



UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre
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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 4th November 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 23rd September 2019

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 2019/20
(Attached)
- 5.3. Bad Debts
(Attached)
- 5.4 To receive the minutes of the Finance Sub-Committee held on 18th September 2019
(Attached)
- 5.5 To consider the recommendations of the Finance Sub-Committee held on 18th September 2019 (Attached)
- 5.6 To consider the draft fees and charges for 2020/21
(Attached)
- 5.7 To consider new initiatives for the draft committee budget(s) for 2020/21
(Attached)

6.0 BUILDINGS

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

7.0 POLICY

None.

8.0 ADMINISTRATION

- 8.1 To receive a report on Health and Safety within the Council
(Attached)
- 8.2 To receive Members' audit reports
(nothing to report)

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 9.1 To consider reports from:-
 - (i) Citizens Advice Bureau (nothing to report)
 - (ii) East Sussex Association of Local Councils AGM (Attached)
 - (iii) Ridgewood Village Hall Management Committee (nothing to report)
 - (iv) Uckfield & District Housing Association Ltd Mgt Committee
 - (v) Uckfield and District Preservation Society (nothing to report)
 - (vi) Uckfield Volunteer Centre (nothing to report)
 - (vii) Wealden Works (Attached)
 - (viii) Wealden District Association of Local Councils – Management Committee (Attached)
 - (xi) 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 an update on the tender process for the Year 4 Maintenance Programme
(Attached)
- 12.3 To consider an update on Luxfords Restaurant
(Attached)



Town Clerk
29th October 2019

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP15.08.16</u>	<p><u>To consider the relocation and future use of the Telephone Box</u></p> <p>Further to this discussion, Members RESOLVED to:</p> <p>(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 / HG	<p>Contact made with BT for update on the telephone kiosks outside Hartfields. Information on usage in the last 12 months:</p> <p>Kiosk 1 - 112 calls of which, 27 were free calls;</p> <p>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 Aug 2019.</p>
<u>GP32.01.18</u>	<p><u>5.4 To consider the re-allocation of funds to purchase community speedwatch equipment</u></p> <p>Members subsequently RESOLVED, subject to obtaining reassurance from Sussex Police on the on-going maintenance of the software and who had financial responsibility for updating the equipment, that funds be reallocated within the speed reduction budget to purchase the necessary equipment for Community Speedwatch (radar device and tablet) at a cost of £800.</p>	22.01.18	HG	<p>Sussex Police have now decided to release the new software as an app free to download and use on commercially available tablets. It will take a little extra time to change it but they are working on getting this sorted ASAP. Contact has been made with the Community Speedwatch group. Awaiting update on what the group wish to do.</p>

Resolution No.	Details	Date Raised	Action By	Date Completed
<p><u>GP43.02.18</u></p> <p><u>GP12.07.18</u></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 RESOLVED 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> <p>It was RESOLVED to note the revised plans and request the Town Clerk to proceed further with exploring this option, to specifically look into changing room and toilet provision, the requirements of the Football Association, potential funding opportunities and an understanding of what is required to support multi-use space.</p>	<p>05.03.18</p> <p>09.07.18</p>	<p>HG</p>	<p>Work in progress.</p>
<p><u>GP39.02.19</u></p>	<p><u>4.5 To consider the recommendations of the Finance Sub-Committee meetings held on 9th January and 6th February 2019</u> Members took a vote and it was RESOLVED to approve the recommendations of the Finance Sub-Committee, in particular: (i) eight votes were received in favour of approving the amendments to the grant application form; (ii) eight votes were received in favour of the amendments to the Grant programme's internal procedures; (iii) eight votes were received in favour of the proposal to change the dates for the 2021/22 grants procedure (closing dates for application 31st January 2021 and grants meeting held in February 2021).</p>	<p>18.02.19</p>	<p>CW/HG</p>	<p>To be actioned in 2020.</p>

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP48.04.19</u>	<p><u>6.2 To review request from Sussex Support Services Ltd to place a noticeboard at the front entrance to the ramp of Victoria Pavilion</u></p> <p>Members RESOLVED to support this request and agree for Sussex Support Services Ltd to place a small noticeboard at the front entrance to the ramp of Victoria Pavilion.</p>	01.04.19	Tenant	Await update from the tenant as and when they are ready.
<u>GP14.08.19</u>	<p><u>6.1 Current position with the Council's buildings</u></p> <p>Members RESOLVED to:</p> <p>(i) note the report;</p> <p>(ii) approve the recommendation to change the doors of the public toilets at Victoria Pavilion, from existing coin-operated mechanisms to standard closing doors, and keep these doors locked outside of staff hours.</p>	12.08.19	MF	The Estates and Facilities Manager has been reviewing the costs of the options available to return these doors to standard closing doors. It is proposed to make the change in the new financial year.

UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS

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

Project Name	UTC Building Maintenance Programme (Year 3)		Project Number	B
	£51,057	24.02.18	<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>	
		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>	

UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS

Project Name	UTC Building Maintenance Programme (Year 3) CONTINUED		Project Number	B
		06.08.19	Due to the severe delay experienced by contractors not returning to site, we requested that the contractor work with a new supplier. The doors are currently being manufactured.	
		16.09.19	A new supplier was identified to manufacture and fit the doors at Victoria Pavilion. It is anticipated that works will be carried out to fit the new doors week commencing 16 th September 2019. We await a further update.	
		24.10.19	After seeking legal advice and threatening legal action, or taking over the project from the contractors, the contractors have now pushed ahead to seek the installation of the new doors. The new doors were fitted on 24/10/19 and 25/10/19. The matter has been rectified despite some snagging issues. This programme of work can now be removed from the Project Monitoring Report as complete. NFA.	

Committee	General Purposes			
Project Name	West Park Pavilion Scheme		Project Number	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.	
		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

		01.02.19	The draft budget for 2019/20 was approved by Full Council on 14 th January 2019. A meeting has also been arranged with the Sussex Football Association in February 2019.
		20.03.19	A meeting has taken place with the Sussex Football Association to understand their requirements with regard to changing areas and referees' needs. An update was also provided on potential grant funding opportunities which the Town Council may wish to follow up on.
	£25,000	25.06.19	Progress is now underway on this project. The Town Council will be exploring reconfiguration of the internal layout and an expression of interest will be submitted to the Football Foundation to see whether the Town Council can proceed with a full application for grant funding to assist with improvements to the Pavilion.

Committee	General Purposes		
Project Name	Data Protection	Project Number	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	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.

UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS

		29.10.18	Office staff are seeking to purchase a new batch of encrypted memory sticks for purpose of administration.
	£754	20.03.19	Office staff have purchased a small batch of encrypted memory sticks for purpose of administration. Awaiting costs of purchasing these.

