



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 7th January 2019 at 7.00pm
in
The Council Chamber, Civic Centre

AGENDA

Under The Openness of Local Government Bodies Regulations 2014, members of the public are able to film or record during a committee meeting.

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 5th November 2018

4.2 Action list – for information only
(Attached)

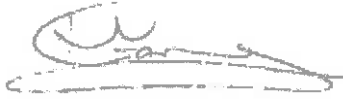
4.3 Project list – for information only
(Attached)

5.0 FINANCIAL MATTERS

5.1 To note bills paid

- 5.2 To note the income and expenditure reports for 2018/19
(Attached)
- 5.3. Bad Debts
(Attached)
- 5.4 To note the report of the Internal Auditor (November 2018)
(Attached)
- 6.0 BUILDINGS**
- 6.1 To note the current position with the Council's buildings
(Attached)
- 7.0 POLICY**
- 7.1 To review the revised Health and Safety Policy (No. 3)
(Attached)
- 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 (Attached)
 - (ii) Ridgewood Village Hall Management Committee (Attached)
 - (iii) Uckfield and District Preservation Society
 - (iv) Uckfield Volunteer Centre
 - (v) Wealden District Association of Local Councils – Management Committee
 - (vi) Wealden District Association of Local Councils – Planning Panel
 - (vii) Wealden Works (Attached)
- 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 review the lease for the Former Cemetery Chapels
(to follow)

12.3 To review the draft lease agreement for the Source,
prior to signing at Full Council
(Attached)

A handwritten signature in black ink, appearing to be 'S. [unclear]', written over a horizontal line.

Town Clerk
24th December 2018

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

Date of Report	January 2019		
Number	Project Name	Committee	Status
A	UTC Building Maintenance Programme (Year 2)	GP	Complete
B	UTC Building Maintenance Programme (Year 3)	GP	Open

Resolution Number	Funds	Date	Commentary
Project Name	UTC Building Maintenance Programme (Year 2)		
		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.
		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.
		22.05.18	Contractors returned to address doors, although as a result of vandalism, further issues have been experienced and repairs been required to the locking mechanism on one of the doors.
		19.12.18	We can confirm that the locking mechanism has been repaired and all snagging now complete from the Year 2 Maintenance Programme.

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

Project Name	UTC Building Maintenance Programme (Year 3)	Project Number	B
	<p>£51,057</p>	<p>Works have now commenced on UTC's Year 3 programme of building maintenance works. Contractors started onsite wk beginning 19th February 2018. The contract incorporates works at the following locations:</p> <p>Victoria Pavilion Installation of external grade steel faced doors, matching frames and door furniture.</p> <p>Foresters Hall Replacement of special bricks and repairs to mortar. New knee rail fencing to be installed in car park.</p> <p>Signal Box Fire retardant paint to be added to ground floor storage area.</p> <p>Snatts Road Cemetery Excavation and repairs/replacement bricks to front boundary wall Under Party Wall Act, excavate, repair and replace to rebuild boundary wall.</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	B
	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.	
	22.05.18	Weekly site inspections have continued to be carried out. Although works are slightly behind schedule, good progress has been made at Snatts Road Cemetery. Rebuilding of the affected section of the left-hand side boundary wall is now complete. New bricks have been laid to the front elevation where they had been previously broken. Only minor snagging issues need completing at this site. Works at the remaining sites (Foresters Hall, Victoria Pavilion and the Signal Box) will commence shortly.	
	02.07.18	Unfortunately the contractors working on our Year 3 Maintenance programme did stop work for a short period of time. The Town Clerk has now been advised that they have returned to site, and commenced work on adding the fire retardant paint to ground floor storage area of the Signal Box. They have also been working with Lawson Queay to finalise the details of the planning application for the steps at the Signal Box.	
	10.08.18	The contractors have picked up the maintenance programme once more and our surveyors are liaising with them to finalise the outstanding works. Works are now complete at Snatts Road Cemetery for this year, and the fire retardant paint has been applied to the ground floor storage area of the Signal Box. The final works include the external doors at Victoria Pavilion (<i>similar to those fitted at the exterior of the Civic Centre building</i>) and the knee rail fencing and repairs to brickwork at Foresters Hall. The fabrication drawings for the doors at Victoria Pavilion have been reviewed and the surveyors have requested slight revisions to ensure like for like replacements are undertaken.	

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

Project Name	UTC Building Maintenance Programme (Year 3) CONTINUED	Project Number	B
	25.09.18		<p>The Knee Rail fencing works at Foresters Hall commenced but encountered some problems on site with the initial excavations. It has become apparent that the positions where the vertical posts were going to be located cannot be excavated as there are below ground mains services in these locations. The fencing was due to be located in the shingle margin between the carpark and the building, see attached. Our surveyors considered moving the fence back to the tarmac area but the below ground surface water pipework restricts this. They have reviewed the issue onsite but do not believe it is possible to locate a fence in this location.</p> <p>It has therefore been suggested that an alternative proposal be put forward for works, and quotations sought from the contractor.</p>
	29.10.18		<p>Lawson Queay met with the contractor and door company at the beginning of October 2018. Revised drawings were being prepared for the doors to be fitted at Victoria Pavilion. Once revised, manufacture and installation was anticipated to take approximately 4 weeks. We shortly await a date for installation of the new doors at Victoria Pavilion. Quotes are being sought for the wheel stops in Foresters Hall car park.</p>
	19.12.18		<p>The adjustment required to the toilet door at Victoria Pavilion has now been carried out and an inspection undertaken. Unfortunately, due to vandalism, the Town Council has had to add additional security to the toilets overnight to reduce any risk of further damage.</p> <p>New steel faced doors have been fitted to the exterior of Victoria Pavilion. It has however been requested that the contractors return as a result of some sizing issues.</p> <p>The parking block(s) have been fitted on the wall side of the car park and we await confirmation from Lawson Queay that these are accurate and the project complete.</p>

UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS

Committee	General Purposes			Project Number
Project Name	West Park Pavilion Scheme			49
Resolution Number	Funds	Date	Commentary	
FC86.01.18	£15,000	15.01.18	Agreed as part of the 2018/19 under new initiatives for General Purposes Committee.	
		10.08.18	Funding was put aside towards potential improvements and reconfiguration. Discussions continue at General Purposes Committee regarding the potential to reconfigure the space.	
	Prov. £10,000	19.12.18	A sum of £10k has been set aside provisionally in the budget for 2019/20 towards improvements at West Park Pavilion. The budget is due to be finalised at the meeting of Full Council on 14 th January 2019. It is planned to seek additional grant funding to support any improvements that are agreed by the Town Council in the near future.	

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

Committee	General Purposes			Project Number
Project Name	Bus Service	50		
Resolution Number	Funds	Date	Commentary	
FC86.01.18	£3,000	15.01.18	Agreed as part of the 2018/19 under new initiatives for General Purposes Committee.	
	(minus £944.46) = £2,055.54	10.08.18	Funding was allocated within the budget for 2018/19 to contribute towards the running of the 262 Saturday bus service between the Ashdown Forest and Heathfield calling at Uckfield en route. The first invoice has been received which reflects the period between April and June 2018. The cost of provision of route between Hartfield to Heathfield via Nutley, Maresfield, Uckfield & Framfield from 01/04/18 to 30/06/18 inclusive less fares, concessionary reimbursement & Hartfield's contribution totalled £944.46. It is thought that a greater number of fares will be received during the summer months (including concessionary) which will reduce our contribution in the next quarter.	
	(minus £1006.92) = £1048.62	29.10.18	A second invoice has been received for the amount of £1,006.92 for the period July to September 2018. Hartfield Parish are now contributing to the service.	
		19.12.18	We await an invoice for the third quarter which is due to be received in January 2019.	

