



# 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 27<sup>th</sup> January 2020 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 16<sup>th</sup> December 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)

## **6.0 BUILDINGS**

- 6.1 To note the current position with the Council's buildings  
(Attached)
- 6.2 To initially consider a statement made by the Chair of the Ridgewood Village Hall Committee  
(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  
(None at present)

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

- 9.1 To consider reports from:-
  - (i) Citizens Advice Bureau (Attached)
  - (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 (nothing to report)
  - (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 consider an update on Luxfords Restaurant  
(Attached)



Town Clerk  
21<sup>st</sup> January 2020

## 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></p> <p>Further to this discussion, Members <b>RESOLVED</b> 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	Work will begin shortly to re-approach BT to discuss the existing telephone kiosks in Uckfield High Street and consider, with the public, the use of the traditional red telephone box.
<b><u>GP32.01.18</u></b>	<p><u>5.4 To consider the re-allocation of funds to purchase community speedwatch equipment</u></p> <p>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	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.

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></p> <p>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></p> <p>Members <b>RESOLVED</b> 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 as part of the annual maintenance programme for 2020/21.
<b><u>GP29.12.19</u></b>	<p><u>6.2 Consider proposals for upgrading Ridgewood Village Hall Car Park</u></p> <p>It was <b>RESOLVED</b> to delay the agreement to upgrade the car park until the Ridgewood Village Hall Committee had held their meeting in early January, and therefore defer the decision until the next meeting of General Purposes Committee on 27<sup>th</sup> January 2020.</p>	16.12.19	HG	The proposal will be presented to the Ridgewood Village Hall Committee at their February meeting, and the outcome of their discussions will be reported back to General Purposes Committee on 9 March 2020.

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

<b>Date of Report</b>	<b>January 2020</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.

**New initiatives for 2019/20**

Committee		General Purposes	
Project Name		262 Bus Service	Project Number 54
Resolution Number	Funds	Date	Commentary
<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) = £2,164.03	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.
	(minus £927.54) = £1,236.49	21.01.20	The invoice for quarter three has been received and paid, which was for the amount of £927.54. This leaves adequate funds to cover the costs of our contribution for quarter four.



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

<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.

