



# UCKFIELD TOWN COUNCIL

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

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A meeting of the **General Purposes Committee** to be held on  
**Monday 16<sup>th</sup> December 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 4<sup>th</sup> November 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 note the report of the Internal Auditor (October 2019)  
(Attached)

**6.0 BUILDINGS**

- 6.1 To note the current position with the Council's buildings  
(Attached)
- 6.2 To consider proposals for upgrading Ridgewood Village Hall Car Park  
(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 (nothing to report)
  - (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 (nothing to report)
  - (ix) 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 review the draft lease agreement for the Signal Box  
(Attached)
- 12.3 Annual overview on Town Council lease agreements  
(Attached)
- 12.4 To consider an update on Luxfords Restaurant  
(Attached)



Town Clerk  
10<sup>th</sup> December 2019

## UCKFIELD TOWN COUNCIL

### ACTION LIST – FOR INFORMATION ONLY

#### General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<b><u>GP15.08.16</u></b>	<p><u>To consider the relocation and future use of the Telephone Box</u>            Further to this discussion, Members <b>RESOLVED</b> to:            (4.1) agree to the relocation of the telephone box and site it in place of the two redundant BT boxes outside of Hartfields, Uckfield High Street, and;            (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:            Kiosk 1 - 112 calls of which, 27 were free calls;            Kiosk 2 - 298 calls of which, 41 were free calls.            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>
<b><u>GP32.01.18</u></b>	<p><u>5.4 To consider the re-allocation of funds to purchase community speedwatch equipment</u>            Members subsequently <b>RESOLVED</b>, subject to obtaining reassurance from Sussex Police on the on-going maintenance of the software and who had financial responsibility for updating the equipment, that funds be reallocated within the speed reduction budget to purchase the necessary equipment for Community Speedwatch (radar device and tablet) at a cost of £800.</p>	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><b><u>GP43.02.18</u></b></p> <p><b><u>GP12.07.18</u></b></p>	<p><u>6.3 To consider the feasibility report undertaken for West Park Pavilion</u>            With seven votes in favour and one abstaining, members <b>RESOLVED</b> to request the Town Clerk to explore this matter further – identifying potential interest in the Pavilion, their requirements, the development of a business plan and associated costings.</p> <p>It was <b>RESOLVED</b> 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><b><u>GP39.02.19</u></b></p>	<p><u>4.5 To consider the recommendations of the Finance Sub-Committee meetings held on 9<sup>th</sup> January and 6<sup>th</sup> February 2019</u>            Members took a vote and it was <b>RESOLVED</b> 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 31<sup>st</sup> 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
<b><u>GP48.04.19</u></b>	<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>  Members <b>RESOLVED</b> 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.
<b><u>GP14.08.19</u></b>	<p><u>6.1 Current position with the Council's buildings</u>  Members <b>RESOLVED</b> to:  (i) note the report;  (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 as part of the annual maintenance programme for 2020/21.

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

<b>Date of Report</b>	<b>December 2019</b>
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<b>Committee</b>	<b>General Purposes</b>		
<b>Project Name</b>	<b>West Park Pavilion Scheme</b>	<b>Project Number</b>	<b>49</b>
<b>Resolution Number</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>
<b>FC86.01.18</b>	£15,000	15.01.18	Agreed as part of the 2018/19 under new initiatives for General Purposes Committee.
	£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.

<b>Committee</b>	<b>General Purposes</b>		
<b>Project Name</b>	<b>Data Protection</b>	<b>Project Number</b>	<b>51</b>
<b>Resolution Number</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>
<b>FC86.01.18</b>	£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.

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

			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.
	£754	20.03.19	Office staff have purchased a small batch of encrypted memory sticks for purpose of administration. Awaiting costs of purchasing these.

