



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Tuesday 11 April 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 27 February 2023

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 end of February 2023

5.3 To note current bad debts

6.0 BUILDINGS

- 6.1 To note the current position with the Council's buildings
- 6.2 To consider the detail of works within the Building Maintenance Programme to replace the existing heating and associated plumbing within Victoria Pavilion and Foresters Hall
- 6.3 To receive an update on the proposed demolition of the Hub (Hub only, not the Source)

7.0 POLICY

- 7.1 To note information on the East Sussex Wellbeing at Work Programme

8.0 ADMINISTRATION

- 8.1 To receive a report on Health and Safety within the Council
- 8.2 To receive Members' audit reports (December 2022 and January 2023)

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
 - (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 note an update on the renewal of the lease agreements for the Quickborn Suite and Source
- 12.2 To note an update on the commencement of the lease agreement for West Park Pavilion
- 12.3 To consider quotations for works to the exterior of Foresters Hall
- 12.4 To consider an update from Luxfords Restaurant



Town Clerk
3 April 2023

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 27 February 2023 at 7.00pm

PRESENT:

Cllr. D. Ward (Chair)	Cllr. J. Love
Cllr. P. Sparks (Vice-Chair)	Cllr. C. Macve
Cllr. J. Edwards	Cllr. A. Smith
Cllr. G. Johnson	Miss H. Hemming – Youth Member
	Miss L. Kortenbout-Wright – Youth Member

IN ATTENDANCE:

Three members of the public.
Sarah D'Alessio – Assistant Town Clerk & Responsible Financial Officer
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.

Councillors C. Macve and P. Sparks declared a prejudicial interest in agenda item 5.5 due to their interest in one of the organisations still awaiting consideration for grant funding (the Luxford Centre). The Town Clerk advised that they would need to leave the room for this agenda item.

The Town Clerk advised that dispensations had been granted for all members to discuss the recommendations of the Finance Sub-Committee from their recent meeting for 2023-24 community grant funding allocations. General Purposes Committee were being asked to ratify the sub-committee's recommendations and take a decision on the final list of grants to be awarded.

Councillor J. Edwards declared a personal interest in agenda item 6.2 in his role as the Town Council representative for Ridgewood Village Hall Committee. The Town Clerk advised that he could speak, but not vote.

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

GP27.02.23 Members **RESOLVED** to suspend standing orders to enable members of the public to speak.

A representative of St. Peter & St James Hospice spoke in relation to the Town Council's Community Grant programme, and their application for funding for £1,000 to support their Clinical Nurse Specialist (CNS) service.

This grant would help ensure that their nurses could continue to be there for people in the Uckfield area; providing 40 hours of nursing care in the community by one community nurse specialist. They were the first point of contact; enabling medication and linkages between district nursing, GP and healthcare services.

The Town Clerk also advised that a written statement had been provided by a representative of the Uckfield College Counselling Service, with regards to the community grant funding programme. They were due to attend the meeting to speak, but due to unforeseen personal circumstances were unable to make the meeting.

The Chair read out the statement, which read...

“I continue to provide regular, individual counselling for 15 students each week in a specific room at the school on Tuesdays, Wednesdays and Thursdays. The need has escalated even more in recent years, because, I suspect, of the ongoing psychological fall-out from the extended isolation of the lockdowns and the virtual disappearance of other forms of therapeutic support for young people, given the struggles of CAMHS to respond to this deluge.

Your grant funding continues to provide invaluable, financial support for the school to be able to continue to provide qualified therapy for students in the context of intensifying demands on the school budget in real terms.

In recent years I have worked with over 250 different students and I'm very aware that I am now encountering students with more severe, complex issues than when I began to work at the college, whilst still being able to provide therapy to a significant proportion of students at the school. Thank you very much for all of your understanding and support.”

The Chair of Ridgewood Village Hall Committee spoke, in relation to agenda item 6.2 and the adjacent car park.

The Chair advised that although RVH was a Town Council owned building, it was run by a management committee on a full repairing lease.

She therefore felt best placed to provide input into what was needed to support the car parking for the facilities and to sort drainage to mitigate the current issues being experienced from surface water.

The RVH Management Committee had raised over £100k to date to support the full refurbishment of the building. The car park had been in a shocking state for some years with potholes and loose gravel. Poor drainage from the recreation ground and from the car park caused flooding to the car park and also flooding to the basement of the hall as it returned back up the downpipes which impacted the internal walls of the building. The Chair spoke of an elderly person's fall in the car park in a pothole, she also referenced the promise for the car park to be completed on the completion of the hall refurbishment. A partial job was done without full consideration of what was required. The kerbstones placed around the edge of the car park had made matters much worse and water backed up. This work had been put off, and would now cost the Town Council a lot of money to put right. Uckfield Town Council do have a duty of care. The car park supported walkers, users of Millennium Green, users of the hall, the allotments and play area/recreation ground. The Management Committee urged for this matter to be rectified.

GP28.02.23 Members **RESOLVED** to reinstate standing orders.

3.0 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor B. Cox and Councillor H. Firth due to sickness.

