



UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre
Uckfield, East Sussex, TN22 1AE

Tel: (01825) 762774 Fax: (01825) 765757

e-mail: townclerk@uckfieldtc.gov.uk

www.uckfieldtc.gov.uk

Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 25 April 2022 at 7.00pm
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 14 March 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 draft income and expenditure reports for end of year 2021/22

5.3 Bad Debts

5.4 To note the report of the Internal Auditor (March 2022)

5.5 To receive the minutes of the Finance Sub-Committee held on 20 April 2022 (to follow after meeting)

- 5.6 To consider the recommendations of the Finance Sub-Committee held on 20 April 2022 (to follow after meeting)

6.0 BUILDINGS

- 6.1 To note the current position with the Council's buildings
6.2 Update on the Uckfield Community Fridge CIC site
6.3 To receive a proposal to install new LED lighting within Foresters Hall
6.4 To receive an update on the Hub site

7.0 POLICY

- 7.1 To review and approve amendments to the Town Council's Financial Regulations (to follow after Finance Sub-Committee)

8.0 ADMINISTRATION

- 8.1 To receive a report on Health and Safety within the Council
8.2 To receive Members' audit reports (January and February 2022)

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 – Mgt Committee (to follow)
(ix) Wealden District Association of Local Councils – Planning Panel

10.0 CHAIRMAN'S ANNOUNCEMENTS

11.0 TOWN CLERK'S ANNOUNCEMENTS



Town Clerk
19 April 2022

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 14 March 2022 at 7.00pm

PRESENT:

Cllr. P. Sparks (Chair)
Cllr. J. Love
Cllr. C. Macve

Cllr. A. Smith
Cllr. D. Ward

IN ATTENDANCE:

1 member of the press
1 member of the public
Councillor K. Bedwell (*attended as a member of the public representing Ridgewood Village Hall Committee as a grant applicant*)

Holly Goring – Town Clerk
Minutes taken by Holly Goring

1.0 DECLARATIONS OF INTERESTS

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

Councillor J. Love declared a prejudicial interest in agenda item 5.5/12.1 due to holding the role of the Chair of the Uckfield Bonfire & Carnival Society. This organisation had applied for grant funding through the Community Grants Programme for 2022-23 and Councillor Love would not be participating in detailed discussions.

All declarations of interest and dispensations authorised by the Town Clerk for the purpose of the Finance Sub-Committee on 23 February 2022 would be transferred to this meeting, whilst members of the General Purposes Committee considered the recommendations of the sub-committee for the awarding of grant funding in 2022-23.

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

GP.31.03.22 It was **RESOLVED** to suspend Standing Orders to enable members of the public to speak.

The Chair of the Ridgewood Village Hall Committee wished to speak on agenda items 5.5/12.1. The Chair, apologised for there not being any representation for their committee at the Finance-Sub Committee meeting on 23 February 2022. Her mother had been taken into hospital and her Vice-Chair had another commitment that evening, so in this difficult personal situation she was unable to make any other arrangements in time.

Ridgewood Village Hall was the only community building serving the south side of Uckfield. It was a thriving community hub and most of the building was hired throughout the week. They had set up a baby and toddler group which was serving local families and they had also set up a very successful community lunch club for the elderly or isolated, which provided them with a hot meal and social interaction once a month. At some stage they were hoping to bring the two together for an intergenerational event. They also had fundraising events planned for Easter and the Queen's Platinum Jubilee.

For 30 years, Ridgewood Village Hall did not have a maintenance programme in place, and this had meant in the last 3-4 years raising 90k for a full internal refurbishment, and with support from Uckfield Town Council's community grants programme, starting to refurbish and replace the windows, doors and guttering around the Village Hall. These were currently causing leaks internally. RVH Committee were asking for support for replacement windows, and also reminded members of the £11,000 which they still held (loaned to Ridgewood Village Hall during the refit). This was Uckfield Town Council's funding and to be set aside for the drainage works to the car park so should not be considered as part of their accounting.

GP32.03.22 Members **RESOLVED** to reinstate Standing Orders.

3.0 APOLOGIES FOR ABSENCE

Apologies for absence were recorded from Councillors J. Edwards, H. Firth, G. Johnson and C. Snelgrove.

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 31 January 2022

GP33.03.22 It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 31 January 2022 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 following actions, and subsequently noted the report: GP16.08.21 – Recommendations of Finance Sub-Committee
GP19.10.21 – Recommendations of Finance Sub-Committee
GP27.01.22 – Consider enquiry from Brighter Uckfield

4.3 Project list

Councillor C. Macve had raised a query with regards to the presentation of the expenditure of the Building Maintenance Fund for 2021-22. The Town Clerk advised that she would make minor alterations for the next update.

The Chair, Councillor P. Sparks asked for an update on the repairs at Foresters Hall that had not yet been undertaken. The Town Clerk advised that the Estates & Facilities Manager had previously provided an explanation with regard to this. The works that had been identified were not of great priority and the costs of other works in the 2021-22 Building Maintenance Programme had exceeded those anticipated, due to increase in material costs, so it was thought that any outstanding works could be picked up in future maintenance programmes.

Members noted 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 February 2022)

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

The Chair, Councillor P. Sparks felt reassured by the figures presented under General Purposes Committee despite the challenges of the past 12 months. He raised a query with regards to the Feed-in Tariff payments, which the Town Clerk answered, explaining that funding was outstanding from the previous year so greater income in this financial year was expected.

Councillor C. Macve supported these views, advising that with the additional funding from the furlough scheme, income exceeded that anticipated at this point in the year. He provided his congratulations to everyone involved.

In terms of Luxfords Restaurant, members thought that the finances were being managed well. Councillor C. Macve noted that although income levels were down, with the additional grant aid received earlier in the year, the overall position was steady.

Members of General Purposes Committee wished to record their thanks to Wealden District Council and the UK Government for the grant aid that had been available during the pandemic to support businesses such as the Civic Centre and Luxfords Restaurant. It made a very difficult position more tolerable.

Members subsequently noted the report.

5.3. Bad Debts

Members noted the update received.

5.4 To receive the minutes of the Finance Sub-Committee held on 23 February 2022

Members received and noted the contents of the draft minutes of the recent Finance Sub-Committee held on 23 February 2022.

5.5 To consider the recommendations of the Finance Sub-Committee held on 23 February 2022 (this agenda item would be considered under confidential business – agenda item 12.1)

6.0 BUILDINGS

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

Members considered and noted the contents of the report, with one comment made. Councillor C. Macve noted that whilst on the station platform the previous week, he noticed that the new staircase adjoining the Signal Box needed to be looked at. The strings looked like they were pulling where the staircase turned. The Town Clerk advised that she would inform the Town Council's surveyors who oversaw the project, the next day.

7.0 POLICY

7.1 To consider an update on GDPR procedures and information security

Members were advised that the Town Clerk was currently undertaking refresher

training in GDPR, which had highlighted the need to review existing policies, procedures and practices. This would involve reminding not just staff but also elected members of their responsibilities with regard to the handling of information.

The Chair, Councillor P. Sparks supported this point and advised that Wealden District Council also provided regular updates to members on the importance of utilising council-based email accounts for council business and the need to handle information carefully, particularly anything with personal data included. Members noted the update.

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 November and December 2021.

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

9.1 To consider reports from:-

(i) Citizens Advice Bureau

Nothing to report at this time.

(ii) East Sussex Association of Local Councils AGM

Nothing to report at this time.

(iii) Ridgewood Village Hall Management Committee

Nothing to report at this time.

(iv) Uckfield & District Preservation Society

Nothing to report at this time.

(v) Uckfield Volunteer Centre

Members noted the report.

(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

The Chair, Councillor P. Sparks wished to record the Town Council's sincere appreciation and thanks for the way in which the town was responding to the Ukraine crisis. It was really good to see such a positive response.

Councillor P. Sparks also wished to pass on the committee's warm congratulations to Mark, the Town Council's Estates & Facilities Manager on the birth of their new baby daughter.

11.0 TOWN CLERK'S ANNOUNCEMENTS

None.

12.0 CONFIDENTIAL BUSINESS

GP34.03.22

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 the recommendations of the Finance Sub-Committee held on 23 February 2022

Members were asked to review the recommendations of the Finance Sub-Committee from their meeting on 23 February 2022, whereby they considered 12 applications for grant funding through the Community Grants Programme for 2022-23. Recommendations had been provided for 10 out of the 12 applications, so a decision was required for two organisations, namely Ridgewood Village Hall Committee and Sunflowers Mental Health & Wellbeing.

GP35.03.22

Members **RESOLVED** to:

- (i) provide a sum of £1,505.72 to Ridgewood Village Hall Committee through the Town Council's Community Grants Programme but did not approve the allocation of funding for Sunflowers Mental Health & Wellbeing on this occasion, and;
- (ii) approve the recommendations for the remaining ten applications, with a total sum of £14,333.47 being awarded under the General Power of Competence for Uckfield Town Council's Community Grant Programme in 2022-23.

12.2 To consider an update on Luxfords Restaurant

Members discussed staffing levels with the Town Clerk and advised that if the Town Council continued to struggle with the recruitment of staff in the hospitality sectors of the business, to start approaching local agencies to seek agency staff. Members noted the report.

The meeting closed at 7.57pm.

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>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. NFA.</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>
<u>GP23.11.21</u>	<p><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.</p>	08.11.21	MF	<p>To be looked into in 2022/23.</p>

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 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.
--	----------	---

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.		

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

Projects for 2022/23

Project Name		Building Maintenance Fund (Year 8 – 2022/23)		Project Number		68	
Resolution Number	Funds	Date	Commentary				
FC82.01.22	£62,000	17.01.22	Proposed expenditure on Building Maintenance Fund 2022/23				
			Year 8	Estimate	Actual		
			Signal Box refurb windows ext decoration	5000			
			Civic Centre storage solution caretaker station	10000			
			Foresters Hall render repairs	3000			
			Osborn & Ridgewood car park drainage	30000			
			Civic Centre parking resurface, repair drainage and parking markings	7500			
			Foresters Kitchen fittings	4000			
			Contingency	2500			
			Total	62000			

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

Project Name		Victoria Pavilion additional CCTV		Project Number	69
Resolution Number	Funds	Date	Commentary		
FC82.01.22	£2,000.00	17.01.22	In progress.		

Project Name		Civic Centre Gutter Clearance and Bird Netting		Project Number	70
Resolution Number	Funds	Date	Commentary		
FC82.01.22	£7,000.00	17.01.22	In progress.		

Project Name		Civic Centre Signage		Project Number	71
Resolution Number	Funds	Date	Commentary		
FC82.01.22	£2,000.00	17.01.22	This funding will be used towards the replacement of the main Civic Centre sign at the front of the Civic Centre and will require the feedback and engagement of Town Councillors.		

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

Project Name		262 Bus Service – 2022/23		Project Number		72	
Resolution Number	Funds	Date	Commentary				
FC82.01.22	£3,900.00	17.01.22	The first quarter’s payment will be invoiced to UTC in July 2022.				

Project Name		WPA NHS Top-Up		Project Number	73
Resolution Number	Funds	Date	Commentary		
FC82.01.22	£1,854.00	17.01.22	The Assistant Town Clerk & RFO is currently setting this system up with all members of staff.		

Luxfords (provisisional) at 31 March 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 £	Feb 22 Actuals £	Mar 22 Actuals £	Total	2021/22 Budgets
Sales														
Restaurant Food Sales	0	2,342	6,418	7,030	8,695	8,430	10,746	11,527	8,228	9,780	9,101	8,785	91,082	122,800
Restaurant Bar Sales	0	85	358	472	467	955	720	453	1,418	443	900	614	6,885	8,000
Hire of Luxfords Restaurant	0	0	0	0	0	0	0	0	0	0	0	0	0	2,250
Function Food Sales	289	711	629	344	1,214	1,945	2,256	2,238	644	1,527	1,756	2,375	15,928	26,500
Function Bar Sales	0	294	549	2,060	1,107	98	1,870	1,434	738	711	1,483	1,976	12,320	17,500
Takeaway	0	0	0	0	0	0	0	0	0	0	0	149	149	0
Hire of Urn	0	30	45	15	15	15	59	162	32	54	60	129	615	1,100
Sundry Income	0	0	0	0	0	0	0	0	0	0	0	0	0	500
Total Sales	289	3,462	7,999	9,922	11,499	11,443	15,650	15,814	11,059	12,515	13,300	14,028	126,979	178,650
Furlough scheme funding for restaurant staff	6,155	2,200	324	315	222	165	N/A	N/A	N/A	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	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	3,935	3,055	3,214	2,862	4,533	32,753	37,500
Bar Purchases - non-alcoholic	53	1	84	22	20	283	15	77	37	100	130	204	1,026	2,700
Bar purchases - alcoholic	23	287	257	1,334	587	361	942	749	146	372	816	600	6,475	5,000
Paper goods/consumables	33	73	65	87	79	199	216	403	174	309	177	269	2,082	2,600
Maintenance & Repairs	0	45	81	77	284	528	0	243	0	190	177	332	1,957	2,000
Equipment - New/Replacements	0	31	0	82	0	87	210	60	0	0	1,332	0	1,802	2,000
Equipment Hire	0	0	0	0	0	0	0	0	0	0	0	0	0	250
Postage	0	0	0	0	0	0	0	0	0	0	0	0	0	100
Rates	1,512	667	667	667	667	667	667	667	667	667	0	0	7,518	9,500
Electricity	319	252	364	397	390	405	0	1,024	600	624	710	650	5,735	6,200
Gas	0	0	222	0	0	34	0	0	669	0	0	430	1,355	600
Water	0	0	(169)	0	0	195	0	0	0	0	0	0	26	1,300
Telephone	0	0	0	0	0	0	0	0	0	0	0	0	0	175
Refuse Collection	0	0	58	47	58	47	83	78	56	80	73	135	714	1,200
Stocktaking	195	0	0	0	195	0	195	0	0	195	0	0	780	780
Stationery	0	0	0	0	0	0	0	0	0	0	0	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	10,271	109,476	116,620
Casual wages	0	0	0	171	81	0	1,556	528	1,078	568	486	657	5,125	6,000
Luxfords General Advertising	50	0	0	0	0	145	0	0	0	0	0	0	195	1,500
Uniforms/Protective clothing	0	0	0	18	0	10	0	0	0	0	21	23	72	200
Credit charges	91	57	102	147	123	134	175	200	172	184	197	206	1,788	1,500
Total Purchases	13,086	9,606	11,817	15,537	13,235	15,054	18,596	16,674	15,371	16,375	15,217	18,309	178,877	197,775

