



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 12 July 2021 at 7.00pm
in the
Council Chamber, 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 1 June 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 receive the minutes of the Finance Sub-Committee held on 14 June 2021
(Attached)

- 5.5 To note the report of the Internal Auditor for the year ending 31 March 2021 (Attached)
- 5.6 Finance Summary (Attached)

6.0 BUILDINGS

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

7.0 POLICY

None.

8.0 ADMINISTRATION

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

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 9.1 To consider reports from:-
- (i) Wealden Citizen's Advice (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)
- 12.2 To consider the recommendations of the Personnel Sub-Committee on their consideration of a proposed change to a staff member's hours (*considered by email in absence of meeting*) (Attached)



Town Clerk
6 July 2021

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Weald Hall, Civic Centre, Uckfield on Tuesday 1 June 2021 at 7.00pm

PRESENT:

Cllr. P. Sparks (Chair)	Cllr. J. Love
Cllr. J. Edwards (Vice-Chair)	Cllr. C. Macve
Cllr. H. Firth	Cllr. A. Smith
Cllr. G. Johnson	Cllr. C. Snelgrove

IN ATTENDANCE:

No members of the public
1 member of the press

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 D. Ward who had been unwell. Councillor P. Sparks hoped members would join him in sending the committee's best wishes.

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 19 April 2021

GP03.06.21 It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 19 April 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. Members subsequently noted the report.

GP32.01.18 – Community Speedwatch equipment

GP13.10.20 – Town Council's Annual Maintenance Programme

- 4.3 Project list
Members were happy for project no. 61 (Annual Maintenance Programme – Victoria Pavilion toilets)) 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 No income and expenditure reports are available due to year end processes.
- 5.3. Bad Debts
Members noted the report.
- 5.4 To note the report of the Internal Auditor report (March 2021)
The Chairman, Councillor P. Sparks wished to draw members' attention to the overall conclusion which highlighted that no significant concerns or issues had been identified and it had not been necessary to append an action plan.
The Town Clerk and her team were commended on this wonderful achievement, and members noted the report.

6.0 BUILDINGS

- 6.1 To note the current position with the Council's buildings
The Estates & Facilities Manager advised members that although the Civic Centre Atrium works had been completed, there were still some remedial works outstanding (snagging). He had also arranged a drone survey to be undertaken of the Civic Centre roof, to review the impact of the birds nesting around the solar panels.

Councillor H. Firth was pleased to see Foresters Hall back in use again, and things getting back to normal.
Members subsequently noted the report.

- 6.2 To review an update from the Uckfield Community Fridge CIC
Members were presented with a detailed report from the Uckfield Community Fridge CIC which highlighted their work to date, their plans going forward, and the costs involved. It specified their plans for ensuring high standards of food health and hygiene as well as their proposals for working with the Town Council to temporarily utilise some of the land at the Hub and cover the costs of the waste collection and access to electricity. Members felt the report was comprehensive and had no further questions.

GP04.06.21 Members **RESOLVED** to:
(i) note the report and its contents, and;
(ii) agree to Uckfield Town Council invoicing for an annual charge up to the amount of £250 per annum, to cover the cost of waste collection and electricity.

- 6.3 To consider an update on the proposed works to the Civic Centre Hopper (Biomass boiler)
Members were presented with a report which provided an update on a previously discussed increase in capacity to the Civic Centre pellet hopper. The Estates & Facilities Manager noted that the only difficulty with this expansion would be finding alternative storage space for equipment within the Civic Centre.
The Estates & Facilities Manager explained that he was currently looking at a

project for reconfiguring the caretaker area, to provide more storage space and longer term, to gain access to the Civic Centre's void area, but at present they had purchased some racking and were placing all of the Luxfords additional crockery and equipment in one area of the building.

The expansion of the hopper would save 10 deliveries each winter and as a result, expenditure. Councillor A. Smith had calculated that by carrying out this work, it could save the council in the region of £1,400 each winter, so it was a sensible option.

GP05.06.21

Members **RESOLVED** to:

- (i) note the report and its contents, and;
- (ii) agree to install the larger hopper, and to fund the additional expenditure from earmarked reserves (Building Maintenance Fund).

6.4 To consider a request from the Ridgewood Village Hall Management Committee for additional storage

Members were presented with a report which set out a request from the RVH Management Committee to place a storage unit/shed on the recreation ground side of the building.

Currently RVH committee members were having to gain access to the basement via some very steep steps to reach any tables, chairs or equipment for events. This was a health and safety risk. Councillor J. Edwards as a UTC representative on the RVH Committee, confirmed this.

