



# UCKFIELD TOWN COUNCIL

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**Town Clerk – Holly Goring**

## **YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL**

**on**

**Monday 27 June 2022 at 7.45pm  
in the Weald Hall, Civic Centre, Uckfield**

### **AGENDA**

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

#### **1.0 DECLARATIONS OF INTEREST**

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

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

#### **2.0 STATEMENTS FROM MEMBERS OF THE PUBLIC ON MATTERS ON THE AGENDA AT THE MAYOR'S DISCRETION**

#### **3.0 TO RECEIVE REPORTS FROM EAST SUSSEX COUNTY COUNCIL AND WEALDEN DISTRICT COUNCIL**

#### **4.0 APOLOGIES FOR ABSENCE**

#### **5.0 MINUTES**

5.1 To **RESOLVE** that the minutes of the Annual Statutory meeting of the Council on 23 May 2022 be taken as read, confirmed as a correct record and signed by the Town Mayor.

5.2 Action list – For information only

#### **6.0 COMMITTEE MINUTES**

6.1 To note the acts and proceedings of the following committee meetings:-

- |                                       |                         |
|---------------------------------------|-------------------------|
| (a) Plans Committees                  | 30 May and 20 June 2022 |
| (b) Environment and Leisure Committee | 27 June 2022            |
| (c) General Purposes Committee        | 6 June 2022             |

- 7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**
- (i) The Uckfield Town Centre Regeneration Joint Committee
  - (ii) Neighbourhood Plan Steering Group
  - (iii) Gatwick Airport Consultation Group
- 8.0 TO RECEIVE REPORTS FROM WORKING GROUPS**
- (i) Civic Centre Working Group
  - (ii) Uckfield – Events Working Group
  - (iii) Uckfield Dementia Forum
- 9.0 TO RECEIVE, CONSIDER AND NOTE THE INTERNAL AUDIT REPORT FOR THE YEAR ENDING 31 MARCH 2022**
- 10.0 TO RECEIVE, CONSIDER AND APPROVE SECTION 1 - THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31 MARCH 2022**
- 11.0 TO RECEIVE, CONSIDER AND APPROVE SECTION 2 - THE TOWN COUNCIL'S DRAFT ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN AND FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2022**
- 12.0 TO CONSIDER THE LATEST AMENDMENTS TO THE TOWN COUNCIL'S STANDING ORDERS IN RESPONSE TO A RECENT NALC UPDATE**
- 13.0 TO CONSIDER THE AGREEMENT WITH GLADMAN DEVELOPMENTS REGARDING THE DISCHARGE OF WATER FROM LAND OFF EASTBOURNE ROAD**
- 14.0 TO NOTE THE DECISION OF THE URGENT CONSULTATION PANEL**
- 15.0 TO NOTE THE MAYOR'S ENGAGEMENTS**
- 16.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**
- 17.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**
- 18.0 TOWN CLERK'S ANNOUNCEMENTS**
- 19.0 CHAIRMAN'S ANNOUNCEMENTS**
- 20.0 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: -
- 20.1 Briefing session by Town Clerk:  
Refresher on Events Management and member involvement



**Town Clerk**  
21 June 2022

# UCKFIELD TOWN COUNCIL



Minutes of the Annual Statutory Meeting of **UCKFIELD TOWN COUNCIL** held in the Weald Hall of the Civic Centre on Monday 23 May 2022 at 7.00 pm

**PRESENT:**

Cllr. K. Bedwell	Cllr. G. Johnson
Cllr. J. Beesley	Cllr. J. Love
Cllr. D. Bennett	Cllr. S. Mayhew
Cllr. B. Cox	Cllr. A. Smith
Cllr. J. Edwards	Cllr. P. Sparks
Cllr. H. Firth	Cllr. D. Ward
Cllr. D. French	Emily McHale (Youth Member)

**IN ATTENDANCE:**

County Councillor Chris Dowling  
County/District Councillor Claire Dowling

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

Minutes taken by Holly Goring

**1.0 ELECTION OF TOWN MAYOR**

Four nominations were put forward for the role of Town Mayor prior to the meeting which selected two councillors as potential candidates. The two councillors nominated were Councillors D. French and J. Love.

Councillor D. French withdrew.

**FC.01.05.22** With no further nominations, members **RESOLVED** for Councillor Jackie Love to be re-elected as Town Mayor, for a second year.

**2.0 TO RECEIVE THE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor J. Love thanked members for their support and settled into her new role as Chair of full Council.

Councillor J. Love then signed the declaration of acceptance of office in the presence of the Proper Officer (Town Clerk).

**3.0 ELECTION OF DEPUTY TOWN MAYOR**

The Town Clerk asked if any of the previously nominated councillors wished to stand for Deputy Town Mayor, of which Councillor D. French expressed an interest.

**FC.02.05.22** It was **RESOLVED** that Councillor D. French be appointed as Deputy Town Mayor.

**4.0 DECLARATIONS OF INTEREST**

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. They were advised that notice should be given at this part of the meeting of any intended declaration and that the nature of the interest should then be declared later at the commencement of the item or when the interest became apparent.

Councillor P. Sparks declared a prejudicial interest in agenda item 19.0 as a result of being Chair of the Uckfield Volunteer Centre.

**5.0 STATEMENTS FROM MEMBERS OF THE PUBLIC ON MATTERS ON THE AGENDA AT THE MAYOR'S DISCRETION**

No statements were forthcoming.

**6.0 APOLOGIES FOR ABSENCE**

Apologies had been received from Councillor Chris Macve.

**7.0 TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED STANDING COMMITTEES**

General Purposes - 9 members

**FC.03.05.22** It was **RESOLVED** that the nine members of the General Purposes Committee be as follows:-

Councillors B. Cox, J. Edwards, H. Firth, G. Johnson, J. Love, C. Macve, A. Smith, P. Sparks and D. Ward.

Environment and Leisure - 9 members

**FC.04.05.22** It was **RESOLVED** that the nine members of the Environment and Leisure Committee be as follows:-

Councillors K. Bedwell, J. Beesley, D. Bennett, B. Cox, J. Edwards, D. French, S. Mayhew, A. Smith and D. Ward.

Plans - 7 members

**FC.05.05.22** It was **RESOLVED** that the seven members of the Plans Committee be as follows:-

Cllrs. K. Bedwell, J. Beesley, D. Bennett, B. Cox, J. Love, C. Macve and S. Mayhew.

Prior to adjourning to consider the appointment of Chairmen and Vice-chairmen for the various committees, Members were reminded of the Council's Standing Orders relating to voting on appointments which stated:-

*"15.3 - Nor should any Member of the Council be Chairman of more than one committee or sub-committee at any one time."*

and

*"15.4 - "Neither shall the Mayor or Deputy Mayor be Chairman of a full committee."*

**GP.01.05.22** In considering the appointment of Chairman of the General Purposes Committee, it was **RESOLVED** that Councillor. D. Ward be appointed as Chairman.

**GP.02.05.22** In considering the appointment of Vice-chairman of the General Purposes Committee, it was **RESOLVED** that Councillor. P. Sparks be appointed as Vice-Chairman.

**EL.01.05.22** In considering the appointment of Chairman of the Environment and Leisure Committee, it was **RESOLVED** that Councillor. S. Mayhew be appointed as Chairman.

**EL.02.05.22** In considering the appointment of Vice-chairman of the Environment and Leisure Committee, it was **RESOLVED** that Councillor. A. Smith be appointed as Vice-Chairman.

**P.01.05.22** In considering the appointment of Chairman of the Plans Committee, it was **RESOLVED** that Councillor. K. Bedwell be appointed as Chairman.

**P.02.05.22** In considering the appointment of Vice-Chairman of the Plans Committee, it was **RESOLVED** that Councillor. C. Macve be appointed as Vice-Chairman.

## **8.0 TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED SUB-COMMITTEES AND THE VOICE EDITORIAL PANEL**

In considering the appointment of members to the sub-committees, the Clerk reminded Members of Standing Order No. 19.1.8 which stated that the Chairman of the General Purposes Committee or in their absence the Vice-chairman of the committee shall be members of every sub-committee appointed by it, unless they signified that they did not wish to serve.

The new Chairman of General Purposes Committee, Councillor P. Sparks, had already expressed an interest in Personnel Sub-Committee.

### Personnel - 5 members

(Reporting to the General Purposes Committee)

**FC.06.05.22** It was **RESOLVED** that the members of the Personnel Sub-committee be as follows:-

Councillors. K. Bedwell, H. Firth, A. Smith, P. Sparks and D. Ward.

### Finance – 5 members

(Reporting to the General Purposes Committee)

**FC.07.05.22** It was **RESOLVED** that the members of the Finance Sub-committee be as follows:-

Councillors B. Cox, J. Edwards, C. Macve, P. Sparks and D. Ward.

The meeting then adjourned to allow the sub-committees to meet and elect a Chairman and Vice-chairman.

**PS.01.05.22** In considering the appointment of Chairman of the Personnel Sub-committee it was **RESOLVED** that Councillor P. Sparks be appointed as Chairman.

**PS.02.05.22** In considering the appointment of Vice-Chairman of the Personnel Sub-committee it was **RESOLVED** that Councillor A. Smith be appointed as Vice-Chairman.

**FS.01.05.22** In considering the appointment of Chairman of the Finance Sub-committee it was **RESOLVED** that Councillor B. Cox be appointed as Chairman.

**FS.02.05.22** In considering the appointment of Vice-chairman of the Finance Sub-committee it was **RESOLVED** that Councillor C. Macve be appointed as Vice-Chairman.

The Voice Editorial Panel - 3 members

The Clerk advised that five Members had expressed an interest in the Editorial Panel. One member withdrew. It was felt that the remaining four members with an interest could all assist in some way or stand in, if another member was away.

**FC.08.05.22** However it was subsequently **RESOLVED** that the three main members of the Voice Editorial Panel would be as follows:-

Councillors. D. French, C. Macve and S. Mayhew.