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

Committee	General Purposes			Project Number
Project Name	Data Protection			51
Resolution Number	Funds	Date	Commentary	
FC86.01.18	£2,000	15.01.18	Agreed as part of the 2018/19 under new initiatives for General Purposes Committee in order to meet requirements relating to the new General Data Protection Regulations which came into force on 25 May 2018	
	(minus £1186) = £814.00	10.08.18	In line with the requirements of the General Data Protection Regulations, Uckfield Town Council appointed an organisation to carry out an audit of practices of Data Protection and provide Data Protection Officer support services for a period of 12 months. This has totalled £1,030.60 and will also include training for staff and members. In order to meet the recommendations of these regulations, new email accounts were also set up for all Councillors using the @uckfieldtc.gov.uk domain, to ensure greater security. This cost a total of £155.40.	
	Minus in region of £60.00 = Prov (£754.00)	29.10.18	Office staff are seeking to purchase a new batch of encrypted memory sticks for purpose of administration.	

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

Committee	General Purposes		
Project Name	New Microwave	Project Number	52
Resolution Number	Funds	Date	Commentary
FC86.01.18	£1,000	15.01.18	Agreed as part of the 2018/19 under new initiatives for Luxfords Restaurant. This funding was set aside to contribute towards the purchase of a new microwave in 2019/20. Further funds will be required in 2019/20.

Committee	General Purposes		
Project Name	New Fridge for Bar area	Project Number	53
Resolution Number	Funds	Date	Commentary
FC86.01.18	£500	15.01.18	Agreed as part of the 2018/19 under new initiatives for Luxfords Restaurant. This funding was set aside to contribute towards the purchase of new fridges in the bar area of the restaurant. These will be looked at as part of the refurbishment of the restaurant.
	minus £149.99	25.09.18	Fridges are currently being sought for the bar area of Luxfords Restaurant and adjacent cupboard. An arrangement has been secured from a drinks company to provide three fridges in the bar area. A small wine fridge will be purchased with this funding at the price of £150, and a domestic fridge is due to be purchased for the adjacent cupboard area.

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

	= £350.01 remaining	29.10.18	<p>A wine fridge was purchased for the sum of approximately £150.00 and has been placed in the bar area of Luxfords Restaurant.</p> <p>It is requested that the amount outstanding be carried over into the 2019/20 budget and added to a generic restaurant equipment cost code, for any other equipment purchases or replacements. This request will be presented to General Purposes Committee in April 2019.</p>
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General Purposes Financial Forecast as at 30th November 2018

	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Actuals to	Budgets to	Dec 18	Jan 19	Feb 19	Mar 19	Total	2018/2019
	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Date	Date	Budget	Budget	Budget	Budget	£	Budgets
	£	£	£	£	£	£	£	£			£	£	£	£		
Income																
Administration	7	11	22	0	204	27	13	10	294	0	0	0	0	0	294	0
Festive Light Income	0	0	0	0	0	0	0	0	0	0	0	2,000	0	0	2,000	2,000
Special Int. Bearing Interest	33	137	122	45	38	49	313	276	1,013	68	8	8	8	8	1,045	100
Interest Misc. (Fixed Rate Bond)	0	0	0	2,021	0	0	0	0	2,021	1,243	0	0	0	0	2,021	1,243
Civic Centre	7,122	11,872	9,882	6,678	11,646	10,084	6,419	9,549	73,252	60,518	7,908	7,633	7,633	7,908	104,334	91,600
Civic Centre Vending Machine	0	0	96	0	0	26	0	0	122	332	42	42	42	42	290	500
Feed-in Tariff Payments	1,413	0	0	2,098	0	0	1,534	0	5,045	3,750	0	0	1,250	0	6,295	5,000
Quickborn Suite rent	708	708	708	708	708	708	708	708	5,664	5,668	708	708	708	708	8,496	8,500
West Park Pavilion	0	0	19	0	41	0	0	0	60	40	30	0	30	0	120	100
Victoria Pavilion	811	908	792	1,324	872	792	1,235	798	7,532	7,282	1,217	792	792	1,217	11,550	11,300
RHI - C.Centre Boiler	0	0	6,180	0	0	0	13	0	6,193	7,400	1,300	0	0	1,300	8,793	10,000
Victoria Storage Garages	100	0	0	0	0	0	0	0	100	100	0	0	0	0	100	100
Cemetery Chapel workshop	0	0	1,050	0	1,050	0	0	1,050	3,150	2,100	1,050	0	0	1,050	5,250	4,200
Foresters Hall	227	1,826	4,443	164	1,312	661	1,039	5,167	14,839	10,118	1,258	1,308	1,258	1,258	19,921	15,200
Foresters Chapel	272	0	0	272	0	0	272	0	816	815	0	272	0	0	1,088	1,087
2a Vernon Road, rent	625	0	1,250	625	1,250	0	625	625	5,000	4,800	600	600	600	600	7,400	7,200
Signal Box	333	333	333	333	333	333	333	333	2,664	3,018	333	333	333	333	3,996	4,350
Osborn Hall	0	0	0	0	390	0	0	100	490	340	100	0	0	0	590	440
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	0	0	1,140	0	1,140	1,140
Bridge Cottage	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	3,301
CAB - The Hub	0	0	3,862	0	0	0	0	7,725	11,587	11,075	4,462	1,075	0	5,538	22,662	22,150
Community Toilet Scheme	0	0	275	0	275	0	0	275	825	550	275	0	0	275	1,375	1,100
Total Income	11,651	15,795	29,034	14,268	18,119	12,680	12,504	26,616	140,667	119,217	19,291	14,771	13,795	20,237	208,761	190,611

New Initiatives 2018/19																
Data Protection	0	168	0	11	1,007	0	0	0	1,186	2,000	0	0	0	0	1,186	2,000
Bus Service	0	0	944	0	0	1,007	0	0	1,951	3,000	0	0	0	0	1,951	3,000
West Park Pavilion Scheme	0	0	0	0	0	0	0	0	0	0	0	0	15,000	15,000	15,000	15,000
Total New Initiatives 2018/19	0	168	944	11	1,007	1,007	0	0	3,137	5,000	0	0	0	15,000	18,137	20,000

Expenditure																
Administration	1,486	2,145	632	1,668	1,596	1,513	1,505	2,508	13,053	11,818	906	906	2,430	906	18,201	16,966
General Advertising	0	0	181	0	0	0	0	0	181	0	0	800	0	0	981	800
Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	0	500	0	0	500	500
Office Equipment/Computers	745	(1,613)	337	2,571	728	474	592	30	3,864	6,332	792	792	792	792	7,032	9,500
Hospitality	0	0	0	0	0	97	0	22	119	100	0	0	0	0	119	100
Health & Safety	0	0	0	0	0	0	0	0	0	0	1,250	0	0	0	1,250	1,250
Insurances	0	56	6,928	0	0	0	23,361	0	30,345	33,006	0	1,994	0	0	32,339	35,000
Mayor's Allowance	0	0	435	0	0	435	0	0	870	870	435	0	0	435	1,740	1,741
Accountants Fees	0	0	4,500	0	0	0	0	0	4,500	4,500	0	0	0	0	4,500	4,500
Grants Section 142	9,418	0	0	0	0	0	9,418	0	18,836	19,500	0	0	0	0	18,836	19,500
Grants - Power of Competence	12,984	0	0	0	0	0	9,464	0	22,448	25,000	0	0	0	0	22,448	25,000
Volunteer Bureau SLA	8,000	0	0	0	0	0	0	0	8,000	8,000	0	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	0	0	0	0	0	54	0	87	141	0	450	0	0	0	591	450
Internal Audit Fees	0	0	420	0	0	0	0	860	1,280	840	0	0	840	0	2,120	1,680
Audit Fees	0	0	0	0	0	2,000	0	0	2,000	2,322	0	0	0	0	2,000	2,323
Professional Fees	387	784	475	125	0	0	0	450	2,221	1,774	0	0	8,826	0	11,047	10,600
Festive Lights	0	0	0	0	0	0	0	0	0	0	0	12,900	0	0	12,900	12,900
Festive Light Electricity	0	0	0	0	174	0	0	0	174	0	0	0	300	0	474	300
Office Staff - Salaries	19,466	16,927	16,396	16,392	18,506	19,287	19,517	19,305	145,796	162,751	20,344	20,344	20,344	20,344	227,172	244,127
Members Allowances	45	0	3,468	0	0	3,744	0	0	7,257	7,566	3,783	0	0	3,883	14,923	15,232
Newsletter	0	400	400	400	400	400	400	888	3,288	2,817	352	352	352	982	5,326	4,855
Bank Charges	43	40	40	43	40	40	43	40	329	400	50	50	50	50	529	600
Civic Centre Running Costs	9,208	6,186	5,232	5,242	4,604	7,033	7,130	7,860	52,495	59,527	9,287	9,636	8,886	9,479	89,783	96,815
Caretakers - Salaries	7,032	8,141	8,822	8,043	8,487	8,175	8,183	8,493	65,376	57,574	7,197	7,197	7,197	7,197	94,164	86,362
West Park	359	0	188	0	0	293	554	2,664	4,058	3,174	996	1,026	62	62	6,204	5,320
Victoria Pavilion	1,798	1,039	1,613	392	392	1,998	1,050	941	9,223	12,374	1,322	1,248	880	880	13,553	16,704
Cemetery Buildings	134	135	135	135	135	135	135	135	1,079	834	104	104	104	104	1,495	1,250

