



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 8 November 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 4 October 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 Sept 2021) (Attached)

5.3 Bad Debts (Attached)

5.4 To start considering new initiatives for the draft budget 2022/23 (Attached)

6.0 BUILDINGS

- 6.1 To note the current position with the Council's buildings (Attached)
- 6.2 To note the increase in utility costs for the Town Council's buildings and open spaces in 2022/23 onwards (Attached)
- 6.3 To consider an alternative proposal – to lease out Civic Centre rooms as office space (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 (July and August 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 (Attached)
 - (iv) Uckfield and District Preservation Society
 - (v) Uckfield Volunteer Centre
 - (vi) Wealden Works
 - (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
- 12.2 To consider the renewal of the lease agreement for the Signal Box



Town Clerk
2 November 2021

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 4 October 2021 at 7.00pm

PRESENT:

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

IN ATTENDANCE:

1 member of the public
1 member of the press

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.

Councillor P. Sparks declared a prejudicial interest in agenda item 5.5 as a result of being Chair of Uckfield Volunteer Centre.

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

None were received.

3.0 APOLOGIES FOR ABSENCE

Apologies for absence were recorded from Councillors H. Firth and G. Johnson.

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 23 August 2021

GP18.10.21 It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 23 August 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.

GP43.02.18 – Consider feasibility report undertaken for WPark Pavilion

- 4.3 Project list
Members were happy to remove Project Number 49 – West Park Pavilion Scheme from 2018/19, and subsequently noted the remainder of the report.

5.0 **FINANCIAL MATTERS**

- 5.1 To note bills paid
Members noted the bills paid.

- 5.2 To note the income and expenditure reports for 2021/22 (end of Aug 2021)
Members reviewed the income and expenditure reports for General Purposes Committee and Luxford Restaurant.

Councillor C. Macve asked for clarification on the Feed in Tariff payments; noting that no funding had been received to date during this financial year. The Town Clerk clarified that funding was due to be received, but there had been issues with transferring staff details over for online claims. This was still underway.

Chairman, Councillor P. Sparks highlighted that he was very pleased to see that the actuals for the sales (income) for General Purposes Committee was about £5k above the budgeted figure (Civic Centre income). It seemed that the Civic Centre revenue was doing very well. The figure recorded for purchases (expenditure) was about £9k less than the actual budget. This was remarkable in these difficult times, and a good achievement. The Chair wished to pass on his congratulations to staff for their hard work.
Members noted the report.

- 5.3. Bad Debts
The Town Clerk advised that four of the five bad debts listed had since made payment or were in the process of making payment to clear these debts.
Members noted the report.

- 5.4 To receive the draft minutes of the Finance Sub-Committee held on 9 September 2021
Members agreed to note and receive the minutes of the Finance Sub-Committee held on 9 September 2021.

- 5.5 To consider the recommendations of the Finance Sub-Committee held on 9 September 2021
Councillor J. Edwards led this item in place of the Chair, who had declared a prejudicial interest.

Vice Chair, Councillor J. Edwards explained that the purpose of the one year Service Level Agreement, followed by a two year Service Level Agreement would not only ensure continuity across two municipal periods (election terms), it would also enable members to become used to this new way of working.

GP19.10.21 With five votes in favour, and one abstention, it was **RESOLVED** to accept the recommendations of Finance Sub- 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, as well as advising Wealden Citizen's Advice that they do not need to apply through the annual Community Grants Programme, and;

(iii) 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.

- 5.6 To consider the draft fees and charges for room hire 2022/23
Members reviewed the existing fees and charges for room hire in the Civic Centre, Foresters Hall and Victoria Pavilion.

The Chair, Councillor P. Sparks proposed that in the current circumstances of the pandemic, and to help local organisations, it would be sensible for the Town Council to hold room hire fees and charges at the current level.

Councillor C. Macve recognised that he had previously suggested increasing rates by CPI, but agreed that it would be right this year to keep the rates as they are. He also added that if members had agreed to increase the fees by a nominal amount, the increase would be fairly insignificant overall. By retaining fees at the current level, it would demonstrate to the community that the council is conscious of financial struggles and the impact of the current situation. Councillor Macve therefore seconded the proposal

- GP20.10.21** Members unanimously **RESOLVED** to retain fees and charges for room hire in the Civic Centre, Foresters Hall and Victoria Pavilion at the current level, for 2022/23, with no increases to be added.

6.0 BUILDINGS

- 6.1 To note the current position with the Council's buildings
Members 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 and noted the report circulated.

- 8.2 To receive Members' audit reports
Members noted the report from June 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
Nothing to report at this time.
- (vi) Wealden Works
Nothing to report at this time.
- (vii) Wealden District Association of Local Councils – Management Committee
The Chair, Councillor P. Sparks thanked Councillor Ward for her report. Councillor Ward added that when a new sports hub was discussed as a proposal near Hailsham, she had expressed that there were other parts of Wealden. Wealden was not just Hailsham. This comment had been supported by other councils present at the meeting. It had also been interesting to hear that the Hailsham Aspire project was now a smaller project, which would include a multi-storey car park. Although, information was not yet understood as to how parking in the multi-storey would remain free.

It was noted that Wealden DC were thought to be contacting the Town Clerk to discuss infrastructure needs in the Uckfield area. No correspondence had yet been received. Councillor A. Smith therefore suggested that Wealden DC be invited to an Infrastructure Working Group meeting to discuss sport and leisure facilities in Uckfield.
- (viii) Wealden District Association of Local Councils – Planning Panel
Nothing to report at this time.

10.0 CHAIRMAN'S ANNOUNCEMENTS

None.

11.0 TOWN CLERK'S ANNOUNCEMENTS

Discussed Town Council calendar competition.

12.0 CONFIDENTIAL BUSINESS

GP21.10.21

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

A number of complimentary comments had been received by customers in Luxfords Restaurant recently. Members were very appreciative of the hard work of staff and welcome environment that had been created. Members noted the report.

