



# 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 20<sup>th</sup> April 2020 at 7.00pm**  
in  
**REMOTE MEETING (ZOOM)**

## 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 9<sup>th</sup> March 2020 will be taken to the next physical meeting held in person.

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 consider the Town Council's Financial Regulations and Committee Terms of Reference in light of the current circumstances  
*(brief review undertaken and not considered necessary now meetings are resuming remotely and the Town Council has the Urgent Consultation Panel in place)*
- 5.5 To review community grant funding allocations for 2020-21 and potential support for community groups  
(Attached)
- 5.6 To note the end of year statement for Community Infrastructure Levy funding for 2019/20  
*(item deferred as still awaiting information)*

## **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  
(Attached)

## **9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS (none received)**

- 9.1 To consider reports from:-
  - (i) Citizens Advice Bureau
  - (ii) East Sussex Association of Local Councils AGM
  - (iii) Ridgewood Village Hall Management Committee
  - (iv) Uckfield & District Housing Association Ltd Mgt Committee
  - (v) Uckfield and District Preservation Society
  - (vi) Uckfield Volunteer Centre
  - (vii) Wealden Works
  - (viii) Wealden District Association of Local Councils – Management Committee
  - (ix) Wealden District Association of Local Councils – Planning Panel

## **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 To consider the Town Council's lease agreements and the impact of Covid-19 on leaseholders  
(Attached)
- 12.2 To consider the advice and guidance by HMRC for employers in response to Covid-19  
(Attached)
- 12.3 To consider introducing a salary sacrifice scheme (Department for Transport Cycle to Work Scheme)  
(Attached)
- 12.4 To note a brief update on Luxfords Restaurant  
(Attached)



Town Clerk  
14<sup>th</sup> April 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>            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	Work will commence later in 2020 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>            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>HG/SD</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	Awaiting 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	It was 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> 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	MF/HG	<p>An update will be provided on all matters relating to Ridgewood Village Hall Committee on 9<sup>th</sup> March 2020.</p> <p><b>This action can now be removed as it has been superseded by GP42.03.20 below.</b> <b>NFA.</b></p>
<b><u>GP36.01.20</u></b>	<p><u>6.2 To consider a statement made by the Chair of the Ridgewood Village Hall Committee</u> After some discussion, members <b>RESOLVED</b> to ensure continued dialogue between Uckfield Town Council and the Ridgewood Village Hall Committee and for updates to be provided to each General Purposes Committee over the coming months as more information becomes available.</p>	27.01.20		

Resolution No.	Details	Date Raised	Action By	Date Completed
<b><u>GP41.03.20</u></b>	<p><u>5.5 To consider the recommendations of the Financial Sub-Committee held on 27<sup>th</sup> February 2020</u> Members voted unanimously and <b>RESOLVED</b> to approve the recommendation of the Finance Sub-Committee to authorise for:</p> <p>(i) the BACS system to be trialed for a three-month period; to be introduced from April 2020, with two Councillors to check, sign and authorise payments being made through the system, and;</p> <p>(ii) the Uckfield Community Orchestra to still receive the community grant that had been allocated to them for 2020/21, subject to the updated information received.</p>	09.03.20	SD/HG	<p>Due to Covid-19 the introduction of the BACs payments to suppliers has been delayed but the Assistant Town Clerk &amp; RFO has made the necessary preparations with the Town Council's bank to ensure the relevant members have the correct authority to authorise payments.</p> <p>All groups due to receive grant funding will be contacted for an update.</p>
<b><u>GP42.03.20</u></b>	<p><u>6.2 To consider an update from the Ridgewood Village Hall Committee</u> With five votes in favour and one member abstaining on recommendation (iii) in particular, members <b>RESOLVED</b> to:(i) note the contents of the above report; (ii) agree to the upgrade of the car park being carried out in two stages; (iii) allocate one UTC representative plus a substitute to the Ridgewood Village Hall Committee at the Annual Statutory meeting of the Council in May 2020; (iv) agree to the temporary transfer of up to £11,000 to be made to the RVH Committee during the refurbishment period from earmarked reserves allocated for Ridgewood Village Hall Improvements; (v) agree to hold off on the extension of the lease agreement until after the October AGM meeting of the Ridgewood Village Hall Committee.</p>	09.03.20	MF/HG	<p>Stage 1 of the works on the car park have been delayed as a result of Covid-19 but will be actioned as soon as possible.</p> <p>The resolution to add a substitute member to the Outside Body representation on the RVH Committee will be taken to Full Council in June. The Town Council will await updates from the RVH Committee on funding and refurbishment works.</p>