<b>Committee</b>	<b>General Purposes</b>		
<b>Project Name</b>	<b>Online event ticket system</b>		<b>Project Number</b> <b>60</b>
<b>Resolution Number</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>
<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 31 Dec 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 £	Dec 19 Actuals £	Actuals at 31 Dec	Budgets at 31 Dec	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)	10	307	76	8	8	8	331	100
Festive Light Income	0	0	0	0	0	0	0	0	2,000	2,000	0	2,000	0	0	4,000	2,000
Special Int. Bearing Interest	136	290	239	169	145	0	0	0	0	979	751	83	83	83	1,228	1,000
Bank Interest - Business Reserve	0	0	0	0	0	137	308	0	0	445	445	0	0	0	445	445
Interest Misc. (Fixed Rate Bond)	0	0	0	3,146	0	0	0	0	0	3,146	2,503	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	5,948	72,538	70,598	8,284	7,609	7,909	96,340	94,400
Civic Centre Vending Machine	0	22	0	21	0	0	10	0	0	53	112	0	38	0	91	150
Feed-in Tariff Payments	0	0	0	3,113	0	0	0	0	0	3,113	4,500	250	0	250	3,613	5,000
Quickborn Suite rent	708	708	708	708	708	0	708	708	708	5,664	6,376	708	708	708	7,788	8,500
West Park Pavilion	19	0	0	55	0	58	13	0	0	145	100	0	0	0	145	100
Victoria Pavilion	792	792	792	1,259	792	792	792	792	801	7,604	8,344	1,092	792	1,322	10,810	11,550
RHI - C.Centre Boiler	5,126	0	0	0	0	0	0	0	0	5,126	6,100	0	0	3,900	9,026	10,000
Victoria Storage Garages	50	0	50	0	0	0	0	0	0	100	100	0	0	0	100	100
Cemetery Chapel workshop	0	1,050	0	0	1,050	0	0	0	1,050	3,150	3,150	0	1,050	0	4,200	4,200
Foresters Hall	620	1,408	4,325	791	717	548	1,596	1,172	3,981	15,158	13,675	1,300	1,335	1,365	19,158	17,675
Foresters Chapel	288	0	0	288	0	0	288	0	0	864	815	272	0	0	1,136	1,087
2a Vernon Road, rent	600	1,200	0	600	600	0	225	600	600	4,425	5,625	625	625	625	6,300	7,500
Signal Box	354	354	354	354	354	1,062	354	354	354	3,894	3,423	354	354	354	4,956	4,485
Osborn Hall	0	0	0	315	0	0	0	100	0	415	415	0	0	0	415	415
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	613	120	0	0	120	733
Bridge Cottage	0	0	0	0	4,064	0	0	0	0	4,064	4,064	0	1	0	4,065	4,065
CAB - The Hub	0	600	5,796	0	4,462	0	4,462	0	1,308	16,628	16,822	0	600	4,728	21,956	22,150
Community Toilet Scheme	282	0	0	0	282	0	0	282	0	846	825	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>11,449</b>	<b>16,760</b>	<b>150,664</b>	<b>149,432</b>	<b>15,371</b>	<b>13,203</b>	<b>21,252</b>	<b>200,490</b>	<b>199,258</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	928	2,664	2,913	0	0	987	3,651	3,900
Civic Centre Wifi Upgrade	2,763	2,763	0	0	0	0	0	0	0	5,526	6,000	0	0	0	5,526	6,000
Weald Hall Replacement Back Drops	0	2,190	0	0	0	0	0	0	0	2,190	2,500	0	0	0	2,190	2,500
Upgrade Town Council Website	0	0	1,998	0	0	0	1,598	400	0	3,996	4,000	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	0	5,500	6,000	0	0	0	5,500	6,000
Civic Centre CCTV Upgrade	2,763	2,763	0	0	0	0	0	0	0	5,526	6,000	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>928</b>	<b>25,402</b>	<b>27,413</b>	<b>1,000</b>	<b>10,000</b>	<b>10,487</b>	<b>46,889</b>	<b>48,900</b>
<b>Purchases</b>																
Administration	1,245	2,446	585	1,133	1,370	556	1,485	808	802	10,430	13,268	1,474	1,474	1,474	14,852	17,690
General Advertising	0	0	0	49	0	0	0	0	0	49	200	0	50	0	99	250
Recruitment Advertising	200	0	0	0	0	0	0	0	0	200	400	0	0	0	200	400
Office Equipment/Computers	886	359	529	2,982	659	995	970	490	899	8,769	7,124	792	792	792	11,145	9,500
Hospitality	48	17	0	0	0	0	0	0	0	65	100	0	0	0	65	100
Health & Safety	0	0	0	0	0	0	0	0	139	139	833	139	139	139	556	1,250
Insurances	0	0	5,675	0	0	0	23,678	0	0	29,353	30,000	0	0	0	29,353	30,000
Mayor's Allowance	0	0	435	0	0	435	0	0	435	1,305	1,306	0	0	435	1,740	1,741
Accountants Fees	0	4,500	0	0	0	0	0	0	0	4,500	4,600	0	0	0	4,500	4,600
Grants Section142	0	9,418	0	0	0	0	9,418	0	0	18,836	19,500	0	0	0	18,836	19,500
Grants - Power of Competence	0	16,483	0	800	0	0	7,248	0	0	24,531	25,000	0	0	0	24,531	25,000
Volunteer Bureau SLA	0	8,000	0	0	0	0	0	0	0	8,000	8,000	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	0	40	0	20	0	152	20	20	0	252	190	0	110	0	362	300
Internal Audit Fees	0	0	430	0	0	0	445	0	0	875	1,350	0	0	450	1,325	1,800
Audit Fees	0	0	0	0	0	2,000	0	0	0	2,000	2,000	0	0	0	2,000	2,000
Professional Fees	20	0	200	3,200	0	874	993	2,502	950	8,739	8,421	0	1,079	2,500	12,318	12,000
Festive Lights	0	0	0	0	0	0	0	0	0	0	0	10,600	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	18,048	18,802	19,079	173,849	183,227	20,358	20,358	20,359	234,924	244,302
Members Allowances/Expenses	10	497	3,360	0	0	4,103	0	0	4,149	12,119	14,186	0	0	4,829	16,948	19,015
Newsletter	400	400	400	800	400	488	400	400	400	4,088	4,100	400	400	400	5,288	5,300
Bank Charges	43	40	41	44	41	41	43	41	0	334	412	46	46	46	472	550

