

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre on Monday 17th July 2017 at 7.00pm

PRESENT:

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

IN ATTENDANCE:

One member of the press (recorded the meeting)
Cllr. D. French
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

No apologies were received.

4.0 MINUTES

4.1 Minutes of the meetings of the General Purposes Committee held on the 5th June 2017

GP08.07.17 It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on the 5th June 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:-

GP48.04.17 – To consider the recommendation of Environment and Leisure Committee of 13th March 2017 (*Saturday 262 bus service*)

GP05.06.17 – Town Clerk’s Announcements (*coldstore*)

4.3 Project list

A member enquired as to when the new toilet doors would be fitted at Victoria Pavilion. The Town Clerk advised that this work was imminent but would make contact to obtain the exact date.

Members subsequently noted the updated project list.

4.4 To receive the minutes of the Personnel Sub-Committee held on 20th June 2017

The minutes of the Personnel Sub-Committee held on 20th June 2017 were received and noted.

4.5 To consider the recommendation(s) of the Personnel Sub-Committee held on 20th June 2017

Members reviewed the amendments made to the Pension Policy (Policy No. 32) for Uckfield Town Council and the recommendation put forward by the Personnel Sub-Committee to approve these changes.

GP09.07.17 It was **RESOLVED** that the recommendation of the Personnel Committee on 20th June 2017, be approved and the amendments to the Pension Policy be accepted.

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 reports for General Purposes Committee and Luxfords Restaurant.

5.3. Bad Debts

Members noted the current bad debts recorded.

5.4 Banking Update

Members referred to a short paper which explained that the Town Council needed to reconsider its investments with Lloyds Bank.

The Chair of Finance Sub-Committee advised that as a result of previously setting aside earmarked reserves for a number of projects as part of the budget setting process, there would be no need for these funds to be used in the next 12 months. The rate offered was also a reasonable rate. The 12-month fixed term rate being offered by Lloyds Bank would therefore be the most appropriate at this time.

GP10.07.17 Further to discussion, members noted the report and **RESOLVED** to reinvest the funds into a 12-month fixed rate term with Lloyds Bank.

6.0 **BUILDINGS**

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

A member noted that the fire alarm had sounded at West Park Pavilion over the weekend, although no cause could be found. An engineer had since been called to review the faults showing on the system.

Members subsequently noted the report.

7.0 POLICY

7.1 To consider an update regarding the General Data Protection Regulations due to be implemented May 2018

Members reviewed the requirements of the new regulations which were due to come into practice in May 2018. This would require some change to existing procedures, which the Town Clerk would review over the course of the next year.

Members noted the report.

7.2 To review the Serving Alcohol Policy – Policy no. 52

The Town Clerk advised committee members that the policy itself was still up to date and in good order, but with a new designated premises supervisor in place, wished to remind staff of the procedures involved in serving alcohol and ensure all staff digested the policy again.

GP11.07.17 Members **RESOLVED to accept and approve the amendments within the Serving Alcohol policy.**

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.

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

Members noted the report.

(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 provided members with a staffing update. The new Hospitality Manager, Mr Nott, had started at the Civic Centre that day. The new Facilities Manager, Mr Lee, would be starting on 31st July and Ms Atchison would be starting in the temporary position of Part-Time Marketing & Communications Assistant, early September.

12.0 CONFIDENTIAL BUSINESS

GP12.07.17

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.

The meeting closed at 7.33pm.