



# UCKFIELD TOWN COUNCIL

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**Town Clerk – Holly Goring**

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A meeting of the **General Purposes Committee** to be held on  
**Monday 18 July 2022 at 7.00pm**  
in the  
**Council Chamber, Civic Centre, Uckfield**  
**AGENDA**

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

## **1.0 DECLARATIONS OF INTEREST**

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

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

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

## **3.0 APOLOGIES FOR ABSENCE**

## **4.0 MINUTES**

4.1 Minutes of the meeting of the General Purposes Committee held on the 6 June 2022

4.2 Action list – for information only

4.3 Project list – for information only

## **5.0 FINANCIAL MATTERS**

5.1 To note bills paid

5.2 No income and expenditure reports are available due to year end processes.

5.3 Bad Debts

5.4 Finance Summary

**6.0 BUILDINGS**

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

**7.0 POLICY**

None.

**8.0 ADMINISTRATION**

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

8.2 To receive Members' audit reports (March and April 2022)

**9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

9.1 To consider reports from:-

- (i) Wealden Citizen's Advice
- (ii) East Sussex Association of Local Councils AGM
- (iii) Ridgewood Village Hall Management Committee
- (iv) Uckfield & District Housing Association Ltd Mgt Committee
- (v) Uckfield and District Preservation Society
- (vi) Uckfield Volunteer Centre
- (vii) Wealden Works
- (viii) Wealden District Association of Local Councils – Mgt Committee
- (ix) Wealden District Association of Local Councils – Planning Panel

**10.0 CHAIRMAN'S ANNOUNCEMENTS**

**11.0 TOWN CLERK'S ANNOUNCEMENTS**

**12.0 CONFIDENTIAL BUSINESS**

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

12.1 To consider an update from Luxfords Restaurant (Attached)



Town Clerk  
11 July 2022

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 6 June 2022 at 7.00pm

## PRESENT:

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

## IN ATTENDANCE:

2 members of the public

Holly Goring – Town Clerk  
Minutes taken by Holly Goring

### 1.0 DECLARATIONS OF INTERESTS

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

None were forthcoming at the start of the meeting, but Councillor C. Macve declared a personal interest in agenda 12.2 at the start of confidential business as a result of knowing a relative, who worked for the Town Council.

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

None.

### 3.0 APOLOGIES FOR ABSENCE

There were no apologies for absence recorded but Councillors B. Cox and G. Johnson were not in attendance. Councillor G. Johnson later sent his apologies as he was stuck in traffic en route home from London.

### 4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 25 April 2022

**GP03.06.22** It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 25 April 2022 be taken as read, confirmed as a correct record and signed by the Chairman.

### 4.2 Action list

Members noted the updates provided within the action list and agreed to remove the following action:

GP37.04.21 – Recommendations of Finance Sub-Committee (remove completed section of action)

4.3 Project list  
Members agreed to remove completed projects – 65 (262 Bus Service 2021/22) and 69 – Victoria Pavilion additional CCTV, and noted the contents of the report.

## 5.0 FINANCIAL MATTERS

5.1 To note bills paid  
Members noted the bills paid.

5.2 No income and expenditure reports are available due to year end processes.

5.3. Bad Debts  
Members noted the update received.

5.4 To consider carry forwards of unspent revenue budgets from 2021/22  
Members were provided with a list of funds which had been set aside in 2021/22 for activities but funding was left over after completion of the project, or had yet to be spent.

**GP04.06.22** Members **RESOLVED** that the following unspent sums be carried forward from the 2021/22 financial year to 2022/23:

### Environment & Leisure Committee New initiatives 2021/22

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

5.5 To write off small under and over payments on the Town Council's accounts  
Members reviewed the report which explained that over a period of time some customers under or overpaid invoices; usually this would be adjusted when settling current invoices however in some instances the hirer might not return to the Civic Centre and the amounts were too small to justify a refund or to chase payment.

