



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

on

**Monday 21 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 MAYOR'S DISCRETION

3.0 TO RECEIVE REPORTS FROM EAST SUSSEX COUNTY COUNCIL AND WEALDEN DISTRICT COUNCIL

4.0 APOLOGIES FOR ABSENCE

5.0 MINUTES

5.1 To **RESOLVE** that the minutes of the Full Council on 24 May 2021 be taken as read, confirmed as a correct record and signed by the Town Mayor.

5.2 Action list – For information only
(Attached)

6.0 COMMITTEE MINUTES

- 6.1 To note the acts and proceedings of the following committee meetings:-
- | | | |
|-----|-----------------------------------|--------------|
| (a) | Plans Committees | 7 June 2021 |
| (b) | Environment and Leisure Committee | 14 June 2021 |
| (c) | General Purposes Committee | 1 June 2021 |

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

- (i) The Uckfield Town Centre Regeneration Joint Committee
(nothing to report at this time)
- (ii) Neighbourhood Plan Steering Group
(nothing to report at this time)
- (iii) Gatwick Airport Consultation Group
(nothing to report at this time)

8.0 TO RECEIVE REPORTS FROM WORKING GROUPS

- (i) Civic Centre Working Group
(nothing to report at this time)
- (ii) Uckfield – Events Working Group
(Attached)
- (iii) Uckfield Dementia Forum
(Attached)

9.0 TO RECEIVE, CONSIDER AND NOTE THE INTERNAL AUDIT REPORT FOR THE YEAR ENDING 31 MARCH 2021
(to follow)

10.0 TO RECEIVE, CONSIDER AND APPROVE SECTION 1 - THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31 MARCH 2021
(to follow)

11.0 TO RECEIVE, CONSIDER AND APPROVE SECTION 2 - THE TOWN COUNCIL'S DRAFT ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN AND FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2021
(to follow)

12.0 TO SIGN AND SEAL THE LEASE AGREEMENT FOR THE SOURCE BETWEEN UCKFIELD BAPTIST CHURCH AND UCKFIELD TOWN COUNCIL
(Attached)

13.0 TO CONSIDER IDEAS FOR THE FUTURE USE OF THE TRADITIONAL RED TELEPHONE BOX
(to follow)

14.0 TO APPOINT MEMBERS TO THE CIVIC CENTRE WORKING GROUP
(Attached)

15.0 TO NOTE THE MAYOR'S ENGAGEMENTS

(Attached)

16.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT

17.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

18.0 TOWN CLERK'S ANNOUNCEMENTS

19.0 CHAIRMAN'S ANNOUNCEMENTS

A handwritten signature in blue ink, appearing to be 'C. Tan', with a long horizontal flourish extending to the right.

Town Clerk
15 June 2021

UCKFIELD TOWN COUNCIL



Minutes of the Annual Statutory Meeting of **UCKFIELD TOWN COUNCIL** held in the Council Chamber, Civic Centre on Monday 24 May 2021 at 7.00 pm

PRESENT:

Cllr. K. Bedwell	Cllr. J. Love
Cllr. J. Beesley	Cllr. C. Macve
Cllr. D. Bennett	Cllr. S. Mayhew
Cllr. B. Cox	Cllr. A. Smith
Cllr. J. Edwards	Cllr. C. Snelgrove
Cllr. H. Firth	Cllr. P. Sparks
Cllr. D. French	(once co-opted – Becky Ikeson)
	(once co-opted – Emily McHale)

IN ATTENDANCE:

1 member of the public
3 members of the press

Sarah D'Alessio	Assistant Town Clerk and Responsible Financial Officer
Holly Goring	Town Clerk
Louise Slaughter	Hospitality Manager

Minutes taken by Holly Goring

Councillor Spike Mayhew welcomed everyone to the Annual Statutory meeting of the Council and the first meeting held in person since March 2020.

1.0 ELECTION OF TOWN MAYOR

Eight nominations were put forward for the role of Town Mayor prior to the meeting which selected four councillors as potential candidates. The four councillors nominated were Councillors D. Bennett, J. Love, C. Macve and A. Smith.

Councillors D. Bennett and A. Smith withdrew due to work and personal commitments.

FC.01.05.21 In response to the results of a signed ballot, it was **RESOLVED** that Councillor Jackie Love be appointed as Town Mayor.

2.0 TO RECEIVE THE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

Councillor J. Love thanked members for their support and settled into her new role as Chair of full Council.

Councillor J. Love then signed the declaration of acceptance of office in the presence of the Proper Officer (Town Clerk).

3.0 ELECTION OF DEPUTY TOWN MAYOR

The Town Clerk asked if any of the previously nominated councillors wished to stand for Deputy Town Mayor, of which Councillor C. Macve expressed an interest. Nominations were also invited from the table, to which Councillor D. French expressed an interest.

FC.02.05.21 Further to the results of a signed ballot, it was **RESOLVED** that Councillor D. French be appointed as Deputy Town Mayor.

4.0 TO CO-OPT TWO YOUTH MEMBERS TO UCKFIELD TOWN COUNCIL

As part of an initiative which began in 2017 with Uckfield College, the Town Council has been inviting students with an interest in politics to become involved in local decision-making by engaging with the Town Council.

The Town Mayor, Cllr. J. Love, welcomed two Year 12 students, Miss Becky Ikeson and Miss Emily McHale to introduce themselves. They were keen to develop their understanding of local democracy through this opportunity.

The Mayor asked for members to take a vote by show of hands on their co-option.

FC.03.05.21 With unanimous support, it was **RESOLVED** to co-opt Miss Becky Ikeson and Miss Emily McHale onto Uckfield Town Council as Youth Members for 2021-22 and to join the main table.

4.1 TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE

Newly non-voting co-opted Youth Members Miss Becky Ikeson and Miss Emily McHale signed a declaration of acceptance of office in the presence of the Proper Officer (Town Clerk).

5.0 DECLARATIONS OF INTEREST

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. They were advised that notice should be given at this part of the meeting of any intended declaration and that the nature of the interest should then be declared later at the commencement of the item or when the interest became apparent. None received.

6.0 STATEMENTS FROM MEMBERS OF THE PUBLIC ON MATTERS ON THE AGENDA AT THE MAYOR'S DISCRETION

No statements were forthcoming.

7.0 APOLOGIES FOR ABSENCE

Apologies had been received from Town Councillors G. Johnson and D. Ward, and County Councillor Chris Dowling and County/District Councillor Claire Dowling.

8.0 TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED STANDING COMMITTEES

General Purposes - 9 members

FC.04.05.21 It was **RESOLVED** that the nine members of the General Purposes Committee be as follows:-

Councillors J. Edwards, H. Firth, G. Johnson, J. Love, C. Macve, A. Smith, C. Snelgrove, P. Sparks and D. Ward.

Environment and Leisure - 9 members

FC.05.05.21 It was **RESOLVED** that the nine members of the Environment and Leisure Committee be as follows:-

Councillors K. Bedwell, J. Beesley, D. Bennett, B. Cox, J. Edwards, H. Firth, D. French, S. Mayhew, and A. Smith.

Plans - 7 members

FC.06.05.21 It was **RESOLVED** that the seven members of the Plans Committee be as follows:-

Cllrs. K. Bedwell, J. Beesley, D. Bennett, B. Cox, J. Love, C. Macve and S. Mayhew.

Prior to adjourning to consider the appointment of Chairmen and Vice-chairmen for the various committees, Members were reminded of the Council's Standing Orders relating to voting on appointments which stated:-

"15.3 - Nor should any Member of the Council be Chairman of more than one committee or sub-committee at any one time."

and

"15.4 - "Neither shall the Mayor or Deputy Mayor be Chairman of a full committee."

GP.01.05.21 In considering the appointment of Chairman of the General Purposes Committee, it was **RESOLVED** that Councillor P. Sparks be appointed as Chairman.

GP.02.05.21 In considering the appointment of Vice-chairman of the General Purposes Committee, it was **RESOLVED** that Councillor J. Edwards be appointed as Vice-Chairman.

EL.01.05.21 In considering the appointment of Chairman of the Environment and Leisure Committee, it was **RESOLVED** that Councillor S. Mayhew be appointed as Chairman.

EL.02.05.21 In considering the appointment of Vice-chairman of the Environment and Leisure Committee, it was **RESOLVED** that Councillor A. Smith be appointed as Vice-Chairman.

P.01.05.21 In considering the appointment of Chairman of the Plans Committee, it was **RESOLVED** that Councillor K. Bedwell be appointed as Chairman.

P.02.05.21 In considering the appointment of Vice-Chairman of the Plans Committee, it was **RESOLVED** that Councillor. D. Bennett be appointed as Vice-Chairman.

9.0 TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED SUB-COMMITTEES AND THE VOICE EDITORIAL PANEL

In considering the appointment of members to the sub-committees, the Clerk reminded Members of Standing Order No. 19.1.8 which stated that the Chairman of the General Purposes Committee or in their absence the Vice-chairman of the committee shall be members of every sub-committee appointed by it, unless they signified that they did not wish to serve.