General Purposes Financial Forecast as at 30th November 2018

	Apr 18 Actuals £	May 18 Actuals £	Jun 18 Actuals £	Jul 18 Actuals £	Aug 18 Actuals £	Sep 18 Actuals £	Oct 18 Actuals £	Nov 18 Actuals £	Actuals to Date	Budgets to Date	Dec 18 Budget £	Jan 19 Budget £	Feb 19 Budget £	Mar 19 Budget £	Total £	2018/2019 Budgets
Signal Box	0	0	0	1,229	0	0	547	2,361	4,137	0	0	0	0	0	4,137	0
The Hub	78	1,454	440	242	(403)	658	835	2,079	5,383	4,332	542	542	542	542	7,551	6,500
Foresters Hall	1,929	684	512	702	380	538	2,049	830	7,624	6,672	637	471	3,489	567	12,788	11,836
2a Vernon Road	49	5	0	0	0	0	0	0	54	200	0	0	0	0	54	200
Bridge Cottage	0	0	0	0	0	0	0	0	0	0	0	0	0	300	300	300
Subscriptions	2,555	75	0	308	0	0	74	0	3,012	3,500	0	0	0	0	3,012	3,500
Training	454	301	100	160	660	50	98	1,799	3,622	2,015	0	1,485	0	0	5,107	3,500
Other Buildings - Salaries	0	1,170	560	520	650	0	520	650	4,070	4,730	560	790	560	560	6,540	7,200
Wood Pellets	(100)	0	0	0	0	0	710	1,364	1,974	3,558	1,186	1,186	1,186	1,184	1,974	8,300
Total Expenditure	76,070	37,929	51,814	38,172	36,349	46,924	86,185	53,366	426,809	446,086	50,193	62,323	56,840	48,267	639,690	663,711

Earmarked Reserve Projects																
Elections	0	0	0	0	0	4,343	0	0	4,343		0	0	0	0	4,343	
Renewal of 3 Notice Boards	0	0	0	1,662	0	0	0	0	1,662		0	0	0	0	1,662	
Renewal of website	0	0	0	0	215	220	0	0	435		125	0	1,100	0	1,660	
Cem B. Maintenance Contract	0	0	0	0	0	0	245	0	245		0	0	0	0	245	
Building Maintenance Fund	3,365	6,515	7,137	51	2,114	0	0	0	19,182		0	0	0	0	19,182	

From Reserves																
Civic Regalia	0	0	0	830	0	0	0	0	830		0	0	0	0	830	

Luxfords Financial Forecast as at 30th November 2018

	Apr 18 Actuals £	May 18 Actuals £	Jun 18 Actuals £	Jul 18 Actuals £	Aug 18 Actuals £	Sep 18 Actuals £	Oct 18 Actuals £	Nov 18 Actuals £	Actuals to Date	Budget to Date	Dec 18 Budget £	Jan 19 Budget £	Feb 19 Budget £	Mar 19 Budget £	Total £	2018-2019 Budgets
Sales																
Restaurant Food sales	8,624	8,541	8,676	8,222	8,243	8,354	7,725	10,625	69,010	80,400	10,800	11,000	9,800	9,800	110,410	121,800
Restaurant Bar sales	525	602	721	834	575	458	430	397	4,542	4,850	750	400	400	400	6,492	6,800
Hire of Luxfords Restaurant	147	110	158	304	147	184	63	147	1,260	1,948	188	188	188	188	2,012	2,700
Function Food Sales	62	1,643	1,216	1,827	432	2,480	922	4,238	12,820	15,400	2,000	3,000	1,500	4,500	23,820	26,400
Function Bar sales	1,205	381	1,221	4,087	95	785	1,087	394	9,255	10,900	4,000	1,000	400	1,700	16,355	18,000
Urn hire	102	110	110	22	159	76	150	92	821	668	83	83	83	83	1,153	1,000
Sundry Income	33	25	33	42	33	42	8	33	249	0	38	38	38	38	401	0
Total Sales	10,698	11,412	12,135	15,338	9,684	12,379	10,385	15,926	97,957	114,166	17,859	15,709	12,409	16,709	160,643	176,700
Purchases																
Food purchases	2,924	3,285	2,596	2,862	2,894	3,043	3,179	3,879	24,662	27,500	3,500	3,000	3,000	3,000	37,162	40,000
Bar purchases - non-alcoholic	110	347	428	139	327	46	328	61	1,786	2,000	325	200	300	175	2,786	3,000
Bar purchases - alcoholic	661	217	300	1,654	140	150	471	454	4,047	4,750	750	600	400	500	6,297	7,000
Lux. Paper goods/Consumables	119	550	63	524	28	360	232	207	2,083	1,732	217	217	217	217	2,951	2,600
Lux. Maintenance & Repairs	58	0	110	1,003	0	388	0	95	1,654	2,068	258	258	258	258	2,686	3,100
Lux. Equipment - New & Replacements	1,078	368	0	0	0	3	441	215	2,105	2,000	0	0	0	0	2,105	2,000
Lux. Equipment Hire	0	0	125	0	0	0	0	0	125	250	0	0	0	0	125	250
Lux. Postage	0	58	0	58	0	58	(27)	58	205	232	0	43	0	0	248	275
Rates	3,107	643	643	643	643	643	643	643	7,608	5,000	625	625	625	625	10,108	7,500
Electricity	614	459	383	363	418	390	463	539	3,629	3,868	483	483	483	483	5,561	5,800
Gas	81	0	52	0	0	40	0	0	173	282	90	0	128	0	391	500
Water	234	332	92	0	0	230	0	383	1,271	890	58	58	58	56	1,501	1,120
Lux. Telephone	13	13	14	13	14	14	14	14	109	132	17	17	17	17	177	200
Refuse collection	215	226	226	226	226	226	226	0	1,571	1,000	125	125	125	125	2,071	1,500
StockTaking	185	0	0	185	0	0	185	0	555	562	0	188	0	0	743	750
Lux. Stationery	0	0	0	0	0	0	0	104	104	100	0	0	0	0	104	100
Lux. Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	150	150	150
Lux. General Advertising	94	278	40	91	85	40	60	75	763	1,332	167	167	167	167	1,431	2,000
Lux. Uniforms	0	0	0	0	0	0	0	0	0	0	0	0	0	600	600	600
Lux. Training	166	0	0	0	0	0	0	0	166	166	334	0	0	0	500	500
Luxfords Salaries	6,964	8,009	8,929	7,017	8,438	7,556	7,664	8,743	63,320	55,893	6,986	6,986	6,986	6,986	91,264	83,837
Luxfords Casual wages	108	462	214	828	442	651	1,062	420	4,187	7,000	875	875	875	875	7,687	10,500
Lux Credit Charges	98	98	121	121	115	117	109	0	779	1,000	125	125	125	125	1,279	1,500
Total Purchases	16,829	15,345	14,336	15,727	13,770	13,955	15,050	15,890	120,902	117,757	14,935	13,967	13,764	14,359	177,927	174,782

Meeting of the General Purposes Committee

Monday 7th January 2019

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:

- Ceroc Zeal
- Mr Pretorius

2.2 A letter has been sent to both of the above bad debtors to advise that payment needs to be made by a set date in January 2019. If payment is not received by that date, the Town Council will instruct its registered debt collecting company to handle the matter(s) on the Town Council's behalf.

