report.

(ii) Ridgewood Village Hall Management Committee

Members noted the report.

(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

One member questioned where we recorded the income that we received through Community Infrastructure Levy funding in our budgets. The Town Clerk, believed that a specific line had been added into the Town Council's budget spreadsheet to reflect this but would check with the Responsible Financial Officer. Members noted the report.

(vii) Wealden Works

The member representative expressed how lovely it was to see the young people supported through the programme, at the recent Annual Awards Event at Heathfield Youth Centre. These young people had changed their lives as a result of the support received by Wealden Works, and it was a great evening celebrating their achievements. Members subsequently noted the report.

10.0 CHAIRMAN'S ANNOUNCEMENTS

None.

11.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk wished a member of the office team well, after a bad fall before Christmas. They were currently recovering from an operation and it was hoped that they would have a speedy recovery.

12.0 CONFIDENTIAL BUSINESS

GP36.01.19

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.

12.2 To review the lease for the Former Cemetery Chapels

Members reviewed the papers provided by the Town Clerk.

GP37.01.19

It was **RESOLVED** to:

- (i) seek to renew the lease agreements for these premises, and;
- (ii) appoint a commercial estate agent, in line with best practice, to assist with the lease agreements and current valuation of the property.

12.3 To review the draft lease agreement for the Source, prior to signing at Full Council

Members reviewed the draft lease agreement and noted its content.

The meeting closed at 7.32pm.