



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 4 October 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 23 August 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 (end of August 2021) (Attached)

5.3 Bad Debts (Attached)

5.4 To receive the draft minutes of the Finance Sub-Committee held on 9 September 2021 (Attached)

- 5.5 To consider the recommendations of the Finance Sub-Committee held on 9 September 2021 (Attached)
- 5.6 To consider the draft fees and charges for room hire 2022/23 (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 (June 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 consider a suggestion from Town Clerk for Christmas opening times (Attached)
- 12.3 To agree the financial terms for the Cycle to Work Scheme (Attached)
- 12.4 To consider the terms of a lease agreement for West Park Pavilion (Attached)



Town Clerk
28 September 2021

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 23 August 2021 at 7.00pm

PRESENT:

Cllr. P. Sparks (Chair)	Cllr. C. Macve
Cllr. J. Edwards (Vice-Chair)	Cllr. D. Ward
Cllr. H. Firth	Miss Becky Ikeson (Youth Member)

IN ATTENDANCE:

4 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

GP13.08.21 It was **RESOLVED** to suspend Standing Orders to enable members of the public to speak.

Mr Fletcher, Chair of the Uckfield Grasshoppers wished to speak in relation to agenda item 6.2, regarding the future of West Park Pavilion. He explained that Grasshoppers was a grassroots football club that had been providing football for the community for over 40 years. They had been recognised by the FA in recent years for their continued work, development and for raising standards in football coaching and best practice.

The Town Council had allowed them to consider West Park as their home since construction and they would now like to formally make this happen by taking on the lease. They had checked and created a budget which had been submitted to officers.

Going forward, they were keen to create a more social atmosphere for their players by means of a football hub. At a time when mental health and personal wellbeing were under intense scrutiny he reminded members that everyone should be mindful of the effect of this on their younger players to ensure a sanctuary was provided for them to switch off, relax and play sport.

The Uckfield Grasshoppers had approximately 350 members, making them the biggest provider of sport to young people in the area, not just football. These numbers were continuing to grow with the rapid expansion of Uckfield, yet without any further green space being created, pitch and venue locations were becoming stretched so it was important to protect current facilities, now.

They had 120 girls playing football at present and they predicted this would be closer to 150 this season. All of their mini soccer and the majority of their girls' football was played at West Park. It was a great venue and fulfilled the statutory League requirements that changing and toilet facilities must be available. It was also a central location, and in walking distance from the town centre, reducing un-necessary car journeys and pollution.

The pavilion was well used on match days, but under used during the rest of the week, which they wanted to change. It was a community sports venue and needed to be used and protected as such. They had been in contact with a few local groups along with Sussex County FA to gauge interest in using the building during the week for fitness classes, meetings, their own manager's meetings, CPD events and also FA Courses and disciplinary hearings.

They would intend to develop the kitchen area, to create an informal seating area inside and freshen up the interior area so that it became inviting. They were also looking at installing CCTV to protect the venue.

A landlord override switch could be installed to cut all the power barring the essentials to reduce the utilities costs. Broadband could be installed to ensure the building became more user friendly.

West Park was currently their HQ for the annual sixes tournament; attracting teams throughout the county. This was still one of the biggest football tournaments in Sussex and their main fundraising event throughout the season; providing much needed funds for the club. They were also developing a girls tournament as the demand was there.

Mr Fletcher explained that not having West Park would have a detrimental effect on the Uckfield Grasshoppers. They wanted to protect playing spaces and venues which would allow them to continue to provide opportunities for children to play sport.

Mr Probert, Treasurer for the Uckfield Model Railway Club also wished to speak in relation to agenda item 6.2.

The Uckfield Model Railway Club were coming up to their 50th Anniversary next year. This was an important milestone for the club, but they did have concerns for their future. They were currently looking for a new clubhouse. The premises they were currently renting may cease to be available in the near future, and commercial rents were well above their means, financially.

The question to Uckfield Town Council was therefore, if they were unable to share facilities within the pavilion for example, what could the Town Council do to help find or source accommodation/land within the town.

GP14.08.21 Members of the public were thanked for their statements and members subsequently **RESOLVED** to reinstate Standing Orders.

3.0 APOLOGIES FOR ABSENCE

Apologies for absence were recorded from Councillors G. Johnson, J. Love and A. Smith.

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 12 July 2021

GP15.08.21 It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 12 July 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.
GP10.07.21 – Finance Summary

4.3 Project list

Councillor D. Ward enquired as to whether the work on the online ticket system had begun, the Town Clerk confirmed it had started.

Councillor C. Macve asked whether there were any latest figures available on usage for the Saturday 262 Bus Service. The Town Clerk advised she would contact North Wealden Community Transport Partnership to find out. Members were happy to note the report.

5.0 FINANCIAL MATTERS

5.1 To note bills paid

Members noted the bills paid.

5.2 To note the income and expenditure reports up to end July 2021

Members felt that despite the impact of the national lockdowns and covid restrictions, as well as public confidence, the figures for the projected budget deficit was encouraging at present, and this was credit to the hard work of officers.

The Chair, Councillor P. Sparks supported these comments and noted the benefits of the furlough scheme and covid grant funding in helping the Town Council in these difficult financial times. The income and expenditure reports for GP Committee and Luxfords Restaurant were subsequently noted.

5.3. Bad Debts

Members noted the report.

