



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 19 April 2021 at 7.00pm

REMOTE MEETING (VIA ZOOM)

<https://us02web.zoom.us/j/88992528675>

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 8 March 2021 (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 draft income and expenditure reports for 2020/21 (draft year end) (Attached)
- 5.3 Bad Debts (Attached)
- 5.4 To consider carry forwards of unspent revenue budget from 2020/21 (Attached)
- 5.5 To write off small under and over payments on the Town Council's accounts (Attached)
- 5.6 To note the report of the Internal Auditor (March 2021) (to follow)

6.0 BUILDINGS

- 6.1 To note the current position with the Council's buildings (Attached)

7.0 POLICY

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 (January 2021) (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 (Attached)
 - (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 – Mgt Committee
 - (ix) Wealden District Association of Local Councils – Planning Panel

10.0 CHAIRMAN'S ANNOUNCEMENTS

11.0 TOWN CLERK'S ANNOUNCEMENTS



Town Clerk
13 April 2021

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held remotely via Zoom on Monday 8 March 2021 at 7.00pm

PRESENT:

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

IN ATTENDANCE:

4 members of the public
1 member of the press

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

The Town Clerk read out the declarations of interest for the four members of Finance Sub-Committee who were present at the meeting and reminded them of their personal and prejudicial interests and where they could speak and not vote or neither speak nor vote. Dispensations had also been granted as per the full details provided for Finance Sub Committee.

Councillor C. Macve declared a personal interest in agenda item 5.4 regarding Uckfield Phab. Councillor P. Sparks declared a prejudicial interest in agenda item 5.4 regarding Uckfield Phab as he was a Trustee. Councillor J. Love declared a personal interest in agenda item 5.4 regarding Uckfield Phab and a prejudicial interest in agenda item 5.6 as a result of being Chair of the Uckfield & Bonfire Society.

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

GP25.03.21 It was **RESOLVED** to suspend Standing Orders to enable members of the public to speak.

Mr Manvell, wished to speak on behalf of the Uckfield Community Fridge CIC in regards to agenda item 5.6. They were very grateful for the support that had been offered (Finance Sub-Committee recommended that £1,500 be awarded). They were also aware that there was still £4,000 unallocated, so wished to make a case for the Community Fridge.

They had liaised with both the Uckfield Chamber of Commerce and Uckfield Foodbank and the project was considered beneficial for the town. The Uckfield Community Fridge CIC needed a sum of £6,000 to build the facility and get set up. They had requested £3,000 in grant funding to help support their upfront costs, and were aware that the Town Council was supportive of the project by offering a temporary site for the unit as well as assisting with other facilities. They were very grateful for the support they had received so far and asked to be considered in the discussions later in the meeting.

GP26.03.21 Councillors were thanked for their input and updates, and subsequently **RESOLVED** to reinstate Standing Orders.

3.0 APOLOGIES FOR ABSENCE

Apologies for absence were recorded from A. Smith.

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 25 January 2021

GP27.03.21 It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 25 January 2021 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.

GP42.03.20 – Update from Ridgewood Village Hall Committee

GP19.01.21 – Finance Sub-Committee recommendations

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 of January 2021)

Councillor P. Sparks wished to say once again that he was very thankful for the excellent way in which the finances had been handled during the pandemic. Even though the Town Council had been impacted by the loss of income, the deficit was manageable which was a remarkable achievement. Thank you to all staff.

The Chair, Councillor C. Macve concurred and wished to reiterate these comments. Members noted both reports.

5.3. Bad Debts

Members noted the current bad debts recorded and were informed that staff were attempting to clear these bad debts by year end.

Councillor C. Snelgrove left the meeting at 7.10pm due to a personal commitment.

- 5.4 To review previous request for support from Uckfield Phab for 2020/21
Members were reminded that Uckfield Phab had to move from the Youth Centre early 2020, to a new venue as a result of the works and longer term plans of Uckfield College. Although Uckfield Phab found an alternative premise to hire on a weekend, they needed storage space and managed to secure a discount for the rental costs of storage space in 2020/21 with a local company. They were however in need of financial support to meet these costs as they had been unforeseen. The Town Council was not able to provide grant funding at the time as the enquiry had been received after the Community Grants Programme for 2021/22 had closed. All funds had been allocated. For that reason the Town Council offered to hold an event to help fundraise to support them with these costs. Unfortunately with the pandemic, the event could not take place.

Members were asked whether they would consider providing financial support to Uckfield Phab before year end using unspent funds within the Community Grant funding (General Power of Competence) budget for 2020/21.

Members were reminded that only five could vote on this agenda item, due to three members declaring an interest under agenda item 1.0. The Chair, Councillor C. Macve, passed this agenda item to the Vice-Chair, Councillor D. Ward to manage as a result of his declared interest.