<b>Committee</b>		<b>General Purposes</b>		
<b>Project Name</b>		<b>New Microwave</b>		<b>Project Number</b>
				<b>52</b>
<b>Resolution Number</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>	
<b>FC86.01.18</b>	£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.	
<b>UCP – reported to Full Council on 16/09/19</b>		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. <b>NFA as funds were re-allocated.</b>	



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

**New initiatives for 2019/20**

<b>Committee</b>	<b>General Purposes</b>			
<b>Project Name</b>	<b>262 Bus Service</b>		<b>Project Number</b>	<b>54</b>
<b>Resolution Number</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>	
<b>FC93.01.19</b>	£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.	
		09.12.19	We await the invoice for quarter three. In the meantime, the Town Clerk has made contact to request the potential service costs and contributions required from parishes along the route for 2020/21 to enable members to make a decision on whether they wish to contribute to the Saturday Service in 2020/21.	

<b>Committee</b>	<b>General Purposes</b>			
<b>Project Name</b>	<b>Replacement of Civic Centre booking system</b>		<b>Project Number</b>	<b>59</b>
<b>Resolution Number</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>	
<b>FC93.01.19</b>	£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.	
		09.12.19	Awaiting new administrative staff to start in 2020 and ensure they are fully engaged in the project, as they will be the main users.	

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

Committee	General Purposes		
Project Name	Upgrade of Town Council Website		Project Number
			<b>58</b>
Resolution Number	Funds	Date	Commentary
<b>FC93.01.19</b>	£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.
	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.
	The amount of £3,995 has been paid.	09.12.19	The new website for UTC has gone live. The Marketing and Communications Officer has been working with the web developers to finalise the content, images and any snagging issues. We are also due to receive training on 17 December 2019. <b>NFA – project now complete.</b>

Committee	General Purposes		
Project Name	Online event ticket system		Project Number
			<b>60</b>
Resolution Number	Funds	Date	Commentary
<b>FC93.01.19</b>	£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.
	09.12.19		Work will commence on this in January 2020.