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

<b>Date of Report</b>	<b>April 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>	(minus £913.67) = £2,986.33	06.08.19	The invoice for quarter one has been paid and was calculated at £913.67.
	(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.
	(minus £675.05) =£561.44	15.04.20	The invoice for quarter four totalled £675.05 after concessionary fares. The service only ran for two Saturdays in March as well due to Covid-19.  <b>This project is now complete for 2019-20. NFA.</b>

**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 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	04.03.20	The Marketing & Communications Officer approached a number of web developers and has now commissioned one locally, to carry out the work required to set up a Tickera online event ticket system for the Civic Centre via the Civic Centre website. 50% of the upfront cost has been paid and we are liaising with the web developers to arrange the detail of the schedule of work.	
	(minus £1,365.00) = £135.00 remaining	15.04.20	Local web developers were commissioned to set up the online event ticket software and embed into the Civic Centre Website. The works have now been completed and tested. The only element still to complete is the method of payment, to attach to this software before going live this summer.	

PROV-GP Committee Income Expenditure at 31 Mar 2020

	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 £	Jan 20 Actuals £	Feb 20 Actuals £	Mar 20 Actuals £	Total £	2019/20 Budgets
<b>Sales</b>														
Administration	40	0	3	5	5	2	243	(1)	18	(4)	0	2	313	100
Festive Light Income	0	0	0	0	0	0	0	0	2,000	0	0	0	2,000	2,000
Special Int. Bearing Interest	136	290	239	169	145	0	0	0	0	0	0	0	979	1,000
Bank Interest - Business Reserve	0	0	0	0	0	137	308	0	0	0	0	0	445	445
Interest Misc. (Fixed Rate Bond)	0	0	0	3,146	0	0	0	0	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	5,948	5,523	9,551	4,413	92,025	94,400
Civic Centre Vending Machine	0	22	0	21	0	0	10	0	0	0	0	0	53	150
Feed-in Tariff Payments	0	0	0	3,113	0	0	0	0	0	0	2,563	0	5,676	5,000
Quickborn Suite rent	708	708	708	708	708	(142)	708	708	708	708	708	708	7,646	8,500
West Park Pavilion	19	0	0	55	0	58	13	0	0	0	0	0	145	100
Victoria Pavilion	792	792	792	1,259	792	792	792	792	801	792	792	792	9,188	11,550
RHI - C.Centre Boiler	5,126	0	0	0	0	0	0	0	0	0	0	0	5,126	10,000
Victoria Storage Garages	50	0	50	0	0	0	0	0	0	0	0	0	100	100
Cemetery Chapel workshop	0	1,050	0	0	1,050	0	0	0	1,050	0	1,050	0	4,200	4,200
Foresters Hall	620	1,408	4,325	791	717	548	1,596	1,172	3,981	216	5,578	30	20,982	17,675
Foresters Chapel	288	0	0	288	0	0	288	0	0	288	0	0	1,152	1,087
2a Vernon Road, rent	600	1,200	0	600	600	0	225	600	600	600	600	600	6,225	7,500
Signal Box	354	354	354	354	354	1,204	354	354	354	354	354	354	4,744	4,485
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	733
Osborn Hall	0	0	0	315	0	0	0	100	0	0	0	0	415	415
Bridge Cottage	0	0	0	0	4,064	0	0	0	0	0	0	0	4,064	4,065
CAB - The Hub	0	600	5,796	0	4,462	0	4,462	0	1,308	0	4,462	0	21,090	22,150