5.4 To receive the draft minutes from the Finance Sub-Committee held on 16 August 2021

Members agreed to note and receive the minutes of the Finance Sub-Committee held on 16 August 2021.

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

GP16.08.21 Members **RESOLVED** to confirm that they were content with the recommendations of the Finance Sub-Committee:

- (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'*

6.0 BUILDINGS

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

Members noted the report.

6.2 To initially receive information on options to increase utilisation of West Park Pavilion

Members were presented with a report outlining potential options to increase the future utilisation of West Park Pavilion. At present the pavilion was underutilised during weekdays and was bringing in very little income.

Councillor D. Ward wished to thank representatives in attendance from the Uckfield Grasshoppers and Uckfield Model Railway Club for their input at the start of the meeting.

The Pavilion was an important asset and every single aspect of its future needed to be considered in detail. Members were not being asked for a decision at this stage but would consider the financial information provided under confidential business (agenda item 12.2).

Members noted the contents of the report.

7.0 POLICY

None.

8.0 ADMINISTRATION

- 8.1 To receive a report on Health and Safety within the Council
Members reviewed and noted the report circulated.

- 8.2 To receive Members' audit reports
Members noted the report from May 2021.

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 9.1 To consider reports from:-

- (i) Citizens Advice Bureau
Nothing to report at this time.
- (ii) East Sussex Association of Local Councils AGM
Nothing to report at this time.
- (iii) Ridgewood Village Hall Management Committee
Nothing to report at this time.
- (iv) Uckfield & District Preservation Society
Nothing to report at this time.
- (v) Uckfield Volunteer Centre
Members thanked Councillor K. Bedwell for a comprehensive report.
- (vi) Wealden Works
Members noted the contents of the report.
- (vii) Wealden District Association of Local Councils – Management Committee
Nothing to report at this time.
- (viii) Wealden District Association of Local Councils – Planning Panel
Nothing to report at this time.

10.0 CHAIRMAN'S ANNOUNCEMENTS

The Chairman, Councillor P. Sparks, thought the Weald on the Field event on Saturday 21 August was a tremendous success. He wished to thank employees and councillors who organised and ran the event. It was great to see everyone enjoying themselves. Thank you to everyone involved.

11.0 TOWN CLERK'S ANNOUNCEMENTS

None.

12.0 CONFIDENTIAL BUSINESS

GP17.08.21

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 wished to thank the Hospitality Manager for her very useful reports. It provided all the information they required and incorporated some great ideas. Members subsequently noted the report.

12.2 To initially receive information on options to increase utilisation of West Park Pavilion (exempt information – considered commercially sensitive).
Members discussed the contents of the report.

12.3 Initial consideration of priorities for 2022/23
Members discussed the contents of the report.

The meeting closed at 8.24pm.

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>Members took a decision at Full Council on 13 September 2021, regarding how officers should proceed with the future of West Park Pavilion. It was agreed to lease the building on a full repairing lease to a sports club. This action can now be removed as a result of this change in decision. NFA</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:</p> <p>(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>GP16.08.21</u>	<p><u>To consider the recommendations of the Finance Sub-Committee held on 16 August 2021</u></p> <p>Members RESOLVED to confirm that they were content with the recommendations of the Finance Sub-Committee:</p> <p><i>(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;</i></p> <p><i>(ii) The review of the CAB Service Level Agreement would also include a review on the amount allocated each year;</i></p> <p><i>(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;</i></p> <p><i>(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;</i></p>	23.08.21	SD/HG	Finance Sub-Committee have met since this resolution, and their final recommendations are being reported to General Purposes Committee on 4 October 2021 for the 2022 Community Grant Programme.

	<p><i>(iv) 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);</i></p> <p><i>(v) 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:</i></p> <p><i>'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'</i></p>			
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**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.		
		13.09.21	<p>Members took a decision at Full Council on 13 September 2021 to lease the pavilion to a sports club on a full repairing lease. GP Committee will now consider the terms of the lease agreement.</p> <p>NFA – this project can now be removed and a further paper during the budget setting process can suggest that the funds raised for West Park Pavilion are placed into a more general earmarked reserves pot for building reconfiguration.</p>		

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.		

UCKFIELD TOWN COUNCIL
PROJECT MONITORING
GENERAL PURPOSES COMMITTEE

Project Name	Online event ticket system		Project Number	60
Resolution Number	Funds	Date	Commentary	
FC93.01.19	(minus £1,365.00) = £135.00 remaining	15.04.20	Local web developers were commissioned to set up the online event ticket software and embed into the Civic Centre Website. The works have now been completed and tested. The only element still to complete is the method of payment, to attach to this software before going live this summer.	
		03.11.20	The financial element of the software still needs arranging. As we would prefer to use Worldpay or SAGE pay for this, rather than the ones offered with the Tickera package, this will cost an additional amount for the time of web developers. Office staff are currently working through a detailed quotation for this additional work.	
		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.	
		27.09.21	The additional work has been delayed due to issues with access to worldpay. The Town Clerk will try and rectify before early October to enable web developers to proceed.	

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

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.		

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.		