Although the reasoning behind the request made sense, there were some concerns raised by officers as a result of advice from Wealden DC planning department and the Town Council's solicitors. Although the Town Council have permitted development rights, the RVH Committee do not, so it might be prudent for them to liaise with Wealden DC's planning department. The Solicitors also reminded Uckfield Town Council that the recreation ground on the eastern side of the hall had village green status, and if the shed was not used in connection with the Village Green (for recreational purposes) this also needed taking into account.

The Estates & Facilities Manager suggested that the car park might be more suitable but members were aware that there would be further distance and difficulties in moving this equipment. It was suggested that the area at the front of the building to the right hand side of the steps might be more suitable.

GP06.06.21

Members **RESOLVED** to:

- (i) note the report, and;
- (ii) request that the RVH Committee invite a Wealden DC Planning Officer to visit the site and provide advice on the installation of a shed, and the best way forward, as well as giving consideration to security.

7.0 POLICY

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

Members considered the amendments which had been made in response to the changes to supplier payments, which were now made by BACs rather than cheque.

GP07.06.21

Members **RESOLVED** to agree to the revisions made and approve the latest version of the Member Audit Policy (No. 63).

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 February and March 2021.

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

9.1 To consider reports from:-

(i) Citizens Advice Bureau
Members noted the report.

(ii) East Sussex Association of Local Councils AGM
Nothing to report at this time.

(iii) Ridgewood Village Hall Management Committee
Nothing to report at this time.

(iv) Uckfield & District Housing Association Ltd Management Committee
Nothing to report at this time.

(v) Uckfield & District Preservation Society
Nothing to report at this time.

(vi) Uckfield Volunteer Centre
Nothing to report at this time.

(vii) Wealden Works
Nothing to report at this time.

(viii) Wealden District Association of Local Councils – Management Committee
Nothing to report at this time.

(ix) Wealden District Association of Local Councils – Planning Panel
Nothing to report at this time.

10.0 CHAIRMAN'S ANNOUNCEMENTS

The Chairman, Councillor P. Sparks, advised how he had very big shoes to fill after a wonderful chairmanship from Councillor C. Macve. Councillor Sparks hoped to achieve a lot of good things in the next year with committee members.

11.0 TOWN CLERK'S ANNOUNCEMENTS

No announcement made.

12.0 CONFIDENTIAL BUSINESS

GP08.06.21

It was **RESOLVED** that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted it was advisable in the public interest that the public be temporarily excluded and they were instructed to withdraw.

12.1 To consider an update on Luxfords Restaurant
Members noted the report.

The meeting closed at 7.40pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

General Purposes Committee

[illegible]

Resolution No.	Details	Date Raised	Action By	Date Completed
<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	We are now in a new financial year. Covid-19 has continued into 2021, and this matter should be considered by Finance Sub-Committee when receiving and considering applications for grant funding. NFA.
<u>GP04.06.21</u>	<u>To review an update from the Uckfield Community Fridge CIC</u> Members RESOLVED to: (i) note the report and its contents, and; (ii) agree to Uckfield Town Council invoicing for an annual charge up to the amount of £250 per annum, to cover the cost of waste collection and electricity.	01.06.21	Office	A month will be agreed within the year to issue this recharge to the Uckfield Community Fridge CIC and added to the Town Council's tenant and contract invoicing calendar for the year. NFA.
<u>GP05.06.21</u>	<u>To consider an update on the proposed works to the Civic Centre Hopper (Biomass boiler)</u> Members RESOLVED to: (i) note the report and its contents, and; (ii) agree to install the larger hopper, and to fund the additional expenditure from earmarked reserves (Building Maintenance Fund).	01.06.21	MF	Works are due to commence wk beg 12 July 2021.
<u>GP06.06.21</u>	<u>To consider a request from the Ridgewood Village Hall Management Committee for additional storage</u> Members RESOLVED to: (i) note the report, and; (ii) request that the RVH Committee invite a Wealden DC Planning Officer to visit the site and provide advice on the installation of a shed, and the best way forward, as well as giving consideration to security.	01.06.21	MF/HG	The Chair of Ridgewood Village Hall Committee has been informed of the outcome of this discussion.

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

Outstanding initiatives from 2018/19

Project Name		West Park Pavilion Scheme		Project Number	49
Resolution Number	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		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.		

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 we are likely to receive the invoice for the service run in quarter one, early July.		

UCKFIELD TOWN COUNCIL
PROJECT MONITORING
GENERAL PURPOSES COMMITTEE

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.		