Community Toilet Scheme	282	0	0	0	282	0	0	282	0	0	282	0	1,128	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>16,768</b>	<b>8,477</b>	<b>25,940</b>	<b>5,753</b>	<b>190,842</b>	<b>199,258</b>
<b>Purchases</b>														
<b>New Initiatives 2019/20</b>														
West Park Pavilion	0	0	0	0	0	0	0	0	0	0	0	0	0	10,000
Data Protection	0	0	0	0	0	0	0	0	0	0	55	0	55	1,000
Bus Service	0	0	914	0	0	822	0	0	928	0	0	675	3,339	3,900
Civic Centre Wifi Upgrade	2,763	2,763	0	0	0	0	0	0	0	0	0	0	5,526	6,000
Weald Hall Replacement Back Drops	0	2,190	0	0	0	0	0	0	0	0	0	0	2,190	2,500
Upgrade Town Council Website	0	0	1,998	0	0	0	1,598	400	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
Online Event Ticket System	0	0	0	0	0	0	0	0	0	0	682	682	1,364	1,500
Five Year Asset Valuation	0	0	0	5,500	0	0	0	0	0	0	0	0	5,500	6,000
Civic Centre CCTV Upgrade	2,763	2,763	0	0	0	0	0	0	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>928</b>	<b>0</b>	<b>737</b>	<b>1,357</b>	<b>27,496</b>	<b>48,900</b>
<b>Purchases</b>														
Administration	1,245	1,461	585	1,133	1,370	556	1,485	1,973	1,443	606	1,080	929	13,866	17,690
General Advertising	0	0	0	49	0	0	0	0	0	0	0	0	49	250
Recruitment Advertising	200	0	0	0	0	0	0	0	0	0	0	0	200	400
Office Equipment/Computers	916	359	529	2,982	659	995	970	490	899	694	385	848	10,726	9,500
Hospitality	48	17	0	0	0	0	0	0	0	0	0	0	65	100
Health & Safety	0	0	0	0	0	0	0	0	139	0	750	0	889	1,250
Insurances	0	0	5,675	0	0	0	23,678	0	0	0	344	0	29,697	30,000
Mayor's Allowance	0	0	435	0	0	435	0	0	435	0	0	435	1,740	1,741
Accountants Fees	0	4,500	0	0	0	0	0	0	0	0	0	0	4,500	4,600
Grants Section142	0	9,418	0	0	0	0	9,418	0	0	0	0	0	18,836	19,500
Grants - Power of Competence	0	16,483	0	800	0	0	7,248	0	0	0	0	0	24,531	25,000
Volunteer Bureau SLA	0	8,000	0	0	0	0	0	0	0	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	0	40	0	20	0	152	20	20	0	0	0	0	252	300
Internal Audit Fees	0	0	430	0	0	0	445	0	0	0	890	0	1,765	1,800
Audit Fees	0	0	0	0	0	2,000	0	0	0	0	0	0	2,000	2,000
Professional Fees	20	0	200	3,200	0	874	993	2,502	1,450	0	800	0	10,039	12,000
Festive Lights	0	0	0	0	0	0	0	0	0	10,310	0	0	10,310	10,600
Festive Light Electricity	0	0	0	0	0	0	0	0	0	0	0	0	0	250
Office Staff - Salaries	20,083	20,319	20,034	20,034	21,426	16,024	18,048	18,802	19,079	18,066	19,189	19,894	230,998	244,302
Members Allowances/Expenses	10	497	3,360	0	0	4,103	0	0	4,149	0	0	4,418	16,537	19,015
Newsletter	400	400	400	800	400	488	400	400	400	400	400	400	5,288	5,300
Bank Interest	0	0	0	0	0	0	0	(273)	(281)	(210)	(338)	(151)	(1,253)	0
Bank Charges	43	40	41	44	41	41	43	41	41	44	40	0	459	550
Civic Centre Running Costs	11,981	6,543	10,155	6,025	9,891	6,909	9,929	8,313	7,644	8,512	3,740	6,861	96,503	103,520

Please note that as a result of Covid 19, the Civic Centre closed on 20th March to the public, with all further bookings being cancelled. Due to staff shortages, we also got behind on March invoicing to leaseholders/tenants for rent/insurances, so this figure may change slightly. We are also chasing all outstanding debts for hire, catering and rents in 2019/20 and the list is reducing.

Please refer to agenda item 5.2 - Project list for those projects still outstanding.

Earmarked reserves for IT will cover the additional expenditure for office equipment for new staff.

