



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

REMOTE MEETING (VIA ZOOM)

on

Monday 17th August 2020 at 7.00pm
(rescheduled from 3rd August 2020)

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 MAYOR'S DISCRETION

3.0. TO RECEIVE REPORTS FROM EAST SUSSEX COUNTY COUNCIL AND WEALDEN DISTRICT COUNCIL

4.0 APOLOGIES FOR ABSENCE

5.0 MINUTES

5.1 To **RESOLVE** that the minutes of the Full Council on 22nd June 2020 be taken as read, confirmed as a correct record and signed by the Town Mayor.

5.2 Action list – For information only
(Attached)

6.0 COMMITTEE MINUTES

- 6.1 To note the acts and proceedings of the following committee meetings:-
- | | | |
|-----|-----------------------------------|--|
| (a) | Plans Committees | Cancelled |
| (b) | Environment and Leisure Committee | 15 th June and 27 th July 2020 |
| (c) | General Purposes Committee | 13 th July 2020 |

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

- (i) The Uckfield Town Centre Regeneration Joint Committee
(nothing to report at this time)
- (ii) Neighbourhood Plan Steering Group
(nothing to report at this time)
- (iii) Gatwick Airport Consultation Group
(nothing to report at this time)

8.0 TO RECEIVE REPORTS FROM WORKING GROUPS

- (i) Civic Centre Working Group
(nothing to report at this time)
- (ii) Uckfield – Events Working Group
(nothing to report at this time)
- (iii) Uckfield Dementia Forum
(Attached)

9.0 TO RECEIVE, CONSIDER AND NOTE THE INTERNAL AUDIT REPORT FOR THE YEAR ENDING 31ST MARCH 2020
(Attached)

10.0 TO RECEIVE, CONSIDER AND APPROVE SECTION 1 - THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31ST MARCH 2020
(Attached)

11.0 TO RECEIVE, CONSIDER AND APPROVE SECTION 2 - THE TOWN COUNCIL'S DRAFT ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN AND FINANCIAL STATEMENTS FOR THE YEAR ENDING 31ST MARCH 2020
(Attached)

12.0 TO SIGN AND SEAL THE DEED OF DEDICATION BETWEEN 'FIELDS IN TRUST' AND UCKFIELD TOWN COUNCIL FOR HARLANDS FARM PLAYING FIELDS
(Attached)

13.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2020-21 (Q1)
(Attached)

14.0 TO NOTE THE MAYOR'S ENGAGEMENTS
(Attached)

15.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT

16.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

17.0 TOWN CLERK'S ANNOUNCEMENTS

18.0 CHAIRMAN'S ANNOUNCEMENTS

A handwritten signature in blue ink, appearing to be 'J. Lang', written over a horizontal line.

Town Clerk
11th August 2020

UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held as a
REMOTE meeting via ZOOM,
on Monday 22nd June 2020 at 7.00 pm.

PRESENT:

Cllr. K. Bedwell	Cllr. J. Love (Deputy Mayor)
Cllr. J. Beesley	Cllr. C. Macve
Cllr. B. Cox	Cllr. S. Mayhew (Town Mayor)
Cllr. J. Edwards	Cllr. C. Snelgrove
Cllr. D. French	Cllr. P. Sparks
	Mr. A. Brunsdon
	Mr. L. Westwood Flood

IN ATTENDANCE:

2 members of the public
2 members of the press (recording)
County Councillor Chris Dowling
County and District Councillor Claire Dowling

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

Minutes taken by Holly Goring

1.0 DECLARATIONS OF INTEREST

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. They were advised that notice should be given at this part of the meeting of any intended declaration and that the nature of the interest should then be declared later at the commencement of the item or when the interest became apparent.

Councillor K. Bedwell declared an interest in agenda item 10.0 as Chair of the Ridgewood Village Hall Committee.

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

None received.

3.0 TO RECEIVE REPORTS FROM EAST SUSSEX COUNTY COUNCIL AND WEALDEN DISTRICT COUNCIL

FC.01.06.20 It was **RESOLVED** to suspend Standing Orders to enable updates to be provided by District and County Councillors.

Councillor Chris Dowling advised that he had liaised regularly with the Deputy Mayor in the previous few weeks on local matters relating to East Sussex Highways, including a footpath matter between the north of Uckfield and Maresfield.

Councillor Chris Dowling commented that it was very good to see the High Street reopen and it was up to all of us to help where you could and support local businesses during this difficult time.

Councillor Claire Dowling advised that East Sussex County Council had produced a survey for residents, on the impact of Coronavirus, how it had changed their day to day lifestyles and what people's priorities were going forward. This would be circulated to all organisations.

The latest figures from the Department for Education (as of 16th June 2020) showed that out of 187 state funded schools, 169 had reopened across all sectors. As of that afternoon, there were 774 confirmed cases of Covid-19 in East Sussex. The feeling was at that time, that they wanted all schools to be back open as soon as possible as the mental health of youngsters was really important.

A new toolkit was available on the East Sussex County Council website for businesses. This would be sent onto the Chamber of Commerce.

Councillor P. Sparks had attended a meeting at Wealden District Council where an update had been provided on the Local Plan. They were planning to increase engagement with neighbouring authorities and engage as much as they could with local communities including local residents and parish and town councils.

Councillor J. Love wished to thank Councillors C & C Dowling, for their regular updates during lockdown and since, and for assisting with the footpath matter.

FC.02.06.20 Councillors were thanked for their input and updates, and subsequently **RESOLVED** to reinstate Standing Orders.

4.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors D. Bennett, H. Firth, G. Johnson, A. Smith and D. Ward.

5.0 MINUTES

- 5.1 To resolve that the minutes of the meetings of Full Council on 2nd March and 14th April 2020 be taken as read, confirmed as a correct record and signed by the Mayor.

FC.03.06.20 It was **RESOLVED** that the minutes of the meetings of Full Council on the 2nd March and 14th April 2020 be taken as read, confirmed as a correct record and signed by the Mayor.

5.2 Action List

Members requested that the following action be removed
'FC104.02.19 – to consider providing financial support to Ridgewood Village Hall

Committee' as this had been completed and the remaining work was being carried out by the General Purposes Committee.

Members subsequently noted the action list.

6.0 COMMITTEE MINUTES

6.1 To note the acts and proceedings of the following committee meetings:-

(a) Plans Committee

No meetings had taken place.

(b) Environment & Leisure Committee of the 4th May 2020

FC.04.06.20 It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committee of the 4th May 2020.

(c) General Purposes Committee of the 20th April and 1st June 2020

FC.05.06.20 It was **RESOLVED** to note the acts and proceedings of the General Purposes Committees of the 20th April and 1st June 2020.

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

(i) The Uckfield Town Centre Regeneration Joint Committee

Nothing to report at present.

(ii) Neighbourhood Plan Steering Group

Nothing to report at present.

(iii) Gatwick Airport Consultation Panel

Nothing to report at present.

8.0 TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS

(i) Civic Centre Working Group

Nothing to report at present.

(ii) Uckfield – Events Working Group

Nothing to report at present.

(iii) Uckfield Dementia Forum

Councillor P. Sparks provided an update from the most recent dementia forum meeting, which had been very productive. Further to discussions around those who may need more assistance within the Town Centre and when venturing out post lockdown (either with visual or physical impairments, dementia, anxiety), it was thought some may struggle with the new stipulations with regards to mask wearing and social distancing. As a result, the forum agreed to purchase a supply of 'sunflower lanyards' and leaflets and work with local businesses to educate them on how best to respond and also ensure those who need support, receive it.

Members thought this sounded good and subsequently noted the report.

9.0 TO APPOINT A NEW MEMBER TO SERVE ON THE UNDER MENTIONED STANDING COMMITTEE

(a) **Plans (7 Members)**

Members had been advised that Councillor D. French wished to stand down from Plans Committee due to personal commitments, which left one vacancy on the

committee, and the need for a newly appointed Chair person.

One expression of interest was received from Councillor K. Bedwell for the vacant position which was voted upon, and voted in favour.

Plans - 7 members

FC.06.06.20 It was therefore **RESOLVED** that the seven members of the Plans Committee for 2020/21 be as follows:-
Cllrs. K. Bedwell, J. Beesley, D. Bennett, B. Cox, J. Love, C. Macve and S. Mayhew.

