



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 25th January 2021 at 7.00pm

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 9th November 2020 (Attached)

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 (provisional - end of December 2020) (Attached)
- 5.3 Bad Debts (Attached)
- 5.4 To receive the minutes of the Finance Sub-Committee held on 6th January 2021 (Attached)
- 5.5 To consider the recommendations of the Finance Sub-Committee held on 6th January 2021 (Attached)

6.0 BUILDINGS

- 6.1 To note the current position with the Council's buildings (Attached)
- 6.2 To note the Urgent Consultation Panel's decision on the replacement of the heating system in Foresters Hall (Attached)

7.0 POLICY

- 7.1 To consider the revised Risk Management Policy – No. 29 (Attached)

8.0 ADMINISTRATION

- 8.1 To receive a report on Health and Safety within the Council (Attached)
- 8.2 To receive Members' audit reports (Sept, Oct & Nov 2020) (Attached)

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

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

10.0 CHAIRMAN'S ANNOUNCEMENTS

11.0 TOWN CLERK'S ANNOUNCEMENTS

12.0 CONFIDENTIAL BUSINESS

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

- 12.1 To consider an update on Luxfords Restaurant
(Attached)
- 12.2 To consider an update from Ridgewood Village Hall Committee on the lease agreement for Ridgewood Village Hall
(to follow)
- 12.3 To review the lease for the Source
(Attached)
- 12.4 To receive an update on the Hub and to consider future building/maintenance works to the Town Council's Assets
(commercially sensitive quotations included)
(Attached)



Town Clerk
19th January 2021

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held remotely via Zoom on Monday 9th November at 7.00pm

PRESENT:

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

IN ATTENDANCE:

2 members of the public
2 members of the press

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. 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 for absence were recorded from Councillor C. Snelgrove. No apologies were received for Councillor B. Cox.

4.0 MINUTES

4.1 Minutes of the meetings of the General Purposes Committees held on the 5th October 2020

GP15.11.20 It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 5th October 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 agreed to remove the following action from the list as this work had now been superseded by another resolution. Members subsequently noted the report.

GP14.08.20 – Position with council's buildings

- 4.3 Project list
Members noted the report.

5.0 **FINANCIAL MATTERS**

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

- 5.2 To note the income and expenditure reports for 2020/21 (end August 2020)
Councillor Sparks expressed how pleasantly surprised he was with how the figures were looking for the General Purposes Committee Income and Expenditure in the midst of the Covid-19 pandemic. He expressed his thanks to the Town Clerk, Assistant Town Clerk and all staff who had managed the finances well in these difficult times.

The Chairman, Councillor Macve agreed that the staff had worked excellently throughout.

A query was raised regarding the cemetery, to which the Town Clerk advised that the Cemetery came under grounds and was therefore detailed in the Environment & Leisure Committee income and expenditure report.

The Town Clerk also highlighted that monies (RHI payment) had just been received for part of 2019/20 and part of 2020/21 for use of the alternative fuel - Biomass boiler (£7,000).

Councillor Sparks also stated that his comments followed similarly for Luxfords Restaurant. The restaurant had been helped by the furlough monies received and £10,000 grant received from Wealden District Council's Phase 3 Discretionary Grant scheme.

Members wished to thank all staff and the new Hospitality Manager for their hard work and efforts.

- 5.3. Bad Debts
Members noted the current bad debts recorded.

- 5.4 To re-consider the draft fees and charges for 2021/22
The Town Clerk had returned with a follow up paper for the draft fees and charges for room hire in the Civic Centre and Foresters Hall. As members were uncertain of how to move forward in 2021/22, the Town Clerk had suggested a 1.5% increase across the board, and asked questions with regard to whether a peak rate should be added to the Council Chamber, if the equipment hire charges should also increase by 1.5% and if any further increase should be placed on the hire of Luxfords Restaurant to reflect commercial bookings.

GP16.11.20 Members discussed the questions posed and **RESOLVED:**
(i) with all in favour, voted to agree to an increase of 1.5% for room hire across all rooms at the Civic Centre and Foresters Hall in 2021/22;
(ii) with all in favour, to add a peak rate to the Council Chamber;
(iii) with six in favour and one abstaining (Cllr Firth), to agree to increase the hire of equipment by 1.5%, and;
(iv) with four in favour, and one abstaining, to agree to add a commercial rate to Luxfords Restaurant hire charge.

- 5.5 To re-consider new initiatives for the draft committee budget(s) for 2021/22
Members reviewed a brief report which highlighted items previously discussed or referenced by members and staff.

In response to the current difficulties experienced during the pandemic, Councillor Sparks noted the huge impact this was having on young people 16 – 24 year olds. He was aware that Youth Services were still doing outreach for the younger age groups, but wondered if there was anything we could do going forward, in terms of entertainment or using the Civic Centre or restaurant.

The Town Clerk agreed that younger age groups would be supported by Youth Services and outreach until the Youth Club could recommence, but the older age groups didn't have much right now. The Town Clerk suggested that she would liaise with the Hospitality Manager to look at ideas, although noted for those aged 18 years and over, that the Civic Centre's licence would need to be considered and thoughts given to the risks around alcohol.

Councillor Ward advised that although she had a number of ideas she did not want to see the precept go up by much in 2021/22 due to the impact of Covid-19 and number of people who had suffered financially this year. She therefore wanted to keep the precept down.

Members noted the report and contents included.

6.0 BUILDINGS

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

The Estates & Facilities Manager provided an update – advising that work was still ongoing at Foresters Hall with the floor, and had become a much larger project than first anticipated. Two quotes had been received for heating options in place of the existing old heating system. Once a third quote had been received a report would be circulated to the Urgent Consultation Panel for decision so this work could be completed in the forthcoming weeks.

A repair had also been carried out to the boiler at the Signal Box that week. Members subsequently noted the report.

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 report from August 2020.

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
Councillor Ward advised that this meeting had been cancelled due to it falling on the day before the second lockdown. It was due to be rearranged.
- (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
A report would be circulated by Councillor Ward.
- (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

GP17.11.20

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 consider an update on Luxfords Restaurant
Members complemented the new Hospitality Manager on the report and for the ideas and work carried out. The report was subsequently noted.
- 12.2 To note an update on the Town Council's buildings and procedures in response to the second lockdown
The Town Clerk and Estates & Facilities Manager provided an update to members on staffing, the buildings and procedures followed.