12.2 To consider suggestion from Town Clerk for Christmas Opening Times

Members were happy to support the proposal put forward.

- 12.3 To agree the financial terms for the Cycle to Work Scheme
Members discussed the terms with the Town Clerk, and agreed to proceed with the policy on this basis.
- 12.4 To consider the terms of a lease agreement for West Park Pavilion.
Members discussed the contents of the report, and advised the Clerk how they wished matters to proceed.

The meeting closed at 8.00pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP05.06.21</u>	<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>	01.06.21	MF	<p>Works have been completed. After testing the new hopper, contractors have had to return to address the levels of the pellets when they enter the hopper and further snagging works. Contractors returned on 1 November 2021. Once confirmed all in running order will close this action down.</p>
<u>GP06.06.21</u>	<p><u>To consider a request from the Ridgewood Village Hall Management Committee for additional storage</u> Members RESOLVED to:</p> <p>(i) note the report, and; (ii) request that the RVH Committee invite a Wealden DC Planning Officer to visit the site and provide advice on the installation of a shed, and the best way forward, as well as giving consideration to security.</p>	01.06.21	MF/HG	<p>The Chair of Ridgewood Village Hall Committee has been informed of the outcome of this discussion.</p>

Resolution No.	Details	Date Raised	Action By	Date Completed
<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> <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>	23.08.21	SD/HG	<p>(iv) The timescales of the application process have been amended and the application period commenced today (1 November 2021).</p> <p>(v) The design of the form has also been altered to reflect comments received. These two points have NFA.</p> <p>The remaining points regarding the SLA will be taken up with the relevant agencies over the coming weeks.</p>

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP19.10.21</u>	<p>5.5 <u>To consider the recommendations of the Finance Sub-Committee held on 9 September 2021</u></p> <p>With five votes in favour, and one abstention, it was RESOLVED to accept the recommendations of Finance Sub-Committee:</p> <p>(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;</p> <p>(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, as well as advising Wealden Citizen's Advice that they do not need to apply through the annual Community Grants Programme, and;</p> <p>(iii) 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.</p>	04.10.21	HG/SD	In progress.

UCKFIELD TOWN COUNCIL
PROJECT MONITORING
GENERAL PURPOSES COMMITTEE

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	
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.	

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

	01.11.21	The additional work has been delayed due to issues with access to Worldpay. The Town Clerk will try and rectify in the next few days to enable web developers to proceed.
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Outstanding initiatives from 2020/21

Project Name		Replacement back drops – Weald Hall		Project Number	63
Resolution Number	Funds	Date	Commentary		
FC.92.01.20	£2,500	20.01.20	Gradually we are replacing the black back drops around the stage in the Weald Hall. No back drops have been purchased at present. Other priorities and expenditure within the Civic Centre due to Covid-19 have been put first.		

Projects for 2021/22

Project Name		262 Bus Service plus carry forward of £1,800 from 2020/21		Project Number	65
Resolution Number	Funds	Date	Commentary		
<u>FC.64.01.21</u>	£1,500 + £1,800 - £968.24 = £2,331.76	17.08.21	Q1 2021/22 invoice has been received for a total of £968.24.		
	- £856.82 = £1,474.94	01.11.21	Q2 2021/22 invoice has been received for a total of £856.82.		

UCKFIELD TOWN COUNCIL
PROJECT MONITORING
GENERAL PURPOSES COMMITTEE

Project Name		Climate Change Initiatives (carry forward from 2020/21)		Project Number	66
Resolution Number	Funds	Date	Commentary		
FC.92.01.20	£7,500	20.01.20	-		
	Minus £1800.00 plus VAT	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			
<u>FC.64.01.21</u>	£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 30 Sept 2021