Members discussed whether to appoint a new Chairman. At this time, no meetings of Plans Committee were taking place, and planning applications were being viewed and responses provided in the same manner as applications would normally be considered outside of the planning cycle.

FC.07.06.20 Members **RESOLVED** that any election and appointment of a new Chair for Plans Committee would wait until a physical meeting of Plans Committee took place.

Councillor D. French wished to thank the Administrative Officer (Mrs Lewis) who clerked the Plan Committees, and the Town Clerk for all their work behind the scenes, and help and assistance.

10.0 TO APPOINT AN ADDITIONAL REPRESENTATIVE TO OUTSIDE BODY (RIDGEWOOD VILLAGE HALL COMMITTEE)

At the meeting of General Purposes Committee on 9th March 2020, members resolved to carry out a number of actions in response to a letter which had been received from the Chair of the Ridgewood Village Hall Committee.

One of the resolutions included:

(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;

As the Annual Statutory meeting of the Council was cancelled in May 2020, the item was brought to the June meeting of Full Council. Councillor J. Edwards was already a representative for Uckfield Town Council. Councillor J. Beesley expressed an interest in the position of substitute representative.

FC.08.06.20 Members **RESOLVED** to appoint Councillor J. Beesley as the substitute representative for Uckfield Town Council on the list of Outside Bodies, for Ridgewood Village Hall Committee during 2020/21.

11.0 TO NOTE THE APPOINTMENT OF MEMBERS TO COMPLETE AUDITS UNTIL THE ANNUAL STATUTORY MEETING IN MAY 2021

A new schedule of member audits were listed for the financial year 2020/21.

FC.09.06.20 Members **RESOLVED** to:
(i) note the report, and;
(ii) approve the proposed schedule for member audits in 2020/21 and to make appropriate arrangements with the Assistant Town Clerk & Responsible Financial Officer, to carry these out.

12.0 TO CONSIDER A RESPONSE TO LGA'S CONSULTATION ON A NEW MODEL MEMBER CODE OF CONDUCT

Members reviewed the draft consultation document set out by the Local Government Association on a new Member Code of Conduct.

One member felt that the document was very good, but disappointed that the tone was not more forceful. He thought it was imperative that people complied with the code and it should be enforceable in law, so should be made stronger.

A second member, felt the above point was well made and felt that members should respond individually to the consultation.

FC.10.06.20 Members **RESOLVED to:**

- (i) note the draft consultation document, and;
- (ii) request that members respond individually to the consultation.

13.0 TO CONSIDER WEALDEN DC'S STRATEGIC HOUSING AND ECONOMIC LAND AVAILABILITY ASSESSMENT (SHELAA) – CALL FOR SITES AND BROAD LOCATIONS

Members were given an opportunity to comment on the methodology used for the Strategic Housing and Economic Land Availability Assessment (SHELAA).

Following on from earlier comments relating to the Local Plan, one member noted that Eastbourne and Tunbridge Wells had been mentioned as important neighbouring authorities in the methodology for consideration, but there was no mention of Lewes or Mid Sussex. They did not know if there was a particular reason that Lewes had been excluded.

They were also keen to understand how small sites contributed to the overall housing figures, as if these were multiplied out, they would create quite a considerable contribution.

A second member questioned whether the exclusion of Lewes was due to the South Downs National Park. They had also noted reference to occupational land which was useful, as the Chamber of Commerce had previously been critical of the lack of reference to employment land. The methodology excluded flood zone 3B (Hempstead Meadows) and excluded local green spaces but not nature reserves.

Councillor C. Snelgrove arrived to the meeting at 7.36pm.

FC.11.06.20 Members **RESOLVED to:**

- (i) note the report;
- (ii) request that the Town Clerk respond to the consultation on the SHELAA methodology to the Wealden District Council's planning department, and;
- (iii) appoint Councillors P. Sparks, C. Macve and B. Cox to convene together regarding the 'call for sites and broad locations' enquiry, to consider if a response should be provided.

14.0 TO CONSIDER A RESPONSE TO THE WASTE AND MINERALS LOCAL PLAN REVIEW – REVISED POLICIES DOCUMENT

East Sussex County Council, Brighton & Hove City Council and the South Downs National Park Authority advised that they were proposing changes to their adopted Waste and Minerals Local Plan (WMLP). Members were asked whether they wished to these proposed changes.

Following a couple of queries being answered, members did not wish to formally respond and noted the report.

15.0 TO NOTE THE MAYOR'S ENGAGEMENTS

Members noted the engagements listed.

16.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT

Six deed of grants had been received:

Andrea Hook, Christopher Hook and Karen Ohuz

Philip David Booth

Mitch Raymond Hazelden

Mrs Lisa Wills

Mrs Mavis Lou Watts, Karen Brooker and Martin Watts

Jane Sarah Brooker

FC.12.06.20 It was **RESOLVED** for three councillors to sign the above deeds of grant.

17.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

None received.

18.0 TOWN CLERK'S ANNOUNCEMENTS

None.

19.0 CHAIRMAN'S ANNOUNCEMENTS

The Chairman, Councillor S. Mayhew said well done to everyone for carrying on with the remote meetings via zoom. He thanked members of the press and public for their attendance and expressed that it was great to have them joining the meetings.

20.0 CONFIDENTIAL BUSINESS

FC.13.06.20 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.

20.1 To consider a letter received from a Town Council leaseholder

Councillor P. Sparks provided a last minute declaration of interest (personal interest) in this item as a result of knowing the leaseholder well.

Members discussed the letter and its contents and requested that the Town Clerk seek further information. Members noted the report.

The meeting closed at 7.48pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

FULL COUNCIL

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>FC.105.02.17</u>	14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve Members RESOLVED to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.	20.02.17	HG	The Council will be advertising its intention to apply for confirmation shortly. The byelaws must then be held for at least one month at the offices for inspection by the public, before any representations are reported back as part of the package of information, to DEFRA.
<u>FC.95.01.20</u>	18.0 To sign and seal the Town Council's byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve Members RESOLVED to: (i) authorise the affixing of the common seal to the byelaws for both Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve and signing by two named councilors, and; (ii) authorise the Town Clerk for Uckfield Town Council to carry out the necessary procedures and apply to the Secretary of State for confirmation.	20.01.20		
<u>FC115.04.19</u>	9.0 To consider a motion submitted by Councillor Donna French It was RESOLVED to support the motion put forward, and; “reinvestigate the possibility of part funding a traffic warden; entering into a discussion with Hailsham, Crowborough and Polegate, with a view to joint funding a shared traffic warden, employed via Sussex Police.”	08.04.19	HG	The question has been asked once again of Sussex Police.
<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>

<u>FC24.05.19</u>	<p><u>22.0 – To confirm support towards the Town’s Plastic Free campaign and specifically the Surfers Against Sewage Objectives for a Plastic Free Community</u></p> <p>Members RESOLVED to:</p> <p>(i) to note the report;</p> <p>(ii) to note the objectives of the Surfers against Sewage Plastic Free Community Toolkit and confirm Uckfield Town Council’s commitment to supporting the journey to make Uckfield a Plastic Free Community, and;</p> <p>(iii) in line with the Surfers against Sewage Plastic Free Toolkit, to continue to lead by example by removing single-use plastic items from the Town Council’s premises and support local campaigns and events.</p>	13.05.19	HG	The Town Council continues to review its working practices and purchases to reduce the use of single use plastic and encourage more use of alternatives and recyclables.
<u>FC32.06.19</u> <u>FC46.08.19</u>	<p><u>13.0 To consider a motion from Councillor Spike Mayhew</u></p> <p>Members unanimously RESOLVED to</p> <p>(i) ask the Town Clerk to look into civil orders such as Public Space Protection Orders, and;</p> <p>(ii) for the Town Council to reconsider the role of a Community Warden</p> <p><u>13.0 To report back to Full Council on Public Space Protection Orders</u></p> <p>Members RESOLVED to ask the Town Clerk to arrange a meeting with Sussex Police and Wealden District Council.</p>	24.06.19/ 05.08.19	HG	Members considered research into Public Space Protection Orders at the meeting on 9 th December 2019. It was agreed to defer this item until further work had been undertaken on reporting and the new PCSO’s had started.
<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>

