



## UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre  
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**Town Clerk – Holly Goring**

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A meeting of the **General Purposes Committee** to be held on  
**Monday 16<sup>th</sup> April 2018 at 7.00pm**  
in  
**The Council Chamber, Civic Centre**

### AGENDA

#### 1.0 DECLARATIONS OF INTEREST

Members and officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda. Should any Member consider that they require a dispensation in relation to any prejudicial interest that they may have, they are asked to make a written application to the Clerk well in advance of the meeting.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

#### 2.0 STATEMENTS FROM MEMBERS OF THE PUBLIC ON MATTERS ON THE AGENDA AT THE CHAIRMAN'S DISCRETION

#### 3.0 APOLOGIES FOR ABSENCE

#### 4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committees held on the 5<sup>th</sup> March 2018

4.2 Action list – for information only  
(Attached)

4.3 Project list – for information only  
(Attached)

4.4 To receive the minutes of the Personnel Sub-Committee held on 10<sup>th</sup> April 2018 *(to be dealt with under confidential business)*

4.5 To consider the recommendations of the Personnel Sub-Committee held on 10<sup>th</sup> April 2018 *(to be dealt with under confidential business)*

**5.0 FINANCIAL MATTERS**

- 5.1 To note bills paid
- 5.2 To note income and expenditure  
(Attached)
- 5.3. Bad Debts  
(Attached)
- 5.4 To consider carry forward of unspent revenue budget from 2017-18  
(to follow)

**6.0 BUILDINGS**

- 6.1 To note the current position with the Council's buildings  
(Attached)

**7.0 POLICY**

- 7.1 To consider the next steps in preparation for the General Data Protection Regulations (GDPR)  
(to follow)
- 7.2 To review a revised version of the Freedom of Information Requests Policy – Policy No. 16  
(to follow)
- 7.3 To consider proposed changes to the Retention Policy  
(to follow)
- 7.4 To review the Appraisal Policy – Policy No. 20  
(to follow)

**8.0 ADMINISTRATION**

- 8.1 To receive a report on the administration of the Council  
(Attached)
- 8.2 To receive Members' audit reports  
(Attached)

**9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

- 9.1 To consider reports from:-
  - (i) Citizens Advice Bureau (nothing to report)
  - (ii) Ridgewood Village Hall Management Committee (nothing to report)
  - (iii) Uckfield and District Preservation Society (nothing to report)
  - (iv) Uckfield Volunteer Centre (Attached)
  - (v) Wealden District Association of Local Councils – Management Committee (nothing to report)
  - (vi) Wealden District Association of Local Councils – Planning Panel (nothing to report)

**10.0 CHAIRMAN'S ANNOUNCEMENTS**

**11.0 TOWN CLERK'S ANNOUNCEMENTS**

**12.0 CONFIDENTIAL BUSINESS**

To consider whether to **RESOLVE** to exclude the press and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted:-

- 12.1 Action list (confidential business)  
(Attached)
- 12.2 To receive the minutes of the Personnel Sub-Committee held on 10<sup>th</sup> April 2018 (Attached)
- 12.3 To consider the recommendations of the Personnel Sub-Committee held on 10<sup>th</sup> April 2018 (Attached)
- 12.4 To consider a report on Luxfords Restaurant  
(Attached)
- 12.5 To consider a report on the Civic Centre Events Programme  
(Attached)



Town Clerk  
10<sup>th</sup> April 2018



**UCKFIELD TOWN COUNCIL**

**ACTION LIST – FOR INFORMATION ONLY**

**General Purposes Committee**

<b>Resolution No.</b>	<b>Details</b>	<b>Date Raised</b>	<b>Action By</b>	<b>Date Completed</b>
<b><u>GP15.08.16</u></b>	<p>To consider the <u>relocation and future use of the Telephone Box</u></p> <p>Further to this discussion, Members <b>RESOLVED</b> to:                      (4.1) agree to the relocation of the telephone box and site it in place of the two redundant BT boxes outside of Hartfields, Uckfield High Street, and;</p> <p>(4.2) request that all Members should engage their constituents on the possible use of the telephone box, and put forward sensible suggestions to the Chair of General Purposes Committee or Town Clerk.</p>	15.08.16	GP Com- mittee/ HG	<p>Contact made with BT for update on the telephone kiosks outside Hartfields. Information on usage in the last 12 months:                      Kiosk 1 - 112 calls of which, 27 were free calls;                      Kiosk 2 - 298 calls of which, 41 were free calls.</p> <p>Both kiosks are listed on their removal programme but contractors have advised that they are unable to carry out the works until after the section 58 is lifted in August 2019.</p>
<b><u>GP27.11.17</u></b>	<p>8.3 To consider the <u>potential impact of the National Minimum Wage rates increase</u></p> <p>Members considered the report <b>RESOLVED</b> to note the report and arrange for a Personnel Sub-Committee meeting to take place to consider this matter in more detail.</p>	20.11.17	HG/CW	<p>A meeting of the Personnel Sub-Committee will be arranged once information is received from NALC regarding NJC pay scales. It is hoped that the new payscales will be received shortly.</p>

Resolution No.	Details	Date Raised	Action By	Date Completed
<p><b><u>GP32.01.18</u></b></p>	<p>5.4 To consider the re-allocation of funds to purchase <u>community speedwatch equipment</u>  Members subsequently <b>RESOLVED</b>, 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.</p>	<p>22.01.18</p>	<p>HG</p>	<p>HG contacted Sussex Police and was advised that there are no additional costs involved once the equipment has been commissioned for use. There may in the future be a data charge of no more than £24 per year, but at the moment this is free of charge and there are no immediate plans to change this. This cost would only apply if the group has a roadside tablet than runs on the EE Data Service. All software updates and servicing are free of charge.  Councillors Chris &amp; Claire Dowling have donated £200 from their Councillor allowance towards the above purchase of equipment. This will therefore reduce costs for the Town Council to £600.</p> <p>Sussex Police have advised that they are currently upgrading their equipment so the equipment will be purchased in the summer once this upgrade is complete.</p>

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP33.01.18</u>	<p>6.1 To note the current position with the Council's buildings</p> <p>Members <b>RESOLVED</b> to:</p> <p>(i) note the report;</p> <p>(ii) agree for works to take place to install new sliding doors to the first floor of Victoria Pavilion, funded by earmarked reserves.</p>	22.01.18	HG/RL	An order has been placed for the patio doors at Victoria Pavilion. They is a six week lead in time, but it is hoped that work can take place end of April/early May around the opening hours of Sussex Support.
<u>GP34.01.18</u>	<p>7.1 To consider the latest information relating to the General Data Protection Regulations (GDPR)</p> <p>Members <b>RESOLVED</b> to:</p> <p>(i) note the report;</p> <p>(ii) request the Town Clerk to explore in more detail, the requirements to appoint a data protection officer and the various options available, and;</p> <p>(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 organisation on the general principles of GDPR.</p>	22.01.18	HG	A data protection seminar has been arranged for community and voluntary groups on Monday 16 <sup>th</sup> April 2018 at 5.30pm at the Civic Centre. 14 people had booked a place by 10/04/2018. <b>NFA.</b>
<u>GP35.01.18</u>	<p>11.0 Town Clerk's Announcements</p> <p>Members <b>RESOLVED</b> 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.</p>	22.01.18		Surveyors have made contact with Wealden DC's planning department. It has been advised that planning permission will be required regardless of the material. As a result of this response, an application will be submitted for the installation of new steps, in galvanized
<u>GP42.02.18</u>	<p>6.2 To consider materials and costs associated with the replacement of the Signal Box steps</p> <p>It was <b>RESOLVED</b> with seven votes in favour and one vote against, to:</p> <p>(i) note the report;</p> <p>(ii) request that the Town Clerk make contact with</p>	05.03.18	HG	

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP43.02.18</u>	<p>Wealden District Council's planning department to understand whether a galvanised material could be used alongside this heritage building;</p> <p>(iii) obtain costings for painting or powder coating the galvanised material.</p> <p><u>6.3 To consider the feasibility report undertaken for West Park Pavilion</u>            With seven votes in favour and one abstaining, members <b>RESOLVED</b> to request the Town Clerk to explore this matter further – identifying potential interest in the Pavilion, their requirements, the development of a business plan and associated costings.</p>	05.03.18	HG	<p>The Town Clerk has started to make contact with local groups, to understand their requirements and if there would be any interest in the facilities and space at the Pavilion.</p>
<u>GP45.02.18</u>	<p><u>8.3 To consider a contribution towards the maintenance of lighting Mill Lane</u>            It was <b>RESOLVED</b> for the Town Council to contribute a sum of £50 per annum towards the costs of supplying electricity to the two lights adjoined to the Mill, for the next three years, at which point a review should be undertaken.</p>	05.03.18	HG	<p>HG has made contact with Peter Taylor Associates to advise them of the committee's decision. It has been diarised to arrange to be invoiced by Peter Taylor Associates once per annum for the amount of £50.  <b>NFA.</b></p>



