

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre on Monday 22nd January 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
One member of 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 interests that they may have in relation to items on the agenda.

Councillor J. Love noted that she had a personal interest in agenda item 6.1 as she worked at Victoria Pavilion for Sussex Support Services.

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 20th November 2017

GP31.01.18 It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on the 20th November 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:-

GP24.11.17– Draft fees and charges for 2018/19

GP25.11.17 – North Wealden Community Transport Partnership Saturday Bus

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 income and expenditure

Members noted the income and expenditure reports for both General Purposes Committee and Luxfords Restaurant.

5.3. Bad Debts

The Chairman advised that one organisation listed, had now made payment. Funds were still awaiting from two further organisations for small amounts.

Members subsequently noted the report.

5.4 To consider the re-allocation of funds to purchase community speedwatch equipment

Members considered the proposal to re-allocate a small amount of funding (£800) from a budget set aside for speed reduction. Members were advised that a group of residents had formed a Community Speedwatch group in the Ridgewood area of the town, and they had passed the initial training. The Speedwatch programme was organised through Sussex Police and the process was very well organised, requiring the group to register, undertake training and the key locations be assessed.

A device was needed to measure the speed of traffic. This could be loaned but there would be no certainty of its availability. The group had therefore approached Uckfield Town Council to see if they would be interested in purchasing the device and associated tablet which would record and hold the data captured, for a total sum of £800.

Members were generally in favour of spending the money from this budget for this purpose but did raise concerns if the equipment were to break, and whether the council would be responsible for any additional costs to cover ongoing maintenance or updates.

It was confirmed that if the equipment was owned by the Town Council, the council could lend the equipment out to a range of speedwatch groups in the area.

GP32.01.18 Members subsequently **RESOLVED**, *subject to obtaining reassurance from Sussex Police on the on-going maintenance of the software and who had financial responsibility for updating the equipment*, that funds be reallocated within the speed reduction budget to purchase the necessary equipment for Community Speedwatch (radar device and tablet) at a cost of £800.

6.0 BUILDINGS

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

Members reviewed the update on building maintenance and works being undertaken to the council's buildings.

Members noted that works were required to the Signal Box steps and also noted the recommendation in the report to install new sliding doors to the first floor of Victoria Pavilion.

GP33.01.18

Members **RESOLVED** to:

- (i) note the report;
- (ii) agree for works to take place to install new sliding doors to the first floor of Victoria Pavilion, funded by earmarked reserves.

7.0 POLICY

7.1 To consider the latest information relating to the General Data Protection Regulations (GDPR)

Members reviewed the report provided, which highlighted the work that needed to be undertaken in order to prepare for the General Data Protection Regulations (GDPR) which would come into force in May 2018.

Members acknowledged the difference in views regarding the appointment of a Data Protection Officer and variation in associated costs. There was still some uncertainty at present, and the Town Clerk advised that it might be worthwhile exploring the matter in more detail prior to the next meeting.

Members asked whether the district or county council would be providing a package of support for smaller organisations or parish/town councils. The Town Clerk advised that she would check.

From the report, the offer provided by the Local Council Public Advisory Service (LCPAS) looked favourable but further detail was needed. Members did however advise the Town Clerk to purchase the guidance pack for £30.

Members also raised their concerns for local community groups and voluntary organisations. It was questioned whether these organisations required any support and if the Town Council could assist by sponsoring a briefing of some kind. The Town Clerk suggested contacting 3VA, Action in Rural Sussex, the Chamber of Commerce and Wealden District Council to see if a briefing could be arranged.

GP34.01.18

Members **RESOLVED** to:

- (i) note the report;
- (ii) request the Town Clerk to explore in more detail, the requirements to appoint a data protection officer and the various options available, and;
- (iii) for the Town Council to look at ways of involving the Chamber of Commerce and host an event with a third party which sought to advise local community and voluntary organisations on the general principles of the GDPR.

8.0 ADMINISTRATION

8.1 To receive a report on the administration of the Council

Members noted the update provided.

- 8.2 To receive Members' audit reports
No reports were available.

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 9.1 To consider reports from:-

(i) Citizens Advice Bureau

Members noted the report subject to the typo on page 9 (*which should have read 7% instead of 78%*). They also advised that the council keep a close eye on residents and any issues occurring following the introduction of Universal Credit later in the year.

(ii) Ridgewood Village Hall Management Committee

Members noted the report provided.

(iii) Uckfield and District Preservation Society

Nothing to report at this time.

(iv) Uckfield Volunteer Centre

Members noted the report provided.

(v) Wealden District Association of Local Councils – Management Committee

One member wished to raise their concerns with the proposed annual increase in the Police & Crime Commissioner's Precept which would be around £12 per Council Tax Band B household per annum.

Members also noted the suggestion that Uckfield town did not require any further parking provision, despite 1,000 new homes being developed in Ridgewood over the next 5-10 years.

The Town Clerk was asked to seek clarification from Wealden District Council on this point. Subsequently members noted the report.

(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 informed members that following an up to date survey of the Signal Box steps and recent temporary strengthening undertaken by the tenant, it was advised that the staircase should be replaced. The Town Clerk had instructed the Town Council's surveyors to provide quotations for the various options and materials available, and advantages and disadvantages of each material.

In order to address the matter quickly, the Town Clerk suggested that the matter be agreed via Urgent Consultation Panel and the outcome be reported back to General Purposes Committee in March 2018.

GP35.01.18 Members **RESOLVED** to accept this proposed method and requested the Town Clerk to obtain quotations for replacing the Signal Box steps and to report the

findings to the Urgent Consultation Panel for decision.

12.0 CONFIDENTIAL BUSINESS

GP36.01.18 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 consider a report on Luxfords Restaurant
Members considered the report in detail and noted its contents.

12.3 To review the lease for the Signal Box
Members reviewed the report provided by the Town Clerk.

GP37.01.18 It was **RESOLVED** to:
(i) seek to renew the tenancy agreement for these premises, and;
(ii) appoint a commercial estate agent, in line with best practice, to assist with the lease agreement and current valuation of the property.

The meeting closed at 8.24pm.