

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre on Monday 12<sup>th</sup> August 2019 at 7.00pm

## PRESENT:

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

## 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.

Councillor P. Sparks wished to declare a personal interest in agenda item 12.3.

### 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 J. Love.

### 4.0 MINUTES

4.1 Minutes of the meetings of the General Purposes Committee held on the 1<sup>st</sup> July 2019.

**GP13.08.19** It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on the 1<sup>st</sup> July 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 advised that the following actions be removed before noting the report:

- GP08.07.19 – Finance Summary
- GP09.07.19 – Current position with the Council's buildings

4.3 Project list  
Members noted the report.

## 5.0 FINANCIAL MATTERS

5.1 To note bills paid  
Members noted the bills paid.

5.2 To note the income and expenditure reports for 2019/20  
The Luxfords report was circulated that day and at the meeting, as a result of issues with the forecasting software on the SAGE financial system. One member noted that the income levels under General Purposes Committee were very encouraging, and in particular the income levels for the Civic Centre in June 2019.

Members subsequently noted the reports.

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

## 6.0 BUILDINGS

6.1 To note the current position with the Council's buildings  
Members reviewed the regular update on works and repairs within the Town Council's buildings. An update had also been provided within the report by the Estates & Facilities Manager to advise that issues were ongoing with the coin-operated locking mechanism on the public toilet doors at Victoria Pavilion.

Due to the costs involved in replacing these mechanisms and issues with vandalism, members were asked if they would consider returning to standard doors and the doors being locked overnight by Grounds staff.

**GP14.08.19** Members **RESOLVED** to:  
(i) note the report;  
(ii) approve the recommendation to change the doors of the public toilets at Victoria Pavilion, from existing coin-operated mechanisms to standard closing doors, and keep these doors locked outside of staff hours.

6.2 To note the decision of the Urgent Consultation Panel  
Members noted the decision of the Urgent Consultation Panel to carry out additional works at Foresters Hall and the adjacent car park, whilst contractors were onsite.

## 7.0 POLICY

7.1 To consider amendments to the Risk Management Policy  
**GP15.08.19** Members **RESOLVED** to approve the changes proposed within the Risk Management Policy and adopt these changes.

## 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  
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.
- (vii) Wealden Works  
Nothing to report at this time.

## 10.0 CHAIRMAN'S ANNOUNCEMENTS

None.

## 11.0 TOWN CLERK'S ANNOUNCEMENTS

None.

## 12.0 CONFIDENTIAL BUSINESS

### GP16.08.19

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 draft lease agreement for the Former Cemetery Chapels

Members reviewed the draft lease agreement for the main (Eastern Chapel) as unfortunately the second agreement had not arrived in time for the meeting. Clarification was required on clause 11.2 and would need checking with the Solicitors.

### GP17.08.19

It was **RESOLVED** to seek the advice of the Solicitors on paragraph 11.2 of the draft lease agreement and propose to refer both agreements when received to the Urgent Consultation Panel for final approval.

12.3 To review the draft lease agreement for the Victoria Pavilion

Members reviewed the draft lease agreement. It was noted that the tenant had recently become a Community Interest Company (CIC) so the Solicitors would need to be advised.

**GP18.08.19** Subject to the tenant recently becoming a CIC and alterations being made within the agreement to reflect this, members **RESOLVED** to approve the content of the draft lease agreement.

12.4 To review legal advice relating to the proposed extension of the lease agreement for Ridgewood Village Hall

**GP19.08.19** Members **RESOLVED** to start a new 25-year lease agreement between Uckfield Town Council and Ridgewood Village Hall Committee for Ridgewood Village Hall, with a rent review timetabled in at 10 years, and then every five years thereafter.

12.5 To receive an update on the tender process for the Year 4 Maintenance Programme

Members noted the update and would monitor progress.

12.6 To consider an update on Luxfords Restaurant

Members noted the report.

The meeting closed at 20.21pm.