	Apr 21 Actuals £	May 21 Actuals £	Jun 21 Actuals £	Jul 21 Actuals £	Aug 21 Actuals £	Sep 21 Actuals £	Actuals at 30 Sept 21 £	Budget at 30 Sept 21 £	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	7	45	0	0	0	0	0	0	0	45	120
Interest Misc. (Fixed Rate Bond)	0	0	0	0	0	0	0	50	0	0	0	0	0	900	900	900
Civic Centre	6,768	2,723	7,132	6,245	6,962	6,471	36,301	38,326	3,728	3,228	15,536	2,478	1,598	15,546	78,416	82,202
Feed-in Tariff Payments	0	0	0	0	0	0	0	2,500	0	0	1,250	0	0	1,250	2,500	5,000
Quickborn Suite rent	708	708	708	708	708	708	4,249	4,250	708	708	708	708	708	708	8,497	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	875	5,679	5,783	1,131	875	1,153	1,131	875	1,409	12,253	12,635
RHI - C.Centre Boiler	3,654	0	0	1,908	0	0	5,562	5,000	0	0	0	0	0	5,000	10,562	10,000
Victoria Storage Garages	0	100	0	0	0	0	100	100	0	0	0	0	0	140	240	240
Cemetery Chapel workshop	0	1,375	0	0	1,375	0	2,750	2,750	0	1,375	0	0	1,375	0	5,500	5,500
Foresters Hall	514	1,063	1,819	1,743	1,460	1,988	8,588	8,225	1,545	1,545	1,545	1,545	1,545	1,645	17,958	17,650
Foresters Chapel	288	0	0	288	0	0	576	576	288	0	0	288	0	0	1,151	1,150
2a Vernon Road, rent	600	600	600	600	600	600	3,600	3,600	600		600	600	600	600	6,600	7,200
Signal Box	354	354	354	430	354	354	2,200	2,300	383	383	383	383	383	383	4,500	4,600
Osborn Hall	0	0	0	342	0	0	342	325	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	0	2,322	0	0	0	0	1	0	0	2,323	5,200
The Hub and Source	0	600	0	600	0	0	1,200	1,538	600	0	338	600	0	338	3,075	3,750
Community Toilet Scheme	0	283	0	0	283	0	565	565	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	11,003	74,079	75,887	8,983	8,397	21,513	7,834	9,367	28,819	158,992	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	373	12,155	N/A	0	0	0	0	0	0	N/A	N/A
Purchases																
Administration	953	869	1,139	1,119	938	707	5,725	5,281	1,085	1,085	1,085	1,085	1,085	1,085	12,234	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	367	7,076	4,355	858	858	858	858	858	858	12,221	9,500
Hospitality	0	0	13	0	0	16	28	0	0	0	0	0	0	0	28	0
Dementia Forum	33	0	0	0	0	0	33	0	0	0	0	0	0	0	33	0
Health & Safety	36	0	0	0	0	25	61	61	982	0	0	0	0	982	2,025	2,000
Insurances	5,786	0	0	0	0	0	5,786	5,800	27,000	0	0	0	0	2,200	34,986	35,000
Public Works Loan Costs	0	0	0	30,076	0	0	30,076	30,800	0	0	0	30,076	0	0	60,152	61,600
Mayor's Allowance	0	0	443	0	0	443	886	887	0	0	443	0	0	443	1,772	1,773
Grants Section142	0	0	9,450	0	0	0	9,450	9,450	9,450	0	0	0	0	0	18,900	19,500
Grants - Power of Competence	0	22,067	0	0	0	0	22,067	23,000	4,500	0	0	0	0	0	26,567	27,500
Volunteer Bureau SLA	0	0	0	0	0	0	0	8,000	0	0	0	0	0	0	0	8,000
Clothing - Corp & Prot - Indoor staf	0	0	0	0	25	0	25	133	0	133	0	0	133	0	292	400
Internal Audit Fees	0	890	445	0	0	0	1,335	1,335	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	0	4,500	4,600	0	0	0	0	0	0	4,500	4,600
Professional Fees	200	0	2,600	350	1,112	550	4,812	5,367	0	0	2,567	0	0	2,567	9,946	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	0	300	300
Office Staff - Salaries	22,179	22,158	22,107	21,161	22,368	22,834	132,807	134,025	22,337	22,337	22,337	22,337	22,337	22,337	266,832	268,049
Members Allowances/Expenses	0	0	3,852	0	0	3,852	7,704	9,630	0	0	4,815	0	0	4,815	17,334	19,360
Newsletter	0	600	0	600	400	800	2,400	2,400	425	425	425	425	425	425	4,950	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	76	430	274	46	46	46	46	46	46	706	550
Civic Centre Running Costs	10,994	6,635	6,228	6,466	7,066	8,935	46,325	54,157	9,451	10,195	9,451	9,451	11,159	5,571	101,603	105,280
Caretakers - Salaries	10,234	8,050	8,213	9,667	8,140	9,123	53,427	50,811	8,469	8,469	8,469	8,469	8,469	8,969	104,738	107,775
West Park	326	375	0	0	0	374	1,075	2,265	798	203	203	798	203	203	3,483	5,160
Victoria Pavilion	966	889	2,821	1,255	704	1,973	8,606	6,622	1,433	795	3,191	1,433	385	3,191	19,035	17,722
Cemetery Buildings	174	172	172	172	172	172	1,034	1,305	293	293	293	293	113	113	2,429	2,700
Signal Box	0	0	0	0	0	75	75	375	188	188	188	188	188	188	1,200	1,500
The Hub	325	0	3,582	0	1,901	528	6,336	4,771	0	432	0	432	0	432	7,633	6,500
Foresters Hall	293	714	1,202	320	426	841	3,798	4,636	1,230	1,138	1,182	1,230	846	983	10,407	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	470	12	4,209	4,000	0	0	0	0	0	0	4,209	4,000

GP Committee as at 30 Sept 2021

	Apr 21 Actuals £	May 21 Actuals £	Jun 21 Actuals £	Jul 21 Actuals £	Aug 21 Actuals £	Sep 21 Actuals £	Actuals at 30 Sept 21 £	Budget at 30 Sept 21 £	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	1,529	1,734	1,529	62	662	662	662	662	662	5,105	5,500
All Building Cleaning Materials	21	9	67	163	235	210	705	633	228	228	228	228	228	228	2,072	2,000
Total Purchases	56,646	63,998	62,940	76,013	49,486	53,442	362,525	376,501	88,833	50,350	56,441	90,009	47,135	57,246	752,540	771,764

New initiatives 2021/22

[illegible]

