



UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre
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Town Clerk – Holly Goring

Meeting of the **General Purposes Committee** to be held on
Monday 31 January 2022 at 7.00pm
in the Weald Hall, Civic Centre, Uckfield

AGENDA

Under The Openness of Local Government Bodies Regulations 2014, members of the public are able to film or record during a committee meeting.

1.0 DECLARATIONS OF INTEREST

Members and officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda. Should any Member consider that they require a dispensation in relation to any prejudicial interest that they may have, they are asked to make a written application to the Clerk well in advance of the meeting.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

2.0 STATEMENTS FROM MEMBERS OF THE PUBLIC ON MATTERS ON THE AGENDA AT THE 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 8 November 2021

4.2 Action list – for information only

4.3 Project list – for information only

5.0 FINANCIAL MATTERS

5.1 To note bills paid

5.2 To note the income and expenditure reports for 2021/22
(provisional end of December 2021)

5.3 Bad Debts

- 5.4 To receive the minutes of the Finance Sub-Committee held on 25 January 2022
- 5.5 To consider the recommendations of the Finance Sub-Committee held on 25 January 2022 *(this agenda item is no longer necessary as the only recommendations related to the policies in agenda items 7.1 and 7.2)*

6.0 BUILDINGS

- 6.1 To note the current position with the Council's buildings
- 6.2 To consider enquiry from Brighter Uckfield regarding storage

7.0 POLICY

- 7.1 To consider the revised Risk Management Policy – No. 29
- 7.2 To consider the revised Investment Policy – No. 45

8.0 ADMINISTRATION

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

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 9.1 To consider reports from:-
- (i) Citizens Advice Bureau
 - (ii) East Sussex Association of Local Councils AGM
 - (iii) Ridgewood Village Hall Management Committee
 - (iv) Uckfield & District Housing Association Ltd Mgt Committee
 - (v) Uckfield and District Preservation Society
 - (vi) Uckfield Volunteer Centre
 - (vii) Wealden Works
 - (viii) Wealden District Association of Local Councils – Management Committee
 - (ix) Wealden District Association of Local Councils – Planning Panel

10.0 CHAIRMAN'S ANNOUNCEMENTS

11.0 TOWN CLERK'S ANNOUNCEMENTS

12.0 CONFIDENTIAL BUSINESS

To consider whether to **RESOLVE** to exclude the press and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted: -

- 12.1 To consider an update on Luxfords Restaurant



Town Clerk
25 January 2022

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 8 November 2021 at 7.00pm

PRESENT:

Cllr. P. Sparks (Chair)	Cllr. C. Macve
Cllr. H. Firth	Cllr. A. Smith
Cllr. G. Johnson	Cllr. D. Ward
Cllr. J. Love	

IN ATTENDANCE:

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 forthcoming.

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 J. Edwards and C. Snelgrove.

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 4 October 2021

GP22.11.21 It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 4 October 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 sub text and actions from within action GP16.08.21 as this work had now been completed. Members subsequently noted the report.

4.3 Project list

Members noted the contents 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 Sept 2021)

Members reviewed the income and expenditure reports for General Purposes Committee and Luxford Restaurant and noted the current position.

5.3. Bad Debts

Members were presented with a list of bad debtors. Councillor C. Macve noted that it was encouraging to see the list reducing and thanked staff for continuing to pursue these debts. Members subsequently noted the report.

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

Members were provided with a short list from officers on potential items for inclusion in the budget for 2022/23 in terms of new initiatives and longer-term savings.

Councillor C. Macve queried the proposed works around extra drainage for Hempstead Recreation Ground car park. The Estates & Facilities Manager advised that further investigations were required to look at the surface water run off at both Hempstead Recreation Ground car park and Ridgewood Village Hall car park.

Councillor P. Sparks stated that green initiatives remained important for the council, and suggested looking at insulation within the Town Council's buildings. He recognised that to go to a very high level of green insulation would be expensive, but even improvements to existing insulation would help with keeping energy costs down.

Councillor H. Firth added that the replacement of gas would be costly. The Town Clerk added that the Estates & Facilities Manager had replaced the heating systems with an air con system in Foresters Hall, and the Signal Box would be next.

The Estates & Facilities Manager advised that there was still a wet system in the back of Foresters Hall linked to the toilets. As per his presentation to members on the outcome of the carbon audit in September, if the Town Council put away £8-9k each year, this would assist with reducing the Town Council's carbon emissions. It was suggested this be put down as a long-term saving. Members then noted the report.

6.0 BUILDINGS

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

Members noted the report provided.

6.2 To note the increase in utility costs for the Town Council's buildings and open spaces in 2022/23 onwards

Members were presented with a report which advised that the new two-year tariff agreed for electricity and gas for all Town Council buildings from February 2022 had increased substantially. The new tariffs would create an 87.96% increase in gas costs per annum, and 59.12% in electric. This would have a big impact on the Town Council's expenditure and would need to be reflected in the budget

setting process for 2022/23.

Members acknowledged that these figures were worrying. The Estates & Facilities Manager added that the current prices had been set three years ago, as part of the existing contract, so it was likely we would have seen some increase, but no one envisaged it would be this high. Councillor A. Smith asked if the feed-in tariff income was likely to increase as a result also. Officers were asked to investigate before members noted the report.

- 6.3 To consider an alternative proposal – to lease our Civic Centre rooms as office space
With income levels still not meeting pre-Covid times, the Estates & Facilities Manager had started to explore options for increasing income for the Civic Centre. Contact had been made with a local commercial estate agent to ascertain what rental income could be charged for leasing out the Martlets or Oakleaf rooms on a short-term basis (three to six months), compared to the hourly arrangements we had at present.

Councillor C. Macve thought it was a brilliant idea if current usage levels were down. It was useful to look at alternatives. The only query he had with the proposal was if there were any planning constraints on the original planning approval for the Civic Centre i.e. restrictions on the use of the building and hours of use.

Councillor P. Sparks questioned whether these rooms would then be available to other organisations during the weekday evenings and weekends. Several of these rooms were currently hired out during those times. The Estates & Facilities Manager confirmed that the leasing out of these rooms would be from 7am to 7pm guaranteed, but members did feel it would not be very practical from a data protection point of view to then hire out the rooms at the weekend if these rooms were used as business offices and held various information and data.

Councillor H. Firth advised that if these were shorter term lease arrangements it might be helpful for the Town Council to run a trial period of sorts to see how effective it would be before, taking a final decision. The previous initiative to add a divider to the Green Room was raised once more, but it was felt that the Green Room had a number of regular bookings in its current layout, and was bringing in good income.

