



# UCKFIELD TOWN COUNCIL

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

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

e-mail: [townclerk@uckfieldtc.gov.uk](mailto:townclerk@uckfieldtc.gov.uk)

[www.uckfieldtc.gov.uk](http://www.uckfieldtc.gov.uk)

**Town Clerk – Holly Goring**

---

A meeting of the **General Purposes Committee** to be held on  
**Monday 3 October 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 18 July 2022

4.2 Action list – for information only

4.3 Project list – for information only

## **5.0 FINANCIAL MATTERS**

5.1 To note bills paid

5.2 To consider the income and expenditure reports for up to end of July 2022

5.3 To note current bad debts

5.4 To note the current borrowing rates of the Public Works Loans Board

- 5.5 To review the Community Grants programme prior to launching the application process in November 2022
- 5.6 To start considering new initiatives for the draft budget of 2023/24

## **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 (May and June 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
  - (v) Uckfield and District Preservation Society (Bridge Cottage)
  - (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)
- 12.2 To consider reports reviewed by Personnel Sub-Committee on 3 October 2022 to inform potential recruitment and/or staff changes in response to recent retirement and departure.



Town Clerk  
27 September 2022

# UCKFIELD TOWN COUNCIL



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

## PRESENT:

Cllr. D. Ward (Chair)  
Cllr. P. Sparks (Vice-Chair)  
Cllr. J. Edwards  
Cllr. H. Firth

Cllr. J. Love  
Cllr. C. Macve  
Cllr. G. Johnson

## IN ATTENDANCE:

Linda Lewis – Administrative Officer  
Minutes taken by Linda Lewis

### 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, but nothing was forthcoming.

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

None.

### 3.0 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. A. Smith.

### 4.0 MINUTES

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

**GP11.07.22** It was **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 6 June 2022 be taken as read, confirmed as a correct record and signed by the Chairman.

#### 4.2 Action list

Members reviewed and noted the action list and agreed to remove the following items which had been completed: -

GP23.11.21 - To consider an alternative proposal – to lease our Civic Centre rooms as office space.

GP38.04.22 - To note the current position of the Town Council's buildings.

GP06.06.22 – To consider an upgrade to the Town Council Server Cabinet and Network Security.

#### 4.3 Project list

Members noted the project list and agreed to remove the following completed projects: -

no 70 Civic Centre Gutter Clearance and Bird Netting and  
no. 73 WPA NHS Top-Up,

## **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 report.

### **5.4 Finance Summary**

**GP12.07.22** Members considered the report of re-investment options and **RESOLVED** to instruct the Clerk to proceed with:  
NatWest 12month fixed rate 2.25%

## **6.0 BUILDINGS**

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

Members noted the report.

## **7.0 POLICY**

None.

## **8.0 ADMINISTRATION**

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

Members noted the report.

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

Members noted the audit reports.

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

### **9.1 To consider reports from: -**

#### **(i) Wealden Citizen's Advice**

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 Housing Association Ltd Mgt Committee**

Nothing to report at this time.

#### **(v) Uckfield and District Preservation Society**

Nothing to report at this time.

#### **(vi) Uckfield Volunteer Centre**

Nothing to report at this time.

#### **(vii) Wealden Works**

Nothing to report at this time.

(viii) Wealden District Association of Local Councils – Mgt Committee  
Nothing to report at this time.

(ix) Wealden District Association of Local Councils – Planning Panel  
Nothing to report at this time.

The Chair informed members that East Sussex Association of Local Councils had their AGM last Thursday, 14<sup>th</sup> July, and Cllr. Edwards advised that the Ridgewood Village Hall Management Committee meeting was being held this evening of the 18<sup>th</sup> July 2022.

The Chair reminded members that reports from working groups should be prepared by members and officers were not to be expected to do these.

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

None.

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

The Town Clerk was not in attendance.

#### **12.0 CONFIDENTIAL BUSINESS**

**GP13.07.22** 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 from Luxfords Restaurant  
Members noted the report.

The meeting closed at 7.20pm.

## UCKFIELD TOWN COUNCIL

### ACTION LIST – FOR INFORMATION ONLY

#### General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<b><u>GP37.04.22</u></b>	<p><u>5.6 To consider the recommendations of the Finance Sub-Committee held on 20 April 2022</u></p> <p>It was <b>RESOLVED</b> to accept the recommendations of Finance Sub- Committee who:</p> <p>(i) agreed for the Responsible Financial Officer to continue preparing the Year End accounts in line with the current figures and to also investigate further the calculations involved in the repayment of the Public Works Loans;</p> <p>(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>(i) Calculations on current borrowing rates have been included in the agenda papers of GP Committee on 03.10.22.</p> <p>(ii) We haven't been able to undertake a thorough investigation into community grants programmes elsewhere but have carried out some initial research which is being reported to GP Committee on 03.10.22.</p>
<b><u>GP07.06.22</u></b>	<p><u>To consider registering key buildings within Uckfield Town as assets of community value</u></p> <p>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 Eugene Seghers Memorial.</p>	06.06.222	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>		
<b>FC.92.01.20</b>	£7,500	20.01.20	-		
	Minus £1800.00 plus VAT	17.08.21	£1,800 has been spent to date on the carbon footprint audit tool and associated work.		



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

**Projects for 2022/23**

Project Name		Building Maintenance Fund (Year 8 – 2022/23)		Project Number		68	
Resolution Number	Funds	Date	Commentary				
FC82.01.22	£62,000	17.01.22	Proposed expenditure on Building Maintenance Fund 2022/23				
			Year 8	Estimate	Actual		
			Signal Box refurb windows ext decoration	5000			
			Civic Centre storage solution caretaker station	10000			
			Foresters Hall render repairs	3000			
			Osborn & Ridgewood car park drainage	30000			
			Civic Centre parking resurface, repair drainage and parking markings	7500			
			Foresters Kitchen fittings	4000			
			Contingency	2500			
			Total	62000			
			Works are underway to address the Civic Centre storage solution and Ridgewood car park drainage. EICR has been undertaken in the Signal box, and the building is currently awaiting a full structural survey, before making good, for re-let.				

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

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

Project Name		262 Bus Service – 2022/23		Project Number		72	
Resolution Number	Funds	Date	Commentary				
FC82.01.22	£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.				

## GP Committee as at 31 July 2022

	Apr 22 Actuals £	May 22 Actuals £	Jun 22 Actuals £	Jul 22 Actuals £	Actuals at 31 Jul 22 £	Budget at 31 Jul 22 £	Aug 22 Budget £	Sep 22 Budget £	Oct 22 Budget £	Nov 22 Budget £	Dec 22 Budget £	Jan 23 Budget £	Feb 23 Budget £	Mar 23 Budget £	Total £	2022/23 Budgets
<b>Sales</b>																
Administration	0	0	0	0	0	0	0	0	0	0	0	9	0	0	9	0
Festive Light Income	57	0	0	0	57	0	0	0	0	0	0	0	0	2,200	2,257	2,200
Bank Interest - Business Reserve	0	103	91	78	272	20	10	10	10	10	10	10	10	10	352	90
Interest Misc. (Fixed Rate Bond)	900	0	0	150	1,051	100	0	0	0	0	0	0	0	100	1,151	200
Civic Centre	12,308	8,925	6,852	8,694	36,779	28,700	7,175	7,175	7,175	7,175	7,175	7,175	7,175	7,175	94,179	86,100
Feed-in Tariff Payments	46	0	2,111	4,754	6,911	2,500	0	0	0	0	0	0	0	2,500	9,411	5,000
Quickborn Suite rent	708	708	708	708	2,833	2,833	708	708	708	708	708	708	708	708	8,500	8,500
West Park Pavilion	0	0	0	0	0	0	0	0	0	0	0	0	0	6,600	6,600	6,600
Victoria Pavilion	875	875	875	875	3,500	4,850	897	897	1,197	1,272	897	1,572	897	984	12,110	13,460
RHI - C.Centre Boiler	0	0	0	0	0	0	0	5,000	0	0	0	0	0	5,000	10,000	10,000
Victoria Storage Garages	0	0	0	100	100	240	0	0	0	0	0	0	0	0	100	240
Cemetery Chapel workshop	0	1,375	0	0	1,375	1,375	1,375	0	0	1,375	0	0	1,375	0	5,500	5,500
Foresters Hall	1,273	1,494	430	1,302	4,499	5,033	1,258	1,258	1,258	1,258	1,258	1,258	1,258	1,258	14,565	15,150
Foresters Chapel	288	0	0	288	575	575	0	0	288	0	0	288	0	0	1,150	1,150
2a Vernon Road, rent	600	600	60	1,300	2,560	2,400	650	650	650	650	650	650	650	650	7,760	7,200
Signal Box	354	354	354	354	1,417	1,417	354	354	354	354	354	354	354	704	4,600	4,600
Osborn Hall	0	0	0	684	684	325	0	0	0	100	0	0	0	0	784	425
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	0	0	900	0	900	900
Bridge Cottage	0	0	0	2,177	2,177	5,198	0	0	0	0	0	1	0	0	2,178	5,200
The Hub and Source	0	0	0	1,105	1,105	1,300	600	0	350	600	350	0	600	0	3,605	3,800
Community Toilet Scheme	0	0	0	565	565	550	0	0	0	275	0	0	275	0	1,115	1,100
Training admin	0	0	0	0	0	0	0	0	0	0	0	0	0	100	100	100
<b>Total Sales</b>	<b>17,409</b>	<b>14,435</b>	<b>11,481</b>	<b>23,135</b>	<b>66,460</b>	<b>57,416</b>	<b>13,027</b>	<b>16,052</b>	<b>11,990</b>	<b>13,777</b>	<b>11,402</b>	<b>12,025</b>	<b>14,202</b>	<b>27,990</b>	<b>186,927</b>	<b>177,515</b>
<b>Purchases</b>																
Administration	1,627	812	688	1,037	4,164	4,433	1,108	1,108	1,108	1,108	1,108	1,108	1,108	1,108	13,031	13,300
General Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	250	250	250
Recruitment Advertising	0	0	345	0	345	0	0	0	0	0	0	0	0	200	545	200
Office Equipment/Computers	939	369	2,700	808	4,816	3,167	792	792	792	792	792	792	792	792	11,149	9,500
Hospitality	0	0	0	13	13	0	0	0	0	9	0	0	0	0	22	0
Dementia Forum	0	0	0	0	0	0	0	0	0	15	0	0	0	0	15	0
Health & Safety	0	0	0	0	0	667	167	167	167	167	167	167	167	167	1,333	2,000
Insurances	0	0	5,852	0	5,852	6,000	0	0	30,500	0	0	0	0	0	36,352	36,500
Public Works Loan Costs	0	0	0	26,442	26,442	30,455	0	0	0	0	0	30,455	0	0	56,897	60,910
Mayor's Allowance	0	0	443	0	443	443	0	443	0	0	443	0	0	443	1,773	1,773
Grants Section142	0	0	9,500	0	9,500	9,500	0	0	9,500	0	0	0	0	0	19,000	19,000
Grants - Power of Competence	0	8,791	0	0	8,791	13,750	0	0	0	0	13,750	0	0	0	22,541	27,500
Volunteer Bureau SLA	0	0	8,000	0	8,000	8,000	0	0	0	0	0	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staf	3	0	0	21	23	133	33	33	33	33	33	33	33	33	290	400
Internal Audit Fees	0	0	230	0	230	230	0	0	0	860	0	0	860	0	1,950	1,950
(External) Audit Fees	0	0	0	0	0	0	0	2,500	0	0	0	0	0	0	2,500	2,500
Accountant fees	0	0	4,700	0	4,700	4,700	0	0	0	0	0	0	0	0	4,700	4,700
Professional Fees	995	669	600	0	2,264	3,333	833	833	833	833	833	833	833	833	8,931	10,000
Festive Lights	0	0	5,444	0	5,444	5,000	0	0	0	0	0	10,000	0	0	15,444	15,000
Festive Light Electricity	0	0	0	0	0	0	0	0	0	0	0	0	0	480	480	480
Office Staff - Salaries	23,604	23,613	23,588	24,155	94,960	91,331	22,383	22,383	22,383	22,383	22,383	22,383	22,383	22,383	274,022	273,993
Members Allowances/Expenses	14	0	3,532	0	3,546	4,815	0	4,815	0	0	4,815	0	0	4,815	17,991	19,360
Newsletter	400	400	400	400	1,600	1,700	425	425	425	425	425	425	425	425	5,000	5,100
Bank Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bank Charges	92	78	83	82	335	200	50	50	50	50	50	50	50	50	735	600
Civic Centre Running Costs	6,839	13,014	7,410	9,023	36,286	36,540	8,510	10,510	10,510	10,510	10,010	8,510	4,560	4,560	103,966	104,220
Caretakers - Salaries	8,543	7,004	6,915	7,490	29,952	30,136	7,534	7,534	7,534	7,534	7,534	7,534	7,534	7,784	90,474	95,649
West Park	0	61	271	0	332	516	129	129	129	129	129	129	129	129	1,364	1,548
Victoria Pavilion	1,074	4,697	3,202	802	9,775	7,922	1,980	1,980	1,980	1,980	1,980	1,980	1,560	1,560	24,779	22,925
Cemetery Buildings	174	172	172	172	690	740	185	185	185	185	185	185	0	750	2,550	2,600
Signal Box	0	0	0	0	0	500	125	125	125	125	125	125	125	125	1,000	1,500
The Hub	556	0	1,890	623	3,070	1,667	417	417	417	417	417	417	417	417	6,403	5,000
Foresters Hall	387	369	1,905	2,618	5,278	4,221	1,055	1,055	1,055	1,055	1,055	1,055	755	755	13,119	12,062
2a Vernon Road	0	49	75	228	352	67	17	17	17	17	17	17	17	17	485	200
Subscriptions	2,545	142	12	426	3,125	1,500	375	375	375	375	375	375	375	375	6,125	4,500
Training	11	1,799	0	500	2,310	1,833	458	458	458	458	458	458	458	458	5,977	5,500
All Building Cleaning Materials	224	149	100	335	808	667	167	167	167	167	167	167	167	167	2,142	2,000
<b>Total Purchases</b>	<b>48,027</b>	<b>62,188</b>	<b>88,056</b>	<b>75,175</b>	<b>273,446</b>	<b>274,165</b>	<b>46,743</b>	<b>56,501</b>	<b>88,743</b>	<b>49,627</b>	<b>67,251</b>	<b>87,198</b>	<b>42,748</b>	<b>49,076</b>	<b>761,333</b>	<b>770,720</b>