Councillor D. Ward proposed that three quarters of the storage costs for 2020/21 (£840.75) be provided from the underspend in the General Power of Competence Community Grant budget for 2020/21. Uckfield Phab carried out excellent work; providing important support in the community. Councillor H. Firth seconded the proposal.

GP28.03.21 With four votes in favour, it was **RESOLVED** to provide a sum of £840.75 in financial support to Uckfield Phab from the 2020/21 underspend in the General Power of Competence (Community grant funding) revenue budget. It was recommended that Uckfield Phab contact organisations such as Uckfield & District Lions, Rotary Club for Uckfield and Wealden DC for support in 2021/22.

- 5.5 To receive the minutes of the Finance Sub-Committee held on 15 February 2021
Members agreed to note and receive the minutes of the Finance Sub-Committee held on 15 February 2021.

- 5.6 To consider the recommendations of the Finance Sub-Committee held on 15 February 2021

Members were asked to review three matters whilst reviewing the recommendations of the Finance Sub-Committee from their meeting on 15 February 2021. They were asked to:

- (i) consider the application received from Wealden Citizen's Advice for grant funding under Section 142 of the Local Government Act;
- (ii) consider the allocation of community grant funding under the General Power of competence, and underspend of £4,207;
- (iii) ratify the grant funding recommended to the Uckfield Volunteer Centre of £8,000.

The Chair, Councillor C. Macve, recommended that committee members first consider the application for funding from Wealden Citizen's Advice. Members recognised the importance of the organisation and the great work they carried out

in supporting local residents in Uckfield and the surrounding villages, particularly during the pandemic when the country had seen an increase in Universal Credit applications and subsequent financial and debt enquiries. Members however had mixed views on the amount of grant funding being requested.

One member highlighted the funding allocated to Wealden Citizen's Advice in previous years, and reminded members that the Section 142 revenue budget had already been set by Town Councillors for 2021/22 in January 2021, so it was now a bit late to be querying the amount being requested. Perhaps during the budget setting process for 2022/23, members could review grant funding arrangements, but it was now too late to pull the rug from someone's feet.

Councillor J. Edwards proposed to provide the requested £18,900 to Wealden Citizen's Advice from the Section 142 Grant funding revenue budget for 2021/22. Councillor B. Cox seconded the proposal.

GP29.03.21 With four votes in favour, and two members abstaining it was **RESOLVED** to provide £18,900 in grant funding to the Wealden Citizen's Advice Bureau for 2021/22.

The members considered the recommended allocation of the main grant funding (general power of competence) to community grant applicants. There were still funds remaining to the sum of £4,207.

After some discussion, a proposal was put forward by Councillor P. Sparks, to provide the requested £500 to East Sussex Hearing, provide £1,000 to ATC 2530 (Uckfield Squadron), increase the funding allocated to Family Support Work by £500, to meet their requested amount of £2,000, and to increase the allocated amount of funding to Children with Cancer Fund, by £193, to meet their requested £693.

GP30.03.21 With five votes in favour, it was **RESOLVED** to allocate the recommended amounts and increases above to East Sussex Hearing, ATC 2530 (Uckfield squadron), Family Support Work and Children with Cancer Fund.

This left £2,014 remaining within the budget.

Councillor J. Edwards proposed that the grant funding allocated to the Uckfield Community Fridge CIC be increased to £2,500, from their original allocation of £1,500. Councillor H. Firth seconded the proposal.

GP31.03.21 With four votes in favour and one member abstaining it was **RESOLVED** to increase the amount of grant funding allocated to Uckfield Community Fridge CIC to £2,500.

Members felt that the grant funding allocated to Uckfield Allotments Bee Club should be increased to meet their requested amount. Finance Sub-Committee had recommended a sum of £500 towards their request for £647.55.

GP32.03.21 With five votes in favour, it was **RESOLVED** to increase the amount of grant funding allocated to Uckfield Allotment Bees Club to £647.55.

Members then considered how to utilise the funds remaining which totalled £866.45. Two members put forward proposals, with the second proposal being seconded. Councillor P. Sparks recommended that the remaining funds be added to the

allocated grant funding for Wealden Works, as they helped young people to get on their feet; getting back into work, training and education, and changed their lives. Councillor B. Cox seconded this proposal.

GP33.03.21 With five votes in favour and one member abstaining, it was **RESOLVED** to increase the amount of grant funding allocated to Wealden Works to £2866.45.

GP34.03.21 The Chair, Councillor C. Macve, reminded members that they needed to review the recommendation of the Finance Sub-Committee to the allocation of £8,000 grant funding to the Uckfield Volunteer Centre as part of a service level agreement. With four votes in favour and one member abstaining, it was **RESOLVED** to approve the recommendation of Finance Sub-Committee.

