



UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre
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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 23 August 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 12 July 2021 (Attached)

4.2 Action list – for information only (Attached)

4.3 Project list – for information only (Attached)

5.0 FINANCIAL MATTERS

5.1 To note bills paid

5.2 To note the income and expenditure reports for 2021/22 (up to end of July) (Attached)

5.3 Bad Debts (Attached)

5.4 To receive the draft minutes of the Finance Sub-Committee held on 16 August 2021 (Attached)

- 5.5 To consider the recommendations of the Finance Sub-Committee held on 16 August 2021 (Attached)

6.0 BUILDINGS

- 6.1 To note the current position with the Council's buildings (Attached)
- 6.2 To initially receive information on options to increase utilisation of West Park Pavilion (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 (May 2021) (Attached)

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 9.1 To consider reports from:-
- (i) Wealden Citizen's Advice
 - (ii) East Sussex Association of Local Councils AGM
 - (iii) Ridgewood Village Hall Management Committee
 - (iv) Uckfield and District Preservation Society
 - (v) Uckfield Volunteer Centre (Attached)
 - (vi) Wealden Works (Attached)
 - (vii) Wealden District Association of Local Councils – Mgt Committee
 - (viii) 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 initially receive information on options to increase utilisation of West Park Pavilion (exempt information – considered commercially sensitive) (Attached)
- 12.3 Initial consideration of priorities for 2022/23 (verbal)



Town Clerk
17 August 2021

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Weald Hall, Civic Centre, Uckfield on Monday 12 July 2021 at 7.00pm

PRESENT:

Cllr. P. Sparks (Chair)	Cllr. C. Macve
Cllr. J. Edwards (Vice-Chair)	Cllr. A. Smith
Cllr. J. Love	Cllr. D. Ward

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 Councillors H. Firth, G. Johnson and although apologies were not recorded at the meeting, apologies had been received from Councillor C. Snelgrove prior to the meeting starting.

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 1 June 2021

GP09.07.21 It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 1 June 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.

GP15.08.16 – Telephone box

GP47.04.20 – Grant allocations

GP04.06.21 – Uckfield Community Fridge CIC

- 4.3 Project list
Members were happy to note 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 and were pleased to see the list reducing.

- 5.4 To receive the minutes from the Finance Sub-Committee held on 14 June 2021
Members agreed to note and receive the minutes of the Finance Sub-Committee held on 14 June 2021.

- 5.5 To note the report of the Internal Auditor report (June 2021)
Councillor D. Ward wished to thank the Assistant Town Clerk & RFO for their hard work. Councillor Ward was interested to learn when visits would recommence in person, as all audits had been carried out remotely, with the last audit onsite in February 2020. The Town Clerk advised that they too as officers had raised this with the company, and since the meeting it has been arranged that the two-day audit in November would be carried out onsite at the Town Council offices.

The Chairman and all committee members wished to thank the RFO, Clerk and office staff for their hard work and dedication.

- 5.6 Finance Summary
Members were provided with a report detailing the current position regarding the Council's fixed term account with Lloyds Bank. The Town Council currently holds a fixed term rate with Lloyds Bank which would be maturing on 22 July 2021 for a sum of £300,916.56 including interest. On maturity this amount would automatically transfer into a non-interest current account with Lloyds. A decision was required regarding the re-investment options, if any.

The Assistant Town Clerk & RFO had experienced difficulties accessing the rate information from other banks - being passed from pillar to post, between the branches, telephone services and online. Out of the rates obtained, Lloyds was the best available.

Councillor C. Macve thought that it had been discussed previously for the Finance Sub-Committee to review the potential for repaying some the Town Council's loans. The Chair, Councillor P. Sparks advised that information had been circulated previously which explained that some of the loans had very high repayment penalties, and it was therefore less financially attractive to do this.

Members felt that in light of the timescales they were working to, it would be prudent to renew the fixed term rate account offered by Lloyds for the next 12 months. In the meantime the Finance Sub-Committee could look in more detail at the public works loans outstanding.

GP10.07.21 Members **RESOLVED** to reinvest the above funds (£300,916.56) into the Lloyds Bank 12-month fixed term account at a rate of 0.05%.

6.0 BUILDINGS

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

Members considered the contents of the update from the Estates & Facilities Manager on the Town Council's buildings. The expansion of the pellet hopper for the biomass boiler was due to be commence that week, and would save in the region of £100 per ton of pellets each autumn/winter.

Members subsequently noted the report.

7.0 POLICY

None.

8.0 ADMINISTRATION

8.1 To receive a report on Health and Safety within the Council

Members reviewed the report circulated. The Estates & Facilities Manager advised members that the Town Council's risk assessments with regard to Covid-19 would need amending in response to the UK Government announcement that evening, which provided more freedom and flexibility in terms of room numbers and the use of facilities.

The Estates & Facilities Manager reminded members that at present, he was having to review every booking i.e. hirer's risk assessment to check that they had considered all aspects of covid restrictions; to look after their customers and the Civic Centre staff. This was incredibly resource intensive and this change in UK Govt guidance would require further work over the best part of two days to understand what this meant for the Town Council's working practices. The Town Council had passed previous HSE, and Env Health Covid based assessments so would wish to continue on this basis.

Members subsequently noted the report.

8.2 To receive Members' audit reports

Members noted the report from April 2021.

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

9.1 To consider reports from:-

(i) Citizens Advice Bureau

Members noted the report, which was very interesting reading.

(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, wished to thank the Uckfield Festival Association for a very good weekend on Luxford Field. The Big Day was a good event despite the weather, with lots of organisations turning out with the public. The Classic Car Show was a fantastic day, and it was great to see the electric vehicle and find out more about how it worked. This information would prove useful for the Climate Change Working Group.

11.0 TOWN CLERK'S ANNOUNCEMENTS

None.

12.0 CONFIDENTIAL BUSINESS

GP11.07.21

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.

- 12.2 To consider the recommendations of the Personnel Sub-Committee on their consideration of a proposed change to a staff member's hours

GP12.07.21

Members **RESOLVED** to approve the recommendations of the Personnel Sub-Committee and increase the number of hours for this individual from 25 to 30 hours per week.