PROV-GP Committee Income Expenditure at 31 Mar 2020

	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 £	Jan 20 Actuals £	Feb 20 Actuals £	Mar 20 Actuals £	Total £	2019/20 Budgets
Caretakers - Salaries	6,780	8,001	7,427	7,182	7,898	7,336	8,591	8,203	9,046	7,969	8,952	8,372	95,757	95,690
West Park	225	472	123	0	(106)	297	604	1,784	887	0	210	349	4,845	5,290
Victoria Pavilion	818	578	1,586	402	402	3,757	1,571	2,450	1,044	1,218	36	2,319	16,181	16,534
Cemetery Buildings	150	152	158	152	152	152	232	152	152	152	0	0	1,604	2,150
Signal Box	0	0	0	0	0	0	765	0	0	0	0	0	765	1,500
The Hub	151	85	2,253	50	96	677	72	90	1,520	0	202	119	5,315	6,500
Foresters Hall	206	1,922	908	912	285	658	860	419	1,131	1,791	171	1,206	10,469	11,591
2a Vernon Road	175	0	0	0	0	0	378	81	0	72	0	100	806	200
Subscriptions	2,581	92	326	0	0	0	0	74	0	120	0	0	3,193	3,200
Training	0	140	1,768	165	20	355	499	126	0	0	140	38	3,251	5,500
Other Buildings - Salaries	520	741	0	0	0	0	0	0	0	0	0	0	1,261	5,592
All Building Cleaning Materials	0	0	0	15	1,274	209	124	174	127	239	132	0	2,294	1,815
<b>Total Purchases</b>	<b>46,552</b>	<b>80,260</b>	<b>56,393</b>	<b>43,965</b>	<b>43,808</b>	<b>46,018</b>	<b>86,373</b>	<b>45,821</b>	<b>49,305</b>	<b>49,983</b>	<b>37,123</b>	<b>46,137</b>	<b>631,738</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	0	3,100	23,133	93,853	<b>75,000</b>
<b>Elections</b>	0	0	0	0	0	0	12,288	0	0	0	0	0	N/A	<b>Earmarked reserves</b>
<b>Loan Costs</b>	0	0	0	31,587	0	0	0	0	0	0	0	31,210	62,797	<b>62,797</b>

The sum of 19,552.74 paid out in March 2020 under Building Maintenance Fund relates to the final payment of the Year 3 Maintenance programme and will be paid from earmarked reserves set aside for this. So expenditure for 2019/20 comes in just under budget.

**PROVISIONAL Luxfords Income Expenditure as at 31 March 2020**

	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 £	Jan 20 Actuals £	Feb 20 Actuals £	Mar 20 Actuals £	Total £	2019/20 Budgets
<b>Sales</b>														
Restaurant Food Sales	8,060	7,990	7,184	8,434	7,986	8,251	12,825	10,774	8,628	10,909	8,935	5,267	105,243	121,800
Restaurant Bar Sales	406	506	587	720	561	519	535	678	887	468	538	302	6,707	6,800
Hire of Luxfords Restaurant	114	152	321	150	150	150	112	150	187	0	449	106	2,041	2,250
Function Food Sales	1,457	1,049	2,696	1,456	2,813	1,345	1,205	1,798	1,566	814	1,348	564	18,111	26,500
Function Bar Sales	700	353	993	3,901	515	1,566	685	1,144	1,294	83	519	186	11,939	17,500
Hire of Equipment	57	87	112	30	147	74	120	58	87	66	188	60	1,086	1,100
Sundry Income	25	33	42	33	33	33	25	33	42	0	33	0	332	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>12,691</b>	<b>12,340</b>	<b>12,010</b>	<b>6,485</b>	<b>145,459</b>	<b>176,700</b>
<b>Purchases</b>														
Food Purchases	3,045	3,393	3,051	3,320	2,728	2,932	4,785	3,529	3,260	3,216	3,023	2,391	38,673	37,500
Bar Purchases - non-alcoholic	116	222	375	490	72	33	271	272	343	64	208	232	2,698	2,750
Bar purchases - alcoholic	247	477	187	1,837	261	0	578	205	783	0	248	302	5,125	6,500
Paper goods/consumables	236	471	195	108	146	39	322	326	79	257	226	165	2,570	2,600
Maintenance & Repairs	0	0	0	742	861	95	38	50	0	0	0	0	1,786	2,800
Equipment - New/Replacements	0	548	58	25	223	830	671	0	8	213	409	657	3,642	2,000
Equipment Hire	0	(160)	0	0	0	0	0	0	0	0	0	0	(160)	250
Postage	61	20	0	61	0	124	61	0	61	61	0	0	449	300
Rates	1,488	657	657	657	657	657	657	657	657	657	0	0	7,401	9,500
Electricity	619	480	400	384	461	450	440	568	1,041	637	638	666	6,784	5,950
Gas	0	0	197	0	0	43	0	0	89	0	0	290	619	550
Water	0	0	359	0	0	240	12	303	3	31	0	240	1,188	1,300
Telephone	15	14	14	15	15	16	14	14	14	14	14	0	159	175
Refuse Collection	62	69	60	62	66	247	105	71	65	69	67	75	1,018	2,000
Stocktaking	195	0	0	195	0	0	195	0	0	195	0	0	780	750
Stationery	0	0	0	7	0	0	0	0	0	0	0	0	7	100
General advertising	80	202	108	170	147	270	83	218	63	128	26	0	1,495	1,400
PPL Rights	0	0	0	0	0	0	131	0	0	0	0	0	131	0
Uniforms	0	0	0	0	0	0	130	6	0	0	0	0	136	200
Salaries	7,893	9,283	8,753	8,684	10,080	8,122	8,980	8,546	10,516	8,147	9,895	8,334	107,233	107,449
Casual wages	663	122	956	1,234	254	218	1,906	103	450	500	623	94	7,123	6,240
Credit charges	123	121	129	159	129	141	201	164	159	163	164	105	1,758	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>14,457</b>	<b>19,580</b>	<b>15,032</b>	<b>17,591</b>	<b>14,352</b>	<b>15,541</b>	<b>13,551</b>	<b>190,615</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 20<sup>th</sup> April 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. Statements have been sent out to ALL those with monies outstanding for room hire, pitch hire or catering in 2019. They are for all relatively small amounts:

- Ceroc Zeal – currently liaising with debt collector to obtain an update on amount outstanding;
- Mr Asargiotaks;
- CGL Finance;
- Emma Naylor Fitness;
- NHS High Weald;
- NRCorp;
- Uckfield Town Football Club

##### **3.0 Recommendation**

3.1 Members are asked to note the report.

Contact Officer: Holly Goring

## Meeting of the General Purposes Committee

Monday 20<sup>th</sup> April 2020

### Agenda Item 5.5

#### **TO REVIEW COMMUNITY GRANT FUNDING ALLOCATIONS FOR 2020/21 AND POTENTIAL SUPPORT FOR COMMUNITY GROUPS**

##### **1.0 Summary**

1.1 This report provides General Purposes Committee with an update in the present circumstances (Covid-19), of the monies we have already committed for payment in 2020-21 through our community grant funding scheme, and to investigate where we can offer more support.

##### **2.0 Background on Community Grants Funding 2020/21**

2.1 In November 2019, General Purposes Committee approved the recommendations of Finance Sub-Committee for community grant funding in 2020/21.

2.2 The Finance Sub-Committee reviewed 21 applications for grant funding to Uckfield Town Council for the financial year of 2020/21. The following grants were awarded and due to be paid to the recipients in the new financial year (2020/21).

Uckfield & District Age Concern	Volunteer drivers' mileage allowance and running costs	468.00
Framfield & Blackboys Monday Club	Employers liability insurance and towards main outing	500.00
Uckfield Bonfire & Carnival Society	For carnival insurance, bands, dancers and first aid cover	3000.00
East Sussex Association of the Blind	Assist with the cost for lunch and tea outings	300.00
Family Support Work	Vulnerable families - non-violent resistance training	1500.00
Uckfield FM	Towards the costs of licences for running the station	2000.00
The Royal British Legion	Room hire for the 3 Saturdays of remembrance	210.00
Uckfield & District Pres Society	Help pay for insuring Bridge Cottage	1500.00
Ridgewood Village Hall Committee	Door security and entry system	1800.00
Uckfield Festival Association	Towards costs of room hire and entertainment bookings	3000.00
Uckfield Millennium Green	Purchase of hand tools and essential safety equipment	297.00
Uckfield Theatre Guild	Hire professional sound engineer and equipment	600.00
Uckfield Community Orchestra	Towards running costs	400.00
ATC Uckfield Air Cadets Squadron	Towards building new flight simulator	1500.00
Mediation +	Recruit and train 10-12 new volunteers in OCN accredited 'Level 3 Mediation Skills'	1500.00
Wealden Works	General running costs of the programme	3500.00
Manor Park and Hempstead Fields RA	Purchasing and installing a commemorative bench – VE	325.00
Uckfield College Counselling Service	Support funding of the service	2000.00
St Wilfred's Hospice	Contribute towards technology (nursing team and community visits)	600.00
	<b><u>TOTAL</u></b>	<b><u>£25,000.00</u></b>