The final summary of the awarded community grant funding for 2021/22 is as follows:

Community Grant Funding under the General Power of Competence	
Applicant	Recommended allocation
The Uckfield Housebound & Friendship Club	£220.00
Family Support Work	£2,000.00
Age Concern Uckfield and District	£420.00
Uckfield Allotments Bee Club	£647.55
The Royal British Legion	£403.00
Uckfield Theatre Guild	£600.00
Uckfield Festival Association	£3,000.00
Uckfield Bonfire & Carnival Society	£3,000.00
St. Wilfrid's Hospice	£1,000.00
Uckfield Community Orchestra	£150.00
Uckfield Community Radio Limited (Uckfield FM)	£1,500.00
St Peter & St James Hospice	£1,000.00
East Sussex Hearing	£500.00
Ridgewood Village Hall Committee	£1,000.00
The Luxford Centre	£1,000.00
Wealden Works	£2,866.45
Maresfield Village Meadows Trust	£1,000.00
ATC 2530 (Uckfield Squadron)	£1,000.00
Uckfield & District Preservation Society	£1,000.00
Counselling for Students at Uckfield College	£2,000.00
Uckfield Community Fridge CIC	£2,500.00
Children with Cancer Fund	£693.00
TOTAL	£27,500.00
Wealden Citizens Advice (Section 142 Grant funding)	£18,900.00
Volunteer Centre Service Level Agreement	£ 8,000.00

Summary:	
General Power of Competence Grant funding	£27,500.00
Section 142 Grant funding	£18,900.00
Wealden Citizens Advice	
Volunteer Centre Service Level Agreement	£ 8,000.00

6.0 BUILDINGS

6.1 To note the current position with the Council's buildings
Members noted the report.

6.2 To consider an update on the proposed works to the Civic Centre Atrium (due to water ingress)

The Estates & Facilities Manager provided members with an update on the proposed works to the Civic Centre Atrium. The tender quotations had unfortunately come out at least £9.5k over budget. Planning permission had been granted and building regulations agreed. It was now hoped that works could commence sooner rather than later to minimise disruption to the Civic Centre and Luxfords Restaurant with their reopening as lockdown restrictions are eased. A date for works to commence had been set for Monday 22 March 2021 and the contractors would be working weekends to complete on schedule also.

Members thanked the Estates & Facilities Manager for his helpful update and subsequently noted the report.

7.0 POLICY

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 December 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
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

GP35.03.21

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 Action list

Members noted the update to the action list.

12.2 Update on future building/maintenance works to the Town Council's Assets

Members noted the verbal update provided.

The meeting closed at 20.27pm.

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>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.</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>
<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> 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	It is proposed to revisit the second part of this resolution in due course.
<u>GP13.10.20</u>	<p><u>6.2 To review the Town Council's annual maintenance programme</u> It was RESOLVED to (ii) agree to carry out the works to the Victoria toilet doors, based on the revised estimate for the works;</p>	09.11.20	MF/HG	(ii) The parts for the Victoria toilet doors are on order. There has been some delay due to the national lockdown.

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP28.03.21</u>	<p><u>5.4 To review previous request for support for Uckfield Phab from 2020/21</u></p> <p>With four votes in favour, it was RESOLVED to provide a sum of £840.75 in financial support to Uckfield Phab from the 2020/21 underspend in the General Power of Competence (Community grant funding) revenue budget. It was recommended that Uckfield Phab contact organisations such as Uckfield & District Lions, Rotary Club for Uckfield and Wealden DC for support in 2021/22</p>	08.03.21	HG/SD	Contact was made with Uckfield Phab to make them aware of the decision, and payment was made wk beg 15 March 2021. NFA.

UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS

Date of Report	April 2021 No change
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Outstanding initiatives from 2018/19

Committee		General Purposes		
Project Name		West Park Pavilion Scheme		Project Number
				49
Resolution Number	Cumulative 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.	
	£45,000	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 in 2021/22.

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	A programme of works were agreed for delivery in 2020/21 to the Town Council's buildings. This included: Victoria Pavilion public toilet replacement doors with manual locking—doors ordered	
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.	
	- £791.44	13.04.21	The invoice for quarter four was received on 13/04/2021. The total contribution therefore for Uckfield Town Council in 2020/21 was £2016.47. There were only a couple of Saturdays in quarter four that the service was unable to run. NFA.	

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.

