



# UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre  
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**Town Clerk – Holly Goring**

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A meeting of the **General Purposes Committee** to be held on  
**Monday 9<sup>th</sup> November 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 5<sup>th</sup> October 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 September 2020)  
(Attached)
- 5.3 Bad Debts  
(Attached)
- 5.4 To re-consider the draft fees and charges for 2021/22  
(Attached)
- 5.5 To re-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)

## **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 (August 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
  - (iii) Ridgewood Village Hall Management Committee
  - (iv) Uckfield & District Housing Association Ltd Mgt Committee
  - (v) Uckfield and District Preservation Society
  - (vi) Uckfield Volunteer Centre
  - (vii) Wealden Works
  - (viii) Wealden District Association of Local Councils – Management Committee
  - (ix) Wealden District Association of Local Councils – Planning Panel

## **10.0 CHAIRMAN'S ANNOUNCEMENTS**

## **11.0 TOWN CLERK'S ANNOUNCEMENTS**

## **12.0 CONFIDENTIAL BUSINESS**

To consider whether to **RESOLVE** to exclude the press and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted: -

- 12.1 To consider an update on Luxfords Restaurant  
(Attached)

- 12.2 To note an update on the Town Council's buildings and procedures followed in response to second lockdown  
(Verbal)

A handwritten signature in blue ink, appearing to be 'T. Clerk', with a long horizontal flourish extending to the right.

Town Clerk  
3<sup>rd</sup> November 2020

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held remotely  
via Zoom on Monday 5<sup>th</sup> October 2020 at 7.00pm

## **PRESENT:**

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

## **IN ATTENDANCE:**

1 member of the public  
Councillor K. Bedwell

Holly Goring – Town Clerk  
Mark Francis – Estates & Facilities Manager  
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.

Councillor J. Love declared an interest in agenda items 5.4 and 5.5 as a result of being the Chair of the Uckfield Bonfire & Carnival Society.

### **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**

No apologies were received, although Councillor H. Firth lost her internet connection, and therefore missed the majority of the meeting.

### **4.0 MINUTES**

#### **4.1 Minutes of the meetings of the General Purposes Committees held on the 13<sup>th</sup> July 2020**

**GP12.10.20** It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 13<sup>th</sup> July 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 within the action list. They agree to remove the following from the action list as this work had now been completed or superseded by another resolution:

GP39.02.19 – Recommendations from Finance Sub-Committee (Grants)  
GP41.03.20 – Recommendations from Finance Sub-Committee (Grant)  
GP46.04.20 – Review community grant funding allocations (Part i)  
GP06.06.20 – Current position with Council's buildings (annual maintenance)  
GP10.07.20 – Finance Summary (reinvestment)

#### 4.3 Project list

Members noted the report and the removal of Project No. 65 (*Rebuild Valuation Exercise of the Town Council's buildings*) as this had now been completed for insurance purposes.

### 5.0 **FINANCIAL MATTERS**

#### 5.1 To note bills paid

Members noted the bills paid.

#### 5.2 To note the income and expenditure reports for 2020/21 (end August 2020)

The Chairman acknowledged the devastating impact that Covid-19 had had on local businesses in addition to the income streams of the Town Council. Thankfully some of the loss in income had been partly offset by furlough income received thanks to the work of the Assistant Town Clerk, plus the recent receipt of a £10k grant from Wealden District Council in their discretionary grant scheme.

It was recognised that staff needed thanking for their dedication and hard work, and although sales figures were down, purchases were also down. All members of the General Purposes Committee agreed and wished to record their thanks to all staff and for everything they were doing.

It was also noted that the Finance Sub-Committee had reviewed the figures in detail and would continue to do so over the winter months.

#### 5.3. Bad Debts

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

#### 5.4 To receive the minutes of the Finance Sub-Committee held on 28<sup>th</sup> September 2020

The Town Clerk advised that there was an error in the minutes on page 4, under agenda item 8.0 – Community Grant Payments. The original amount awarded to the Uckfield Festival for 2020/21 was £3,000 and not £1,500.

Subject to this amendment being highlighted at the next Finance Sub-Committee, members agreed to note and receive the minutes.

#### 5.5 To consider the recommendations of the Finance Sub-Committee held on 28<sup>th</sup> September 2020

Members noted the amendment that had been mentioned by the Town Clerk above and the recent update regarding the funds awarded to the Uckfield Festival during 2020/21 from their grant allocation.

Members were unable to make a decision at the meeting and requested that this item be deferred to the next Full Council meeting on 26<sup>th</sup> October 2020.