<u>FC57.09.19</u>	<u>10.0 To consider a motion from Councillor Ben Cox</u> With eleven members voting in favour, and one abstaining, it was RESOLVED to accept the report from Councillor Ben Cox in relation to youth food poverty, and take up the recommendations outlined in the above motion, with a caveat that the investigations undertaken at this stage would be at no cost to the Town Council.	16.09.19	HG/ BC	Work is underway to investigate this issue.
<u>FC58.09.19</u>	<u>11.0 To consider the benefits of Community Land Trusts</u> With all but one member in support (one abstained) it was RESOLVED to request that the Neighbourhood Plan Steering Group invite Councillor A. Smith to the next meeting, and incorporate the two matters to further investigate Community Land Trusts.	16.09.19	HG	A steering group will be organised shortly, following liaison with Wealden District Council.
<u>FC.89.01.20</u>	<u>11.0 To consider providing a financial contribution to the Conservators of Ashdown Forest</u> Members RESOLVED to request that a letter be written to the Conservators of the Ashdown Forest, to advise that with regret due to the timing of their request, it was not possible to provide financial support for 2020/21, but Uckfield Town Council did however wish to work with the Conservators to convene a partnership meeting of all of the relevant authorities and parishes, to provide a long-term solution to funding the Ashdown Forest Conservators and the work that they do.	20.01.20	HG	Will be progressed shortly.
<u>FC.96.01.20</u>	<u>21.0 Questions by members previously notified</u> Members RESOLVED to request that the Town Clerk investigate the matters detailed in the letter from Uckfield Community Hospital to Wealden District Council.	20.01.20	HG	In progress.
<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.11.06.20</u>	<u>13.0 To consider Wealden DC's strategic housing and economic land availability assessment (SHELAA) – call for sites and broad</u>	22.06.20	HG	The Town Clerk responded to the

	<u>locations</u> Members RESOLVED to: (i) note the report; (ii) request the Town Clerk to respond to the consultation on the SHELAA methodology to the Wealden District Council's planning department, and; (iii) appoint Councillors P. Sparks, C. Macve and B. Cox to convene together regarding the 'call for sites and broad locations' enquiry, to consider if a response should be provided.			consultation on the SHELAA methodology. A brief meeting was held, and a review of the asset register circulated, but nothing was forthcoming, for discussion or submission to Wealden DC in terms of call for sites. NFA.
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Meeting of Full Council

Monday 17th August 2020

Agenda Item 8.0 (iii)

TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: UCKFIELD DEMENTIA FORUM

The most recent meeting of the Uckfield Dementia Forum, took place on 21 July 2020.

The Chair of the Uckfield Dementia Forum, Councillor P. Sparks has been working on a project with a small number of forum members to run a campaign to support those with hidden disabilities. This will involve purchasing a number of 'sunflower lanyards' and instigating a campaign within the town, to help local businesses understand if someone has a hidden disability and to be able to help those with that hidden disability to feel more comfortable and confident when venturing out post Covid-19 lockdown. Some of these individuals may find the experience of wearing of face masks and social distancing in and outside shops and businesses, difficult. This could be the result of a visual or physical impairment, dementia, anxiety as just as some key examples.

Forum members discussed their clients' recent experiences within the town. The idea had been so well received, the Wealden Dementia Action Alliance were keen to roll out the campaign across the district and would be supporting the project with starter packs and promotion.

Local supermarkets and High Street businesses would be approached initially and lanyards could be picked up for free from the Civic Centre.

It was also hoped that online dementia awareness sessions could re-commence to help those businesses, who wished to go the extra step and improve their understanding about dementia to find out what support or consideration they can provide.

A press release would be issued shortly regarding the sunflower lanyard scheme.

UCKFIELD TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

28/10/19, 06 and 07/02/20, 5/8/20 Nigel Archer, for Auditing Solutions Ltd

Signature of person who carried out the internal audit

N. I. Archer

Date

06/08/20

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Uckfield Town Council

Internal Audit Report 2019-20 (Final)

Prepared by Nigel Archer

***For and on behalf of
Auditing Solutions Ltd***

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in terms of independence from the Council decision making process from the outset of the revised Regulations, with Auditing Solutions Ltd subsequently appointed to undertake the internal audit function on behalf of the Council for the residue of 2009-10 and beyond.

This report sets out those areas examined during the course of final review work, undertaken remotely in our offices in late July 2020 as a result of the Covid-19 pandemic and supplements that of the interim visits to the Council, which took place on 28th October 2019 and on 6th and 7th February 2020. Clearly we have reduced the levels of detailed testing in the circumstances whilst ensuring that that governance and financial controls remain effective and we wish to thank Officers, in particular the Clerk and her RFO, for assisting this process in providing all necessary additional documentation as required in electronic format.

Internal Audit Approach

In concluding our review for 2019-20, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or mis-representation in the year-end Statement of Accounts.

Additionally, with the previously recorded transition from the “Full Code” audit to the “Limited Assurance” regime we are now required to report upon an extended range of the Council’s accounting and other processes annually. Consequently, we have and will continue at future visits to undertake work in each area covered by the Internal Audit Certificate of the year’s Annual Governance and Accountability Return (AGAR in short), which now forms the annual Statutory Accounts for the Council.

Overall Conclusion

We are pleased to record that no significant concerns or issues have been identified during the course of testing undertaken: consequently, it has not been considered necessary to append an Action Plan of any formal recommendations, the Clerk and her colleagues are to be commended for the standards of work provided and the successful transition of the Council’s staffing following retirements of the previous RFO and the Administrative Officer late in 2019 and we have duly signed off the Internal Audit Report in the AGAR assigning positive assurances in all areas.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council continues to use bespoke Sage accounting software to maintain its accounting records, with annual support currently provided by third party contract accountants (Acuity, who were previously known as Armida prior to a change of ownership). The Council remains a full Sage software user, with Current and Interest Bearing Deposit accounts operated at NatWest Bank, supplemented by occasional Term deposit holdings at Lloyds Bank.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. Therefore:

- We have again verified that an appropriate cost centre and nominal ledger structure remains in place for 2019-20;
- We have checked the opening Trial Balance in the accounting software for 2019-20 to the closing Financial Statements for 2018-19 to ensure that all the detailed balances have been properly rolled forward with no matters arising;
- We have checked and agreed three sample months' receipts and payments transactions (May & September 2019 and March 2020) from all bank accounts to the appropriate cashbooks, including the daily "sweeps"; and
- Finally in this area, we have checked and agreed the software based bank reconciliations as at 31st May & 30th September 2019 and 31st March 2020 for all accounts with no matters arising worthy of note.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Corporate Governance

Our objective is to ensure that the Council has a robust series of corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have:-

- Noted that, as in previous municipal years, the Council's extant corporate documentation such as Standing Orders, Financial Regulations, Members' Code of Conduct are subject to on-going review and were again considered fit for purpose following some relatively minor revisions (most latterly in November 2018 and March 2020) to ensure consistency with the previously issued updates to the NALC model documentation;

- Continued our review of the Council's minutes, examining those for the Full Council and its Standing Committee meetings (with the exception of Planning) held to early March 2020 with a view to identifying whether or not any potential issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability – no such issues were identified;
- Noted previously that the Council met all necessary criteria to adopt the General Power of Competence and that this was re-affirmed in May 2019 following the election of the new Council in accordance with extant legislation; and
- We are again pleased to acknowledge the existence of a plethora of relevant, formally adopted Policies and Procedures, together with more detailed written operating procedures in line with best practice, also noting that these continue to be reviewed and updated periodically.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- That an official order is raised for all relevant goods and / or services: we acknowledge that this will not be necessary for all items of expenditure, which are regularly the subject of contracts (e.g. grounds maintenance) or legal requirements (e.g. non domestic rates);
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been separately identified (where applicable) and coded to the control account for periodic recovery.

We are pleased to note that sound control continues over the authorisation of, and payments for, supplier invoices and other similar expenditure (still predominantly paid by cheque).

We have extended our testing of payments at the previous interim visit, examining a sample of all those payments individually in excess of £4,000 together with a further selection of every 40th cashbook transaction (irrespective of value) to 31st December 2019. This sample comprised approximately 70 payments, totalled just over £300,000 and represented 50% of all non-pay related expenditure in the year to that date and no further work was considered necessary in this area.

