



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 13th July 2020 at 7.00pm
in
REMOTE MEETING (VIA 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 Committee held on the 1st June 2020

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 There are no income and expenditure reports until accounts are completed for 2019/20
- 5.3 Bad Debts
(Attached)
- 5.4 Finance Summary
(Attached)
- 5.5 To note the end of year statement for Community Infrastructure Levy funding for 2019/20
(Attached)

6.0 BUILDINGS

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

7.0 POLICY

- 7.1 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

- 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 review further information related to correspondence from a leaseholder (Attached)
- 12.2 To note update on staffing and the Civic Centre/Luxfords Restaurant (Attached)



Town Clerk
7th July 2020

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held remotely via Zoom on Monday 1st June 2020 at 7.00pm

PRESENT:

Cllr. C. Macve (Chair)	Cllr. H. Firth
Cllr. D. Ward (Vice-Chair)	Cllr. J. Love
Cllr. B. Cox	Cllr. A. Smith
Cllr. J. Edwards	Cllr. P. Sparks

IN ATTENDANCE:

2 members of the press (recorded the meeting)
4 members of the public
Cllr. K. Bedwell
Cllr. D. Bennett
Cllr. D. French
Cllr. S. Mayhew

Holly Goring – Town Clerk
Mark Francis – Estates & Facilities Manager
Sarah D'Alessio – Assistant Town Clerk & RFO
Minutes taken by Holly Goring

1.0 DECLARATIONS OF INTERESTS

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

None were received.

2.0 STATEMENTS FROM MEMBERS OF THE PUBLIC ON MATTERS ON THE AGENDA AT THE CHAIRMAN'S DISCRETION

GP01.06.20 It was **RESOLVED** to suspend Standing Orders to enable a member of the Fire Brigade Union to speak, and councillors who were not members of the General Purposes Committee on agenda item 8.3 – East Sussex Fire & Rescue's public consultation "Planning for a Safer Future."

Mr Parry, East Sussex firefighter and Secretary for the Fire Brigade Union, in East Sussex advised that the above document set out proposals to cut 10 fire engines, at least 30 whole time firefighters, and up to 60 retained (on-call) firefighter posts, which would reduce response times in particular during the evening and weekends.

There were currently two fire engines based at Uckfield station. Reduce that to one, and the response times at the weekend would be heavily impacted. The Fire Brigade Union were also unhappy with the timing of the public consultation, as

due to Covid-19 it had not been possible to hold face to face meetings. It was also considered to be inaccurate in places and overly complicated for members of the public to digest. A cross party letter had been sent from local MPs to parliament to push for a rejection to the proposals and cuts. Mr Parry urged Uckfield Town Council to write to the Chair of the Fire Authority to reject the proposals being put forward.

Councillor D. French understood the need for a periodic review but did not feel this was the right time to carry out public consultation – during a pandemic. Councillor French had listened to the interview with the Chair of the East Sussex Fire Authority, Roy Galley and he advised that they were not cuts, so felt the information being provided was still unclear. Councillor French wished to propose that the consultation be postponed and for the Town Council to give thanks to the Uckfield crew who had been dealing with a fire in Heathfield that day.

Councillor K. Bedwell reminded all in attendance of the increase in housing and subsequent increase in population, in not just the Uckfield area, but the whole of the district. This was not the time to look at reducing service provision. ESFRS did not just handle fires, they were also called upon to assist with medical incidents, flooding, education and prevention. Uckfield Town Council should speak out loudly and reject these cuts.

Councillor D. Bennett recognised the concerns raised and referred to the specialist and rescue equipment and skills provided by ESFRS including the water bowser, which was not available at all sites, Uckfield was fortunate to have these. The constant reductions in public services were making us very vulnerable and Uckfield was known to be a great support to other parts of the district and county when big incidents occurred. Fires such as those which occurred on the Ashdown Forest required the support of fire appliances from as far as West Sussex and Surrey. A question was posed to the Chair of the East Sussex Fire Authority which asked, should we expect other tax payers to pay for services in our area.

GP02.06.20 Members **RESOLVED** to reinstate Standing Orders.

3.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillor C. Snelgrove.