The new Chairman of General Purposes Committee, Councillor P. Sparks, had already expressed an interest in Personnel Sub-Committee.

Personnel - 5 members

(Reporting to the General Purposes Committee)

FC.07.05.21 It was **RESOLVED** that the members of the Personnel Sub-committee be as follows:-

Councillors. K. Bedwell, H. Firth, A. Smith, P. Sparks and D. Ward.

The new Chairman of the General Purposes Committee had already expressed an interest in Finance Sub-Committee.

Finance – 5 members

(Reporting to the General Purposes Committee)

FC.08.05.21 It was **RESOLVED** that the members of the Finance Sub-committee be as follows:-

Councillors B. Cox, J. Edwards, C. Macve, P. Sparks and D. Ward.

The meeting then adjourned to allow the sub-committees to meet and elect a Chairman and Vice-chairman.

PS.01.05.21 In considering the appointment of Chairman of the Personnel Sub-committee it was **RESOLVED** that Councillor D. Ward be appointed as Chairman.

PS.02.05.21 In considering the appointment of Vice-Chairman of the Personnel Sub-committee it was **RESOLVED** that Councillor A. Smith be appointed as Vice-Chairman.

FS.01.05.21 In considering the appointment of Chairman of the Finance Sub-committee it was **RESOLVED** that Councillor B. Cox be appointed as Chairman.

FS.02.05.21 In considering the appointment of Vice-chairman of the Finance Sub-committee it was **RESOLVED** that Councillor C. Macve be appointed as Vice-Chairman.

The Voice Editorial Panel - 3 members

The Clerk advised that five Members had expressed an interest in the Editorial Panel. One member withdrew. It was felt that the remaining four members with an interest could all continue and assist with contributing to the content for each edition.

FC.09.05.21 It was subsequently **RESOLVED** that the members of the Voice Editorial Panel be as follows:-

Councillors. J. Edwards, D. French, C. Macve and C. Snelgrove.

10.0 TO APPOINT MEMBERS TO OUTSIDE BODIES

FC.10.05.21 It was **RESOLVED** that the following Members be appointed as the Council's representatives to the following outside bodies:-

FULL COUNCIL

Organisation	No. Required	
Uckfield Town Centre Regeneration Joint Committee	2	Cllr Jackie Love Cllr Diane Ward
Uckfield Town Centre Regeneration Joint Committee – Substitute Members	2	Cllr Donna French Cllr Angie Smith
Neighbourhood Plan Steering Group	2	Cllr Karen Bedwell Cllr Angie Smith
Gatwick Airport Consultation Group	(2) 1 member and 1 substitute	Cllr Gary Johnson Cllr Chris Macve

GENERAL PURPOSES COMMITTEE

Wealden Citizens Advice	1	Cllr Angie Smith
(East) Sussex Association of Local Councils (Attendance at AGM only)	1	Cllr Diane Ward
Emergency Planning Co-ordinators	2	Cllr Duncan Bennett Cllr Donna French
Ridgewood Village Hall Management Committee	(2) 1 member and 1 substitute	Cllr Jez Beesley Cllr James Edwards
Uckfield & District Housing Association Ltd. Management Committee	(2) 1 member and 1 substitute	Cllr Helen Firth Cllr Angie Smith
Uckfield & District Preservation Society - Bridge Cottage Committee (AGM only)	(2) 1 member and 1 substitute	Cllr Donna French

Uckfield Volunteer Centre	1	Cllr Karen Bedwell
Wealden Works	(2) 1 member and 1 substitute	Cllr Jackie Love Cllr Paul Sparks
Wealden District Association of Local Councils Management Committee	1	Cllr Diane Ward
Wealden District Association of Local Councils Planning Panel	1	Cllr Karen Bedwell

ENVIRONMENT AND LEISURE COMMITTEE

Active Uckfield	2	Cllr Jez Beesley Cllr James Edwards
Age Concern (AGM only)	(2) (1 member and 1 substitute)	Cllr Karen Bedwell Cllr Chris Macve
All Weather Pitch Operational Group	(2) (1 member and 1 substitute)	Cllr Karen Bedwell Cllr Colin Snelgrove
Conservators of Ashdown Forest	1	Cllr Ben Cox
Hempstead Meadows L. N. R	(2) (1 member and 1 substitute)	<i>To be appointed at first E&L Committee after Annual Stat meeting</i>
West Park L. N. R.	(2) (1 member and 1 substitute)	<i>To be appointed at first E&L Committee after Annual Stat meeting</i>
Luxford Centre Management Committee	1	Cllr Chris Macve
Uckfield & District Twinning Association (AGM and events only)	1	Cllr Spike Mayhew
Uckfield Festival Association	1	Cllr Spike Mayhew
Uckfield Parkrun Board	1	Cllr Colin Snelgrove
Uckfield Railway Line Parishes Committee	1	Cllr Chris Macve
Uckfield Youth Club Board	1	Cllr Ben Cox
Wealden Bus Alliance/Weald Link	1	Cllr Angie Smith

11.0 TO APPOINT MEMBERS TO THE CIVIC CENTRE WORKING GROUP

Members considered a report previously circulated which provided background to the working group and advised that a minimum of three members and maximum of five would need to be appointed to the working group for 2021/22.

The following councillors expressed an interest:

Councillors K. Bedwell, D. French, D. Bennett, H. Firth, S. Mayhew.

However in the absence of Councillor D. Ward who had previously been heavily involved with the work of the group, it was felt best to defer this item until the next meeting of Full Council on 21 June 2021.

12.0 TO CONFIRM EXISTING APPOINTMENTS TO:

- Uckfield Events Working Group

- Infrastructure Working Group

Members considered a report which set out that normally members would be appointed to the working groups at the Annual Statutory meeting of the Council in May each year for those working groups which fell under the remit of Full Council. However the Infrastructure Working Group was a new group and had only just begun its research. The Events Working Group had also just set itself up again after the national lockdown, to start looking to the year ahead.

FC.11.05.21 Members subsequently **RESOLVED** to approve that those members already appointed to the Events Working Group and Infrastructure Working Group should remain in place to ensure continuity.

13.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEED OF GRANT

Eight grave certificates had been received.

FC.12.05.21 It was subsequently **RESOLVED** to sign the grave certificates for the individuals below:

Mr Eric Crawley

Vanessa Reeve

Arthur George Firth, Helen Firth, David Firth & Raymond Firth

Arthur George Firth, Helen Firth, David Firth & Raymond Firth

Mr Richard Kevin Green

Mr Robert AJR Hedger and Lilian D Hedger

Andrew Elvin and Elizabeth Crown

Mrs Sally Hogan

14.0 MINUTES

14.1 To resolve that the minutes of the Full Council meeting of the 12 April 2021 be taken as read, confirmed as a correct record and signed by the Town Mayor.

FC.13.05.21 It was **RESOLVED** that the minutes of the meeting of the Full Council on the 12 April 2021 be taken as read, confirmed as a correct record and signed by the Town Mayor.

14.2 Action List

Members considered the detail and agreed for the following actions to be removed, before noting the contents of the action list:

FC89.01.20 – Conservators of Ashdown Forest
FC86.04.21 – Covid Memorial

15.0 COMMITTEE MINUTES

15.1 To note the acts and proceedings of the following committee meetings:-

(a) Environment & Leisure Committee of the 4 May 2021

FC.14.05.21 It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committee of the 4 May 2021.

(b) Plans Committee of the 26 April and 17 May 2021

FC.15.05.21 It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 26 April and 17 May 2021.

(c) General Purposes Committee of the 19 April 2021

FC.16.05.21 It was **RESOLVED** to note the acts and proceedings of the General Purposes Committee of the 19 April 2021.

16.0 TO NOTE THE APPOINTMENT OF MEMBERS TO COMPLETE AUDITS UNTIL THE ANNUAL STATUTORY MEETING IN MAY 2022

Members were presented with a report which confirmed that all audits had been completed for 2020-21, which was great in the circumstances of Covid-19. A new schedule had been drawn up for 2021-22 which members were asked to approve.

FC.17.05.21 Members **RESOLVED** to:

- (i) note the report, and;
- (ii) approve the proposed schedule for member audits in 2021/22 and to make appropriate arrangements with the Assistant Town Clerk & Responsible Financial Officer, to carry these out.

17.0 TO RECEIVE UPDATES FROM REPRESENTATIVES TO OUTSIDE BODIES

(i) The Uckfield Town Centre Regeneration Joint Committee

Nothing to report at present.

(ii) Neighbourhood Plan Steering Group

Members noted the report.

(iii) Gatwick Airport Consultation Panel

Nothing to report at present.

18.0 TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS

(i) Uckfield – Events Working Group

Members noted the report.

(ii) Uckfield Dementia Forum

Nothing to report at present.