**UCKFIELD TOWN COUNCIL  
PROJECT MONITORING – OVERALL STATUS**

<b>Date of Report</b>	April 2018		
<b>Number</b>	<b>Project Name</b>	<b>Committee</b>	<b>Status</b>
36	UTC Building Maintenance Programme (Year 2)	GP	Complete albeit snagging
37	UTC Building Maintenance Programme (Year 3)	GP	Open

<b>Resolution Number</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>
<b>Project Name</b>	<b>UTC Building Maintenance Programme (Year 2)</b>		<b>Project Number</b>
		13.11.17	The coin operated doors are now in operation. Signage to be added to the doors to improve user information. Awaiting the return of the contractors to address snagging. Otherwise works are now complete.
		16.11.17	Contractors are still addressing the works which were picked up in the snagging list. Pressure is being placed on the contractors to finalise these works as soon as possible.
		28.02.18	Outstanding works are being addressed, but not as quickly as preferred. Our surveyors have therefore held a meeting with contractors to confirm outstanding works and timescales.

**UCKFIELD TOWN COUNCIL  
PROJECT MONITORING – OVERALL STATUS**

Project Name	UTC Building Maintenance Programme (Year 3)	Project Number	37
	<p>£51,057</p>	<p>Works have now commenced on UTC's Year 3 programme of building maintenance works.</p> <p>Contractors started onsite wk beginning 19th February 2018.</p> <p>The contract incorporates works at the following locations:</p> <p><b>Victoria Pavilion</b> Installation of external grade steel faced doors, matching frames and door furniture.</p> <p><b>Foresters Hall</b> Replacement of special bricks and repairs to mortar. New knee rail fencing to be installed in car park.</p> <p><b>Signal Box</b> Fire retardant paint to be added to ground floor storage area.</p> <p><b>Snatts Road Cemetery</b> Excavation and repairs/replacement bricks to front boundary wall Under Party Wall Act, excavate, repair and replace to rebuild boundary wall.</p>	
	<p>24.02.18</p>	<p>28.02.18</p>	<p>First site inspection report by our surveyors indicated that works had commenced on the boundary wall at Snatts Road Cemetery under the Party Wall Act. Heras fencing had been placed up around site to protect neighbouring property owner's gardens and ensure site safety within the cemetery. Demolition of the existing brick wall had begun by hand. A route had also been identified for contractors to use which would not interfere with graves and plaques within the cemetery.</p>

**UCKFIELD TOWN COUNCIL  
PROJECT MONITORING – OVERALL STATUS**

Project Name	UTC Building Maintenance Programme (Year 3) CONTINUED	Project Number	37
	10.04.18	Weekly site inspections have been carried out by our surveyors jointly with our Facilities Manager. Good progress is being made by contractors at Snatts Road Cemetery. Drainage has been improved in the front boundary wall, and demolition has been undertaken of the existing brick boundary wall (party wall act) by hand. This is now 90% complete and the hand cleaning of the removed bricks ongoing. Heras fencing remains erected around the works to protect the gardens of affected properties.	



General Purposes Financial Forecast as at 31st March 2018

	Apr 17 Actuals £	May 17 Actuals £	Jun 17 Actuals £	Jul 17 Actuals £	Aug 17 Actuals £	Sep 17 Actuals £	Oct 17 Actuals £	Nov 17 Actuals £	Dec 17 Actuals £	Jan 18 Actuals £	Feb 18 Actuals £	Mar 18 Actuals £	Total £	2017/2018 Budgets
<b>Sales</b>														
Administration	33	7	14	1	1	1	1	10	1	18	18	17	122	300
Luxfords - re-allocation Administration Fe	0	0	0	0	0	0	0	0	0	0	0	0	0	3,700
Festive Light Income	0	0	0	0	0	0	0	0	0	2,500	0	0	2,500	2,000
Special Int. Bearing Interest	6	9	8	7	6	6	10	107	70	42	33	33	337	100
Interest Misc. (Fixed Rate Bond)	0	0	0	3,838	0	0	0	0	0	0	0	0	3,838	0
Civic Centre	7,309	8,510	6,909	9,474	5,843	8,344	10,995	7,928	3,779	8,667	10,798	7,467	96,023	96,867
Civic Centre Vending Machine	22	47	50	0	0	0	0	0	25	0	0	0	144	3,000
Feed-in Tariff Payments	0	0	0	2,688	0	0	1,346	0	0	0	0	0	4,034	4,620
Quickborn Suite rent	663	663	663	663	0	1,326	663	663		663	663	663	7,956	7,959
West Park Pavilion	0	0	19	91	0	0	0	0	0	0	0	0	110	100
Victoria Pavilion	1,734	792	818	832	1,189	792	1,230	855	777	1,036	792	1,136	11,983	11,230
RHI - C.Centre Boiler	0	0	0	0	1,780	0	0	0	0	0	2,692	0	4,472	10,000
Victoria Storage Garages	0	50	0	0	0	0	0	0	0	0	0	0	50	0
Cemetery Chapel workshop	0	1,050	0	0	0	1,050	0	0	1,050	0	0	1,050	4,200	4,200
Foresters Hall, regular users	650	1,537	458	2,930	490	1,333	782	3,838	794	984	1,634	3,451	18,881	16,100
Foresters Chapel	272	0	0	272	0	0	272	0	0	272	0	0	1,088	1,087
2a Vernon Road, rent	495	495	495	495	495	495	495	495	0	0	0	0	3,960	5,940
Signal Box	333	333	333	333	0	667	333	0	333	333	659	333	3,990	4,000
Osborn Hall	0	0	330	0	0	0	0	0	100	0	0	0	430	440
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	1,127	0	1,127	1,140
Bridge Cottage	0	0	0	0	3,277	0	0	0	0	0	1	0	3,278	1
CAB/Source	600	6,394	(332)	600	4,624	0	874	0	4,202	821	1,501	4,246	23,530	23,070
Community Toilet Scheme	0	0	0	0	550	0	0	0	275	0	0	367	1,192	1,100
<b>Total Sales</b>	<b>12,117</b>	<b>19,887</b>	<b>9,765</b>	<b>22,224</b>	<b>18,255</b>	<b>14,014</b>	<b>17,001</b>	<b>13,896</b>	<b>12,069</b>	<b>15,336</b>	<b>19,918</b>	<b>18,763</b>	<b>193,245</b>	<b>196,954</b>
<b>Purchases</b>														
Administration	2,130	1,874	670	1,346	2,459	965	1,738	1,963	616	1,377	1,721	703	17,562	17,595
General Advertising	0	0	362	0	0	0	0	0	0	0	0	0	362	2,500
Recruitment Advertising	0	240	0	0	0	99	0	0	0	0	0	0	339	1,100
Office Equipment/Computers	519	8,877	386	4,303	2,261	458	677	75	949	573	497	639	20,214	9,900
Neighbourhood plan	0	0	0	7,450	0	0	(7,450)	0	0	0	0	0	0	0
Hospitality	0	0	0	0	0	0	10	21	0	0	0	0	31	180
Health & Safety	0	0	668	0	0	0	22	0	0	0	0	0	690	1,250
Insurances	0	10,299	0	0	0	0	26,019	0	0	0	0	0	36,318	35,000
Mayor's Allowance	0	0	426	0	0	426	0	0	426	0	0	426	1,704	1,706
Elections	0	0	0	0	0	0	2,907	0	0	0	0	0	2,907	0
Accountants Fees	0	4,400	0	0	0	0	0	0	0	0	0	0	4,400	4,480
Grants Section142	0	9,000	0	0	0	0	9,000	0	0	0	0	0	18,000	19,500
Grants - Power of Competence	0	11,305	0	0	0	0	7,645	0	0	0	0	0	18,950	22,450
Volunteer Bureau SLA	0	8,000	0	0	0	0	0	0	0	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	0	0	0	21	0	0	0	0	162	0	40	408	631	450
Internal Audit Fees	0	0	420	0	0	0	840	0	0	0	420	0	1,680	2,200
Audit Fees	0	0	0	0	0	2,000	0	0	0	0	0	0	2,000	2,300
Professional Fees	3,496	1,890	0	648	1,390	0	1,345	0	1,265	0	500	425	10,959	10,500
Town Clock	0	0	0	0	2,445	0	0	0	0	0	0	0	2,445	0
Festive Lights	0	0	0	0	0	0	0	0	25	10,550	0	0	10,575	12,600
Festive Light Electricity	0	0	0	0	0	0	0	0	0	0	0	0	0	400
Office Staff - Salaries	12,848	12,933	12,829	14,085	17,426	18,759	19,638	18,902	18,902	18,889	18,889	18,889	202,989	165,821
Members Allowances	0	0	3,716	0	0	3,510	0	0	3,716	0	0	3,736	14,678	18,655
Transport Donation	0	0	0	0	0	0	467	0	0	584	0	0	1,051	0
Renewal of website	0	0	0	0	0	0	0	4,510	125	0	1,100	0	5,735	0
Newsletter	352	352	352	970	352	352	352	352	352	352	352	752	5,242	4,400
Bank Charges	43	40	40	43	42	40	43	40	40	43	40	40	494	600
Civic Centre Running Costs	11,679	4,886	6,052	5,103	4,731	7,336	8,261	8,123	13,938	8,461	7,415	7,591	93,576	101,600
Caretakers - Salaries	8,728	9,286	7,934	6,944	6,690	6,831	6,512	6,785	7,863	6,797	7,297	7,680	89,347	113,055
C/C Management Salary	0	0	0	224	0	0	0	0	0	0	0	0	224	0
West Park	495	(24)	204	96	(48)	298	658	661	167	0	292	1,667	4,466	3,675
Victoria Pavilion	2,160	550	902	451	558	1,347	989	1,761	1,853	381	1,181	3,591	15,724	14,925
Cemetery Buildings	120	122	122	122	122	122	122	122	122	755	0	0	1,851	1,265
The Hub	774	1,269	455	(48)	(152)	403	410	218	761	1,141	207	0	5,864	8,300
Foresters Hall	1,354	449	766	297	406	656	1,679	686	453	2,685	2,933	626	12,990	11,030