5.6 To consider the draft fees and charges for 2021/22

Members reviewed a report which explained that the Town Council was required to review its fees and charges for the following financial year to help inform the budget setting process. Office staff had highlighted a couple of issues including fees and charges for Sunday's in the Civic Centre and questioned whether the off peak/peak rates could be simplified in any way.

During the impact of Covid-19 on hirers, members were uncertain of what decision to take as although the cost to open the Civic Centre increased each year and additional PPE/cleaning costs had recently affected expenditure, members and office staff did not wish to make too many changes.

Members requested that the item be deferred to the next meeting of the General Purposes Committee on 9<sup>th</sup> November 2020.

5.7 To consider new initiatives for the draft committee budget(s) for 2021/22

Members were advised that it was now time to start considering potential priorities and initiatives for 2021/22, as the draft budget papers and annual plan for 2021/22 would be presented to Full Council on 7<sup>th</sup> December, and would need to be agreed and adopted by Full Council on 18<sup>th</sup> January 2021. The pandemic had made forward planning particularly difficult as the next 6-12 months were completely unknown in terms of any external factors and their impact on income and expenditure across all areas of the business.

Councillor P. Sparks enquired as to whether the potential funds suggested to place in earmarked reserves for future by-elections or four yearly elections, included the cost of polling cards. The Town Clerk highlighted that this was a good point and would check.

Members subsequently noted the report and the Town Clerk advised that she would bring back this agenda item to the next meeting in case members had had any further considerations.

**6.0 BUILDINGS**

6.1 To note the current position with the Council's buildings

Members reviewed the regular update on works and repairs within the Town Council's buildings. One member referenced the move of the Citizen's Advice Bureau from the Hub and wondered what the next steps were. The Estates & Facilities Manager advised that there were no plans as the tenants had not yet moved out. So the first task would be to inspect the property after their departure.

Members subsequently noted the report.

6.2 To review the Town Council's Annual Maintenance Programme midway through the year and prioritise works for the remainder of 2020/21

Members were provided with a report which set out the works that had originally been scheduled for completion in 2020/21 across the Town Council's buildings, the works halted as a result of Covid-19 and potential projects that could be delivered instead of those originally planned.

The Estates & Facilities Manager talked through the proposal for the doors at Victoria Pavilion, which were intended to be more vandal proof. The Grounds staff would unlock on their arrival in the morning and close on their departure in the evening.

One member was concerned should the roof works be delayed at Osborn Hall, but it was noted that technically as Osborn Hall had a full repairing lease, it was the tenants' responsibility to carry out these works.

**GP13.10.20** It was **RESOLVED** 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 (ensuring that any partition is adequately sound-proofed).

**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

Members noted the reports from April, June and July 2020. The Town Clerk advised that the member audits were now up to date.

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

9.1 To consider reports from:-

(i) Citizens Advice Bureau

Members noted the report.

(ii) East Sussex Association of Local Councils AGM

Nothing to report at this time.

(iii) Ridgewood Village Hall Management Committee

Members noted the report.

(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

Nothing to report at this time.

- (vii) Wealden Works  
Nothing to report at this time.
- (viii) Wealden District Association of Local Councils – Management Committee  
Nothing to report at this time.
- (ix) Wealden District Association of Local Councils – Planning Panel  
Nothing to report at this time.

#### **10.0 CHAIRMAN'S ANNOUNCEMENTS**

None.

#### **11.0 TOWN CLERK'S ANNOUNCEMENTS**

None.

#### **12.0 CONFIDENTIAL BUSINESS**

##### **GP14.10.20**

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 the lease agreements for the storage garages at Victoria Pavilion with Anderida Cricket Club and Uckfield Performance Ensemble  
Members discussed the storage garages and requested that the Town Clerk proceed with the renewal process based on their discussions.
- 12.2 To consider an update on Luxfords Restaurant  
Members complemented staff on an extremely comprehensive and well laid out report.
- 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.

The meeting closed at 8.24pm.



## 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	<p>The existing telephone kiosks have now been removed from Uckfield High Street.</p> <p>Later in 2020/21, work will commence to consider the location and re-use of the traditional red telephone box.</p>
<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	<p>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.</p>

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>GP48.04.19</u></b></p>	<p><u>6.2 To review request from Sussex Support Services Ltd to place a noticeboard at the front entrance to the ramp of Victoria Pavilion</u> Members <b>RESOLVED</b> to support this request and agree for Sussex Support Services Ltd to place a small noticeboard at the front entrance to the ramp of Victoria Pavilion.</p>	<p>01.04.19</p>	<p>Tenant</p>	<p>Awaiting update from the tenant as and when they are ready.</p>
<p><b><u>GP14.08.19</u></b></p>	<p><u>6.1 Current position with the Council's buildings</u> Members <b>RESOLVED</b> to: (i) note the report; (ii) approve the recommendation to change the doors of the public toilets at Victoria Pavilion, from existing coin-operated mechanisms to standard closing doors, and keep these doors locked outside of staff hours.</p>	<p>12.08.19</p>	<p>MF</p>	<p>Members resolved for the works to be carried out to the toilet doors. The new doors have been ordered. <b>NFA as this item has been superseded by GP13.10.20.</b></p>