Councillor G. Johnson thought this would be particularly attractive to new start-up businesses – the benefit of a short term arrangement, with perhaps a two week notice period. This would offer flexibility and security but it would be paramount to ensure the room is kept secure to protect access to the company's data. Councillor G. Johnson was supportive of the proposal.

- GP23.11.21** Members **RESOLVED** to consider leasing out both the Martlets and Oakleaf rooms on a trial period for short term commercial let (3-6 months), during 2022/23, and to review how this has worked after a 12-month period.

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 reports from July and August 2021.

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 9.1 To consider reports from:-

- (i) Citizens Advice Bureau
Members noted the report.
- (ii) East Sussex Association of Local Councils AGM
Nothing to report at this time.
- (iii) Ridgewood Village Hall Management Committee
Members noted the report.
- (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
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

None.

11.0 TOWN CLERK'S ANNOUNCEMENTS

Discussed Town Council calendar competition.

12.0 CONFIDENTIAL BUSINESS

GP24.11.21

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

- 12.1 To consider an update on Luxfords Restaurant

Members noted the positive feedback received in relation to the Take That Experience and noted the report.

- 12.2 To consider the renewal of the lease agreement for the Signal Box.

Members reviewed the information provided within the report.

GP25.11.21

It was **RESOLVED** for the Town Clerk to approach the Town Council's solicitors to seek advice on obtaining an extension to the current lease agreement on a shorter term.

The meeting closed at 7.56pm.

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>	23.08.21	SD/HG	<p>(i), (ii) and (iii) completed in September 2021 by Finance Sub-Committee and approved by GP Committee in October 2021. NFA.</p> <p>The service level agreements are being reported to Full Council on 28 February 2022.</p>
<u>GP19.10.21</u>	<p><u>5.5 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>(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;</i></p> <p><i>(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</i></p>	04.10.21	HG/SD	<p><i>(i) The grant funding was agreed at Full Council on 17 January 2022 as part of the budget setting process. NFA.</i></p> <p><i>(ii) and (iii) The service level agreement will be presented to Full Council on 28 February 2022.</i></p>

	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.			
Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP23.11.21</u>	<u>6.3 To consider an alternative proposal – to lease our Civic Centre rooms as office space</u> Members RESOLVED to consider leasing out both the Martlets and Oakleaf rooms on a trial period for short term commercial let (3-6 months), during 2022/23, and to review how this has worked after a 12-month period.	08.11.21	MF	To be looked into in 2022/23.

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 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.		
	-£798.74 = £676.20	24.01.22	Q3 2021/22 invoice has been received for a total of £798.74.		

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			
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 (completed)	£2,500.00	£2425.35	£74.65
			Foresters Hall Repairs	£15,000.00	-	-
			Foresters Hall Chapel Fire Alarm (completed)	£2,250.00	£2,250.00	£0.00
			Foresters Hall New Hall Floor (completed)	£6,000.00	£6,674.00	(£674.00)
			UNFORESEENS			
			Contingency and unforeseen	£1,250.00		
			TOTAL	£62,000.00	£55,014.84	£8,066.14

Luxfords as at 31 December 2021

	Apr 21 Actuals £	May 21 Actuals £	Jun 21 Actuals £	Jul 21 Actuals £	Aug 21 Actuals £	Sep 21 Actuals £	Oct 21 Actuals £	Nov 21 Actuals £	Dec 21 Actuals £	Actuals at 31 Dec 21 £	Budget at 31 Dec 21 £	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	10,746	11,527	8,183	63,371	92,101	10,233	10,233	10,233	94,070	122,800
Restaurant Bar Sales	0	85	358	472	467	955	720	453	1,418	4,929	4,000	667	667	667	6,929	8,000
Hire of Luxfords Restaurant	0	0	0	0	0	0	0	0	0	0	1,636	205	205	205	614	2,250
Function Food Sales	289	711	629	344	1,214	1,945	2,256	2,238	644	10,269	19,904	2,208	2,208	2,208	16,894	26,500
Function Bar Sales	0	294	549	2,060	1,107	98	1,870	1,434	738	8,150	15,250	750	750	750	10,400	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	59	162	32	372	800	100	100	100	672	1,100
Sundry Income	0	0	0	0	0	0	0	0	0	0	364	45	45	45	136	500
Total Sales	289	3,462	7,999	9,922	11,499	11,443	15,650	15,814	11,015	87,092	134,055	14,208	14,208	14,208	129,716	178,650
Furlough scheme funding for restaurant staff	6,155	2,200	324	315	222	165	N/A	N/A	N/A	9,382						N/A
Covid grant funding via Wealden DC			15,000	N/A	N/A	N/A	N/A	N/A	N/A	15,000						N/A
Purchases																
Food Purchases	86	1,054	2,209	2,308	2,721	3,024	3,751	3,961	2,830	21,946	28,125	3,125	3,125	3,125	31,321	37,500
Bar Purchases - non-alcoholic	53	1	84	22	20	283	15	77	37	592	2,025	225	225	225	1,267	2,700
Bar purchases - alcoholic	23	287	257	1,334	587	361	942	749	146	4,686	3,750	417	417	417	5,936	5,500
Paper goods/consumables	33	73	65	87	79	199	216	376	150	1,277	1,950	217	217	217	1,927	2,600
Maintenance & Repairs	0	45	81	77	284	528	0	270	0	1,285	1,500	167	167	167	1,785	2,000
Equipment - New/Replacements	0	31	0	82	0	87	82	60	0	342	0	0	0	2,000	2,342	2,000
Equipment Hire	0	0	0	0	0	0	0	0	0	0	175	25	25	25	75	250
Postage	0	0	0	0	0	0	0	0	0	0	70	10	10	10	30	100
Rates	1,512	667	667	667	667	667	667	667	667	6,851	8,550	667	0	0	7,518	9,500
Electricity	319	252	364	397	390	405	0	1,024	0	3,150	4,509	564	564	564	4,841	6,100
Gas	0	0	222	0	0	34	0	0	0	256	450	50	50	50	406	550
Water	0	0	0	0	0	195	0	0	0	195	975	108	108	108	520	1,300
Telephone	0	0	0	0	0	0	0	0	0	0	123	18	18	18	53	175
Refuse Collection	0	0	58	47	58	47	83	78	56	426	840	120	120	120	786	1,500
Stocktaking	195	0	0	0	195	0	195	0	0	585	585	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	10,787	8,711	8,717	81,098	87,465	9,718	9,718	9,718	110,253	112,818
Casual wages	0	0	0	171	81	0	1,556	153	1,078	3,039	3,000	0	0	3,000	6,039	7,000
Luxfords General Advertising	50	0	0	0	0	145	0	0	0	195	1,125	0	0	375	570	1,500
Uniforms/Protective clothing	0	0	0	18	0	10	0	0	0	28	0	0	0	200	228	200
Credit charges	91	57	102	147	123	134	175	200	172	1,201	1,125	125	125	125	1,576	1,500
Total Purchases	13,086	9,606	11,986	15,537	13,235	15,054	18,468	16,326	13,853	127,150	146,342	15,750	14,888	20,513	178,301	195,633