4.0 MINUTES

4.1 Minutes of the meetings of the General Purposes Committees held on the 9th March 2020 and 20th April 2020

GP03.06.20 It was **RESOLVED** that the minutes of the meetings of the General Purposes Committee on the 9th March and 20th April 2020 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2 Action list

Members noted the report.

- 4.3 Project list
Members noted the report.

5.0 **FINANCIAL MATTERS**

- 5.1 To note bills paid
Members noted the bills paid.

- 5.2 To note the income and expenditure reports for 2019/20
Nothing to report on at present.

- 5.3. Bad Debts
Members noted the current bad debts recorded and reasons for this.

- 5.4 To consider carry forwards of unspent revenue budget from 2019/20
Members were provided with a short list of funding which had been set aside in 2019/20 for specific projects and new initiatives but work had not yet been completed.

GP04.06.20 Members **RESOLVED** that the following unspent sums be carried forward from the 2019/20 financial year to 2020/21:

Environment & Leisure Committee:

Safety Surface Hempstead Play Area - £6500

(unspent funds to be carried forward for future works in Luxfords Play Area)

General Purposes Committee:

West Park Pavilion - £10,000 (saving for future project to be carried forward into earmarked reserves)

Data Protection - £900 (unspent funds to be carried forward into earmarked reserves)

Civic Centre Booking system - £8,000 (project not yet completed, funds to be carried forward into earmarked reserves to deliver in 2020/21)

- 5.5 To write off small under and over payments on the Town Council accounts
Members reviewed the report which detailed a cheque which was issued in October 2018 for £152.25 but the cheque had never been banked and contact had been unsuccessful. It was proposed that the cheque be cancelled.

Two small underpayments had also been identified from November and December 2017 respectively – both for the amount of 60p.

In line with the Town Council's financial regulations and recommendations of Auditors, the Town Council is required to formally write off these amounts.

GP05.06.20 Members **RESOLVED** to agree to write off the two small underpayment amounts listed in the report and to cancel the cheque which had not been banked.

6.0 **BUILDINGS**

- 6.1 To note the current position with the Council's buildings
Members reviewed the regular update on works and repairs within the Town Council's buildings.

One member raised their concerns once more in regards to the car park adjacent to Foresters Hall. The Town Councillor was now getting complaints from

residents and the car park was full. This car park was for the use of hall hirers, throughout the week and weekend but during the Covid-19 lockdown had been used by local residents.

The Estates & Facilities Manager reminded members that he had put proposals together around 12 months before and presented to the General Purposes Committee for consideration. These proposals looked at the costs of placing a barrier on the entrance to the car park, to enable hall hirers and users to have access to the car park but deter general use.

One member felt that this was to be expected with more people at home during the Covid-19 lockdown and restrictions and also with an increase in housing and development.

A second member advised that discretionary parking was also offered by nearby business Mitchell & Cooper off Framfield Road. They felt that the current circumstances had not helped and developments such as the one off Mallards Drive would further affect the issue.

Referring back to the report, the Estates & Facilities Manager advised what works could be carried out during the lockdown period and those on the annual maintenance programme which were a priority, but also advised of three tasks identified which could be held off temporarily:

- replacement blinds Foresters Hall - £2,400
- roof works Osborn Hall - £7,200
- Weald Hall light trussing - £9,850

GP06.06.20

Members **RESOLVED** to:

- (i) note the report;
- (ii) postpone work on the above three items detailed in the Town Council's annual maintenance programme and for the General Purposes Committee to reconsider delivery midway through the financial year.

7.0 POLICY

None.

8.0 ADMINISTRATION

8.1 To receive a report on Health and Safety within the Council

Members reviewed the report circulated and noted the contents.

8.2 To receive Members' audit reports

The Town Clerk advised members that a couple of months still needed to be completed and the Clerk would be contacting members to see who could visit the office to carry these out in a socially distanced manner.

8.3 To consider the details of the East Sussex Fire & Rescue's public consultation "Planning for a Safer Future"

The Chairman referred members to the report which set out the key proposals of the consultation document from the East Sussex Fire Authority "Planning for a Safer Future." The Chairman also advised that clarity was required in the proposal (suggested response) by Councillor B. Cox - the document had been produced by the East Sussex Fire Authority and not East Sussex County Council.

