



# 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**

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A meeting of the **General Purposes Committee** to be held on  
**Monday 21 November 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 3 October 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 to the end of September 2022

5.3 To note current bad debts

5.4 To consider the draft fees and charges for room hire at the Civic Centre and Foresters Hall for 2023/24

5.5 To consider plans for remaining Community Grant funding from 2022/23

## **6.0 BUILDINGS**

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

## **7.0 POLICY**

- 7.1 To consider a response to the Boundary Commission Review (Parliamentary Boundaries)
- 7.2 To consider a response to the consultation on the ESCC Local Transport Plan

## **8.0 ADMINISTRATION**

- 8.1 To receive a report on Health and Safety within the Council
- 8.2 To receive Members' audit reports

## **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)



Town Clerk  
15 November 2022

## 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. <b>NFA.</b></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.		
	Minus £759.50 = £1740.50	18.11.22	Curtaining for around the stage has been ordered and due to arrive wk beg 21 November 2022.		

**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 a full structural survey. We now need to plan for flooring and redecoration with the hope of re-letting in Spring 2023.		

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

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

<b>Project Name</b>		<b>262 Bus Service – 2022/23</b>		<b>Project Number</b>	<b>72</b>
<b>Resolution Number</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b>FC82.01.22</b>	£3,900.00 - £960.09 =£2939.91	11.07.22	The first quarter's invoice has been received (Apr – Jun 2022) for the amount of £960.09 and will be processed shortly.		
	- £852.30 =£2087.61	18.11.22	Second quarterly invoice (Jul – Sept 2022) for the amount of £852.30.		

**Luxfords at 30 September 2022**

	Apr 22 Actuals £	May 22 Actuals £	Jun 22 Actuals £	Jul 22 Actuals £	Aug 22 Actuals £	Sep 22 Actuals £	Actuals at 30 Sep 22	Budget at 30 Sep 22	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	8,300	10,110	52,285	58,667	10,000	9,778	10,000	9,778	9,778	10,000	111,619	118,000
Restaurant Bar Sales	410	406	466	720	537	1,212	3,752	3,500	583	583	583	583	583	583	7,252	7,000
Hire of Luxfords Restaurant	0	0	0	139	0	0	139	1,000	0	0	500	0	0	500	1,139	2,000
Function Food Sales	1,445	1,349	2,668	2,807	2,135	4,737	15,141	9,778	1,556	1,556	2,000	1,000	2,000	2,111	25,363	20,000
Function Bar Sales	2,951	943	1,155	2,623	2,623	560	10,856	7,000	1,000	1,000	2,000	1,000	1,000	2,000	18,856	15,000
Takeaway	0	0	0	0	0	0	0	250	0	0	250	0	0	250	500	1,000
Hire of Urn	174	62	27	105	204	114	686	500	83	83	83	83	83	83	1,186	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>13,799</b>	<b>16,733</b>	<b>82,857</b>	<b>80,694</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>166,413</b>	<b>164,500</b>
<b>Purchases</b>																
Food Purchases	2,765	3,305	3,199	3,159	2,764	5,185	20,376	14,000	4,000	2,800	4,000	2,800	2,800	2,800	39,576	36,000
Bar Purchases - non-alcoholic	316	304	287	380	0	235	1,521	800	133	133	133	133	133	133	2,321	1,600
Bar purchases - alcoholic	1,182	805	777	1,567	0	386	4,716	3,167	500	333	1,000	333	333	333	7,550	6,000
Paper goods/consumables	118	135	234	105	139	262	993	850	142	142	142	142	142	142	1,843	1,700
Maintenance & Repairs	135	385	43	0	1,182	590	2,335	1,000	0	0	500	0	0	500	3,335	2,000
Equipment - New/Replacements	0	0	0	895	93	0	988	1,000	0	0	500	0	0	500	1,988	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	667	667	4,849	5,389	778	778	778	778	0	0	7,960	8,500
Electricity	804	727	624	560	589	542	3,847	4,950	825	825	825	825	825	825	8,797	9,900
Gas	473	389	296	195	205	171	1,728	571	96	96	96	96	96	96	2,303	1,150
Water	200	484	0	0	451	0	1,136	600	100	100	100	100	100	100	1,736	1,200
Telephone	0	0	0	0	0	0	0	85	14	14	14	14	14	14	85	170
Refuse Collection	117	146	117	122	129	130	761	600	100	100	100	100	100	100	1,361	1,200
Stocktaking	195	0	0	0	195	0	390	390	0	195	0	0	0	195	780	780
Stationery	0	0	0	0	5	0	5	0	35	0	0	0	0	35	75	70
Salaries	9,869	8,819	8,671	11,225	8,785	11,334	58,704	56,235	9,372	9,372	9,372	9,372	9,372	9,372	114,938	112,469
Casual wages	773	574	29	911	290	958	3,535	2,667	1,000	333	1,000	333	333	333	6,869	6,000
Luxfords General Advertising	0	0	80	0	0	0	80	375	0	0	188	0	0	188	455	750
Uniforms/Protective clothing	0	0	0	0	0	0	0	100	0	0	50	0	0	50	100	200
Credit charges	233	216	254	287	186	248	990	750	125	125	125	125	125	125	1,740	1,500
<b>Total Purchases</b>	<b>17,847</b>	<b>17,800</b>	<b>15,277</b>	<b>20,073</b>	<b>15,681</b>	<b>20,710</b>	<b>106,954</b>	<b>93,528</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>204,011</b>	<b>193,389</b>