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General Purposes Financial Forecast as at 31st March 2018

	Apr 17 Actuals £	May 17 Actuals £	Jun 17 Actuals £	Jul 17 Actuals £	Aug 17 Actuals £	Sep 17 Actuals £	Oct 17 Actuals £	Nov 17 Actuals £	Dec 17 Actuals £	Jan 18 Actuals £	Feb 18 Actuals £	Mar 18 Actuals £	Total £	2017/2018 Budgets
2a Vernon Road	0	0	64	50	50	50	50	50	0	4,510	461	0	5,285	225
Building Maintenance Fund	32,318	7,608	15,202	0	0	0	14,479	0	0	0	750	6,763	77,120	24,400
Subscriptions	2,533	75	0	0	0	74	0	0	0	110	300	0	3,092	3,600
Training	340	516	150	0	0	678	150	0	120	776	109	165	3,004	5,500
Other Buildings - Salaries	0	1,170	520	0	1,040	520	520	520	650	520	520	650	6,630	7,200
<b>Total Purchases</b>	<b>79,889</b>	<b>95,117</b>	<b>52,240</b>	<b>42,105</b>	<b>39,772</b>	<b>44,924</b>	<b>97,083</b>	<b>44,789</b>	<b>52,505</b>	<b>58,504</b>	<b>45,024</b>	<b>54,751</b>	<b>707,129</b>	<b>636,362</b>

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Luxfords Financial Forecast as at 31st March 2018

	Apr 17 Actuals £	May 17 Actuals £	Jun 17 Actuals £	Jul 17 Actuals £	Aug 17 Actuals £	Sep 17 Actuals £	Oct 17 Actuals £	Nov 17 Actuals £	Dec 17 Actuals £	Jan 18 Actuals £	Feb 18 Actuals £	Mar 18 Actuals £	Total £	2017/2018 Budgets
<b>Sales</b>														
<b>Sales</b>														
Restaurant Food sales	7,326	8,692	7,672	7,920	8,521	9,042	11,836	9,976	8,642	9,435	8,037	8,560	105,659	127,000
Restaurant Bar sales	420	457	607	530	429	483	558	454	482	304	343	333	5,400	7,800
Vending sales	0	0	0	0	30	18	0	17	0	0	0	0	65	0
Hire of Luxfords Restaurant	147	175	133	303	147	147	147	0	147	177	147	181	1,851	2,055
Function Food Sales	1,460	3,113	1,803	1,248	328	4,115	3,863	2,544	2,040	3,542	1,673	3,699	29,428	31,000
Function Bar sales	517	1,581	1,032	4,087	496	1,486	779	346	1,756	715	928	1,769	15,492	14,500
Urn hire	81	99	93	56	112	81	205	93	25	112	43	95	1,095	535
Sundry Income	33	33	33	42	33	33	33	395	33	33	33	33	767	626
<b>Total Sales</b>	<b>9,984</b>	<b>14,150</b>	<b>11,373</b>	<b>14,186</b>	<b>10,096</b>	<b>15,405</b>	<b>17,421</b>	<b>13,825</b>	<b>13,125</b>	<b>14,318</b>	<b>11,204</b>	<b>14,670</b>	<b>159,757</b>	<b>183,516</b>
<b>Purchases</b>														
<b>Purchases</b>														
Food purchases	2,799	4,043	2,789	2,849	2,885	3,433	4,316	4,040	2,589	3,567	2,749	2,800	38,859	44,880
Bar purchases - non-alcoholic	101	330	372	394	17	269	141	8	138	197	44	157	2,168	3,570
Bar purchases - alcoholic	263	698	805	1,395	139	856	234	78	518	626	110	427	6,149	6,120
Lux. Paper goods/Consumables	168	75	241	93	74	208	281	124	223	348	100	75	2,010	2,490
Lux. Maintenance & Repairs	0	0	736	0	264	529	180	0	0	300	8	60	2,077	2,100
Lux. Equipment - New & Replacements	118	293	1,216	0	147	22	95	90	0	75	13	10	2,079	1,700
Lux. Equipment Hire	0	0	0	(275)	0	0	0	0	0	0	0	0	(275)	575
Lux. Postage	56	0	0	0	56	0	0	0	0	0	56	0	168	275
Rates	625	624	624	624	624	624	624	624	624	624	0	0	6,241	8,484
Electricity	534	422	478	428	474	430	516	564	590	597	0	597	5,630	5,370
Gas	24	26	27	23	0	87	0	0	141	0	0	0	328	1,200
Water	165	0	120	0	0	0	209	163	0	0	0	0	657	1,100
Lux. Telephone	13	13	23	9	13	13	12	12	13	13	13	13	160	220
Refuse collection	322	18	322	0	0	0	322	0	0	0	0	0	984	1,100
StockTaking	185	0	0	185	0	0	185	0	0	185	0	0	740	1,000
Lux. Stationery	0	0	0	0	0	2	0	0	0	0	0	0	2	80
Lux Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	120
Lux. General Advertising	162	0	0	95	0	50	29	166	0	0	0	0	502	1,100
Lux. Uniforms	0	40	60	21	21	0	21	0	0	0	0	0	163	200
Lux. Training	0	0	0	0	0	0	0	0	0	0	65	0	65	550
Management Salaries	0	0	0	0	0	0	0	0	0	0	0	0	0	3,700
Luxfords Salaries	7,030	6,988	7,382	5,774	6,944	8,712	7,677	7,472	8,713	7,180	7,071	8,673	89,616	86,742
Luxfords Casual wages	315	292	250	763	284	478	560	68	608	68	318	843	4,847	6,000
Lux Credit Charges	103	85	101	90	103	94	100	231	107	135	98	114	1,361	1,175
<b>Total Purchases</b>	<b>12,983</b>	<b>13,947</b>	<b>15,546</b>	<b>12,468</b>	<b>12,045</b>	<b>15,807</b>	<b>15,502</b>	<b>13,640</b>	<b>14,264</b>	<b>13,915</b>	<b>10,645</b>	<b>13,769</b>	<b>164,531</b>	<b>179,851</b>

<b>Long Term Project</b>														
Cold Room Chiller	0	0	0	7,821			0	0	0			0	0	1,000

\*\*\*\* £5,000 From Earmarked Reserves; £1,821 From General Reserves

\*\*\*Management Salaries included in Luxford Salaries





**Meeting of the General Purposes Committee**

**Monday 16<sup>th</sup> April 2018**

**Agenda Item No. 5.3**

**BAD DEBTS UPDATE**

**1.0 Summary**

1.1 The report details the current position regarding bad debts.

**2.0 Details**

2.1 The following bad debts are being pursued by the office:

- Families for Autism
- Bannister
- East Sussex Fire & Rescue
- Fowler
- Ghani
- Ingeus UK
- Insanity
- Lucas
- Mencap
- Schlied
- Sussex Police
- NHS High Weald Lewes & Havens
- Uckfield Town Football Club

**3.0 Recommendation**

3.1 Members are asked to note the report.

Contact Officer: Christine Wheatley



## Meeting of the General Purposes Committee

Monday 16<sup>th</sup> April 2018

### **Agenda Item 5.4.**

#### **Carry Forward of Unspent Revenue Budgets 2017/2018**

##### **1.0. Summary**

- 1.1. The report sets out variances in the 2017/2018 budgets and a request to carry forward monies from the 2017/2018 financial year to the 2018/2019 financial year.