Luxfords as at 30 September 2021

	Apr 21 Actuals £	May 21 Actuals £	Jun 21 Actuals £	Jul 21 Actuals £	Aug 21 Actuals £	Sep 21 Actuals £	Actuals at 30 Sep 21 £	Budget at 30 Sep 21 £	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	8,430	32,916	61,402	10,233	10,233	10,233	10,233	10,233	10,233	94,314	122,800
Restaurant Bar Sales	0	85	358	472	553	955	2,423	4,000	667	667	667	667	667	667	6,423	8,000
Hire of Luxfords Restaurant	0	0	0	0	0	0	0	1,023	205	205	205	205	205	205	1,227	2,250
Function Food Sales	289	711	629	344	1,214	1,945	5,132	13,250	2,208	2,208	2,208	2,208	2,208	2,208	18,382	26,500
Function Bar Sales	0	294	549	2,060	1,107	98	4,108	4,250	4,000	3,000	4,000	750	750	750	17,358	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	15	120	500	100	100	100	100	100	100	720	1,100
Sundry Income	0	0	0	0	0	0	0	227	45	45	45	45	45	45	273	500
Total Sales	289	3,462	7,999	9,922	11,585	11,443	44,699	84,652	17,458	16,458	17,458	14,208	14,208	14,208	138,697	178,650
Furlough scheme funding for restaurant staff	6,155	2,200	324	315	222	165	9,382									N/A
Covid grant funding via Wealden DC			15,000	N/A	N/A	N/A	15,000									N/A
Purchases																
Food Purchases	86	1,054	2,209	2,308	2,721	3,024	11,403	18,750	3,125	3,125	3,125	3,125	3,125	3,125	30,153	37,500
Bar Purchases - non-alcoholic	53	1	84	22	20	283	462	1,350	225	225	225	225	225	225	1,812	2,700
Bar purchases - alcoholic	23	287	257	1,334	587	361	2,850	2,500	417	417	417	417	417	417	5,350	5,500
Paper goods/consumables	33	73	65	87	79	199	535	1,300	217	217	217	217	217	217	1,835	2,600
Maintenance & Repairs	0	45	81	77	228	528	959	1,000	167	167	167	167	167	167	1,959	2,000
Equipment - New/Replacements	0	31	0	82	0	87	200	0	0	0	0	0	0	2,000	2,200	2,000
Equipment Hire	0	0	0	0	0	0	0	125	25	25	25	25	25	25	150	250
Postage	0	0	0	0	0	0	0	40	10	10	10	10	10	10	60	100
Rates	1,512	667	667	667	667	667	4,849	5,700	950	950	950	950	950	950	10,549	9,500
Electricity	319	252	364	397	390	405	2,127	2,818	564	564	564	564	564	564	5,509	6,100
Gas	0	0	222	0	0	34	256	300	50	50	50	50	50	50	556	550
Water	0	0	0	0	0	183	183	650	108	108	108	108	108	108	834	1,300
Telephone	0	0	0	0	0	0	0	70	18	18	18	18	18	18	105	175
Refuse Collection	0	0	58	47	58	47	210	480	120	120	120	120	120	120	930	1,500
Stocktaking	195	0	0	0	195	0	390	390	195	0	0	195	0	0	780	790
Stationery	0	0	0	0	0	0	0	0	0	0	0	0	0	50	50	50
Salaries	10,724	7,138	7,877	10,179	8,029	8,935	52,883	58,310	9,718	9,718	9,718	9,718	9,718	9,718	111,193	112,818
Casual wages	0	0	0	171	81	0	252	0	3,000	0	0	0	0	3,000	6,252	7,000
Luxfords General Advertising	50	0	0	0	0	145	195	750	0	0	375	0	0	375	945	1,500
Uniforms/Protective clothing	0	0	0	18	0	10	28	0	0	0	0	0	0	200	228	200
Credit charges	91	57	102	147	123	134	397	750	125	125	125	125	125	125	1,147	1,500
Total Purchases	13,086	9,606	11,986	15,537	13,179	15,042	78,178	95,283	19,033	15,838	16,213	16,033	15,838	21,463	182,595	195,633

Meeting of the General Purposes Committee

Monday 8 November 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/or a meeting held. The Town Clerk will advise if any have paid their outstanding debts prior to the meeting due to further recent correspondence:

- Freedom/Wealden Leisure Ltd;
- R&R Taxis;

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Holly Goring

Meeting of the General Purposes Committee

Monday 8 November 2021

Agenda Item 5.4

TO START CONSIDERING NEW INITIATIVES FOR THE DRAFT BUDGET 2022/23

1.0 Summary

- 1.1 The draft budgets are presented to Full Council in early December for the following financial year, prior to a final decision being taken on the precept and detailed budget papers. This will be taken to Full Council on Monday 17 January 2022.
- 1.2 In order to assist staff with exploring the costs associated with new initiatives and the Town Council's priorities, and to give staff adequate time to obtain quotations and estimates, members are asked to consider now, what new initiatives they may wish to deliver in the next financial year and beyond.

2.0. New initiatives

- 2.1. Members are asked to consider potential new initiatives for 2022/23: These are some of the items that may require further funding in 2022/23:
- Building Maintenance Fund Works (£28.5k) including:
 - Signal Box Refurbishment and removal of antenna £5k;
 - Victoria Pavilion – extra cameras £4k;
 - Victoria Workshop lighting £1k;
 - Civic Centre storage improvements £6k;
 - Foresters Hall Pebble Dash render repairs £2.5k;
 - Osborn Hall Car Park extra drainage £10k;
 - Potential to contribute again to 262 Saturday Bus Service or carry forward unspent funds from 2022/23- £3.9k;
 - Continue to increase Health & Safety revenue budget or continue to have Covid contingency fund;

Longer term saving

- Upgrade sanitary fittings at Victoria Pavilion - £24k project (Propose £5k saving);
- Civic Centre lift upgrade – £35k project (Propose £10k saving);
- Foresters Hall kitchen fittings - £4k project (Propose £2k saving);
- Civic Centre – wearing course, broken concrete drainage channels, parking area markings - £7.5k project (Propose £2.5k saving);
- Saving for five yearly Electrical surveys (EICRs) – put aside £2.8k per annum;
- Saving for carpet and decorative upgrades in Civic Centre – £1k per annum;
- Saving for four yearly election costs and potential by-elections with inclusion of polling card costs - £8.5k per annum;
- Saving for replacement Weald Hall Floor - £5k per annum;

3.0. Recommendation

- 3.1. Members are asked to:
- (i) advise the Clerk of any items that they would like to consider for inclusion in the draft 2022/23 budget, and;
 - (ii) advise the Clerk of any associated costs for consideration in budget setting.

Contact Officer: Mark Francis/Holly Goring

Meeting of the General Purposes Committee

Monday 8 November 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

- Nothing new to report.

The Hub

- Nothing new to report.

The Source

- Nothing new to report.

Victoria Pavilion

- Nothing new to report.

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 laid W/C 25th October.

Snatts Road, Chapel

- Nothing new to report;

West Park

- Roof tiles and shower tiles scheduled for repairs.

2A Vernon Road

- 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 8 November 2021

Agenda Item 6.2

TO NOTE THE INCREASE IN UTILITY COSTS FOR THE TOWN COUNCIL'S BUILDINGS AND OPEN SPACES IN 2022/23 ONWARDS

1.0 Background

- 1.1 The Town Council's buildings and open spaces are currently in a 3-year gas and electricity contract, which is due to renew in February 2022. The Town Council's broker started work on looking for new contracts mid-September 2021.