## GP Committee as at 31 July 2022

[illegible]

**Luxfords at 31 July 2022**

	Apr 22 Actuals £	May 22 Actuals £	Jun 22 Actuals £	Jul 22 Actuals £	Actuals at 31 Jul 22	Budget at 31 Jul 22	Aug 22 Budget £	Sep 22 Budget £	Oct 22 Budget £	Nov 22 Budget £	Dec 22 Budget £	Jan 23 Budget £	Feb 23 Budget £	Mar 23 Budget £	Total 2022/23	2022/23 Budgets
<b>Sales</b>																
Restaurant Food Sales	8,090	8,810	8,712	8,264	33,876	39,111	9,778	9,778	10,000	9,778	10,000	9,778	9,778	10,000	112,764	118,000
Restaurant Bar Sales	410	406	466	720	2,002	2,333	583	583	583	583	583	583	583	583	6,669	7,000
Hire of Luxfords Restaurant	0	0	0	139	139	500	0	500	0	0	500	0	0	500	1,639	2,000
Function Food Sales	1,445	1,349	2,668	2,807	8,269	6,222	1,556	2,000	1,556	1,556	2,000	1,000	2,000	2,111	22,047	20,000
Function Bar Sales	2,951	943	1,155	2,623	7,672	5,000	1,000	1,000	1,000	1,000	2,000	1,000	1,000	2,000	17,672	15,000
Takeaway	0	0	0	0	0	250	0	250	0	0	250	0	0	250	750	1,000
Hire of Urn	174	62	27	105	368	333	83	83	83	83	83	83	83	83	1,034	1,000
Sundry Income	0	0	0	0	0	0	0	0	250	0	0	0	0	250	500	500
<b>Total Sales</b>	<b>13,070</b>	<b>11,569</b>	<b>13,028</b>	<b>14,658</b>	<b>52,325</b>	<b>53,750</b>	<b>13,000</b>	<b>14,194</b>	<b>13,472</b>	<b>13,000</b>	<b>15,417</b>	<b>12,444</b>	<b>13,444</b>	<b>15,778</b>	<b>163,075</b>	<b>164,500</b>
<b>Purchases</b>																
Food Purchases	2,765	3,305	3,199	3,159	12,427	11,200	2,800	2,800	4,000	2,800	4,000	2,800	2,800	2,800	37,227	36,000
Bar Purchases - non-alcoholic	316	304	287	380	1,286	533	133	133	133	133	133	133	133	133	2,353	1,600
Bar purchases - alcoholic	1,182	805	777	1,567	4,330	2,500	333	333	500	333	1,000	333	333	333	7,830	6,000
Paper goods/consumables	118	135	234	105	592	567	142	142	142	142	142	142	142	142	1,726	1,700
Maintenance & Repairs	135	385	43	0	563	500	0	500	0	0	500	0	0	500	2,063	2,000
Equipment - New/Replacements	0	0	0	895	895	1,000	0	0	0	0	500	0	0	500	1,895	2,000
Equipment Hire	0	0	0	0	0	0	0	0	0	0	0	0	0	200	200	200
Rates	667	1,512	667	667	3,514	3,833	778	778	778	778	778	778	0	0	8,181	8,500
Electricity	804	727	624	560	2,715	3,300	825	825	825	825	825	825	825	825	9,315	9,900
Gas	473	389	296	195	1,352	383	96	96	96	96	96	96	96	96	2,119	1,150
Water	200	484	0	0	684	400	100	100	100	100	100	100	100	100	1,484	1,200
Telephone	0	0	0	0	0	57	14	14	14	14	14	14	14	14	113	170
Refuse Collection	117	146	117	122	502	400	100	100	100	100	100	100	100	100	1,302	1,200
Stocktaking	195	0	0	0	195	195	195	0	0	195	0	0	0	195	780	780
Stationery	0	0	0	0	0	0	0	0	35	0	0	0	0	35	70	70
Salaries	9,869	8,819	8,671	11,225	38,584	37,490	9,372	9,372	9,372	9,372	9,372	9,372	9,372	9,372	113,563	112,469
Casual wages	773	574	29	911	2,287	2,000	333	333	1,000	333	1,000	333	333	333	6,287	6,000
Luxfords General Advertising	0	0	80	0	80	188	0	188	0	0	188	0	0	188	643	750
Uniforms/Protective clothing	0	0	0	0	0	50	0	50	0	0	50	0	0	50	150	200
Credit charges	233	216	254	287	990	500	125	125	125	125	125	125	125	125	1,990	1,500
<b>Total Purchases</b>	<b>17,847</b>	<b>17,800</b>	<b>15,277</b>	<b>20,073</b>	<b>70,997</b>	<b>65,095</b>	<b>15,347</b>	<b>15,889</b>	<b>17,220</b>	<b>15,347</b>	<b>18,923</b>	<b>15,152</b>	<b>14,374</b>	<b>16,042</b>	<b>199,291</b>	<b>193,389</b>

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

**Monday 3 October 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;
- Marie Campbell – Reveal Media Productions;
- Carlton Entertainments;

2.2 There are also a handful of smaller amounts (on or around £100) that are outstanding, from regular hirers. These are being chased as we speak.

2.3 R&R Taxis have a payment plan in place for the outstanding rental payments, up until October 2023.

##### **3.0 Recommendation**

3.1 Members are asked to note the report.

Contact Officer: Sarah D'Alessio

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

**Monday 3 October 2022**

### **Agenda Item No. 5.4**

#### **TO NOTE THE CURRENT BORROWING RATES OF THE PUBLIC WORKS LOAN BOARD**

##### **1.0 Summary**

1.1 Further to discussions within Finance Sub-Committee during 2022, and consideration of future projects within the budget setting process, we thought it would be helpful to provide an indication of the current borrowing rates of fixed rate loans.

1.2 For the purpose of ease, we have provided an indication of borrowing for a project valued at £500k, and £1million.

##### **2.0 Recommendation**

2.1 Members are asked to note the estimated repayment costs for borrowing PWLB funds to the value of £500k and £1million.