The meeting closed at 7.32pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<p><u>GP43.02.18</u></p> <p><u>GP12.07.18</u></p>	<p><u>6.3 To consider the feasibility report undertaken for West Park Pavilion</u> With seven votes in favour and one abstaining, members RESOLVED to request the Town Clerk to explore this matter further – identifying potential interest in the Pavilion, their requirements, the development of a business plan and associated costings.</p> <p>It was RESOLVED to note the revised plans and request the Town Clerk to proceed further with exploring this option, to specifically look into changing room and toilet provision, the requirements of the Football Association, potential funding opportunities and an understanding of what is required to support multi-use space.</p>	<p>05.03.18</p> <p>09.07.18</p>	<p>HG</p>	<p>Work in progress. Further discussions on West Park Pavilion will take place at the GP Committee meeting on 23 August 2021, and at Environment & Leisure Committee on 6 September 2021.</p>
<p><u>GP05.06.21</u></p>	<p><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).</p>	<p>01.06.21</p>	<p>MF</p>	<p>Works have been completed. After testing the new hopper, contractors have been contacted to address the levels of the pellets when they enter the hopper. Contractors will return in the winter months once the current pellet levels have lowered.</p>

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP06.06.21</u>	<p><u>To consider a request from the Ridgewood Village Hall Management Committee for additional storage</u></p> <p>Members RESOLVED to:</p> <p>(i) note the report, and;</p> <p>(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.</p>	01.06.21	MF/HG	The Chair of Ridgewood Village Hall Committee has been informed of the outcome of this discussion.
<u>GP10.07.21</u>	<p><u>5.6 Finance Summary</u></p> <p>Members RESOLVED to reinvest the above funds (£300,916.56) into the Lloyds Bank 12-month fixed term account at a rate of 0.05%.</p>	12.07.21	SD	This was completed and arranged following the meeting. NFA.

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

Outstanding initiatives from 2018/19

Project Name		West Park Pavilion Scheme		Project Number	49
Resolution Number	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.
		17.08.21	Following a delay during the third national covid lockdown, Uckfield Town Council have since commissioned local web developers to complete the final element of the online events package, but utilising the appropriate software and aligning it with Worldpay. This will be funded out of the Town Council's professional fees budget. Work is due to begin on 23 August 2021.

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 + £1,800 - £968.24 = £2,331.76	17.08.21	Q1 2021/22 invoice has been received for a total of £968.24.		

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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	17.08.21	£1,800 has been spent to date on the carbon footprint audit tool and associated work as this is the baseline the Town Council needs prior to deciding what the priorities are for the Climate Change Working Group and action plan for the Town Council.		

Project Name	Annual Maintenance Programme 2021/22		Project Number		66	
Resolution Number	Funds	Date	Commentary			
FC.64.01.21	£62,000	18.01.21	YEAR 7 BMF	Budget	Actual	Variance
			Civic Centre - Increase capacity of Biomass boiler pellet hopper	£15,000.00	£19,167.50	£4,167.50
			Civic Centre - atrium and ceiling works in foyer	£20,000.00	£24,497.99 plus 5% retention	£4,497.99
			Foresters Hall Blinds	£2,500.00		
			Foresters Hall Repairs	£15,000.00		
			Foresters Hall Chapel Fire Alarm	£2,250.00	£2,250.00	
			Foresters Hall New Hall Floor	£6,000.00	£5,370.00	
			UNFORESEENS			
			Contingency and unforeseen	£1,250.00		

GP Committee as at 31 July 2021

	Apr 21 Actuals £	May 21 Actuals £	Jun 21 Actuals £	Jul 21 Actuals £	Actuals at 31 Jul 21 £	Budget at 31 Jul 21 £	Aug 21 Budget £	Sep 21 Budget £	Oct 21 Budget £	Nov 21 Budget £	Dec 21 Budget £	Jan 22 Budget £	Feb 22 Budget £	Mar 22 Budget £	Total £	2021/22 Budgets
Sales																
Administration	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Newsletter income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Festive Light Income	0	0	0	0	0	0	0	0	0	0	0	0	2,000	0	2,000	2,000
Bank Interest - Business Reserve	6	9	9	7	32	0	0	0	0	0	0	0	0	0	32	120
Interest Misc. (Fixed Rate Bond)	0	0	0	0	0	0	0	0	0	0	0	0	0	900	900	900
Civic Centre	6,768	2,723	7,132	6,245	22,868	21,161	2,028	15,136	3,728	3,228	15,536	2,478	1,598	15,546	82,148	82,202
Feed-in Tariff Payments	0	0	0	0	0	1,250	0	1,250	0	0	1,250	0	0	1,250	3,750	5,000
Quickborn Suite rent	708	708	708	708	2,832	2,832	708	708	708	708	708	708	708	708	8,496	8,500
West Park Pavilion	0	0	0	0	0	0	0	0	0	0	0	0	0	150	150	150
Victoria Pavilion	875	875	875	875	3,565	4,034	875	1,153	1,131	875	1,153	1,131	875	1,409	12,166	12,635
RHI - C.Centre Boiler	3,654	0	0	0	3,654	0	0	5,000	0	0	0	0	0	5,000	13,654	10,000
Victoria Storage Garages	0	100	0	0	100	100	0	0	0	0	0	0	0	140	240	240
Cemetery Chapel workshop	0	1,375	0	0	1,375	1,375	1,375	0	0	1,375	0	0	1,375	0	5,500	5,500
Foresters Hall	514	1,063	1,819	1,743	5,139	5,135	1,545	1,545	1,545	1,545	1,545	1,545	1,545	1,645	17,599	17,650
Foresters Chapel	288	0	0	288	576	576	0	0	288	0	0	288	0	0	1,151	1,150
2a Vernon Road, rent	600	600	600	600	2,400	2,400	600	600	600	600	600	600	600	600	7,200	7,200
Signal Box	354	354	354	430	1,492	1,533	383	383	383	383	383	383	383	383	4,558	4,600
Osborn Hall	0	0	0	342	342	325	0	0	0	0	0	100	0	0	442	425
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	750	750	750
Bridge Cottage	0	0	0	2,322	2,322	0	0	0	0	0	0	1	0	0	2,323	5,200
The Hub and Source	0	600	0	600	1,200	1,200	0	338	600	0	338	600	0	338	3,413	3,750
Community Toilet Scheme	0	283	0	0	283	283	283	0	0	283	0	0	283	0	1,130	1,100
Training admin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100
Total Sales	13,768	8,689	11,497	14,160	48,180	42,204	7,797	26,113	8,983	8,997	21,513	7,834	9,367	28,819	167,602	169,172
Additional income streams to help cover costs																
Furlough scheme for caretaking and cleaning staff, and plus office staff	4,729	2,206	1,819	1,829	10,583	N/A	0	0	0	0	0	0	0	0	N/A	N/A
Purchases																
Administration	953	869	1,139	1,119	4,080	3,121	1,085	1,085	1,085	1,085	1,085	1,085	1,085	1,085	12,759	11,800
General Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	250	250	250
Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	200	200	200
Data Protection	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Office Equipment/Computers	939	347	472	3,996	5,755	2,640	858	858	858	858	858	858	858	858	12,615	9,500
Hospitality	0	0	13	0	13	0	0	0	0	0	0	0	0	0	13	0
Dementia Forum	33	0	0	0	33	0	0	0	0	0	0	0	0	0	33	0
Health & Safety	36	0	0	0	36	36	0	0	982	0	0	0	0	982	2,000	2,000
Insurances	5,786	0	0	0	5,786	5,800	0	0	27,000	0	0	0	0	2,200	34,986	35,000
Public Works Loan Costs	0	0	0	30,076	30,076	30,800	0	0	0	0	0	30,076	0	0	60,152	61,600
Mayor's Allowance	0	0	443	0	443	443	0	443	0	0	443	0	0	443	1,772	1,773
Grants Section142	0	0	9,450	0	9,450	9,450	0	0	9,450	0	0	0	0	0	18,900	19,500
Grants - Power of Competence	0	22,067	0	0	22,067	23,000	0	0	4,500	0	0	0	0	0	26,567	27,500
Volunteer Bureau SLA	0	0	0	0	0	8,000	0	0	0	0	0	0	0	0	0	8,000
Clothing - Corp & Prot - Indoor staf	0	0	0	0	0	0	133	0	0	133	0	0	133	0	400	400
Internal Audit Fees	0	890	445	0	1,335	1,335	0	0	0	465	0	0	0	0	1,800	1,800
(External) Audit Fees	0	0	0	0	0	0	0	0	0	2,400	0	0	0	0	2,400	2,400
Accountant fees	0	0	0	0	0	4,600	0	0	0	0	0	0	0	0	0	4,600
Professional Fees	200	0	2,600	350	3,150	2,800	0	2,567	0	0	2,567	0	0	2,567	10,850	10,500
Festive Lights	0	0	0	0	0	0	0	0	0	0	0	12,000	0	0	12,000	12,000
Festive Light Electricity	0	0	0	0	0	0	0	0	0	0	0	0	0	300	300	300
Office Staff - Salaries	22,179	22,158	22,107	18,797	85,241	89,350	22,337	2,237	22,337	22,337	22,337	22,337	22,337	22,337	243,840	268,049
Members Allowances/Expenses	0	0	3,852	0	3,852	4,815	0	4,815	0	0	4,815	0	0	4,815	18,297	19,360
Newsletter	0	600	0	600	1,200	1,700	425	425	425	425	425	425	425	425	4,600	5,100
Bank Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bank Charges	68	63	71	79	280	182	46	46	46	46	46	46	46	46	648	550
Civic Centre Running Costs	10,994	6,635	6,228	6,466	30,323	31,719	9,451	14,295	9,451	10,195	9,451	9,451	11,159	5,571	109,347	105,280
Caretakers - Salaries	10,234	8,050	8,213	8,314	34,810	33,874	8,469	8,469	8,469	8,469	8,469	8,469	8,469	8,969	103,058	107,775
West Park	326	375	0	0	701	1,186	203	203	798	203	203	798	203	203	3,516	5,160
Victoria Pavilion	966	889	2,821	1,255	5,930	4,096	795	3,191	1,433	795	3,191	1,433	385	3,191	20,345	17,722
Cemetery Buildings	174	172	172	172	690	720	293	293	293	293	293	293	113	113	2,670	2,700
Signal Box	0	0	0	0	0	0	188	188	188	188	188	188	188	188	1,500	1,500
The Hub	325	0	3,582	0	3,907	3,907	432	432	0	432	0	432	0	432	6,068	6,500
Foresters Hall	293	714	1,202	320	2,530	1,440	1,138	1,182	1,230	1,138	1,182	1,230	846	983	11,459	11,245
2a Vernon Road	0	0	0	0	0	0	0	0	0	0	0	0	0	200	200	200
Subscriptions	3,044	162	12	509	3,727	1,000	0	1,000	0	0	1,000	0	0	1,000	6,727	4,000

