



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Tuesday 1 June 2021 at 7.00pm
in the
Weald Hall, Civic Centre, Uckfield
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 19 April 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 No income and expenditure reports are available due to year end processes.

5.3 Bad Debts
(Attached)

5.4 To note the report of the Internal Auditor (March/April 2021)
(Attached)

6.0 BUILDINGS

- 6.1 To note the current position with the Council's buildings (Attached)
- 6.2 To review an update from the Uckfield Community Fridge CIC (to follow)
- 6.3 To consider an update on the works to the Civic Centre hopper (biomass boiler) (Attached)
- 6.4 To consider a request from Ridgewood Village Hall for additional storage (Attached)

7.0 POLICY

- 7.1 To review the Member Audit Policy (Policy No. 63) (to follow)

8.0 ADMINISTRATION

- 8.1 To receive a report on Health and Safety within the Council (Attached)
- 8.2 To receive Members' audit reports (February & March 2021) (Attached)

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

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



Town Clerk
25 May 2021

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held remotely via Zoom on Monday 19 April 2021 at 7.00pm

PRESENT:

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

IN ATTENDANCE:

2 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. None were received.

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

No statements were forthcoming.

3.0 APOLOGIES FOR ABSENCE

Apologies for absence were recorded from Councillor A. Smith

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 8 March 2021

GP36.04.21 It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 8 March 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.

GP28.03.21 – Review previous request for support from Uckfield Phab for 20/21

4.3 Project list

Members were happy for project no. 62 (262 Saturday bus service) to be removed from the project list, and subsequently 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 year end)

Councillor P. Sparks wished to make reference to the figures for Luxfords Restaurant. The figures were extremely encouraging as a result of the income received through covid related grant funding and the UK Government furlough scheme, despite the impact of the pandemic and numerous national and localised lockdowns. He wished to record his thanks to the staff and record the Town Council's appreciation for the time it would have taken to submit these claims and for officers' careful administration.

The Town Clerk also echoed these comments and highlighted that despite the deficits in both General Purposes Committee and Luxfords Restaurant, the initial view of financial year end, highlighted some underspend under Environment & Leisure Committee which would hopefully assist with covering these deficits.

Members agreed and noted both reports.

5.3. Bad Debts

Members noted the report.

5.4 To consider carry forwards of unspent revenue budget from 2020/21

Members were provided with a list of funds which had been set aside in 2020/21 for activities which were either cancelled due to the Covid-19 pandemic or were new initiatives where work had not been completed.

GP37.04.21 Members **RESOLVED** that the following unspent sums be carried forward from the 2020/21 financial year to 2021/22:

Environment & Leisure Committee 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.

Environment & Leisure Committee 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.
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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.

General Purposes Committee 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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General Purposes Committee 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.

- 5.5 To write off small under and over payments on the Town Council's accounts
Members reviewed the report which explained that over a period of time some customers under or overpay invoices; usually this would be 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

GP38.04.21 Members **RESOLVED** to agree to write off the three small underpayment amounts listed and one overpayment detailed in the report.

- 5.6 To note the report of the Internal Auditor report (March 2021)
This item was deferred as the report had not been received in time for the meeting.

6.0 BUILDINGS

- 6.1 To note the current position with the Council's buildings
The Estates & Facilities Manager advised members that one of the toilet doors at Victoria Pavilion had been fitted at the weekend and the second was being

installed this week. Members 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 January 2021.

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

Chairman of General Purposes Committee, Councillor C. Macve advised that this was his last meeting as Chair in this municipal year. He wished to thank all staff for their hard work and support, and was very grateful to the Town Clerk for leading members and keeping them on a straight pathway. Despite Covid-19, the Town Council had achieved a huge amount.

11.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk advised that an application had been made the previous week for the Covid-19 restart grant funding for hospitality and retail businesses. Only one application could be made, as a result of Luxfords Restaurant being located

within the Civic Centre and under the Civic Centre's business rates. It was hoped that the application would be successful. In the meantime, work was underway to source outside restaurant furniture and accessories to improve the facilities for customers. Funding would be used initially from the Civic Centre running costs, and if successful a virement would be carried out to transfer the grant funding back to that budget code. If for any reason funding was required to get the hospitality businesses back up and running and other routes had been unsuccessful, the Town Clerk would appoint the Urgent Consultation Panel to take a decision.

The meeting closed at 19.19pm.

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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 Town Clerk has purchased the Starter Kit 3 as recommended by Sussex Police which includes the necessary equipment at a cost of £600.43 including VAT.</p> <p>NFA.</p>

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP43.02.18</u> <u>GP12.07.18</u>	<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.	05.03.18	HG	Work in progress.
	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.	09.07.18		
<u>GP47.04.20</u>	<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.	20.04.20	HG	It is proposed to revisit the second part of this resolution in due course.
<u>GP13.10.20</u>	<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;	09.11.20	MF/HG	The new toilet doors have been fitted at Victoria Pavilion. One will be accessible 24 hours with a radar key. The other toilet will be locked by grounds staff when they depart each day. NFA.

**UCKFIELD TOWN COUNCIL
PROJECT MONITORING
GENERAL PURPOSES COMMITTEE**

Outstanding initiatives from 2018/19

Project Name		West Park Pavilion Scheme		Project Number	49
Resolution Number	Cumulative Funds	Date	Commentary		
FC86.01.18	£45,000	20.01.20	Progress will commence on considering the options for this building in 2021/22.		