**9.0 TO APPOINT MEMBERS TO OUTSIDE BODIES**

**FC.09.05.22** It was **RESOLVED** that the following Members be appointed as the Council's representatives to the following outside bodies:-

**FULL COUNCIL**

Organisation	No. Required	
Uckfield Town Centre Regeneration Joint Committee	<b>2</b>	Cllr Jackie Love Cllr Diane Ward
Uckfield Town Centre Regeneration Joint Committee – Substitute Members	<b>2</b>	Cllr Donna French Cllr Angie Smith
Neighbourhood Plan Steering Group	<b>5</b>	Cllr Karen Bedwell Cllr Helen Firth Cllr Chris Macve Cllr Angie Smith Cllr Paul Sparks
Gatwick Airport Consultation Group	<b>(2)</b> 1 member and 1 substitute	Cllr Gary Johnson Cllr Chris Macve

## GENERAL PURPOSES COMMITTEE

Wealden Citizens Advice	<b>1</b>	Cllr Angie Smith
(East) Sussex Association of Local Councils (Attendance at AGM only)	<b>1</b>	Cllr Diane Ward
Emergency Planning Co-ordinators	<b>2</b>	Cllr Duncan Bennett Cllr Donna French
Ridgewood Village Hall Management Committee	<b>(2)</b> 1 member and 1 substitute	Cllr Jez Beesley Cllr James Edwards
Uckfield & District Preservation Society - Bridge Cottage Committee (AGM only)	<b>1</b>	Cllr Donna French
Uckfield Volunteer Centre	<b>1</b>	Cllr Angie Smith
Wealden Works	<b>(2)</b> 1 member and 1 substitute	Cllr Paul Sparks Cllr Angie Smith (sub)
Wealden District Association of Local Councils Management Committee	<b>1</b>	Cllr Diane Ward
Wealden District Association of Local Councils Planning Panel	<b>1</b>	Cllr Helen Firth

## ENVIRONMENT AND LEISURE COMMITTEE

Active Uckfield	<b>2</b>	Cllr Jez Beesley Cllr James Edwards
Conservators of Ashdown Forest	<b>(2)</b> (1 member and 1 substitute)	Cllr Donna French Cllr Chris Macve
Hempstead Meadows & West Park L. N. R	<b>(2)</b> (1 member and 1 substitute)	<i>To be appointed at first E&amp;L Committee after Annual Stat meeting</i>
Luxford Centre Management Committee	<b>1</b>	Cllr Chris Macve
Stakeholder Group exploring provision of Tennis facilities in Uckfield	<b>(2)</b> (1 member and 1 substitute)	Cllr Spike Mayhew
Uckfield & District Twinning Association (AGM and events only)	<b>1</b>	Cllr Spike Mayhew
Uckfield Festival Association	<b>1</b>	Cllr Spike Mayhew

Uckfield Parkrun Board	<b>(2)</b> (1 member and 1 substitute)	Cllr Jez Beesley Cllr James Edwards
Uckfield Railway Line Parishes Committee	<b>1</b>	Cllr Chris Macve
Uckfield Youth Club Board	<b>1</b>	Town Clerk
Wealden Bus Alliance/Weald Link	<b>1</b>	Cllr Angie Smith

## 10.0 TO CONFIRM APPOINTMENTS TO FULL COUNCIL WORKING GROUPS

Members considered a report previously circulated which provided information on the working groups which currently fell under the remit of Full Council. This included the Civic Centre Working Group, Events Working Group and Infrastructure Working Group. As some of these working groups were already underway with work for the summer months or had not met during the pandemic, it seemed sensible to confirm membership, rather than start afresh with new appointments.

### **FC.10.05.22** Members **RESOLVED** to:

- (i) note the contents of the report, and;
- (ii) confirm appointments for all three working groups  
(*Civic Centre Working Group –  
Councillors Bennett, Firth, French, Mayhew and Ward*  
*Events Working Group –  
Councillors French, Love, Macve, Mayhew. Cllr Bedwell joined for the purposes of the Beacon Lighting and support given to Uckfield Revival etc.*  
*Infrastructure Working Group –  
Councillors Bedwell, Beesley, Cox, Edwards, Mayhew and Smith*)

## 11.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEED OF GRANT

One grave certificate had been received.

### **FC.11.05.22** It was subsequently **RESOLVED** to sign the grave certificate for Jennifer Swain.

## 12.0 MINUTES

- 12.1 To resolve that the minutes of the Full Council meeting of the 11 April 2022 be taken as read, confirmed as a correct record and signed by the Town Mayor.

### **FC.12.05.22** It was **RESOLVED** that the minutes of the meeting of the Full Council on the 11 April 2022 be taken as read, confirmed as a correct record and signed by the Town Mayor.

## 12.2 Action List

Members noted the contents of the action list:

## 13.0 COMMITTEE MINUTES

- 13.1 To note the acts and proceedings of the following committee meetings:-

(a) Environment & Leisure Committee of the 16 May 2022

### **FC.13.05.22** It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committee of the 16 May 2022.

(b) Plans Committee of the 28 March 2022

### **FC.14.05.22** It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 28 March 2022.



(c) General Purposes Committee of the 25 April 2022  
**FC.15.05.22** It was **RESOLVED** to note the acts and proceedings of the General Purposes Committee of the 25 April 2022.

**14.0 TO NOTE THE APPOINTMENT OF MEMBERS TO COMPLETE AUDITS UNTIL THE ANNUAL STATUTORY MEETING IN MAY 2023**

Members were presented with a report which confirmed audits were on track for completion for 2021-22, which was great in the circumstances of the pandemic. A new schedule had been drawn up for 2022-23 which members were asked to approve.

**FC.16.05.22** Members **RESOLVED** to:

- (i) note the report, and;
- (ii) approve the proposed schedule for member audits in 2022/23, and to make appropriate arrangements with the Assistant Town Clerk & Responsible Financial Officer, to carry these out.

**15.0 TO RECEIVE UPDATES FROM REPRESENTATIVES TO OUTSIDE BODIES**

(i) The Uckfield Town Centre Regeneration Joint Committee

Nothing to report at present.

(ii) Neighbourhood Plan Steering Group

The Town Mayor advised members that she was aware the Town Clerk had carried out a phenomenal amount of work on this project, and well done to everyone involved. Members subsequently noted the report.

(iii) Gatwick Airport Consultation Panel

Nothing to report at present.

**16.0 TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS**

(i) Uckfield – Events Working Group

The Town Mayor, advised members that the Uckfield Festival Classic Vehicle event on Sunday 10 July, were seeking volunteers to support the event. If anyone was interested they were asked to let the Town Clerk or Mike Skinner know.

Members noted the report.

(ii) Uckfield Dementia Forum

Nothing to report at present.

(iii) Civic Centre Working Group

Nothing to report at present.

(iv) Infrastructure Working Group

Nothing to report at present.

**17.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**

No questions were received by the deadline.

**18.0 FOLLOW UP ENQUIRY FROM GLADMAN DEVELOPMENTS REGARDING THE DISCHARGE OF WATER FROM LAND OFF EASTBOURNE ROAD**

Members were provided with a report which set out the response from Gladman Developments following an onsite meeting and confirmed their proposals. This report asked members to confirm if they were happy for officers to continue liaising with Gladman Developments to prepare the draft heads of terms for further consideration, on this basis.

One member felt the response received from Gladman Developments was relatively positive, and was happy to agree for officers to move forward.

A second member clarified that they had met Gladman Developments onsite with the Town Mayor and Estates & Facilities Manager. The representative they met was incredibly helpful, giving background information on water and water drainage. They also offered to put Uckfield Town Council in touch with South East Water. It was important that effort was given to meet representatives onsite (officers and councillors) as you often learnt more in that situation than from the detail of an email or written report. The Town Mayor agreed.

A third member questioned the sum of £5,000 and asked for further clarity on what this would be used for. The Town Clerk advised that this was for ongoing maintenance and would in essence cover the cost of clearing the narrow culvert. A comparison was made with the clearance of culverts at West Park, and officers felt this sum was sufficient.

**FC.17.05.22** Members **RESOLVED** to support officers to continue liaising with Gladman Developments to prepare the draft heads of terms for the discharge of water from Land off Eastbourne Road.

**19.0 TO CONSIDER AN AMENDMENT TO THE SERVICE LEVEL AGREEMENT BETWEEN UCKFIELD TOWN COUNCIL AND UCKFIELD VOLUNTEER CENTRE FOR 2022-23**

Members were presented with a revised version of the draft Service Level Agreement between Uckfield Town Council and Uckfield Volunteer Centre for 2022-23 subject to some previous wording needing to be updated to reflect current workload.

One member felt that despite the revisions, this still felt like quite some undertaking for the Volunteer Centre to undertake. This member, asked whether officers had checked whether they could still manage this piece of work.

The Town Clerk confirmed that some concerns had been raised. The Town Clerk had already confirmed with them however that as part of the community grant application process, organisations provided their finance and governance policies, including their constitutions and accounts, which suggested that this part of the previous detailed evaluation was no longer necessary. What was of most importance was the evaluation of how the grant funding had been spent, in line with the original application. A template had been discussed with the Volunteer Centre's Manager which could be issued to all awardees, to help speed up the process. The number of grants did vary year to year also, with only 12 awarded in 2022-23, compared with 22-23 grants in 2021-22.

**FC18.05.22** Members **RESOLVED** to approve the Service Level Agreement between Uckfield Town Council and Uckfield Volunteer Centre for 2022-23 and for two members to sign this service level agreement once finalised.

**20.0 TO REVIEW THE RESPONSE FROM WEALDEN DISTRICT COUNCIL TO UCKFIELD TOWN COUNCIL'S LETTER REGARDING INFRASTRUCTURE**

Members were provided with a response to their letter from Wealden DC, regarding infrastructure.

Members were pleased to receive a response, and really happy to see the offer from the new Director of Planning, Policy and Environmental Services to attend a meeting with Uckfield Town Council. By having a face to face discussion, it would help to speak to someone and humanise that connection. If this was the start of better dialogue, it would be welcomed.

**FC19.05.22** Members **RESOLVED** to proceed with inviting the Director of Planning, Policy and Environmental Services to attend a meeting with Uckfield Town Council to discuss infrastructure requirements.

**21.0 TO RESPOND TO A TRAFFIC REGULATION ORDER FOR LEWES ROAD**

Members were asked to consider the proposed Traffic Regulation Order on Lewes Road for the provision of a new access onto Lewes Road (C58) and extension to the existing 30mph speed limit, and proposed 40mph speed limit.

The Town Clerk advised that this had all previously been discussed, but now the formal legal processes were being put in place. The full proposal included extending the speed reduction and adapting the speed limits, the introduction of a village gateway off Little Horsted roundabout, signage and one traffic calming feature (a build out) near to the Red Clover Road entrance to the new Ridgewood Place estate.

**FC20.05.22** Members **RESOLVED** to approve the proposals, but also request confirmation that the traffic calming build out, signage, village gateway and bus stop outside Horsted Pond Farm were still due to be installed.

**22.0 TO CONSIDER ANY FURTHER COMMENTS OR REPRESENTATIONS IN RELATION TO THE UPGRADE OF FOOTPATH 37 TO A RESTRICTED BYWAY**

This item was deferred.

**23.0 TO CONSIDER FUTURE RESPONSIBILITY FOR CRICKET NETS**

This item was deferred.

**24.0 TOWN MAYORS ANNOUNCEMENTS**

The Queen's Platinum Jubilee weekend was coming up, with a weekend full of events. If anyone wanted to join the Town Mayor on her engagements they were very welcome. The Town Mayor wanted to thank the Uckfield Brownies and Guides, who were in the town the other evening with their green bags, picking up litter. They were enjoying the task and amazed it wasn't as bad as they thought. They were very proud of their town and the Mayor wished to record her thanks.

**25.0 TOWN CLERKS ANNOUNCEMENTS**

The Town Clerk wished to thank the Youth Members, who had been important and valuable members of the council over the past year. Both Emily and Becky would be moving onto new adventures in September, following their exams, and Uckfield Town Council wanted to wish them all the best, followed by a round of applause.

The meeting closed at 8.19pm.