##### **2.0. Background**

- 2.1. As in previous years some monies in the revenue budgets for 2017/2018 remain unspent due to late invoices, goods yet received, projects not yet complete etc. and rather than return these to general reserves as a matter of course, it is suggested that it would be prudent to carry forward these amounts to the 2018/2019 financial year.

##### **3.0. Specific Budget Request for the Environment & Leisure Committee**

###### **3.1. Nature Reserve Working Budget - £1,966**

Unspent budget to be carried forward towards eventual boardwalk replacement.

###### **3.2. Weald on the Field - £847**

To be carried forward for the 2018 event.

###### **3.3. Litter Bin Policy £3,000**

Move to Earmarked Reserves for future requests.

###### **3.4. Speed reduction £3,500**

Project not yet complete.

###### **3.5. Resurfacing Osborn Hall Car Park - £7,000**

Move to Earmarked Reserves - year one of two-year project

###### **3.6. CCTV - £3,300**

Move to Earmarked Reserves towards upgrade project.

#### **General Purposes**

##### **4.0. Specific Budget Request for the General Purposes Committee**

###### **4.1. Dementia Forum - £870**

To be carried forward to 2018 scheme

###### **4.2. Luxfords Refurbishment - £50,000**

Move to Earmarked Reserves to complete project

- 4.3. Telephone Boxes £1,000  
Project not complete move to Earmarked Reserves
- 4.4. Notice Boards £2,000  
Project not complete move to Earmarked Reserves
- 4.5. Cemetery Chapels - £5,400  
Transfer to Building Maintenance Fund in Earmarked Reserves
- 4.6. Forester Hall Chapel - £2,000  
Transfer to Building Maintenance Fund in Earmarked Reserves
- 4.7. West Park Pavilion - £600  
Transfer to Building Maintenance Fund in Earmarked Reserves
- 4.8. The Hub - £2,500  
Transfer to Building Maintenance Fund in Earmarked Reserves
- 4.9. Civic Centre - £23,500  
Transfer to Building Maintenance Fund in Earmarked Reserves
- 5.0. Recommendation**
- 5.1. Members are asked to consider the above request and RESOLVE that the following sums be carried forward from the 2017/2018 financial year to the 2018/2019 financial year.
- 5.2. Environment & Leisure Committee
- Nature Reserve Working Budget           £1,966
  - Weald on the Field                           £ 847
  - Litter Bin Policy                             £3,000
  - Speed Reduction                            £3,500
  - Resurfacing Osborn Hall Car Park       £7,000
  - CCTV   £3,300
- 5.3. General Purposes Committee
- Dementia Forum                             £ 870
  - Luxfords Refurbishment                   £50,000
  - Telephone Boxes                            £ 1,000
  - Notice Boards                               £ 2,000
  - Cemetery Chapels                           £ 5,400
  - Foresters Hall Chapel                     £ 2,000
  - West Park Pavilion                        £ 600
  - The Hub                                      £ 2,500
  - Civic Centre                                 £23,500

Contact Officer:           Christine Wheatley

## Meeting of the General Purposes Committee

Monday 16<sup>th</sup> April 2018

### Agenda Item 6.1

#### TO NOTE THE CURRENT POSITION WITH THE COUNCIL'S BUILDINGS

##### 1.0 Summary

1.1 This report sets out the current position with the Council's buildings.

##### 2.0 The Buildings

2.1 The Civic Centre, Victoria Pavilion, The Cemetery Chapels, The Signal Box, West Park and Foresters Hall, Osborn Hall.

###### The Civic Centre

The first floor corridor has been decorated in the Civic Centre, and works will gradually continue throughout the building around bookings and events.

Decoration will commence in the foyer area of the Civic Centre in the coming weeks (including the very high areas) to paint a robust base coat for future decorative works in the restaurant and foyer area. Works will be carried out on quieter days and evenings to avoid causing any inconvenience and risk to hirers.

The pumps have now been removed in the bar area of Luxfords restaurant which will provide adequate space and allow for improvements to the ventilation system in the restaurant.

Quotes and samples are being obtained to consider a new carpet for the Civic Centre.

###### Victoria Pavilion

Recent vandalism will unfortunately require works to be undertaken to one of the shutters at the Pavilion.

The doors to the Pavilion are due to be replaced shortly as part of the Year 3 maintenance programme.

An order has been placed to replace the patio doors on the first floor of the Pavilion. There is a six week wait which suggests that these will be replaced early May 2018.

###### The Signal Box

It has now been advised that planning permission will be required to install a new staircase adjacent to the Signal Box, regardless of the material used. We will therefore be requesting that surveyors submit an application on behalf of the Town Council, utilising a galvanised powder coated material.

###### Foresters Hall

Painting of the main hall started over the Christmas break and should be completed by June 2018. To reduce any inconvenience to hirers of the hall, it has been agreed with the contractor that works will be undertaken during school holidays and weekends. The next period of work will commence in May half term.

Osborn Hall/Hempstead Lane car park

Quotations have been received to complete repairs and lay new tarmac in the car park. Additional drainage has also been included within the proposed schedule of works to help prevent water ingress to the lower areas around Osbourne Hall. Quotes will be reviewed before instructing works to commence.

2.2 2A Vernon Road,

All works have now been completed.

**3.0 Annual maintenance programme**

3.1 Building contractors have commenced work on the Year 3 maintenance programme. They have been working onsite at Snatts Road cemetery and good progress is being made.

**4.0 Recommendations**

4.1 Members are asked to note the report.

Background Papers: None

Contact Officers: Holly Goring

## Meeting of the General Purposes Committee

Monday 16<sup>th</sup> April 2018

### Agenda Item 7.1

#### **TO CONSIDER THE NEXT STEPS IN PREPARATION FOR THE GENERAL DATA PROTECTION REGULATIONS (GDPR)**

##### **1.0 Summary**

- 1.1 As previously explained, changes to the current Data Protection legislation will come into effect from 25<sup>th</sup> May 2018, as a result of the 2016 EU Directive (GDPR). Advice and guidance is being provided by numerous organisations even though some of the legislation is still being refined through parliament. This therefore provides a difficult landscape upon which to make decisions.
- 1.2 However despite some uncertainty, the Town Council needs to demonstrate that it is taking the necessary steps to ensure it becomes compliant with the legislation.
- ##### **2.0 Appointing an external company to carry out an Information Audit and to undertake the role of Data Protection Officer/Independent Person**
- 2.1 The GDPR make it a requirement that an organisation must appoint a Data Protection Officer. It has now been confirmed that parish and town councils must also meet this requirement as a public authority.
- 2.2 The Information Commissioner's Office describe the responsibilities of the DPO, a role which could be shared across a number of authorities:  
The DPO's minimum tasks are defined in Article 39:
- *To inform and advise the organisation and its employees about their obligations to comply with the GDPR and other data protection laws.*
  - *To monitor compliance with the GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; train staff and conduct internal audits.*
  - *To be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, customers etc).*
- 2.3 Although different views have been expressed regarding the appointment of a Data Protection Officer it is now almost unanimous amongst all parties that an independent person should be appointed. The benefits of appointing an external company to assist with this project also enables an independent assessment to be given on the way in which the organisation receives, handles and stores data.
- 2.4 Up to £2,000 has been set aside within the 2018/19 budget for the above purpose.
- 2.5 Three organisations have been recommended by SSALC – Satswana, GDPR-Info and Process Matters2. Process Matters2 were unable to assist due to distance and existing workload.

## GDPR-Info

- 2.6 The Town Clerk made contact with GDPR-Info. They are working with a number of parish and town councils in East and West Sussex, and just carried out an Information Audit at Haywards Heath Town Council.

