



# UCKFIELD TOWN COUNCIL

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**Town Clerk – Holly Goring**

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A meeting of the **General Purposes Committee** to be held on  
**Monday 5<sup>th</sup> October 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 13<sup>th</sup> July 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 To note the income and expenditure reports for 2020/21 (end August 2020) (Attached)
- 5.3 Bad Debts (Attached)
- 5.4 To receive the minutes of the Finance Sub-Committee held on 28<sup>th</sup> September 2020 (Attached)
- 5.5 To consider the recommendations of the Finance Sub-Committee held on 28<sup>th</sup> September 2020 (Attached)
- 5.6 To consider the draft fees and charges for 2021/22 (Attached)
- 5.7 To consider new initiatives for the draft committee budget(s) for 2021/22 (Attached)

## **6.0 BUILDINGS**

- 6.1 To note the current position with the Council's buildings (Attached)
- 6.2 To review the Town Council's Annual Maintenance Programme midway through the year and prioritise works for the remainder of 2020/21 (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 (April, June & July 2020) (Attached)

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

- 9.1 To consider reports from:-
  - (i) Citizens Advice Bureau (Attached)
  - (ii) East Sussex Association of Local Councils AGM (N/A)
  - (iii) Ridgewood Village Hall Management Committee (Attached)
  - (iv) Uckfield & District Housing Association Ltd Mgt Committee (N/A)
  - (v) Uckfield and District Preservation Society (N/A)
  - (vi) Uckfield Volunteer Centre (N/A)
  - (vii) Wealden Works (N/A)
  - (viii) Wealden District Association of Local Councils – Management Committee (N/A)
  - (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 the lease agreements for the storage garages at Victoria Pavilion with Anderida Cricket Club and Uckfield Performance Ensemble (Attached)
- 12.2 To consider an update on Luxfords Restaurant (Attached)
- 12.3 Town Clerk to continue initial business planning discussions for 2021/22, and encourage Councillors to bring forward ideas to forthcoming committee and council meetings



Town Clerk  
29<sup>th</sup> September 2020

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held remotely via Zoom on Monday 13<sup>th</sup> July 2020 at 7.00pm

## PRESENT:

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

## IN ATTENDANCE:

2 members of the press (recorded the meeting)  
1 member of the public

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

None were received.

### 3.0 APOLOGIES FOR ABSENCE

Apologies were received from Councillor J. Love the evening of the meeting.

### 4.0 MINUTES

#### 4.1 Minutes of the meetings of the General Purposes Committees held on the 1st June 2020

**GP09.07.20** It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 1<sup>st</sup> June 2020 be taken as read, confirmed as a correct record and signed by the Chairman.

#### 4.2 Action list

Members reviewed and noted the updates provided.

GP42.03.20 – an update from the RVH Committee  
Subject to retaining point (v) 'to hold off on the extension of the lease agreement until after the AGM meeting,' the remainder of this action had now been completed and could be removed from the action list.

GP04.06.20 – Unspent revenue budget (action could now be removed)  
GP05.06.20 – Small under and over payments (action could now be removed)  
GP07.06.20 - ESFRS Consultation (action could now be removed)

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 There are no income and expenditure reports until accounts are completed for 2019/20

5.3. Bad Debts

Members noted the current bad debts recorded and reasons for this.

5.4 Finance Summary

Members were provided with a brief report which advised that a fixed term rate with Lloyds Bank for some of the Town Council's reserves was due to mature on 22<sup>nd</sup> July. The Assistant Town Clerk & RFO had obtained the latest information on rates for reinvesting the funds either with Lloyds Bank or NatWest. The current rate for a 12month fixed term account was 0.30% with Lloyds and 0.08% with NatWest.

The Chair of Finance Sub-Committee, Councillor P. Sparks felt it would be appropriate to reinvest the funds with Lloyds Bank based on the fixed term rates provided. The only question he wished to raise was whether all £320,016.51 should be reinvested or if £20k should be retained elsewhere as a Covid-19 emergency fund. This would only lose £60 in interest.

This proposal was seconded by Councillor D. Ward.

**GP10.07.20** It was **RESOLVED** to reinvest £300,000 into the Lloyds Bank 12-month fixed term account at a rate of 0.30% and retain £20,000 elsewhere as a Covid-19 emergency fund.

5.5 To note the end of year statement for Community Infrastructure Levy funding for 2019/20

Members reviewed the report provided by Wealden DC's planning department and confirmation of the amounts received during 2019/20. The report also highlighted how CIL funding had been spent during 2019/20.

Members noted the income received in 2019/20 through Community Infrastructure funding and the way in which CIL funding had been spent during 2019/20.

**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, and noted the contents.

## **7.0 POLICY**

7.1 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 the member audits were now up to date for 2019/20.

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

9.1 To consider reports from:-

(i) Citizens Advice Bureau

Nothing to report at this time.

(ii) East Sussex Association of Local Councils AGM

Nothing to report at this time.

(iii) Ridgewood Village Hall Management Committee

Councillor J. Edwards had attended a meeting on the previous Wednesday evening. Taylor Wimpey were still committing to providing a kitchen for the newly refurbished hall.

(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

Councillor P. Sparks advised that the Volunteer Centre had reopened the previous week and their support during the Covid-19 lockdown had been well received by the town. Members noted this update.

(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.

Councillor B. Cox as an aside provided an update on the Uckfield Youth Club, advising that work was being completed behind the scenes to explore how best to set the Club up as a Charity, assign roles for governance arrangements and to discuss their plans moving forward in terms of Covid-19 restrictions etc.

**10.0 CHAIRMAN'S ANNOUNCEMENTS**

None.

**11.0 TOWN CLERK'S ANNOUNCEMENTS**

None.

**12.0 CONFIDENTIAL BUSINESS**

**GP11.07.20**

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 review further information related to correspondence from a leaseholder**

None received.

**12.2 To note update on staffing and Civic Centre/Luxfords Restaurant**

Members noted the report.

The meeting closed at 7.51pm.

## UCKFIELD TOWN COUNCIL

### ACTION LIST – FOR INFORMATION ONLY

#### General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<b><u>GP15.08.16</u></b>	<p><u>To consider the relocation and future use of the Telephone Box</u></p> <p>Further to this discussion, Members <b>RESOLVED</b> to:</p> <p>(4.1) agree to the relocation of the telephone box and site it in place of the two redundant BT boxes outside of Hartfields, Uckfield High Street, and;</p> <p>(4.2) request that all Members should engage their constituents on the possible use of the telephone box, and put forward sensible suggestions to the Chair of General Purposes Committee or Town Clerk.</p>	15.08.16	GP Com / HG	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.
<b><u>GP32.01.18</u></b>	<p><u>5.4 To consider the re-allocation of funds to purchase community speedwatch equipment</u></p> <p>Members subsequently <b>RESOLVED</b>, subject to obtaining reassurance from Sussex Police on the on-going maintenance of the software and who had financial responsibility for updating the equipment, that funds be reallocated within the speed reduction budget to purchase the necessary equipment for Community Speedwatch (radar device and tablet) at a cost of £800.</p>	22.01.18	HG	Sussex Police have decided to release the new software as an app free to download and use on commercially available tablets. It will take a little extra time to change it but they are working on getting this sorted ASAP. Contact has been made with the Community Speedwatch group. Awaiting update on what the group wish to do.