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

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 (completed)	£15,000.00	£19,167.50	£4,167.50
			Civic Centre - atrium and ceiling works in foyer (completed)	£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 (completed)	£2,250.00	£2,250.00	
			Foresters Hall New Hall Floor (Works booked for October half term – 2021)	£6,000.00	£5,370.00	
			UNFORESEENS			
			Contingency and unforeseen	£1,250.00		

GP Committee as at 31 Aug 2021

	Apr 21 Actuals £	May 21 Actuals £	Jun 21 Actuals £	Jul 21 Actuals £	Aug 21 Actuals £	Actuals at 31 Aug 21 £	Budget at 31 Aug 21 £	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	7	39	0	0	0	0	0	0	0	0	39	120
Interest Misc. (Fixed Rate Bond)	0	0	0	0	0	0	50	0	0	0	0	0	0	900	900	900
Civic Centre	6,768	2,723	7,132	6,245	6,962	29,830	23,190	15,136	3,728	3,228	15,536	2,478	1,598	15,546	87,081	82,202
Feed-in Tariff Payments	0	0	0	0	0	0	3,750	1,250	0	0	1,250	0	0	1,250	3,750	5,000
Quickborn Suite rent	708	708	708	708	708	3,540	3,542	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	1,304	4,804	4,908	1,153	1,131	875	1,153	1,131	875	1,409	12,530	12,635
RHI - C.Centre Boiler	3,654	0	0	1,908	0	5,562	5,000	0	0	0	0	0	0	5,000	10,562	10,000
Victoria Storage Garages	0	100	0	0	0	100	100	0	0	0	0	0	0	140	240	240
Cemetery Chapel workshop	0	1,375	0	0	1,375	2,750	2,750	0	0	1,375	0	0	1,375	0	5,500	5,500
Foresters Hall	514	1,063	1,819	1,743	1,460	6,600	6,680	1,545	1,545	1,545	1,545	1,545	1,545	1,645	17,515	17,650
Foresters Chapel	288	0	0	288	0	576	576	0	288	0	0	288	0	0	1,151	1,150
2a Vernon Road, rent	600	600	600	600	600	3,000	3,000	600	600	600	600	600	600	600	6,600	7,200
Signal Box	354	354	354	430	354	1,846	1,917	383	383	383	383	383	383	383	4,529	4,600
Osborn Hall	0	0	0	342	0	342	325	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	0	2,322	0	0	0	0	0	1	0	0	2,323	5,200
The Hub and Source	0	600	0	600	0	1,200	1,538	338	600	0	338	600	0	338	3,413	3,750
Community Toilet Scheme	0	283	0	0	283	565	565	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	16,068	13,054	63,076	57,890	21,113	8,983	8,397	21,513	7,834	9,367	28,819	169,101	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	1,198	11,782	N/A	0	0	0	0	0	0	0	N/A	N/A
Purchases																
Administration	953	869	1,139	1,119	930	5,010	4,206	1,085	1,085	1,085	1,085	1,085	1,085	1,085	12,604	11,800
General Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	0	250	250
Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	954	6,709	3,498	858	858	858	858	858	858	858	12,711	9,500
Hospitality	0	0	13	0	0	13	0	0	0	0	0	0	0	0	13	0
Dementia Forum	33	0	0	0	0	33	0	0	0	0	0	0	0	0	33	0
Health & Safety	36	0	0	0	0	36	36	0	982	0	0	0	0	982	2,000	2,000
Insurances	5,786	0	0	0	0	5,786	5,800	0	27,000	0	0	0	0	2,200	34,986	35,000
Public Works Loan Costs	0	0	0	30,076	0	30,076	30,800	0	0	0	0	30,076	0	0	60,152	61,600
Mayor's Allowance	0	0	443	0	0	443	443	443	0	0	443	0	0	443	1,772	1,773
Grants Section142	0	0	9,450	0	0	9,450	9,450	0	9,450	0	0	0	0	0	18,900	19,500
Grants - Power of Competence	0	22,067	0	0	0	22,067	23,000	0	4,500	0	0	0	0	0	26,567	27,500
Volunteer Bureau SLA	0	0	0	0	0	0	8,000	0	0	0	0	0	0	0	0	8,000
Clothing - Corp & Prot - Indoor staff	0	0	0	0	25	25	133	0	0	133	0	0	133	0	292	400
Internal Audit Fees	0	890	445	0	0	1,335	1,335	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	4,500	4,500	4,600	0	0	0	0	0	0	0	4,500	4,600
Professional Fees	200	0	2,600	350	669	3,819	2,800	2,567	0	0	2,567	0	0	2,567	11,519	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	21,161	22,368	109,974	111,687	22,237	22,337	22,337	22,337	22,337	22,337	22,337	266,236	268,049
Members Allowances/Expenses	0	0	3,852	0	0	3,852	4,815	4,815	0	0	4,815	0	0	4,815	18,297	19,360
Newsletter	0	600	0	600	400	1,600	2,125	425	425	425	425	425	425	425	4,575	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	74	280	288	46	46	46	46	46	46	46	602	550
Civic Centre Running Costs	10,994	6,635	6,228	6,466	7,081	37,405	40,638	14,295	9,451	10,195	9,451	9,451	11,159	5,571	106,977	105,280
Caretakers - Salaries	10,234	8,050	8,213	9,667	8,140	44,304	42,343	8,469	8,469	8,469	8,469	8,469	8,469	8,969	104,083	107,775
West Park	326	375	0	0	0	701	1,733	203	798	203	203	798	203	203	3,312	5,160
Victoria Pavilion	966	889	2,821	1,255	704	6,634	5,890	3,191	1,433	795	3,191	1,433	385	3,191	20,254	17,722
Cemetery Buildings	174	172	172	172	172	862	1,013	293	293	293	293	293	113	113	2,549	2,700
Signal Box	0	0	0	0	0	0	188	188	188	188	188	188	188	188	1,313	1,500
The Hub	325	0	3,582	0	1,901	5,808	4,771	0	0	432	0	432	0	432	7,104	6,500
Foresters Hall	293	714	1,202	320	426	2,956	3,454	1,182	1,230	1,138	1,182	1,230	846	983	10,747	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	458	4,185	4,000	0	0	0	0	0	0	0	4,185	4,000