Outstanding initiatives from 2019/20

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		
	(minus £1,365.00) = £135.00 remaining	15.04.20	Local web developers were commissioned to set up the online event ticket software and embed into the Civic Centre Website. The works have now been completed and tested. The only element still to complete is the method of payment, to attach to this software before going live this summer.		

UCKFIELD TOWN COUNCIL
PROJECT MONITORING
GENERAL PURPOSES COMMITTEE

FC93.01.19		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.
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Outstanding initiatives from 2020/21

Project Name		Annual Maintenance Programme (Year 6)		Project Number	61
Resolution Number	Funds	Date	Commentary		
FC.92.01.20	-	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		
		08.05.21	The new toilet doors have now been installed at Victoria Pavilion. One has been set up with a radar key, so accessible all hours. NFA.		

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.		

**UCKFIELD TOWN COUNCIL
PROJECT MONITORING
GENERAL PURPOSES COMMITTEE**

Projects for 2021/22

Project Name		262 Bus Service plus carry forward of £1,800 from 2020/21		Project Number	65
Resolution Number	Funds	Date	Commentary		
<u>FC.64.01.21</u>	£1,500	18.01.21	Invoices are usually received quarterly so likely to receive the invoice for the service run in quarter one, early July.		

Project Name		Climate Change Initiatives (carry forward from 2020/21)		Project Number	66
Resolution Number	Funds	Date	Commentary		
FC.92.01.20	£7,500	20.01.20	-		
	Minus £1800.00 plus VAT	25.05.21	Although the invoice has yet to be paid for the amount of £1,800.00. In line with the update by the Climate Change Steering Group to E&L Committee on 4 May 2021, the Estates & Facilities Manager has commenced work on the Carbon Footprint Tool analysis, which will provide an excellent baseline for the Town Council to understand what key areas it needs to focus on.		

**UCKFIELD TOWN COUNCIL
PROJECT MONITORING
GENERAL PURPOSES COMMITTEE**

Project Name		Annual Maintenance Programme 2021/22		Project Number	66
Resolution Number	Funds	Date	Commentary		
<u>FC.64.01.21</u>	£62,000	18.01.21	YEAR 7 BMF		
			Civic Centre - Increase capacity of Biomass boiler pellet hopper		£15,000.00
			Civic Centre - atrium and ceiling works in foyer		£20,000.00
			Foresters Hall Blinds		£2,500.00
			Foresters Hall Repairs		£15,000.00
			Foresters Hall Chapel Fire Alarm		£2,250.00
			Foresters Hall New Hall Floor		£6,000.00
			UNFORESEENS		
			Contingency and unforeseen		£1,250.00

Meeting of the General Purposes Committee

Tuesday 1 June 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:

- Emma Naylor Fitness;
- Kent Community Health;
- R&R Taxis;
- RB Health & Safety;
- Co-op Funeralcare;

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Holly Goring

Uckfield Town Council

Internal Audit Report 2020-21 (Interim)

Prepared by Nigel Archer

***For and on behalf of
Auditing Solutions Ltd***

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in terms of independence from the Council decision making process from the outset of the revised Regulations, with Auditing Solutions Ltd subsequently appointed to undertake the internal audit function on behalf of the Council for the residue of 2009-10 and beyond.

This report sets out those areas examined during the course of our interim work, again undertaken remotely due to the on-going Covid 19 pandemic during April 2021, and we wish to thank the Deputy Clerk / RFO for her support in providing electronic documentation as and when requested.

Internal Audit Approach

In continuing our review for 2020-21, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or mis-representation in the year-end Statement of Accounts.

Additionally, with the previously recorded transition from the “Full Code” audit to the “Limited Assurance” regime we are now required to report upon an extended range of the Council’s accounting and other processes annually. Consequently, we have and will continue to undertake work in each area covered by the Internal Audit Certificate of the year’s Annual Governance and Accountability Return (AGAR in short), which now forms the annual Statutory Accounts for the Council.

Overall Conclusion

We are pleased to record that no significant concerns or issues have been identified during the course of testing undertaken to date: consequently, it has not been considered necessary to append an Action Plan of any formal recommendations and the Clerk and her colleagues are to be commended for the standards of work provided.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council continues to use bespoke Sage accounting software to maintain its accounting records, with annual support currently provided by third party contract accountants (Acuity, who were previously known as Armida prior to a change of ownership). The Council remains a full Sage software user, with Current and Interest Bearing Deposit accounts operated at NatWest Bank, supplemented by occasional Term deposit holdings at Lloyds Bank.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. Therefore:

- We have again verified that an appropriate cost centre and nominal ledger structure remains in place for 2020-21;
- We have checked the opening Trial Balance in the accounting software for 2020-21 to the closing Financial Statements for 2019-20 to ensure that all the detailed balances have been properly rolled forward with no matters arising;
- We have checked and agreed two sample months' receipts and payments transactions (May and November 2020) on the Current bank account cashbooks to relevant statements and note that daily "sweeps" to and from the Reserve account continue to be in place to retain a fixed overnight total in the former at £200,000; and
- Finally in this area, we have checked that appropriate reconciliations are being retained and signed off at the end of each month by the RFO.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation currently and we shall test a further sample month as part of the final audit

Review of Corporate Governance

Our objective is to ensure that the Council has a robust series of corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have, to date: -