**GP05.06.22** Members **RESOLVED** to agree to write off five overpayments and one underpayment listed within the report.

5.6 To note the end of year statement for Community Infrastructure Levy funding for 2021/22  
Members were provided with a report which detailed the funds received through community infrastructure levy funding in the financial year 2021/22, as well as the funds spent. As the report identified, CIL funding had been utilised for streetlighting repairs or replacements within the past financial year.

One member enquired about the scale of the streetlighting repairs required in the town. This was quite a large liability, with the Town Clerk explaining that the Town Council owned in the region of 192 streetlights, a number of which were still

concrete and required replacement and a number requiring repair or replacement as a result of their age. The Town Clerk agreed that it would be good if the CIL funding could be utilised for a variety of infrastructure projects, not just streetlighting, but at present, this had been a priority. Members subsequently noted the total amount of CIL funding received in 2021/22 and the way in which these funds had been utilised.

## **6.0 BUILDINGS**

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

Members noted the contents of the report.

### **6.2 To consider an upgrade to the Town Council Server Cabinet and Network Security**

Members were provided with a report which advised that the Estates & Facilities Manager had been investigating ways to improve network security for the Town Council. The Town Council's current network support specialists recommended an additional layer of software which would back up current security features. This layer of software would filter out dubious websites/browsers from all PCs/mobiles connecting through the network. The server cabinet also needed upgrading. The cost of the works was quoted at £3,187 plus VAT.

#### **GP06.06.22**

Members **RESOLVED** to agree for works to be carried out to further improve network security, utilising earmarked reserves allocated for professional fees.

### **6.3 To receive an update from the Hub Working Group on the Hub site**

An update was provided from the Hub Working Group's first meeting on 23 May 2022. This detailed a number of actions, which both councillors and staff would be progressing in due course. Members noted the helpful update.

### **6.4 To consider registering key buildings within Uckfield Town, as assets of community value**

The Town Clerk had provided members with a report, which explained the process for registering Assets of Community Value with Wealden District Council. Currently, two sites were registered in Uckfield – the Dene and Land at Selby Road. Residents and councillors had approached the Town Clerk in previous weeks to ask if further assets could be registered, including the Brickmakers Arms, Eugene Seghers Memorial and Ridgewood Village Post Office. Members were advised of the procedures to register an asset and asked if they wished the Town Clerk to proceed.

Members felt that the memorial was of particular importance and it was questioned whether it could even be registered or identified under the 'war graves' remit.

#### **GP07.06.22**

Members **RESOLVED** for the Town Clerk to proceed with exploring the registration of further assets of community value with Wealden District Council and to explore options for the Eugene Seghers Memorial.

## **7.0 POLICY**

None.

## **8.0 ADMINISTRATION**

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

Members reviewed and noted the report circulated, which highlighted that there

had been low levels of staff sickness since 1 April 2022.

8.2 To receive Members' audit reports

None received. Audits were booked in the diary.

8.3 To consider the renewal of the existing Insurance contract for public liability, employer liability and vehicle insurances

Members felt that the contract being proposed looked fine, and the insurance company selected were a first-class insurance company. It was advised that the Town Council should remain with this insurance company and renew for a further two years due to the level of cover being provided and value of the contract.

**GP08.06.22**

Members noted the contents of the report, and **RESOLVED** to proceed with the renewal of the existing insurance contract for two years until June 2024.

**9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

9.1 To consider reports from:-

(i) Citizens Advice Bureau

Nothing to report at this time.

(ii) East Sussex Association of Local Councils AGM

Nothing to report at this time.

(iii) Ridgewood Village Hall Management Committee

Nothing to report at this time.

(iv) Uckfield & District Preservation Society

Nothing to report at this time.

(v) Uckfield Volunteer Centre

Nothing to report at this time.

(vi) Wealden Works

Nothing to report at this time.