Councillor C. Macve thanked Mr Parry and the three Town Councillors for their earlier contributions to the discussion on this agenda item. It was felt that more clarity was required on the Fire Authority's risk assessment in introducing these changes and questioned why this was being carried out at this time.

Councillor P. Sparks advised that he had previously been a member of the East Sussex Fire Authority for eight years, and it was important to look at the underlying reasons, which would be partly financial, for putting forward these changes. In 2010 the East Sussex Fire Authority received government grant funding of around £15million, and in 2020, as low as £3million. With such massive cuts in funding, it was important to look at the ways you could manage services. The Fire Authority received the smallest segment/proportion of the council tax bill, it was therefore vital that more appreciation be given to the value of the Fire Service. Councillor Sparks also agreed that it was not the right time to carry out the consultation and requested that it be placed on hold.

Councillor D. Ward referred back to the confusion in the messages being communicated. The Chair of the East Sussex Fire Authority in their recent radio interview advised that it wasn't for financial reasons. Councillor Ward felt the consultation should be postponed until things with Covid-19 had settled down and raised her concerns with the cuts and changes to public services.

Councillor B. Cox emphasised the loss that would be experienced if full time service members were to lose their jobs.

Councillor J. Love felt everyone had covered the main points but the impact of new development had not been incorporated. It was vital that this be considered in the consultation, as reduced services may not be able to meet demand and services should be improved, at this time, not taken away. Councillor J. Love put forward an alternative proposal:

" UTC urgently and forcefully call upon the East Sussex Fire Authority to immediately drop all and any proposed amendments to fire services in our county – especially in the current pandemic and with consideration for current and future developments appearing in our area."

Councillor A. Smith wished to thank Councillor Cox for his work and for bringing the detail of the proposals to the Town Council's attention. There was clearly some financial motivation for the proposals, and accountability was key – by placing the report out in the public domain for consultation, it made the Fire Authority accountable for these proposals. Councillor Smith was particularly interested in the rationale for these proposals, particularly in high risk areas, as it would reduce services dramatically and would not future proof the service. With climate change, it was likely that bush and forest fires could increase. Councillor Smith wished to propose that the consultation be suspended until it could be given proper consideration.

Councillor C. Macve advised that he also had a number of points regarding details within the report itself.

Councillor J. Edwards wished to thank Mr Parry for his earlier comments. Councillor Edwards suggested that the wording of the initial motion put forward by Councillor Cox needed strengthening further i.e. using phrasing such as 'demand' instead of 'request' and for Councillor A. Smith's proposal to be incorporated.

After further discussion, members felt that alterations should be made to Councillor B. Cox's initial proposal, in order to strengthen the wording, reflect on the timing of the consultation and impact of cuts at a time when housing numbers were increasing. The Town Clerk was asked to read out an amended proposal which incorporated the suggested amendments from Councillors Love, Smith and Edwards, to the initial proposal by Councillor Cox.

GP07.06.20 Members **RESOLVED** to:

- (i) note the report, and with seven votes in favour,
- (ii) approve the following response to the East Sussex Fire Authority:

“Uckfield Town Council urgently and forcefully calls upon the East Sussex Fire Authority, to immediately drop all and any proposed amendments to the Fire Service in our county. This council believes that the proposed cuts will put the town and its villages at risk and in danger. The council wholeheartedly disagrees with the cuts and will push back at East Sussex County Council on the proposal. And to our best endeavours fight to keep the high standards and first rate fire service that the people of Uckfield deserve.”

As a result of passing this proposal, Uckfield Town Council will,

- (i) Demand that any public consultation be suspended until it can be given proper consideration (post Covid-19);
- (ii) Ensure that consideration is given to the new large-scale housing developments and subsequent population increase in this area in the next 5-10 years;
- (iii) Demand a comprehensive risk assessment of the impact of the cuts to all South East fire and rescue services, and in dealing with capacity for East Sussex;
- (iv) Ask for modelling of common fire risks in Wealden such as bush fires on the Ashdown Forest and the effects to capacity on Uckfield's Fire station;
- (v) Demand a full explanation from East Sussex Fire Authority on the proposed cuts.”