GP Committee as at 31 July 2021

	Apr 21 Actuals £	May 21 Actuals £	Jun 21 Actuals £	Jul 21 Actuals £	Actuals at 31 Jul 21 £	Budget at 31 Jul 21 £	Aug 21 Budget £	Sep 21 Budget £	Oct 21 Budget £	Nov 21 Budget £	Dec 21 Budget £	Jan 22 Budget £	Feb 22 Budget £	Mar 22 Budget £	Total £	2021/22 Budgets
Training	75	0	50	80	205	205	662	662	62	662	662	662	662	662	4,900	5,500
All Building Cleaning Materials	21	9	67	163	260	260	228	228	228	228	228	228	228	228	2,082	2,000
Total Purchases	56,646	63,998	62,940	72,295	255,879	266,478	46,741	42,617	88,833	50,350	57,441	90,009	47,135	58,246	737,253	771,764

New initiatives 2021/22

[illegible]

Luxfords as at 31 July 2021

	Apr 21 Actuals £	May 21 Actuals £	Jun 21 Actuals £	Jul 21 Actuals £	Actuals at 31 Jul 21 £	Budget at 31 Jul 21 £	Aug 21 Budget £	Sep 21 Budget £	Oct 21 Budget £	Nov 21 Budget £	Dec 21 Budget £	Jan 22 Budget £	Feb 22 Budget £	Mar 22 Budget £	Total 2021/22	2021/22 Budgets
Sales																
Restaurant Food Sales	0	2,342	6,418	6,385	15,144	40,936	10,233	10,233	10,233	10,233	10,233	10,233	10,233	10,233	97,008	122,800
Restaurant Bar Sales	0	85	358	438	881	2,667	667	667	667	667	667	667	667	667	6,215	8,000
Hire of Luxfords Restaurant	0	0	0	0	0	614	205	205	205	205	205	205	205	205	1,636	2,250
Function Food Sales	289	711	629	344	1,973	8,833	2,208	2,208	2,208	2,208	2,208	2,208	2,208	2,208	19,640	26,500
Function Bar Sales	0	294	549	2,060	2,903	2,750	750	750	4,000	3,000	4,000	750	750	750	17,653	17,500
Takeaway	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hire of Urn	0	30	45	15	90	300	100	100	100	100	100	100	100	100	890	1,100
Sundry Income	0	0	0	0	0	136	45	45	45	45	45	45	45	45	364	500
Total Sales	289	3,462	7,999	9,242	20,992	56,236	14,208	14,208	17,458	16,458	17,458	14,208	14,208	14,208	143,406	178,650
Furlough scheme funding for restaurant staff	6,155	2,200	324	315	8,995											N/A
Covid grant funding via Wealden DC			15,000	N/A	15,000											N/A
Purchases																
Food Purchases	86	1,054	2,209	2,308	5,658	12,500	3,125	3,125	3,125	3,125	3,125	3,125	3,125	3,125	30,658	37,500
Bar Purchases - non-alcoholic	53	1	84	22	160	900	225	225	225	225	225	225	225	225	1,960	2,700
Bar purchases - alcoholic	23	287	257	1,334	1,902	1,667	417	417	417	417	417	417	417	417	5,235	5,500
Paper goods/consumables	33	73	65	87	258	867	217	217	217	217	217	217	217	217	1,991	2,600
Maintenance & Repairs	0	45	81	77	203	667	167	167	167	167	167	167	167	167	1,536	2,000
Equipment - New/Replacements	0	31	0	82	113	0	0	0	0	0	0	0	0	0	2,000	2,000
Equipment Hire	0	0	0	0	0	50	25	25	25	25	25	25	25	25	200	250
Postage	0	0	0	0	0	20	10	10	10	10	10	10	10	10	80	100
Rates	1,512	667	667	667	3,514	3,800	950	950	950	950	950	950	950	950	11,114	9,500
Electricity	319	252	364	397	1,332	1,691	564	564	564	564	564	564	564	564	5,842	6,100
Gas	0	0	222	0	222	200	50	50	50	50	50	50	50	50	622	550
Water	0	0	0	0	0	433	108	108	108	108	108	108	108	108	867	1,300
Telephone	0	0	0	0	0	35	18	18	18	18	18	18	18	18	140	175
Refuse Collection	0	0	58	47	105	240	120	120	120	120	120	120	120	120	1,065	1,500
Stocktaking	195	0	0	0	195	390	0	0	195	0	0	195	0	0	585	790
Stationery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	50
Salaries	10,724	7,138	7,877	9,125	34,864	46,767	9,718	9,718	9,718	9,718	9,718	9,718	9,718	9,718	112,611	112,818
Casual wages	0	0	0	171	171	0	0	0	3,000	0	0	0	0	0	6,171	7,000
Luxfords General Advertising	50	0	0	0	50	375	0	375	0	0	375	0	0	0	1,175	1,500
Uniforms/Protective clothing	0	0	0	18	18	0	0	0	0	0	0	0	0	0	218	200
Credit charges	91	57	0	0	147	500	125	125	125	125	125	125	125	125	1,147	1,500
Total Purchases	13,086	9,606	11,884	14,336	48,912	71,102	15,838	16,213	19,033	15,838	16,213	16,033	15,838	21,463	185,379	195,633