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 16 January 2023

GP29.02.23 Members subsequently **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 16 January 2023 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: -

GP25.01.23 – Town Clerks Announcements – purchase of Rotary Mower

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 Dec 2022

Members reviewed the report for Luxfords Restaurant first. Councillor C. Macve saw the encouraging increase in income over the past year, but the not so encouraging increase in purchase costs in recent months. He questioned whether the increase in sales was due to extra volume or price increase. And likewise with the increase in expenditure.

The Town Clerk advised that it was a bit of both; confirming that the menu prices were due to be increased shortly following feedback in the recent stocktake, but we had also seen an increase in trade which was positive. Saturdays used to be one of the restaurant's quietest days but were now one of the busiest. Fantastic feedback had been received on Facebook, and the Clerk was happy to see the restaurant busy.

A question was also asked with regard to salaries. The Town Clerk advised that an adjustment had to be made to kitchen staff salaries in October which included backpay to April, and all staff received their cost of living increase in November once agreed by the National Joint Council and Unions, and this also included backpay from 1 April 2022.

Members noted the Luxfords income and expenditure report.

Members reviewed the General Purposes Committee report. Councillor P. Sparks noted that overall the figures were good. He wished to highlight the increase in sales for Civic Centre room hire and the feed in tariff payments. He then compared with Foresters Hall and wondered why this wasn't doing so well. The Town Clerk explained the change in some of the regular hirers' bookings and that one had moved their meetings to the Civic Centre, so the Town Council was still

receiving income from this hirer but at a different venue.

Members subsequently noted both the report.

5.3 To note current bad debts

The Town Clerk advised that payments had been made by a couple of the bad debtors since the report had been prepared. Members noted the report.

5.4 To receive the minutes of the Finance Sub-Committee held on 22 February 2023

Members received and noted the contents of the draft minutes of the recent Finance Sub-Committee held on 22 February 2023.

5.5 To consider the recommendations of the Finance Sub-Committee held on 22 February 2023

(this agenda item would be considered under confidential business)

5.6 To review information and quotations from companies providing Internal Audit Services to appoint a new Internal Auditor

The Town Clerk advised that three quotes had been received. Initial contact had been made with five companies but two were unable to assist. All provided very good quotations and detailed responses. Prices varied, but were within the usual framework for these services. Town Council staff confirmed that the most important factors for them would be the additional support and advice received, a mix of in person and remote visits and the level of detail of the audits. The Town Clerk advised that members did not have to make a decision at this time. A final decision could be made by Full Council on 6 March, once feedback had been received from other local authorities in receipt of their services.

It was suggested that perhaps it would be prudent to sign an agreement with the selected service provider for one year with the opportunity to renew for a further two, to ensure the working relationship worked well.

One member recognised that staff would need to work very closely with an auditor and it therefore made sense for the staff to feel comfortable.

A second member thought the second specification was the most detailed, but queried their insurance cover.

Members noted the feedback and information provided, and proposed to defer the matter to Full Council to give adequate time for feedback to be received from authorities working with these Internal Auditing Service providers.

6.0 **BUILDINGS**

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

Members were presented with a detailed update on the current condition of the Town Council's buildings and the compliance work being undertaken.

One member raised their concerns with the damp and mould that had been picked up in one of the Town Council's buildings. The Town Clerk advised that action had been taken. The Town Clerk and Estates & Facilities Manager attended the property and assessed the situation. A large heavy duty dehumidifier was purchased for the property. It was found on the site visit that the fan in the shower unit which was located in the bedroom, was hardly performing.

Electrical contractors were booked to replace the extractor fan within the shower. The office continued to be in regular communication with the tenant. Longer term the Town Council would need to review that room. The north facing wall felt cold, but the back wall of the property was warm. It was a very old property and that wall was likely to be taking the brunt of the bad winter weather. Matters were in hand, and staff would continue to monitor until larger scale work could be undertaken.

A discussion also focused on the Signal Box and the damage caused by contractors and emergency authorities.

Members noted the detailed update provided.

6.2 To consider proposals for Ridgewood Village Hall Car Park works

The Town Clerk presented to members via powerpoint, to talk through in detail the proposals that had been put forward by WAS Architects and Hazelind Projects for the drainage and car park resurfacing. They were keen for the Town Council to consider the surface for the car park.

This presentation showed the illustrations of the drawings which highlighted the drainage points and the gradient of the site. The dashed orange line to the right of the hall would be a cut off drain that would collect water and would divert it away towards the bottom of the recreation ground. The height of the entrance point from New Road into the car park would be increased to reduce the amount of water entering the car park from New Road at that point and speed of flow. The drainage scheme would be a fixed item of the proposed works. The surface used in the car park was integral. To the left of the line, would discharge into the new drainage system within the car park. A fairly deep granular layer underneath the surface would collect the water and slow the whole drainage process down; cleaning and storing the drainage water leading to a shallow plastic underground tank. The outflow from this would be restricted at a very low rate via a manhole, and then directed to the ditch towards the green. They had also allowed for the roof drainage from the hall to be picked up within the new system. The Town Clerk referenced the guttering and current issues at the hall.

