

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre on Monday 18th February 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
Councillor C. Macve
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.

Cllr P. Sparks advised members that he wished to declare a personal interest in agenda item 12.3, as he knew of the owner of the business well.

Cllr J. Love advised members that she also wished to declare a personal interest in agenda item 12.3, as she worked for the business owner.

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 7th January 2019

GP38.02.19

It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on the 7th January 2019 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:-

GP50.04.18 – To consider proposed retention policy

- 4.3 Project list
Members noted the updated project list.

- 4.4 To receive the minutes of the Finance Sub-Committee meetings held on 9th January 2019 and 6th February 2019
Members noted the minutes of both Finance Sub-Committee meetings.

- 4.5 To consider the recommendations of the Finance Sub-Committee meetings held on 9th January and 6th February 2019
Members reviewed the recommendations of the Finance Sub-Committee in relation to their review of the Town Council's community grant procedure.

- GP39.02.19** Members took a vote and it was **RESOLVED** to approve the recommendations of the Finance Sub-Committee, in particular:
- (i) eight votes were received in favour of approving the amendments to the grant application form;
 - (ii) eight votes were received in favour of the amendments to the Grant programme's internal procedures;
 - (iii) eight votes were received in favour of the proposal to change the dates for the 2021/2022 grants procedure (closing dates for application 31st January 2021 and grants meeting held in February 2021).

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 their concerns with the income and expenditure for Luxfords Restaurant at this point in the financial year.

Members subsequently noted both reports.

- 5.3. Bad Debts
Members noted the report.

- 5.4 To note the report of the Internal Auditor (January 2019)
Members reviewed the report of the Internal Audit Interim visit which took place in January 2019.

Members wished to thank the Responsible Financial Officer again 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.

The Town Clerk advised that Ridgewood Village Hall were undertaking works to their shower cubicles week beginning 25th February 2019, so permission had been given to place a skip in the car park during the period of works.

Members subsequently noted the report.

7.0 POLICY

7.1 To consider a review of the Risk Management Policy – No. 29

Members reviewed the revised Policy which reflected the recommendations of the Finance Sub-Committee, to acknowledge the potential risks related to the General Data Protection Regulations.

GP40.02.19 Members **RESOLVED** to approve the revised version of the Risk Management Policy – No. 29.

7.2 To consider a review of the Fees and Charges Policy – No. 35

Members reviewed the amendments made to the Fees and Charges Policy, and Town Clerk's reminder that all policies held by the Town Council were gradually being reviewed.

GP41.02.19 Members **RESOLVED** to approve the revised version of the Fees and Charges Policy – No. 35.

8.0 ADMINISTRATION

8.1 To receive a report on Health and Safety within the Council

Members were advised that more information had been added to the report to provide a more detailed overview of health, wellbeing and safety.

Members subsequently 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

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

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.

(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

GP42.02.19 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 consider the rent review of the Former Cemetery Chapels
Members reviewed the details provided.

GP43.02.19 It was **RESOLVED** to accept the proposed rental figure recommended by the commercial estate agent and for the renewal process to commence.

12.3 To consider the rent review of the Victoria Pavilion
Members reviewed the details provided.

GP44.02.19 Members took a vote, and **RESOLVED** with unanimous support to:

- (i) agree to renew the lease with the existing leaseholder;
- (ii) agree to propose a term of five years;

(iii) with five votes in favour, and one against (Cllr. L. Eastwood), it was agreed to accept the proposed rental figure recommended by the commercial estate agent.

12.4 To review options for additional security on Town Council property
Members reviewed the details provided.

GP45.02.19 Members **RESOLVED** to improve security around the Civic Centre in line with the proposals put forward, and explore future options for Foresters Hall.

12.5 To consider update on Luxfords Restaurant
This item was deferred to Full Council as part of the Civic Centre Working Group update.

The meeting closed at 8.12pm.