## GP Committee as at 30 Sept 2022

	Apr 22 Actuals £	May 22 Actuals £	Jun 22 Actuals £	Jul 22 Actuals £	Aug 22 Actuals £	Sep 22 Actuals £	Actuals at 30 Sep 22 £	Budget at 30 Sep 22 £	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	0	0	57	0	0	0	0	0	0	2,200	2,257	2,200
Bank Interest - Business Reserve	0	103	91	78	82	196	550	30	10	10	10	10	10	10	610	90
Interest Misc. (Fixed Rate Bond)	900	0	0	150	0	0	1,051	100	0	0	0	0	0	100	1,151	200
Civic Centre	12,308	8,925	6,852	8,694	7,914	9,450	54,144	43,050	7,175	7,175	7,175	7,175	7,175	7,175	97,194	86,100
Feed-in Tariff Payments	46	0	2,111	4,754	0	2,222	9,134	2,500	0	0	0	0	0	2,500	11,634	5,000
Quickborn Suite rent	708	708	708	708	708	708	4,250	4,250	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	875	875	5,250	6,730	1,197	1,272	897	1,572	897	984	12,067	13,460
RHI - C.Centre Boiler	0	0	0	0	0	0	0	5,000	0	0	0	0	0	5,000	5,000	10,000
Victoria Storage Garages	0	0	0	100	0	0	100	240	0	0	0	0	0	0	100	240
Cemetery Chapel workshop	0	1,375	0	0	1,375	0	2,750	2,750	0	1,375	0	0	1,375	0	5,500	5,500
Foresters Hall	1,273	1,494	430	1,302	982	370	5,851	7,550	1,258	1,258	1,258	1,258	1,258	1,258	13,401	15,150
Foresters Chapel	288	0	0	288	0	0	575	575	288	0	0	288	0	0	1,150	1,150
2a Vernon Road, rent	600	600	60	650	650	1,300	3,860	3,600	650	650	650	650	650	650	7,760	7,200
Signal Box	354	354	354	354	354	0	1,771	2,125	354	354	354	354	354	704	4,246	4,600
Osborn Hall	0	0	0	684	0	0	684	325	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	0	0	2,177	5,198	0	0	0	1	0	0	2,178	5,200
The Hub and Source	0	0	0	1,105	0	250	1,355	1,300	350	600	350	0	600	0	3,255	3,800
Community Toilet Scheme	0	0	0	565	0	0	565	550	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>22,485</b>	<b>12,941</b>	<b>15,372</b>	<b>94,122</b>	<b>85,873</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>185,510</b>	<b>177,515</b>
<b>Purchases</b>																
Administration	1,627	812	688	1,037	607	1,293	6,063	6,650	1,108	1,108	1,108	1,108	1,108	1,108	12,714	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	0	0	345	200	0	0	0	0	0	0	345	200
Office Equipment/Computers	939	369	2,700	808	796	696	6,308	4,750	792	792	792	792	792	792	11,058	9,500
Hospitality	0	0	0	13	17	5	36	0	0	9	0	0	0	0	44	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	67	0	67	1,000	167	167	167	167	167	167	1,067	2,000
Insurances	0	0	5,852	0	224	0	6,076	6,000	30,500	0	0	0	0	0	36,576	36,500
Public Works Loan Costs	0	0	0	26,442	0	0	26,442	30,455	0	0	0	30,455	0	0	56,897	60,910
Mayor's Allowance	0	0	443	0	0	443	887	887	0	0	443	0	0	443	1,773	1,773
Grants Section142	0	0	9,500	0	0	0	9,500	9,500	9,500	0	0	0	0	0	19,000	19,000
Grants - Power of Competence	0	8,791	0	0	0	0	8,791	13,750	0	0	13,750	0	0	0	22,541	27,500
Volunteer Bureau SLA	0	0	8,000	0	0	0	8,000	8,000	0	0	0	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staf	19	0	0	21	53	21	113	200	33	33	33	33	33	33	313	400
Internal Audit Fees	0	0	230	0	0	0	230	230	0	860	0	0	860	0	1,950	1,950
(External) Audit Fees	0	0	0	0	0	2,000	2,000	2,500	0	0	0	0	0	0	2,000	2,500
Accountant fees	0	0	4,700	0	0	0	4,700	4,700	0	0	0	0	0	0	4,700	4,700
Professional Fees	995	669	600	0	720	135	3,119	5,000	833	833	833	833	833	833	8,119	10,000
Festive Lights	0	0	5,444	0	0	0	5,444	5,000	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	23,113	23,938	142,010	136,467	22,383	22,383	22,383	22,383	22,383	22,383	276,307	273,993
Members Allowances/Expenses	14	0	3,532	0	0	3,532	7,078	9,630	0	0	4,815	0	0	4,815	16,708	19,360
Newsletter	400	400	400	400	400	400	2,400	2,550	425	425	425	425	425	425	4,950	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	85	81	500	300	50	50	50	50	50	50	800	600
Civic Centre Running Costs	6,839	13,014	7,410	9,023	10,578	6,354	53,217	55,560	10,510	10,510	10,010	8,510	4,560	4,560	101,877	104,220
Caretakers - Salaries	8,543	7,004	6,915	7,490	5,623	6,626	42,201	47,950	7,534	7,534	7,534	7,534	7,534	7,784	87,655	95,649
West Park	0	61	271	0	0	760	1,092	774	129	129	129	129	129	129	1,866	1,548
Victoria Pavilion	1,074	4,697	3,202	802	1,180	4,037	14,992	11,883	1,980	1,980	1,980	1,980	1,560	1,560	26,034	22,925
Cemetery Buildings	174	172	172	172	172	172	1,034	1,110	185	185	185	185	0	750	2,524	2,600
Signal Box	0	0	0	0	0	239	239	750	125	125	125	125	125	125	989	1,500
The Hub	556	277	1,825	623	275	2,274	5,830	2,500	417	417	417	417	417	417	8,330	5,000
Foresters Hall	387	369	1,905	2,618	428	2,709	8,415	6,331	1,055	1,055	1,055	1,055	755	755	14,146	12,062
2a Vernon Road	0	49	75	228	0	0	352	100	17	17	17	17	17	17	452	200
Subscriptions	2,545	142	12	426	414	12	3,551	2,250	375	375	375	375	375	375	5,801	4,500
Training	11	1,799	0	500	124	0	2,435	2,750	458	458	458	458	458	458	5,185	5,500
All Building Cleaning Materials	224	149	100	335	93	438	1,339	1,000	167	167	167	167	167	167	2,339	2,000
<b>Total Purchases</b>	<b>48,043</b>	<b>62,464</b>	<b>87,992</b>	<b>75,175</b>	<b>44,967</b>	<b>56,165</b>	<b>374,807</b>	<b>380,725</b>	<b>88,743</b>	<b>49,627</b>	<b>67,251</b>	<b>87,198</b>	<b>42,748</b>	<b>48,876</b>	<b>759,250</b>	<b>770,720</b>