(vii) Wealden District Association of Local Councils – Management Committee

Nothing to report at this time.

(viii) Wealden District Association of Local Councils – Planning Panel

Nothing to report at this time.

**10.0 CHAIRMAN'S ANNOUNCEMENTS**

The Chair, Councillor D. Ward expressed her thanks to the town for everything that had been arranged during the Queen's Platinum Jubilee Weekend. The amount of people that attended the lighting of the beacon was amazing and it was lovely to meet the High Sheriff. The following day at West Park was an absolutely fantastic day out, and she also understood that the Uckfield & Districts Lion's event had been very well attended. A big thank you to everyone who spent time organising the events and congratulations to the Queen on her 70 years.

## 11.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk, advised members that it was Councillor Firth's birthday and everyone wished her Happy Birthday.

The Town Clerk advised that legal discussions were ongoing to draw up the lease agreement for West Park Pavilion with the Uckfield Grasshoppers. An enquiry had been received as to whether the Uckfield Grasshoppers could be allocated a couple of parking spaces in the adjacent car park for their use. The Town Clerk advised that she could not see an issue with this, but that they would need to install posts or some kind of device to reduce the risk of others using those two bays. Members were generally in support of the idea, and did not raise any concerns, at this stage.

## 12.0 CONFIDENTIAL BUSINESS

### GP09.06.22

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

12.1 To consider an update on Luxfords Restaurant  
Members noted the contents of the report.

12.2 To consider a proposal with regards to staffing

### GP10.06.22

It was **RESOLVED** to approve the proposals with regards to staffing within the Grounds Maintenance Team.

The meeting closed at 7.43pm.

## UCKFIELD TOWN COUNCIL

### ACTION LIST – FOR INFORMATION ONLY

#### General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<b><u>GP23.11.21</u></b>	<p><u>6.3 To consider an alternative proposal – to lease our Civic Centre rooms as office space</u>                      Members <b>RESOLVED</b> to consider leasing out both the Martlets and Oakleaf rooms on a trial period for short term commercial let (3-6 months), during 2022/23, and to review how this has worked after a 12-month period.</p>	08.11.21	MF	<p>The Martlets room is now hired out to a private business for six months, with rolling agreement to extend. They have moved in and settled in well.  <b>NFA.</b></p>
<b><u>GP37.04.22</u></b>	<p><u>5.6 To consider the recommendations of the Finance Sub-Committee held on 20 April 2022</u>                      It was <b>RESOLVED</b> to accept the recommendations of Finance Sub- Committee who:                      (i) agreed for the Responsible Financial Officer to continue preparing the Year End accounts in line with the current figures and to also investigate further the calculations involved in the repayment of the Public Works Loans;                      (iii) (a) recommended that the remaining Community Grant funding under the General Power of Competence be carried forward, to 2023/24 for the 2023/24 Community Grant Programme, and: (b) for the Responsible Financial Officer and members to explore how other councils managed their community grants programme, including caps on the grant funding awarded. Findings would be presented to the next Finance Sub-Committee in June/July 2022.</p>	25.04.22	SD	<p>The other resolutions are in progress.</p>



Resolution No.	Details	Date Raised	Action By	Date Completed
<b><u>GP38.04.22</u></b>	6.1 <u>To note the current position of the Town Council's buildings</u> Members <b>RESOLVED</b> to task the Estates & Facilities Manager with exploring the accommodation requirements for housing families fleeing Ukraine, and to report back to members on the requirements and costs involved.	25.04.222	MF	This was unfortunately not possible with the current premise, due to the criteria required. The property in mind has since been rented out privately with support from a local lettings agency. <b>NFA.</b>
<b><u>GP06.06.22</u></b>	<u>To consider an upgrade to the Town Council Server Cabinet and Network Security</u> Members <b>RESOLVED</b> to agree for works to be carried out to further improve network security, utilising earmarked reserves allocated for professional fees	06.06.22	MF	This work is underway and due to be completed this month. The new server cabinet was installed on 30 June 2022, and the second visit will take place on 19 July 2022. <b>NFA.</b>
<b><u>GP07.06.22</u></b>	<u>To consider registering key buildings within Uckfield Town, as assets of community value</u> Members <b>RESOLVED</b> for the Town Clerk to proceed with exploring the registration of further assets of community value with Wealden District Council and to explore options for the Eugene Seghers Memorial	06.06.22	HG	In progress.