In relation to VAT, the current RFO continues to submit quarterly electronic submissions in a timely manner and we have verified that the December 2019 return had been completed in accord with the Sage control account balances and the new Making Tax Digital legislation.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage any such risks identified in order to minimise the opportunity for their coming to fruition.

- We have noted previously that the Council's corporate insurance cover is provided under a long term agreement by Zurich supplemented by property cover provided by QBE. We have examined the former's current year's policy schedule (to June 2020) and Public Liability stands at £15 million, Employer Liability stands at £10 million, Fidelity Guarantee stands at £1 million and there is adequate Loss of Revenue cover in place at £400,000 for the Civic Centre at £34,000 across other locations. The QBE policy for the year to October 2019 was considered as part of the final 2018-19 audit and that for the year to October 2020 has been provided remotely and there are no matters worthy of note currently;
- We again note that the Council has a formal Strategic Risk Management Policy in place, which was most recently re-adopted by the General Purposes Committee in August and, by subsequent minute approval, Full Council in September 2019; and
- We again note that sound control registers are in place, on a weekly basis, to record the ground staffs' health and safety inspections of the Council's various play areas and associated facilities.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the District Council; also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure. Consequently:

- We are pleased to note the conclusion of the Council's budget deliberations at its meeting on 20th January 2020 and that the Precept for 2020-21 was formally adopted, and properly recorded, at £942,405 (with no further Council Tax Support Grant receivable);

- We also note that members continue to be provided with sound periodic budget management reports during the current year (generally monthly) and have briefly considered the end December 2019 position and note that whilst there are some “line by line” variances, the overall position would appear to be quite strong currently; and
- We note that Total Usable Reserves as at 31st March 2020 stood at £1,282,000, which comprised Capital Receipts of £16,000, specific Earmarked items of £807,000 and the residual General Fund of £459,000. The latter represents four to five months expenditure at current levels, which is considered more than acceptable at present

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Income

The Council receives income from a variety of sources including hire fees for use of the Civic Centre, the Luxford restaurant facility, other property lettings, Cemetery activities, allotments, sports pitches, bank interest and VAT recoveries.

Our objective is to ensure that robust systems are in place to ensure that all income due to the Council is identified and invoiced (where applicable) in a timely manner and that effective procedures are in place to ensure that appropriate recovery is effected within a reasonable time span. Consequently, we have:

- Noted from Financial Regulations that members are required to review the scales of fees and charges for all its activities annually and have obtained detail of those pertaining to the Civic Centre and Forester Hall lettings, Pavilion & Sports pitch hires, Cemetery activities and allotment rentals for the current financial year (which were duly approved in the previous municipal year);
- Noted that officers and members continue to regularly manage, report on and review long-standing and potential bad debts, the most recent of which did not identify any significant issues to warrant further action at present;
- Examined the Cemetery income streams at the update stage by selecting all those burial register entries for the six month period July to December 2019 and ensuring that each was duly supported by funeral directors’ application forms and death certificates, that the fees charged for each activity were in accord with the published scales, that relevant Sales Ledger invoices had been raised in Sage and that there were no undue delays with settlements of same;
- As noted earlier in this report, we have checked and agreed three sample months’ receipt transactions in full from cashbooks to bank statements, including bank interest arising on the Reserve account at NatWest;
- Verified the bank interest arising on Lloyds 12 month term deposit received in July 2019 to the re-investment contract note (interest being “rolled up” to increase the annual holding);

- Tested periodic incomes such as rentals for the Signal Box, Victoria Pavilion, Quickborn Suite, Vernon Road, the Source, Cemetery Chapel and The Hub for April 2019 to January 2020 from sales ledger invoices to ensure that there were no obvious errors or omissions where receipts could have been expected – no such issues were identified; and
- We note that the Luxford trading position is monitored very closely by the Operations Manager and his staff and that members are provided with sound trading reports on a regular monthly basis but have not commented further due to the commercial / confidential nature of the outturns.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation at present – we did not test the Civic Centre lettings at the update stage because this was covered in some detail during 2018-19 and there have been no processing revisions in 2019-20.

Petty Cash Accounts and Corporate Debit / Credit Cards

The transition to the “limited assurance” regime requires us to specifically express a view on the operation of petty cash schemes within the Internal Audit Certificate at Part 3 of the revised Annual Governance and Accountability Return.

- Two “office” based petty cash accounts are in operation at the Civic Centre in addition to the general operational floats held for the till functions. These are maintained on a day-to-day basis for the separate use of Administration and Luxford expenses utilising Sage cashbooks for transaction processing and accounts are “topped up” periodically as and when required (usually in round sum amounts of £150) and are not operated on a formal “imprest” basis;
- We have checked and agreed a sample month’s payments (January 2020) on both accounts to ensure that each was supported by an appropriate invoice or till receipt, that VAT (where applicable) was being separately identified for periodic recovery and that the goods or services were appropriate for the Council’s activities. We also note the continuing formal control of the “cash-in-tin” balances and re-imbursements, which are subject to independent managerial review; and
- We note that the Council is in possession of a NatWest One Card, with a maximum credit limit of £5,000 and settlement in full by automatic monthly direct debit. We have checked and agreed the transactions for the month ending 15th July 2019 to supporting documentation, also ensuring the goods and services were appropriate for the Council’s activities.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme as further revised from 1st April 2019 in relation to the staff salary contribution bandings.

We have examined the payroll procedures in place and physical payments made to staff in 2019-20 by reference to the October 2019 documentation, the underlying detail for which continues to be produced "in house" by the current RFO utilising bespoke Sage payroll software. Consequently:

- Gross pay rates have been checked to ensure that the NJC pay award and spinal column point revisions for 2019-20 had been duly implemented;
- PAYE Tax Codes and National Insurance Tables have been checked to ensure that appropriate allowances are being applied for the year following the annual budgetary increases in personal allowance thresholds with effect from April 2019;
- Local Government Pension Scheme deduction rates have been checked to ensure they are in accord with the revisions to the bases of employee contributions, most latterly with effect from 1st April 2019;
- Variable hours and expenses have been verified to individuals' timesheets and claim forms;
- We have checked and agreed the net pay computations on pay slips to the payroll summaries and resultant electronic NatWest Bankline instructions and the settlement of deductions for HMRC and LGPS; and
- We note that electronic monthly returns are made in a timely and accurate manner in accord with current HMRC legislation (aka Real Time Initiative).

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Asset Registers

The Accounts and Audit Regulations 1996, as amended from time to time, require all Councils to maintain a detailed register of their assets. We aim therefore, in examining this aspect of the Council's documentation, to ensure that the Council has complied with that legislation, that an appropriate and comprehensive register is being maintained and that it is subject to periodic review and update.

We have previously commented on the extensive lever arch file maintained to identify the Council's many land, property and other assets, also recording that appropriate mapping software (Pear Technology) is utilised to assist with this process and this remains the case in the current year. Additionally, the contract accountants also prepare their own detailed schedules for the purposes of the Accounts, ensuring that depreciation charges are properly written back for the disclosure of balances at cost in the AGAR.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Investments and Loans

Our objectives here are to ensure that the Council is investing “surplus funds”, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

- Currently we note that the Council has one periodic Term deposit with Lloyds Bank (for a twelve month period ending in July 2020) and also, as noted earlier, holds “surplus” funds in an Interest Bearing account at NatWest, the interest arising on which has been tested to March 2020 as noted earlier in this report; and; and
- The Council has four separate PWLB liabilities and we have checked and agreed the first instalment repayment covering them all (in July 2019) to their third party direct debit settlement advice notes and Sage cashbooks as part of the higher value supplier testing noted earlier in this report. Additionally, we have subsequently verified the disclosure of the residual balances as at 31st March 2020 in the Accounts to the PWLB’s independent publication on their website.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Statement of Accounts and Annual Return

The Council’s annual Statements of Account were, as in previous years, prepared by external accounting contractors (Acuity) and we have undertaken sample checks of the disclosures therein to supporting documentation such as the SAGE trial balance, the PWLB balances, Precept levels and others with no matters arising although we have not specifically examined the AGAR data disclosed at Page 5 but do not anticipate any matters arising given the number of years’ experience in this area of both the contractors and the Clerk.