## GP Committee as at 30 Sept 2022

[illegible]

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

**Monday 21 November 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 (approx. £1k)
- Marie Campbell – Reveal Media Productions (approx. £700)
- Carlton Entertainments (approx. £400);

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 21 November 2022**

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

#### **TO CONSIDER THE DRAFT FEES AND CHARGES FOR ROOM HIRE IN 2022/23**

##### **1.0 Background**

- 1.1 Each year as part of the budget setting process, the Town Council is required to review its fees and charges. This includes the fees and charges for room hire at the Civic Centre, Foresters Hall and Victoria Pavilion.
- 1.2 Looking ahead to the financial year April 2023 to March 2024, we can no longer offer to rent out West Park Pavilion as a result of the building being leased out to a sports club. The lease agreement has been drafted and likely to have been signed and sealed by the New Year.
- 1.3 In the past couple of years, changes have been made to the way in which room hire charges are presented to customers, with a standard rate for the smaller rooms within the Civic Centre, and peak and off-peak rates being added for the hire of the larger rooms after 6pm on Thursday, Friday, Saturday and all day on Sunday. This was intended to cover the costs of staffing at peak times, and the annual increase in utilities and rates. Hirers are now familiar with these arrangements.
- 1.4 Members took the decision in the autumn of 2021, to retain the same fees and charges for the buildings in 2022-23 as the previous financial year. Although the purpose of this was positive and sought to support community groups and businesses to return to face to face meetings, and take account of the financial hard times the pandemic had left many in, the Town Council has since been impacted by increasing utility and staffing costs of its own. We also need to take account of changes to some of the services we offer, such as flipchart paper, has increased to a price of over £6, whereas we are still charging £5.10. This should therefore be increased to £6.50.
- 1.5 To give a very basic overview of costs. The running of the Civic Centre costs the Town Council in the region of £200k to run per annum, this includes in the region of £100-£105k for running the Civic Centre (maintenance, utility bills, repairs etc) plus up to £80k in staffing costs (although caretakers and cleaners are responsible for other buildings also but they are mainly based out of the Civic Centre). We anticipated income in the region of £86k for the Civic Centre this financial year, and have seen an increase on the budgeted figures, plus we receive a return from Feed in Tariff and RHI payments per annum of up to £15,000, plus income from other sources such as the Community Toilet scheme, and Quickborn Suite. We also seen a return on our expenditure for our events programme which falls under Environment & Leisure Committee. We are therefore around £50k amiss in terms of expenditure versus income. The Town Council can therefore state that it financially supports two thirds of the Civic Centre running costs through its own

means and not the resident's council tax, which is excellent for a parish/town council. The facility is an important community asset, but with increasing utility costs and staffing costs, it is important that we factor these matters into our review.