Resolution No.	Details	Date Raised	Action By	Date Completed
<b><u>GP41.03.20</u></b>	<p><u>5.5 To consider the recommendations of the Financial Sub-Committee held on 27<sup>th</sup> February 2020</u></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>	09.03.20	SD/HG	Due to Covid-19 the introduction of the BACs payments to suppliers has been delayed.
<b><u>GP42.03.20</u></b>	<p><u>6.2 To consider an update from the Ridgewood Village Hall Committee</u></p> <p>With five votes in favour and one member abstaining on recommendation (iii) in particular, members <b>RESOLVED</b> to:</p> <p>(v) agree to hold off on the extension of the lease agreement until after the October AGM meeting of the Ridgewood Village Hall Committee.</p>	09.03.20	MF/HG	<p>The RVH Committee AGM took place on 28<sup>th</sup> October.</p> <p>The first meeting of the Committee is 2<sup>nd</sup> December. We will therefore bring this item back to GP Committee on 25<sup>th</sup> January 2021.</p>
<b><u>GP47.04.20</u></b>	<p><u>5.5 To review community grant funding allocations for 2020-21 and potential support for community groups</u></p> <p>Members <b>RESOLVED</b> to revisit this item (<i>considering the provision of additional financial support to those who need it</i>) in three months.</p>	20.04.20	HG	It is proposed to revisit the second part of this resolution in the winter months following the second lockdown.
<b><u>GP13.10.20</u></b>	<p><u>6.2 To review the Town Council's annual maintenance programme</u></p> <p>It was <b>RESOLVED</b> to</p> <p>(i) note the report;</p> <p>(ii) agree to carry out the works to the Victoria toilet doors, based on the revised estimate for the works;</p> <p>(iii) agree to move works to the Foresters Hall blinds, Weald Hall trussing, roof at Osborn Hall and Biomass</p>	09.11.20	MF/HG	In progress.

	<p>Hopper storage to the 2021/22 Building Maintenance Programme;</p> <p>(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 (ensuring that any partition is adequately sound-proofed).</p>			
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**UCKFIELD TOWN COUNCIL**  
**PROJECT MONITORING – OVERALL STATUS**

<b>Date of Report</b>	<b>November 2020</b> <b>Nothing further to update at present.</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.
		03.11.20	The financial element of the software still needs arranging. As we would prefer to use Worldpay or SAGE pay for this, rather than the ones offered with the Tickera package, this will cost an additional amount for the time of web developers. Office staff are currently working through a detailed quotation for this additional work.

**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 (to be delayed until Spring 2021) New carpet in Green Room - COMPLETED Upgrade of lighting to LED in Weald Hall – COMPLETED Weald Hall Stage Light trussing/health and safety (to be delayed until 2021) <u>Elsewhere</u> Snatts Road Cemetery Chapel roof – COMPLETED Victoria Pavilion public toilet replacement doors with manual locking–doors ordered Foresters Hall – blinds and tap replacements including heaters – under review Osborn Hall - bitumen felt roof (to be delayed until 2021) Ridgewood – fire protection upgrade - COMPLETED		
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. Other priorities and expenditure within the Civic Centre due to Covid-19 have been put first.
<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.