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 31 March 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 £	Feb 22 Actuals £	Mar 22 Actuals £	Total	2021/22 Budgets
Sales														
Administration	0	0	0	0	0	0	0	0	0	9	0	0	9	0
Newsletter income	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	0	2,000	2,000
Bank Interest - Business Reserve	6	9	9	7	7	7	9	10	9	8	7	7	95	120
Interest Misc. (Fixed Rate Bond)	0	0	0	0	0	0	0	0	0	0	0	0	0	900
Civic Centre	6,768	2,722	7,132	6,245	6,991	6,471	5,872	8,362	5,324	6,722	3,908	9,371	75,888	82,202
Feed-in Tariff Payments	0	0	0	0	0	0	0	0	2	0	10,704	0	10,706	5,000
Quickborn Suite rent	708	708	708	708	708	708	708	708	708	708	708	708	8,498	8,500
West Park Pavilion	0	0	0	0	0	0	0	0	0	0	0	0	0	150
Victoria Pavilion	875	875	875	875	1,305	875	875	875	1,489	875	875	1,600	12,268	12,635
RHI - C.Centre Boiler	3,654	0	0	1,908	0	0	0	0	0	2,801	0	0	8,363	10,000
Victoria Storage Garages	0	100	0	0	0	0	0	0	0	0	0	0	100	240
Cemetery Chapel workshop	0	1,375	0	0	1,375	0	0	1,375	0	0	1,375	0	5,500	5,500
Foresters Hall	514	1,063	1,819	1,743	1,460	1,988	1,789	1,325	1,613	1,397	1,119	1,766	17,596	17,650
Foresters Chapel	288	0	0	288	0	0	288	0	0	288	0	0	1,151	1,150
2a Vernon Road, rent	600	600	600	600	600	600	600	600	600	600	600	600	7,200	7,200
Signal Box	354	354	354	430	354	354	354	354	354	354	579	354	4,549	4,600
Osborn Hall	0	0	0	342	0	0	0	100	0	0	0	0	442	425
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	872	0	872	750
Bridge Cottage	0	0	0	2,322	0	0	0	0	0	1	0	0	2,323	5,200
The Hub and Source	0	600	0	600	0	0	0	0	681	0	0	1,305	3,186	3,750
Community Toilet Scheme	283	0	0	0	283	0	0	283	0	0	283	0	1,130	1,100
Training admin	0	0	0	0	0	0	0	0	0	0	0	0	0	100
Total Sales	14,050	8,406	11,497	16,068	13,083	11,003	10,495	13,991	10,780	15,764	21,029	15,711	161,878	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	N/A	N/A	N/A	12,155	N/A
Purchases														
Administration	953	869	1,178	1,152	938	1,315	1,253	3,140	864	1,046	382	493	13,582	11,800
General Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	250
Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	200
Data Protection	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	512	10,876	9,500
Hospitality	0	0	13	0	0	16	0	9	0	0	0	10	47	0
Dementia Forum	33	0	0	0	0	0	0	15	0	0	0	0	49	0
Health & Safety	36	0	0	0	0	25	184	0	0	0	489	1,235	1,969	2,000
Insurances	0	5,786	0	0	0	0	29,131	0	0	0	0	0	34,918	35,000
Public Works Loan Costs	0	0	0	30,076	0	0	0	0	0	30,076	0	0	60,152	61,600
Mayor's Allowance	0	0	443	0	0	443	0	0	443	0	0	443	1,773	1,773
Grants Section142	0	9,450	0	0	0	0	9,450	0	0	0	0	0	18,900	19,500
Grants - Power of Competence	0	22,067	0	0	0	0	7,183	0	0	0	0	0	29,250	27,500
Volunteer Bureau SLA	0	0	0	0	0	0	8,000	0	0	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	0	0	0	0	25	0	0	0	0	0	0	207	232	400
Internal Audit Fees	0	890	445	0	0	0	0	920	0	0	0	460	2,715	1,800
(External) Audit Fees	0	0	0	0	0	2,000	0	0	0	0	0	0	2,000	2,400
Accountant fees	0	0	0	0	4,500	0	0	0	0	0	0	0	4,500	4,600
Professional Fees	200	0	2,600	350	1,112	550	350	2,000	900	0	0	1,860	9,922	10,500
Festive Lights	0	0	0	0	0	0	0	0	0	10,310	0	0	10,310	12,000
Festive Light Electricity	0	0	0	0	0	0	0	0	0	0	0	0	0	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	27,659	274,396	268,049
Members Allowances/Expenses	0	0	3,852	0	0	3,852	0	0	3,852	0	0	3,856	15,412	19,360
Newsletter	0	600	0	600	400	800	0	445	400	400	400	400	4,445	5,100
Bank Interest	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	75	77	905	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	9,391	15,903	105,673	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	11,048	107,914	107,775
West Park	407	538	170	116	0	438	152	494	856	0	321	255	3,745	5,160
Victoria Pavilion	966	889	2,821	1,255	704	1,973	2,298	1,233	2,656	1,545	281	5,232	21,850	17,722
Cemetery Buildings	174	172	172	172	172	172	172	172	172	172	0	0	1,722	2,700
Signal Box	0	0	0	0	0	75	0	3,030	0	254	105	0	3,465	1,500
The Hub	325	0	3,582	130	1,901	528	0	85	694	0	153	0	7,397	6,500
Foresters Hall	293	714	1,202	824	426	841	679	1,188	1,042	294	794	1,815	10,113	11,245
2a Vernon Road	0	0	0	0	0	0	0	0	0	0	0	75	75	200
Subscriptions	3,044	162	12	509	470	147	88	12	0	12	12	120	4,587	4,000

GP Committee as at 31 March 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 £	Feb 22 Actuals £	Mar 22 Actuals £	Total	2021/22 Budgets
Training	75	0	50	80	0	0	395	0	0	421	458	35	1,514	5,500
All Building Cleaning Materials	21	9	84	163	235	212	249	216	57	228	36	250	1,760	2,000
Total Purchases	50,940	79,398	54,204	76,794	49,986	54,886	97,240	56,340	53,298	85,097	44,038	71,945	774,166	771,764

In summary:													Total	Budget
Revenue Expenditure													767,885	771,764
New initiatives expenditure 2021-22													65,031	63,500
Earmarked reserves expenditure													9,946	33,050

New Initiatives 2021/22													Total	Budget
Building Maintenance Fund - Year 7	0	6,222	34,082	17,549	0	3,253	0	0	2,425	0	0	0	63,531.24	62,000
262 Bus Service	0	0	968	0	0	532	0	0	0	0	0	Awaitng inv	1,500.24	1,500
Total New Initiatives 2021/22	0	6,222	35,050	17,549	0	3,785	0	0	2,425	0	0	0	65,031.48	63,500

Plus £1,800 in ER

Earmarked reserves expenditure 2021/22													
Climate Change Initiatives	0	0	1,800	0	0	0	0	0	0	0	0	0	1,800.00
General Power of Competence	0	1,750	0	0	0	0	0	0	0	0	0	0	1,750.00
Professional fees	0	0	0	0	0	0	0	0	0	0	915	1,376	2,291.00
Signal Box External/Internal Maintenance	0	0	0	0	0	0	0	2,780	0	0	0	0	2,780.00
Telephone Box	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000.00
262 Saturday Bus Service	0	0	0	0	0	325	0	0	0	0	0	Awaiting invoi	325.00
Total	0	1,750	1,800	0	0	325	0	2,780	0	0	915	2,376	9,946.00

Meeting of the General Purposes Committee

Monday 25 April 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 clear credits and outstanding debts.

2.2 Those which are of reasonable amount include:

- CRI/CGL Finance;
- NCT;
- R&R Taxis;
- NHSBT
- Hotshots;

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Holly Goring

Uckfield Town Council

Internal Audit Report 2021-22 (Interim update)

Stuart J Pollard

*Director
Auditing Solutions Ltd*

Background and Scope

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out those areas examined during the course of our initial interim and interim update reviews for 2021-22, which we are pleased to have been able to undertake on site on 18th & 19th November 2021, plus 14th March 2022. We have agreed with the Town Clerk and RFO that we will undertake the final review remotely once the detailed accounts have, as in prior years, been completed by the externally contracted accountants.

Internal Audit Approach

In undertaking our review for the year to date, we have as previously had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover, as applied to all clients, is designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'IA Certificate' in the Council's AGAR, which requires independent assurance over a selection of internal control objectives.

We have also followed up to establish the progress made in implementing the recommendations set out in our first report for the year and are pleased to acknowledge the progress made: detail of the current status is consequently set out in the body of the following updated report and appended Action Plan. We are pleased to report that no further formal recommendations arise from the follow up on site and final remote reviews, although we have made one or two suggestions aimed at providing improved audit trails in the processing of transactions.

Overall Conclusion

The work undertaken this year on the Council's accounting and other records is set out in the following detailed report with a few matters identified warranting appropriate recommendation which are, as indicated above, further summarised in the appended Action Plan.

We will, once our final remote review has been completed, sign-off the IA Certificate in the 2021-22 AGAR in readiness for the Council's necessary further actions in completing and submitting the year's AGAR to the external auditors.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council uses the Sage accounting software to maintain its accounting records, with annual support currently provided by third party contract accountants (Acuity). The Council operates Current and Business Reserve accounts with NatWest Bank, supplemented by occasional Term deposits with Lloyds Bank.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. Consequently, we have: -

- Verified that an appropriate nominal ledger structure remains in place for 2021-22;
- Agreed the opening Trial Balance in the accounting software for 2021-22 to the closing Financial Statements for 2020-21 ensuring that all balances have been properly rolled forward with no matters arising;
- Checked and agreed three sample months' receipts and payments transactions (April and September 2021, plus January 2022) on the Current and Business Reserve bank account "cashbooks" to the supporting bank statements noting that daily "sweeps" to and from the Reserve account continue to occur to retain an overnight total in the former at £200,000; and
- Checked that appropriate reconciliations are being retained and signed off at the end of each month by the RFO with further subsequent scrutiny by a councillor nominated as the internal checker; verified the accuracy of a selection of reconciliations during the year.

Conclusions

Whilst there are no matters arising in this area that we consider warrant formal comment or recommendation at present, we have discussed with the RFO and agreed that an easier audit trail could / should ideally be developed in relation to receipts affording clear cross-referencing of entries between the bank statements and Sage "cashbook". We have also suggested that a more formalised format of month-end bank reconciliation statement should be prepared for review and sign-off by the nominated councillor and have provided her with a suitable template to assist the process.

We will, as part of our final review examine the March 2022 transactions also ensuring the accurate disclosure of the combined cash and bank balances in the year's AGAR at Section 2, Box 8.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust series of corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation.

We noted at our first interim review that the Council's extant corporate documentation such as the SOs, Financial Regulations (FRs) and Members' Code of Conduct are subject to periodic review, also noting the most recent review of SOs took place in 2018 with the FRs subjected to further review and re-adoption in March 2020. Examination of their content indicated that they were not wholly in line with the latest published NALC model documents and, consequently we recommended that, in line with best practice, they be subjected to further review, update and greater alignment to the NALC model documents, electronic copies of which we provided to the Clerk to assist the process.

We have extended our review of the Council's minutes, examining those for the Full Council and its Standing Committee meetings, with the exception of Planning, as posted on the website to establish whether or not any potential issues exist that may have an adverse effect through litigation or other causes on the Council's future financial stability: we are again pleased to record that no such issues appear to exist currently and will continue to review future meetings' minutes for the remainder of the financial year.

We have previously noted that the Council meets all necessary criteria to adopt the General Power of Competence, which was last re-affirmed in May 2019 following the election of the new Council at that time.

We again acknowledge the existence of a plethora of relevant, formally adopted Policies and Procedures, together with more detailed written operating procedures that we consider to be in line with best working practice.

Finally in this area, we are pleased to note that the external auditors issued a "clean" certificate on the 2020-21 AGAR.

Conclusions and recommendation

There are no significant matters of concern arising in this area currently, although we suggest that the extant SOs and FRs are potentially overdue for further scrutiny and update and urge that, when next reviewed, they are more closely aligned to the NALC model documents. We shall continue to monitor the Council's approach to governance matters at future visits, recording our conclusions accordingly.

R1. The Council's extant Standing Orders and Financial Regulations should be subjected to periodic review and be aligned more closely to the latest NALC model documents. Revised Standing Orders were presented to and adopted by the Council at its January 2022 meeting: revised Financial Regulations are due for presentation to and adoption at the next full Council meeting in March 2022.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;

- That an official order is raised for all relevant goods and / or services: we acknowledge that this will not be necessary for all items of expenditure, which are regularly the subject of contracts (e.g., grounds maintenance) or legal requirements (e.g., non-domestic rates);
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been separately identified (where applicable) and coded to the control account for periodic recovery.

We noted in our final 2020-21 report that the Council was to implement online processing of purchase payments: appropriate action has been taken with the RFO setting up the payments and members now visiting the offices and releasing the payments after checking detail to invoices and initialling the latter, together with the various BACS processing documentation, as evidence of their review. We are pleased to record that we consider the processes in place both adequate and to provide effective control over the approval and release of Council funds.

We have selected an extended sample of 45 individual payments, plus three NNDR payments paid monthly during the year, totalling £355,340 processed in the year to 28th February 2022 for compliance with the above criteria, including all transactions individually in excess of £4,000 plus every 40th transaction as recorded in the Sage “cashbook”.

Finally in this area, we have examined the first three quarterly VAT reclaims prepared and submitted to HMRC for recovery with no issues arising.

Conclusions

We are pleased to record that no issues arise in this area warranting formal comment or recommendation currently: we will select a further small sample of payments processed in March 2022 for our final review.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage any such risks identified in order to minimise the opportunity for their coming to fruition.

We have noted previously that the Council’s corporate insurance cover is provided as part of a long-term agreement with Zurich supplemented by separate property cover provided by QBE. We have examined the current year’s Zurich policy schedule noting that Public and Employer’s Liability stand at £15 million and £10 million respectively, together with Fidelity Guarantee cover at £1 million and Loss of Revenue cover at £400,000 for the Civic Centre and £34,000 across other locations all of which we consider appropriate for the Council’s present requirements.