# UCKFIELD TOWN COUNCIL

## ACTION LIST – FOR INFORMATION ONLY

### FULL COUNCIL

Resolution No.	Details	Date Raised	Action By	Date Complete
<p><b><u>FC.105.02.17</u></b></p> <p><b><u>FC.95.01.20</u></b></p>	<p><u>14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members <b>RESOLVED</b> to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.</p> <p><u>18.0 To sign and seal the Town Council's byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to:</p> <p>(i) authorise the affixing of the common seal to the byelaws for both Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve and signing by two named councilors, and; (ii) authorise the Town Clerk for Uckfield Town Council to carry out the necessary procedures and apply to the Secretary of State for confirmation.</p>	<p>20.02.17</p> <p>20.01.20</p>	<p>HG</p>	<p>The Council will be advertising its intention to apply for confirmation once covid restrictions have eased. The byelaws must then be held for at least one month at the offices for inspection by the public, before any representations are reported back as part of the package of information, to DEFRA.</p>
<p><b><u>FC115.04.19</u></b></p>	<p><u>9.0 To consider a motion submitted by Councillor Donna French</u> It was <b>RESOLVED</b> to support the motion put forward, and; “reinvestigate the possibility of part funding a traffic warden; entering into a discussion with Hailsham, Crowborough and Polegate, with a view to joint funding a shared traffic warden, employed via Sussex Police.”</p>	<p>08.04.19</p>	<p>HG</p>	<p>This matter has been raised with the Wealden Inspector of Sussex Police. It is understood that Sussex Police and Wealden DC were due to hold discussions once again. UTC will await the outcome of these.</p>

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<b><u>FC32.06.19</u></b> <b><u>FC46.08.19</u></b>	<p><u>13.0 To consider a motion from Councillor Spike Mayhew</u> Members unanimously <b>RESOLVED</b> to (i) ask the Town Clerk to look into civil orders such as Public Space Protection Orders, and; (ii) for the Town Council to reconsider the role of a Community Warden</p> <p><u>13.0 To report back to Full Council on Public Space Protection Orders</u> Members <b>RESOLVED</b> to ask the Town Clerk to arrange a meeting with Sussex Police and Wealden District Council.</p>	24.06.19/ 05.08.19	HG	Members considered research into Public Space Protection Orders at the meeting on 9 <sup>th</sup> December 2019. It was agreed to defer this item until the new PCSO's had started.
<b><u>FC.30.09.20</u></b>	<p><u>12.0 To review a report by Councillor A. Smith on the need for affordable homes in Uckfield</u> After a detailed discussion, it was <b>RESOLVED</b> to request that the Town Clerk write to the Housing Minister Rt Hon Robert Jenrick with a copy of this report and advise Wealden DC's planning department of these discussions along with neighbouring parish councils.</p>	14.09.20	HG	A letter is being drafted and will be circulated to members for approval before sending.
<b><u>FC.47.09.21</u></b>	<p><u>11.0 To consider the proposed way forward and preparation of the dedication agreements for the new footway links to the "land off mallard drive" development</u> Members <b>RESOLVED</b> to: (i) note the proposed legal process being taken with regards to the footway link across Uckfield TC land at Harlands Playing Fields, and; (ii) confirmed that the footway link between Framfield Road and Hospital approach should also be placed up for adoption by ESCC at the same time; (iii) request that Persimmon Homes cover the costs of any legal fees incurred</p>	13.09.21	HG	This is in progress between the relevant organisations (Persimmons, ES Highways and UTC) and solicitors.
<b><u>FC.55.10.21</u></b>	<p>Members <b>RESOLVED</b> to approve the motion put forward by Councillor D. French and for staff to make contact with the County Council: <i>"Uckfield Town Council supports the increase in the provision of Changing Place Toilets across the country, and will approach East Sussex County Council to understand if they:</i> (i) have submitted an expression of interest to central government to draw down funding to the county of East Sussex, and: (ii) if ESCC have expressed an interest, that Uckfield Town Council lobby for such facilities to be introduced in Uckfield."</p>	25.10.21	HG	In progress.

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<b><u>FC.92.02.22</u></b>	<p><u>9.0 To review the draft service level agreements between Uckfield Town Council and the Uckfield Volunteer Centre and Wealden Citizen's Advice Members</u> <b>RESOLVED</b> to approve the contents of the draft service level agreements, and to authorise for two Town Councillors to sign the service level agreements with Uckfield Volunteer Centre and Wealden Citizen's Advice once both parties were satisfied with the contents.</p>	28.02.22	HG	<b>Completed. NFA.</b>
<b><u>FC.94.02.22</u></b>	<p><u>11.0 To consider a further motion by Councillor B. Cox, relating to food poverty</u> Members unanimously <b>RESOLVED</b> to approve the motion put forward by Councillor B. Cox to:</p> <p><i><b>What the council still needs to do</b></i></p> <ul style="list-style-type: none"> <li>• Report on the results of the schools' questionnaire and review the recommendations;</li> <li>• Be open to any new ways to offer 'out of term' food for young people and where needed, push the higher tiers of local government to back schemes;</li> <li>• Review and offer a final report on food poverty in March 2023 before the end of the term of this Town Council;</li> </ul> <p><i><b>Summary.</b></i> Food poverty in Uckfield is an issue that is growing still. However, Uckfield Town Council have done a number of things to help ease the issue. The next year will see some very challenging times and it is important that the Council keep up the work in highlighting and where possible, easing food poverty. A review is needed in 2023 and a final report offered to the Town Council. The attached report within appendix A contains statistics for Uckfield in terms of earnings and age by ward should be offered to our local authorities (District and County) to highlight some local needs.</p>	28.02.22	All	In progress.
<b><u>FC.102.04.22</u></b>	<p><u>10.0 Members</u> <b>RESOLVED</b> to:</p> <p>(i) work with Gladman Developments and arrange a meeting onsite to understand the full details of their proposal; (ii) obtain independent advice with regards to drainage engineering within Uckfield and the cumulative impact of the water run-off from proposed development sites into Framfield and Ridgewood Stream, and; (iii) obtain more detail on the proposals for the discharge of water from the northern attenuation pond onto Eastbourne Road.</p>	11.04.22	MF/ HG	In progress. Working with Solicitors to arrange draft heads of terms.
<b><u>FC.17.05.22</u></b>	<p>Members <b>RESOLVED</b> to support officers to continue liaising with Gladman Developments to prepare the draft heads of terms for the discharge of water from Land off Eastbourne Road.</p>	23.04.22	MF/ HG	

<b><u>FC19.05.22</u></b>	<p><u>20.0 To review the response from Wealden District Council to Uckfield Town Council's letter regarding infrastructure</u></p> <p>Members <b>RESOLVED</b> to proceed with inviting the Director of Planning, Policy and Environmental Services to attend a meeting with Uckfield Town Council to discuss infrastructure requirements.</p>	23.05.22	HG	In the process of being rearranged.
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## **Meeting of the Full Council**

**Monday 27 June 2022**

### **Agenda Item 7.0(iii)**

#### **TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES: GATWICK AIRPORT CONSULTATION GROUP**

Gatwick Airport have announced that they are undertaking further consultation on their Northern Runway plans, over the summer months.

They have listened to the feedback received on their road improvement proposals, and revisited previous designs and considered new possibilities to strike a balance between the needs of local non-airport and airport traffic as well as potential environmental impact.

Before they take their plans forward, they are keen to hear views on their updated proposals. They have therefore commenced a statutory public consultation on their updated highway designs. The deadline for comments is Wednesday 27 July 2022 at 11.59pm.

The revised highway proposals include:

- significantly redesigning the original plan for the North Terminal junction;
- adding a new lane westbound over the Brighton mainline;
- adding a third lane on the A23 approaching Longbridge roundabout

They have also refined their proposals for car parking, hotels and offices, the airfield, water management, carbon and noise. They also continue to develop plans to mitigate the environmental effects of the Northern Runway Project.

The deadline for comments is Wednesday 27 July 2022 at 11.59pm.

Members are invited to submit their own comments direct on the consultation section of their website at:

<https://www.gatwickairport.com/business-community/future-plans/northern-runway/>

There are some good videos which help to illustrate the highway improvements and dual runway operation.

Town Clerk



**Meeting of the Full Council**

**Monday 27 June 2022**

**Agenda Item 8.0 (ii)**

**TO RECEIVE REPORTS FROM WORKING GROUPS:  
UCKFIELD - EVENTS WORKING GROUP**

**WEALD  
ON THE  
FIELD**

**FREE ENTRY**

**UCKFIELD & DISTRICT  
CHAMBER OF COMMERCE**

**UCKFIELD  
TOWN COUNCIL**

**FOOD  
ROCKS**

**LUXFORD FIELD UCKFIELD**

**SATURDAY 13 AUGUST 2022 11AM - 7PM**

**LIVE MUSIC ON THE AIRSTREAM STAGE**

12:00 Acoustic Session  
13.30 The Management Duo  
15:00 Iron Tyger  
16:30 Fat Freddie & The Queens  
18:00 Max White & Band

**\*STREET FOOD \*ARTISAN PRODUCE \*POP UP BARS  
\*LOCAL CRAFTS \*FAMILY ENTERTAINMENT**

**WWW.FOODROCKSSOUTH.CO.UK**

WEALD  
ON THE  
FIELD

SAT 13 AUGUST 2022  
11.00am - 7.00pm  
UCKFIELD

## SPONSORSHIP OPPORTUNITIES

### PREMIER SPONSORSHIP

£500 - SPONSOR HEADLINE ACT

(includes banner space and numerous mentions on stage)

### GOLD SPONSORSHIP

£250 - SPONSOR A BAND

(includes banner space and two mentions on stage before and after performance)

### SILVER SPONSORSHIP

£100 - PUT A BANNER ON THE HERAS FENCING

(banner not included)

OTHER SPONSORSHIP OPPORTUNITIES MAY BE  
AVAILABLE. CONTACT US TO FIND OUT MORE

EMAIL: [townclerk@uckfieldtc.gov.uk](mailto:townclerk@uckfieldtc.gov.uk)

# **Uckfield Town Council**

***Internal Audit Report 2021-22 (Final update)***

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***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 three on site reviews for 2021-22 on 18<sup>th</sup> & 19<sup>th</sup> November 2021, plus 14<sup>th</sup> March 2022. A further final review has been undertaken remotely, as agreed with the Town Clerk, on 21<sup>st</sup> June 2022 following preparation of the Council's more detailed Statement of Accounts by the contract accountants, detail of which feeds into the year's AGAR.

## **Internal Audit Approach**

In undertaking our review for the year, 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 previous reports for the year and are pleased to acknowledge the progress made: detail of the current status is set out in the body of the following updated final report for the year and appended Action Plan. We are also pleased to report that no further formal recommendations arise from this and final remote review.

## **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 recommendations which are further summarised in the appended Action Plan.

Based on the overall satisfactory conclusions drawn, we have duly signed-off the IA Certificate in the year's AGAR assigning positive assurances in each relevant area.

We take this opportunity to remind the Clerk and members of the requirements of the guidance notes in the preface to the year's AGAR in relation to the documentation that must be displayed on the Council's website together with the need to ensure compliance with the timing requirements for publication of the Notice of Public Rights to examine the Council's documentation for the financial year.

# 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 cost centre and 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 four sample months' receipts and payments transactions (April and September 2021, plus January and March 2022) on the Current and Business Reserve bank account cashbooks to relevant statements noting that daily "sweeps" to and from the Reserve account continue to be in place to retain an overnight total in the former at £200,000;
- Checked that appropriate reconciliations are being completed 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 including the combined reconciliation as at 31<sup>st</sup> March 2022; and
- Ensured the accurate disclosure of the combined cash and bank balances in the year's AGAR at Section 2, Box 8.

### Conclusions

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

## 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 note that the Council's extant corporate documentation such as the SOs, Financial Regulations (FRs) and Members' Code of Conduct are subject to periodic review. 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 indicates that they are not wholly in line with the latest published NALC model documents and, consequently we urge 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 have provided to the Clerk to assist the process.

We have continued 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 for the financial year and to date in 2022-23 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 pleased to record that no such issues appear to exist currently.

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, 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.***

## **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 now 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 providing effective control over the release of Council funds.

We have selected an extended sample of 48 payments totalling £355,340 processed in the year for compliance with the above criteria, including all transactions individually in excess of £4,000 plus every 40<sup>th</sup> transaction as recorded in the Sage “cashbook”. Our test sample equates to 65% of non-pay related payments processed in the year.