(iii) Civic Centre Working Group

Nothing to report at present.

(iv) Infrastructure Working Group

Members noted the report.

19.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

No questions were received by the deadline.

20.0 TO NOTE THE END OF YEAR STATEMENT FOR COMMUNITY INFRASTRUCTURE LEVY FUNDING FOR 2020/21

Members were provided with a report which detailed the funds received through community infrastructure levy funding in the financial year 2020/21, as well as the funds spent. As the report identified, all funds had been utilised for streetlighting repairs or replacements within the past financial year.

It was noted that in theory, more funding was required of this nature to keep up with the necessary upgrades of existing infrastructure within the town. Members subsequently noted the total amount of CIL funding received in 2020/21 and the way in which these funds had been utilised.

21.0 TO REVIEW OPTIONS FOR INSTALLATING A COVID MEMORIAL BENCH

Members were presented with an update report on the potential benches which could be created and installed in line with members' wishes. The Estates & Facilities Manager had been liaising with other towns to explore what options were available and had also liaised with CPJ Field who were keen to contribute to the costs of purchasing a Covid memorial bench.

Councillor J. Edwards started by congratulating the newly elected Town Mayor and Deputy Mayor on their appointments, and the new Youth Members. Councillor Edwards quite liked the third design although there was the possible risk of vandalism/graffiti to that design.

Councillor B. Cox thought all designs had advantages, and questioned whether the third design could have the white background removed.

Councillor S. Mayhew thought that the third design was more about emergency vehicles than people themselves and felt the bench should be more people orientated. Councillor Mayhew preferred the first design used by East Grinstead Town Council.

Councillor C. Macve preferred the first design (East Grinstead) but had concerns about the intricate nature of the back of the bench and if this would make it prone to vandalism.

Councillor D. Bennett also thought that the first design (East Grinstead) was more relevant to the community where people had lost family members and thought that a strut may be able to be placed to support the back.

Councillor J. Edwards agreed that the first design (East Grinstead) was probably more suitable but questioned if there was any scope to change the style of the bench from the rectangular design to the more rounded design of the third style.

FC18.05.21 Members **RESOLVED to:**

- (i) note the report, and;
- (ii) agreed to proceed with the first design but request that the Estates & Facilities Manager enquire as to whether the first design (East Grinstead) could be purchased but with a more rounded style of bench for comfort.

22.0 TOWN MAYORS ANNOUNCEMENTS

The newly elected Town Mayor, Councillor J. Love wished to thank all members for their support and looked forward to her new role, stating that she would do everything she could for the town. Councillor J. Love highlighted the amazing community of Uckfield, and how we were still standing through the difficult times of the pandemic and how strong the town was. Councillor J. Love was looking forward to working with the town's residents and organisations over the next year.

23.0 TOWN CLERKS ANNOUNCEMENTS

The Town Clerk wished to reassure members as well as the press and public that no decision had yet been made with regard to the oak tree in Snatts Road Cemetery. The Town Clerk was aware that concerns had been raised by the recent letter and notice placed on the tree. The condition of the tree was of concern and options were currently being explored. Relatives of those ashes laid to rest at the base of the tree were being traced, and the Town Clerk advised that often changes occurred when those who arranged the ashes interments had passed away themselves or moved away or moved abroad. Members had not yet been presented with any information and once full investigations had been carried out further information would be shared.

The meeting closed at 8.20pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

FULL COUNCIL

Resolution No.	Details	Date Raised	Action By	Date Complete
<p><u>FC.105.02.17</u></p> <p><u>FC.95.01.20</u></p>	<p><u>14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.</p> <p><u>18.0 To sign and seal the Town Council's byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to:</p> <p>(i) authorise the affixing of the common seal to the byelaws for both Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve and signing by two named councilors, and;</p> <p>(ii) authorise the Town Clerk for Uckfield Town Council to carry out the necessary procedures and apply to the Secretary of State for confirmation.</p>	<p>20.02.17</p> <p>20.01.20</p>	<p>HG</p>	<p>The Council will be advertising its intention to apply for confirmation once the national lockdown has lifted. The byelaws must then be held for at least one month at the offices for inspection by the public, before any representations are reported back as part of the package of information, to DEFRA.</p>
<p><u>FC115.04.19</u></p>	<p><u>9.0 To consider a motion submitted by Councillor Donna French</u> It was RESOLVED to support the motion put forward, and; “reinvestigate the possibility of part funding a traffic warden; entering into a discussion with Hailsham, Crowborough and Polegate, with a view to joint funding a shared traffic warden, employed via Sussex Police.”</p>	<p>08.04.19</p>	<p>HG</p>	<p>This matter has been raised with the Wealden Inspector of Sussex Police. It is understood that Sussex Police and Wealden DC were due to hold discussions once again. UTC will await the outcome of these.</p>

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<p><u>FC32.06.19</u></p> <p><u>FC46.08.19</u></p>	<p><u>13.0 To consider a motion from Councillor Spike Mayhew</u> Members unanimously RESOLVED to (i) ask the Town Clerk to look into civil orders such as Public Space Protection Orders, and; (ii) for the Town Council to reconsider the role of a Community Warden</p> <p><u>13.0 To report back to Full Council on Public Space Protection Orders</u> Members RESOLVED to ask the Town Clerk to arrange a meeting with Sussex Police and Wealden District Council.</p>	24.06.19/ 05.08.19	HG	Members considered research into Public Space Protection Orders at the meeting on 9 th December 2019. It was agreed to defer this item until further work had been undertaken on reporting and the new PCSO's had started.
<u>FC57.09.19</u>	<p><u>10.0 To consider a motion from Councillor Ben Cox</u> With eleven members voting in favour, and one abstaining, it was RESOLVED to accept the report from Councillor Ben Cox in relation to youth food poverty, and take up the recommendations outlined in the above motion, with a caveat that the investigations undertaken at this stage would be at no cost to the Town Council.</p>	16.09.19	HG/ BC	<p>Since this motion was put forward, the Community Fridge initiative has set itself up as a CIC.</p> <p>Could members advise if they wish for this action to remain, in terms of the further research required on statistics and case to ESCC and WDC.</p>
<u>FC.96.01.20</u>	<p><u>21.0 Questions by members previously notified</u> Members RESOLVED to request that the Town Clerk investigate the matters detailed in the letter from Uckfield Community Hospital to Wealden District Council.</p>	20.01.20	HG	In progress.
<u>FC.30.09.20</u>	<p><u>12.0 To review a report by Councillor A. Smith on the need for affordable homes in Uckfield</u> After a detailed discussion, it was RESOLVED to request that the Town Clerk write to the Housing Minister Rt Hon Robert Jenrick with a copy of this report and advise Wealden DC's planning department of these discussions along with neighbouring parish councils.</p>	14.09.20	HG	A letter is being drafted and will be circulated to members for approval before sending.

<u>Resolution No.</u>	<u>Details</u>	Date Raised	Action By	Date Complete
<u>FC18.05.21</u>	<p>TO REVIEW OPTIONS FOR INSTALLATING A COVID MEMORIAL BENCH</p> <p><u>FC18.05.21</u></p> <p>Members RESOLVED to:</p> <p>(i) note the report, and;</p> <p>(ii) agreed to proceed with the first design but request that the Estates & Facilities Manager enquire as to whether the first design (East Grinstead) could be purchased but with a more rounded style of bench for comfort.</p>	24.05.21	MF	<p>The bench has been ordered and arrangements will be made with ES Highways to arrange safe and correct installation. As CPJ Field are contributing to this bench, if any funds are remaining we will bring the item back to members to decide how the remaining funds should be spent. NFA.</p>

Meeting of the Full Council

Monday 21 June 2021

Agenda Item 8.0 (ii)

TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: UCKFIELD – EVENTS WORKING GROUP

It has been decided!

After many many deliberations and consideration of the latest UK Government announcement, it has been agreed to move forward and plan ahead for our day festival 'Weald on the Field 2021.'

This will take place on Saturday 21 August 2021 (11am until 7pm) on Luxford Field, Uckfield (TN22 1AL).

Group members will continue to have due regard for guidance on outside event management and the advice of Wealden & Rother Environmental Health shared services, and Sussex Police.

Considerations have been factored in:

- the event is held outside;
- the summer months were thought more sensible to hold such an event due to the seasonal factors;
- further progress will have been made towards delivering the UK vaccination programme by 21 August 2021;

Preparations are now underway to plan for a safe, but enjoyable day of great street food, drink, local produce and craft stalls and music. The Town Council will be working with Food Rocks, and local organisations such as the Uckfield Chamber of Commerce to organise the day. Watch this space for more information on the event and business sponsorship opportunities.

If businesses are interested in booking a stall/pitch for the day, please visit:
<https://foodrockssouth.co.uk/weald-on-the-field/>

Meeting of Full Council

Monday 21 June 2021

Agenda Item 8.0 (iii)

TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: UCKFIELD DEMENTIA FORUM

The most recent meeting of the Uckfield Dementia Forum took place on Thursday 27 May 2021.