Both partners of the organisation have been working in this field and been data processors for 25 years a piece and therefore have a good understanding of existing principles surrounding the Data Protection Act 1998 and Freedom of Information Act 2000 and have been following the new EU directive and legislation for a number of years.

- 2.7 Their proposal includes, the completion of:

- Data Audit – identify what data we hold and its sensitivity
- Systems Check – analysis of computer and telephone technology
- Website Check
- Review of policy provision. They will provide local authorities with model policies for the following areas and review existing policies – data protection, training, information security, DPIA procedure, retention, subject access request forms, privacy procedures, complaints procedures, an audit checklist for compliance and privacy notice

- 2.8 The Town Council already has a number of these policies in place but they will require a refresh to bring them up to date with the new legislation.

- 2.9 The data audit would be carried out in person and the Town Clerk was reassured that there was a good overview and indication of knowledge across all elements of the above. They can also run training for staff and councillors. The above work would be carried out for a set amount and it is recommended that a review be undertaken on an annual basis.

## LCPAS

- 2.10 The Local Council Public Advisory Service have also offered a Data Protection service. The service will assist with ongoing compliance and undertake an annual visit to check hard copy data and IT security. The service would assist to be the point of contact and help the council to comply with requests or breaches. A service level agreement would be put in place and the minimum tasks undertaken would include:

- To inform and advise the organisation and its employees about their obligations to comply with the GDPR and other data protection laws;
- To monitor compliance with the GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; train staff and conduct internal audits;
- To be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, customers etc);
- Provide privacy notices and consents and policies;
- Provide up to date guidance;
- Help manage access requests or requests under other powers;
- Provide a report with compliance recommendations;
- Manage breaches

- 2.11 Personal information audits with risk assessments can also be carried out at additional cost. This includes a risk assessment of the data, offices and IT provision, and a report is produced and complete audit list of where the Council holds personal information within its hard copy files.



## Satswana

- 2.12 Satswana also provide a Data Protection Officer (Independent Person) service for parish and town councils and have been working closely with SSALC to support local authorities.

Originally a cyber based security company, they have a great deal of knowledge in information technology and also offer services such as data encryption, which may be of benefit to the Town Council along training, managing consent, supporting the authority in handling requests for information and responding to breaches.

- 2.13 Satswana also undertake an information data audit but it is believed that this is undertaken online via a survey/self-assessment type exercise rather than in person at the Council offices.
- 2.14 In summary, all parties are able to provide a different field of expertise.

### **3.0 Councillor email accounts**

- 3.1 Parish and town councils are being asked to review their information security and also that of their councillors. This includes email accounts used by councillors.

- 3.2 At present, although the majority of councillors have an email account set up for the purpose of Town Council business only, the type of accounts used are deemed insecure, and too easy to create. This includes gmail and yahoo accounts.

- 3.3 It is also important to note that officers of the Town Council handling a Freedom of Information request or Subject Access Request are entitled to request access to the email accounts of councillors to obtain data relating to a specific case, correspondence or file, if held.

- 3.4 It is therefore good practice to manage risk and create email accounts that are attached to the Town Council's website domain – for example [@uckfieldtc.gov.uk](mailto:@uckfieldtc.gov.uk)

- 3.5 The Town Clerk will be making contact with the Town Council's website company to find out who owns the domain address and investigating whether email accounts can be created for Town Councillors on this basis for the purpose of dealing with council business only.

### **4.0 Other activities**

- 4.1 The Town Council has been reviewing its privacy notices and now a refreshed version to the Town Council website. The new Civic Centre website is nearly ready so a privacy notice will be attached to this website to explain how the Civic Centre uses any information obtained by customers.
- 4.2 Work is now also commencing to update the Town Council's policies. Any amendments will be reported to General Purposes Committee for approval.

**5.0 Recommendations**

5.1 Members are asked to note the report, and;

5.2 advise the Clerk if they wish to select a provider for the Data Protection Service and Information/Data Audit based on the information available and costs provided confidentially by the Clerk.

Background Papers: None

Contact Officers: Holly Goring

## Meeting of the General Purposes Committee

Monday 16<sup>th</sup> April 2018

### Agenda Item 7.3

#### TO CONSIDER PROPOSED CHANGES TO THE RETENTION POLICY

##### 1.0 Summary

- 1.1 In order to manage the handling and storing of data effectively, organisations need to have a clear understanding of how long they need to maintain and hold information for, and how they store that information, before it can be destroyed.
- 1.2 The Town Council has traditionally used the model retention policy used by SSALC to understand what period of time, information has to be retained for. This was updated by SSALC in 2016/17.
- 1.3 Every organisation is slightly different and the remit of Uckfield Town Council varies from other parishes in the district as a result of receiving regular bookings for the hire of the Civic Centre and Foresters Hall, the bookings of large scale events and entertainment, management of grounds staff, and Luxfords restaurant.
- 1.4 Although very little of the information collected and maintained is sensitive personal data, there is still a variety of information captured by staff in their day to day work.
- 1.5 Any data held, if requested, can be subject to the Freedom of Information Act 2000 and Data Protection Act 1998 (via subject access requests). It is therefore necessary to consider the period of time, that information is maintained and held by the organisation and localised policies considered.
- 1.6 The model retention policy provided by SSALC which is attached at appendix A, provides proposed time periods for key financial information and personnel information. It does not however give any guidance on the length of time that the following should be held for:
  - complaints;
  - resident correspondence;
  - localised policy needed on retention of email correspondence;
  - room hirer information and contact details (regular vs infrequent hirers);
- 1.7 The Clerk is therefore requesting feedback from Town Councillors on whether they have any specific requests or preference on the period of time that the above information is held.

##### 2.0 Recommendations

- 2.1 Members are asked to note the report, and advise the Clerk accordingly.

Appendices: Appendix A – SSALC Model Retention Policy

Contact Officers: Holly Goring



## DOCUMENT RETENTION SCHEME

### **1. Introduction**

- 1.1 The council recognises the need to retain documentation for audit purposes, staff management, tax liabilities and the eventuality of legal disputes and proceedings.
- 1.2 In agreeing a document retention scheme, the council has addressed these needs, and taken into account its obligations under the Local Government Act 1972, the Audit Commission Act 1998, the Public Records Act 1958, the Data Protection Act 1998, the Employers' Liability (Compulsory Insurance) Regulations 1998, the Limitation Act 1980, the Employment Rights Act 1996, the Local Authorities Cemeteries Order 1977, the Local Government (Records) Act 1962, the Freedom of Information Act 2000 and the Lord Chancellor's Code of Practice on the Management of Records Code 2002.

### **2. Retention of documents for legal purposes**

- 2.1 Most legal proceedings are governed by the Limitation Act 1980. The 1980 Act provides that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. The table below sets out the limitation periods for the different categories of claim.

<b>Category</b>	<b>Limitation Period</b>
Negligence (and other torts)	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal Injury	3 years
To recover land	12 years
Rent	6 years
Breach of trust	None

- 2.2 Some types of legal proceedings may fall into two or more categories. In these circumstances, the documentation should be kept for the longest of the differing limitation periods.
- 2.3 As there is no limitation period in respect of trusts, the council will never destroy trust deeds and schemes and other similar documentation.
- 2.4 Some limitation periods can be extended. Examples include:
- where individuals first become aware of damage caused at a later date (e.g. in the case of personal injury);
  - where damage is latent (e.g. to a building);
  - where a person suffers from a mental incapacity;
  - where there has been a mistake or where one party has defrauded another or concealed relevant facts.
- 2.5 In such circumstances, the council will weigh up (i) the costs of storing relevant documents and (ii) the risks of:
- claims being made;
  - the value of the claims; and

*Date adopted*

- the inability to defend any claims made should relevant documents be destroyed.

### 3. Document retention schedule

3.1 The council has agreed a minimum document retention schedule, based on the obligations under the previously named acts, codes, orders and regulations.

