



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre on Monday 16<sup>th</sup> April 2018

**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:**

Cllr. D. French  
Cllr. C. Macve  
Two members of the local media.

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 interest 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**

None 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 5<sup>th</sup> March 2018

**GP47.04.18**

It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on the 5<sup>th</sup> March 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 been completed:

GP34.01.18 - GPDR session for community groups

GP45.02.18 - Contribution towards maintenance of lighting in Mill Lane

- 4.3 Project list  
One member queried the male toilet door at Victoria Pleasure Ground. The Town Clerk advised that works were due to be carried out by contractors to address the doors. Members noted the report provided.
- 4.4 To receive the minutes of the Personnel Sub-Committee held on 10<sup>th</sup> April 2018  
*(to be dealt with under confidential business)*
- 4.5 To consider the recommendations of the Personnel Sub-Committee held on 10<sup>th</sup> April 2018  
*(to be dealt with 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  
A query was raised with regard to the RHI payments. The Town Clerk advised that the readings were still being submitted and it was hoped payment would be received shortly. Members subsequently noted the income and expenditure reports for both General Purposes Committee and Luxfords Restaurant.
- 5.3. Bad Debts  
The Chairman sought clarification on the large number of bad debtors on this month's report. The Clerk confirmed that five had now been paid, four related to termination of allotment plots and final payments and the remainder were for small amounts, likely to have been caught up in year-end accounting.
- Members subsequently noted the report.
- 5.4 To consider carry forward of unspent revenue budget from 2017-18  
Members reviewed the report summarising the amounts that were required to be carried forward from the 2017-18 budget to 2018-19 where revenue funding remained unspent as a result of late invoices, goods not yet received or projects not yet complete.

**GP48.04.18** Members **RESOLVED** that the following sums be carried forward from the 2017/18 financial year to 2018/19:

### *Environment & Leisure Committee*

•	<i>Nature Reserve Working Budget</i>	£1,966
•	<i>Weald on the Field</i>	£ 847
•	<i>Litter Bin Policy</i>	£3,000
•	<i>Speed Reduction</i>	£3,500
•	<i>Resurfacing Osborn Hall Car Park</i>	£7,000
•	<i>CCTV</i>	£3,300

### *General Purposes Committee*

•	<i>Dementia Forum</i>	£ 870
•	<i>Luxfords Refurbishment</i>	£50,000
•	<i>Telephone Boxes</i>	£ 1,000
•	<i>Notice Boards</i>	£ 2,000

•	<i>Cemetery Chapels</i>	£ 5,400
•	<i>Foresters Hall Chapel</i>	£ 2,000
•	<i>West Park Pavilion</i>	£ 600
•	<i>The Hub</i>	£ 2,500
•	<i>Civic Centre</i>	£23,500

## 6.0 BUILDINGS

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

One member sought clarification on the Signal Box. The Town Clerk confirmed that planning permission was required regardless of the material and they would be working with local surveyors to draw up the application for the use of a powder coated galvanised material.

Members noted the report.

## 7.0 POLICY

### 7.1 To consider the next steps in preparation for the General Data Protection Regulations (GDPR)

Members considered the report and the options put forward in regards to undertaking an information audit and appointing a Data Protection Officer (DPO). They thought it might be useful to contact one of the local Town Councils (Haywards Heath) who had already started to work with one of the organisations.

Members also discussed the requirement for Town Councillors to have Uckfield Town Council specific email addresses which will be linked to the council's web address. The Town Clerk explained the need for increased security. Members requested further guidance on this stipulation but understood the reasons for making this change.

**GP49.04.18** Members **RESOLVED** that subject to receiving positive feedback from Haywards Heath Town Council on their experience of working with the organisation, that Uckfield Town Council appoint 'GDPR-Info' to carry out the initial work required (*undertaking an information audit and acting as DPO*) to ensure the Town Council was compliant with the General Data Protection Regulations.

### 7.2 To review a revised version of the Freedom of Information Requests Policy – Policy No. 16

The Town Clerk advised that this item had been deferred to the next meeting.

### 7.3 To consider proposed changes to the Retention Policy

Members reviewed the SSALC model retention policy and suggestions put forward by the Town Clerk to consider more localised policies on key areas such as resident correspondence, complaints, email correspondence and room hire information.

**GP50.04.18** Members **RESOLVED** that the retention period for resident correspondence and email correspondence should follow the SSALC model policy of 1 year, complaints for 6 years and for the Town Clerk to seek further guidance on the retention of room hire information in terms of contact details and VAT/financial information.

7.4 To review the Appraisal Policy – Policy No. 20

The Town Clerk advised members that an appraisal was a two-way process whereby time was set aside to look back, to celebrate achievements, review learning and development needs and set clear objectives going forward. It was important and the complexities of the varying departments in the Town Council – grounds team, restaurant, caretaking and office, meant that the procedure should be altered slightly to reflect these variations.

Members agreed that the process should be altered to reflect the differences in roles, but objectives should still be given to all levels. It was suggested that clear timescales be set out for annual appraisals, to which the Town Clerk advised that typically you would set aside the months April to June to complete appraisals. It was added that the benefits of carrying out appraisals should be added to the front of the policy.

Members noted the comments and requested that the Town Clerk review the existing policy and bring back the revised version to the next meeting.

**8.0 ADMINISTRATION**

8.1 To receive a report on the administration of the Council

Members noted the report provided.

8.2 To receive Members' audit reports

Members noted the audit reports provided.

**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**

None.

**11.0 TOWN CLERK'S ANNOUNCEMENTS**

The Town Clerk had one announcement following recent correspondence received from Framfield Parish Council.

Uckfield Town Council had been approached regarding the Framfield & Blackboys Monday Club. This was a club for the elderly which ran out of the Memorial Hall in Framfield every other Monday. They had been looking into their administrative processes and had discovered that they required insurance for their outings and when they left the hall. The best quote received was at the cost of £218.00. Framfield Parish Council have agreed to pay half of this amount at £109.00 and were wondering if Uckfield Town Council would share the cost.

Members were informed that the club had a total of 50 clients, of which 20 were from Uckfield (40%). 3 of the 11 helpers were from Uckfield and both mini-bus drivers were from Uckfield.

Members discussed the proposal, and recognised that they had unfortunately already agreed their budget for 2018/19. Typically such requests would be made through the community grants scheme and out of time requests were often difficult to consider but it was acknowledged that the requirement would need to be paid now to cover this unforeseen expenditure.

Members also asked that wider communication be circulated to local community and voluntary groups to advise them of our community grants programme.

**GP51.04.18** With six votes in favour and two votes against, members **RESOLVED** that £109.00 be provided to the Framfield & Blackboys Monday Club to assist with their insurance costs, but that any future requests would need to be made through Uckfield Town Council's Community Grants programme.

## **12.0 CONFIDENTIAL BUSINESS**

**GP52.04.18** 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 action list.

12.2 To receive the minutes of the Personnel Sub-Committee held on 10<sup>th</sup> April 2018  
Members noted the minutes.

Cllr. P. Sparks left the meeting at 7.56pm.

12.3 To consider the recommendations of the Personnel Sub-Committee held on 10<sup>th</sup> April 2018

**GP53.04.18** Members **RESOLVED** to approve the recommendations of Personnel Sub-Committee from their meeting on 10<sup>th</sup> April 2018

12.4 To consider a report on Luxfords Restaurant  
Members noted the report.

12.5 To consider a report on the Civic Centre Events Programme  
Members noted the Town Clerk's update.

The meeting closed at 8.10pm.