GP Committee Income Expenditure as at 31 Dec 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 £	Dec 19 Actuals £	Actuals at 31 Dec	Budgets at 31 Dec	Jan 20 Budget £	Feb 20 Budget £	Mar 20 Budget £	Total £	2019/20 Budgets
Civic Centre Running Costs	11,981	6,543	10,155	6,025	9,891	6,909	9,929	8,313	7,461	77,207	80,739	9,371	5,956	7,454	99,988	103,520
Caretakers - Salaries	6,780	8,001	7,427	7,182	7,898	7,336	8,591	8,203	9,046	70,464	73,442	7,416	7,416	7,416	92,712	95,690
West Park	225	472	123	0	(106)	297	604	1,784	887	4,286	3,766	407	407	710	5,810	5,290
Victoria Pavilion	818	578	1,586	402	402	3,757	1,095	2,450	1,044	12,132	11,958	975	975	2,626	16,708	16,534
Cemetery Buildings	150	152	158	152	152	152	232	152	152	1,452	1,610	180	180	180	1,992	2,150
Signal Box	0	0	0	0	0	0	765	0	0	765	999	167	167	167	1,266	1,500
The Hub	151	85	2,253	50	96	677	72	90	1,520	4,994	5,162	446	446	446	6,332	6,500
Foresters Hall	206	1,922	908	912	285	658	860	419	1,029	7,199	8,977	981	981	652	9,813	11,591
2a Vernon Road	175	0	0	0	0	0	378	81	0	634	200	0	0	0	634	200
Subscriptions	2,581	92	326	0	0	0	0	74	0	3,073	3,100	100	0	0	3,173	3,200
Training	0	140	1,768	165	20	355	499	126	0	3,073	4,204	432	432	432	4,369	5,500
Other Buildings - Salaries	520	741	0	0	0	0	0	0	0	1,261	4,452	380	380	380	2,401	5,592
All Building Cleaning Materials	0	0	0	15	1,274	209	124	174	127	1,923	1,456	120	120	119	2,282	1,815
<b>Total Purchases</b>	<b>46,522</b>	<b>81,245</b>	<b>56,393</b>	<b>43,965</b>	<b>43,808</b>	<b>46,018</b>	<b>85,897</b>	<b>44,929</b>	<b>48,119</b>	<b>496,896</b>	<b>524,282</b>	<b>54,759</b>	<b>41,908</b>	<b>52,256</b>	<b>725,173</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	0	67,620	N/A	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	N/A	<b>Earmarked reserves</b>
<b>Loan Costs</b>	0	0	0	31,587	0	0	0	0	0	31,587	31,587	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 as at 31 Dec 2019**

