



# UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre  
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**Town Clerk – Holly Goring**

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A meeting of the **General Purposes Committee** to be held on  
**Monday 16 January 2023 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 21 November 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 November 2022

5.3 To note current bad debts

5.4 To note process to appoint new Internal Auditor

## **6.0 BUILDINGS**

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

## **7.0 POLICY**

7.1 To review the annual update of the Town Council's Risk Management Policy

7.2 To review the annual update of the Town Council's Investment Strategy

## **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



Town Clerk  
10 January 2023

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 21 November 2022 at 7.00pm

## PRESENT:

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

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

## IN ATTENDANCE:

One member of the public  
Holly Goring – Town Clerk  
Minutes taken by Holly Goring

### 1.0 DECLARATIONS OF INTERESTS

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on the agenda, 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 Councillor B. Cox, J. Edwards and A. Smith. Apologies related to work commitments or annual leave.

### 4.0 MINUTES

#### 4.1 Minutes of the meeting of the General Purposes Committee held on the 3 October 2022

One member wished to clarify an element of the new initiatives around the installation of solar panels, and the associated costs, to which the Town Clerk provided clarification.

**GP18.11.22** Members subsequently **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 3 October 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: -  
GP37.04.22 – Recommendations of the Finance Sub-Committee

#### 4.3 Project list

Members noted the contents of the project list.

## 5.0 FINANCIAL MATTERS

### 5.1 To note bills paid

Members noted the bills paid.

### 5.2 To consider the income and expenditure reports to the end of September 2022

Members felt it was encouraging to see the sales above budget for Luxfords Restaurant, but were aware that food costs and utility costs had increased, so this needed to be reflected in the budget setting for 2023/24.

The revenue for General Purposes Committee was also doing well, with sales above budget.

Members subsequently noted the report.

### 5.3 Bad Debts

The Town Clerk provided an update on the debts outstanding, before members noted the report.

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

Members were provided with the current fees and charges for the room hire of rooms in the Civic Centre, Foresters Hall and Victoria Pavilion. Twelve months before, members had agreed to retain the fees and charges for 2022/23 at the previous year's rate.

Members would have liked for this to be the case for 2023/24 but reluctantly with rising energy costs, running costs, and staff costs this meant it would not be possible. No one anticipated the scale of the financial crisis this time last year.

One member proposed that with the current rate of inflation, it would be prudent to increase room hire charges by 10%. Members felt this would be necessary to meet increasing costs.

Members discussed the hire of equipment, noting the Town Clerk's comments within the report of the increased costs to purchase flip chart paper for example.

**GP19.11.22** With all members voting in favour, it was **RESOLVED** to increase meeting room and hire charges by 10%, and for general equipment hire to be priced at cost.

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

Members were reminded that a sum of £13,166.53 still remained unspent within the budget used for Community Grant funding under the General Power of Competence. The Town Council had also received £6,000 for the benefit of the town, as a gesture of goodwill for the congestion caused by upgrade works during 2021. Members were asked by officers to consider how they wished to proceed with this funding, as officers were preparing the draft budget for 2023/24.

**GP20.11.22** Members **RESOLVED** for the amount left remaining from the 2022-23 Community Grant programme to be carried forward for the 2023-24 Community Grant Programme, and for the £6,000 to remain in earmarked reserves for community use.

## **6.0 BUILDINGS**

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

Following a couple of questions which sought clarification on the Civic Centre atrium, members noted the report.

## **7.0 POLICY**

### **7.1 To consider a response to the Boundary Commission Review (Parliamentary boundaries)**

The Chair, Councillor D. Ward introduced the report, explaining that she had already submitted her personal response to the consultation. The Boundary Commission for England were consulting on their revised proposals for new parliamentary constituencies. The final and revised proposals would seek to place Uckfield in a new constituency named 'East Grinstead and Uckfield.' However concerns were raised by the Chair, for the MP for such a constituency as they would have to liaise with two county council areas and three district councils.

One member was curious to understand the number of electors identified for these new constituency areas versus the numbers of the current constituencies. With anticipated growth in the population, it was possible that the Boundary Commission could be faced with another review in a couple of years.

Members did however recognise that the Boundary Commission had now carried out three consultations on the proposed changes, and were likely to have reviewed the numbers on multiple occasions so it was likely that they had altered the boundaries once more to ensure more equality in sizing for each parliamentary constituency. Members were therefore encouraged to log on to the consultation and respond individually if they wished.

### **7.2 To consider a response to the consultation on the ESCC Local Transport Plan**

Members had been informed of a consultation being run by East Sussex County Council to inform the refresh of their plan for local transport in East Sussex. They were keen to hear from residents and stakeholders on themes of most importance, what themes had been missed, up to three barriers or issues to local transport and three opportunities or ways to improve.

One member questioned whether the review of the Local Transport Plan was being undertaken in collaboration with Transport for South East, as the Town Council had only recently been consulted on their strategy. This member noted that there was no mention of the importance of connectivity, particularly between private and public transport provision. There was no mention of access to villages (i.e. rural accessibility), and no mention of digital displays or information to support use of services. Reliability was a particular issue in the Uckfield area, with Southern train services, as if the trains were experiencing issues or delays, they would terminate at Crowborough, leaving rail users with no means of travel back to Uckfield.

A second member agreed with these comments, but also reflected that the current circumstances meant that a larger number of people were working from home. It was felt that the Uckfield to Lewes railway line needed reinstating and the existing road network needed improving to support population growth (as there were only two miles of dual carriageway in the whole of Wealden District).

Members also felt that the statement of common ground being explored between Wealden DC, East Sussex CC and local applicants for development, should also incorporate consideration for local transport, not just the road network.