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

9.1 To consider reports from:-

- (i) Citizens Advice Bureau
Councillor A. Smith advised that the CAB had held an extraordinary board meeting on 27th April 2020 (remotely). Staff were wholly working remotely now, with the majority providing telephone support. 80% of volunteers were managing to work and call numbers had been steady. Their concerns rested with those who were most vulnerable. They too had noted that scams were increasing, and they had seen a hike in food bank vouchers. Employment benefits and universal credit had been the main issues they had received enquiries about. Over 5,000 clients had been supported in 2019/20, an increase of 5% on 2018/19. Members noted the update.
- (ii) East Sussex Association of Local Councils AGM
Nothing to report at this time.
- (iii) Ridgewood Village Hall Management Committee
Councillor K. Bedwell thanked the Town Council for the transfer of the agreed funds of £11k, during the refurbishment works. The refurbishment had commenced the previous week, and was expected to take 8-10 weeks. The works would also address all of the health and safety matters identified previously in association with the Town Council.

A new Treasurer had been appointed – Jane Atherton of Simmons Gainsford LLP. They had also registered for VAT, to ensure they could run the business more like a business, with the hire of their rooms. Members noted the update.

- (iv) Uckfield & District Housing Association Ltd Management Committee
Nothing to report at this time.
- (v) Uckfield & District Preservation Society
Nothing to report at this time.
- (vi) Uckfield Volunteer Centre
Members noted the report provided by Councillor B. Cox. Members felt their communication throughout the Covid-19 restrictions had been excellent.
- (vii) Wealden Works
Nothing to report at this time.
- (viii) Wealden District Association of Local Councils – Management Committee
Nothing to report at this time.
- (ix) Wealden District Association of Local Councils – Planning Panel
Nothing to report at this time.

10.0 CHAIRMAN'S ANNOUNCEMENTS

The Chairman, Councillor C. Macve wished to record his personal thanks to the Town Clerk and the rest of the staff at the Town Council. They had done a superb job through very difficult times. He was personally grateful for this.

11.0 TOWN CLERK'S ANNOUNCEMENTS

None.

12.0 CONFIDENTIAL BUSINESS

GP08.06.20

It was **RESOLVED** that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted it was advisable in the public interest that the public be temporarily excluded and they were instructed to withdraw.

- 12.1 To note update Town Council's lease agreements
Members noted the report.
- 12.2 To note update on staffing and Civic Centre/Luxfords Restaurant
Members noted the report.

The meeting closed at 8.36pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP15.08.16</u>	<p><u>To consider the relocation and future use of the Telephone Box</u></p> <p>Further to this discussion, Members RESOLVED to:</p> <p>(4.1) agree to the relocation of the telephone box and site it in place of the two redundant BT boxes outside of Hartfields, Uckfield High Street, and;</p> <p>(4.2) request that all Members should engage their constituents on the possible use of the telephone box, and put forward sensible suggestions to the Chair of General Purposes Committee or Town Clerk.</p>	15.08.16	GP Com / HG	The existing telephone kiosks have now been removed from Uckfield High Street. Later in 2020/21, work will commence to consider the location and re-use of the traditional red telephone box.
<u>GP32.01.18</u>	<p><u>5.4 To consider the re-allocation of funds to purchase community speedwatch equipment</u></p> <p>Members subsequently RESOLVED, subject to obtaining reassurance from Sussex Police on the on-going maintenance of the software and who had financial responsibility for updating the equipment, that funds be reallocated within the speed reduction budget to purchase the necessary equipment for Community Speedwatch (radar device and tablet) at a cost of £800.</p>	22.01.18	HG	Sussex Police have 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><u>GP43.02.18</u></p> <p><u>GP12.07.18</u></p>	<p><u>6.3 To consider the feasibility report undertaken for West Park Pavilion</u> With seven votes in favour and one abstaining, members RESOLVED to request the Town Clerk to explore this matter further – identifying potential interest in the Pavilion, their requirements, the development of a business plan and associated costings.</p> <p>It was RESOLVED to note the revised plans and request the Town Clerk to proceed further with exploring this option, to specifically look into changing room and toilet provision, the requirements of the Football Association, potential funding opportunities and an understanding of what is required to support multi-use space.</p>	<p>05.03.18</p> <p>09.07.18</p>	<p>HG</p>	<p>Work in progress.</p>
<p><u>GP39.02.19</u></p>	<p><u>4.5 To consider the recommendations of the Finance Sub-Committee meetings held on 9th January and 6th February 2019</u> Members took a vote and it was RESOLVED to approve the recommendations of the Finance Sub-Committee, in particular: (i) eight votes were received in favour of approving the amendments to the grant application form; (ii) eight votes were received in favour of the amendments to the Grant programme's internal procedures; (iii) eight votes were received in favour of the proposal to change the dates for the 2021/22 grants procedure (closing dates for application 31st January 2021 and grants meeting held in February 2021).</p>	<p>18.02.19</p>	<p>HG/SD</p>	<p>To be actioned in 2020.</p>