Meeting of the General Purposes Committee

Monday 23 August 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:

- Brighton Funeralcare;
- Co-op Funeralcare;
- Freedom/Wealden Leisure Ltd;
- 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 16th August 2021 at 6.30pm.

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

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

Cllr P. Sparks declared an interest as the Chair of the Trustees of the Uckfield Volunteer Centre.

2.0 APOLOGIES FOR ABSENCE

None received.

3.0 MINUTES

Minutes of the meeting of the Finance Sub-Committee held on the 14th June 2021.

FS.06.08.21

It was **RESOLVED** that the minutes of the Finance Sub-Committee of the 14th June 2021 be taken as read, confirmed as a correct record and signed by the Chair.

4.0 TO REVIEW THE COMMUNITY GRANT PROGRAMME FOR 2022

The Chair explained that the purpose of the evening's Finance Sub-Committee – to review key aspects of the Community Grant Programme for 2022, before the application process commenced in the autumn/winter months. This included looking at the broader

aspects of the application process, and checking in on the provision of grant funding to those organisations normally in receipt of higher amounts of grant funding, to ensure existing procedures were robust.

A number of questions had been posed to members of Finance-Sub Committee and the Chair, Councillor B. Cox directed members' attention to these questions from the start.

Service Level Agreement with Wealden Citizen's Advice

Discussions commenced with a review of the details relating to the funding allocation for the Wealden Citizens Advice, and associated Service Level Agreement.

Councillor D. Ward agreed that the Service Level Agreement needed to be reviewed and the funding allocation looked into further since their move to new premises at the Uckfield Library.

Councillor C. Macve asked if it was known what the new rent charges were since they have moved from The Hub. The Town Clerk confirmed that she believed it was a similar amount as previously paid but would seek confirmation. The Clerk also confirmed the amount that Wealden Citizens Advice received from Hailsham Town Council and Crowborough District Council in the last financial year which was £13.3k and £21.5k respectively. It was understood that in the main, the funding received from the town councils covered running costs – rental/utility costs.

It was added that it would be useful to know the detailed breakdown of their income streams to help understand the proportion of funding received from the public sector organisations (different levels of local government). The Town Clerk confirmed that this would be requested.

All councillors praised the work of Wealden Citizen's Advice and the benefits to the residents and town for what they are able to achieve, providing not only financial help but with health and wellbeing issues. The demands on Wealden Citizen's Advice was likely to increase, with the impact of the pandemic. Councillor Sparks confirmed that Wealden District Council also provided them with financial support through a Service Level Agreement; recognising their work and services.

Councillor D. Ward was particularly interested to see for all applicants and local organisations and charities in the application process, evidence of their own fundraising as well.

It was agreed that more background information was needed at this time, before reviewing the service level agreement etc.

Uckfield Volunteer Centre

The Service Level Agreement was then discussed for the Uckfield Volunteer Centre, the need to review this agreement and to consider if the Town Council was receiving value for money.

Councillor C. Macve was not aware that he had ever seen a set of the accounts. Chair of Finance-Sub Committee, Councillor B. Cox explained that he had sat as an observer on their committee for two years and explained that they were in the process of modernising their services, increasing their participation within the community and reaching out to younger people. The Town Clerk also stated that they she had attended their AGM and accounts were available prior to and during the meeting. It was suggested that a copy of the accounts be requested from the Uckfield Volunteer Centre.

Evaluation process of grant programme

The Audit process that the Volunteer Centre completed each year on behalf of the Town Council for the community grant programme was discussed and it was suggested that this be expanded from the current selection of grant awardees to all, to ensure a full audit was carried out. It was also suggested that perhaps initial contact could be made with the grant awardees mid-way through the year to check in on progress and then a full evaluation be carried out at financial year end.

Councillor J. Edwards suggested that if the value of the grant issued was not all spent by the awardee, and the organisation retained these funds, this could be reflected in any application the following year. The Chair explained the current application process and stated that it needed to be clearer to ensure that the grant funding was used for the purpose initially set out, and stressed the importance of applications put forward not being identical to that provided the year before.

Grant meeting

A discussion then followed on the way the presentations were carried out and whether members of Finance Sub-Committee should meet before the main Grants meeting was held to review the applications and identify any questions beforehand and ensure the right information is asked. Although useful, this suggestion was not taken forward, as members agreed this could be seen as predetermining an application and the process should remain transparent. They also felt that the 2-minute presentation could include information that isn't included in the application so proved useful.

It was however agreed that holding the discussion meeting in private, after the 2-minute presentations and Q&A was an improvement and

helped towards a fair and open decision.

Members discussed whether the closing date for the application period should be brought forward to help both Councillors and the Office in processing and reading through each application and this was agreed.

The Councillors then ran through the application form and it was agreed that all information needed to be completed on the form or it would be returned. Councillor D. Ward pointed out a couple of discrepancies between the form and the letter sent to applicants and these amendments would need to be addressed.

The Chair mentioned the location of grant recipients and whether the Finance Sub-Committee needed to review this within the criteria, in terms of the number using a service, and/or benefiting from a service.

The Assistant Town Clerk showed an example of another Town Council's Application form and explained how we could improve the design of our form to ensure that all questions were adequately answered. It was agreed that the Town Council's form did not look very professional and the design needed to be further updated.