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

Monday 12 July 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 have been chased. The Town Clerk will advise if any have paid their outstanding debts prior to the meeting:

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

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Holly Goring

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Finance Sub-Committee** held in the Council Chamber, Civic Centre on Monday 14th June 2021 at 6.00 pm.

PRESENT: Cllr. P. Sparks
Cllr. B. Cox (Chair)
Cllr. J. Edwards
Cllr. C. Macve (Vice-Chair)
Cllr. D. Ward

IN ATTENDANCE:

Holly Goring – Town Clerk
Sarah D'Alessio – Assistant Town Clerk & RFO

Minutes taken by Sarah D'Alessio

1.0 DECLARATIONS OF INTERESTS

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this agenda

None received.

2.0 APOLOGIES FOR ABSENCE

None received.

3.0 MINUTES

Minutes of the meeting of the Finance Sub-Committee held on the 15th February 2021.

FS.03.06.21

It was **RESOLVED** that the minutes of the Finance Sub-Committee of the 15th February 2021 be taken as read, confirmed as a correct record and signed by the Chair.

4.0 TO REVIEW THE DRAFT YEAR END ACCOUNTS FOR 2020/2021

Members reviewed the first draft accounts for 2020/21.

The Assistant Town Clerk explained the change in accountant and the queries raised so far with the new accountant.

The Assistant Town Clerk highlighted the points that officers had already noted in this early draft. This included pointing out that the Luxfords account needed to show the separation in income between furlough, grants received and actual income but they were still awaiting adjustments from the accountant to break this down even further.

The Town Clerk highlighted the fact that the accounts did not provide any information to indicate that there had been a pandemic or put it into context; this needed to be explained and had been requested. The Assistant Town Clerk and RFO had also queried the 'Other Direct Costs' and whether certain expenses should be included.

Councillor P. Sparks pointed out that these were a reasonable set of accounts and that it had been an exceptional year. Members noted the breakdown of reserves and also the latest pension adjustments.

The Town Clerk explained the grant funding that Uckfield Town Council had been fortunate to receive despite being a local authority and that an application was currently been processed for a Discretionary Restart Grant.

Members discussed what contingency Uckfield Town Council had in place going forward and how the council would manage events in accordance with government guidelines. The Town Clerk pointed out that there were still funds which had provisionally been earmarked at the beginning of the pandemic which could still be used if a lockdown were to continue or reappear later in the year.

FS.04.06.21

It was **RESOLVED** to recommend to Full Council the draft accounts for the year ended 31 March 2021 once revised by the accountant.

5.0

TO RECEIVE UCKFIELD VOLUNTEER CENTRE'S REVIEW OF A SELECTION OF COMMUNITY GRANTS FROM 2020-21

Councillor P. Sparks pointed out that a cheque payment for Wealden Works had been lost in the post. It was explained that Uckfield Town Council no longer used cheques as a payment method and that during the pandemic a lot of businesses did not go into the office or visit the bank so Bacs was a safer method of payment, going forward.

FS.05.06.21

It was **RESOLVED** to note the report from Uckfield Volunteer Centre.

The meeting closed at 18.41pm.

Meeting of the General Purposes Committee

Monday 12 July 2021

Agenda Item No. 5.6

FINANCE SUMMARY

1.0. Summary

- 1.1. The report details the current position regarding the Council's fixed term account with Lloyds Bank.

2.0. Bonds

- 2.1. The Town Council currently holds a fixed term rate with Lloyds Bank which matures on the 22nd July 2021 for a sum of £300,916.56 including interest. On maturity this amount will automatically transfer into a non-interest current account with Lloyds, this account currently has a balance of £20,000.13.
- 2.2. A decision regarding the re-investment options, if any, of this sum will need to be made before maturity.

3.0 Interest Rates:

- 3.1. As the Town Council currently holds funds with Lloyds Bank and NatWest, we generally only ask these two banks for their fixed term rates, which are as follows:

Lloyds Bank 12month fixed rate	0.05%
NatWest 12month fixed rate	0.03%

NatWest pulled their 90-day account at .17% on 1st July.

As the rates are so low this year, it was my intention to check with HSBC and Santander how their interest rates would compare.

Unfortunately, this has proved a difficult task. Visiting the banks in question and told that this could only be dealt with over the telephone. I then have spent at least 4 hours on hold and being cut off once. This hasn't convinced me that moving to either bank would be cost effective if they are unable to welcome potential new business or great customer service. For example, HSBC's interest rate for a Fixed Rate Saver is .1% on their website but this was last updated on 29th April 2021.

4.0. Recommendation

- 4.1. Members are asked to consider the above report and instruct the Clerk of any action required.

Contact Officer

Sarah D'Alessio

Meeting of the General Purposes Committee

Monday 12 July 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.