Resolution No.	Details	Date Raised	Action By	Date Completed
<p><b><u>GP43.02.18</u></b></p> <p><b><u>GP12.07.18</u></b></p>	<p><u>6.3 To consider the feasibility report undertaken for West Park Pavilion</u> With seven votes in favour and one abstaining, members <b>RESOLVED</b> to request the Town Clerk to explore this matter further – identifying potential interest in the Pavilion, their requirements, the development of a business plan and associated costings.</p> <p>It was <b>RESOLVED</b> to note the revised plans and request the Town Clerk to proceed further with exploring this option, to specifically look into changing room and toilet provision, the requirements of the Football Association, potential funding opportunities and an understanding of what is required to support multi-use space.</p>	<p>05.03.18</p> <p>09.07.18</p>	<p>HG</p>	<p>Work in progress.</p>
<p><b><u>GP39.02.19</u></b></p>	<p><u>4.5 To consider the recommendations of the Finance Sub-Committee meetings held on 9<sup>th</sup> January and 6<sup>th</sup> February 2019</u> Members took a vote and it was <b>RESOLVED</b> to approve the recommendations of the Finance Sub-Committee, in particular: (i) eight votes were received in favour of approving the amendments to the grant application form; (ii) eight votes were received in favour of the amendments to the Grant programme's internal procedures; (iii) eight votes were received in favour of the proposal to change the dates for the 2021/22 grants procedure (closing dates for application 31<sup>st</sup> January 2021 and grants meeting held in February 2021).</p>	<p>18.02.19</p>	<p>HG/SD</p>	<p>The application period for the 2021/22 Community Grants Programme will commence early November 2020 with a deadline of 31 January 2021. The Finance Sub-Committee will review all applications in February 2021, and put forward their recommendations to GP Committee in March 2021. <b>NFA.</b></p>

Resolution No.	Details	Date Raised	Action By	Date Completed
<b><u>GP48.04.19</u></b>	<p><u>6.2 To review request from Sussex Support Services Ltd to place a noticeboard at the front entrance to the ramp of Victoria Pavilion</u></p> <p>Members <b>RESOLVED</b> to support this request and agree for Sussex Support Services Ltd to place a small noticeboard at the front entrance to the ramp of Victoria Pavilion.</p>	01.04.19	Tenant	Awaiting update from the tenant as and when they are ready.
<b><u>GP14.08.19</u></b>	<p><u>6.1 Current position with the Council's buildings</u></p> <p>Members <b>RESOLVED</b> to:</p> <p>(i) note the report;</p> <p>(ii) approve the recommendation to change the doors of the public toilets at Victoria Pavilion, from existing coin-operated mechanisms to standard closing doors, and keep these doors locked outside of staff hours.</p>	12.08.19	MF	The Estates & Facilities Manager has arranged a meeting with contractors to price up for the works.
<b><u>GP41.03.20</u></b>	<p><u>5.5 To consider the recommendations of the Financial Sub-Committee held on 27<sup>th</sup> February 2020</u></p> <p>Members voted unanimously and <b>RESOLVED</b> to approve the recommendation of the Finance Sub-Committee to authorise for:</p> <p>(i) the BACS system to be 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>The second part of this resolution has been acted upon. <b>NFA.</b></p>



<b><u>GP10.07.20</u></b>	<u>5.4 Finance Summary</u> It was <b>RESOLVED</b> to reinvest £300,000 into the Lloyds Bank 12-month fixed term account at a rate of 0.30% and retain £20,000 elsewhere as a Covid-19 emergency fund.	13.07.20	SD	This has been completed. <b>NFA.</b>
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**UCKFIELD TOWN COUNCIL**  
**PROJECT MONITORING – OVERALL STATUS**

<b>Date of Report</b>	<b>September 2020</b>
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**Outstanding initiatives from 2018/19**

<b>Committee</b>	<b>General Purposes</b>		
<b>Project Name</b>	<b>West Park Pavilion Scheme</b>	<b>Project Number</b>	<b>49</b>
<b>Resolution Number</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>
<b>FC86.01.18</b>	£15,000	15.01.18	Agreed as part of the 2018/19 under new initiatives for General Purposes Committee.
	£25,000	25.06.19	Progress is now underway on this project. The Town Council will be exploring reconfiguration of the internal layout and an expression of interest will be submitted to the Football Foundation to see whether the Town Council can proceed with a full application for grant funding to assist with improvements to the Pavilion.
	£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**

<b>Committee</b>	<b>General Purposes</b>		
<b>Project Name</b>	<b>Replacement of Civic Centre booking system</b>		<b>Project Number</b> <b>59</b>
<b>Resolution Number</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>
<b>FC93.01.19</b>		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.
		29.09.20	New staff are now in place but with the pressures of Covid-19, this project will be picked up January 2021 onwards.

<b>Project Name</b>	<b>Online event ticket system</b>		<b>Project Number</b> <b>60</b>
<b>Resolution Number</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>
<b>FC93.01.19</b>	£1,500	04.03.20	The Marketing & Communications Officer approached a number of web developers and has now commissioned one locally, to carry out the work required to set up a Tickera online event ticket system for the Civic Centre via the Civic Centre website. 50% of the upfront cost has been paid and we are liaising with the web developers to arrange the detail of the schedule of work.
	(minus £1,365.00) = £135.00 remaining	15.04.20	Local web developers were commissioned to set up the online event ticket software and embed into the Civic Centre Website. The works have now been completed and tested. The only element still to complete is the method of payment, to attach to this software before going live this summer.

**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	A programme of works were agreed for delivery in 2020/21 to the Town Council’s buildings. This included: <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 - <b>COMPLETED</b> Upgrade of lighting to LED in Weald Hall – <b>COMPLETED</b> Weald Hall Stage Light trussing/health and safety  <u>Elsewhere</u> Snatts Road Cemetery Chapel roof – <b>COMPLETED</b> 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 - <b>COMPLETED</b>  <b>A specific agenda item has been provided on this in agenda item 6.2.</b>		
Project Name		262 Saturday Bus Service Contribution		Project Number	62
Resolution Number	Funds	Date	Commentary		
FC.92.01.20	£3,900	20.01.20	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.		
		29.09.20	The service resumed on 8 <sup>th</sup> August. Passenger numbers since then have not been huge. but are steadily increasing.		