PROV GP Committee as at 31 March 2021

	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 £	Jan 21 Actuals £	Feb 21 Actuals £	Mar 21 Actuals £	Total £	2020/21 Budgets
Sales														
Administration	0	0	0	0	0	1	4	0	0	0	0	0	5	0
Newsletter income	0	0	0	0	0	0	0	0	175	0	0	0	175	0
Festive Light Income	0	0	0	0	0	0	0	0	0	0	2,000	0	2,000	2,000
Bank Interest - Business Reserve	0	0	0	0	0	7	10	10	9	7	6	7	56	1,000
Interest Misc. (Fixed Rate Bond)	0	0	0	3,962	0	0	0	0	0	0	0	0	3,962	2,500
Civic Centre	(422)	129	(751)	1,480	1,867	3,535	5,570	(1,434)	2,190	(471)	2,712	0	14,404	102,500
Feed-in Tariff Payments	0	0	0	0	0	0	0	0	0	0	2	0	2	5,000
Quickborn Suite rent	708	708	708	708	708	708	708	708	708	708	708	708	8,496	8,500
West Park Pavilion	0	0	0	0	0	0	0	0	0	0	0	0	0	150
Victoria Pavilion	875	875	875	875	875	875	875	875	875	875	875	1,544	11,169	10,500
RHI - C.Centre Boiler	0	0	0	0	0	0	0	7,229	0	0	3,287	0	10,516	10,000
Victoria Storage Garages	50	0	0	0	0	0	0	0	0	0	0	0	50	100
Cemetery Chapel workshop	0	1,375	0	0	1,375	0	0	1,375	0	0	1,375	0	5,500	5,500
Foresters Hall	(20)	(120)	(40)	758	276	1,396	270	(87)	1,612	(82)	0	61	4,025	17,650
Foresters Chapel	0	288	0	288	0	0	0	288	0	288	0	0	1,152	1,150
2a Vernon Road, rent	600	600	600	600	600	600	600	600	600	600	600	600	7,200	7,200
Signal Box	354	354	354	354	354	354	354	354	354	354	354	579	4,473	4,600
Osborn Hall	0	0	0	0	0	345	0	100	0	0	0	0	445	425
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	0	919	919	750
Bridge Cottage	0	0	0	0	0	0	0	0	0	0	4,065	0	4,065	5,000
The Hub and Source	0	4,462	0	600	3,862	0	600	0	0	600	0	0	10,124	12,975
Community Toilet Scheme	0	282	0	0	282	0	0	282	0	0	283	0	1,129	1,100
Training admin	0	0	0	0	0	0	0	0	0	0	0	0	0	100
Total Sales	2,145	8,953	1,746	9,625	10,199	7,821	8,990	10,300	6,523	2,879	16,267	4,417	89,865	198,700

Additional income streams to help cover costs

Furlough scheme for caretaking and cleaning staff, and plus office staff	4,229	5,129	1,373	3,528	1,908	1,859	1312	3147	2042	5776	5865	5810	41,977	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	1,370	652	1,011	871	855	551	9,654	12,350
General Advertising	0	0	0	0	0	0	0	88	55	0	0	0	143	250
Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	400
Office Equipment/Computers	939	2,396	581	3,897	850	547	658	347	887	677	347	512	12,639	9,500
Hospitality	0	0	0	0	0	0	0	0	0	0	0	0	0	150
Dementia Forum	0	0	0	0	58	0	0	0	56	0	0	0	114	0
Health & Safety	518	0	0	0	0	0	0	0	0	0	800	443	1,761	1,250
Insurances	5,730	0	0	0	0	0	27,317	0	0	0	0	0	33,047	30,000
Public Works Loan Costs	0	0	0	30,831	0	0	0	0	0	30,454	0	0	61,285	63,000
Mayor's Allowance	0	0	443	0	0	443	0	0	443	0	0	443	1,772	1,773
Grants Section142	0	0	9,450	0	0	9,450	0	0	0	0	0	0	18,900	19,500
Grants - Power of Competence	0	0	10,750	0	0	8,400	2,250	600	0	0	0	841	22,841	27,500
Volunteer Bureau SLA	0	0	8,000	0	0	0	0	0	0	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	0	0	0	30	0	0	0	0	37	0	25	0	92	400
Internal Audit Fees	0	0	0	0	445	0	0	0	0	0	0	0	445	1,800
(External) Audit Fees	0	0	0	0	0	0	0	2,000	0	0	0	0	2,000	2,100
Accountant fees	0	0	0	0	0	4,500	0	0	0	0	0	0	4,500	4,600
Professional Fees	0	220	0	110	0	0	350	255	900	3,685	0	31	5,551	10,500
Festive Lights	0	0	0	0	0	0	0	0	0	10,310	0	0	10,310	11,000
Festive Light Electricity	0	0	0	0	0	0	0	0	0	0	0	0	0	275
Office Staff - Salaries	18,345	18,032	18,112	18,134	21,687	25,883	21,312	21,312	21,838	21,323	21,878	21,862	249,717	257,556
Members Allowances/Expenses	0	0	3,857	0	0	3,857	0	0	3,857	0	0	3,857	15,428	19,360
Newsletter	0	0	0	600	0	400	400	400	2,732	400	0	400	5,332	5,250
Bank Interest	(145)	(284)	(10)	(9)	(7)	0	0	0	0	0	0	0	(455)	0
Bank Charges	47	43	43	46	42	43	46	43	43	43	43	51	533	550
Civic Centre Running Costs	7,598	5,616	12,453	4,430	5,225	6,718	5,338	5,511	10,514	8,079	4,008	4,665	80,154	107,048
Caretakers - Salaries	7,850	8,645	7,791	8,828	7,799	9,390	9,100	7,833	8,144	8,920	8,783	8,011	101,094	101,903
West Park	233	61	115	124	415	262	0	330	1,066	116	0	270	2,993	4,638