- 1.6 In terms of expenditure on electric, we have seen £1k more on the previous year between April and September for the Civic Centre and as Luxfords is the main user of gas in the summer months, they have seen an increase of £1.5k on the same period the previous year.
- 1.7 It would therefore be difficult to continue to retain the current rates for room hirers, but we do understand that we need to be careful not to outprice ourselves and continue to be an important facility for the local community and business community.

## **2.0 Current room hire rates**

- 2.1 A copy of the current rates for the Civic Centre and Foresters Hall are attached at appendix A.
- 2.2 The current room hire rate for Victoria Pavilion is as follows:

### **SPORTS FACILITIES FOR HIRE**

#### **SPORTS PAVILIONS – hire per hour + VAT**

<b>Pavillion</b>	<b>Non-Commercial</b>	<b>Commercial</b>
Victoria Pavillion	£6.92	£9.72

## **3.0 Recommendations**

- 3.1 Members are asked to consider the current rates and provide their considerations for setting the rates for 2023/24.

**Contact Officer:** Holly Goring

**Appendices:** Appendix A: 2022/23 Current Fees and Charges (Room Hire)

## Meeting rooms and venue hire

### Making a booking

To check availability of rooms and dates in the Civic Centre, please call 01825 762774.

To assist our staff, please have the following information available:

- Date(s) required
- Number attending
- Start and end times for your booking including additional set up and clear up times.

We will then be able to advise you of available rooms and will make every effort to accommodate your booking.

If a room is available for your preferred date and time, we will need additional details to make your provisional booking:

- Your name
- Company or organisation
- The billing address
- Contact telephone numbers and email
- Brief details of the booking.

We will then email or post a booking form for you to confirm.

You will be required to complete: a booking form, a catering form, an additional equipment and layout forms.

You should check and complete the forms and return them to the Council Offices, where your booking will be confirmed. You will then be sent a confirmation of your booking preferably by email.

An invoice for the hire charge will be sent to you within 28 days prior to your booking and should be paid within 14 days.

### Prior to your booking

Please ensure that you confirm numbers attending and the layout at least *two days* before your booking.

If you require catering, you must advise us and order at least one week before your event as supplies will need to be ordered in.

If you have any queries, or would like to discuss specific requirements for your booking, please call 01825 762774 and make an appointment to see a member of staff.

### Cancellations

*Please Note:* if you cancel your booking within 14 days of the date of the event, the *full* hire charge will be payable.

### Access for Disabled People

The Civic Centre is fully accessible for disabled people, with designated parking spaces at the rear of the building.

If you have any specific access requirements, or require any information in an alternative format, please call 01825 762774.

### Layout

The room will have been set out to the specification you will have indicated on the booking forms.

If this is incorrect or you require alterations, please contact a caretaker or the Council Offices immediately. The chairs and tables are heavy and you should *not* attempt to move them.

### Additional Equipment

If you require additional equipment on the day, or have difficulties with operating any equipment, please contact a caretaker or the Council Offices for assistance.

### Catering

If you require additional catering, or have any queries regarding your catering order, please contact us.

### Housekeeping

Maps of the building and housekeeping notices are provided in each room. If you require further information, please contact the Council Offices or, out of normal office hours, a caretaker.

### EMERGENCY PROCEDURES

Fire evacuation and emergency procedure notices are provided in all rooms. Please ensure that all your delegates/guests are aware of the emergency evacuation procedures.

**In the event of a fire, please evacuate to Luxford Field and take a roll call of your delegates/guests.**

**You must report immediately to the Fire Officer in charge should anyone from your party be missing or require assistance.**

If you require additional information about the evacuation procedures, please contact the Council Offices in person or call 01825 762774.