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

<b>Committee</b>	<b>General Purposes</b>		
<b>Project Name</b>	<b>Replacement back drops – Weald Hall</b>		<b>Project Number</b> <b>63</b>
<b>Resolution Number</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>
<b>FC.92.01.20</b>	£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.
<b>Project Name</b>	<b>Climate Change Initiatives</b>		<b>Project Number</b> <b>64</b>
<b>Resolution Number</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>
<b>FC.92.01.20</b>	£7,500	20.01.20	No projects have commenced at present.
<b>Project Name</b>	<b>Rebuild Valuation Exercise</b>		<b>Project Number</b> <b>65</b>
<b>Resolution Number</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>
<b>FC.92.01.20</b>	£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.
	£4,000	29.09.20	This project has been completed albeit one valuation due to access not being possible to one building. This will be arranged mid-October. Otherwise the report has been completed and rebuild valuation info will be sent to the Insurance brokers this week. <b>NFA.</b>



**Luxfords as at 31 August 2020**  
**Restaurant opened following Covid-19 lockdown on 13 Jul 2020**

	Apr 20 Actuals £	May 20 Actuals £	Jun 20 Actuals £	Jul 20 Actuals £	Aug 20 Actuals £	Actuals at 31 Aug 2020	Budgets at 31 Aug 2020	Sep 20 Budget £	Oct 20 Budget £	Nov 20 Budget £	Dec 20 Budget £	Jan 21 Budget £	Feb 21 Budget £	Mar 21 Budget £	Total £	2020/21 Budgets
<b>Sales</b>																
Restaurant Food Sales	0	0	0	1,492	4,653	6,145	51,169	10,233	10,233	10,233	10,233	10,233	10,233	10,233	77,776	122,800
Restaurant Bar Sales	0	0	0	134	472	606	3,331	667	667	667	667	667	667	667	5,275	8,000
Hire of Luxfords Restaurant	0	(37)	0	0	0	(37)	934	188	188	188	188	188	188	188	1,279	2,250
Function Food Sales	0	(40)	(145)	(79)	88	(176)	11,044	2,208	2,208	2,208	2,208	2,208	2,208	2,208	15,280	26,500
Function Bar Sales	0	0	0	0	13	13	7,294	1,458	1,458	1,458	1,458	1,458	1,458	1,458	10,219	17,500
Hire of Equipment	(15)	0	0	8	0	(7)	456	92	92	92	92	92	92	92	637	1,100
Sundry Income	0	(17)	0	0	0	(17)	206	42	42	42	42	42	42	42	277	500
<b>Total Sales</b>	<b>(15)</b>	<b>(94)</b>	<b>(145)</b>	<b>1,555</b>	<b>5,226</b>	<b>6,527</b>	<b>74,434</b>	<b>14,888</b>	<b>14,888</b>	<b>14,888</b>	<b>14,888</b>	<b>14,888</b>	<b>14,888</b>	<b>14,888</b>	<b>110,743</b>	<b>178,650</b>
(Of which was EATTO income)	0	0	0	0	2,104	2,104	N/A	0	0	0	0	0	0	0	2,104	N/A
<b>Additional income streams to help cover costs</b>																
Furlough scheme for restaurant staff	4,615	5,875	4,636	2,356	684	18,166	N/A									
On 24th September 2020, Wealden DC advised that they would be providing the Town Council with a sum of £10,000 from the third round of their Discretionary Grant scheme. This should be used to cover loss of income in Luxfords Restaurant. This is the only grant funding received as a result of Covid-19.								10,000								
<b>Purchases</b>																
Food Purchases	0	0	0	744	1,572	2,316	15,250	2,750	3,125	4,000	3,000	3,125	3,125	3,125	24,566	37,500
Bar Purchases - non-alcoholic	0	0	0	218	120	338	1,100	225	225	225	250	175	225	275	1,938	2,700
Bar purchases - alcoholic	0	0	0	31	0	31	2,294	458	458	550	549	275	458	458	3,237	5,500
Paper goods/consumables	0	0	0	179	32	211	1,081	217	217	217	217	217	217	217	1,730	2,600
Maintenance & Repairs	0	0	0	0	0	0	831	167	167	167	167	167	167	167	1,169	2,000
Equipment - New/Replacements	0	0	0	0	146	146	831	167	167	167	167	167	167	167	1,315	2,000
Equipment Hire	0	0	0	0	0	0	103	21	21	21	21	21	21	21	147	250
Postage	0	0	0	32	0	32	44	8	8	8	8	8	8	8	88	100
Rates	3,226	4,045	0	0	0	7,271	9,500	0	0	0	0	0	0	0	7,271	9,500
Electricity	458	193	0	0	255	906	2,544	508	508	508	508	508	508	508	4,462	6,100
Gas	0	0	0	0	0	0	228	46	46	46	46	46	46	46	322	550
Water	0	0	0	0	0	0	544	108	108	108	108	108	108	108	756	1,300
Telephone	0	0	0	0	0	0	70	15	15	15	15	15	15	15	105	175
Refuse Collection	17	0	0	0	42	59	625	125	125	125	125	125	125	125	934	1,500
Stocktaking	195	0	0	0	0	195	328	66	66	66	66	66	66	66	657	790
Stationery	0	0	0	0	30	30	22	4	4	4	4	4	4	4	58	50
Salaries	6,063	7,521	6,027	7,709	6,442	33,762	47,005	9,402	9,402	9,402	9,402	9,402	9,402	9,402	99,576	112,818
Casual wages	405	0	0	140	35	580	2,919	583	583	583	583	583	583	583	4,661	7,000
Luxfords General Advertising	50	0	0	0	0	50	625	125	125	125	125	125	125	125	925	1,500
Uniforms/Protective clothing	0	0	0	0	0	0	82	17	17	17	17	17	17	17	118	200
Credit charges	38	0	0	76	121	235	625	125	125	125	125	125	125	125	1,110	1,500
<b>Total Purchases</b>	<b>10,452</b>	<b>11,759</b>	<b>6,027</b>	<b>9,129</b>	<b>8,795</b>	<b>46,162</b>	<b>86,650</b>	<b>15,137</b>	<b>15,512</b>	<b>16,479</b>	<b>15,503</b>	<b>15,279</b>	<b>15,512</b>	<b>15,562</b>	<b>155,145</b>	<b>195,633</b>