GP Committee as at 31 December 2021

	Apr 21 Actuals £	May 21 Actuals £	Jun 21 Actuals £	Jul 21 Actuals £	Aug 21 Actuals £	Sep 21 Actuals £	Oct 21 Actuals £	Nov 21 Actuals £	Dec 21 Actuals £	Actuals at 31 Dec 21 £	Budget at 31 Dec 21 £	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	9	10	9	73	0	0	0	0	73	120
Interest Misc. (Fixed Rate Bond)	0	0	0	0	0	0	0	0	0	0	0	0	0	900	900	900
Civic Centre	6,768	2,723	7,132	6,245	6,962	6,471	5,882	8,362	5,335	55,880	60,819	2,478	1,598	15,546	75,502	82,202
Feed-in Tariff Payments	0	0	0	0	0	0	0	0	0	0	3,750	0	0	1,250	1,250	5,000
Quickborn Suite rent	708	708	708	708	708	708	708	708	708	6,374	6,375	708	708	708	8,498	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	875	875	1,192	8,621	9,026	1,131	875	1,409	12,036	12,635
RHI - C.Centre Boiler	3,654	0	0	1,908	0	0	0	0	0	5,562	7,500	2,801	0	1,637	10,000	10,000
Victoria Storage Garages	0	100	0	0	0	0	0	0	0	100	100	0	0	140	240	240
Cemetery Chapel workshop	0	1,375	0	0	1,375	0	0	1,375	0	4,125	4,125	0	1,375	0	5,500	5,500
Foresters Hall	514	1,063	1,819	1,743	1,460	1,988	1,789	1,325	1,613	13,314	12,860	1,545	1,545	1,695	18,099	17,650
Foresters Chapel	288	0	0	288	0	0	288	0	0	863	863	288	0	0	1,151	1,150
2a Vernon Road, rent	600	600	600	600	600	600	600	600	600	5,400	5,400	600	600	600	7,200	7,200
Signal Box	354	354	354	430	354	354	354	354	354	3,262	3,530	383	383	383	4,412	4,600
Osborn Hall	0	0	0	342	0	0	0	100	0	442	425	0	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	0	0	0	2,322	0	1	0	0	2,323	5,200
The Hub and Source	0	600	0	600	0	0	0	0	681	1,881	2,813	0	0	938	2,819	3,750
Community Toilet Scheme	283	0	0	0	283	0	0	283	0	848	848	0	283	0	1,130	1,100
Training admin	0	0	0	0	0	0	0	0	0	0	0	0	0	100	100	100
Total Sales	14,050	8,407	11,497	16,068	13,054	11,003	10,505	13,991	10,492	109,067	118,432	9,935	9,367	26,206	154,575	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	N/A	N/A	N/A	12,155	N/A	0	0	0	N/A	N/A
Valid reasons for overspend in highlighted boxes - excess expenditure was due to specific purchases or projects and earmarked reserves are able to be used to cover these overspends.																
Purchases																
Administration	953	869	1,139	1,119	938	707	1,168	2,865	494	10,252	8,545	1,085	1,085	1,085	13,507	11,800
General Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	250	250	250
Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	200	200	200
Data Protection	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Office Equipment/Computers	939	347	472	3,996	954	367	926	434	540	8,977	6,070	858	858	858	11,549	9,500
Hospitality	0	0	13	0	0	16	0	9	0	37	0	0	0	0	37	0
Dementia Forum	33	0	0	0	0	0	0	0	0	33	0	0	0	0	33	0
Health & Safety	36	0	0	0	0	25	184	0	0	245	1,018	0	0	982	1,227	2,000
Insurances	5,786	0	0	0	0	0	29,131	0	0	34,918	35,000	0	0	0	34,918	35,000
Public Works Loan Costs	0	0	0	30,076	0	0	0	0	0	30,076	30,800	30,076	0	0	60,152	61,600
Mayor's Allowance	0	0	443	0	0	443	0	0	443	1,330	1,330	0	0	443	1,773	1,773
Grants Section142	0	0	9,450	0	0	0	9,450	0	0	18,900	19,500	0	0	0	18,900	19,500
Grants - Power of Competence	0	22,067	0	0	0	0	7,183	0	0	29,250	27,500	0	0	0	29,250	27,500
Volunteer Bureau SLA	0	0	0	0	0	0	8,000	0	0	8,000	8,000	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staf	0	0	0	0	25	0	0	0	0	25	267	0	133	0	158	400
Internal Audit Fees	0	890	445	0	0	0	0	920	0	2,255	1,800	0	0	0	2,255	1,800
(External) Audit Fees	0	0	0	0	0	2,000	0	0	0	2,000	2,400	0	0	0	2,000	2,400
Accountant fees	0	0	0	0	4,500	0	0	0	0	4,500	4,600	0	0	0	4,500	4,600
Professional Fees	200	0	2,600	350	1,112	550	350	2,000	900	8,062	7,933	0	0	2,567	10,629	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	22,834	22,809	22,806	22,725	201,146	201,037	22,337	22,337	22,337	268,158	268,049
Members Allowances/Expenses	0	0	3,852	0	0	3,852	0	0	3,852	11,556	14,445	0	0	4,815	16,371	19,360
Newsletter	0	600	0	600	400	800	0	445	400	3,245	3,600	425	425	425	4,520	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	80	81	82	672	414	46	46	46	810	550
Civic Centre Running Costs	10,994	6,635	6,228	6,466	7,066	8,935	4,509	11,702	4,239	66,774	77,922	9,451	11,159	5,571	92,955	105,280
Caretakers - Salaries	10,234	8,050	8,213	9,667	8,140	9,123	9,332	8,261	8,269	79,289	76,217	8,469	8,469	8,969	105,195	107,775
West Park	326	375	0	0	0	374	152	494	856	1,075	3,627	798	203	203	2,279	5,160
Victoria Pavilion	966	889	2,821	1,255	704	1,973	2,298	1,233	2,656	14,793	14,501	1,433	385	3,191	19,802	17,722
Cemetery Buildings	174	172	172	172	172	172	172	172	172	1,550	2,183	293	113	113	2,067	2,700
Signal Box	0	0	0	0	0	75	0	3,030	0	3,105	938	188	188	188	3,668	1,500
The Hub	325	0	3,582	0	1,901	528	0	85	694	7,115	5,636	432	0	432	7,979	6,500
Foresters Hall	293	714	1,202	320	426	841	679	619	1,042	6,138	8,186	1,230	846	983	9,196	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	147	88	12	0	4,443	4,000	0	0	0	4,443	4,000