**Total General Power of Competence Grants**  
**Total Section 142 Grants**  
**Volunteer Bureau Service Level Agreement**

**£25,000**  
**£18,900**  
**£ 8,000**

- 2.3 Although the funding was already allocated for 2020/21, the Town Council did increase the budget for 2020/21, from £25,000 to £27,500. This therefore provides a **further £2,500 available** for community grants and voluntary groups under the General Power of Competence which can be spent in 2020/21.
- 2.4 An email was sent to all those due to receive grant funding in 2020/21 on 16<sup>th</sup> April 2020. This email was sent to help understand the recipients' current position, before payments are made and to check if the work or project that they had requested the funding for, was still expected to go ahead.
- 2.5 When looking over the list of organisations due to receive funding, the two most likely to be affected if the events do not take place would be the Uckfield Festival and Uckfield Bonfire & Carnival Society. The Uckfield Festival have already announced that they have cancelled their Festival week in July 2020.

### **3.0 Exploring other ways of supporting the community**

- 3.1 At the meeting of Full Council on 14<sup>th</sup> April 2020, the Town Mayor, Councillor Mayhew put forward a proposal which asked the Town Clerk to investigate crowdfunding platforms and/or JustGiving as a method through which to raise funds to help support local charities and community groups.
- 3.2 It was thought that if the Mayor set up a platform to raise funds within the community, it could be used to support others after the impact of Covid-19, with a possible suggestion of approaching the Uckfield & District Lions Club and/or Rotary Club to see if they would wish to distribute the funds to local causes.
- 3.3 The Assistant Town Clerk & RFO has undertaken investigations into crowdfunding type platforms:

#### JustGiving

<https://www.justgiving.com/start-fundraising>

- JustGiving allows anyone to raise money for any good cause;
- There are associated fees but these are just for the card processing;
- It's free to sign up and create a Crowdfunding Page on JustGiving and at the end of the campaign, they send everything you raise to you directly, minus card-processing fees;
- The card processing fee is not taken by JustGiving and is sent directly through to Braintree, their payment processor;  
Card charges per donation:  
The fee per transaction for donations made in GBP via debit or credit card is 2.9% plus 25p;
- People can donate via card or paypal;
- The public tend to be familiar with this platform and it is easy to use;

#### Crowdfunder

<https://www.crowdfunder.co.uk/how-crowdfunding-works>

- Looks professional;
- There appear to be no fee's but not sure how they support their running costs, so will look further into this;
- There are a few parish/town councils on there. One is raising money to help the Elderly during the quarantine for example.



#### **4.0 Points for consideration**

- 4.1 Advise has been sought as to whether there are any implications for the Town Council in terms of business taxes/VAT. It was advised that there was no implication as these would be classed as donations which are outside the scope.
- 4.2 It would be wise to set up a separate bank account to receive any donations raised, so it remains separate from the Town Council general account.
- 4.3 The Town Council/Mayor would need to be very clear about the purpose of the fundraising and what the funds would be used for, even if distributed to other grant providers.
- 4.4 The Town Council needs to remember that ALL will have been affected by Covid 19 in some way. Residents/families will have been affected, local businesses (sole traders, small, medium and large enterprises), community groups, charities, voluntary groups, keyworkers. Some will receive support through the methods that the UK Government are providing but there are already a number of gaps in provision in certain cases.

#### **5.0 Recommendation**

- 5.1. Members are asked to consider the details within the above report, and the additional information provided by the Clerk at the meeting, and advise the Clerk accordingly.

Contact Officer: Holly Goring

## Meeting of the General Purposes Committee

Monday 20<sup>th</sup> April 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 – checked frequently whilst on lockdown.

##### The Civic Centre

- Water ingress has been noted above the foyer atrium in the main entrance. Investigations are ongoing by E&F Manager, this will involve hire of a scissor lift or similar;
- Footpath lights between Tesco & Civic Centre have been replaced with new;
- Oakleaf room has been part decorated, carried out by staff;
- Fence between Funeral director and Civic Centre has been removed due to recent incidents of anti-social behaviour.

##### Victoria Pavilion

- Internet connection has been established in the workshop in readiness for network connectivity to Civic Centre.

##### The Signal Box

- Nothing to report.

##### Foresters Hall

- Decoration works almost complete, with two small areas to be completed, delays experienced due to lockdown.
- Ongoing floor polishing is being carried out, however we have seen an increase in venue hire and it is challenging to gain access between bookings throughout some days, which can be seen as a positive.
- Heating fans have been repaired following breakdown.