2.0 Buildings and open spaces

- 2.1 This includes the following buildings and open spaces:

Civic Centre, West Park Pavilion, Victoria Pavilion, Foresters Hall, The Hub/Source, Luxfords field, Victoria Grounds depot/recreation ground, Town centre CCTV supply.

- 2.2 Initial quotes and offers were received however these were withdrawn at short notice. Finally in October 2021 quotes were received although there were minimal offers with increased rates.

- 2.3 It was recommended, *"As the market stands the signs are it is only going to get worse and we do not expect it to come down anytime soon at least until late next year 2022. If we have a cold winter also this will not help matters at all so we are advising to get this done sooner than later."*

3.0 Agreeing to a renewal tariff

- 3.1 Town Council staff have proceeded with a renewal with the current utility providers who are also a green supplier.
- 3.2 Members need to be aware of the following increases however which are vastly higher than existing costs:

Current Annual Cost for All Gas Supplies: £7,946.97 pa ends February 2022.
New Cost for All Gas Supplies £14,936.69 pa (87.96% increase) commences February 2022.
Current Annual Cost for All Electricity Supplies £17,691.15 pa ends February 2022
New Cost for All Electricity Supplies: £28,151.62 pa (59.12% increase) commences February 2022

- 3.3 A new two-year contract has been accepted which will hopefully take the Town Council through this difficult time with the energy companies.

4.0 Recommendations

- 4.1 Members are asked to note the report;

Contact Officers: Mark Francis

Meeting of the General Purposes Committee

Monday 8 November 2021

Agenda Item 6.3

TO CONSIDER AN ALTERNATIVE PROPOSAL - TO LEASE OUT CIVIC CENTRE ROOMS AS OFFICE SPACE

1.0 Background

- 1.1 This report outlines the reasons why it may be beneficial to start looking at alternative options for some of the space within the Civic Centre, in order to increase utilisation of the space during the pandemic and improve income streams.
- 1.2 Since the start of the pandemic room hire within the Civic Centre has dropped significantly. Since reopening the building following Covid-19 restrictions in 2021, room bookings have improved but are not back fully to pre-pandemic levels and it may take some time to see an increase, in the short term.
- 1.3 For the purpose of comparison:

September 2019	162 bookings	September 2021	103 bookings
October 2019	215 bookings	October 2021	121 bookings

- 1.4 This is a 36% drop, and 43% drop respectively. We thankfully have seen a number of our regular hirers return to the Civic Centre and since attracted new bookings, but a number of these agencies/organisations have also had to change the way in which
- 1.5 During 2020/21, Uckfield Town Council was fortunate to work with the NHS Immunisation Team's keyworkers who hired the Martlets room as an office for 12 months. This proved very beneficial and worked well.

2.0 Exploring options

- 2.1 The Estates & Facilities Manager has liaised with a local commercial estate agent to ascertain what rental could be charged for leasing out the Martlets or Oakleaf rooms on a shorter-term basis, (three to six months or longer), compared to the hourly arrangements we have at present.
- 2.2 The short-term lease/licence fee would include heating, lighting, power, cleaning of the rooms and use of communal toilet and kitchen facilities. If terms of a year or more were granted, it would be recommended that the leases exclude the security of tenure provisions under sections 24-28 of the Landlord and Tenant Act 1954.
- 2.3 In terms of use of the premises, this would be for office use only and there would need to be some flexibility regarding hours of access but a 7.00am – 7.00pm arrangement could be accommodated.
- 2.4 The local commercial estate agent noted that *"Despite the increased tendency for people to work from home, there is still a good market for small, serviced offices, especially if they are on shorter terms and the rooms on offer are a high standard of accommodation. We believe that the Oakleaf room, which you have advised has an area of 25.00sq m, would have an all-inclusive market rent in the region of £560 per calendar month and the Martlets room, which you have advised has an area of 27.2 sq m, would have an all-inclusive market rent in the region of £600 per calendar month."*

- 2.5 The Martlets and Oakleaf rooms are available to hire at a rate of £11.10 +VAT per hour. Room income budgets for both Martlets and Oakleaf were reduced by 20% for 2021/22 in order to reflect the likely reduction in income as a result of the pandemic.
- 2.6 Details of income levels, for this current financial year and past financial years is available in appendix A of this report for both the Oakleaf Room and Martlets room. Please note that some invoices may not have been issued for the current period.
- 2.7 Hiring both the Oakleaf and Martlets rooms as office space would not meet the budget anticipated for this financial year but would definitely help to improve current income levels for these rooms.
- 2.8 The impact of the Covid-19 pandemic is still creating challenges and lack of income, on top of increasing utilities costs.