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.	
UCP – reported to Full Council on 16/09/19		16.09.19	As a result of Luxfords Restaurant needing to purchase a replacement refrigerator for use in the main kitchen and also looking to replace an older freezer, the funds in earmarked reserves for the microwave were re-allocated to ‘Luxfords Equipment’ and used for these purposes. This was approved by Urgent Consultation Panel, and noted by Full Council on 16/09/19.	

UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS

New initiatives for 2019/20

Committee		General Purposes	
Project Name		262 Bus Service	Project Number 54
Resolution Number	Funds	Date	Commentary
FC93.01.19	£3,900	24.06.19	Awaiting invoice for quarter one.
	(minus £913.67) = £2,986.33	06.08.19	The invoice for quarter one has been paid and was calculated at £913.67. Contact has been made with North Wealden Community Transport Partnership to find out what percentages the other parishes are contributing.
	(minus £822.30) = £2164.03	24.10.19	The invoice for quarter two has now been paid and was calculated at £822.30.

Committee		General Purposes	
Project Name		Upgrade of Town Council Website	Project Number 58
Resolution Number	Funds	Date	Commentary
FC93.01.19	£4,000	24.06.19	The Town Clerk and Marketing and Communications Officer have met with a local web development company to upgrade the existing Town Council website. We are currently reviewing their contract and confirming the details and our requirements, before agreeing to proceed.
	(minus 50% deposit of £1,917.60) = £2,082.40	06.08.19	Authorisation has been given to proceed. A scoping meeting has been arranged and the website company are currently drawing up the designs and layout of the homepage and internal pages.

UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS

		16.09.19	Work has been progressing well with the development of the new Town Council website. The Town Council's Marketing and Communications Officer has been preparing the content/text and documents and sending these to the company to upload into the new website design as part of the development process.
		24.10.19	A meeting was held with the web developers on 23/10/19 to look at the new design of the website and initial content that had been added. Working through each page and link, issues were highlighted and preferences on layout. Good progress is being made and it is anticipated that the new website will be up and running before Christmas.

Committee		General Purposes		
Project Name		Replacement of Civic Centre booking system		Project Number 59
Resolution Number	Funds	Date	Commentary	
FC93.01.19	£8,000	24.06.19	Town Council office staff have met with one out of four companies that create booking systems, that may be suitable for the Town Council's facilities. Further meetings will take place in 2019.	

Committee		General Purposes		
Project Name		Online event ticket system		Project Number 60
Resolution Number	Funds	Date	Commentary	
FC93.01.19	£1,500	24.06.19	The Marketing and Communications Officer has prepared a brief to circulate to local web developers to assist with the purchase and installation of an online event ticket system on the Civic Centre Website. Work will commence on this project in July 2019.	

General Purposes Committee as at 30th Sept 2019

	Apr 19 Actuals £	May 19 Actuals £	Jun 19 Actuals £	Jul 19 Actuals £	Aug 19 Actuals £	Sep 19 Actuals £	Actuals at 30th Sep	Budgets at 30th Sep	Oct 19 Budget £	Nov 19 Budget £	Dec 19 Budget £	Jan 20 Budget £	Feb 20 Budget £	Mar 20 Budget £	Total £	2019/20 Budgets
Sales																
Administration	40	0	3	5	5	2	55	52	8	8	8	8	8	8	103	100
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	136	290	239	169	145	0	979	502	83	83	83	83	83	83	1,477	1,000
Interest Misc. (Fixed Rate Bond)	0	0	0	3,146	0	0	3,146	2,503	0	0	0	0	0	0	3,146	2,503
Civic Centre	7,252	8,494	11,100	6,889	7,444	4,758	45,937	47,542	7,344	8,009	7,703	8,284	7,609	7,909	92,795	94,400
Civic Centre Vending Machine	0	22	0	21	0	0	43	74	0	38	0	0	38	0	119	150
Feed-in Tariff Payments	0	0	0	3,113	0	0	3,113	3,000	1,500	0	0	250	0	250	5,113	5,000
Quickborn Suite rent	708	708	708	708	708	0	3,540	4,252	708	708	708	708	708	708	7,788	8,500
West Park Pavilion	19	0	0	55	0	58	132	74	0	26	0	0	0	0	158	100
Victoria Pavilion	792	792	792	1,259	792	792	5,219	5,568	1,092	892	792	1,092	792	1,322	11,201	11,550
RHI - C.Centre Boiler	5,126	0	0	0	0	0	5,126	5,600	0	0	500	0	0	3,900	9,526	10,000
Victoria Storage Garages	50	0	50	0	0	0	100	100	0	0	0	0	0	0	100	100
Cemetery Chapel workshop	0	1,050	0	0	1,050	0	2,100	2,100	0	1,050	0	0	1,050	0	4,200	4,200
Foresters Hall	620	1,408	4,325	791	717	548	8,409	9,745	1,330	1,300	1,300	1,300	1,335	1,365	16,339	17,675
Foresters Chapel	288	0	0	288	0	0	576	543	272	0	0	272	0	0	1,120	1,087
2a Vernon Road, rent	600	1,200	0	600	600	0	3,000	3,750	625	625	625	625	625	625	6,750	7,500
Signal Box	354	354	354	354	354	1,062	2,832	2,126	589	354	354	354	354	354	5,191	4,485
Osborn Hall	0	0	0	315	0	0	315	315	0	100	0	0	0	0	415	415
Ridgewood Village Hall	0	0	0	0	0	0	0	0	613	0	0	120	0	0	733	733
Bridge Cottage	0	0	0	0	4,064	0	4,064	0	4,064	0	0	0	1	0	8,129	4,065
CAB - The Hub	0	600	5,796	0	4,462	0	10,858	11,210	0	600	5,012	0	600	4,728	21,798	22,150
Community Toilet Scheme	282	0	0	0	282	0	564	550	275	0	0	275	0	0	1,114	1,100
Total Sales	16,267	14,918	23,367	17,713	20,623	7,220	100,108	99,606	18,503	13,793	17,085	15,371	13,203	21,252	199,452	198,813
Purchases																
New Initiatives 2019/20																
West Park Pavilion Scheme	0	0	0	0	0	0	0	0	0	0	0	0	10,000	0	10,000	10,000
Data Protection	0	0	0	0	0	0	0	0	0	0	0	1,000	0	0	1,000	1,000
Bus Service	0	0	914	0	0	822	1,736	1,913	0	0	1,000	0	0	987	3,723	3,900
Civic Centre Wifi Upgrade	2,763	2,763	0	0	0	0	5,526	6,000	0	0	0	0	0	0	5,526	6,000
Weald Hall Replacement Back Drops	0	2,190	0	0	0	0	2,190	2,500	0	0	0	0	0	0	2,190	2,500
Upgrade Town Council Website	0	0	1,998	0	0	0	1,998	2,000	0	2,000	0	0	0	0	3,998	4,000
Replace Civic Centre Booking System	0	0	0	0	0	0	0	0	0	0	0	0	0	8,000	8,000	8,000
Online Event Ticket System	0	0	0	0	0	0	0	0	0	0	0	0	0	1,500	1,500	1,500
Five Year Asset Valuation	0	0	0	5,500	0	0	5,500	6,000	0	0	0	0	0	0	5,500	6,000
Civic Centre CCTV Upgrade	2,763	2,763	0	0	0	0	5,526	6,000	0	0	0	0	0	0	5,526	6,000
Total New Initiatives 2019/20	5,526	7,716	2,912	5,500	0	822	22,476	24,413	0	2,000	1,000	1,000	10,000	10,487	46,963	48,900
Purchases																
Administration	1,245	1,461	585	1,133	1,370	556	6,350	8,846	1,474	1,474	1,474	1,474	1,474	1,474	15,194	17,690
General Advertising	0	0	0	49	0	0	49	100	50	0	50	0	50	0	199	250
Recruitment Advertising	200	0	0	0	0	0	200	400	0	0	0	0	0	0	200	400
Office Equipment/Computers	886	359	529	2,982	659	995	6,410	4,748	792	792	792	792	792	792	11,162	9,500
Hospitality	48	17	0	0	0	0	65	65	0	35	0	0	0	0	100	100
Health & Safety	0	0	0	0	0	0	0	416	139	139	139	139	139	139	834	1,250
Insurances	0	0	5,675	0	0	0	5,675	5,675	24,325	0	0	0	0	0	30,000	30,000
Mayor's Allowance	0	0	435	0	0	435	870	871	0	0	435	0	0	435	1,740	1,741
Accountants Fees	0	4,500	0	0	0	0	4,500	4,600	0	0	0	0	0	0	4,500	4,600
Grants Section142	0	9,418	0	0	0	0	9,418	9,420	0	10,080	0	0	0	0	19,498	19,500
Grants - Power of Competence	0	16,483	0	800	0	0	17,283	17,283	7,717	0	0	0	0	0	25,000	25,000
Volunteer Bureau SLA	0	8,000	0	0	0	0	8,000	8,000	0	0	0	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	0	40	0	20	0	152	212	90	50	0	50	0	110	0	422	300
Internal Audit Fees	0	0	430	0	0	0	430	900	0	0	450	0	0	450	1,330	1,800
Audit Fees	0	0	0	0	0	2,000	2,000	2,000	0	0	0	0	0	0	2,000	2,000
Professional Fees	20	0	200	3,200	0	874	4,294	5,921	0	0	2,500	0	1,079	2,500	10,373	12,000
Festive Lights	0	0	0	0	0	0	0	0	0	25	0	10,575	0	0	10,600	10,600
Festive Light Electricity	0	0	0	0	0	0	0	0	0	0	0	0	0	250	250	250
Office Staff - Salaries	20,083	20,319	20,034	20,034	21,426	16,024	117,920	122,153	20,358	20,358	20,358	20,358	20,358	20,359	240,069	244,302
Members Allowances/Expenses	10	497	3,360	0	0	4,103	7,970	9,457	0	0	4,729	0	0	4,829	17,528	19,015

