

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held remotely via Zoom on Monday 25<sup>th</sup> January 2021 at 7.00pm

## PRESENT:

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

## IN ATTENDANCE:

2 members of the public  
1 member of the press  
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. 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 Councillors C. Snelgrove and A. Smith.

### 4.0 MINUTES

#### 4.1 Minutes of the meeting of the General Purposes Committee held on the 9<sup>th</sup> November 2020

**GP18.01.21** It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 9<sup>th</sup> November 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 They agreed to remove the following actions from the list as this work had now been completed or superseded by another resolution. Members subsequently noted the report.

GP48.04.19 – Noticeboard at Victoria Pavilion  
GP41.03.20 – Finance Sub-Committee recommendations  
GP13.10.20 – Annual Maintenance Programme (remove i, iii and iv)  
GP16.11.20 – Fees and Charges

4.3 Project list

The Chairman noted that the majority of the works identified under project no. 61 had now been completed or had been prioritised for 2021/22 onwards depending on their urgency. Members therefore agreed to remove those items and 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 (provisional end of December 2020)

Councillor P. Sparks wished to thank the Town Clerk and the whole team for handling the finances so well. The shortfall for General Purposes Committee was very small, and he wished to record the committee's gratitude for managing the finances well in these difficult times.

Councillor C. Macve agreed. The Town Clerk advised that they had just heard they had been successful with £3,000 of funding from Wealden District Council for applying for support from the November 2020 lockdown for the Town Council's hospitality businesses.

Members noted the report.

5.3. Bad Debts

Members noted the current bad debts recorded.

5.4 To receive the minutes of the Finance Sub-Committee held on 6<sup>th</sup> January 2021

Members agreed to note and receive the minutes of the Finance Sub-Committee held on 6<sup>th</sup> January 2021.

5.5 To consider the recommendations of the Finance Sub-Committee held on 6<sup>th</sup> January 2021

Members considered the full details of the minutes of the Finance Sub-Committee meeting held on 6<sup>th</sup> January 2021 and updated proposals with regards to changing payment methods for suppliers.

**GP19.01.21**

Members voted unanimously and **RESOLVED** to approve the recommendation of the Finance Sub-Committee to authorise for:

(i) the Bacs system to be re-introduced and three additional Councillors to be added to authorise payments. The procedure would also be referenced within the Risk Management policy.

## **6.0 BUILDINGS**

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

The Chairman advised that the works in the Council Chamber had now been completed. As had the heating installation in Foresters Hall and rebuild of the disabled toilet and toilet wall. Only decorative works were required in Foresters Hall before reopening post lockdown. Members subsequently noted the report.

### **6.2 To note the Urgent Consultation Panel's decision on the replacement of the Heating System in Foresters Hall**

Members noted the decision of the Urgent Consultation Panel.

## **7.0 POLICY**

### **7.1 To consider the revised Risk Management Policy – No. 29**

Members reviewed the revised Policy which reflected the recommendations of the Finance Sub-Committee.

#### **GP20.01.21**

Members **RESOLVED** to approve the revised version of the Risk Management Policy – No. 29.

## **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 September, October and November 2020.

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

### **9.1 To consider reports from:-**

(i) Citizens Advice Bureau

Nothing to report at this time.

(ii) East Sussex Association of Local Councils AGM

Nothing to report at this time.

(iii) Ridgewood Village Hall Management Committee

Nothing to report at this time.

(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**

**GP21.01.21**

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 discussed future events and the potential impact of Covid-19 restrictions on these and the restaurant business, before noting the report.

12.2 To consider an update from Ridgewood Village Hall Committee on the lease agreement for Ridgewood Village Hall

**GP22.01.21**

Members **RESOLVED** to:

- (i) note the report, and
- (ii) offer to create a new lease agreement between Ridgewood Village Hall Committee and Uckfield Town Council for a term of 25 years, with a provision for a rent review after 10 years and the inclusion of a break clause at 10 years for the leaseholder. In the meantime, the rent will increase annually in line with the rate of RPI from the start of the agreement.

12.3 To review the lease for the Source

**GP23.01.21**

Members **RESOLVED** to:

- (i) note the report, and;
- (ii) request that the Town Clerk make contact with the current tenant to seek to renew the lease agreement for a term of two years; retaining the current terms and conditions.

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)

**GP24.01.21**

Members **RESOLVED** to:

- (i) note the report, and;
- (ii) request that the Estates & Facilities Manager and Town Clerk proceed with the works identified.

The meeting closed at 8.05pm.