



# UCKFIELD TOWN COUNCIL

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**Town Clerk – Holly Goring**

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Meeting of the **General Purposes Committee** to be held on  
**Monday 14 March 2022 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 31 January 2022

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 February 2022)

5.3 Bad Debts

- 5.4 To receive the minutes of the Finance Sub-Committee held on 23 February 2022
- 5.5 To consider the recommendations of the Finance Sub-Committee held on 23 February 2022 (to be discussed under confidential business)

## **6.0 BUILDINGS**

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

## **7.0 POLICY**

- 7.1 To consider an update on GDPR procedures and information security

## **8.0 ADMINISTRATION**

- 8.1 To receive a report on Health and Safety within the Council
- 8.2 To receive Members' audit reports (November and December 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 the recommendations of the Finance Sub-Committee held on 23 February 2022 (to be discussed under confidential business)
- 12.2 To consider an update on Luxfords Restaurant



Town Clerk  
8 March 2022

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 31 January 2022 at 7.00pm  
(meeting was moved from the Weald Hall to the Council Chamber)

## PRESENT:

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

## IN ATTENDANCE:

1 member of the press  
1 member of the public

Sarah D'Alessio – Assistant Town Clerk & RFO  
Mark Francis – Estates & Facilities Manager  
Minutes taken by Sarah D'Alessio

### 1.0 DECLARATIONS OF INTERESTS

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on 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 Councillor C. Snelgrove.

### 4.0 MINUTES

#### 4.1 Minutes of the meeting of the General Purposes Committee held on the 8 November 2021

**GP26.01.22** It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 8 November 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. Members agreed to remove the completed sections within GP16.08.21 and GP19.10.21 relating to recommendations of the Finance Sub-Committee in August and September 2021. Members subsequently noted the report.

#### 4.3 Project list

Councillor C. Macve raised a question with regard to the Annual Building

Maintenance programme, and requested further details on the outstanding repairs in Foresters Hall. The Estates & Facilities Manager explained that this incorporated repairs to the rear toilets, and flooring. Since returning after lockdown, groups and hirers had returned to their regular bookings within the hall, and as these works were not of immediate priority, the works could be held off until a more appropriate time such as school holidays etc. 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 Dec 2021)**

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

### **5.3. Bad Debts**

Members were presented with the current list of bad debtors. The Chair, Councillor P. Sparks referenced a note within the report which highlighted that some of the outstanding invoices had not been received by customers in August 2021. The Assistant Town Clerk & RFO clarified that when customers had been recently chased for monies owed, a handful explained that they had not received invoices during that time. Office staff believe this may have aligned with a short period of time when the server/IT systems were down within the office. In most cases, the funds had since been received and office staff continued to chase bad debtors in the lead up to financial year-end. Members subsequently noted the report.

### **5.4 To receive the minutes of the Finance Sub-Committee held on 25 January 2022**

Members received and noted the contents of the draft minutes of the recent 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 was no longer necessary as the only recommendations from the meeting 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**

Members considered the contents of the report. Councillor H. Firth asked the Estates & Facilities Manager if the loose cable between the Signal Box and café/kiosk (previously the town's toilets) had been investigated. The Estates & Facilities Manager advised that he would follow up on this. Members subsequently noted the report.

### **6.2 To consider enquiry from Brighter Uckfield regarding storage**

Members were presented with a report which explained that Brighter Uckfield were looking for a potential location to place a shed for storage of their equipment. They wished to place it adjacent to the Uckfield Community Fridge on land behind the Hub, owned by Uckfield Town Council.

The Chair, Councillor P. Sparks could see how this would be a suitable position, but did highlight that this would restrict any expansion for the Uckfield Community

Fridge should they wish to review their needs.

A couple of Town Councillors noted their concerns with regards to security in this location and noted that the Town Council would not want to be held liable for this and presumed that Brighter Uckfield would make the relevant arrangements for insurance.

The Estates & Facilities Manager reminded Town Councillors that the lease for the Source was up in September 2023, so with this in mind, any decision would be on a short-term basis.

**GP27.01.22** Members **RESOLVED** that subject to Brighter Uckfield taking responsibility for the security of their storage facility and its contents, that the Town Council would support the temporary siting of a shed adjacent to Uckfield Community Fridge.

## **7.0 POLICY**

### **7.1 To consider the revised Risk Management Policy – No. 29**

This policy was discussed at length at the recent Finance Sub-Committee meeting.

Councillor C. Macve added a couple of points with regards to security of the Town Council's buildings which the Estates & Facilities Manager would follow up in due course.

**GP28.01.22** Members **RESOLVED** to approve and adopt the revised Risk Management Policy – No. 29.

### **7.2 To consider the revised Investment Policy – No. 45**

This policy was again discussed at the Finance Sub-Committee where members recommended an addition regarding non-financial investments and more detail to be provided on the current financial position, within an appendix.

**GP29.01.22** Members **RESOLVED** to approve and adopt the Annual Investment Strategy – No. 45 for 2022/23.

## **8.0 ADMINISTRATION**

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

Members reviewed and noted the report circulated, with the Chair, Councillor P. Sparks reflecting on the impact of covid, long term sickness and unforeseen absences affecting staffing levels over the past 8-10 weeks.