The Civic Centre

- Works to Atrium now complete, awaiting new tile order for refitting above Luxfords kitchen and remedial works;
- "Covid secure" implementations have been maintained throughout;
- Investigative works are being carried out into void space and Caretakers station for storage;
- New Hopper install commencing 12 July 2021, electrical and fire alarm works have been carried out to accommodate new hopper;
- Skip has been in use for clearing away items.

The Hub

- Tenants moved out on 14 October 2020;
- Incoming electric supply and gas works have been transferred to The Source;
- Community fridge foundation works have been carried out;

The Source

- Nothing new to report.

Victoria Pavilion

- Scaffolding and flue work completed;
- Awaiting date for roofer to refit tiles;

The Signal Box

- Nothing new to report;

Foresters Hall

- Awaiting date for flooring to be laid;

Snatts Road, Chapel

- Nothing new to report;

West Park

- Nothing new to report;

2A Vernon Road

- Nothing new to report.

Ridgewood Village Hall

- Nothing new to report.

3.0 Recommendations

- 3.1 Members are asked to note the report.

Contact Officers: Mark Francis

Meeting of the General Purposes Committee

Monday 12 July 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.

One member of staff has recently been advised to self isolate for a period of 10 days by the NHS due to being in contact with someone whilst they were away. The staff member had not been in the Civic Centre for two weeks prior to this notification so has posed no risk to staff or customers.

	As at 01.07.21 (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	22.0 days	22.0 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	0.76 days	0.76 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 The Town Council's in-house cleaning arrangement 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. Now bookings are increasing again in Foresters Hall, the difficulty is gaining access at suitable times to clean the premises.
- 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 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 April 2021

Checklist:

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

SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

Supplier Invoices
Customer Invoices
Timesheets



BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

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

Clerks Account
General Account
Special Interest Bearing
Lloyds Bank Account



PETTY CASH

Check cash balance and vouchers

Town Council Petty Cash
Luxfords Petty Cash



Signed [Signature]

Print Name Spike Mayhew

Dated 23-6-21

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.
D. Sankey Limited	1351281 09/4/21	13832	✓	✓
Whiff Away	832 662 09/4/21	13830	✓	✓

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
KCH NHS	CC39279	✓	21-4-21	Sheet 317
Syder & Young	CC39301	✓	26-4-21	Sheet 318

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
Sadie Eastwood	April	✓	✓	30/4/21	70503033
Barry Harlwood	April	✓	✓	30/4/21	70503033

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
Clerks Acc	Sheet 500	✓	✓	1210
Business Reserve Acc	Sheet 132	✓	✓	1227

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	✓ April	Staverton Nursery	
Luxfords	✓ April	Booker	

Our impact in 2020-21

The difference we make to Wealden



Wealden

We are Wealden Citizens Advice

We can all face problems that seem complicated or intimidating. At Wealden Citizens Advice, we believe no one should have to face these problems without good quality, independent advice.

Citizens Advice was founded in September 1939, as war was declared in Europe. As we recover from a global pandemic that has been described as the world's greatest test since World War II, our role remains as crucial now as it was then. In the first year of the pandemic, our advisors provided 20 people every day with personalised, free and independent advice. Nationally, our online advice was viewed 62.8 million times. Our service transformed overnight as lockdowns prevented us seeing people face-to-face. This was a transformation made possible by the dedication and commitment of our staff and volunteers, for whom we are so grateful.

We offer confidential advice over the phone, via email and in person, for free. When we say we're here for everyone, we mean it. People rely on us because we're independent and totally impartial. No one else sees so many Wealden residents with so many different kinds of problems, and that gives us a unique insight into the challenges we are facing today. With this evidence, we can then influence and campaign – from individual companies right up to the government – and work with them to make things better for Wealden. That's why we're here: to give people the knowledge and the confidence they need to find their way forward – whoever they are, and whatever their problem.



£1.7 million

saved by government and
public services last year.

That's **£77** for every **£1**
invested in our service.

Our impact in 2020/21

Every year thousands of people come to us for help solving their problems. This means we're an important part of the Wealden community, with a credible understanding of local needs. We use this to tailor our services and help improve local policies and practices for the benefit of us all.

We're here for everyone. We try to reach as many people who need our help as possible. This year we've helped 3800 clients get the advice they need through phone, email or text.



3800 clients

Supported this year



4700 calls

Answered by our
volunteers



264 clients

Saved money on
their fuel bills



884 clients

Were provided with
tailored debt advice



82% of clients

With benefit or UC
issues had their
problem resolved



1115

Food vouchers were
issued to Wealden
residents

What we do

We help people with a range of problems including issues with housing, debt, benefits, employment, relationships and consumer rights. Sometimes people have more than one issue they need help with.