GP Committee as at 31 Aug 2021

	Apr 21 Actuals £	May 21 Actuals £	Jun 21 Actuals £	Jul 21 Actuals £	Aug 21 Actuals £	Actuals at 31 Aug 21 £	Budget at 31 Aug 21 £	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	0	205	205	662	62	662	662	662	662	662	4,238	5,500
All Building Cleaning Materials	21	9	67	163	235	495	405	228	228	228	228	228	228	228	2,090	2,000
Total Purchases	56,646	63,998	62,940	76,013	49,039	308,562	317,656	61,185	88,833	50,350	56,441	90,009	47,135	57,246	759,763	771,764

New initiatives 2021/22

[illegible]

Luxfords as at 31 August 2021

	Apr 21 Actuals £	May 21 Actuals £	Jun 21 Actuals £	Jul 21 Actuals £	Aug 21 Actuals £	Actuals at 31 Aug 21 £	Budget at 31 Aug 21 £	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	7,030	8,695	24,485	51,169	10,233	10,233	10,233	10,233	10,233	10,233	10,233	96,116	122,800
Restaurant Bar Sales	0	85	358	472	553	1,468	3,333	667	667	667	667	667	667	667	6,135	8,000
Hire of Luxfords Restaurant	0	0	0	0	0	0	818	205	205	205	205	205	205	205	1,432	2,250
Function Food Sales	289	711	629	344	1,131	3,104	11,042	2,208	2,208	2,208	2,208	2,208	2,208	2,208	18,562	26,500
Function Bar Sales	0	294	549	2,060	1,107	4,010	3,500	750	4,000	3,000	4,000	750	750	750	18,010	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	15	105	400	100	100	100	100	100	100	100	805	1,100
Sundry Income	0	0	0	0	0	0	182	45	45	45	45	45	45	45	318	500
Total Sales	289	3,462	7,999	9,922	11,501	33,173	70,444	14,208	17,458	16,458	17,458	14,208	14,208	14,208	141,379	178,650
Furlough scheme funding for restaurant staff	6,155	2,200	324	315	222	9,217										N/A
Covid grant funding via Wealden DC			15,000	N/A	N/A	15,000										N/A
Purchases																
Food Purchases	86	1,054	2,209	2,308	2,721	8,379	15,625	3,125	3,125	3,125	3,125	3,125	3,125	3,125	30,254	37,500
Bar Purchases - non-alcoholic	53	1	84	22	20	180	1,125	225	225	225	225	225	225	225	1,755	2,700
Bar purchases - alcoholic	23	287	257	1,334	587	2,489	2,083	417	417	417	417	417	417	417	5,406	5,500
Paper goods/consumables	33	73	65	87	79	337	1,083	217	217	217	217	217	217	217	1,853	2,600
Maintenance & Repairs	0	45	81	77	228	431	833	167	167	167	167	167	167	167	1,598	2,000
Equipment - New/Replacements	0	31	0	82	0	113	8	0	0	0	0	0	0	0	2,000	2,000
Equipment Hire	0	0	0	0	0	0	75	25	25	25	25	25	25	25	175	250
Postage	0	0	0	0	0	0	30	10	10	10	10	10	10	10	70	100
Rates	1,512	667	667	667	667	4,181	4,750	950	950	950	950	950	950	950	10,831	9,500
Electricity	319	252	364	397	0	1,332	2,255	564	564	564	564	564	564	564	5,278	6,100
Gas	0	0	222	0	0	222	250	50	50	50	50	50	50	50	572	550
Water	0	0	0	0	0	0	542	108	108	108	108	108	108	108	758	1,300
Telephone	0	0	0	0	0	0	53	18	18	18	18	18	18	18	123	175
Refuse Collection	0	0	58	47	58	163	360	120	120	120	120	120	120	120	1,003	1,500
Stocktaking	195	0	0	0	195	390	390	0	195	0	0	195	0	0	780	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	10,179	8,029	43,947	48,592	9,718	9,718	9,718	9,718	9,718	9,718	9,718	111,976	112,818
Casual wages	0	0	0	171	81	252	0	0	3,000	0	0	0	0	3,000	6,252	7,000
Luxfords General Advertising	50	0	0	0	0	50	375	375	0	0	375	0	0	375	1,175	1,500
Uniforms/Protective clothing	0	0	0	18	0	18	0	0	0	0	0	0	0	200	218	200
Credit charges	91	57	102	147	123	397	625	125	125	125	125	125	125	125	1,272	1,500
Total Purchases	13,086	9,606	11,986	15,537	12,789	62,881	79,054	16,213	19,033	15,838	16,213	16,033	15,838	21,463	183,511	195,633

Meeting of the General Purposes Committee

Monday 4 October 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 due to further recent correspondence:

- Brighton Funeralcare
(have been chased and demanded payment by 1 Oct)
- Co-op Funeralcare (have been chased and demanded payment by 8 Oct)
- Uckfield Performance Ensemble
- 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 Thursday 9th September 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

Councillor 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 16th August 2021.