3.0 Recommendation

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

Contact Officers: Mark Francis

Appendix A – Income levels for the Oakleaf Room and Martlets Room

Account Ref	4650	Name	Oakleaf Room	Balance	1148.86 CR		
	Actuals	Budgets	Prior Year 1	Prior Year 2	Prior Year 3	Prior Year 4	Prior Year 5
B/F	0.00						
Month 1	0.00	0.00	0.00	861.11 DR	295.86 DR	312.75 DR	615.32 DR
Month 2	66.61 CR	0.00	0.00	995.10 DR	900.01 DR	479.25 DR	529.55 DR
Month 3	704.85 CR	2375.00	358.45 CR	1572.90 DR	1895.25 DR	778.50 DR	1875.04 DR
Month 4	22.20 CR	0.00	0.00	1460.55 DR	131.25 DR	904.50 DR	264.03 DR
Month 5	205.35 CR	0.00	0.00	671.43 DR	1538.25 DR	558.00 DR	1058.36 DR
Month 6	127.65 CR	2375.00	0.00	262.16 DR	651.01 DR	364.50 DR	673.51 DR
Month 7	22.20 CR	0.00	125.35 DR	1152.93 DR	475.13 DR	504.00 DR	637.70 DR
Month 8	0.00	0.00	21.80 CR	797.15 DR	1002.75 DR	726.75 DR	138.74 DR
Month 9	0.00	2375.00	43.60 DR	1500.68 DR	196.88 DR	130.50 DR	729.43 DR
Month 10	0.00	0.00	0.00	938.93 DR	1396.50 DR	423.00 DR	304.33DR
Month 11	0.00	0.00	0.00	642.00 DR	183.75 DR	1041.75 DR	856.99 DR
Month 12	0.00	2375.00	0.00	1391.00 DR	1718.45 DR	405.75 DR	724.89 DR
Future	0.00						
Totals	<u>1148.86 CR</u>	<u>9500.00</u>	<u>211.30 CR</u>	<u>12245.94 DR</u>	<u>10385.09 DR</u>	<u>6629.25 DR</u>	<u>8407.89 DR</u>

Account Ref	4655	Name	Oakleaf Room, commercial	Balance	199.80 CR		
	Actuals	Budgets	Prior Year 1	Prior Year 2	Prior Year 3	Prior Year 4	Prior Year 5
B/F	0.00						
Month 1	0.00	0.00	0.00	0.00	15.75 DR	180.00 DR	0.00
Month 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Month 3	22.20 CR	0.00	0.00	0.00	42.00 DR	0.00	0.00
Month 4	88.80 CR	0.00	0.00	0.00	0.00	27.00 DR	101.08 DR
Month 5	88.80 CR	0.00	0.00	0.00	0.00	18.00 DR	0.00
Month 6	0.00	0.00	87.20 DR	0.00	15.75 DR	0.00	62.20 DR
Month 7	0.00	0.00	0.00	0.00	36.75 DR	36.00 DR	0.00
Month 8	0.00	0.00	0.00	0.00	68.25 DR	72.00 DR	46.65 DR
Month 9	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Month 10	0.00	0.00	21.80 CR	0.00	26.25 DR	0.00	31.10DR
Month 11	0.00	0.00	0.00	21.40 DR	0.00	45.00 DR	31.10 DR
Month 12	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Future	0.00						
Totals	<u>199.80 CR</u>	<u>0.00</u>	<u>65.40 DR</u>	<u>21.40 DR</u>	<u>204.75 DR</u>	<u>378.00 DR</u>	<u>272.13 DR</u>

Account Ref 4671		Name Martlets Room					Balance	3983.10 CR
	Actuals	Budgets	Prior Year 1	Prior Year 2	Prior Year 3	Prior Year 4	Prior Year 5	
B/F	0.00							
Month 1	2250.00 CR	0.00	0.00	358.45 DR	338.63 DR	913.40 DR	487.79 DR	
Month 2	0.00	0.00	0.00	1144.90 DR	784.50 DR	821.25 DR	454.23 DR	
Month 3	0.00	2375.00	0.00	1522.08 DR	1441.13 DR	488.25 DR	1020.32 DR	
Month 4	1500.00 CR	0.00	0.00	1016.50 DR	141.75 DR	1111.50 DR	317.73 DR	
Month 5	0.00	0.00	0.00	259.48 DR	1228.50 DR	760.50 DR	465.42 DR	
Month 6	155.40 CR	2375.00	21.80 DR	187.25 DR	451.50 DR	684.00 DR	430.07 DR	
Month 7	77.70 CR	0.00	2250.00 DR	1366.93 DR	530.25 DR	211.50 DR	718.26 DR	
Month 8	0.00	0.00	0.00	288.90 DR	2010.76 DR	555.75 DR	711.53 DR	
Month 9	0.00	2375.00	0.00	395.90 DR	362.25 DR	459.00 DR	680.23 DR	
Month 10	0.00	0.00	0.00	767.73 DR	1223.26 DR	600.75 DR	581.76 DR	
Month 11	0.00	0.00	2250.00 DR	732.95 DR	404.25 DR	688.50 DR	1165.76 DR	
Month 12	0.00	2375.00	0.00	460.10 DR	1047.68 DR	506.25 DR	676.36 DR	
Future	0.00							
Totals	<u>3983.10 CR</u>	<u>9500.00</u>	<u>4521.80 DR</u>	<u>8501.17 DR</u>	<u>9964.46 DR</u>	<u>7800.65 DR</u>	<u>7709.46 DR</u>	
Account Ref 4672		Name Martlets Room Commercial					Balance	160.95 CR
	Actuals	Budgets	Prior Year 1	Prior Year 2	Prior Year 3	Prior Year 4	Prior Year 5	
B/F	0.00							
Month 1	0.00	0.00	0.00	0.00	86.63 DR	27.00 DR	0.00	
Month 2	0.00	0.00	0.00	0.00	231.00 DR	0.00	54.43 DR	
Month 3	0.00	0.00	0.00	0.00	21.00 DR	18.00 DR	0.00	
Month 4	0.00	0.00	21.80 DR	0.00	15.75 DR	0.00	0.00	
Month 5	49.95 CR	0.00	0.00	0.00	15.75 DR	0.00	62.20 DR	
Month 6	16.65 CR	0.00	0.00	4.60 DR	0.00	0.00	0.00	
Month 7	94.35 CR	0.00	0.00	0.00	63.00 DR	24.75 DR	0.00	
Month 8	0.00	0.00	0.00	0.00	0.00	18.00 DR	62.20 DR	
Month 9	0.00	0.00	0.00	0.00	0.00	36.00 DR	31.10 DR	
Month 10	0.00	0.00	0.00	80.45 DR	0.00	13.50 DR	0.00	
Month 11	0.00	0.00	0.00	88.28 DR	0.00	0.00	0.00	
Month 12	0.00	0.00	0.00	0.00	0.00	58.50 DR	0.00	
Future	0.00							
Totals	<u>160.95 CR</u>	<u>0.00</u>	<u>21.80 DR</u>	<u>173.33 DR</u>	<u>433.13 DR</u>	<u>195.75 DR</u>	<u>209.93 DR</u>	

Meeting of the General Purposes Committee

Monday 8 November 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. Two members of staff have caught Covid-19 since the last report was presented to General Purposes Committee but have posed no risk to other staff members. One has been included in these figures up to 29.10.21 (as short term Doctors certificate although signed off by the NHS) and the second starts from 31.10.21 so not incorporated.