Example	"I need help to claim Universal Credit"	"I need help with a bailiff issue"	"I need help – I have no gas and my smart meter isn't working"	"I need help with a deposit as I have nowhere to live"	"I need help to get my redundancy pay"
Client issues this year	4653	1868	1464	1640	1945

How we help



82 %

By telephone

People often call us with multiple or complex problems. We can deal with most of the issues people come to us with, tailoring our advice to their needs.
Free phone **0808 278 7811**



18 %

by text and webchat and email

We also have our Text to Call service simply text **ADVICE** with your name & postcode to **81400** and we will call you back. Email via www.wealdencitizensadvice.org.uk

Face to Face



Before the pandemic we supported 42% of our clients face to face in one of our 3 offices in Hailsham, Crowborough or Uckfield, as well as our outreach services in Heathfield, Polegate and Willingdon. We hope to re-open our offices as soon as it is safe to do so.

Our Volunteers

Our volunteers are amazing. They are vital, allowing us to reach many more people than if we were purely staff-run. In turn, volunteers benefit from gaining new skills and personal development, better wellbeing and community engagement. These positive effects on individual's lives have additional value for society, through the advantages and savings associated with happier, healthier and more productive members of the community.



Client feedback 2020-21

“A most helpful and understanding service. I couldn't have done this without their help and kindness. It was so nice to speak to someone who is so understanding. Thank you”

“All I would wish for sympathetic, but practical. Showed me the way forward and I am now able to sort the remainder on my own. Thank you so much.”

“I required assistance in completing a claim form for Assistance Allowance. Wealden Citizens Advice assisted me in completing the form and as a result the allowance was granted. Without their help I don't think I would have been successful.”

Our advice is effective

Problems don't happen in isolation and can have severe consequences. Solving them stops these situations escalating.



8 in 10 people
said their problem was
solved following advice



9 in 10 people
said we helped them find
a way forward

Why fixing problems matter

If left unsolved, problems don't just affect the individual – they affect our community. Solving them creates considerable value to society.



85% of clients
we help say that their
problem negatively
affected their life



89% of clients
say they had difficulty
knowing who to
contact or how systems
work before advice



78% of clients
come to us when they
needed to take action
urgently

Our value to society

For every £1 invested in our service in 2020-21 we generated:

£6.67m

in savings to
government and
public services
(fiscal benefits)

£40.72m

in public savings,
including advice
and volunteering

£30.24m

in savings to the
community and to
the individuals we
help

It's impossible to put a financial value on everything we do – but where we can, we have. We've used a Treasury-approved model to do this.

Using our influence to tackle people's problems – Research and Campaigns

No one else sees so many Wealden residents with so many different kinds of problems, and that gives us a unique insight into the challenges people are facing today. By using our data and evidence we're advocating for change to make life better for people. Citizens Advice achieved policy improvements across welfare, debt, housing, energy, employment, post and consumer issues. We also used our influence to shape the Government's initial Covid-19 response by outlining proposals to protect people's income.

Our data provides unique insights into the problems people face in Wealden



We use this to advocate for evidence-based policy changes



This provides insight into the organisations and systems people deal with



Which then helps us provide advice and support that is up-to-date and effective

Wealden Citizens Advice helps people find a way forward.

We provide free, confidential and independent advice to help people overcome their problems. We are a voice for our clients and consumers on the issues that matter to them.

We value diversity, champion equality, and challenge discrimination and harassment.

We're here for everyone.

We would like to use this opportunity to thank our funders, without whom, Wealden Citizens Advice would not be able to support so many Wealden residents.

Wealden District Council
Crowborough Town Council
Uckfield Town Council
Hailsham Town Council
East Sussex County Council
Alfriston Parish Council
Buxted Parish Council
Chalvington with Ripe Parish Council
Chiddingly Parish Council
Danehill Parish Council
East Hoathly with Halland Parish Council
East Dean & Friston Parish Council
Forest Row Parish Council
Framfield Parish Council
Hadlow Down Parish Council

Heathfield & Waldron Parish Council
Hellingly Parish Council
Herstmonceux Parish Council
Horam Parish Council
Laughton Parish Council
Maresfield Parish Council
Mayfield Parish Council
Pevensey Parish Council
Polegate TC
Rotherfield Parish Council
Westham Parish Council
Willingdon & Jevington Parish Council
Withyham Parish Council
Sussex Community Foundation

wealdencitizensadvice.org.uk

