



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 6 June 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 25 April 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 No income and expenditure reports are available due to year end processes.

5.3 Bad Debts

5.4 To consider carry forwards of unspent revenue budget from 2021/22

5.5 To write off small under and over payments on the Town Council's accounts

5.6 To note the End of Year Statement for Community Infrastructure Levy Funding for 2021/22

6.0 BUILDINGS

- 6.1 To note the current position with the Council's buildings
- 6.2 To consider an upgrade to the Town Council Server Cabinet and Network Security
- 6.3 To receive an update from the Hub Working Group on the Hub Site
- 6.4 To consider registering key buildings within Uckfield Town, as assets of community value

7.0 POLICY

None.

8.0 ADMINISTRATION

- 8.1 To receive a report on Health and Safety within the Council
- 8.2 To receive Members' audit reports (none completed within this period)
- 8.3 To consider the renewal of the existing Insurance contract for public liability, employer liability and vehicle insurances.

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
 - (v) Uckfield and District Preservation Society
 - (vi) Uckfield Volunteer Centre
 - (vii) Wealden Works
 - (viii) Wealden District Association of Local Councils – Mgt Committee
 - (ix) Wealden District Association of Local Councils – Planning Panel

10.0 CHAIRMAN'S ANNOUNCEMENTS

11.0 TOWN CLERK'S ANNOUNCEMENTS

12.0 CONFIDENTIAL BUSINESS

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

- 12.1 To consider an update on Luxfords Restaurant
- 12.2 To consider a proposal with regards to staffing



Town Clerk
30 May 2022

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 25 April 2022 at 7.00pm

PRESENT:

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

IN ATTENDANCE:

1 member of the public

Mark Francis – Estates & Facilities Manager
Holly Goring – Town Clerk
Minutes taken by Holly Goring

1.0 DECLARATIONS OF INTERESTS

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on the agenda. None were forthcoming.

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

None.

3.0 APOLOGIES FOR ABSENCE

There were no apologies for absence.

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 14 March 2022

GP36.04.22 It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 14 March 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:

GP05.06.21 – Civic Centre hopper

GP06.06.21 – Request from Ridgewood Village Hall Committee

4.3 Project list

Members noted the update.

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 (provisional year-end)

Members of Finance-Sub Committee had reviewed the income and expenditure reports for General Purposes Committee and Luxfords Restaurant in detail at their recent meeting.

Whilst noting the report, members wished to pass on their appreciation to all of the staff, for the excellent way they had managed the finances during an incredibly difficult time. Warm thanks were extended to all staff.

Members subsequently noted the report.

5.3. Bad Debts

The Town Clerk provided a more recent update since the report had been prepared. Members noted the update received.

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

The Town Clerk advised what action had been taken since the two in-person audits had been carried out in November 2021 and March 2022. Members noted the contents of the report and action taken by staff to address, recent requirements.

5.5 To receive the minutes of the Finance Sub-Committee held on 20 April 2022

Members received and noted the contents of the draft minutes of the recent Finance Sub-Committee held on 20 April 2022.

5.6 To consider the recommendations of the Finance Sub-Committee held on 20 April 2022

Members were presented with a report which summarised the recommendations of the Finance Sub-Committee. At the meeting they had reviewed the provisional year-end financial position for the Town Council, the latest statement on the outstanding public works loans, the amended Financial Regulations and how to manage the remaining funds from the Community Grant Programme for 2022-23.

Members agreed with the recommendation of the Finance Sub-Committee to not set a requirement for three-year financial forecasts, as there was still great uncertainty on the impact on income streams as a result of the pandemic and each year there was uncertainty regarding the annual council tax base figure until near the point at which the budget had to be set. Therefore it would be difficult to produce draft forecasts over a medium-term period.

GP37.04.22

It was **RESOLVED** to accept the recommendations of Finance Sub- Committee who:

- (i) 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;
- (ii) 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 recommended that the revised Financial Regulations be presented to General Purposes Committee for approval and adoption;
- (iii) (a) recommended that the remaining Community Grant funding under the

General Power of Competence be carried forward, to 2023/24 for the 2023/24 Community Grant Programme, and: (b) 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.