The meeting closed at 7.39pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP15.08.16</u>	<p><u>To consider the relocation and future use of the Telephone Box</u></p> <p>Further to this discussion, Members RESOLVED to:</p> <p>(4.1) agree to the relocation of the telephone box and site it in place of the two redundant BT boxes outside of Hartfields, Uckfield High Street, and;</p> <p>(4.2) request that all Members should engage their constituents on the possible use of the telephone box, and put forward sensible suggestions to the Chair of General Purposes Committee or Town Clerk.</p>	15.08.16	GP Com / HG	<p>The existing telephone kiosks have now been removed from Uckfield High Street.</p> <p>When other priority works to our buildings and open spaces have been completed in 2021, work will commence on this project.</p>
<u>GP32.01.18</u>	<p><u>5.4 To consider the re-allocation of funds to purchase community speedwatch equipment</u></p> <p>Members subsequently RESOLVED, subject to obtaining reassurance from Sussex Police on the on-going maintenance of the software and who had financial responsibility for updating the equipment, that funds be reallocated within the speed reduction budget to purchase the necessary equipment for Community Speedwatch (radar device and tablet) at a cost of £800.</p>	22.01.18	HG	<p>The software used by Community Speedwatch groups has now changed. A meeting was held with Sussex Police on 21 Dec advised that the group can purchase a Bushnell via the Community Speedwatch Website Shop. The Town Clerk will purchase one using these funds once the group has recruited volunteers in Jan/Feb 2021.</p>

Resolution No.	Details	Date Raised	Action By	Date Completed
<p><u>GP43.02.18</u></p> <p><u>GP12.07.18</u></p>	<p><u>6.3 To consider the feasibility report undertaken for West Park Pavilion</u> With seven votes in favour and one abstaining, members RESOLVED to request the Town Clerk to explore this matter further – identifying potential interest in the Pavilion, their requirements, the development of a business plan and associated costings.</p> <p>It was RESOLVED to note the revised plans and request the Town Clerk to proceed further with exploring this option, to specifically look into changing room and toilet provision, the requirements of the Football Association, potential funding opportunities and an understanding of what is required to support multi-use space.</p>	<p>05.03.18</p> <p>09.07.18</p>	<p>HG</p>	<p>Work in progress.</p>
<p><u>GP48.04.19</u></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 RESOLVED to support this request and agree for Sussex Support Services Ltd to place a small noticeboard at the front entrance to the ramp of Victoria Pavilion.</p>	<p>01.04.19</p>	<p>Tenant</p>	<p>Awaiting update from the tenant as and when they are ready. This action could be removed as there is no work required by officers. NFA.</p>
<p><u>GP41.03.20</u></p>	<p><u>5.5 To consider the recommendations of the Financial Sub-Committee held on 27th February 2020</u> Members voted unanimously and RESOLVED to approve the recommendation of the Finance Sub-Committee to authorise for: (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>09.03.20</p>	<p>SD/HG</p>	<p>A meeting of the Finance Sub-Committee was held on 6th January and as per the minutes, members of GP Committee are recommended to approve the re-instigation of this project in January 2021. NFA.</p>

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP42.03.20</u>	<p><u>6.2 To consider an update from the Ridgewood Village Hall Committee</u></p> <p>With five votes in favour and one member abstaining on recommendation (iii) in particular, members RESOLVED 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 28th Oct 2020. The RVH Committee are due to consider this matter at their meeting on 20th Jan 2021. This item will be taken to GP Committee on 25th January 2021.</p>
<u>GP47.04.20</u>	<p><u>5.5 To review community grant funding allocations for 2020-21 and potential support for community groups</u></p> <p>Members RESOLVED to revisit this item (<i>considering the provision of additional financial support to those who need it</i>) in three months.</p>	20.04.20	HG	<p>It is proposed to revisit the second part of this resolution in the winter months following the third lockdown.</p>
<u>GP13.10.20</u>	<p><u>6.2 To review the Town Council's annual maintenance programme</u></p> <p>It was RESOLVED 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 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>	09.11.20	MF/HG	<p>(ii) The parts for the Victoria toilet doors are on order. There has been some delay due to the national lockdown.</p> <p>Items (i), (iii) and (iv) can now be removed (NFA). Since that decision was taken, works have had to be undertaken at Foresters Hall to the floor and heating. The expansion of the biomass boiler has been incorporated into the 2021/22 Building Maintenance Programme. The remaining suggestions are not currently a priority.</p>

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP16.11.20</u>	<p><u>5.4 To re-consider draft fees and charges for 2021/22</u> Members discussed the questions posed and RESOLVED: (i) with all in favour, voted to agree to an increase of 1.5% for room hire across all rooms at the Civic Centre and Foresters Hall in 2021/22; (ii) with all in favour, to add a peak rate to the Council Chamber; (iii) with six in favour and one abstaining (Cllr Firth), to agree to increase the hire of equipment by 1.5%, and; (iv) with four in favour, and one abstaining, to agree to add a commercial rate to Luxfords Restaurant hire charge.</p>	09.11.20	HG	<p>The fees and charges for 2020/21 have been updated accordingly. NFA.</p>

UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS

Date of Report	January 2021
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Outstanding initiatives from 2018/19

Committee	General Purposes		
Project Name	West Park Pavilion Scheme	Project Number	49
Resolution Number	Funds	Date	Commentary
FC86.01.18	£15,000	15.01.18	Agreed as part of the 2018/19 under new initiatives for General Purposes Committee.
	£25,000	25.06.19	Progress is now underway on this project. The Town Council will be exploring reconfiguration of the internal layout and an expression of interest will be submitted to the Football Foundation to see whether the Town Council can proceed with a full application for grant funding to assist with improvements to the Pavilion.
	£20,000	20.01.20	A further £20k was added to the 2020/21 budget towards improvements to this building.

UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS

Outstanding initiatives from 2019/20

Committee	General Purposes		
Project Name	Replacement of Civic Centre booking system		Project Number 59
Resolution Number	Funds	Date	Commentary
FC93.01.19		09.12.19	Awaiting new administrative staff to start in 2020 and ensure they are fully engaged in the project, as they will be the main users.
		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.

Project Name	Online event ticket system		Project Number 60
Resolution Number	Funds	Date	Commentary
FC93.01.19	£1,500	04.03.20	The Marketing & Communications Officer approached a number of web developers and has now commissioned one locally, to carry out the work required to set up a Tickera online event ticket system for the Civic Centre via the Civic Centre website. 50% of the upfront cost has been paid and we are liaising with the web developers to arrange the detail of the schedule of work.
	(minus £1,365.00) = £135.00 remaining	15.04.20	Local web developers were commissioned to set up the online event ticket software and embed into the Civic Centre Website. The works have now been completed and tested. The only element still to complete is the method of payment, to attach to this software before going live this summer.
		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	<p>A programme of works were agreed for delivery in 2020/21 to the Town Council's buildings. This included:</p> <p><u>Civic Centre</u> Council Chamber-smoke detection upgrade, ceiling & lighting upgrade COMPLETE Oakleaf Room ceiling Increase hopper capacity for bio boiler (to be delayed until Spring 2021) New carpet in Green Room - COMPLETE Upgrade of lighting to LED in Weald Hall – COMPLETE Weald Hall Stage Light trussing/health and safety (to be delayed until 2021)</p> <p><u>Elsewhere</u> Snatts Road Cemetery Chapel roof – COMPLETE Victoria Pavilion public toilet replacement doors with manual locking—doors ordered Foresters Hall – blinds and tap replacements including heaters – (delayed until 2021) Osborn Hall - bitumen felt roof (to be delayed) Ridgewood – fire protection upgrade - COMPLETE</p>	
Project Name	262 Saturday Bus Service Contribution		Project Number	62
Resolution Number	Funds	Date	Commentary	
FC.92.01.20	£3,900	20.01.20	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 th August. Passenger numbers since then have not been huge, but are steadily increasing.	
	- £1225.03	05.01.21	The invoice for the period 8 th Aug 2020 to 31 Dec 2020 has been paid.	

UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS

Committee	General Purposes		
Project Name	Replacement back drops – Weald Hall	Project Number	63
Resolution Number	Funds	Date	Commentary
FC.92.01.20	£2,500	20.01.20	Gradually we are replacing the black back drops around the stage in the Weald Hall. No back drops have been purchased at present. Other priorities and expenditure within the Civic Centre due to Covid-19 have been put first.
Project Name	Climate Change Initiatives	Project Number	64
Resolution Number	Funds	Date	Commentary
FC.92.01.20	£7,500	20.01.20	No projects have commenced in full as yet, but work has been undertaken to investigate initiatives for delivery and exploration in 2021/22.

PROVISIONAL - GP Committee as at 31 Dec 2020

	Apr 20 Actuals £	May 20 Actuals £	Jun 20 Actuals £	Jul 20 Actuals £	Aug 20 Actuals £	Sep 20 Actuals £	Oct 20 Actuals £	Nov 20 Actuals £	Dec 20 Actuals £	Actuals at 31 Dec 2020	Budgets at 31 Dec 2020	Jan 21 Budget £	Feb 21 Budget £	Mar 21 Budget £	Total £	2020/21 Budgets
Sales																
Administration	0	0	0	0	0	1	4	0	0	5	0	0	0	0	0	0
Newsletter income	0	0	0	0	0	0	0	0	175	175	0	0	0	0	0	0
Festive Light Income	0	0	0	0	0	0	0	0	0	0	0	2,000	0	0	2,000	2,000
Bank Interest - Business Reserve	0	0	0	0	0	7	10	10	9	36	751	83	83	83	285	1,000
Interest Misc. (Fixed Rate Bond)	0	0	0	3,962	0	0	0	0	0	3,962	1,876	208	208	208	4,586	2,500
Civic Centre	(422)	129	(751)	1,480	1,867	3,535	5,570	(1,716)	2,190	11,881	76,612	8,538	8,812	8,538	37,769	102,500
Feed-in Tariff Payments	0	0	0	0	0	0	0	0	0	0	3,749	417	417	417	1,251	5,000
Quickborn Suite rent	708	708	708	708	708	708	708	708	708	6,372	6,376	708	708	708	8,496	8,500
West Park Pavilion	0	0	0	0	0	0	0	0	0	0	114	12	12	12	36	150
Victoria Pavilion	875	875	875	875	875	875	875	875	875	7,875	7,875	875	875	875	10,500	10,500
RHI - C.Centre Boiler	0	0	0	0	0	0	0	7,229	0	7,229	0	0	10,000	0	17,229	10,000
Victoria Storage Garages	50	0	0	0	0	0	0	0	0	50	100	0	0	0	50	100
Cemetery Chapel workshop	0	1,375	0	0	1,375	0	0	1,375	0	4,125	4,125	0	1,375	0	5,500	5,500
Foresters Hall	(20)	(120)	(40)	758	276	1,396	270	(87)	1,612	4,046	13,249	1,467	1,467	1,467	8,447	17,650
Foresters Chapel	0	288	0	288	0	0	0	288	0	864	862	288	0	0	1,152	1,150
2a Vernon Road, rent	600	600	600	600	600	600	600	600	600	5,400	5,400	600	600	600	7,200	7,200
Signal Box	354	354	354	354	354	354	354	354	354	3,186	3,451	383	383	383	4,335	4,600
Osborn Hall	0	0	0	0	0	345	0	100	0	445	425	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	600	0	0	9,524	12,375	200	200	200	10,124	12,975
Community Toilet Scheme	0	282	0	0	282	0	0	282	0	846	825	0	275	0	1,121	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	8,990	10,017	6,523	66,019	138,165	20,779	26,165	13,591	126,375	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	1312	3147	2042	24,526						
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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	1,267	652	938	7,200	9,263	1,029	1,029	1,029	10,287	12,350
General Advertising	0	0	0	0	0	0	0	88	55	143	187	21	21	21	206	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	658	347	540	10,755	7,124	792	792	792	13,131	9,500
Hospitality	0	0	0	0	0	0	0	0	0	0	114	12	12	12	36	150
Dementia Forum	0	0	0	0	58	0	0	0	56	114	0	0	0	0	114	0
Health & Safety	518	0	0	0	0	0	0	0	0	518	938	104	104	104	830	1,250
Insurances	5,730	0	0	0	0	0	27,317	0	0	33,047	30,000	0	0	0	33,047	30,000
Public Works Loan Costs	0	0	0	31,400	0	0	0	0	0	31,400	31,500	31,500	0	0	62,900	63,000
Mayor's Allowance	0	0	443	0	0	443	0	0	443	1,329	1,330	0	0	443	1,772	1,773
Grants Section142	0	0	9,450	0	0	9,450	0	0	0	18,900	19,500	0	0	0	18,900	19,500
Grants - Power of Competence	0	0	10,750	0	0	8,400	2,250	600	0	22,000	27,500	0	0	0	22,000	27,500
Volunteer Bureau SLA	0	0	8,000	0	0	0	0	0	0	8,000	8,000	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	0	0	0	30	0	0	0	0	37	67	301	33	33	33	166	400
Internal Audit Fees	0	0	0	0	445	0	0	0	0	445	1,350	150	150	150	895	1,800
(External) Audit Fees	0	0	0	0	0	0	0	2,000	0	2,000	2,100	0	0	0	2,000	2,100
Accountant fees	0	0	0	0	0	4,500	0	0	0	4,500	4,600	0	0	0	4,500	4,600
Professional Fees	0	220	0	110	0	0	350	255	900	1,835	7,875	875	875	875	4,460	10,500
Festive Lights	0	0	0	0	0	0	0	0	0	0	0	11,000	0	0	11,000	11,000
Festive Light Electricity	0	0	0	0	0	0	0	0	0	0	0	275	0	0	275	275
Office Staff - Salaries	18,345	18,032	18,112	18,134	21,687	25,883	21,312	21,312	21,838	184,655	193,167	21,463	21,463	21,463	249,044	257,556
Members Allowances/Expenses	0	0	3,857	0	0	3,857	0	0	3,857	11,571	14,521	8	8	4,823	16,410	19,360
Newsletter	0	0	0	600	0	400	400	400	2,332	4,132	3,936	438	438	438	5,446	5,250
Bank Interest	(145)	(284)	(10)	(9)	(7)	0	0	0	0	(455)	0	0	0	0	(455)	0
Bank Charges	47	43	43	46	42	43	46	43	0	353	412	46	46	46	491	550
Civic Centre Running Costs	7,598	5,616	12,453	4,430	5,225	6,718	5,338	5,511	9,881	62,769	77,285	9,921	9,921	9,921	92,532	107,048
Caretakers - Salaries	7,850	8,645	7,791	8,828	7,799	9,390	9,100	7,833	8,144	75,380	77,051	8,284	8,284	8,284	100,232	101,903
West Park	233	61	115	124	415	262	0	330	330	1,870	3,480	386	386	386	3,028	4,638