General Purposes Committee as at 30th Sept 2019

	Apr 19 Actuals £	May 19 Actuals £	Jun 19 Actuals £	Jul 19 Actuals £	Aug 19 Actuals £	Sep 19 Actuals £	Actuals at 30th Sep	Budgets at 30th Sep	Oct 19 Budget £	Nov 19 Budget £	Dec 19 Budget £	Jan 20 Budget £	Feb 20 Budget £	Mar 20 Budget £	Total £	2019/20 Budgets
Newsletter	400	400	400	800	400	0	2,400	2,400	400	900	400	400	400	400	5,300	5,300
Bank Charges	43	40	41	44	41	41	250	274	46	46	46	46	46	46	526	550
Civic Centre Running Costs	11,981	6,543	10,155	6,025	9,686	6,909	51,299	51,400	9,371	9,280	10,688	9,371	5,956	7,454	103,419	103,520
Caretakers - Salaries	6,780	8,001	7,427	7,182	7,898	7,336	44,624	51,194	7,416	7,416	7,416	7,416	7,416	7,416	89,120	95,690
West Park	225	472	123	0	(106)	297	1,011	2,028	620	498	620	407	407	710	4,273	5,290
Victoria Pavilion	818	578	1,586	402	402	3,757	7,543	7,382	975	975	2,626	975	975	2,626	16,695	16,534
Cemetery Buildings	150	152	158	152	152	152	916	1,070	180	180	180	180	180	180	1,996	2,150
Signal Box	0	0	0	0	0	0	0	498	167	167	167	167	167	167	1,002	1,500
The Hub	151	85	2,253	50	96	677	3,312	3,824	446	446	446	446	446	446	5,988	6,500
Foresters Hall	206	1,922	583	912	285	895	4,803	5,965	1,121	1,038	853	981	981	652	10,429	11,591
2a Vernon Road	175	0	0	0	0	0	175	200	0	0	0	0	0	0	175	200
Subscriptions	2,581	92	326	0	0	0	2,999	3,000	100	0	0	100	0	0	3,199	3,200
Training	0	140	1,768	165	20	355	2,448	2,908	432	432	432	432	432	432	5,040	5,500
Other Buildings - Salaries	520	741	0	0	0	0	1,261	3,312	380	380	380	380	380	380	3,541	5,592
All Building Cleaning Materials	0	0	0	15	1,274	209	1,498	1,096	120	120	120	120	120	119	2,217	1,815
Total Purchases	46,522	80,260	56,068	43,965	43,603	45,767	316,185	337,496	76,679	54,781	55,351	54,759	41,908	52,256	651,919	673,230

Building Maintenance Fund - Yr 5 Maintenance	24,965	2,053	2,373	7,218	0	8,510	45,119	N/A	0	0	0	0	0	0	N/A	75,000
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Loan Costs	0	0	0	31,587	0	0	31,587	31,587	0	0	0	31,210	0	0	62,797	62,797
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Earmarked reserves will cover the additional office equipment costs required with staff changes