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Christine Wheatley

Uckfield Town Council

Internal Audit Report 2018-19 (First Interim)

Prepared by Nigel Archer

***For and on behalf of
Auditing Solutions Ltd***

This report has been prepared for the sole use of Uckfield Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely on, for any reason whatsoever, this report, its content or conclusions.

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in terms of independence from the Council decision making process from the outset of the revised Regulations, with Auditing Solutions Ltd subsequently appointed to undertake the internal audit function on behalf of the Council for the residue of 2009-10 and beyond.

This report sets out those areas examined during the course of our recent first interim visit to the Council, which took place on 15th & 16th November 2018 and will be subject to further update following the update and final visits on dates yet to booked in 2019.

Internal Audit Approach

In commencing our review for 2018-19, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or mis-representation in the year-end Statement of Accounts.

Additionally, we have, as previously recorded, updated the rolling strategic programme of work for a further three years (2016-17 to 2018-19) that aims to ensure that those areas assessed as potentially higher risk are examined more frequently in the period.

However, with the previously recorded transition from the “Full Code” audit to the “limited assurance” regime we are now required to report upon an extended range of the Council’s accounting and other processes annually. Consequently, we have and will continue at future visits to undertake work in each area covered by the Internal Audit Certificate of the year’s Annual Return, which now forms the annual Statutory Accounts for the Council.

Overall Conclusion

We are pleased to record that no significant concerns or issues have been identified during the course of testing undertaken to date: consequently, it has not been considered necessary to append an Action Plan of any formal recommendations.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council continues to use bespoke Sage accounting software to maintain its accounting records, with annual support currently provided by third party contract accountants (Acuity, who were previously known as Armida prior to a change of ownership). The Council remains a full Sage software user, with Current and Interest Bearing Deposit accounts operated at NatWest Bank, supplemented by occasional Term deposit holdings at Lloyds Bank.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently: -

- Verified that an appropriate cost centre and nominal ledger structure remains in place;
- Checked and agreed the opening account balances in the Sage software for 2018-19 to the closing Financial Statements for 2017-18 to ensure that all the detailed balances have been properly rolled forward with no matters arising this year;
- Checked and agreed two sample months' receipts and payments transactions (April & September 2018) from the Current account cashbook to relevant bank statements, including the daily "sweeps" to and from the Interest Bearing Reserve account for the same two months; and
- Finally in this area we have checked and agreed the software based bank reconciliations as at 30th April & 30th September 2018 to ensure that there are no long-standing, uncleared items or other another anomalous entries arising.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Corporate Governance

Our objective is to ensure that the Council has a robust series of corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have, to date: -

- Noted that, as in previous municipal years, the Council's extant corporate documentation such as Standing Orders, Financial Regulations, Members' Code of Conduct are subject to on-going review and were again considered fit for purpose following some relatively minor revisions (most latterly in July 2018) to ensure consistency with the recently issued updates to the NALC model documentation;

- Commenced our review of the Council's minutes, examining those for the Full Council and its Standing Committee meetings (with the exception of Planning) held to end October 2018 with a view to identifying whether or not any potential issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability – no such issues were identified; and
- Noted previously that the Council met all necessary criteria to adopt the General Power of Competence and that this was re-affirmed in May 2015 following the election of the new Council in accord with extant legislation (no consideration was required in 2017-18 or 2018-19).

We are again pleased to acknowledge the existence of a plethora of relevant, formally adopted Policies and Procedures, together with more detailed written operating procedures in line with best practice, also noting that these continue to be reviewed and updated periodically.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- That an official order is raised for all relevant goods and / or services: we acknowledge that this will not be necessary for all items of expenditure, which are regularly the subject of contracts (e.g. grounds maintenance) or legal requirements (e.g. non domestic rates);
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been separately identified (where applicable) and coded to the control account for periodic recovery.

We are pleased to note that sound control continues over the authorisation of, and payments for, supplier invoices and other similar expenditure (still predominantly paid by cheque);

We have commenced our testing of payments at this interim visit, examining a sample of all those payments individually in excess of £4,000 together with a more random sample of every 40th cashbook transaction (irrespective of value) to 31st October 2018. This sample comprised approximately 45 payments totalling just over £238,000 and representing 49% of all non-pay related costs in the period to that date.

In relation to VAT, the RFO continues to submit quarterly electronic submissions in a timely manner and we have verified that the September 2018 return had been completed in accord with the underlying Sage control account balances.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage any such risks identified in order to minimise the opportunity for their coming to fruition.

- We have previously noted that the Summary Risk Management Policy is presented to Full Council annually and are pleased to note this remains the case currently (most latterly in April 2018) and that this “underpins” several other policies in place to ensure significant risks are controlled and monitored;
- We again note that sound control registers are in place, on a weekly basis, to record the ground staffs’ health and safety inspections of the Council’s various play areas and associated facilities; and
- We have examined the Council’s two insurance policy schedules: that provided by QBE (via brokers JELF) in relation to its properties expiring in October 2019 and that provided by Zurich Municipal in relation to its remaining legal requirements expiring in June 2019 to ensure that appropriate cover is in place. Public Liability cover has been increased to £15 million whilst Employer’s Liability and Fidelity Guarantee cover remain unchanged at £10 million and £1 million respectively. Additionally, appropriate Loss of Revenue is in place in relation to the Civic Centre (at £400,000) and across other sites (at £34,000).

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the District Council; also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure.

This first interim visit was too early for any formal deliberations of the Council’s Budget and Reserves for 2019-20 to have been concluded, although we note from recent minutes and the current workload of the RFO that due consideration is underway, and we note that members continue to be provided with periodic management reports during 2018-19 to date but have not yet considered any detail therein.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation at present and we shall extend testing in this area to include the Precept setting and in-year budget out-turns at the next update visit.

Review of Income

The Council receives income from a variety of sources including hire fees for use of the Civic Centre, the Luxford restaurant facility, other property lettings, cemetery activities, bank deposits and sports pitches.

Our objective is to ensure that robust systems are in place to ensure that all income due to the Council is identified and invoiced (where applicable) in a timely manner and that effective procedures are in place to ensure that appropriate recovery is effected within a reasonable time span. Consequently, we have:-

- Noted from Financial Regulations that members are required to review the scales of fees and charges for all its activities annually and have obtained detail of those pertaining to the Civic Centre lettings, Pavilion & Sports pitch hires, Cemetery activities and allotment rentals for the current financial year (which were duly approved in the previous municipal year);
- Noted that officers and members continue to regularly manage, report on and review long-standing and potential bad debts, the most recent of which did not identify any significant issues to warrant further action at present; and
- We have examined the Cemetery income streams at the first interim stage by selecting all those burial register entries for the period April to September 2018 and ensuring that each was duly supported by funeral directors' application forms and death certificates, that the fees charged for each activity were in accord with the published scales, that relevant Sales Ledger invoices had been raised in Sage and that there were no undue delays with settlements of same.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation currently and we shall undertake further testing in this area in accord with the rolling programme of work at future visits for the year.

Petty Cash Accounts and Corporate Debit / Credit Cards

The transition to the "limited assurance" regime requires us to specifically express a view on the operation of petty cash schemes within the Internal Audit Certificate at Section 4 of the Annual Return.