**GP Committee Income Expenditure as at 30 Nov 2019**

	Apr 19 Actuals £	May 19 Actuals £	Jun 19 Actuals £	Jul 19 Actuals £	Aug 19 Actuals £	Sep 19 Actuals £	Oct 19 Actuals £	Nov 19 Actuals £	Actuals at 30 Nov	Budgets at 30 Nov	Dec 19 Budget £	Jan 20 Budget £	Feb 20 Budget £	Mar 20 Budget £	Total £	2019/20 Budgets
<b>Sales</b>																
Administration	40	0	3	5	5	2	243	(1)	297	68	8	8	8	8	329	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	0	0	979	668	83	83	83	83	1,311	1,000
Bank Interest - Business Reserve	0	0	0	0	0	137	308	0	445	445	0	0	0	0	445	445
Interest Misc. (Fixed Rate Bond)	0	0	0	3,146	0	0	0	0	3,146	2,503	0	0	0	0	3,146	2,503
Civic Centre	7,252	8,494	11,100	6,889	7,444	4,758	13,211	7,442	66,590	62,895	7,703	8,284	7,609	7,909	98,095	94,400
Civic Centre Vending Machine	0	22	0	21	0	0	10	0	53	112	0	0	38	0	91	150
Feed-in Tariff Payments	0	0	0	3,113	0	0	0	0	3,113	4,500	0	250	0	250	3,613	5,000
Quickborn Suite rent	708	708	708	708	708	0	708	708	4,956	5,668	708	708	708	708	7,788	8,500
West Park Pavilion	19	0	0	55	0	58	13	0	145	100	0	0	0	0	145	100
Victoria Pavilion	792	792	792	1,259	792	792	792	792	6,803	7,552	792	1,092	792	1,322	10,801	11,550
RHI - C.Centre Boiler	5,126	0	0	0	0	0	0	0	5,126	5,600	500	0	0	3,900	9,526	10,000
Victoria Storage Garages	50	0	50	0	0	0	0	0	100	100	0	0	0	0	100	100
Cemetery Chapel workshop	0	1,050	0	0	1,050	0	0	0	2,100	3,150	0	0	1,050	0	3,150	4,200
Foresters Hall	620	1,408	4,325	791	717	548	1,596	1,172	11,177	12,375	1,300	1,300	1,335	1,365	16,477	17,675
Foresters Chapel	288	0	0	288	0	0	288	0	864	815	0	272	0	0	1,136	1,087
2a Vernon Road, rent	600	1,200	0	600	600	0	225	0	3,225	5,000	625	625	625	625	5,725	7,500
Signal Box	354	354	354	354	354	1,062	354	354	3,540	3,069	354	354	354	354	4,956	4,485
Osborn Hall	0	0	0	315	0	0	0	100	415	415	0	0	0	0	415	415
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	613	0	120	0	0	120	733
Bridge Cottage	0	0	0	0	4,064	0	0	0	4,064	4,064	0	0	1	0	4,065	4,065
CAB - The Hub	0	600	5,796	0	4,462	0	4,462	0	15,320	11,810	5,012	0	600	4,728	25,660	22,150
Community Toilet Scheme	282	0	0	0	282	0	0	282	846	825	0	275	0	0	1,121	1,100
<b>Total Sales</b>	<b>16,267</b>	<b>14,918</b>	<b>23,367</b>	<b>17,713</b>	<b>20,623</b>	<b>7,357</b>	<b>22,210</b>	<b>10,849</b>	<b>133,304</b>	<b>132,347</b>	<b>17,085</b>	<b>15,371</b>	<b>13,203</b>	<b>21,252</b>	<b>200,215</b>	<b>199,258</b>
<b>Purchases</b>																
<b>New Initiatives 2019/20</b>																
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	0	0	1,736	1,913	1,000	0	0	987	3,723	3,900
Civic Centre Wifi Upgrade	2,763	2,763	0	0	0	0	0	0	5,526	6,000	0	0	0	0	5,526	6,000
Weald Hall Replacement Back Drops	0	2,190	0	0	0	0	0	0	2,190	2,500	0	0	0	0	2,190	2,500
Upgrade Town Council Website	0	0	1,998	0	0	0	1,598	400	3,996	4,000	0	0	0	0	3,996	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	0	0	5,500	6,000	0	0	0	0	5,500	6,000
Civic Centre CCTV Upgrade	2,763	2,763	0	0	0	0	0	0	5,526	6,000	0	0	0	0	5,526	6,000
<b>Total New Initiatives 2019/20</b>	<b>5,526</b>	<b>7,716</b>	<b>2,912</b>	<b>5,500</b>	<b>0</b>	<b>822</b>	<b>1,598</b>	<b>400</b>	<b>24,474</b>	<b>26,413</b>	<b>1,000</b>	<b>1,000</b>	<b>10,000</b>	<b>10,487</b>	<b>46,961</b>	<b>48,900</b>
<b>Purchases</b>																
Administration	1,245	1,461	585	1,133	1,370	556	1,485	780	8,615	11,794	1,474	1,474	1,474	1,474	14,511	17,690
General Advertising	0	0	0	49	0	0	0	0	49	150	50	0	50	0	149	250
Recruitment Advertising	200	0	0	0	0	0	0	0	200	400	0	0	0	0	200	400
Office Equipment/Computers	886	359	529	2,982	659	995	970	460	7,840	6,332	792	792	792	792	11,008	9,500
Hospitality	48	17	0	0	0	0	0	0	65	100	0	0	0	0	65	100
Health & Safety	0	0	0	0	0	0	0	0	0	694	139	139	139	139	556	1,250
Insurances	0	0	5,675	0	0	0	23,678	0	29,353	30,000	0	0	0	0	29,353	30,000
Mayor's Allowance	0	0	435	0	0	435	0	0	870	871	435	0	0	435	1,740	1,741
Accountants Fees	0	4,500	0	0	0	0	0	0	4,500	4,600	0	0	0	0	4,500	4,600
Grants Section142	0	9,418	0	0	0	0	9,418	0	18,836	19,500	0	0	0	0	18,836	19,500
Grants - Power of Competence	0	16,483	0	800	0	0	7,248	0	24,531	25,000	0	0	0	0	24,531	25,000
Volunteer Bureau SLA	0	8,000	0	0	0	0	0	0	8,000	8,000	0	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	0	40	0	20	0	152	20	20	252	140	50	0	110	0	412	300
Internal Audit Fees	0	0	430	0	0	0	445	0	875	900	450	0	0	450	1,775	1,800
Audit Fees	0	0	0	0	0	2,000	0	0	2,000	2,000	0	0	0	0	2,000	2,000
Professional Fees	20	0	200	3,200	0	874	993	2,502	7,789	5,921	2,500	0	1,079	2,500	13,868	12,000
Festive Lights	0	0	0	0	0	0	0	0	0	25	0	10,575	0	0	10,575	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	18,048	18,802	154,770	162,869	20,358	20,358	20,358	20,359	236,203	244,302
Members Allowances/Expenses	10	497	3,360	0	0	4,103	0	0	7,970	9,457	4,729	0	0	4,829	17,528	19,015