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

**Outstanding initiatives from 2019/20**

<b>Project Name</b>		<b>Replacement of Civic Centre booking system</b>		<b>Project Number</b>	<b>59</b>
<b>Resolution Number</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b>FC93.01.19</b>	£8,000	09.12.19	Awaiting new administrative staff to start in 2020 and ensure they are fully engaged in the project, as they will be the main users.		
		29.09.20	New staff are now in place but with the pressures of Covid-19, this project will be picked up in future months.		
		29.05.22	Work has commenced to understand current options available for replacement.		

<b>Project Name</b>		<b>Online event ticket system</b>		<b>Project Number</b>	<b>60</b>
<b>Resolution Number</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b>FC93.01.19</b>	(minus £1,365.00) = £135.00 remaining	15.04.20	Local web developers were commissioned to set up the online event ticket software and embed into the Civic Centre Website. The works have now been completed and tested. The only element still to complete is the method of payment, to attach to this software before going live this summer.		
		03.11.20	The financial element of the software still needs arranging. As we would prefer to use Worldpay or SAGE pay for this, rather than the ones offered with the Tickera package, this will cost an additional amount for the time of web developers. Office staff are currently working through a detailed quotation for this additional work.		
		01.11.21	The additional work has been delayed due to issues with access to Worldpay. The Town Clerk will try and rectify in the to enable web developers to proceed.		

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

**Outstanding initiatives from 2020/21**

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

**Projects for 2021/22**

<b>Project Name</b>		<b>Climate Change Initiatives (carry forward from 2020/21)</b>		<b>Project Number</b>	<b>66</b>
<b>Resolution Number</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
	£7,500	20.01.20	-		
<b>FC.92.01.20</b>	Minus £1800.00 plus VAT	17.08.21	£1,800 has been spent to date on the carbon footprint audit tool and associated work.		

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

**Projects for 2022/23**

<b>Project Name</b>		<b>Building Maintenance Fund (Year 8 – 2022/23)</b>		<b>Project Number</b>	<b>68</b>																																				
<b>Resolution Number</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>																																						
<b>FC82.01.22</b>	£62,000	17.01.22	<table border="1"> <thead> <tr> <th colspan="3"><b>Proposed expenditure on Building Maintenance Fund 2022/23</b></th> </tr> <tr> <th><b>Year 8</b></th> <th><b>Estimate</b></th> <th><b>Actual</b></th> </tr> </thead> <tbody> <tr> <td>Signal Box refurb windows ext decoration</td> <td>5000</td> <td></td> </tr> <tr> <td>Civic Centre storage solution caretaker station</td> <td>10000</td> <td></td> </tr> <tr> <td>Foresters Hall render repairs</td> <td>3000</td> <td></td> </tr> <tr> <td>Osborn &amp; Ridgewood car park drainage</td> <td>30000</td> <td></td> </tr> <tr> <td>Civic Centre parking resurface, repair drainage and parking markings</td> <td>7500</td> <td></td> </tr> <tr> <td>Foresters Kitchen fittings</td> <td>4000</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Contingency</b></td> <td><b>2500</b></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>62000</b></td> <td></td> </tr> </tbody> </table> <p>Work underway to address the Civic Centre storage solution and Ridgewood car park drainage.</p>			<b>Proposed expenditure on Building Maintenance Fund 2022/23</b>			<b>Year 8</b>	<b>Estimate</b>	<b>Actual</b>	Signal Box refurb windows ext decoration	5000		Civic Centre storage solution caretaker station	10000		Foresters Hall render repairs	3000		Osborn & Ridgewood car park drainage	30000		Civic Centre parking resurface, repair drainage and parking markings	7500		Foresters Kitchen fittings	4000					<b>Contingency</b>	<b>2500</b>					<b>Total</b>	<b>62000</b>	
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<b>Project Name</b>		<b>Civic Centre Gutter Clearance and Bird Netting</b>		<b>Project Number</b>	<b>70</b>
<b>Resolution Number</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b>FC82.01.22</b>	£7,000.00	17.01.22	<p>Scaffolding has been erected, and mess cleared out of gutters. Solar panel repairs have had to be undertaken due to damage. Bird Netting due to be installed.</p> <p><b>The work has been completed and the scaffolding has since been removed. NFA.</b></p>		