### **Conclusions**

*We are pleased to record that no issues arise in this area warranting formal comment or recommendation.*

## **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 noted in last year’s report that the Council had a formal Strategic Risk Management Policy in place, which has been re-adopted by the General Purposes Committee in January 2022 and, by subsequent minute approval, Full Council in March 2022. We suggest that to further strengthen this Policy consideration be given to incorporating for each potential risk area recorded, assessments of the likelihood of each risk coming to fruition, together with the potential impact (financial and / or political) on the Council should that come to fruition: we have provided the Clerk with a copy of a suitably formatted document in use by several of our clients, suitably tailored to meet their specific requirements..

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 and recommendation**

*Whilst we have no concerns with regard to the Council’s approach to the management of the potential risks it faces, we suggest, as above, that the risk register in place could benefit from expansion to include assessments of the potential likelihood of risks materialising and the impact should that occur.*



*R2. Consideration should be given to the expansion of the extant risk register / policy to incorporate assessments of the potential likelihood for the risks coming to fruition and the financial / political impact that could result should that eventuality arise.*

## **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.

This review took place in advance of the Council's formal deliberation and determination of the budgetary and precept requirements for 2022-23: consequently, we shall revisit this area as part of our next review.

We are pleased to note from our review of minutes that members continue at Committee level to receive and discuss routinely the periodic budget management reports. Due to this final review being undertaken remotely, we have not undertaken any further work in this area other than considering the ongoing appropriateness of the level of retained reserves at the financial year-end and their continued appropriateness to meet the Council's ongoing revenue spending requirements and any development aspirations.

At 31<sup>st</sup> March 2022, total funds of £1,292,470 were held, comprising the General Reserve of £505,557, Earmarked Reserves of £771,118 and the residual Capital Receipts Reserve of £15,795. The General Reserve balance equates to approximately 5 months #' revenue spending at the 2021-22 level and sits comfortably within the generally recognised requirement of between three and twelve months' revenue spending.

### **Conclusions**

*We are pleased to record that no issues or concerns arise in this area warranting formal comment or recommendation this 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 1<sup>st</sup> April 2021.

At our first review for the year, 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



visit 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, when payment is received, the top corner of the relevant invoice is cut off, leaving those uncut as indicative of non-paid accounts.

The allotment rental year normally commences on 1<sup>st</sup> 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 1<sup>st</sup> January 2022 which has, in turn resulted in a significant number of invoices remaining unpaid at the financial year-end, detail of which have been duly identified as debtors in the year's accounts.

Whilst we note that officers and members continue to review the position in relation to any long-standing and potential bad debts, we also 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 ongoing 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.***

***R3. Positive action should be taken to pursue all unpaid debts of six months or older.***

***R4. 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.***

- R5. 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.*

## 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, one in the Administration office and one 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 also maintained, listing each individual or a group of transactions accordingly. We have examined transactions recorded therein for October and to the date of our first visit in November 2021 on the office account and November on the Luxfords’ account, noting that all transactions in our test samples were appropriately supported by invoices or till receipts.

Whilst no significant issues or concerns arose in this respect, we 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 co-ordinated with the Sage account balance.

We also checked both cash holdings at the time of our initial review for the year and were pleased to report that in both cases the physical holding equated to the Sage balances.

### *Conclusions and recommendation*

*There are no significant issues arising in this area, 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.*

- R6. 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).*

## 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.*

## **Asset Registers**

The Accounts and Audit Regulations 1996, as amended periodically, require all Councils to maintain a detailed register of their assets. We aim therefore, in examining this aspect of the Council's documentation, to ensure that the Council has complied with that legislation, that an appropriate and comprehensive register is being maintained and that it is subject to periodic review and update.

We have previously commented on the extensive lever arch file maintained to identify the Council's many land, property and other assets, also recording that appropriate mapping software (Pear Technology) is used to assist with this process as has again been the case in 2021-22. We also note that the contract accountants have again prepared their own asset schedules to support the detailed Statement of Accounts prepared by them and the AGAR valuation, with depreciation charges duly written back for the disclosure of balances at cost in the latter.

### **Conclusions**

*There are no matters arising in this area to warrant formal comment or recommendation.*

## **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 1<sup>st</sup> 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 both repayments in 2021-22 as part of our above expenditure test sample. We have also, at this final review, verified the outstanding loan liability at 31<sup>st</sup> March 2022 to be disclosed in the AGAR by reference to the UK Debt Agency website

### **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 31<sup>st</sup> March 2022 in the AGAR Section 2, Box 10, by reference to the UK Debt Agency website, which records the value of all local government outstanding loans.*

*R7. 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 formal Strategy has been developed and been adopted by the Council at the January 2022 General Purposes Committee meeting.*

## **Statement of Accounts and AGAR**

The Council's annual Statements of Account have, as in previous years, been prepared by external accounting contractors (Acuity): we have undertaken sample checks of the disclosures therein to supporting documentation such as the PWLB balances, precept value and bank balances. We have also ensured the accurate disclosure of financial detail in the year's AGAR at Section 2 to the underlying financial records.

Based in the satisfactory conclusions drawn in the areas examined this year, we have signed-off the IA Certificate in the year's AGAR, assigning positive assurances in all relevant categories.

### **Conclusions**

*We again take this opportunity to thank the Clerk and RFO for their assistance in completing the year's review providing all necessary documentation at the two visits and finally for our remote review.*

*Consequently, we are pleased to advise that no matters arise in this area warranting formal comment or recommendation this year.*

Rec. No.	Recommendation	Response
<b>Review of Corporate Governance</b>		
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>Both documents have been reviewed, updated and adopted by the Council in the early months of 2022.</i>
<b>Assessment and Management of Risk</b>		
R2	Consideration should be given to the expansion of the extant risk register / policy to incorporate assessments of the potential likelihood for the risks coming to fruition and the financial / political impact that could result should that eventuality arise.	
<b>Review of Income</b>		
R3	Positive action should be taken to pursue all unpaid debts of six months or older.	<i>Appropriate action has been taken since March 2022 with the list numbers reduced. Going forward, outstanding debts over 30 days will be chased on a monthly basis on the third week of each month.</i>
R4	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>All 'unmatched' receipts will be reviewed on a regular basis and appropriate action be taken to clear them from the Sales Ledger. In the case of allotment tenants, any future invoices will be adjusted by the value of any prior year overpayments. This will be reviewed monthly.</i>
R5	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>Where payment of invoices raised is received the invoice is marked with date received and method of payment and filed separately in the invoice paid file.</i>
<b>Review of Petty Cash Accounts</b>		
R6	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>Additional columns have been added to both Luxfords and UTC petty cash books to show the resultant balance after each transaction.</i>

Rec. No.	Recommendation	Response
<b>Investments &amp; Loans</b>		
R7	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 formal Strategy has been developed and been adopted by the Council at the January 2022 General Purposes Committee meeting.</i>



# Annual Internal Audit Report 2021/22

## UCKFIELD TOWN COUNCIL

<https://www.uckfieldtc.gov.uk/>

FULLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

18 & 19/11/2021 14/03/2022 21/06/2022

Name of person who carried out the internal audit

S J Pollard for Auditing Solutions Ltd

Signature of person who carried out the internal audit

Date 21/06/2022

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 2 – Accounting Statements 2021/22 for

Uckfield Town Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	1,282,437	1,232,125	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	942,405	955,945	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	331,625	448,347	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	532,901	608,662	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	60,987	56,552	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	730,454	690,732	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,232,125	1,280,471	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,224,454	1,258,228	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	6,631,399	6,621,504	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	520,200	486,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*S. Stacey*

Date

22/06/2022

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved



## Section 3 – External Auditor's Report and Certificate 2021/22

In respect of

Uckfield Town Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2021/22

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2021/22

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

# **UCKFIELD TOWN COUNCIL**



## **FINANCIAL STATEMENTS AND ACCOMPANYING INFORMATION FOR THE YEAR ENDED 31 MARCH 2022**

### **INDEX**

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1	Variance analysis
2	Income Statement
4	Other Comprehensive Income
5	Statement of Financial Position
6	Earmarked Reserves note

**UCKFIELD TOWN COUNCIL**  
**INCOME STATEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**Comparison of income and expenditure in year with original budget**

The following shows a comparison of the budget and outturn figures in 2021/22 analysed by the cost centres as disclosed on the Income and Expenditure account. The effect of depreciation and pension adjustments are excluded from this analysis.

	Budgeted £	Actual £	Variance £
Income			
Grants received	-	15,000	15,000
Furlough Grant - Civic Centre	-	12,352	12,352
Furlough Grant - Luxfords	-	9,436	9,436
Rental income, interest and investment income	172,732	173,209	477
Charges made for services	217,050	181,229	(35,821)
Other income or contributions	37,525	57,122	19,597
	427,307	448,348	21,041
Expenditure			
Direct service costs:			
Salaries and wages	310,558	332,386	21,828
Grant aid expenditure	55,000	56,150	1,150
Other direct service costs	414,482	528,765	114,283
Democratic, Management and Civic costs:			
Salaries and wages	268,049	276,276	8,227
Other democratic, management and civic costs	171,233	128,169	(43,064)
	1,219,322	1,321,746	102,424
Net expenditure	792,015	873,398	81,383
General Reserves	110,380	32,813	(77,567)
Earmarked Reserves*	53,550	49,734	(3,816)
Net charge to Precept	955,945	955,945	

\*Earmarked Reserves is represented by £216,251 of income and £166,517 of costs. The net surplus is therefore £49,734.

**UCKFIELD TOWN COUNCIL**  
**INCOME STATEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

	31.03.22 £	31.03.21 £
<b>Income</b>		
Precept	955,945	942,405
Grants received	15,000	34,085
Furlough Grant - Civic Centre	12,352	44,152
Furlough Grant - Luxfords	9,436	43,507
Rental income, interest and investment income	173,209	99,351
Charges made for services	181,229	89,187
Other income or contributions	57,122	21,343
	<b>1,404,293</b>	<b>1,274,030</b>
<b>Expenditure</b>		
Direct service costs:		
Salaries and wages	332,386	283,167
Grant aid expenditure	56,150	47,991
Other direct service costs	528,765	585,406
	<b>917,301</b>	<b>916,564</b>
Democratic, Management and Civic costs:		
Salaries and wages	276,276	249,735
Other democratic, management and civic costs	128,169	120,437
Depreciation	103,002	138,227
Net pension interest cost	(145,000)	(324,000)
	<b>362,447</b>	<b>184,399</b>
<b>Net operating surplus/(deficit) for year</b>	<b>124,545</b>	<b>173,067</b>
Statutory charge for capital	(25,200)	(34,200)
Reversal of annual depreciation charge	103,002	138,227
Capital expenditure from the General Fund	-	-
Pension fund adjustment	(145,000)	(324,000)
Net transfer from/(to) Earmarked Reserves	(49,734)	85,459
<b>Net surplus/(deficit) for year</b>	<b>7,613</b>	<b>38,551</b>

The lines regarding net pension interest cost and depreciation are required to be recorded for accounting purposes, but do not impact on the level of Council precept

**UCKFIELD TOWN COUNCIL**  
**INCOME STATEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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Trade operations

The totals shown in the Income and Expenditure account include the following trading operations relating to the Luxfords restaurant, Uckfield Civic Centre:

	<b>31.03.22</b>	31.03.21
	<b>£</b>	£
Income	<b>152,927</b>	109,416
Expenditure	<b>181,389</b>	122,894
Net surplus/(deficit)	<b>(28,462)</b>	(13,477)