PROV GP Committee as at 31 March 2021

	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 £	Jan 21 Actuals £	Feb 21 Actuals £	Mar 21 Actuals £	Total £	2020/21 Budgets
Victoria Pavilion	410	487	958	766	1,022	3,801	3,957	839	2,336	867	308	2,490	18,240	17,402
Cemetery Buildings	174	172	172	172	172	172	172	552	172	172	0	0	2,102	2,150
Signal Box	0	61	53	0	0	0	0	889	0	0	0	117	1,119	1,500
The Hub	(1)	0	766	0	85	1,327	0	0	1,321	850	48	1,697	6,093	6,500
Foresters Hall	293	596	776	580	1,506	1,006	2,945	744	1,213	523	90	565	10,836	10,654
2a Vernon Road	72	0	0	0	0	0	0	0	0	62	100	0	234	200
Subscriptions	2,696	237	12	845	12	156	76	24	12	210	12	12	4,304	3,200
Training	70	20	230	528	0	90	270	100	0	0	0	3,400	4,708	5,500
Other Buildings - Salaries	0	0	0	0	0	0	0	0	0	0	0	0	0	4,835
All Building Cleaning Materials	0	0	0	0	160	245	120	30	172	4	5	98	834	2,000
Total Purchases	45,168	36,969	75,684	70,534	39,913	77,831	75,680	42,547	56,811	87,564	37,303	50,316	696,319	754,594

New initiatives 2020/21

Building Maintenance Fund - Year 6	0	4,590	17,000	745	2,431	3,492	0	0	0	7,064	0	0	35,321	77,000
Building Maintenance Fund (unforeseen) incl. Fhall floor, heating, Hub etc. Retention monies from Year 2 and 3 maintenance programme. Plus support to transfer the CAB. This will be taken from earmarked reserves not 2021/22 new initiatives)														
	0	0	0	1,984	0	0	3,680	1,850	33,500	7,168	98	2,914	51,194	0
West Park Pavilion Scheme	0	0	0	0	0	0	0	0	0	0	0	0	20,000	20,000
262 Bus Service	0	0	0	0	0	0	0	0	1,225	0	0	0	3,900	3,900
Replacement backdrops Weald Hall	0	0	0	0	0	0	0	0	0	0	0	0	2,500	2,500
Climate Change Initiatives	0	0	0	0	0	0	0	0	0	0	0	0	7,500	7,500
Up to date rebuild valuations for insurance purposes	0	0	0	0	0	0	4,500	0	0	0	0	0	4,500	4,500
Total New Initiatives 2020/21	0	4,590	17,000	2,729	2,431	3,492	8,180	1,850	34,725	14,232	98	2,914	124,915	115,400