Members subsequently noted the report, and were happy for the Town Clerk to respond on their behalf with the above feedback.

## **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 (July 2022)**

Members noted the audit report.

## **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**

Members noted the report.

#### **(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.

## **10.0 CHAIRMAN'S ANNOUNCEMENTS**

None.

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

None.

**12.0 CONFIDENTIAL BUSINESS**

**GP21.11.22** 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 8.10pm.

## UCKFIELD TOWN COUNCIL

### ACTION LIST – FOR INFORMATION ONLY

#### General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<b><u>GP07.06.22</u></b>	<u>To consider registering key buildings within Uckfield Town as assets of community value</u> Members <b>RESOLVED</b> for the Town Clerk to proceed with exploring the registration of further assets of community value with Wealden District Council and to explore options for Eugene Seghers Memorial.	06.06.22	HG	In progress.
<b><u>GP20.11.22</u></b>	<u>5.5 To consider plans for remaining Community Grant funding from 2022/23</u> Members <b>RESOLVED</b> for the amount left remaining from the 2022-23 Community Grant programme to be carried forward for the 2023-24 Community Grant Programme, and for the £6,000 to remain in earmarked reserves for community use.	21.11.22	HG	Has been taken into account in the budget setting process for 2023/24. <b>NFA.</b>

**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**

<b>Project Name</b>		<b>Building Maintenance Fund (Year 8 – 2022/23)</b>		<b>Project Number</b>	<b>68</b>
<b>Resolution Number</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b>FC82.01.22</b>	£62,000	17.01.22	<b>Proposed expenditure on Building Maintenance Fund 2022/23</b>		
			<b>Year 8</b>	<b>Estimate</b>	<b>Actual</b>
			Signal Box refurb windows ext decoration	5000	
			Civic Centre storage solution caretaker station	10000	
			Foresters Hall render repairs	3000	
			Osborn & Ridgewood car park drainage	30000	
			Civic Centre parking resurface, repair drainage and parking markings	7500	
			Foresters Kitchen fittings	4000	
			<b>Contingency</b>	<b>2500</b>	
			<b>Total</b>	<b>62000</b>	
			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.		
		19.12.22	A decision was taken at Full Council on 19 December to reallocate the funding set aside for 2022-23 to carry out priority fire and lighting/safety works to the Town Council buildings further to recent annual fire risk assessments. Foresters Hall render repairs, Civic Centre parking and Foresters kitchen fittings have been deferred as a result.		

**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.		
	-£1128.83 =£958.78	10.01.23	Third quarterly invoice (Oct – Dec 2022) for the amount of £1128.83.		