PROVISIONAL - GP Committee as at 31 Dec 2020

	Apr 20 Actuals £	May 20 Actuals £	Jun 20 Actuals £	Jul 20 Actuals £	Aug 20 Actuals £	Sep 20 Actuals £	Oct 20 Actuals £	Nov 20 Actuals £	Dec 20 Actuals £	Actuals at 31 Dec 2020	Budgets at 31 Dec 2020	Jan 21 Budget £	Feb 21 Budget £	Mar 21 Budget £	Total £	2020/21 Budgets
Victoria Pavilion	410	487	958	766	1,022	3,801	3,957	817	408	12,625	13,052	1,450	1,450	1,450	16,975	17,402
Cemetery Buildings	174	172	172	172	172	172	172	552	172	1,930	1,613	179	179	179	2,467	2,150
Signal Box	0	61	53	0	0	0	0	889	0	1,003	1,125	125	125	125	1,378	1,500
The Hub	(1)	0	766	0	85	1,327	0	0	224	2,401	4,874	542	542	542	4,027	6,500
Foresters Hall	293	596	776	580	1,506	1,006	2,945	744	591	9,037	7,990	888	888	888	11,701	10,654
2a Vernon Road	72	0	0	0	0	0	0	0	0	72	200	0	0	0	72	200
Subscriptions	2,696	237	12	845	12	156	76	12	0	4,046	3,200	0	0	0	4,046	3,200
Training	70	20	230	528	0	90	270	100	0	1,308	4,126	458	458	458	2,682	5,500
Other Buildings - Salaries	0	0	0	0	0	0	0	0	0	0	3,626	403	403	403	1,209	4,835
All Building Cleaning Materials	0	0	0	0	160	245	120	30	172	727	1,499	167	167	167	1,228	2,000
Total Purchases	45,168	36,969	75,684	71,103	39,913	77,831	75,576	42,513	50,919	515,675	562,839	90,549	47,774	53,432	707,430	754,594

New initiatives 2020/21

Building Maintenance Fund - Year 6	0	4,651	17,000	2,729	2,431	3,491	0	0	0	30,302	NA	0	0	46,698	70,000	77,000
Building Maintenance Fund (unforeseen) incl. Fhall floor, heating, Hub etc. This will be taken from earmarked reserves not 2021/22 new initiatives	0	0	0	0	0	0	3,680	1,850	33,500	39,030	NA	N/A	N/A	N/A	0	0
West Park Pavilion Scheme	0	0	0	0	0	0	0	0	0	0	NA	0	0	20,000	20,000	20,000
262 Bus Service	0	0	0	0	0	0	0	0	1,225	1,225	NA	0	0	2,675	3,900	3,900
Replacement backdrops Weald Hall	0	0	0	0	0	0	0	0	0	0	NA	0	0	2,500	2,500	2,500
Climate Change Initiatives	0	0	0	0	0	0	0	0	0	0	NA	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	4,500	NA	0	0	0	4,500	4,500
Total New Initiatives 2020/21	0	4,651	17,000	2,729	2,431	3,491	0	0	0	75,057	0	0	0	79,373	108,400	115,400

Luxfords as at 31 Dec 2020

	Apr 20 Actuals £	May 20 Actuals £	Jun 20 Actuals £	Jul 20 Actuals £	Aug 20 Actuals £	Sep 20 Actuals £	Oct 20 Actuals £	Nov 20 Actuals £	Dec 20 Actuals £	Actuals at 31 Dec 2020	Budgets at 31 Dec 2020	Jan 21 Budget £	Feb 21 Budget £	Mar 21 Budget £	Total £	2020/21 Budgets
Sales																
Restaurant Food Sales	0	0	0	1,505	4,556	7,900	8,819	1,772	4,207	28,759	92,101	10,233	10,233	10,233	59,458	122,800
Restaurant Bar Sales	0	0	0	134	315	353	427	99	326	1,654	5,999	667	667	667	3,655	8,000
Hire of Luxfords Restaurant	0	(37)	0	0	0	0	0	0	0	(37)	1,686	188	188	188	527	2,250
Function Food Sales	0	(40)	(145)	(77)	95	110	775	79	167	963	19,876	2,208	2,208	2,208	7,587	26,500
Function Bar Sales	0	0	0	15	13	0	0	0	20	48	13,126	1,458	1,458	1,458	4,422	17,500
Takeaway	0	0	0	0	0	0	0	0	531	531	0	0	0	0	531	0
Hire of Equipment	(15)	0	0	8	0	0	30	15	0	38	824	92	92	92	314	1,100
Sundry Income	0	(17)	0	0	0	0	0	0	0	(17)	374	42	42	42	109	500
Total Sales	(15)	(94)	(145)	1,585	4,978	8,363	10,051	1,965	5,250	31,939	133,986	14,888	14,888	14,888	76,603	178,650
(Of which was EATTO income)	0	0	0	0	2,104	0	0	0	0			0	0	0	N/A	N/A
Furlough scheme for restaurant staff (April to August 80% Govt contribution) (September 70%) (October 60%) (November - estimate based on 80%)	4,615	5,875	4,636	2,356	684	647	852	5,648	1,263	26,575						
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	We have been advised that we will be granted some funding towards the November 2020 lockdown closure but awaiting the amount. Likely to be 2-3k. We will be making applications shortly for the Tier 4 lockdown between 26th Dec and 4th Jan, and then an application for the grant funding for the Jan/Feb national lockdown.								
Purchases																
Food Purchases	(1)	0	0	744	1,650	2,673	2,324	116	2,001	9,507	28,125	3,125	3,125	3,125	18,882	37,500
Bar Purchases - non-alcoholic	0	0	0	218	120	0	105	0	5	448	2,025	175	225	275	1,123	2,700
Bar purchases - alcoholic	0	0	0	31	0	104	0	0	0	135	4,309	275	458	458	1,326	5,500
Paper goods/consumables	0	0	0	179	32	47	129	83	353	823	1,949	217	217	217	1,474	2,600
Maintenance & Repairs	0	0	0	0	0	54	42	0	0	96	1,499	167	167	167	597	2,000
Equipment - New/Replacements	0	0	0	0	146	20	283	0	0	449	1,499	167	167	167	950	2,000
Equipment Hire	0	0	0	0	0	0	0	0	0	0	187	21	21	21	63	250
Postage	0	0	0	33	0	0	33	0	33	98	76	8	8	8	122	100
Rates	3,226	667	667	667	667	667	667	667	667	8,564	9,500	0	0	0	8,564	9,500
Electricity	458	193	0	0	255	306	0	488	0	1,700	4,576	508	508	508	3,224	6,100
Gas	0	0	0	0	0	26	0	0	62	88	412	46	46	46	226	550
Water	0	0	0	0	0	0	0	0	0	0	976	108	108	108	324	1,300
Telephone	0	0	0	0	0	0	0	0	0	0	130	15	15	15	45	175
Refuse Collection	17	0	0	0	42	53	83	97	53	345	1,125	125	125	125	720	1,500
Stocktaking	195	0	0	0	0	0	195	0	0	390	592	66	66	66	588	790
Stationery	0	0	0	0	30	31	0	0	0	61	38	4	4	4	73	50
Salaries	6,063	7,521	6,027	7,709	6,442	7,819	9,772	7,606	8,009	66,969	84,612	9,402	9,402	9,402	95,175	112,818
Casual wages	405	0	0	140	35	105	0	0	0	685	5,251	583	583	583	2,434	7,000
Luxfords General Advertising	50	0	0	0	0	168	316	297	55	886	1,125	125	125	125	1,261	1,500
Uniforms/Protective clothing	0	0	0	0	0	112	0	0	0	112	149	17	17	17	163	200
Credit charges	38	38	38	76	121	174	220	65	0	770	1,125	125	125	125	1,145	1,500
Total Purchases	10,451	8,419	6,732	9,797	9,540	12,359	14,169	9,420	11,238	92,125	149,280	15,279	15,512	15,562	138,477	195,633

Meeting of the General Purposes Committee

Monday 25th January 2021

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 debts are showing on our finance system. Statements will be sent out to those with monies outstanding.
All are for relatively small amounts.