GP Committee as at 31 December 2021

	Apr 21 Actuals £	May 21 Actuals £	Jun 21 Actuals £	Jul 21 Actuals £	Aug 21 Actuals £	Sep 21 Actuals £	Oct 21 Actuals £	Nov 21 Actuals £	Dec 21 Actuals £	Actuals at 31 Dec 21 £	Budget at 31 Dec 21 £	Jan 22 Budget £	Feb 22 Budget £	Mar 22 Budget £	Total £	2021/22 Budgets
Training	75	0	50	80	0	0	395	0	0	600	3,514	662	662	662	2,586	5,500
All Building Cleaning Materials	21	9	67	163	235	210	146	208	57	1,116	1,316	228	228	228	1,800	2,000
Total Purchases	56,646	63,998	62,940	76,013	49,486	54,048	97,051	55,375	47,421	561,477	572,298	90,009	47,135	55,046	753,668	771,764

New initiatives 2021/22

Building Maintenance Fund - Year 7	0	6,222	34,082	17,549	0	3,253	0	0	2,425	63,531	N/A	0	0	0	N/A	62,000
262 Bus Service	0	0	968	0	0	857	0	0	799	2,624	N/A	0	0	0	N/A	3,900
Climate Change Initiatives	0	0	1,800	0	0	0	0	0	0	1,800	N/A	0	0	0	N/A	7,500
Total New Initiatives 2021/22	0	6,222	36,850	17,549	0	4,110	0	0	3,224	67,955	0	0	0	0	0	73,400

Meeting of the General Purposes Committee

Monday 31 January 2022

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. There is currently a programme of work within the Town Council office to chase a number of debtors for invoices outstanding from 2021.

2.2 A couple of comments received however suggest that some of the customers hadn't received their invoices in August. This could have been when the Town Council had power outages and the internet connection went down. Staff are however following up with all outstanding debts and ensuring payment is made. Those which are of reasonable amount include:

- Fuller & Scotts;
- ESCC CRD;
- Kent Community Health;
- R&R Taxis (payment plan in place);
- NCT;
- Sussex Community NHS

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 Green Room, Civic Centre on Tuesday 25 January 2022 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 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 this agenda. No interests were forthcoming.

2.0 APOLOGIES FOR ABSENCE

None received.

3.0 MINUTES

Minutes of the meeting of the Finance Sub-Committee held on the 9 September 2021.

FS.11.01.22

It was **RESOLVED** that the minutes of the Finance Sub-Committee of the 9 September 2021 be taken as read, confirmed as a correct record and signed by the Chair.

4.0 TO REVIEW THE RISK MANAGEMENT POLICY No. 29

Members were presented with a copy of the Risk Management Policy with a number of updates to insurance and contracts for the new financial year. Members made enquiries with regards to the insurance arrangements in terms of CCTV cover and business interruption insurance. The Town Clerk confirmed that the CCTV was covered under the buildings insurance as the cameras themselves were owned by the Town Council despite them being managed and operated under the Sussex Police i-witness

partnership. The Town Clerk also confirmed that as part of the detailed review of the building insurance arrangements each year, the Town Council was required to complete a detailed survey on the hospitality elements of the business, which included reviewing the previous year's turnover and stock holdings etc. The Town Clerk did advise that she had raised her concerns with the Insurance Broker about the survey as the past year during the pandemic would not reflect normal business levels and a caveat should be recorded to reflect this for 2021/22.

The Assistant Town Clerk & RFO wished to make reference within the Risk Management Policy to the new procedures on PCI compliance for Worldpay (credit card machines). Reviews are undertaken on each of the areas for which a machine is used (Office for the Civic Centre/Town Council and Luxfords Restaurant) which ensures no personal financial data would be stored whilst processing transactions.

FS.12.01.22

Subject to the inclusion of the PCI compliance element under banking arrangements, members **RESOLVED** to recommend the revised Risk Management Policy No. 29 for approval and adoption by General Purposes Committee.

5.0

TO REVIEW THE INVESTMENT POLICY No. 49

Members discussed the contents of the Town Council's Investment Policy and having reviewed a number of other policies from Town Councils across the country felt that the policy was sound, based on the current banking arrangements of Uckfield Town Council.

It was questioned whether any non-financial investments should be included such as the residential property, which sat adjacent to a Town Council owned building and rented out privately.

Members referenced how other Town Councils had invested in a number of longer term funds, but it was felt that as Uckfield Town Council did not have reserves on the scale of the other Town Councils that it was prudent to ensure funds were more readily available.

Members also discussed whether it would be useful to review the public works loans outstanding for repayment. One member suggested investigating if any overpayments could be made to reduce the term of the outstanding loans, to which all members agreed this would be sensible to find out.

The Assistant Town Clerk & RFO would carry out a review of the outstanding Public Works Loans for Uckfield Town Council at the end

of February 2022 and approach the organisation to find out if overpayments could be made.

The Assistant Town Clerk & RFO suggested it might be useful to add more detail within the policy to reflect the various banks/funds utilised by Uckfield Town Council and referenced appendix A within Shrewsbury Town Council's Annual Investment Strategy as a good way of presenting the breakdown of the Town Council's funds. It was suggested that a footnote be included to remind readers of the policy, that the Town Council is required to maintain and hold funds within its reserves to cover three months of business, should any incident occur that created substantial business interruption. Details would also need to reflect the reserves which had already been earmarked for specific use or projects.

The Chair added that longer term the Town Council may wish to consider exploring green investments and investments or banking arrangements with more ethical consideration.

FS.13.01.22

Subject to the addition of the detailed banking arrangements, members **RESOLVED** to recommend that revised Investment Policy be presented to General Purposes Committee for approval and adoption.

6.0

TO REVIEW THE TOWN COUNCIL'S FINANCIAL POSITION AT THE END OF QUARTER THREE OF 2021/22 (DECEMBER 2021)

Members were pleasantly surprised with the levels of income and expenditure at the end of December 2021, across all areas of the business.

A member noted the continued increase in interments at the cemetery and felt the Town Council needed to keep a watchful eye on this in case it impacted on future provision. The Town Clerk agreed stating that at present it was thought that the Town Council would have capacity for in the region of seven years but members of Environment & Leisure Committee were aware that future options would need to start being explored sooner rather than later.