- Noted that, as in previous municipal years, the Council's extant corporate documentation such as Standing Orders, Financial Regulations, Members' Code of Conduct are subject to on-going review and were again considered fit for purpose following some relatively minor revisions (most latterly in July and November 2018)

respectively) to ensure consistency with the previously issued updates to the NALC model documentation;

- Undertaken a review of the Council's minutes, examining those for the Full Council and its Standing Committee meetings (with the exception of Planning) held to early March 2021 with a view to identifying whether or not any potential issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability – no such issues were identified although of course the lengthy lock-downs throughout the pandemic have significantly curtailed revenue streams;
- Noted previously that the Council met all necessary criteria to adopt the General Power of Competence and that this was re-affirmed in May 2019 following the election of the new Council at that time in accordance with extant legislation; and
- We are again pleased to acknowledge the existence of a plethora of relevant, formally adopted Policies and Procedures, together with more detailed written operating procedures in line with best practice, also noting that these continue to be reviewed and updated periodically.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- That an official order is raised for all relevant goods and / or services: we acknowledge that this will not be necessary for all items of expenditure, which are regularly the subject of contracts (e.g. grounds maintenance) or legal requirements (e.g. non domestic rates);
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been separately identified (where applicable) and coded to the control account for periodic recovery.

We are pleased to note that sound control continues over the authorisation of, and payments for, supplier invoices and other similar expenditure. We noted at the end of 2019-20 that the Council was to move onto a form of electronic supplier settlement process but this was curtailed shortly after the approval was granted due to the pandemic and we note from current testing that, at least up to the end of November 2020, payments were still predominantly made by cheque.

With regard to sample testing, we have selected a relatively small number (essentially all those supplier invoices posted to the Sage creditors reports to the end December 2020 in excess of £4,000) and the RFO and colleagues will provide us with copies to finalise the year-end audit in due course

In relation to VAT, the RFO continues to submit quarterly electronic submissions in a timely manner in accord with the Sage control account balances and the new Making Tax Digital legislation and we shall verify the March 2021 year-end debtor as part of the final review.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage any such risks identified in order to minimise the opportunity for their coming to fruition.

- We have noted previously that the Council's corporate insurance cover is provided under a long term agreement by Zurich supplemented by property cover provided by QBE. We have examined the former's current year's policy schedule (to June 2021) and Public Liability stands at £15 million, Employer Liability stands at £10 million, Fidelity Guarantee stands at £1 million and there is adequate Loss of Revenue cover in place at £400,000 for the Civic Centre at £34,000 across other locations. The QBE policy for the year to October 2019 was considered as part of the final 2018-19 audit that for the year to October 2020 has yet to be considered again currently;
- We again note that the Council has a formal Strategic Risk Management Policy in place, which was most recently re-adopted by the General Purposes Committee in January 2021 and, by subsequent minute approval, Full Council in March 2021; and
- We again note that sound control registers are in place, on a weekly basis, to record the ground staffs' health and safety inspections of the Council's various play areas and associated facilities.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the District Council; also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure.

Consequently:

- We are pleased to note the conclusion of the Council's budget deliberations at its meeting on 18th January 2021 and that the Precept for 2021-22 was formally adopted, and properly recorded, at £955,945 (with no further Council Tax Support Grant receivable); and
- We also note from minutes that members continue to be provided with sound periodic budget management reports during the current year to date (generally monthly) at Committee level but have yet to consider the outturn for 2020-21.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Income

The Council receives income from a variety of sources including hire fees for use of the Civic Centre, the Luxford restaurant facility, other property lettings, Cemetery activities, allotments, sports pitches, bank interest and VAT recoveries.

Our objective is to ensure that robust systems are in place to ensure that all income due to the Council is identified and invoiced (where applicable) in a timely manner and that effective procedures are in place to ensure that appropriate recovery is effected within a reasonable time span. Consequently, we have:

- Noted from Financial Regulations that members are required to review the scales of fees and charges for all its activities annually and have obtained detail of those pertaining to the Civic Centre and Forester Hall lettings, Pavilion & Sports pitch hires, Cemetery activities and allotment rentals for the current financial year (which were duly approved in the previous municipal year) and that those for 2021-22 were approved in October and November 2021;
- Noted that officers and members continue to regularly manage, report on and review long-standing and potential bad debts, the most recent of which did not identify any significant issues to warrant further action at present;
- We have previously examined the Cemetery income streams by selecting all those burial register entries for the six month period July to December 2019 and ensuring that each was duly supported by funeral directors' application forms and death certificates, that the fees charged for each activity were in accord with the published scales, that relevant Sales Ledger invoices had been raised in Sage and that there were no undue delays with settlements of same. Consequently, we have not considered it necessary to repeat that work in the current year since there has been no material change in the "in-house" processes;
- As noted earlier in this report, we have checked and agreed two sample months' receipt transactions in full from Current account cashbooks to bank statements; and

- We note that the Luxford trading position is monitored very closely by the previous Facilities and, more currently recruited Hospitality Managers and that members are provided with periodic trading reports but have not commented further due to the commercial & confidential nature of the outturns and of course Covid 19 will have a material impact on its trading position for the year.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Petty Cash Accounts and Corporate Debit / Credit Cards

The transition to the “limited assurance” regime requires us to specifically express a view on the operation of petty cash schemes within the Internal Audit Certificate at Part 3 of the revised Annual Governance and Accountability Return.