Of which,
£5,000 will
come from
Cemetery
Chapel
earmarked
reserves

Of which,
£780.00 will
come from
Osborn Car
Park
earmarked
reserves

PROV - Luxfords as at 31 March 2021

	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 £	Jan 21 Actuals £	Feb 21 Actuals £	Mar 21 Actuals £	Total 2020/21	2020/21 Budgets
Sales														
Restaurant Food Sales	0	0	0	1,505	4,556	7,900	8,819	1,772	5,109	0	0	0	29,661	122,800
Restaurant Bar Sales	0	0	0	134	315	353	427	99	395	0	0	0	1,723	8,000
Hire of Luxfords Restaurant	0	(37)	0	0	0	0	0	0	0	0	0	0	(37)	2,250
Function Food Sales	0	(40)	(145)	(77)	95	110	775	(29)	190	0	0	110	990	26,500
Function Bar Sales	0	0	0	(15)	13	0	0	0	20	0	0	0	18	17,500
Takeaway	0	0	0	0	0	0	0	0	531	0	0	0	531	0
Hire of Equipment	(15)	0	0	8	0	0	30	(15)	0	0	0	0	8	1,100
Sundry Income	0	(17)	0	0	0	0	0	0	0	0	0	0	(17)	500
Total Sales	(15)	(94)	(145)	1,555	4,978	8,363	10,051	1,828	6,245	0	0	110	32,876	178,650
(Of which was EATTO income)	0	0	0	0	2,104	0	0	0	0	0	0	0	2,104	N/A
Furlough scheme funding for restaurant staff	4,615	5,875	4,636	2,356	684	647	852	5,648	1,263	6,228	5,186	5,186	43,175	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. A further £3,000 was received for the November lockdown. Then a total of £21,085 was received as a result of four grant applications for business lost during trading in December, the Tier 4 lockdown over the Christmas break, and the full national lockdown between January and April 2021.							10,000	N/A	N/A	3,000	N/A	21,085	34,085	N/A
Purchases														
Food Purchases	(1)	0	0	744	1,650	2,673	2,324	116	2,055	0	0	0	9,561	37,500
Bar Purchases - non-alcoholic	0	0	0	218	120	0	105	0	5	0	0	0	448	2,700
Bar purchases - alcoholic	0	0	0	31	0	104	0	0	0	0	0	0	135	5,500
Paper goods/consumables	0	0	0	179	32	201	129	83	353	0	0	0	977	2,600
Maintenance & Repairs	0	0	0	0	0	54	42	0	0	0	54	0	150	2,000
Equipment - New/Replacements	0	0	0	0	146	20	283	0	0	0	0	0	449	2,000
Equipment Hire	0	0	0	0	0	0	0	0	0	0	0	0	0	250
Postage	0	0	0	33	0	0	33	0	33	0	0	0	98	100
Rates	1,511	667	667	667	667	667	667	667	667	667	0	0	7,516	9,500
Electricity	458	193	0	0	255	306	0	488	0	0	0	714	2,414	6,100
Gas	0	0	0	0	0	26	0	0	62	0	0	304	392	550
Water	0	0	0	0	0	0	0	0	0	0	0	0	0	1,300
Telephone	0	0	0	0	0	0	0	0	0	0	0	0	0	175
Refuse Collection	17	0	0	0	42	53	83	97	53	0	0	0	345	1,500
Stocktaking	195	0	0	0	0	0	195	0	0	0	0	0	390	790
Stationery	0	0	0	0	30	31	0	0	0	0	0	0	61	50
Salaries	6,063	7,521	6,027	7,709	6,442	7,819	9,772	7,606	8,009	8,933	7,587	7,586	91,074	112,818
Casual wages	405	0	0	140	35	105	0	0	0	0	0	0	685	7,000
Luxfords General Advertising	50	0	0	0	0	168	316	297	55	0	0	0	886	1,500
Uniforms/Protective clothing	0	0	0	0	0	112	0	0	0	0	0	0	112	200
Credit charges	38	38	38	76	121	174	220	65	139	53	53	0	1,014	1,500
Total Purchases	8,736	8,419	6,732	9,797	9,540	12,514	14,169	9,420	11,430	9,653	7,694	8,605	116,708	195,633

Meeting of the General Purposes Committee

Monday 19 April 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 old debts are showing on our finance system. These individuals and organisations are being chased as we speak and reminded of the outstanding monies owed with it being year-end:

- Wealden Leisure Ltd (Freedom Leisure);
- Fuller & Scott;
- Emma Naylor Fitness;
- Kent Community Health;
- Uckfield Muslim Community;
- RB Health & Safety;
- R&R Taxis;

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Holly Goring

Meeting of the General Purposes Committee

Monday 19 April 2021

Agenda Item 5.4

TO CONSIDER CARRY FORWARDS OF UNSPENT REVENUE BUDGET FROM 2020/21

1.0. Summary

- 1.1 This report sets out variances in the 2020/21 budgets and a request to carry forward monies from the 2020/21 financial year into the 2021/22 financial year.

2.0 Background

- 2.1 As in previous years some monies in the revenue budgets for 2020/21 remain unspent due to late invoices, goods yet to be received, projects not yet complete etc. and rather than return these to general reserves as a matter of course, it is suggested that it would be prudent to carry forward these amounts to the 2021/22 financial year; allocated to specific budget areas/earmarked reserves.