Contact Officer: Sarah D'Alessio



**United Kingdom  
Debt Management  
Office**

**PWLB FIXED RATE LOANS  
ESTIMATED REPAYMENT COSTS**

**Amount of Advance: 500,000.00**

Period  (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	5.38	133,517.80	534,071.20	5.37	138,425.00	3,356.25	533,562.50
Over 2 not over 2½	5.45	108,321.48	541,607.40	5.44	113,600.00	2,720.00	540,800.00
Over 2½ not over 3	5.49	91,520.18	549,121.08	5.49	97,058.33	2,287.50	548,037.50
Over 3 not over 3½	5.53	79,543.91	556,807.37	5.53	85,253.57	1,975.00	555,300.00
Over 3½ not over 4	5.56	70,568.67	564,549.36	5.56	76,400.00	1,737.50	562,550.00
Over 4 not over 4½	5.59	63,604.51	572,440.59	5.59	69,530.56	1,552.78	569,875.00
Over 4½ not over 5	5.61	58,033.43	580,334.30	5.60	64,000.00	1,400.00	577,000.00
Over 5 not over 5½	5.63	53,486.48	588,351.28	5.62	59,504.55	1,277.27	584,300.00
Over 5½ not over 6	5.64	49,692.83	596,313.96	5.63	55,741.67	1,172.92	591,487.50
Over 6 not over 6½	5.64	46,475.20	604,177.60	5.64	52,561.54	1,084.62	598,700.00
Over 6½ not over 7	5.64	43,721.84	612,105.76	5.64	49,814.29	1,007.14	605,750.00
Over 7 not over 7½	5.65	41,354.93	620,323.95	5.65	47,458.33	941.67	613,000.00
Over 7½ not over 8	5.64	39,259.69	628,155.04	5.65	45,375.00	882.81	620,062.50
Over 8 not over 8½	5.64	37,427.99	636,275.83	5.64	43,511.76	829.41	626,900.00
Over 8½ not over 9	5.64	35,803.36	644,460.48	5.64	41,877.78	783.33	633,950.00
Over 9 not over 9½	5.63	34,337.79	652,418.01	5.64	40,415.79	742.11	641,000.00
Over 9½ not over 10	5.62	33,020.26	660,405.20	5.63	39,075.00	703.75	647,787.50
Over 10 not over 10½	5.62	31,845.07	668,746.47	5.63	37,884.52	670.24	654,825.00
Over 10½ not over 11	5.61	30,764.01	676,808.22	5.62	36,777.27	638.64	661,575.00
Over 11 not over 11½	5.60	29,778.15	684,897.45	5.61	35,764.13	609.78	668,300.00
Over 11½ not over 12	5.59	28,875.56	693,013.44	5.60	34,833.33	583.33	675,000.00
Over 12 not over 12½	5.58	28,046.22	701,155.50	5.60	34,000.00	560.00	682,000.00
Over 12½ not over 13	5.57	27,281.64	709,322.64	5.59	33,205.77	537.50	688,662.50
Over 13 not over 13½	5.56	26,574.60	717,514.20	5.58	32,468.52	516.67	695,300.00
Over 13½ not over 14	5.56	25,934.95	726,178.60	5.57	31,782.14	497.32	701,912.50
Over 14 not over 14½	5.55	25,325.33	734,434.57	5.57	31,166.38	480.17	708,875.00
Over 14½ not over 15	5.55	24,773.32	743,199.60	5.56	30,566.67	463.33	715,450.00
Over 15 not over 15½	5.55	24,258.84	752,024.04	5.56	30,029.03	448.39	722,400.00
Over 15½ not over 16	5.55	23,778.35	760,907.20	5.55	29,500.00	433.59	728,937.50
Over 16 not over 16½	5.55	23,328.76	769,849.08	5.55	29,026.52	420.45	735,875.00
Over 16½ not over 17	5.55	22,907.34	778,849.56	5.55	28,580.88	408.09	742,812.50
Over 17 not over 17½	5.55	22,511.65	787,907.75	5.55	28,160.71	396.43	749,750.00
Over 17½ not over 18	5.56	22,156.35	797,628.60	5.55	27,763.89	385.42	756,687.50
Over 18 not over 18½	5.57	21,822.91	807,447.67	5.55	27,388.51	375.00	763,625.00
Over 18½ not over 19	5.58	21,509.62	817,365.56	5.55	27,032.89	365.13	770,562.50



Period  (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 19 not over 19½	5.59	21,214.92	827,381.88	5.55	26,695.51	355.77	777,500.00
Over 19½ not over 20	5.60	20,937.43	837,497.20	5.56	26,400.00	347.50	784,950.00
Over 20 not over 20½	5.61	20,675.91	847,712.31	5.56	26,095.12	339.02	791,900.00
Over 20½ not over 21	5.63	20,446.61	858,757.62	5.57	25,829.76	331.55	799,387.50
Over 21 not over 21½	5.64	20,213.80	869,193.40	5.57	25,552.91	323.84	806,350.00
Over 21½ not over 22	5.66	20,011.46	880,504.24	5.58	25,313.64	317.05	813,875.00
Over 22 not over 22½	5.67	19,803.62	891,162.90	5.59	25,086.11	310.56	821,425.00
Over 22½ not over 23	5.69	19,624.82	902,741.72	5.60	24,869.57	304.35	829,000.00
Over 23 not over 23½	5.70	19,438.81	913,624.07	5.61	24,663.30	298.40	836,600.00
Over 23½ not over 24	5.72	19,280.69	925,473.12	5.62	24,466.67	292.71	844,225.00
Over 24 not over 24½	5.74	19,132.04	937,469.96	5.63	24,279.08	287.24	851,875.00
Over 24½ not over 25	5.75	18,974.04	948,702.00	5.64	24,100.00	282.00	859,550.00
Over 25 not over 25½	5.77	18,842.59	960,972.09	5.65	23,928.92	276.96	867,250.00
Over 25½ not over 26	5.79	18,719.07	973,391.64	5.66	23,765.38	272.12	874,975.00
Over 26 not over 26½	5.80	18,584.47	984,976.91	5.68	23,633.96	267.92	883,400.00
Over 26½ not over 27	5.82	18,475.41	997,672.14	5.69	23,484.26	263.43	891,187.50
Over 27 not over 27½	5.83	18,354.29	1,009,485.95	5.70	23,340.91	259.09	899,000.00
Over 27½ not over 28	5.85	18,258.20	1,022,459.20	5.71	23,203.57	254.91	906,837.50
Over 28 not over 28½	5.86	18,149.16	1,034,502.12	5.72	23,071.93	250.88	914,700.00
Over 28½ not over 29	5.88	18,064.73	1,047,754.34	5.74	22,970.69	247.41	923,325.00
Over 29 not over 29½	5.89	17,966.57	1,060,027.63	5.75	22,849.58	243.64	931,250.00
Over 29½ not over 30	5.90	17,873.39	1,072,403.40	5.76	22,733.33	240.00	939,200.00
Over 30 not over 30½	5.91	17,784.94	1,084,881.34	5.77	22,621.72	236.48	947,175.00
Over 30½ not over 31	5.93	17,720.47	1,098,669.14	5.78	22,514.52	233.06	955,175.00
Over 31 not over 31½	5.94	17,640.91	1,111,377.33	5.79	22,411.51	229.76	963,200.00
Over 31½ not over 32	5.94	17,545.80	1,122,931.20	5.81	22,337.50	226.95	972,062.50
Over 32 not over 32½	5.95	17,474.13	1,135,818.45	5.82	22,242.31	223.85	980,150.00
Over 32½ not over 33	5.96	17,406.18	1,148,807.88	5.83	22,150.76	220.83	988,262.50
Over 33 not over 33½	5.97	17,341.78	1,161,899.26	5.84	22,062.69	217.91	996,400.00
Over 33½ not over 34	5.97	17,260.77	1,173,732.36	5.85	21,977.94	215.07	1,004,562.50
Over 34 not over 34½	5.98	17,202.90	1,187,000.10	5.86	21,896.38	212.32	1,012,750.00
Over 34½ not over 35	5.98	17,127.97	1,198,957.90	5.87	21,817.86	209.64	1,020,962.50
Over 35 not over 35½	5.99	17,076.08	1,212,401.68	5.88	21,742.25	207.04	1,029,200.00
Over 35½ not over 36	5.99	17,006.69	1,224,481.68	5.89	21,669.44	204.51	1,037,462.50
Over 36 not over 36½	5.99	16,939.86	1,236,609.78	5.89	21,574.32	201.71	1,044,825.00
Over 36½ not over 37	6.00	16,895.96	1,250,301.04	5.90	21,506.76	199.32	1,053,125.00
Over 37 not over 37½	6.00	16,833.98	1,262,548.50	5.91	21,441.67	197.00	1,061,450.00
Over 37½ not over 38	6.00	16,774.25	1,274,843.00	5.92	21,378.95	194.74	1,069,800.00
Over 38 not over 38½	6.00	16,716.66	1,287,182.82	5.93	21,318.51	192.53	1,078,175.00
Over 38½ not over 39	6.00	16,661.12	1,299,567.36	5.93	21,235.26	190.06	1,085,587.50
Over 39 not over 39½	6.00	16,607.55	1,311,996.45	5.94	21,179.11	187.97	1,094,000.00
Over 39½ not over 40	6.00	16,555.87	1,324,469.60	5.94	21,100.00	185.63	1,101,425.00
Over 40 not over 40½	6.00	16,506.01	1,336,986.81	5.95	21,047.84	183.64	1,109,875.00
Over 40½ not over 41	5.99	16,436.82	1,347,819.24	5.96	20,997.56	181.71	1,118,350.00
Over 41 not over 41½	5.99	16,390.30	1,360,394.90	5.96	20,924.10	179.52	1,125,800.00

Period  (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 41½ not over 42	5.99	16,345.37	1,373,011.08	5.96	20,852.38	177.38	1,133,250.00
Over 42 not over 42½	5.99	16,301.99	1,385,669.15	5.97	20,807.35	175.59	1,141,775.00
Over 42½ not over 43	5.98	16,238.78	1,396,535.08	5.97	20,738.95	173.55	1,149,237.50
Over 43 not over 43½	5.98	16,198.24	1,409,246.88	5.98	20,697.13	171.84	1,157,800.00
Over 43½ not over 44	5.98	16,159.07	1,421,998.16	5.98	20,631.82	169.89	1,165,275.00
Over 44 not over 44½	5.97	16,099.72	1,432,875.08	5.98	20,567.98	167.98	1,172,750.00
Over 44½ not over 45	5.97	16,063.08	1,445,677.20	5.99	20,530.56	166.39	1,181,362.50
Over 45 not over 45½	5.96	16,006.04	1,456,549.64	5.99	20,469.51	164.56	1,188,850.00
Over 45½ not over 46	5.96	15,971.73	1,469,399.16	5.99	20,409.78	162.77	1,196,337.50
Over 46 not over 46½	5.95	15,916.84	1,480,266.12	5.99	20,351.34	161.02	1,203,825.00
Over 46½ not over 47	5.95	15,884.69	1,493,160.86	5.99	20,294.15	159.31	1,211,312.50
Over 47 not over 47½	5.94	15,831.77	1,504,018.15	6.00	20,263.16	157.89	1,220,000.00
Over 47½ not over 48	5.94	15,801.64	1,516,957.44	6.00	20,208.33	156.25	1,227,500.00
Over 48 not over 48½	5.93	15,750.56	1,527,804.32	6.00	20,154.64	154.64	1,235,000.00
Over 48½ not over 49	5.93	15,722.29	1,540,784.42	6.00	20,102.04	153.06	1,242,500.00
Over 49 not over 49½	5.92	15,672.90	1,551,617.10	6.00	20,050.51	151.52	1,250,000.00
Over 49½ not over 50	5.91	15,624.29	1,562,429.00	6.00	20,000.00	150.00	1,257,500.00