Members noted the contents of the reports, and suggested a further review be carried out early to mid-April 2022.

7.0

MATTERS DEEMED URGENT BY THE CHAIRMAN

The Assistant Town Clerk & RFO made reference to the wonderful email received from the Beekeepers Association who had emailed both staff and councillors to thank the Town Council for their 2021/22 community grant and to demonstrate how the funding had been used.

The meeting closed at 7.09pm.

Meeting of the General Purposes Committee

Monday 31 January 2022

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.

- All Building Fire alarms serviced, January 2022.

The Civic Centre

- Drain surveys have been carried out due to blocked public toilets requiring remedial works.

The Hub

- Nothing new to report.

The Source

- Nothing new to report.

Victoria Pavilion

- New lighting installed in the workshop and around the building.

The Signal Box

- New Heating system installed.

Foresters Hall

- New blinds installed.

Snatts Road, Chapel

- Nothing new to report.

West Park

- Roof tiles repaired awaiting shower tile 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 31 January 2022

Agenda Item 6.2

TO CONSIDER ENQUIRY FROM BRIGHTER UCKFIELD REGARDING STORAGE

1.0 Summary

- 1.1 A Member of Brighter Uckfield has asked if they would be able to install a metal shed in the area behind the Uckfield Community Fridge. They are looking at a shed similar in size to those put up on an allotment. They have been informed by the Town Clerk that they would have to seek members' approval for this first before any decision is made.
- 1.2 The Chairman of Brighter Uckfield also met with the manager of the Uckfield Community Fridge on 22 December to understand their feelings to what they were proposing and to agree, if possible, a way forward.
- 1.3 Members should be reminded that the placement of the Uckfield Community Fridge on the Hub site was agreed on a temporary basis, in the medium term (potentially some years) so any decision taken should factor this in.

2.0 Brighter Uckfield – proposal for metal shed

- 2.1 At the following link you will find the catalogue information and photograph for the shed that Brighter Uckfield have in mind:

[Garden Steel Shed with Gabled Roof Top](#)

This is available in three sizes and we have been informed that the 10ft by 8ft version might be more suitable for Brighter Uckfield, to allow for expansion of the amount of equipment. Also, there may be a need to leave a little space at the perimeter to accommodate the base.

- 2.2 The proposal is to place the shed on the site of the Hub (owned by Uckfield Town Council) behind the Uckfield Community Fridge. The ideal position would be on the hard standing to the right of, and at the rear of, the Uckfield Community Fridge as this would make installation so much easier and involve only a little groundwork. Anywhere else on the site would require more groundwork to be carried out.
- 2.3 Using the 10ft by 8ft version, the 8ft side would butt up to the Uckfield Community Fridge container and run from the stop that is there to capture the 'serving flap' when it is opened, towards the rear of the container, where a small amount of groundwork would be needed. The 10ft side would run from the top corner of the shed in the direction of the Civic Centre and would again require a small amount of groundwork. The shed doors would open on the side facing towards Luxford Field.
- 2.4 Brighter Uckfield has already been working with the Uckfield Community Fridge and they have acknowledged this proposal. The area that surrounds the Uckfield Community Fridge has been tidied by Brighter Uckfield volunteers who also mowed the grassy areas and trimmed tree growth at the entrance to the site. Brighter Uckfield has planted out the floral planters and has undertaken to maintain them and the site as a whole.

2.5 The shed would be used as secure storage for Brighter Uckfield equipment such as mower, street cleaner, strimmer, two leaf blowers, together with litter-picking equipment.

3.0. Recommendation

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

Contact Officer: Mark Francis

UCKFIELD TOWN COUNCIL



RISK MANAGEMENT POLICY

Policy Number 29		
Issue No.	Date completed	Details of amendments
1	01.12.14	GP.39.12.14 – Adopted at General Purposes Committee
2	18.01.16	Reviewed at General Purpose Committee GP.50.01.16
3	06.03.17	GP.42.03.17
4	01.03.18	Finance Sub Committee review of draft amendments
5	09.01.19	Finance Sub Committee review of draft amendments
6	18.02.19	Reviewed Finance Sub-Committee recommendation at GP (18.02.19)
7	12.08.19	GP Committee to review updates – approved.
8	13.02.20	Finance Sub-Committee view of draft amendments
9	09.03.20	GP Committee reviewed updates
10	06.01.21	Finance Sub-Committee view of draft amendments
11	25.01.21	GP Committee 25.01.21
12	25.01.22	Finance Sub-Committee review
13	31.01.22	Adoption of revised Risk Management Policy

1.0 INTRODUCTION

Uckfield Town Council is aware of its responsibility to manage risk to ensure it achieves its objectives to deliver a high quality of public services and to ensure it provides good governance.

The Council has various policies in place to ensure significant risks are controlled, reviewed and monitored. This document forms the Town Council's Risk Management Strategy, it provides an overview of risk management and how it will be monitored.

This policy will be reviewed annually by the Finance Sub-committee.

The tables below detail the controls in place for the main service areas at risk

- Insurances
- Working with others
- Self-managed risk

Insurances			
Risk Identification			
<u>Insurance Cover</u>	<u>Details</u>	<u>Comments</u>	<u>Review Date</u>
Protection of physical assets: <ul style="list-style-type: none">• Buildings, and contents (where applicable)• Business interruption• Stock• Computer Equipment• UTC Building CCTV (on premise)• Town Centre CCTV• Terrorism• Some specified Grounds equipment	Company: Commercial Combined QBE Ins (Europe) Ltd Policy No: Y126862QBE0121A Optional Marsh Commercial Claims Assist Policy No. 92907561 Combined Engineering (British Engineering Services Contract No. EIP000843 Flood Excess Insurance (Signal Box) Policy Excess Ltd (Policy No. FE234581 Flood Excess (Bridge Cottage) Policy Excess Ltd (Policy No. FE234582 Period of cover: 19 th October 2021 - 18 th October 2022Company:	Arrangement reviewed annually by the Town Clerk	August to October 2022

Public Liability Insurance including: <ul style="list-style-type: none"> • Employers Liability • Libel and Slander • Motor Vehicles • Fidelity Guarantee • Personal Accident • Legal Expenses • Money • Civic Regalia • Litter Bins • Bus Shelters • Large Grounds Equipment • Town Centre CCTV and Premises CCTV 	Zurich Municipal Policy No: YLL-272007-6913 Period of cover 20 June 2021- 19 June 2022	Public Liability £15M Products and Employers Liability £10M Hirers Liability £2M Libel and Slander £250,000 Employers Liability No less than £5M	Reviewed annually by Assistant Town Clerk & Town Clerk
Internal controls			
Up to date register of assets Regular maintenance arrangements for physical assets. Annual review of risk and adequacy of cover Ensuring robustness in insurance provider		✓ Budgets in place, maintained by staff and outside contractors in line with annual building main- tenance programme. ✓ Review other service providers as part of	Ongoing and reviewed at Full Council in December and January each year as part of annual review of Asset Management Plan. Recently adopted Asset Management Plan 17 Jan 2022. Annual review – to assess contract and action plan.