- NHSBT;
- Wealden Leisure Ltd (Freedom Leisure);
- Fuller & Scott (outstanding from burial arrangements);
- In Choir;
- RB Health & Safety;
- Richard Green Funeral Services (outstanding from burial arrangements)

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Holly Goring

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Finance Sub-Committee** held via Zoom on
Wednesday 6th January 2021 at 6.30 pm.

PRESENT: Cllr. P. Sparks (Chairman) Cllr. C. Macve
Cllr. B. Cox Cllr. D Ward
Cllr. J Beesley

IN ATTENDANCE:

Holly Goring – Town Clerk
Sarah D'Alessio – Assistant Town Clerk & RFO (ATC)
Mark Francis – Estates and Facilities Manager

Minutes taken by Sarah D'Alessio

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 this agenda

None received.

2.0 APOLOGIES FOR ABSENCE

None received.

3.0 MINUTES

3.1 Minutes of the meeting of the Finance Sub-Committee held on the 28th September 2020.

FS.03.01.21

It was **RESOLVED** that the minutes of the Finance Sub-Committee held on the 28th September 2020 be taken as read, confirmed as a correct record and signed by the Chairman.

Councillor D. Ward arrived to the meeting at 6.32pm.

4.0

TO REVIEW THE RISK MANAGEMENT POLICY No.29

Cllr Macve questioned whether the Insurance companies had been notified that some of the buildings may be vacant during the national lockdowns, particularly the Hub and others where no activities were taking place. The Town Clerk pointed out that there were still contractors working in certain buildings and less staff in the Civic Centre but agreed to advise the Insurance companies accordingly. Confirming again the situation of the Hub.

The Chairman raised a point on whether the Pandemic should be included in the Risk Management Policy or whether it was included in the Health & Safety Policy. The Estates and Facilities Manager confirmed that it was included under Health & Safety GP.

The Town Clerk suggested that a paragraph be added to the Risk Management policy under Self-Managed Risk, advising of the risks being mitigated with regards to theft whilst there were less staff in the building. This was agreed.

FS.04.01.21

It was **RESOLVED** to recommend to the General Purposes Committee that the revised Risk Management Policy No.29 be adopted.

5.0

TO INSTIGATE THE NEW PROCESS FOR MEMBERS AUTHORISING BACS PAYMENTS TO SUPPLIERS

The ATC explained the process which was first agreed by the Finance Sub-Committee in February 2020 but with the addition of three further Councillors.

Cllr Macve questioned whether the Bankline cards should be kept in the office or on person and should the process be added to the Risk Management Policy. The ATC explained the security process. The TC advised they had checked the Financial regulations to ensure that no changes were needed to be made to add three members as additional users and confirmed that that was the case.

The Councillors discussed the procedure, questioning whether additional insurance was needed, the recovery of equipment when Councillors leave and whether the card could be cloned. The ATC explained that the signatories would only have access to authorise the payments available and would not have access to the UTC bank accounts.

FS.05.01.21

It was **RESOLVED** to recommend to the General Purposes Committee that the Bacs system be re-introduced and the three additional Councillors be added to authorise payments. The procedure would also be referenced within the Risk Management policy.

TO REVIEW THE TOWN COUNCIL'S FINANCIAL POSITION AT THE END OF QUARTER THREE OF 2020/21 (DECEMBER 2020)

Cllr Macve commented on the actual Income and Expenditure balance for GP, as it worked out slightly better than the budgeted figures. He queried the actual expenditure on Foresters Hall, and whether it included the current works or were they showing in the Building Maintenance fund. The Estates and Facilities Manager confirmed that they were included in the Building Maintenance fund. The Chairman agreed that the finances had been well managed.

Cllr Ward warned that we were not to go and spend despite the current figures due to the current pandemic situation, all other councillors agreed. The Councillors discussed the pandemic and when normal would return and for UTC to continue to be prudent.

The TC pointed out that the figures were helped slightly by salary costs at the beginning of the year with two vacant positions – the Hospitality Manager and Part-time Admin Officer.

Cllr Ward enquired whether UTC would be entitled to any further grants for all buildings. The TC confirmed the situation of opportunity for UTC to apply for these grants and the short notice received – usually towards the end of the application period due to being a local and precepting authority.

Cllr Macve raised a couple of points, regarding E&L and also commented that although income was lower than budgeted, so was expenditure. Ground maintenance expenditure was higher than budgeted but it was explained that it was the way that the budget had been profiled throughout the year. Grounds staff salaries were different each month but this was due to additional overtime as a seasonal grounds' person had not been employed in 2020.

The Chairman thanked all TC staff for the excellent way they have managed the finances over this difficult period.

The Chairman ran through the proposed budget for 2021/22 and his concern for the proposed income levels, particularly with the impact of the pandemic. The tax base figure was also questioned but it was confirmed with Wealden District Council that due to the amount of people claiming Council tax reductions this had affected the tax base.

The Councillors discussed the optimistic level of income and agreed that with the possible long-lasting effects of the pandemic that these should be reduced. The concerns of lowering the % increase in the precept this year and a possible need to increase next year, meant the Town Council needed to be very cautious about a higher increase in coming years. The ATC explained further reductions looked at since the budget figures had been circulated. Reducing the Civic Centre events Income & Expenditure by £2.5k, amending the Office Salaries from 3% to 1% but

also reducing room hire income for the Oakleaf and Mayors Parlour by 25%. In doing these showed a .66% increase. The room hire income had already been reduced slightly from last years predicted figures.

Cllr Ward checked what an 1.5% increase would mean and a discussion followed as it was felt that with an 1.5% increase this year, the increase wouldn't be so high for next year. Being more realistic and not cutting too many costs to ensure a realistic budget. Cllr Cox agreed it be best to be prudent with a 1.5% increase due to the cuts made at Wealden DC which in turn would devolve the services down to UTC.

The ATC advised that the West Park Pavilion Scheme and the Town Calendar had been removed from the proposed Budget figures under New Initiatives. The 262-bus service @ £3.9k could also be considered for removing as its service had been impacted by Covid-19 in 2020. It was felt the calendar could be funded going forward by advertising. The TC confirmed that these were nice to do's and we were better to remove those than essentials such as maintenance to our buildings that were deteriorating.

The TC explained the difficulty with the Luxfords restaurant figures. It was truly placing a finger in the air, as no one could be certain whether any further lockdowns or closures would take place in 2021/22.

Cllr Ward advised that all businesses affected by the pandemic would be the same and that they would still have expenses to show despite being closed.

Members agreed that the budget be amended with realistic income figures and sent to all Councillors ahead of the Full Council meeting later in the month to ensure any queries could be addressed.