## Civic Centre and Foresters Hall

### Venue hire charges 2022/23 (prices applicable from 1 April 2022 – 31 March 2023)



Weald Hall



Foresters Hall



Council Chamber



Green Room



Martlets Room



Oakleaf Room



Ashdown Room



Mayor's Parlour

Civic Centre Uckfield  
[www.uckfieldciviccentre.com](http://www.uckfieldciviccentre.com)

Tel: 01825 762774 Email: [admin@uckfieldtc.gov.uk](mailto:admin@uckfieldtc.gov.uk)

Civic Centre Uckfield  
[www.uckfieldciviccentre.com](http://www.uckfieldciviccentre.com)

Tel: 01825 762774 Email: [admin@uckfieldtc.gov.uk](mailto:admin@uckfieldtc.gov.uk)

## Meeting rooms and venue hire

### Civic Centre (TN22 1AE) basic room hire per hour + VAT

Room	Non-Commercial	Commercial
Weald Hall (seats up to 250) 15m x 21m	Off peak rate £24.25 Peak rate £29.45	Off peak rate £42.25 Peak rate £47.40
Ashdown room (seats up to 100) 11m x 7m	Off peak rate £12.70 Peak rate £15.75	Off peak rate £22.15 Peak rate £26.30
Council Chamber (seats up to 50) 6.8m x 12.9m	Off peak rate £14.75 Peak rate £17.75	Off pk rate £15.75 Peak rate £19.00
Green Room (seats up to 50)	£12.20	
Oakleaf Room (seats up to 25) 4.1m x 6.1m	£11.10	
Martlets Room (seats up to 30) 4m x 6.8m	£11.10	
Mayor's Parlour (seats up to 10) 3.7m x 4.4m	£9.50	
Luxfords Restaurant (available when restaurant closed)	£11.10	£17.50
<p>*Off peak rate – applies daytime Monday to Saturday and evenings Monday to Wednesday from 6.00pm</p> <p>**Peak rate – applies evenings from 6.00pm on Thursday/Friday/Saturday and all day on Sunday</p> <p>Bookings are subject to availability</p>		

**Maximum capacity dependent on room layout – please see separate sheet for details and specify the layout when you make your booking.**

**The use of wall-mounted digital smart screens and projector, if required, is included in all room hire charges but should be pre-ordered at the time of booking.**

## Meeting rooms and venue hire

### Foresters Hall (TN22 5DT) - Basic room hire per hour

Room	Non-Commercial	Commercial
Main Hall – adult group	£10.35	£22.75
Mail Hall – voluntary youth group	£5.10	n/a

**Please note that VAT is not chargeable on Foresters Hall bookings**

#### Foresters Hall

You will need to collect a key prior to your event. For bookings on a Saturday or Sunday, please call into the offices on Friday before 4.00pm to collect the key. You will need to return the key on the Monday.

A £15 returnable cash deposit will be required for the key.

Bookings cannot be taken for some Fridays or Sunday evenings due to services in the Chapel.

Foresters Hall is **not** suitable for adult parties or discos and hire of the hall finishes at 9.00pm.

### Useful information for Civic Centre Bookings

The use of a wall-mounted digital smart screen and projector, if required, is included in all room hire charges – please advise at time of booking.

General hire of equipment		Weald Hall equipment hire only	
<ul style="list-style-type: none"> <li>Charged per item when ordered with rooms booked on an hourly rate.</li> </ul>		Full stage (7.3m x 5.49m)	£19.30
		Half stage (7.3m x 3.65m)	£9.65
		Stage lights (first night)	£18.30
		Stage lights (subsequent nights)	£12.20
		Piano	£12.20
		PA system + one microphone	£14.20
		Standard microphone	£3.05
		Radio microphone	£9.15
		Lapel Microphone	£9.15
		Wheelchair lift to the stage	FREE
		Induction loop (requires PA)	FREE

### Parties

All parties will be considered on merit and may be subject to additional terms and conditions including:

- A responsible person should be named who undertakes to remain sober throughout the event, to act as a liaison with Council staff in the event of an incident or emergency;
- An ID system to be specified to prevent under-18s from buying alcohol at the bar

**Please note that we do not host 18<sup>th</sup> birthday parties.**

**Hirers are not permitted to bring their own food and drink.**



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

**Monday 21 November 2022**

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

#### **TO CONSIDER PLANS FOR REMAINING COMMUNITY GRANT FUNDING FROM 2022/23**

##### **1.0 Summary**

- 1.1 In order to prepare appropriately for the budget setting process for the next financial year of 1 April 2023 to 31 March 2024, officers wish to understand fully the intentions of the Town Council with its community grant funding budget for 2023/24, especially prior to the Finance Sub-Committee in February 2023.
- 1.2 Two payments were made this financial year to the Wealden Citizen's Advice and Uckfield Volunteer Centre of £19,000 and £8,000 respectively as per the service level agreements we have in place with these organisations. The Service Level Agreement review will therefore be taken to Full Council on 12 December 2022.
- 1.3 In terms of the main community grant funding pot, a total of £14,333.47 was awarded to local community groups and organisations. This meant that £13,166.53 still remains available from the £27,500 budget allocated.
- 1.4 We also received £6,000 from UK Power Networks for the town's benefit, as a gesture of goodwill for the congestion caused by upgrade works during 2021.