	<b>Apr 19 Actuals £</b>	<b>May 19 Actuals £</b>	<b>Jun 19 Actuals £</b>	<b>Jul 19 Actuals £</b>	<b>Aug 19 Actuals £</b>	<b>Sep 19 Actuals £</b>	<b>Oct 19 Actuals £</b>	<b>Nov 19 Actuals £</b>	<b>Dec 19 Actuals £</b>	<b>Actuals to 31 Dec 2019</b>	<b>Budgets to 31 Dec 2019</b>	<b>Jan 20 Budget £</b>	<b>Feb 20 Budget £</b>	<b>Mar 20 Budget £</b>	<b>Total £</b>	<b>2019/2020 Budgets</b>
<b>Sales</b>																
Restaurant Food Sales	8,060	7,990	7,184	8,434	7,986	8,251	12,825	10,774	9,512	81,016	93,300	8,500	10,000	10,000	109,516	121,800
Restaurant Bar Sales	406	506	587	720	561	519	535	678	909	5,421	5,450	350	500	500	6,771	6,800
Hire of Luxfords Restaurant	114	152	321	150	150	150	112	150	187	1,486	1,686	188	188	188	2,050	2,250
Function Food Sales	1,457	1,049	2,696	1,456	2,813	1,345	1,205	1,798	1,566	15,385	22,500	500	1,000	2,500	19,385	26,500
Function Bar Sales	700	353	993	3,901	515	1,566	685	1,144	1,294	11,151	14,350	600	1,050	1,500	14,301	17,500
Hire of Equipment	57	87	112	30	147	74	120	58	87	772	824	92	92	92	1,048	1,100
Sundry Income	25	33	42	33	33	33	25	33	42	299	564	62	62	62	485	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>14,635</b>	<b>13,597</b>	<b>115,530</b>	<b>138,674</b>	<b>10,292</b>	<b>12,892</b>	<b>14,842</b>	<b>153,556</b>	<b>176,700</b>
<b>Purchases</b>																
Food Purchases	3,045	3,393	3,051	3,320	2,728	2,905	4,785	3,529	3,254	30,010	28,901	2,750	2,750	3,099	38,609	37,500
Bar Purchases - non-alcoholic	116	222	375	490	72	33	271	272	343	2,194	2,200	100	200	250	2,744	2,750
Bar purchases - alcoholic	247	477	187	1,837	261	0	578	205	783	4,575	5,500	200	400	400	5,575	6,500
Paper goods/consumables	236	471	195	108	146	39	322	326	79	1,922	2,175	75	200	150	2,347	2,600
Maintenance & Repairs	0	0	0	742	861	95	38	50	0	1,786	2,100	0	0	700	2,486	2,800
Equipment - New/Replacements	0	548	58	25	223	830	671	0	8	2,363	1,500	0	0	500	2,863	2,000
Equipment Hire	0	(160)	0	0	0	0	0	0	0	(160)	250	0	0	0	(160)	250
Postage	61	20	0	61	0	124	61	0	61	388	225	0	0	75	463	300
Rates	1,488	657	657	657	657	657	657	657	657	6,744	9,500	0	0	0	6,744	9,500
Electricity	619	480	400	384	461	450	440	568	1,041	4,843	4,462	496	496	496	6,331	5,950
Gas	0	0	197	0	0	43	0	0	89	329	400	0	0	150	479	550
Water	0	0	359	0	0	240	12	303	3	917	975	0	0	325	1,242	1,300
Telephone	15	14	14	15	15	16	14	14	14	131	130	15	15	15	176	175
Refuse Collection	62	69	60	62	66	247	105	71	65	807	1,499	167	167	167	1,308	2,000
Stocktaking	195	0	0	195	0	0	195	0	0	585	562	188	0	0	773	750
Stationery	0	0	0	7	0	0	0	0	0	7	0	0	0	100	107	100
General advertising	80	202	108	170	147	270	83	218	63	1,341	1,100	100	150	50	1,641	1,400
Uniforms	0	0	0	0	0	0	130	6	0	136	200	0	0	0	136	200
Salaries	7,893	9,283	8,753	8,684	10,080	8,122	8,980	8,546	10,516	80,857	80,569	8,960	8,960	8,960	107,737	107,449
Casual wages	663	122	956	1,234	254	218	1,906	102	450	5,905	5,515	125	300	300	6,630	6,240
Credit charges	123	121	129	159	129	142	200	0	159	1,162	1,125	125	125	125	1,537	1,500
<b>Total Purchases</b>	<b>14,843</b>	<b>15,919</b>	<b>15,499</b>	<b>18,150</b>	<b>16,100</b>	<b>14,431</b>	<b>19,448</b>	<b>14,867</b>	<b>17,585</b>	<b>146,842</b>	<b>148,888</b>	<b>13,301</b>	<b>13,763</b>	<b>15,862</b>	<b>189,768</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 27<sup>th</sup> January 2020**

### **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 liaising with debt collector to obtain an update on amount outstanding;
- Sussex Support Services – payment expected shortly;
- Emma Naylor Fitness;
- NR Corp;

##### **3.0 Recommendation**

3.1 Members are asked to note the report.

Contact Officer: Holly Goring

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

**Monday 27<sup>th</sup> January 2020**

### **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.

All Buildings - boiler servicing has been booked for the last week of the month.