The Town Clerk talked through the four surfacing choices outlined by the contractors, which included options using permeable block paving, grass crete and tarmac.

The Town Clerk advised that the parking bays did not have to be marked out, but it was imperative that the disabled bays by the front of the hall were marked. The sizing of the bays were in accordance with East Sussex County Council guidance and public parking. They felt that the sizing was already minimal. The Town Clerk asked when there was a function on at the hall, for the number of vehicles to be counted and photos taken to understand current usage.

One member felt block paving silted up, and debris that came off cars would soon fill the gaps between the gaps, so would become impermeable. Tarmacadam was similar with debris over time. He didn't feel either would give a long-term solution. They felt the grass crete would be more permeable and agreed the granite sets on the entrance to the car park needed to be raised.

One member referenced bad flooding in Boscastle in 2005, which was caused by a tarmac car park. They made reference to a rubber design which worked in a similar way to grass crete. It was still there now, modular and more permeable.

One member questioned whether an electric charging point could be added during the project.

One member asked a question relating to the underground water tank, which the Town Clerk would follow up on.

It was also discussed that if grass crete was used, a defects liability period should be at least 12 months to ensure that any trip hazards in the grass crete would be rectified immediately.

- GP30.02.23** After much discussion members **RESOLVED** to report back to the engineers/architects with two options to explore:
- (i) entrance area/or first half only in permeable block paving marking out disabled spaces with remainder of the car park in grass-crete (no spaces marked out), and second choice;
 - (ii) all surfacing in permeable block paving – delineating all general parking spaces and disabled parking spaces.

7.0 POLICY

None.

8.0 ADMINISTRATION

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

Members noted the report and Town Clerk's update.

8.2 To receive Members' audit reports

Members noted the audit report for November 2022.

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

9.1 To consider reports from: -

- (i) Wealden Citizen's Advice
Nothing to report at this time.
- (ii) East Sussex Association of Local Councils AGM
Nothing to report at this time.
- (iii) Ridgewood Village Hall Management Committee
Nothing to report at this time.
- (iv) Uckfield & District Housing Association Ltd Mgt Committee
Nothing to report at this time.
- (v) Uckfield and District Preservation Society
Nothing to report at this time.
- (vi) Uckfield Volunteer Centre
Nothing to report at this time.

- (vii) Wealden Works
Nothing to report at this time.
- (viii) Wealden District Association of Local Councils – Mgt Committee
Nothing to report at this time.
- (ix) Wealden District Association of Local Councils – Planning Panel
Nothing to report at this time.

10.0 CHAIRMAN'S ANNOUNCEMENTS

The Chair, Councillor D. Ward advised that Councillor A. Smith was organising another collection for the Uckfield Food Bank on Saturday 11 March at Tesco. An email would follow seeking volunteers.

11.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk advised members of officers' ideas for reworking the layout of two rooms upstairs in the Civic Centre. At present, the Martlets Room was hired out on a more permanent basis, but being located right in between the other meeting rooms, it was proving quite noisy for the hirer. A suggestion had been made for the Town Clerk to move into the Mayor's Parlour, which would still sit adjacent to the Town Council office, and the longer term hired room to move to the Town Clerk's old office, enabling the Martlets room to be relet for hire as a meeting room. A report would be presented to members at Full Council the following week, but the Clerk was keen to run the idea past members first.

12.0 CONFIDENTIAL BUSINESS

GP31.02.23

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.

5.5 To consider the recommendations of the Finance Sub-Committee held on 22 February 2023

Members were asked to review the recommendations of the Finance Sub-Committee from their meeting on 22 February 2023, whereby they considered 22 applications for grant funding through the Community Grants Programme for 2023-24. Recommendations had been provided for 19 out of the 22 applications, so a decision was required for three organisations, namely St Peter & St James Hospice, the Luxford Centre and Uckfield College Counselling Service.

GP32.02.23

Members **RESOLVED** to:

- (i) provide a sum of £1,000 to St Peter & St James Hospice and a sum of £2,500 to Uckfield College Counselling Service through the Town Council's Community Grants Programme but unfortunately were not able to approve the allocation of funding for the Luxford Centre on this occasion due to the limited amount of funds remaining, and;
- (ii) approve the recommendations for the remaining 19 applications, with a total sum of £27,101.06 being awarded under the General Power of Competence for Uckfield Town Council's Community Grant Programme in 2023-24.

12.1 To approve the instruction of a new maintenance contract for the Town Centre CCTV system

Members noted the update from the Town Clerk.

12.2 To consider an update to the renewal of the lease agreements for the Cemetery Chapels

GP33.02.23 Members **RESOLVED** to recommend the renewal of the lease agreements for the Cemetery Chapels for signing at Full Council, and for the current rental figures to be retained based on the market valuation.

12.3 To consider the lease agreement for the Source

Members discussed the suggested renewal of the existing agreement and were happy for the Town Clerk to explore a renewal based on two years. Further details would be discussed at the next meeting.