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

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

<b>Project Name</b>		<b>262 Bus Service – 2022/23</b>		<b>Project Number</b>	<b>72</b>
<b>Resolution Number</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b>FC82.01.22</b>	£3,900.00 - £960.09 =£2939.91	11.07.22	The first quarter's invoice has been received (Apr – Jun 2022) for the amount of £960.09 and will be processed shortly.		

<b>Project Name</b>		<b>WPA NHS Top-Up</b>		<b>Project Number</b>	<b>73</b>
<b>Resolution Number</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b>FC82.01.22</b>	£1,854.00	17.01.22	The Assistant Town Clerk & RFO is currently setting this system up with all members of staff. A briefing session was hosted at the Civic Centre for all staff on 6 July 2022, to address any questions and ensure those who were unable to access the website/app could do so with assistance. <b>This project is now underway, and therefore NFA.</b>		

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

**Monday 18 July 2022**

### **Agenda Item No. 5.3**

#### **BAD DEBTS UPDATE**

##### **1.0 Summary**

1.1 The report details the current position regarding bad debts.

##### **2.0 Details**

2.1 The following old debts are showing on our finance system. Those of a reasonable amount include:

- NHSBT;
- R&R Taxis;

2.2 There are still a handful of smaller amounts (under £100) that are outstanding, from regular hirers or allotment tenants. These are being chased as we speak.

##### **3.0 Recommendation**

3.1 Members are asked to note the report.

Contact Officer: Sarah D'Alessio

## Meeting of the General Purposes Committee

Monday 18 July 2022

### Agenda Item 6.1

#### **TO NOTE THE CURRENT POSITION WITH THE COUNCIL'S BUILDINGS**

##### **1.0 Summary**

1.1 This report sets out the current position with the Council's buildings.

##### **2.0 The Buildings**

2.1 The Civic Centre, Victoria Pavilion, The Cemetery Chapels, The Signal Box, West Park and Foresters Hall.

###### The Civic Centre

- Repairs to leak in Luxfords store cupboard will result in closing the restaurant for a couple of days, W/C 15<sup>th</sup> August for new pipework to be installed. This period was chosen as the restaurant is usually quieter in the summer holidays and there are no catering bookings within the Civic Centre;
- Server cabinet upgrades are currently being carried out, as per project plan;
- Office consolidation plans being explored to see whether we can increase income for the Civic Centre, further;

###### The Hub

- Nothing new to report.

###### The Source

- Vandalised windows. Found by tenant on Monday 4 July 2022. Cost of £600+VAT of repairs required.

###### Victoria Pavilion

- Remedial water tank works required for compliance, estimated at £1k.

###### The Signal Box

- Nothing new to report. Tenants have given notice of their tenancy. Town Clerk has written to them to discuss outstanding debts, before agreeing to notice.

###### Foresters Hall

- New LED lights and sensors have been installed.

###### Snatts Road, Chapel

- Nothing new to report.

###### West Park

- Nothing new to report.