	As at 29.10.21 (cumulative sickness recorded since 1 April 2021) (28 staff)	As at 29.09.20 (sickness recorded in past six months) (29 staff)
Actual days taken as short-term Doctors' certificate	45.0 days	6.0 days
Actual days taken as self-certificated sick leave	7.0 days	13.0 days
Average number of days self-certificated sick leave per person	0.18 days	0.45 days
Actual days taken as long-term sick leave	29.0 days	0.00 days
Average number of days sickness per person	1.43 days	0.66 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 Legionella's risk assessment, tank cleans and water samples for all managed buildings came back as a pass.

4.5 The Estates & Facilities Manager has been liaising with Uckfield & District 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 3 (Oct - Dec 2021/22)

7.1 Nothing new to report.

Contact Officers: Mark Francis/Holly Goring

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH: August 2021

Checklist:

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

SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

Supplier Invoices
Customer Invoices
Timesheets

☒
☒
☒

BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

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

Clerks Account
General Account
Special Interest Bearing
Lloyds Bank Account

☐
☒
☒
☐

PETTY CASH

Check cash balance and vouchers

Town Council Petty Cash
Luxfords Petty Cash



☒
☒

Signec

Print Name KAREN BEDWELL

Dated 3/11/21

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
THOMAS ARNOLD.	16/08/21, 604.	14128.		BACS. ✓.
SCREWFIX.	31/08/21 1184366942.	14098.		BACS ✓.

Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
HAS AG. ASBESTOS DISEASE SUPP.	CC39655.	YES	26/8/21.	CREDIT CARD SLIP CONFIRMED
ADAM RADFORD.	39591.	YES.	31/8/21.	(110912-). 385.

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
KAREN SPINKS.	YES	YES	27-8-21.	733945745.
JOANNE BROOKER.	YES.	YES.	27-8-21.	733945745.

Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
BUSINESS RESERVE	136	YES.	YES.	1227.
CURRENT ACCOUNT	369-384.	YES.	YES.	1200.

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	AUGUST. YES. Signed 1/9/21.	GREEN DIY. Reconciled.	RECONCILED —
Luxfords	AUGUST YES Signed, 1/9/21.	TESCO Reconciled	NOT AVAILABLE /

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH:

Checklist: July 2021

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

SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

Supplier Invoices
Customer Invoices
Timesheets



BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

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

Clerks Account
General Account
Special Interest Bearing
Lloyds Bank Account



PETTY CASH

Check cash balance and vouchers

Town Council Petty Cash
Luxfords Petty Cash



Signed ...

Print Name DIANE WARD

Dated 04/10/2021

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
Collier Turf Care Ltd	0166350	13947		
			Yes	Yes
KD Catering	128687	13985	Yes	Yes

Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
Uckfield Brass	CC39524	Yes	16/07/2021	360
Glyndebarne Productions Ltd	CC39539	Yes	20/07/2021	On line

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
Bruce Hardwick	Yes	Yes	30/07/2021	728 246 388
Sadie Eastwood	Yes	Yes	30/07/2021	728 246 388

Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
General	351-368	Yes	Yes	1200
Clerks	503	Yes	Yes	1210

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	Yes	194873	Yes
Luxfords	Yes	194175	Yes

Meeting of the General Purposes Committee

Monday 8 November 2021

Agenda Item 9.1(i)

REPRESENTATIVES ON OUTSIDE BODIES: WEALDEN CITIZEN'S ADVICE TRUSTEE BOARD MEETING – 18 OCTOBER 2021

The most recent Trustee meeting was held on 18 October 2021, neither of the UTC representatives were able to attend but have shared the minutes.

Review of finances

An update was given on their current finances in terms of income and expenditure. Both of which were a bit below budget. Similar to the Town Council, Wealden Citizen's Advice were still waiting on the cost of living allowances in terms of paid staff salaries/allowances, and this was currently in debate still between the unions and the relevant authorities.

They provided an update on utility costs within their finances, when looking ahead to the next financial year. Each premise was handled differently with the utility costs incorporated in the lease agreement with East Sussex County Council in Uckfield but they had just negotiated a new contract for electricity in Crowborough and Hailsham was within contract until 2023.

Wealden Citizen's Advice were not expecting as much in project funding in 2022/23.

Update from CEO

Considerations were discussed for managing Adviceline queues and a trial that had been undertaken in Hailsham on dealing with calls immediately and limiting task list numbers. It was questioned whether the more volunteers on Adviceline, the more calls would be answered and thus contribute to the queues. They thought the main objective was to deliver advice to clients and identify the top deliverables. It was clarified that the objective was how many clients they could help, the experience of their journey along with volunteer and staff wellbeing.

An increase had been seen in clients contacting the service for Fuel vouchers to top up their meters in recent weeks (utilities).

AGM

The AGM for Wealden Citizen's Advice would be taking place on:
Wednesday 17 November 2021 at 2.00pm via Zoom

Meeting of the General Purposes Committee

Monday 8 November 2021

Agenda Item 9.1(iii)

REPRESENTATIVES ON OUTSIDE BODIES: RIDGEWOOD VILLAGE HALL MANAGEMENT COMMITTEE & AGM 20 OCTOBER 2021

Representatives On Outside Bodies - Ridgewood Village Hall Management Committee
Submitted by Cllr James Edwards

The committee held a pre-AGM meeting on October 20 to finalise accounts. Lots of praise was given to Jane Atherton (treasurer) for her fine work with the accounts. Further conversation centred around making sure that committee roles had candidates to fill them and that nomination forms were in. There were some people stepping down but there were some new faces hoping to join.