Ensuring we comply with new requirements set out in the EU General Data Protection Regulations (GDPR)	A Town Council may appoint an independent Data Protection Officer	annual review with brokers GDPR-Info were re-appointed DPO for Uckfield Town Council in May 2019	Review to be undertaken Spring 2022 of current requirements and support.
	Audit undertaken of current practices, with action plan of areas to focus attention	GDPR-Info visited premises on 28 June 2018 and carried out full one day audit.	
Ensuring we have adequate network security and firewalls in place	Uckfield Town Council upgraded the Civic Centre Wi-Fi. A feature was added to the public Wi-Fi, which each client has to accept prior to joining the Wi-Fi, giving protection for Uckfield Town Council from misuse.	Redway Networks	
	Uckfield Town Council has installed a tailor-made Network fire wall with VPN capabilities to further strengthen network security and only allow traffic that is pre-authorised.	Redway Networks	
Internal audit assurance			
Internal auditor testing includes:			
<div>✓ Review of internal controls in place and their documentation.</div> <div>✓ Review of management arrangements regarding insurance cover.</div> <div>✓ Testing of specific internal controls and report findings to the General Purposes Committee.</div>			

Internal audit assurance

Internal auditor testing includes:

- ✓ Review of internal controls in place and their documentation.
- ✓ Review of management arrangements regarding insurance cover.
- ✓ Testing of specific internal controls and report findings to the General Purposes Committee.

Working with others**Risk Identification**

	<u>Details</u>	<u>Comments</u>	<u>Review Date</u>
<ul style="list-style-type: none">Security of vulnerable buildings, amenities or equipment	Civic Centre, The Hub, West Park and Victoria pavilions and the garage store alarmed and maintained by outside contractors.	Security Alarms - Innovation Period of cover: April 2021 – March 2022	All security alarm companies to be accredited to the Security Systems and Alarms Inspection Board(SSAIB) and or the National Security Inspectorate (NSI)
	Civic Centre, The Hub, West Park and Victoria pavilions and Foresters Hall maintained by outside contractors.	Fire Alarms – Sovereign All expire September 2022	
	Works are ongoing to enable Victoria Pavilion to connect with the Civic Centre network to enhance CCTV provision of the area.	Redway Networks/Focus telephones/Brighton CCTV	Part completed, awaiting more cameras from April 2022.

	<u>Details</u>	<u>Comments</u>	<u>Review Date</u>
<ul style="list-style-type: none"> Provision of services being carried out by others 	Town Centre CCTV	New Town Centre CCTV system in place Nov. 2018– Six cameras. i-witness partnership Sussex Police	Annual review by Town Clerk
	Civic Centre	Civic Centre own CCTV system - Brighton CCTV Feb 2022	Review to be undertaken March 2022
<ul style="list-style-type: none"> Banking arrangements, including borrowing 	Banking arrangements reviewed every two years by Finance Sub-committee.	All supplier payments were moved to BACs in February 2021. Two Councillors authorise supplier payments and payroll.	Review undertaken annually of the Town Council's borrowing and investments by Finance Sub-Committee, and subsequently reported to GP Committee
	Credit card/Worldpay transactions	PCI Compliance surveys undertaken as required to confirm no detailed personal financial data held by the Town Council.	Civic Centre completed in Jan 2022, Luxfords Restaurant due to be undertaken April 2022.
<ul style="list-style-type: none"> Professional services (architects, project managers etc.) 	To use specialist when required.		Review to be undertaken as and when required on a project by project basis and in line with procurement regulations.

Internal controls by Internal Auditor

- | | | | |
|---|---|--|--|
| ○ Standing Orders | ✓ | | |
| ○ Annual review of contracts | ✓ | | |
| ○ Clear statements of management responsibility for each service. | ✓ | | |
| ○ Adoption and adherence to codes of practice | ✓ | | |
| ○ Arrangements to detect and deter fraud and/or corruption | ✓ | | |
| ○ Regular bank reconciliation, independently reviewed. | ✓ | | |

Internal audit assurance

Internal Auditor testing includes:

- ✓ Review of internal controls in place and their documentation.
- ✓ Review of management arrangements regarding insurance cover.
- ✓ Testing of specific internal controls and report findings to the General Purposes Committee.

Self-managed risk
<ul style="list-style-type: none"> ○ Regular scrutiny of financial records and proper arrangement for the approval of expenditure ○ Regular budget monitoring statements ○ Minutes properly numbered and paginated with a master copy for safe keeping ○ Regular returns to HM Revenue and Customs; contracts of employment for all staff, systems of updating records for any changes in relevant legislation ○ Regular returns of VAT, relevant officer training ○ Procedures for dealing with and monitoring grants made ○ Procedure in place for recording and monitoring Members' interests and gift and hospitality received ○ Adoption of codes of conduct for Members and employees ○ Developing systems of performance measurement ○ Documented procedures to deal with enquiries from the public ○ Documented procedure to deal with responses to consultation requests ○ Monitoring arrangements by the Council regarding Quality status ○ Dual member authorisation of BACs payments entered by Assistant Town Clerk for supplier payments from February 2021 (members have access to authorisation only and will not be able to enter funds nor issue payments)
Covid-19 Pandemic – self managed risk
<ul style="list-style-type: none"> ○ At least one senior manager present in the Town Council office each day with administrative staff member during national lockdowns and since then on a rota basis which ensures proper arrangements of financial records, safety for staff and presence in the building should an incident arise. It also ensures any risk of theft or emergency is mitigated; ○ Caretakers and Grounds staff working on a rota basis, to ensure maintenance and security of Town Council buildings and open spaces. ○ Risk Assessments and procedures outlined under the Town Council's Health & Safety Policy. ○ All procedures for staff and members of the public are reviewed frequently in line with covid rates, seasonal considerations, and UK Government guidance.
Internal audit assurance
<ul style="list-style-type: none"> ✓ Review of internal controls in place and their documentation ✓ Review of minutes to ensure legal powers in place recorded and correctly applied ✓ Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from, minutes to statements etc. including petty cash transactions ✓ Review and testing of arrangements to prevent and detect fraud and corruption ✓ Testing of disclosures ✓ Testing of specific internal controls and report findings to the General Purposes Committee