**Note:** 1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.



**United Kingdom  
Debt Management  
Office**

**PWLB FIXED RATE LOANS  
ESTIMATED REPAYMENT COSTS**

**Amount of Advance: 1,000,000.00**

Period  (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	5.38	267,035.60	1,068,142.40	5.37	276,850.00	6,712.50	1,067,125.00
Over 2 not over 2½	5.45	216,642.96	1,083,214.80	5.44	227,200.00	5,440.00	1,081,600.00
Over 2½ not over 3	5.49	183,040.35	1,098,242.10	5.49	194,116.67	4,575.00	1,096,075.00
Over 3 not over 3½	5.53	159,087.82	1,113,614.74	5.53	170,507.14	3,950.00	1,110,600.00
Over 3½ not over 4	5.56	141,137.35	1,129,098.80	5.56	152,800.00	3,475.00	1,125,100.00
Over 4 not over 4½	5.59	127,209.03	1,144,881.27	5.59	139,061.11	3,105.56	1,139,750.00
Over 4½ not over 5	5.61	116,066.85	1,160,668.50	5.60	128,000.00	2,800.00	1,154,000.00
Over 5 not over 5½	5.63	106,972.96	1,176,702.56	5.62	119,009.09	2,554.55	1,168,600.00
Over 5½ not over 6	5.64	99,385.67	1,192,628.04	5.63	111,483.33	2,345.83	1,182,975.00
Over 6 not over 6½	5.64	92,950.41	1,208,355.33	5.64	105,123.08	2,169.23	1,197,400.00
Over 6½ not over 7	5.64	87,443.68	1,224,211.52	5.64	99,628.57	2,014.29	1,211,500.00
Over 7 not over 7½	5.65	82,709.86	1,240,647.90	5.65	94,916.67	1,883.33	1,226,000.00
Over 7½ not over 8	5.64	78,519.38	1,256,310.08	5.65	90,750.00	1,765.63	1,240,125.00
Over 8 not over 8½	5.64	74,855.98	1,272,551.66	5.64	87,023.53	1,658.82	1,253,800.00
Over 8½ not over 9	5.64	71,606.72	1,288,920.96	5.64	83,755.56	1,566.67	1,267,900.00
Over 9 not over 9½	5.63	68,675.58	1,304,836.02	5.64	80,831.58	1,484.21	1,282,000.00
Over 9½ not over 10	5.62	66,040.52	1,320,810.40	5.63	78,150.00	1,407.50	1,295,575.00
Over 10 not over 10½	5.62	63,690.13	1,337,492.73	5.63	75,769.05	1,340.48	1,309,650.00
Over 10½ not over 11	5.61	61,528.01	1,353,616.22	5.62	73,554.55	1,277.27	1,323,150.00
Over 11 not over 11½	5.60	59,556.30	1,369,794.90	5.61	71,528.26	1,219.57	1,336,600.00
Over 11½ not over 12	5.59	57,751.13	1,386,027.12	5.60	69,666.67	1,166.67	1,350,000.00
Over 12 not over 12½	5.58	56,092.44	1,402,311.00	5.60	68,000.00	1,120.00	1,364,000.00
Over 12½ not over 13	5.57	54,563.28	1,418,645.28	5.59	66,411.54	1,075.00	1,377,325.00
Over 13 not over 13½	5.56	53,149.19	1,435,028.13	5.58	64,937.04	1,033.33	1,390,600.00
Over 13½ not over 14	5.56	51,869.89	1,452,356.92	5.57	63,564.29	994.64	1,403,825.00
Over 14 not over 14½	5.55	50,650.66	1,468,869.14	5.57	62,332.76	960.34	1,417,750.00
Over 14½ not over 15	5.55	49,546.65	1,486,399.50	5.56	61,133.33	926.67	1,430,900.00
Over 15 not over 15½	5.55	48,517.68	1,504,048.08	5.56	60,058.06	896.77	1,444,800.00
Over 15½ not over 16	5.55	47,556.70	1,521,814.40	5.55	59,000.00	867.19	1,457,875.00
Over 16 not over 16½	5.55	46,657.52	1,539,698.16	5.55	58,053.03	840.91	1,471,750.00
Over 16½ not over 17	5.55	45,814.67	1,557,698.78	5.55	57,161.76	816.18	1,485,625.00
Over 17 not over 17½	5.55	45,023.30	1,575,815.50	5.55	56,321.43	792.86	1,499,500.00
Over 17½ not over 18	5.56	44,312.70	1,595,257.20	5.55	55,527.78	770.83	1,513,375.00
Over 18 not over 18½	5.57	43,645.83	1,614,895.71	5.55	54,777.03	750.00	1,527,250.00
Over 18½ not over 19	5.58	43,019.23	1,634,730.74	5.55	54,065.79	730.26	1,541,125.00

Period  (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 19 not over 19½	5.59	42,429.84	1,654,763.76	5.55	53,391.03	711.54	1,555,000.00
Over 19½ not over 20	5.60	41,874.87	1,674,994.80	5.56	52,800.00	695.00	1,569,900.00
Over 20 not over 20½	5.61	41,351.81	1,695,424.21	5.56	52,190.24	678.05	1,583,800.00
Over 20½ not over 21	5.63	40,893.22	1,717,515.24	5.57	51,659.52	663.10	1,598,775.00
Over 21 not over 21½	5.64	40,427.60	1,738,386.80	5.57	51,105.81	647.67	1,612,700.00
Over 21½ not over 22	5.66	40,022.93	1,761,008.92	5.58	50,627.27	634.09	1,627,750.00
Over 22 not over 22½	5.67	39,607.23	1,782,325.35	5.59	50,172.22	621.11	1,642,850.00
Over 22½ not over 23	5.69	39,249.64	1,805,483.44	5.60	49,739.13	608.70	1,658,000.00
Over 23 not over 23½	5.70	38,877.62	1,827,248.14	5.61	49,326.60	596.81	1,673,200.00
Over 23½ not over 24	5.72	38,561.38	1,850,946.24	5.62	48,933.33	585.42	1,688,450.00
Over 24 not over 24½	5.74	38,264.07	1,874,939.43	5.63	48,558.16	574.49	1,703,750.00
Over 24½ not over 25	5.75	37,948.09	1,897,404.50	5.64	48,200.00	564.00	1,719,100.00
Over 25 not over 25½	5.77	37,685.18	1,921,944.18	5.65	47,857.84	553.92	1,734,500.00
Over 25½ not over 26	5.79	37,438.13	1,946,782.76	5.66	47,530.77	544.23	1,749,950.00
Over 26 not over 26½	5.80	37,168.93	1,969,953.29	5.68	47,267.92	535.85	1,766,800.00
Over 26½ not over 27	5.82	36,950.82	1,995,344.28	5.69	46,968.52	526.85	1,782,375.00
Over 27 not over 27½	5.83	36,708.58	2,018,971.90	5.70	46,681.82	518.18	1,798,000.00
Over 27½ not over 28	5.85	36,516.39	2,044,917.84	5.71	46,407.14	509.82	1,813,675.00
Over 28 not over 28½	5.86	36,298.33	2,069,004.81	5.72	46,143.86	501.75	1,829,400.00
Over 28½ not over 29	5.88	36,129.46	2,095,508.68	5.74	45,941.38	494.83	1,846,650.00
Over 29 not over 29½	5.89	35,933.13	2,120,054.67	5.75	45,699.15	487.29	1,862,500.00
Over 29½ not over 30	5.90	35,746.77	2,144,806.20	5.76	45,466.67	480.00	1,878,400.00
Over 30 not over 30½	5.91	35,569.89	2,169,763.29	5.77	45,243.44	472.95	1,894,350.00
Over 30½ not over 31	5.93	35,440.93	2,197,337.66	5.78	45,029.03	466.13	1,910,350.00
Over 31 not over 31½	5.94	35,281.82	2,222,754.66	5.79	44,823.02	459.52	1,926,400.00
Over 31½ not over 32	5.94	35,091.60	2,245,862.40	5.81	44,675.00	453.91	1,944,125.00
Over 32 not over 32½	5.95	34,948.27	2,271,637.55	5.82	44,484.62	447.69	1,960,300.00
Over 32½ not over 33	5.96	34,812.37	2,297,616.42	5.83	44,301.52	441.67	1,976,525.00
Over 33 not over 33½	5.97	34,683.56	2,323,798.52	5.84	44,125.37	435.82	1,992,800.00
Over 33½ not over 34	5.97	34,521.54	2,347,464.72	5.85	43,955.88	430.15	2,009,125.00
Over 34 not over 34½	5.98	34,405.81	2,374,000.89	5.86	43,792.75	424.64	2,025,500.00
Over 34½ not over 35	5.98	34,255.94	2,397,915.80	5.87	43,635.71	419.29	2,041,925.00
Over 35 not over 35½	5.99	34,152.15	2,424,802.65	5.88	43,484.51	414.08	2,058,400.00
Over 35½ not over 36	5.99	34,013.38	2,448,963.36	5.89	43,338.89	409.03	2,074,925.00
Over 36 not over 36½	5.99	33,879.72	2,473,219.56	5.89	43,148.63	403.42	2,089,650.00
Over 36½ not over 37	6.00	33,791.91	2,500,601.34	5.90	43,013.51	398.65	2,106,250.00
Over 37 not over 37½	6.00	33,667.96	2,525,097.00	5.91	42,883.33	394.00	2,122,900.00
Over 37½ not over 38	6.00	33,548.49	2,549,685.24	5.92	42,757.89	389.47	2,139,600.00
Over 38 not over 38½	6.00	33,433.31	2,574,364.87	5.93	42,637.01	385.06	2,156,350.00
Over 38½ not over 39	6.00	33,322.24	2,599,134.72	5.93	42,470.51	380.13	2,171,175.00
Over 39 not over 39½	6.00	33,215.10	2,623,992.90	5.94	42,358.23	375.95	2,188,000.00
Over 39½ not over 40	6.00	33,111.75	2,648,940.00	5.94	42,200.00	371.25	2,202,850.00
Over 40 not over 40½	6.00	33,012.01	2,673,972.81	5.95	42,095.68	367.28	2,219,750.00
Over 40½ not over 41	5.99	32,873.64	2,695,638.48	5.96	41,995.12	363.41	2,236,700.00
Over 41 not over 41½	5.99	32,780.59	2,720,788.97	5.96	41,848.19	359.04	2,251,600.00

Period  (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 41½ not over 42	5.99	32,690.75	2,746,023.00	5.96	41,704.76	354.76	2,266,500.00
Over 42 not over 42½	5.99	32,603.99	2,771,339.15	5.97	41,614.71	351.18	2,283,550.00
Over 42½ not over 43	5.98	32,477.56	2,793,070.16	5.97	41,477.91	347.09	2,298,475.00
Over 43 not over 43½	5.98	32,396.48	2,818,493.76	5.98	41,394.25	343.68	2,315,600.00
Over 43½ not over 44	5.98	32,318.14	2,843,996.32	5.98	41,263.64	339.77	2,330,550.00
Over 44 not over 44½	5.97	32,199.44	2,865,750.16	5.98	41,135.96	335.96	2,345,500.00
Over 44½ not over 45	5.97	32,126.15	2,891,353.50	5.99	41,061.11	332.78	2,362,725.00
Over 45 not over 45½	5.96	32,012.08	2,913,099.28	5.99	40,939.01	329.12	2,377,700.00
Over 45½ not over 46	5.96	31,943.46	2,938,798.32	5.99	40,819.57	325.54	2,392,675.00
Over 46 not over 46½	5.95	31,833.67	2,960,531.31	5.99	40,702.69	322.04	2,407,650.00
Over 46½ not over 47	5.95	31,769.39	2,986,322.66	5.99	40,588.30	318.62	2,422,625.00
Over 47 not over 47½	5.94	31,663.55	3,008,037.25	6.00	40,526.32	315.79	2,440,000.00
Over 47½ not over 48	5.94	31,603.28	3,033,914.88	6.00	40,416.67	312.50	2,455,000.00
Over 48 not over 48½	5.93	31,501.11	3,055,607.67	6.00	40,309.28	309.28	2,470,000.00
Over 48½ not over 49	5.93	31,444.58	3,081,568.84	6.00	40,204.08	306.12	2,485,000.00
Over 49 not over 49½	5.92	31,345.80	3,103,234.20	6.00	40,101.01	303.03	2,500,000.00
Over 49½ not over 50	5.91	31,248.58	3,124,858.00	6.00	40,000.00	300.00	2,515,000.00

**Note:** 1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.

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

**Monday 3 October 2022**

### **Agenda Item No. 5.5**

#### **TO REVIEW THE COMMUNITY GRANTS PROGRAMME PRIOR TO LAUNCHING THE APPLICATION PROCESS IN NOVEMBER 2022**

##### **1.0 Summary**

- 1.1 The application period for the next round of Uckfield Town Council's Community Grant Funding will commence on 1 November 2022 and end on Sunday 15 January 2023. This will provide funding to community groups and organisations in the financial year of 2023/24 (payment to be made in May/October 2023).
- 1.2 Finance Sub-Committee have made a few changes to the programme in the past two to three years, and it was intended to undertake a more detailed review in 2022, prior to the commencement of the 2023/24 programme. Unfortunately this has not been possible, but the Assistant Town Clerk has gathered her findings of similar size authorities for members to review and consider. Please find a copy of the findings in appendix A and B of this report.
- 1.3 The Town Council's current application form and criteria is attached for reference in appendix C.