###### 2A Vernon Road

- Property has been re-let, to new tenants.

##### **3.0 Recommendations**

3.1 Members are asked to note the report.

Contact Officer: Mark Francis

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

**Monday 18 July 2022**

### **Agenda Item 8.1**

#### **TO RECEIVE A REPORT ON HEALTH AND SAFETY WITHIN THE COUNCIL**

##### **1.0 Summary**

1.1 This report provides an update for members on the various elements of health and safety that need to be considered within the organisation.

##### **2.0 Health and wellbeing of staff**

2.1 The table overleaf provides an update on sickness levels since the start of the new financial year (1 April 2022).

2.2 The Town Council was most impacted by sickness over the winter period, with unforeseen long-term sickness affecting two members of staff, as well as covid and other viruses impacting on staffing levels during the winter period.

2.3 We have since seen improvement but since the end of April, one member of staff has been off on long-term sick leave plus two members of staff and one casual member of staff have caught covid since the end of June 2022. All staff affected have worked separately or were off work before they tested positive. Although this has reduced the risk of the virus spreading, it is a concern whilst staffing levels are reduced, and as we enter the holiday season, that this current strain could further impact on existing staffing levels to ensure services are maintained. A further three Town Councillors have also be affected by Covid in the past 2-3 weeks.

2.4 Depending on the nature of the job, some staff are able to work from home whilst isolating once they have felt a bit better, some are unable to. This has meant that the usual table presented to members has been altered to reflect the reality of the varying issues affecting staffing since.

2.5 The NHS Top-Up WPA Programme commenced from 1 April 2022 which will support Town Council staff with medical appointments and provide 24/7 access to the Employment Support Programme.

2.6 We also have one member of staff who has been on Jury Service between 6 June and 10 July 2022.



	<b>As at 8 July 2022 (sickness recorded since 1 April 2022) (27 staff)</b>	<b>Cumulative total for the year 2022/23</b>
Actual days taken as short-term Doctors' certificate	0.0 days	0.0 days
Actual days taken as self-certificated sick leave	2.0 days	2.0 days
Actual days taken as long-term sick leave	51.0 days	51.0 days
Actual days taken for full Covid isolation (staff member unwell for full isolation period or in a position whereby they were unable to work from home)	7.0 days	7.0 days
Actual days taken for staff member supporting family member/dependent for Covid isolation but not unwell themselves	0.0 days	0.0 days
Actual days taken for Covid isolation but able to work from home some of the time	2.0 days	2.0 days

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

3.1 An online training portal was set up by the Estates & Facilities Manager three years ago to enable all staff to easily carry out their refresher training in all aspects of our work. The system is currently being reviewed and staff will be required to start carrying out refresher training over the next 3-6 months. With new staff employed within Luxfords Restaurant, the Hospitality Manager is also looking to arrange further Food Hygiene and Safety training.

### **4.0 Health and Safety Risk Assessments**

4.1 Ongoing facility audits are being carried out frequently, with issues being addressed by staff or contractors.

4.2 First aid kits in all buildings are being monitored and updated regularly.

4.3 The Estates & Facilities Manager has been ensuring regular water monitoring is carried out in each building to ensure Uckfield Town Council remains compliant. This has continued during the national lockdowns and covid restrictions. This includes reviews of the Legionella's risk assessment, tank cleans and water samples for all managed buildings. An external contractor has also been appointed to audit these checks and review in more depth. Some remedial works are to be carried out to ensure ongoing compliance.

4.4 The Estates & Facilities Manager has been liaising with Uckfield Lions on maintenance for the Towns Defibrillators specifically on Town Council Buildings.