Forum members received a thorough update from the Wealden Dementia Action Alliance on details of the new area representative from the Alzheimer's Society, the work of dementia forums elsewhere in the district, and the potential reopening of dementia cafes.

Support was discussed around the Covid vaccination programme and how quiet sessions were available at some of the larger vaccination centres such as Eastbourne and Brighton.

Quiet sessions would be for people over the age of 30 who might need more time for their appointment, or who had extra access needs where a quieter and calmer environment would help support them to receive their vaccination. This would include:

- People with learning disabilities;
- People with autism;
- People living with a neurodiverse condition;
- People living with a Dementia and/or Alzheimer's;

The Dementia friendly goody bags created for National Dementia Action Week in May 2021, were a great success. These were produced by staff at Wealden District Council and included information and activities from a number of local businesses and organisations. Uckfield Town Council handed out 25 bags, a further 15 were given to the TN22 Club and more were circulated to other community groups locally in Uckfield and Maresfield, and via Sussex Support Services.

A reminder was made at the meeting to spread the word about the Dementia Charter, and how businesses and voluntary organisations could sign up across the district. Further information was available on the Wealden Dementia Action Alliance webpages: <https://www.wealden.gov.uk/community-and-safety/wealden-dementia-action-alliance/> All businesses were welcome to sign up and do their bit to help commit to working towards making Wealden dementia friendly.

Uckfield Dementia Forum agreed to book a pitch at the Uckfield Festival Big Day on Saturday 10 July. This would be a fantastic opportunity to promote the work of the various agencies who belong to the forum and how they can support those living with dementia and their carers.

The next meeting would take place on Thursday 9 September.

Councillor P. Sparks

Annual Internal Audit Report 2020/21

Uckfield Town Council

www.uckfieldtc.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Due to Pandemic expected incomes reduced		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	Not applicable		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

ALL REMOTELY IN EARLY MAY 2021
and on 17/6/21

Name of person who carried out the internal audit

NIGEL ARCHER for
AUDITING SOLUTIONS LTD

Signature of person who
carried out the internal audit

N. J. Archer

Date

17/06/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

EN Uckfield Town Council ITV

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY A www.uckfieldtc.gov.uk EB PAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

EN Uckfield Town Council IT

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	1,209,672	1,282,437	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	909,545	942,405	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	470,593	331,625	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	542,944	532,901	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	62,443	60,987	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	701,986	730,454	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,282,437	1,232,125	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,311,160	1,224,454	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	6,631,399	6,631,399	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	557,400	520,200	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

S. Messico

Date

18th / 06 / 21

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

UCKFIELD TOWN COUNCIL



FINANCIAL STATEMENTS AND ACCOMPANYING INFORMATION FOR THE YEAR ENDED 31 MARCH 2021

INDEX

PAGE	CONTENTS
2	Variance analysis
3	Income Statement
5	Other Comprehensive Income
6	Statement of Financial Position
7	Earmarked Reserves note

UCKFIELD TOWN COUNCIL
INCOME STATEMENT
FOR THE YEAR ENDED 31 MARCH 2021

Comparison of income and expenditure in year with original budget

The following shows a comparison of the budget and outturn figures in 2020/21 analysed by the cost centres as disclosed on the Income and Expenditure account. The effect of depreciation and pension adjustments are excluded from this analysis.

	Budgeted £	Actual £	Variance £
Income			
Grants received	-	34,085	34,085
Furlough Grant - Civic Centre	-	44,152	44,152
Furlough Grant - Luxfords	-	43,507	43,507
Rental income, interest and investment income	206,095	99,351	(106,744)
Charges made for services	214,000	89,187	(124,813)
Other income or contributions	47,030	21,343	(25,687)
	467,125	331,625	(135,500)
Expenditure			
Direct service costs:			
Salaries and wages	305,956	283,167	(22,789)
Grant aid expenditure	55,000	47,991	(7,009)
Other direct service costs	420,985	585,406	164,421
Democratic, Management and Civic costs:			
Salaries and wages	257,556	249,735	(7,821)
Other democratic, management and civic costs	166,783	120,437	(46,346)
	1,206,280	1,286,737	80,457
Net expenditure	739,155	955,112	215,957
General Reserves	124,700	72,752	(51,948)
Earmarked Reserves*	78,550	(85,459)	(164,009)
Net charge to Precept	942,405	942,405	

*Earmarked Reserves is represented by £208,275 of income and £293,734 of costs. The net deficit is therefore £85,459.

**UCKFIELD TOWN COUNCIL
INCOME STATEMENT
FOR THE YEAR ENDED 31 MARCH 2021**

The lines regarding net pension interest cost and depreciation are required to be recorded for accounting purposes, but do not impact on the level of Council precept

	31.03.21	31.03.20
	£	£
Income		
Precept	942,405	909,545
Grants received	34,085	-
Furlough Grant - Civic Centre	44,152	-
Furlough Grant - Luxfords	43,507	-
Rental income, interest and investment income	99,351	212,499
Charges made for services	89,187	175,631
Other income or contributions	21,343	82,463
	1,274,030	1,380,138
Expenditure		
Direct service costs:		
Salaries and wages	283,167	311,573
Grant aid expenditure	47,991	51,367
Other direct service costs	585,406	526,322
	916,564	889,262
Democratic, Management and Civic costs:		
Salaries and wages	249,735	231,554
Other democratic, management and civic costs	120,437	149,763
Depreciation	138,227	145,769
Net pension interest cost	(324,000)	202,000
	184,399	729,085
Net operating surplus/(deficit) for year	173,067	(238,209)
Statutory charge for capital	(34,200)	(37,200)
Reversal of annual depreciation charge	138,227	145,769
Capital expenditure from the General Fund	-	-
Pension fund adjustment	(324,000)	202,000
Net transfer from/(to) Earmarked Reserves	85,459	(20,546)
Net surplus/(deficit) for year	38,551	51,812

UCKFIELD TOWN COUNCIL
INCOME STATEMENT
FOR THE YEAR ENDED 31 MARCH 2021

Trade operations

The totals shown in the Income and Expenditure account include the following trading operations relating to the Luxfords restaurant, Uckfield Civic Centre:

	31.03.21	31.03.20
	£	£
Income (incl. sales, grants and furlough)	109,416	147,034
Expenditure	122,894	193,730
Net surplus/(deficit)	(13,477)	(46,696)

**UCKFIELD TOWN COUNCIL
OTHER COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 MARCH 2021**

	31.03.21	31.03.20
	£	£
Surplus/(deficit) for the year	173,067	(238,209)
Re-measurements related to pensions	(543,000)	34,000
	<u>(369,933)</u>	<u>(204,209)</u>

UCKFIELD TOWN COUNCIL
STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31 MARCH 2021

	31.03.21 £	31.03.20 £
Fixed Assets		
Land and buildings	4,508,065	4,572,963
Vehicles and plant	161,105	234,433
	4,669,170	4,807,396
Current Assets		
Stocks	1,393	3,550
Debtors	42,390	42,031
Cash at bank and in hand	1,224,454	1,311,160
	1,268,237	1,356,741
Creditors: amounts falling due within one year		
Creditors	36,112	74,710
Current portion of long term debt	34,200	37,200
	70,312	111,910
Net current assets	1,197,925	1,244,831
Total assets less current liabilities	5,867,094	6,052,228
Creditors: amounts falling due after more than one year		
Long term borrowing	486,000	520,200
	486,000	520,200
Pension Liability/(Asset)	951,000	732,000
Total assets less liabilities	4,430,094	4,800,028
Reserves		
Capital Receipts Reserve	15,795	15,795
Revaluations Reserve	569,173	569,173
Pensions Reserve	(951,000)	(732,000)
Capital Financing Account	3,576,797	3,680,824
Earmarked Revenue Reserves	721,384	806,843
General Fund	497,946	459,393
	4,430,094	4,800,028

These financial statements were approved on _____.