6.0 BUILDINGS

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

The Estates & Facilities Manager provided members with an update, explaining that one of the new initiatives for 2022-23 was already underway with scaffolding erected at the rear of the Civic Centre to handle an issue with pigeons and the subsequent mess that had been created.

The Estates & Facilities Manager was also looking at the property that the Town Council privately rented. A couple of issues needed to be resolved before renting the property out again including the showering facilities and undertaking a general refresh of the decor. Before advertising back on the lettings market, the Estates & Facilities Manager questioned whether members would be supportive of further exploratory work being undertaken to see if the property could be utilised to house those fleeing from Ukraine. Members were generally in support of the idea, and finding out more information.

GP38.04.22 Members **RESOLVED** to task the Estates & Facilities Manager with exploring the accommodation requirements for housing families fleeing Ukraine, and to report back to members on the requirements and costs involved.

6.2 Update on the Community Fridge CIC Site

Members reviewed and noted the contents of the update report.

6.3 To receive a proposal to install new LED lighting within Foresters Hall

Members were presented with a report which explained intentions to replace the lighting in Foresters Hall within the communal areas, with LED lighting. This would reduce costs and improve the quality of the lighting for hirers.

One member queried the type of sensors being placed in the building. The Estates & Facilities Manager explained that he would look at the options for timings to ensure that areas like toilets had sufficient lighting.

GP39.04.22 It was **RESOLVED** to install new LED lighting at Foresters Hall, utilising funding from earmarked reserves for Climate Change Initiatives.

6.4 To receive an update on the Hub Site

The Estates & Facilities Manager presented members with a brief report which requested that members of the General Purposes Committee start to look at the Hub site, in order to have consideration for the Hub building which was in a poor state of repair, and longer term, for the future of the site.

Councillors Smith and Sparks had previously put themselves forward for a working group focused on the next steps for the Hub site. Councillor Ward advised that she too had expressed an interest previously. At this meeting, Councillor Macve also expressed his interest in joining the working group.

GP40.04.22 Members **RESOLVED** to set up a working group which would focus on the safety of the existing building and longer term, future of the Hub site. This working group was formed with Councillors C. Macve, A. Smith, P. Sparks and D. Ward.

7.0 POLICY

7.1 To review and approve amendments to the Town Council's Financial Regulations
Members considered the above recommendations of the Finance Sub-Committee with regard to the revised Financial Regulations. The Financial Regulations had been reviewed in line with NALC's (National Association of Local Council's) most recent model regulations.

Councillor C. Macve queried the reference to 'cheque' payments in paragraph 1.7. The Town Clerk explained that she felt that despite this legislation being older, it was still best practice for any form of payment regardless of whether it was cheque, BACs or another online form of payment, to be made with dual authorisation. She therefore felt it needed to remain. In order to align with the more up to date and online methods of payment referenced within the regulations, the Town Clerk suggested that the last line of paragraph 1.7 be changed to state "will be retained by the council, for the relevant method of payment." This would then cover all circumstances.

GP41.04.22 It was **RESOLVED** that subject to the above amendment in paragraph 1.7 which reflected the need for dual authorisation, that the amendments to the revised Financial Regulations be approved and adopted accordingly.

8.0 ADMINISTRATION

8.1 To receive a report on Health and Safety within the Council
Members reviewed and noted the report circulated, which highlighted that there had been no staff sickness since the 1 April 2022, but the Town Council's workforce had been impacted substantially by Covid over the winter months.

8.2 To receive Members' audit reports
Members noted the reports from January and February 2022.

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

9.1 To consider reports from:-

- (i) Citizens Advice Bureau
Nothing to report at this time.
- (ii) East Sussex Association of Local Councils AGM
Nothing to report at this time.
- (iii) Ridgewood Village Hall Management Committee
Nothing to report at this time.
- (iv) Uckfield & District Preservation Society
Nothing to report at this time.
- (v) Uckfield Volunteer Centre
Nothing to report at this time.

- (vi) Wealden Works
Nothing to report at this time.
- (vii) Wealden District Association of Local Councils – Management Committee
Members noted the very helpful report submitted by Councillor D. Ward.
- (viii) Wealden District Association of Local Councils – Planning Panel
Nothing to report at this time.

10.0 CHAIRMAN'S ANNOUNCEMENTS

None.

11.0 TOWN CLERK'S ANNOUNCEMENTS

None.