## **5.0 Fire Safety**

5.1 The Estates & Facilities Manager has requested reviewed fire risk assessments from all tenants.

5.2 Additional smoke detection has been installed in the Council Chamber following fire risk assessment recommendations.

5.3 Town Council Fire Risk Assessments are booked in for July 2022.

## **6.0 Miscellaneous**

6.1 Sanitiser stations are still present within the Civic Centre but face coverings are no longer a necessity for staff or customers. With covid rates rising, the Town Council will ensure that supplies of hand sanitiser and masks are still available for staff if they wish to use, particularly in frontline roles.

## **7.0 Accident reporting – Quarter 2 (Jul-Sept 2022/23)**

7.1 Nothing new to report.

Contact Officers: Mark Francis/Holly Goring

Appendix A

UCKFIELD TOWN COUNCIL



**MEMBERS AUDIT FORM**

MONTH: *March 2022*

**Checklist:**

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

**SAGE AUDIT TRAIL (DETAILED)**

Check source documents including nominal code and authorisation.

- Supplier Invoices
- Customer Invoices
- Timesheets

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

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

- Clerks Account
- General Account
- Special Interest Bearing
- Lloyds Bank Account

**PETTY CASH**

Check cash balance and vouchers

- Town Council Petty Cash
- Luxfords Petty Cash

Signed ....

Print Name ...*G. Johnson*.....

Dated ...*16/6/22*.....

**Supplier Invoice Checked**

Supplier Name	Invoice No. and Date	P. Order No	Confirmed Stamped, signed, correct nominal code	Confirmed payment method. entered and signed by two Cllrs
Grant Contractors	2718	14899	↑	AS
Bentons.	582169	14751	↑	AS

**Customer Invoices Checked**

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
Nicky Slaughter	L40476	Yes	04/03/22	514.
Wealden liberals	CC40490	Yes	07/03/22	513

**Timesheets checked**

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
Nick Browning	Yes.	Yes.	25/03/22	791069376
<del>AA</del> Bruce Hardwick	Yes	Yes.	25/03/22	791069376

**Bank Reconciliation Checked**

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
Current.	506 - 534	Yes	Yes	1200
Reserve	143 - 143	Yes.	Yes	1227

**Petty Cash Checked**

Account Name	Is reconciliation correct? Month	Selected Voucher Name and findings	At time of visit, are petty cash floats aligned to SAGE balance
Town Council	Yes March	Haynes	Yes
Luxfords	Yes March.	Booker Ltd.	Yes .

**UCKFIELD TOWN COUNCIL**



**MEMBERS AUDIT FORM**

MONTH: APR 11 22

**Checklist:**

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

**SAGE AUDIT TRAIL (DETAILED)**

Check source documents including nominal code and authorisation.

- Supplier Invoices
- Customer Invoices
- Timesheets

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

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

- Clerks Account
- General Account
- Special Interest Bearing
- Lloyds Bank Account

**PETTY CASH**

Check cash balance and vouchers

- Town Council Petty Cash
- Luxfords

Signed .....

Print Name Ben Cox .....

Dated 29/6/22 .....

**Supplier Invoice Checked**

Supplier Name	Invoice No. and Date	P. Order No	Confirmed Stamped, signed, correct nominal code	Confirmed payment method. entered and signed by two Cllrs
B.E.S	367142 14/4/22	Yes	yes	Yes 805665619
Ben kens	584957 27/4/22	Yes	yes	Yes 808004343

**Customer Invoices Checked**

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
booths on the Centre	440767	Yes	11/5/22	563
Active WCH	CC40751	Yes	5/5/22	CC

**Timesheets checked**

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
Lorna Ralton	Yes	✓	29/4/22	802959147
Sadie Eastwood	Yes	✓	29/4/22	802959147

**Bank Reconciliation Checked**

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
Business Reserve	144	Yes	—	1227
General	535-555	Yes	—	1200

**Petty Cash Checked**

Account Name	Is reconciliation correct? Month	Selected Voucher Name and findings	At time of visit, are petty cash floats aligned to SAGE balance
Town Council	April	Millers £3.00	✓ Clean \$175.98
Luxfords	April	Booker \$16.75	