Councillor Ward raised the point again that the Town Council needed to ensure that all questions were answered before the application would be considered by the Finance Sub-Committee at the grant meeting and the wording on both the letter and policy criteria needed to match.

FS.07.08.21

It was **RESOLVED** to note the report and recommend to General Purposes:

- (i) To defer the review of the Service Level Agreement with Wealden Citizens Advice, until after the next Finance Sub Committee meeting to be held in September, whilst Uckfield Town Council obtained further information on their accounts, and current income streams;
- (ii) The review of the CAB Service Level Agreement would also include a review on the amount allocated each year;
- (iii) To defer the review of the Service Level Agreement for Uckfield Volunteer Centre until after the next Finance Sub Committee meeting to be held in September, in order to request further financial information;
- (iv) The review of the UVC Service Level Agreement could also include increasing the number of applications they review as part of their evaluation of the Town Council's Community Grant programme;

- (v) To amend the timescales of the application process to open on 1 November and close mid-January (in 2022, this would be Sunday 16 January 2022);
- (vi) To ensure that all questions on the application form are completed, if not then it would be returned, the design of the form to be improved as per the examples presented, and the need for the wording on the letter and policy criteria be amended to include align, stating:
'Members of the Finance Sub Committee will have read your application, there will be two minutes for you to add any further details at the meeting and then questions may be asked of you'.

5.0

MATTERS DEEMED URGENT BY THE CHAIRMAN

The Assistant Town Clerk mentioned that it had been previously discussed by the Finance Sub-Committee, to see if it would be a good time to review the current contracts in place for the Internal Auditor and External Accountants.

The Internal Auditor had been in touch and were due to attend site in November for two days. It was suggested that talks regarding this be deferred until after that time.

The meeting closed at 19.34pm.

Meeting of the General Purposes Committee

Monday 23 August 2021

Agenda Item 5.5

TO CONSIDER THE RECOMMENDATIONS OF THE FINANCE SUB-COMMITTEE HELD ON 16 AUGUST 2021

1.0 Summary

- 1.1 This report sets out the recommendations of the Finance Sub-Committee from their recent meeting on 16 August 2021 whereby they considered and put forward recommendations for as part of a review of the Town Council's Community Grant Programme for 2022.

2.0 Recommendations of Finance Sub-Committee

- 2.1. The Finance Sub-Committee still have further work they wish to carry out once information has been received. This will be reported to the next General Purposes Committee on 4 October 2021. In the meantime, please see the following recommendations that were put forward at the meeting.
- 2.2 The Finance Sub-Committee recommended:

FS.07.08.21

- (i) It was **RESOLVED** to note the report and recommend to General Purposes: To defer the review of the Service Level Agreement with Wealden Citizens Advice, until after the next Finance Sub Committee meeting to be held in September, whilst Uckfield Town Council obtained further information on their accounts, and current income streams;
- (ii) The review of the CAB Service Level Agreement would also include a review on the amount allocated each year;
- (iii) To defer the review of the Service Level Agreement for Uckfield Volunteer Centre until after the next Finance Sub Committee meeting to be held in September, in order to request further financial information;
- (iv) The review of the UVC Service Level Agreement could also include increasing the number of applications they review as part of their evaluation of the Town Council's Community Grant programme;
- (v) To amend the timescales of the application process to open on 1 November and close mid-January (in 2022, this would be Sunday 16 January 2022);
- (vi) To ensure that all questions on the application form are completed, if not then it would be returned, the design of the form to be improved as per the examples presented, and the need for the wording on the letter and policy criteria be amended to include align, stating:
'Members of the Finance Sub Committee will have read your application, there will be two minutes for you to add any further details at the meeting and then questions may be asked of you'.

3.0 RECOMMENDATION

- 3.1. Members are asked to consider the recommendations of the Finance Sub-Committee under the General and ratify accordingly.

Contact Officer: Holly Goring/Sarah D'Alessio

Meeting of the General Purposes Committee

Monday 23 August 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;
- New Hopper installed, 7.5T pellets delivered awaiting remedial works;
- Awaiting date for installation of 4x new night vision cameras in dark spots of the building for better coverage at night.

The Hub

- Community fridge in situ.

The Source

- Nothing new to report.

Victoria Pavilion

- Awaiting 4x CCTV install around peripheral of building using old Civic Centre upgraded cameras.

The Signal Box

- Nothing new to report;

Foresters Hall

- Awaiting date for new 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 23 August 2021

Agenda Item 6.2

TO INITIALLY RECEIVE INFORMATION ON OPTIONS TO INCREASE UTILISATION OF WEST PARK PAVILION

1.0 Background

- 1.1 Back in 2017/18, the Town Clerk was asked to arrange for a feasibility study to be undertaken of West Park Pavilion to consider whether the space could be reconfigured to improve the facilities available and increase usage of the Pavilion.
- 1.2 Income is low for the Pavilion and has been for some years. Other than use at weekends for the Grasshoppers, the pavilion is rarely used, despite being advertised as available for hire next to the recreation ground. The Town Council is also limited in the amount of grant funding it can attract to extend or improve the facility, as typically sports clubs or voluntary/charitable organisations would meet the eligibility criteria for grant funding over parish and town councils.
- 1.3 There has been a demand for community space in the town for a number of years and work has been underway to start exploring the options for the Pavilion. Still now, a number of organisations are looking for space within the town but their needs vary, in terms of location, size and the type of facilities available.
- 1.4 This report seeks to provide members with information on the options available to the Town Council for the future of West Park Pavilion. Members are not being asked to take a decision today, but to consider the initial information presented and to discuss. This report will also be presented to Environment & Leisure Committee on 6th September 2021, before being taken to Full Council on 13th September for full consideration.

2.0 Underutilisation

- 2.1 The Town Council's sports pavilions have been notably underutilised over the years and West Park Pavilion in particular, with the Grasshoppers being the main users of the pavilion as part of their seasonal pitch bookings. The income for the pavilion is very low; seasonal pitch fees include hire of the pavilion for sports clubs, so any income received is from ad hoc bookings. The total income received is detailed in a table over the page and shows the income for one off bookings or events during the past five years.

Account Ref	4710	Name	West Park Pavilion				
	Actuals 2021/22	Budgets	2020/21	2019/20	2018/19	2017/18	2016/17
Month 1	0.00	0.00	0.00	19.02	0.00	0.00	0.00
Month 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Month 3	0.00	0.00	0.00	0.00	19.02	18.75	18.30
Month 4	0.00	0.00	0.00	54.91	0.00	90.63	39.65
Month 5	0.00	0.00	0.00	0.00	41.21	0.00	6.10
Month 6	0.00	0.00	0.00	58.14	0.00	0.00	0.00
Month 7	0.00	0.00	0.00	12.92	0.00	0.00	0.00
Month 8	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Month 9	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Month 10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Month 11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Month 12	0.00	150.00	0.00	0.00	0.00	0.00	29.40
Totals	<u>0.00</u>	<u>150.00</u>	<u>0.00</u>	<u>144.99</u>	<u>60.23</u>	<u>109.38</u>	<u>93.45</u>

2.2 Members acknowledged that the income streams from the Pavilion were relatively low and any investment in the building would require some return on investment and confidence that the space would be used.