**GP Committee as at 31 Aug 2020**  
**Civic Centre reopened on 6th July 2020. FHall by booking basis**

	Apr 20 Actuals £	May 20 Actuals £	Jun 20 Actuals £	Jul 20 Actuals £	Aug 20 Actuals £	Actuals at 31 Aug 2020	Budgets at 31 Aug 2020	Sep 20 Budget £	Oct 20 Budget £	Nov 20 Budget £	Dec 20 Budget £	Jan 21 Budget £	Feb 21 Budget £	Mar 21 Budget £	Total £	2020/21 Budgets
The Hub	(1)	0	0	0	0	(1)	2,706	542	542	542	542	542	542	542	3,793	6,500
Foresters Hall	293	596	776	580	1,506	3,751	4,438	888	888	888	888	888	888	888	9,967	10,654
2a Vernon Road	72	0	0	0	0	72	200	0	0	0	0	0	0	0	72	200
Subscriptions	2,696	237	12	845	12	3,802	1,331	267	267	267	267	267	267	267	5,671	3,200
Training	70	20	230	528	0	848	2,294	458	458	458	458	458	458	458	4,054	5,500
Other Buildings - Salaries	0	0	0	0	0	0	2,014	403	403	403	403	403	403	403	2,821	4,835
All Building Cleaning Materials	0	0	0	0	160	160	831	167	167	167	167	167	167	167	1,329	2,000
<b>Total Purchases</b>	<b>42,802</b>	<b>33,591</b>	<b>76,935</b>	<b>71,702</b>	<b>39,807</b>	<b>264,837</b>	<b>313,658</b>	<b>58,399</b>	<b>74,041</b>	<b>52,641</b>	<b>67,074</b>	<b>82,041</b>	<b>50,541</b>	<b>56,199</b>	<b>705,773</b>	<b>754,594</b>

**New initiatives 2020/21**

Building Maintenance Fund	0	4,651	17,000	1,076	22,230	44,957		0	0	0	0	0	0	32,043	77,000	77,000
West Park Pavilion Scheme	0	0	0	0	0	0		0	0	0	0	0	0	20,000	20,000	20,000
262 Bus Service	0	0	0	0	0	0		0	0	0	0	0	0	3,900	3,900	3,900
Replacement backdrops Weald Hall	0	0	0	0	0	0		0	0	0	0	0	0	2,500	2,500	2,500
Climate Change Initiatives	0	0	0	0	0	0		0	0	0	0	0	0	7,500	7,500	7,500
Up to date rebuild valuations for insurance purposes	0	0	0	0	0	0		4,500	0	0	0	0	0	0	4,500	4,500
<b>Total New Initiatives 2020/21</b>	<b>0</b>	<b>4,651</b>	<b>17,000</b>	<b>1,076</b>	<b>22,230</b>	<b>44,957</b>		<b>4,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>65,943</b>	<b>115,400</b>	<b>115,400</b>

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

**Monday 5<sup>th</sup> October 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:

- ESCC CRD (in the process of being paid up to ensure up to date);
- NRCorp;
- In Choir;
- FA Holland Funeral Care (waiting on probate/financial arrangements)
- Fuller & Scott (waiting on probate/financial arrangements).

##### **3.0 Recommendation**

3.1 Members are asked to note the report.

Contact Officer: Holly Goring

## Meeting of the General Purposes Committee

Monday 5<sup>th</sup> October 2020

### **Agenda Item No. 5.6**

#### **TO CONSIDER THE DRAFT FEES AND CHARGES FOR 2021/22**

##### **1.0 Summary**

- 1.1 Each year as part of the budget setting process, the Town Council is required to review its fees and charges. This includes the fees and charges for room hire at the Civic Centre and within Foresters Hall, and the Victoria and West Park Pavilions.
  - 1.2 In the past couple of years, changes have been made to the way in which room hire charges are presented to customers, with a standard rate for the smaller rooms within the Civic Centre, and peak and off-peak rates being added for the hire of the larger rooms after 6pm on Thursday, Friday, Saturday and Sunday evenings. This was intended to cover the costs of staffing at peak times, and the annual increase in utilities and rates.
  - 1.3 Although this has worked well, further consideration should be given to bookings anytime over the weekend. At present we have a couple of smaller bookings on a Saturday daytime (groups which use our smaller rooms) and these are during restaurant opening hours, so at no additional cost to the Town Council in terms of staffing. However we do receive some bookings on Sunday afternoons throughout the year, particularly in the run up to Christmas, and the income received for these bookings doesn't quite cover staff costs if we consider the Luxfords Restaurant hourly charge, let alone the cost of opening the building.
  - 1.4 A suggestion has been made by officers that an off-peak rate is applied during the daytimes of Monday to Friday 7am – 6pm. A peak rate is applied from 6.00pm on weekday evenings and anytime Saturday/Sunday. Consideration should be given to whether this is applied across all rooms.
  - 1.5 We previously removed delegate rates, as they were underused, setting a minimum charge on teas and coffees with room hire, and revising the charges for hiring the Urn to reflect the Civic Centre costs in clearing up the cups for larger groups.
  - 1.6 No changes were made to equipment hire in 2020/21.
  - 1.7 For 2020/21, the buildings of Foresters Hall, Victoria Pavilion and West Park Pavilion received a 2% increase on the room hire charges per hour:
- GP25.11.19** *Members **RESOLVED** to set a 2% increase on the current fees and charges for the hire of rooms within the Civic Centre, Foresters Hall and sports pavilions; rounding up or down to the nearest 5 or 10p.*

## **2.0 Current room hire rates**

2.1 A copy of the current rates for the Civic Centre and Foresters Hall are attached at appendix A.

2.2 The current room hire rates for Victoria and West Park Pavilions are as follows:

	<b>Current hire rate for the pavilion per hour (2020/21 per hour +VAT)</b>
<b>Non- commercial</b>	£6.55
<b>Commercial</b>	£9.20

## **3.0 Recommendations**

3.1 Members are asked to consider the current rates and provide their considerations for setting the rates for 2021/22.

**Contact Officer:** Holly Goring

**Appendices:** Appendix A: 2020/21 Current Fees and Charges (Room Hire)

## Meeting Rooms and Venue Hire

### Making a Booking

To check availability of rooms and dates in the Civic Centre, please call 01825 747790.

To assist our staff, please have the following information available:

- Date(s) required
- Number attending
- Start and end times for your booking including additional set up and clear up times.

We will then be able to advise you of available rooms and will make every effort to accommodate your booking.

If a room is available for your preferred date and time, we will need additional details to make your provisional booking:

- Your name
- Company or organisation
- The billing address
- Contact telephone numbers and email
- Brief details of the booking.

We will then email or post a booking form for you to confirm.

You will be required to complete: a booking form, a catering form, an additional equipment and layout forms.

You should check and complete the forms and return them to the Council Offices, where your booking will be confirmed. You will then be sent a confirmation of your booking preferably by email.

An invoice for the hire charge will be sent to you at least 28 days prior to your booking and should be paid within 14 days.

### Prior to your Booking

Please ensure that you confirm numbers attending and the layout at least *two days* before your booking.

If you require catering, you must advise us and order at least one week before your event.

If you have any queries, or would like to discuss specific requirements for your booking, please call 01825 747790 and make an appointment to see a member of staff.