 Cllr. J. Love
 Town Mayor

 Sarah D'Alessio
 Responsible Financial Officer

UCKFIELD TOWN COUNCIL
EARMARKED RESERVES NOTE TO THE FINANCIAL STATEMENTS
AS AT 31 MARCH 2021

	1 April 2020	Contribution to reserves	Contribution from reserves	31 March 2021
	£	£	£	£
Allotment Fencing	6,803			6,803
Boothland Wood	500			500
Browns Lane Rockery Plants	-			-
Building Maintenance Fund	186,351	105,800	(80,540)	211,610
CCTV Replacement Programme	-			-
Cemetery Enhancemnet	8,300			8,300
Chapels Maintenance Programme	5,000		(5,000)	-
Civic Centre Booking System	-	8,000		8,000
Community Infrastructure Levy	31,503	17,325	(15,127)	33,701
Consultants - Town Centre	120,300			120,300
Data Protection	780	900		1,680
Dementia Training	725			725
Elections	13,462	8,500		21,962
HMLNR Donation	1,600			1,600
HMLNR & WPLNR Supporters group donation	-			-
Hughes Way Play Area Donation	-			-
Joint Committee Master Plan Work	50,000			50,000
Library Way Re-imbursement	-			-
Litter Bins	4,050			4,050
Luxfords Refurbishment	-			-
LuxfordsNew Microwave	-			-
Notice boards	-			-
New equipment/New cricket Mower	2,849			2,849
Old Timber Lane Maintenance	15,000	1,000		16,000
Picnic Tables	-			-
Play area enhancements	119,053	26,500	(145,553)	-
Play ground fencing	-			-
Professional Fees	5,788			5,788
Public Conveniences	30,000			30,000
Playing fields & Pitches	4,884			4,884
Ranger equipment budget	11,470	10,000		21,470
Renewal/Upgrading Notice Boards	2,512			2,512
Re-surface Osborn Hall Car Park	4,438		(780)	3,658
Ridgewood Car Park Re-surface	48,340		(30,800)	17,540
Carried forward totals	673,707	178,025	(277,800)	573,932

Continued

UCKFIELD TOWN COUNCIL
EARMARKED RESERVES NOTE TO THE FINANCIAL STATEMENTS
AS AT 31 MARCH 2021

	1 April 2020	Contribution to reserves	Contribution from reserves	31 March 2021
	£	£	£	£
Brought forward totals	673,707	178,025	(277,800)	573,932
Ridgewood Recreation Ground levelling	968			968
Seats, Signage for Tennis Courts	595			595
Section 106 Agreements	30,878		(12,969)	17,909
Signal Box Ext/Internal Maintenance	8,560	250		8,810
Skatepark Peripheral Area	2,542			2,542
Speed Reduction	3,700			3,700
Street Furniture Donation	1,200			1,200
Street Furniture repair/replace	1,431			1,431
Street Light Repairs	-			-
Street Light Timers/column inspections	1,856			1,856
Street Light Replacemenr SOX Lanterns	4,000	2,000		6,000
Telephone boxes	1,000			1,000
Training	724			724
Trees	2,383		(900)	1,483
Twinning Hospitality	33			33
Upgrading of IT Systems & Equipment	2,065		(2,065)	-
Vehicle replacement	2,000	3,000		5,000
Weald Hall Floor	43,000	5,000		48,000
Weald on field	-			-
White Rails Improvements	1,200			1,200
West Park Pavilion Scheme	25,000	20,000		45,000
	806,843	208,275	(293,735)	721,384

BETWEEN **UCKFIELD TOWN COUNCIL** of Civic Centre, Bell Farm Lane, Uckfield
East Sussex TN22 1AE ("the Landlord") of the first part and **BRYAN GREEN and LIZ**
JENKINS as Trustees of the **UCKFIELD BAPTIST CHURCH** of 18 Calvert Close Uckfield,
East Sussex TN22 2BZ ("the Tenant") of the second part

1.0 DEFINITIONS

1.1 In this Lease the following terms shall have the meanings specified in this Clause

1.1.1 "the Landlord" shall where the context so admits include its successors in title;

1.1.2 "the Tenant" shall where the context so admits include their successors in title and where the Tenant comprises more than one person or body covenants by the Tenant shall be joint and several;

1.1.3 "the Demised Premises" means the Property described in the First Schedule;

1.1.4 “the Building” means the former Adult Education Centre, Civic Way, Uckfield as the same is registered at the Land Registry with Title Absolute under Title Number ESX 309567

1.1.5 "the Term" means the term of Two (2) years

1.1.6 the expressions "The Town and Country Planning Act 1990" "The Factories Act 1961" "The Environmental Protection Act 1990" and "The Offices Shops and Railway Premises Act 1963" shall be deemed to include respectively any Act or Acts for the time being in force amending or replacing the same and any orders regulations or directions for the time being issued under or by virtue of the same or any Act or Acts thereby consolidated or any Act or Acts for the time being in force amending or replacing the same

2.0 THE DEMISE

The Landlord hereby demises to the Tenant **ALL THAT** the Demised Premises

—

TOGETHER with the rights described in the Second Schedule **EXCEPTING AND RESERVING** to the Landlord and all others thereto entitled as described in the Third Schedule **TO HOLD** the same to the Tenant for the Term from the 1st February 2021 **YIELDING AND PAYING** the yearly rent of a £2,400 (Two thousand pounds) clear of all deductions to be paid by equal quarterly instalments in advance on the 24th June, 29th September, 25th December and 25th March in each year the first of such instalments to be paid on the signing hereof for the period from the date of this Lease to the quarter day next **AND ALSO PAYING** during the Term as additional rent a fair and reasonable proportion of such sums as the Landlord shall from time to time pay or be requested to pay by its insurers in respect of premiums for insuring the Building and any new erections additions or improvements on or thereto in the full reinstatement value thereof and three years' rent hereunder against loss or damage by fire and such other risks as provided in Clause 5.2.1 and such other risks as the Landlord in its discretion thinks necessary or desirable such sums to be paid on demand and to be recoverable in case of non-payment as rent in arrear

3.0 THE PERMITTED USER

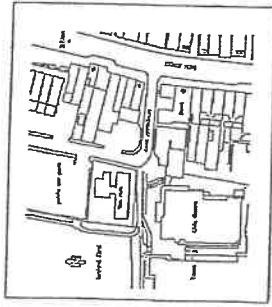
It is hereby agreed and declared between the parties hereto that the Landlord makes no representation and gives no warranty as to the permitted user of the Demised Premises under the Town and Country Planning Act 1990

4.0 TENANTS COVENANTS

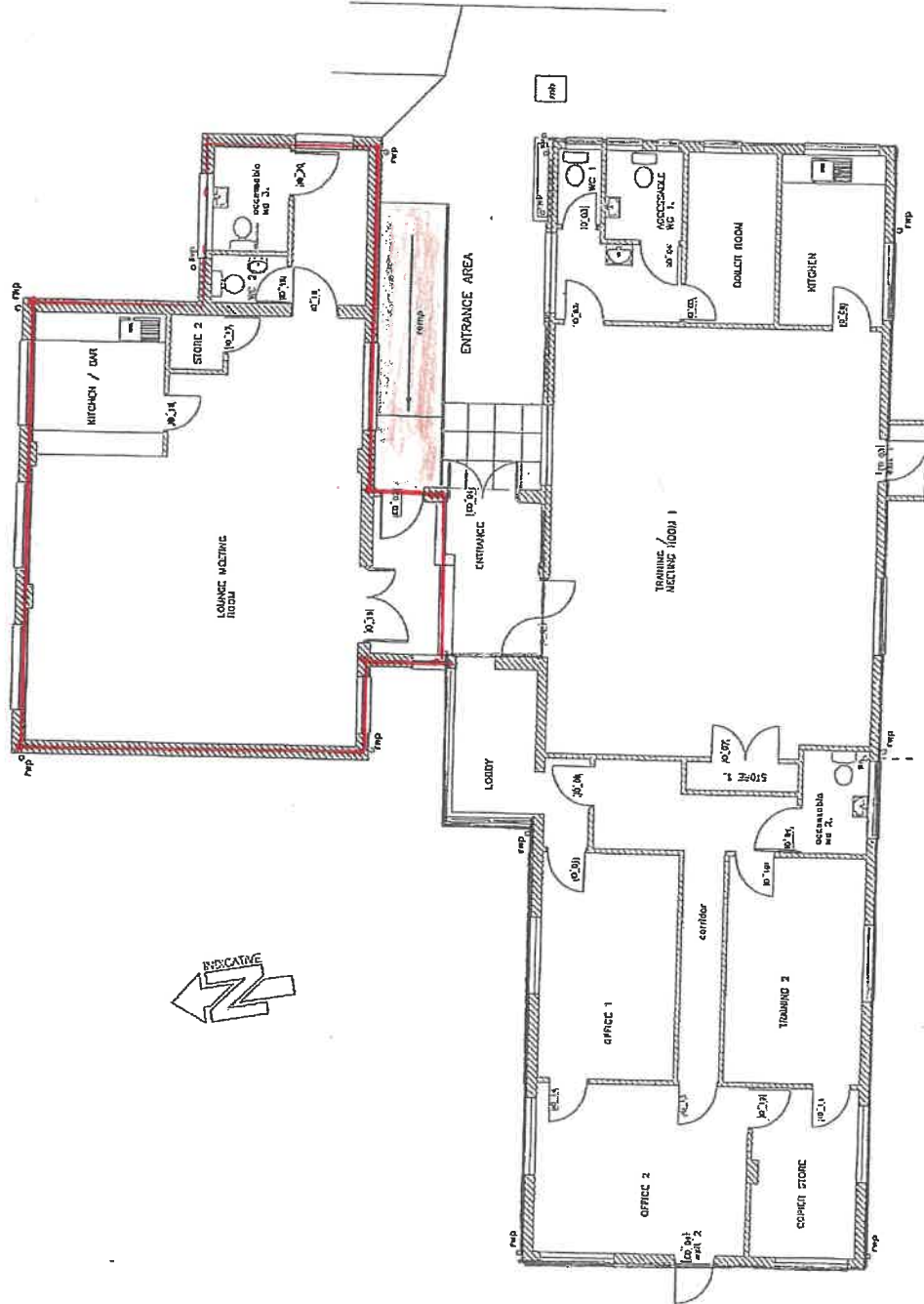
The Tenant hereby covenants with the Landlord as follows:

4.1 Rent

- 4.1.1 To pay the reserved rents on the days and in manner aforesaid and if required by the Landlord by Bankers Order



Location Plan 1/1250



Revision: No. 1 Date: 10/07/19	Date: 10/07/19
W.D. CHARTERED ARCHITECTS 1001 BROAD STREET LONDON E14 4JF	Job Title: The Hub, Canal Way, Uxbridge
Description: Layout Plan	Scale: 1:500 Drawn by: JAW Date: 10/07/19 Checked by:
Drawing No: 100.07.179.11Q	

- 4.1.2 Not to exercise or seek to exercise any right or claim to withhold rent or any right or claim to legal or equitable set-off
- 4.1.3 To pay interest on demand at the rate of 4% per annum above the Base Lending Rate of Lloyds Bank Plc, both before and after judgment, as from the date that the same becomes due on any rent or other amounts payable to the Landlord under the provisions of this Lease which the Tenant fails to pay within seven days of the date upon which the rent or such other sum becomes due and payable

4.2 Outgoings and VAT

To pay on demand and to indemnify the Landlord against:

- 4.2.1 all rates taxes assessments charges impositions and outgoings which are now or during the Term shall be charged assessed or imposed upon the Demised Premises or upon the owner or occupier of them (excluding any payable by the Landlord occasioned by receipt of the rents or by any disposition or dealing with or ownership of any interest reversionary to the interest created by this Lease) and if the Landlord shall suffer any loss of rating relief which may be applicable to empty premises after the end of the Term by reason of such relief being allowed to the Tenant in respect of any period before the end of the Term, to make good such loss to the Landlord without delay
- 4.2.2 VAT (or any tax of a similar nature that may be substituted for it or levied in addition to it) chargeable in respect of any payment made by the Tenant under any of the terms of or in connection with this Lease or in respect of any payment made by the Landlord where the Tenant agrees in this Lease to reimburse the Landlord for such payment
- 4.2.3 an amount equal to all monies which the Landlord is unable to recover from its insurers as a

—

result of any act default or omission of the Tenant

- 4.2.4 if any rates taxes assessments charges impositions and outgoings costs or expenses specified are charged imposed upon or in respect of the Building the Tenant's obligation hereunder shall be to pay a reasonable proportion thereof such proportion in default of agreement between the Landlord and the Tenant to be determined by the Landlord's Surveyor acting as an expert

4.3 Repair Cleansing and Decoration

- 4.3.1 From time to time and at all times well and substantially to put into repair and to repair and clean the Demised Premises and to keep the Demised Premises and all additions thereto and the sewers drains pipes wires and sanitary and water apparatus serving the same in good clean and substantial repair and condition
- 4.3.2 As often as may in the reasonable opinion of the Surveyor to the Landlord be necessary in order to maintain a high standard of decorative finish and attractiveness and to preserve the Demised Premises with appropriate materials of good quality to the reasonable satisfaction of the Surveyor to the Landlord any change in the colours and patterns of such decoration to be approved by the Landlord such approval not to be unreasonably withheld or delayed
- 4.3.3 At the Tenant's own expense to execute all works and provide and maintain all arrangements upon or in respect of the Demised Premises or the use to which the Demised Premises are being put that are required in order to comply with the requirements of any statute (already or in the future to be passed) or any government department local authority other public or competent authority or court of competent jurisdiction regardless of whether such requirements are imposed on the Landlord the Tenant or the occupier of the Demised Premises

4.4 Waste and alterations

- 4.4.1 Not to do in or near the Demised Premises any act or thing by reason of which the Landlord may under any statute incur have imposed upon it or become liable to pay any penalty damages compensation costs charges or expenses
- 4.4.2 Not without the previous consent in writing of the Landlord which shall not be unreasonably withheld or delayed to make or suffer to be made any structural alterations or additions to the Demised Premises or to cut maim or injure or suffer to be cut maimed or injured any of the walls or timbers thereof
- 4.4.3 Not at any time during the Term without the consent in writing of the Landlord first had and obtained (and on which the Landlord may impose such reasonable conditions as it thinks fit) to carry out or permit or suffer to be carried on or out in on over or under the Demised Premises or any part thereof any improvement or addition or any building engineering or mining or other operations or works or matter or make or permit or suffer to be made any material change in the use of the Demised Premises or any part thereof
- 4.4.4 Not without the Landlord's consent in writing first had and obtained (which consent shall not be unreasonably withheld) to display any sign or advertisement on the Demised Premises or any part thereof or otherwise affect alter or modify the external appearance of the Demised Premises other than an appropriate sign relating to its use by the Tenant

4.5 Access of Landlord and notice to repair

- 4.5.1 To permit the Landlord and its duly authorised agent with or without workmen and others at reasonable times to enter upon the Demised Premises and examine the condition thereof and thereupon the Landlord may serve upon the Tenant a notice in writing specifying any repairs necessary to be done and for which the Tenant is liable as hereinbefore provided and require

the Tenant forthwith to execute the same and if the Tenant shall not within thirty days after service of such notice proceed diligently with the execution of such repairs then to permit the Landlord to enter upon the Demised Premises and execute such repairs and thereupon the cost shall be a debt due from the Tenant to the Landlord together with all reasonable and proper expenses incurred by the Landlord in connection therewith

4.5.2 To permit the Landlord and its agents with workmen and appliances at all reasonable times during business hours to enter upon the Demised Premises

4.5.2.1 to execute works repairs or alterations on any adjoining premises now or hereafter belonging to the Landlord or on part of the Building or to the services thereof (all damage thereby occasioned to the Tenant being made good by the Landlord without undue delay)

4.5.2.2 to construct alter maintain repair fix anything or additional thing serving any adjoining premises or the Building and running through the Demised Premises

4.5.2.3 in exercise of a right or to comply with any obligation of repair maintenance or renewal under this Lease or any lease of the remaining parts of the Building

4.5.2.4 in connection with the development of any adjoining or neighbouring land or premises

4.6 Alienation

4.6.1 Not to assign underlet or part with possession or grant to third parties any rights to occupy the whole or part only of the Demised Premises without the previous written consent of the Landlord such consent not to be unreasonably withheld or delayed

4.7 Landlords Costs

4.7.1 To pay all costs charges and expenses (including Solicitor's costs Bailiff's fees and

Surveyor's fees) reasonably and properly incurred by the Landlord on a full indemnity basis of and incidental to or in contemplation of

- 4.7.1.1 the recovery or attempted recovery of arrears of rent or other payments due from the Tenant to the Landlord under the terms of this Lease
- 4.7.1.2 the preparation and service of a notice under Section 146 of the Law of Property Act 1925 whether or not the notice is actually served or notwithstanding that forfeiture is avoided otherwise than by relief granted by the Court
- 4.7.1.3 the enforcement of the Tenant's covenants herein contained
- 4.7.1.4 the preparation and service of any Schedule of Dilapidations prepared on behalf of the Landlord on the Tenant and the Landlord's Surveyor's charges for compiling the same and supervising the work detailed therein
- 4.7.2 To pay on demand the Landlord's legal expenses Managing Agents and Surveyor's fees (including disbursements) on all licences and duplicate copies thereof resulting from all applications by the Tenant for any consent or approval of the Landlord or its Managing Agents or Surveyors required by these presents including charges fees and disbursements actually incurred in cases where consent is refused or the application is withdrawn or not proceeded with by either the Landlord or the Tenant for any reason whatsoever

4.8 User

- 4.8.1 Not at any time to use or permit or suffer to be used the Demised Premises for the sale of any beer wine or spirit liquors or for any sale by auction nor to do or permit or suffer to be done in the Demised Premises any act or thing which may be or grow to the annoyance or disturbance of the Landlord or its tenants or the neighbourhood or which may render any increased or extra premium payable for the insurance of the Demised Premises or which may

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make void or voidable any policy for such insurance or result in the insurers declining to renew any such policy

- 4.8.2 To use the Demised Premises for meeting and advice rooms, for the provision of Community Social and Education purposes within Class D of the Town & Country Planning (Use Classes) Order 1987 as at the date of this Lease and not to use the Demised Premises or allow the same to be used for any other purpose