**GP Committee Income Expenditure as at 30 Nov 2019**

	Apr 19 Actuals £	May 19 Actuals £	Jun 19 Actuals £	Jul 19 Actuals £	Aug 19 Actuals £	Sep 19 Actuals £	Oct 19 Actuals £	Nov 19 Actuals £	Actuals at 30 Nov	Budgets at 30 Nov	Dec 19 Budget £	Jan 20 Budget £	Feb 20 Budget £	Mar 20 Budget £	Total £	2019/20 Budgets
Newsletter	400	400	400	800	400	488	400	400	3,688	3,700	400	400	400	400	5,288	5,300
Bank Charges	43	40	41	44	41	41	43	0	293	366	46	46	46	46	477	550
Civic Centre Running Costs	11,981	6,543	10,155	6,025	9,891	6,909	9,929	8,157	69,590	70,051	10,688	9,371	5,956	7,454	103,059	103,520
Caretakers - Salaries	6,780	8,001	7,427	7,182	7,898	7,336	8,591	8,203	61,418	66,026	7,416	7,416	7,416	7,416	91,082	95,690
West Park	225	472	123	0	(106)	297	604	1,784	3,399	3,146	620	407	407	710	5,543	5,290
Victoria Pavilion	818	578	1,586	402	402	3,757	1,095	2,450	11,088	9,332	2,626	975	975	2,626	18,290	16,534
Cemetery Buildings	150	152	158	152	152	152	232	152	1,300	1,430	180	180	180	180	2,020	2,150
Signal Box	0	0	0	0	0	0	765	0	765	832	167	167	167	167	1,433	1,500
The Hub	151	85	2,253	50	96	677	72	90	3,474	4,716	446	446	446	446	5,258	6,500
Foresters Hall	206	1,922	908	912	285	658	860	419	6,170	8,124	853	981	981	652	9,637	11,591
2a Vernon Road	175	0	0	0	0	0	378	81	634	200	0	0	0	0	634	200
Subscriptions	2,581	92	326	0	0	0	0	74	3,073	3,100	0	100	0	0	3,173	3,200
Training	0	140	1,768	165	20	355	432	6	2,886	3,772	432	432	432	432	4,614	5,500
Other Buildings - Salaries	520	741	0	0	0	0	0	0	1,261	4,072	380	380	380	380	2,781	5,592
All Building Cleaning Materials	0	0	0	15	1,274	209	124	174	1,796	1,336	120	120	120	119	2,275	1,815
<b>Total Purchases</b>	<b>46,522</b>	<b>80,260</b>	<b>56,393</b>	<b>43,965</b>	<b>43,808</b>	<b>46,018</b>	<b>85,830</b>	<b>44,554</b>	<b>447,350</b>	<b>468,956</b>	<b>55,351</b>	<b>54,759</b>	<b>41,908</b>	<b>52,256</b>	<b>651,624</b>	<b>673,230</b>