### Cancellations

*Please Note:* if you cancel your booking within 14 days of the date of the event, the *full* hire charge will be payable.

### Access for Disabled People

The Civic Centre is fully accessible for disabled people, with designated parking spaces at the rear of the building.

If you have any specific access requirements, or require any information in an alternative format, please call 01825 747790.

### Layout

The room will have been set out to the specification you will have indicated on the booking forms.

If this is incorrect or you require alterations, please contact a caretaker or the Council Offices immediately.

The chairs and tables are heavy and you should *not* attempt to move them.

### Additional Equipment

If you require additional equipment on the day, or have difficulties with operating any equipment, please contact a caretaker or the Council Offices for assistance.

### Catering

If you require additional catering, or have any queries regarding your catering order, please contact us.

### Housekeeping

Maps of the building and housekeeping notices are provided in each room. If you require further information, please contact the Council Offices or, out of normal office hours, a caretaker.

### EMERGENCY PROCEDURES

Fire evacuation and emergency procedure notices are provided in all rooms. Please ensure that all your delegates/guests are aware of the emergency evacuation procedures.

**In the booking of a fire, please evacuate to Luxfords Field car park and take a roll call of your delegates/guests. You must report immediately to the Fire Officer in charge should anyone from your party be missing or require assistance.**

If you require additional information about the evacuation procedures, please contact the Council Offices in person or call 01825 747794



## Civic Centre and Foresters Hall

### Venue hire charges 2020/21 (prices applicable from 1 April 2020 – 31 March 2021)



Weald Hall



Foresters Hall



Council Chamber



Green Room



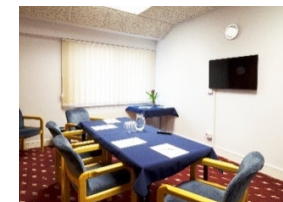
Martlets Room



Oakleaf Room



Ashdown Room



Mayor's Parlour



## Meeting Rooms and Venue Hire

### Civic Centre (TN22 1AE) basic room hire per hour + VAT

Room	Non-Commercial	Commercial
Weald Hall (seats up to 250) 15m x 21m	Off peak rate £23.90* Peak rate £29.00**	Off peak rate £41.60* Peak rate £46.70**
Ashdown room (seats up to 100) 11m x 7m	Off peak rate £12.50* Peak rate £15.50**	Off peak rate £21.80* Peak rate £25.90**
Council Chamber (seats up to 50) 6.8m x 12.9m	£14.50	Off peak rate £15.50* Peak rate £18.70**
Green Room (seats up to 50)	£12.00	
Oakleaf Room (seats up to 25) 4.1m x 6.1m	£10.90	
Martlets Room (seats up to 30) 4m x 6.8m	£10.90	
Mayor's Parlour (seats up to 10) 3.7m x 4.4m	£9.35	
Luxfords Restaurant (available when restaurant closed)	£10.90	
*Off peak rate – applies daytime Monday to Sunday and evenings Monday to Wednesday from 6.00pm		
**Peak rate – applies evening from 6.00pm on Thursday/Friday/Saturday/Sunday		
Sunday bookings are subject to availability		

**Maximum capacity dependent on room layout – please see separate sheet for details and specify the layout when you make your booking.**

**The use of wall-mounted digital smart screens and projector, if required, is included in all room hire charges but should be pre-ordered at the time of booking.**

## Meeting Rooms and Venue Hire

### Foresters Hall (TN22 5DT)- Basic room hire per hour

Room	Non-Commercial	Commercial
Main Hall – adult group	£10.20	£22.40
Mail Hall – voluntary youth group	£5.00	n/a

**Please note that VAT is not chargeable on Foresters Hall bookings**

#### Foresters Hall

You will need to collect a key prior to your event. Bookings for a Saturday and Sunday, please call into the offices on Friday before 4.00pm to collect the key. You will need to return the key on the Monday.

A £15 returnable cash deposit will be required for the key.

Bookings cannot be taken for some Fridays or Sunday evenings due to services in the Chapel.

Foresters Hall is **not** suitable for adult parties or discos

#### Useful information for Civic Centre Bookings

The use of a wall-mounted digital smart screen and projector, if required, is included in all room hire charges – please advise at time of booking.

General hire of equipment		Weald Hall equipment hire only	
• Charged per item when ordered with rooms booked on an hourly rate.		Full stage (5.4m x 21.9m)	£19.00
		Half stage (3.6m x 21.9m)	£9.50
		Stage lights (first night)	£18.00
		Stage lights (subsequent nights)	£12.00
Flip Chart (with pens)	£5.00	Piano	£12.00
Laptop	£5.00	PA system + one microphone	£14.00
NoBo display boards (Velcro Fastenings)	£3.00	Standard microphone	£3.00
Lectern	£10.00	Radio microphone	£9.00
TV and DVD player	£6.50	Lapel Microphone	£9.00
		Wheelchair lift to the stage	FREE
		Induction loop (requires PA)	FREE

#### Parties

All parties will be considered on merit and may be subject to additional terms and conditions including:

- A responsible person should be named who undertakes to remain sober throughout the event, to act as a liaison with Council staff in the event of an incident or emergency;
- An ID system to be specified to prevent under-18s from buying alcohol at the bar

**Please note that we do not host 18<sup>th</sup> birthday parties.**

**Hirers are not permitted to bring their own catering or refreshments unless by prior arrangement/authorisation by the management.**



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

**Monday 5<sup>th</sup> October 2020**

### **Agenda Item 5.7**

#### **TO CONSIDER NEW INITIATIVES FOR THE DRAFT COMMITTEE BUDGET(S) FOR 2021/22**

##### **1.0 Summary**

- 1.1 The draft budgets are presented to Full Council in early December for the following financial year, prior to a final decision being taken on the precept and detailed budget papers on 18<sup>th</sup> January 2021.
- 1.2 In order to assist staff with exploring the costs associated with new initiatives and the Town Council's priorities, and to give staff adequate time to obtain quotations and estimates, members are asked to consider now, what new initiatives they may wish to deliver in the next financial year and beyond.

##### **2.0 New initiatives**

- 2.1 Staff have already been thinking of a number of potential initiatives:
- 2.2 Under General Purposes Committee, this could include:
- Building Maintenance Programme for 2021/22 (projects TBC);
  - Replacement of Foresters Hall Floor and Heating;
  - Potential to contribute again to 262 Saturday Bus Service or carry forward unspent funds from 2020/21- £3.9k;
  - Contingency fund for Covid-19 related purchases/requirements (*increase health and safety budget from 1,250 to £5,000 perhaps*);
- 2.3 Under Luxfords Restaurant, this would include:  
Contingency for PPE or additional requirements to support us with responding to Covid-19 restrictions.
- 2.4 Long Term Earmarked Reserves
- Saving for five yearly Electrical surveys (EICRs) – put aside £2.8k per annum;
  - Saving for carpet and decorative upgrades in Civic Centre – £1k per annum;
  - Saving for four yearly election costs and potential by-elections - £6k per annum;
  - Saving for replacement Weald Hall Floor - £5k per annum;
  - Saving for new boiler in Signal Box - £250 per annum;
  - Saving for future building reconfigurations;
  - Saving for new lift in the Civic Centre;

##### **3.0 Recommendations**

- 3.1 Members are asked to consider the remit of the General Purposes Committee and to think broadly about the issues currently being raised by Uckfield's residents, in regards to our buildings and services, and how this Committee can make a positive difference.
- 3.2 Members are asked to:
- (i) note the above report, and advise the Clerk of potential new initiatives for officers to explore.