FS.08.09.21

It was **RESOLVED** that the minutes of the Finance Sub-Committee of the 16th August 2021 be taken as read, confirmed as a correct record and signed by the Chair.

4.0 TO CONTINUE REVIEW OF THE COMMUNITY GRANT PROGRAMME FOR 2022

The Chair explained the purpose of the evening's Finance Sub-Committee – being a continuation of review of the Community Grant's programme for 2022, to include Service Level Agreements

for Wealden Citizen's Advice and the Uckfield Volunteer Centre and a discussion then followed regarding the financial statements that had been received from both parties.

To consider the Service Level Agreement, funding allocation and application process for Wealden Citizen's Advice

On reviewing the financial report and accounts from Wealden Citizen's Advice, the Chair, Councillor Cox pointed out that Wealden Citizen's Advice generated 25% of their income. Members had previously discussed fundraising and were unsure how much fundraising was carried out by Wealden Citizen's Advice and Uckfield Volunteer Centre, so this was of interest to committee members.

Councillor Ward commented that the accounts for Wealden Citizen's Advice covered the whole of Wealden and were not specific to Uckfield. If an average was taken of the bigger councils that contributed (Crowborough, Hailsham and Uckfield), it would mean that Uckfield's contribution would be slightly lower, suggesting that the town council reduced their amount to reflect this.

Members questioned whether the accounts were provided with their annual application through the community grants programme. The Town Clerk confirmed that they were included with their application and before the pandemic the Mayor and Town Clerk were invited to the AGM each year, which was generally held in the autumn/winter.

Councillor Macve pointed out that a comparison could not be made of the three bigger councils with the contribution amount but suggested per capita and noted that the financial statements received were two years out of date. Although noting the Town Clerk's comments above, the last financial year's accounts would not yet be finalised.

Councillor Edwards mentioned that consideration needed to be given to the rates of rent in each area as well as well and in reality, whether the Town Council would ask another Town Council to increase their contribution. Councillor Ward confirmed that they wouldn't expect another Town Council to increase, it was an observation.

The Assistant Town Clerk reiterated the amount that was included in the Budget and Actual figures whereby the Town Council set an annual budget of £19,500 and in Wealden Citizen's Advice application they had applied for £18,900 respectively. A discussion followed that Wealden Citizen's Advice were claiming for what they needed and did not claim for the higher amount, which they should take credit for.

Councillor Sparks pointed that although there weren't many paid staff, they were expected to cover the whole of Wealden, therefore expecting the accounts to be separated out for each of the three towns would not be reasonable. They would be aware of what was budgeted in the Town Council's accounts, adding that Uckfield Town Council needed to consider what value Wealden Citizen's Advice brings to Uckfield, believing that the amount contributed currently did reflect this.

Councillor Macve pointed out further that the amount of money each council had available for Wealden Citizen's Advice may also relate to the social demographic within each town and the fact they hadn't increased the amount to the Town Council's budgeted figure was in their credit.

Councillor Macve suggested on waiting to see what they requested in their application, that it might be worth speaking to them first to ascertain what level of support they would be looking at.

The Chair raised the points from the last meeting on looking at the Service Level Agreement for Wealden Citizen's Advice and to discuss further.

The Town Clerk reminded members that one of the key points that needed to be considered in this meeting rather than figures which would be picked up in the budget setting process, was the need to review the existing service level agreement and process through which Wealden Citizens Advice receiving their grant funding.

Members had been provided with some information from Crowborough Town Council. They had an SLA with Wealden Citizen's Advice in place for three years; the amount of grant funding was agreed by Full Council within their budget setting process. As a service level agreement was already in place then an application was not required each year through the community grant programme but regular updates were received on their delivery/achievements.

Members discussed the potential terms of a service level agreement and length of this agreement. Members recognised that elections were due to take place in two years' time and also current Covid-19 restrictions.

Councillor Ward asked what happened to the amount of money budgeted when it was not all claimed. The Town Clerk explained that unless members agreed to carry forward the unspent revenue in General Purposes Committee each year, the money would cover underspend elsewhere and return into general reserves.

Councillor Edwards suggested setting a three-year Service Level Agreement, increasing to four years to take into account the change of council members every four years.

Councillor Macve suggested that the amount within the Service Level Agreement could be linked to RPI or CPI to cover an increase each year, explaining that the rate of increase could impact quite considerably at renewal if not increased with inflation. A discussion then followed on what would be the best way of dealing with an increase to ensure fairness for both parties.

The Town Clerk mentioned that the length of the Wealden District Council's Service Level Agreement with Wealden Citizen's Advice had changed in recent years, with it previously being set at three years but in recent years it had reduced to two years and last year a one-year Service Level Agreement was set, likely to be due to changing circumstances and finances as a result of Covid. The benefits of this option were discussed further.

FS.09.09.21

With four votes in favour and one abstaining, members **RESOLVED** to recommend to General Purposes Committee:

- (i) that the grant funding allocated for Wealden Citizen's Advice should be agreed by Full Council as part of the annual budget setting process, and;
- (ii) using the current amount of the grant given as a baseline figure, set up a Service Level Agreement for one year followed by a two year Service Level Agreement and so on to carry over to the next council, and advise Wealden Citizen's Advice that they do not need to apply through the annual Community Grants Programme.