We are pleased to note that the Council has again reviewed and re-adopted its formal Strategic Risk Management Policy at the General Purposes Committee meeting held in January 2022: we have reviewed the document and consider that it remains appropriate for the Council’s present requirement.

We again also note that weekly control registers are in place to record the outcome of ground staff health and safety inspections of the Council's various play areas and associated facilities.

Conclusions

There are no matters arising in this area currently warranting formal comment or recommendation this year: we shall continue to monitor the Council's approach to risk management at future reviews.

Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the District Council; also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure.

We are pleased to note that, following due deliberation, the Council approved and adopted its budget and precept for 2022-23 at the full Council meeting held on January 2022, setting the latter at £983,076.

We are also pleased to note from our review of minutes to date in the year that members continue to receive periodic budget management reports at Committee level. We reviewed the report as at 30th September 2021 at our first interim visit with no significant variances existing other than the understandable loss of income impact due to Covid resulting in the closure of Luxfords in the early months of the year, also noting that this has, to an extent been offset by the receipt of a Covid relief grant and government furlough funding.

Conclusions

No issues arise in this area currently: we shall examine the final year-end budget outturn report as part of our final review seeking explanations for any significant variances that might have arisen in the latter stages of the year.

Review of Income

The Council receives income from a variety of sources including hire fees for use of the Civic Centre, the Luxfords restaurant facility, other property lettings, Cemetery activities, allotments, sports pitches, bank interest and VAT recoveries.

Our objective is to ensure that robust systems are in place to ensure that all income due to the Council is identified and invoiced (where applicable) in a timely manner and that effective procedures are in place to ensure that appropriate recovery is effected within a reasonable time span.

We are pleased to note that the Council has again, as required by the adopted FRs, reviewed fees and charges at the Council's various facilities those being applied from 1st April 2021.

Burials: As part of our first interim review, we examined income arising from burial and associated fees, selecting a sample of entries in the Council's various Burial Registers for the year to the date of that first review ensuring that each was duly supported by funeral directors' application forms, the legally required burial / cremation certificates and that appropriately priced invoices were raised for each in the test sample.

In doing so, we noted one instance where the fee charged was at the in-parish rate, although the supporting documentation indicated that it related to a non-parishioner (ref GW 41). We also noted one instance (Invoice no. 39559) where the VAT element on the cemetery maintenance fee was not charged: we have, consequently, reviewed the file of invoices raised noting that this is an isolated instance.

Additionally, in examining the file of burial and associated fee invoices raised, we noted that not all bore indication of the date of settlement, which should ideally be recorded to provide clear evidence of the status of individual invoices. We have also suggested to the Clerk and RFO that, to simplify identification of unpaid invoices that, when payment is received, the top corner of the relevant invoice is cut off.

Allotments: The allotment rental year normally commences on 1st October with invoices raised accordingly, although as noted in our first report for the year a delay occurred due to the delayed receipt of water charges detail from the supplier. This has resulted in invoices for the year only being raised on 1st January 2022 which has, in turn resulted in a significant number of invoices remaining unpaid at the present date: we have discussed the position with officers managing the invoices and recovery of tenants' rents noting that, should any remain unpaid at the financial year-end, they will be recorded appropriately as year-end debtors in the Accounts / AGAR.

Civic Hall bookings: We have examined a sample week's bookings (week commencing Monday 8th November 2021) checking to ensure that hire agreement forms are held and appropriately priced invoices have been raised. In examining a sample of the invoices raised in respect of this period we noted that one (no. 39880) indicated that hire charges were due for three days, but only one day of 8 hours had actually been charged: we provided the RFO with a copy of the relevant invoice for further examination and check with the hall bookings officer and have been advised that the error was spotted and a further invoice raised (no. 40157) covering the initially undercharge.

We note that officers and members continue to review the position in relation to any long-standing and potential bad debts and have examined the Sage Sales Ledger – "Aged Debtors Analysis (Detailed)" report noting a number of instances where either over-payments had been received or income had not been matched to the relevant invoice. These mainly appear to relate to allotment rental fees, in one case dating back to 2017! We also noted a few debts dating back to 2020, which are now long overdue for settlement.

We have discussed the position with the Clerk and RFO suggesting that the overpaid amounts be cleared by, in the case of allotment rents, adjusting the 2021-22 tenancy invoices by the value of overpayments received or, if from other sources and not to be refunded, by transferring the value of the overpayments to the relevant nominal account code as miscellaneous receipts, thereby clearing them from the Sales Ledger.

Conclusions and recommendations

Whilst acknowledging the overview of outstanding debt undertaken by officers and members, we consider that appropriate action should be taken to clear all unmatched receipts or overpayments received from the Sales ledger as indicated above. Whilst appreciating the potential impact of Covid on individuals to settle their accounts, positive action should be taken to routinely pursue all debts of six months or more to ensure recovery.

As indicated above, one room hire invoice appeared to have been undercharged: as this appears to be an isolated instance, we do not consider that it warrants a formal recommendation, but ask that we be advised of the outcome of the RFO's examination of the position and confirmation that, if appropriate, recovery action has been undertaken of the undercharged fees due to the Council.

- R2. Positive action should be taken to pursue all unpaid debts of six months or older. Appropriate action is being taken to pursue any long-standing debts.*
- R3. The position on all "unmatched" receipts should be reviewed with appropriate action taken to, in the case of allotment tenants, adjust their 2021-22 invoices by the value of any prior year overpayments. Where other overpayments or "unmatched" receipts exist, they should be reviewed and appropriate action be taken to clear them from the Sales Ledger. These are being reviewed and cleared appropriately.*
- R4. Ideally, where payment of invoices raised is received the invoices should be annotated to record the date of receipt and the top corner of the invoice cut off to provide clear indication on the file of any unpaid invoices. Noted for future action.*

Petty Cash Accounts

We are required, as part of the IA certification process in the AGAR to assess and give a view on the effectiveness of control over any petty cash account in use by the Council.

The Council operates two "office based" petty cash accounts in the Administration office and at Luxfords, both being "topped up" as and when required. These are maintained on a day-to-day basis for the separate use of Administration and Luxfords expenses using separate Sage cashbooks for transaction processing with the accounts. Separate hand-written records of both are maintained, listing each individual or a group of transactions accordingly. We have examined transactions recorded therein for October and to date in November 2021 on the office account and November on the Luxfords' account, noting that all transactions in our test samples are appropriately supported by invoices or till receipts.

Whilst no significant issues or concerns arise in this respect, we have suggested to the Clerk and RFO that both handwritten records be expanded to provide further columns to record the receipt of "top-ups" and the reducing balance after each payment is recorded, which should be coordinated with the Sage account balance.

We have checked both cash holdings at the time of this initial review for the year and are pleased to report that in both cases the physical holding equates to the Sage balances.

Conclusions and recommendation

There are no significant issues arising in this area currently, although, as indicated above, we suggest that the manuscript transaction record maintained for the office-based account be expanded to provide the reducing balance after each transaction.

*R5. The manuscript records of office and Luxfords based petty cash transactions should be expanded by the inclusion of additional columns recording the receipt of cash “top-ups” and the resultant balance after each transaction (receipt and / or payment). **Appropriate action, as recommended, has been taken for the Luxford’s petty cash account record, but has not been considered necessary for the admin office’s account.***

Review of Salaries

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme in relation to the staff salary contribution bandings.

We have examined the payroll procedures in place together with the physical payments made to staff in September 2021 by reference to the supporting payslips, which are produced “in house” by the RFO using bespoke SAGE payroll software. Consequently, we have: -

- Ensured that staff gross payments for the above month for each employee are in line with the RFO’s schedule of staff in post, which identifies either the point on the national NJC salary scale or the appropriate hourly / fixed payment rate and contracted weekly hours payable;
- Ensured that, where enhance / overtime hours have been paid in September, they are supported by appropriately signed and certified time records;
- Checked deductions of tax by reference to staff Tax Codes, as advised by HMRC and recorded on payslips also ensuring the appropriate NI deductions and employer’s contributions have been calculated and applied;
- Ensured the appropriate pension contribution percentages have been applied; and finally
- Noted that electronic monthly returns are made in a timely and accurate manner in accord with current HMRC legislation (aka Real Time Initiative).

Conclusions

We are pleased to record that there are no matters arising in this area warranting formal comment or recommendation currently.

Investments and Loans

Our objectives here are to ensure that the Council is investing “surplus funds”, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

We note that the Council has re-invested in an annual Term deposit with Lloyds Bank ending in July 2022 and also, as noted earlier in this report, holds “surplus” funds in an Interest-Bearing account at NatWest.

Statutory guidance on local government investments, issued under section 15(1)(a) of the Local Government Act 2003, was revised for financial years commencing on or after 1st April 2018 now requiring all councils with funds held in excess of £100,000 to develop and formally adopt an appropriate Investment Strategy / Policy. To assist the Council, we have provided the Clerk with sample copies of documents in place at a couple of our other clients and urge that an appropriate document be prepared and submitted to Council for formal adoption as soon as is practicable.

The Council has loans in existence with PWLB repayable at half-yearly intervals by direct debit. liabilities and we have examined their third party, on-line repayment demands for the first repayment in 2021-22 as part of our above expenditure test sample.

Conclusions and recommendation

There are no significant matters arising in this area currently, although we suggest that an appropriate Investment Strategy / Policy be developed and adopted by the Council in line with the requirements of the 2018 update in statutory legislation in this respect. We shall undertake further work in this area at future visits, also ensuring the accurate disclosure of the residual loan liability balance at 31st March 2022 by reference to the UK Debt Agency website, which records the value of all local government outstanding loans.

- R6. *The Council should ensure compliance with the requirements of the 2018 statutory updated guidance on Investments developing and adopting an appropriate Investment Strategy / Policy. A suitable policy has been prepared and adopted at the General Purposes Committee meeting in January 2022.*

Rec. No.	Recommendation	Response
Review of Corporate Governance		
R1	The Council's extant Standing Orders and Financial Regulations should be subjected to periodic review and be aligned more closely to the latest NALC model documents.	<i>Revised Standing Orders were presented to and adopted by the Council at its January 2022 meeting; revised Financial Regulations are due for presentation to and adoption at the next full Council meeting in March 2022.</i>
Review of Income		
R2	Positive action should be taken to pursue all unpaid debts of six months or older.	<i>Appropriate action is being taken to pursue any long-standing debts.</i>
R3	The position on all "unmatched" receipts should be reviewed with appropriate action taken to, in the case of allotment tenants, adjust their 2021-22 invoices by the value of any prior year overpayments. Where other overpayments or "unmatched" receipts exist, they should be reviewed and appropriate action be taken to clear them from the Sales Ledger.	<i>These are being reviewed and cleared appropriately.</i>
R4	Ideally, where payment of invoices raised is received the invoices should be annotated to record the date of receipt and the top corner of the invoice cut off to provide clear indication on the file of any unpaid invoices.	<i>Noted for future action.</i>
Review of Petty Cash Accounts		
R5	The manuscript records of office and Luxfords based petty cash transactions should be expanded by the inclusion of additional columns recording the receipt of cash "top-ups" and the resultant balance after each transaction (receipt and / or payment).	<i>Appropriate action, as recommended, has been taken for the Luxford's petty cash account record, but has not been considered necessary for the admin office's account.</i>
Investments & Loans		
R6	The Council should ensure compliance with the requirements of the 2018 statutory updated guidance on Investments developing and adopting an appropriate Investment Strategy / Policy.	<i>A suitable policy has been prepared and adopted at the General Purposes Committee meeting in January 2022.</i>

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Finance Sub-Committee** held in the Council Chamber, Civic Centre on Wednesday 20 April 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 Sarah D'Alessio

1.0 DECLARATIONS OF INTERESTS

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this agenda. 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 23 February 2022.

FS.19.04.22

It was **RESOLVED** that the minutes of the Finance Sub-Committee of the 23 February 2022 be taken as read, confirmed as a correct record and signed by the Chair.

4.0 TO REVIEW THE TOWN COUNCIL'S PROVISIONAL FINANCIAL POSITION AT THE END OF THE FINANCIAL YEAR (2021/22)

Members discussed the financial position over all committees from the potential year-end figures reported. A number of higher-than-expected income streams were highlighted which included the Cemetery income. The Chair noted that the income for Luxfords Restaurant had gradually increased since Christmas which showed customers' increase in confidence since the pandemic. The Town

Clerk also added that the higher revenue in October and November was due to a number of events being held and Christmas deposits being taken. The members wished to thank the Responsible Financial Officer and all members of staff for the figures, noting that even though the Town Council was still suffering from the pandemic, the figures had remained positive, adding that despite the competition within the town the Luxfords restaurant clientele had remained quite strong. Cllr Edwards pointed out that with Costa Coffee now closed in the Town Centre, perhaps Luxfords Restaurant could further promote the takeaway element of the business, including within the June edition of 'The Voice' and social media.

The Town Clerk explained the figures on the reports provided were a first draft of the year end accounts and the office were still finalising the reports, which were to be sent to the accountant over the next few weeks, adding that the predicted deficit would be in the region of £5-8k so there should be no need to supplement this from Reserves as previously thought might be the case. The Responsible Financial Officer made members aware that there were still a few suppliers, mainly Utility accounts which needed to be tidied up but the predicted outturn would still be in target. Members confirmed they were happy for Officers to continue with the predicted year-end figures.

Members noted the Public Works Loan Board report and discussed what options the Town Council had in repayment of the two loans remaining. The RFO explained that, having spoken to a Public Works Loan Board advisor, it would be possible for a lump sum to be paid or an increase in monthly repayment instalments, the interest would then be adjusted accordingly but an additional charge might be incurred.

It was agreed for the RFO to confirm with an account manager and to investigate further, the calculations on either options and costs involved to implement this.

FS.20.04.22

Members **RESOLVED** to note the report, agreed for the Responsible Financial Officer to continue preparing the Year End accounts in line with the current figures and to also investigate further the calculations involved in the repayment of the Public Works Loans.

5.0

TO REVIEW UCKFIELD TOWN COUNCIL'S FINANCIAL REGULATIONS

Members discussed the revised contents of the Town Council's Financial Regulations as recommended by the Internal Auditor. The Town Clerk pointed out that the Town Council has additional regulations within its own financial regulations due to the nature of the hospitality businesses, such as the Luxfords Restaurant.

Additional detail was also included within the report on Internet banking and what is required of members to cover both security and fraud.