Notwithstanding this and given the sound controls and outturns of our testing during the year, we have signed off the Internal Audit Report at Page 3 within the AGAR, assigning positive assurances in all categories.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Meeting of Full Council

Monday 17th August 2020

Agenda item 10.0

TO RECEIVE, CONSIDER AND APPROVE SECTION 1 - THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31ST MARCH 2020

1.0 Summary

- 1.1. To approve the Annual Governance Statement 2019/20 as contained within the Annual Return.

2.0. Annual Governance Statement

- 2.1. The Annual Return contains Section1 which refers to the Annual Governance Statement 2019/20 and must be completed and signed accordingly.
- 2.2. To meet our compliance requirements in regard to Annual Governance the Council has established an Annual Governance Statement Policy No. 73.

The Council has also developed a range of monitoring and reporting systems to include budgeting and forecast reports, risk assessments and the employment of independent internal auditors.

3.0. Recommendation

- 3.1. Members are recommended to receive, consider and approve Section 1 – The Annual Governance Statement 2019/20 contained within the (AGAR) Annual Governance & Accountability Return.

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Uckfield Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	YES		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	YES		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	YES		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	YES		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			N/A

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

Uckfield Town Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	1,192,042	1,209,672	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	873,472	909,545	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	476,415	470,593	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	(519,241)	(543,127)	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	(63,851)	(62,443)	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	(749,164)	(701,803)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,209,672	1,282,437	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,213,566	1,311,160	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	6,062,226	6,631,398	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	594,600	557,400	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		No	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

S. Stussie

Date

14. 8. 20

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Uckfield Town Council

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

UCKFIELD TOWN COUNCIL



FINANCIAL STATEMENTS AND ACCOMPANYING INFORMATION FOR THE YEAR ENDED 31 MARCH 2020

INDEX

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1	Variance analysis
2	Income Statement
4	Other Comprehensive Income
5	Statement of Financial Position
6	Earmarked Reserves note

UCKFIELD TOWN COUNCIL
INCOME STATEMENT
FOR THE YEAR ENDED 31 MARCH 2020

Comparison of income and expenditure in year with original budget

The following shows a comparison of the budget and outturn figures in 2019/20 analysed by the cost centres as disclosed on the Income and Expenditure account. The effect of depreciation and pension adjustments are excluded from this analysis.

	Budgeted £	Actual £	Variance £
Income			
Rental income, interest and investment income	202,213	212,499	10,286
Charges made for services	209,300	175,631	(33,669)
Other income or contributions	60,885	82,463	21,578
	472,398	470,593	(1,805)
Expenditure			
Direct service costs:			
Salaries and wages	344,698	311,573	(33,125)
Grant aid expenditure	52,500	51,367	(1,133)
Other direct service costs	371,310	526,322	155,012
Democratic, Management and Civic costs:			
Salaries and wages	244,302	231,554	(12,748)
Other democratic, management and civic costs	172,693	149,763	(22,930)
	1,185,503	1,270,578	85,075
Net expenditure	713,105	799,985	86,880
General Reserves	72,940	89,014	16,074
Earmarked Reserves*	123,500	20,546	(102,954)
Net charge to Precept	909,545	909,545	

*Earmarked Reserves is represented by £177,438 of income and £156,892 of costs. The net surplus is therefore £20,546.

UCKFIELD TOWN COUNCIL
INCOME STATEMENT
FOR THE YEAR ENDED 31 MARCH 2020

	31.03.20	31.03.19
	£	£
Income		
Precept	909,545	873,472
Rental income, interest and investment income	212,499	227,224
Charges made for services	175,631	197,082
Other income or contributions	82,463	52,109
	1,380,138	1,349,887
Expenditure		
Direct service costs:		
Salaries and wages	311,573	296,169
Grant aid expenditure	51,367	49,285
Other direct service costs	526,322	595,325
	889,262	940,779
Democratic, Management and Civic costs:		
Salaries and wages	231,554	223,072
Other democratic, management and civic costs	149,763	131,205
Depreciation	145,769	161,042
Net pension interest cost	202,000	(66,000)
	729,085	449,319
Net operating surplus/(deficit) for year	(238,209)	(40,211)
Statutory charge for capital	(37,200)	(37,200)
Reversal of annual depreciation charge	145,769	161,042
Capital expenditure from the General Fund	-	-
Pension fund adjustment	202,000	(66,000)
Net transfer from/(to) Earmarked Reserves	(20,546)	(28,656)
Net surplus/(deficit) for year	51,812	(11,025)

The lines regarding net pension interest cost and depreciation are required to be recorded for accounting purposes, but do not impact on the level of Council precept

UCKFIELD TOWN COUNCIL
INCOME STATEMENT
FOR THE YEAR ENDED 31 MARCH 2020

Trade operations

The totals shown in the Income and Expenditure account include the following trading operations relating to the Luxfords restaurant, Uckfield Civic Centre:

	31.03.20	31.03.19
	£	£
Income	147,034	152,440
Expenditure	193,730	185,724
Net surplus/(deficit)	(46,696)	(33,284)

**UCKFIELD TOWN COUNCIL
OTHER COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 MARCH 2020**

	31.03.20	31.03.19
	£	£
Surplus/(deficit) for the year	(238,209)	(40,211)
Re-measurements related to pensions	34,000	(128,000)
	<u>(204,209)</u>	<u>(168,211)</u>

**UCKFIELD TOWN COUNCIL
STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31 MARCH 2020**

	31.03.20 £	31.03.19 £
Fixed Assets		
Land and buildings	4,572,963	4,068,691
Vehicles and plant	234,433	315,301
	4,807,396	4,383,992
Current Assets		
Stocks	3,550	1,441
Debtors	42,031	48,962
Cash at bank and in hand	1,311,160	1,213,566
	1,356,741	1,263,969
Creditors: amounts falling due within one year		
Creditors	74,710	54,297
Current portion of long term debt	37,200	37,200
	111,910	91,497
Net current assets	1,244,831	1,172,472
Total assets less current liabilities	6,052,228	5,556,464
Creditors: amounts falling due after more than one year		
Long term borrowing	520,200	557,400
	520,200	557,400
Pension Liability/(Asset)	732,000	564,000
Total assets less liabilities	4,800,028	4,435,064
Reserves		
Capital Receipts Reserve	15,795	15,795
Revaluations Reserve	569,173	-
Pensions Reserve	(732,000)	(564,000)
Capital Financing Account	3,680,824	3,789,393
Earmarked Revenue Reserves	806,843	786,297
General Fund	459,393	407,581
	4,800,028	4,435,064

These financial statements were approved on _____.

Cllr. B. Mayhew
Town Mayor

Sarah D'Alessio
Responsible Financial Officer

UCKFIELD TOWN COUNCIL
EARMARKED RESERVES NOTE TO THE FINANCIAL STATEMENTS
AS AT 31 MARCH 2020

	1 April 2019	Contribution to reserves	Contribution from reserves	31 March 2020
	£	£	£	£
Allotment Fencing	6,803			6,803
Boothland Wood	500			500
Browns Lane Rockery Plants	-		-	-
Building Maintenance Fund	205,263	75,000	(93,912)	186,351
CCTV Replacement Programme	-	-	-	-
Cemetery Enhancemnet	8,300	-	-	8,300
Chapels Maintenance Programme	-	5,000	-	5,000
Community Infrastructure Levy	20,257	24,396	(13,150)	31,503
Consultants - Town Centre	120,300			120,300
Data Protection	780	-		780
Dementia Training	725	-	-	725
Elections	20,000	5,750	(12,288)	13,462
HMLNR Donation	1,600			1,600
HMLNR & WPLNR Supporters group donation	500	-	(500)	-
Hughes Way Play Area Donation	-		-	-
Joint Committee Master Plan Work	50,000			50,000
Library Way Re-imbursement	-		-	-
Litter Bins	4,050	-		4,050
Luxfords Refurbishment	-		-	-
LuxfordsNew Microwave	1,350	-	(1,350)	-
Notice boards	-		-	-
New equipment/New cricket Mower	4,695	3,000	(4,846)	2,849
Old Timber Lane Maintenance	13,500	1,500		15,000
Picnic Tables	-		-	-
Play area enhancements	94,053	25,000		119,053
Play ground fencing	10,547		(10,547)	-
Professional Fees	5,788	-	-	5,788
Public Conveniences	30,000			30,000
Playing fields & Pitches	4,884	-		4,884
Ranger equipment budget	9,470	2,000		11,470
Renewal/Upgrading Notice Boards	2,512		-	2,512
Re-surface Osborn Hall Car Park	4,438	-	-	4,438
Ridgewood Car Park Re-surface	48,340		-	48,340
Carried forward totals	668,655	141,646	(136,593)	673,707