**GP Committee as at 30 Sept 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 £	Sep 20 Actuals £	Actuals at 30 Sep 2020	Budgets at 30 Sep 2020	Oct 20 Budget £	Nov 20 Budget £	Dec 20 Budget £	Jan 21 Budget £	Feb 21 Budget £	Mar 21 Budget £	Total £	2020/21 Budgets	
Sales																	
Festive Light Income	0	0	0	0	0	0	0	0	0	0	2,000	0	0	0	2,000	2,000	
Special Int. Bearing Interest	0	0	0	0	0	7	7	502	83	83	83	83	83	83	505	1,000	
Interest Misc. (Fixed Rate Bond)	0	0	0	3,962	0	0	3,962	1,252	208	208	208	208	208	208	5,210	2,500	
Civic Centre	(422)	129	(751)	1,480	1,867	3,535	5,838	50,724	8,538	8,812	8,538	8,538	8,812	8,538	57,614	102,500	
Feed-in Tariff Payments	0	0	0	0	0	0	0	0	0	3,332	417	417	417	417	5,000	5,000	
Quickborn Suite rent	708	708	708	708	708	708	4,248	4,252	708	708	708	708	708	708	8,496	8,500	
West Park Pavilion	0	0	0	0	0	0	0	78	12	12	12	12	12	12	72	150	
Victoria Pavilion	875	875	875	875	875	875	5,250	5,250	875	875	875	875	875	875	10,500	10,500	
RHI - C.Centre Boiler	0	0	0	0	0	0	0	0	0	0	0	0	10,000	0	10,000	10,000	
Victoria Storage Garages	50	0	0	0	0	0	50	100	0	0	0	0	0	0	50	100	
Cemetery Chapel workshop	0	1,375	0	0	1,375	0	2,750	2,750	0	1,375	0	0	1,375	0	5,500	5,500	
Foresters Hall	(20)	(120)	(40)	758	276	1,396	2,250	8,848	1,467	1,467	1,467	1,467	1,467	1,467	11,052	17,650	
Foresters Chapel	0	288	0	288	0	0	576	574	0	288	0	288	0	0	1,152	1,150	
2a Vernon Road, rent	600	600	600	600	600	600	3,600	3,600	600	600	600	600	600	600	7,200	7,200	
Signal Box	354	354	354	354	354	354	2,124	2,302	383	383	383	383	383	383	4,422	4,600	
Osborn Hall	0	0	0	0	0	345	345	325	0	100	0	0	0	0	445	425	
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	0	0	750	0	750	750	
Bridge Cottage	0	0	0	0	0	0	0	0	0	0	0	5,000	0	0	5,000	5,000	
The Hub and Source	0	4,462	0	600	3,862	0	8,924	11,175	800	200	200	200	200	200	10,724	12,975	
Community Toilet Scheme	0	282	0	0	282	0	564	550	0	275	0	0	275	0	1,114	1,100	
Training admin	0	0	0	0	0	0	0	0	0	0	0	0	0	100	100	100	
Total Sales	2,145	8,953	1,746	9,625	10,199	7,821	40,489	92,282	13,674	18,718	15,491	18,779	26,165	13,591	146,907	198,700	
Additional income streams to help cover costs																	
Furlough scheme for caretaking and cleaning staff	4,229	5,129	1,373	3,528	1,908	1,859	18,025	N/A	Additional IT equipment was purchased to ensure business continuity through the Covid-19 lockdown. £2,065 will be used from earmarked reserves to cover these costs.								
Purchases																	
Administration	339	667	1,132	622	442	1,141	4,343	6,176	1,029	1,029	1,029	1,029	1,029	1,029	10,517	12,350	
General Advertising	0	0	0	0	0	0	0	124	21	21	21	21	21	21	126	250	
Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	400	400	400	
Office Equipment/Computers	939	2,396	581	3,897	850	547	9,210	4,748	792	792	792	792	792	792	13,962	9,500	
Hospitality	0	0	0	0	0	0	0	78	12	12	12	12	12	12	72	150	
Health & Safety	518	0	0	0	0	0	518	626	104	104	104	104	104	104	1,142	1,250	
Insurances	5,730	0	0	0	0	0	5,730	5,000	25,000	0	0	0	0	0	30,730	30,000	
Public Works Loan Costs	0	0	0	31,400	0	0	31,400	31,500	0	0	0	31,500	0	0	62,900	63,000	
Mayor's Allowance	0	0	443	0	0	443	886	887	0	0	443	0	0	443	1,772	1,773	
Grants Section142	0	0	9,450	0	0	9,450	18,900	19,500	0	0	0	0	0	0	18,900	19,500	
Grants - Power of Competence	0	0	11,350	0	0	8,400	19,750	25,250	2,250	0	0	0	0	0	22,000	27,500	
Volunteer Bureau SLA	0	0	8,000	0	0	0	8,000	8,000	0	0	0	0	0	0	8,000	8,000	
Clothing - Corp & Prot - Indoor staff	0	0	0	30	0	0	30	202	33	33	33	33	33	33	228	400	
Internal Audit Fees	0	0	0	0	445	0	445	900	150	150	150	150	150	150	1,345	1,800	
(External) Audit Fees	0	0	0	0	0	0	0	0	0	2,100	0	0	0	0	2,100	2,100	
Accountant fees	0	0	0	0	0	0	0	0	4,600	0	0	0	0	0	4,600	4,600	
Professional Fees	0	220	0	110	0	0	330	5,250	875	875	875	875	875	875	5,580	10,500	
Festive Lights	0	0	0	0	0	0	0	0	0	0	11,000	0	0	0	11,000	11,000	
Festive Light Electricity	0	0	0	0	0	0	0	0	0	0	275	0	0	0	275	275	
Office Staff - Salaries	18,345	18,032	18,112	18,134	21,687	25,883	120,193	128,778	21,463	21,463	21,463	21,463	21,463	21,463	248,971	257,556	
Members Allowances/Expenses	0	0	3,857	0	0	3,857	7,714	9,682	8	8	4,823	8	8	4,823	17,392	19,360	
Newsletter	0	0	0	600	0	400	1,000	2,622	438	438	438	438	438	438	3,628	5,250	
Bank Interest	(145)	(284)	(10)	(9)	(7)	0	(455)	0	0	0	0	0	0	0	(455)	0	
Bank Charges	47	43	43	46	42	43	264	274	46	46	46	46	46	46	540	550	
Civic Centre Running Costs	5,232	2,238	13,120	5,098	5,432	7,080	38,200	47,522	9,921	9,921	9,921	9,921	9,921	9,921	97,726	107,048	
Caretakers - Salaries	7,850	8,645	7,791	8,828	7,799	9,390	50,303	52,199	8,284	8,284	8,284	8,284	8,284	8,284	100,007	101,903	
West Park	233	61	115	55	330	262	1,056	2,322	386	386	386	386	386	386	3,372	4,638	
Victoria Pavilion	410	487	958	766	937	3,696	7,254	8,702	1,450	1,450	1,450	1,450	1,450	1,450	15,954	17,402	
Cemetery Buildings	174	172	172	172	172	172	1,034	1,076	179	179	179	179	179	179	2,108	2,150	
Signal Box	0	61	53	0	0	0	114	750	125	125	125	125	125	125	864	1,500	