Contact Officer: Holly Goring

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

**Monday 5<sup>th</sup> October 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.

- Gutter clearance is due to take place across all buildings.

##### The Civic Centre

- Water ingress has been noted above the foyer atrium in the main entrance. Investigations are ongoing by E&F Manager; this will involve hire of a scissor lift or similar;
- "Covid secure" implementations have been maintained throughout;
- Bio Boiler has been serviced and awaiting a part before switching on for the winter;
- Lift has been serviced for LOLER 6 monthly insurance.

##### The Hub

- Tenants handing over keys on 14<sup>th</sup> October 2020 to E&F Manager.

##### The Source

- Nothing to report.

##### Victoria Pavilion

- More patch repairs to roof to be carried out following rogue cricket ball impacts;
- Final finishing to intruder alarm following new door installation;
- Repairs carried out to external light and ongoing refurbishment within the upstairs areas by Tenant;
- Public toilet doors still locked due to Covid-19.

##### The Signal Box

- Nothing to report.

##### Foresters Hall

- Investigation works and repairs being carried out in the disabled toilet, due to detached toilet and sunken floor. After further investigation, substantial work now required to remove toilet wall, and replace floor underneath;
- Heating fans for the main hall are not working and parts are obsolete, awaiting quotes for replacement to greener system.

##### Snatts Road, Chapel

- Nothing to report

Osborn Hall/Hempstead Lane car park

- Nothing to report.

West Park

- Increasing issues with the intruder alarm needing resetting due to age.
- Lights and taps found to be left on from the weekend hirers.

2A Vernon Road

- Nothing to report.

Ridgewood Village Hall

- Refurbishment works completed.

**3.0 Recommendations**

3.1 Members are asked to note the report.

Contact Officers: Mark Francis

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

**Monday 5<sup>th</sup> October 2020**

### **Agenda Item 6.2**

#### **TO REVIEW THE TOWN COUNCIL'S ANNUAL MAINTENANCE PROGRAMME MIDWAY THROUGH THE YEAR AND PRIORITISE WORKS FOR THE REMAINDER OF 2020/21**

##### **1.0 Summary**

- 1.1 At the meeting of General Purposes Committee on 1<sup>st</sup> June 2020, the Town Council was in the midst of the Covid-19 pandemic lockdown and adjusting to the pressures this had placed on service provision and the Town Council's income streams.
- 1.2 The Estates & Facilities Manager had set out during the budget setting process a programme of works as part of the 2020/21 building maintenance programme (Year 6 of a rolling programme). This was agreed as part of the 2020/21 budget at Full Council in January 2020.

##### **2.0 Postponed works**

- 2.1 At the General Purposes Committee meeting in June 2020, the Estates & Facilities Manager referred back to the report, and 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 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.
- 2.2 This report provides an update on our current position, other urgent items which require attention midway through the year, and a proposed way forward with regards to the 2020/21 building maintenance programme.
  - 2.3 Since then, works to the Bio-mass boiler (hopper storage) have also been placed on hold, as these works are best undertaken in the spring/summer months when the Civic Centre does not need to be heated.

### 3.0 Current position

3.1 The table below shows the current position with the building maintenance fund to date:

Building Maintenance Fund - Year 6				
Area	Estimate	Actual	Remaining	Comments
Snatts Chapel Roof	18000	17000	1000	Completed
Ridgewood Fire Alarm	3400	3400	0	Completed
Weald Hall lighting upgrade	8000	8000	0	Completed
Foresters tap replacements	900	745	155	Completed
Green room carpet	2750	2430.5	319.5	Completed
Total	33050	31575.5	1474.5	
Council chamber smoke detector	1500	1500	0	To be completed January 21
Council chamber ceiling	5000	5000	0	To be completed January 21
Council chamber lighting	2500	2500	0	To be completed January 21
Victoria toilet doors	2500	6000	-3500	Awaiting approval
Total	11500	15000	-3500	
Foresters Blinds	2400		2400	On hold until October 20
Bitumen felt roof O/Hall	7200		7200	On hold until October 20/Tenants responsibility
Weald Hall Trussing	9850		9850	On hold until October 20
Increase hopper storage	13000		13000	On hold until April 21
Total	32450		32450	
Overall Total	77000		30424.5	

### 4.0 Delay to programmed works

4.1 Works to the Council Chamber (ceiling, smoke detectors and ceiling lighting) are to be booked in for January 2021.

4.2 Victoria toilet door quotes have come in higher than expected. This is due to the anti-vandal nature of the new designs. It is recommended that these works are carried out at this cost to secure the toilets over the winter, using funds saved from completed works and those projects that have been on hold this financial year due to Covid-19.

### 5.0 Projects placed on hold

5.1 The projects temporarily placed on hold as agreed at GP Committee (June 20) are recommended to be moved over to the 2021/22 financial year (Year 7 Building Maintenance Programme): Foresters Blinds, Bitumen felt roof Osborn Hall & Weald Hall Trussing.

5.2 As advised in paragraph 2.3, works to increase the hopper storage for the biomass boiler is recommended to be moved to 2021/22 due to the works needing to take place in the spring/summer months.

5.3 The total budget for 2020/21 was £77,000 for the above works. At present, £31,575.50 has been spent. A further £15,000 is anticipated with the works in the Council Chamber and to the Victoria Toilet doors. This leaves a total of £30,424.50 remaining.

## **6.0 Potential projects that could be delivered instead of those originally planned**

- 6.1 Unforeseen issues have arisen during the past few weeks, such as the recent issues in Foresters Hall. We are currently awaiting an estimate for the works to the flooring and stud partition wall to the disabled toilet as well as works to the heating (as noted in the 'Buildings Update in agenda item 6.1). The Estates & Facilities Manager may be able to provide a verbal estimate of cost of works at the General Purposes Committee.
- 6.2 Another consideration is whether we can reconfigure space within the Civic Centre to assist our hiring capabilities during the Covid-19 pandemic. Something that members have considered previously is whether to explore options for installing a folding removable partition in the centre of the Green Room, to help with shows and events. If we installed this, there is opportunity to hire the Green Room out for two smaller bookings. Further detail can be obtained
- 6.3 Any underspend remaining could be carried forward into 2021/22 or used to cover losses in the Town Council's income streams.