The AGM on October 27 was well attended with approximately 20 members of the public present.

No questions from the public arose on the treasurers report. Thanks were given by the chair to Jane Atherton for her first year in the role. Further clarification was given on the £11,000 from the town council in regards to being ring-fenced for works on the carpark once drainage issues are sorted.

A public welcome was given to Louise as the new events coordinator for RVH - a role for which she contacted the chair to volunteer for! Louise presented a report detailing new and future events including the toddler group, community lunch and Christmas lunch.

Along with details of the new online booking system, it was fantastic to hear that the hall is nearing capacity with regular hirers.

The notice to change charity status to charitable incorporated organisation was also reiterated as this process had stalled due to the pandemic but was agreed at the 2019 AGM.

I have attached the new list of committee members as well as the Chair's statement for your consideration.

The next meeting has been set for Tuesday January 11.

Councillor J. Edwards

Appendices: Appendix A: (Committee seats)
Appendix B: Opening from Chair of Ridgewood Village Hall

Appendix A – Committee seats confirmed at the AGM

NAME	POSITION
KAREN BEDWELL	CHAIR
IAN NOBLE	VICE-CHAIR
JANE ATHERTON	TREASURER
PENNY ROWDEN	SECRETARY
MARION LOVE	BOOKING OFFICER
IAN SMITH	HEALTH AND SAFETY
LOUISE MERCER	FUNDRAISING/COMMUNITY EVENTS
VIKKI HARNBLOW	SOCIAL MEDIA
JANINE WILLIAMS	NEIGHBOURHOOD REP
JON GOTHARD	HALL HIRER REP
COLIN WHITEWOOD	HALL HIRER REP
SALLY DAVIS	HALL HIRER REP
IAN WATSON	PUBLIC REP
IAN BEDWELL	PUBLIC REP

Appendix B – Opening statement from Chair of Ridgewood Village Hall Mgt Committee

*“Good evening and welcome to Ridgewood Village Hall AGM 2021.
Lovely to actually be here in person following our Zoom AGM last year and another turbulent 12 months of Coronavirus.*

When we last all sat in this room, the refurb was still in the planning stages and none of us had heard of Covid 19, fast forward 18 months and the community are enjoying the benefits of our lovely new hall, toilets and KE room and I suspect our lives have altered in a way we never thought possible.

Following the refurb, a resident emailed us querying why we needed to change the security and locking system at the hall ‘it is just a village hall’ they said.

RVH is so much more than just a village hall. It was built by local people for local people 40 years ago, it continues to be the hub of the Ridgewood/Uckfield community serving new-borns through to the elderly. RVH bucks the trend for village halls where many of England’s 10,000 village halls were once as much a staple of rural life as cream teas and rained-off cricket matches they now trundle into irrelevance, used only for the occasional jumble sale or parish council meeting. But not us, not RVH. As you have heard from Marion and Jane, despite the challenges of wear, tear, health and safety and Covid, Ridgewood Village Hall is still a thriving community centre, meeting the needs of young and old in a beautiful rural setting despite the onslaught of development around us.

This is solely down to the hard work and dedication of the people involved in running RVH. All who give up their time voluntarily to keep the hall running smoothly and efficiently and who ‘truly work for the community’. It is thanks to the hall users who regularly use our hall, the community who attend our events and are generous with their donations. Also thanks to UTC and WDC who have supported us with grants.

This year like last has been challenging. We closed again after the online opening in September and tentatively started to reopen from January with more in April and then finally in July. Ian and I felt as if we knew the government white papers by heart by the time restrictions were finally lifted. Nick our caretaker was fantastic, opening and closing at odd hours to enable anyone who could use the hall during the lockdown access. Ian Smith has

spent hours writing and rewriting risk assessments and of course Marion, who without, her organisation and enthusiasm we simply would not have been able to return to post covid booking quotas.

At the Last AGM our treasurer stepped away after 20 years and Jane stepped in as a professional accountant to take over the role. As a committee we are indebted to her as she handles the finances for the refurb and has been able to give us financial forecasts for all scenarios allowing us to apply for grants to aid our covid recovery. I cannot stress enough our thanks to Jane, I am not sure we realised how complex the build financing would be and I know that no one in this room will be aware of the number of volunteer hours Jane and all the committee have put into RVH in this year.

Everybody on the committee this year has played their part.... From Vikki sorting all our social media, Penny sorting our admin to Ian Watson starting our CIO journey. I thank them for being part of the RVH team this year and keeping us going through such a challenging year. My special thanks goes to Ian Noble who has been a great vice chair and 'person to work with at the hall'. We have had to make some difficult decisions and he has always been the calm to my storm.

We have to say goodbye to 3 members of the committee who have all been instrumental in getting the hall where it is today. Deidre, Linda and Deborah. Deidre and Linda have been involved in our pre covid community events and very much involved in the plans for the refurbishment. Debs has been involved with the hall since the very early days. Many of you will have children and grandchildren who have attended her dance classes and now attend those run by the girls that she trained. Debs and Michael have been heavily involved with the hall over the years and very much part of why it is still a thriving community space today.

Thankyou.

So to the future.

We have new committee members on board who herald a new start for community events, we welcome Louise (events manager at UTC) and Sally - leading the kitchen for our new community lunch. As the restrictions lift we hope to return to our Easter Bunny Hunts, Craft Fairs, live band nights and more. We also hope to serve the community with our lunch club and toddler group. We start back with our Christmas Fair on 11th December.

AS new developments are built in the south of our town and on the RVH doorstep we will continue to be a vital asset to the community and we are looking at ways to continue with our extension plans following the refit which of course was just phase 1.

There is much to look forward to and still so much to do.

RVH will continue working for the community.