A number of paragraphs were highlighted and discussed further, which included producing a potential three-year forecast when producing the budget each year. The benefits of which were raised and discussed further by all members, including an option to expand the Building Maintenance plan over a number of years to show renewal of equipment and repairs.

The other was to consider reinvestment of the precept instalment every six months and not annually as undertaken currently, and again this was discussed further.

Members felt in the current circumstances, the uncertainty of the pandemic and annual council tax base, that a three-year forecast would be difficult to maintain. They did however welcome planning ahead for building maintenance, repairs and equipment purchases in the case of the Town Council's buildings, Civic Centre and Restaurant.

They felt that it would be beneficial to include the additional text in paragraph 8.3 reviewing the precept instalment every six months, but add in 'may, if required' to highlight that if only necessary.

FS.21.04.22

Subject to removing the addition of a 3-year forecast as highlighted in paragraph 2.1 and to include the phrase 'may, if required' in paragraph 8.3, members **RESOLVED** to recommend that the revised Financial Regulations be presented to General Purposes Committee for approval and adoption.

6.0

TO CONSIDER USE FOR REMAINING COMMUNITY GRANT FUNDING

The Chair opened up the discussion and explained that each member would be given two minutes to explain their points of view. The Assistant Town Clerk brought to members attention the findings from two other Town Councils, one of which was local, on how they distributed their Community Grants Programmes. Both had a cap on the amount of Grant given, with one offering a Micro grant at up to £100, small at up to £250 and large up to £2000 options.

The Chair explained that they thought that having the different levels of Grant would encourage more diversity.

A discussion then followed on the options available, which were highlighted within the report with a number of members agreeing that

this was an unprecedented year in which less applications were received against the money available. Capacity was also discussed as a reason not to redistribute as the administration involved would be quite considerable.

FS.22.04.22

Members **RESOLVED** to

(i) recommend that the remaining Community Grant funding be carried forward, to 2023/24 for the 2023/24 Community Grant Programme, and:

(ii) for the Responsible Financial Officer and members to explore how other councils managed their community grants programme, including caps on the grant funding awarded. Findings would be presented to the next Finance Sub-Committee in June/July 2022.

7.0

MATTERS DEEMED URGENT BY THE CHAIRMAN

Nothing to discuss.

The meeting closed at 7.46pm.

Meeting of the General Purposes Committee

Monday 25 April 2022

Agenda Item 5.6

TO CONSIDER THE RECOMMENDATIONS OF THE FINANCE SUB-COMMITTEE HELD ON 20 APRIL 2022

1.0 Summary

- 1.1 This report sets out the recommendations of the Finance Sub-Committee from their recent meeting on 20 April 2022 whereby they considered the draft year-end financial position of the council, the revised financial regulations as well as how to move forward with the remaining funds under the General Power of Competence.
- 1.2 Members will see that the revised Financial Regulations, were also reviewed at the meeting, and subject to a couple of amendments, have been added to the agenda as a separate item for General Purposes Committee at agenda item 7.1.

2.0 Recommendations of Finance Sub-Committee

- 2.1. First, members reviewed the provisional figures for year-end for all committee areas, as well as earmarked reserves. The papers also incorporated on the amounts outstanding for payment under the Public Works Loan Board.
- 2.2 Members were satisfied with the provisional year-end figures, but requested that further investigations should be undertaken on the possibility to make overpayments on the amounts outstanding under the Public Works Loans.

FS.20.04.22 *Members **RESOLVED** to note the report, agreed for the Responsible Financial Officer to continue preparing the Year End accounts in line with the current figures and to also investigate further the calculations involved in the repayment of the Public Works Loans*

- 2.3 Secondly members considered the draft Financial Regulations, and proposed amendments in line with the NALC's model financial regulations issued in 2020.

FS.21.04.22 *Subject to removing the addition of a 3-year forecast as highlighted in paragraph 2.1 and to include the phrase 'may, if required' in paragraph 8.3, members **RESOLVED** to recommend that the revised Financial Regulations be presented to General Purposes Committee for approval and adoption.*

- 2.4 Finally, members considered how best to move forward with the funds outstanding after the 2022-23 Community Grants Programme had been completed.

FS.22.04.22 *Members **RESOLVED** to*
(i) recommend that the remaining Community Grant funding be carried forward, to 2023/24 for the 2023/24 Community Grant Programme, and:
(ii) for the Responsible Financial Officer and members to explore how other councils managed their community grants programme, including caps on the grant funding awarded. Findings would be presented to the next Finance Sub-Committee in June/July 2022.

3.0 Recommendation

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

Contact Officer: Holly Goring/Sarah D'Alessio

Meeting of the General Purposes Committee

Monday 25 April 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.

The Civic Centre

- Electrical refurbishment of the lift is now complete, lift back in operation, awaiting quotes for full modernisation.

The Hub

- Nothing new to report. (see report on this agenda).

The Source

- Nothing new to report.

Victoria Pavilion

- Various boiler issues addressed.

The Signal Box

- Nothing new to report.

Foresters Hall

- New push taps installed to mitigate users leaving taps running.

Snatts Road, Chapel

- Nothing new to report.

West Park

- Nothing new to report.

2A Vernon Road

- Damp issues in shower area, tenant vacated, awaiting to address issues prior to reletting.

3.0 Recommendations

3.1 Members are asked to note the report.

Contact Officers: Mark Francis

Meeting of the General Purposes Committee

Monday 25 April 2022

Agenda Item 6.2

UPDATE ON THE UCKFIELD COMMUNITY FRIDGE CIC SITE

1.0 Summary

- 1.1 Members of General Purposes Committee, on 31 January 2022 approved for Brighter Uckfield to work with the Uckfield Community Fridge CIC to install a metal shed adjacent to the Fridge container

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.*

2.0 Update

- 2.1 This report seeks to provide an update on this resolution, and advise members of the current proposals for the Community Fridge end of the Hub site.
- 2.2 Uckfield Community Fridge CIC will be working with Brighter Uckfield to:
- (i) review the ground and consider a more permanent finish, to ensure the shed is secure and the ground is even for seating;
 - (ii) arrange for purchase, delivery and installation of agreed shed as per previous report;
 - (iii) add a few more planters to the area around the Community Fridge;
 - (iv) arrange for café style tables and chairs to be placed outside the Fridge when it's open to enable people to sit and wait rather than form a linear queue. Visitors will receive a ticket/number. The tables and chairs will be foldable and be able to be stored within the shed to reduce the risk of vandalism, and to keep within the Town Council's brief to reduce the number of permanent fixtures in this area;
 - (v) to start a seed bank, allowing for the swapping of surplus seeds and saplings, These would be stored in a cabinet on the external wall of the fridge;
 - (vi) to consider some form of awning or sail to provide partial cover during wet or hot weather.

3.0. Recommendation

- 3.1. Members are asked to note the report.

Contact Officer: Mark Francis/Holly Goring

Meeting of the General Purposes Committee

Monday 25 April 2022

Agenda Item 6.3

TO RECEIVE A PROPOSAL TO INSTALL NEW LED LIGHTING & SENSORS AT FORESTERS HALL

1.0 Summary

- 1.1 Lighting in Foresters Hall is a mix of various light fittings and bulbs all controlled via switches. The Estates & Facilities Manager has found the lights to be left on, on numerous occasions over the weekend and over night when the hall has been hired out. This is causing unnecessary expense on electricity costs and is not a climate friendly installation at present. The lights are currently not uniform and this proposal will rectify this also.
- 1.2 A quote has been received to replace all of the lights in the toilets, kitchen and rear corridors with new LED light fittings and sensors at a cost of £2,122.27+vat.
- 1.3 This work has not been budgeted for within the Town Council's revenue budget in 2022/23. The Town Council currently has £5,700 in earmarked reserves for climate change initiatives and £18,000 in Green Projects, so funding could be allocated for expenditure from either of these funding streams.

2.0 Recommendations

- 2.1 Members are asked to confirm whether members agree to go ahead with the lighting works proposed and to confirm from which earmarked reserves, they wish to fund the project from.

Contact Officers: Mark Francis

Meeting of the General Purposes Committee

Monday 25 April 2022

Agenda Item 6.4

TO RECEIVE AN UPDATE ON THE HUB BUILDING AND LAND.

1.0 Summary

- 1.1 Wealden Citizen's Advice moved out of The Hub on 14 October 2020 and the building is currently vacant. Due to the nature of the building and numerous repairs required, following a building survey carried out on 5 March 2019, it was deemed at that point, not to be in a fit state to allow any future tenants to hire or rent the building.
- 1.2 Uckfield Baptist Church are currently leasing The Source and have signed a lease extension for a further 2 years, due to end on the 1st February 2023. The community Fridge have a container on the site and are due to install a small shed in association with Brighter Uckfield in due course.
- 1.3 Since the Hub has been vacated, the fuse board has been relocated to The Source. Gas supplies to both buildings have been capped off with radiators removed. The Source has new electric radiators installed.
- 1.4 The Hub section of the building is becoming of increasing concern for structural stability and is becoming an eyesore for the heart of the town. The Source however, is in good condition.
- 1.5 The Estates & Facilities Manager has previously requested to form a working group of members to assist the finer detail and consideration of forward plans and the future of the site. It would also be prudent, to consider how we best make the Hub safe within this financial year 2022/23.
- 1.6 Previously members of General Purposes Committee – Councillors A. Smith and P. Sparks put themselves forward to work on this subject. This report seeks confirmation that these two members are still able to continue, and see if there is any further interest from members of General Purposes Committee.

2.0 Recommendations

- 2.1 Members are asked to confirm the members of the working group, with specific remit to focus on the future of the Hub Site, and more imminently, its safety, and subsequently arrange the first working group meeting in May 2022.

Contact Officers: Mark Francis

UCKFIELD TOWN COUNCIL



FINANCIAL REGULATIONS

Issue No.	Date Agreed	Details of amendments
1	11 th October 2005	Reissued in new format
2		Draft 6 (13 th May 2008)
3	27 th May 2008	General Purposes Minute No. GP.010.05.08
4	17 th August 2009	General Purposes Minute No. GP.017.08.09
5	18 th April 2011	General Purposes Minute No. GP.104.04.11 Full review undertaken
6	13.04.15	GP.70.04.15 Review and Update
7	15th August 2016	Amendment in response to updated model financial regulations
8	5 th November 2018	Amendment in line with revised Standing Orders – GP Committee
9	9 th March 2020	Proposed amendments in line with changes to NALC's Model Financial Regulations in 2019
<u>10</u>	<u>25 April 2022</u>	<u>Proposed amendments presented to GP Committee</u>

CONTENTS	Page
General	3
Annual Estimates	3
Budgetary Control	4
Accounting and Audit	5
Banking Arrangements and Cheques	6
Payment of Accounts	7
Payment of Salaries and Wages	8
Loans and Investments	9
Income	9
Orders for Work, Goods and Services	10
Contracts	11
Payments Under Contracts for Building or Other Construction Works	13
Stores, Stocks and Equipment	13
Assets, Properties and Estates	14
Insurance	14
Risk Management	15
Security and Management of Information	15
Revision of Financial Regulations	15

1.0 GENERAL

- 1.1 These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts. -The Council is responsible in law for ensuring that its financial management is adequate and effective and that it has a sound system of financial control which facilitates the effective exercise of its functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These Financial Regulations are designed to demonstrate how the Council meets these responsibilities.
- 1.2 The post of Responsible Financial Officer (RFO) is a statutory office under section 151 of the Local Government Act 1972 and shall be appointed by the Council. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with all Acts, Regulations and proper practices. The RFO shall determine on behalf of the Council its accounting records and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices. The RFO shall assist the council to secure economy, efficiency and effectiveness in the use of resources.
- 1.3 The RFO shall produce financial management information as required by the Council.
- 1.4 At least once a year, prior to approving the Annual Governance Statement, and annual accounts, the Council ~~shall conduct~~must a review ~~the of~~ effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.5 In these Financial Regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in 'Governance and Accountability in Local Councils ~~in England and Wales~~ - A Practitioners' Guide (England) ~~which is issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of published jointly by NALC and SLCC and updated from time to time.~~
- 1.6 In these Financial Regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the Regulations issued under the provisions of Section 27 the Audit Commission Act ~~2003~~1998, or any superseding legislation and then in force unless otherwise specified.
- 1.7 Section 150(5) of the Local Government Act 1972 which governed the stewardship of money held by local councils has been repealed. It required that 'every cheque or other order for the payment of money be signed by two members of the Council'. Although this requirement has been repealed it is felt that it still remains good practice and will be retained by the Council, for cheque

or BACs payments.-

- 1.8 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.9 Members of the council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.10 The council's accounting control systems must include measures:
- for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud;
 - identifying the duties of officers.
- 1.11 The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations. Accounting records shall in particular contain:
- entries from day to day of all sums of money received and expended by the council, and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of assets and liabilities of the council, and;
 - wherever relevant, a record of the council's income and expenditure in relation to the claims made, or to be made, for any contribution, grant or subsidy.
- 1.12 The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records, and measures to ensure that risk is properly managed.
- 1.13 The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;

- declaring eligibility for the General Power of Competence;
-addressing recommendations in any report from the internal and external auditors, shall be a matter for General Purposes Committee/Full Council accordingly.

1.14 In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- in respect of the annual salary for any employee have regard to the recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

2.0 ANNUAL ESTIMATES

- 2.1 Each committee shall formulate and submit annual budget proposals to the Council in respect of revenue and capital expenditure for the following financial year, not later than the end of January each year. Including recommendations for the use of reserves, sources of funding and update the forecast accordingly.
- 2.2 Detailed estimates of income and expenditure on revenue services and receipts and payments on capital accounts shall be prepared each year by the RFO.
- 2.3 The Council shall review the estimates not later than the end of January each year and shall fix the precept to be levied for the ensuing financial year. The ~~Mayor or Town Clerk~~RFO shall issue the precept to the billing authority and shall supply each Member with a copy of the approved budget.
- 2.4 The annual capital and revenue expenditure shall form the Council's budgets and the basis of financial control for the ensuing year.
- 2.5 In considering its annual estimates the Council shall have regard to its current five year ~~Business Strategic~~ Plan, and Annual Plan.

3.0 BUDGETARY CONTROL

- 3.1 Expenditure on revenue items may be ~~incurred~~ authorised up to the amounts included in the approved budget, and detailed in the regulations.-
- 3.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget for that item of expenditure, unless first approved by the General Purposes Committee or the Urgent Consultation Panel. Unspent provisions in the revenue budget shall not be carried forward to a new financial year, unless moved to other budget headings or placed in an earmarked reserve by resolution of the General Purposes Committee.
- 3.3 The RFO shall regularly provide each committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this

purpose “material” shall be in excess of [15%?] of the budget.