**GP Committee as at 30 Sept 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 £	Sep 20 Actuals £	Actuals at 30 Sep 2020	Budgets at 30 Sep 2020	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	766	0	85	1,327	2,177	3,248	542	542	542	542	542	542	5,429	6,500
Foresters Hall	293	596	776	580	1,506	1,006	4,757	5,326	888	888	888	888	888	888	10,085	10,654
2a Vernon Road	72	0	0	0	0	0	72	200	0	0	0	0	0	0	72	200
Subscriptions	2,696	237	12	845	12	156	3,958	2,700	0	0	0	0	0	500	4,458	3,200
Training	70	20	230	528	0	90	938	2,752	458	458	458	458	458	458	3,686	5,500
Other Buildings - Salaries	0	0	0	0	0	0	0	2,417	403	403	403	403	403	403	2,418	4,835
All Building Cleaning Materials	0	0	0	0	160	245	405	998	167	167	167	167	167	167	1,407	2,000
<b>Total Purchases</b>	<b>42,802</b>	<b>33,591</b>	<b>76,951</b>	<b>71,702</b>	<b>39,892</b>	<b>73,588</b>	<b>338,526</b>	<b>379,809</b>	<b>79,624</b>	<b>49,874</b>	<b>64,307</b>	<b>79,274</b>	<b>47,774</b>	<b>53,932</b>	<b>713,311</b>	<b>754,594</b>

**New initiatives 2020/21**

Building Maintenance Fund	0	4,651	17,000	3,059	22,230	3,491	50,431		0	0	0	0	0	26,569	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	0		4,500	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>3,059</b>	<b>22,230</b>	<b>3,491</b>	<b>50,431</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60,469</b>	<b>115,400</b>	<b>115,400</b>