## GP Committee as at 30 Nov 2022

	Apr 22 Actuals £	May 22 Actuals £	Jun 22 Actuals £	Jul 22 Actuals £	Aug 22 Actuals £	Sep 22 Actuals £	Oct 22 Actuals £	Nov 22 Actuals £	Actuals at 30 Nov 22 £	Budget at 30 Nov 22 £	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	132	28	159	0	0	9	0	0	169	0
Festive Light Income	57	0	0	0	0	0	0	0	57	0	0	0	0	2,200	2,257	2,200
Bank Interest - Business Reserve	0	103	91	78	82	196	409	672	1,631	50	10	10	10	10	1,671	90
Interest Misc. (Fixed Rate Bond)	900	0	0	150	0	0	0	0	1,051	100	0	0	0	100	1,151	200
Civic Centre	12,308	8,925	6,852	8,694	7,914	9,450	8,856	9,428	72,428	57,400	7,175	7,175	7,175	7,175	101,128	86,100
Feed-in Tariff Payments	46	0	2,111	4,754	0	2,222	0	0	9,134	2,500	0	0	0	2,500	11,634	5,000
Quickborn Suite rent	708	708	708	708	708	708	708	708	5,667	5,667	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	875	875	7,000	9,198	897	1,572	897	984	11,349	13,460
RHI - C.Centre Boiler	0	0	0	0	0	0	0	0	0	5,000	0	0	0	5,000	5,000	10,000
Victoria Storage Garages	0	0	0	100	0	0	0	0	100	240	0	0	0	0	100	240
Cemetery Chapel workshop	0	1,375	0	0	1,375	0	0	1,375	4,125	4,125	0	0	1,375	0	5,500	5,500
Foresters Hall	1,273	1,494	430	1,302	982	370	721	2,157	8,728	10,067	1,258	1,258	1,258	1,258	13,761	15,150
Foresters Chapel	288	0	0	288	0	0	288	0	863	863	0	288	0	0	1,150	1,150
2a Vernon Road, rent	600	600	60	650	650	1,300	0	542	4,402	4,800	650	650	650	650	7,002	7,200
Signal Box	354	354	354	354	354	0	0	0	1,771	2,833	354	354	354	704	3,538	4,600
Osborn Hall	0	0	0	684	0	0	0	0	684	325	100	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	0	0	2,177	5,198	0	1	0	0	2,178	5,200
The Hub and Source	0	0	0	1,105	0	250	0	0	1,355	1,950	1,416	0	600	0	3,371	3,800
Community Toilet Scheme	0	0	0	565	0	0	0	283	848	825	0	0	275	0	1,123	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>11,988</b>	<b>16,067</b>	<b>122,178</b>	<b>111,140</b>	<b>12,568</b>	<b>12,025</b>	<b>14,202</b>	<b>27,990</b>	<b>188,963</b>	<b>177,515</b>
<b>Purchases</b>																
Administration	1,627	812	688	1,037	607	1,303	988	1,049	8,111	8,867	1,108	1,108	1,108	1,108	12,545	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	0	0	345	200	0	0	0	0	345	200
Office Equipment/Computers	939	369	2,700	808	796	696	855	500	7,664	6,333	792	792	792	792	10,830	9,500
Hospitality	0	0	0	13	17	5	9	4	48	0	0	0	0	0	48	0
Dementia Forum	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Health & Safety	0	0	0	0	67	120	0	0	187	1,333	167	167	167	167	853	2,000
Insurances	0	0	5,852	0	224	0	29,729	0	35,806	36,500	0	0	0	0	0	36,500
Public Works Loan Costs	0	0	0	26,442	0	0	0	0	26,442	30,455	0	30,455	0	0	56,897	60,910
Mayor's Allowance	0	0	443	0	0	443	0	0	887	887	443	0	0	443	1,773	1,773
Grants Section142	0	0	9,500	0	0	0	9,500	0	19,000	19,000	0	0	0	0	19,000	19,000
Grants - Power of Competence	0	8,791	0	0	0	0	5,542	9	14,342	27,500	0	0	0	0	14,342	27,500
Volunteer Bureau SLA	0	0	8,000	0	0	0	0	0	8,000	8,000	0	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staf	19	0	0	21	53	21	0	0	113	267	33	33	33	33	247	400
Internal Audit Fees	0	0	230	0	0	0	0	0	230	230	0	0	860	0	1,090	1,950
(External) Audit Fees	0	0	0	0	0	2,000	0	0	2,000	2,500	0	0	0	0	2,000	2,500
Accountant fees	0	0	4,700	0	0	0	0	0	4,700	4,700	0	0	0	0	4,700	4,700
Professional Fees	1,580	669	600	0	720	135	485	406	4,595	6,667	833	833	833	833	7,928	10,000
Festive Lights	0	0	5,444	0	0	0	4,334	1,529	11,307	15,000	0	0	0	0	11,307	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	20,604	31,295	193,909	182,662	22,383	22,383	22,383	22,383	283,440	273,993
Members Allowances/Expenses	14	0	3,532	0	0	3,532	286	0	7,364	9,630	4,815	0	0	4,815	16,994	19,360
Newsletter	400	400	400	400	400	400	400	400	3,200	3,400	425	425	425	425	4,900	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	89	76	666	400	50	50	50	50	866	600
Civic Centre Running Costs	6,839	13,014	7,410	9,023	10,578	6,354	8,866	5,607	67,691	76,580	10,010	8,510	4,560	4,560	95,331	104,220
Caretakers - Salaries	8,543	7,004	6,915	7,490	5,623	6,626	6,335	2,670	51,206	51,144	7,534	7,534	7,534	7,784	81,591	95,649
West Park	0	61	271	0	0	760	393	0	1,485	1,032	129	129	129	129	2,001	1,548
Victoria Pavilion	1,074	4,697	3,202	802	1,180	4,037	1,011	1,025	17,027	15,843	1,980	1,980	1,560	1,560	24,109	22,925
Cemetery Buildings	174	172	172	172	172	172	172	172	1,378	1,480	185	185	0	750	2,498	2,600
Signal Box	0	0	0	0	0	239	928	0	1,168	1,000	125	125	125	125	1,668	1,500
The Hub	556	277	1,825	623	275	2,274	328	0	6,158	3,333	417	417	417	417	7,825	5,000
Foresters Hall	387	369	1,905	2,618	428	2,709	2,331	479	11,224	8,441	1,055	1,055	755	755	14,845	12,062
2a Vernon Road	0	49	75	228	0	0	0	0	352	200	0	0	0	0	352	200
Subscriptions	2,545	142	12	426	580	12	76	0	3,793	3,000	375	375	375	375	5,293	4,500
Training	11	1,799	0	500	124	0	1,060	925	4,420	3,667	458	458	458	458	6,253	5,500
All Building Cleaning Materials	224	149	100	335	93	438	141	276	1,756	1,341	167	167	167	167	2,423	2,000
<b>Total Purchases</b>	<b>48,628</b>	<b>62,464</b>	<b>87,992</b>	<b>75,175</b>	<b>45,134</b>	<b>56,295</b>	<b>94,463</b>	<b>46,422</b>	<b>516,574</b>	<b>531,592</b>	<b>53,485</b>	<b>77,181</b>	<b>42,731</b>	<b>48,860</b>	<b>703,025</b>	<b>770,720</b>

GP Committee as at 30 Nov 2022

	Apr 22 Actuals £	May 22 Actuals £	Jun 22 Actuals £	Jul 22 Actuals £	Aug 22 Actuals £	Sep 22 Actuals £	Oct 22 Actuals £	Nov 22 Actuals £	Actuals at 30 Nov 22 £	Budget at 30 Nov 22 £	Dec 22 Budget £	Jan 23 Budget £	Feb 23 Budget £	Mar 23 Budget £	Total £	2022/23 Budgets
New initiatives 2022/23																
Building Maintenance Fund - Year 8	1,402	4,384	6,470	0	0	1,238	0	0	13,493	0	0	0	0	0	N/A	62,000
Victoria Pavilion additional CCTV	0	3,084	0	0	0	0	0	0	3,084	0	0	0	0	0	N/A	2,000
Civic Centre Gutter Clearance and bird nettin	0	3,700	1,985	0	0	0	0	0	5,685	0	0	0	0	0	N/A	7,000
Civic Centre signage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	2,000
262 Bus Service	0	0	960	0	0	852	0	0	1,812	0	0	0	0	0	N/A	3,900
WPA NHS Top Up	104	353	187	189	369	92	51	186	1,531	0	0	0	0	0	N/A	1,854
Total New Initiatives 2021/22	0	11,520	9,602	189	369	2,182	51	186	25,605	0	0	0	0	0	0	78,754
Neighbourhood Plan	475	0	0	0	0	0	0	0	475	0	0	0	0	0	0	0
Elections (by-election)	0	0	0	0	0	0	0	4,611	4,611	0	0	0	0	0	0	0
Weald Hall Backdrops	0	0	0	0	0	0	760	0	760	0	0	0	0	0	0	0