- Two “office” based petty cash accounts are in operation at the Civic Centre in addition to the general operational floats held for the till functions. These are maintained on a day-to-day basis for the separate use of Administration and Luxford expenses utilising Sage cashbooks for transaction processing and accounts are “topped up” periodically as and when required (usually in round sum amounts of £150) and are not operated on a formal “imprest” basis;
- We have previously checked and agreed a sample month’s payments (January 2020) on both accounts to ensure that each was supported by an appropriate invoice or till receipt, that VAT (where applicable) was being separately identified for periodic recovery and that the goods or services were appropriate for the Council’s activities. We also note the continuing formal control of the “cash-in-tin” balances and reimbursements, which are subject to independent managerial review and do not consider it necessary to repeat that testing at present; and
- We note that the Council continues to be in possession of a NatWest One Card, with a maximum credit limit of £5,000 and settlement in full by automatic monthly direct debit. We have previously checked and agreed the transactions for the month ending 15th July 2019 to supporting documentation (also ensuring the goods and services were appropriate for the Council’s activities) and shall re-visit this area as part of the final work for 2020-21

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Salaries

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme as further revised from 1st April 2020 in relation to the staff salary contribution bandings.

We have previously examined the payroll procedures in place and physical payments made to staff in 2019-20 by reference to the October 2019 documentation, the underlying detail for which continues to be produced “in house” by the current RFO utilising bespoke Sage payroll software but no further work has been undertaken in relation to 2020-21 yet.

Investments and Loans

Our objectives here are to ensure that the Council is investing “surplus funds”, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

- Currently we note that the Council has one periodic Term deposit with Lloyds Bank (for a twelve month period ending in July 2021 which has accumulated interest in the year to date of just over £4,500) and also, as noted earlier, holds “surplus” funds in an Interest Bearing account at NatWest.
- The Council has four separate PWLB liabilities and we have obtained their third party, on-line schedule of all liabilities for all our clients and shall verify these balances to those disclosed in the Statement of Accounts in due course.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Meeting of the General Purposes Committee

Tuesday 1 June 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

- Works to the Atrium are now complete; awaiting new tile order for refitting the roofed area above Luxfords kitchen and remedial works;
- "Covid secure" implementations have been maintained throughout;
- Investigative works are being carried out into void space and the caretakers station for storage within the building;

The Hub

- Tenants moved out on 14th October 2020;
- Incoming electric supply and gas works have been transferred to The Source.

The Source

- Wet heating system has been replaced with electric.

Victoria Pavilion

- Final finishing to intruder alarm following new door installation – completed;
- Public toilet doors installed;
- Scaffolding required to refit Flue for heating system.

The Signal Box

- Nothing new to report;

Foresters Hall

- Awaiting date for flooring to be laid;

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

- Nothing new to report.

Ridgewood Village Hall

- Nothing new to report.

3.0 Recommendations

- 3.1 Members are asked to note the report.

Contact Officers: Mark Francis

Meeting of the General Purposes Committee

Tuesday 1 June 2021

Agenda Item 6.2

TO REVIEW AN UPDATE FROM THE UCKFIELD COMMUNITY FRIDGE CIC

1.0 Summary

- 1.1 Members will recall the Community Fridge initiative which has been discussed at both General Purposes Committee and Environment & Leisure Committee.
- 1.2 Councillor Ben Cox placed a motion before Full Council on 16 September 2019 around youth food poverty, it was noted that the work of Uckfield Food Bank was excellent, but they could not tackle the problem alone.
- 1.3 Around the same time, a member of the public Amy Fieldhouse approached the Town Council to discuss the idea of setting up a Community Fridge. Interested volunteers came together and they sought advice from Hubbub (coordinators of the world's largest Community Fridge Network). They then began framing the concept and seeking a location for the Fridge.
- 1.4 As part of their initial investigations, Uckfield Town Council offered the grass area of the Hub site (Luxford field end) as a temporary location for the Community Fridge. This would enable the initiative to get set up and established but any unit placed there would need to be moveable should the Town Council require the land in the future.

2.0 Progress made

- 2.1 Uckfield Community Fridge CIC have made excellent progress since, despite the challenges imposed by the pandemic. They have set themselves up as a Community Interest Company (CIC) and established their governance arrangements with a board of Trustees. They have also registered with Hubbub as a Community Fridge.
- 2.2 In the past few months Uckfield Community Fridge CIC have secured a total of £6,500 in grant funding and continue to make further applications. Within this total secured, the Town Council provided a sum of £2,500 through the 2021/22 Community Grant Programme.
- 2.3 Exploring various options and styles of units, along with associated costs, Uckfield Community Fridge CIC are currently exploring the purchase of a bell container through Thorne's. It would be approximately 20ft x 8ft x 8ft, and work would be carried out to insulate and line the walls, floors and ceiling. Marine ply would be used for the floor and a consumer unit, sockets and lights installed. A metal ramp would also be preferred to enable disabled access into the container. With this and windows/doors, the total costs would be in the region of £8,985.00
- 2.4 The container would be the most cost-effective solution as it requires less labour. It would also be easier for transportation if the Community Fridge needed to move to another site.

2.5 Uckfield Community Fridge CIC intend to work with local schools to design the look of the external finish, as it will be an initiative 'by *the community for the community*.' A community information Board would also be placed outside.