2.3 Unfortunately due to changes in staffing in the past two years, and other more pressing priorities alongside the pandemic, this project has not been fully considered by members, but officers have been carrying out research and making the relevant enquiries.

3.0 Options for reconfiguration of the space

3.1 Officers have been tasked with looking into the potential for reconfiguring the space.

3.2 Local architects were commissioned back in 2018 to carry out a feasibility study of the space within the Pavilion. This work was completed and reported back to members of General Purposes Committee on 5 March 2018.

3.3 A number of plans were produced and shared with members, but one particular option was considered most effective in terms of enabling shared use of the pavilion space. The cost of such work was estimated by the architects to be in the region of £70,000.

3.4 The option considered most effective however would affect the official's changing room and partially remove some of the existing changing rooms. Although the changing rooms are currently under-utilised, the Town Council would need to consider the future use of the pavilion for all, and ensure it maintained the relevant criteria set out by Sussex FA. The matter was left with the following resolution:

GP43.02.18 *With seven votes in favour and one abstaining, members **RESOLVED** to request the Town Clerk to explore this matter further - identifying potential interest in the Pavilion, their requirements, the development of a business plan and associated costings.*

3.5 Discussions continued in July 2018:
To review revised plans should the Council wish to reconfigure West Park Pavilion
Members reviewed the revised drawings which had been put together by local

architects in response to potential suggestions to reconfigure the space within West Park Pavilion. The intention of any reconfiguration would be to provide two spaces within the one building which could be hired or leased out.

Members noted that this option was more favourable but requested that further details would be required before any decision could be taken. Information on costings and potential income streams would need to be analysed in more detail to understand if there would be a sufficient return on investment.

Members noted that the drawings at present, did not provide suitable changing and toilet facilities for all genders and noted that with an increasing interest in women's sport, it could be an opportunity to improve facilities within the Pavilion and be a leader in the local area for targeting women's sports.

One member also reminded the Committee that there were funding streams available to improve sports facilities and buildings from organisations such as Sports England. Separate facilities would be required and it could be through one of these grant funding schemes that the Town Council could seek funding towards improving the Pavilion, in addition to providing additional space for hire or lease.

GP12.07.18

*It was **RESOLVED** to note the revised plans and request the Town Clerk to proceed further with exploring this option, to specifically look into changing room and toilet provision, the requirements of the Football Association, potential funding opportunities and an understanding of what is required to support multi-use space.*

3.6 Discussions since that meeting have followed, to understand the Sussex FA's requirements in terms of changing room provision for sports clubs.

3.7 Members also requested that further information be obtained to understand the structural fabric of the building and if the walls could be removed to create a larger space. Structural surveyors advised the Estates & Facilities Manager in February 2020, that:

- We confirm that the roof construction over the building comprised proprietary factory produced 'gang-nail' prefabricated timber trusses at approximately 600mm centres spanning from front to back possibly supported on an intermediate masonry internal wall running side to side between the multi-use space and the shower/changing areas. We therefore conclude that the masonry walls to the female showers and wc, officials room and kitchen are non-loadbearing and can be removed without any structural detrimental effect. It is possible that removing the walls could result in the loss of some unintentional support to the trusses which may result in some local ceiling deflections and consequential minor cracking. Any cracking would need filling and making good.*
- As discussed the attic space would typically have a designed storage loading capacity of 25 kg per square meter and the storage should be typically limited to lightweight items with any file/paper storage limited in height to ensure this applied loading is not exceed.*
- If you are thinking of widening the existing window openings you should check whether planning permission is required. Perhaps the WaS architects who prepared the layout drawings could advise further? If the opening are being widened there would be a need for new lintels over the openings. We can advise further if required.*

4.0 Valuation of West Park Pavilion

- 4.1 Details are available of the most recent market valuation of the West Park Pavilion (taken 31 March 2019) in confidential business – agenda item 12.2 (appendix A).

5.0 Interest in the space

- 5.1 From a community space point of view, one of a number of organisations that have approached the Town Council for the use of space within the town and potential rental opportunities, is the Uckfield Model Railway Club. The Uckfield Model Railway Club currently reside in the old Hobby Box Shop in Framfield Road. It is fairly small and mainly a storage facility. They are looking for space adequate to maintain their layouts, along with storage and room for their meetings. Further details on their requirements and their financial position is available for members to view in confidential business (para. 6.0 agenda item 12.2).
- 5.2 From a sports and leisure point of view, local sports club Uckfield Grasshoppers have expressed an interest. Uckfield Grasshoppers currently use the Pitches at West Park and have use of the Pavilion every weekend throughout the football season with some adhoc bookings during the week. In this instance, the preferable option would be for the Club to take on a full repairing lease, to allow them to gain the relevant grant funding to improve the building and facilities. Further details on their requirements and their financial position is available for members to view in confidential business (para. 7.0 agenda item 12.2).

6.0 Reconfiguring the space for community use

Information exempt – only available in Confidential Business (agenda item 12.2).

7.0 Leasing the Pavilion to a Sports Club

Information exempt – only available in Confidential Business (agenda item 12.2).

8.0 Estimated rent for the Pavilion

Information exempt – only available in Confidential Business (agenda item 12.2).

9.0 Options for consideration

Option	Description
Option 1	Spend funding from earmarked reserves to reconfigure the building to lease out to a local community or voluntary organisation.
Option 2	Lease the entire building on a full repairing lease to a local sports club.
Option 3	Spend funding on earmarked reserves to create extension for use by community or voluntary organisation and lease the rest of the building to a local sports club
Option 4	Do nothing.

10.0 Recommendation

- 10.1 Members are asked to consider the above report and discuss initial options. Please note this report will also be shared with Environment & Leisure Committee on 6 September, before being taken to Full Council on 13 September for decision.

Meeting of the General Purposes Committee

Monday 23 August 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 sickness figures for the past three months and the cumulative picture for the whole year to date, in comparison with the same period last year. We have had four members of staff affected by the Covid 'pingdemic' in July/August. None tested positive for Covid-19. This has impacted on staffing levels, due to it being holiday season, and a couple of members of staff recovering from injuries or other medical procedures. Staffing levels have therefore been affected during the past six weeks, whilst we try and deliver our priorities and ensure the best for our customers.