##### Snatts Road, Chapel

- Works to the southern pitch of the Chapel have been completed, with the remainder of the roof to be completed commencing after the lockdown using the scheduled Building Maintenance fund.

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

- Nothing to report.

##### West Park

- Increasing issues with the intruder alarm needing resetting due to age.

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;
- Phase one of the car park works have been delayed due to Covid 19 lockdown.

**3.0 Recommendations**

- 3.1 Members are asked to note the report.

Contact Officers: Mark Francis

## Meeting of the General Purposes Committee

Monday 20<sup>th</sup> April 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.

	As at 15.04.20 (sickness recorded in past six months) (29 staff)	Cumulative total for the year 2019/20	As at 20.03.19 (27 staff)
Actual days taken as short-term Doctors' certificate	16.0 days	22.0 days	87.0 days
Actual days taken as self-certificated sick leave	13.0 days	29.0 days	61.0 days
Average number of days self-certificated sick leave per person	0.45 days	1.0 days	2.3 days
Actual days taken as long-term sick leave	25.0 days	104.0 days	139.0 days
Average number of days sickness per person	1.86 days	5.34 days	10.6 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 First aid kits in all buildings are being monitored and updated regularly.

4.3 The Estates & Facilities Manager is carrying out regular water monitoring of each building to ensure Uckfield Town Council remains compliant.

4.4 The Civic Centre Defibrillator has been serviced with new batteries.

4.5 The Estates & Facilities Manager has been liaising with Uckfield Lions on maintenance for the Towns Defibrillators specifically on Town Council Buildings.

#### **5.0 Fire Safety**

5.1 The Estates & Facilities Manager has requested reviewed fire risk assessments from all tenants for this year 2020.

5.2 A fire risk assessment has been carried out for the Civic Centre, with actions being worked on.

#### **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 4 (2019/20)**

7.1 No incidents to report.

Contact Officers: Mark Francis/Holly Goring

**UCKFIELD TOWN COUNCIL**



**MEMBERS AUDIT FORM**

MONTH August 2019

**Checklist:**

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

**SAGE AUDIT TRAIL (DETAILED)**

Check source documents including nominal code and authorisation.

- Supplier Invoices
- Customer Invoices
- Timesheets

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

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

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

**PETTY CASH**

Check cash balance and vouchers

- Town Council Petty Cash
- Luxfords Petty Cash

Signature .....

Print Name JAMES EDWARDS

Dated 16/08/2020

**3.4. Timesheets:**

The Member will choose random timesheets from the file.

They will check:

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

**4.0. BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE**

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

4.2. The Member will carry out the following checks:

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

**5.0. PETTY CASH**

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

5.2. The Member will carry out the following:

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

**6.0. IRREGULARITIES**

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

**7.0. REVIEW**

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

**Supplier Invoice Checked**

Supplier Name	Invoice No. and Date	P. Order No	Confirmed Stamped, signed, correct nominal code	Confirmed Cheque No. entered and signed by two Cllrs.
LEWES SCAFFOLDING LTD	31223 13/8/19	12490	YES	YES
ALBION HOUSE BAKERY	21914	12563	YES	YES

Chq paid 12/8/19 sent 13/8/19

**Customer Invoices Checked**

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
BODHISATTVA CENTRE	CC37532	YES	25/11/19	NO DATE RECORDED SO CURRENT CHECK
CGL FINANCE	CC37561	YES	NO BOOKING FORM ATTACHED	BACS PAYMENT
				LD SUPPLIER WAS SHORT
				+ THIS HAS BEEN RECTIFIED.

- YES BUT NO INVOICE FOR CCT ATTACHED + PAYMENT FOUND FOR NOV+DEC 2019.

**Timesheets checked**

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
RUTH HOBBS	AUG 2019	YES	YES	30/08/19.	YES ✓
JANICE (LAWRIE) TURNER	AUG 2019	YES	YES	30/08/19	YES ✓



**Members comments:-**


**Bank Reconciliation Checked**

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
BUSINESS RESERVE	SHEET 112	YES	YES	1227
CLERK	SHEET 478	YES	YES	1210

**Petty Cash Checked**

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	AUG 2019	3ELBROOK PETROL 3/08/19 YES	✓
Luxfords	AUG 2019	TESCO 24/08/19 YES	✓



Appendix A

UCKFIELD TOWN COUNCIL



**MEMBERS AUDIT FORM**

MONTH *OCTOBER 2019*

**Checklist:**

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

**SAGE AUDIT TRAIL (DETAILED)**

Check source documents including nominal code and authorisation.