**Luxfords as at 30 September 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 £	Sep 20 Actuals £	Actuals at 20 Sep 2020	Budgets at 30 Sep 2020	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	4,556	7,900	13,948	61,402	10,233	10,233	10,233	10,233	10,233	10,233	77,776	122,800
Restaurant Bar Sales	0	0	0	134	315	353	801	3,998	667	667	667	667	667	667	5,275	8,000
Hire of Luxfords Restaurant	0	(37)	0	0	0	0	(37)	1,122	188	188	188	188	188	188	1,279	2,250
Function Food Sales	0	(40)	(145)	(79)	95	110	(59)	13,252	2,208	2,208	2,208	2,208	2,208	2,208	15,280	26,500
Function Bar Sales	0	0	0	0	13	0	13	8,752	1,458	1,458	1,458	1,458	1,458	1,458	10,219	17,500
Hire of Equipment	(15)	0	0	8	0	0	(7)	548	92	92	92	92	92	92	637	1,100
Sundry Income	0	(17)	0	0	0	0	(17)	248	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>4,978</b>	<b>8,363</b>	<b>14,642</b>	<b>89,322</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	0	2,104	N/A	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	647	18,812	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	(1)	0	0	744	1,650	2,507	4,899	18,000	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	0	338	1,325	225	225	250	175	225	275	1,938	2,700
Bar purchases - alcoholic	0	0	0	31	0	104	135	2,752	458	550	549	275	458	458	3,237	5,500
Paper goods/consumables	0	0	0	179	32	73	284	1,298	217	217	217	217	217	217	1,730	2,600
Maintenance & Repairs	0	0	0	0	0	54	54	998	167	167	167	167	167	167	1,169	2,000
Equipment - New/Replacements	0	0	0	0	146	20	166	998	167	167	167	167	167	167	1,315	2,000
Equipment Hire	0	0	0	0	0	0	0	124	21	21	21	21	21	21	147	250
Postage	0	0	0	32	0	0	32	52	8	8	8	8	8	8	88	100
Rates	3,226	4,045	0	0	0	0	7,271	9,500	0	0	0	0	0	0	7,271	9,500
Electricity	458	193	0	0	255	0	906	3,052	508	508	508	508	508	508	4,462	6,100
Gas	0	0	0	0	0	26	26	274	46	46	46	46	46	46	322	550
Water	0	0	0	0	0	0	0	652	108	108	108	108	108	108	756	1,300
Telephone	0	0	0	0	0	0	0	85	15	15	15	15	15	15	105	175
Refuse Collection	17	0	0	0	42	53	112	750	125	125	125	125	125	125	934	1,500
Stocktaking	195	0	0	0	0	0	195	394	66	66	66	66	66	66	657	790
Stationery	0	0	0	0	30	31	61	26	4	4	4	4	4	4	58	50
Salaries	6,063	7,521	6,027	7,709	6,442	7,819	41,581	56,406	9,402	9,402	9,402	9,402	9,402	9,402	99,576	112,818
Casual wages	405	0	0	140	35	105	685	3,502	583	583	583	583	583	583	4,661	7,000
Luxfords General Advertising	50	0	0	0	0	168	218	750	125	125	125	125	125	125	925	1,500
Uniforms/Protective clothing	0	0	0	0	0	112	112	98	17	17	17	17	17	17	118	200
Credit charges	38	38	38	76	121	174	485	750	125	125	125	125	125	125	1,110	1,500
<b>Total Purchases</b>	<b>10,451</b>	<b>11,797</b>	<b>6,065</b>	<b>9,129</b>	<b>8,872</b>	<b>11,246</b>	<b>57,561</b>	<b>101,786</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>

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

**Monday 9<sup>th</sup> November 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;
- Fuller & Scott (waiting on financial arrangements of family);
- In Choir;

##### **3.0 Recommendation**

3.1 Members are asked to note the report.

Contact Officer: Holly Goring

## Meeting of the General Purposes Committee

Monday 9<sup>th</sup> November 2020

### **Agenda Item No. 5.4**

#### **TO CONSIDER THE DEFERRED ITEM - 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 Proposed way forward**

3.1 As members were quite rightly uncertain of what to do in the current circumstances of the Covid-19 pandemic, the Town Clerk is suggesting a way forward which would have minimal impact on existing hirers but reflect the need to marginally increase fees and charges to cover year on year increases in utility and staff costs, as well as the new requirement for additional PPE and added cleaning costs. See attached.

## **4.0 Recommendations**

4.1 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) with proposals for the following year

## 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 **2021/22** (prices applicable from 1 April 2021 – 31 March 2022)



Weald Hall



Foresters Hall



Council Chamber



Green Room



Martlets Room



Oakleaf Room



Ashdown Room



Mayor's Parlour

Civic Centre Uckfield

[www.uckfieldciviccentre.com](http://www.uckfieldciviccentre.com)

Tel: 01825 762774 Email: [admin@uckfieldtc.gov.uk](mailto:admin@uckfieldtc.gov.uk)

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## 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* (£24.25) Peak rate £29.00** (£29.45)	Off peak rate £41.60* (£42.25) Peak rate £46.70** (£47.40)
Ashdown room (seats up to 100) 11m x 7m	Off peak rate £12.50* (£12.70) Peak rate £15.50** (£15.75)	Off peak rate £21.80* (£22.15) Peak rate £25.90** (£26.30)
Council Chamber (seats up to 50) 6.8m x 12.9m	£14.50 (£14.75)	Off pk rate £15.50* (£15.75) Peak rate £18.70** (£19.00)
Green Room (seats up to 50)	£12.00 (£12.20)	
Oakleaf Room (seats up to 25) 4.1m x 6.1m	£10.90 (£11.10)	
Martlets Room (seats up to 30) 4m x 6.8m	£10.90 (£11.10)	
Mayor's Parlour (seats up to 10) 3.7m x 4.4m	£9.35 (£9.50)	
Luxfords Restaurant (available when restaurant closed)	£10.90	
*Off peak rate – applies daytime Monday to Saturday and evenings Monday to Wednesday from 6.00pm **Peak rate – applies evenings from 6.00pm on Thursday/Friday/Saturday and all day 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.