	As at 18.08.21 (sickness recorded since 1 April 2021) (28 staff)	Cumulative total for the year 2021/22	As at 08.07.20 (sickness recorded since 1 April 2020 (29 staff)
Actual days taken as short-term Doctors' certificate	35.0 days	35.0 days	0.0 days
Actual days taken as self-certificated sick leave	5.0 days	5.0 days	5.0 days
Average number of days self-certificated sick leave per person	0.18 days	0.18 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	1.43 days	1.43 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 Miscellaneous items

- 6.1 As a result of the guidance issued by the UK Government & Public Health England with regards to Covid-19 on 19 July 2021, cleaning regimes remain in place in the Town Council's buildings, with particular attention given to touchpoints, the use of the Civic Centre and Foresters Hall toilets, and separation of staff bubbles is in effect to limit the impact of self-isolation in cases of positive covid-19. Room bookings are back to standard numbers with no social distancing. Cough screen and sanitiser points are still in place, as are QR test and trace codes or slips to complete your details.

7.0 Accident reporting – Quarter 2 (July - Sept 2021/22)

- 7.1 Nothing new to report.

Contact Officers: Mark Francis/Holly Goring

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH ~~APRIL~~ MAY 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	<input checked="" type="checkbox"/>
Customer Invoices	<input checked="" type="checkbox"/>
Timesheets	<input checked="" type="checkbox"/>

BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

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

Clerks Account	<input type="checkbox"/>
General Account	<input checked="" type="checkbox"/>
Special Interest Bearing	<input checked="" type="checkbox"/>
Lloyds Bank Account	<input type="checkbox"/>

PETTY CASH

Check cash balance and vouchers

Town Council Petty Cash	<input checked="" type="checkbox"/>
Luxfords Petty Cash	<input checked="" type="checkbox"/>

Signed .

Print Name HELEN FIRTH

Dated 28-7-21

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.
LOCAL COUNCIL'S OFFICE	7-5-21	13860	✓	BACS.
GDF STEELWORKS.	1141 28-5-21	13881	✓	BACS.
KFF	7403318 28-5-21	13885	✓	BACS.

Customer Invoices Checked

Customer Name	Invoice No.	Charges correct	Payment date on invoice	Bank Paying in receipt No.
NH SBT	CL39441	✓	24-5-21 15-6-21	✓
ACRES.	CL39364		2-6-21 28-5-21	SHEET ✓
JCKFIELD CONCERT BRASS	CL39378	✓	18-5-21	SHEET 327

Timesheets checked

Staff Name	Week/month Checked	Hours correct	Payment correct	Payslip date	BACS Form
Tony Griffiths	MAY	✓	✓	28-5-21	713028634
HAREN SPINKS	MAY	✓		28-5-21	713028634

Bank Reconciliation Checked

Bank Account	Statement No.	Signed	Reconciled	Nominal Code
BUSINESS RESERVE	SHEET 133	✓	✓	1227
CURRENT	SHEET 322/332	✓	✓	1200

Petty Cash Checked

Account Name	Reconciliation Correct, Month	Voucher Name	Correct float to SAGE balance
Town Council	MAY ✓	WH SMITH	
Luxfords	MAY ✓	TRUFFLES	

Meeting of the General Purposes Committee

Monday 23 August 2021

Agenda Item 9.1(v)

REPRESENTATIVES ON OUTSIDE BODIES: UCKFIELD VOLUNTEER CENTRE – MEETING ON 16 JULY 2021

Membership stats

Current membership = 38

3 business partners, 1 gold member, 2 silver 35 bronze.

Trustees consider this to be very positive considering the impacts of Covid-19 and lockdown. Reminders have been sent out to 12 charity members and 2 business partners

Leaflets are being sent out to local charities and looking at ways to encourage local businesses to become members.

Currently there are 11 office volunteers registered. Of which, five are active and working in the office.

Four new volunteers should be starting soon with three working on a Saturday and one during the week. (*One of these is a young person volunteering as part of her Duke of Edinburgh award*).

Key performance indicators

Website

April

Total users 222– not including repeat visits by the same user

Most looked at page – after the home page, current opportunities

May

Total users 257 – not including repeat visits by the same user

Most looked at page – Home page very closely followed by current opportunities.

June

Total users: 642 – not including repeat visits by the same user

Most looked at page – Home page followed by current opportunities. News articles increased in popularity this month too.

Instagram

There are now 584 followers.

Facebook

There is now a following of 510. Likes and engagements of posts has increased. Facebook posts remain about the same and more engagement is being had with the people that follow the centre.

Twitter

650+ followers, many from the local and wider community.

Social media

Unfortunately the volunteer focused on this has resigned from volunteering to take up paid employment for the summer before returning to university. New volunteers are being sought. In the meantime they will split the social media tasks between several people to keep time spent on this under control and to always ensure that there is social media activity in the future even if one person cannot contribute. News/blogs on the website have been shared on social media.

Uckfield College & Youth

Uckfield College are working with Uckfield Volunteer centre (UVC) for the Duke of Edinburgh, Careers and Sixth form. They are very keen to work closely with UVC and the local community. All students doing the DoE awards (51 this year) will now look for their volunteering part through UVC. They will all be asked from September to complete the relevant forms on the website for the volunteering part they need to complete. They usually only need to carry out one hour a week for six months which is difficult to fulfil so combining efforts between Uckfield College and UVC will help place as many students as possible.

Office

The telephone system is being looked at and admin sorted to open up. At present the office is open on Mondays and Wednesdays 10-1pm and Thursdays 10-3.45. UVC are actively trying to get more office volunteers so they can open more often. The office will also, from July, be opening two Saturdays a month as a trial to the end of the year to see how popular this will be. The two new volunteers starting who work full time are happy to help once a month on a Saturday. They are both very IT savvy and will run IT drop-in training sessions. A young person will be helping on Saturdays when open as part of her Duke of Edinburgh award. The hearing aid maintenance is also now up and running as before on a monthly basis. The alarm has been serviced and is working properly. First Aid training is being organised through Red Cross for volunteers.

Meetings

- All the grant monitoring meetings have been completed and reports sent to the UTC for 2020/21.
- Various partnership meetings attended include with members and organisations such as Action in Rural Sussex and the Uckfield Dementia Forum.

Member Survey

An analysis report has not yet been completed but having initial conversations indicate that members really value the community lunches and networking opportunities as well as training opportunities. Members are keen on having IT drop-in sessions either online at lunchtime or on Saturdays in person. Members are happy with the services and support and it is important to grow this and not let it stagnate. When the survey was completed in December 2020 about one third of organisations could not function properly or at all.

NCVO - Following a strategic review, NCVO has taken the difficult decision to stop providing Volunteer Centre Quality Accreditation. The board have agreed in principle to make this part of their offer around standards and quality. They were meant to work through the details and provide information on their website in May 2021 but this had not yet happened when last looked on 9 July 2021.

AGM- The next one will take place online before their 30th celebration on September 30.

30th anniversary celebrations

Events are being planned – online events, various speakers and awards presented virtually. look back at achievements. General promotion to bring community together.

There is now a volunteer awards page on the website and the nominations are very slowly starting to come in. It is early days and it is hoped momentum will build nearer to the date. The Uckfield Chamber of Commerce has put a blog on their website advertising the awards and Judith is speaking at their face-to-face at an event in July. UTC has also publicised the awards and shared the information on their social media. UVC have been distributing A5 leaflets to shops in the High Street to help promote this.