**Additional Expenditure**

<b>Building Maintenance Fund - Yr 5 Maintenance</b>	24,965	2,053	2,373	7,218	0	17,681	5,161	8,169	67,620	N/A	0	0	0	0	N/A	<b>75,000</b>
<b>Elections</b>	0	0	0	0	0	0	12,288	0	12,288	N/A	0	0	0	0	N/A	<b>Earmarked reserves</b>
<b>Loan Costs</b>	0	0	0	31,587	0	0	0	0	31,587	31,587	0	31,210	0	0	62,797	<b>62,797</b>

Earmarked reserves will cover the additional office equipment costs required with staff changes

Luxfords Income Expenditure at 30th November 2019

	Apr 19 Actuals £	May 19 Actuals £	Jun 19 Actuals £	Jul 19 Actuals £	Aug 19 Actuals £	Sep 19 Actuals £	Oct 19 Actuals £	Nov 19 Actuals £	Actuals to 30 Nov £	Budgets to 30 Nov £	Dec 19 Budget £	Jan 20 Budget £	Feb 20 Budget £	Mar 20 Budget £	Total £	2019/20 20 Budgets
<b>Sales</b>																
Restaurant Food Sales	8,060	7,990	7,184	8,434	7,986	8,251	12,825	9,509	70,239	77,300	16,000	8,500	10,000	10,000	114,739	121,800
Restaurant Bar Sales	406	506	587	720	561	519	535	670	4,504	4,450	1,000	350	500	500	6,854	6,800
Hire of Luxfords Restaurant	114	152	321	150	150	150	112	150	1,299	1,498	188	188	188	188	2,051	2,250
Function Food Sales	1,457	1,049	2,696	1,456	2,813	1,345	1,205	1,202	13,223	19,000	3,500	500	1,000	2,500	20,723	26,500
Function Bar Sales	700	353	993	3,901	515	1,566	685	1,137	9,850	11,850	2,500	600	1,050	1,500	15,500	17,500
Hire of Equipment	57	87	112	30	147	74	120	58	685	732	92	92	92	92	1,053	1,100
Sundry Income	25	33	42	33	33	33	25	33	257	502	62	62	62	62	505	750
<b>Total Sales</b>	<b>10,819</b>	<b>10,170</b>	<b>11,935</b>	<b>14,724</b>	<b>12,205</b>	<b>11,938</b>	<b>15,507</b>	<b>12,759</b>	<b>100,057</b>	<b>115,332</b>	<b>23,342</b>	<b>10,292</b>	<b>12,892</b>	<b>14,842</b>	<b>161,425</b>	<b>176,700</b>
<b>Purchases</b>																
Food Purchases	3,045	3,393	3,051	3,320	2,728	2,798	4,726	3,269	26,330	25,401	3,500	2,750	2,750	3,099	38,429	37,500
Bar Purchases - non-alcoholic	116	222	375	490	72	33	271	272	1,851	1,929	271	100	200	250	2,672	2,750
Bar purchases - alcoholic	247	477	187	1,837	261	0	578	205	3,792	4,500	1,000	200	400	400	5,792	6,500
Paper goods/consumables	236	471	195	108	146	39	322	326	1,843	1,675	500	75	200	150	2,768	2,600
Maintenance & Repairs	0	0	0	742	861	95	38	50	1,786	1,400	700	0	0	700	3,186	2,800
Equipment - New/Replacements	0	548	58	25	223	830	671	0	2,355	1,000	500	0	0	500	3,355	2,000
Equipment Hire	0	(160)	0	0	0	0	0	0	(160)	150	100	0	0	0	(60)	250
Postage	61	20	0	61	0	124	61	0	327	150	75	0	0	75	477	300
Rates	1,488	657	657	657	657	657	657	657	6,087	9,500	0	0	0	0	6,087	9,500
Electricity	619	480	400	384	461	450	440	568	3,802	3,966	496	496	496	496	5,786	5,950
Gas	0	0	197	0	0	43	0	0	240	200	200	0	0	150	590	550
Water	0	0	359	0	0	240	12	303	914	650	325	0	0	325	1,564	1,300
Telephone	15	14	14	15	15	16	14	14	117	115	15	15	15	15	177	175
Refuse Collection	62	69	60	62	66	247	105	71	742	1,332	167	167	167	167	1,410	2,000
Stocktaking	195	0	0	195	0	0	195	0	585	562	0	188	0	0	773	750
Stationery	0	0	0	7	0	0	0	0	7	0	0	0	0	100	107	100
General advertising	80	202	108	170	147	270	83	218	1,278	1,100	0	100	150	50		1,400
Uniforms	0	0	0	0	0	0	130	6	136	0	200	0	0	0	136	200
Salaries	7,893	9,283	8,753	8,684	10,080	8,122	8,980	8,546	70,341	71,609	8,960	8,960	8,960	8,960	70,341	107,449
Casual wages	663	122	956	1,234	254	218	1,906	102	5,455	4,275	1,240	125	300	300		6,240
Credit charges	123	121	129	159	129	142	200	0	1,003	1,000	125	125	125	125		1,500
<b>Total Purchases</b>	<b>13,977</b>	<b>15,474</b>	<b>14,306</b>	<b>16,587</b>	<b>15,570</b>	<b>13,694</b>	<b>17,200</b>	<b>14,287</b>	<b>128,831</b>	<b>130,514</b>	<b>7,849</b>	<b>3,991</b>	<b>4,228</b>	<b>6,427</b>	<b>143,590</b>	<b>191,814</b>