Luxfords Income Expenditure as at 30th Sept 2019

	Apr 19 Actuals £	May 19 Actuals £	Jun 19 Actuals £	Jul 19 Actuals £	Aug 19 Actuals £	Sep 19 Actuals £	Actuals to 30 Sept £	Budgets to 30 Sept £	Oct 19 Budget £	Nov 19 Budget £	Dec 19 Budget £	Jan 20 Budget £	Feb 20 Budget £	Mar 20 Budget £	Total £	2019/2020 Budgets
Sales																
Restaurant Food Sales	8,060	7,990	7,184	8,434	7,986	8,333	47,987	52,500	13,000	11,800	16,000	8,500	10,000	10,000	117,287	121,800
Restaurant Bar Sales	406	506	587	720	561	2,019	4,799	3,050	800	600	1,000	350	500	500	8,549	6,800
Hire of Luxfords Restaurant	114	152	321	150	150	150	1,037	1,222	88	188	188	188	188	188	2,065	2,250
Function Food Sales	1,457	1,049	2,696	1,456	2,813	1,262	10,733	11,000	3,500	4,500	3,500	500	1,000	2,500	26,233	26,500
Function Bar Sales	700	353	993	3,901	515	66	6,528	8,350	1,000	2,500	2,500	600	1,050	1,500	15,678	17,500
Hire of Equipment	57	87	112	30	147	74	507	548	92	92	92	92	92	92	1,059	1,100
Sundry Income	25	33	42	33	33	33	199	378	62	62	62	62	62	62	571	750
Total Sales	10,819	10,170	11,935	14,724	12,205	11,937	71,790	77,048	18,542	19,742	23,342	10,292	12,892	14,842	171,442	176,700
Purchases																
Food Purchases	3,045	3,393	3,051	3,320	2,728	2,798	18,335	17,901	4,000	3,500	3,500	2,750	2,750	3,099	37,934	37,500
Bar Purchases - non-alcoholic	116	222	375	490	72	33	1,308	1,609	220	100	271	100	200	250	2,449	2,750
Bar purchases - alcoholic	247	477	187	1,837	261	0	3,009	3,600	600	300	1,000	200	400	400	5,909	6,500
Paper goods/consumables	236	471	195	108	146	39	1,195	1,375	200	100	500	75	200	150	2,420	2,600
Maintenance & Repairs	0	0	0	742	861	95	1,698	1,400	0	0	700	0	0	700	3,098	2,800
Equipment - New/Replacements	0	548	58	25	223	830	1,684	1,000	0	0	500	0	0	500	2,684	2,000
Equipment Hire	0	(160)	0	0	0	0	(160)	150	0	0	100	0	0	0	(60)	250
Postage	61	20	0	61	0	124	266	150	0	0	75	0	0	75	416	300
Rates	1,488	657	657	657	657	657	4,773	5,700	950	950	950	950	0	0	4,773	9,500
Electricity	619	480	400	384	461	450	2,794	2,974	496	496	496	496	496	496	5,770	5,950
Gas	0	0	197	0	0	43	240	200	0	0	200	0	0	150	590	550
Water	0	0	359	0	0	240	599	650	0	0	325	0	0	325	1,249	1,300
Telephone	15	14	14	15	15	16	89	85	15	15	15	15	15	15	179	175
Refuse Collection	62	69	60	62	66	192	511	998	167	167	167	167	167	167	1,513	2,000
Stocktaking	195	0	0	195	0	0	390	374	188	0	0	188	0	0	766	750
Stationery	0	0	0	7	0	0	7	0	0	0	0	0	0	100	107	100
General Advertising	80	202	108	170	147	270	977	800	150	150	0	100	150	50	1,577	1,400
Uniforms	0	0	0	0	0	0	0	0	130	0	70	0	0	0	200	200
Salaries	7,893	9,283	8,753	8,684	10,080	8,122	52,815	53,669	8,980	8,960	8,960	8,960	8,960	8,960	106,595	107,449
Casual wages	663	122	956	1,234	254	218	3,447	3,375	700	200	1,240	125	300	300	6,312	6,240
Credit charges	123	121	129	159	129	142	803	750	125	125	125	125	125	125	1,553	1,500
Total Purchases	14,843	15,919	15,499	18,150	16,100	14,269	94,780	96,760	16,921	15,063	19,194	14,251	13,763	15,862	186,034	191,814

N.B Please note - the £830 expenditure and further £520 which will show up in the expenditure in October 2019, are to be paid from earmarked reserves for the purchase of a new fridge and freezer as per Full Council report presented on 16 Sept 2019.

Meeting of the General Purposes Committee

Monday 4th November 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 showing on our finance system and will be pursued by office staff over the next week:

- Ceroc Zeal – currently paying £10.00 per week through debt collector;
- Uckfield Anderida Cricket (reason for the delay in payment has been explained – anticipate payment shortly);

2.2 Smaller sums are being chased from hirers which still remain outstanding:
Emma Naylor Fitness
Costain Ltd
Martin Riley Ltd

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Holly Goring

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Finance Sub-Committee** held in the Council Chamber, Civic Centre on Wednesday 18th September 2019 at 6.30 pm.

PRESENT: Cllr. P. Sparks (Chairman) Cllr. C. Macve
Cllr. J. Beesley Cllr. D. Ward
Cllr. B. Cox

IN ATTENDANCE:

24 members of the public
1 member of press

Holly Goring – Town Clerk

Minutes taken by Holly Goring

The Chairman welcomed all those present and set out how the meeting would progress, details of how applicants would be invited to speak, the possibility that questions would be asked and also explained the subsequent decision making process.

The Chairman stated that as in previous years the amount of funding being requested was more than could be accommodated from the budget so to please take this on board.

1.0 DECLARATIONS OF INTERESTS

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this agenda

The Town Clerk then read out the various declarations of interest submitted by members of the Finance Sub-Committee, and advised where they could speak but not vote. This part of the meeting also set out the dispensations that had been given in respect of certain applications, where members may have had a personal interest through knowing another committee member involved in an organisation. Dispensations would allow the members to participate fully in both the discussion and vote, and for the meeting to continue.

2.0 APOLOGIES FOR ABSENCE

None.

3.0.

MINUTES

Minutes of the meeting of the Finance Sub-Committee held on the 6th February 2019.

FS.03.09.19

It was **RESOLVED** that the minutes of the Finance Sub-Committee of the 6th February 2019 be taken as read, confirmed as a correct record and signed by the Chairman.

4.0

FS.04.09.19

TO CONSIDER THE ALLOCATION OF GRANTS

Members of Finance Sub-Committee then **RESOLVED** to suspend Standing Orders to allow grant applicants to speak.

The various representatives attending the meeting were then asked to provide a summary of their application and any additional information which may support their application.

Committee members asked a number of questions to which the various representatives responded.

Following the presentations from those attending and questions from Committee members, the Chairman reminded the representatives of the subsequent format of the meeting.