3.0 Specific Budget Request for the Environment & Leisure Committee

3.1 Revenue budget 2020/21 – funds unspent

Weald on the Field/ Uckfield Revival	£3,000	Due to Covid-19, the events did not take place. A sum of £3,000 remains unspent, and it is being requested to carry forward these funds into earmarked reserves for future events.
Town Twinning Hospitality	£100	No visits were made by our twin towns due to the pandemic. It is being recommended that these funds be transferred into earmarked reserves for future events.
LNRS & Sites of Interest	£394	These funds remain unspent. It is being suggested they be transferred into earmarked reserves to enable additional funding to be used to top up the costs of installing the memorial granite bench for Geoff Pollard.

3.2 New initiatives 2020/21 – projects not yet complete

Additional tree planting	£700	A total of £1,742 was spent from the budget set aside of £2,500. It is being requested to transfer remaining funds to earmarked reserves towards future planting.
Bench on London Road by Southview	£1,000	Due to other priorities, this project was not completed. It is being requested to transfer funds to earmarked reserves for future delivery/covid memorial bench.
Memorial plaques/art project	£1,500	Due to other priorities, this project was not completed. It is being requested to transfer funds to earmarked reserves for future delivery/covid memorial bench.

4.0 Specific Budget Request for the General Purposes Committee

4.1 Revenue budget 2020/21 – funds unspent

General Power of Competence funding	£2,000	A total of £22,841 was spent from a budget of £27,500 in 2020/21. To assist with the delivery and cost of any future town events post covid, it is being requested whether a sum of £2,000 could be transferred into earmarked reserves towards Weald on the Field (town events).
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4.2 New initiatives 2020/21 – projects not yet complete

West Park Pavilion	£20,000	Due to other priorities, this project was not completed. It is being requested to transfer funds to earmarked reserves for future delivery.
262 Saturday Bus service	£1,800	A total of £2,016.47 was spent from a budget of £3,900. In the 2021/22 budget setting members agreed to set aside less contribution for the 262 Saturday bus service in 2021/22, as they knew there would be underspend in 2020/21 that could be carried forward due to the pandemic. We are requesting that £1,800 be carried forward to earmarked reserves to help cover the costs in 2021/22.
Weald Hall replacement backdrops	£2,500	Due to other priorities, this project was not completed. It is being requested to transfer funds to earmarked reserves for future delivery.
Climate Change initiatives	£7,500	Due to other priorities, this project was not completed. It is being requested to transfer funds to earmarked reserves for future delivery. A great deal of research and investigation was however carried out into future initiatives.

5.0 Recommendation

5.1 Members are asked to resolve that the following sums be carried forward from the 2020/21 financial year to the 2021/22 financial year.

Contact Officer: Sarah D'Alessio/Holly Goring

Meeting of the General Purposes Committee

Monday 19 April 2021

Agenda Item No. 5.5

TO WRITE OFF SMALL UNDER AND OVER PAYMENTS ON THE TOWN COUNCIL ACCOUNTS

1.0 Summary

- 1.1 This report sets out details of small under or overpayments by customers that require writing off in the Town Council accounts.

2.0 Background

- 2.1. Over a period of time some customers under or overpay invoices; usually this is adjusted when settling current invoices however in some instances the hirer does not return to the Civic Centre and the amounts are too small to justify a refund or to chase payment.

3.0. Amount details

- 3.1. Detailed below are the amounts to be written off:

	<u>Overpayment</u>	<u>Underpayment</u>
G Stevens – April 2019		£1.80p
Ceroc Zeal – May 2018		£7.40p
Soulful Skating – October 2016	£10.00p	
B Stephens – March 2020 (details below)		£50.00p

- 3.2. B Stephens – Invoice 38590 £50.00 to hire the Foresters Hall. Unfortunately, after the event he contacted us to say that the hall was dirty and refused to pay.

4.0 Recommendation

- 4.1. Members are asked to note the report and agree to write off the above amounts.

Contact Officer: Sarah D'Alessio

Meeting of the General Purposes Committee

Monday 19 April 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.

All buildings annual boiler service carried out.

The Civic Centre

- Water ingress is currently being addressed above the foyer in the main entrance by removing the atrium. The project was passed to Lawson Queay to project manage; planning and building regulations have gone through, and works have now begun. A further update is provided in appendix A;
- "Covid secure" implementations have been maintained throughout;
- Lift service and repairs have been carried out;
- Decorative works have been undertaken whilst the building has been closed;

The Hub

- Tenants moved out on 14th October 2020;
- Incoming electric supply and gas works are being looked into being transferred to The Source.

The Source

- Currently obtaining quotes for carrying out heating improvements and replacement radiators, delays with contractors due to Covid-19 and access issues.

