

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre on Monday 20<sup>th</sup> August 2018 at 7.00pm

## PRESENT:

Cllr. D. Ward (Chair)	Cllr. K. Everett
Cllr. P. Sparks (Vice-Chair)	Cllr. H. Firth
Cllr. M. Dean	Cllr. P. Meakin

## IN ATTENDANCE:

One member of the press  
Holly Goring – Town Clerk

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.

Councillor P. Sparks declared an interest in agenda item 12.5 as a result of being the Town Council's representative on the Citizen's Advice Bureau Board.

### 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 Councillors L. Eastwood, J. Love and I. Smith.

### 4.0 MINUTES

#### 4.1 Minutes of the meetings of the General Purposes Committee held on the 9<sup>th</sup> July 2018

**GP15.08.18** It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on the 9<sup>th</sup> July 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:-

GP04.06.18 – Recommendations from Environment & Leisure Committee  
GP11.07.18 - Recommendations of the Finance Sub-Committee

The Chairman advised that in respect to the outstanding question regarding retention of room hire invoices for VAT purposes, they had recently understood

from a seminar with the HMRC that hard copies should be maintained for the required length of time (6 years plus one). The Town Clerk advised that they would seek confirmation in writing of this from the HMRC.

4.3 Project list

Members noted the updated project list and were happy for the project no. 54 to be removed.

**5.0 FINANCIAL MATTERS**

5.1 To note bills paid

Members noted the report.

5.2 To note the first income and expenditure reports for 2018/19

One member noted that the actual figure recorded for sales within the Civic Centre in the first four months of 2018/19 looked promising.

Members subsequently noted the report.

5.3. Bad Debts

Members noted the report.

**6.0 BUILDINGS**

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

Members noted the report.

6.2 To review request from Ridgewood Village Hall Committee to place a noticeboard at the front entrance of Ridgewood Village Hall

Members reviewed the report provided and detail of the request put forward by Ridgewood Village Hall Committee.

Members supported the addition of a noticeboard outside the premises to assist with the promotion of the Village Hall's fundraising events but were uncertain whether funds could be provided towards the purchase of a new board at this time.

**GP16.08.18**

It was **RESOLVED** to:

(i) give permission to Ridgewood Village Hall Committee to place a noticeboard on the front of Ridgewood Village Hall;

(ii) Members subsequently took a vote, which saw four out of six members in favour, of NOT providing a contribution towards the cost of purchasing a new noticeboard board, at this current time and advised that other bodies in the town may be able to assist.

**7.0 POLICY**

None.

**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 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  
Councillor P. Meakin advised that the Volunteer Centre had been successful in raising funds of around £20k to support a number of new initiatives. He asked that they be encouraged and supported in their excellent work.  
  
Members subsequently 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

None.

## 12.0 CONFIDENTIAL BUSINESS

**GP17.08.18** 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 report.

12.2 To review the proposed management programme for repayment of bad debts  
Members requested that the Town Clerk re-circulate the bad debts policy for their reference.

**GP18.08.18** It was **RESOLVED** to authorise the Town Clerk to follow the proposed steps put forward within the report and for bad debtors to be repay outstanding amounts via regular standing order payments directly into the Town Council's bank account.

12.3 To consider a report on Luxfords Restaurant  
This item was deferred to the next meeting whilst the format of the report is being revised.

- 12.4 To review the lease for the Signal Box  
Members reviewed the information provided within the report.

Members considered the valuation report produced by the commercial estate agent instructed to review the premises on behalf of the Town Council.

**GP19.08.18** It was **RESOLVED** to accept the proposed rental figure recommended by the commercial estate agent and for the renewal process to commence, with an extension of the existing lease agreement for 12 months.

- 12.5 To receive an update on the Hub and lease agreement with the Citizen's Advice Bureau

**GP20.08.18** Members reviewed the report provided and **RESOLVED** to:

- (i) note the report;
- (ii) request that the Town Clerk obtain further information for members to review.

The meeting closed at 8.06pm.