FS.05.09.19

The meeting then resumed and it was **RESOLVED** to reinstate Standing Orders.

Committee members then worked through and considered each individual grant application on its own merits to consider whether funding should be provided, and if provided, how much. The Town Clerk advised that the figures agreed by the Finance Sub-Committee would be recommended to General Purposes Committee at their next meeting.

FS.06.09.19

Members of the Finance Sub-Committee worked through the final grant allocation figures and **RESOLVED** to recommend to the General Purposes Committee that the following grants be awarded.

(see overleaf)

Meeting of the General Purposes Committee

Monday 4th November 2019

Agenda Item 5.5

TO CONSIDER THE RECOMMENDATION OF THE FINANCE SUB-COMMITTEE OF 18th SEPTEMBER 2019

1.0 Summary

- 1.1 This report sets out the recommendation of the Finance Sub-Committee from their recent meeting on 18th September 2019 whereby they considered and put forward a recommendation for the allocation of community grants in 2020/21.

2.0 Background

- 2.1. The Finance Sub-Committee reviewed 21 applications for grant funding to Uckfield Town Council for the financial year of 2020/21. The Finance Sub-Committee listened to presentations from the applicants and considered the information provided before making their decision.

- 2.2 The Finance Sub-Committee agreed:

FS.06.09.19

Members of the Finance Sub-Committee worked through the final grant allocation figures and **RESOLVED** to recommend to the General Purposes Committee that the following grants be awarded.

Letters are to be sent to various grant applicants regarding their application and the amount of grant awarded.

East Sussex Credit Union	0.00
Uckfield & District Age Concern	468.00
Framfield & Blackboys Monday Club	500.00
Uckfield Bonfire & Carnival Society	3000.00
East Sussex Association of the Blind	300.00
Family Support Work	1500.00
Uckfield FM	2000.00
The Royal British Legion	210.00
Uckfield & District Preservation Society	1500.00
Ridgewood Village Hall Committee	1800.00
Uckfield Festival Association	3000.00
Uckfield Millennium Green	297.00
Uckfield Theatre Guild	600.00
Uckfield Community Orchestra	400.00
ATC Uckfield Air Cadets Squadron	1500.00
Mediation +	1500.00
Wealden Works	3500.00
Manor Park and Hempstead Fields Residents' Assoc	325.00
Uckfield College Counselling Service	2000.00
St Wilfred's Hospice	600.00

	<u>TOTAL</u>	<u>£25,000.00</u>
Wealden Citizens Advice		£18,900.00

Total General Power of Competence Grants £25,000

Total Section 142 Grants £18,900

Volunteer Bureau Service Level Agreement £ 8,000

3.0 RECOMMENDATION

- 3.1. Members are asked to approve the recommendation of the Finance Sub-Committee to award grants totalling £43,900 to local groups and organisations in 2020/21, plus £8,000 to the Volunteer Centre for their service level agreement.

Contact Officer: Holly Goring

Meeting of the General Purposes Committee

Monday 4th November 2019

Agenda Item No. 5.6

TO CONSIDER THE DRAFT FEES AND CHARGES FOR 2020/21

1.0 Summary

- 1.1 Each year as part of the budget setting process, the Town Council is required to review its fees and charges. This includes the fees and charges for room hire at the Civic Centre and within Foresters Hall, and the Victoria and West Park Pavilions.
- 1.2 In the past two years changes have been made to the way in which room hire charges are presented to customers, with a standard rate for the smaller rooms within the Civic Centre, and peak and off-peak rates being added for the hire of the larger rooms after 6pm on Thursday, Friday, Saturday and Sunday evenings. This was intended to cover the costs of staffing at peak times, and the annual increase in utilities and rates.
- 1.3 Other changes included the removal of delegate rates, which were underused, setting a minimum charge on teas and coffees with room hire, and revising the charges for hiring the Urn to reflect the Civic Centre costs in clearing up the cups for larger groups.
- 1.4 For 2019/20, the buildings of Foresters Hall, Victoria Pavilion and West Park Pavilion received a 2% increase on the room hire charges per hour:
- GP28.11.18** *Members **RESOLVED** to:*
(i) note the report and proposed figures, and;
(ii) approve the 2% increase in room hire charges for the Civic Centre, Foresters Hall and Sports Pavilions.

2.0 Current room hire rates

- 2.1 A copy of the current rates for the Civic Centre and Foresters Hall are attached at appendix A.
- 2.2 The current room hire rates for Victoria and West Park Pavilions are as follows:

	Current room hire rates (2019/20 per hour +VAT)
Non- commercial	£6.46
Commercial	£9.06

3.0 Recommendations

Members are asked to consider the current rates and provide their considerations for setting the rates for 2020/21.

Contact Officer: Holly Goring

Appendices: Appendix A: 2019/20 Current Fees and Charges (Room Hire)

Meeting Rooms and Venue Hire

Making a Booking

To check availability of rooms and dates in the Civic Centre, please call 01825 747790.

To assist our staff, please have the following information available:

- Date(s) required
- Number attending
- Start and end times for your booking including additional set up and clear up times.

We will then be able to advise you of available rooms and will make every effort to accommodate your booking.

If a room is available for your preferred date and time, we will need additional details to make your provisional booking:

- Your name
- Company or organisation
- The billing address
- Contact telephone numbers and email
- Brief details of the booking.

We will then email or post a booking form for you to confirm.

You will be required to complete: a booking form, a catering form, an additional equipment and layout forms.

You should check and complete the forms and return them to the Council Offices, where your booking will be confirmed. You will then be sent a confirmation of your booking preferably by email.

An invoice for the hire charge will be sent to you at least 28 days prior to your booking and should be paid within 14 days.

Prior to your Booking

Please ensure that you confirm numbers attending and the layout at least *two days* before your booking.

If you require catering, you must advise us and order at least one week before your event.

If you have any queries, or would like to discuss specific requirements for your booking, please call 01825 747790 and make an appointment to see a member of staff.

Cancellations

Please Note: if you cancel your booking within 14 days of the date of the event, the *full* hire charge will be payable.

Access for Disabled People

The Civic Centre is fully accessible for disabled people, with designated parking spaces at the rear of the building.

If you have any specific access requirements, or require any information in an alternative format, please call 01825 747790.

Layout

The room will have been set out to the specification you will have indicated on the booking forms.

If this is incorrect or you require alterations, please contact a caretaker or the Council Offices immediately.

The chairs and tables are heavy and you should *not* attempt to move them.

Additional Equipment

If you require additional equipment on the day, or have difficulties with operating any equipment, please contact a caretaker or the Council Offices for assistance.

Catering

If you require additional catering, or have any queries regarding your catering order, please contact us.