12.4 To consider an update from Luxfords Restaurant

Members thanked the Hospitality Manager for their report and their team's hard work.

The meeting closed at 8.45pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP07.06.22</u>	<p><u>To consider registering key buildings within Uckfield Town as assets of community value</u> Members RESOLVED for the Town Clerk to proceed with exploring the registration of further assets of community value with Wealden District Council and to explore options for Eugene Seghers Memorial.</p>	06.06.22	HG	<p style="text-align: center;">In progress.</p> <p>Unfortunately works have already commenced on the Highlands Inn site. Members are asked if it is still prudent to try and apply to register for the Brickmakers Arms.</p>

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

Outstanding initiatives from 2019/20

Project Name		Replacement of Civic Centre booking system		Project Number	59
Resolution Number	Funds	Date	Commentary		
FC93.01.19	£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.		
		29.05.22	Work has commenced to understand current options available for replacement.		
		06.04.23	Unfortunately it is very unlikely that a new booking system could align with SAGE which was our hope. Therefore contact has been made with five companies who provide software suitable for managing facilities and meeting room hire. These have been recommended by other parish/town councils with a variety of facilities for hire.		

Project Name		Online event ticket system		Project Number	60
Resolution Number	Funds	Date	Commentary		
FC93.01.19	(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.		

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

	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.
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Outstanding initiatives from 2020/21

Project Name		Replacement back drops – Weald Hall		Project Number	63
Resolution Number	Funds	Date	Commentary		
FC.92.01.20	£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. NFA - No further purchases required at present, funding can remain in earmarked reserves for future replacements.		

Projects for 2021/22

Project Name		Climate Change Initiatives (carry forward from 2020/21)		Project Number	66
Resolution Number	Funds	Date	Commentary		
	£7,500	20.01.20	-		
FC.92.01.20	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	
		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.		
		03.04.23	Priority works have been undertaken and progressed as planned. See below...		

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

			Proposed expenditure on Building Maintenance Fund 2022/23		
			Year 8	Estimate	Actual
			Signal Box refurb windows ext decoration	5000	To be progressed in 2023.
			Civic Centre storage solution caretaker station	10000	In progress. To be progressed in 2023.
			Foresters Hall render repairs -reallocated to Foresters Hall remedial works for fire and lighting requirements.	3000	Works in progress or completed.
			Osborn & Ridgewood car park drainage	30000	RVH Car Park plans in progress.
			Civic Centre parking resurface, repair drainage and parking markings - reallocated to Civic Centre Fire door replacements and improvements	7500	Works completed.
			Foresters Kitchen fittings - reallocated to emergency lighting upgrade and lighting improvements.	4000	Works completed.
			Contingency	2500	
			Total	62000	

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

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

Project Name		262 Bus Service – 2022/23		Project Number	72
Resolution Number	Funds	Date	Commentary		
FC82.01.22	£3,900.00 - £960.09 =£2939.91	11.07.22	The first quarter's invoice has been received (Apr – Jun 2022) for the amount of £960.09 and will be processed shortly.		
	- £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.		
	- £844.44 =£114.34	30.03.23	Fourth quarterly invoice (Jan – Mar 2022) for the amount of £844.14. NFA. Action can be removed.		