- Two "office" based petty cash accounts are in operation at the Civic Centre in addition to the general operational floats held for the till functions. These are maintained on a day-to-day basis for the separate use of Administration and Luxford expenses utilising Sage cashbooks for transaction processing and accounts are

“topped up” periodically as and when required (usually in round sum amounts of £150) and are not operated on a formal “imprest” basis;

- We have checked and agreed a sample month’s payments (October 2018) on both accounts to ensure that each was supported by an appropriate invoice or till receipt, that VAT (where applicable) was being separately identified for periodic recovery and that the goods or services were appropriate for the Council’s activities. We also note the continuing formal control of the “cash-in-tin” balances and re-imbursments, which are subject to independent managerial review; and
- We note that the Council is in possession of a NatWest One Card, with a maximum credit limit of £5,000 and settlement in full by automatic monthly direct debit, and we have checked and agreed the transactions for the month ending 15th September 2018 to supporting documentation, also ensuring the goods and services were appropriate for the Council’s activities.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Salaries

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme as further revised from 1st April 2018 in relation to the staff salary contribution bandings. We have examined the payroll procedures in place and physical payments made to staff to date in 2018-19 by reference to the September 2018 documentation, the underlying detail for which continues to be produced “in house” by the RFO utilising bespoke Sage payroll software. Consequently:

- Gross pay rates have been checked to ensure that the NJC pay award for 2018-19 had been duly implemented;
- PAYE Tax Codes and National Insurance Tables have been checked to ensure that appropriate allowances are being applied for the year following the annual budgetary increases in personal allowances with effect from April 2018;
- Local Government Pension Scheme deduction rates have been checked to ensure they are in accord with the revisions to the bases of employee contributions, most latterly with effect from 1st April 2018;
- Variable hours and expenses have been verified to individuals’ timesheets and claim forms;
- We have checked and agreed the net pay computations on pay slips to the payroll summaries and resultant electronic NatWest Bankline instructions and the settlement of deductions for HMRC and LGPS; and
- We note that electronic monthly returns are made in a timely and accurate manner in accord with current HMRC legislation (aka Real Time Initiative).

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Investments and Loans

Our objectives here are to ensure that the Council is investing “surplus funds”, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

- Currently we note that the Council has one periodic Term deposit with Lloyds Bank (for a twelve month period ending in July 2019) and we have checked and agreed this “investment” to the bank’s third party advice note; and
- The Council has one existing PWLB liability: we have checked and agreed the first instalment repayment for 2018-19 (in August 2018) to their third party direct debit settlement advice notes and Sage cashbooks as part of the higher value supplier testing noted earlier in this report.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Meeting of the General Purposes Committee

Monday 7th January 2019

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 five yearly electrical installation condition report is to be completed;
- Heat curtains have been installed above the main entrance doors and the doors have been realigned to assist reducing draughts into the building/Luxfords Restaurant;
- Three new signs have been installed in the foyer area;
- Water treatment works have been carried out following risk assessment;
- The fire extinguisher service was completed in December 2018;
- Minor gutter cleaning has taken place however the majority of work is waiting for the new 2019/20 budget in April 2019, which includes works to undertake a full clean of the roof to save further costs;
- The communal corridors and stairwells have been booked in February 2019 for carpet replacement;
- Luxfords bar will have a new floor fitted and minor decoration undertaken in January 2019.

Victoria Pavilion

- The five yearly electrical installation condition report is to be completed.
- External steel faced doors have been fitted however temporarily due to contractor errors. We await the return of the contractors;
- Water treatment works are to be carried out following the recent risk assessment;
- A radiator has been replaced in the pavilion due to a leak;
- A copy of the leaseholder's fire risk assessment has been requested.

The Signal Box

- Works have been completed to the basement pillar to provide additional support to the flooring;
- The fencing is due to be replaced in January 2019 to improve the fencing alongside the Signal Box, adjacent to railway land;
- A copy of the tenant's fire risk assessment has been requested.

Foresters Hall

- Minor repairs have been completed to the inside porch and lighting;
- A fire extinguisher service was completed in December 2018.

Snatts Road, Chapel

- An Asbestos survey has been carried out. No evidence found.

Osborn Hall/Hempstead Lane car park

- Quotations have been received to complete repairs and lay new tarmac in the car park. Quotes will be reviewed before instructing works to commence;
- Two windows were damaged previously and a further window has been vandalised in December 2018. One window was replaced in December, which was considered as the worst of the three. Replacement windows are being held off until the Guides Association have received the mesh screens for all windows. The costs of replacing the windows has been split 50/50 as agreed.

The Hub/CAB/Source

- Upgrades to the alarm panel have been carried out;
- Minor window repairs have been carried out (sealant) due to water ingress;
- Lagging works have been carried out to the boiler;
- A copy of the tenant's fire risk assessment has been requested.

West Park

- Remedial electrical works have been completed from the electrical installation condition report;
- Repairs to the roof are awaiting the new budget in April 2019;
- Wealden DC have been approached to see if the recycling bins can be replaced, due to their untidy nature. We await their decision.

2.2 2A Vernon Road,

No works are outstanding.

3.0 Annual maintenance programme

3.1 As per the project update provided in agenda item 4.3, works are continuing to deliver the year 3 maintenance programme, with work still outstanding at Victoria Pavilion.

3.2 We have also approached our surveyors to start the tender process for year 4 of our annual maintenance programme and identify the actual costs involved in carrying out works by obtaining detailed quotations from contractors.

4.0 Building Audits

4.1 Ongoing facility audits are being carried out frequently, with issues being addressed by staff or contractors.

4.2 All risk assessments have been reviewed by the Facilities Manager.

4.3 The Facilities Manager has arranged online training for staff to refresh.

4.4 The Facilities Manager has requested Fire risk assessments from all tenants.

4.5 First aid kits in all buildings are being checked and updated accordingly.

4.6 The Facilities Manager has created an Asbestos management plan following previous inspections, noting areas of concern for any relevant buildings.

4.7 The Facilities Manager has arranged for a Health and Safety audit to be carried out by the British Safety Council in February 2019 to enable the Town Council to review what's working well and where improvements are required.

5.0 Recommendations

5.1 Members are asked to note the report.

Contact Officers: Holly Goring/Mark Francis

Uckfield Town Council



HEALTH AND SAFETY POLICY

Policy No. 3		
Issue No.	Date completed	Details of amendments
1	June 2016	First draft
2	Sept 2016	Second draft
3	03.10.2016	General Purposes Committee (Item 7.2) – approved.
<u>4</u>	<u>07.01.2019</u>	<u>Revised and updated for General Purposes Committee</u>

1.0 INTRODUCTION

- 1.1 This policy has been prepared using the model policy template available from the Health and Safety Executive (HSE).
- 1.2 Uckfield Town Council accepts that it has a legal and moral duty under the Health and Safety at Work Act 1974 and subsequent legislation, to provide safe and healthy working conditions to ensure the health, safety and welfare of all employees, visitors and others.
- 1.3 The following statements set out how these duties and responsibilities shall be implemented.

This is the statement of general policy and arrangements for: Uckfield Town Council

Overall and final responsibility for health and safety:

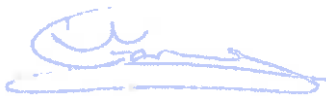
Uckfield Town Council (as a corporate body)

Senior management responsibility: ~~Holly Goring~~—Town Clerk

Day to day responsibility for ensuring this policy is put into practice:

~~Christine Wheatley~~—~~Assistant Town Clerk~~ **Facilities Manager**

Statement of General Policy	Responsibility of: (Name/Title)	Action / arrangements
To prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.	Holly Goring — Town Clerk <u>and</u> <u>Facilities Manager</u>	Prepare relevant risk assessments and complete any actions arising out of those assessments.
Provide clear instructions, information and appropriate training, to ensure employees are competent to do their work.	Christine Wheatley — Assistant Town Clerk and Appropriate Manager <u>Assistant Town Clerk</u> <u>Hospitality Manager</u> <u>Facilities Manager</u>	Employees are given the necessary health and safety induction(s) and provided with appropriate training (including working at height, manual handling and grounds maintenance equipment training) and personal protective equipment. The Council will ensure that suitable arrangements are in place where employees are engaged in work at remote locations or are lone working.
Engage and consult with employees on all aspects of health and safety.	Christine Wheatley — Assistant Town Clerk and Appropriate Manager <u>Facilities Manager</u>	Employees are routinely consulted on health and safety matters as they arise. The Town Council will consider matters of health and safety at its routine General Purposes Committee.
Ensure all contracts include provision for Health and Safety and contractors comply with their duties and responsibilities.	Christine Wheatley — Assistant Town Clerk <u>and</u> <u>Facilities Manager</u>	All contracts include appropriate clauses referring to the requirements of all current health and safety legislation. Monitor contractors to ensure compliance with Health and Safety such as the wearing of PPE.
Implement emergency procedures and evacuation procedures in case of fire or other significant incident.	Christine Wheatley — Assistant Town Clerk <u>Facilities Manager</u>	Escape routes are well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Undertake risk assessments for all work activities and implement appropriate control measures to eliminate or reduce risks to acceptable levels.	Officer with responsibility for Health & Safety Administration <u>Facilities Manager</u>	Risk assessments are prepared for all work activities and employees are instructed on any control measures arising from them. Where risks cannot be eliminated or reduced to ensure the overall risk rating is acceptable for the work activity to take place, the activity should not take place.

Ensure all risk assessments are explained to employees and control measures are adhered to.	Christine Wheatley –Assistant Town Clerk <u>Facilities Manager</u>	Consult with employees as required. Review risk assessments annually.
Statement of General Policy	Responsibility of: (Name/Title)	Action / arrangements
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances.	Christine Wheatley – Assistant Town Clerk <u>Hospitality Manager</u> <u>Facilities Manager</u>	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.
Signed: (employer) Holly Goring		Date <u>07/10/16</u> <u>07.01.2019</u>

General administration of Health and Safety	
Health and Safety law poster is displayed at (location)	Town Council Reception office <u>and Caretakers Station</u> , Civic Centre, Uckfield, TN22 1AE
First Aid Boxes are located:	Luxfords Restaurant, Civic Centre Town Council Reception office Grounds staff office, Victoria recreation ground <u>Foresters Hall</u> <u>West Park Pavilion</u>
Accident books are located:	Luxfords Restaurant, Civic Centre Town Council Reception office Grounds Staff office, Victoria Pleasure Ground
Accident reporting	Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Records held at Civic Centre Offices <u>Accidents must be reported to the Facilities Manager who will ascertain if the matter is RIDDOR reportable.</u>

2.0 Employee Responsibilities

2.1 All employees have responsibilities under the health and safety legislation and should:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety;
- Report any health and safety concerns to the relevant person as detailed in this policy;
- Comply with the safe systems of work developed for all work activities.

3.0 Risk assessments

3.1 Risk assessments have been prepared for all routine work activities undertaken by staff employed by the Council and appendix A is the Risk Assessment Register which provides a list of the current risk assessments that are in place and have been communicated to all relevant employees.

3.2 List of risk assessments

1. Allotments
2. Play areas
3. Civic Centre
4. Caretakers
5. Office working
6. Biomass Boiler
7. Christmas Decorations
8. Working at height
9. Grounds maintenance
10. Harlands Pond
11. Skate park
12. Open spaces
13. Woodlands
14. Cemetery
15. Luxfords Refurbishment
16. Young workers
17. Lighting Beacon
18. Luxfords working
19. Erecting staging
20. Signal Box fencing
21. Light duties
22. Asbestos
23. Holy Cross Churchyard

Appendix A – Risk Assessment Register

Risk reference	Location/ Work area	Activity
G1/1	Grounds staff	Use of ride-on equipment
G1/2	Grounds staff	Use of strimmers, hedge cutters and pedestrian mowers
G1/3	Grounds staff	Working at height
G1/4	Grounds staff	Manual handling
G1/5	Grounds staff	Storage and transfer of chemicals
G1/6	Grounds staff	Use of chemicals
G1/7	Grounds staff	Noise
G1/8	Grounds staff	Vibration
G1/9	Grounds staff	Poor visibility
G1/10	Grounds staff	Injury/ill health from contact with animals / animal matter
G1/11	Grounds staff	Injury/ill health from contact with syringes / other contaminated drug paraphenalia
G1/12	Grounds staff	Slips trips and falls
G1/13	Grounds staff	Ill health from extreme weather
G1/14	Grounds staff	Wasp allergy
G1/15	Grounds staff	Grave digging
G1/16	Grounds staff	Use of pole saw and chain saw
G1/17	Grounds staff	Lone working
-	-	-
G2/1	Harlands ponds	Disease
G2/2	Harlands ponds	Risk of getting stuck in mud
G2/3	Harlands ponds	Drowning
G2/4	Harlands ponds	Machinery getting stuck in mud
G2/5	Harlands ponds	Bites and Stings
G2/6	Harlands ponds	Leptospirosis
-	-	-
G3/1	Skatepark	Access/egress
G3/2	Skatepark	Noise
G3/3	Skatepark	Falls/collisions
G3/4	Skatepark	Aggressive behaviour
G3/5	Skatepark	Maintenance
-	-	-
G4/1	All play areas	Play equipment – physical injury
G4/2	All play areas	Defective surfaces – slips trips and falls
G4/3	All play areas	Bins – contamination / animals
G4/4	All play areas	Fencing – cuts
G4/5	All play areas	Seating – injury
G4/6	All play areas	Dog fouling
G4/7	All play areas	Mowing – see Risk Assessment Grounds 1
G4/8	All play areas	Gates

Risk reference	Location/ Work area	Activity
G4/9	All-play areas	Vegetation
G4/10	All-play areas	Trees
G5/1	Open spaces	Footpaths—slips, trips and falls
G5/2	Open spaces	Grassed areas—slips, trips and falls
G5/3	Open spaces	Falling branches/trees
G5/4	Open spaces	Furniture—bus shelters, seats/benches, litter bins
G5/5	Open spaces	Posts, markers, fences and headstones
G5/6	Open spaces	Walls, fencing
G5/7	Open spaces	Gates
G5/8	Open spaces	Dog fouling
G5/9	Open spaces	Drug use
G6/1	Woodland	Uneven ground, drainage ditches, grass clumps
G6/2	Woodland	Boggy ground, ditches
G6/3	Woodland	Steep slopes
G6/4	Woodland	Debris on ground
G6/5	Woodland	Fallen trees
G6/6	Woodland	Slips, trips and falls on paths
G6/7	Woodland	Trees
G6/8	Woodland	Fixed furniture—seats and litter bins
G6/9	Woodland	Posts, markers and low fences
G6/10	Woodland	Walls and fences
G6/11	Woodland	Gates
G6/12	Woodland	Dog fouling
G7/1	Sports pitches	Slips trips and falls
G7/2	Sports pitches	Fencing
G7/3	Sports pitches	Seating
G7/4	Sports pitches	Football posts
G7/5	Sports pitches	Dog fouling
G7/6	Sports pitches	Gates
G8/1	Snatts Road Cemetery	Slips, trips and falls
G8/2	Snatts Road Cemetery	Fencing / walls
G8/3	Snatts Road Cemetery	Dog fouling
G8/4	Snatts Road Cemetery	Gates
G8/5	Snatts Road Cemetery	Bins
G8/6	Snatts Road Cemetery	Unstable memorials
G8/7	Snatts Road Cemetery	Grave kerbs
G8/8	Snatts Road Cemetery	Seating
G8/9	Snatts Road Cemetery	Vehicles