The meeting closed at 7.34pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP23.11.21</u>	<p><u>6.3 To consider an alternative proposal – to lease our Civic Centre rooms as office space</u></p> <p>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	The Martlets room is now being marketed with a local commercial estate agent with viewings being arranged as we speak.
<u>GP37.04.22</u>	<p><u>5.6 To consider the recommendations of the Finance Sub-Committee held on 20 April 2022</u></p> <p>It was RESOLVED to accept the recommendations of Finance Sub- Committee who:</p> <p>(i) 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;</p> <p>(ii) 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 recommended that the revised Financial Regulations be presented to General Purposes Committee for approval and adoption;</p> <p>(iii) (a) recommended that the remaining Community Grant funding under the General Power of Competence be carried forward, to 2023/24 for the 2023/24 Community Grant Programme, and: (b) 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.</p>	25.04.22	SD	<p>The text highlighted in red has been completed and can be removed. The other resolutions are in progress.</p>

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP38.04.22</u>	6.1 To note the <u>current position of the Town Council's buildings</u> Members RESOLVED to task the Estates & Facilities Manager with exploring the accommodation requirements for housing families fleeing Ukraine, and to report back to members on the requirements and costs involved.	25.04.222	MF	This was unfortunately not possible with the current premise the Town Council had in mind, due to the criteria required. But the Estates & Facilities Manager will consider for future buildings and space that become available.

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	£8,000	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.		
		29.05.22	Work has commenced to understand current options available for replacement.		

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.		
		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.		

UCKFIELD TOWN COUNCIL
PROJECT MONITORING
GENERAL PURPOSES COMMITTEE

Outstanding initiatives from 2020/21

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

Projects for 2021/22

Project Name		262 Bus Service plus carry forward of £1,800 from 2020/21		Project Number	65
Resolution Number	Funds	Date	Commentary		
<u>FC.64.01.21</u>	£1,500 + £1,800 = £3,300 - £968.24 Q1 = £2,331.76	17.08.21	Q1 2021/22 invoice has been received for a total of £968.24.		
	- £856.82 Q2 = £1,474.94	01.11.21	Q2 2021/22 invoice has been received for a total of £856.82.		
	-£798.74 Q3 = £676.20	24.01.22	Q3 2021/22 invoice has been received for a total of £798.74.		
	-£673.12 Q4 = £3.08 remaining	29.05.22	Q4 2021/22 invoice was received in April for a total of £673.12. NFA.		

**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.		

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	This has been installed. NFA.		

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	Scaffolding has been erected, and mess cleared out of gutters. Solar panel repairs have had to be undertaken due to damage. Bird Netting due to be installed shortly, with completion anticipated mid to end of June 2022.		

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.		

Meeting of the General Purposes Committee

Monday 6 June 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. Those of a reasonable amount include:

- NHSBT
- NCT;
- R&R Taxis;

2.2 There are also quite a lot of smaller amounts (under £100) that are outstanding, from regular hirers or occasional hirers. These are being chased as we speak, as those with funds outstanding are usually very good at prompt payment, so likely to be due to financial year end/new financial year.

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Holly Goring

Meeting of the General Purposes Committee

Monday 6 June 2022

Agenda Item 5.4

TO CONSIDER CARRY FORWARD OF UNSPENT REVENUE BUDGET FROM 2021/22

1.0. Summary

- 1.1 This report sets out variances in the 2021/22 budgets and a request to carry forward monies from the 2021/22 financial year into the 2022/23 financial year.

2.0 Background

- 2.1 As in previous years some monies in the revenue budgets for 2021/22 remain unspent due to late invoices, goods yet to be received, projects not yet complete etc. and rather than return these to general reserves as a matter of course, it is suggested that it would be prudent to carry forward these amounts to the next financial year (2022/23); allocated to specific budget areas/earmarked reserves.

3.0 Specific Budget Request for the Environment & Leisure Committee

- 3.1 Revenue budget 2021/22 – funds unspent

None.