4.9 Statutory Notices

- 4.9.1 Within twenty one days of the receipt of any order or notice by any Government Department Local or Public Authority to produce the same to the Landlord and without delay to take all reasonable steps to comply with such notice so far as it relates to the Demised Premises or to join with the Landlord in making such representations in respect of such notice as the Landlord shall deem expedient
- 4.9.2 Without prejudice to the generality of the above to comply in all respects with the provisions of any statutes and any other obligations imposed by law or by any bye-laws applicable to the Demised Premises or in regard to carrying on the trade or business for the time being carried on at the Demised Premises

4.10 The Planning Acts and Environmental law

- 4.10.1 Not to do or omit or to permit or suffer to be done or omitted any act matter or thing in on or respecting the Demised Premises which shall contravene the provisions of The Town and Country Planning Act 1990 **AND** at all times hereafter to indemnify and keep indemnified the Landlord against all actions proceedings costs expenses claims and demands in respect of any such act matter or thing contravening the said provisions of the said Act as aforesaid

4.10.2 Not to serve any purchase notice under the Town and Country Planning Act 1990 requiring any Local Authority to purchase the Tenant's interest in the Term without first offering to surrender the Lease to the Landlord without compensation and if the Tenant shall receive any compensation with respect to his interest hereunder because of any restriction placed upon the user of the Demised Premises under or by virtue of The Town and Country Planning Act 1990 then forthwith to make provision for the Landlord to receive such compensation

4.10.3 To pay and satisfy any charge that may hereafter be imposed under the Town and Country Planning Act 1990 or the Environmental Protection Act 1990 upon the Landlord or the Tenant or the Demised Premises as a result of the user of the Demised Premises by the Tenant

4.11 Reletting

4.11.1 To permit the Landlord during the three months immediately preceding the determination of the Term to affix and retain without interference on any part of the Demised Premises a notice for reletting the same and during the said three months to permit persons with written authority from the Landlord or its agent at reasonable times in the day to view the Demised Premises

4.12 Yielding Up

4.12.1 To yield up the Demised Premises with the fixtures and additions thereto (other than such trade or other tenant's fixtures as shall belong to the Tenant) at the determination of the Lease hereby granted in a good and substantial state of repair and condition in accordance with the covenants hereinbefore contained

4.13 Indemnities

- 4.13.1 To comply with any covenants and conditions affecting the Landlord's title so far as they affect the Demised Premises and to indemnify the Landlord in respect of any claim arising out of any breach thereof
- 4.13.2 To be responsible for and to keep the Landlord fully indemnified against all damage damages losses costs expenses actions demands proceedings claims and liabilities made against or suffered or incurred by the Landlord arising directly or indirectly out of:
- 4.13.2.1 any act omission or negligence of the Tenant or any persons at the Demised Premises expressly or impliedly with the Tenant's authority and under the Tenant's control
- 4.13.2.2 any breach or non-observance by the Tenant of the covenants conditions or other provisions of this Lease or any of the matters to which this demise is subject
- 4.13.2.3 any defect in the Demised Premises or any part thereof
- 4.13.3 To give notice to the Landlord of any defect in the Demised Premises which might give rise to an obligation on the Landlord to do or refrain from doing any act or thing in order to comply with the provisions of this Lease or the duty of care imposed on the Landlord pursuant to the Defective Premises Act 1972 or otherwise and at all times to display and maintain all notices which the Landlord may from time to time reasonably require to be displayed at the Demised Premises

5.0 THE LANDLORDS COVENANTS

The Landlord hereby covenants with the Tenant as follows:-

5.1 Quiet Enjoyment

- 5.1.1 The Tenant paying the rent hereby reserved and observing and performing the several

covenants on their part hereinbefore contained shall peaceably hold and enjoy the Demised Premises during the Term without any interruption by the Landlord or by any person rightfully claiming under or in trust for it

5.2 Insurance

- 5.2.1 Unless the insurance of the Building shall have been vitiated or payment of the insurance policy monies refused or the Council's insurers shall have declined to renew any such policy by or through the act or default of the Tenant the Landlord will keep the Building insured for an amount equal to its full reinstatement value against loss or damage by fire lightning explosion aircraft (other than hostile aircraft) and other aerial devices or articles dropped therefrom earthquake riot and civil commotion and malicious damage storm or tempest bursting or overflowing of water tanks apparatus or pipes flood impact by road vehicles subsidence landslip settlement and heave Architects Surveyors and other professional fees demolition and site clearance and related costs incurred in shoring up the land or building three years loss of rent Property Owners Liability and public and third party liabilities and insurance against personal injury and damage to property under the Defective Premises Act 1972 and any other similar statute for the time being in force and such other risks of insurance as may from time to time be reasonably required by the Landlord
- 5.2.2 To produce to the Tenant on demand the policy of insurance maintained by the Landlord and the receipt for the last premium payable for it
- 5.2.3 If the Demised Premises is destroyed or damaged by fire or any other peril against the risk of which the Landlord has insured and the policy of insurance not being vitiated by some act or omission by the Tenant or any permitted sub-tenant or licensee forthwith to reinstate the Demised Premises or such part as shall have been so destroyed or damaged

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- 5.2.4 If it is impossible or impracticable to reinstate in accordance with Clause 5.2.3 any moneys received under the policy of insurance (except payments in respect of loss of rent which shall belong to the Landlord absolutely) shall be divided between the Landlord and the Tenant according to the value at the date of the damage or destruction of their respective interests in the Demised Premises (to be determined in default of agreement by a single arbitrator to be appointed by the President for the time being of the Royal Institution of Chartered Surveyors)
- 5.2.5 To keep in repair the structure of the Building and the exterior of the Building decorating the same in a good and workmanlike manner when required

6.0 PROVISOS

It is hereby agreed and declared as follows:

- 6.1 If the yearly rents hereby reserved including any increased rents which may become payable hereunder or if any other monies which may become payable hereunder by the Tenant to the Landlord or any part of such rent or other monies shall at any time or times remain unpaid for fourteen days after becoming due and payable (whether such rents have been formally or legally demanded or not) or if any of the covenants or agreements on the part of the Tenant or any of the stipulations or conditions herein contained and on the Tenant's part to be performed and observed shall not be performed and observed as required hereunder or if the Tenant (if more than one person any one of them) being a company is the subject of a petition for its winding up or enters into liquidation whether voluntarily (except for reconstruction or amalgamation or a solvent company) or compulsory or has a provisional liquidator or a receiver (including an administration receiver) appointed or is the subject of an administration order or a petition for one or more of a voluntary arrangement or a

proposal for one under Part I Insolvency Act 1986 or is unable to pay its debts within the meaning of Section 123 Insolvency Act 1986 or is otherwise insolvent or having been registered with unlimited liability it acquires limited liability or the Tenant (if more than one person any one of them being an individual) is the subject of a bankruptcy petition or bankruptcy order or of any application or order or appointment under Section 253 or Section 273 or Section 286 Insolvency Act 1986 or otherwise becomes bankrupt or insolvent or the Tenant enters into or makes any proposal to enter into any arrangements or composition for the benefit of their creditors then and in every such case it shall be lawful for the Landlord at any time thereafter to re-enter upon the Demised Premises or any part thereof in the name of the whole and thereupon this demise and the Term and everything herein contained shall immediately cease and determine but without prejudice to any right of action or remedy of the Landlord in respect of rent or other monies due or any antecedent breach or non-performance or non-observance of any of the covenants or agreements on the part of the Tenant or the stipulations or conditions herein contained

- 6.2 In case the Demised Premises or any part thereof shall at any time during the Term be destroyed or so damaged by any of the insured risks as provided in Clause 5.2 so as to be unfit for occupation and use and the policy or policies effected by the Landlord shall not have been vitiated or payment of the policy monies refused in whole or in part in consequence of some act or default of the Tenant the rent hereby reserved or a fair proportion thereof according to the nature and extent of the damage sustained shall be suspended until the Demised Premises shall be again rendered fit for occupation and use
- 6.3 The Tenant shall not be entitled to any right of light or air or otherwise which would in any

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way interfere with the use by the Landlord or any other person deriving title under him of his adjoining or adjacent land or building or for any other purpose and in particular (but without prejudice to the generality of the foregoing) the Tenant shall not be entitled to the benefit of any quasi-easement right or privilege now or formerly used or enjoyed by the Landlord over any adjoining or neighbouring property owned by him

- 6.4 All walls separating the Demised Premises from other property of the Landlord shall be deemed to be party walls and repairable accordingly

7.0 EXCLUSION OF SECURITY OF TENURE

- 7.1. The Landlord and the Tenant agree that the provisions of Sections 24 to 28 (inclusive) of the Landlord and Tenant Act 1954 shall not apply to this tenancy

- 7.2.1 The Tenant confirms that before the date of this lease :

The Landlord served on the Tenant a notice in a form complying with Schedule 1 of the Regulatory Reform (Business Tenancies) (England and Wales) Order 2003 (the Regulations) in relation to the tenancy created by this lease and

- 7.2.2 The Tenant, or a person duly authorised by the Tenant, made a Declaration in reply notice in a form complying with Schedule 2 of the Regulations in relation to the tenancy created by this Lease