**Luxfords at 30 November 2022**

	Apr 22 Actuals £	May 22 Actuals £	Jun 22 Actuals £	Jul 22 Actuals £	Aug 22 Actuals £	Sep 22 Actuals £	Oct 22 Actuals £	Nov 22 Actuals £	Actuals at 30 Nov 22	Budget at 30 Nov 22	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	14,973	11,900	79,157	78,444	10,000	9,778	9,778	10,000	118,713	118,000
Restaurant Bar Sales	410	406	466	720	537	1,212	739	491	4,981	4,667	583	583	583	583	7,314	7,000
Hire of Luxfords Restaurant	0	0	0	139	0	0	0	0	139	1,000	500	0	0	500	1,139	2,000
Function Food Sales	1,445	1,349	2,668	2,807	2,135	4,737	2,167	1,798	19,105	12,889	2,000	1,000	2,000	2,111	26,217	20,000
Function Bar Sales	2,951	943	1,155	2,623	2,623	560	1,239	2,064	14,158	9,000	2,000	1,000	1,000	2,000	20,158	15,000
Takeaway	0	0	0	0	0	0	0	0	0	250	250	0	0	250	500	1,000
Hire of Urn	174	62	27	105	204	114	123	87	896	667	83	83	83	83	1,229	1,000
Sundry Income	0	0	0	0	0	0	0	0	0	250	0	0	0	250	250	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>19,239</b>	<b>16,339</b>	<b>118,436</b>	<b>107,167</b>	<b>15,417</b>	<b>12,444</b>	<b>13,444</b>	<b>15,778</b>	<b>175,519</b>	<b>164,500</b>
<b>Purchases</b>																
Food Purchases	2,765	3,305	3,199	3,159	2,764	5,185	4,546	5,295	30,217	23,600	4,000	2,800	2,800	2,800	42,617	36,000
Bar Purchases - non-alcoholic	316	304	287	380	0	235	255	544	2,321	1,067	133	133	133	133	2,854	1,600
Bar purchases - alcoholic	1,182	805	777	1,567	0	386	86	733	5,536	4,000	1,000	333	333	333	7,536	6,000
Paper goods/consumables	118	135	234	105	139	262	202	163	1,358	1,133	142	142	142	142	1,925	1,700
Maintenance & Repairs	135	157	0	0	414	590	276	90	1,661	1,500	0	0	0	500	2,161	2,000
Equipment - New/Replacements	0	0	0	895	93	0	0	0	988	1,000	500	0	0	500	1,988	2,000
Equipment Hire	0	0	0	0	0	0	0	423	423	200	0	0	0	0	423	200
Rates	667	1,512	667	667	667	667	667	667	6,184	6,944	778	778	0	0	7,739	8,500
Electricity	804	727	624	560	589	542	695	825	5,367	6,600	825	825	825	825	8,667	9,900
Gas	473	389	296	195	205	171	0	0	1,728	767	96	96	96	96	2,112	1,150
Water	200	484	0	0	451	0	0	113	1,249	800	100	100	100	100	1,649	1,200
Telephone	0	0	0	0	0	0	0	0	0	113	14	14	14	14	57	170
Refuse Collection	117	146	117	122	129	130	170	145	1,076	800	100	100	100	100	1,476	1,200
Stocktaking	195	0	0	0	195	0	0	195	585	585	0	0	0	195	780	780
Stationery	0	0	0	0	5	0	0	5	10	35	0	0	0	35	45	70
Salaries	9,869	8,819	8,671	11,225	8,785	11,334	15,408	17,387	91,499	74,979	9,372	9,372	9,372	9,372	128,988	112,469
Casual wages	773	574	29	911	290	958	191	794	4,520	4,000	1,000	333	333	333	6,520	6,000
Luxfords General Advertising	0	0	80	0	0	0	0	0	80	375	188	0	0	188	455	750
Uniforms/Protective clothing	0	0	0	0	0	0	0	0	0	100	50	0	0	50	100	200
Credit charges	233	216	254	287	186	248	286	0	990	1,000	125	125	125	125	1,490	1,500
<b>Total Purchases</b>	<b>17,847</b>	<b>17,573</b>	<b>15,234</b>	<b>20,073</b>	<b>14,913</b>	<b>20,710</b>	<b>22,783</b>	<b>27,381</b>	<b>155,792</b>	<b>129,599</b>	<b>18,423</b>	<b>15,152</b>	<b>14,374</b>	<b>15,842</b>	<b>219,583</b>	<b>193,389</b>

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

**Monday 16 January 2023**

### **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 (have paid recent invoices, so currently checking the outstanding older invoices unpaid);
- Kent Community Health (same issue as above);
- 3VA Newhaven (same issue as above);
- 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 16 January 2023**

### **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

- Water leak from the washer and flange of the biomass boiler pipework, was resolved on 9 January, as well as a pump fault with the gas boiler;
- Officers to call biomass specialist in, to review a couple of practical issues with the larger pellet hopper;
- Works are in the process of being carried out to address initial observations from the new Estates & Facilities Manager, and contractor reports with regard to fire risk and emergency lighting. This has included the need to update signage, obtain quotations for replacement fire doors, undertake alterations to existing doors, the installation of door magnets and upgrade to emergency lighting, internally and externally;
- Investigating water penetration under eaves of the front area of the Civic Centre;