- 3.4 The Town Clerk, Assistant Town Clerk & RFO and Estates & Facilities Manager may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement, Health and Safety or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report the action to the appropriate committee as soon as possible thereafter.
- 3.5 Where expenditure is incurred in accordance with Regulation 3.4 above such sums shall be approved by the General Purposes Committee at the next available meeting.
- 3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure, unless the relevant committee is satisfied that it is contained in the capital programme and that the necessary capital funds are available, or the requisite borrowing approval has been obtained. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk and where necessary also by the appropriate Chairman.
- 3.7 All capital works relating to contracts shall be administered in accordance with the Council’s Standing Orders and these Financial Regulations and contracts may not be disaggregated to avoid controls imposed by these regulations/-
- 3.8 Changes in earmarked reserves shall be approved by the relevant committee as part of the budgetary control process.
- 3.9 The salary budgets are to be reviewed at least annually for the following financial year (as part of the budget setting process) and such review shall be evidenced by a hard copy schedule signed by the Clerk and Chair. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.0 ACCOUNTING AND AUDIT**
- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 4.2 The RFO shall be responsible for completing the annual statement of accounts, annual report, and any related documents -of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them to and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.-
- 4.3 Anti-Fraud and Corruption
 - 4.3.1 In accordance with the Accounts and Audit Regulations the separation of duties of Officers dealing with financial transactions shall be carried out

wherever practical, thus reducing the risk of fraud or suspicion of fraud.

4.3.2 Wherever possible arrangement shall be made to ensure that the same two Officers carry out no more than two of the following:-

(a) The ordering of works, goods or services.

(b) The acknowledgement of their receipt,

and

(c) The examination and certification of invoices and accounts.

4.3.3 Wherever possible, Officers responsible for the examination and checking of records of cash transactions shall not be engaged in any of these transactions.

4.4 ~~Internal~~ Audit

4.4.1 The RFO shall complete the Annual Accounts of the Council and shall submit the accounts for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.

4.4.2 The RFO shall ensure that there is an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any Officer or Member shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall, as directed by the council, supply the RFO, ~~or~~ Internal Auditor or External Auditor with such information and explanation as the ~~RFO or Internal Auditor~~ council considers necessary for that purpose.

4.4.3 The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to the General Purposes Committee in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the Internal Auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the Council.

4.4.4 The RFO shall make arrangements for the exercise of electors' rights in relation to accounts including the opportunity for inspection of the accounts, books, and vouchers, and associated documents for the display or publication of any notices and statements of account required by the relevant Acts and Regulations.

4.4.5 The RFO shall, as soon as practicable, bring to the attention of all Members any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative nature.

4.4.6 Internal or external auditors may not under any circumstances:
- perform any operational duties;
- initiate or approve accounting transactions, or;
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

4.5 Members' Audit

On a monthly basis one Member of the Council will carry out an audit in accordance with the Members' Audit Policy No. 63 and will report their findings to the next meeting of the General Purposes Committee. This audit incorporates spot checks of supplier invoices, customer invoices, timesheets, and bank reconciliation and verification to nominal code, as well as the petty cash for both Uckfield Town Council and Luxfords Restaurant.

4.6 At least once a quarter and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and be noted by the Council. This can form part of the existing member audit procedures.

5.0 **BANKING ARRANGEMENTS, ~~CHEQUES~~ BACS AND ELECTRONIC BANKING**

5.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for efficiency.

5.2 All monies received by the Council, including Luxford's takings, shall be banked daily and a full record made on the reverse of the paying-in slip

5.3 With the exception of the arrangements set out in Regulation 6.1, all certified invoices and payments shall be paid by ~~cheque~~BACs, drawn on the Council's accounts and all ~~cheques~~ BACs payments shall be signed by two members of the Council. A schedule of payments, listed by committee heading, and signed by the same two Members of the Council, shall be provided and presented at the next meeting of the committee. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

5.4 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have

disclosable prejudicial interest or other interest, unless a dispensation has been granted.

5.5 The council will aim to rotate the duties of member in these Regulations so that onerous duties are shared out as evenly as possible over time.

6.0 PAYMENT OF ACCOUNTS

6.1 The council will make safe and efficient arrangements for the making of its payments.

6.2 Following authorisation under Financial Regulation 5, the council, a duly delegated committee or the Clerk or RFO shall give instruction that a payment shall be made.

6.3 Apart from petty cash, payments shall be effected by ~~cheque~~ BACs or other order drawn on the Council's bankers.

6.42 All invoices for payment shall be examined, verified and certified by the Officer issuing the order. Before certifying an invoice, the Officer shall be satisfied that the works, goods or services to which the invoice relates have been received, carried out, examined and approved.

6.53 Duly certified invoices shall be examined in relation to arithmetical accuracy and authorisation, and shall be coded to the appropriate expenditure head. The RFO or appropriate Officer shall take all possible steps to settle all invoices or statements submitted, and which are in order, within 30 days of their receipt, or earlier, or in such manner, (e.g. standing order, direct debit etc), if such payment results in benefit to the Council, subject to any initial instruction forms or letters being signed by two Members of the Council.

6.64 All duly certified invoices will then be entered on the schedule of payments made and presented to the next meeting of the appropriate committee in accordance with Regulation 5.3.

6.75 The RFO or other appropriate Officer may authorise petty cash to Officers for the purpose of defraying operational and other expenses. Vouchers, relevant receipts or other supporting documentary evidence for payments made shall be forwarded to the RFO with a claim for reimbursement.

(a) The RFO shall maintain a petty cash float of no more than £200 for the purpose of defraying operational and other expenses incurred by the Council.

(b) The RFO shall maintain a petty cash float of no more than £250 for the purpose of defraying operational and other expenses incurred by Luxfords Restaurant.

(c) Re-imbursement for sums over £50 from any petty cash float shall only be

made by cheque.

- (d) Income received must not be paid into the petty cash float but must be separately banked as provided in Regulation 9.
- (e) Management of petty cash will be in accordance with internal audit procedures.

6.86. Corporate credit card accounts must be set up to operate within defined limits and be specifically restricted to use by the Town Clerk, RFO and Estates & Facilities Manager. The credit card will be subject to automatic cleared monthly payment by direct debit in full from the main bank account each month. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.9 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by ~ variable direct debit provided that the instructions are signed by two members and any payments are reported to the relevant committee. The approval of the use of a variable direct debit shall be renewed by resolution by the relevant committee at least every two years.

6.10 If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.11 If thought appropriate by the council, payment for certain items may be made by BACs or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to the council as made. The approval of the use of BACs or CHAPS shall be renewed by resolution of the council at least every two years.

6.12 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.13 Where a computer requires use of a PIN number or other passwords, for access to the council's records on that computer, a note shall be made of the ~ PIN and passwords, and shall be handed to and retained by the Chair of the Council in a sealed dated envelope. This envelope may not be opened, other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN/or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a

member's personal computer used only for remote authorisation of bank payments.

6.14 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or duly delegated committee.

6.15 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer and preferably off site.

6.16 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.17 Where internet banking arrangements are made with any bank, the RFO shall be appointed as Service Administrator, alongside the Town Clerk. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.18 Access to any internet banking accounts will be directly to the access page, and not through a search engine or e-mail link. Remembered or saved password facilities must not be used on any computer used for council banking work. Breach of this regulation will be treated as a very serious matter under these regulations.

6.19 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two signatories (Town Clerk/RFO or authorised member signatory). A programme of regular checks of standing data with suppliers will be followed.

7.0 PAYMENT OF SALARIES AND WAGES

7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by the Council.

7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, National Insurance and pension contributions, or similar statutory or discretionary deductions may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.-

7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of General Purposes Committee.

7.3 All time sheets where applicable shall be in a form prescribed by the RFO and certified as to their accuracy by the member of staff and countersigned by the appropriate manager.

7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise), other than:
(a) by any councillor who can demonstrate a need to know;
(b) by the internal auditor;
(c) by the external auditor;
(d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.54 Appropriate Officers shall notify the RFO as soon as possible of all matters affecting the payment of salaries and wages and in particular:-

- Appointments, resignations, retirements, dismissals, suspensions, secondments and all other staff movements.
- Absences from duty for sickness or other reasons.
- Information necessary to maintain records of service for superannuation, income tax and national insurance.
- Changes in remuneration, allowances or working times.

7.65 The RFO and the Town Clerk are authorised to make payments of salaries and wages through 'Bankline' subject to such initial permission being signed by two Members of the Council. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.76 In the event of emergencies where no two authorised Officers are available to make such payments, the RFO or Town Clerk shall request two Members of the Council to be present.

7.87 The salary budgets are to be reviewed at least annually for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of the Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time. This forms part of the annual budget setting process.

7.9 An effective system of personal performance management should be maintained for the senior officers.

7.10 Termination payments shall only be authorised by General Purposes Committee and before employing interim staff, General Purposes Committee must consider a full business case.

8.0 LOANS AND INVESTMENTS

8.1 All loans and investments shall be negotiated by the RFO in the name of the Council, and shall be for a set period of time in accordance with any appropriate Council Policy. Changes to loans and investments should be reported to the General Purposes Committee at the earliest opportunity.

8.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by General Purposes Committee. In each case a report in writing shall be provided, in respect of value for money for the proposed transaction.

~~8.32~~ The Council's Investment Policy (No. 45) shall be in accordance with relevant regulations, proper practices and guidance and reviewed at least annually. Prior to the receipt of the precept instalment every six months, the Finance Sub-committee may if required, provide information to the General Purposes Committee on the possible investment of these funds.

~~8.43~~ All investments of money under the control of the Council shall be in the name of the Council.

~~8.54~~ All borrowings shall be ~~a~~effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose and subsequent arrangements for the loan shall only be approved by full council.- The terms and conditions of borrowings shall be reviewed at least annually.

~~8.65~~ All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.7 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Banking arrangements) and Regulation 6 (payment of accounts).

9.0 INCOME

9.1 The collection of all sums due to the Council shall be the responsibility of, and under the supervision of the RFO.

9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the RFO and the RFO shall be ultimately

- responsible for the collection of all accounts due to the Council.
- 9.3 Appropriate committees will review their fees and charges annually following a report by the RFO or other appropriate Officer.
- 9.4 All accounts due will be collected in accordance with these Regulations and any sums found to be irrecoverable or any subsequent bad debts shall be reported to the General Purposes Committee.
- Overdue accounts and bad debts shall be treated in the following manner:-
- (i) Customers with outstanding accounts at 90 days shall be passed to a registered debt collector following a final seven day warning at the discretion of the RFO or appropriate Officer of the Town Council.
 - (ii) Any bad debts that cannot be recovered shall be referred to the General Purposes Committee for authorisation to be written off or for authorisation to make arrangements to collect the debt in other ways.
- 9.5 All sums received on behalf of the Council shall either be submitted to the RFO for banking or to the appropriate Officer collecting the money as directed by the RFO. In all cases all receipts shall be deposited with the Council's bankers in accordance with Regulation 5.2 or in such manner as subsequently directed by the Council's Internal Auditor.
- 9.6 A reference to the related invoice, or otherwise, indicating the origin of each receipt, shall be entered on the paying-in slip.
- 9.7. All sums received by BACS will be made available for scrutiny for subsequent audits.
- 9.8 Every transfer of official money from one member of staff to another shall be checked and signed for by the receiving Officer.
- 9.9 The RFO shall promptly complete any VAT return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.10 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the General Purposes Committee to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.11 Personal cheques shall not be cashed out of money held on behalf of the Council.

10.0 ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate, e.g. petty cash purchases. Where an order number is given verbally, a written order must be raised. Copies of all orders issued shall be retained.
- 10.2 Access to the ordering programme shall be controlled by the RFO.
- 10.3 All Members of the Council and Officers are responsible for obtaining value for money at all times. An Officer issuing an official order is to ensure as far as reasonable and practicable, that the best available terms are obtained in respect of each ~~transaction~~, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below-
- 10.4 Only the Town Clerk, RFO, ~~Civic Centre Estates & Facilities Manager~~ or ~~other such Officers~~ Hospitality Manager-nominated by them, may initiate orders which shall be endorsed by a second Officer. A member may not issue an official order or make any contract on behalf of the council.
- 10.5 Goods and services received shall be checked against the relevant copy of the purchase order.

10.6 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11.0 CONTRACTS

- 11.1 Every contract, whether made by the Council or by a committee to which the power of making contracts has been delegated, shall comply with these Financial Regulations and no exception from any of the following provisions of these Regulations shall be made other than in an emergency, provided that these Regulations shall not apply to the contracts which relate to items (i) to (iv) below:-
- (i) For the supply of gas, electricity, water, sewerage and telephone services.
 - (ii) For specialist services such as are provided by legal professionals acting in disputes (solicitors, accountants, surveyors and planning consultants or other services) identifies to be of a specialist nature by the Town Clerk, RFO or ~~Civic Centre Manager~~ Estates & Facilities Manager:-
 - (iii) For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant:-
 - (iv) For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

- (v) For additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chair and Vice Chair of council), and;
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed prices
- 11.2 Where it is intended to procure or award enter into a public supply contract, public service contract or public works contract:-
- (i) For expenditure of £10,000 or less in value, the Town Clerk or a duly approved Officer shall have authorisation to obtain such goods or services from an appropriate firm.
 - (ii) For any proposed contract for the supply of goods, materials, services and the execution of works or specialist services with an estimated value between £10,000 but not exceeding £25,000, the Town Clerk or RFO shall invite quotations from at least three appropriate firms from a preferred list of contractors as set out in the Financial Regulations.
 - (iii) For expenditure which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations (requiring the Council to use the Contracts Finder Website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the aware of new contracts).
 - (iv) The full requirements of the Regulations [The Public Contracts Regulations 2015], as applicable, shall be followed in respect of the tendering and award of a public supply contract, public services contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time). ~~(Where the value of a contract is in excess of £181,302 (which may change from time to time) for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU).~~
 - (v) Any invitation to tender issued under this regulation shall be subject to Standing Order 34.3 and shall refer to the terms of the Bribery Act 2010.
 - ~~(v) A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract, or £820,370 for a social and other specific services contract (or other thresholds determined by the~~

~~European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.~~

- 11.3 Invitations to tender shall state the period and the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. In addition, the invitation shall state that tenders must be addressed to the Town Clerk and the last date by which such tenders should reach the Town Clerk. Each tendering firm shall be supplied with a specially marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- 11.4 All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk or other appropriate Officer in the presence of at least two Members of the Council.
- 11.5 The Town Clerk or other appropriate Officer shall record the details of the tender, the names and addresses of each tenderer, the amount or price of the tender, the time and place of opening, and the names and signatures of those present at the opening of the tenders. The above details shall be reported to the Council, or where the tenders have been sought by a committee to that committee.
- 11.6 If fewer than three tenders are received for contracts valued above £50,000 or if all the tenders are identical, the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- 11.7 Any invitation to tender issued under this Regulation shall contain a statement of the effect of Standing Orders Nos: 25.1. 25.2 and 25.3.
- 11.8 When applications are made to waive ~~Standing Orders~~financial regulations relating to contracts to enable tenders to be negotiated without competition, the reason shall be embodied in a recommendation to the General Purposes Committee.
- 11.9 Neither the Council, nor any committee is bound to accept the lowest or any tender, quote or estimate
- 11.10 Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, that the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was undertaken.
- 12.0 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**
- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract, by the RFO upon receipt of authorised certificates

issued by the architect or other consultants engaged to supervise the contract and a valid claim for payment from the contractor. (Subject to any percentage withholding as may be agreed in the particular contract).