- 3.2 New initiatives 2021/22 – projects not yet complete

Project	Amount	Reason
Ridgewood Play Area Re-surfacing	£1,525	The new initiative project was completed in 2021/22. Of the £13,500 budget set aside, £1,525 was left over after completion. This should be transferred to 'Play Area enhancements' in earmarked reserves for future repairs.
Green Projects	£18,000	Funding was only used from the GP earmarked reserve pot named 'Climate Change Initiatives' to fund the carbon audit. No works were undertaken in 2021/22 utilising these funds. These funds should be transferred into 'Climate Change initiatives' in earmarked reserves to combine the two funding pots for ease of use and understanding.

4.0 Specific Budget Request for the General Purposes Committee

- 4.1 Revenue budget 2021/22 – funds unspent

None.

- 4.2 New initiatives 2021/22 – projects not yet complete

None.

5.0 Recommendation

- 5.1 Members are asked to resolve that the following sums be carried forward from the 2021/22 financial year to the 2022/23 financial year.

Contact Officer: Sarah D'Alessio/Holly Goring

Meeting of the General Purposes Committee

Monday 6 May 2022

Agenda Item No. 5.5

TO WRITE OFF SMALL UNDER AND OVER PAYMENTS ON THE TOWN COUNCIL ACCOUNTS

1.0 Summary

- 1.1 This report sets out details of small under or overpayments by customers that require writing off in the Town Council accounts.

2.0 Background

- 2.1 Over a period of time some customers under or overpay invoices; usually this is adjusted when settling current invoices however in some instances the hirer does not return to the Civic Centre and the amounts are too small to justify a refund or to chase payment.

3.0. Amount details

- 3.1. Detailed below are the amounts to be written off:

	<u>Overpayment</u>	<u>Underpayment</u>
H Berry – January 2020	£0.30p	
D Cusack – August 2020	£1.00p	
B Darlington – February 2021		£1.00p
L Jones – November 2021	£0.60p	
R Green – September 2020	£0.40p	
J Wallace – March 2020 (details below)	£10.00p	

- 3.2. J Wallace (Uckfield Circus Society) – Credit Note 2893 £10.00 to hire the Foresters Hall. Not able to contact him to refund the credit.

4.0 Recommendation

- 4.1. Members are asked to note the report and agree to write off the above amounts.

Contact Officer: Sarah D'Alessio

Meeting of the General Purposes Committee

Monday 6 June 2022

Agenda item 5.6

TO NOTE THE END OF YEAR STATEMENT OF COMMUNITY INFRASTRUCTURE LEVY FUNDING FOR 2021/22

1.0 Summary

- 1.1 This report provides an update to members of the funds received through Community Infrastructure Levy in the financial year 2021/22.
- 1.2 The Community Infrastructure Levy (CIL) is a charge that local authorities (in this case Wealden District Council as the local planning authority) can set on new development in order to raise funds to help fund the infrastructure, facilities and services - such as schools or transport improvements - which are needed to support new homes and businesses in the areas.
- 1.3 The Town Council is required each year to report on the funds received through these developer contributions and the way in which the funds are being spent. This information then has to be formally provided to Wealden District Council.
- 1.4 Previously the Town Clerk has sought advice on what the funding could be spent on. It was advised that any funds received should be spent on:

“The meaningful proportion of CIL monies given to the local parish and town councils can be spent on anything which will help to mitigate the impact of the development on the town or parish – considered to be a form of infrastructure.

Specific advice given by the government on the way in which CIL must be used, states:

“The levy can be used to fund a wide range of infrastructure, including transport, flood defences, school and education facilities, hospitals (medical facilities), and other health and social care facilities (as per section 216(2) of the Planning Act 2008.

The definition allows the levy to be used to fund a very broad range of facilities such as play areas, parks and green spaces, cultural and sports facilities, academies and free schools, district heating schemes and police stations and other community safety facilities. This flexibility gives local areas the opportunity to choose what infrastructure they need to deliver their relevant Plan.

The levy is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development

The levy can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development.

- 1.5 The funds received had been committed during 2021/22 to assist with the increasing costs of street light repairs and replacements. Uckfield Town Council owns a number of streetlights within the town, which East Sussex Highways maintain on our behalf. The cost of repairs, replacements, associated surveys and health and safety lighting surveys have increased.

2.0 Recommendations

- 2.1 Members are asked to:
- (i) note the income received in 2021/22 through Community Infrastructure Levy Funding;
 - (ii) note the way in which CIL funding has been spent during 2021/22.