###### The Hub

- A water leak occurred prior to Christmas within the plant room of the Hub. This has since been resolved and electrics made safe;
- The tender documents have been received for the demolition of the Hub only (not the Source building) and appropriate movement of utilities for the Source. These will be officially opened by two Councillors in the presence of the Town Clerk/Estates & Facilities Manager in line with the financial regulations ;

###### The Source

- An issue arose with the water supply prior to Christmas during the freezing temperatures of minus six degrees. The matter resolved itself that same day;

###### Victoria Pavilion

- Difficulties were experienced with the hot water and heating within the building and this has subsequently resulted in issues in colder weather for the upstairs business and efficiency of the showers in the changing rooms. Concerns have been raised for the current water/heating system. Quotations will be obtained to review the whole system to meet current needs and capacity within the building;
- Small water leak as a result of a ball valve issue upstairs in Victoria Pavilion on 5 January 2023;
- Two new electric heaters were fitted in the Grounds staff' workshop prior to Christmas;
- Water ingress to the farthest velux window on the western side of the roof;

### The Signal Box

- A burst water pipe occurred in the freezing temperatures of minus six degrees on 11 December which resulted in the Police/Fire Service being called as there were uncertain of the ownership. Once more urgent matters have been addressed in our other buildings, quotations will be obtained to re-floor the upstairs of the Signal Box, address the pipework and toilet on the ground floor, and redecorate and make good the interior and exterior;

### Foresters Hall

- The baby changing unit has been fitted to the wall;
- Fire safety signage has been updated;
- Two doors have been removed and blocked up, between the flat and the hall, and the storage room and the children's toilets. This was a requirement of the recent fire risk assessments. Further quotations have been received to address emergency lighting, access points and consideration will be given to providing a separate storage area for cleaning materials and liquids;

### Snatts Road, Chapel

- Nothing new to report.

### West Park

- A connection to pipework in the loft of the pavilion burst in the freezing temperatures of minus six degrees prior to Christmas which resulted in a big clean up and dry up of the end changing room, toilet area, and official's toilet area. This resulted in dehumidifiers and additional heaters being left on in the building for a period of seven to fourteen days. Electrics were made safe, and strip lighting and extractor fans were upgraded as part of the repair works. This included the addition of up to date emergency lighting but has highlighted that further electrical works are required as well as up to date PAT testing prior to transferring the pavilion to the Uckfield Grasshoppers. Thankfully the ceilings have dried out well and this will be monitored with the hope that the plasterboard ceilings will not need to be replaced in these areas;

### 2A Vernon Road

- Since issues were reported with mould and damp a site visit was undertaken, a dehumidifier was purchased for the tenants, and electricians were booked to replace the extractor fan within the shower unit. Subsequent works will be carried out to consider with improving the ventilation and insulation of the flat in particular the north facing outside wall.

## **3.0 Recommendations**

### **3.1 Members are asked to note the report.**

Contact Officer: James Hollingdale/Holly Goring

# UCKFIELD TOWN COUNCIL



## RISK MANAGEMENT POLICY

Policy Number 29		
Issue No.	Date completed	Details of amendments
1	01.12.14	GP.39.12.14 – Adopted at General Purposes Committee
2	18.01.16	Reviewed at General Purpose Committee GP.50.01.16
3	06.03.17	GP.42.03.17
4	01.03.18	Finance Sub Committee review of draft amendments
5	09.01.19	Finance Sub Committee review of draft amendments
6	18.02.19	Reviewed Finance Sub-Committee recommendation at GP (18.02.19)
7	12.08.19	GP Committee to review updates – approved.
8	13.02.20	Finance Sub-Committee view of draft amendments
9	09.03.20	GP Committee reviewed updates
10	06.01.21	Finance Sub-Committee view of draft amendments
11	25.01.21	GP Committee 25.01.21
12	25.01.22	Finance Sub-Committee review
13	31.01.22	Adoption of revised Risk Management Policy
14	16.01.23	Review by General Purposes Committee

## 1.0 INTRODUCTION

Uckfield Town Council is aware of its responsibility to manage risk to ensure it achieves its objectives to deliver a high quality of public services and to ensure it provides good governance.

The Council has various policies in place to ensure significant risks are controlled, reviewed and monitored. This document forms the Town Council's Risk Management Strategy, it provides an overview of risk management and how it will be monitored.

This policy will be reviewed annually by the Finance Sub-committee.

The tables below detail the controls in place for the main service areas at risk

- Insurances
- Working with others
- Self-managed risk

Insurances			
Risk Identification			
<u>Insurance Cover</u>	<u>Details</u>	<u>Comments</u>	<u>Review Date</u>
Protection of physical assets: <ul style="list-style-type: none"><li>• Buildings, and contents (where applicable)</li><li>• Business interruption</li><li>• Stock</li><li>• Computer Equipment</li><li>• UTC Building CCTV (on premise)</li><li>• Town Centre CCTV</li><li>• Terrorism</li><li>• Some specified Grounds equipment</li></ul>	Company: Commercial Combined QBE Ins (Europe) Ltd Policy No: Y126862QBE0122A  Optional Marsh Commercial Claims Assist  Combined Engineering (British Engineering Services Contract No. EIP000843  Flood Excess Insurance (Signal Box) Policy Excess Ltd (Policy No. FE243625  Flood Excess (Bridge Cottage) Policy Excess Ltd (Policy No. FE243626  Period of cover: 19 <sup>th</sup> October 2022 - 18 <sup>th</sup> October 2023	Arrangement reviewed annually by the Town Clerk	August to October 2022