## **7.0 Recommendations**

- 7.1 Members are asked to:
- (i) note the report;
  - (ii) agree to carry out the works to the Victoria Toilet doors, based on the revised estimate for the works;
  - (iii) agree to move works to the Foresters Hall blinds, Weald Hall trussing, roof at Osborn Hall and Biomass Hopper storage to the 2021/22 Building Maintenance Programme;
  - (iv) agree to utilise the 2020/21 Building Maintenance Programme Fund to cover the cost of the works at Foresters Hall and to explore partition works to the Green Room in the Civic Centre.

Contact Officers: Mark Francis/Holly Goring

## Meeting of the General Purposes Committee

Monday 5<sup>th</sup> October 2020

### Agenda Item 8.1

#### TO RECEIVE A REPORT ON HEALTH AND SAFETY WITHIN THE COUNCIL

##### **1.0 Summary**

- 1.1 This report provides an update for members on the various elements of health and safety that need to be considered within an organisation.

##### **2.0 Health and wellbeing of staff**

- 2.1 The table below provides figures from the past six months and the cumulative picture for the whole year to date, in comparison with 2019/20.

	<b>As at 29.09.20 (sickness recorded in past six months) (29 staff)</b>	<b>Cumulative total for the year 2020/21</b>	<b>As at 17.09.19 (28 staff)</b>
Actual days taken as short-term Doctors' certificate	4.0 days	4.0 days	5.0 days
Actual days taken as self-certificated sick leave	7.0 days	7.0 days	16.0 days
Average number of days self-certificated sick leave per person	0.24 days	0.24 days	0.57 days
Actual days taken as long-term sick leave	0.00 days	0.00 days	70.0 days
Average number of days sickness per person	0.38 days	0.38 days	3.25 days
National average of sick days taken in the public sector per person (* <i>sickness absence in the labour market – ONS 2016</i> )	4.30 days		

*N.B Although the above are allocated as days please note that some of these working days relate to part-time workers which do not equate to a 7.4 hour day. Long term sickness is anything more than 28 calendar days.*

##### **3.0 Personal learning and development**

- 3.1 An online training portal has been set up by the Estates & Facilities Manager to enable all staff to easily carry out their refresher training in all aspects of our work.

##### **4.0 Health and Safety Risk Assessments**

- 4.1 Ongoing facility audits are being carried out frequently, with issues being addressed by staff or contractors.
- 4.2 First aid kits in all buildings are being monitored and updated regularly.

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

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

## **5.0 Fire Safety**

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

## **6.0 Cleaning**

6.1 In 2019, the Estates & Facilities Manager arranged a new in-house cleaning arrangement which has given the Town Council 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;

6.2 As a result of the guidance issued by the UK Government & Public Health England with regards to Covid-19, strict cleaning regimes have been put in place in the Town Council's buildings, with particular attention given to touchpoints, the use of the Civic Centre and Forester Hall toilets, and separation of staff and customers within the Civic Centre when it comes to communal areas, the toilets and kitchen.

6.3 Full risk assessments were carried out before these buildings were re-opened and have been regularly updated in line with changes in the guidance. These risk assessments have been shared with hirers. Hirers have also been asked to follow the procedures and guidance set out by the Town Council for the use of the Town Council's facilities and each booking is assessed on a case by case basis, to ensure the training/activity can be carried out in a safe manner.

## **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 April 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 D WARD

Dated 18/9/2020

**3.4. Timesheets:**

The Member will choose random timesheets from the file.

They will check:

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

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

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

4.2. The Member will carry out the following checks:

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

**5.0. PETTY CASH**

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

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- e) Check that vouchers are authorised by a member of staff and details entered in the petty cash books.
- d) Check that, where applicable, reimbursements of funds are signed for in the petty cash books.

**6.0. IRREGULARITIES**

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

**7.0. REVIEW**

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

Members comments:-


### Supplier Invoice Checked

Supplier Name	Invoice No. and Date	P. Order No	Confirmed Stamped, signed, correct nominal code	Confirmed Cheque No. entered and signed by two Cllrs.
Burleys	00000 2904 16/4/2020	13243	5203 Yes	116318 Yes
ESCC	500506 1188 2/4/20	13228	5207 Yes	116319 Yes

### Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
Bodhisattva Centre	CC 38483	Yes	29/4/2020	Yes (Payment + Credit Note) Sheet 175
Caroline Bunker (Allot)	A 38639	Yes	30/04/2020	Yes Sheet 176

### Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
Sophie Burstow	April	Yes	Yes	24/4/2020	20/4/2020
Anthony Griffiths	April	Yes	Yes	24/4/2020	20/4/2020

**Bank Reconciliation Checked**

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
Special Reserve	120	Yes	Yes	1227

**Petty Cash Checked**

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	April Yes	1,861.55 Yes	Yes
Luxfords	April	No transactions due to Covid-19	Yes



## Appendix A

### UCKFIELD TOWN COUNCIL



#### MEMBERS AUDIT FORM

MONTH June 2020

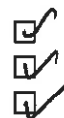
#### Checklist:

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 Colin Shielgrove

Dated 24/9/20

**3.4. Timesheets:**

The Member will choose random timesheets from the file.

They will check:

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**7.0. REVIEW**

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**Members comments:-**


**Supplier Invoice Checked**

Supplier Name	Invoice No. and Date	P. Order No	Confirmed Stamped, signed, correct nominal code	Confirmed Cheque No. entered and signed by two Cllrs.
Biffa	319C14960 31/5/20	13285	✓ 5182	116382
Hall Mark engraving	29625 03/6/20	13279	5660	116378

**Customer Invoices Checked**

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
Wealden D.C.	CC38702	✓	22/6/20	Page 189.
Coöpe	938697	✓	19/6/20	Chq 106494

**Timesheets checked**

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
Brooker	✓	✓	✓	26/6/20	✓
Eastwood.	✓	✓	✓	26/6/20	✓

**Bank Reconciliation Checked**

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
Clarke's account	487	✓	✓	1210
General	185-191	✓	✓	1200

**Petty Cash Checked**

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	June ✓	Stores Dept ✓	N/A
Luxfords	<del>Not Open</del>		



## Appendix A

### UCKFIELD TOWN COUNCIL



#### MEMBERS AUDIT FORM

MONTH July 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 type="checkbox"/>
General Account	<input checked="" type="checkbox"/>
Special Interest Bearing	<input checked="" 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 .....DM Lane.....

Dated .....16/9/2020.....

**3.4. Timesheets:**

The Member will choose random timesheets from the file.