Housekeeping

Maps of the building and housekeeping notices are provided in each room. If you require further information, please contact the Council Offices or, out of normal office hours, a caretaker.

EMERGENCY PROCEDURES

Fire evacuation and emergency procedure notices are provided in all rooms. Please ensure that all your delegates/guests are aware of the emergency evacuation procedures.

In the booking of a fire, please evacuate to Luxfords Field car park and take a roll call of your delegates/guests. You must report immediately to the Fire Officer in charge should anyone from your party be missing or require assistance.

If you require additional information about the evacuation procedures, please contact the Council Offices in person or call 01825 747794



**Civic
Centre
Uckfield**

**Civic Centre and
Foresters Hall**

Venue hire charges 2019/2020 (prices applicable from 1 April 2019 – 31 March 2020)



Weald Hall



Foresters Hall



Council Chamber



Green Room



Martlets Room



Oakleaf Room



Ashdown Room



Mayor's Parlour

Civic Centre Uckfield
www.uckfieldciviccentre.com

Tel: 01825 747790 Email: admin@uckfieldtc.gov.uk

Civic Centre Uckfield
www.uckfieldciviccentre.com

Tel: 01825 747790 Email: admin@uckfieldtc.gov.uk

Meeting Rooms and Venue Hire

Civic Centre (TN22 1AE) basic room hire per hour + VAT

Room	Non-Commercial	Commercial
Weald Hall (seats up to 250) 15m x 21m	Off peak rate £23.50* Peak rate £28.50**	Off peak rate £40.80* Peak rate £45.80**
Ashdown room (seats up to 100) 11m x 7m	Off peak rate £12.25* Peak rate £15.25**	Off peak rate £21.40* Peak rate £25.40**
Council Chamber (seats up to 50) 6.8m x 12.9m	£14.25	Off peak rate £15.25* Peak rate £18.35**
Green Room (seats up to 50)	£11.75	
Oakleaf Room (seats up to 25) 4.1m x 6.1m	£10.70	
Marlets Room (seats up to 30) 4m x 6.8m	£10.70	
Mayor's Parlour (seats up to 10) 3.7m x 4.4m	£9.20	
Luxfords Restaurant (available when restaurant closed)	£10.70	
*Off peak rate – applies daytime Monday to Sunday and evenings Monday to Wednesday from 6.00pm **Peak rate – applies evening from 6.00pm on Thursday/Friday/Saturday/Sunday Sunday bookings are subject to availability		

Maximum capacity dependent on room layout – please see separate sheet for details and specify the layout when you make your booking.

The use of wall-mounted digital smart screens and projector, if required, is included in all room hire charges but should be pre-ordered at the time of booking.

Civic Centre Uckfield
www.uckfieldciviccentre.com

Tel: 01825 747790 Email: admin@uckfieldtc.gov.uk

Meeting Rooms and Venue Hire

Foresters Hall (TN22 5DT)- Basic room hire per hour

Room	Non-Commercial	Commercial
Main Hall – adult group	£10.00	£21.95
Mail Hall – voluntary youth group	£4.90	n/a

Please note that VAT is not chargeable on Foresters Hall bookings

Foresters Hall

You will need to collect a key prior to your event. Bookings for a Saturday and Sunday, please call into the offices on Friday before 4.00pm to collect the key. You will need to return the key on the Monday.

A £15 returnable cash deposit will be required for the key.

Bookings cannot be taken for some Fridays or Sunday evenings due to services in the Chapel.

Foresters Hall is **not** suitable for adult parties or discos

Useful information for Civic Centre Bookings

The use of a wall-mounted digital smart screen and projector, if required, is included in all room hire charges – please advise at time of booking.

General hire of equipment		Weald Hall equipment hire only	
<ul style="list-style-type: none"> Charged per item when ordered with rooms booked on an hourly rate. 		Full stage (5.4m x 21.9m)	£19.00
Flip Chart (with pens)		Half stage (3.6m x 21.9m)	£9.50
Laptop		Stage lights (first night)	£18.00
NoBo display boards		Stage lights (subsequent nights)	£12.00
(Velcro Fastenings)		Piano	£12.00
Lectern		PA system + one microphone	£14.00
TV and DVD player		Standard microphone	£3.00
	£5.00	Radio microphone	£9.00
	£5.00	Lapel Microphone	£9.00
	£3.00	Wheelchair lift to the stage	FREE
	£10.00	Induction loop (requires PA)	FREE
	£6.50		

Parties

All parties will be considered on merit and may be subject to additional terms and conditions including:

- A responsible person should be named who undertakes to remain sober throughout the event, to act as a liaison with Council staff in the event of an incident or emergency;
- An ID system to be specified to prevent under-18s from buying alcohol at the bar

Please note that we do not host 18th birthday parties.

Hirers are not permitted to bring their own catering or refreshments unless by prior arrangement/authorisation by the management.

Civic Centre Uckfield
www.uckfieldciviccentre.com

Tel: 01825 747790 Email: admin@uckfieldtc.gov.uk

Meeting of the General Purposes Committee

Monday 4th November 2019

Agenda Item 5.7

TO CONSIDER NEW INITIATIVES FOR THE DRAFT COMMITTEE BUDGET(S) FOR 2020/21

1.0 Summary

- 1.1 The draft budgets are presented to Full Council in early December for the following financial year, prior to a final decision being taken on the precept and detailed budget papers on 20th January 2020.
- 1.2 In order to assist staff with exploring the costs associated with new initiatives and the Town Council's priorities, and to give staff adequate time to obtain quotations and estimates, members are asked to consider now, what new initiatives they may wish to deliver in the next financial year and beyond.

2.0 New initiatives

- 2.1 Staff have already been thinking of a number of potential initiatives:
- 2.2 Under General Purposes Committee, this could include:
- Building Maintenance Programme for 2020/21 (*at present works required total £35k but will increase to include works to replace roof of Cemetery Chapels etc*);
 - Up to date rebuild valuations for 9 x TC properties for Insurance Purposes (£4.5k);
 - Potential to look at introducing iBabs – meeting software (*online agenda/minutes and papers – ability to track change/comment – reduces printing costs and ability to update and amend when necessary*) (£2.4k per annum plus upfront £1k for training);
 - Data Protection requirements - £1k;
 - Potential to contribute again to 262 Saturday Bus Service - £3.8k;
- 2.3 Under Luxfords Restaurant, this would include:
- Setting aside funds to purchase commercial microwave for kitchen - £500
- 2.4 Long Term Earmarked Reserves
- Saving for five yearly Electrical surveys (EICRs) – put aside £2.8k per annum;
 - Saving for carpet and decorative upgrades in Civic Centre – £1k per annum;
 - Saving for four yearly election costs and potential by-elections - £6k per annum;
 - Saving for replacement Weald Hall Floor - £5k per annum;
 - Saving for new boiler in Signal Box - £250 per annum;
 - Saving for future building reconfigurations – put aside £25k;

3.0 Recommendations

- 3.1 Members are asked to consider the remit of the General Purposes Committee and to think broadly about the issues currently being raised by Uckfield's residents, and how this Committee can make a positive difference.
- 3.2 Members are asked to:
- (i) note the above report, and advise the Clerk of potential new initiatives for officers to explore.