Continued

UCKFIELD TOWN COUNCIL
EARMARKED RESERVES NOTE TO THE FINANCIAL STATEMENTS
AS AT 31 MARCH 2020

	1 April 2019	Contribution to reserves	Contribution from reserves	31 March 2020
	£	£	£	£
Brought forward totals	668,655	141,646	(136,593)	673,707
Ridgewood Recreation Ground levelling	2,968		(2,000)	968
Seats, Signage for Tennis Courts	595			595
Section 106 Agreements	13,336	17,542	-	30,878
Signal Box Ext/Internal Maintenance	8,310	250	-	8,560
Skatepark Peripheral Area	3,992		(1,450)	2,542
Speed Reduction	3,700	-		3,700
Street Furniture Donation	1,200			1,200
Street Furniture repair/replace	1,431	-		1,431
Street Light Repairs	11,835	-	(11,835)	-
Street Light Timers/column inspections	1,856			1,856
Street Light Replacemnr SOX Lanterns	2,000	2,000		4,000
Telephone boxes	1,000			1,000
Training	724		-	724
Trees	4,883	-	(2,500)	2,383
Twinning Hospitality	200	-	(167)	33
Upgrading of IT Systems & Equipment	3,565	-	(1,500)	2,065
Vehicle replacement	1,000	1,000		2,000
Weald Hall Floor	38,000	5,000		43,000
Weald on field	847		(847)	-
White Rails Improvements	1,200			1,200
West Park Pavilion Scheme	15,000	10,000		25,000
	786,297	177,438	(156,892)	806,843

Meeting of Full Council

Monday 17th August 2020

Agenda item 12.0

TO SIGN AND SEAL THE DEED OF DEDICATION BETWEEN 'FIELDS IN TRUST' AND UCKFIELD TOWN COUNCIL FOR HARLANDS FARM PLAYING FIELDS

1.0 Summary

- 1.1 At the meeting of Environment & Leisure Committee on 15th June 2020, members were presented with a report which set out a proposal to consider the opportunities of the 'Our Parks' initiative (*providing reduced or free fitness classes for local residents - making health and wellbeing through exercise accessible to all*). The Senior Administration Officer was asked by committee members to apply for funding from 'Fields in Trust' to help fund the project and one of the areas suggested was Harlands Farm Playing Fields, as this was currently underutilised.

2.0 Funding

- 2.1 Fields in Trust have since confirmed that it has been agreed to provide Uckfield Town Council with funding towards 'Our Parks' Initiative at Harlands Farm Playing Fields. This funding has been made available through the London Marathon Charitable Trust, and Fields in Trust will therefore provide a grant of up to £5,000 to Uckfield Town Council subject to acceptance of the terms and conditions set out in the Grant Agreement

By accepting the Grant Agreement, Uckfield Town Council agrees to deliver the 'Our Parks' Initiative in line with their terms and conditions. The grant offer is made on the condition that Harlands Farm Playing fields are protected through Fields in Trust's 'Deed of Dedication'. No grant payment will be made until the Deed is completed.

- 2.2 Payment of the grant award will be made in two equal instalments, the initial 50% will be paid up on receipt of initial collated registration data (*initial monitoring of gender, age, location and level of physical activity from completed registration forms and then same from final participant surveys*).
- 2.3 The remaining 50% of the grant award will be paid upon completion of the project; Submission of invoices covering the entire project cost, and submission of all required monitoring information (full collated registration, attendance and participant survey data).

3.0 Deed of Dedication

- 3.1 Once ready, the Deed of Dedication needs to be executed by Full Council (signed and sealed) (*a draft copy is available in appendix A*). The document was sent to the Town Council's Solicitor for review of any legal inaccuracies first. The document was considered sound, but the only advice given, was that full consideration be given to the area identified for protection within the deed of dedication, in case changes are made to the land, in the future i.e. it's better to have look ahead now from the outset.

Once the Deed of Dedication has been signed, sealed and submitted and agreed with Fields in Trust (as previously stated) 'Our Parks' would then use funding from the Town Council, to organise a local Trainer who can provide a variety of exercise

routines for different ages and ability levels and provide details of these contacts/events to local residents. Residents can register and attend standard classes for free or pay £4.99/mth for premium classes. Our Parks will be able to promote the initiative on flyers, through facebook, planners on parks, noticeboards, local churches and clubs.

- 3.2 The Deed of Dedication is provided in draft form in appendix A for members to review and understand (*the comments in red provide a description of each section*).
 - 3.3 Having recently attended an online meeting with Fields in Trust, we understand that in the main, we would have freedom to add any fixtures or facilities of recreational form to the land as small as benches to say toilets or play areas. Even facilities which would be considered ancillary to recreation. You can hold one or two day events on the site, but would need to notify them if the site was closed for a period of time.
 - 3.4 We would require their consent, if a utility company approached for wayleave purposes, if granting leases (sports club, community group, open membership type facilities are usually fine) and obviously we would need to notify them formally should any plans arise to dispose of the asset or transfer the asset.
 - 3.5 To take account of existing footpaths, licences and the potential to provide facilities in the future whether they are ancillary for recreational purposes or not, we have highlighted in appendix B the proposed area which we consider most sensible to include in this deed of dedication. They will also be provided with the full site and those areas around the edge hatched out, so they can see where these footpaths/facilities could be placed.
 - 3.6 We understand that as the meeting of Full Council is not a physical meeting, that once ready, the documentation will need to be signed by two members in the following few days, but request members' approval for two members to review the documentation provided by officers and give authority to sign and seal in principle at this meeting.
- 4.0. Recommendation**
- 4.1. Members are asked to provide authority for two members to review the documentation and execute the final deed of dedication between Uckfield Town Council and Fields in Trust, once ready.

Appendices: Appendix A (Draft Deed of Dedication)
 Appendix B (Proposed area to be incorporated in deed of dedication)

Contact Officers: Rachel Newton/Holly Goring

ACTIVE SPACES



Non-charitable Deed of Dedication

Uckfield Town Council (1)

and

Fields in Trust (2)

Harlands Farm Playing Fields

Draft with annotations in red

THIS DEED OF DEDICATION is made on the day of 20

BETWEEN

- (1) **UCKFIELD TOWN COUNCIL** of Council Offices, Uckfield Civic Centre, Bell Farm Lane, Uckfield and its successors in title (**the Landowner**); and
- (2) **FIELDS IN TRUST** of Unit 2D Woodstock Studios, 36 Woodstock Grove, London W12 8LE, a Royal Charter Organisation established for charitable purposes (registered charity number 306070) and its successors in title (**FIT**)

(The Landowner and FIT being together called the **Parties**)

WHEREAS:

1. The property more particularly specified in the Schedule (the **Property**) forms part of the property of the Landowner.
2. The Parties hereby agree that the Property will be dedicated in perpetuity in the manner and for the purposes set out below (but without any intention to create any charitable trust), and in accordance with the mutual undertakings given by the Parties.

Clause 2 establishes the contract.

3. The Landowner gives the following undertakings:
 - 3.1 Not to use the Property or permit the Property to be used for any purpose other than as a public playing field and recreation ground;
 - 3.2 Not to grant, allow, suffer or permit the Property to be used for any purpose outside clause 3.1 including for any occasional or specific period of time without the consent of FIT;

Clause 3.1 is the user clause and refers to the property being used as “a public playing field and recreation ground”. Depending on the property’s current or future use, the user clause can be amended by mutual agreement. For example it could also reference buildings or facilities if the use is ancillary to the outdoor space.

- 3.3 Subject to clause 4 or clause 5, not (in so far as it has the power to do so) to dispose of the Property without the consent of FIT;

Clause 3.3 establishes additional protection through Fields in Trust by requiring Fields in Trust’s prior consent to any proposed disposal.