GP Committee at 28 Feb 2023

	Apr 22 Actuals £	May 22 Actuals £	Jun 22 Actuals £	Jul 22 Actuals £	Aug 22 Actuals £	Sep 22 Actuals £	Oct 22 Actuals £	Nov 22 Actuals £	Dec 22 Actuals £	Jan 23 Actuals £	Feb 23 Actuals £	Actuals at 28 Feb 23 £	Budget at 28 Feb 23 £	Mar 23 Budget £	Total £	2022/23 Budgets
Sales																
Administration	0	0	0	0	0	0	132	125	0	0	0	257	0	0	257	0
Festive Light Income	57	0	0	0	0	0	0	0	0	0	0	57	0	2,200	2,257	2,200
Bank Interest - Business Reserve	0	103	91	78	82	196	409	672	718	714	632	3,696	80	10	3,706	90
Interest Misc. (Fixed Rate Bond)	900	0	0	150	0	0	0	0	0	0	0	1,051	100	100	1,151	200
Civic Centre	12,308	8,925	6,852	8,694	7,914	8,850	8,856	9,428	6,011	5,639	13,326	96,803	78,925	7,175	103,979	86,100
Feed-in Tariff Payments	46	0	2,111	4,754	0	2,222	0	0	1,085	0	0	10,218	5,000	0	10,218	5,000
Quickborn Suite rent	708	708	708	708	708	708	708	708	708	708	708	7,792	7,792	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	875	875	875	9,625	12,563	984	10,609	13,460
RHI - C.Centre Boiler	0	0	0	0	0	0	0	0	0	3,373	0	3,373	5,000	5,000	8,373	10,000
Victoria Storage Garages	0	0	0	100	0	0	0	0	0	0	0	100	240	0	100	240
Cemetery Chapel workshop	0	1,375	0	0	1,375	0	0	1,375	0	0	1,375	5,500	5,500	0	5,500	5,500
Foresters Hall	1,273	1,494	430	1,302	982	370	721	2,157	215	575	1,924	11,441	13,842	1,258	12,699	15,150
Foresters Chapel	288	0	0	288	0	0	288	0	0	288	0	1,150	1,150	0	1,150	1,150
2a Vernon Road, rent	600	600	60	650	650	1,300	0	542	650	650	650	6,352	6,600	600	6,952	7,200
Signal Box	354	354	354	354	354	0	0	0	0	0	0	1,771	4,246	704	2,475	4,600
Osborn Hall	0	0	0	684	0	0	0	0	100	0	0	784	425	0	784	425
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	900	900	900
Bridge Cottage	0	0	0	2,177	0	0	0	0	0	1	0	2,178	5,199	0	2,178	5,200
The Hub and Source	0	0	0	1,105	0	250	0	0	1,416	0	0	2,771	3,800	730	3,501	3,800
Community Toilet Scheme	0	0	0	565	0	0	0	283	0	0	283	1,130	1,100	0	1,130	1,100
Training admin	0	0	0	0	0	0	0	0	0	0	0	0	0	100	100	100
Total Sales	17,409	14,435	11,481	22,485	12,941	14,772	11,988	16,165	11,778	12,823	19,773	166,048	151,561	27,070	193,118	177,515
Purchases																
Administration	1,627	812	688	1,037	607	1,303	988	1,049	1,032	1,618	110	10,872	12,192	1,108	11,980	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	0	0	0	345	200	0	345	200
Office Equipment/Computers	939	369	2,700	808	796	696	855	500	1,081	825	462	10,031	8,708	792	10,823	9,500
Hospitality	0	0	0	13	17	5	9	4	9	0	0	57	0	0	57	0
Dementia Forum	0	0	0	0	0	0	0	0	28	0	0	28	0	0	28	0
Health & Safety	0	0	0	0	67	120	0	0	320	1,910	157	2,573	1,833	0	2,573	2,000
Insurances	0	0	5,852	0	224	0	31,765	0	0	0	0	37,842	36,500	0	36,500	36,500
Public Works Loan Costs	0	0	0	26,442	0	0	0	0	0	26,442	0	52,883	52,883	0	52,883	60,910
Mayor's Allowance	0	0	443	0	0	443	0	0	443	0	0	1,330	1,330	443	1,773	1,773
Grants Section142	0	0	9,500	0	0	0	9,500	0	0	0	0	19,000	19,000	0	19,000	19,000
Grants - Power of Competence	0	8,791	0	0	0	0	5,542	0	0	0	0	14,333	27,500	0	14,333	27,500
Volunteer Bureau SLA	0	0	8,000	0	0	0	0	0	0	0	0	8,000	8,000	0	8,000	8,000
Clothing - Corp & Prot - Indoor staf	19	0	0	21	53	21	0	0	0	220	0	333	400	0	333	400
Internal Audit Fees	0	0	230	0	0	0	0	0	0	0	0	230	1,090	0	230	1,950
(External) Audit Fees	0	0	0	0	0	2,000	0	0	0	0	0	2,000	2,500	0	2,000	2,500
Accountant fees	0	0	4,700	0	0	0	0	0	0	0	0	4,700	4,700	0	4,700	4,700
Professional Fees	1,580	669	600	0	720	135	485	406	0	1,050	120	5,765	9,167	833	6,599	10,000
Festive Lights	0	0	5,444	0	0	0	4,334	1,529	1,922	0	460	13,689	15,000	0	13,689	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	25,232	24,615	21,002	264,758	251,160	22,383	287,141	273,993
Members Allowances/Expenses	14	0	3,532	0	0	3,532	286	0	3,853	0	0	11,217	14,445	4,815	16,032	19,360
Newsletter	400	400	400	400	400	400	400	400	400	400	400	4,400	4,675	425	4,825	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	84	79	75	903	550	50	953	600
Civic Centre Running Costs	7,030	13,242	7,453	9,023	11,345	6,740	8,886	6,408	4,497	14,094	6,849	95,566	99,660	4,560	100,126	104,220
Caretakers - Salaries	8,543	7,004	6,915	7,490	5,623	6,626	6,335	9,234	7,418	11,315	8,774	85,277	87,699	7,784	93,061	95,649
West Park	0	61	271	0	0	760	604	0	1,565	1,825	290	5,375	1,419	129	5,504	1,548
Victoria Pavilion	1,074	4,697	3,202	802	1,180	4,037	1,011	1,025	1,985	1,834	1,707	22,553	21,365	1,560	24,114	22,925
Cemetery Buildings	174	172	172	172	172	172	172	172	172	172	0	1,722	1,850	750	2,472	2,600
Signal Box	0	0	0	0	0	239	928	0	0	0	0	1,168	1,375	125	1,293	1,500
The Hub	556	277	1,825	623	275	2,274	328	0	2,543	0	0	8,702	4,583	417	9,118	5,000
Foresters Hall	387	369	1,905	2,618	428	2,709	2,331	479	2,255	618	750	14,847	11,307	755	15,602	12,062
2a Vernon Road	0	49	75	228	0	0	100	0	120	398	100	1,069	200	0	1,069	200
Subscriptions	2,545	142	12	426	580	12	88	12	12	0	0	3,829	4,125	375	4,204	4,500
Training	11	1,799	0	500	124	0	1,081	925	0	335	0	4,776	5,042	458	5,234	5,500
All Building Cleaning Materials	224	149	100	335	93	438	236	141	283	34	415	2,447	1,833	167	2,614	2,000
Total Purchases	48,819	62,692	88,035	75,175	45,901	56,681	96,958	53,654	55,254	87,782	41,670	712,621	712,291	48,660	759,939	770,720