##### The Civic Centre

- Water ingress has been noted above the foyer atrium in the main entrance. Investigations are ongoing by E&F Manager;
- Back alleyway lighting has been replaced due to existing lights old and not functioning;
- Minor leak discovered in the boiler room, engineers have investigated the issue and now resolved.

##### Victoria Pavilion

- Further vandalism to the men's toilet occurred over the Christmas break 2019. One Urinal was smashed from the wall and broken bottles found. Cubicle walls broken from fixings. Repair works have been carried out to make the toilet usable with one usable toilet until the doors are replaced in April/May 2020. New heavy-duty padlocks have been purchased to secure the toilets out of hours;
- Minor lighting repairs carried out in tenants' rooms upstairs;
- Works are underway to connect the ground staff workshop to the Town Council network to save money on printing and speed up work loads between the two areas.

##### The Signal Box

- Nothing to report.

##### 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;
- Gate between the Hall and Chapel is being repaired due to weather damage.

##### Snatts Road, Chapel

- Works to the South pitch of the Chapel have been delayed due to weather and contractor restraints. Rescheduled date for works is to be confirmed, within the next few weeks.

##### Osborn Hall/Hempstead Lane car park

- Nothing to report;

### West Park

- Minor tile repairs have been carried out;
- New frost stat radiators have been installed to replace old existing radiators due to water temperatures recording 0.3c and 3.3c in November 2019, following a monthly Legionella's check. This will prevent pipework from freezing.

### 2A Vernon Road,

- Nothing to report;

### Ridgewood Village Hall

- E&F Manager is continuing to liaise with the 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 27<sup>th</sup> January 2020**

### **Agenda Item 6.2**

#### **TO CONSIDER A STATEMENT MADE BY THE CHAIR OF THE RIDGEWOOD VILLAGE HALL**

##### **1.0 Summary**

1.1 At the meeting of Full Council on Monday 20<sup>th</sup> January 2020, the Chair of the Ridgewood Village Hall Committee read out a statement under agenda item 15.0 – to adopt the Asset Management Plan for 2020/25, relating to the Ridgewood Recreation Ground and Ridgewood Village Hall Committee.

1.2 Members advised that it would be best to consider this statement in more detail at the next meeting of the General Purposes Committee. A copy of the statement is provided below:

*"I read with interest the comments by a member of Active Uckfield with regard to the provision of adult sport facilities. As a Councillor for Ridgewood I feel it is important to note the full impact of the 1000 new houses at Ridgewood place and the other 119 planned for Mallard Drive and lack of recreational facilities in South Uckfield that both town and District council need provide going forward for sport, health and wellbeing for adults and those with mental illness. Ridgewood recreation ground is a wasted council resource that could and should be developed to support the community in Ridgewood as it expands and diversifies.*

*As Chair of RVH, I have been part of the team instrumental in bringing back community events to Ridgewood and as the council are aware, tried very hard to source funding to expand the Ridgewood Village hall to develop a building that can be used for more community groups including plans for developing a vitality village and communal garden.*

*Unfortunately funding for this project has not been successful including gaining funding from Wealden District Council. Instead the volunteer management team are preparing to spend approximately £80,000 this summer on refurbishing the hall, creating two extra rooms for hire and bringing the hall up to spec for health and safety and disabled access.*

*The changes in risk assessments, legal requirements, aka paperwork to run a public building and a charity has increased dramatically since the original management team was agreed 30 plus years ago and not only requires a volunteer with enough time to lead the committee but also with the skill set to meet and understand all the recommendations required of a public building in 2020 and beyond.*

*Mr Noble has kindly offered to take the role on when I step down but wished to make it very clear that he is not in a position to fulfil the admin to the extent that I have in the last 3 years.*

*Bookings for the hall, even with the computer system now take many hours per week. Whilst the booking officer has been instrumental this year in getting the booking system back on track and doing a fantastic job, it simply is not a sustainable volunteer position long term.*