<p>Public Liability Insurance including:</p> <ul style="list-style-type: none"> <li>• Employers Liability</li> <li>• Libel and Slander</li> <li>• Motor Vehicles</li> <li>• Fidelity Guarantee</li> <li>• Personal Accident</li> <li>• Legal Expenses</li> <li>• Money</li> <li>• Civic Regalia</li> <li>• Litter Bins</li> <li>• Bus Shelters</li> <li>• Tennis courts to include Victoria</li> <li>• Large Grounds Equipment</li> <li>• Town Centre CCTV</li> </ul>	<p>Company:</p> <p>Zurich Municipal</p> <p>Policy No:</p> <p>YLL-272007-6913</p> <p>Period of cover</p> <p>20 June 2022-19 June 2023</p>	<p>Public Liability £15M</p> <p>Products and Employers Liability £10M</p> <p>Hirers Liability £2M</p> <p>Libel and Slander £250,000</p> <p>Employers Liability No less than £5M</p>	<p>Reviewed annually by Assistant Town Clerk &amp; Town Clerk</p>
<b>Internal controls</b>			
<p>Up to date register of assets</p> <p>Regular maintenance arrangements for physical assets.</p> <p>Annual review of risk and adequacy of cover</p> <p>Ensuring robustness in insurance provider</p>		<p>✓</p> <p>Budgets in place, maintained by staff and outside contractors in line with annual building maintenance programme.</p> <p>✓</p> <p>Review other service providers as part of annual review with brokers</p>	<p>Ongoing and reviewed at Full Council in December and January each year as part of annual review of Asset Management Plan. To be adopted by Full Council on 23 January 2023.</p> <p>Annual review – to assess contract and action plan.</p>

Ensuring we comply with new requirements set out in the EU General Data Protection Regulations (GDPR)	A Town Council may appoint an independent Data Protection Officer	GDPR-Info were re-appointed DPO for Uckfield Town Council in May 2019	Review to be undertaken in 2023.
	Audit undertaken of current practices, with action plan of areas to focus attention	GDPR-Info visited premises on 28 June 2018 and carried out full one day audit.	
Ensuring we have adequate network security and firewalls in place	Uckfield Town Council Civic Centre Wi-Fi. A feature was added to the public Wi-Fi, which each client has to accept prior to joining the Wi-Fi, giving protection for Uckfield Town Council from misuse.	Redway Networks	A review is being undertaken Jan 2023, in line with upgrading technology and ensuring we are using an efficient and effective system.
	Uckfield Town Council has installed a tailor-made Network fire wall with VPN capabilities to further strengthen network security and only allow traffic that is pre-authorised.	Redway Networks	Further works were undertaken to security in 2022.
<b>Internal audit assurance</b>			
Internal auditor testing includes:			
<ul style="list-style-type: none"> <li>✓ Review of internal controls in place and their documentation.</li> <li>✓ Review of management arrangements regarding insurance cover.</li> <li>✓ Testing of specific internal controls and report findings to the General Purposes Committee.</li> </ul>			

**Working with others****Risk Identification**

	<u>Details</u>	<u>Comments</u>	<u>Review Date</u>
<ul style="list-style-type: none"><li>Security of vulnerable buildings, amenities or equipment</li></ul>	Civic Centre, The Hub, West Park and Victoria pavilions and the garage store alarmed and maintained by outside contractors.	Security Alarms - Innovation Period of cover: April 2022 – March 2023	All security alarm companies to be accredited to the Security Systems and Alarms Inspection Board(SSAIB) and or the National Security Inspectorate (NSI)
	Civic Centre, The Hub, West Park and Victoria pavilions and Foresters Hall maintained by outside contractors.	Fire Alarms – Sovereign  All expire September 2023	
		Redway Networks/Focus telephones/	Telephone system is moving from analogue to digital on 16 Jan 2023.
		Brighton CCTV	Victoria Pavilion now connected to enhance CCTV provision

<ul style="list-style-type: none"> <li>Provision of services being carried out by others</li> </ul>	<u>Details</u>	<u>Comments</u>	<u>Review Date</u>
	Town Centre CCTV	Town Centre CCTV system in place since Nov. 2018– Six cameras. i-witness partnership with Sussex Police	Sussex Police are currently reviewing maintenance contract with BT Redcare.
	Civic Centre	Civic Centre own CCTV system - Brighton CCTV Feb 2022	Review Feb 2023.
	Banking arrangements, including borrowing	Banking arrangements reviewed every two years by Finance Sub-committee.	Annual review by Town Clerk  Review undertaken annually of the Town Council's borrowing and investments by Finance Sub-Committee, and subsequently reported to GP Committee
	Credit card/Worldpay transactions	PCI Compliance surveys undertaken as required to confirm no detailed personal financial data held by the Town Council.	Civic Centre completed in Jan 2022, Luxfords Restaurant due to be undertaken April 2022.