- |                   |                                     |
|-------------------|-------------------------------------|
| Supplier Invoices | <input checked="" type="checkbox"/> |
| Customer Invoices | <input checked="" type="checkbox"/> |
| Timesheets        | <input checked="" type="checkbox"/> |

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

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

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

**PETTY CASH**

Check cash balance and vouchers

- |                         |                                     |
|-------------------------|-------------------------------------|
| Town Council Petty Cash | <input checked="" type="checkbox"/> |
| Luxfords Petty Cash     | <input checked="" type="checkbox"/> |

Signed 

Print Name *Ben COX*

Dated *12/3/20*

**3.4. Timesheets:**

The Member will choose random timesheets from the file.

They will check:

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

**4.0. BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE**

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**7.0. REVIEW**

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

**Members comments:-**


**Supplier Invoice Checked**

Supplier Name	Invoice No. and Date	P. Order No	Confirmed Stamped, signed, correct nominal code	Confirmed Cheque No. entered and signed by two Cllrs.
ALBION HOUSE BAKERY	22389 27/10/19	12792	YES	YES.
MICHAEL E CARROLL	MEC 2716	12733	YES	YES

**Customer Invoices Checked**

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
CGI FINANCE	CC 37719	YES	16/10/19	PART OF BULK PAYMENT.
SUSSEX BONFIRE	CC 37771	YES	22/11/19	YES

**Timesheets checked**

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
LEE-ANN HEFFER	YES/YES	YES	YES	23/10/19	YES
BRUCE HARDWICK	YES/YES	YES	YES	23/10/19	YES

**Bank Reconciliation Checked**

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
GENERAL	43 to 85	NOT ON STATEMENT	YES ✓	1200
CHEEK	480	BUT ON REC ✓	✓	
		↳ AS ABOVE	YES	1210

**Petty Cash Checked**

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	OCT 2019 M4 PHONE FIX ✓ YES	→ ✓	
Luxfords	OCT 2019	TESCO ✓	





**UCKFIELD TOWN COUNCIL**



**MEMBERS AUDIT FORM**

MONTH DECEMBER 2019

**Checklist:**

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

**SAGE AUDIT TRAIL (DETAILED)**

Check source documents including nominal code and authorisation.

- Supplier Invoices
- Customer Invoices
- Timesheets

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

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

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

**PETTY CASH**

Check cash balance and vouchers

- Town Council Petty Cash
- Luxfords Petty Cash

Signed 

Print Name Spike Mayhew

Dated 04/03/2020

**3.4. Timesheets:**

The Member will choose random timesheets from the file.

They will check:

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

**4.0. BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE**

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

4.2. The Member will carry out the following checks:

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

**5.0. PETTY CASH**

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

5.2 The Member will carry out the following:

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

**6.0. IRREGULARITIES**

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

**7.0. REVIEW**

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

**Members comments:-**


**Supplier Invoice Checked**

Supplier Name	Invoice No. and Date	P. Order No	Confirmed Stamped, signed, correct nominal code	Confirmed Cheque No. entered and signed by two Cllrs.
STONES DEPT	58027 5 DEC	12922	5202 ✓	116020 YES
KD CATERING	116185 13 DEC	12950	5810 ✓	116043 YES

**Customer Invoices Checked**

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
NH SBT	CC 38225	YES	13/01/2020	BACS ✓ SAGE ✓
HASAG	CC 38242	YES	20/12/19	CC / DEC 19

**Timesheets checked**

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
SOPHIE BURSTON	DEC 2019	YES	YES	27/12/19	YES ✓
TAN Y GRIFFITHS	DEC 2019	YES	YES	27/12/19	YES ✓

**Bank Reconciliation Checked**

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
GENERAL	92 to 113	YES	YES PLUS NOTE OF 21 DIFFERENCE	1200
BUSINESS RESERVE	116	YES	YES ✓	1227

**Petty Cash Checked**

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	DEC 2019 ✓	YES POSTOFFICE 03/12/19.	✓ YES
Luxfords	DEC 2019 ✓	✓ YES TESCO 30/12/19.	✓ 20p wp.