---

**UCKFIELD TOWN COUNCIL  
OTHER COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 31 MARCH 2022**

---

	<b>31.03.22</b>	<b>31.03.21</b>
	<b>£</b>	<b>£</b>
Surplus/(deficit) for the year	<b>124,545</b>	173,067
Re-measurements related to pensions	<b>134,000</b>	(543,000)
	<b><u>258,545</u></b>	<b><u>(369,933)</u></b>

**UCKFIELD TOWN COUNCIL**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE YEAR ENDED 31 MARCH 2022**

	31.03.22 £	31.03.21 £
<b>Fixed Assets</b>		
Land and buildings	4,443,167	4,508,065
Vehicles and plant	123,001	161,105
	<b>4,566,168</b>	<b>4,669,170</b>
<b>Current Assets</b>		
Stocks	3,584	1,393
Debtors	49,100	42,390
Cash at bank and in hand	1,258,228	1,224,454
	<b>1,310,912</b>	<b>1,268,237</b>
<b>Creditors: amounts falling due within one year</b>		
Creditors	30,441	36,112
Current portion of long term debt	25,200	34,200
	<b>55,641</b>	<b>70,312</b>
<b>Net current assets</b>	<b>1,255,271</b>	<b>1,197,925</b>
<b>Total assets less current liabilities</b>	<b>5,821,439</b>	<b>5,867,094</b>
<b>Creditors: amounts falling due after more than one year</b>		
Long term borrowing	460,800	486,000
	<b>460,800</b>	<b>486,000</b>
Pension Liability/(Asset)	672,000	951,000
<b>Total assets less liabilities</b>	<b>4,688,639</b>	<b>4,430,094</b>
<b>Reserves</b>		
Capital Receipts Reserve	15,795	15,795
Revaluations Reserve	569,173	569,173
Pensions Reserve	(672,000)	(951,000)
Capital Financing Account	3,498,995	3,576,797
Earmarked Revenue Reserves	771,118	721,384
General Fund	505,558	497,946
	<b>4,688,639</b>	<b>4,430,094</b>

These financial statements were approved on \_\_\_\_\_.

\_\_\_\_\_  
 Cllr. J. Love  
 Town Mayor

\_\_\_\_\_  
 Sarah D'Alessio  
 Responsible Financial Officer

**UCKFIELD TOWN COUNCIL**  
**EARMARKED RESERVES NOTE TO THE FINANCIAL STATEMENTS**  
**AS AT 31 MARCH 2022**

	1 April 2021	Contribution to reserves	Contribution from reserves	31 March 2022
	£	£	£	£
Allotment Fencing	6,803		(2,979)	3,824
Boothland Wood	500			500
Browns Lane Rockery Plants	-			-
Building Maintenance Fund	211,610	84,800	(63,531)	232,879
CCTV Replacement Programme	-			-
Cemetery Enhancemnet	8,300			8,300
Chapels Maintenance Programme	-			-
Civic Centre Booking System	8,000			8,000
Community Infrastructure Levy	33,701	22,827	(16,291)	40,237
Consultants - Town Centre	120,300			120,300
Data Protection	1,680			1,680
Dementia Training	725			725
Elections	21,962	5,000		26,962
HMLNR Donation	1,600		(935)	665
HMLNR & WPLNR Supporters group donation	-			-
Hughes Way Play Area Donation	-			-
Joint Committee Master Plan Work	50,000			50,000
Library Way Re-imbursement	-			-
Litter Bins	4,050	1,000	(3,342)	1,708
Luxfords Refurbishment	-			-
LuxfordsNew Microwave	-			-
Notice boards	-			-
New equipment/New cricket Mower	2,849	9,000	(11,849)	-
Old Timber Lane Maintenance	16,000	500		16,500
Picnic Tables	-			-
Play area enhancements	-	11,600	(1,600)	10,000
Play ground fencing	-			-
Professional Fees	5,788		(2,291)	3,497
Public Conveniences	30,000			30,000
Playing fields & Pitches	4,884	2,500	(2,125)	5,259
Ranger equipment budget	21,470	5,394	(26,864)	-
Renewal/Upgrading Notice Boards	2,512			2,512
Re-surface Osborn Hall Car Park	3,658			3,658
Ridgewood Car Park Re-surface	17,540		(655)	16,885
Carried forward totals	573,932	142,621	(132,462)	584,091

Continued



**UCKFIELD TOWN COUNCIL**  
**EARMARKED RESERVES NOTE TO THE FINANCIAL STATEMENTS**  
**AS AT 31 MARCH 2022**

	1 April 2021	Contribution to reserves	Contribution from reserves	31 March 2022
	£	£	£	£
Brought forward totals	573,932	142,621	(132,462)	584,091
Ridgewood Recreation Ground levelling	968	13,500	(11,975)	2,493
Seats, Signage for Tennis Courts	595			595
Section 106 Agreements	17,909			17,909
Signal Box Ext/Internal Maintenance	8,810	250	(2,780)	6,280
Skatepark Peripheral Area	2,542			2,542
Speed Reduction	3,700		(500)	3,200
Street Furniture Donation	1,200			1,200
Street Furniture repair/replace	1,431			1,431
Street Light Repairs	-			-
Street Light Timers/column inspections	1,856			1,856
Street Light Replacemenr SOX Lanterns	6,000	2,000		8,000
Telephone boxes	1,000		(1,000)	-
Training	724			724
Trees	1,483	4,700	(1,482)	4,701
Twinning Hospitality	33	100		133
Upgrading of IT Systems & Equipment	-			-
Vehicle replacement	5,000	5,000		10,000
Weald Hall Floor	48,000	7,500		55,500
Weald on field	-	3,000	(3,000)	-
White Rails Improvements	1,200			1,200
West Park Pavilion Scheme	45,000			45,000
Climate Change Initiatives		7,500	(1,800)	5,700
ESCC Verge Cutting Contribution		4,280	(4,271)	9
Covid Memorial Bench		2,500	(2,200)	300
General Power of Competence		2,000	(1,750)	250
Green Projects		18,000		18,000
262 Saturday Bus Service		3,300	(3,297)	3
	721,384	216,251	(166,517)	771,118

# UCKFIELD TOWN COUNCIL



## STANDING ORDERS

Issue No.	Date Agreed	Details of amendments
1	2 <sup>nd</sup> May 2006	Reissued in new format
2	25 <sup>th</sup> March 2008	General Purposes (GP.070.03.08)
3	28 <sup>th</sup> April 2008	Full Council (FC.096.04.08)
4	6 <sup>th</sup> July 2009	Full Council (FC.018.07.09)
5	10 <sup>th</sup> January 2011	Complete reissue of document at Full Council in accordance with revised NALC Model Standing Orders. (FC.049.01.11)
6	16 <sup>th</sup> May 2011	Annual Statutory Meeting – Review of SO 34.2
7	11 <sup>th</sup> November 2013	Full Council (FC.55.11.13) Comprehensive amendments following introduction of Localism Act 2011
8	7 <sup>th</sup> July 2014	Amendments to start times of meetings.
9	20 <sup>th</sup> April 2015	FC - General review and update
10	4 <sup>th</sup> July 2016	FC – General review and update
11	22 <sup>nd</sup> August 2016	FC – Minor amendment to 9.3. Plus amendments to Section 34 (Financial Matters) following update to financial regulations approved by GP Committee on 15 <sup>th</sup> August 2016.
12	30 <sup>th</sup> July 2018	Refresh in line with NALC Model Standing Orders (revised 2018)
13	17 January 2022	FC - Full review in line with NALC Model Standing Orders (revised 2020)

14	27 June 2022	FC – review in line with NALC Model Standing Orders (2018) Version 2 (April 2022) – Financial Controls and Procurement (Section 34).
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## STANDING ORDERS

Standing Orders set out how all committees, sub-committees and associated groups of the Council conduct their business and should be read in conjunction with the Council's

- Financial Regulations
- Code of Conduct Policy (No. 43).

**Reference to the masculine gender should also be construed as a reference to the feminine gender except where the context suggests otherwise.**

Reference to, 'the Mayor', should also be construed as reference to the Chairman of any committee or sub-committee, except that of Full Council.

### 1.0 ROLE OF STANDING ORDERS

- 1.1 The Town Clerk shall provide a copy of the Council's Standing Orders to a Councillor upon delivery of his declaration of acceptance of office.
- 1.2 The Chairman's decision as to the application of Standing Orders at meetings shall be final.
- 1.3 A Councillor's failure to observe Standing Orders more than three times in one meeting may result in him being excluded from the meeting in accordance with Standing Orders.

### 2.0 VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- 2.1 Any or every part of these Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business. Standing Orders printed in **bold type** cannot be altered.
- 2.2 A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

### 3.0 MEETINGS

#### Timing and Business

- 3.1 **Full Council - meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- 3.2(a) **Full Council - the minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- 3.2(b) **Committee meetings - the minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR (*the minimum three clear days' public notice of a meeting does not include the day on which the notice was issues or the day of the meeting*)**

3.3 The duration of all Council committee or sub-committee meetings shall not exceed two hours, unless before this period is exceeded a proposal to suspend this Standing Order for a nominated length of maximum time receives a majority vote from those present. After this time the meeting shall be adjourned and any business not completed shall be completed at a resumed meeting to be notified by the Clerk; such resumed meeting shall be held before the next scheduled meeting. At the resumption, only the business not completed at the previous meeting shall be considered.

3.4 Meetings of the Council and its committees shall be held at the Uckfield Civic Centre normally from 7.00 pm on such dates as the Council may direct.

**Questions by the Public**

3.5 **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion by means of the following resolution:-**

*"That in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw in accordance with the Public Bodies (Admission to Meetings) Act 1960".*

3.6 Subject to Standing Order 3.5 above, members of the public are permitted to make representations, statements, ask or answer questions and give evidence in respect of any item of business included in the agenda.

3.7 The period of time which is at the Mayor's discretion shall not exceed fifteen minutes.

3.8 Subject to Standing Order 3.6 above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than three minutes.

3.9 In accordance with Standing Order 3.6 above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.

3.10 In accordance with Standing Order 3.9 above, the Mayor may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.

3.11 A record of a public participation session at a meeting shall be included in the minutes of that meeting.

3.12 A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Mayor may at any time permit an individual to be seated when speaking.

3.13 Any person speaking at a meeting shall address his comments to the Mayor.

3.14 Only one person is permitted to speak at a time. If more than one person wishes to speak, the Mayor shall direct the order of speaking.