<ul style="list-style-type: none"> <li>Professional services (architects, project managers etc.)</li> </ul>	To use specialist when required.		Review to be undertaken as and when required on a project by project basis and in line with procurement regulations.
<b>Internal controls by Internal Auditor</b>			
<ul style="list-style-type: none"> <li>Standing Orders</li> <li>Annual review of contracts</li> <li>Clear statements of management responsibility for each service.</li> <li>Adoption and adherence to codes of practice</li> <li>Arrangements to detect and deter fraud and/or corruption</li> <li>Regular bank reconciliation, independently reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		
<b>Internal audit assurance</b>			
<p>Internal Auditor testing includes:</p> <ul style="list-style-type: none"> <li>✓ Review of internal controls in place and their documentation.</li> <li>✓ Review of management arrangements regarding insurance cover.</li> <li>✓ Testing of specific internal controls and report findings to the General Purposes Committee.</li> </ul>			

<b>Self-managed risk</b>
<ul style="list-style-type: none"> <li>○ Regular scrutiny of financial records and proper arrangement for the approval of expenditure</li> <li>○ Regular budget monitoring statements</li> <li>○ Minutes properly numbered and paginated with a master copy for safe keeping</li> <li>○ Regular returns to HM Revenue and Customs; contracts of employment for all staff, systems of updating records for any changes in relevant legislation</li> <li>○ Regular returns of VAT, relevant officer training</li> <li>○ Procedures for dealing with and monitoring grants made</li> <li>○ Procedure in place for recording and monitoring Members' interests and gift and hospitality received</li> <li>○ Adoption of codes of conduct for Members and employees</li> <li>○ Developing systems of performance measurement</li> <li>○ Documented procedures to deal with enquiries from the public</li> <li>○ Documented procedure to deal with responses to consultation requests</li> <li>○ Monitoring arrangements by the Council regarding Quality status</li> <li>○ Dual member authorisation of BACs payments entered by Assistant Town Clerk for supplier payments from February 2021 (members have access to authorisation only and will not be able to enter funds nor issue payments)</li> </ul>
<b>Covid-19 Pandemic – self managed risk</b>
<ul style="list-style-type: none"> <li>○ At least one senior manager present in the Town Council office each day with administrative staff member during national lockdowns and since then on a rota basis which ensures proper arrangements of financial records, safety for staff and presence in the building should an incident arise. It also ensures any risk of theft or emergency is mitigated;</li> <li>○ Caretakers and Grounds staff working on a rota basis, to ensure maintenance and security of Town Council buildings and open spaces.</li> <li>○ Risk Assessments and procedures outlined under the Town Council's Health &amp; Safety Policy.</li> <li>○ All procedures for staff and members of the public are reviewed frequently in line with covid rates, seasonal considerations, and UK Government guidance.</li> </ul>
<b>Internal audit assurance</b>
<ul style="list-style-type: none"> <li>✓ Review of internal controls in place and their documentation</li> <li>✓ Review of minutes to ensure legal powers in place recorded and correctly applied</li> <li>✓ Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from, minutes to statements etc. including petty cash transactions</li> <li>✓ Review and testing of arrangements to prevent and detect fraud and corruption</li> <li>✓ Testing of disclosures</li> <li>✓ Testing of specific internal controls and report findings to the General Purposes Committee</li> </ul>

# UCKFIELD TOWN COUNCIL



## ANNUAL INVESTMENT STRATEGY

Policy Number 45		
Issue No.	Date completed	Details of amendments
1	23.03.09	Adopted at General Purposes Committee - GP068.03.
2	15.12.09	Finance Sub-Committee agreed to review Policy in one year's time. GP.045.12.09
3	05.12.11	General Purposes - GP.63.12.11
4	01.12.14	Reviewed at General Purposes Committee - GP.39.12.14
5	18.01.16	Reviewed at General Purpose Committee GP.50.01.16
6	25.01.22	Review of strategy by Finance Sub-Committee
7	31.01.22	General Purposes Committee GP29.01.22
8	16.01.23	Review at General Purposes Committee 16.01.23

## **1.0 Introduction**

- 1.1 The strategy has been produced and complies with the revised requirements set out by the Department for Communities and Local Government in April 2010 with regard to Local Government Investments, CIPFA's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance notes and takes account of Section 15(1) (a) of the Local Government Act 2003.
- 1.2 Uckfield Town Council acknowledges its responsibility to the community and the importance of prudently investing the temporary surplus funds held on behalf of the community.

## **2.0 Objectives**

- 2.1 The general policy objective for this Council is prudent investment of its balances. The Council's investment priorities are:-
  - (i) the security of its reserves  
and
  - (ii) the liquidity of its investments.
- 2.2 The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

## **3.0 Policies**

- 3.1 All the Town Council's investments will be Specified Investments which are those offering high security and high liquidity. This means that:-
  - (i) All investments will be made in sterling and any payments or repayments will also be made in sterling.
  - (ii) All investments will be short term investments which will not exceed a maximum of thirteen months.
  - (iii) All investments will be made with a body or investment scheme which has been awarded a high credit rating by a credit rating agency<sup>1</sup>. (A high credit rating will be defined as 'A' 'High Credit Quality'.)
  - (iv) All investments will be made in UK banks, building societies or charitable funds.
- 3.2 Credit Ratings will be monitored at quarterly intervals. If the credit rating falls during that period, the Responsible Financial Officer, in consultation with the Chairman of the General Purposes Committee, the Chairman of the Finance Sub-committee and the Town Clerk, will decide on the appropriate action.

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<sup>1</sup> A credit rating agency is defined in the guidance as one of the following three companies: Standard and Poor's; Moody's Investors Service Ltd; Fitch Ratings Ltd.

- 3.3 For prudent management of its balances, the Town Council, maintaining sufficient levels of security and liquidity, will adopt a policy whereby funds which are likely to be surplus for up to three months can be invested in short term deposits with one or more of the UK major clearing banks and/or building societies.
- 3.4 (The Department of) Communities and Local Government maintain that borrowing of monies purely to invest, or to lend and make a return is unlawful and the Town Council will not engage in such activity.