Civic Centre Uckfield  
[www.uckfieldciviccentre.com](http://www.uckfieldciviccentre.com)  
 Tel: 01825 762774 Email: [admin@uckfieldtc.gov.uk](mailto:admin@uckfieldtc.gov.uk)

## Meeting Rooms and Venue Hire

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

Room	Non-Commercial	Commercial
Main Hall – adult group	£10.20 (£10.35)	£22.40 (£22.75)
Mail Hall – voluntary youth group	£5.00 (£5.10)	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	
<ul style="list-style-type: none"> <li>Charged per item when ordered with rooms booked on an hourly rate.</li> </ul>		Full stage (5.4m x 21.9m)	£19.00
Flip Chart (with pens)	£5.00	Half stage (3.6m x 21.9m)	£9.50
Laptop	£5.00	Stage lights (first night)	£18.00
NoBo display boards (Velcro Fastenings)	£3.00	Stage lights (subsequent nights)	£12.00
Lectern	£10.00	Piano	£12.00
TV and DVD player	£6.50	PA system + one microphone	£14.00
		Standard microphone	£3.00
		Radio microphone	£9.00
		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.

Civic Centre Uckfield  
[www.uckfieldciviccentre.com](http://www.uckfieldciviccentre.com)  
 Tel: 01825 762774 Email: [admin@uckfieldtc.gov.uk](mailto:admin@uckfieldtc.gov.uk)

**Commented [HG1]:** 1.5% increase added across all rooms and rounded up where necessary.

**Commented [HG2]:** Do we add a peak rate to this room?

**Commented [HG4]:** Do members wish to add 1.5% to general hire of equipment etc?

**Commented [HG3]:** Propose to alter – either add commercial rate or increase the hourly rate or create separate charge for bar for entertainment events. HG to explain at meeting.



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

**Monday 9<sup>th</sup> November 2020**

### **Agenda Item 5.5**

#### **TO RE-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 This report was taken to General Purposes Committee on 5<sup>th</sup> October 2020, and has been brought back to give members a second opportunity to discuss:

2.2 Under General Purposes Committee, this could include:

- Building Maintenance Programme for 2021/22 (some of the projects from this year £35,000 plus additional works);
- Replacement of Foresters Hall Floor and Heating (potentially £30,000?);
- 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 with inclusion of polling card costs - £8.5k 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 let the Clerk know if there are any further items for inclusion.

Contact Officer: Holly Goring

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

**Monday 9<sup>th</sup> November 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 ongoing across all buildings.

##### The Civic Centre

- Water ingress has been noted above the foyer atrium in the main entrance. Investigations are ongoing by Estates & Facilities Manager; this will involve hire of a scissor lift or similar; passed to Lawson Queay to project manage;
- "Covid secure" implementations have been maintained throughout;
- Lift needs repairs following service but still usable.

##### The Hub

- Tenants moved out on 14<sup>th</sup> October 2020.

##### The Source

- Nothing new to report.

##### Victoria Pavilion

- Leak into green shed - cherry picker attended to investigate; ongoing;
- Final finishing completed to intruder alarm following new door installation;
- Repairs carried out to external light and ongoing refurbishment within the upstairs areas by Tenant;
- Front gable end timbers rotten and replaced with new PVC;
- Public toilet doors still locked due to Covid-19; new doors have been ordered.

##### The Signal Box

- Nothing new 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 new to report

Osborn Hall/Hempstead Lane car park

- Additional drainage installed to steps;

West Park

- Nothing new to report.

2A Vernon Road

- Nothing new to report.

Ridgewood Village Hall

- Nothing new to report.

**3.0 Recommendations**

- 3.1 Members are asked to note the report.

Contact Officers: Mark Francis

## Meeting of the General Purposes Committee

Monday 9<sup>th</sup> November 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 24.10.19 (29 staff)</b>
Actual days taken as short-term Doctors' certificate	6.0 days	6.0 days	9.0 days
Actual days taken as self-certificated sick leave	13.0 days	13.0 days	16.0 days
Average number of days self-certificated sick leave per person	0.45 days	0.45 days	0.55 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	0.66 days	0.66 days	3.27 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 the 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. Every hirer has been required to complete a risk assessment and this is reviewed by office staff before the booking is accepted.