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minute books	Indefinite	Archive
Scale of fees and charges	6 years	Management
Receipt and payments account(s)	Indefinite	Archive
Receipt books of all kinds, including ledgers	6 years	VAT
Bank statements, including savings/deposit accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years after completion of contract	Limitation Act 1980
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
VAT records, P60s and P45s	6 years	VAT, Tax
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980
Timesheets	Last completed audit year	Audit
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	40 years from date on which the insurance commenced or was renewed	Employers' Liability (Compulsory Insurance) Regulations 1998, Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980
Correspondence and emails	1 year	Limitation Act 1980
Accident book	3 years	Reporting of Injuries, Diseases and Dangerous Occurrences Act 2013
Annual accounts and asset registers	Indefinite	Archive
Pension contribution records	6 years	Pensions Act 2014
Personnel records, including SSP and maternity records	6 years	Limitations Act 1980
Asbestos and hazardous materials records	Indefinite	Asbestos Regulations
Job applications		
Previous versions of policies, standing orders, schemes of delegation	3 years	Data Protection Act 1998

*Date adopted*

<b>For halls, centre, recreation grounds</b> <ul style="list-style-type: none"> <li>• Application for hire</li> <li>• Lettings diaries</li> <li>• Copies of bills to hirers</li> <li>• Record of tickets issued</li> </ul>	6 years	VAT
<b>For allotments</b> <ul style="list-style-type: none"> <li>• Register and plans</li> </ul>	Indefinite	Audit, Management
<b>For burial grounds</b> <ul style="list-style-type: none"> <li>• Register of fees collected</li> <li>• Register of burials</li> <li>• Register of purchased graves</li> <li>• Register/plan of grave spaces</li> <li>• Register of memorials</li> <li>• Application for internment</li> <li>• Application for rights to erect memorials</li> <li>• Disposal certificates</li> <li>• Copy certificates of grant of exclusive right of burial</li> </ul>	Indefinite	Archives, Local Authorities Cemeteries Order 1977

3.2 The need to retain any documents not included in the above schedule should be considered on an individual basis. As a guide, and in the absence of any prevailing act, code, order or regulation to the contrary, documents may be destroyed if they are no longer of use or relevant. If in any doubt, advice should be sought from the Clerk.





# UCKFIELD TOWN COUNCIL



## Appraisals Policy

Policy Number 20		
Issue No.	Date completed	Details of amendments
1	12.02.08	PS 12.02.08
2	25.03.08	GP.065.03.08
3	08.01.14	GP.32.11.12

## **1. Uckfield Town Council Appraisal Introduction**

- 1.1. This Council believes that an appraisal is a way for everyone to assess how they have individually contributed to the Council's service delivery over the past year. It also enables everyone to get a clear understanding of how they are expected to contribute to the achievement of future plans and what training and development support might be required.

## **2.0. What is an "appraisal"?**

- 2.1. It is a one-to-one discussion between you and your manager. It focuses on a review of your past work performance and development and it helps plan the year ahead. It is an opportunity to acknowledge work done well, explore how performance might be improved and where development might help.

## **3.0. Why do we need an appraisal review?**

- 3.1. We are all part of continually improving services and are accountable for how our individual contribution helps to meet customers' needs.
- 3.2. The Appraisal is a way for everyone to assess how they have individually contributed to the Council's service delivery over the past year. It also enables everyone to get a clear understanding of how they are expected to contribute to the achievement of future plans and what training and development support might be required.

## Annexe A - Appraisal Form

### ANNUAL APPRAISAL SCHEME

An appraisal is a one-to-one discussion between you and your manager. It focuses on a review of your past work performance and development and it helps plan the year ahead. It is an opportunity to acknowledge work done well, explore how performance might be improved and where development might help.

We are all part of continually improving services and are accountable for how our individual contribution helps to meet customers' needs.

The appraisal is a way for everyone to assess how they have individually contributed to the Council's service delivery over the past year. It also enables everyone to get a clear understanding of how they are expected to contribute to the achievement of future plans and what training and development support might be required.

The objectives of the scheme are:-

- To continually improve the quality of the services provided by the Town Council through encouraging each member of staff to achieve high standards of performance.
- To help all members of staff develop their potential and achieve job satisfaction.

Appraisal is about performance. It is:-

- A look back at goals reached and standards met.
- An assessment of areas of strength and weakness.
- A look forward with a focus on improving personal and service performance.

Appraisal is not about personality. It is not:-

- A lecture or one way conversation.
- A discipline or grievance measure.
- A chance to 'get even'.

Appraisal is an opportunity to:-

- Recognise accomplishments and celebrate successes.
- Strengthen relationships and improve teamwork.
- Know what is expected in the future – and how to accomplish it.

To make the most of your appraisal, you will need to:-

- Prepare for it and be positive about it.
- Compare your performance to goals and standards.
- Take an active role in it by sharing your comments ideas and suggestions.

A sheet of guidance notes is attached to help you make the most of your appraisal, but if you have any questions please make sure you speak to your manager before your appraisal.

**NAME** (Block Capitals) \_\_\_\_\_

**JOB TITLE** \_\_\_\_\_

**SERVICE AREA** \_\_\_\_\_

**APPRAISAL PERIOD** \_\_\_\_\_

<b>Performance</b>	<b>Notes for Action</b>
Describe your performance in the past year compared to your targets - where available. (See Guidelines)	

(Continue on separate sheet if necessary)

**Improvements, learning and development**

What could be done to help you carry out your job to the highest standard possible? (See Guidelines)

**Notes for Action**

Do you have any learning and development needs that would help you to do your job better and/or help your self-development? (See Guidelines)

(Continue on separate sheet if necessary)

**Agreed targets for next year**  
Linked to Business Plan (See Guidelines)

**Appraisee's comments**

**Manager's comments**

(Continue on separate sheet if necessary)

Signature of Line/Manager..... Date.....

Signature of Appraisee..... Date.....

Countersigned by ..... Date.....

## Annexe B – Guidelines for Appraisees

### Annual Appraisal Scheme- Guidelines for Appraisees

These guidelines are to help you prepare for your annual appraisal with your line manager – please read them carefully before you begin to complete your appraisal form. If you are unsure of anything on the appraisal form, speak to your line manager immediately.

#### 1.0 The appraisal process

Before your appraisal meeting you will have time to prepare for it. Appraisals should come as no surprise.

- The exact date, time and place of your meeting will be set in advance.
- You will receive a self-assessment form, guidance notes and possibly other documentation. You should complete your form in advance of your meeting and take it with you to the appraisal meeting. Your line manager will complete a similar form and the contents of both forms will be the basis of discussion in the meeting.
- Your appraiser may review previous appraisals, reports and personnel files and consult with colleagues.
- You'll meet in private with your appraiser to discuss:-
  - Your past performance. What were your **successes**? What goals did you achieve? What areas could you improve upon?
  - Future goals and standards – and a plan of action to reach them.
  - Deadlines for completing the appraisal process, meeting goals, etc.
  - Other items of concern, such as equipment and training needs

#### 2.0 Completing the appraisal form

2.1 The form is your *aide memoire* in the meeting with your line manager.

2.2 Performance

- What is your position? What does it involve?
- Is it what you think it should be? Has it changed? If so, how?
- What do you like about it? What are your concerns?

2.3 Improvements, learning and development

- What goals have you set for yourself?
- What goals do you hope to reach in the future?
- How might you get there?
- Do you feel you need additional training in specific areas?

2.4 Agreed targets for next year

- These may be linked to an overall business plan for the department you work in.
- What do you want to achieve in the coming year?

2.5 Appraisee's comments

- Do you have any other comments, perhaps for improvements to Council services or other areas you think are important?

#### 3.0 The appraisal meeting

3.1 Make the most of your appraisal.

- Know what to expect. Be familiar with the meeting procedures and turn up on time!
- Keep in mind that your meeting is a two-way conversation. You take turns speaking and listening.
- Know the goals of your meeting. The most basic one is to reach a mutual agreement about your performance.

3.2 Be prepared:

- Bring your self-assessment form. Also bring any other documents that may help demonstrate your effectiveness.

- Know what points you want to discuss and have a list of questions, items of concern etc., handy.

3.3 Be straight forward.

- Answer all questions directly. Stick to the point and avoid getting sidetracked or making excuses.
- Listen carefully. Take notes. Try to understand, and accept, other viewpoints before you respond.

3.4 Be assertive.

- Speak up. Share your ideas suggestions and feelings, but avoid blaming or criticising others.
- Ask questions, especially if you are unclear about a certain point.
- Be ready to explain your key points and to support them with facts.
- Try to cover all the areas you feel are important.

4.0 **After your meeting**

- Your line manager should complete a record of the meeting within five days of the meeting, including points that you have both discussed
- You will be given two copies of the report to read and sign. One completed form should be kept by your manager. You should keep the other copy for your own records.
- If there are any points that you do not agree with you should speak to your line manager immediately.

5.0 **Appeals**

5.1 If, after your appraisal, you are unhappy with the final report or do not agree any or all of the points made, or you are unhappy with how your appraisal meeting was conducted, you have the right of appeal.

5.2 All appeals should be made using the Grievance Policy (No. 10)

6.0 **Monitoring**

6.1 Review your copy regularly. Use it to remind yourself of goals standards, etc., and to help monitor your progress.

6.2 Ensure that if any agreed actions or timescales are impacted by circumstances beyond your control and become 'unachievable', that you advise your manager and together you can reprioritise.