GP Committee at 28 Feb 2023

	Apr 22 Actuals £	May 22 Actuals £	Jun 22 Actuals £	Jul 22 Actuals £	Aug 22 Actuals £	Sep 22 Actuals £	Oct 22 Actuals £	Nov 22 Actuals £	Dec 22 Actuals £	Jan 23 Actuals £	Feb 23 Actuals £	Actuals at 28 Feb 23 £	Budget at 28 Feb 23 £	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	311	729	9,614	24,147	0	0	N/A	62,000
Victoria Pavilion additional CCTV	0	3,084	0	0	0	0	0	0	0	0	0	3,084	0	0	N/A	2,000
Civic Centre Gutter Clearance and bird nettir	0	3,700	1,985	0	0	0	0	0	0	0	0	5,685	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	1,129	0	0	2,941	0	0	N/A	3,900
WPA NHS Top Up	104	353	187	189	369	92	51	82	190	391	205	2,214	0	0	N/A	1,854
Total New Initiatives 2021/22	0	11,520	9,602	189	369	2,182	51	82	1,631	1,120	9,818	38,071	0	0	0	78,754
Neighbourhood Plan	475	0	0	0	0	0	0	0	2,980	0	0	3,455	0	0	0	0
Elections (by-election)	0	0	0	0	0	0	0	4,611	0	0	0	4,611	0	0	0	0
Weald Hall Backdrops	0	0	0	0	0	0	760	0	0	0	0	760	0	0	0	0

Plus Hub rates that we will hopefully see an amount refunded - £12357,02

Luxfords at 28 February 2023

	Apr 22 Actuals £	May 22 Actuals £	Jun 22 Actuals £	Jul 22 Actuals £	Aug 22 Actuals £	Sep 22 Actuals £	Oct 22 Actuals £	Nov 22 Actuals £	Dec 22 Actuals £	Jan 23 Actuals £	Feb 23 Actuals £	Actuals at Feb 23	Budget at Feb 23	Mar 23 Budget £	Total 2022/23	2022/23 Budgets
Sales																
Restaurant Food Sales	8,090	8,810	8,712	8,264	8,300	10,110	14,578	11,933	11,575	11,620	12,326	114,317	108,000	10,000	124,317	118,000
Restaurant Bar Sales	410	406	466	720	537	1,212	724	491	3,226	386	1,013	9,592	6,417	583	10,175	7,000
Hire of Luxfords Restaurant	0	0	0	139	0	0	0	0	0	0	0	139	1,500	500	639	2,000
Function Food Sales	1,445	1,349	2,668	2,807	2,135	4,737	2,167	1,821	2,805	2,805	2,741	27,480	17,889	2,111	29,591	20,000
Function Bar Sales	2,951	943	1,155	2,623	2,623	560	1,239	2,069	1,786	176	1,275	17,400	13,000	2,000	19,400	15,000
Takeaway	0	0	0	0	0	0	0	0	0	0	0	0	750	250	250	1,000
Hire of Urn	174	62	27	105	204	114	123	87	98	107	168	1,268	917	83	1,351	1,000
Sundry Income	0	0	0	0	0	0	0	0	0	0	0	0	250	250	250	500
Total Sales	13,070	11,569	13,028	14,658	13,799	16,733	18,830	16,400	19,491	15,094	17,523	170,195	148,722	15,778	185,973	164,500
Purchases																
Food Purchases	2,765	3,305	3,199	3,159	2,764	5,185	4,546	5,295	5,011	4,802	4,726	44,756	33,200	2,800	47,556	36,000
Bar Purchases - non-alcoholic	316	304	287	380	0	235	255	544	223	0	511	3,055	1,467	133	3,189	1,600
Bar purchases - alcoholic	1,182	805	777	1,567	0	386	86	733	1,483	0	296	7,315	5,667	333	7,649	6,000
Paper goods/consumables	118	135	234	105	139	262	245	163	231	234	231	2,098	1,558	142	2,240	1,700
Maintenance & Repairs	135	157	0	0	414	590	276	90	198	166	107	2,131	2,000	0	2,131	2,000
Equipment - New/Replacements	0	0	0	895	93	0	0	0	23	60	0	1,071	2,000	0	1,071	2,000
Equipment Hire	0	0	0	0	0	0	0	423	0	0	0	423	200	0	423	200
Rates	667	1,512	667	667	667	667	667	667	667	667	667	8,186	8,500	0	8,186	8,500
Electricity	804	727	624	560	589	542	695	825	861	1,005	971	8,204	9,075	825	9,029	9,900
Gas	473	389	296	195	205	171	213	91	211	243	0	2,487	1,054	96	2,582	1,150
Water	200	484	0	0	451	0	0	113	0	0	0	1,249	1,100	100	1,349	1,200
Telephone	0	0	0	0	0	0	0	0	0	0	0	0	156	14	14	170
Refuse Collection	117	146	117	122	129	130	170	145	138	0	313	1,527	1,100	100	1,627	1,200
Stocktaking	195	0	0	0	195	0	195	0	0	205	0	790	780	0	790	780
Stationery	0	0	0	0	5	0	0	5	4	0	0	14	70	0	14	70
Salaries	9,869	8,819	8,671	11,225	8,785	11,334	15,408	17,387	11,465	11,926	9,090	123,979	103,097	9,372	133,352	112,469
Casual wages	773	574	29	911	290	958	191	794	704	643	536	6,402	5,667	333	6,736	6,000
Luxfords General Advertising	0	0	80	0	0	0	0	0	0	0	0	80	563	188	268	750
Uniforms/Protective clothing	0	0	0	0	0	0	0	0	0	0	94	94	150	50	144	200
Credit charges	233	216	254	287	186	248	286	282	294	0	0	2,287	1,375	125	2,412	1,500
Total Purchases	17,847	17,573	15,234	20,073	14,913	20,710	23,235	27,558	21,513	19,952	17,542	216,149	178,777	14,612	230,760	193,389