##### **2.0 Recommendation**

- 2.1 Members are asked to review the research undertaken of similar size authorities and advise the Clerk if they wish to make any adjustments to the 2023/24 community grants programme.

Appendices:

- Appendix A: Summary of findings from authorities
- Appendix B: Copy of grant application paperwork from other authorities
- Appendix C: Copy of UTC's current application form and criteria.

Contact Officer: Sarah D'Alessio

## APPENDIX A

### **Seaford Town Council**

*We usually run the grants scheme from the beginning of April until end of May. We advertise the scheme on our Facebook page, website and local press which also gets included in the Seaford Local Scene magazine that is distributed to most households in Seaford.*

Key points:

Two types of grants offered. Up to £500, £501 - £3,000.

Scoring system in place to assess each application and reviewed by the F&GP working party.

Monitoring and Evaluation – Evaluation form sent to each successful applicant; no future grants awarded until returned. If not all money spent then must be returned.

### **St Ives Town Council**

*Emailed back to advise all details on the website.*

Key points:

Annual budget of £10k for Small Community Grants funding.

Appears to have two levels of funding.

Open all year round.

Have certain objectives which the application must fall under, Health & Wellbeing, Prosperity and Resilience, Working Together and Doing Things Differently.

Monitoring and Evaluation – Successful applicants need to follow T & C in a letter of acceptance. Provide a written report on how the funds are spent. Asked to attend the Annual town meeting to talk about your project. Acknowledge the Town Councils' contribution on all publicity and material and to include the TC logo.

### **Haywards Heath Town Council**

*Not heard back as of yet.*

Key points:

Certain amounts for different criteria of grants.

Application deadlines throughout the year.

Includes information on additional funding throughout the county.

Monitoring and Evaluation – Require a written account as to how the grant has been used. If not all spent, must notify the Council with a full explanation.

### **Macclesfield Town Council**

*Not heard back as of yet.*

Key points:

Three levels of funding. Micro – up to £100, Small – up to £250 and Large – up to £2,000.

Different application forms for each level.

Micro grants considered throughout the year, with small and large applications considered 3 times within the year.

Micro grants awarded to individuals or informal groups and awarded if application agreed by Chair of Finance, Vice Chair Finance, One ward Councillor and the Town Clerk.

Micro grants – ideally a quick and easy process with decisions to be made within a month.

Match funding on small grants preferred and with large grants must demonstrate a commitment.

If a project involves working with children and/or vulnerable people then additional safeguarding information may be required.

Monitoring and Evaluation - completed inhouse and presented to Finance committee with updates



## Seaford Town Council

### Discretionary Grants Policy

#### 1. INTRODUCTION:

##### DEFINITION:

A grant is any discretionary donation made by the Council for the specific purpose it is applied for and is generally for the well-being of the Seaford community.

##### OBJECTIVES:

The Council is committed, through this policy, to promote Seaford as a vibrant, active and sustainable community, and contribute to the development of projects and activities (including services) that benefit that community. In doing so, the Council is aware of its responsibility for the use of public funds and for the distribution of these funds to be managed in accordance with the law and proper standards.

##### RULES:

- 1.1 Financial grants are awarded by the Seaford Town Council Finance & General Purposes Committee (F&GP) once a year; the timetable for the process is covered in section 5.
- 1.2 The Council operates a fully documented and transparent policy for awarding grants to ensure fairness and equality throughout the process.
- 1.3 The Council offers two types of financial grants; large grants (over £501, up to £3,000) and small grants (up to £500).
- 1.4 All applications will be considered together on their individual merits. The final decision of assessment of applications and the level of any grant offered lies with the F&GP Committee.
- 1.5 The F&GP Committee will award a grant at a figure it deems suitable taking into account the contents of this policy and not necessarily the figure that has been applied for.
- 1.6 Grants will be judged against clear and consistent criteria, and the successful applicants are required to adhere to a number of conditions set out below in this policy.
- 1.7 Applications submitted without the necessary supporting documentation will not be able to be considered.
- 1.8 The complete application and supporting documentation must be received on or before the closing date as advertised.
- 1.9 Only one application can be submitted from an organisation each year.



- 1.10 The Council reserves the right to reclaim any grant not being used for the purpose specified on the application form.
- 1.11 There are different application forms for small or large grants and the applicant must ensure they are using the correct form for their requirements; the two forms are available from the Council's website when that years Grants scheme is running. Council staff can advise applicants as to which form to use.
- 1.12 The following **are not** eligible to apply for grants;
- a. Individuals, **businesses**, commercial organisations, religious groups or political parties;
  - b. Projects that are the statutory responsibility of other authorities;
  - c. Applicants who have an outstanding loan with or are financially indebted to the Council.
- 1.13 Grants will not usually be awarded for projects or activities already delivered.

## **2. LARGE GRANTS**

- 2.1 The maximum large grant amount that can be awarded by the F&GP Committee is over £501, up to £3,000. Exceptionally grants over £3,000 may be considered but must be of benefit to potentially the whole town.
- 2.2 To be eligible to apply for a **Large** grant from the Council, the applicant must be able to provide and/or meet all of the following criteria;
- a. Be a voluntary/community group providing a service or activity for the benefit of the residents of Seaford;
  - b. Applications must be made in the name of the organisation to which financial assistance is to be granted and all details on the application form must be completed.
- 2.3 Documentation Requirements – applicants are required to submit;
- a. A written statement of how the grant is to be used (included on the application form);
  - b. A written set of rules, constitution, or other governing document are to be provided with the application. They shall be current and properly authorised;
  - c. Details of a bank account held in the name of the applicant organisation requiring at least two signatures for cheque transactions or cash withdrawals;
  - d. The accounts of the organisation for a period of one financial year prior to the date of application, and indicate expenditure, income, assets and liabilities, together with funding obtained from other partner bodies if appropriate (section included on the application form);
  - e. A copy of their latest annual accounts/latest bank statement/balance sheet OR (for new groups) an income and expenditure plan for their first year of operation;
  - f. An Equality and/or Equal Opportunities policy (this policy may be contained within their constitution or other governing document);
  - g. A copy of the organisation's Public Liability Insurance to the value of at least £1 million;

- h. A policy to ensure the safeguarding of children or vulnerable adults (where appropriate);
- i. Details of how the organisation will assess the effectiveness of the activity or project (section included on the application form).

### **3. SMALL GRANTS**

3.1 Small grants are awarded up to a maximum of £500.

3.2 To be eligible to apply for a small grant from the Council, the applicant must be able to provide and/or meet all of the following criteria;

- a. Be a voluntary/community group providing a project or activity for the benefit of the residents of Seaford;
- b. Applications must be made in the name of the organisation to which financial assistance is to be granted and all details on the application form must be completed.

---

3.3 Documentation Requirements – applicants are required to submit;

- a. A written statement of how the grant is to be used (included on the application form);
- b. Applications must be supported by annual accounts and recent bank statements of the organisation covering the last 12 months;
- c. In the case of an organisation starting up, a projected budget is to be submitted along with a supporting business plan and risk management plan in lieu of annual accounts;
- d. A written set of rules, constitution, or other governing document, they shall be current and properly authorised;
- e. Grants requested for maintenance of improvement purposes must be supported by a minimum of two estimates for the work specified;
- f. A copy of Public Liability Insurance if the grant is to be used as a public event.

### **4. SCORING CRITERIA**

4.1 Applications will be scored against the following criteria, with a point being counted for each criterion met:

- a. Applicants have met the documentation requirements;
- b. Applicants have specified how the grant will be used;
- c. Who will benefit from the grant within the community;
- d. The applicant is a voluntary or community group;
- e. Benefits to the requesting organisation;
- f. Value for money;
- g. Existing Town Council priorities;
- h. The grant promoting Seaford town;
- i. The grant contributing to something that has not already been funded in the past by Seaford Town Council.

## **5. PROCESS FLOW CHART**

- 5.1 Seaford Town Council will publicise the timescale for awarding grants.
- 5.2 Application forms will be available for download from the Council's website ([www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk)).
- 5.3 Forms should ideally be submitted electronically by email to [finance@seafordtowncouncil.gov.uk](mailto:finance@seafordtowncouncil.gov.uk) but may also be submitted by post or handed in to the Council offices.
- 5.4 Council Officers will assess the application for compliance in accordance with this policy as soon as practicably possible after receiving the application. Where the application does not meet the eligibility criteria or has not provided the correct supporting documentation, Officers will contact the named contact on the application to inform them of this. It is the applicant's responsibility to then return a completed form along with all necessary supporting documentation before the closing date.
- 5.5 Applications are reviewed and scored by the F&GP working party in accordance with this policy.
- 5.6 The full F&GP Committee will consider the recommendations made by the working party.
- 5.7 After agreement of the recommendations by all parties, appropriate arrangements will be made for payment of the agreed grants, including presentations by the Council.

## **6. AWARDING GRANTS**

- 6.1 Grants will be paid by BACs, addressed to the name of the organisation specified on the application form.
- 6.2 Where large grants are awarded the Council will aim to have the Mayor and Chair of F&GP present each organisation with their award and have a photograph taken for a subsequent joint press release.

## **7. MONITORING AND EVALUATION**

- 7.1 All applicants will be supplied with a grant evaluation form with the grant which must be completed as soon as possible. Future grants will not be awarded until this is returned.
- 7.2 In the event that the grant money is not spent, either for the purpose it was given or within the relevant financial year; the grant or any remaining monies must be returned back to the Council and cannot be added wholly or partly to your reserves.
- 7.3 If for any reason the organisation disband during the period of the grant the Council may ask for all or part of the monies to be paid back.

## **8. TRANSPARENCY AND PUBLICITY**

- 8.1 The Council will publicise the availability of discretionary grant-aid widely throughout the community.
- 8.2 The Council will report annually on the total spends on grants and list the groups in receipt of a grant and the use made of the grants.
- 8.3 In awarding grants the Council recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community.
- 8.4 Organisations receiving Town Council grants must acknowledge the Council in any relevant publicity or publication that the Council has awarded the grant and display a plaque supplied by the Council.
- 8.5 For large grants representatives of the organisation will be asked to provide a presentation to the next annual Town Forum on the use of the grant.
- 8.6 All successful applicants for large and small grants will be invited to hold a stall/display stand at the annual Town Forum to demonstrate their successes, their services and the benefit experienced by the grant.