N.B Please note - the £830 expenditure and further £520 incorporated 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 16<sup>th</sup> December 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;
- Sussex Support Services;
- CWU;
- Emma Naylor Fitness

##### **3.0 Recommendation**

3.1 Members are asked to note the report.

Contact Officer: Holly Goring

# **Uckfield Town Council**

## **Internal Audit 2019-20**

### **Summary of Work Undertaken at First Interim Visit on 28th October 2019**

#### **Accounting Records and Bank Reconciliations**

- The Council remains a full Sage software user, with two separate cashbooks for the Current & Reserve accounts operated at Lloyds Bank supplemented by a periodic Term deposit account (also at Lloyds);
- We have again verified that an appropriate cost centre and nominal ledger structure remains in place for 2019-20;
- We have checked the opening Trial Balance in the accounting software for 2019-20 to the closing Financial Statements for 2018-19 to ensure that all the detailed balances have been properly rolled forward with no matters arising;
- We have checked and agreed two sample months' receipts and payments transactions (May and September 2019) from both bank accounts to the appropriate cashbooks, including the daily "sweeps"; and
- Finally in this area, we have checked and agreed the software based bank reconciliations as at 31<sup>st</sup> May and 30<sup>th</sup> September 2019 for both accounts with no matters arising worthy of note.

#### **Review of Corporate Governance**

- We have previously noted during 2018-19 that the Council's Standing Orders and Financial Regulations had been the subject of periodic review and re-adoption in July and November respectively and no further work was considered necessary in this area at present;
- We have commenced our examination of the minutes of Full Council and its extant standing Committee meetings (with the exception of Planning to end September 2019 with no significant financial matters arising at present; and
- We are pleased to note the Council properly considered the criteria for re-adoption of the General Power of Competence subsequent to the local elections in May 2019 and this was duly recorded in the minutes.

## **Review of Payments**

- We are pleased to note that there continues to be sound control over the authorisation of, and payments for, supplier invoices and other similar expenditures (noting that this continues to be primarily by cheque payments);
- We have commenced our testing of payments at this first interim stage, examining a sample of all those items individually in excess of £4,000 together with a further selection of every 40<sup>th</sup> cashbook transaction (irrespective of value) to 30<sup>th</sup> September 2019. This sample comprised approximately 40 items in all, totalling just over £193,000 and representing 49% of all non-pay related costs in the year to that date;
- We identified that each payment was supported by a relevant invoice, that an official order had been placed for all goods and services where appropriate (a number of utilities and other services are already contractually provided), that VAT had been properly separated and accounted for via the standard nominal ledger control account and that the items had been correctly analysed to the correct expenditure code; and
- Other than noting that VAT returns continue to be submitted on a regular quarterly basis, utilising the HMRC on-line facility as required under extant legislation, no further testing was considered necessary at present, with the exception of ensuring that the Q1 submission (for June 2019) was in accord with the Omega control account balance.