6.4 As part of the Covid-19 inspections, a representative from the Environmental Health department carried out a spot check of Luxfords restaurant in October 2020 to confirm all Covid secure procedures and risk assessments were in place. There were no remedial works required.

## **7.0 Accident reporting – Quarter 3 (Oct - Dec 2020/21)**

7.1 October 2020 - Works vehicle collision with parked car, no one injured.  
Small cut received my member of staff in restaurant, NFA

Contact Officers: Mark Francis/Holly Goring

## Appendix A

### UCKFIELD TOWN COUNCIL



#### MEMBERS AUDIT FORM

MONTH August 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 I. SPARKS

Dated 1/8/2020

**3.4. Timesheets:**

The Member will choose random timesheets from the file.

They will check:

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

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

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

4.2. The Member will carry out the following checks:

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

**5.0. PETTY CASH**

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

5.2 The Member will carry out the following:

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

**6.0. IRREGULARITIES**

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

**7.0. REVIEW**

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

Members comments:-

ALL IN VERY GOOD ORDER.



### 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.
CROWN CIVIL ENGINEERING	27-7-20. 001141	P321	5375	116443 - YES
BIDFOOD	16433284	13375	5810	116469 - YES

### Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
NICOLA LOWE	38796	YES	25/08/20	C.C. 0747

### Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
KAREN SPINKS	4/4/20	YES	YES	28/8/20	CORRECT
NICOL BROWNING	— " —	YES	YES	28/8/20	— " —

**Bank Reconciliation Checked**

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
CLERK	490 / 491	YES	YES	1210
CYLLERT	202 / 213	YES	YES	1200

**Petty Cash Checked**

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	Aug.	STAVELTONS	YES
Luxfords	Aug.	TRUFFLER	YES



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

**Monday 9<sup>th</sup> November 2020**

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

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

A virtual Trustees meeting was held on 19<sup>th</sup> October 2020.

Staff continue to work at home, which, like all organisations can be a challenge for some. The Chief Executive is actively looking for ways to ensure staff are effectively supported.

The service managers are working hard to ensure that clients are still given the same quality service when staff and volunteers are working from home.

The CAB has been given funding for two new projects: a financial resilience advisor (temporary) and a debt training role.

The service is currently working very effectively. Although general advice calls are down on normal levels, the Help to Claim service is very busy with calls from new and current Universal Credit claimants. Neighbour issues are also arising more frequently (50% increase in calls in comparison to pre-Covid).

The next meeting will be the AGM, scheduled for 18<sup>th</sup> November 2020.

Councillors P. Sparks and A. Smith

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

**Monday 9<sup>th</sup> November 2020**

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

#### **REPRESENTATIVES ON OUTSIDE BODIES: REPORT OF THE RIDGEWOOD VILLAGE HALL COMMITTEE**

Ridgewood Village Hall had a very successful AGM on 28th October, showed a video of the refurbishment from start to finish and presented the annual accounts 30/6/2019 – 30/6/2020.

Their up to date cash statement shows that there are still outstanding monies owing from the refurb including the £11k borrowed from UTC. A 14 person committee was elected - Karen Bedwell remains Chair as Covid and the refurb have meant that her planned 'retirement' from the post has been put on hold until certain aspects of the hall management plan have been completed. Two new committee members joined and three stepped down, including Michael Lamb who has been treasurer at RVH for 20 years. The new treasurer is Jane Atherton who is a qualified accountant who works for SG Gainsford accountancy firm in New Town and runs the 'Flexibooks' booking arm of the business.

The refurb has been very successful and come in within budget. There is still essential work that needs to be carried out with regard to drainage, guttering and the soak aways. Some discussion will need to be had with UTC as these fall on council land and are causing some damage to the foundation around the hall. For example, the collapsed entrance slope was caused by the water pouring underneath the foundations. In heavy rain the flooding also caused some damage to items in the basement.

There are concerns about financially managing the hall over the next six months with reduced income from hall hire due to the government covid regulations and concerns over further closure of public buildings. A grant application has been made to WDC for their grant recovery fund.

Plans for 20-21 at RVH include the transferring of the current charity status into a CIO to remove the onus of financial liability for the trustees which puts many people off getting involved in the committee and is a worry for those that do. The committee will look to complete Hallmark 2 +3 and bring all the paperwork post refurb to completion.

The committee are also looking to expand the type of events that the hall is used for and are now working with a celebrant to look at holding weddings and naming ceremonies and other celebratory events at the hall and combine this with the hire of the Ridgewood Recreation Ground which would benefit UTC.

Councillor J. Edwards