

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre on Tuesday 29<sup>th</sup> May 2018 at 7.00pm

## PRESENT:

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

## IN ATTENDANCE:

Two members of the press (recorded the meeting)

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 declared a personal interest in agenda items 5.3 and 6.1 as a result of working for one of the organisations mentioned in these reports.

### 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 Councillor K. Everett.

### 4.0 MINUTES

#### 4.1 Minutes of the meetings of the General Purposes Committee held on the 16<sup>th</sup> April 2018

**GP03.06.18** It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on the 16<sup>th</sup> April 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:-

GP49.04.18 – To consider the next steps in preparation for the GPDR (general data protection regulations)

GP51.04.18 Town Clerk's Announcements (Framfield&Blackboys Monday Club)

4.3 Project list

One member enquired in relation to the vandalism that had occurred at the toilets at Victoria Pleasure Ground. It was suggested that figures be provided in a future member briefing to confirm what income has been received from the facilities since the new doors were fitted, and what the repairs have cost, following the issues that have occurred.

Members subsequently noted the updated project list.

**5.0 FINANCIAL MATTERS**

5.1 To note bills paid

Members noted the bills paid.

5.2 To note income and expenditure

There were no income and expenditure reports as a result of year end accounts being completed for 2017/18.

5.3. Bad Debts

The Town Clerk provided an update on the debts that had since been paid.

Members subsequently noted the current bad debt recorded.

5.4 To consider the recommendations of the Environment & Leisure Committee held on 30<sup>th</sup> April 2018

Members reviewed the recommendation of the committee, following their consideration of a request to install a bike or scooter rack in Ridgewood Village Hall car park.

**GP04.06.18**

It was **RESOLVED** to approve the recommendation of the Environment and Leisure Committee on 30<sup>th</sup> April 2018 and that the items (bike rack and scooter rack) be funded from General Reserves at a total cost of £155.00.

**6.0 BUILDINGS**

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

Members noted the report.

**7.0 POLICY**

7.1 To review the Probation Procedure – Policy No. 50

Members reviewed a previously circulated report, which suggested making amendments to the form used when assessing newly appointed members of staff through their six month probation period.

One member noted that the form needed to reflect the various levels in staffing and recognise that someone doing limited hours in the restaurant for example may need to be assessed differently to someone working at management level.

The Town Clerk acknowledged this point and advised that the form was merely a guide, and checklist for the areas a manager should cover with their new direct report, to fully assess their performance and behaviours in their first six months at the organisation.

**GP05.06.18** Members **RESOLVED** to approve the updated Probation Procedure Policy and for the changes to come into immediate effect.

7.2 To review the Appraisal Policy – Policy No. 20

Further to discussions at the last meeting of General Purposes Committee held on 16<sup>th</sup> April 2018, the Town Clerk had fully reviewed and updated the Policy, to ensure the wording was more friendly and in plain English to assist members of staff in understanding the importance and benefits of an appraisal meeting. It also incorporated a new section which reflected on behaviours as well as performance.

Members reviewed the revised document. One member felt that the revisions were a big step forward but the inclusion of core competencies to review behaviours as well as performance would be helpful.

One member questioned whether there was a need for an appeal procedure should a member of staff disagree with the outcome of the meeting. The Town Clerk did not feel this was necessary as the Clerk would be the 'grandfather' and countersignature for the document, overseeing the process and feedback given from both parties but would consider adding a sentence to provide a next step should that occur.

**GP06.06.18** Members **RESOLVED** to approve and adopt the revised Appraisal Policy – Policy No. 20.

7.3 To note an update on the steps being taken to prepare for the General Data Protection Regulations (GDPR)

Members discussed the new email accounts and details of setting up the account, which appeared more secure.

Members subsequently noted the report.

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

Members were provided with a revised version of the previously named 'Freedom of Information Requests Policy' which advised of the Freedom of Information Act 2000 and Environmental Information Regulations 2004 and how any requests under this legislation would be handled.

The policy had been strengthened to clarify certain elements on how to handle these requests and had added in further information regarding Subject Access Requests and personal information.

**GP07.06.18** Members **RESOLVED** to approve and adopt the revised policy and newly named Handling 'Access to Information' Requests Policy – Policy No. 20.

**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  
Nothing to report at this time.
- (iv) Uckfield Volunteer Centre  
Nothing to report at this time.
- (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 advised that one member had suggested possible changes to the Community Grants programme in light of the Town Council receiving a greater number of requests.

It was suggested that a report be presented to the next meeting of General Purposes Committee for further discussion.

## 12.0 CONFIDENTIAL BUSINESS

### GP08.06.18

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 consider a report on Luxfords Restaurant  
One member suggested trialing an extension to the restaurant opening hours when large events or meetings take place to run a special tea and cake deal.

Members subsequently considered the confidential report and noted its contents.

12.3 To review the lease for the Small Hall (Chapel) at Foresters Hall  
Members considered the information provided.

**GP09.06.18** Members subsequently **RESOLVED** to request that the Town Clerk seek to renew the existing lease with the current tenant for a term of five years with a slight increase proposed to the current rental figure. No commercial estate agent would be appointed on the basis that this was a non-commercial lease agreement.

The meeting closed at 7.50pm.