7.0

MATTERS DEEMED URGENT BY THE CHAIRMAN

2021/22 Community Grant meeting

The Chairman raised the point that the meeting in February 2021 would now be taking place remotely but questioned how best this could be managed, depending on how many applications were received. The ATC confirmed that four applications had been received to date, but the deadline for applications was on 31st January 2021.

A discussion followed between Councillors on different ways on holding the meeting on zoom. Holding the meeting as public and then having a private breakout room to discuss, being one example. It was agreed to make the first part of the meeting public and each applicant could speak on behalf of their application then the meeting would be closed and under confidential the Councillors would discuss and agree the applications. The decision would then be updated on the website to advise applicants.

The Chairman thanked the representatives for their attendance.

The meeting closed at 19.24pm.

Meeting of the General Purposes Committee

Monday 25th January 2021

Agenda Item 5.5

TO CONSIDER THE RECOMMENDATIONS OF THE FINANCE SUB-COMMITTEE HELD ON 6TH JANUARY 2021

1.0 Summary

- 1.1 This report sets out the recommendation of the Finance Sub-Committee from their recent meeting on 6th January 2021 whereby they considered three matters:
- updated Risk Management Policy;
 - instigating the new process for members authorising BACS payments, and;
 - reviewing the Town Council's financial position at the end of quarter three

2.0 Risk Management Policy – No. 29

- 2.1 At the meeting of Finance Sub-Committee on 6th January 2021, members reviewed the refreshed Risk Management Policy. It was recommended that:

4.0 TO REVIEW THE RISK MANAGEMENT POLICY No.29

Cllr Macve questioned whether the Insurance companies had been notified that some of the buildings may be vacant during the national lockdowns, particularly the Hub and others where no activities were taking place. The Town Clerk pointed out that there were still contractors working in certain buildings and less staff in the Civic Centre but agreed to advise the Insurance companies accordingly. Confirming again the situation of the Hub.

The Chairman raised a point on whether the Pandemic should be included in the Risk Management Policy or whether it was included in the Health & Safety Policy. The Estates and Facilities Manager confirmed that it was included under Health & Safety GP.

The Town Clerk suggested that a paragraph be added to the Risk Management policy under Self-Managed Risk, advising of the risks being mitigated with regards to theft whilst there were less staff in the building. This was agreed.

FS.04.01.21

*It was **RESOLVED** to recommend to the General Purposes Committee that the revised Risk Management Policy No.29 be adopted.*

- 2.2 This item will be considered formally by General Purposes Committee under agenda item 7.1 of the agenda on 25th January 2021.

3.0 Instigating the process for members to authorise BACs payments

- 3.1 Further to discussions at Finance Sub-Committee on 27th February 2020 and subsequent approval of the Financial Regulations and recommended changes at General Purposes Committee on 9th March 2020, members are supportive of changing the current cheque payment method to suppliers to BACS.
- 3.2 Due to the various challenges that Covid-19 has posed in the past year, this had been delayed, and the Assistant Town Clerk now wishes to proceed with this and held a discussion with members of Finance Sub-Committee on re-instigating this process.

5.0 TO INSTIGATE THE NEW PROCESS FOR MEMBERS AUTHORISING BACS PAYMENTS TO SUPPLIERS

The ATC explained the process which was first agreed by the Finance Sub-Committee in February 2020 but with the addition of three further Councillors.

Cllr Macve questioned whether the Bankline cards should be kept in the office or on person and should the process be added to the Risk Management Policy. The ATC explained the security process. The TC advised they had checked the Financial regulations to ensure that no changes were needed to be made to add three members as additional users and confirmed that that was the case.

The Councillors discussed the procedure, questioning whether additional insurance was needed, the recovery of equipment when Councillors leave and whether the card could be cloned. The ATC explained that the signatories would only have access to authorise the payments available and would not have access to the UTC bank accounts.

FS.05.01.21

*It was **RESOLVED** to recommend to the General Purposes Committee that the Bacs system be re-introduced and the three additional Councillors be added to authorise payments. The procedure would also be referenced within the Risk Management policy.*

4.0 RECOMMENDATIONS

- 4.1. Members are asked to approve the recommendation of the Finance Sub-Committee, for:
- (i) the Bacs system to be re-introduced and the three additional Councillors be added to authorise payments. The procedure would also be referenced within the Risk Management policy

Contact Officer: Sarah D'Alessio

Meeting of the General Purposes Committee

Monday 25th January 2021

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.

The Civic Centre

- Water ingress has been noted above the foyer atrium in the main entrance. Investigations are ongoing by E&F Manager; passed to Lawson Queay to project manage; planning and building regulations have gone through, with tender process to be completed by the end of January and works to commence mid-February 2021.
- "Covid secure" implementations have been maintained throughout;
- Lift needs repairs following service but still usable.
- Council chamber ceiling and lights have been replaced with additional smoke detection installed in the roof space during lockdown.

The Hub

- Tenants moved out on 14th October 2020.

The Source

- Obtaining quotes for carrying out heating improvements and replacement radiators.

Victoria Pavilion

- Final finishing to intruder alarm following new door installation;
- Public toilet doors still locked due to Covid-19; new doors ordered, delayed due to Covid-19 pressures;
- Repaired roof tiles and flue following boiler flue being blown off in high winds over Christmas break.

The Signal Box

- Nothing new to report.

Foresters Hall

- Flooring works to disabled toilet almost complete, toilet rebuilt, remaining decoration outstanding;
- Heating fans for the main hall are not working and parts are obsolete, engineer currently installing new heating system with work to be completed early February (as per report in agenda item 6.2).

Snatts Road, Chapel

- Nothing new to report.

Osborn Hall/Hempstead Lane car park

- Nothing new to report.

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 Full Council

Monday 25th January 2021

Agenda Item No. 6.2

TO NOTE THE URGENT CONSULTATION PANEL'S DECISION ON THE REPLACEMENT OF THE HEATING SYSTEM IN FORESTERS HALL

1.0 Background

- 1.1 Members were advised at Full Council on 7th December 2020 under Town Clerk's announcements that the Estates & Facilities Manager had been obtaining quotations for a new heating system in Foresters Hall as a result of the previous boiler failing, and too old to repair.
- 1.2 The Estates & Facilities Manager felt it was a good opportunity to review the heating system within Foresters Hall, to provide a more cost effective, efficient system which would adequately heat or cool the space with its high ceilings.
- 1.3 An initial indication of costs was set out for members but the Estates & Facilities Manager was still awaiting quotations. He had explored a heatpump/air con model. There was a 2-3 week lead in time for ordering the system, and it was therefore hoped that it could be installed in January 2021. At that time, many of the hall hirers at Foresters Hall were using facilities in the Civic Centre.
- 1.4 It was suggested that once the detailed quotations had been received which included electrical quotations, the information would be sent to the Urgent Consultation Panel for decision. The Estates & Facilities Manager was also liaising with the Planning department at Wealden District Council.