Meeting of the General Purposes Committee

Monday 31 January 2022

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 overleaf provides an update on sickness levels over the past four months and the cumulative picture for the whole year to date, in comparison with the same period last year.
- 2.2 The Town Council has been impacted by sickness in the past three to four months, with unforeseen long term sickness with two members of staff, as well as covid and other viruses impacting on staffing levels during the winter period.
- 2.3 Since October 2021, eight members of staff have caught Covid (with a total of nine since the start of the pandemic) but in most cases it has been caught whilst they have been on annual leave or over the weekend/bank holidays which has thankfully reduced the risk to other staff, councillors and customers within the Civic Centre.
- 2.4 Staff have been working to rotas in the Town Council office for a number of months now, to reduce the risk should covid impact on service provision and staff have been working in bubbles within the Civic Centre to reduce the risk of transmission between staffing groups between the restaurant, caretakers and office staff.
- 2.5 The types of symptoms have varied and some staff have been able to work from home whilst isolating once they have felt a bit better.
- 2.6 This has meant that the usual table presented to members has been altered to reflect the reality of the varying issues affecting staffing over the course of the past four months. Situations have varied with some staff isolating but not off sick as such for the full 10-day period, some had to stay home to look after a dependent or relative who was unwell or the staff member was advised to stay home in the period before Christmas if another relative became unwell in order to reduce the risk to other staff or customers.
- 2.7 This is why, with the winter months having an impact on sickness levels, planned or unforeseen long-term sickness, and staff having a backlog of annual leave as a result of previous difficulties and/or furlough, the Town Council is working very hard to keep all services running to normal service standards.

	As at 26.01.22 (sickness recorded since 30 October 2021) (28 staff)	Cumulative total for the year 2021/22	As at 04.03.20 (sickness recorded in past six months) (29 staff)
Actual days taken as short-term Doctors' certificate	7.0 days	52.0 days	21.0 days
Actual days taken as self-certificated sick leave	13.0 days	20.0 days	30.0 days
Actual days taken as long-term sick leave	73.00 days	102.00 days	0.0 days
Actual days taken for full Covid isolation (staff member unwell for full isolation period or in a position whereby they were unable to work from home)	21.0 days	-	-
Actual days taken for staff member supporting family member/dependent for Covid isolation but not unwell themselves	8.0 days	-	-
Actual days taken for Covid isolation but able to work from home some of the time	19.0 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 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 Although guidance has been issued by the UK Government & Public Health England with regards to Covid-19 from 27 January 2022, in that face coverings are no longer a requirement, face coverings will still be requested to be worn in communal areas of the Civic Centre, with cough screens and sanitiser points still in place.

7.0 Accident reporting – Quarter 4 (Jan-March 2021/22)

7.1 Nothing new to report.

Contact Officers: Mark Francis/Sarah D'Alessio/Holly Goring

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH: October 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 checked="" type="checkbox"/>

PETTY CASH

Check cash balance and vouchers

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

Signed

Print Name Paul Sparks

Dated 13-12-2021

Members comments:-

All in good order

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
MRS SA COMMERCIAL	56506012 19-10-21		✓	✓
KFF	824643 26-10-21		✓	✓

Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
WEATHER LONDON PARTY	39774	✓	13-10-21	410
SUSSEX NISK PROPERTIES, P.	39775	✓	5-11-21	415

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
Mrs J. RIDLEY	✓	✓	29/10/21	749829804
Mrs R. NEWTON	✓	✓	— " —	— " —

Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
NAT WES, ^{GENERAL}	132	✓	✓	1227.
—, — ^{BUSINESS} RESERVE	405 / 421	✓	✓	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	YES - OCT'21	WA SMITH ✓	YES
Luxfords	YES - OCT'21	TEGCO ✓	YES

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH: SEPTEMBER 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



Signe

Print Name JM LOVE

Dated 7/1/22

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
CCE	001240 21.9.21	14232	YES	BACS 29/9/21 YES 744288428
CHEFS PANTRY LTD.	216235 28.9.21	14235	YES.	BACS 30.9.21 YES 744307976

Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
STEELE HENDERS				
UCK- Ulele Group.	A39755	YES.	28.9.21	401
UCKFIELD BAPTIST.	CC39677	YES	03.9.21	388.

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
STEPHEN FLAY.	YES	YES	24/9/21	742368793.
BRUCE HARDWICK	YES	YES.	24/9/21	742368793.

Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
GENERAL / CURRENT	385-404	YES	YES.	1200.
BUSINESS RESERVE	137	YES.	YES.	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	SEPT YES.	POST OFFICE £ 2.25 x2	YES.
Luxfords	SEPT YES	TESCO £.4.80.	YES.

Meeting of the General Purposes Committee

Monday 31 January 2022

Agenda Item 9.1(iii)

REPRESENTATIVES ON OUTSIDE BODIES: RIDGEWOOD VILLAGE HALL COMMITTEE (11 January 2022)

Ridgewood Village Hall Management Committee Report

The last meeting took place on January 11 2022 via Zoom.

New committee members were welcomed and given an introduction. Many members have been performing their committee duties through difficult personal circumstances but it was good to see their enduring collective support for one another.

The draft of a new constitution more appropriate for a CIO has been completed and submitted to the chair and vice-chair. It will be circulated to the wider committee in due course. Additional legal advice is also being sought to assist in completing the process.

Finances looking robust considering the circumstances - as they have remained throughout the pandemic - the lunch club has had a positive start. Energy tariffs presented a potential point of concern with some more investigation to follow.

Some repairs/replacements are need for the guttering as there is water coming into the Keith Everett room. The committee is seeking a quote for the work with a view to apply to the Town Council's grants committee.

Repainting the interior of the hall is being planned for a week during the summer. The committee is also working on a rolling repairs schedule to be implemented rather than bbs being worked on as they come up. This was wholeheartedly agreed upon by the committee with the intention to keep the hall in the best possible condition.

The Chair spoke warmly of the highly successful Christmas fair and gave her thanks to the committee for their involvement.

In previous years, the committee has held an Easter Bunny Hunt as well as a summer fair. This year, the committee plans to combine the two events, changing the summer fair to a spring fair. The combined event is being planned for April 16 with 20-25 spots being offered for stalls in case the weather is changeable.