Adopted by Full Council: May 2021

Review Date: March 2024



## **HAYWARDS HEATH TOWN COUNCIL**

**The Town Hall  
40 Boltro Road  
Haywards Heath  
West Sussex  
RH16 1BA**

**Tel: 01444 455694  
Fax: 01444 455075**

**Town Clerk: Steven Trice**

### **GUIDELINES FOR APPLICATIONS FOR GRANTS**

A GRANT IS ANY PAYMENT MADE BY THE COUNCIL TO BE USED BY AN ORGANISATION FOR A SPECIFIC PURPOSE IN THE FURTHERANCE OF THE WELL-BEING OF THE LOCAL COMMUNITY, WHICH IS NOT DIRECTLY CONTROLLED OR ADMINISTERED BY THE COUNCIL.

#### **BACKGROUND**

The contribution made by the numerous organisations to the well-being of the local community in Haywards Heath is highly valued. In support of such voluntary efforts the Town Council allocates a modest annual budget to award small grants to voluntary and community groups, subject to available resources. The purpose of such grants is to support voluntary and community initiatives in the local area and to help create opportunities for the residents of Haywards Heath that are not, as a matter of course, funded by the Council.

Funding is available, subject to any budgetary constraints, throughout the year in line with the Council's specified application deadline dates (overleaf). Organisations looking to apply for a grant from the Town Council are strongly advised to read the following grant criteria and to ensure they are eligible to apply for a grant; it is also advisable for applicants to contact the Town Council to discuss their project prior to applying for a grant.

#### **GRANT CRITERIA**

1. Applications will not be considered from individuals or private sector organisations. All applicants must be able to submit a copy of the group's constitution / set of rules with their application which includes the aims and objectives for the group.
2. In order to help ensure a fair distribution of funds only one application per organisation may be submitted to the Town Council per financial year. Applicants may apply for any item of expenditure in line with the levels of funding as outlined under point four.
3. Any grants awarded must be paid into the group's bank account, which must be in the same name as outlined on the group's constitution. The group's bank account must have at least two authorised representatives required to sign each cheque. Any monies awarded shall be the responsibility of the recipient organisation.
4. Applicants may apply for start-up funding, running costs, and / or the purchase one off pieces of equipment or capital projects. A clear budget breakdown must be provided with each application. Please refer to the following table for the maximum levels of funding that can be awarded for different types of expenditure:

**cont/...**

	Up to a maximum of:
Start-up grant (for newly established groups, defined as those in existence for less than 12 calendar months), can include applications for running costs and equipment)	£750
Running costs	£250
One off costs (eg purchase of equipment)	£500
Capital costs (eg costs associated with building projects or alterations to premises)	£750

5. Organisations must be able to submit a copy of their previous year's accounts. In the case of new organisations, a full budget for the proposal must be submitted.
6. Applicants must provide an answer to all the questions on the application form, advice can be sought from Council Officers on this.
7. Applicants must be able to demonstrate how a grant would be of benefit to the community of Haywards Heath.
8. Account will be taken of the extent to which funding has been sought or secured from other sources, including the group's own fundraising activities.
9. On-going commitments to award grants in future years will not be made by the Council.
10. The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. In addition, the Council may decide to defer the application to a future meeting whilst further information is sought from the group.
11. Successful applicants will be expected to acknowledge any grant from the Town Council in their annual report, website and any other literature as appropriate. We sometimes ask if the Mayor or another Councillor can visit the organisation to see what the grant has been sent on.
12. The Town Council will request a written account as to how the grant has been used and an end of project balance/receipt from the organisation. This will be requested 12 calendar months after the grant was awarded.
13. In the event, for whatever reason, of the grant not being used in part or in full, the group must notify the Council with a full explanation. If the grant is not used for the purpose intended, the Council reserves the right to request its return.
14. Please note: The Town Council will acknowledge receipt of all applications submitted. Applicants can expect to be contacted approximately 4 weeks after each deadline date with the outcome of the Council's Policy and Finance Committee decision.

<b><u>SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:</u></b>	<b><u>APPLICATION DEADLINE DATES:</u></b>
<b>Email:</b> imogen.wilson@haywardsheath.gov.uk <b>Post:</b> Imogen Wilson Haywards Heath Town Council Town Hall 40 Boltro Road Haywards Heath RH16 1BA <b>Telephone:</b> 01444 455694	Monday 14 <sup>th</sup> February 2022 Monday 6 <sup>th</sup> June 2022 Monday 8 <sup>th</sup> August 2022 Monday 10 <sup>th</sup> October 2022 Monday 12 <sup>th</sup> December 2022

# APPLICATION FOR A GRANT

Before completing this form, please read the **guidelines** for applications for a grant carefully.

Please, if possible, attach the following additional information which will support your application.

- Revenue Project - annual report, published accounts or independently examined, constitution/set of rules. In addition, for capital projects – proof of ownership or tenure of the site, planning permission and two quotes for the work.
- An overall budget for the activity or organisation for which the application is being made must be submitted with this form.
- In addition, for organisations that have been active for more than one year from the date of application, accounts would normally be expected to be produced for the last financial year.

## APPLICATION FORM

### Section A

**NAME OF ORGANISATION** \_\_\_\_\_

**DETAILS OF APPLICANT** (to whom all correspondence should be sent):

**Name** \_\_\_\_\_

**Position within organisation** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Postcode** \_\_\_\_\_

**Telephone No.** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Website** \_\_\_\_\_

### Section B

## INFORMATION ABOUT YOUR ORGANISATION

1. What is the nature of your organisation?

---

---

---

---

---

---

2. When was your organisation formed? 

---

3. How many members does your organisation have? This includes people who are involved in the activity.

Adult 

---

 Junior (under 16) 

---

What % of your membership lives in Haywards Heath: 

---

4. Is your organisation a registered charity? Yes ☐ No ☐

If yes, please provide the registered charity number: 

---

## Section C

### YOUR REASON FOR THIS APPLICATION

1. Please give a brief description of the purpose for which you are seeking grant assistance:

---

---

---

---

---

---

2. How will/does your project or activity benefit the residents of Haywards Heath?



3. Is / will the project be open to everyone?

4. If this application is to undertake a new project, how have you assessed the need for it? Please include any appropriate evidence.

## **Section D**

### **ABOUT YOUR FINANCES**

1. What is the amount of Grant you are seeking from Haywards Heath Town Council?

£ \_\_\_\_\_

2. Please indicate in which category you feel your request for funding falls into:

<b>Please tick the relevant box</b>		
Start-up grant (for new groups, can include running costs and equipment)	£750	
Revenue (running costs)	£250	
One off costs (eg purchase of equipment)	£500	
Capital costs (eg costs associated with building projects or alterations to premises)	£750	

3. What is the total cost of the project or activity?

£ \_\_\_\_\_

4. Please itemise expected expenditure,

e.g. *Equipment costs*     £\_\_25\_\_

Hiring fees £ 120

_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____

**(Please use additional paper as necessary)**

5. Please indicate how you have arrived at the costs detailed in 3. A quotation for revenue is required. In the case of a capital project two quotes are required.

---

---

---

---

---

6. If the total cost of the activity for which you require a grant for is more than the donation requested, do you have the remaining balance available?

**YES/NO**  
*(please delete as applicable)*

Have you applied for financial assistance elsewhere? **YES/NO**

If YES: Please indicate details of organisations/individuals approached and amounts requested and whether the contribution is secured or still pending consideration.

---

---

---

---

---

7. Please give details of your own fund raising efforts:

---



---



---

## **Section E**

I confirm that the details set out in this application are, to the best of my knowledge, correct and I will notify the Council of any changes to the information provided.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Position in Organisation** \_\_\_\_\_

**Please provide bank details for the organisation**

**Bank** .....

**Name**.....

**Account Number**.....

**Sort Code**.....

### **APPLICATION CHECKLIST**

### **PLEASE TICK OR WRITE COMMENT**

Have you completed every section of this application?	
Have you included a copy of your group's constitution, governing document or set of rules?	
If you are applying for capital expenditure have you included copies of two quotations?	
If you are applying for building works, have you included proof of ownership or tenure of the site and two quotations for the work?	
If your group has been active for more than one year, have you included a copy of your group's accounts from your last financial year?	
Have you provided a clear budget breakdown of the project?	





# ST IVES TOWN COUNCIL

## Community Grants Policy

### Introduction

St Ives Town Council has powers to award grants to local organisations to support their activities. In doing so, the Town Council is aware of its responsibility for public funds and for the distribution of these funds to be properly managed.

- St Ives Town Council welcomes applications for its community grants scheme.
- Applications can be for any amount, but the Council will only consider applications for more than £2,000 by exception
- Applications can be submitted at any time in the year but are considered at meetings of the Finance and General Purposes Committee which meet 5 times each year
- The Committee may decide on your application immediately or defer a decision to ask for more information
- The Committee reserve the right to offer less than the requested amount. Examples include – but are not limited to - the budget being over subscribed or the idea untested
- Grants can be used for capital or start-up / project costs. In exceptional cases, it may consider a request from an established local groups to support its core running costs but only up to a 3 year period for a specific project or service. There is a separate grant application process, for general operating costs – the community organisations core funding grant - which can support running costs for a minimum three year period.
- Applications will only be considered if they are submitted on an official application form together with the required supporting evidence.

### Priorities

The Council will consider applications which meet one of the following objectives

#### Health and Wellbeing

We will support projects which help build a healthy, active and flourishing community. This might include increasing opportunities for informal sports provision, outdoor activities and arts projects. Funds may also be sought to improve the quality of buildings, green and open spaces and play provision. We will also support environmental initiatives which promote greener, cleaner places, reducing pollution and plastic consumption.

#### Prosperity and resilience

We will support ideas and projects which contribute to St Ives as a thriving and prosperous area, championing innovation, developing skills and opportunities for employment, volunteering, training and enterprise

#### Working Together

We will support schemes and projects which promote community involvement, creating opportunities for networking, partnering, communication. We especially welcome applications from under-represented and vulnerable groups including younger people, older people LGBT+ and disabled people and for projects which create closer links between

## FINANCE AND GENERAL PURPOSES COMMITTEE APPENDIX E

different groups.

### Doing things differently

We will support schemes and projects which are trying something new or doing something differently. This may include start-up costs for a new organisation. In these cases, you must have clear aims and objectives, a written set of rules, a business plan and a detailed budget.

### How to Apply

Grant applications can only be considered if submitted on a Grant Application Form with all supporting documentation. A copy of the latest set of approved accounts to be submitted, along with a copy of the groups Constitution or similar document. Details of the account signatories must also be provided, numbering at least two unrelated individuals.

### Criteria

Grant applications will be considered against the following **criteria**:

- 
- meeting the Council's priorities as set out above
  - the viability of the project
  - How local people benefit

### Eligible Organisations

- The following bodies and organisations are eligible to apply
- Constituted voluntary organisations and not for profit organisations
- The body applying must be financially viable with its own bank account that requires two unrelated people to authorise payments and make withdrawals.
- The account must be in the name of the organisation applying.
- The body applying must have an open door membership policy and provide services that are accessible to people from all backgrounds\*.
- Awards will not be made to any project which discriminates directly or indirectly against people with protected characteristics, as defined in the Equalities Act 2010<sup>1</sup>.
- The body must demonstrate it has good governance in place including a management committee/board of directors that includes at least three unrelated individuals.
- The project must be capable of being completed within a year of grant being awarded.