2.0 Information provided to the Urgent Consultation Panel

2.1

Dear all,

At Full Council on 7th December 2020, under Town Clerk's announcements, it was noted that the Estates & Facilities Manager had been obtaining quotations for a new heating system at Foresters Hall as the previous boiler had failed altogether and being very old was very difficult to get the parts and replace. Regular updates have been provided to General Purposes Committee over the past few weeks and the Estates & Facilities Manager advised that he had been looking at a heatpump/air con model, to enable better air flow throughout the hall, and most importantly keep the warm air low in that very high hall.

At Full Council, the Estates & Facilities Manager advised members that he was still awaiting electrical quotes but the first quotation did incorporate electrical works which would help as it would be managed by the one contractor. There was a two to three week lead in time for ordering the system, and it was therefore hoped that it could be installed in January. At present, many of the hall hirers at Foresters Hall are using facilities in the Civic Centre and by mid-January we will have ran out of space to get hirers into the Civic Centre creating a loss of income.

Members felt that the first quotation with inclusion of the electrical works seemed more sensible and to have a greater number of cassettes within the room, but would await the further information being circulated to the Urgent Consultation Panel, for decision.

Option 1 is Mark's preferred quote as a result of the company managing both the air con installation and electrical works. The units will come with a remote control to set the temperatures. Option 1 have also included 2x additional thermostat ceiling fans that will blow the heat back down into the space (the attached destrat fan model) whereas the other two companies don't include this.

Options	Foresters Heating Solution					
			Additional elec cost	Electrics description		Total
Option 1	Company 1	13920	Included	mains included in cost	4 cassettes 28.4kw	£13,920.00
Option 2	Company 2	10995	1024.06	**3x 25amp to outdoor units	option 1 3 cassettes 30kw	£12,019.06
Option 3	Company 3	11376	1024.06	**3x32amp rotary isolator supplies to outdoor units	option 1 3 cassettes 32.25kw	£12,400.06

****Due to power supply may require further electrical works from UK power networks
Please note the cost of the works will be paid from the Building Maintenance Fund in Earmarked Reserves**

ACTION BY: Tuesday 15th December 2020 at 12noon

ACTION: Could you please confirm whether you are happy for us to proceed with Option 1 using the Building Maintenance Fund in Earmarked Reserves, or if wish for the Town Council staff to take an alternative decision from the three quotes.

3.0 Decision of the Urgent Consultation Panel

3.1 Members of the Urgent Consultation Panel responded that they were happy to proceed with Option 1.

4.0 Recommendations

4.1 Members are asked to note the decision of the Urgent Consultation Panel.

Contact Officer: Holly Goring

UCKFIELD TOWN COUNCIL



RISK MANAGEMENT POLICY

Policy Number 29		
Issue No.	Date completed	Details of amendments
1	01.12.14	GP.39.12.14 – Adopted at General Purposes Committee
2	18.01.16	Reviewed at General Purpose Committee GP.50.01.16
3	06.03.17	GP.42.03.17
4	01.03.18	Finance Sub Committee review of draft amendments
5	09.01.19	Finance Sub Committee review of draft amendments
6	18.02.19	Reviewed Finance Sub-Committee recommendation at GP (18.02.19)
7	12.08.19	GP Committee to review updates – approved.
8	13.02.20	Finance Sub-Committee view of draft amendments
9	09.03.20	GP Committee reviewed updates
10	06.01.21	Finance Sub-Committee view of draft amendments
11	25.01.21	GP Committee 25.01.21

1.0 INTRODUCTION

Uckfield Town Council is aware of its responsibility to manage risk to ensure it achieves its objectives to deliver a high quality of public services and to ensure it provides good governance.

The Council has various policies in place to ensure significant risks are controlled, reviewed and monitored. This document forms the Town Council's Risk Management Strategy, it provides an overview of risk management and how it will be monitored.

This policy will be reviewed annually by the Finance Sub-committee.

The tables below detail the controls in place for the main service areas at risk

- Insurances
- Working with others
- Self-managed risk

Table 1. Insurances

Risk Identification			
<u>Insurance Cover</u>	<u>Details</u>	<u>Comments</u>	<u>Review Date</u>
Protection of physical assets: <ul style="list-style-type: none">• Buildings, and contents (where applicable)• Business interruption• Stock• Computer Equipment• Civic Centre CCTV• Town Centre CCTV• Terrorism	Company: QBE Ins (Europe) Ltd Policy No: Y126862QBE0120A Period of cover: 19 th October 2020 - 18 th October 2021	Arrangement reviewed annually by the Town Clerk	August 2021
Public Liability including: <ul style="list-style-type: none">• Employers Liability• Libel and Slander• Motor Vehicles• Fidelity Guarantee• Personal Accident• Legal Expenses• Money• Civic Regalia• Litter Bins• Bus Shelters• Large Grounds Equipment	Company: Zurich Municipal Policy No: YLL-272007-6913	Public Liability £15M Products and Employers Liability £10M Hirers Liability £2M Libel and Slander £250,000 Employers Liability No less than £5M	Current policy 19 th June 2020-20 th June 2021 Reviewed annually by the Town Clerk

Internal controls			
Up to date register of assets		✓	Ongoing
Regular maintenance arrangements for physical assets.		Budgets in place, maintained by staff and outside contractors.	
Annual review of risk and adequacy of cover		✓	
Ensuring robustness in insurance provider		Review other service providers.	
Ensuring we comply with new requirements set out in the EU General Data Protection Regulations (GDPR)	Appointment of independent Data Protection Officer	GDPR-Info were re-appointed DPO for Uckfield Town Council in May 2019	Annual review – to assess contract and action plan.
	Audit undertaken of current practices, with action plan of areas to focus attention	GDPR-Info visited premises on 28 June 2018 and carried out full one day audit.	
Ensuring we have adequate network security and firewalls in place	Uckfield Town Council upgraded the Civic Centre Wi-Fi. A feature was added to the public Wi-Fi, which each client has to accept prior to joining the Wi-Fi, giving protection for Uckfield Town Council from misuse.	Redway Networks	

	Uckfield Town Council has installed a tailor-made Network fire wall with VPN capabilities to further strengthen network security and only allow traffic that is pre-authorised.	Redway Networks	
Internal audit assurance			
<p>Internal auditor testing includes:</p> <ul style="list-style-type: none"> ✓ Review of internal controls in place and their documentation. ✓ Review of management arrangements regarding insurance cover. ✓ Testing of specific internal controls and report findings to the General Purposes Committee. 			

Table 2. Working with others

Risk Identification

	<u>Details</u>	<u>Comments</u>	<u>Review Date</u>
<ul style="list-style-type: none"> Security of vulnerable buildings, amenities or equipment 	<p>Civic Centre, The Hub, West Park and Victoria pavilions and the garage store alarmed and maintained by outside contractors.</p>	<p>Security Alarms - Innovation Period of cover: April 2021 – March 2022</p>	<p>All security alarm companies to be accredited to the Security Systems and Alarms Inspection Board(SSAIB) and or the National Security Inspectorate (NSI)</p>
	<p>Civic Centre, The Hub, West Park and Victoria pavilions and Foresters Hall maintained by outside contractors.</p>	<p>Fire Alarms – Sovereign All expire Sept 2021</p>	
	<p>Works are ongoing to enable Victoria Pavilion to connect with the Civic Centre network to enhance CCTV provision of the area.</p>	<p>Redway Networks/Focus telephones/Brighton CCTV</p>	<p>On hold due to Covid-19</p>

	<u>Details</u>	<u>Comments</u>	<u>Review Date</u>
<ul style="list-style-type: none"> Provision of services being carried out by others 	Town Centre CCTV	New Town Centre CCTV system in place Nov. 2018– Six cameras. i-witness partnership Sussex Police	Annual review by Town Clerk
	Civic Centre	Civic Centre own CCTV system - Brighton CCTV Feb 2022	Review to be undertaken in March 2021
<ul style="list-style-type: none"> Banking arrangements, including borrowing 	Banking arrangements reviewed every two years by Finance Sub-committee.	Partial review carried out prior to June 2019. Moving to BACs supplier payments in 2021 and annual review of investments.	
<ul style="list-style-type: none"> Professional services (architects, project managers etc.) 	To use specialist when required.		Review to be undertaken as and when required on a project by project basis.