*Our web site, which I am sure you all agree is an essential part of the business, along with social media advertising for events and hire has been maintained for 3 years by an individual who has given of all her professional time and expertise free of charge,*



*but long term this service will need to be kept updated and we cannot expect them or other professionals to continue without payment.*

*Already six members of our committee have let it be known they won't be standing from October which includes our bookings officer, web site lady and me!*

*It is my job as chair of RVH to secure the long term future of RVH .It is a vital asset to Ridgewood and it is; in my opinion and that of the previous Chair, an important facility in the South of Uckfield for clubs, residents and community groups to meet as they have done for 30 years.*

*Realistically, the only way forward is to ask the council to re-adopt the building and take over its management. This way they may be able to extend and develop the building in the future and also use it to develop the recreation ground to its full potential. to benefit all the residents of Ridgewood as it grows and diversifies.*

*Following the findings of the strategic plan I strongly suggest that the town council approach the current management team at RVH and look to re-adopt the hall once the refurbishment is complete and use it to develop the recreation ground to its full potential to the benefit of the whole Ridgewood community which would ease congestion in the town whilst providing easy access from Ridgewood Place and neighbouring estates many able to access by foot but also providing a large car park which will be renovated as part of the refurb plans.*

*Whilst I agree that UTC is not 'the bank of Uckfield' it does already own the building and therefore has a responsibility for its future. It is a fact that the ownership of the village hall has had a detrimental effect on the success of grant funding by outside bodies and it is highly likely that Uckfield Town Council would be in a better position to raise the capital required to extend the hall as intended to make the best use of its footprint. The income from the hall is a committed revenue stream that would only benefit UTC and if the hall is refurbished and brought up to spec it will not be costing UTC money to maintain in the short term and can be managed alongside Foresters hall and the hub with insurance, risk assessments, bookings etc. Wealden's strategic plan would also suggest the WDC would be willing to work with the council to develop outdoor spaces for the benefit of the community.*

*The current 5 year business plan written by RVH management team details both the financial benefits of extending the hall in rental which would then be directly beneficial to Uckfield Town Council in revenue which in turn could be used to help support the upgrade to the recreation ground to provide sporting facilities and to support neighbouring Millennium Green trust which should be included in ways to develop health and well -being projects especially for those with disabilities and mental illness.*

*RVH has had a good run of self -management, but times have changed and the village hall like halls across the country needs to evolve and be supported if it is to survive as an important hub of the community. It doesn't matter who runs it, what is important is that it is there and providing the facilities that the local growing community needs, especially one which is about to experience a population explosion as Ridgewood is."*

*Mrs K. Bedwell, Chair of Ridgewood Village Hall*

## **2.0 Recommendations**

2.1 Members are asked to consider the above statement.

Contact Officer: Holly Goring

## Meeting of the General Purposes Committee

Monday 27<sup>th</sup> January 2020

### 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 table below provides figures from the past six months and the cumulative picture for the whole year to date, in comparison with 2018/19.

	<b>As at 20.01.20 (sickness recorded in past six months) (29 staff)</b>	<b>Cumulative total for the year 2019/20</b>	<b>Comparison with cumulative at 08.02.19 (27 staff)</b>
Actual days taken as short-term Doctors' certificate	17.0 days	22.0 days	77.0 days
Actual days taken as self-certificated sick leave	14.0 days	27.0 days	54.0 days
Average number of days self-certificated sick leave per person	0.48 days	0.93 days	2.0 days
Actual days taken as long-term sick leave	34.0 days	104.0 days	139.0 days
Average number of days sickness per person	2.24 days	5.28 days	10.0 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		

*N.B Although the above are allocated as days please note that some of these working days relate to part-time workers which do not equate to a 7.4 hour day. Long term sickness is anything more than 28 calendar 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 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 E&F Manager has requested updated fire risk assessments from all tenants for this year 2020.
- 5.2 Fire risk assessment has been carried out for the Civic Centre, with actions being worked on by E&F Manager.
- 5.3 A fire door survey was carried out in September 2019 following a Fire Risk assessment which have required some remedial works.