#### **4.0 Review and amendment of the strategy**

- 4.1 This strategy will be reviewed annually.
- 4.2 At the end of the financial year during the preparation of accounts the Responsible Financial Officer will also report on investment activity.
- 4.3 The General Purposes Committee may recommend variations of the strategy for approval by the Full Council in accordance with the guidance from the Secretary of State.
- 4.4 The General Purposes Committee will review the Town Council's banking arrangements every two years.
- 4.5 The Finance Sub-committee will consider the placement of the Town Council's deposits one month before any bond matures and recommend movements to the General Purposes Committee or if subject to time constraints Full Council as necessary. At present the 12-month investment period Uckfield Town Council has been reviewing, has fallen each July.

#### **5.0 Current investments**

- 5.1 Uckfield Town Council's current investments are with:
- NatWest Bank Plc – day to day current account;
  - NatWest Bank Plc – business reserve account;
  - NatWest Bank Plc – 12-month fixed term deposit account;
  - Lloyds Bank Plc – Treasurer account;

#### **6.0 Non-financial investments**

- 6.1 Non-financial investments are normally held by a local authority to generate a profit, and it would normally be a physical asset that can be realised to recoup the capital invested. Uckfield Town Council has a portfolio of assets, with most buildings leased out for community use or to local small independent businesses. The full list of the Town Council's assets is available in the Town Council's Property Asset Management Plan 2023-28 which can be found on the Town Council's website: <https://www.uckfieldtc.gov.uk/key-documents/>

The Town Council currently owns the following residential property which sits adjacent to a Town Council owned community building:

- 2A Vernon Road

**Appendices:** Appendix A – Statement of position at 31 December 2022

**APPENDIX A**

**Statement of Financial Position as at 31 December 2022**

Specified investments	£
• NatWest Bank Plc – Day to Day Current Account	200,000.41
• NatWest Bank Plc – Business Reserve Account	1,048,414.86
• NatWest Bank Plc – 12 Month Fixed Term Deposit Account	300,000.00
• Lloyds Bank Plc – Treasurer Account	21,067.15
Non – financial Investments	
• Flat 2A Vernon Road (March 2019 Valuation)	140,000.00

**Nb. For the present time the General Reserve shall, as a minimum be kept as three months operating costs as predicted by the annual budget. This is in addition to earmarked reserves that are allocated for a specific purpose or project.**

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

**Monday 16 January 2023**

### **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 (12 November to 8 January 2023).
- 2.2 The Town Council began to be impacted by sickness over the winter period in November and December 2022. Unforeseen long-term sickness has affected one member of staff, and covid and other winter cold/flu viruses have affected staff levels at times since early December.
- 2.3 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.

	<b>As at 8 Jan 2023 (sickness recorded since 12 Nov 2022) (27 staff)</b>	<b>As at 11 Nov 2022 (sickness recorded since 1 Oct 2022) (25 staff)</b>	<b>Cumulative total for the year 2022/23</b>
Actual days taken as short-term Doctors' certificate	24.0 days	0.0 days	24.0 days
Actual days taken as self-certificated sick leave	21.0 days	5.0 days	28.0 days
Actual days taken as long-term sick leave	0.0 days	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)	3.0 days	0.0 days	10.0 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	4.0 days	0.0 days	6.0 days

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

- 3.1 Eight staff undertook one-day Emergency First Aid courses on 2 November. Further training will be booked for newer staff that have joined the organisation in the past few weeks.
- 3.2 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 have been 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. The online training system will now be reviewed as all licences/modules have been completed for the package purchased by Uckfield Town Council.

### **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 reviewing 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.

4.5 PAT testing is due to be carried out this year in all buildings, and quotes will be obtained to undertake this exercise, thoroughly. The PAT testing for West Park Pavilion will be completed in the next few weeks, to ensure this has been completed prior to handover to the Uckfield Grasshoppers Club.

## **5.0 Fire Safety**

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

5.2 A number of high and medium priorities have been identified through the risk assessment process, which are being addressed by our officers and external contractors. This includes the addition of signage within all buildings, the removal of two doorways and improvements to fire exits/muster points and lighting at Foresters Hall, improvements to the fire doors, magnets, and signage at the Civic Centre, and emergency lighting improvements at West Park Pavilion and Victoria Pavilion. Issues that were identified as a high priority have since been completed or in the process of completion.

## **6.0 Miscellaneous**

6.1 Sanitiser stations are still present within the Civic Centre but face coverings are not currently compulsory 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.

Contact Officers: Holly Goring

## Appendix A

### UCKFIELD TOWN COUNCIL



#### MEMBERS AUDIT FORM

MONTH: *August 22*

#### Checklist:

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

#### SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

Supplier Invoices  
Customer Invoices  
Timesheets

☒  
☒  
☒

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

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

Clerks Account  
General Account  
Special Interest Bearing  
Lloyds Bank Account

☒  
☒  
☐  
☐

#### PETTY CASH

Check cash balance and vouchers

Town Council Petty Cash  
Luxfords Pettv Cash

☒  
☒

Signed ? .....

Print Name *HELEN FIRTH* .....

Dated *23-11-22* .....

### 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
Dragon Event <sup>SERVICE</sup>	130822	15187	5078	BACS ✓
KFF	7736498	15119 <del>5778734</del>	5810	BACS ✓

### Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
MRS D. LAMB.	41173	YES.	6-9-22.	640
TRAINING ANDERSON FIRST	41168	YES.	24-8-22	Page 2.

### Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
Barry Harwood.	YES.	YES.	26-8-22.	841775482
SADIE EASTWOOD	YES	YES	26-8-22	841775482

**Bank Reconciliation Checked**

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
GENERAL. ✓	ON-LINE	YES	END OF MONTH.	1200
CHEQUES ACCOUNT	516	YES	YES.	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	August 22 YES	POST OFFICE YES.	
Luxfords	August 22 YES.	BOOKER. YES.	