2.6 At present, works are anticipated to begin mid-July, with opening expected early September. Works will start with preparation of the site, opening of the fence and ground setting and delivery of the container subject to the confirmation of the final order. Works would commence wk beg 19 July 2021.

3.0 Food hygiene and safety

3.1 Uckfield Community Fridge CIC have been liaising with Hubbub with regards to best practice and food hygiene and safety, as well as Wealden & Rother Environmental Health Shared Services. Their hygiene systems will be set up following the HACPP plan (food safety monitoring system and updated with the latest regulations).

3.2 The Fridge will not open until Environmental Health have signed off the site. All volunteers will be trained in the monitoring systems in place, and food health and hygiene.

3.3 Daily records will be maintained of food, fridge temperatures and users of the fridge. Random inspections will also take place by Ben Cox, to ensure health and hygiene requirements are being maintained.

4.0 Running costs

4.1 Uckfield Community Fridge CIC have produced a business plan with detailed information on day to day running costs for the Community Fridge, and have been carefully working out their costings.

4.2 Day to day spending could cost in the region of £290 per annum, however some of these costs could end up being covered by sponsors or by local supermarkets.

4.3 They are also seeking the necessary insurance for the unit, which is estimated to cost £300-400 per annum, in line with fridges elsewhere in the country.

5.0 Costs to be invoiced by Uckfield Town Council

5.1 Detailed discussions have taken place with the Estates & Facilities Manager and Town Clerk with regards to waste collection, and utilities.

5.2 Recycling can be placed in the bins at the top of Luxfords car park, and general waste can be placed in the Civic Centre's general waste collection. It is predicted that there would be one to two bags max per week, possibly less. The Estates & Facilities Manager calculated the approx. weight and cost per week and estimated a cost of £5.60 to the council for this waste per month, totalling in the region of £72 per annum.

5.3 The Town Council own the power box on Luxford Field which provides suitable access to power in that area. Uckfield Community Fridge CIC would cover the costs of connecting to that supply (fuse spur), with the Town Council requiring a copy of the certification once installed. The Estates & Facilities Manager looked at the approximate cost of electricity for running a fridge. It was estimated that the costs of electricity from that supply would be in the region of £172 per annum.

- 5.4 It has been suggested that we invoice Uckfield Community Fridge CIC per annum for the running costs to the amount of £240/250 to cover these costs. It would cost less in administrative costs for the Town Council to issue an invoice once a year, rather than invoice on a monthly or quarterly basis.

6.0 Recommendations

- 6.1 Members are asked to:

- (i) note the report, and its contents, and;
- (ii) agree to the invoicing of an annual charge up to the amount of £250 per annum, to cover the costs of waste collection and electricity.

Contact Officers: Mark Francis

Meeting of the General Purposes Committee

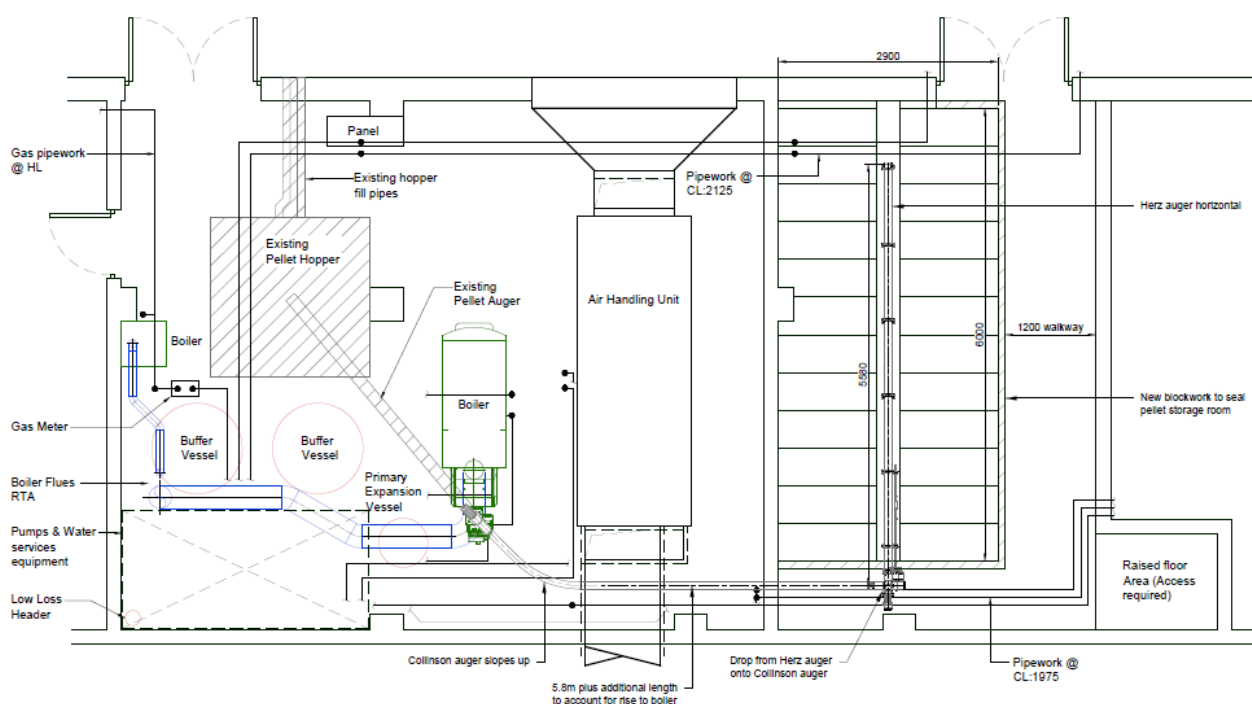
Tuesday 1 June 2021

Agenda Item 6.3

TO CONSIDER AN UPDATE ON THE PROPOSED WORKS TO THE CIVIC CENTRE HOPPER (BIOMASS BOILER)