Service Level Agreement for the Uckfield Volunteer Centre

Councillor Ward repeated a previous point by saying that the Town Council should be looking at the activities undertaken by the Volunteer Centre. Uckfield Volunteer Centre currently carry out an audit of 8/10 organisations that have received funding through the community grants programme. Councillor Ward added that at least 75% of the grants awarded should be checked to ensure the funding had been spent in line with their application. If the organisations had not spent the funds correctly it should be handed back.

Councillor Macve asked, in regard to their financial statements, that they didn't show any paid staff but understood they did have one. It was explained by Councillor Sparks that the paid member of staff was new addition so would not have shown on the previous year's accounts.

A discussion then followed as to whether they should be checking 100% of the the Town Council's grants awarded and the number of

applications for the grants scheme generally remained the same so it was felt that it would be viable.

FS.10.09.21

With three votes in favour, and one vote against, it was **RESOLVED** to recommend to General Purposes Committee:

- (i) to undertake a comprehensive review of the Service Level Agreement on the same terms as Wealden Citizen's Advice, and within this service level agreement, require Uckfield Volunteer Centre to carry out an evaluation of 100% of the UTC community grants awarded each year.

5.0

Matters deemed urgent by the Chairman

The Chair, Councillor Cox highlighted that the Uckfield Bonfire & Carnival Society had not put on their full event for 2021.

Councillor Edwards suggested that it needed to be noted and considered on their next grant application.

A discussion then followed as both the Bonfire & Carnival Society and Uckfield Festival Association had been handled equally by Uckfield Town Council in the past and grants awarded accordingly. However this year they had managed events quite differently. It was agreed for them to be contacted prior to the second instalment being paid in October 2021.

The meeting closed at 19.27pm.

Meeting of the General Purposes Committee

Monday 4 October 2021

Agenda Item 5.5

TO CONSIDER THE RECOMMENDATIONS OF THE FINANCE SUB-COMMITTEE HELD ON 9 SEPTEMBER 2021

1.0 Summary

- 1.1 This report sets out the recommendations of the Finance Sub-Committee from their recent meeting on 9 September 2021 whereby they considered and put forward recommendations as part of a review of the Town Council's Community Grant Programme for 2022.

2.0 Recommendations of Finance Sub-Committee

- 2.1. Please see the following recommendations that were put forward at the meeting.
- 2.2 The Finance Sub-Committee recommended:

- FS.09.09.21** With four votes in favour and one abstaining, members **RESOLVED** to recommend to General Purposes Committee:
- (i) that the grant funding allocated for Wealden Citizen's Advice should be agreed by Full Council as part of the annual budget setting process, and;
 - (ii) using the current amount of the grant given as a baseline figure, set up a Service Level Agreement for one year followed by a two year Service Level Agreement and so on to carry over to the next council, and advise Wealden Citizen's Advice that they do not need to apply through the annual Community Grants Programme.

- FS.10.09.21** With three votes in favour, and one vote against, it was **RESOLVED** to recommend to General Purposes Committee:
- (i) to undertake a comprehensive review of the Service Level Agreement on the same terms as Wealden Citizen's Advice, and within this service level agreement, require Uckfield Volunteer Centre to carry out an evaluation of 100% of the UTC community grants awarded each year.

3.0 RECOMMENDATION

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

Contact Officer: Holly Goring/Sarah D'Alessio

Meeting of the General Purposes Committee

Monday 4 October 2021

Agenda Item No. 5.6

TO CONSIDER THE DRAFT FEES AND CHARGES FOR ROOM HIRE IN 2022/23

1.0 Summary

1.1 Each year as part of the budget setting process, the Town Council is required to review its fees and charges. This includes the fees and charges for room hire at the Civic Centre and within Foresters Hall, and the Victoria and West Park Pavilions.

1.2 In the past couple of years, changes have been made to the way in which room hire charges are presented to customers, with a standard rate for the smaller rooms within the Civic Centre, and peak and off-peak rates being added for the hire of the larger rooms after 6pm on Thursday, Friday, Saturday and all day on Sunday. This was intended to cover the costs of staffing at peak times, and the annual increase in utilities and rates.

1.3 The changes for 2021/22 seem to have worked well. We also previously removed delegate rates, as they were underused, setting a minimum charge on teas and coffees with room hire, and revising the charges for hiring the Urn to reflect the Civic Centre costs in clearing up the cups for larger groups.

1.4 For 2021/22, the buildings of Foresters Hall, Victoria Pavilion and West Park Pavilion members agreed the following:

GP16.11.20 *Members discussed the questions posed and **RESOLVED:***

(i) with all in favour, voted to agree to an increase of 1.5% for room hire across all rooms at the Civic Centre and Foresters Hall in 2021/22;

(ii) with all in favour, to add a peak rate to the Council Chamber;

(iii) with six in favour and one abstaining (Cllr Firth), to agree to increase the hire of equipment by 1.5%, and;

(iv) with four in favour, and one abstaining, to agree to add a commercial rate to Luxfords Restaurant hire charge.

1.5 Please note that members will not be required to agree an hourly hire rate for West Park Pavilion from 1 April 2022, as it was agreed on 13 September 2021 for this building to be leased out on a full repairing lease to a sports club, so this matter would rest with the tenant.