##### **2.0 Recommendation**

- 2.1 Members are asked to consider how they wish to proceed with this funding, and if they wish to carry forward to 2023/24 for the use of the community grant funding programme or if they wish to allocate it for specific projects or priorities.

Contact Officer: Sarah D'Alessio



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

**Monday 21 November 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

- Heating via the biomass boiler is now up and running for the winter months;
- Emergency light testing has been undertaken along with monthly water testing/legionella checks;
- The new blind for the Ashdown Room was fitted 17 November;
- New stage curtaining due to arrive wk beg 21 November;
- Investigating water penetration under eaves of the front area of the Civic Centre;

###### The Hub

- Demolition works are going out to tender via a Surveyor, for the Hub building only;

###### The Source

- Nothing to add at this time.

###### Victoria Pavilion

- Difficulties have been experienced with the hot water. Contractors have addressed the matter for now, but further works to the plumbing/heating system at Victoria Pavilion may need to be undertaken to reduce the frequent call outs and repairs.

###### The Signal Box

- An EICR, the remedial works and a structural survey have been undertaken to understand the current condition of the building. Nothing untoward, but substantial decoration required and a tidy up to the flooring and walls before reletting.

###### Foresters Hall

- Nothing new to report.

###### Snatts Road, Chapel

- Nothing new to report.

###### West Park

- Draft lease agreement in the process of being reviewed with a local sports club for the lease of the building;

### 2A Vernon Road

- The vehicular gate was ripped off the post in the recent high winds. After liaising with the tenant, it will not be reinstated;
- Issues with mould and damp have been reported within one of the rooms of the flat, likely to be due to no or limited ventilation in the room which incorporates the shower. Site visit has been undertaken and a range of works are being considered to try and rectify as soon as possible.

### **3.0 Recommendations**

3.1 Members are asked to note the report.

Contact Officer: Holly Goring

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

**Monday 21 November 2022**

### **Agenda Item 7.1**

#### **TO CONSIDER A RESPONSE TO THE BOUNDARY COMMISSION REVIEW**

**THIS REPORT IS NOT INTENDED TO INVITE POLITICAL VIEWPOINTS BUT MERELY ENABLE MEMBERS TO CONSIDER WITH OTHERS THE CHANGES BEING PROPOSED TO GEOGRAPHICAL PARLIAMENTARY BOUNDARIES.**

#### **1.0 Summary**

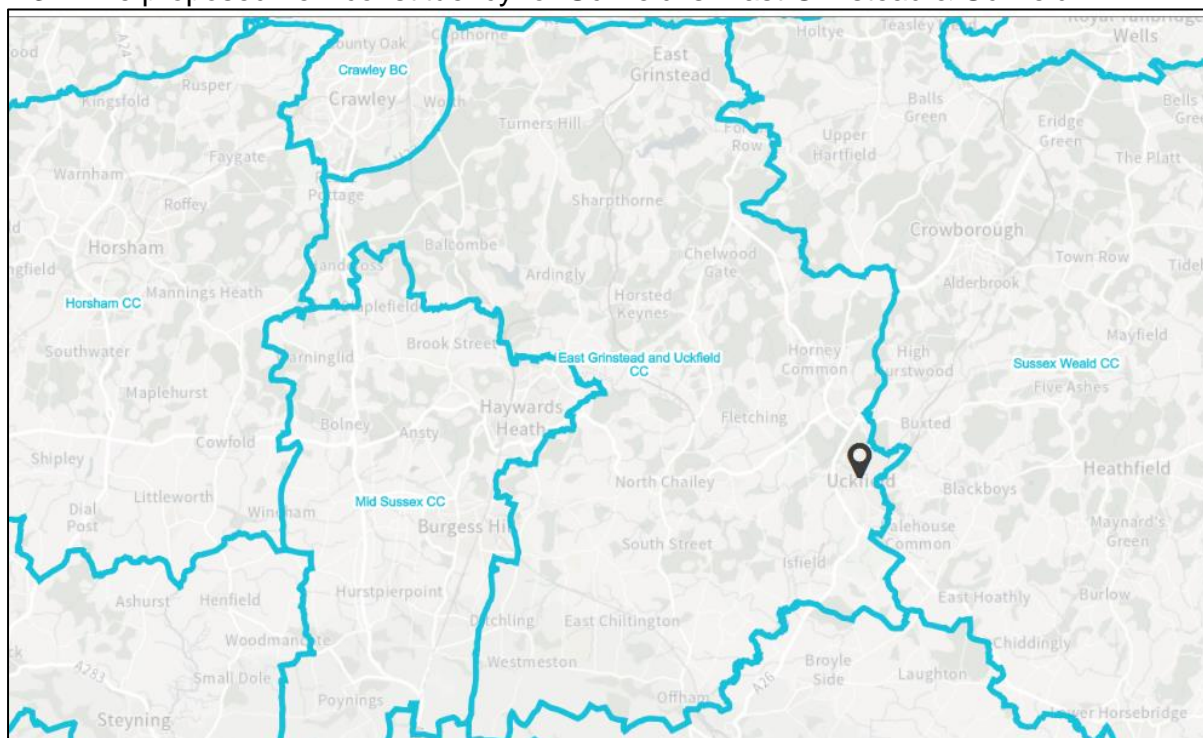
1.1 The Boundary Commission for England are consulting on their revised proposals for new parliamentary constituencies. This is the third and final stage of consultation and members will recall that Uckfield has seen a number of varying suggestions along the way.