### **8.2 To receive Members' audit reports**

Members noted the reports from September and October 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**

Members noted and thanked the member for their 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  
Members noted and thanked the member for their report.
- (viii) Wealden District Association of Local Councils – Planning Panel  
Nothing to report at this time.

#### **10.0 CHAIRMAN'S ANNOUNCEMENTS**

The Chair, Councillor P. Sparks wished the Town Clerk a speedy recovery as she was currently unwell.

#### **11.0 TOWN CLERK'S ANNOUNCEMENTS**

None.

#### **12.0 CONFIDENTIAL BUSINESS**

##### **GP30.01.22**

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

##### **12.1 To consider an update on Luxfords Restaurant**

Members wished to thank everyone who had worked so hard to keep the hospitality businesses of the Town Council going during these particularly difficult times. The Town Councillors very much appreciated the hard work and support staff were providing to each other.  
Members noted the report.

The meeting closed at 7.20pm.

# UCKFIELD TOWN COUNCIL

## ACTION LIST – FOR INFORMATION ONLY

### General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<b><u>GP05.06.21</u></b>	<p><u>To consider an update on the proposed works to the Civic Centre Hopper (Biomass boiler)</u>  Members <b>RESOLVED</b> 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>Further works have been completed.  A couple of faults have been experienced recently following the storms, once the functioning of the boiler has settled down, this action will be removed.</p>
<b><u>GP06.06.21</u></b>	<p><u>To consider a request from the Ridgewood Village Hall Management Committee for additional storage</u>  Members <b>RESOLVED</b> 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>
<b><u>GP16.08.21</u></b>	<p><u>To consider the recommendations of the Finance Sub-Committee held on 16 August 2021</u>  Members <b>RESOLVED</b> to confirm that they were content with the recommendations of the Finance Sub-Committee:  <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>The draft service level agreements were reported to Full Council on 28 February 2022. Full Council agreed for two Councillors to sign the draft SLAs once agreed by both parties.  <b>NFA.</b></p>

Resolution No.	Details	Date Raised	Action By	Date Completed
<b><u>GP19.10.21</u></b>	<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 <b>RESOLVED</b> to accept the recommendations of Finance Sub-Committee: (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.</p>	04.10.21	HG/SD	<b>As above. NFA.</b>
<b><u>GP23.11.21</u></b>	<p><u>6.3 To consider an alternative proposal – to lease our Civic Centre rooms as office space</u></p> <p>Members <b>RESOLVED</b> 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.</p>	08.11.21	MF	To be looked into in 2022/23.
<b><u>GP27.01.22</u></b>	<p><u>6.2 To consider enquiry from Brighter Uckfield regarding storage</u></p> <p>Members <b>RESOLVED</b> that subject to Brighter Uckfield taking responsibility for the security of their storage facility and its contents, that the Town Council would support the temporary siting of a shed adjacent to Uckfield Community Fridge</p>	31.01.22	HG	Both Uckfield Community Fridge and Brighter Uckfield have been informed. Further enquiry made for benches and planting. Town Clerk suggested that this be completed first to understand what space left after this. <b>NFA.</b>



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

**Outstanding initiatives from 2019/20**

<b>Project Name</b>		<b>Replacement of Civic Centre booking system</b>		<b>Project Number</b>	<b>59</b>
<b>Resolution Number</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b>FC93.01.19</b>		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 future months.		

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		
<b>FC.92.01.20</b>	£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		
<b><u>FC.64.01.21</u></b>	£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 = <b>£676.20</b>	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		
<b>FC.92.01.20</b>	£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 (provisisional) at 28 February 2022**