2.0 Current room hire rates

2.1 A copy of the current rates for the Civic Centre and Foresters Hall are attached at appendix A.

2.2 The current room hire rate for Victoria Pavilion is as follows:

SPORTS FACILITIES FOR HIRE

SPORTS PAVILIONS – hire per hour + VAT

Pavilion	Non-Commercial	Commercial
Victoria Pavilion	£6.65	£9.35

3.0 Recommendations

3.1 Members are asked to consider the current rates and provide their considerations for setting the rates for 2022/23.

Contact Officer: Holly Goring

Appendices: Appendix A: 2021/22 Current Fees and Charges (Room Hire)

Meeting Rooms and Venue Hire

Making a Booking

To check availability of rooms and dates in the Civic Centre, please call 01825 762774.

To assist our staff, please have the following information available:

- Date(s) required
- Number attending
- Start and end times for your booking including additional set up and clear up times.

We will then be able to advise you of available rooms and will make every effort to accommodate your booking.

If a room is available for your preferred date and time, we will need additional details to make your provisional booking:

- Your name
- Company or organisation
- The billing address
- Contact telephone numbers and email
- Brief details of the booking.

We will then email or post a booking form for you to confirm.

You will be required to complete: a booking form, a catering form, an additional equipment and layout forms.

You should check and complete the forms and return them to the Council Offices, where your booking will be confirmed. You will then be sent a confirmation of your booking preferably by email.

An invoice for the hire charge will be sent to you at least 28 days prior to your booking and should be paid within 14 days.

Prior to your Booking

Please ensure that you confirm numbers attending and the layout at least *two days* before your booking.

If you require catering, you must advise us and order at least one week before your event.

If you have any queries, or would like to discuss specific requirements for your booking, please call 01825 762774 and make an appointment to see a member of staff.

Cancellations

Please Note: if you cancel your booking within 14 days of the date of the event, the *full* hire charge will be payable.

Access for Disabled People

The Civic Centre is fully accessible for disabled people, with designated parking spaces at the rear of the building.

If you have any specific access requirements, or require any information in an alternative format, please call 01825 762774.

Layout

The room will have been set out to the specification you will have indicated on the booking forms.

If this is incorrect or you require alterations, please contact a caretaker or the Council Offices immediately.

The chairs and tables are heavy and you should *not* attempt to move them.

Additional Equipment

If you require additional equipment on the day, or have difficulties with operating any equipment, please contact a caretaker or the Council Offices for assistance.

Catering

If you require additional catering, or have any queries regarding your catering order, please contact us.

Housekeeping

Maps of the building and housekeeping notices are provided in each room. If you require further information, please contact the Council Offices or, out of normal office hours, a caretaker.

EMERGENCY PROCEDURES

Fire evacuation and emergency procedure notices are provided in all rooms. Please ensure that all your delegates/guests are aware of the emergency evacuation procedures.

In the booking of a fire, please evacuate to Luxfords Field car park and take a roll call of your delegates/guests. You must report immediately to the Fire Officer in charge should anyone from your party be missing or require assistance.

If you require additional information about the evacuation procedures, please contact the Council Offices in person or call 01825 762774.



Civic Centre and Foresters Hall

Venue hire charges 2021/22 (prices applicable from 1 April 2021 – 31 March 2022)



Weald Hall



Foresters Hall



Council Chamber



Green Room



Martlets Room



Oakleaf Room



Ashdown Room



Mayor's Parlour

Meeting Rooms and Venue Hire

Civic Centre (TN22 1AE) basic room hire per hour + VAT

Room	Non-Commercial	Commercial
Weald Hall (seats up to 250) 15m x 21m	Off peak rate £24.25 Peak rate £29.45	Off peak rate £42.25 Peak rate £47.40
Ashdown room (seats up to 100) 11m x 7m	Off peak rate £12.70 Peak rate £15.75	Off peak rate £22.15 Peak rate £26.30
Council Chamber (seats up to 50) 6.8m x 12.9m	Off peak rate £14.75 Peak rate £17.75	Off pk rate £15.75 Peak rate £19.00
Green Room (seats up to 50)	£12.20	
Oakleaf Room (seats up to 25) 4.1m x 6.1m	£11.10	
Martlets Room (seats up to 30) 4m x 6.8m	£11.10	
Mayor's Parlour (seats up to 10) 3.7m x 4.4m	£9.50	
Luxfords Restaurant (available when restaurant closed)	£11.10	£17.50
<p>*Off peak rate – applies daytime Monday to Saturday and evenings Monday to Wednesday from 6.00pm</p> <p>**Peak rate – applies evenings from 6.00pm on Thursday/Friday/Saturday and all day Sunday</p> <p>Bookings are subject to availability</p>		

Maximum capacity dependent on room layout – please see separate sheet for details and specify the layout when you make your booking.

The use of wall-mounted digital smart screens and projector, if required, is included in all room hire charges but should be pre-ordered at the time of booking.

Civic Centre Uckfield
www.uckfieldciviccentre.com

Tel: 01825 762774 Email: admin@uckfieldtc.gov.uk

Meeting Rooms and Venue Hire

Foresters Hall (TN22 5DT)- Basic room hire per hour

Room	Non-Commercial	Commercial
Main Hall – adult group	£10.35	£22.75
Mail Hall – voluntary youth group	£5.10	n/a

Please note that VAT is not chargeable on Foresters Hall bookings

Foresters Hall

You will need to collect a key prior to your event. Bookings for a Saturday and Sunday, please call into the offices on Friday before 4.00pm to collect the key. You will need to return the key on the Monday.