Contact Officer: Holly Goring

Appendices:

Appendix A: Community Infrastructure Levy Statement 2021/22

APPENDIX A

CIL Monitoring Report (Regulation 121B) 1st April 2021 – 31st March 2022

Town / Parish Council Uckfield Town Council

(a) CIL receipts retained	£Sum
CIL receipts from previous years kept at the beginning of the reported year.	£31,734.50

(b) CIL receipts received during the reporting year 2021/2022	£Sum
April 2021	£1,966.18
October 2021	£22,827.40
Total CIL receipts received for reporting year.	£24,793.58

(c) Summary details of CIL expenditure during the reported year				
Infrastructure expenditure items	Criteria (A) or (B)¹	The total cost of the project (£)	CIL contribution to the project (£)	Details on any additional funding if required to complete the project
Streetlighting Streatfield Road/Bell Lane Install new columns and lanterns	A	£16,291.17	£16,291.17	N/A

(d) CIL expenditure	£Sum
Total CIL Expenditure during reporting year 2021/2022	£16,291.17

¹ Please state the item of infrastructure to which the above payment relates in accordance with this criteria;

- a) The provision, improvement, replacement, operation or maintenance of infrastructure or
- b) Anything else that is concerned with addressing the demands that development places on an area.

(e) CIL receipts retained	£Sum
CIL receipts for the previous year's kept at the end of the reported year.	£15,443.33
CIL receipts for the reported year kept at the end of the reported year.	£24,793.58

(f) Notices received from the charging authority (Wealden District Council)	£Sum
(i) The total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year.	-
(ii) The total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year.	-

Guidance Notes

Regulation 121B (1) of the Community Infrastructure Regulations 2010 (as amended) requires a Parish / Town council to prepare a report for any financial year ("the reported year") in which it receives CIL receipts.

Regulation 121B (2) sets out what the report must include. The tables above reflect these requirements. The report must include:

- (a) CIL receipts retained - CIL receipts from previous years retained at the beginning of the reported year.
- (b) CIL receipts received during the reporting year - The total CIL receipts for the reported year.
- (c) Summary details of CIL expenditure during the reported year - Summary details of CIL expenditure during the reported year.
- (d) CIL expenditure - The total CIL expenditure for the reported year;
- (e) CIL receipts retained
 - (i) CIL receipts for the previous year's kept at the end of the reported year.
 - (ii) CIL receipts for the reported year kept at the end of the reported year.
- (f) Notices received from the charging authority (Wealden District Council)
 - (i) Details of any notices received in accordance with regulation 59E, including the total value of CIL receipts subject to notices served in accordance with regulation 59E² during the reported year.
 - (ii) The total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year.

² If a parish council has failed to spend CIL funds passed to it within 5 years of receipt, or has applied the funds not in accordance with the Regulations then the District Council can serve a notice on the Town or Parish Council requiring it to repay some or all of the receipts passed. The District Council will be required to spend any recovered funds in the Town or Parish council area.

Meeting of the General Purposes Committee

Monday 6 June 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

- Awaiting quote for repairs to leak in Luxfords store cupboard, will result in closing the restaurant for a couple of days. Works to be confirmed and if closure required, will be arranged for summer holidays or quieter period in business. TBC
- Minor leak on bio mass boiler awaiting repairs.

The Hub

- Nothing new to report. Update report from working group added to agenda.

The Source

- Nothing new to report.

Victoria Pavilion

- Nothing new to report.

The Signal Box

- Nothing new to report.

Foresters Hall

- Nothing new to report.

Snatts Road, Chapel

- Nothing new to report.

West Park

- Nothing new to report.

2A Vernon Road

- Re decorated and back on market.