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- a) That the time sheets add up correctly.
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**7.0. REVIEW**

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

Members comments:-


### Supplier Invoice Checked

Supplier Name	Invoice No. and Date	P. Order No	Confirmed Stamped, signed, correct nominal code	Confirmed Cheque No. entered and signed by two Cllrs.
BURLEYS	000005128	NONE ATTACHED.	YES 5203	116424 YES.
BENTONS	536306	13326	YES 5840	116416 YES.

### Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
NICOCA LOWIT	CC38739	YES	28/7/2020	0715
UCKFIELD GRASSHOPPERS 81	435738	1 OFF CORRECT	22/7/2020	SPECT BANK STATE 197.

### Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
LORRAINE AVEY.	JULY.	YES	YES	31/7/2020	24/7/2020
ANTHONY GRIFFITHS	JULY	YES	YES	31/7/2020	24/7/2020



**Bank Reconciliation Checked**

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
<del>GENERAL</del> CURRENT ACC.	192-201	YES	11.8.20	1200
BUSINESS RESER.	123	YES	10.8.20	1227

**Petty Cash Checked**

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	YES 3.8.2020	AMAZON	YES.
Luxfords	YES 3.8.2020	TESCO	YES.



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

**Monday 5<sup>th</sup> October 2020**

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

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

##### **Update from Wealden Citizen's Advice Bureau's Chief Executive**

In 2019/20 Wealden Citizens Advice (WCA) staff and volunteers continued to deliver face to face, telephone and email advice and casework in dedicated offices in Crowborough, Hailsham and Uckfield with outreach advice in Heathfield, Polegate and Willingdon. Throughout the year we supported 4573 clients with 21,254 issues which is an increase of 12% over the previous year. This is despite a sharp downfall in clients seen in February and March due to the start of the Covid-19 pandemic and the lockdown that followed.

Benefits, tax credits and universal credit issues continue to be one of the main challenges that face our clients representing nearly 54% of all advice given. Particular subject areas of advice include support for Personal Independence Payments, Employment Support and Housing benefits. Issues with debt is another major challenge that our clients are dealing with, and we supported almost 900 Wealden residents to improve their financial resilience. These clients received economic gains of £1.8m following on from the advice that we provided. These gains take the form of benefit entitlements, consumer redress and debts rescheduled or written off.

We started a new project called Help To Claim in April 2019, Help to Claim gives people the support they need to claim Universal Credit - from starting an application to getting their first full payment. The service is delivered via face to face, over the phone and on chat. During the year we supported over 700 clients to access Universal Credit.

Research and Campaigns (R&C) - We have been actively involved in addressing issues that our community are facing and have made representations to the appropriate organisations. We have co-produced a report called "It's Just not Fair", this report sets out our clients' experiences and the changes we would like to see to ensure the system is fair and treats those seeking support with respect and humanity - changes we fed into the Parliamentary Work & Pensions Committee review.

Volunteers, Trustees and Staff – WCA currently have 96 dedicated and highly professional volunteers who are the backbone of our service. They are supported by a small but highly experienced team of hard-working staff. During this year a new Chief Executive was appointed, Kate Davidson as well as a new Chair of the board Michael David.

- In 2019/20 we helped 1712 Uckfield residents with a total of 6356 issues
- While our service is open to all, many of those who seek our help are in **crisis** - facing the loss of their, home, job or family or struggling to make ends meet.

##### **During the lock down**

On the 23<sup>rd</sup> March 2020 we had to close our offices due to the lockdown restrictions, however we continued to maintain a service to all our clients via the phone and email.

Our dedicated and brilliant volunteers and staff have helped over 2200 clients with over 8300 issues since lock down began from their kitchen tables, spare bedrooms and even converted sheds!

Benefits, tax credits and Universal credit continue to be the largest subject area for our clients however we have seen a huge increase in employment queries since the furlough scheme started. Sadly we have also seen an increase in the number of clients with relationship and family issues including domestic violence.

Clients coming to us with debt issues has steeply increased since the end of July when the courts and enforcement officers re-started.

### **Uckfield Office Move**

We moved out of the Hub at the beginning of September and into Uckfield Library. Currently, we are all still working from home however we are in the process of risk assessing potential partial re opening for clients who are unable to access our service via the phone, subject to government guidelines.

- According to national survey data, it is estimated that Citizens Advice **helps 2 out of 3 clients resolve their issues**. During our annual **customer satisfaction survey 99% of clients said they would recommend our service**.
- It is estimated that **every £1 spent on Citizens Advice in Wealden saves the taxpayer more than twice that** e.g. through reduced demand for health and homelessness services.
- We are an **independent charity and do not receive any funding from national Citizens Advice** - to provide our service we have to raise every penny ourselves.

### **Update from Councillor P. Sparks**

I attended a remote Trustees meeting on 20th July and the following was reported:

- 75% (64) of volunteers were working from home;
- Most of contacts from clients was through the telephone;
- For East Sussex as a whole the answering rate has been 58% but for WCA has been 78%;
- The CAB's approach of asking calling clients to leave their details and the CAB calling back appeared to be producing better results;
- The CAB had 1,222 clients with 4,273 issues of which the largest were to do with Benefits/Universal Credit. Interestingly, debt issues were some 50% down on what they would normally expect probably due to for example, not chasing of rent and other debt arrears.
- The mix of clients had changed during this period with people approaching the CAB from the under 40 age group increasing with employment and furlough issues. It was expected that as the furlough scheme unwinds the employment issues would come even more to the fore.

Councillors P. Sparks and A. Smith

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

**Monday 5<sup>th</sup> October 2020**

### **Agenda Item 9.1 (iii)**

#### **REPRESENTATIVES ON OUTSIDE BODIES: RIDGEWOOD VILLAGE HALL MANAGEMENT COMMITTEE**

My Fellow Councillors,

It has been a very busy time for the RVH committee with COVID-19 adding some extra complications to the refurb and reopening of the hall. These complications have been met head on by the committee and they are looking forward to being able to welcome hall users from 14th September 2020.

The majority of regular users have already committed to resuming in September with others to follow shortly thereafter, plus several promising new booking enquiries. Longer term, the committee is also considering more flexibility of party bookings, as events for over 18s are currently referred to the RVH committee, which reduces the expediency of the process.

The refurb schedule was tight but the committee was optimistic of being fully open by September 14 and was also looking forward to the Autumn Market and Grand Opening on the 13th. Unfortunately the Autumn market had to be cancelled due to the UK Government announcements that came out the week prior. The committee had already completed a risk assessment that mandated a capacity of 25 people under the current regulations, but users will be required to fill out their own COVID risk assessment in addition to this.

With cleaning duties being put out to tender due to the loss of previous cleaner, the committee discussed the leading candidates for the job before selecting Moova, a reputable local family company.

There is a great focus on maximising the usage of the hall and diversifying the range of users, but price increases for regular hirers will be postponed until January. There have also been some preliminary discussions about ways of commemorating a select few individuals who have very generously given money/professional time towards the refurb to get it over the line.

Councillor J. Edwards