Internal controls by Internal Auditor

- Standing Orders
- Annual review of contracts
- Clear statements of management responsibility for each service.
- Adoption and adherence to codes of practice
- Arrangements to detect and deter fraud and/or corruption
- Regular bank reconciliation, independently reviewed.

✓

✓

✓

✓

✓

✓

Internal audit assurance

Internal Auditor testing includes:

- ✓ Review of internal controls in place and their documentation.
- ✓ Review of management arrangements regarding insurance cover.
- ✓ Testing of specific internal controls and report findings to the General Purposes Committee.

Table 3. Self-managed risk
<ul style="list-style-type: none">○ Regular scrutiny of financial records and proper arrangement for the approval of expenditure○ Regular budget monitoring statements○ Minutes properly numbered and paginated with a master copy for safe keeping○ Regular returns to HM Revenue and Customs; contracts of employment for all staff, systems of updating records for any changes in relevant legislation○ Regular returns of VAT, relevant officer training○ Procedures for dealing with and monitoring grants made○ Procedure in place for recording and monitoring Members' interests and gift and hospitality received○ Adoption of codes of conduct for Members and employees○ Developing systems of performance measurement○ Documented procedures to deal with enquiries from the public○ Documented procedure to deal with responses to consultation requests○ Monitoring arrangements by the Council regarding Quality status○ Dual member authorisation of BACs payments entered by Assistant Town Clerk for supplier payments from January 2021 (members will have access to authorisation only and will not be able to enter funds nor issue payments)
Covid-19 Pandemic – self managed risk <ul style="list-style-type: none">○ Senior manager present in the Town Council office each day with administrative staff member during national lockdowns which ensures proper arrangements of financial records, safety for staff and presence in the building should an incident arise. It also ensures any risk of theft or emergency is mitigated;○ Caretakers and Grounds staff working on a rota basis, to ensure maintenance and security of Town Council buildings and open spaces.○ Risk Assessments and procedures outlined under the Town Council's Health & Safety Policy.
Internal audit assurance
<ul style="list-style-type: none">✓ Review of internal controls in place and their documentation✓ Review of minutes to ensure legal powers in place recorded and correctly applied✓ Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from, minutes to statements etc. including petty cash transactions✓ Review and testing of arrangements to prevent and detect fraud and corruption✓ Testing of disclosures✓ Testing of specific internal controls and report findings to the General Purposes Committee

Meeting of the General Purposes Committee

Monday 25th January 2021

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 the same period last year. One member of staff caught Covid-19 over the Christmas break. Due to the closure of the buildings at that time and no staff present, it has posed no risk to staff, public, councillors or contractors.

	As at 19.01.21 (sickness recorded in past six months) (29 staff)	Cumulative total for the year 2020/21	Comparison with cumulative total for the year 2019/20 at 20.01.20
Actual days taken as short-term Doctors' certificate	21.0 days	21.0 days	22.0 days
Actual days taken as self-certificated sick leave	17.0 days	17.0 days	27.0 days
Average number of days self-certificated sick leave per person	0.59 days	0.59 days	0.93 days
Actual days taken as long-term sick leave	0.00 days	0.00 days	104.0 days
Average number of days sickness per person	1.31 days	1.31 days	5.28 days
National average of sick days taken in the public sector per person (*sickness absence in the labour market – ONS 2016)	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.
- 5.2 Additional smoke detection has been installed in the Council Chamber following fire risk assessment recommendations.

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.
- 6.4 Environmental Health 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. A further visit was made by Covid marshalls during December 2020.

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

- 7.1 Nothing new to report.

Contact Officers: Mark Francis/Holly Goring

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH September 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 Jeremy Beesley

Dated 17.11.2020.....

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 Clrs.
B. FFA.	10.9.2020 319021666	N/A	OB. 10.9.2020.	OB.
BIDFOOD	09.09.20 16757449	OB.	OB.	OB.

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
SYDOR & Young Ltd	38813	OB.	7.9.20.	Pg. 216
Kent Comm Health	38845	OB.	7.10.20	Pg 233.

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
Jordan Mitchell	September.	OB.	OB.	25/9/2020.	OB.
Bruce Hardwick.	September.	OB.	OB.	25/9/2020	OB.

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
General,	214 to 226	OB	OB	1200
Clerks.	492 to 493	OB	OB	1210

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	OB	tesco	OB. 111.32.
Luxfords	OB	tesco 18/7/20.	OB. 63.47

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH OCTOBER 2020

Checklist:

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

SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

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

BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

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

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

PETTY CASH

Check cash balance and vouchers

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

Signed
6

Print Name ... J.M. Howe

Dated ... 1/10/2020

Supplier Invoice Checked

Supplier Name	Invoice No. and Date	P. Order No	Confirmed Stamped, signed, correct nominal code	Confirmed Cheque No. entered and signed by two Cllrs.
ALBION	24218	13506.	YES	YES
ICCM.	12725	13509	YES.	YES.

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
UBA	CC38876	YES	12.10.20	234.
WINDSE & HIRE				
BURTON ORCHESTRON	CC38866	YES.	9.10.20	233

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
JANICE LOWRIE	OCTOBER.	YES.	YES.	30.10.20	617.30.
SHARIE EASTWOOD	OCTOBER.	YES	YES.	30.10.20	216.00.

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
CURRENT.	227-244	YES.	YES.	1200
CLERKS.	494	YES	YES.	1210.

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	YES OCTOBER.	BURDEN BROS.	YES.
Luxfords	YES October.	BOOKER.	YES.

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH *November 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 *Angie Smith*

Dated *6th November 2020*

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.
K.D. Catering	13697 21/12/20			
K.D. Catering	124887 18/12/20	13697	✓	✓
KCS Consumables	13708779 8/11/20	13611	✓	✓
K.D. Catering	124025 4/11/20	13610	✓	✓

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
Mr Joseph Coope	G38918	✓	✓	Unable to verify; staff member working on at home
Miss Sindy Miller	G38916	✓	✓	Sheets 245-253

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
Leann Heffler	Oct Nov 2020	✓	✓	27/11/20	✓ 27/11/20
Janice Lawrie	Nov 2020	✓	✓	27/11/20	✓ 27/11/20

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
Current/General	245-253	✓	✓	1200
Clerk's	495	✓	✓	1210

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	Nov 2020 ✓	WH Smith	✓
Luxfords	Nov 2020 ✓	Tesco	✓

Members comments:-

All fine, thank you.