12.2 Where contracts provide for payments by instalments, the RFO shall maintain a record of all such payments. In any case when it is estimated that the total cost of the work carried out under a contract, excluding fluctuation clauses agreed variations, will exceed the contract sum by five per cent or more, a report shall be submitted to the Council or relevant committee.

12.3 Any variation to a contract, or addition to, or omission from a contract must be approved by the Town Clerk to the contractor in writing. The Council or appropriate committee should be informed where the final cost is likely to exceed the financial provision.

13.0 STOCKS, STORES AND EQUIPMENT

13.1 The Officer in charge of each section shall be responsible for the care and security of all relevant buildings, furniture, equipment, cash, stocks and stores in that section.

13.2 Appropriate Officers shall ensure that all conditions of insurance are complied with in respect of cash, valuables and property.

13.3 Delivery notes or invoices must be obtained in respect of all goods received, and goods must be checked as to quantity and quality against the purchase orders at the time delivery is made.

13.4 Stocks and stores shall generally be maintained at the minimum levels consistent with operational requirements.

13.5 The RFO or appropriate Officer shall be responsible for periodic checks of stocks and stores at least annually.

14.0 ASSETS, PROPERTIES AND ESTATES

14.1 The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties owned by the Council. The Estates & Facilities Manager and RFO shall ensure a record is maintained of all assets owned by the Council, recording the location, extent, plan, reference, purchase details, (where possible), nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with the current Accounts and Audit Regulations.

14.2 The RFO shall ensure that an appropriate and accurate register of assets and investments is kept up to date. The continued existence of tangible assets shown on the register shall be verified at least annually with a safety inspection of assets.

14.3 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consent required by law. In each case a

report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4 No property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5 No, save where the estimated value of any one tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible moveable property does not exceed £500.

14.6 Subject only to the limit set in Regulation 14.5 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

15.0 INSURANCE

15.1 Following the annual risk assessment (Financial Regulations 16.1 and 16.2), the RFO shall effect all insurancess and negotiate all claims on the Council's insurers.

15.2 The RFO shall be notified of any loss, liability or damage or of any event likely to lead to a claim, and shall report to the appropriate committee at the next available meeting.

15.3 The ~~RFO or~~ appropriate Officer shall give prompt notification to the ~~insurers~~ RFO of all new risks, properties or vehicles which require to be insured and of any alterations effecting existing insurances.

15.4 The RFO shall keep a record of all insurances affected by the Council and the property and risks covered and annually review the Council's insurance requirements.

15.5 All appropriate members and employees of the Council shall be included in suitable fidelity guarantee insurance which shall cover the maximum risk exposure ~~of the~~ as determined by the Council or relevant committee.

16.0 RISK MANAGEMENT

16.1 The Council is responsible for putting in place arrangements for the management of risk. The RFO or appropriate Officer shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk

management arrangements shall be reviewed by the General Purposes Committee at least annually.

- 16.2 When considering any new activity, the RFO or appropriate Officer shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the General Purposes Committee.

17.0 SECURITY AND MANAGEMENT OF INFORMATION

- 17.1 Records of a financial nature shall be retained in accordance with a schedule of minimum periods to comply with tax and insurance requirements or other instructions or advice received from the appropriate authorities. Regardless of the above all records must be retained, as a minimum, until after the completion of each year's external audit.

- 17.2 The Council will comply with the Freedom of Information Act and any other appropriate Council policy or other applicable legislation that may be introduced or amended from time to time.

18.0 REVISION OF FINANCIAL REGULATIONS

- 18.1 It shall be the duty of the General Purposes Committee to review these Financial Regulations from time to time. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the General Purposes Committee of any requirement for a consequential amendment to them.

- 18.2 The council, may, by resolution of the council duly notified prior to the relevant meeting of the council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of the council.

Meeting of the General Purposes Committee

Monday 25 April 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 since the start of the new financial year (1 April 2022).
- 2.2 The Town Council had 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 Between October 2021 and end of March 2022, 15 members of staff caught Covid (with a total of 16 since the start of the pandemic). In most cases it had been caught whilst staff were on annual leave or over the weekend/bank holidays which 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. These bubbles and rotas have now been eased slightly in line with the UK Government advice to return to the office.
- 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 has commenced from 1 April 2022 which will support Town Council staff with medical appointments and 24/7 access to the Employment Support Programme.

	As at 19.04.22 (sickness recorded since 1 April 2022) (24 staff) Normal staffing levels – 29/30 staff	Cumulative total for the year 2022/23	Comparison with same period in April 2021
Actual days taken as short-term Doctors' certificate	0.0 days	0.0 days	N/A
Actual days taken as self-certificated sick leave	0.0 days	0.0 days	N/A
Actual days taken as long-term sick leave	0.0 days	0.00 days	N/A
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)	0.0 days	-	N/A
Actual days taken for staff member supporting family member/dependent for Covid isolation but not unwell themselves	0.0 days	-	N/A
Actual days taken for Covid isolation but able to work from home some of the time	0.0 days	-	N/A

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 Despite UK Government & Public Health England relaxing guidance with regard to the wearing of face coverings, masks are still encouraged to be worn by staff and public in communal areas of the Civic Centre. Cough screens are still installed in the Town Council office and restaurant bar, and sanitiser points are still in place around the building.

7.0 Accident reporting – Quarter 1 (Apr-Jun 2022/23)

7.1 Nothing new to report.

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

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH: JANUARY 2022

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



Signed ..

Print Name ...Angie...Smith...

Dated18/4/22.....

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
Haynes	584123 11/1/22	14539	✓	✓
Kent County Council	13961137	14571	✓	✓

Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
Barraclough S.	240012	✓	13/1/22	✓ (464)
Resilient ME	40130	✓	12/1/22	✓ (Paid by card)

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
TONY GRIFFITHS	✓	✓	28/1/22	✓ 775165640

Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
GENERAL	457 - 482	✓	✓ (ERROR ADJUSTED)	1200
SPECIAL INTEREST BEARING	141	✓	✓	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	✓ Jan '22	Tesco £17.80 Correctly logged.	
Luxfords	Done, but not signed Jan '22	Waitrose £5.08 (split purchase between LTC & Luxfords) Correctly logged	

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH: Feb 22

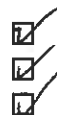
Checklist:

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
Luxford.



Signed

Print Name JAMES EDWARDS

Dated 11/04/22

Members comments:-

Wonderful start to the week.

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
Kennedy	51-199532 4/2/22	14598	✓	✓
HT White	8767399 18/2/22	14659	✓	✓

Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
Fitzroy Central Support office	L 40447	✓	17/03/22	520
Michelle Butler	cc 40291	✓	1/2/22	cc 1/2/22

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
Ruth Hobbs	✓	✓	25/2/22	783502471
Grant Beadle	Monthly salary	✓	25/2/22	783502471

12/10

Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
Clerk's Account	510	✓	✓	1210
Bus. Res.	142	✓	✓	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	✓ Feb	Cabling for CC ✓	✓
Luxfords	✓ Feb	Sainsbury's Ice cream ✓	✓

Meeting of the General Purposes Committee

Monday 25 April 2022

Agenda Item 9.1(viii)

REPRESENTATIVES ON OUTSIDE BODIES:

WDALC MEETING – 6 APRIL 2022

Safer Road Partnership

Steve O'Connell provided updates about the Community Speedwatch Scheme and Operation Downsway. Slides are attached from his presentation in appendix A.

Updates from Wealden DC

- Cllr Bob Standley is standing down as Leader of WDC at their Annual Meeting in May.
- Staff Changes – Isabel Garden is retiring as Director of Planning, Policy and Environmental Services at the end of June and Chris Bending will be replacing her.
- Waste Contract – GMB has balloted its members and they have decided to take strike action. They need to give 2 weeks notice and WDC will keep Town and Parishes updated.
- Homes for Ukraine – Information is available from WDC website. However, questions can be directed to Gemma Forshaw, Head of Housing.
- Meetings continue with Minsters to try and get the Housing numbers down on the Local Plan.
- Enforcement received more complaints over lockdown but is having huge successes. Progress may seem to be slow but they have to prioritise issues.

Overdevelopment in Wealden

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

‘At the January WDALC meeting I had the opportunity to discuss the efforts the Chiddingly Working Group against Over-Development had made, up to the beginning of the year. I appreciate the opportunity to brief you now on what has happened since.

In December and in January we wrote to all 42 Parish and Town Councils in Wealden inviting them to join our effort to convince central government to modify their planning policies, that are having an irreversible and detrimental effect on the communities that we represent. The Group also announced its intention to call a meeting in the Spring to discuss a collective approach on how to prevent over-development in Wealden and plan how best to influence government housing policy.

In late January, the seven parish councils who had written a letter to the Minister received a second reply from the Ministry, this time from a named official who was responding on behalf of the Secretary of State. This was another two-page letter, effectively repeating what had been said in the Ministry's first letter. The new letter contains a number of statements which defied logic. For example the letter argued again in support of the use of out-of-date projections, which have since revised substantially downwards, to arrive at each district's obligation for new housing, with the explanation that this is in order “to provide stability and certainty”. The letter from the Ministry, again, supported the government's stated policy to have 300,000 new houses built in England each year. The fact that the policy is not supported by the Office of National Statistics population and household projections, appears to be immaterial to those elected to run the country on our behalf.

On 25 February 2022, TV news program BBC South East Today had a story about Wealden Parish Councils objecting to government housing targets. The main points of the story also appeared as a BBC news article.

On the 11 March 2022 nine members of the Group had a constructive meeting with Mrs Nus Ghani, MP. To our surprise, the MP agreed that the current method of calculating the district's housing needs is not working and is not providing the affordable homes that Wealden needs.

In 12 March 2022 Uckfield Town Council sent a powerful and eloquent letter to the Secretary of State, opposing the "unprecedented levels of housebuilding that is taking place in Wealden" and "supporting the earlier letter by its neighbouring parishes".

On 3 April 2022 the Group sent a letter to the Rt Hon Stuart Andrew MP, Minister of State for Housing asking for clarifications on issues he had touched upon in the Parliamentary debate with Ms Ghani of 1st March. There were also important issues which had not been discussed and to which we sought answers. Too early to have had a reply yet.

By today, 39 out of the 42 town councils, parish councils and parish meetings of Wealden have formally agreed to join us and support the initiative we started. Two of the remaining three are due to discuss our request and decide soon, and only one parish council turned down our invitation saying: "The planning committee sympathised with the predicament that affected all in the area but was not in a position to offer support."

This coming Friday 8th April the Working Group is hosting a meeting for all 42 parish and town councils and parish meetings of Wealden. The meeting will be held in Horam Village Hall and will start 7pm. Two representatives from each council are invited. There will be three sessions, each having an invited presentation that will be followed by questions and answers. Session 1 will be on "The National Policy and the Standard Method" by Nick Daines of CPRE. The second session will be on "The Draft Wealden Local Plan", by Cllr Ann Newton, Deputy Leader of Wealden DC. The third session will be on "The Need to set up a support group for parishes facing unsustainable development". There are two speakers for this session, Cllr Paul Stevens from Plumpton PC and Cllr Geoff Sambrook, Chairman of Isfield PC. We already have 60 persons registered, but there is room for a few more persons that are interested on what we do.

My concluding words is that this effort started as a reaction of a few friends in Chiddingfold to the concreting of the countryside. Some members of the group have moved and have been replaced by four councillors from three other parish councils and one volunteer from CPRE. We are nine persons. We are considering possible changes in the near future to make us more representative and with a wider set of skills.

Reports from Outside Meetings

NALC had released a statement to the UK Government's response to the Committee on Standards in Public Life report on local government ethical standards. Cllr Keith Stevens said he is bitterly disappointed by the decision and is to meet Kemi Badenoch, the Minister of State at Dept of Levelling Up to urge ministers to rethink. He also said that support is gaining for parishes to have the option to hold virtual meetings.

Councillor Moss said Crowborough Town Council is also in support of being able to choose to hold virtual meetings and has passed a Motion to that effect. The Model Motion is;

"This Council supports the petition launched by the Association of Democratic Services Officers (ADSO) and the Lawyers in Local Government (LLG) on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures."

Cllr Diane Ward

Sussex Safer Roads

P A R T N E R S H I P

**Wealden Road Safety Presentation
Wealden District Association of Local Councils.
Steve O'Connell CSW Officer**

- SSRP



Sussex Safer Roads

PARTNERSHIP

SUSSEX POLICE COMMUNITY SPEEDWATCH SCHEME STATS

- ❑ Area 1,461sq mi with a population of 1.6 million.
- ❑ Community Speedwatch Schemes Registered March 2022 = 300.
- ❑ Roadside Operators 2,400.
- ❑ 189 Participating Parish Councils Force Wide.
- ❑ 30 Council Wardens Participating.
- ❑ East & West Sussex Fire and Rescue Volunteers Trained for CSW.
- ❑ Circa 7,000 letters sent out to drivers per month in Sussex.
- ❑ **Number of records entered 01/03/21 to 31/03/22 = 73,477.**
- ❑ **Number of letters sent 01/03/22 to 31/03/22 = 6,151**
- ❑ Compliance Ratio in Sussex Variable **93.31%** as of March 2022.
- ❑ Approved Sites 2,500.
- ❑ Volunteer Hours in March 1,258.5.
- ❑ Number of Sessions completed in March 485.