Victoria Pavilion

- Final finishing to intruder alarm following new door installation – completed;
- Public toilet doors still locked due to Covid-19; new doors have been ordered, but delayed due to Covid-19 pressures and Brexit;
- Roof repairs carried out due to inclement weather;

The Signal Box

- Nothing new to report;

Foresters Hall

- Flooring works to the disabled toilet almost complete, toilet rebuilt, final finishing w/c 12th April, rubble and fly tipped items to be removed from the tenants driveway to be removed by the 18th April;
- Heating system installed and working well, heating coils fitted to external condensers to reduce ice build up.

Snatts Road, Chapel

- Nothing new to report;

Osborn Hall/Hempstead Lane car park

- Nothing new to report;

West Park

- Experienced issues with the fire alarm panel contractors booked to resolve;

2A Vernon Road

- Tenant has renewed for a further year;

Ridgewood Village Hall

- Nothing new to report;

3.0 Recommendations

3.1 Members are asked to note the report.

Appendices: Appendix A: Update on Atrium works

Contact Officers: Mark Francis

APPENDIX A – Update on Atrium works, Civic Centre

The scaffolding was erected week beginning 29 March 2021, and heras fencing, skip and the relevant health and safety certificates, signage and welfare facilities were put in place.

There was a slight delay with the handover of the scaffolding certificate to the building company, however works have commenced on Monday 12 April and are due to be completed by w/c 26 April.

Should the extra roof tiles not be in stock by this time, tiles from the side elevation of the building above Luxfords kitchen will be removed and placed above the foyer to ensure this area is clear in readiness for Luxfords restaurant to reopen on 4 May.



The roof will be left in a weather tight condition until the final tile order arrives which will be replaced above the Luxfords kitchen by cherry picker (see photo above showing the lower pitch roof showing where tiles will be used to ensure foyer is reopened fully).

Meeting of the General Purposes Committee

Monday 19 April 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 relating to sickness over the past year, 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 13.04.21 (cumulative sickness recorded for past year) (29 staff)	As at 15.04.20 (cumulative sickness recorded for past year) (29 staff)
Actual days taken as short-term Doctors' certificate	42.0 days	22.0 days
Actual days taken as self-certificated sick leave	23.0 days	29.0 days
Average number of days self-certificated sick leave per person	0.79 days	1.0 days
Actual days taken as long-term sick leave	0.0 days	104.0 days
Average number of days sickness per person	2.24 days	5.34 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 ensuring regular water monitoring of each building to ensure Uckfield Town Council remains compliant. This has continued during the national lockdowns and covid restrictions.

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 Oct 2020 to confirm all Covid secure procedures and risk assessments were in place. There were no remedial works required.

7.0 Accident reporting – Quarter 4 (Jan - March 2020/21)

7.1 Nothing new to report.

Contact Officers: Mark Francis/Holly Goring

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH

JANUARY 2021

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 W G Johnson

Dated 9/4/21

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.
Ash Townes Ltd.	20616 08/01/21	13723	✓	✓
English Woodlands	132444	13712	✓	✓

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
No invoices				
due COVID 19.				

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
Tony Griffiths	✓	✓	✓	29/01/21	25/01/21
Jordan Mitchell	✓	✓	✓	29/01/21	25/01/21

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
Business Reserve	129	✓	✓	1227
Clerks A/c	497	✓	✓	1210

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	Yes Jan 21	Tesco 18/01/21.	Yes
Luxfords	N/A	N/A	N/A.

Meeting of the General Purposes Committee

Monday 19 April 2021

Agenda Item 9.1(iii)

REPRESENTATIVES ON OUTSIDE BODIES: REPORT OF THE RIDGEWOOD VILLAGE HALL COMMITTEE MEETING ON 24 MARCH 2021

With the update of the government's roadmap out of lockdown, much of the meeting was centered on the logistics and financial considerations of reopening the hall this year.

The updated 12 month financial forecast based on opening end of May was still very healthy, including the repayment of the 11K loan from the Town Council. The forecast also took into consideration the costs of absorbing VAT for regular hall users for the following 12 months rather than passing on the cost to them.

From April 12, the committee is hoping to reopen for child/toddler-based groups but not any fitness classes etc. A return to casual hirers will ideally take place from June 21. Covid policy will remain in place re one-way system, mask wearing, hand sanitiser, but spot checks will likely take place to make sure hirers are adhering to restrictions.

Much discussion went into re-establishing a parent and toddler group as funds have been gathered previously to this aim. The hope would be to include parents interested in running the group on the management committee to help protect the group's longevity.

Other matters discussed included the committee having received a very reasonable quote from Moova for them to lock the hall six nights a week plus an additional seven ad hoc throughout the year. The quote was gladly accepted and services will come into effect once the hall reopens. Pros and cons were also discussed in regards to the various advertising prospects in the town. A focus on organic social media was preferred to other paid advertising

The date of the next meeting is June 23

Councillor J. Edwards