\* There may be some exceptions for groups promoting positive action (under Schedule 9 exceptions to the Equality Act 2010)

### Eligible Expenditure

- Building works and improvements to community assets that result in high quality, accessible sports and community facilities or accessible outdoor spaces
- Items of equipment, including digital assistive technologies
- Delivery costs of a specific project or activity including staff costs lasting up to 12 months (but excluding core running costs of an existing organisation – see below).
- Volunteer training or fees to bring in additional expertise to an area

---

<sup>1</sup> It is against the law to discriminate against someone because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. These are called protected characteristics.

## **FINANCE AND GENERAL PURPOSES COMMITTEE APPENDIX E**

- Start-up funding including hire costs, publicity materials, refreshments, travel, and small items of equipment

The grant scheme is unable to support:

- Costs of routine maintenance and repair of equipment (unless in exceptional circumstances)
- Core running costs for existing local organisations – these are the subject of a separate application process for a **Community Organisation Support Grant**.
- Individuals
- Hospitality
- Applications from organisations with substantial unallocated resources will not be considered a priority for funding.

### **Terms and Conditions of Grant**

**Applications will only be considered if**

your project directly benefits the people of St Ives Parish (including Lelant and Carbis Bay)

You receive no other funding from St Ives Town Council

You are locally based, or your funds are kept locally

If you have other public funding, you must explain how the Town Council's funding will bring extra value and must demonstrate that the funding will not replace statutory funding or services

There is a clear evidence of need

For existing projects / organisations, you have a bank account with two signatories, a clearly defined set of objectives or a constitution

For new projects / organisations you have a constitution, aims and objectives and a business plan

Grants will only be awarded for forthcoming projects – not retrospectively.

Awards will **not** be made to:

- commercial enterprises which aim to generate a profit
- projects with party political links
- projects which discriminate on the grounds of race or religion individuals
- any project which discriminates directly or indirectly against people with protected characteristics, as defined in the Equalities Act 2010<sup>2</sup>.
- purchase of medical equipment
- Grants with the sole aim of promoting a particular religion
- Organisations with beliefs that are contradictory to the council's core values or whose sole aim is to promote a political belief
- A service that the state is obligated to provide
- land or building where ownership (freehold or eligible lease) is not yet established
- VAT that can be recovered
- General fundraising campaigns
- Commercial ventures
- Branches that could be funded by their main organisation

---

<sup>2</sup> It is against the law to discriminate against someone because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. These are called protected characteristics.

## **FINANCE AND GENERAL PURPOSES COMMITTEE APPENDIX E**

- Buildings which are un-insured

### **Banking arrangements**

The organisation should have a bank account in its own name with at least two authorised representatives.

### **Other notes**

1. St Ives Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
2. In the case of grants awarded for projects for which additional grant funding is to be sought to enable the project to proceed, the funds approved will be available to the organisation until the end of the financial year in which they were awarded, unless otherwise determined by the Council when approving the grant. Should the funds continue to be required for the project, a Grant Renewal Application must be submitted, usually for consideration by the Council in March of the current financial year.
3. Organisations seeking funds for buildings must demonstrate a reasonable security of tenure in the relevant property.
4. To be included on the agenda, grant applications should be received by the Town Clerk no later than 10 working days before the relevant Finance and General Purposes Committee

Application forms are available from:

[enquiries@stives-tc.gov.uk](mailto:enquiries@stives-tc.gov.uk)

St Ives Town Council, The Guildhall, Street An Pol, St Ives.

Tel. No. 01736 797840

### **If you're successful....**

You will be asked to agree the following terms and conditions in a letter of acceptance

- You will be asked to undertake to spend the grant on the purpose for which it has been awarded
- You will be required to provide a written report on how the funds are spent against the project criteria together with relevant invoices and receipts of expenditure
- Council representatives may request to visit your project to look at how funds have been spent and how the parish has benefitted
- You will be asked to attend the Council's annual town meeting to talk about your project and how funds have been spent
- Organisations that receive an award will be required to acknowledge the Town Council's contribution on all publicity/printed material and to include the Council's logo— wherever possible.
- Your organisation must abide by all relevant laws and regulations



## Grants checklist – to ensure compliance with Grants Policy.

Submitted on Grants Application Form?	
Copy of Accounts? Or bank statements?	
Copy of Constitution (or similar)?	
Organisation should have a bank account in its own name with at least two signatories	
<p>Meets aim?</p> <ul style="list-style-type: none"> <li>• <i>In the parish of St Ives</i></li> <li>• <i>Health &amp; Wellbeing</i></li> <li>• <i>Prosperity and Resilience</i></li> <li>• <i>Working Together</i></li> <li>• <i>Doing things differently</i></li> </ul>	
<p>Unable to support:</p> <ul style="list-style-type: none"> <li>• <i>Costs of routine maintenance and repair of equipment (unless exceptional circumstances)</i></li> <li>• <i>Salary or routine administration costs</i></li> <li>• <i>Individuals</i></li> <li>• <i>Hospitality</i></li> </ul> <p><i>Applications from organisations with substantial unallocated resources will not be considered a priority for funding.</i></p>	
<p>Not to:</p> <ul style="list-style-type: none"> <li>• <i>Commercial enterprises which aim to generate a profit</i></li> <li>• <i>Party political projects</i></li> <li>• <i>Projects which discriminate on the grounds of race or religion</i></li> <li>• <i>Individuals</i></li> </ul> <p>Not normally to:</p> <ul style="list-style-type: none"> <li>• <i>Branches that could be funded by main organisation</i></li> <li>• <i>Uninsured buildings</i></li> </ul>	
Only for forthcoming projects	



## Macclesfield Town Council Micro Grants Application (Up to £100)

Community for Voluntary Services Cheshire East (CVSCE) is a registered charity and independent organisation that provides support and services to groups. CVSCE provides support to Macclesfield Town Council's grant programme by reviewing completed grant application forms to ensure they meet the criteria set out in the Council's Grants and Funding Policy. For more information, please refer to the policy.

CVSCE can also offer guidance on completing the application form.

**Table 1 Micro grant application**

<b>Name or group name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>I am an individual:</b>	Yes / No
<b>We are an informal group:</b>	Yes / No
<b>Which of our themes does your project relate to?</b>	Please select one of the following: Environment Mental Health Heritage/History Improve Community Spirit
<b>Where will the activities take place?</b>	Please select one of the following: Broken Cross and Upton Central Ward East Ward Hurdsfield South Ward Tytherington West and Ivy



**Tell us about the project?**

**Why do you want to do this?**

---

**Who will help you do this?**

**What difference do you hope this project will make?**

**How will you show us what you have achieved?**

**How much will it cost?**



## **Consent**

I agree for this form to be shared with CVSCE for the purposes of evaluating the application against Macclesfield Town Council's criteria for grants:

Yes / No

I agree to CVSCE contacting me by the following methods to provide feedback or offer additional support on completing this application:

Postal address	Yes / No
Email address	Yes / No
Phone	Yes / No

**Signature:**

**Date:**

For further information on how Macclesfield Town Council processes personal data, please view our privacy policy at [www.macclesfield-tc.gov.uk](http://www.macclesfield-tc.gov.uk) or call 01625 374142.





# UCKFIELD TOWN COUNCIL

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

Tel: (01825) 762774 Fax: (01825) 765757  
e-mail: [townclerk@uckfieldtc.gov.uk](mailto:townclerk@uckfieldtc.gov.uk)  
[www.uckfieldtc.gov.uk](http://www.uckfieldtc.gov.uk)  
**Town Clerk – Holly Goring**

Dear Sir/Madam

## **Uckfield Town Council's Community Grant Programme 2022/23**

Please find enclosed a grant application form for 2022/23, as requested.

May I remind you that the closing date for all applications is Sunday 16 January 2022 and any late applications will not be considered.

Confirmation that we have received your application will be sent to you within one week of its receipt. Should you not receive this please contact the Grants Officer prior to the deadline.

I should advise you that all applications will be considered by the Finance Sub-Committee on **Monday 23 February 2022 at 6.30pm**. At this point in time we are not certain if the meeting can be held in person, but if not, it will be held remotely via Zoom.

ALL organisations applying for a grant should provide representation at the meeting. Members of the Finance Sub-Committee will have already read your application, your attendance provides two minutes for you to add any further details and then enable Councillors to ask questions or seek clarification on any matters relating to the application. Please note that should any organisation not have a representative in attendance at the meeting, Councillors may not be able to consider the application.

You should also be advised that any representatives who attend may be required to stay for the duration of the meeting in case additional questions need to be asked.

I look forward to receiving your completed application form and associated documents and I would be grateful if prior to the meeting you could confirm the name of your representative.

Yours faithfully

### **Grants Officer**

Email: [grants@uckfieldtc.gov.uk](mailto:grants@uckfieldtc.gov.uk)

Telephone: 01825 762774

Please complete the application form associated:



# UCKFIELD TOWN COUNCIL



## GRANT APPLICATION FORM

**Please read the Policy Criteria notes below before making your application. If you are uncertain about how to answer any of the questions on the form, please contact the Town Council on 01825 762774.**

**Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.**

1	Name of your organisation: Sunflowers Mental Health and well-being		
2	Contact details of applicant:  Name: Jen Tapp  Address: Unit 30, Vicarage Field, Hailsham BN27 1BG	Telephone: 07511659093  Email: jen@sunflowerscic.org  Website: www.sunflowerscic.org  Your role in the organisation: Admin Manager and Fundraising Lead	
3	Please confirm the legal status of your organisation	Registered Charity (Local)  Registered Charity (National)  Membership Organisation  Community Interest Company  Other	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  x <input checked="" type="checkbox"/>  <input type="checkbox"/>
4	What are the aims of the organisation? To help those with Mental Health issues get the help they need through counselling, well-being calls to tackle loneliness and crisis support groups to name a few.		
5	Please state the number of people involved in your organisation: 18		
6	Approximately what percentage of your members/attendees live in Uckfield? 45%		
7	What is the annual subscription, if any?		

### Grant details

8	What is the purpose of the grant? To start up a crisis support group in the ridgewood area and bring much needed assistance to mental health services in the area		
9	What is the total cost of the project? We estimate for the year	£	£1000
10	Amount of grant requested	£	£1000

	<i>Grants will only be awarded for forthcoming projects – not retrospectively</i>	
11	If the total cost of the project is more than the grant, how will the rest be financed? From fundraising	
12	How will you be funding the running costs of the project/your group in future years? Applying for Grants and Fundraising	
13	Do (or will) you receive any other external funding to support this project? If so, please explain how the Town Council's funding will bring extra value and demonstrate that the funding will not replace statutory funding sources or existing services. No extra funding at present	
14	Have you received any funding from the Town Council previously? If so, please provide details. no	
15	How does your project directly benefit the people of Uckfield? How many people will be affected? we aim to have regular meetings for up to 10 people at a time, providing support in a secure location for people with Mental Health issues and feel alone.	
16	What additional fundraising events or activities will you be holding this year? every month we will be holding a fund raising event from a quiz night to a fayre to help fund these projects	
17	<b>Financial Information</b> <b>Please enclose the most recent copy of your examined/audited accounts or if you are a new group or organisation, your financial projections:</b> <ul style="list-style-type: none"> <li>• Copy of your most recent examined/audited income and expenditure accounts (or if a new group/organisation your financial projections)</li> <li>• Copy of your current balance sheet or current Bank Statement</li> <li>• Copy of your Constitution, articles of association or rules</li> <li>• Breakdown of project costs and supporting estimates</li> </ul>	Attached  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
18	Is your group registered for VAT?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Completed application forms should be returned to:-

[grants@uckfieldtc.gov.uk](mailto:grants@uckfieldtc.gov.uk)

or

Grants Officer, Uckfield Town Council, Civic Centre, Uckfield, East Sussex TN22 1AE.