The reestablishment of the Toddler Group has been a challenge. The group has been well attended but the hope was that a group of parents might want to take on the running of it. The chair was passionate to bring about its reinstatement and has taken on the lions share of the work but cannot continue to devote the needed time. Additionally, the committee has given this time slot pro bono as a charitable event but there is potential interest from a rent paying user. After a lengthy discussion of the prospect of someone taking it on and the intended community benefit, the difficult and sad decision was taken to conclude the group after the February half term if no parents come forward. If no-one is forthcoming then the group will be disbanded until such a time that someone from the community wishes to run it.

The lunch club has continued to be successful and the committee expressed their gratitude to the Highlands Pub for their catering. The kitchen is also due for inspection from environmental health - their rating should be available for the next update.

The next meeting is set for April 12 2022 at 19:30, in person if possible depending on the wider situation.

Meeting of the General Purposes Committee

Monday 31 January 2022

Agenda Item 9.1(viii)

REPRESENTATIVES ON OUTSIDE BODIES: WDALC - 12 JANUARY 2022

Update from Wealden District Council

Cllr Standley started by saying that budget consultations are currently taking place with a predicted increase of £5 per year for Council Tax Band D properties and the cost of the Waste contract was expected to increase by 5%.

Wealden DC had been lobbying Government Ministers to get the housing numbers in the Local Plan reduced. Cllr Standley had a meeting with the Rt Hon Michael Gove and he felt that Mr Gove had understood the concerns. The concerns included the way the 5-year land supply was calculated. He stated that there were more than 7500 permissions for new properties that hadn't been built. The current use of 2014 population data rather than 2018 figures had also been questioned.

Cllr Standley had also met with the Chancellor of the Exchequer, Rishi Sunak. Cllr Standley asked many questions including the fact that Wealden DC rarely seemed to be allocated further funding from Central Government despite having areas of deprivation. The draft Local Plan was on track to be placed out for consultation in the Spring of 2022. The SHELAA had been delayed due to technical issues but this would not hold up the draft Local Plan.

A question was raised asking if the 2016 Planning Enforcement Policy had been updated. Cllr Standley advised that it had and this could be found at www.wealden.gov.uk/UploadedFile/WEALEN-PLANNING-ENFORCEMENT-STRATEGY-2020-final.pdf

The bid to improve the roundabouts on the southern section of the A22 was still going ahead. The cost was expected to cost £35m and Wealden DC would be contributing £4m.

Infrastructure improvements were planned but Wealden DC did not provide these. Parking was an issue discussed but ultimately the aim was to reduce the number of cars and encourage an increase in walking and cycling. The demand for office spaces, large warehouses and smaller units was high. There was then a long report on overdevelopment in Wealden. A copy is attached in Appendix A.

Update from Chair of WDALC

Cllr Stevens, the Chair of WDALC said that he had been elected as Chair of NALC. All new committees had been set up and each were setting their priorities. Cllr Stevens had also attended a meeting with the Housing Minister to put across what Parish and Town Councils do and their need for more funding. Cllr Stevens wanted to ensure that NALC was more transparent and to speak to Town and Parish Councils more. NALC were also pushing for remote meetings to be allowed again. This would require new legislation to do this.

Cllr Diane Ward

APPENDIX A

Councillor Mikelis from Chiddingly Parish Council read from his report which said;

'Our Parish Council in June 2021 set up a working group to consider and to address concerns that Wealden is being over-developed.

Having studied the National Planning Policy Framework, its Guidance, the Ministry's "standard method", and statistical projections by the Office of National Statistics, we concluded that the cause of the relentless destruction of our countryside is the current housing policy of the government. We also concluded that Wealden District Council suffers from government pressure to deliver its housing quotas.

The government has repeatedly declared that it wants 300,000 new houses to be built each year in England. It justifies this using the 2014 projections of the Office of National Statistics which show that for 2022 to 2032 England will need 211,498 new houses each year. Using two uplift factors, the Ministry makes the ONS data stretch to the desired figure of 300,000. However, the most recent, and thus more accurate, projections published by ONS in 2018 show an annual need of only 158,286 new homes for 2022 to 2032. By ignoring this 25% reduction in demand, the Ministry maintains its target on its economic mantra of 300,000. Looking at our own district, the 2014 ONS projections for Wealden for each year of the decade ahead were for 866 new houses. Using its fudge factors, the Ministry inflates this to 1,236 new houses each year, while the 2018 ONS projections show a need for just 581 new houses each year. In other words, a demand of 581 has become a command for 1,236! Obviously, our elected representatives are leading us down the wrong path.

Having understood the problem, we then approached the group of seven neighbouring Parish Councils that had formed a Focus Group and proposed that we join our voices in opposing this skewed system, whereby Wealden District Council must now operate under the "presumption in favour of sustainable development". We all agreed to write a letter to the Secretary of State for "Levelling Up, Housing and Communities" (Mr Michael Gove), to outline our concerns and objections; to request that the "standard method" is abandoned; and to ask that our Local Planning Authority is allowed to assess its needs based on objectively determined local factors.

The letter to the Minister was sent on 6th December. It was also copied to the Prime Minister, to MPs whose constituencies cover parts of Wealden, to MPs of opposition parties who hold housing portfolios, to all councillors of Wealden DC, to Directors of WDC, to all clerks of parish councils in Wealden and to numerous press outlets.

On the 17th December we received a rather long reply from an anonymous Ministry official, which skilfully avoided to address the substance of the issues raised in our letter. On the 20th December we reverted with the following message to the Ministry: "Further to your reply of 17th December please allow me to insist that Mr Gove should see himself the letter that I had sent him on 6th December on behalf of seven parish Councils in Wealden. I understand that Mr Gove had a productive meeting with the leaders of Wealden District Council on the 10th December discussing the very subjects contained in our letter and your reply, and we therefore wish to be sure that the reply we received fully reflects Mr Gove's current thinking." Today, 12th of January, we received the following response from the Ministry: "With apologies for not responding sooner, this is just to confirm that we have forwarded your request for the Secretary of State to see the letter that you sent on 6 December, on behalf of the Wealden Parish Councils, to Mr Gove's office".

Although the government's initial response was disappointing, it was not surprising. Nor should it be surprising to the Ministry that we are not satisfied by their response. In fact, following the rather wide distribution of copies of our letter to Mr Gove, the voices against overdevelopment have been growing. On the 8th of January 2022 a group of eleven parish Councils in the Lewes District wrote to Mr Gove, raising the same issues we did and demanding that the government revise their planning formula.

Also, having copied our letter of 6th December to the Clerks of all parish and town Councils in Wealden, several councils have approached us supporting our initiative. We aim to organise in March a meeting of Wealden's parish and town Councils to try and coordinate opposition against the unsustainable development that is being forced on us.'

This process, which also has support from Senior Members and Officers at Wealden District Council, will continue alongside the Cluster Meetings.