6.3 Activities within the personal development plan should be regularly evaluated for personal, job and business benefit. Records should be maintained.

6.4 Under-performance should be swiftly addressed by your manager and not left for the annual appraisal. Consistent under performance will be addressed through the Council's Capability Policy (No.12).

6.5 Once the appraisal has been agreed the form will be countersigned by one of the following:

- Senior Manager
- Chairman of General Purposes Committee
- The Mayor



## **Annexe C – Guidelines for Appraisers**

### **Annual Appraisal Scheme- Guidelines for Managers**

These guidelines have been developed to assist you through the appraisal meeting – separate guidelines have been developed for appraisees and it is good practice to read these in conjunction with the guidelines for managers.

#### **Preparing to meet**

- The appraisal meeting should be planned in advance.
- Documents must be given to the appraisee (including their job description) in plenty of time. You should have documents such as the job description, sickness records and absence records for the meeting. If they are new make sure you have their brief history.
- Think what the information means and what you want it for.

#### **Conduct of the meeting**

- Be focussed on the job in hand and on the person in front of you – it is all about them not you – try and make them feel relaxed – take an interest in everything about them – not just business – listen! It is about getting the best from the person.
- It should be structured and have a consistent framework.
- Its purpose should be confirmed and understood – some guidelines are on the front of the appraisal form.
- There should be two-way discussion with balanced input.
- You should make an effort to understand each other's perspective and to communicate effectively.
- Communication should always be courteous.
- Discuss what strengths there are and how these can be fully utilised.
- The discussion should contain no surprises for the job holder, review of their individual performance is a continuous process and points should not be 'saved' for the occasion.
- Your meeting represents a formal discussion of the years work and progress, and a starting point for a productive forthcoming year.
- The meeting should be business-like and focussed but never rushed.
- If the meeting is not working you should discuss the process and seek solutions.

## How to manage an Appraisal

Starting the appraisal	During the appraisal	Closing the appraisal
<ul style="list-style-type: none"> <li>• Put people at ease</li> <li>• State the purpose of the appraisal</li> <li>• Explain the structure of the appraisal</li> <li>• Explain why you are taking notes</li> </ul>	<ul style="list-style-type: none"> <li>• Listen and show you are listening</li> <li>• Observe responses</li> <li>• Encourage appraisee to take part in the discussion</li> <li>• Ask open questions and probe: e.g. 'What things have you enjoy doing most?' 'How do you feel you can improve the way you do things?'</li> <li>• Ask reflective questions which probe statements made by staff: e.g. 'Staff, I like working on my initiative' Appraiser; 'So you enjoy responsibility?'</li> <li>• Keep the review positive – focus and build on strengths</li> <li>• Encourage staff to identify areas for development</li> <li>• Find constructive ways of overcoming performance gaps</li> <li>• Summarise through the appraisal</li> <li>• Give positive feedback on performance</li> <li>• Encourage and make suggestions</li> <li>• Look and sound interested</li> <li>• Take key notes</li> <li>• Give them enough time to think about their answers.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Summarise main points and overall performance</li> <li>• Give staff chance to comment and question</li> <li>• Agree targets and objectives</li> <li>• Agree development activities</li> <li>• Agree future action and follow up dates if required</li> <li>• Evaluation of development activity</li> <li>• Thank staff</li> <li>• End on a positive note</li> </ul>

### Challenging situations in an Appraisal

Detailed below are some suggestions on how to handle challenging situations that might arise during an appraisal.

<p><b>The member of staff disagrees constructively</b></p> <ul style="list-style-type: none"> <li>• Be open to new information</li> <li>• Note down their point of view</li> <li>• Acknowledge and accept their view if their case is sound</li> </ul>	<p><b>The member of staff agrees too quickly</b></p> <ul style="list-style-type: none"> <li>• Check their understanding by asking relevant questions</li> <li>• Ask them to re-word and summarise the point</li> <li>• Be alert to non-verbal communication conflicting with words</li> </ul>
<p><b>The member of staff has unrealistic career expectations</b></p> <ul style="list-style-type: none"> <li>• Be honest about your perception of their expectations</li> <li>• Be specific about which of their expectations are unrealistic and say why</li> <li>• Help them identify alternative development paths</li> </ul>	<p><b>The member of staff constantly shifts the blame</b></p> <ul style="list-style-type: none"> <li>• Probe and pursue the facts</li> <li>• Draw them back to the performance in question</li> <li>• Use open verbal communication</li> </ul>
<p><b>The member of staff becomes hostile</b></p> <ul style="list-style-type: none"> <li>• Acknowledge their anger and ask open questions</li> <li>• Use a calm tone of voice</li> <li>• Be positive to show you are not attacking them personally</li> <li>• Give factual evidence to support your point</li> </ul>	<p><b>The member of staff is passive and unresponsive</b></p> <ul style="list-style-type: none"> <li>• Ask open questions</li> <li>• Allow silences</li> <li>• Praise</li> <li>• Start with a subject of particular interest to them</li> </ul>
<p><b>The member of staff talks constantly and does not come to the point</b></p> <ul style="list-style-type: none"> <li>• Focus the discussion by using phrases like <i>'Now to bring us to the point, can you explain ...'</i> and <i>'Can we go back to the point about...'</i></li> <li>• Use probing</li> <li>• Ask some closed questions</li> </ul>	<p><b>The member of staff has an emotional outburst of tears</b></p> <ul style="list-style-type: none"> <li>• Encourage them to express their feelings</li> <li>• Reassure them that they can improve the performance</li> <li>• Highlight strengths</li> <li>• Allow silence and give time for them to relax</li> </ul>

### Target Setting

Targets should be clear, measurable achievable, relevant and timed and are set for the following reasons:-

- Identify a couple of targets you would like them to achieve and get them to provide a couple of targets they would like to achieve – these should be focussed on the needs of the Council, but if there is room for personal development so much the better.
- Ensure that the targets are productive and challenging – acknowledge that they may need to be achieved with assistance from others
- Ensure that targets are not simply carrying out the duties already in their job descriptions.

They should be agreed following consultation with the job holder as they will be more likely to gain commitment. It is important to be specific about the desired result and time-scale and not to set too many targets; e.g. no more than six at any time. By regularly reviewing progress and setting new milestones/targets, the system is able to become live and flexible rather than being an annual chore. Providing the right targets will encourage people to give their best performance, develop their skills, abilities and knowledge, provide a challenge and a sense of achievement and improve communication between the manager and staff

### **Developing performance**

If an individual is unable to meet a target, questions can help to identify the reason for this. The reasons for a gap in performance can stem from many sources.

#### **Ask**

- What will prevent you from achieving this?
- What do you find difficult about it?
- What would help you achieve this?

#### **There are a number of points to be considered by the manager**

- Can the individual's opportunity to perform be made easier?
- Do they have the capability?
- Do they need extra skill?

#### **Gaps**

- As motivational issues
- Does not have the capability for the job
- Has a training/development need

#### **Issues**

Remember, 'No action IS action' and by not dealing with a motivation or capability issue, the problem does not go away – it just continues and usually gets worse!

If however the performance issue is a skills gap, then it can usually be dealt with through training and development of the individual. Managers can help improve the individual's performance through:-

#### **Training, coaching, giving specific projects to practice and improve skills, or re-negotiating targets.**

- Ask for information – but be prepared to deal with what is given.
- Give advice if necessary and if you feel confident enough to give it.
- Emphasise performance and look for improvements to the service which could be achieved by improvements to their performance – what is needed to achieve such improvements?
- Make points for an action list which will be specific to the person but which will fit in with the needs of the Council. Be aware that sometimes people will have similar or identical points relating to their needs and the needs of the Council.

Write up your notes as soon as you can – if necessary dictate them in the first instance then you can refer to them when doing the writing up

## Meeting of the General Purposes Committee

Monday 16<sup>th</sup> April 2018

### Agenda Item 8.1

#### TO RECEIVE A REPORT ON THE ADMINISTRATION OF THE COUNCIL

##### 1.0 Summary

1.1 This report details activities and statistics in relation to staff and other areas of Council business.

##### 2.0 Sickness:

2.1

	As at 10/04/2018 (27 staff)	As at 31/03/2017 (24 staff)
Actual days taken as short term Doctors' certificate	70 days	63 days
Actual days taken as self-certificated sick leave	40.5 days	35 days
Average number of days self-certificated sick leave per person	1.5 days	4.08 days
Actual days taken as long term sick leave	241 days	56 days
Average number of days sickness per person	13.02 days	6.41 days
National average of sick days taken in the public sector per person (* <i>sickness absence in the labour market – ONS 2016</i> )	4.3 days	5.5 days

N.B The most recent figures are for the current period. We have had two members of staff on long term sick leave, who are now on phased returns to work.