- 3.4 Not to erect, allow, permit or suffer any buildings, structures or alterations on the Property, the use of which is outside the permitted uses as stated in Clause 3.1 without the consent of FIT;
- 3.5 Not to grant, allow, suffer or permit the erection of any buildings, structures or alterations on the Property that would result in the total structural and building footprint of such buildings or structures to exceed twenty per cent of the total square footage of the Property;

Decisions relating to new buildings and structures, or alterations of the same, which fall within the agreed use stated in clause 3.1 are solely in the control of the landowner or its tenant(s).

- 3.6 To inform FIT without delay of any proposals, intentions or decisions to grant, allow, suffer or permit:
 - 3.6.1 Disposals of the whole or part of the Property;
 - 3.6.2 The erection of any buildings, structures or alterations on the whole or part of the Property whether inside or outside the user clause at clause 3.1;
 - 3.6.3 The temporary closures or uses of the whole or part of the Property;
- 3.7 To provide FIT with information in response to any reasonable request by FIT relating to the use at clause 3.1.

Clauses 3.6 and 3.7 support the objective of protecting the site's recreational use. Please refer to Fields in Trust's Field Change Request Guidance which is published on our website <http://www.fieldsintrust.org/field-change-request>

- 3.8 To maintain the Property and so far as is consistent with its duties as a local authority to have regard to any advice given from time to time by FIT on the management and running of the Property;

This clause establishes an advisory role for Fields in Trust without interfering with the management rights and responsibilities of the landowner.

- 3.9 To erect notices on the Property in the form of signage provided by FIT relating to the background of FIT and its protection of the property, giving recognition of financial support where required;
- 3.10 To apply within three months of the date of this Deed on form RX1 annexed hereto for the registration in the proprietorship register of the registered title of the Property at the Land Registry of a restriction to the following effect:

Clause 3.10 is an essential part of the land registration and protection process.

"No disposition of part of the registered estate identified on the plan outlined in red annexed to a Deed of Dedication dated _____ between Uckfield Town Council (1) and Fields in Trust (2) by the proprietor of the registered estate is to be registered without a

certificate signed by Fields in Trust of Unit 2D, Woodstock Studios, 36 Woodstock Grove, London, W12 8LE or by its conveyancer that the provisions of clause 4 of The Deed of Dedication dated _____ between Uckfield Town Council (1) and Fields in Trust (2) have been complied with”

- 3.11 To apply within three months of the date of this Deed on form AN1 annexed hereto for the registration in the charges register of the registered title of the Property at the Land Registry of a notice to the following effect:

Clause 3.11 is an essential part of the land registration and protection process.

“By a Deed of Dedication dated _____ between Uckfield Town Council (1) and Fields in Trust (2) the part of the registered estate identified on the plan outlined in red annexed to a Deed of Dedication dated _____ was dedicated for use as a public playing field and recreation ground.”

- 3.12 To supply FIT with evidence that the registrations referred to in clauses 3.10 and 3.11 have been completed within a reasonable period of time after completion.
4. Pursuant to clause 3.3, FIT shall not unreasonably withhold consent to any disposal of the Property provided that the Landowner at the request of FIT:
- 4.1 Replaces or agrees to replace the Property with a piece of freehold land approved by FIT which is of equivalent or better quality than the Property, with equivalent or better facilities than the Property, of the same or greater dimensions than the Property, in the same catchment area as the Property, and as accessible to the public as the Property (the **Replacement Site**) and applies such of the proceeds of any sale of the Property as are necessary to do so; and
- 4.2 Enters into another deed of dedication on the same terms as this Deed in respect of the Replacement Site.

Clauses 4.1 and 4.2 take account of potential future changes and guarantee flexibility in terms of specific location of a replacement site provided the specified criteria are met.

5. FIT undertakes that it will not unreasonably withhold consent to any disposal of the Property at nil cost to any local authority or non-profit making organisation which will hold the Property and ensure that its use is compatible with clause 3.1, provided that the new landowner enters into another Deed of Dedication with FIT on the same terms as this Deed in respect of the Property.

Clause 5 allows for asset transfer.

6. FIT undertakes that it will:
- 6.1 Not unreasonably withhold consent to disposal of the Property or the erection of any structures upon it, subject to its duty to perform its charitable objects and provided that the provisions of clause 4 or clause 5 of this Deed have been complied with;

- 6.2 Respond without unreasonable delay to any notifications of intended disposal or erection of structures, or to any requests for advice; and
- 6.3 Notify the Landowner without unreasonable delay of any concerns or matters of advice to which it requires the Landowner to have regard.
7. The Landowner DEDICATES the Property as a public playing field and recreation ground for the benefit of the inhabitants of Uckfield and thereabouts and the site will be titled Green Space for Good, Harlands Farm Playing Fields.

Clause 7 is the essential clause referring to the dedication of the site. The defined use is taken from clause 3.1 (the example given here is 'playing field and recreation ground').

IN WITNESS whereof this Deed of Dedication is executed the day and year first before written.

SCHEDULE

Part of that freehold property known as land at Harlands Farm, Eastbourne Road, Uckfield which is identified on the plan outlined in red and annexed to this Deed being part of HM Land Registry Title Number ESX245272.

EXECUTED as a **DEED** on behalf of

UCKFIELD TOWN COUNCIL

by:

COUNCILLOR

Name: _____ Signature: _____

COUNCILLOR

Name: _____ Signature: _____

In the presence of

Witness Name: _____ Signature: _____

Witness Address: _____

EXECUTED as a **DEED** by affixing

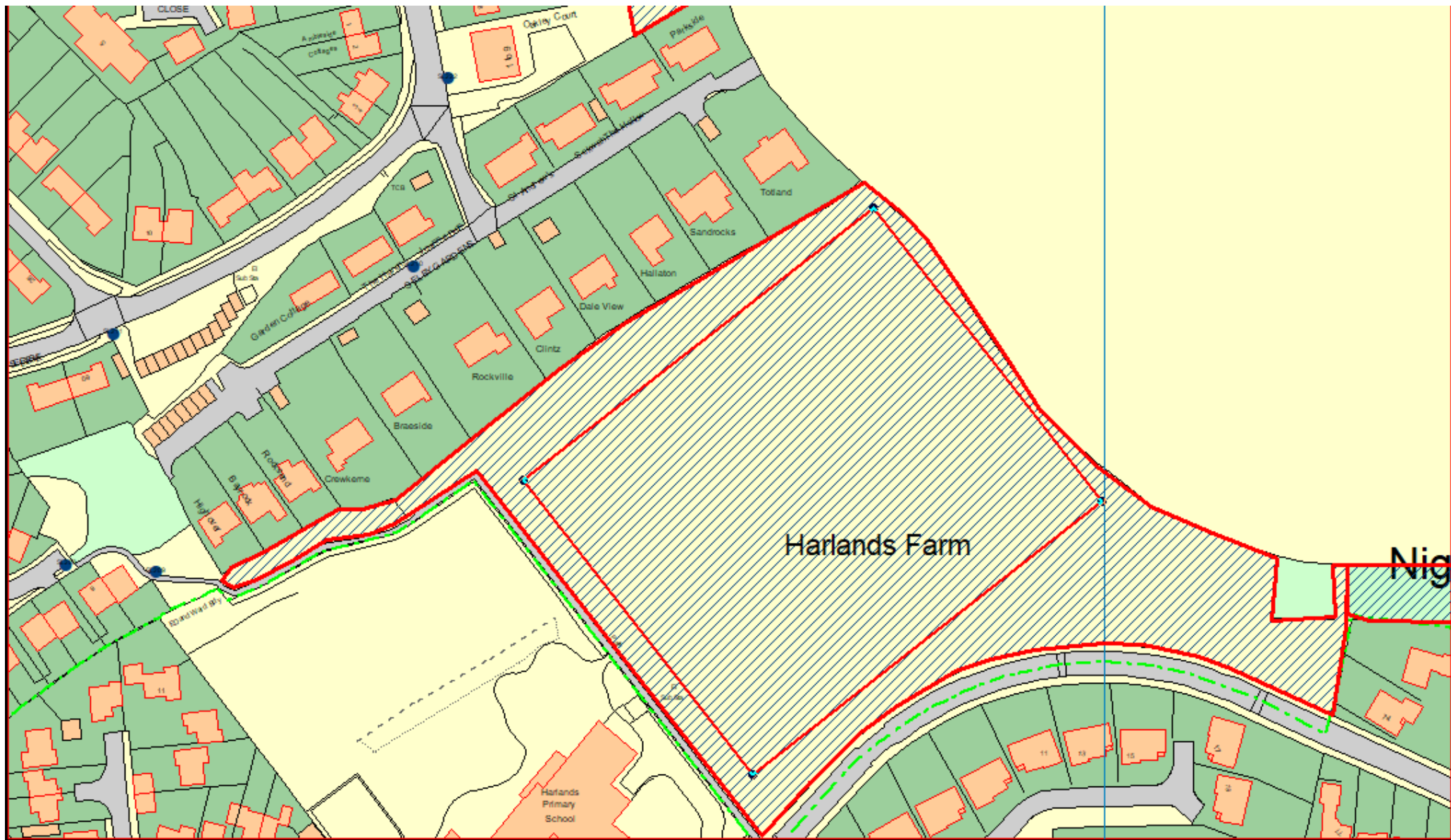
The **COMMON SEAL** of **FIELDS IN TRUST**

under an authority conferred by s.260(2) Charities Act 2011

in the presence of:

Trustee:

Trustee:



Meeting of Full Council

Monday 17th August 2020

Agenda item 13.0

QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR (Q1) 2020-21

1.0 Summary

- 1.1 This report provides a quarterly update on the Town Council's priorities for 2020-21 and the progress that had been made by the end of the first quarter (end of June 2020).
- 1.2 The priorities identified for delivery in 2020-21 consist of initiatives which are often additional to the day to day responsibilities of the Town Council, but demonstrate by working together with colleagues and partner agencies, we can achieve a great deal for the town and its residents.
- 1.3 Organisations often spend time producing plans or lists of priorities, but do not review progress until the end of the year. With this paper, the Town Clerk provides an update to members to explain the progress being made to deliver these priorities.
- 1.4 It is critical to note that this has been a particularly difficult period for the Town Council, with the impact of Covid-19 on service provision and planned projects, fewer staff balancing larger workloads with reduced staffing levels, staff vacancies, the death of an officer, financial year end, the careful reopening of facilities in line with extensive government guidance and two new staff starting in close succession and requiring training and support.

2.0 Quarter 1: April – June 2020 – Progress Update

- 2.1 Of the 10 priorities, one is already complete, seven are on schedule for completion and two are slightly behind schedule but making some progress.





3.0 Recommendations

- 3.1 Members are asked to review this progress report, and note the work undertaken to date.





Appendices: Appendix A: Q1 (2020-21) Progress Report




Contact Officer: Holly Goring




Key:

	= Progress behind schedule		= Some progress has been made
	= On schedule for completion		= Completed

APPENDIX A: Q1 2020-21 Progress Update

Priority	Status	Notes	Lead Committee	Lead Officer
1. PLAY AREA UPGRADE We will identify a suitable contractor and design following public consultation, and install a newly upgraded play area in Luxfords Field.		Following a period of public consultation in January and February 2020, and a detailed paper going to members of Environment & Leisure Committee on 17 th February 2020, a decision was taken to appoint HAGS-SMP to upgrade and install a new play area in Luxford Field. Despite all of the difficulties imposed by Covid-19, this project was still able to go ahead and contractors are currently onsite installing the play area and associated facilities. A full ROSPA inspection (safety) and clean will be required before the new play area can open, once works are complete.	Environment & Leisure Committee	Estates & Facilities Manager
2. COMMUNITY WELLBEING We will award up to £43,900 of community grant funding to local groups and charitable organisations in 2020/21		All first instalment payments or full payments for the smaller amounts were made in May/June to those due to receive funding. Second instalments will be issued in September/October 2020. We have liaised with both the Uckfield Festival and Uckfield Bonfire & Carnival Society to understand the changes to their programme of events. A reduced first instalment was paid to the Uckfield Festival and we will re-approach them shortly and we will be approaching the Uckfield Bonfire & Carnival Society shortly, to understand their use of the grant funding.	General Purposes Committee	Assistant Town Clerk & RFO
3. PUBLIC EVENTS IN THE TOWN We will work alongside the local business community and local community groups to deliver two free public events within the town; Weald on the Field and Uckfield Revival		Unfortunately with the Covid-19 restrictions in place, it was not possible to hold Weald on the Field early August, but the Town Council is hopeful that the Uckfield Revival on Saturday 3 rd October 2020, can go ahead. Further information will be issued shortly.	Full Council	Town Clerk
4. CLIMATE CHANGE We will investigate ways in which we can reduce our impact on climate change by reviewing our contracts, buildings and equipment, managing our land for nature and minimising waste		Some activities have been postponed as a result of Covid-19 such as the Climate Change EXPO which the Town Council's Climate Change Working Group had arranged in June, in the Civic Centre. This will be rearranged once things have improved but work has been ongoing behind the scenes to look at the action plan, look at initiatives to support our residents such as charging points.	Environment and Leisure Committee	Estates & Facilities Manager

Priority	Status	Notes	Lead Committee	Lead Officer
5. TREE FOR A TREE We will implement a tree planting scheme so that for every tree has to be removed, another tree will be planted. We will also identify where additional trees can be planted on Town Council land.		Work is taking place at present to address the vast number of enquiries we received during Covid-19 lockdown to carry out works to vegetation and trees around the town. A number of these works required applications to be made if Tree Preservation Orders were in place or required resource	Environment and Leisure Committee	Estates & Facilities Manager
6. GRASS VERGE CUTTING We will contribute to the cost of East Sussex County Council's grass verge cutting contract to retain a good standard of service and ensure visibility is maintained on pavements and highways.		Payment has been made to East Sussex County Council for 2020-21 to maintain existing service standards and frequency of cuts to the town's grass verges. <i>(Urban verges used to receive 5-6 cuts per annum but East Sussex County Council can now only afford to fund two. Rural verges receive two cuts per annum).</i>	Environment and Leisure Committee	Town Clerk
7. TOWN COUNCIL'S BUILDINGS We will review our older buildings and investigate how they could be better utilised to meet the needs of hirers, and local community groups and ensure that they remain in a good state of repair.		Work remains ongoing and will pick up in the autumn in more detail.	General Purposes Committee	Estates & Facilities Manager

Priority	Status	Notes	Lead Committee	Lead Officer
8. NEIGHBOURHOOD PLAN We will support the Neighbourhood Plan Steering Group to prepare a draft Uckfield Neighbourhood Plan for submission to the local Planning authority.		Work has slowed down, due to the pressures on the Town Clerk in other work areas (the Town Clerk helps to administer the work of the group with Action in Rural Sussex), but the Town Clerk continues to liaise with Action in Rural Sussex, on the development of the necessary papers and work to develop the draft Plan, on behalf of the steering group.	Full Council	Town Clerk
9. NEW FINANCE We will look to change from our existing cheque payment method, by two signatories to a dual authorisation BACS payment model and alter the Financial Regulations accordingly.		<p>The Financial Regulations were updated and amended to reflect these changes at the meeting of General Purposes Committee in March 2020.</p> <p>The banking system has been set up for members of Finance-Sub Committee to assist the Responsible Financial Officer with authorization of BACs payments. To start moving suppliers to the new payment method will take time, and work will commence in the autumn once 2019/20 financial year end is complete.</p>	Finance Sub-Committee	Assistant Town Clerk & RFO
10. NEW BOOKING SYSTEM We will look to install a new booking system for the internal management of booking enquiries for the Town Council's rooms and open spaces		This is on hold whilst new staff settle in and staff resources are back up to speed.	General Purposes Committee	Town Clerk/ Assistant Town Clerk & RFO

Meeting of Full Council

Monday 17th August 2020

Agenda Item 14.0

TO NOTE THE MAYOR'S ENGAGEMENTS

1.0 Summary

- 1.1 The report sets out the engagements of the Town Mayor and Deputy Mayor. Due to Covid-19 restrictions, most engagements have been cancelled or postponed.

TO NOTE THE MAYOR'S ENGAGEMENTS

27 June 2020 Surprise to mark Father John Wall's ordination anniversary.

01 July 2020 10th Anniversary of Uckfield FM's first broadcast at Bird in Eye Studio

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

27 June 2020 Surprise to mark Father John Wall's ordination anniversary;

16 Aug 2020 Unveiling of WW2 Commemoration bench - Manor Park and Hempstead Fields Residents Association