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP48.04.19</u>	<p><u>6.2 To review request from Sussex Support Services Ltd to place a noticeboard at the front entrance to the ramp of Victoria Pavilion</u></p> <p>Members RESOLVED to support this request and agree for Sussex Support Services Ltd to place a small noticeboard at the front entrance to the ramp of Victoria Pavilion.</p>	01.04.19	Tenant	Awaiting update from the tenant as and when they are ready.
<u>GP14.08.19</u>	<p><u>6.1 Current position with the Council's buildings</u></p> <p>Members RESOLVED to:</p> <p>(i) note the report;</p> <p>(ii) approve the recommendation to change the doors of the public toilets at Victoria Pavilion, from existing coin-operated mechanisms to standard closing doors, and keep these doors locked outside of staff hours.</p>	12.08.19	MF	The Estates & Facilities Manager has arranged a meeting with contractors to price up for the works.
<u>GP41.03.20</u>	<p><u>5.5 To consider the recommendations of the Financial Sub-Committee held on 27th February 2020</u></p> <p>Members voted unanimously and RESOLVED to approve the recommendation of the Finance Sub-Committee to authorise for:</p> <p>(i) the BACS system to be trialled 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.</p> <p>All groups have received their first or total grant payment for 2020/21. The Uckfield Festival Association have received half of their first instalment and we await further information from the Uckfield Bonfire & Carnival Society on their plans.</p>

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP42.03.20</u>	<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 RESOLVED 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>Refurbishment works are underway.</p> <p>Works to the car park will take place once these works have been completed.</p> <p>The funds of £11,000 have been transferred to the RVH Committee.</p> <p>One UTC representative was appointed as a substitute at the meeting of Full Council in June 2020.</p> <p>All tasks now complete from this resolution. NFA.</p>
<u>GP46.04.20</u>	<p><u>5.5 To review community grant funding allocations for 2020-21 and potential support for community groups</u> Members therefore RESOLVED to approve to request the Town Clerk to write to grant recipients to understand what funds they need from the grant applied for, and the timescales in which they require the funding during 2020-21.</p>	20.04.20	HG	<p>See above per community grant payments.</p> <p>It is proposed to revisit the second part of this resolution at the next meeting of GP Committee (24th August 2020).</p>
<u>GP47.04.20</u>	<p>Members RESOLVED to revisit this item (<i>considering the provision of additional financial support to those who need it</i>) in three months.</p>			

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP04.06.20</u>	<u>5.4 To consider carry forwards of unspent revenue budget from 2019/20</u> Members RESOLVED that the following unspent sums be carried forward from the 2019/20 financial year to 2020/21 (detailed list in minutes).	01.06.20	SD	Completed. NFA.
<u>GP05.06.20</u>	<u>5.5 To write off small under and over payments on the Town Council accounts</u> Members RESOLVED to agree to write off the two small underpayment amounts listed in the report and to cancel the cheque which had not been banked.	01.06.20	SD	Completed. NFA.
<u>GP06.06.20</u>	<u>6.1 To note the current position with the Council's Buildings</u> Members RESOLVED to: (i)note the report; (ii)postpone work on the above three items detailed in the Town Council's annual maintenance programme and for the General Purposes Committee to reconsider delivery midway through the financial year.	01.06.20	MF	To be re-considered at the meeting of GP Committee on 5 th October 2020.
<u>GP07.06.20</u>	<u>8.3 To consider the details of the East Sussex Fire & Rescue's public consultation "Planning for a Safer Future"</u> Members RESOLVED to: (i) note the report, and with seven votes in favour, (ii) approve the agreed response to the East Sussex Fire Authority.	01.06.20	HG	Formal letter and response sent to the East Sussex Fire Authority on 7 th June 2020. NFA.

UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS

Date of Report	July 2020 – nothing further to update at present
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Outstanding initiatives from 2018/19

Committee	General Purposes		
Project Name	West Park Pavilion Scheme		Project Number 49
Resolution Number	Funds	Date	Commentary
FC86.01.18	£15,000	15.01.18	Agreed as part of the 2018/19 under new initiatives for General Purposes Committee.
	£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.
	£20,000	20.01.20	A further £20k was added to the 2020/21 budget towards improvements to this building.

UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS

Outstanding initiatives from 2019/20

Committee	General Purposes		
Project Name	Replacement of Civic Centre booking system		Project Number 59
Resolution Number	Funds	Date	Commentary
FC93.01.19		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.

Project Name	Online event ticket system		Project Number 60
Resolution Number	Funds	Date	Commentary
FC93.01.19	£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.

UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS

New initiatives for 2020/21

Committee		General Purposes		
Project Name		Annual Maintenance Programme (Year 6)		Project Number 61
Resolution Number	Funds	Date	Commentary	
FC.92.01.20	£77,000	20.01.20	<p>A programme of works were agreed for delivery in 2020/21 to the Town Council's buildings. This included:</p> <p><u>Civic Centre</u> Council Chamber - smoke detection upgrade, ceilings and lighting upgrade Oakleaf Room ceiling Increase hopper capacity for bio boiler New carpet in Green Room Upgrade of lighting to LED in Weald Hall – COMPLETED Weald Hall Stage Light trussing/health and safety</p> <p><u>Elsewhere</u> Snatts Road Cemetery Chapel roof – WORKS UNDERWAY Victoria Pavilion public toilet replacement doors with manual locking Foresters Hall – blinds and tap replacements including heaters Osborn Hall - bitumen felt roof Ridgewood – fire protection upgrade As per the buildings update in agenda item 6.1, the Estates & Facilities Manager has been looking at projects which are low priority for completion in 2020/21.</p>	
Project Name		262 Saturday Bus Service Contribution		Project Number 62
Resolution Number	Funds	Date	Commentary	
FC.92.01.20	£3,900	20.01.20	<p>A sum of £3,900 was set aside to help contribute to the 262 Saturday Bus Service between the Ashdown Forest, Maresfield, Uckfield, Framfield and Heathfield. At present, the service is not running due to Covid-19 and the North Wealden Community Transport Partnership will be keeping us updated on services once they recommence, and whether the impact of Covid-19 further affects usage.</p>	

UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS

Committee	General Purposes		
Project Name	Replacement back drops – Weald Hall		Project Number 63
Resolution Number	Funds	Date	Commentary
FC.92.01.20	£2,500	20.01.20	Gradually we are replacing the black back drops around the stage in the Weald Hall. No back drops have been purchased at present.
Project Name	Climate Change Initiatives		Project Number 64
Resolution Number	Funds	Date	Commentary
FC.92.01.20	£7,500	20.01.20	No projects have commenced at present.
Project Name	Rebuild Valuation Exercise		Project Number 65
Resolution Number	Funds	Date	Commentary
FC.92.01.20	£4,500	20.01.20	For the purpose of updating our insurance requirements and policy, the Town Council is required to obtain regular rebuild valuations of its properties. A number were completed before year end, and now the remaining nine properties require up to date rebuild valuations.

Meeting of the General Purposes Committee

Monday 13th July 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 will be sent out to ALL those with monies outstanding on Friday 10th July for room hire, pitch hire or catering in 2019/20 and 2020/21:

- Ceroc Zeal – currently liaising with debt collector;
- Emma Naylor Fitness;
- ESCC CRD (in the process of being paid up to ensure up to date);
- NRCorp;
- Hotshots;
- In Choir

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Holly Goring

Meeting of the General Purposes Committee

Monday 13th July 2020

Agenda Item No. 5.4

FINANCE SUMMARY

1.0. Summary

- 1.1. This report details the current position regarding the Council's fixed term account with Lloyds Bank.