1.0 Summary

- 1.1 The current Hopper that feeds the main heating system of the Civic Centre can hold 2.5 tons of wood pellets. Pellet deliveries are carried out every 10 days throughout the period between September and April each year, with an average of 18 - 20 tons of pellets being delivered each winter or 8 to 9 deliveries.
- 1.2 Following the pellet contract supply renewal in 2020/21, it was advised that due to having such a small order of pellets delivered there would be a minimum charge of 3 tons per delivery, resulting in having to pay 0.5 tons as a delivery charge. 1 ton is currently charged at a fixed rate of £350, increased from £275 in 2019/20.
- 1.3 The Estates & Facilities Manager has been investigating ways to increase the size of the current hopper. The current size also makes it very efficient at running out, meaning the building has no heating until a delivery has arrived.
- 1.4 Contractors were contacted who installed the original bio boiler system, who also carry out the boiler service on a six-monthly basis to quote on installing a new hopper in the storage room next door to the main boiler room. A quote has been received which accommodates a timber walled, 12 ton hopper, which feeds the boiler through the wall using a corkscrew Auger system. This size of hopper should only require two deliveries per winter season.
- 1.5 Drawing of proposed hopper.



2.0 Costs

- 2.1 An original quote was received in 2020 to carry out this work at £15,000+vat. This estimate was placed into the Building Maintenance fund 2021/22 budget. However, a revised quote has been received for £19,167.501+vat. This is due to Brexit and an increase in timber prices.
- 2.2 The additional funds required could be taken from earmarked reserves (Building Maintenance Fund) or the Civic Centre Repairs & Renewals revenue budget.
- 2.3 The hopper is recommended to be installed in the summer of 2021 in preparedness for the winter season of 2021 with the potential to commence works mid July 2021. Staff at the Civic Centre will be clearing out the store room and utilising existing spaces to create more room, which will include the hire of skip(s).

3.0 Recommendations

- 3.1 Members are asked to:
 - (i) note the report, and;
 - (ii) agree to the installation of the larger hopper, with a decision on where the additional funds will be transferred from.

Contact Officers: Mark Francis

Meeting of the General Purposes Committee

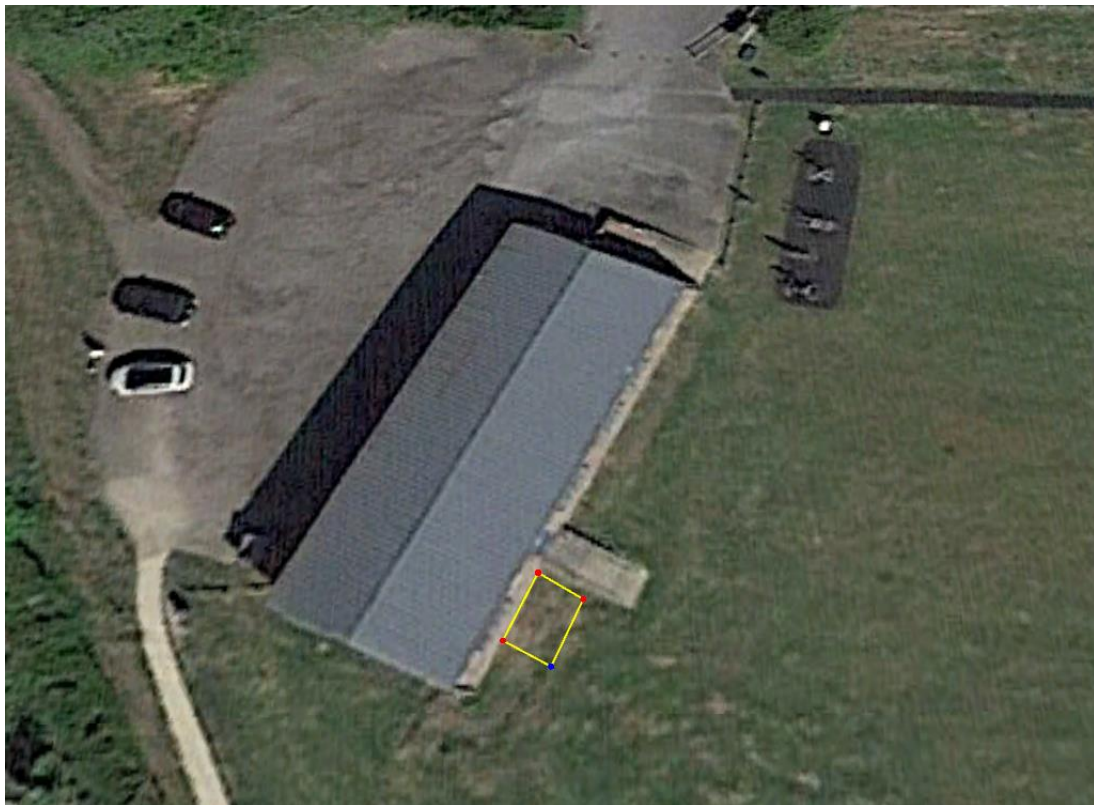
Tuesday 1 June 2021

Agenda Item 6.4

TO CONSIDER A REQUEST FROM THE RIDGEWOOD VILLAGE HALL MANAGEMENT COMMITTEE FOR ADDITIONAL STORAGE

1.0 Summary

- 1.1 A request has been received from the Ridgewood Village Hall Management Committee to supply and install a shed for storage purposes.
- 1.2 The shed will be used to store tables and chairs which are currently using up valuable space in the hall and cause a Health and Safety concern for committee members/hirers when moving equipment from the basement into the hall itself.
- 1.3 The shed is proposed to be located on the recreation ground side of the hall to the left of the ramp, see below image, location marked in yellow area.