3.0 Recommendations

3.1 Members are asked to note the report.

Contact Officers: Mark Francis

Meeting of the General Purposes Committee

Monday 6 June 2022

Agenda Item 6.2

TO CONSIDER AN UPGRADE TO THE TOWN COUNCIL SERVER CABINET AND NETWORK SECURITY

1.0 Background

- 1.1 The Estates & Facilities Manager has been investigating ways to improve the network security for the Town Council, further to a request by Town Councillors in light of recent worldwide concerns.
- 1.2 Our current network support specialists have recommended an additional layer of software which will back up our current security features. This layer of software will filter out dubious websites/browsers from all PC's/mobiles connecting through our network. This includes visitors to the Civic Centre and Victoria Pavilion.
- 1.3 Due to the growing network and equipment at the Civic Centre, the server cabinet also needs upgrading. This will provide an opportunity to clear the office of unnecessary equipment and move away from using our outdated Matrix printers (three sheet paper) which were previously utilised for purchase orders and invoices. Previously there were two of these printers. Only one now remains. Most invoices are now emailed and an invoice template can be created on the finance system by the Assistant Town Clerk and Responsible Financial Officer, for hard copies.
- 1.4 Network support specialists have advised that the works can be carried out over two days with an engineer on site to swap the cabling etc over to the new cabinet and install the new software. Shelving in the office can also be removed creating more storage space.
- 1.5 The cost for this work is quoted at £3,187 plus VAT. The works can be funded by the remaining funds within 'professional fees' earmarked reserves. There is currently £3,497 available within this reserve.

2.0 Recommendations

- 2.1 Members are asked to agree the works to further improve network security for Uckfield Town Council and utilise 'Professional fees earmarked reserves' to cover the associated costs.

Contact Officer: Mark Francis

Meeting of the General Purposes Committee

Monday 6 June 2022

Agenda Item 6.3

TO RECEIVE AN UPDATE FROM THE HUB WORKING GROUP ON THE HUB SITE

1.0 Summary

- 1.1 The Hub working group held their first meeting to start discussing the future of the site on Monday 23 May 2022. The building and site history were discussed, along with the current state of the building, future of the site and partners currently occupying the site.

2.0 Summary of actions from the meeting

- 2.1 There were a number of actions established at the meeting:
- (i) The Estates & Facilities Manager to explore the current costs for demolition of Hub and fence only. The Source and Community Fridge would remain in situ for the time being;
 - (ii) Seek legal advice with regards to the current landlord/tenant legislation, and proposal to offer the tenant currently occupying the Source a six-monthly rolling lease from the point of renewal in February 2023. The time frames established with the Source, would also need to apply to the Uckfield Community Fridge and Brighter Uckfield shed;
 - (iii) The Estates & Facilities Manager to seek advice from local commercial estate agents on the current market, and their experience of potential partnership opportunities;
 - (iv) Officers to explore the option for Uckfield Town Council to employ a Project Manager on fixed term (potentially two to five year) basis, specifically for this project. They would be responsible for managing/sourcing potential funding streams, partnership opportunities, designs, project manage build, contracts etc;
 - (v) Officers to plan for promotion of partnership opportunities for companies to express interest.

3.0 Intentions of next meeting

- 3.1 The next meeting would take place late June 2022, and provide an opportunity to discuss the questionnaire which would be passed to parties interested in the site. This would also set out what the Town Council required prior to any face to face meetings. For example - their budget and their intentions for the site.

4.0 Recommendation

- 4.1 Members are asked to note the report.

Contact Officer: Mark Francis

Meeting of the General Purposes Committee

Monday 6 June 2022

Agenda Item 6.4

TO CONSIDER REGISTERING KEY BUILDINGS WITHIN UCKFIELD TOWN, AS ASSETS OF COMMUNITY VALUE

1.0 Background

- 1.1 The registration by the community of Assets of Community Value is the first stage of a community *'identifying and nominating buildings or other assets such as land, that have a main use of purpose of social wellbeing or social interests of the local community.'* The definition of social interests can include *'cultural, recreation or sporting interests.'*
- 1.2 A local authority maintain a register of assets of community value and once registered, if the land or building that has been registered is put up for sale, the local community or body who registered the asset, would be notified.
- 1.3 The registration period lasts five years. The register is maintained by Wealden District Council.
- 1.4 There are two sites currently registered within the Uckfield area:
 - (i) Land at Selby Road (registered by Uckfield TC, owned by Uckfield TC)
 - (ii) The Dene (registered by Manor Park RA, owned by Buxted PC)

2.0 Criteria for registration

- 2.1 Wealden DC advise:

"In order for land or a building to be affected by the Community Right to Bid rules, also known as the Assets of Community Value regulations, its main use must further the social well-being or interests of the local community, or have done so in the last five years and be likely to do so in the future. This use may include the provision of public, sport, recreation, culture or community services. Properties which have not had a social use for some years or are derelict are not covered by the Act."
- 2.2 Wealden DC advise:

"We will only accept requests to include assets on the list from eligible community groups. Eligible groups must have a local connection to the land or property they wish to nominate, and be one of the following types of organisations:

 - *Parish or town council*
 - *Unincorporated community groups with at least 21 members who are registered to vote within the Wealden district area*
 - *A neighbourhood forum, set up in accordance with section 61F of the Town and Country Planning Act 1990*
 - *A charity*
 - *A community interest company*
 - *A company limited by guarantee*
 - *An industrial and provident society*
- 2.3 Wealden DC advise:

"If you want to nominate an asset of community value you will be required to

complete a nomination form. You can request a form known as the nomination form by emailing planning@wealden.gov.uk

The form has three main sections covering your organisation, the asset you wish to nominate and why you believe the asset is of community value. Please read the guidance notes we provide you to enable you to complete the form.”

3.0 Sites of potential interest

3.1 Sites/buildings that have been discussed within the town by residents as being of particular importance, include:

- (i) Brickmakers Arms, New Road, Ridgewood
- (ii) Eugene Seghers Memorial, Highlands Inn, Uckfield
- (iii) Ridgewood Village Post Office, Lewes Road, Uckfield

3.2 Although the Brickmakers Arms has been empty now for a period of time, it may still be worth applying to register the building. There is also some uncertainty of how the memorial would be registered.

4.0 Recommendations

4.1 Members are asked to consider the contents of the report and advise the Town Clerk of how they wish to proceed.

Contact Officer: Holly Goring

Meeting of the General Purposes Committee

Monday 6 June 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 was most 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 The types of symptoms varied during the winter months for those suffering from Covid and some staff were able to work from home whilst isolating once they have felt a bit better.
- 2.4 This has meant that the usual table presented to members has been altered to reflect the reality of the varying issues affecting staffing since.
- 2.5 The NHS Top-Up WPA Programme 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 30.05.22 (sickness recorded since 1 April 2022) (26 staff)	Cumulative total for the year 2022/23	Comparison with same period in April 2021
Actual days taken as short-term Doctors' certificate	16.0 days	16.0 days	N/A
Actual days taken as self-certificated sick leave	2.0 days	2.0 days	N/A
Actual days taken as long-term sick leave	0.0 days	0.0 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 An online training portal was set up by the Estates & Facilities Manager three years ago to enable all staff to easily carry out their refresher training in all aspects of our work. The system is currently being reviewed and staff will be required to start carrying out refresher training over the next 3-6 months. With new staff employed within Luxfords Restaurant, the Hospitality Manager is also looking to arrange further Food Hygiene and Safety training.

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 Sanitiser stations are still present within the Civic Centre but face coverings are no longer a necessity for staff or customers. It is personal preference only.

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

7.1 Nothing new to report.

Contact Officers: Holly Goring

Meeting of the General Purposes Committee

Monday 6 June 2022

Agenda Item 8.3

TO CONSIDER THE RENEWAL OF THE EXISTING INSURANCE CONTRACT FOR PUBLIC LIABILITY, EMPLOYER LIABILITY AND VEHICLE INSURANCES

1.0 Background

- 1.1 Uckfield Town Council has been with Zurich Insurance for a three year period, as part of a contractual agreement for insurance and has the option to extend for a further two years from June 2022.
- 1.2 The annual cover runs from 20 June to 19 June.
- 1.3 This insurance package currently provides insurance cover under a Local Councils policy, which includes employer liability, public liability, hirers liability, libel and slander and contents insurance for furniture, fixtures and fittings, IT equipment, civic regalia, 67 litter bins, 7 bus shelters, tennis courts and CCTV equipment. The agreement also includes motor vehicle insurance for the grounds vehicles, and personal accident cover for staff, volunteers and councillors plus legal expenses.
- 1.4 The cost of the annual cover for 2021-22 was a total of £5,786.44 inclusive of insurance premium tax.
- 1.5 The price quoted for 2022-23 is £5,852.41 inclusive of insurance premium tax.
- 1.6 Although no tender process is required for this sum of contract, we wished to seek members' approval to renew for a further two years. Officers consider the insurance package and working practices of Zurich to be professional and efficient, and would therefore support renewal on this basis.
- 1.7 A copy of the proposed policy schedule is attached at appendix A.