	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 £	Jan 22 Actuals £	Prov Feb Actuals £	Actuals at 28 Feb 22 £	Budget at 28 Feb 22 £	Mar 22 Budget £	Total 2021/22	2021/22 Budgets
<b>Sales</b>																
Restaurant Food Sales	0	2,342	6,418	7,030	8,695	8,430	10,746	11,527	8,228	9,754	9,101	82,271	112,567	10,233	92,504	122,800
Restaurant Bar Sales	0	85	358	472	467	955	720	453	1,418	443	900	6,272	7,333	667	6,938	8,000
Hire of Luxfords Restaurant	0	0	0	0	0	0	0	0	0	0	0	0	2,046	205	205	2,250
Function Food Sales	289	711	629	344	1,214	1,945	2,256	2,238	644	1,527	1,756	13,553	24,292	2,208	15,761	26,500
Function Bar Sales	0	294	549	2,060	1,107	98	1,870	1,434	738	711	1,483	10,344	16,750	750	11,094	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	54	60	486	1,000	100	586	1,100
Sundry Income	0	0	0	0	0	0	0	0	0	0	0	0	455	45	45	500
<b>Total Sales</b>	<b>289</b>	<b>3,462</b>	<b>7,999</b>	<b>9,922</b>	<b>11,499</b>	<b>11,443</b>	<b>15,650</b>	<b>15,814</b>	<b>11,059</b>	<b>12,489</b>	<b>13,300</b>	<b>112,925</b>	<b>164,442</b>	<b>14,208</b>	<b>127,133</b>	<b>178,650</b>
<b>Furlough scheme funding for restaurant staff</b>	6,155	2,200	324	315	222	165	N/A	N/A	N/A	N/A	N/A	9,382				N/A
<b>Covid grant funding via Wealden DC</b>			15,000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	15,000				N/A
<b>Purchases</b>																
Food Purchases	86	1,054	2,209	2,308	2,721	3,024	3,751	3,961	3,055	3,214	2,862	28,247	34,375	3,125	31,372	37,500
Bar Purchases - non-alcoholic	53	1	84	22	20	283	15	77	37	100	130	822	2,475	225	1,047	2,700
Bar purchases - alcoholic	23	287	257	1,334	587	361	942	749	146	372	816	5,874	4,583	417	6,291	5,500
Paper goods/consumables	33	73	65	87	79	199	216	376	174	275	177	1,752	2,383	217	1,969	2,600
Maintenance & Repairs	0	45	81	77	284	528	0	270	0	190	177	1,652	1,833	167	1,819	2,000
Equipment - New/Replacements	0	31	0	82	0	87	82	60	0	0	1,332	1,674	2,000	0	1,674	2,000
Equipment Hire	0	0	0	0	0	0	0	0	0	0	0	0	225	25	25	250
Postage	0	0	0	0	0	0	0	0	0	0	0	0	90	10	10	100
Rates	1,512	667	667	667	667	667	667	667	667	667	0	7,518	9,500	0	7,518	9,500
Electricity	319	252	364	397	390	405	0	1,024	0	624	710	4,484	5,636	564	5,048	6,100
Gas	0	0	222	0	0	34	0	0	669	0	0	925	550	50	975	550
Water	0	0	(169)	0	0	195	0	0	0	0	0	26	1,192	108	134	1,300
Telephone	0	0	0	0	0	0	0	0	0	0	0	0	158	18	18	175
Refuse Collection	0	0	58	47	58	47	83	78	56	80	73	579	1,080	120	699	1,500
Stocktaking	195	0	0	0	195	0	195	0	0	195	0	780	780	0	780	790
Stationery	0	0	0	0	0	0	0	0	0	0	0	0	50	0	0	50
Salaries	10,724	7,138	7,877	10,179	8,029	8,935	10,787	8,711	8,717	9,871	8,236	99,205	106,902	9,718	108,924	112,818
Casual wages	0	0	0	171	81	0	1,556	528	1,078	568	486	4,468	4,500	1,500	5,968	7,000
Luxfords General Advertising	50	0	0	0	0	145	0	0	0	0	0	195	1,125	375	570	1,500
Uniforms/Protective clothing	0	0	0	18	0	10	0	0	0	0	21	49	200	0	49	200
Credit charges	91	57	102	147	123	134	175	200	172	184	0	1,385	1,375	125	1,510	1,500
<b>Total Purchases</b>	<b>13,086</b>	<b>9,606</b>	<b>11,817</b>	<b>15,537</b>	<b>13,235</b>	<b>15,054</b>	<b>18,468</b>	<b>16,701</b>	<b>14,771</b>	<b>16,341</b>	<b>15,020</b>	<b>159,636</b>	<b>181,012</b>	<b>16,763</b>	<b>176,399</b>	<b>195,633</b>

Please note - new outside furniture was purchased in May 2021 at a cost of £1,628.13. It is hoped that this expenditure can be covered under the Civic Centre revenue budgets. We will assess at year end.