Meeting of the General Purposes Committee

Tuesday 11 April 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 for £100 or over. These are all currently being chased for payment, as many of their other invoices or payments have been made, which suggests these are oversights. Except for the latter entertainment accounts.

- Co-op Funeralcare (Brighton);
- Change Grow Live (Star);
- Mrs Dode-Angel;
- Kent Community Health;
- NCT;
- Sussex Coast Schools;
- Marie Campbell – Reveal Media Productions;
- Carlton Entertainments;

2.2 R&R Taxis have a payment plan in place for the outstanding rental payments, up to October 2023. Payments have been made up to March 2023.

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Sarah D'Alessio

Meeting of the General Purposes Committee

Tuesday 11 April 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

- New fire doors and door closers have been installed in the Civic Centre;
- Thorough PAT testing was undertaken in the Civic Centre on 4 April 2023, and saw over 400 devices tested including associated cabling. This has identified some faults and need for replacements including the chest freezer in the restaurant kitchen. Repairs were carried out onsite where possible;
- Fire safety door signage has been updated, and first aid boxes fixed to the walls in key locations;
- Recent assessment of the Civic Centre's heating system by a commercial plumbing firm identified a couple of issues. A failed circulation pump and a leaking low loss header which can be resolved by removing the above, and ensuring a direct connection was identified. The heating system has also been running too hot because the Trend control system weather compensation was set up incorrectly. These adjustments and repairs were due to be undertaken shortly;
- Under sink water heater with TMV and pillar tap installed for staff kitchen, to rectify highlighted issues within the monthly water testing;
- Weekly and annual schedules continue to be adhered to by caretakers;
- Full COSHH review undertaken for all aspects of the Civic Centre and Grounds team;
- New noticeboards in the process of being fixed to the front entrance and pillars of the Civic Centre building;
- A vandalised window in the Ashdown Room had been reported to Sussex Police and replacement glass has been ordered;
- Repairs to steps adjacent to the Civic Centre were ruined as a result of ASB whilst cement was still drying;

The Hub

- A separate report has been prepared to update members on the proposed demolition of the Hub building only, not the Source.

The Source

- A recent meeting took place with the leaseholders to discuss a number of concerns with the current condition of the building and potential repairs and adjustments. This included:
 - loss of heat through ceiling due to no insulation. The Estates & Facilities Manager has been exploring options to see if a floating ceiling could be added whilst the demolition works are underway in the Hub;
 - the electric heaters were not getting above 16 degrees. It was hoped with insulation, a new glazed porch entrance and possible heating upgrade, this matter would be improved;

-facia board to eastern side of the building was in need of repair. Estates & Facilities Manager appointed local contractor to undertake repairs.

The Signal Box

- No further update at this time.

Victoria Pavilion

- Detailed heating system quotation obtained for replacement for the works identified in the Building Maintenance Programme;
- Repairs undertaken to existing plumbing to ensure changing room showers running effectively;
- Fire door survey carried out and costing obtained for repair/replacements;
- Emergency lighting quotations received;
- Vandalism resulted in costs incurred of in the region of £1k – £1.5k resulting in a new hand dryer being fitted in the public toilet in the region of £400, new CCTV camera (£230) and a new box unit for the gas meter (located underneath the ramp). Further vandalism has occurred since then to the toilets;

Foresters Hall

- Fire door survey carried out and costing obtained for repair/replacements.
- Emergency lighting works in progress;
- Quotation obtained for repairs to remaining gas boiler;
- Quotation being obtained for improvements to the heating system and existing pipework for Foresters Hall Chapel;
- New panelling to be added to the front door of Foresters Hall Chapel and undertake repair to facia.