2.0 Recommendations

- 2.1 Members are asked to consider the contents of the report and confirm that they are happy to proceed with a renewal of the existing insurance contract for two years until June 2024.

Appendices: Appendix A: Copy of Proposed Policy Schedule 2022-23

Contact Officer: Holly Goring

Mrs Sarah D-Alessio
Uckfield Town Council
UCKFIELD CIVIC CENTRE
Bellfarm Lane Uckfield
Uckfield
East Sussex
TN22 1AE

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-272007-6913
Insured	Uckfield Town Council
Business	Parish / Town Council
Period of Insurance	
From	20 th June 2022
To	19 th June 2023
and any other period for which cover has been agreed.	

Renewal Premium	£ 5,852.41
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	98828732
Long term agreement active until	20 th June 2024
Preparation Date	29 th April 2022
Prepared by	Mr Vincent Liu
Policy Form Reference	MLAACE06

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part C – All Risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Civic Regalia anywhere within Europe	£3,364.77	£100
67 x Litter Bins	£4,713.38	£100
3 x Wooden, 1 x Brick and 3 x Metal Bus Shelters	£21,345.72	£100
Tennis Courts x 3 to inc - Victoria Pleasure Ground	£99,648.90	£100
CCTV	£28,329.06	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any Member or Employee	£250
(c) in the premises	
(i) in the custody of or under the actual supervision of any Member or Employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public Liability

Limit of Indemnity: £15,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

Part F – Hirers' Liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and Slander**Sum Insured**

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower**Operative Endorsements**

None

Part I – Motor Vehicles

Insured Vehicle: All as described in
Persons Entitled to Drive: the Certificate of
Limitation as to Use: Motor Insurance

Cover: Section 22

A. Comprehensive

Excess : Section 23

Amount	Description
£ 150	Accidental Damage , Fire , Theft , Windscreen , Theft total loss
£ Nil	Third party

Additional to any other Excess which applies

Age and Inexperienced Driver Excess: Section 11

(a)	Under 25 years	£150
(b)	Over 25 years inexperienced	£150

Additional to any other Excess which applies

Repair Limit: £Nil

Section 12

Damage to Property Limit:

£5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type

£50,000,000 Applicable to any Private Motor Car

Personal Effects Limit: £150

Section 13

Medical Expenses Limit: £250

Section 14

Additional Cover : Section 25

U. Occasional Business Use

Not Operative

V. Loss of No Claim Discount/Excess

Not Operative

Operative Endorsements:

None

Part J – Motor Legal Expenses and Uninsured Loss Recovery

Limit of Indemnity:

£100,000 per insured incident

Part N – Fidelity Guarantee

Persons Guaranteed:
All members and employees

Sum Guaranteed
£1,000,000

Excess: £100 each and every loss

Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

Capital Sum	£20,000.00
Weekly Sum	£50.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Volunteers

Capital Sum	£20,000.00
Weekly Sum	£50.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Directors/Councillors

Capital Sum	£20,000.00
Weekly Sum	£50.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Operative Endorsement:

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

Part P – Legal Expenses

Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative
Limit of Indemnity:	£200,000

Operative Endorsements

The following is also operative: Debt Recovery

Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
 - i) any settlement payable under an insurance policy
 - ii) any lease, licence or tenancy of land or buildings
 - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who work for ZIP UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Type of Claim	Claims team	Claims contact details	
Buildings, contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336
Business interruption		Email:	farnboroughpropertyclaims@uk.zurich.com
Money		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Works in progress			
Public liability	Liability Claims	Tel:	0800 876 6984
Employers liability		Email:	fnlc@uk.zurich.com (new claims) zmflc@uk.zurich.com (subsequent correspondence)
Personal assault under Money		Address:	Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)
Personal accident			
Financial and administrative liability			
Professional negligence			
Hirers liability			
Fidelity guarantee			
Libel and slander			
Engineering insurance			
Engineering – Deterioration of stock			
Business travel			
Motor	Motor Claims	Tel:	0800 916 8872 (new motor claims) 0800 232 1913 (customer damage)
		Email:	zmmotorclaimsoffice@uk.zurich.com
		Address:	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel:	0117 934 2116 (Switchboard)

General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
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DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL
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