##### 3.0 IT and Computers

3.1 In the period (28 February 2018 – 10 April 2018), the Town Council website ([www.uckfieldtc.gov.uk](http://www.uckfieldtc.gov.uk)) had 745 regular users, 1046 sessions of which 79.3% were new visitors. March alone saw 535 regular users and 746 sessions.

3.2 The Civic Centre website ([www.uckfieldciviccentre.com](http://www.uckfieldciviccentre.com)) has had 808 regular users and 1,051 sessions between 28 February 2018 and 10 April 2018, of which 79.6% were new visitors. March alone saw 652 regular users and 843 sessions.

3.3 The Facebook page ([www.facebook.com/uckfieldtowncouncil](http://www.facebook.com/uckfieldtowncouncil)) has had 634 "likes" since launch in June 2012. This is three more 'likes' since that reported in March 2018.

3.4 The Facebook page ([www.facebook.com/luxfords](http://www.facebook.com/luxfords)) has had 319 “likes” since its launch in June 2013. This is 11 more “likes” since the last report in March 2018.

3.5 The Twitter account for the Town Council (@UckfieldTC) has obtained 933 “followers” since the launch in June 2013. This is 12 more than that reported in March 2018.

3.6 The Twitter account for Luxfords (@LuxfordsUCC) has obtained 370 “followers” since its launch in June 2013. This is three less than that reported in March 2018.

#### **4.0 Risk Assessments and Training**

4.1 Work has started with the various departments of the Town Council to review all existing risk assessments.

4.2 A member of the Grounds staff team has now completed and passed their Aerial Rescue training, to assist with our tree surgery works.

4.5 A member of staff has also undertaken Food & Hygiene Training.

#### **5.0 Accidents and First Aid**

5.1 Nothing to report.

Background Papers: None

Contact Officer: Holly Goring/Christine Wheatley

**UCKFIELD TOWN COUNCIL**



**MEMBERS AUDIT FORM**

MONTH DECEMBER 2017

**Checklist:**

Documents will be chosen at random by Members carrying out the Audit.

**SAGE AUDIT TRAIL (DETAILED)**

Check source documents including nominal code and authorisation.

- Supplier Invoices
- Customer Invoices
- Timesheets

**BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:**


Check bank reconciliation to SAGE print outs, bank statement and nominal codes.

- Clerks Account
- General Account
- Special Interest Bearing
- Lloyds Bank Account

**PETTY CASH**

Check cash balance and vouchers

- Town Council Petty Cash
- Luxfords Petty Cash

Signed ..... 

Print Name MICHAEL PAUL STEAKIN

Dated 14/03/18

**Supplier Invoice Checked**

Supplier Name	Invoice No. and Date	P. Order No	Confirmed Stamped, signed, correct nominal code	Confirmed Cheque No. entered and signed by two Cllrs.
Kent Frozen Foods	6475063 21/11/17	10974	YGS	113748 YGS.
Instanck	24084 18/12/17	N/A	YGS	113791 YGS

**Customer Invoices Checked**

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
UICK LABOUR PARTY	CC34346 28/11/17	YGS	8.12.17.	105796
KINGS CHURCH	L34297 22/11/17	YGS.	4.12.17.	105791

**Timesheets checked**

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
L CANGY	DEC 2017	YGS	YGS	29/12/17	438717339



**Bank Reconciliation Checked**

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
CLARKS A/C	458	YGS	YGS.	1210.

**Petty Cash Checked**

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	DEC 2017	SHELL £33.79.	YGS.
Luxfords			

Appendix A

UCKFIELD TOWN COUNCIL



**MEMBERS AUDIT FORM**

MONTH JANUARY 2018

**Checklist:**

Documents will be chosen at random by Members carrying out the Audit.

**SAGE AUDIT TRAIL (DETAILED)**

Check source documents including nominal code and authorisation.

- Supplier Invoices
- Customer Invoices
- Timesheets

**BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:**

Check bank reconciliation to SAGE print outs, bank statement and nominal codes.

- Clerks Account
- General Account
- Special Interest Bearing
- Lloyds Bank Account

**PETTY CASH**

Check cash balance and vouchers

- Town Council Petty Cash
- Luxfords Petty Cash

Signed ..... 

Print Name RICHARD PAUL DEAN

Dated 14/02/18

**Supplier Invoice Checked**

Supplier Name	Invoice No. and Date	P. Order No	Confirmed Stamped, signed, correct nominal code	Confirmed Cheque No. entered and signed by two Cllrs.
SCUMMORR FOODS	418064 2.1.18.	11063	YGS.	113864 YGS.
LED F	373327 2/1/18.	N/A	YGS	113838

**Customer Invoices Checked**

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
CRD - GSCC.	CC34131 2/1/17.	YGS	11.1.18.	BACS Statement 636
SY BEG KEEPERS	L34554 20/12/17	YGS.	14.1.18.	105828.

**Timesheets checked**

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
B. HARDWICK.	JAN 2018.	YGS.	YGS	26/1/18.	445400351.

**Bank Reconciliation Checked**

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
GONGRAK.	650	VGS	VGS	1200.

**Petty Cash Checked**

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	JAN 2018	POUNDLAND £7.00.	VGS.
Luxfords			

**UCKFIELD TOWN COUNCIL**



**MEMBERS AUDIT FORM**

MONTH *FEBRUARY 2018*

**Checklist:**

Documents will be chosen at random by Members carrying out the Audit.

**SAGE AUDIT TRAIL (DETAILED)**

Check source documents including nominal code and authorisation.

- Supplier Invoices
- Customer Invoices
- Timesheets

**BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:**

Check bank reconciliation to SAGE print outs, bank statement and nominal codes.

- Clerks Account
- General Account
- Special Interest Bearing
- Lloyds Bank Account

**PETTY CASH**

Check cash balance and vouchers

- Town Council Petty Cash
- Luxfords Petty Cash

Signed .....

Print Name *K.A. EVERETT* .....

Dated *23/3/2018* .....

**Supplier Invoice Checked**

Supplier Name	Invoice No. and Date	P. Order No	Confirmed Stamped, signed, correct nominal code	Confirmed Cheque No. entered and signed by two Cllrs.
BLD FOOD	78469642 24.01.18.	11091	YGS	113911 YGS.
BARRY COLLINGS.	17391 10.2.18		YGS.	113905 YGS.

**Customer Invoices Checked**

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
KGD/COM. H GALAH.	034697	YGS.	28.2.18	BACS.
RB H GALAH.	134007	YGS.	12.2.18	BACS.

**Timesheets checked**

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
L-CNEY.	FEB 2018	YGS.	YGS	23.2.18.	450458648

**Bank Reconciliation Checked**

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
GGNGRAM A/C	667	YGS	YGS.	1200.

**Petty Cash Checked**

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	MARCH 2018 RANDOM CHECK.	N/A	YGS £53.21.
Luxfords			





## Meeting of the General Purposes Committee

Monday 16<sup>th</sup> April 2018

### **Agenda Item 9.1(iv)**

#### **Uckfield Volunteer Centre**

1. A Trustees meeting was held on Thursday 6<sup>th</sup> April.  
Following on from the previous meeting, work continues on upgrading the constitution of the volunteer centre. The delay results from the Charities Commission continuing to review the many issues around such constitutions. The volunteer centre continues to operate legally using the 2006 version of the constitution, which was previously approved.

2. **Office Report**

The centre continues to grow, gaining more volunteers including a local student who is giving training on the use of the range of Apple products.

Funding is being sought to progress the Youth project which is a major initiative for 2018. Applications have been made to several organisations including the National Lottery, the Kleinwort Charitable trust and the Community Sussex Foundation Fund.

3. **Treasurer's Report.**

The financial position remains healthy and being well managed, with regular quarterly reconciliations.

4. Work is well advanced to achieve the introduction of the GDPR in May. The new Data Protection, E-Privacy and IT policy, for the volunteer centre, was agreed and signed off by the Chairman.

The new policy has to be workable for both the office staff and the volunteers and effort has been made to ensure that this is the case. The implications of the GDPR will be raised at the next community lunch.

Next Community lunch: - Luxford Centre, 25<sup>th</sup> May 2018 11.45 am

Report by; - Cllr. Paul Meakin