8.0 STATUS OF LEASE

- 8.1 It is declared that this lease is a new lease within the meaning of the Landlord and Tenant (Covenant) Act 1995

9.0 DECLARATION

- 9.1 The liability of Bryan Green and Liz Jenkins under this Lease shall not be personal but is limited to the extent of the assets for the time being of the Uckfield Baptist Church

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IN WITNESS of which the parties have executed this Deed the day and year first before written

THE FIRST SCHEDULE

The premises known as The Source, Civic Way, Uckfield, East Sussex as the same is edged red on the plan annexed (the Plan) Excluding the foundations and all external structural or load bearing walls columns beams roof and foundations and supports but including

- 1 The paint paper and other decorative finishes applied to the interior the external walls and columns of the Demised Premises but not any other part of the external walls and columns
- 2 The floor finishes but nothing below them
- 3 The ceiling finishes and any suspended ceilings but nothing above the ceiling finishes
- 4 Any non load bearing internal walls wholly within the Demised Premises
- 5 The inner half of the internal non load bearing walls dividing the Demised Premises from other parts of the Building
- 6 The door and windows and the door and window frames and any canopies over the same
- 7 All additions and improvements
- 8 All fittings installed by the Landlord
- 9 All fixtures (whether or not fixed to the Demised Premises at the commencement of the Term) excepting any installed by the Tenant that can be removed without defacing the Demised Premises
- 10 Any conducting media wholly within the Premises that exclusively serve the Demised Premises

THE SECOND SCHEDULE

(Rights Granted)

1. The right of access to and egress from the Demised Premises over all the access ways serving the Demised Premises and the entrance lobby coloured brown on the Plan
2. The use of the main drains and all other service pipes and cables used in common by the Building and the adjoining properties
3. the right of support shelter and protection from the Building

THE THIRD SCHEDULE

(Rights Reserved)

1. The free passage and running of water soil gas and electricity and other services by and through the sewers pipes wires and drains now in under or upon the Demised Premises
2. All rights of entry upon the Demised Premises referred to in Clause 4.5 of this Lease

Executed as a Deed
by the Landlord affixing
its Common Seal in the
presence of :

Councillor

Councillor

EXECUTED as a Deed by
Bryan Green in the presence
of :-

Witness Signature

Witness Name

Witness Address

EXECUTED as a Deed by
Liz Jenkins in the presence
of :-

Witness Signature

Witness Name

Witness Address

DATED

2021

L E A S E

Relating to premises at the

The Source, Civic Way, Uckfield, East Sussex

WELLERS HEDLEYS SOLICITORS

6 Bishopsmead Parade

East Horsley

Surrey

KT24 6SR

Meeting of the Full Council

Monday 21 June 2021

Agenda Item 13.0

TO CONSIDER IDEAS FOR THE FUTURE USE OF THE TRADITIONAL RED TELEPHONE BOX

1.0 Background

- 1.1 A report was last presented to members in August 2016 regarding the traditional red telephone box that the Town Council purchased from BT back in 2016.
- 1.2 The report at the time provided an update on the purchase of the 'iconic' disused red telephone box located near to the bike racks opposite Uckfield Train Station, and requested that the Committee consider the future location and use of this telephone box.
- 1.3 Members discussed a number of potential uses for the telephone box and at that time preferred for the telephone box to be relocated in a more central location within the town. The telephone box would require substantial restoration to improve its condition, and to ensure safe installation in a new location. A sum of £1,000 was made available towards its restoration in earmarked reserves although we now realise that it could cost quite easily in excess of this amount, particularly with excavation licence fees and necessary permit licence fees from ES Highways, planning permission and the installation of a concrete plinth if required in the new location. On enquiry with other parish councils, BT has in the past provided paint, brushes, dust sheets and instructions for how to prepare the telephone box to local parishes, so any free paint would be welcome plus it would ensure it was painted in the traditional red colour that it should be.
- 1.4 The project has been delayed due to a number of factors:
 - (i) The Section 58 (New Roads and Street Works Act 1991) notice imposed by East Sussex Highways on the new yorkstone pavements within the High Street restricted excavation into the new highway/footways unless utility companies required immediate access for works, for three years;
 - (ii) The Town Council's initial plan was for permission to be sought to place the telephone box on the wider pavement area outside Hartfields where the slightly newer but underutilised BT telephone boxes were present, but on frequent contact with BT no action was taken for their removal until recently;
 - (iii) changes in staffing and the covid pandemic, along with other pressing issues with the Town Council's asset portfolio have required staff resource and expenditure to be prioritised elsewhere since 2019, and;
 - (iv) we believe planning permission would also need to be sought along with any liaison with Network Rail regarding the safe transfer from its current location.
- 1.5 Since 2019, BT have removed both telephone boxes from East Sussex Highways land in the centre of Uckfield High Street (the pavement outside Hartfields), and the Town Council has recently received an enquiry from Harlands Primary School, which has helped to bring the item back to the table for discussion.

2.0 Past discussions on potential uses

- 2.1 A number of innovative ideas have arisen for these iconic telephone boxes in parishes across the country. They have housed noticeboards, small libraries,

defibrillators, visitor/tourist information, book exchanges, miniature art galleries, postcards for sale and ATM cash machines to name just a few ideas. Small start-ups have repurposed the iconic British phone box into coffee shops, salad stalls and cake stalls. Eastbourne's restoration came in the form of ice cream and hot dogs in a prime location along the seafront, for example.

3.0 Enquiry from Harlands Primary School

3.1 On 8 June 2021, the Town Clerk received an initial enquiry from Harlands Primary School. The school are currently looking at options to set up a children's community library near their school. This is in the very early stages, and they wondered whether the Town Council had made any plans or decisions with regard to the traditional red telephone box.

3.2 A possible idea would be to locate a form of community library either on school grounds (*although this would limit access when the school is closed*) or nearby to the school in Mallard Drive to enable them to maintain the library and keep a watchful eye. The ideal scenario would be that all local children could access the library but this would of course depend on its location. They would also seek to install a sheltered reading bench alongside the library and they are currently awaiting the outcome of a funding bid in relation to the bench idea.

4.0 Potential future uses

4.1 The Town Clerk advised Harlands Primary School, that members had previously suggested a more central location but their enquiry was useful as it was now time to bring the matter back to Full Council where the future use of the telephone box could be discussed.

4.2 We are therefore keen for Town Councillors to consider the future use of the red telephone box and the suggested ideas above.

5.0 Recommendations

5.1 Members are asked to consider the above and advise the Town Clerk how they wish to proceed.

Contact Officers: Holly Goring/Mark Francis

Meeting of the Full Council

Monday 21 June 2021

Agenda item 14.0

TO APPOINT MEMBERS TO THE CIVIC CENTRE WORKING GROUP

1.0 Summary

- 1.1 This report asks the Town Council to appoint members to the Civic Centre Working Group for 2021/22.
- 1.2 Members were due to appoint members to the Civic Centre Working Group at the Annual Statutory meeting of the Council on 24 May 2021.

The following councillors expressed an interest:

Councillors K. Bedwell, D. French, D. Bennett, H. Firth, S. Mayhew.

However in the absence of Councillor D. Ward who had previously been heavily involved with the work of the group, it was felt best to defer this item until the next meeting of Full Council on 21 June 2021.

2.0 Background

- 2.1 The Civic Centre Working Group was set up in its present form in 2012.
- 2.2 Since the formation of the working group in 2012, the Town Council has worked with consultants, reviewed the services being provided, implemented changes, and continued to seek improvements to services and the overall profitability of the Civic Centre.
- 2.3 Over the course of 2021/22, the working group have undertaken work to improve existing processes, review the branding of the Civic Centre and restaurant, advertising, develop the events programme and website. The working group also instigated and oversaw the refurbishment of the restaurant.
- 2.4 The working group's next focus will be to improve on the existing offer of Luxfords Restaurant and to consider options for future improvements to the Weald Hall and Civic Centre to enhance our performances and events programme.

3.0 Recommendations

- 3.1 Members are asked to consider the above report, and;
- 3.2 In line with the Working Group Policy (Policy no. 39), appoint up to five Members to the Civic Centre Working Group for 2021/22.

Contact Officer: Holly Goring

Background paper: Working Group Policy (Policy No. 39)

Meeting of the Full Council

Monday 21 June 2021

Agenda Item 15.0

TO NOTE THE MAYOR'S ENGAGEMENTS

1.0 Summary

- 1.1 The report sets out the engagements of the Town Mayor and Deputy Mayor.
- 1.2 Please note that the new Mayor, Councillor J. Love and Deputy Mayor, Councillor D. French were elected on 24 May 2021.
- 1.3 Also, due to Covid-19 restrictions, most engagements have been cancelled or postponed.

TO NOTE THE MAYOR'S ENGAGEMENTS

15 June 2021 – SE Reserve Forces & Cadets' Associations Meeting via Zoom

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

None to date.