2.0. Bonds

- 2.1. Uckfield Town Council currently holds a fixed term rate with Lloyds Bank which matures on the 22nd July 2020 for a sum of £320,016.51 including interest. On maturity this amount will automatically transfer into a non-interest current account with Lloyds.
- 2.2. A decision regarding the re-investment options, if any, of this sum will need to be made before maturity.

3.0 Interest Rates:

- 3.1. As the Town Council currently holds funds with Lloyds Bank and NatWest, only these two banks have been asked for fixed term rates:

Lloyds Bank 12month fixed rate	0.30%
NatWest 12month fixed rate	0.17%

4.0. Recommendation

- 4.1. Members are asked to consider the above report and instruct the Clerk of any action required.

Contact Officer

Sarah D'Alessio

Meeting of the General Purposes Committee

Monday 13th July 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 - PAT testing has been carried out.

The Civic Centre

- Water ingress has been noted above the foyer atrium in the main entrance. Investigations are ongoing by the E&F Manager; this will involve hire of a scissor lift or similar;
- Weald Hall wall lights have now been replaced with new LED lights;
- One-way system amongst other "Covid secure" implementations have been introduced with reopening of the building.

Victoria Pavilion

- E&F Manager is meeting the local contractor to replace public toilet doors.

The Signal Box

- Nothing to report.

Foresters Hall

- Decoration works almost complete, with two small areas to be completed, delays have been experienced due to lockdown.

Snatts Road, Chapel

- Works to the roof have been completed.

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. It has been requested for the works to be completed prior to the hall re-opening on 14th September however, timescales are tight for this to take place.

- Fire alarm system funded by the Town Council, has been installed during refurbishment.

3.0 Recommendations

3.1 Members are asked to note the report.

Contact Officers: Mark Francis

Meeting of the General Purposes Committee

Monday 13th July 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 sickness figures from the start of the new financial year in comparison with the same period in 2019. To confirm, the Town Council has received NO reports of Covid-19 related symptoms from staff members during this period.

	As at 08.07.20 (sickness recorded since 1 April 2020 (29 staff)	Cumulative total for the year 2020/21	As at 02.08.19 (27 staff)
Actual days taken as short-term Doctors' certificate	0.0 days	0.0 days	5.0 days
Actual days taken as self-certificated sick leave	5.0 days	5.0 days	14.0 days
Average number of days self-certificated sick leave per person	0.17 days	0.17 days	0.52 days
Actual days taken as long-term sick leave	0.0 days	0.0 days	70.0 days
Average number of days sickness per person	0.17 days	0.17 days	3.30 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 was set up by the Estates & Facilities Manager in 2019 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 have continued to be carried out during lockdown, with issues being addressed by staff or contractors.
- 4.2 First aid kits in all buildings continue to be monitored and updated regularly.
- 4.3 The Estates & Facilities Manager has been carrying out regular water monitoring of each building to ensure Uckfield Town Council remains compliant during lockdown.
- 4.4 The Estates & Facilities Manager has liaised with Uckfield Lions on maintenance for the Towns Defibrillators specifically on Town Council Buildings, and a contribution has been provided towards replacement batteries and pads etc.

5.0 Fire Safety

- 5.1 The Estates & Facilities Manager requested updated fire risk assessments from all tenants earlier this year for 2020. With a number of businesses closing during the Covid-19 lockdown, we still await these.

6.0 Cleaning

- 6.1 In 2019, the Estates & Facilities Manager arranged a new in-house cleaning arrangement which has given 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. Positive feedback has been received from hirers of these facilities as a result.

7.0 Accident reporting – Quarter 2 (Jul – Sept 2020/21)

- 7.1 No incidents to report.

Contact Officers: Mark Francis/Holly Goring

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH MAY 2020

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 KAREN BEDWELL

Dated 29/06/20

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.
HMRC.	—	—	2210/2211. YES YES.	116339. YES.
BIFFA.	319013147. 30/04.	13248.	YES / YES. S617/5866.	116329. YES.
EAGLE ELECTRICS.	A3E17222 20/05.	12746.	YES YES. S660.	116348. YES.