Contact Officer: Holly Goring

Meeting of the General Purposes Committee

Monday 4th November 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.

Five Yearly stock condition surveys have been carried out on all buildings.

The Civic Centre

- Fire proofing works have been carried out in the switch room including additional smoke detection and lighting;
- Repairs to bar hatch carried out in Luxfords Restaurant;
- New signage has been placed up around building for parking and CCTV.

Victoria Pavilion

- External steel faced doors have been refitted after E&F Manager involved UTC solicitors to end the stalemate;
- The public toilets have been padlocked shut out of staffing hours due to vandalism. Members agreed to remain padlocked until new doors with manual locks are budgeted for April 2020;
- Annual gutter cleaning has been carried out.

The Signal Box

- The Electrical Installation Condition Report was carried out on 28th October with some remedial works undertaken to pass;
- Annual gutter clean has been carried out.

Foresters Hall

- Decoration works almost complete, with two small areas to be completed weather permitting;
- Notices are still being used on cars in the car park;
- Annual gutter cleaning has been carried out

Snatts Road, Chapel

- Works are still underway to the Chapel windows and will take a few months to be carried out. 75% now completed;
- Following some tiles falling from the SWestern Pitch of the Chapel in early October, it has been noted that extensive works need to be undertaken to make the pitch safe before Winter 2019. Works will be undertaken in November to one pitch with the remainder of the roof to be budgeted for, in the next financial year. Works to be carried out using existing earmarked reserves.

Osborn Hall/Hempstead Lane car park

- Nothing to report.

West Park

- Annual gutter clean and verge repair carried out in October 2019;
- Minor electrical repairs carried out following water ingress in outside lighting.

2A Vernon Road.

- New tenant moved in and replacement cooker purchased.

Ridgewood Village Hall

- E&F Manager is continuing to liaise with Chair of RVH Committee to ensure H&S compliance;
- E&F Manager is getting quotes to resurface the car park;
- E&F Manager is acquiring a quote to fit an appropriate fire alarm system in the hall;

3.0 Annual maintenance programme

3.1 Door works at Victoria Pavilion have now been rectified. Remove from action list.

4.0 Recommendations

4.1 Members are asked to:
(i) note the report.

Contact Officers: Mark Francis/Holly Goring

Meeting of the General Purposes Committee

Monday 4th November 2019

Agenda Item 8.1

TO RECEIVE A REPORT ON HEALTH AND SAFETY WITHIN THE COUNCIL

1.0 Summary

- 1.1 This report provides an update for members on the various elements of health and safety that need to be considered within an organisation.

2.0 Health and wellbeing of staff

- 2.1 The figures are cumulative for 2019. The long-term figures below reflect two members of staff who were on long term sick, following operations. Both members of staff are now back at work.

	As at 24.10.19 (29 staff)	As at 29.10.18 (27 staff)
Actual days taken as short-term Doctors' certificate	9.0 days	77.0 days
Actual days taken as self-certificated sick leave	16.0 days	27.0 days
Average number of days self-certificated sick leave per person	0.55 days	1.00 days
Actual days taken as long-term sick leave	70.0 days	90.0 days
Average number of days sickness per person	3.27 days	7.18 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	4.30 days

3.0 Personal learning and development

- 3.1 An online training portal has been set up by the Estates & Facilities Manager to enable all staff to easily carry out their refresher training in all aspects of our work.

4.0 Health and Safety Risk Assessments

- 4.1 Ongoing facility audits are being carried out frequently, with issues being addressed by staff or contractors.
- 4.2 A Health and Safety Audit has been carried out by the British Safety Council. The report has been received with a variety of recommendations, with an overall view of having a good foundation to build upon.
- 4.3 All risk assessments have been reviewed by the Facilities Manager, and a recent Health and Safety Audit carried out by the British Safety Council has highlighted

where we may wish to add to these, to further strengthen the portfolio we have.

- 4.4 First aid kits in all buildings are being monitored and updated regularly.
- 4.5 The Estates & Facilities Manager is carrying out regular water monitoring of each building to ensure Uckfield Town Council remains compliant.

5.0 Fire Safety

- 5.1 The Estates & Facilities Manager has requested fire risk assessments from all tenants. Most have been received, with the Town Council still awaiting two out of the seven.
- 5.2 Fire risk assessment has been carried out for the Civic Centre, with actions being worked on by the Estates & Facilities Manager.
- 5.3 Fire door survey carried out in September 2019 following the completion of the Fire Risk assessment with some remedial works required.

6.0 Cleaning

- 6.1 The Estates & Facilities Manager has arranged a new in-house cleaning arrangement which gives the ability to keep a more regular and closer eye on any repairs or matters of health and safety in the pavilions and Foresters hall.

7.0 Accident reporting – Quarter 2 (2019/20)

- 7.1 Five incidents were recorded during quarter two. To report for information only:

19th July 2019, A near miss report has been processed for staff carrying out lowering of the Weald Hall staging. A piece of staging was lowered whilst a table was on top of it, causing it to almost fall off the staging onto a member of staff. Risk assessments have been reviewed and members of staff have been reminded of the process. No further action required.

30th July 2019, a member of staff bent down to pick up an item in the Weald Hall and bumped their head on the back drop curtain rail. Foam is being sourced to wrap around the poles to prevent injuries going forward. No further action required.

August 2019, member of public fell on hose pipe feeding the Fair, on Luxfords field, resulting in cuts and bruises.

August 19, member of public fell from path onto grass of Luxfords field trying to get around vehicle gate which was open for the Fair, resulting in a sprained arm not broken as previously reported.

September 19, member of public walking on footpath at Victoria Pleasure Ground accidentally hit on the head by a rogue football and knocked to the ground. Resulting in cuts and bruises.

Contact Officers: Mark Francis/Holly Goring

Meeting of the General Purposes Committee

Monday 4th November 2019

Agenda Item 9.1 (ii)

REPRESENTATIVES ON OUTSIDE BODIES: EAST SUSSEX ASSOCIATION OF LOCAL COUNCILS AGM & CONFERENCE

There were a number of speakers, a brief synopsis of each is below:

ESCC – Becky Shaw, CEO

The Chief Executive explained what priorities that ESCC had to deal with and the challenges they face to make the figures add up. The amount of monies received from Government had been diminishing year on year and will now cease. The majority of monies come from Council Tax.