**GP Committee as at 28 February 2022 (provisional)**

	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 £	Jan 22 Actuals £	Prov Feb Actuals £	Actuals at 28 Feb 22 £	Budget at 28 Feb 22 £	Mar 22 Budget £	Total £	2021/22 Budgets
<b>Sales</b>																
Administration	0	0	0	0	0	0	0	0	0	9	0	9	0	0	9	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	2,000	0	2,000	2,000	0	2,000	2,000
Bank Interest - Business Reserve	6	9	9	7	7	7	9	10	9	8	7	88	110	0	88	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	5,324	6,722	3,908	55,869	65,726	15,526	71,395	82,202
Feed-in Tariff Payments	0	0	0	0	0	0	0	0	2	0	10,704	10,706	5,000	0	10,706	5,000
Quickborn Suite rent	708	708	708	708	708	708	708	708	708	708	708	7,790	7,792	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	1,305	875	875	875	1,489	875	875	10,668	11,014	1,409	12,077	12,635
RHI - C.Centre Boiler	3,654	0	0	1,908	0	0	0	0	0	2,801	0	8,363	7,500	2,500	10,863	10,000
Victoria Storage Garages	0	100	0	0	0	0	0	0	0	0	0	100	100	0	100	240
Cemetery Chapel workshop	0	1,375	0	0	1,375	0	0	1,375	0	0	1,375	5,500	5,500	0	5,500	5,500
Foresters Hall	514	1,063	1,819	1,743	1,460	1,988	1,789	1,325	1,613	1,397	1,119	15,830	15,950	1,650	17,480	17,650
Foresters Chapel	288	0	0	288	0	0	288	0	0	288	0	1,151	1,150	0	1,151	1,150
2a Vernon Road, rent	600	600	600	600	600	600	600	600	600	600	600	6,600	6,600	600	7,200	7,200
Signal Box	354	354	354	430	354	354	354	354	354	354	579	4,195	4,127	383	4,579	4,600
Osborn Hall	0	0	0	342	0	0	0	100	0	0	0	442	425	0	442	425
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	872	872	750	0	872	750
Bridge Cottage	0	0	0	2,322	0	0	0	0	0	1	0	2,323	5,200	0	2,323	5,200
The Hub and Source	0	600	0	600	0	0	0	0	681	0	0	1,881	2,475	1,275	3,156	3,750
Community Toilet Scheme	283	0	0	0	283	0	0	283	0	0	283	1,130	1,130	0	1,130	1,100
Training admin	0	0	0	0	0	0	0	0	0	0	0	0	100	0	0	100
<b>Total Sales</b>	<b>14,050</b>	<b>8,407</b>	<b>11,497</b>	<b>16,068</b>	<b>13,054</b>	<b>11,003</b>	<b>10,505</b>	<b>13,991</b>	<b>10,780</b>	<b>15,764</b>	<b>21,029</b>	<b>135,518</b>	<b>142,648</b>	<b>25,101</b>	<b>160,619</b>	<b>169,172</b>
<b>Additional income streams to help cover costs</b>																
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	N/A	N/A	12,155	N/A	0	N/A	N/A
<b>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.</b>																
<b>Purchases</b>																
Administration	953	869	1,178	1,152	938	1,315	1,253	3,140	864	1,046	382	13,089	10,715	1,085	14,174	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	899	681	347	10,364	8,643	858	11,221	9,500
Hospitality	0	0	13	0	0	16	0	9	0	0	0	37	0	10	47	0
Dementia Forum	33	0	0	0	0	0	0	15	0	0	0	49	0	0	49	0
Health & Safety	36	0	0	0	0	25	184	0	0	0	478	723	1,018	982	1,705	2,000
Insurances	0	5,786	0	0	0	0	29,131	0	0	0	0	34,918	35,000	0	34,918	35,000
Public Works Loan Costs	0	0	0	30,076	0	0	0	0	0	30,076	0	60,152	61,600	0	60,152	61,600
Mayor's Allowance	0	0	443	0	0	443	0	0	443	0	0	1,330	1,330	443	1,773	1,773
Grants Section142	0	9,450	0	0	0	0	9,450	0	0	0	0	18,900	19,500	0	18,900	19,500
Grants - Power of Competence	0	22,067	0	0	0	0	7,183	0	0	0	0	29,250	27,500	0	29,250	27,500
Volunteer Bureau SLA	0	0	0	0	0	0	8,000	0	0	0	0	8,000	8,000	0	8,000	8,000
Clothing - Corp & Prot - Indoor staf	0	0	0	0	25	0	0	0	0	0	0	25	270	130	155	400
Internal Audit Fees	0	890	445	0	0	0	0	920	0	0	0	2,255	1,800	450	2,705	1,800
(External) Audit Fees	0	0	0	0	0	2,000	0	0	0	0	0	2,000	2,400	0	2,000	2,400
Accountant fees	0	0	0	0	4,500	0	0	0	0	0	0	4,500	4,600	0	4,500	4,600
Professional Fees	200	0	2,600	350	1,112	550	350	2,000	900	0	0	8,062	7,933	2,567	10,629	10,500
Festive Lights	0	0	0	0	0	0	0	0	0	10,310	0	10,310	12,000	0	10,310	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	22,760	22,831	246,738	245,762	22,337	269,075	268,049
Members Allowances/Expenses	0	0	3,852	0	0	3,852	0	0	3,852	0	0	11,556	14,445	4,915	16,471	19,360
Newsletter	0	600	0	600	400	800	0	445	400	400	400	4,045	4,700	400	4,445	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	80	0	752	504	46	798	550
Civic Centre Running Costs	10,994	6,635	6,716	6,466	7,566	9,100	4,509	11,799	9,388	7,205	9,243	89,622	100,485	5,571	95,193	105,280
Caretakers - Salaries	10,234	8,050	8,213	9,667	8,140	9,123	9,332	8,261	8,269	9,614	7,963	96,866	93,554	8,969	105,835	107,775
West Park	407	538	170	116	0	438	152	494	856	0	321	3,490	4,799	203	3,693	5,160
Victoria Pavilion	966	889	2,821	1,255	704	1,973	2,298	1,233	2,656	1,545	281	16,619	16,320	3,191	19,810	17,722
Cemetery Buildings	174	172	172	172	172	172	172	172	172	172	0	1,722	2,588	172	1,894	2,700
Signal Box	0	0	0	0	0	75	0	3,030	0	254	0	3,359	1,313	188	3,547	1,500
The Hub	325	0	3,582	130	1,901	528	0	85	694	0	49	7,293	6,068	432	7,726	6,500
Foresters Hall	293	714	1,202	824	426	841	679	1,188	1,042	294	786	8,290	10,262	983	9,273	11,245
2a Vernon Road	0	0	0	0	0	0	0	0	0	0	0	0	200	0	0	200
Subscriptions	3,044	162	12	509	470	147	88	12	0	0	0	4,443	4,000	0	4,443	4,000