Sussex Safer Roads

P A R T N E R S H I P

What more can we do to support the CSW Scheme ?

- ✓ Abuse to Groups and operators have increased in the last 18 months so we have rolled out body worn video for the groups there is a strict policy around use but it will reduce the difficulty in obtaining evidence.
- ✓ Monthly Coordinators meetings to enable effective communication to Groups promote best practice and promote policy compliance, opportunity to listen to constructive feedback from practitioners Groups.
- ✓ Monthly Councillors Workshops to cover topics such as Road Safety, Data, Legislation, Best Practice and promote collaborative working between Parish Councils.
- ✓ Introduced the Stage 3 follow up process to ensure repeat offenders are followed up and given suitable words of advice, if the message isn't fully understood it may lead to targeted enforcement.
- ✓ We're Keeping An Eye On You County Wide Campaign

Sussex Safer Roads

PARTNERSHIP

We're Keeping An Eye On You Campaign



Sussex Safer Roads

PARTNERSHIP



46 PEOPLE WERE KILLED AND
934 PEOPLE WERE SERIOUSLY INJURED
ON OUR ROADS IN SUSSEX LAST YEAR

Sussex Safer Roads

P A R T N E R S H I P

Operation Downsway 2022

This week, our annual Operation Downsway activity launches, tackling road safety, with the aim of positively influencing drivers and motorcyclists to ride responsibly, considerately, and safely.

Page Content

Every weekend between April and September, we will be deploying a range of teams and tactics providing a high visible presence across the road network in Sussex.

Despite previous attempts to engage with and educate people around the Fatal Five – the main factors that cause serious road traffic collisions – we are still seeing too many distracted, dangerous, and inconsiderate drivers on our roads. The public are telling us that they cannot use the roads safely or enjoy where they live because of these issues and a small minority who drive anti-socially and it is this which is contributing to the large number of people killed and seriously injured on our roads

Already this year lives have been tragically lost, families devastated and people are missing their friends. We want to do everything we possibly can to reduce this number, which is why Operation Downsway is a priority and why this year our focus is on enforcement. We simply won't tolerate those who get their enjoyment by driving or riding anti-socially through the county at the expense of everyone else and we have a comprehensive plan to target those people who do so. We can't be everywhere, but we could be anywhere, and with increased numbers of officers, better equipment and more intelligence, those intent on driving dangerously can assume we are not far away. Officers will operate marked and unmarked vehicles using the latest technology, such as ANPR and drones, to capture offences.

The wellbeing of our communities is hugely important to us and with the support of districts tackling localised road safety issues and our Roads Policing Units (RPU) focusing on reducing the number of people killed or seriously injured, we seek to increase public trust, confidence and feelings of safety when using the roads. We will be sharing the results from these operations with our local communities, through social and traditional media.

Partnership working is integral to delivering long-term road safety. The Sussex Safer Roads Partnership (SSRP) Casualty Reduction Officers and Mobile Speed Enforcement Vans will be carrying out enforcement activity and we will use data from Community Speed Watch (CSW) and Operation Crackdown to assist in identifying key areas and individuals to target.

By working together, we can minimise the risk of death and injury on the roads across Sussex.