- 1.4 The size of the shed is approx. 8m². The supply and installation of the shed including a foundation would be paid for by the RVH Management Committee.

2.0 Location of the proposed shed for storage purposes

- 2.1 The Town Council do have limited permitted development rights under Part 12 of the Legislation for small works which allow them to fulfil their statutory functions on land owned or controlled by them.
- 2.2 If it were to store equipment related to the use of the recreation ground to enable the roll out of one of the Town Council's responsibilities, then it could be regarded as Part 12 permitted development.
- 2.3 The key limitations to the permitted rights are no more than 200 cubic metres, and no more than 4 metres in height.
- 2.4 Unfortunately, RVH don't have any Permitted Development rights so if it's for their benefit, then technically they would need full planning permission. Further correspondence would also be required with the Town Council's solicitors in terms of the location.

3.0 Recommendations

- 3.1 Members are asked to consider the report and advise the clerk accordingly.

Contact Officers: Mark Francis

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT POLICY

Policy Number 63		
Issue No.	Date completed	Details of amendments
1	24.05.10	GP 24.05.10
2	29.07.13	GP 15.07.13
3	13.04.15	GP 70.04.15 General Review of policy
<u>4</u>	<u>01.06.21</u>	<u>General Purposes Committee – general review</u>

1.0 Introduction

- 1.1. In accordance with its Annual Governance Statement, Uckfield Town Council is required to review its system of internal control. This is generally by the continuing review of existing policies and implementation of new policies, compliance with such policies, procedures, laws and regulations in order to improve governance. The Members Audit is part of this process.

2.0 Procedures

- 2.1. On a monthly basis one member of the Council will carry out a Members' Audit by completing the form at Appendix A using the following format.
- 2.2. At each Annual Statutory Meeting, the Clerk will provide a schedule of Members who will be required to undertake the Members' Audit for a particular month. Such Audit will be required to be completed within the first two weeks of the following month and individual Members will be required to make an appropriate appointment with the Responsible Financial Officer accordingly.
- 2.3 Should any Member not be able to make the date set out for them in the schedule, it will be their responsibility to make alternative arrangements with another Member to fulfil their obligations for that month.

3.0 SAGE AUDIT TRAIL (DETAILED)

- 3.1. The purpose of this exercise is to follow a paper trail of random documents. These will include supplier invoices, customer invoices and payroll timesheets.
- 3.2. **Supplier Invoices:**
The Member will choose random invoices from the suppliers paid files. They will check:
- a) That the invoices have been stamped with the authorisation stamp.
 - b) That the correct nominal code has been used and is signed off by an authorised member of staff.
 - c) That a purchase order is attached and corresponds with the invoice.
 - d) That the payment method ~~a cheque number~~ is present on the invoice. Sight of the ~~copy cheque~~ payment method will also be required (either BACS or cheques).
 - e) That the two Members that ~~signed the cheque~~ authorised payment have also signed the invoice.

3.3 Customer Invoices:

- The Member will choose random invoices from the 'customer paid' files from the month that they are auditing.
They will check:
- a) That the invoice details correspond with the customer booking form attached to the invoice.
 - b) That the prices charged are in accordance with the current fees and charges.
 - c) That the date the invoice was paid is on the invoice.

- d) ~~That a cross-check is made with the customer's method of payment to check that the funds have been received (either bank statement or paying in book if cash/cheque). e paying in book to ensure that the receipt has been paid into the bank.~~

3.4. **Timesheets:**

The Member will choose random timesheets from the file preferably one from Uckfield Town Council and one from Luxfords Restaurant.

They will check:

- a) That the time sheets add up correctly.
- b) That the pay detail on the payslip for that person corresponds with the time sheet;
- c) That payment was made into their account correctly by checking the payslip amount against the BACs records for payment.-

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

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

4.2. The Member will carry out the following checks:

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

5.0. **PETTY CASH**

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

5.2 The Member will carry out the following:

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

6.0. **IRREGULARITIES**

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

7.0. REVIEW

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

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH:

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 type="checkbox"/> |
| Customer Invoices | <input type="checkbox"/> |
| Timesheets | <input type="checkbox"/> |

BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

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

- | | |
|--------------------------|--------------------------|
| Clerks Account | <input type="checkbox"/> |
| General Account | <input 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 type="checkbox"/> |
| Luxfords Petty Cash | <input type="checkbox"/> |

Signed

Print Name

Dated

Members comments:-

Supplier Invoice Checked

Supplier Name	Invoice No. and Date	P. Order No	Confirmed Stamped, signed, correct nominal code	Confirmed Cheque Npayment <u>methode.</u> entered and signed by two Cllrs.