**Press and public attending and reporting on meetings**

- 3.15(a) **Subject to standing order 3.5, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to the persons not present.**
- 3.15(b) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- 3.15(c) **Filming and recording of all Council, committee and sub-committee meetings open to the public is welcomed but restrictions do apply to protect confidential information and those individuals who do not wish to be recorded. The Town Council will provide assistance to anyone who wishes to carry out any recording in accordance with its Recording of Meetings Policy. (No. 72)**
- 3.16 **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

**Members’ conduct at meetings**

- 3.17 **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in his absence be done by, to or before the Deputy Mayor.**
- 3.18 **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- 3.19 **When a Member speaks at Full Council, and the Town Council’s standing committees (General Purposes, Environment & Leisure and Plans), they must address the meeting through the Chairman and use the microphone. If more than one Member indicates that they wish to speak, the Chairman will ask one to speak and the others must wait in the order in which they notified the Chairman of their intention to speak, unless in the case of paragraph 8.16 when a Councillor wishes to interrupt on a point of order.**
- 3.20 **Subject to Standing Order 3.26 below, all questions at a meeting shall be decided by a majority of the Councillors and non-councillors with voting rights present and voting thereon.**
- 3.21 **The Mayor may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- 3.22 **Members shall vote by a show of hands or, if at least two Councillors so request, by signed ballot. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- 3.23 The minutes of a meeting shall include an accurate record of the following:
- (i) the time and place of the meeting;
  - (ii) record the names of Councillors who are present and the names of the councillors who are absent;
  - (iii) interests that have been declared by councillors and non-councillors with voting rights (as detailed below);
  - (iv) the grant of dispensations to councillors and non-councillors with voting rights;
  - (v) whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - (vi) if there was a public participation session; and
  - (vii) the resolutions made
- 3.24(a) **The Code of Conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.**
- 3.24(b) **A councillor or a non-councillor with voting rights who has a disclosable prejudicial interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- 3.25 **An interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.**
- 3.26 **Five Members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.**
- (For a quorum relating to committees, sub-committees and other meetings, please refer to Standing Order 19.1.9)
- 3.27 **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned.** Any outstanding business of a meeting so adjourned shall be completed at a resumed meeting to be notified by the Clerk; such resumed meeting shall be held before the next scheduled meeting. At the resumption, only the business not completed at the previous meeting shall be considered.
- 4.0 ORDINARY MEETINGS**
- 4.1 **In an election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- 4.2 **In a year which is not an election year, the Annual Meeting of the Council shall be held on such day in May as the Council may direct.**
- 4.3 **The Annual Meeting of the Council shall take place at 7.00pm.**
- 4.4 **In addition to the Annual Meeting of the Council, at least five other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- 4.5 **The election of the Mayor of the Council and Deputy Mayor shall be the first business conducted at the Annual Meeting of the Council.**

- 4.6 **The Mayor, unless he has resigned or becomes disqualified, shall continue in office and preside at the Annual Meeting until his successor is elected at the next Annual Meeting of the Council.**
- 4.7 **The Deputy Mayor of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor at the next Annual Meeting of the Council.**
- 4.8 **In an election year, if the current Mayor has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but shall give a casting vote in the case of an equality of votes.**
- 4.9 **In an election year, if the current Mayor has been re-elected as a member of the Council, he shall preside at the meeting until a new Mayor has been elected. He may exercise an original vote in respect of the election of the Mayor and shall give a casting vote in the case of an equality of votes.**
- 4.10 Following the election of the Mayor and Deputy Mayor of the Council at the Annual Meeting of the Council, the order of business shall be as follows.
- 4.10.1 **In an election year, delivery by the Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolved for this to be done at a later date;**
- 4.10.2 To elect a Deputy Town Mayor.
- 4.10.3 **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**  
(Co-option Policy No. 44)
- 4.10.4 **To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.**
- 4.10.5 Confirmation of the accuracy of the minutes of the last meeting of the Council;
- 4.10.6 Receipt of the minutes of the last meeting of a committee
- 4.10.7 Consider the recommendations made by a committee
- 4.10.8 Review of delegation arrangements to committees, sub-committees, staff and other local authorities
- 4.10.9 Review of the terms of reference for committees
- 4.10.10 To appoint committees, sub-committees and other groups as necessary.
- 4.10.11 To appoint any new committees in accordance with standing order 19.0



- 4.10.12 Review and adoption of appropriate standing orders and financial regulations
- 4.10.13 Review of arrangements with other local authorities, not for profit bodies and businesses
- 4.10.14 Review of representation on or work with external bodies and arrangements for reporting back
- 4.10.15 In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- 4.10.16 Review of inventory of land and other assets including buildings and office equipment;
- 4.10.17 Confirmation of arrangements for insurance cover in respect of insurable risks;
- 4.10.18 Review of the Council's and/or staff subscriptions to other bodies;
- 4.10.19 Review of the Council's complaints procedure
- 4.10.20 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
- 4.10.21 Review of the Council's policy for dealing with the press/media
- 4.10.22 Review of the Council's employment policies and procedures
- 4.10.23 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence
- 4.10.24 Determining the time and place of ordinary meetings of the council up to and including the next annual meeting of the Council
- 4.10.25 **Business as specified in the summons including:-**
- 4.10.26 **To deal with business expressly required by statute to be done.**
- 4.10.27 To dispose of business, if any, remaining from the last meeting.
- 4.10.28 To receive such communications as the person presiding may wish to lay before the Council.
- 4.10.29 To answer previously notified questions from Councillors.
- 4.10.30 To receive the minutes and consider reports and recommendations of committees.
- 4.10.31 To consider resolutions or recommendations in the order in which they have been notified.

- 4.10.32 To receive and consider reports from officers of the Council.
- 4.10.33 To authorise the sealing of documents.
- 4.10.34 Councillors may request an item to be placed on an agenda of the relevant committee at least seven days prior to the publication of the agenda supported by a written report. Questions do not require a seconder but the Chairman of the committee would use their discretion as to the inclusion of an item.
- 4.10.35 Any other business specified in the summons.

## **5.0 PROPER OFFICER**

- 5.1 The Council's Proper Officer shall be either:
- (i) the Clerk or such other employee as may be nominated by the Council from time to time or
  - (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence.

The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in Standing Orders.

- 5.2 The Council's Proper Officer shall do the following:

- 5.2.1 **At least three clear days before a meeting of the council, a committee or a sub-committee,**  
**- Sign and serve on Councillors electronically if agreed, by delivery or post at their residences a signed summons confirming the time, date, venue and the agenda, and ;**
- 5.2.2 **Provide, in a conspicuous place, public notice of the time, date, venue and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**
- 5.2.3 Subject to Standing Orders 6.1 – 6.5 below, include in the agenda all motions in the order received unless a Councillor has given written notice at least five days before the meeting confirming his withdrawal of it.
- 5.2.4 **Convene a meeting of Full Council for the election of a new Mayor of the Council, occasioned by a casual vacancy in his office, in accordance with Standing Order 5.2.1 above.**

To receive nominations for the position of Mayor and Deputy Mayor by a deadline of seven working days prior to the Annual Statutory Meeting of full Council. Any nominations put forward must include a short paragraph on why they would be suitable i.e. their background, desires etc.

If no nominations are received prior to the meeting, nominations are entitled to be put forward at the Annual Statutory meeting of Council.

If during the Municipal Year, the office of Town Mayor becomes vacant, then the Deputy Mayor will normally become Mayor for the remainder of that year.

- 5.2.5 **Make available for inspection the minutes of meetings.**
- 5.2.6 **Receive and retain copies of byelaws made by other local authorities.**
- 5.2.7 Hold declarations of acceptance of office forms from Councillors.
- 5.2.8 Hold a copy of every Councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- 5.2.9 Keep proper records required before and after meetings.
- 5.2.10 Assist with responding to all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- 5.2.11 Liaise, as appropriate, with the Council's Data Protection Officer (if there is one)
- 5.2.12 Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- 5.2.13 assist in the organisation of, storage of and access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980).
- 5.2.14 Arrange for legal deeds to be executed (signed and sealed using the Council's common seal).
- 5.2.15 Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations.
- 5.2.16 Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose.
- 5.2.17 Refer any planning application received by the Council outside the normal Plans Committee cycle to the Chairman or in their absence the Vice chairman of the Plans Committee for consideration in accordance with the Council's Late Planning Applications Policy. (No. 74)
- 5.2.18 manage access to information about the Council via the publication scheme; and
- 5.2.19 Retain custody of the seal of the Council which shall not be used without a resolution to that effect.

5.2.20 Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.

**6.0 MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- 6.1 A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- 6.2 Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the agenda by the Town Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Town Clerk at least seven clear days before the next meeting of the Council.
- 6.3 The Town Council may, before including a motion on the agenda received in accordance with standing order 6.2, correct obvious grammatical or typographical errors in the wording of the motion.
- 6.4 If the Town Clerk considers the wording of the motion received in accordance with 6.2 is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing to the Proper Officer, at least seven clear days before the meeting.
- 6.5 If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- 6.6 The decision of the Town Clerk as to whether or not to include the motion on the agenda shall be final.
- 6.7 The Town Clerk shall record in the summons for every meeting, all notices of motion or recommendation properly given in the order in which they have been received unless the Councillor giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
- 6.8 Motions rejected shall be recorded with an explanation by the Town Clerk of the reason for rejection.

**7.0 MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- 7.1 Motions in respect of the following matters may be moved without written notice.
  - 7.1.1 To appoint a person to preside at a meeting.
  - 7.1.2 To approve the absences of Councillors.
  - 7.1.3 To approve the accuracy of the minutes of the previous meeting.
  - 7.1.4 To correct an inaccuracy in the draft minutes of the previous meeting.
  - 7.1.5 To dispose of business, if any, remaining from the last meeting.

- 7.1.6 To alter the order of business on the agenda for reasons of urgency or expedience.
- 7.1.7 To proceed to the next business on the agenda.
- 7.1.8 To close or adjourn debate.
- 7.1.9 To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
- 7.1.10 To appoint a committee or sub-committee or any Councillors (including substitutes) thereto.
- 7.1.11 To receive nominations to a committee or sub-committee.
- 7.1.12 To dissolve a committee or sub-committee.
- 7.1.13 To note the minutes of a meeting of a committee or sub-committee.
- 7.1.14 To consider a report and/or recommendations made by a committee or a sub-committee or an employee.
- 7.1.15 To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
- 7.1.16 To authorise legal deeds to be sealed by the Council's common seal and witnessed.
- 7.1.17 To authorise the payment of monies in accordance with Financial Regulations.
- 7.1.18 To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
- 7.1.19 To extend the time limit for speeches.
- 7.1.20 To exclude the press and public for all or part of a meeting.
- 7.1.21 To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- 7.1.22 To give the consent of the Council if such consent is required by Standing Orders.
- 7.1.23 **To suspend any Standing Order except those which are mandatory by law.**
- 7.1.24 To adjourn the meeting.
- 7.1.25 To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- 7.1.26 To answer questions from Councillors.

- 7.1.27 To require a written report
- 7.1.28 To defer consideration of a motion;
- 7.1.29 To refer a motion to a particular committee or sub-committee

## **8.0 RULES OF DEBATE**

- 8.1 Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- 8.2 Subject to Standing Orders 6.1 - 6.5 above, a motion shall not be considered unless it has been proposed and seconded.
- 8.3 Subject to Standing Order 5.2.3 above, a motion included in an agenda not moved by the Councillor who tabled it, may be treated as withdrawn.
- 8.4 A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
- 8.5 A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- 8.6 Any amendment to a motion shall be either:
  - 8.6.1 to remove words;
  - 8.6.2 to add words;
  - 8.6.3 to remove words and add other words, it shall not negate the motion
- 8.7 A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- 8.8 Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- 8.9 Subject to Standing Order 8.8 above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- 8.10 Pursuant to Standing Order 8.8 above, the number of amendments to an original or substantive motion, which may be moved by a Councillor, is limited to one.
- 8.11 If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.

- 8.12 If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- 8.13 The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding three minutes.
- 8.14 Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate on the first amendment or at the very end of the debate on the final substantive motion and immediately before it is put to the vote.
- 8.15 Subject to Standing Orders 8.13 and 8.14 above, a Councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation.
- 8.16 During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- 8.17 A point of order shall be decided by the Chairman and his decision shall be final.
- 8.18 With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- 8.19 Subject to Standing Order 8.15 above, when a Councillor's motion is under debate no other motion shall be moved except:
- 8.19.1 to amend the motion;
  - 8.19.2 to proceed to the next business;
  - 8.19.3 to adjourn the debate;
  - 8.19.4 to put the motion to a vote;
  - 8.19.5 to ask a person to be silent or for him to leave the meeting;
  - 8.19.6 to refer a motion to a committee or sub-committee for consideration;
  - 8.19.7 to exclude the public and press;
  - 8.19.8 to adjourn the meeting;
  - 8.19.9 to suspend any Standing Order, except those which are mandatory.
- 8.20 In respect of Standing Order 8.19.4 above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or

waive his right of reply and shall put the motion to the vote after that right has been exercised or waived.