## **Assessment and Management of Risk**

- We have noted previously that the Council's corporate insurance cover is provided under a long term agreement by Zurich supplemented by property cover provided by QBE. We have considered the former's current year's policy schedule (to March 2020) and Public Liability stands at £15 million, Employer Liability stands at £10 million, Fidelity Guarantee stands at £1 million and there is adequate Loss of Revenue cover in place at £400,000. The QBE policy for the year to October 2019 was considered as part of the final 2018-19 audit and was not considered again at this first interim; and
- We again note that the Council has a formal Strategic Risk Management Policy in place, which was most recently re-adopted by the General Purposes Committee in August and, by subsequent minute approval, Full Council in September 2019.

## **Precept Determination and Budgetary Control**

Other than noting from examination of current minutes that periodic budget monitoring reports continue to be considered by members (most latterly to August 2019), no further work was undertaken in this area, the first visit being too early for any meaningful variances to be identified or for any considerations of the Precept for 2020-21.



## **Review of Income**

Other than noting that members had approved various scales of fees and charges for 2019-20 in the previous municipal year and sample testing two months cashbook receipts to relevant bank statements as noted earlier in this resume, no further work was undertaken in this area at present.

## **Petty Cash and Corporate Credit / Charge Cards**

- The Council continues to operate limited petty cash accounts in the Administration Office and the Luxford's Restaurant, "topped-up" on a periodic basis. At this first interim visit no further testing work was undertaken in relation to petty cash transactions.
- The Council currently holds a corporate NatWest charge and currently this has a maximum credit limit of £5,000 with monthly settlement in full from the current account by direct debit. We have tested a sample of those transactions (for July 2019) to supporting documentation and no matters arise.

## **Salaries and Wages**

Other than noting that the Council has duly implemented the previously agreed national pay awards for 2019-20 and that "in house" processing using bespoke Sage software is undertaken for the completion of the monthly payroll process, no further work was undertaken in this area at present.

## **Investments and Loans**

- The Council has previously "invested" more than £300,000 in a periodic term deposit at Lloyds Bank and we note from their third party advice note and our review of current year's minutes that members approved its "roll over" through to July 2020; and
- The Council has one outstanding Public Works Loan Board loan, repayable half-yearly on receipt of their third party demand notice and we have verified the first instalment settlement in July 2019 as part of the higher value supplier testing noted earlier in this resume.

## Meeting of the General Purposes Committee

Monday 16<sup>th</sup> December 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

- Minor repairs have been carried out to the lighting in the foyer

###### Victoria Pavilion

- The public toilets have been padlocked shut out of staffing hours due to vandalism. Members agreed for the doors to remain padlocked after dark until new doors with manual locks are budgeted for April 2020;

###### The Signal Box

- Electrical Installation Condition Report completed;

###### 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;

###### Snatts Road, Chapel

- Chapel windows are repaired with safety grates fitted;
- Works commenced on 16<sup>th</sup> December 2019 to carry out repairs to the South West Pitch of the Chapel, with the remaining roof works to be carried out 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

- Minor tile repairs to be carried out;

###### 2A Vernon Road,

- Nothing to report;

###### Ridgewood Village Hall

- E&F Manager is continuing to liaise with Chair of RVH Committee to ensure H&S compliance;
- E&F Manager has acquired 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 Good progress has been made by the E&F Manager to oversee the delivery and completion of works outlined in the Year 5 Maintenance Programme for the Town Council's buildings. £75k was set aside for these works in 2019/20 with contingency:

Project	Description	Amount set aside	Completed?
Stock Condition	Five yearly survey of all buildings	5,000	✓
Chapel, Snatts Road	Full window and lead repairs, plus security grates	15,000	✓
Foresters Hall	Doors/Frame decoration Remove link roof Pebble dash render repairs	6,000 10,000 2,500	✓ ✓ Still to be completed
Victoria Pavilion	Plumbing alterations	5,000	Re-considering whether works are viable
West Park Pavilion	Roof repairs to loose and broken gable ends	1,500	✓
Civic Centre	Roof clean of all moss and treatment	15,000	✓

### 4.0 Recommendations

4.1 Members are asked to note the report.

Contact Officers: Mark Francis

## Meeting of the General Purposes Committee

Monday 16<sup>th</sup> December 2019

### Agenda Item 6.2

#### **TO CONSIDER PROPOSALS FOR UPGRADING RIDGEWOOD VILLAGE HALL CAR PARK**

##### **1.0 Summary**

- 1.1 As members will be aware, there are plans to upgrade the Ridgewood Village Hall Car Park adjacent to Ridgewood Village Hall.
- 1.2 The Estates and Facilities Manager has been investigating the cost of the works and what work could be undertaken to improve the current condition of the car park and accommodate more vehicles. Works had previously been placed on hold, until after the extension of the Ridgewood Village Hall. As there are now plans for internal refurbishment, investigations have commenced on how the work to upgrade the car park could be undertaken.



- 1.3 The Estates & Facilities Manager has considered a proposal to carry out the work in two stages. The first stage would involve extending the existing car park over the grass area with a hard coarse, maximising space for users of the car park by approximately 690 square metres. The cost of phase 1, would be £19,500.
- 1.4 The second phase could take place after the refurbishment of the hall which would include placing tarmac over the car park and line marking. The remaining work would cost in the region of £15,000.

##### **2.0 Recommendations**

- 2.1 Members are asked to consider the phasing of this project, and advise the Clerk accordingly.

Contact Officer: Mark Francis/Holly Goring

## Meeting of the General Purposes Committee

Monday 16<sup>th</sup> December 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 most recent figures are for the current period. In the past few weeks, we have had one member of staff on long-term sick leave and one signed off on a doctors certificate after a small operation. Both members of staff have now returned to work and the member of staff on long term sick leave has returned on light duties, which have been assessed by an Occupational Therapist. The long-term figures are cumulative and reflect the full period from April 2019.

	As at 24.10.19 (29 staff)	As at 19.12.18 (27 staff)
Actual days taken as short-term Doctors' certificate	20.0 days	77.0 days
Actual days taken as self-certificated sick leave	21.0 days	33.0 days
Average number of days self-certificated sick leave per person	0.72 days	1.22 days
Actual days taken as long-term sick leave	95.0 days	109.0 days
Average number of days sickness per person	4.69 days	8.11 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 Estates & 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 An updated fire risk assessment has been carried out for the Civic Centre, with actions being worked on by Estates & Facilities Manager.
- 5.3 A fire door survey was carried out in September 2019 following the Fire Risk assessment, and identified some remedial works.
- 5.4 All Fire Extinguishers have had an annual service.

## **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 3 (2019/20)**

- 7.1 One incident to report for information only.

## **8.0 Recommendation**

- 8.1 Members are asked to note the report.

Contact Officers: Mark Francis/Holly Goring

## **Meeting of the General Purposes Committee**

**Monday 16<sup>th</sup> December 2019**

### **Agenda Item 9.1(vii)**

#### **REPRESENTATIVES ON OUTSIDE BODIES: WEALDEN WORKS**

The 2019 Annual Achievement Awards evening was held at Heathfield Youth Centre on 3<sup>rd</sup> December 2019, at which the guests received a brief resume of the last year.

Cllr Rupert Simmons, Chairman, opened the proceedings, by thanking those attending and all who had supported the group in the past year. He emphasised the need for continuing financial donations to enable the charity to continue its works.

Award certificates were presented to participants and brief details given on their progression to work, college or further training. The reports on these were awe inspiring by the dedication and perseverance these young people had shown.

Details of donations made by the various groups and businesses were received, and applauded. A very gratifying evening.

Councillor C. Macve