Customer Invoices Checked

Customer Name	Invoice No.	Are <u>c</u> Charges correct?	Payment date on invoice	Bank Paying in receipt No. <u>Bank Statement</u> <u>Page No.</u>

Timesheets checked

<u>Staff Name</u>	<u>Are hours correct?</u>	<u>Is payment correct?</u>	<u>Payslip date</u>	<u>Ref code on BACS Payment record</u>

Bank Reconciliation Checked

Bank Account	Statement No.	<u>RFO</u> <u>has</u> <u>Signed</u> <u>both</u> <u>records</u>	<u>Amount</u> <u>Reconciled</u> <u>and if not</u> <u>reasons</u> <u>noted</u>	Nominal Code

Petty Cash Checked

Account Name	<u>Is</u> <u>Reconciliation</u> <u>Correct?</u> , Month	<u>Selected</u> Voucher Name <u>and findings</u>	<u>At time of visit,</u> <u>are petty cash</u> <u>Correct floats</u> <u>aligned</u> to SAGE balance
Town Council			
Luxfords			

Meeting of the General Purposes Committee

Tuesday 1 June 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 since 1 April 2021 and the cumulative picture for the whole year to date, in comparison with the same period last year.

	As at 21.05.21 (sickness recorded since 1 April 2021) (29 staff)	Cumulative total for the year 2021/22	As at 25.05.20 (sickness recorded since 1 April 2020 (29 staff)
Actual days taken as short-term Doctors' certificate	13.0 days	13.0 days	0.0 days
Actual days taken as self-certificated sick leave	0.0 days	0.0 days	5.0 days
Average number of days self-certificated sick leave per person	0.0 days	0.0 days	0.17 days
Actual days taken as long-term sick leave	0.0 days	0.0 days	0.0 days
Average number of days sickness per person	0.45 days	0.45 days	0.17 days
Number of days lost through sickness absence per worker in the public sector (ONS 2020)	5.4 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 October 2020 to confirm all Covid secure procedures and risk assessments were in place. There were no remedial works required.

6.5 A thorough H&S file was created for the Civic Centre Atrium alteration works in April 2021 with facilities used within the Civic Centre, including an outside portable toilet.

6.6 A HSE Covid-19 inspector visited the Civic Centre in early May 2021 to assess the current Covid-19 compliance and procedures in place at the Civic Centre which was all noted as acceptable.

7.0 Accident reporting – Quarter 1 (April – June 2021/22)

7.1 Nothing new to report.

Contact Officers: Mark Francis/Holly Goring

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH Feb 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.

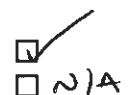
Clerks Account
General Account
Special Interest Bearing
Lloyds Bank Account



PETTY CASH

Check cash balance and vouchers

Town Council Petty Cash
Luxfords Pettv Cash



Signed

Print Name Ben Cox

Dated 19/4/2021

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.
BHXtel messenger	2145 12 FEB 21	13773	✓	
BEX Hill Electrical Limited	4645 31/1/21	13759	✓	✓

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
Walden Conservative Association	CC38486	✓	23/2/2020	
Mrs D. Lamb	CC38488		27/02/2020	
Sussex NHS Trust	CC39221	✓	19/04/21	BACS
WHSBT	CC39222	✓	25/03/21	BACS

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
Sophie B. Stow	✓	✓	✓	26/2/21	690892966
Joanne Brooker	✓	✓	✓	26/2/21	690892966

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
Genfor	278/243	✓	✓ 15646 Reconc	1200
Business Re	130	✓	✓	1227

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	Feb 2021 ✓	The Solicitor ✓	✓
Luxfords			

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH MARCH 21

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

Print Name E. MARVE

Dated 14-05-21

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.
ENGLISH WOODLANDS	134550	13797	✓	✓
MARTIN & CO	18789	13776	✓	✓

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
NHSBT	CC 39222	YES	30-03-21	SHEET 3/11
WEALDEN LEISURE	CC 39227	YES	06-04-21	ON LINE BANK A/C.

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
JENNY RIDLEY	MARCH	✓	YES	26-03-21	69/406283
BRUCE HARDWICK	MARCH	✓	YES	26-03-21	69/406283

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
CURRENT	294 - 312	YES	YES	1200
CLERKS	499	YES	YES	1210

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	YES MARCH 21	ALS FORD TIMBER	YES
Luxfords		CLOSED FOR COVID	

Meeting of the General Purposes Committee

Tuesday 1 June 2021

Agenda Item 9.1(i)

REPRESENTATIVES ON OUTSIDE BODIES: REPORT OF WEALDEN CITIZEN'S ADVICE (CAB)

I attended the CAB Trustees' meeting on 26 April 2021. The CAB has continued to maintain high caseloads despite the pandemic. 3816 cases and 16,546 issues were supported in 2020/21.

Currently 70 staff and volunteers are working remotely, offering support by telephone or email. This presents challenges, particularly in ensuring that volunteers feel supported, and in inducting new volunteers. Plans are currently being formulated for a gradual return to office working, bearing in mind issues such as social distancing and ventilation. It is likely that the Crowborough office will pilot these arrangements.

The main issue that clients required help with in 2020/21 related to benefits, with PIP (personal independence payment) being the top benefits issue. CAB has also noted a large increase in food voucher requests this year. Debt, housing and employment were also frequently flagged as support issues.

Councillor A. Smith