Sussex Safer Roads

P A R T N E R S H I P

Data

Casualty groups and trends

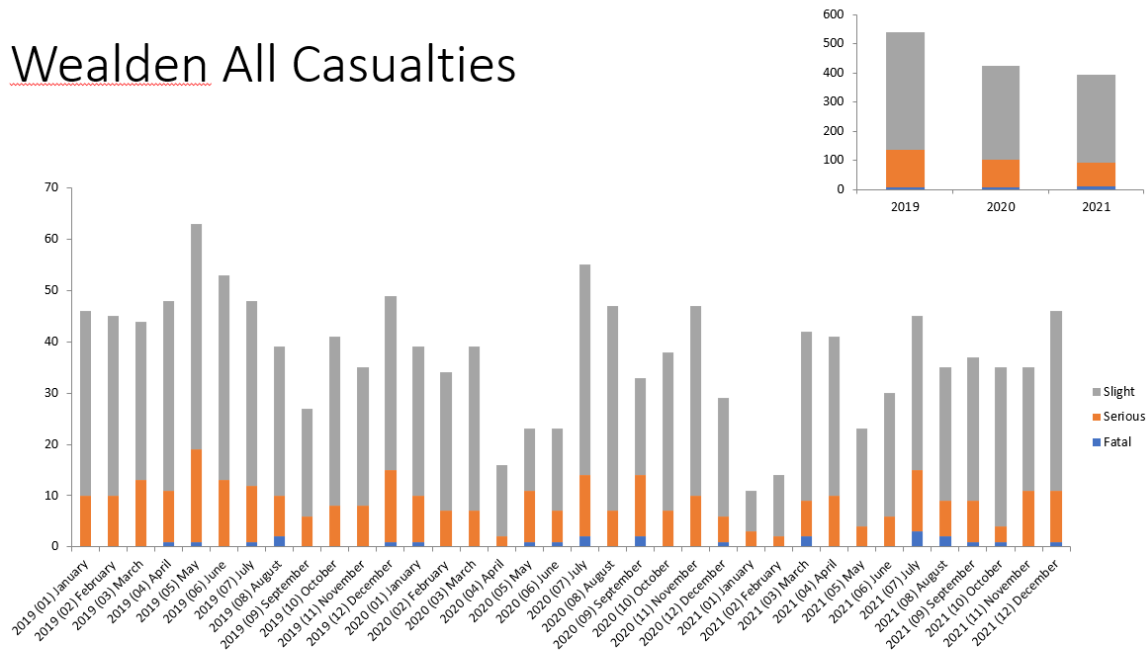
March 2022



Sussex Safer Roads

PARTNERSHIP

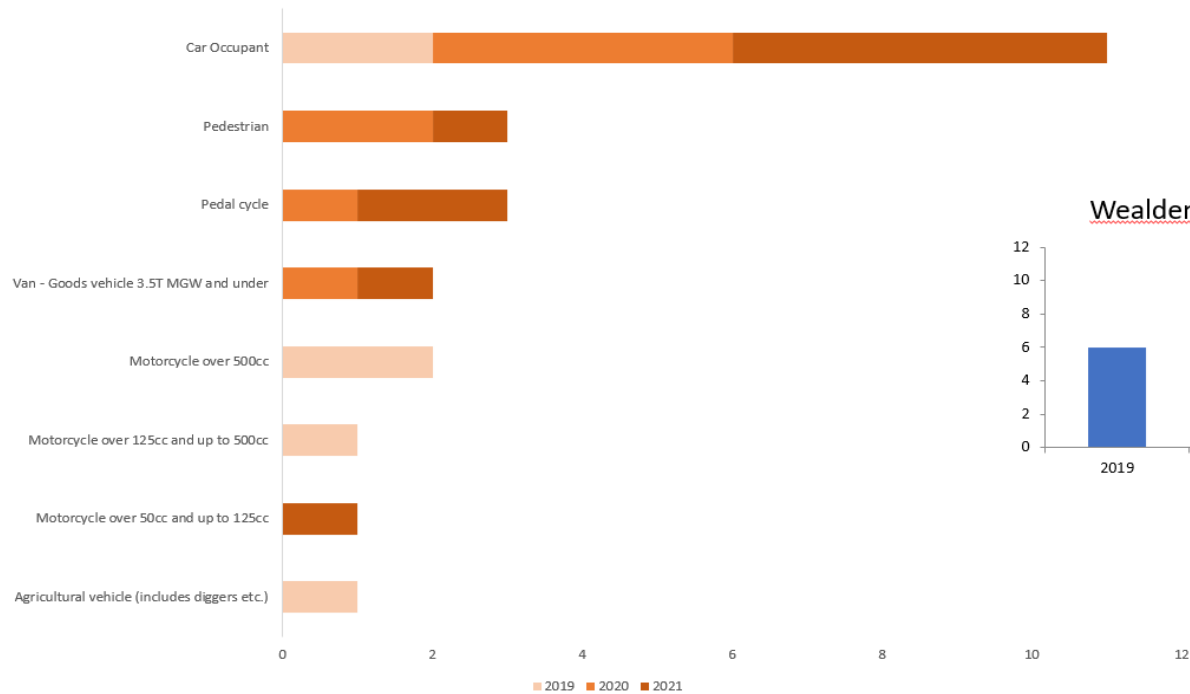
Wealden All Casualties



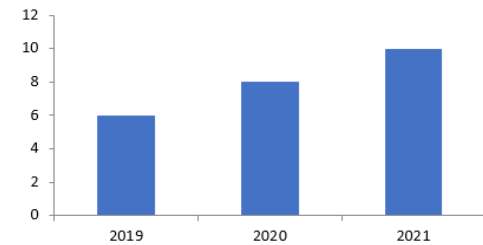
Sussex Safer Roads

PARTNERSHIP

Wealden Fatalities 2019 2020 2021



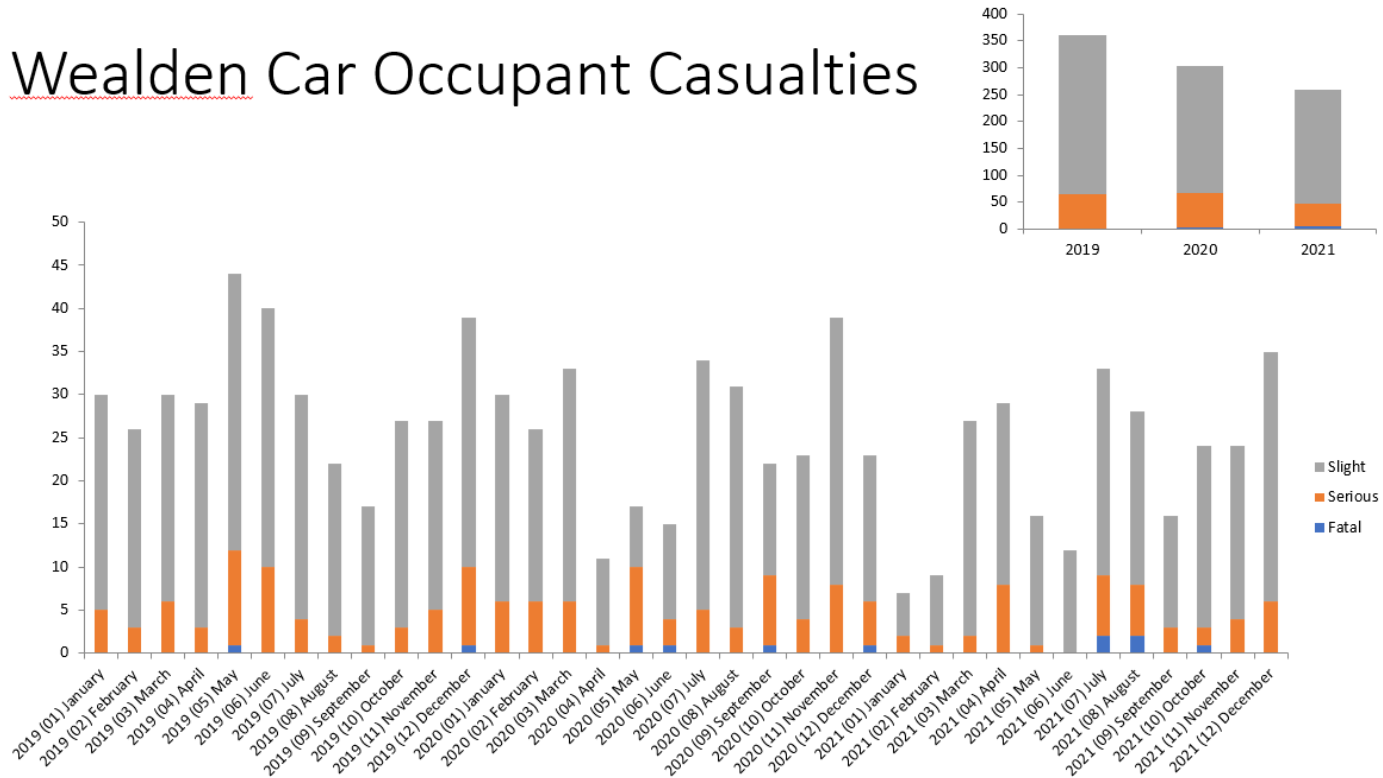
Wealden Annual Fatalities



Sussex Safer Roads

PARTNERSHIP

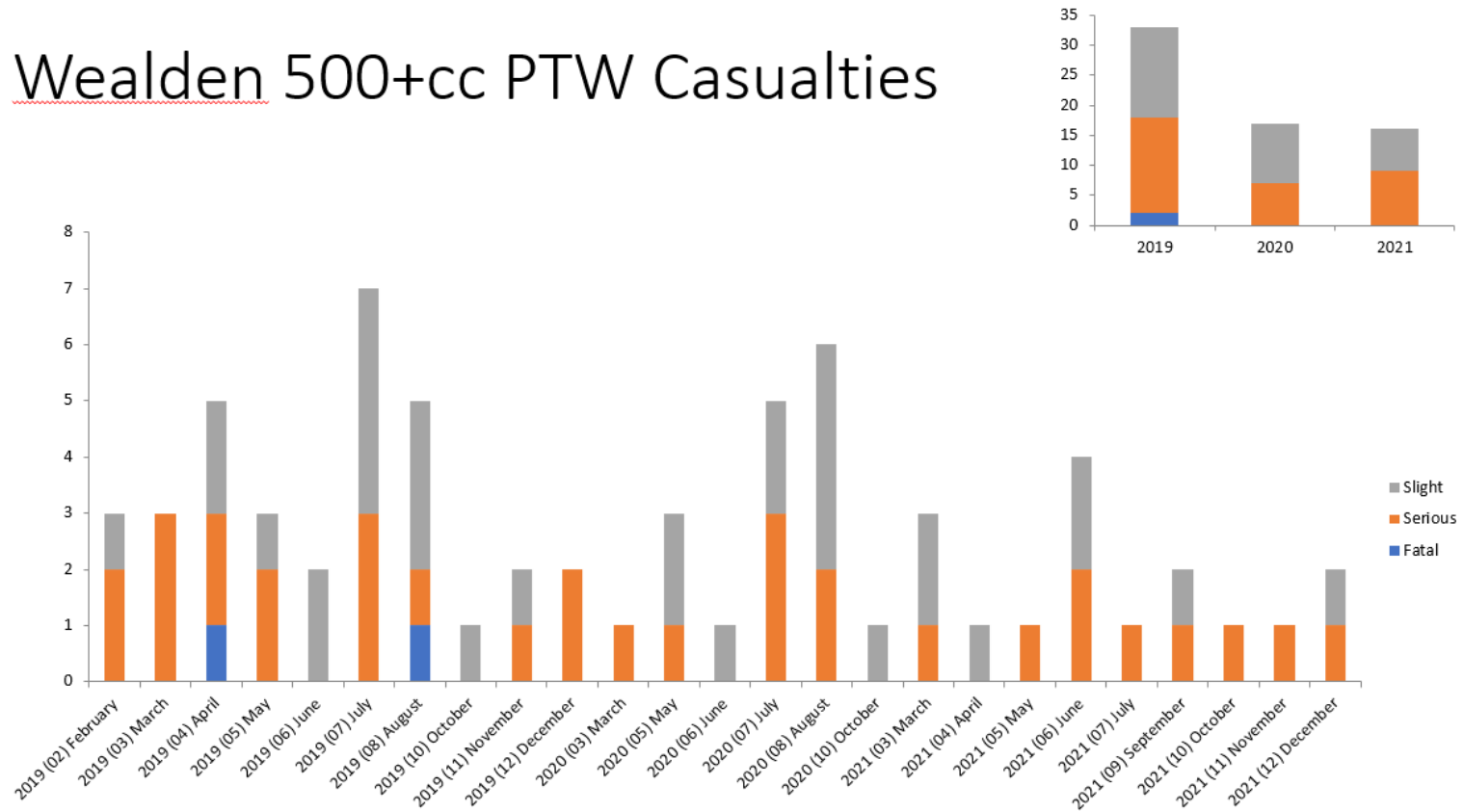
Wealden Car Occupant Casualties



Sussex Safer Roads

PARTNERSHIP

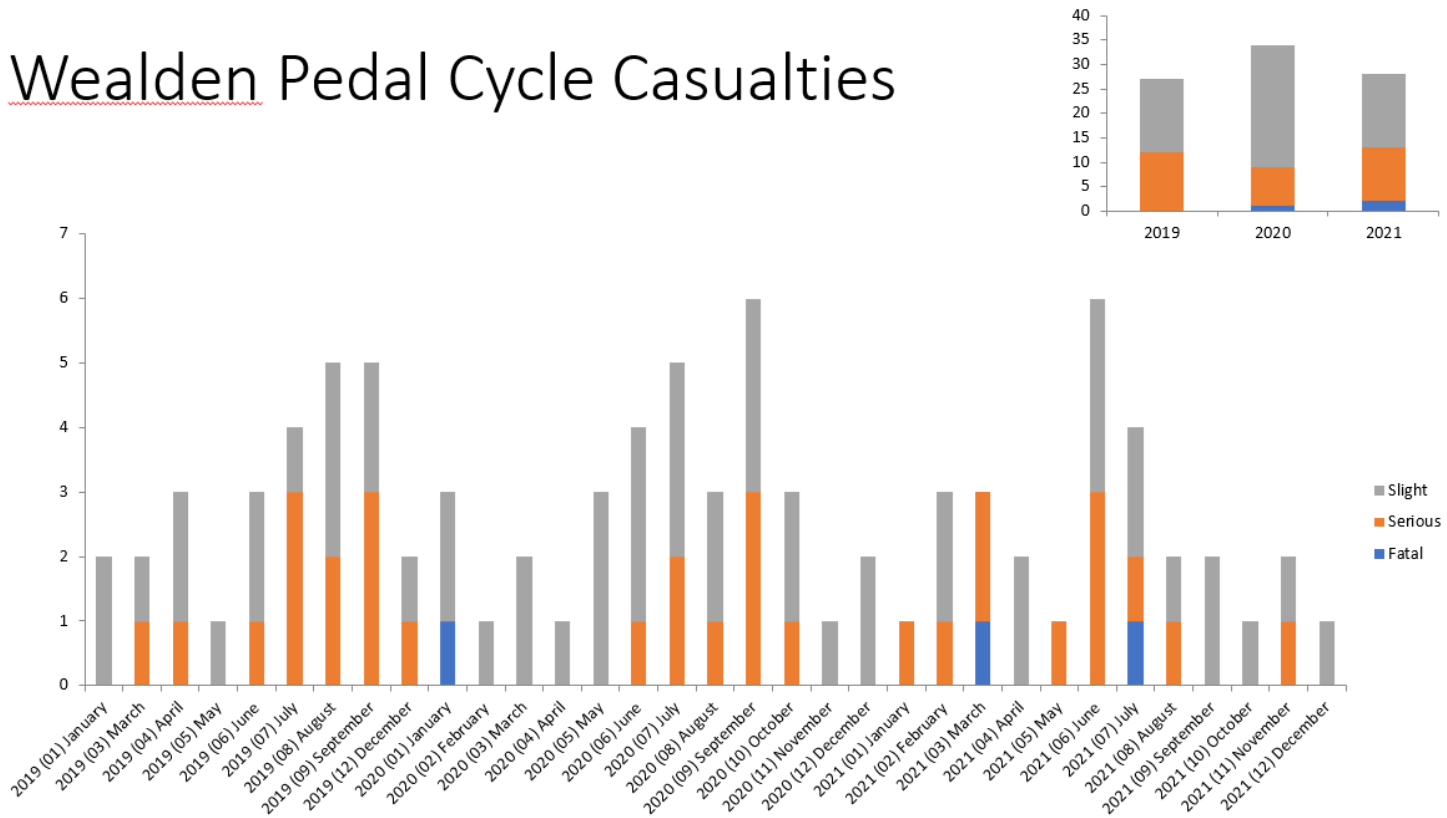
Wealden 500+cc PTW Casualties



Sussex Safer Roads

PARTNERSHIP

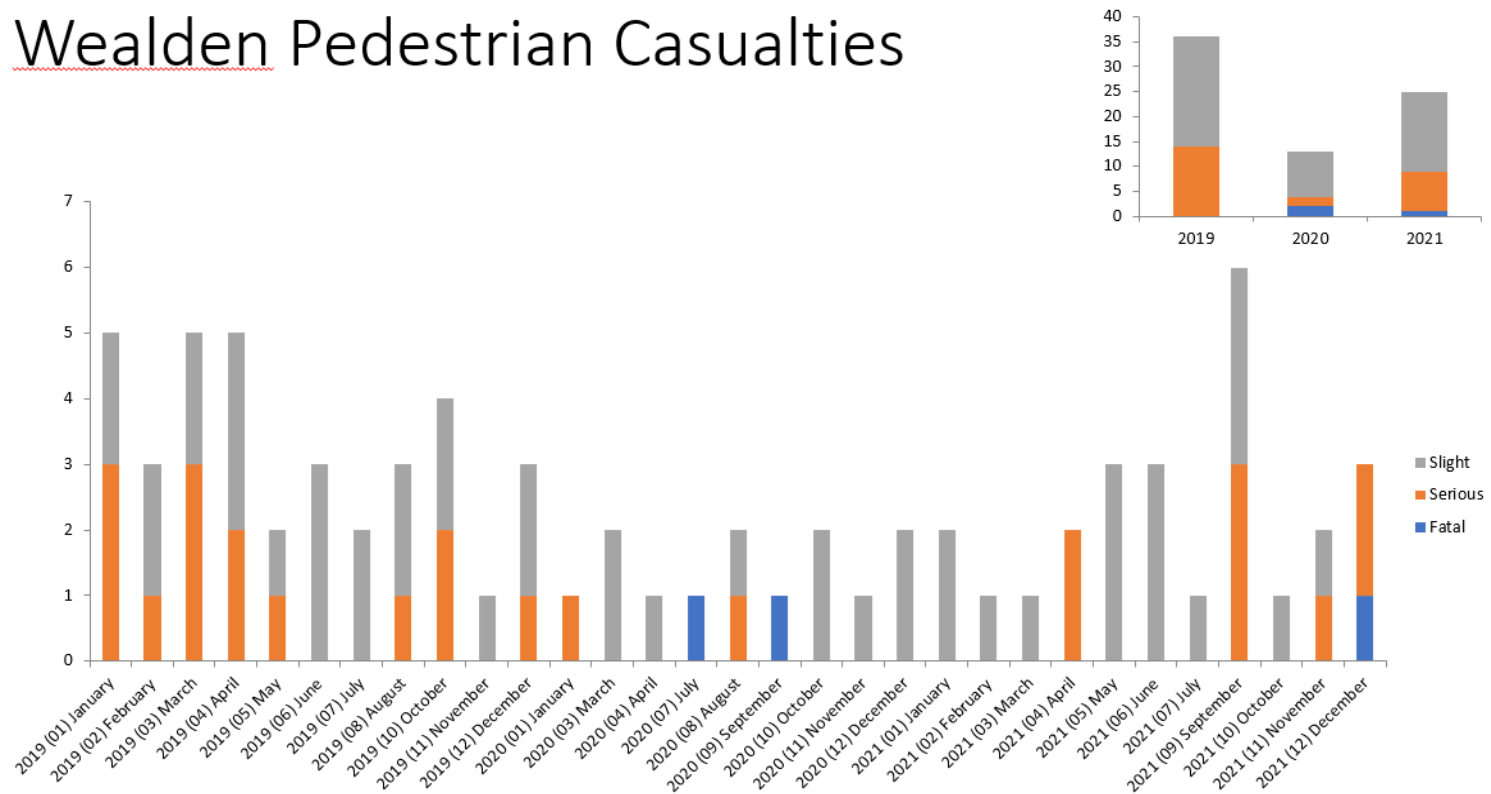
Wealden Pedal Cycle Casualties



Sussex Safer Roads

PARTNERSHIP

Wealden Pedestrian Casualties



Sussex Safer Roads

P A R T N E R S H I P

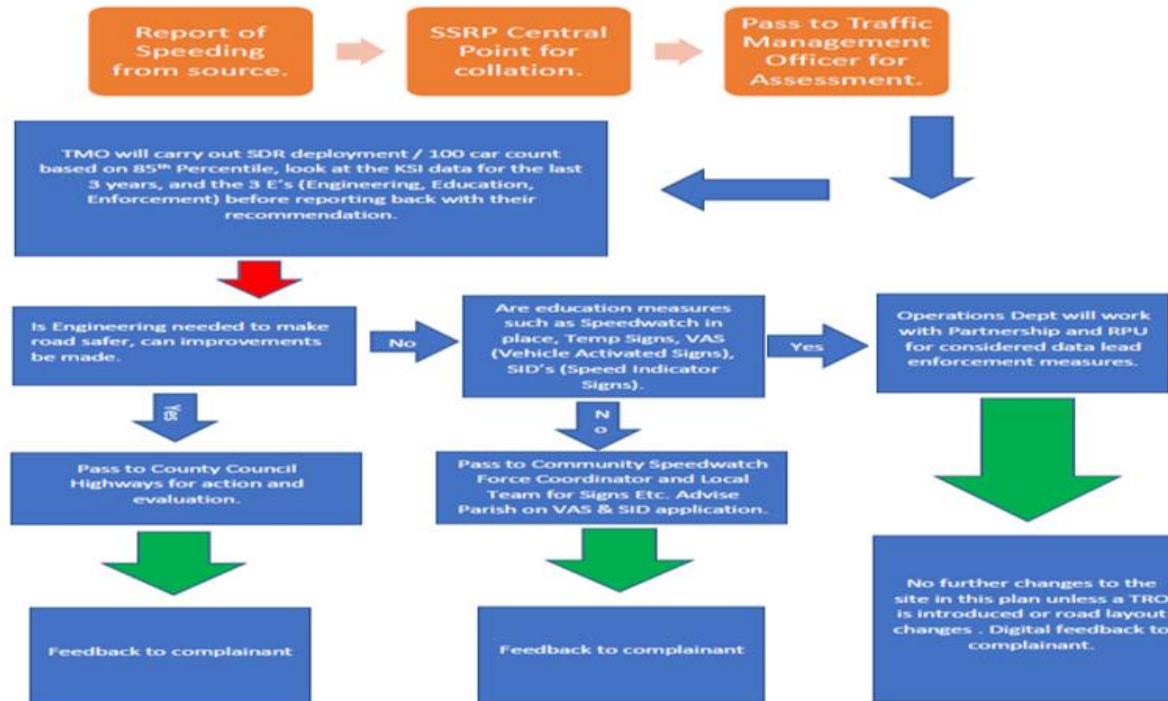
How we deal with speed complaints will depend on the outcome !.

A new structured plan proposed will identify issues early on, and with the information obtained will provide a resolution to residents concerns delivered directly to the Local Prevention Teams and Parish Councils by the Traffic Management Team.

Sussex Safer Roads

PARTNERSHIP

SMP (Speed Management Plan).



Sussex Safer Roads

P A R T N E R S H I P

Why Education?

Why Speed Makes a Difference !

Scenario 1: Car travelling at 40mph in a 30mph zone and a pedestrian steps out into the road. The driver begins to brake when the pedestrian is 17m in front of him.



The car hits the pedestrian at 20mph

Scenario 2: Car travelling at 30mph in a 30mph zone and a pedestrian steps out into the road. The driver begins to brake when the pedestrian is 17m in front of him.



The car STOPS 3m from the pedestrian avoiding the impact.

Sussex Safer Roads

PARTNERSHIP

[ABOUT](#)[NEWS](#)[CAMPAIGNS](#)[EVENTS](#)

Sussex Safer Roads
PARTNERSHIP

[DATA PORTAL](#)[BLOG](#)[GALLERY](#)[CONTACT](#)

COMMUNITY SPEEDWATCH

Find and join a local Community Speed Watch group near you.



Sussex Safer Roads

P A R T N E R S H I P

Useful Websites and Email Addresses

www.sussexsaferoads.gov.uk

www.operationcrackdown.org

www.communityspeedwatch.org

***To get links for Councillors Workshops & Monthly CSW
Coordinators Meetings***

csw@sussex.police.uk

My Email

Stephen.oconnell@sussex.police.uk

Sussex Safer Roads

P A R T N E R S H I P

Q&A

Thank you for listening.

Remember Road Safety is Everyone's Responsibility