Uckfield FM - UVC have a new advert now live on the radio. They have also undertaken two interviews on Uckfield FM to promote the centre as well as the awards. There will be another two spots on the radio before the nomination cut-off date of September 15 and Paul Sparks will do a final interview the day after the interview to announce the winners on the radio.

Big Day – UVC had a stand at the event.

Grants

20% grants received are paid to grant seeking person. Trustees felt this was worthwhile as it saved time, she knew how to fill in the applications and use relevant wording, know where to apply and techniques to secure funding.

Still in receipt of the Uckfield Town Council grant.

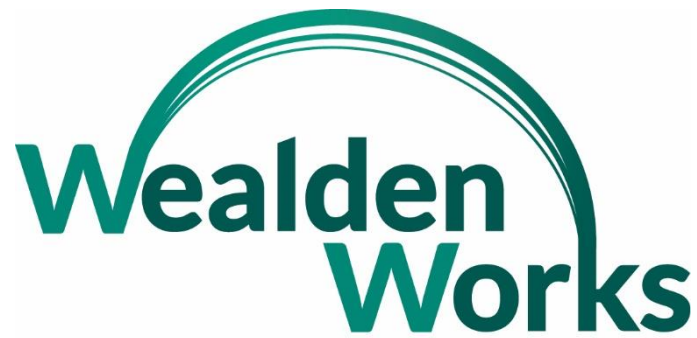
Budgets

Two years forecast budget includes the paid manager role. Accounts are viable for 2-2.5 years but they recognised that they needed to find further grant funding. There had been a dip in revenue over the last two years but still 'holding its own'. Photocopying and WI FI for yoga were bringing in a regular income. Utility bills need to be reviewed to reduce costs. Membership would also increase their revenue stream.

Town Council SLA Agreement

It was recognised that the Service Level Agreement with Uckfield Town Council from 2010 needed reviewing. It should also no longer say that Town Council grant applicants can only be from those who are registered members of the volunteer centre.

Councillor K. Bedwell



Bridging the gap between education & work

It's been a while since our last newsletter, so we have plenty to report. With the continuation of social restrictions, we are pleased to say we have continued to deliver courses albeit in a different format.

We now offer delivery by zoom but also small group work and 1:1 meets. We have in fact found these new methods to be productive in outcomes. It provides a more intense personal working relationship with our young people and in some cases achieves a more comfortable environment for those young people who struggle in larger groups.

We continue to progress young people into employment even in these difficult times. We have seen young people gain employment in Hair and Beauty, Marketing, Retail, Housekeeping and Trade apprenticeships, the great news is the local jobs are still there, we just have to change the way in which we find them.

With Schools reopened in March we started straight back into the Heathfield School Mentoring programme where we have been working with 5 of their year ten students who feel that the path of employment when they leave school is a more realistic prospect than returning to further education. We want to provide them with the tools and skills to get the employment of their choice. We do enjoy working in the local school but this year we were saddened to all have to work with masks, we do like to see these smiley cheeky faces.

We are very proud of one of our previous participants, during his time with us he established he had an interest in local politics and during his time with us shadowed the chairman of ESCC on numerous days and in addition received a great deal of insight and guidance from our local supporter and



Councillor Bob Bowdler. He also set to work volunteering in Caroline Ansells campaign for the Eastbourne seat last year. With this taste of local politics, he left our course with a clear idea of where he saw himself. We were delighted to hear that he made selection for conservative candidate in Langney. Although he did not win the seat the uplift in conservative votes was tremendous taking him to the second candidate in number of votes for the area. David assures us that he will continue on this journey.

Thank you to our local councillor Bob Bowdler for championing him and setting him up with the opportunities.

CIO

Covid has pushed us to rethink the future of the project and allowed us the time to action some crucial changes. We are delighted to confirm that following the lengthy application to the Charities Commissioner to become a standalone charity, has now been approved. We thank the members of the Heathfield Partnership Trust for letting us trade under the charity umbrella of HPT. Whilst this setup was an advantage in the early years of Wealden Works, it has caused some confusion to funders when applying for our own grants. With the organisation established in 2017, after 4 years of growth and success, we are very proud to have our very own charitable status.

I Can Qualify (ICQ status)

We have applied for an accredited status for a centre of education. Although our project is successful in delivering outcomes, it has never been recognised as an accredited centre of learning. We saw a huge opportunity in the quieter months of lockdown to set the wheels in motion. This process required staff members to achieve qualifications in specific areas of education, these are assessor awards and internal quality assurance awards, all staff had already completed an award in teaching and education. With these qualifications now achieved our application is very nearly complete. Not only will future participants be seen as not falling out of education if they attend our project, we are also responsible for writing and assessing our own set of qualifications, each one brings in its own substantial revenue stream when completed. This is a huge steppingstone for Wealden Works.

Premises

With Wealden Works renting their premises from ESCC we have encountered problems with limited access due to multiple service users in the building and the regulations ESCC have had to put in place to ensure everyone is Covid Safe. We have been unable to have our usual group numbers and have

Shop + 3 Bedroomed Flat - Freehold For Sale
Spacious Retail Premises - Frontage 37'6"
MOUNTFIELDS, HIGH STREET
CROSS-IN-HAND, Nr. HEATHFIELD TN21 0SR



limited days and hours we can attend the centre. We received some amazing news from Brian Bishop at the Tunstall Jubilee Foundation, we received information that they were looking to buy a premises with the sole use for Wealden Works. With this wonderful news we hit the property market and found a perfect property with all the key features. An offer has been placed and accepted and a change of use application is in the throws... watch this space.

DWP – Kickstart mentoring

We have been in continuous communication with WDC regarding Wealden Works working as mentors for the young people of Wealden enrolled on the kickstart programme. The delay is purely down to WDC being unable to secure a premises to locate the Youth Hub. This is now moving forward, and we should receive further updates shortly.

ESTAR - Partnership

We were approached by ESTAR some months ago with regard to partnering up to support young people in Wealden in Supported and Temporary accommodation. ESTAR had heard of the work we



Public Health
East Sussex

do and success we have at Wealden Works and felt that this very programme could be a benefit to those they are working with in supported and temporary accommodation. ESTAR have secured funding

specifically for these participants who would be placed and look to source the candidates and place them on a Wealden Works programme with a target start date of September.

WEBCHAT

We have initiated a new webchat link to our home page of our website, this is to make the initial contact something that is easy and in no way daunting, we hope this will be successful in introducing new participants.

Some Statistics since May 2020

33% have gone into an Apprenticeship

33% have gained employment

18% have moved out of area

8% have no outcome so far due to their mental wellbeing and personal issues

8% become pregnant so could not gain employment at that time.

67% suffered with their mental wellbeing especially during lockdown

18% had involvement with the Youth offending team.