Risk reference	Location/ Work area	Activity
G8/10	Snatts Road Cemetery	Grounds maintenance—see Grounds 1
G9	Young persons	Young persons working with grounds staff
CC1/1	Civic Centre—Day to day management	Insecure windows and doors
CC1/2	Civic Centre—Day to day management	Obstructions in access
CC1/3	Civic Centre—Day to day management	Vehicles reversing
CC1/4	Civic Centre—Day to day management	Slips trips and falls, falling objects
CC1/5	Civic Centre—Day to day management	Contact with wastes—drains
CC1/6	Civic Centre—Day to day management	Inadequate exterior lighting
CC1/7	Civic Centre—Day to day management	Contact with animal/bird droppings
CC1/8	Civic Centre—Day to day management	Objects falling from height
CC1/9	Civic Centre—Day to day management	Defects with wall surfaces—falling/sharp objects
CC1/10	Civic Centre—Day to day management	Items falling from notice boards
CC1/11	Civic Centre—Day to day management	Inadequate interior lighting
CC1/12	Civic Centre—Day to day management	Faults with boiler systems and fuel storage
CC1/13	Civic Centre—Day to day management	Lack of knowledge of fire evacuation procedures—contractors
CC1/14	Civic Centre—Day to day management	Lack of knowledge of fire evacuation procedures—hirers
CC1/15	Civic Centre—Day to day management	Use of private electrical equipment
CC1/16	Civic Centre—Day to day management	Use of electrical equipment
CC1/17	Civic Centre—Day to day management	Cleaning
CC1/18	Civic Centre—Day to day management	Unauthorised access/trespass
-	-	-
CC2/1	Civic Centre—Caretakers	Slips trips and falls
CC2/2	Civic Centre—Caretakers	Manual handling
CC2/3	Civic Centre—Caretakers	Use of electrical equipment
CC2/4	Civic Centre—Caretakers	Lone working

CC2/5	Civic Centre— Garetakers	Working from height
CC2/6	Civic Centre— Garetakers	Personal safety
CC2/7	Civic Centre— Garetakers	Waste management
Risk reference	Location/ Work area	Activity
CC2/8	Civic Centre— Garetakers	Use of hazardous substances
L1/1	Luxfords—working in the kitchen	Slips trips and falls
L1/2	Luxfords—working in the kitchen	Food handling
L1/3	Luxfords—working in the kitchen	Use of chemicals—bleach etc.
L1/4	Luxfords—working in the kitchen	Manual handling
L1/5	Luxfords—working in the kitchen	Contact with steam, hot water, hot oil and hot surfaces
L1/6	Luxfords—working in the kitchen	Use of knives and other sharp implements
L1/7	Luxfords—working in the kitchen	Use of gas appliances
L1/8	Luxfords—working in the kitchen	Use of electrical equipment
L1/9	Luxfords—working in the kitchen	Use of machinery (e.g. moving blades)
L1/10	Luxfords—working in the kitchen	Falls from height
L1/11	Luxfords—working in the kitchen	Use of pressure systems, steam pipes and pressure fryers etc.
L1/12	Luxfords—working in the kitchen	Workplace temperature—Heat
CO1/1	Council offices— general	Slips, trips and falls
CO1/2	Council offices— general	Manual handling
CO1/3	Council offices— general	Regular computer use
CO1/4	Council offices— general	Use of electrical equipment (copiers/ shredder etc.)
CO1/5	Council offices— general	Lone working
CO1/6	Council offices— general	Falls from height

CO1/7	Council offices—general	Stress—workload-related
CO1/8	Council offices—general	Inadequate heating/cooling and ventilation
CO1/9	Council offices—general	Obstructed or confined workspace
CO1/10	Council offices—general	Inadequate lighting
CO1/11	Council offices—general	Inadequate hygiene facilities
CO1/12	Council offices—general	Use of chemicals—e.g. toner
-	-	-
CO2/1	Council offices—boiler	Fuel deliveries
CO2/2	Council offices—boiler	Fuel storage and handling pneumatic delivery
Risk reference	Location/ Work area	Activity
CO2/3	Council offices—boiler	Fuel storage and handling confined spaces
CO2/4	Council offices—boiler	Wetter fuels
CO2/5	Council offices—boiler	Dust explosion
CO2/6	Council offices—boiler	Feed failure
CO2/7	Council offices—boiler	Slips, trips and falls
CO2/8	Council offices—boiler	Use of boiler—fire
CO2/9	Council offices—boiler	Use of boiler—explosion
CO2/10	Council offices—boiler	Use of boiler—wet side explosion
CO2/11	Council offices—boiler	Use of boiler—delayed ignition of cold boiler
CO2/12	Council offices—boiler	Use of boiler—explosion following rapid cycling
CO2/13	Council offices—boiler	Soot and ash handling
CO2/14	Council offices—boiler	Tar fires
CO2/15	Council offices—boiler	Contact with carcinogenic substances
CO3/1	Council offices—putting up Christmas decorations	Working at height
CO3/2		Lone working—not permitted
CO3/3		Fire
CO3/4		Electric shock
CO3/5		Use of equipment—faulty equipment
CO3/6		Use of equipment—inappropriate equipment
CO3/7		Use of equipment—working at height
A1/1	All allotments—grounds	Unauthorised activities
A1/2	All allotments—grounds	Overgrown vegetation/rodent infestation
A1/3	All allotments—grounds	Mowing/strimming
A1/4	All allotments—grounds	Unsafe trees/branches
A1/5	All allotments—grounds	Hedge trimming

A1/6	All allotments—grounds	Unauthorised use—vandalism
A1/7	All allotments—grounds	Use of LPG
A1/8	All allotments—grounds	Bonfires
A1/9	All allotments—grounds	Dog fouling
A1/10	All allotments—grounds	Defective signage
A1/11	All allotments—grounds	Waste deposits—contamination
A1/12	All allotments—grounds	Water supply defects
A1/13	All allotments—grounds	Other hazardous conditions
E1/1	Events—Road Safety Day—Luxford Field	Walking around the site
E1/2	Events—Road Safety Day—Luxford Field	Manual handling
E1/3	Events—Road Safety Day—Luxford Field	Use of electrical equipment
Risk reference	Location/ Work area	Activity
E1/4	Events—Road Safety Day—Luxford Field	Lone working
E1/5	Events—Road Safety Day—Luxford Field	Retrieving items stored at height
E1/6	Events—Road Safety Day—Luxford Field	Environmental hazards (thermal comfort)
E1/7	Events—Road Safety Day—Luxford Field	Hygiene and welfare
E1/8	Events—Road Safety Day—Luxford Field	Photocopying
E1/9	Events—Road Safety Day—Luxford Field	Gatherings
E1/10	Events—Road Safety Day—Luxford Field	Vehicle movements
E1/11	Events—Road Safety Day—Luxford Field	Managing children
E2/1	Events—Victoria Pleasure ground	Slips, trips and falls
E2/2	Events—Victoria Pleasure ground	Electrical supplies
E2/3	Events—Victoria Pleasure ground	Projectiles at speed/burns
E2/4	Events—Victoria Pleasure ground	General hygiene
E2/5	Events—Victoria Pleasure ground	Food Safety/hygiene
E2/6	Events—Victoria Pleasure ground	Manual handling
E2/7	Events—Victoria Pleasure ground	Behaviour/vandalism
E2/8	Events—Victoria Pleasure ground	Fire

E2/9	Events—Victoria Pleasure ground	Bouncy Castle
E2/10	Events—Victoria Pleasure ground	Fairground rides
E2/11	Events—Victoria Pleasure ground	Traffic movement
E2/12	Events—Victoria Pleasure ground	Falling objects
E2/13	Events—Victoria Pleasure ground	Waste management
E2/14	Events—Victoria Pleasure ground	Health and medical needs
E2/15	Events—Victoria Pleasure ground	Use of children's play areas
Risk reference	Location/ Work area	Activity
E3/1	Events—Lighting of the Beacon—Victoria pleasure ground	Falls from height, falling objects—prior to beacon being lit
E3/2	Events—Lighting of the Beacon—Victoria pleasure ground	Falls from height, falling objects—after the beacon being lit
E3/3	Events—Lighting of the Beacon—Victoria pleasure ground	Air borne embers from fire
E3/4	Events—Lighting of the Beacon—Victoria pleasure ground	Falling embers directly below base of beacon

Meeting of the General Purposes Committee

Monday 7th January 2019

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 staffing and other matters.