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
WDC	38677.	YES.	01/06/2020.	BACS. SEEN WDC. RECEIPT PAYMENT
GERARDINE BOND	A.38686	YES.	19/05/2020.	CREDIT CARD RECEIPT SEEN

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
LORRAINE CAVEY.	01/05/2020. -30/05/2020.	YES	27/5/200 YES.	29/05/20	YES.
SADIE EASTWOOD.	MAY 2020	YES.	27/5/2020 YES	29/05/20	YES.

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH *MARCH 2020*

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 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 *L. MARVE*

Dated *12-06-20*

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
GENERAL	178-184.	YES.	YES.	1200 (SAGE).
RESERVE	121	YES	YES.	1227 (SAGE).

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	YES.	WMSMITH.	YES - 11-97. = FLOAT CHECKED + CORRECT
Luxfords	NO TRANSACTION DUE TO CLOSURE COVID - 19. — .		FLOAT CHECKED + CORRECT =

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.
Kent County Council	135852/3 06-03-20	100309960	✓	116234

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
Labour Party Uck. Branch	38576	✓	09-03-20	BACS page 156

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
TONY GRIFFITHS	MARCH 20	✓	✓	27-03-20	620736740
LORRAINE CAVEY	MARCH 20	✓	✓	27-03-20	620736740

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
clerks a/c	sheet 485	✓	✓	1210

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	MARCH 20	10-03-20 TESCO £4.85	£49.33 £83.77.
Luxfords	MARCH 20	02-03-20 TESCO £7.60	£49.33

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH FEBRUARY 2020

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 D. FRENCH

Dated 12/06/20

Members comments:-

All good - thank you.

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.
KD BUTCHERS	117540	13072	✓	116151 ✓
PYROTEC	4051729	NONE	✓	116061 ✓

~~56-27~~

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
KNOW DEMENTIA	CC 88398	✓	18/2/20	BACS CURRENT AC STATEMENT 133-131
ESX HEARING RESOURCE CENTRE	CC 88383	✓	17/2/20	BACS " "

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
LORRAINE CAVEY	FEB '20	✓	✓	28/2/20	614640170
BRIAN HARRISON	FEB '20	✓	✓	28/2/20	614640170

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
CURRENT	sheet 132-151	✓	✓	1200
CHURCH'S	sheet 484	✓	✓	1210

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	Feb '20	event refund	✓
Luxfords	Feb '20	Tesco milk	✓

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH *NOVEMBER 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 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 <i>/</i>	<input checked="" type="checkbox"/>

Signed

Print Name *L. MACVE*

Dated *12-06-20*

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.
Emma Miles	04-11-19	Casual week 22.	✓	115911

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
Wealden D.C.	22 3800H	✓	2-12-19 BACS	Bank stmt page 93.

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
Nick Browning	Nov 19	✓	✓	22-11-19	5920/4/22
Lee Ann Heffer	Nov 19	✓	✓	22-11-19	5920/4/22

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
Ln x rent a/c	sheets 66-91	✓	✓	1200

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	Nov 19	25-11-19 TESCO £18.00	—
Luxfords	Nov 19	13-11-19 TESCO £16.00.	—

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH JULY 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 ...ANGIE SMITH...

Dated ...19.6.20.....

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.
STOCKTAKING UK	1919	12487	✓	✓
TRADERS COFFEE	145902	12475	✓	✓
ROSPA PLAY SAFETY	43418	12263	✓	✓
SOUTHERN EVENTS	001256	12495	✓	✓

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
ROSPA PLAY SAFETY				
ESCC	37373	✓	✓ 18.8.19	PAGE 15 OF AUGUST BANK STATEMENT (31/7-30/8)
CATCH 22	37393		✓ 11.10.19	P. 54 OF OCTOBER STATEMENT SHEETS 42-65

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
JOANNE BROOKER	WEEK JULY '19 22/19	✓	✓	23.7.19	✓
SOPHIE BURESTOW	JULY '19	✓	✓	23.7.19	✓

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
GENERAL	SHEETS 981 to 4	✓	✓	1200
CLERK'S	SHEET 477	✓	✓	1210

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	JULY '19	WH SMITH	✓
Luxfords	JULY '19	TESCO	✓