The Core Offer is a realistic and ambitious assessment of the services East Sussex residents could reasonably expect of a competent County Council in a time of austerity.

ESCC think that it is vital to have links with Parish/Town Councils. They also reminded us of the Community Match scheme. They wish to ensure that there are links to ES Highways stewards with SLR meetings. There were a number of questions with regard to this from the people at the conference as they were not always informed who their steward was or were not given the proper contact details. The CEO said that as she is now aware of this she will look into this further.

Breakthrough

This was a company that had been set up by two Councillors. They were there to assist Town/Parish Councils in communications, i.e. Newsletters, Social Media, websites. They were very interesting. They also discussed Facebook live, where for example the Mayor or Chair of Committees could have a live broadcast, questions could be sent before the meeting and answered given.

Sussex Police – ACC Julia Chapman

It is Sussex Police' priority to keep communities safe and feeling safe, identify and protect vulnerable people and prevent and respond to harm.

By March 2020, there will be 296 PCSOs in Sussex. We will have a named PCSO for every defined geographic area, our is Uckfield and surrounding villages. They hope that this will give greater visibility, community engagement, improved intelligence gathering opportunities. As well as the PCSOs there will also be two rural PCSOs in East Sussex, this is for rural, wildlife and heritage crime. Therefore it is for Rural Crime not crime in rural areas.

I did ask if we would be keeping PCSO Sue Choppin, and was assured she would be staying in Uckfield.

There were also stalls which included Play equipment and flower arrangement suppliers and their information has been passed to the Town Clerk.

Councillor D. Ward

Meeting of the General Purposes Committee

Monday 4th November 2019

Agenda Item 9.1 (iv)

REPRESENTATIVES ON OUTSIDE BODIES: UCKFIELD VOLUNTEER CENTRE

I had a meeting with the Volunteer Centre on 16th October 2019 and they seemed very happy with how the year had gone. They expressed that numbers were up and that they were looking at ways to expand the amount of use of their Centre. They also were grateful for the backing of the Town Council.

Key points to note:

- A new website that they hoped would be easy to use and more modern;
- They have started a members' drive with promos and news updates;
- They are building up a stock of images for social media and also press;
- The Youth awards went well with hopes to do again;
- Last month they had five new volunteers;
- The opening hours have been extended, giving them a better chance of growth.

They are looking for more things to push in their email content as well as any events that might need support in the town. Keen to hear from the Town Council or local community groups if they need volunteers for these activities.

They were pleased to have volunteers from a range of age groups on board, and the input from these members had assisted with some of their projects, in particular digital and social media. The Town Council and other local businesses should seek to share and support where they can, their posts on social media.

I will be looking to talk with them again in the New Year.

Councillor B. Cox

Meeting of the General Purposes Committee

Monday 4th November 2019

Agenda Item 9.1 (vii)

REPRESENTATIVES ON OUTSIDE BODIES: WEALDEN WORKS

The Wealden Works Stakeholder Committee met on Friday 27th September at the Heathfield Youth Centre.

Working through the minutes from the last meeting and matters arising, it was a helpful meeting which highlighted the different organisations that Wealden Works were working with, and different avenues they were following to strengthen existing procedures, continuously seek opportunities for work placements and experience and obtain the support of potential funders.

At the meeting, members were advised that in the last cohort of young adults, one had obtained employment with Boots Opticians, another had taken up a place with a Print company in Crowborough and another with the Alzheimer's Society. One had applied for a college course and one had been involved in a very rigorous interview process to apply for the EON Wind Turbine Apprenticeship. They had proceeded through the interview process incredibly well, and missed out to the final successful candidate by two points. EON provided very positive feedback on their performance and advised that the individual had beaten a number of graduates to second place, and ended up only two points away. They have recommended that the individual apply again in the next round of apprenticeship opportunities. The student was planning to attend College in the meantime. The previous cohort included students from Blackboys, Crowborough, Heathfield, Polegate and Uckfield and overall very positive results had been received.

The Skills UK Contract was working fine, in terms of providing a regular income stream but there was obviously set criteria that had to be met to receive the income – essentially a payment by results process. The process however, through which the Wealden Works staff had to record the evidence and information online was cumbersome and was adding to staff workload. The staff were therefore reviewing how they could share the workload more effectively.

Wealden Works provided positive feedback on the support they had received from Uckfield Town Council, financially and in terms of work experience, as the Town Council had recently provided supported a student by providing a short-term placement.

Stakeholders were informed that Wealden Works would be holding their Annual Achievement Award Event on Tuesday 3rd December 2019 from 6.15pm to 7.30pm at the Heathfield Youth Centre. All would be very welcome to attend.

Town Clerk

Meeting of the General Purposes Committee

Monday 4th November 2019

Agenda Item 9.1 (viii)

REPRESENTATIVES ON OUTSIDE BODIES: WEALDEN DISTRICT ASSOCIATION OF LOCAL COUNCILS – MGT COMMITTEE

We had a representative from South Downs National Park Authority, Vanessa Rowlands. She is a Parish Councillor for Cuckmere Valley Parish. She is also on the Project Board for the Seven Sisters Country Park who are in negotiations with ESCC to purchase the Country Park from them. One of the queries was about the need to de-shingle the mouth of the Cuckmere. There is a cost involved and she did ask if Towns/Parishes would be able to contribute. They are also contacting WDC, ESCC and CPRE with regard to this.

Keith Stevens had attended the latest ESFRS Road Safety Partnership Meeting. Sussex Police, ESCC and Ashdown Forest Rangers have produced a leaflet with regards to what to do if you hit a deer. This should be sent to all Town and Parish Councils within the next week.

Dog Fouling was discussed at length. It was agreed that this was an ongoing situation. Although it was a minority of dog owners who did not clear the dog mess it could be a big problem. It was discussed that owners can be prosecuted should there be photographic evidence. There were already a few Town/Parish Councils who already had dog waste bag dispensing boxes. It was asked if WDALC could ask WDC for further assistance.

Climate Change was discussed, what can a Town/Parish Council do or what they have already done. Cllrs asked if ESCC could help by waiving licence fee charges for Climate Change initiatives.

The Parish Conference will be held on Wednesday 6th November - it will be a shortened format and details of this will be sent out shortly.

Wealden Local Plan – WDC are still awaiting the outcome of the Inspectors Public Examination.

Hailsham Aspire – WDC is in the public consultation period which ends on 13 November. The plans are available at WDC offices or online hailshamaspires.co.uk

Councillor D. Ward