**GP Committee as at 28 February 2022 (provisional)**

	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 £	Jan 22 Actuals £	Prov Feb Actuals £	Actuals at 28 Feb 22 £	Budget at 28 Feb 22 £	Mar 22 Budget £	Total £	2021/22 Budgets
Training	75	0	50	80	0	0	395	0	0	421	458	1,479	4,838	35	1,514	5,500
All Building Cleaning Materials	21	9	67	163	235	210	146	208	57	228	36	1,380	1,316	228	1,607	2,000
<b>Total Purchases</b>	<b>50,940</b>	<b>79,398</b>	<b>54,187</b>	<b>76,794</b>	<b>49,986</b>	<b>54,884</b>	<b>97,137</b>	<b>56,331</b>	<b>53,298</b>	<b>85,085</b>	<b>43,575</b>	<b>701,616</b>	<b>713,460</b>	<b>54,944</b>	<b>756,560</b>	<b>771,764</b>

**New initiatives 2021/22**

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

## **Meeting of the General Purposes Committee**

**Monday 14 March 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 before financial year end to chase a number of debtors for invoices outstanding from 2021/22.

2.2 Those which are of reasonable amount include:

- CGL Finance;
- NCT;
- R&R Taxis (payment plan in place);
- FA Albin & Sons;

##### **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**,  
on Wednesday 23 February 2022 at 6.30 pm  
in the Council Chamber, Civic Centre, Uckfield.

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

**IN ATTENDANCE:**

12 members of the public  
1 member of press

Sarah D'Alessio – Assistant Town Clerk & Responsible Financial Officer  
Holly Goring – Town Clerk

Minutes taken by Sarah D'Alessio

The Chairman welcomed all those present and set out the order of the meeting. Applicants would be invited to speak and were advised that they could speak for up to two minutes and questions may be asked by members to clarify details of their application.

**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

The Town Clerk read out the various declarations of interest submitted by members of the Finance Sub-Committee, and advised where they could speak but not vote, or not participate at all. This part of the meeting also set out the dispensations that had been given in respect of certain applications, where members may have had a personal interest through knowing another council member involved in an organisation. Dispensations would allow the members to participate fully in both the discussion and vote, and for the meeting to be able to continue.

**2.0 APOLOGIES FOR ABSENCE**

None received.



### 3.0.

#### **MINUTES**

Minutes of the meeting of the Finance Sub-Committee held on the 25 January 2022.

#### **FS.14.02.22**

It was **RESOLVED** that the minutes of the Finance Sub-Committee of the 25 January 2022 be taken as read, confirmed as a correct record and signed by the Chairman.

### 4.0

#### **TO RECEIVE INFORMATION FROM APPLICANTS FOR THE COMMUNITY GRANTS PROGRAMME 2022/23**

#### **FS.15.02.22**

Members of Finance Sub-Committee **RESOLVED** to suspend Standing Orders to allow grant applicants to speak.

The various representatives attending the meeting were then asked to provide a summary of their application and any additional information which may support their application.

Committee members asked a number of questions to which the representatives responded.

Following the presentations from those attending and questions from Committee members, the Chairman reminded the representatives of the subsequent format of the meeting, and advised that they could leave if they wished to once they had spoken.

#### **FS.16.02.22**

The meeting then resumed and it was **RESOLVED** to reinstate Standing Orders.

The Chairman advised that the meeting would now move into confidential business to enable members of Finance Sub-Committee to discuss the applications in detail and recommend the allocation of grant funding. These recommendations would be presented to General Purposes Committee on 14 March 2022 for review and ratification.

### 5.0

#### **FS.17.02.22**

#### **CONFIDENTIAL BUSINESS**

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.

### 5.1

#### **To consider the allocation of grants**

Committee members worked through and considered each individual grant application on its own merits to consider whether funding should be provided, and if provided, how much. The figures and recommendations of the Finance Sub-Committee would be

reviewed and ratified by General Purposes Committee at their next meeting on 14 March 2022.

## **FS.18.02.22**

Members of the Finance Sub-Committee worked through the allocation of grant funding and **RESOLVED** to recommend to the General Purposes Committee that the following grants be awarded.