## **6.0 Cleaning**

- 6.1 The E&F 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 Three incidents to report for information only, which include two minor burns.

Contact Officers: Mark Francis/Holly Goring

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

**Monday 27<sup>th</sup> January 2020**

### **Agenda Item 9.1(i)**

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

Please see below letter from the Chief Executive of the Wealden Citizens Advice Service and weblink to their annual report for 2018/19.

*"I am writing to update you on the services provided by Wealden Citizen's Advice over the last year thanks to the amazing support of local communities. A copy of our annual report is attached for information.*

*Wealden Citizen's Advice provides free, independent, confidential and impartial information and advice service to anyone in the district – our goal is to help everyone find a way forward whatever problem they face.*

*Wealden Citizen's Advice helped 4,907 people with 18,955 issues which is a 10% increase on last year. While we are open to all, our clients are five times more likely than the national average to be living on a low income. This is reflected in the main reason for clients seeking help, with 1 in 3 seeking help regarding welfare benefits or tax credits and 1 in 5 needing help relating to debt, financial services or budgeting. The other main issues were employment 8.5%, housing 7.5% and relationship and family matters 7%. 1/3 of the clients who sought our help last year had a disability or long term health condition and 28% were aged 60 or over. Over recent years we are increasingly finding that we are providing ongoing support to a number of highly vulnerable Wealden residents who have limited support at home.*

*Wealden Citizens Advice provides advice and information face to face, through our telephone Advicelice (0300 330 9022 or 03444 111 444), and by email at our three offices in Crowborough, Hailsham and Uckfield, with weekly face to face outreach on Friday mornings at Heathfield, and on Thursdays at Polegate and Willingdon. Trusted information is also available at [www.citizensadvice.org](http://www.citizensadvice.org) provided by national Citizens Advice, and an estimated 19000 Wealden residents accessed information that way in addition to the number of clients see in our local offices.*

*Through the efforts of our fabulous committed volunteers and staff we have achieved some amazing results for our clients, securing around £2.75million in improved financial outcomes for them. This included over £1.5million in additional income such as welfare benefits, tax credits and compensation, and over £1million in debt was written off for clients who had frequently faced a significant change in their circumstances, such as accident, ill-health, loss of employment or family breakdown.*

*Much of this additional income is likely to be spent locally. The team also helped over 200 people who were homeless or at risk of losing their income.*

*During our annual customer satisfaction survey 99% of clients said they were happy or very happy with our service and 4 out of 5 said our help had made a positive difference.*

*Helping someone stay in their home, pay their bills and feel better can also reduce the costs to local services, especially health and local council services. It is estimated that every £1*

*spent on Citizens Advice in Wealden saves the taxpayer more than twice that e.g. through reduced demand for health and homelessness services.*

*Our service would not be possible without the commitment of our 100 strong dedicated and highly trained volunteer workforce, who give at least a day a week to help their local community and make up of 90% of the team – together they provide services estimated to be worth £516k per year. Our volunteers are supported by a small team of paid staff who provide the support, nationally recognised training and quality assurance we need to keep our standards high.*

*We are so grateful for the continued support of Wealden District Council and Town and Parish Councils across the District. We have had to reduce staffing levels this year as the funding climate becomes tougher but are aiming to help another 5000 people over the coming year.*

*We are very aware of the pressures on the time and finances of all local councils, but any ideas you have on how we can bring our service closer to residents in need in your parish or any support you can offer towards our core costs as part of your grants scheme would be very much appreciated. We would be happy to attend a Council meeting if that would be helpful.*

*Finally on behalf of everyone here at Wealden Citizens Advice, I would like to wish you a wonderful Christmas and a happy new year.*

Yours sincerely  
Kate Davidson  
Chief Executive

[http://www.wealdencitizensadvice.org.uk/\\_app\\_/resources/documents/www.wealdencitizensadvice.org.uk/wca%20Annual%20Report%202018-19\(1\).pdf](http://www.wealdencitizensadvice.org.uk/_app_/resources/documents/www.wealdencitizensadvice.org.uk/wca%20Annual%20Report%202018-19(1).pdf)