#### **2.0 Revised proposals**

2.1 The revised proposals will see the South East region increase from 84 constituencies to 91. The rules require there to still be 650 constituencies across the UK but to provide equal distribution across the four areas of the UK. The second criteria requires that (apart from five constituencies) all must contain a number no larger than 77,062 electors and no smaller than 69,724 electors.

2.2 Sussex has been allocated 17 constituencies. In Sussex, they have proposed minor alterations to the county-crossing constituency between East and West Sussex, to allow Hartfield ward to be included in a renamed Sussex Weald constituency; major revisions to five West Sussex constituencies comprising rural South Downs villages and the built-up coastal strip; and minor revisions relating to Brighton and Hove

2.3 The proposed new constituency for Uckfield is 'East Grinstead & Uckfield'



- 2.4 Members are encouraged to consider the characteristics of the new boundary changes being proposed. The Boundary Commission state that:  
*“As far as possible, we try to have regard to local ties, geographic factors, local government boundaries (as they were known at 1 December 2020), existing constituencies, and minimising disruption caused by proposed change”*
- 2.5 However the first observation is that the new constituency of ‘East Grinstead and Uckfield’ would cross two county council areas (East Sussex and West Sussex CCs) and three district/borough authorities (Lewes, Mid-Sussex and Wealden). In fact the proposed constituency would only incorporate a small aspect of Wealden’s 42 parishes (*Forest Row, Danehill & Fletching, Isfield, Little Horsted, Maresfield and Uckfield*). This could therefore place pressure on the MP for that constituency, in terms of understanding the geographical area and priorities/direction of the higher level authorities.
- 2.6 The existing constituency of ‘Wealden’ takes in a much larger proportion of Wealden District and tends to follow the boundary lines for the top half of the district.
- 2.7 The deadline for comments is 5 December, and members are asked to consider if they wish to respond, whether that be to encourage individual responses from councillors or one joint response on behalf of Uckfield Town Council:  
<https://www.bcereviews.org.uk/>
- 3.0 Recommendations**
- 3.1 Members are asked to consider the report and advise the Clerk accordingly.

Contact Officer: Holly Goring

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

**Monday 21 November 2022**

### **Agenda Item 7.2**

#### **TO CONSIDER A RESPONSE TO THE CONSULTATION ON THE ESCC LOCAL TRANSPORT PLAN**

##### **1.0 Summary**

1.1 East Sussex County Council are currently consulting on a plan for local transport in East Sussex. This looks ahead to the period 2023 to 2050.

1.2 The plan looks at connectivity across the county and the county council are keen to hear from key stakeholders on:

- our priorities for travel and transport;
- issues currently encountered;
- important opportunities for improving travel.

You can also drop a pin on a map for where issues occur, or where there might be opportunities.

1.3 The Local Transport Plan is a key statutory document which must align with the guidance of the Department for Transport. It pulls together the transport improvements for the area, and explains linkages to key transport policies. The review of the document seeks to take account of changes to policies around net zero carbon dioxide emission targets, supporting wellbeing and inclusion, and supporting recovery as we come out of the pandemic.

1.4 ESCC will be undertaking the review of the plan in two stages:  
Stage 1 – Scoping Phase;  
Stage 2 – Strategy Development;  
As part of Stage 1 ESCC are seeking early views on countywide transport issues, opportunities and priorities which will be considered as part of the development of the strategy. As a key stakeholder they would appreciate our input. The deadline for comments falls on 9 December 2022 so due to the timing, this item has had to be brought to General Purposes Committee.

1.5 The questions being asked as part of the consultation are:

- (1) What themes are most important:  
*Accessibility, equality and inclusion;*  
*Safety, health and air quality;*  
*Community and sense of place;*  
*Climate change and its impacts;*  
*Our local environment biodiversity;*  
*Sustainable economic development;*  
*Innovation through technology*

(2) What themes do you think have been missed?

(3) Add up to three barriers/issues

(4) Add up to three opportunities/ways to improve

##### **2.0 Recommendation**

2.1 Members are asked to consider the above questions and feed back to the Clerk either at the meeting or by a specified date to enable a response to be provided.