A £15 returnable cash deposit will be required for the key.

Bookings cannot be taken for some Fridays or Sunday evenings due to services in the Chapel.

Foresters Hall is **not** suitable for adult parties or discos

Useful information for Civic Centre Bookings

The use of a wall-mounted digital smart screen and projector, if required, is included in all room hire charges – please advise at time of booking.

General hire of equipment		Weald Hall equipment hire only	
<ul style="list-style-type: none"> Charged per item when ordered with rooms booked on an hourly rate. 		Full stage (7.3m x 5.49m)	£19.30
		Two thirds (7.3m x 3.65m)	£9.65
Flip Chart (with pens)	£5.10	Stage lights (first night)	£18.30
Laptop	£5.10	Stage lights (subsequent nights)	£12.20
NoBo display boards (Velcro Fastenings)	£3.05	Piano	£12.20
Lectern	£10.15	PA system + one microphone	£14.20
TV and DVD player	£6.60	Standard microphone	£3.05
		Radio microphone	£9.15
		Lapel Microphone	£9.15
		Wheelchair lift to the stage	FREE
		Induction loop (requires PA)	FREE

Parties

All parties will be considered on merit and may be subject to additional terms and conditions including:

- A responsible person should be named who undertakes to remain sober throughout the event, to act as a liaison with Council staff in the event of an incident or emergency;
- An ID system to be specified to prevent under-18s from buying alcohol at the bar

Please note that we do not host 18th birthday parties.

Hirers are not permitted to bring their own catering or refreshments unless by prior arrangement/authorisation by the management.

Civic Centre Uckfield
www.uckfieldciviccentre.com

Tel: 01825 762774 Email: admin@uckfieldtc.gov.uk

Meeting of the General Purposes Committee

Monday 4 October 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 are now complete including above the kitchen;
- New Hopper installed, 7.5T pellets delivered awaiting remedial works;

The Hub

- Nothing new to report.

The Source

- Nothing new to report.

Victoria Pavilion

- 4x new CCTV cameras installed which were originally from the Civic Centre;

The Signal Box

- Self-seeded saplings to be removed between building and river bank by Ranger;
- Steps have been reported to Lawson Queay for inspection due to minor movement;
- Decoration and window works will need doing for 2022/23;

Foresters Hall

- New floor to be laid W/C 25th October;

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 4 October 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 from the past six months and the cumulative picture for the whole year to date, in comparison with the same period last year.

	As at 27.09.21 (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 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

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.

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: JUNE 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 checked="" 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 DONNA FRENCH
Print Name

Dated 8/9/21

Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
General	333-350	✓	✓	1200
Reserve	134	✓	✓	1227

Petty Cash Checked

Account Name	Is reconciliation correct? Month	Selected Voucher Name and findings	At time of visit, are petty cash floats aligned to SAGE balance
Town Council	✓ June	✓	✓
Luxfords	✓	✓	✓

Supplier Invoice Checked

Supplier Name	Invoice No. and Date	P. Order No	Confirmed Stamped, signed, correct nominal code	Confirmed payment method. entered and signed by two Cllrs
BRIGHTON CCTV	16/2/21 3945	13902	✓	✓
BENTONS	557299 26/5/21	13908	✓	✓

Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
BRIDE HALL DEVELOPMENTS	CC39416	✓	8/7/21	358
MIKE TRUMAN	CC39400	✓	3/6/21	334

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
STEVE FLAY	✓	✓	25/6/21	719635174
LOUISE SLAUGHTER				
JANICE LAWRIE	✓	✓	25/6/21	719635174

Members comments:-

All good !

Meeting of the General Purposes Committee

Monday 4 October 2021

Agenda Item 9.1(vii)

REPRESENTATIVES ON OUTSIDE BODIES: WEALDEN DISTRICT ASSOCIATION OF LOCAL COUNCILS MEETING 8 SEPTEMBER 2021

Subscriptions will be kept at the same level as last year.

It was decided that all meetings would be held by Zoom until the AGM which would be held face to face. They would then look again at starting the face to face meetings.

The report from Wealden DC was as follows:

- Waste Management worked well throughout the lockdowns. 99.96% of bins were collected at the correct time.
- Wealden DC had the highest recycling rates in East Sussex at 51%;
- Wealden DC is part of the national Afghan Resettlement Scheme and has a family of six moving into a four-bedroom house on 10 September. It was also reported that the Government had said that no Council properties could be used for this scheme.
- The next round of Local Plan Parish Cluster meetings would take place soon. The updated Issues, Options and Recommendations Document would be due out in October/November 2021;
- The tender was currently out to provide eight vehicle charging points on Wealden DC premises. Planning permission had been granted for two solar electric forecourts, one at Isenhurst garage, Heathfield and off Copwood roundabout in Uckfield;
- A new sports hub, with two or three 3G pitches, outdoor bowls green and club house was planned for North Hailsham. I did state that there are other parts of Wealden that would benefit from this sort of thing and other Councils agreed;
- Hailsham Aspire would now be on a smaller scale than originally planned. There would be a new leisure centre, medical centre, some housing and a multi storey car park.

It was asked if there would be a Parish Conference this year and a date for next year if not. Cllr Standley said he would look into this and report back.

Councillor D. Ward