2.0 Sickness:

2.1

	As at 19.12.18 (27 staff)	As at 15.01.18 (27 staff)
Actual days taken as short-term Doctors' certificate	77 days	70 days
Actual days taken as self-certificated sick leave	33 days	31.5 days
Average number of days self-certificated sick leave per person	1.22 days	1.17 days
Actual days taken as long term sick leave	109 days	241 days
Average number of days sickness per person	8.11 days	12.7 days
National average of sick days taken in the public sector per person (<i>*sickness absence in the labour market – ONS 2016</i>)	4.30 days	4.3 days

N.B The most recent figures are for the current period. We had two members of staff on long term sick leave over the summer/autumn months. One has now left as their contract was seasonal and the second is now on a phased return to work.

3.0 Risk Assessments and Training

3.1 An online training portal has been set up by the Facilities Manager. All members of staff have been provided with login details and the various ways in which they carry out the training in work time. Staff are expected to have undertaken the necessary refresher training for their area by March 2019.

3.2 The Health and Safety Policy has been refreshed and will be presented to the meeting of General Purposes Committee on 7th January 2019, and risk assessments reviewed.

Contact Officer: Holly Goring

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH *NOVEMBER 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	<input checked="" type="checkbox"/>
Customer Invoices	<input checked="" type="checkbox"/>
Timesheets	<input checked="" type="checkbox"/>

BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

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

Clerks Account	<input checked="" type="checkbox"/>
General Account	<input checked="" type="checkbox"/>
Special Interest Bearing	<input type="checkbox"/>
Lloyds Bank Account	<input type="checkbox"/>

PETTY CASH

Check cash balance and vouchers

Town Council Petty Cash	<input type="checkbox"/>
Luxford	<input checked="" type="checkbox"/>

Signed

Print Name *Z. MACVE*

Dated *24-12-18*

3.4. Timesheets:

The Member will choose random timesheets from the file.

They will check:

- a) That the time sheets add up correctly.
- b) That the pay detail on the payslip for that person corresponds with the time sheet.

4.0. BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE

4.1. The purpose of this exercise is to monitor movement between accounts and account balances.

4.2. The Member will carry out the following checks:

- a) The bank statements correspond with the bank reconciliation.
- b) The bank statements and reconciliations are signed by the Responsible Financial Officer.
- c) Any discrepancies (bank errors) are fully detailed.
- d) The nominal codes are correct in SAGE.

5.0. PETTY CASH

5.1. The Town Council hold two petty cash floats, one for the Town Council and one for Luxfords restaurant. These are 'topped up' by cash withdrawn from the Clerk's bank account. The only two officers that can sign these cheques are the Town Clerk and the Responsible Financial Officer.

5.2. The Member will carry out the following:

- a) Check that the previous month's reconciliation is correct, signed and dated.
- b) Check random vouchers against this reconciliation.
- c) Count the money, at the time of their visit, in both petty cash tins to ensure the balance matches the SAGE balance.
- d) Check that current vouchers have been entered into the SAGE system.
- e) Check that vouchers are authorised by a member of staff and details entered in the petty cash books.
- d) Check that, where applicable, reimbursements of funds are signed for in the petty cash books.

6.0. IRREGULARITIES

In cases of suspected serious breaches of the Council's Financial Regulations, Standing Orders and Policies, the matter will be referred to the Urgent Consultation Panel immediately.

7.0. REVIEW

This Policy will be reviewed annually to ensure it fully covers the Council's Governance requirements.

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.
GAS) SSE ELECTRIC	2/11/18 11	N/A.	YES.	114774.
E MILGS	29/10/18	N/A.	YES	114742

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
FURZROY SUPPORT	CC5965	YES.	22.11.18.	BACS STATEMENT No 831
KSCC	L35956	YES.	18.11.18.	BACS STATEMENT No 870

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
T SALTOR	Nov	YES	YES.	30/11/18	511934585
B HARWOOD	Nov.	YES	YES	30/11/18.	511934585

Members comments:-

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
GENERAL	839	YGS	YGS	1200
CLERICALS	469	YGS	YGS	1210

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council			
Luxfords	ON SPCT CHECK 24/12/18		YGS.

Meeting of the General Purposes Committee

Monday 7th January 2019

Agenda Item 9.1 (i)

REPRESENTATIVES ON OUTSIDE BODIES: REPORT OF THE CITIZEN'S ADVICE BUREAU (CAB)

I attended the AGM of Wealden Citizens Advice on 20th November 2018 at the Community Centre in Crowborough. This was well attended with many of the volunteers from the three bureau being there. In the open forum, many of these expressed how more difficult their role had become over the past few years. In the past Clients usually had one or two issues but now most have complex needs with typically four or five issues.

Roll out of Universal Credit was also discussed and it was announced that the Government had given funds to Citizens Advice to help them with supporting clients.

Also, as Wealden District does not have a Job Centre, it has been agreed that the Department for Work and Pensions (DWP) will operate outreach centres in Crowborough, Hailsham and Uckfield.

Uckfield CAB is working with the Foodbank on a fuel voucher scheme to accompany food vouchers and also hope that Uckfield Lions may be able to provide support. There was also the possibility of developing a hub type approach in Uckfield when the DWP outreach starts.

There is a great deal going on with funding issues being a constant concern.

Councillor P. Sparks

Meeting of the General Purposes Committee

Monday 7th January 2019

Agenda Item 9.1 (ii)

REPRESENTATIVES ON OUTSIDE BODIES: REPORT OF THE RIDGEWOOD VILLAGE HALL COMMITTEE

It has been a very busy year for the Ridgewood Village Hall Committee

The first part of the year was taken up with preparing the plans for the proposed extension of the hall, and submitting them to Wealden District Council. The plans were approved so work is now ongoing to get them implemented. A Project Manager has been appointed to oversee all works from surveys to the actual build itself.

A lot of work was also carried out to achieve the Hallmark Level One award for Village Halls and the scheme seeks to:

- Reward and establish good practice;
- Encourage improvement in established customs and procedures;
- Gain recognition for obtaining good standards in the management of your hall

This award should help towards applications for grant funding towards the building works. The estimated cost for these is in the region of £300,000 at present.

A number of very successful events have taken place this year - the Summer Fair, the Family Firework Display, Live Band Night with Hog Roast and Christmas Fair, with many more events planned for next year.

The hall booking system has now gone live on-line and most of the booking slots are taken on a weekly basis with only a few slots left available.

There is also work going on to bring the constitution of the hall up to date. It was hoped to have this completed for this year's AGM but unfortunately the amount of time it was going to take to get it right meant that it was not possible during 2018. Work on this continues.

The committee have looked at the set up of the committee for the hall and this has now been split into three groups - Trustees, Users sub-group and Planning/Building Works Committee. There is also a fundraising committee which is an amalgamation of everyone to help organise and run events.

Overall, it has been a very busy year with a lot of hard work being carried out behind the scenes to move the use of the hall forward.

Councillor J. Beesley

Meeting of the General Purposes Committee

Monday 7th January 2019

Agenda Item 9.1 (vii)

REPRESENTATIVES ON OUTSIDE BODIES: WEALDEN WORKS

On the 4th December 2018, I attended the Annual Awards Event at Heathfield Youth Centre for Wealden Works to celebrate local people's achievements.

There were about 150 people there including the Chairman and Leader of Wealden District Council together with Roger Daltrey. Jayne Torvill was also hoping to attend but involved in filming for the new series of Dancing on Ice.

The evening started by showing a film produced by an Uckfield student which gave a real insight into how young people had overcome personal issues and barriers to achieve their goals. As well as all gaining accredited qualifications, many had already moved into employment, apprenticeships, further education or voluntary work.

Tom Carroll from Mayfield spoke of how proud he was to be the only Apprentice Wheelwright in the country.

There were many other positive stories including Max Goodwin from Uckfield who is now working as an electrical apprentice. The other very good thing with Wealden Works is that they stay involved with the student and their family for up to 12 months after gaining a position to support and encourage them.

It was a very uplifting event showing the clear and positive benefits to youngsters in our area.

Councillor P. Sparks