## CLOSING DATE FOR APPLICATIONS

### Sunday 16 January 2022

**If you do not receive a receipt one week from submission of your application, you should contact the council prior to the deadline otherwise your application will be considered inadmissible**



***Please note that this application will not be considered unless it is accompanied by a copy of the relevant paperwork. Failing to meet these requirements in full will result in the application being inadmissible.***

☐ I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for grant aid.

☐ I confirm that I have read the policy criteria for grants and agree to comply with them.

**I confirm that if a grant is awarded, BACs payment has to be made to:**

**Name of Bank:**

**Bank Sort Code:**

**Bank Account No:**

**Signed:**

**Date:**

## Community Grants Programme 2022 - Policy Criteria

Uckfield Town Council, at its discretion and subject to available funding, provides grants and general support to small local groups and organisations which contribute to the welfare of the community by improving or supporting facilities and/or activities in Uckfield Parish. In 2021/22 grants totalled £54,400 and were shared amongst local organisations.

The Council assesses applications on their own merits, and the following list of guidelines has been drawn up to help those seeking grants. However full funding is not guaranteed. Grants will not be awarded to commercial or profit-making groups or individuals. Whilst we welcome applications from schools, we will not fund activities or services that the schools have a statutory responsibility to provide.

1. Grants will not normally be available to applicants based outside Uckfield unless their activities can be shown to benefit some of the townspeople.
2. The applicant's activities should be readily available to the community in general.
3. Membership of the group should comprise full and part-time residents and adhere to anti-discriminatory legislation.
4. The group's programmes of activities should be made available to the Council, and must comply with all relevant health and safety requirements.
5. Current financial status should be confirmed by accepted accounts. New groups, who have been in existence for less than 15 months, must provide financial projections and copies of their most recent Bank or Building Society accounts.
6. Applicants must demonstrate their attempts to meet their financial requirements, and that they have applied for financial help from other sources.
7. Successful applicants must have a UK Bank or Building Society account in the name of the organisation applying for the grant.
8. Applicants can only include any VAT element of their project if they are not able to claim it back from HM Customs and Revenue.
9. Unless the grant is for ongoing, revenue activities, we will not fund activities that have started before we confirm our grant.
10. Consideration will be given to the applicant's viability should a grant not be awarded.
11. All applicants will be required to co-operate with the Uckfield Volunteer Centre in providing information. This may be required to monitor the effectiveness of the grants scheme.
12. If applications for grants are incomplete by the closing date they are unlikely to be accepted.
13. The decision of Uckfield Town Council is final.
14. **A representative of the applicant organisation must attend the meeting on Monday 23 February 2022 to be available to answer questions. Failure to do so will result in the application not being considered. The office must be informed prior to the meeting of any exceptional circumstances where attendance is not possible.**
15. **Members of the Finance Sub-Committee will have already read your application, your attendance provides two minutes for you to add any further details and then enable Councillors to ask questions or seek clarification on any matters relating to the application.**
16. When a project has been completed all organisations must provide a report of how the money was spent. Any unspent money must be returned to Uckfield Town Council.
17. As a condition of receiving a grant, organisations will be required to acknowledge the Town Council's support in publicity material. (Prior viewing necessary).
18. Grants cannot be made retrospectively.

## Meeting of the General Purposes Committee

Monday 3 October 2022

### Agenda Item 5.6

#### TO START CONSIDERING NEW INITIATIVES FOR THE DRAFT BUDGET 2023/24

##### **1.0 Summary**

- 1.1 The draft budgets are presented to Full Council in early December for the following financial year, prior to a final decision being taken on the precept and detailed budget papers in January 2023.
- 1.2 In order to assist staff with exploring the costs associated with new initiatives and the Town Council's priorities, and to give staff adequate time to obtain quotations and estimates, members are asked to consider now, what new initiatives they may wish to deliver in the next financial year and beyond.

##### **2.0. New initiatives**

- 2.1. Staff have already been considering potential initiatives and projects which should be considered within the budget either as an initiative for 2023-24 (short-term) or consideration should be given to putting monies aside for delivery in 2024-2026 (medium to long term).

ITEM	SHORT/MED/LONG TERM	ESTIMATED COST
<b>GP Committee (Buildings, IT, HR, Compliance) and Luxfords</b>		
Re-carpet Oakleaf room	Short- getting very worn and hard to Hoover	£1k
Resurface Ashdown Room floor	Short to Medium – in quite a state, and brings down standard of room	£1.5k
New cooker (gas hob with fan assisted oven)	Short – current oven is adding to cooking times and not even cook	£3.5k
Redecoration of Weald Hall	Short – very poor condition	£5k
May 2023 Server upgrade and small upgrade to computers	Short – requirement – agreed with IT	£10k
Technology for hybrid meetings	Short – benefits hirers and local democracy	£25.5k +VAT
Replace master locks/keys on internal Civic Centre doors	Medium – keys are turning in internal door locks due to age, wear and tear	£2k
Purchase a handful of portable Air Con units for Civic Centre in preparation for warmer summers	Medium – provides better environment for hirers and staff	£5k
Improve internal decoration of Victoria Pavilion and changing rooms	Medium – looking tired	Up to £20k project – save £5k annually
Partition wall in Council Chamber	Medium to long – provides greater options for hire	£15k
Solar panels on Civic Centre roof	Medium to long – although high upfront cost would result in almost full return on electric bills for Civic Centre	£50k
Office reconfiguration	Long – if needed to free up another room for hire	£5k

Further longer term savings

- Further works to Civic Centre lift – Propose £10k saving;
- Saving for five yearly Electrical surveys (EICRs) – put aside £2.8k per annum;
- Saving for carpet and decorative upgrades in Civic Centre – £1k per annum;
- Saving for four yearly election costs and potential by-elections with inclusion of polling card costs - £5k per annum;
- Saving for replacement Weald Hall Floor - £5k per annum;

**3.0. Recommendation**

3.1. Members are asked to:

- (i) consider the above list provided by officers, and provide feedback on whether members support these suggestions, and;
- (ii) advise the Clerk of any additional items they would like to consider for inclusion in the draft 2023/24 budget.

Contact Officer: Mark Francis/Holly Goring

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

**Monday 3 October 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

- As asbestos survey has been undertaken in the caretaker station as part of the works to reconfigure this space;
- Heating via the biomass boiler now up and running for autumn/winter;

###### The Hub

- Asbestos demolition survey carried out 13 September 2022;
- Demolition works are going out to tender, for the Hub building only;

###### The Source

- Leaseholders requested check meter to monitor electricity usage with bills increasing. The Town Council is tied into a fixed contract until 2024, but the rate has increased in the new contract which commenced in February 2022, so tenants and leaseholders will see some increase from the previous contract;

###### Victoria Pavilion

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

###### The Signal Box

- Tenants moved out 1 September 2022;
- EICR carried out;
- Awaiting full structural survey to ascertain works required to make good for reletting;

###### Foresters Hall

- Issue with flush on disabled toilet being addressed.

###### Snatts Road, Chapel

- Nothing new to report.

###### West Park

- Nothing new to report.

###### 2A Vernon Road

- Nothing new to report

##### **3.0 Recommendations**

3.1 Members are asked to note the report. Contact Officer: Mark Francis

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

**Monday 3 October 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 in the last reporting period (8 July to 30 September 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 there has been a flurry of sickness (flu bugs and viruses in the past couple of months).
- 2.4 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.

	<b>Between 8 July and 30 September 2022 (25 staff)</b>	<b>Cumulative total for the year 2022/23 since 1 April 2022</b>
Actual days taken as short-term Doctors' certificate	0.0 days	0.0 days
Actual days taken as self-certificated sick leave	7.0 days	9.0 days
Actual days taken as long-term sick leave	0.0 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)	0.0 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	0.0 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 have been working through their refresher training. 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 now been appointed to undertake these checks and review in more depth on a monthly basis. Some remedial works were carried out initially 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.
- 4.5 The LOLER loft ladder inspection has been undertaken, the lift inspection and the biomass boiler has been serviced.

## **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 Our fire extinguisher service has been undertaken in September 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 to Sept 2022)**

- 7.1 A member of kitchen staff, scolded her face draining food products on 26 September 2022. Due to the fast action of staff, and 30 minutes of cold compresses and dressings, there has been no scarring or issues since.
- 7.2 A Groundsman obtained two wasp stings on 26 September 2022.
- 7.3 Both incidents have been recorded in the accident book.

Contact Officers:                      Holly Goring



Appendix A

UCKFIELD TOWN COUNCIL



**MEMBERS AUDIT FORM**

**MONTH:** MAY 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 ..... J M LOVE .....

Dated ..... 21.8.22 .....

**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
BENTONS	27/04/22 584957	14857	YES	BACS . YES.
BLACKBUSTERS	30/04/22 508982	14891	YES	BACS . YES.

**Customer Invoices Checked**

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
MRS D. LAMB .	PH 40791	YES .	9.05.22 BACS YES	560 .
WENDEN CONST . CONSERVATION ASSOC .	CC 40855	YES .	24.5.22 CHRD . YES.	CREDIT CARD .

**Timesheets checked**

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
JO BROOKE .	YES .	YES	27/5/22	812650549 .
SADIE EASTWOOD .	YES .	YES .	27/5/22	812650549 .

**Bank Reconciliation Checked**

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
CLERKS .	513 .	YES .	YES .	1210 .
CURRENT A/C .	556 <del>to</del> 576	YES .	YES <sup>AFTER</sup> ISSUE	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
	MAY .		
Town Council	YES .	POST OFFICE	YES .
Luxfords	YES .	TESCO .	



Appendix A

UCKFIELD TOWN COUNCIL



**MEMBERS AUDIT FORM**

MONTH: *JUNE 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	<input checked="" type="checkbox"/>
Customer Invoices	<input checked="" type="checkbox"/>
Timesheets	<input checked="" type="checkbox"/>

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

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

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

**PETTY CASH**

Check cash balance and vouchers

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

Signed .....

Print Name *Z. MAEVE* .....

Dated *22-08-22* .....

Members comments:-

All satisfactory ,

### 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
Regency Tree	9-6-22 0089	14983	Yes.	BACS 822183361
T4 Fruit	31-5-22 474652	14959	Yes.	BACS. 817656860

### Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
Acres	CC40897	Yes.	27-6-22	591
Caroline Searchfield	PH40966	Yes	30-6-22	593

### Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
Bruce Hardwick	Yes	Yes	24-6-22	822180960
Wendy Sanger	Yes	Yes	24-6-22	822180960

### Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
Charges	514	Yes.	Yes	1210
Reserve	1146	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 June	Post office	£231.95 £1.00 rectified now balanced
Luxfords	Yes	£0.02 difference	£36.00 Yes.