At the end of any speech a Councillor may, without comment, move "*that the question be now put*", "*that the debate be now adjourned*" or "*that the Council do now adjourn*". If such motion is seconded, the Mayor shall put the motion but, in the case of a motion "*that the question be now put*", only if they are of the opinion that the question before the Council has been sufficiently debated. If the motion "*that the question be now put*" is carried, they shall call upon the mover to exercise or waive their right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

## **9.0 CODE OF CONDUCT AND DISPENSATIONS**

### **9.1 All Councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council. (Policy No. 43)**

9.2 All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.

9.3 Unless they have been granted a dispensation, a Councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary (prejudicial) interest. He may return to the meeting after it has considered the matter in which they had the interest. In all cases the Councillor must leave the room and not take part in any debate or vote unless a dispensation has been authorised by the Clerk.

**9.4 An interest arising from the Code of Conduct shall be recorded in the minutes.**

**9.5 Dispensation requests shall be in writing and submitted to the Town Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**

9.6 A decision as to whether to grant a dispensation shall be made by the Town Clerk and that decision is final.

9.7 A dispensation request shall confirm:  
(i) the description and the nature of the prejudicial interest or other interest to which the request for the dispensation relates;  
(ii) whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;  
(iii) the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and  
(iv) an explanation as to why the dispensation is sought

9.8 The Clerk, may authorise a dispensation for Councillors under the Code of Conduct, if having regard for all relevant circumstances, any of the following apply:-

**9.8.1 without the dispensation, the number of persons prohibited from participating in any particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business; or**



9.8.2 without the dispensation the representation of different political groups on the meeting transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business; or

**9.8.3 granting the dispensation is in the interests of persons living in the authority's area; or**

**9.8.4 it is otherwise appropriate to grant a dispensation.**

9.9 A dispensation granted under Section 33 of the Localism Act 2011 must specify the period for which it has effect, and that period may not exceed four years.

#### **10.0 CODE OF CONDUCT COMPLAINTS**

10.1 On receipt of a notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Code of Conduct, the Clerk shall report this to the council.

10.2 Where the notification in standing order 10.1 relates to a complaint made by the Clerk, the Clerk shall notify the Chairman of the Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Clerk in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 10.4.

10.3 The Council may:  
(i) provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;  
(ii) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter. .

**10.4 Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

#### **11.0 QUESTIONS**

11.1 A Councillor may seek an answer to a question concerning any business of the Council provided seven clear days notice of the question has been given to the Proper Officer.

11.2 Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.

11.3 Every question shall be put and answered without discussion.

#### **12.0 DRAFT MINUTES**

12.1 If a copy of the draft minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.

12.2 No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with Standing Order 7.1.4 above.

- 12.3 Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- 12.4 Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.
- 12.5 If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms of to the same effect:

*“The Chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on (date) in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.*

### **13.0 DISORDERLY CONDUCT**

- 13.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- 13.2 If, in the opinion of the Chairman, there has been a breach of Standing Order 13.1 above, the Chairman shall express that opinion and thereafter any Councillor (including the Chairman) may move that the person no longer be heard or be excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- 13.3 If a resolution made in accordance with Standing Order 13.2 above, is ignored, the Chairman may take such further steps as may reasonably be necessary to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### **14.0 RESCISSION OF PREVIOUS RESOLUTIONS**

- 14.1 A resolution (whether affirmative or negative) of the Council shall not be reversed within six months except either by a proposal, the written notice whereof bears the names of at least five members of the Council, or by a resolution moved in pursuance of the report or recommendation of a Committee.
- 14.2 When a resolution moved under the provision of Standing Order 14.1 above has been disposed of, no similar motion may be moved within a further six months.
- 14.3 Any resolution passed by a committee reporting to Full Council may be placed on the next Full Council agenda for discussion in its own right if so requested in writing by at least five members of the Council. Once such a request has been received, further activities, clarification and information gathering excepted, shall cease on the original resolution

### **15.0 VOTING ON APPOINTMENTS**

- 15.1 Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a

majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

- 15.2 The Mayor and Deputy Mayor should not serve longer than three complete consecutive municipal years in their respective offices.
- 15.3 Chairmen of committees and sub-committees should not serve as Chairmen longer than three consecutive years. Nor should any member of the Council be Chairman of more than one committee or sub-committee at any one time.
- 15.4 Neither shall the Mayor or Deputy Mayor be Chairman of a full committee.

#### **16.0 EXPENDITURE**

- 16.1 Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.
- 16.2 **The Council's Financial Regulations shall be reviewed once a year.**
- 16.3 **The Council's Financial Regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

#### **17.0 RESOLUTIONS ON EXPENDITURE**

- 17.1 A resolution, by any committee, which would increase the expenditure upon any service which is under the management of that committee, or which would reduce the revenue at the disposal of the Council, or which would involve capital expenditure, shall be referred to the General Purposes Committee for decision.

#### **18.0 EXECUTION AND SEALING OF LEGAL DEEDS**

- 18.1 A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- 18.2 **In accordance with a resolution made under Standing Order 18.1 above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors of the Council who shall sign the deed as witnesses.**

#### **19.0 COMMITTEES AND SUB-COMMITTEES**

- 19.1 The Council may at its Annual Statutory Meeting, appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:-
  - 19.1.1 Shall not appoint any member of a committee so as to hold office later than the next Annual Statutory Meeting.
  - 19.1.2(a) **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
  - 19.1.2(b) **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council. Such appointed members will have no voting rights.**

19.1.2(c) **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

19.1.3 The Council may appoint standing committees or other committees as may be necessary, and;

(i) shall determine their terms of reference;

(ii) shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

(iii) shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

(iv) shall, subject to standing orders 19.1.2(b) and (c) appoint and determine the terms of office of members of such a committee

(v) may, subject to standing orders 19.1.2(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer five days before the meeting that they are unable to attend;

(vi) shall, after it has appointed the members of a standing committee, appoint the chairman of a standing committee;

(vii) shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;

(viii) shall determine the place, notice requirements and quorum for a meeting of a committee, and a sub-committee which, in both cases, shall be no less than three or one third of its members;

(ix) shall determine if the public may participate at a meeting of a committee;

(x) shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

(xi) shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend and:

19.1.4 May, subject to the provisions of Standing Order No.14, at any time dissolve or alter the membership of a committee;

19.1.5 Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-chairman who shall hold office until the next Annual Statutory Meeting of the Council;

19.1.6 In the event of the ballot failing to determine the Chairman and Vice-chairman because of an equality of votes the candidate or candidates to be elected from those having an equal number of votes shall be determined at the first committee meeting which will be chaired by the Mayor. Any tie may then be settled by the Chairman's casting vote;

19.1.7 The Chairman of a committee or the Mayor of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a third of the members of the committee. The summons shall set out

the business to be considered at the special meeting and no other business shall be transacted at that meeting;

19.1.8 Each committee may appoint working groups or steering groups for purposes specified by the committee. Sub-committees will be appointed by Full Council;

19.1.9 The Standing Orders on rules of debate, (except those parts relating to standing and speaking more than once), and the Standing Order on interests of Councillors in contracts and other matters shall apply to committees, sub-committees.

## **20.0 WORKING GROUPS AND STEERING GROUPS**

20.1 Any committee may create working or steering groups, whose name and number of members and the bodies to be invited to nominate members shall be specified.

20.2 The working and steering groups will conduct their business in accordance with Working Group Policy No. 39 and Steering Group Policy No. 57.

20.3 Working and steering groups may make recommendations and give notice thereof to the parent committee.

20.4 Working and steering groups may consist wholly of persons who are not members of the Council.

## **21.0 EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

21.1 **The Mayor of the Council may convene an extraordinary meeting of the Council at any time.**

21.2 **If the Mayor of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.**

21.3 The Chairman of a Committee (or a sub-committee) may convene an extraordinary meeting of the committee (or sub-committee) at any time;

21.4 If the Chairman of a committee (or a sub-committee) does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee (or sub-committee), any two members of the committee (or sub-committee) may convene an extraordinary meeting of the committee (or sub-committee).

## **22.0 ACCOUNTS AND ACCOUNTING STATEMENTS**

22.1 The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

22.2 "Proper practices" in standing orders refer to the most recent version of the "Governance and Accountability for Local Councils – a Practitioner's Guide"

22.3 All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.

22.4 The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to General Purposes Committee or Environment & Leisure Committee to summarise:

- (i) the Council's income and expenditure for that committee;
- (ii) the Council's aggregate income and expenditure for the year to date;
- (iii) the balances held at the end of that period being reported;

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends (these are reported at each committee meeting so more frequently than quarterly).

22.5 As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- (i) each councillor with a statement summarising the council's income and expenditure for the last quarter and the year to date for information, and;
- (ii) to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

22.6 The year-end statement of accounts shall be prepared in accordance with proper practices and apply the form of accounts determined by the council for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to the anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **23.0 ESTIMATES AND PRECEPTS**

23.1 **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 Responsible Financial Officer shall supply each Councillor with a copy of the approved estimates.**

23.2 Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than the end of November each year.

23.3 The annual capital and revenue expenditures shall form the Council's budgets and the basis of financial control for the ensuing year.

## **24.0 INTERESTS**

24.1 **If a Councillor has a personal interest as defined by the Code of Conduct (Policy No. 43) then they shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required which shall be recorded in the minutes of the meeting.**

24.2 **If a Councillor who has declared a personal interest then considers the interest to be a disclosable interest, they must withdraw from the room during consideration of the item to which the interest relates unless a dispensation has been authorised by the Clerk in advance of the meeting.**

- 24.3 **The Clerk may be required to compile and hold a register of Councillors' interests in accordance with any agreement with the Monitoring Officer of Wealden District Council and/or as required by statute.**
- 24.4 If a candidate for any appointment under the Council is to their knowledge related to any Councillor or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do, shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a Councillor is disclosed, Standing Orders No. 24.1 and 24.2 shall apply. The Clerk shall make known the significance of this Standing Order to every candidate.
- 25.0 CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS**
- 25.1 Canvassing Councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Clerk shall disclose the requirements of this Standing Order to every candidate.
- 25.2 A Councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; however any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- 25.3 This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.
- 26.0 INSPECTION OF DOCUMENTS**
- 26.1 Subject to Standing Orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by Councillors.
- 27.0 RESTRICTIONS ON COUNCILLOR ACTIVITIES**
- 27.1 Unless specifically authorised to do so by the Council or relevant committee or sub-committee by a resolution, no individual Councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
- 27.1.1 inspect any lands or premises which the Council has a right or duty to inspect;
- 27.1.2 issue orders, instructions or directions
- 28.0 CONFIDENTIAL BUSINESS**
- 28.1 **No member of the Council or of any committee, sub-committee, working or steering group shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee, sub-committee, working or steering group as the case may be.**

28.2 **Any Councillor in breach of the provisions of paragraph 28.1 of this Standing Order shall be removed from any committee, sub-committee, working or steering group of the Council by the Council and reported to the Standards Committee.**

**29.0 GENERAL POWER OF COMPETENCE**

29.1 **Before exercising the General Power of Competence, a meeting of the Full Council shall have passed a resolution to confirm that it has satisfied the prescribed statutory criteria required to qualify as an eligible Council. The prescribed statutory criteria are:-**

29.1.1 **the number of ordinary members of the Council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal or greater than two-thirds of the total number of members of the Council;**

29.1.2 **the Clerk to the Town Council holds an appropriate qualification;**

and

29.1.3 **the Clerk to the Town Council has completed the relevant training, unless such training was required for the purpose of obtaining a qualification of a description mentioned in paragraph 29.1.2.**

**30.0 HANDLING STAFF MATTERS**

30.1 If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council, committee or sub-committee, (as the case may be), has decided whether or not the press and public shall be excluded pursuant to Standing Order 3.5 above.