<b>Community Grant Funding under the General Power of Competence</b>	
Uckfield Theatre Guild	£600.00
The Royal British Legion – Uckfield Branch	£200.00
Uckfield Bonfire & Carnival Society	£1,278.75
St Wilfrid's Hospice (Eastbourne)	£1,100.00
St Peter & St. James Hospice	£1,000.00
HM70 – Her Majesty 70 <sup>th</sup> Celebrations	£1,150.00
Manor Park & Hempstead Fields Residents' Association	£299.00
Ridgewood Village Hall Management Committee	TBC at GP Committee
Uckfield Community Fridge CIC	£1,200.00
Sunflowers Mental Health & Wellbeing	TBC at GP Committee
Ashdown Radio Ltd (Uckfield FM)	£2,500.00
Uckfield Festival Association	£3,500.00
<b><u>TOTAL</u></b>	<b>TBC</b>

Representatives from both Ridgewood Village Hall Management Committee and Sunflowers Mental Health & Wellbeing were absent from the meeting. No contact had been received regarding attendance from Sunflowers Mental Health & Wellbeing but we have since heard from RVH Management Committee of the reasons for their unexpected absence. Some of the paperwork from Sunflowers Mental Health & Wellbeing was only provided by email on the day of the meeting, despite being chased in the period between the application deadline and date of the meeting. It was therefore thought helpful if the full committee of General Purposes consider the allocation of grant funding for these two applicants.

Funding provided to the Wealden Citizens Advice and Uckfield Volunteer Centre is now provided in association with a service level agreement. The amounts were agreed through the Town Council's budget setting process and approved on 17 January 2022 at Full Council:

Wealden Citizens Advice: £19,000 for 2022-23 (Section 142 funding)  
 Uckfield Volunteer Centre £8,000 for 2022-23 (SLA)

The meeting closed at 8.25pm.

## **Meeting of the General Purposes Committee**

**Monday 14 March 2022**

### **Agenda Item 5.5**

#### **TO CONSIDER THE RECOMMENDATIONS OF THE FINANCE SUB-COMMITTEE HELD ON 23 FEBRUARY 2022**

##### **1.0 Summary**

- 1.1 This report sets out the recommendations of the Finance Sub-Committee from their recent meeting on 23 February 2022 whereby they considered and put forward recommendations for the allocation of community grants in 2022/23.
- 1.2 Recommendations were put forward for applications, except for two, where representatives were not present. For this reason Finance Sub-Committee were not able to fully discuss these two application and thought it would be prudent for the full General Purposes Committee to consider these two applications at their meeting on 14 March 2022.

##### **2.0 Recommendations of Finance Sub-Committee**

- 2.1. The Finance Sub-Committee reviewed the applications for grant funding to Uckfield Town Council for the financial year of 2022/23. The Finance Sub-Committee listened to presentations from the applicants and considered the information provided before discussing in detail under confidential business.
- 2.2 The Finance Sub-Committee recommended:

##### **To consider the allocation of grants**

*Committee members worked through and considered each individual grant application on its own merits to consider whether funding should be provided, and if provided, how much. The figures and recommendations of the Finance Sub-Committee would be reviewed and ratified by General Purposes Committee at their next meeting on 14 March 2022.*

##### **FS.18.02.22**

*Members of the Finance Sub-Committee worked through the allocation of grant funding and **RESOLVED** to recommend to the General Purposes Committee that the following grants be awarded.*

<b>Community Grant Funding under the General Power of Competence</b>	
Uckfield Theatre Guild	£600.00
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Ashdown Radio Ltd (Uckfield FM)	£2,500.00
Uckfield Festival Association	£3,500.00
<b><u>TOTAL</u></b>	<b>TBC</b>

- 2.3 Representatives from both Ridgewood Village Hall Management Committee and Sunflowers Mental Health & Wellbeing were absent from the meeting. No contact had been received regarding attendance from Sunflowers Mental Health & Wellbeing but we have since heard from RVH Management Committee of the reasons for their unexpected absence. Some of the paperwork from Sunflowers Mental Health & Wellbeing was only provided by email on the day of the meeting, despite being chased in the period between the application deadline and date of the meeting. It was therefore thought helpful if the full committee of General Purposes consider the allocation of grant funding for these two applicants.

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Wealden Citizens Advice: £19,000 for 2022-23 (Section 142 funding)  
 Uckfield Volunteer Centre £8,000 for 2022-23 (SLA)

- 2.4 Full application details will be shared with members under confidential business and a decision taken under agenda item 12.1.

Contact Officer: Holly Goring/Sarah D'Alessio

## **Meeting of the General Purposes Committee**

**Monday 14 March 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.

- Servicing has been undertaken on the buildings' intruder alarms. Gas safety checks have also been undertaken.

##### The Civic Centre

- CCTV servicing has been undertaken for the CCTV within and around the Civic Centre;
- Unfortunately the storms and associated power cuts/surges caused damage to the Civic Centre lift's circuit board/control panel. This has resulted in a full electrical refurbishment needing to be undertaken, and room hirers having to be moved into different rooms to enable accessibility whilst works are underway;
- Both the biomass boiler and gas boiler experienced faults following the storms and power cuts, and engineers had to be called to rectify these issues;
- The flag pole has also undergone its routine inspection;
- A new 660litre refuse bin has been ordered for the Civic Centre. Despite having two large bins (one for general waste and one for recycled materials), this has not been sufficient to manage the waste for the building;
- Further to the drain surveys, works were undertaken to expand the underground system to allow for a greater capacity of waste water immediately to adjacent to the building. Blockages and backing up issues have reduced since this work was undertaken;

##### The Hub

- Safe removal of gas meters now the gas boiler and associated pipework has been removed.

##### The Source

- Nothing new to report.