Contact Officer: Holly Goring

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

**Monday 21 November 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 (1 October to 11 November 2022).
- 2.2 The Town Council was most impacted by sickness over the winter period of 2021/22, 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 we are aware we are just heading into the winter season, and may be impacted by viruses/covid.
- 2.4 The NHS Top-Up WPA Programme commenced from 1 April 2022 which supports Town Council staff with medical appointments and provides 24/7 access to the Employment Support Programme. We have been encouraging staff to make use of this benefit and to utilise facilities through this service if they have experienced difficulties accessing their GP.

	As at 11 Nov 2022 (sickness recorded since 1 Oct 2022) (25 staff)	As at 8 July 2022 (sickness recorded since 1 April 2022) (27 staff)	Cumulative total for the year 2022/23
Actual days taken as short-term Doctors' certificate	0.0 days	0.0 days	0.0 days
Actual days taken as self-certificated sick leave	5.0 days	2.0 days	2.0 days
Actual days taken as long-term sick leave	0.0 days	51.0 days	51.0 days
Actual days taken for full Covid isolation (staff member unwell for full isolation period or in a position whereby they were unable to work from home)	0.0 days	7.0 days	7.0 days
Actual days taken for staff member supporting family member/dependent for Covid isolation but not unwell themselves	0.0 days	0.0 days	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	2.0 days

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

- 3.1 An online training portal was set up three years ago to enable all staff to easily carry out their refresher training in all aspects of our work. Staff are now undertaking their refresher courses and 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 Regular water monitoring is carried out in each building to ensure Uckfield Town Council remains compliant. This includes reviews of the Legionella's risk assessment, tank cleans and water samples for all managed buildings. An external contractor has also been appointed to audit these checks and review in more depth. Some remedial works are to be carried out to ensure ongoing compliance.
- 4.4 The lift(s) have been inspected by British Engineering Services, for the purposes of our insurance.

### **5.0 Fire Safety**

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

5.2 Town Council Fire Risk Assessments have been undertaken along with emergency lighting checks and fire extinguisher checks.

**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.

**7.0 Accident reporting – Quarter 3 (Oct - Dec 2022/23)**

7.1 No further incidents recorded by staff since the end of September 2022, but we were made aware of an issue by a hirer using the Weald Hall, which occurred on 17 October 2022.

Contact Officers: Holly Goring



## Appendix A

### UCKFIELD TOWN COUNCIL



#### MEMBERS AUDIT FORM

MONTH: July 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	<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 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  
Luxfords

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Signed

Print Name BARRY MAYHEW

Dated 17-10-2022

**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
Wholsome Foods	11/07/22 733967	15071	✓	✓
Whiff Away	07/07/22 837265		✓	✓

**Customer Invoices Checked**

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
LABOUR PARTY	CC40945	✓	✓	601
Mrs BURNETT	FH4066	✓	✓	ONLINE BANKING

**Timesheets checked**

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
JENNY RIOLEY	✓	✓	29/07/22	834244012
BRUCE HARDWICK	✓	✓	29/07/22	834244012

**Bank Reconciliation Checked**

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
RESERVE	147	✓	✓	1227
CLERK	515	✓	✓	1210

**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	JULY ✓	TESCO ✓	
Luxfords	JULY ✓	TESCO ✓	



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

**Monday 21 November 2022**

### **Agenda Item 9.1(iii)**

#### **REPRESENTATIVES ON OUTSIDE BODIES:**

#### **RIDGEWOOD VILLAGE HALL COMMITTEE AGM (10 NOVEMBER 2022)**

The Uckfield Town Council representatives were unable to attend the AGM meeting but some points have been extracted by the Town Clerk from their Chairman's report, for sharing wider with councillors.

- With the hard work of committee members the hall has had a successful year;
- The December 2021 Christmas fair and Easter Bunny Hunt went well, with 188 children taking part in the Easter Bunny Hunt;
- They set up a new baby/toddler group for under 5s. They initially saw over 50 parents get in touch, it has now settled down to a number of 20-30 families utilising the facilities;
- They set up an outreach lunch club, which takes place once a month and has been very well attended, with food prepared by The Highlands Inn every month at no charge and sponsorship from a local business to cover the costs of entertainment;
- They are currently looking at how they could set up a 'warm hub' to further support households through the winter;
- In terms of building maintenance, they have replaced two front windows, all of the guttering, rooms have been redecorated, and they are looking to replace the blinds in the near future. They also now have a maintenance plan in place;
- CIO has been completed which protects the Trustees;
- They are now looking to complete Level 2 of Hallmark for village halls;
- The RVH Committee said farewell and thank you to Mr Gothard, who previously ran the hall, as Chairman. Mr Gothard and his wife had been involved in the hall for 28 years and have been incredibly supportive to the new Chair over the past few years and seeing the delivery of projects through;
- Future events for the diary include the quiz night on Saturday 26 November and Christmas Fair on Saturday 10 December 11am until 2pm.