30.2 Any persons responsible for all or part of the management of Council employees shall keep written records confidential of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.

30.3 The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.

30.4 Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.

30.5 Only persons with line management responsibilities shall have access to employee records referred to in Standing Orders 30.3 and 30.4 above if so justified.

30.6 Access and means of access by computer passwords to detailed personnel records of employment referred to in Standing Orders 30.3 and 30.4 above shall be provided only to The Town Clerk and Assistant Town Clerk & Responsible Financial Officer. Access to the personnel files of direct reports only, shall be made available to the Estates & Facilities Manager and Hospitality Manager in addition to the Town Clerk and Assistant Town Clerk & RFO.

30.7 Subject to the Town Council's policy regarding absences from work, the Council's Assistant Town Clerk & Responsible Financial Officer shall notify the Chairman of



the Personnel Sub-Committee, or if they are not available, the Vice Chairman, of frequent or continued absence.

- 30.8 Subject to the Town Council's policy regarding the handling of grievance matters, the Assistant Town Clerk & Responsible Financial Officer shall contact the Chairman of the Personnel Sub-Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed in accordance with the Town Council's policy.
- 30.9 Subject to the Town Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter is raised by a member of the management team of Uckfield Town Council which relates to the Mayor or Deputy Mayor of the Town Council, this shall be communicated to the Chair of General Purposes Committee, which shall be reported back and progressed in accordance with existing HR policies.

### **31.0 RESPONSIBILITIES TO PROVIDE INFORMATION**

- 31.1 **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme (policy no. 54) and respond to requests for information held by the Council as per the Council's policy 'Handling Access to Information' requests (Policy No. 16)**
- 31.2 **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements)(England) Regulations 2015.**

### **32.0 RELATIONS WITH THE PRESS AND MEDIA**

- 32.1 All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media. (Policy No 26)

### **33.0 COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS**

- 33.1 An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Councillors of the District and County Council representing their electoral wards.
- 33.2 When requested, letters ordered to be sent to the County or District Council shall be transmitted to the County Councillors for the division or to the District Councillors for the ward as the case may be.

### **34.0 FINANCIAL CONTROLS AND PROCUREMENT**

- 34.1 The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- 34.1.1 the keeping of accounting records and systems of internal control;
  - 34.1.2 the assessment and management of financial risks faced by the Council;
  - 34.1.3 the work of the internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

- 34.1.4 the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments;
- 34.1.5 procurement policies (subject to Standing Order 34.2 below) including the setting of values for different procedures;
- 34.1.6 whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- 34.1.7 financial regulations shall be reviewed regularly and at least annually for the fitness of purpose.

**34.2 For any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value between £10,000 but not exceeding £25,000, the Town Clerk shall invite quotations from at least three appropriate firms from a preferred list of contractors as set out in the Financial Regulations.**

**34.3 A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in 34.0 (financial regulations) is subject to the 'light touch' arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 ~~which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity~~ unless it proposes to use an existing list of approved suppliers (framework agreement);**

~~**34.4 A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract or £663,540 for a social and other specific services 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.**~~

~~**34.5 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 £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract, or £663,540 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.**~~

**34.46** Subject to additional requirements in the financial regulations of the Council, the tender process for contracts ~~over the amount of £25,000~~ for the supply of goods, materials, services, or the execution of works shall include, as a minimum, the following steps:

- (i) a specification for the goods, materials, services or the execution of works shall be drawn up;

(ii) an invitation to tender shall be drawn up to confirm (i) the Council's specification, (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;  
 (iii) the invitation shall be advertised in the local newspaper and in any other~~the~~ manner that is appropriate;  
 (iv) tenders are to be submitted in writing in a sealed marked envelope addressed to the Estates & Facilities Manager;  
 (v) tenders shall be opened by the Estates & Facilities Manager in the presence of at least one councillor after the deadline for submission of tenders has passed;  
 (vi) tenders are to be reported to and considered by the appropriate meeting of the council or committee, with delegated responsibility.

34.57 Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

34.6 Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

### **35.0 TRAINING**

- 35.1 All Councillors appointed to the Council will attend appropriate training courses.
- 35.2 Chairmen shall be expected to undertake appropriate training courses.

### **36.0 URGENT BUSINESS**

- 36.1 If a matter is deemed "urgent" and if outside scheduled committee meetings or Full Council and with the consent of the Mayor and Chairman of committee, it can be agreed by the use of an Urgent Consultation Panel. The Panel will consist of the Mayor, the Deputy Mayor and Chairmen of committees. All decisions agreed by the panel will be reported to Full Council or the appropriate standing committee at the earliest opportunity.

### **37.0 MANAGEMENT OF INFORMATION**

- 37.1 See also standing order 31.0  
**The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- 37.2 **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

- 37.3 **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- 37.4 **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

#### **38.0 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

- 38.1 The Council may appoint a Data Protection Officer.
- 38.2 **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- 38.3 **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- 38.4 **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- 38.5 **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- 38.6 **The Council shall maintain a written record of its processing activities.**

## **Meeting of the Full Council**

**Monday 27 June 2022**

### **Agenda Item 13.0**

#### **TO CONSIDER THE AGREEMENT WITH GLADMAN DEVELOPMENTS REGARDING THE DISCHARGE OF WATER FROM LAND OFF EASTBOURNE ROAD**

##### **1.0 Summary**

1.1 The agenda for Full Council was prepared before the correspondence from the Solicitor was received so the Town Clerk thought the process had commenced further. Please therefore excuse the title of this report.

1.2 The resolution at the previous Full Council meeting was to:

**FC.17.05.22** Members **RESOLVED** to support officers to continue liaising with Gladman Developments to prepare the draft heads of terms for the discharge of water from Land off Eastbourne Road.

1.3 As a result Gladman Developments were advised of the decision to proceed, and have commenced work to develop a grant of easement for the land at the rear of the allotments at Ridgewood.

1.4 The Town Council's Solicitors have been instructed and have issued an agreement with the Town Clerk to confirm that they should proceed. This has been signed and returned by the Town Clerk. They anticipate costs in the region of £1,000 but that this could increase. The agreement confirmed that Gladman Developments would be paying for the legal fees.

##### **2.0 Recommendations**

2.1 Members are asked to note the report.

Contact Officer: Holly Goring

## Meeting of the Full Council

Monday 27 June 2022

### Agenda Item 14.0

#### TO NOTE THE DECISION OF THE URGENT CONSULTATION PANEL

##### 1.0 Summary

- 1.1 An urgent consultation panel was called on 14 June 2022 of the Mayor, Deputy Mayor and Chairmen of the Town Council's Standing Committees, to request that a decision be made with regard to temporary cutting arrangements for the Town Council's open spaces.
- 1.2 The Town Clerk advised members that due to the amount of funding being discussed, the Town Clerk would be able to make the decision, but preferred to engage members to understand if earmarked reserves could be utilised at this early stage in the year rather than dipping into revenue budgets.

Uckfield Town Council was unfortunately having problems with grass cutting equipment, as some of the older equipment had not been used to quite the extent that it was now being used and it was starting to require repair and maintenance.

For example the belts on the flail mower had broken the previous day (*a combination of increased workload and historical non-maintenance*) this was the last of the big mowers operational, and all of the other were currently awaiting parts/repair.

The Town Council had already received complaints about a couple of test areas being set aside for wild meadow, and were likely to receive more complaints if these repairs could not get sorted in the next couple of weeks, due to the level of growth in recent weather.

The Estates & Facilities Manager had therefore enquired with Idverde (previously Burleys) for them to carry out a town wide grass cut (as per our previous grass cutting contract) to keep things ticking over. It would work out about **£1,413.98 per fortnight plus vat**. We understand the cost was set at this level because they would have to redirect resources to the Uckfield area, as staffing levels had been reduced. The annual contract used to be in the region of £16k.

##### 2.0 Proposal

- 2.1 It was proposed to employ Idverde to carry out 3 x fortnightly cuts, wk beg 20<sup>th</sup> June, 4<sup>th</sup> July, 18<sup>th</sup> July, which would be a total of £4,239. The Town Clerk had checked earmarked reserves and believed that a sum of £5,259.00 was still available in playing fields and pitches earmarked reserves.
- 2.2 Members were asked to approve the use of earmarked reserves to cover the cost of employing Idverde on a temporary contract to assist Uckfield Town Council with open space grass cutting during this critical point in the season.

##### 3.0 Response

- 3.1 All members of the Urgent Consultation Panel approved this proposal.

##### 4.0 Recommendations

- 4.1 Members are asked to note the report.  
Contact Officer: Holly Goring

## **Meeting of the Full Council**

**Monday 27 June 2022**

### **Agenda Item 15.0**

#### **TO NOTE THE MAYOR'S ENGAGEMENTS**

##### **1.0 Summary**

- 1.1 The report sets out the engagements of the Town Mayor and Deputy Mayor.
- 1.2 Please note that the Mayor, Councillor J. Love and Deputy Mayor, Councillor D. French were re-elected on 23 May 2022.

#### **TO NOTE THE MAYOR'S ENGAGEMENTS**

23 April 2022	Opening of the first 'Repair Café', Victoria Pavilion, Uckfield.
24 April 2022	St George's Day Parade, Holy Cross Church, Uckfield.
26 April 2022	Visit to community telephone box library, Harlands School, Uckfield.
30 April 2022	Opening of ECO EXPO, Civic Centre, Uckfield.
13 May 2022	Official Memorial gathering at Geoff Pollard Memorial Bench, West Park Nature Reserve, Uckfield.
15 May 2022	Family Fun Day, South Brockwells Farm, Isfield.
02 June 2022	Ridgewood Post Office Platinum Jubilee Celebration, Ridgewood.
02 June 2022	Lighting of Beacon, Victoria Pleasure Ground, Uckfield
03 June 2022	Platinum Jubilee Celebration, West Park Recreation Ground, Uckfield.
05 June 2022	Lions Fun Day, Luxford Field, Uckfield.
05 June 2022	Official handing over of Jubilee Benches in Luxford Field, Uckfield.
09 June 2022	Launch of 'Care for Carers', Victoria Pavilion, Uckfield
16 June 2022	Meeting re Veterans Project, Civic Centre, Uckfield
19 June 2022	Attend with PCSO, Police Station visit, Uckfield
20 June 2022	Presentation of award/certificates to Best Dressed Platinum Jubilee Window Winners

#### **TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS**

26 April 2022	Visit to community telephone box library, Harlands School, Uckfield.
13 May 2022	Official memorial gathering at Geoff Pollard Memorial Bench, West Park Nature Reserve, Uckfield.
02 June 2022	Lighting of Beacon, Victoria Pleasure Ground, Uckfield.
03 June 2022	Platinum Jubilee Celebration, West Park Recreation Ground, Uckfield.
19 June 2022	Attend with PCSO, Police Station visit, Uckfield.
20 June 2022	Presentation of award/certificates to Best Dressed Platinum Jubilee Window Winners