##### Victoria Pavilion

- The pavilion suffered damage as a result of the storms which saw ridge tiles and slates affected. This has required scaffolding to assist with repairs. The scaffolding was erected on 5 March 2022, and works will commence shortly to undertake the repairs;
- The fuel compound for the Grounds staff at Victoria had blown down;

##### The Signal Box

- Following the installation of a new heating system (heat pump), the safe removal of the gas meter has been undertaken.

#### Foresters Hall

- Minor repairs have been carried out to the windows;
- Locksmith had to attend to make repairs to the front door locking system;
- Routine service of air conditioning has been carried out;
- Taps are due to be replaced shortly;
- Five fence panels broke in two areas on the boundary of Foresters Hall site during the weekend of the storms in February;

#### Snatts Road, Chapel

- Nothing new to report.

#### West Park

- Awaiting repairs to the shower tiles in the changing rooms;
- The pavilion also experienced damage in the storms, with a number of damaged tiles which are programmed in for repair;

#### 2A Vernon Road

- The current tenancy agreement is nearing its end.

### **3.0 Recommendations**

3.1 Members are asked to note the report.

Contact Officers: Mark Francis

## **Meeting of the General Purposes Committee**

**Monday 14 March 2022**

### **Agenda Item 7.1**

#### **TO CONSIDER AN UPDATE ON GDPR PROCEDURES AND INFORMATION SECURITY**

##### **1.0 Summary**

1.1 This report provides an update on current requirements.

##### **2.0 GPDR Principles and policies**

2.1 The Town Clerk has recently attended a refresher session on GDPR Principles and Policies – protecting practices (data protection), with the Society of Local Council Clerks and has also registered with SLCC's e-learning course for GDPR with access to key information for a period of 12 months.

2.2 Although the Town Council commissioned an information audit in 2018/19, updated its retention policy and publication scheme, updated its 'access to information' policy and added privacy notices to the websites since then, there is still quite a bit more work to do and it is imperative that the Town Council makes time this year to review its key policies and remind both councillors and staff of their duties and the key procedures to follow should a breach arise or if information is requested by a member of the public.

2.3 The Town Clerk over the next few weeks prior to the next General Purposes Committee will be reviewing:

- (i) our audit of personal data held and where it is stored/maintained;
- (ii) review our retention policy and train office staff in the key time periods for the maintenance and storage of emails and information;
- (iii) share a checklist with members on key GDPR reminders including the usage of private email accounts for council business;
- (iv) review our privacy notices with current model versions and see if they need updating;
- (v) create an 'access to information' webpage on the Town Council website to make it easier for members of the public to find our policies and procedures with regards to this;
- (vi) clear procedures and training for staff to follow on how to handle a data protection breach;

##### **3.0 Cyber security**

3.1 This was raised by the Town Clerk under Town Clerk's announcements and information has been shared with Town Councillors by email, as to the information security arrangements we currently have in place.

3.2 Since then, the Cyber Resilience Centre for the South East has put together a template cyber incident response plan and guidance for small businesses such as ourselves, to follow in the event of an incident. This will be reviewed in due course.

##### **4.0 Recommendations**

4.1 Members are asked to note the report.

Contact Officers: Holly Goring

## **Meeting of the General Purposes Committee**

**Monday 14 March 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 to five 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 over the winter period, 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, 14 members of staff have caught Covid (with a total of 15 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 since. 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.
- 2.8 The NHS Top-Up WPA Programme will commence from 1 April 2022 which will support Town Council staff with medical appointments and 24/7 access to the Employment Support Programme.



	As at 08.03.22 (sickness recorded since 30 October 2021) (25 staff)	Cumulative total for the year 2021/22	As at 01.03.21 (sickness recorded in past six months) (29 staff)
Actual days taken as short-term Doctors' certificate	24.0 days	56.0 days	21.0 days
Actual days taken as self-certificated sick leave	13.0 days	33.0 days	17.0 days
Actual days taken as long-term sick leave	73.0 days	175.00 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)	43.0 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	24.0 days	-	-

### **3.0 Personal learning and development**

- 3.1 Staff will be reminded in the new financial year of the training portal and for refreshers to be undertaken where necessary in line with their specific role in the Council.

### **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 are still requested to be worn in communal areas of the Civic Centre, with cough screens and sanitiser points still in place, and separate toilet facilities for staff.

**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: NOVEMBER 2021

#### Checklist:

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

#### SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

Supplier Invoices	<input checked="" type="checkbox"/>
Customer Invoices	<input checked="" type="checkbox"/>
Timesheets	<input checked="" type="checkbox"/>

#### BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

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

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

#### PETTY CASH

Check cash balance and vouchers

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

Signature

Print Name D. A. BOWEN

Dated 25/2/2022

### 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
UTC	BIFFA	319C55065 31-10-21	N/A	✓✓✓	✓ 16/11/21
	MR CHEER PICKER	3087 24-11-2021	14426	✓✓✓	✓ 10/12/21
LUX.	BENTONS	57144 2-11-2021	14365	✓✓✓	✓ 16/11/21

### Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
<del>BRIDGES</del>	<del>339953</del>			
SALLY JONES - LINDA FRI	CC39953	✓	26/11/21 BACS	436.
QUORUM TECHNOLOGIES LTD	CC39859	✓	15/12/21	PAID IN WITH INVOICE <del>239646 + 2</del> L39951 + CC39957

448

### Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
LORNA RIDLEY	✓	✓	26.11.2021	758459676
KAREN SPINKS	✓	✓	26.11.2021	758459676

**Bank Reconciliation Checked**

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
General	422-440	✓	✓	1200
BUSINESS RESERVE	139	✓	✓	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	✓ NOV 2021	KIDS STUFF CALENDAR PRIZE X 2 GIFT VOUCHER £80. NOTED.	✓
Luxfords	✓ 1 DEC 2021	BOOKER FOOD PURCHASES. £45.47, NOTED.	✓

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH: December 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 Pettv Cash



Signed ..

Print Name ... *Der Beesley* ...

Dated ... *28/2/2022* ...

### 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
Mr Cherry Picker.	3087	14426	763293659	OB.
Wholesome Food.	731989	14497	OB.	767349225

### Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
Quorum Tech.	cc 39965	✓ OB.	15.12.21.	448.
Edeal Ent Agency.	cc 40003	✓ OB.	29.12.21.	454.

### Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
Nick Browning.	✓ OB.	✓ OB.	31/12/21.	766763443.
Lorna Ridley	✓ OB.	✓ OB.	31/12/21.	766763443.

**Bank Reconciliation Checked**

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
Business Reserve.	140	✓SB.	✓SB.	1227
General.	441-456.	✓SB.	✓SB.	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	✓SB.	Tesco ✓SB	✓SB.
Luxfords	✓SB	Sainsbury ✓SB.	✓SB.



## **Meeting of the General Purposes Committee**

**Monday 14 March 2022**

### **Agenda Item 9.1(vi)**

#### **REPRESENTATIVES ON OUTSIDE BODIES: UCKFIELD VOLUNTEER CENTRE TRUSTEE MEETING – 13 JANUARY 2022**

Since the start of the pandemic there have been a total of seven charity members and two business partners who have not renewed their memberships. Of the charities, three were silver and four bronze.

Current memberships are made up of the following:-

Bronze members – 36

Silver members – 2

Gold members -1

Individual members – 6

Business Partners – 4

Total members – 49

#### **Centre Volunteers**

Total of 19 volunteers of which:

14 active and in the Centre on a regular basis

1 Duke of Edinburgh student

3 ad hoc volunteers who help on occasion with specific things such as at events.

1 looking to return in 2022

There has been a lot of sickness in the last few months which has been tricky to manage but it is a great team of volunteers and they have been wonderful at covering each other when possible.

Currently the centre is still open Monday and Wednesdays 10-1pm Tuesdays and Thursday 10-4pm; and two Saturdays a month.

#### **Key performance indicators**

##### Website

Traffic is increasing on website

Total users not including repeat visits 1,121

Total users not including repeat visits 1,200

Total users not including repeat visits 1,277

#### **Social media**

The volunteer who looks after the majority of the social media presence has been off sick for the last couple of months but is hoping to return in January:

Currently:

##### Instagram

This account is slowly building up

##### Facebook

The following is 545.

##### Twitter

659 followers, many from the local and wider community.

### **First Aid Training – 19/1/21**

This is paid for from the grant funding for training.

There are 10 people attending and two places left.

### **Trustee Training**

The Centre is registered with ESCC for free training – mainly online - safeguarding training.

### **Festive Afternoon Tea**

The Town Mayor Councillor Jackie Love very kindly funded two tickets for the Festive Afternoon Tea at the Civic Centre for UVC volunteers in appreciation of their work. Names were picked from a box to enable two to attend. This gesture was very much appreciated by all volunteers as has been the Mayor's support.

### **Action in Rural Sussex**

Collaborative projects are planned with Chiara Vagnarelli from Action in Rural Sussex.

Projects are to help small charitable/non-profit organisations in the Uckfield area that are starting up or needing some knowledge/volunteer support.

### **Successful grants**

Lottery community fund grant will be funding;

- managers salary;
- printing,
- IT
- Telephone & other admin

### **Overview from Manager**

The centre has enjoyed a positive year in its 30<sup>th</sup> anniversary despite it being another difficult year and the awards are still very much talked about in the community and being looked forward to again in 2022. The centre has moved to almost everything being digitally online now with streamlined processes, which in the right hands will make life very easy for the next manager as all the hard work and change management has been dealt with already. There are a lot of new volunteers who have little experience at the centre and it is important that these and all volunteers are kept well motivated if they are to stay. The centre is exceptionally lucky to have a fantastic team of volunteers with a wide variety of skills that benefit UVC. One volunteer has stepped down due to distance from Uckfield.

### **Manager**

The manager was due to step down but have since heard that they may be recommencing their role after a break, in April 2022.

### **Admin**

Policies were agreed:

Disciplinary

Equality & diversity

Health and Safety

Trustee Policy

Volunteer Policy

Constitution review

Next meeting planned for 14 April 2022

Cllr Karen Bedwell