Snatts Road, Chapel

- Nothing new to report.

West Park

- Fire door survey carried out and costing obtained for repair/replacements;
- Building assessed for alternative solution (air source heat pump) for heating and hot water, and quotation obtained;
- Repairs to lighting undertaken following the water damage and further lighting improvements have been completed to the building internally and externally – with particular emphasis on emergency lighting and muster point pathways;
- Water damaged walls have been redecorated and tile repairs undertaken to the showers;
- PAT testing has been undertaken;
- Roof has been checked, repairs made where necessary and gutters cleaned;
- Another water leak was identified whilst a contractor was onsite, which meant that the location was found promptly and rectified with minimal damage;
- It has been proposed that the new leaseholder formally commences the lease agreement from 1 May 2023, to ensure contracted works are completed first;

2A Vernon Road

- Nothing to update at present.

3.0 Recommendations

3.1 Members are asked to note the report.

Contact Officer: James Hollingdale/Holly Goring

Meeting of the General Purposes Committee

Tuesday 11 April 2023

Agenda Item 7.1

TO NOTE INFORMATION ON THE EAST SUSSEX WELLBEING AT WORK PROGRAMME

1.0 Summary

1.1 This report provides a summary of information recently received on the East Sussex Wellbeing at Work Programme.

<https://wellbeingatwork.eastsussex.gov.uk/>

1.2 A presentation was given at the recent Chamber of Commerce Breakfast meeting by the above organisation and they advised that they are a UK Government funded scheme which seeks to support organisations to improve wellbeing in the workplace.

They quoted a number of statistics - the top 3 causes of long-term employee absence are preventable. These are: **mental ill health, musculoskeletal conditions and work-related stress.**

- In recent years **41% of employees experienced poor mental health caused by work.**
- In the UK, 14.3 million days were lost to stress, depression and anxiety in 2019 alone.
- Aches and pains accounted for 28.2 million of days lost. This is 17.7% of all sickness absences.

1.3 They provide free training to staff at varying levels and roles within the organisation and you can work towards different levels of accreditation within the scheme in terms of entry level, bronze, silver and gold, to enable a company to build its reputation as a good place to work, that looks after staff wellbeing.

1.4 We would be considered a small company (an organisation between 2 and 49 employees):

The programme:

- Offers workplace health resources, training, events and a signposting service to those working in East Sussex.
- Operates a free **Accreditation Scheme** for East Sussex employers, providing a framework to improve employee health and wellbeing, whilst rewarding organisations who are actively working to do so.
- Is free to all types and sizes of organisations based in East Sussex.
- Is funded and delivered by Public Health at East Sussex County Council.

1.5 Benefits of the scheme are:



2.0 The process

2.1 The Assistant Town Clerk has made contact with the Programme and has received information on what is required to achieve the Bronze Award. We have explained that its financial year end, but we would like to start working towards it, this summer.

2.2 **Evaluation** – There is a very short ‘workplace evaluation questionnaire – registration’ that they would like us to complete. All information collected will be used solely for the purpose of evaluation of the programme. Data will be processed so that it is reported on as a total of all workplaces registered to the programme, so that individual workplace data cannot be identified.

- **Employee survey** – One of the criteria (at all award levels) is to run an employee survey.
- **Training** - Identify members of staff to attend free training, examples include:
 - o **Workplace Wellbeing Champion Training (unlimited free places)**
 - o Face-to-face in Eastbourne, Wednesday 10th May 2023, 10am-3.30pm - <https://www.eventbrite.co.uk/e/489357269767>
 - o **Mental Health First Aid Training (2 free places per workplace)**
 - o Face-to-face in Eastbourne, 21st and 22nd June 2023, 9am-5pm - [Mental Health First Aid \(2-day adult\) Tickets, Wed 21 Jun 2023 at 09:00 | Eventbrite](#)
 - o **Mental Health Awareness Training (6 free places per workplace)**
 - o Online via MS Teams, 19th April, 9am-1pm - [Mental Health Awareness training \(half day\) Tickets, Wed 19 Apr 2023 at 09:00 | Eventbrite](#)
 - o Online via MS Teams, 6th June, 9am-1pm - [Mental Health Awareness training \(half day\) Tickets, Tue 6 Jun 2023 at 09:00 | Eventbrite](#)
- **Next support call** – arranged for 11th May at 10am.

3.0 Recommendations

3.1 Members are asked to note the update and welcome further updates in due course.

Contact Officer: Sarah D’Alessio/Holly Goring

Meeting of the General Purposes Committee

Tuesday 11 April 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 (25 February 2023 to 6 April 2023).

2.2 Winter cold/flu viruses have continued to affect staff. Many have worked through but we have seen a small number of staff test positive for Covid during the winter months, with the Town Council requesting that they remain home to reduce the risk of spreading. Two members of staff tested positive for Covid in December (one was over the Christmas break and not in contact with staff members). Since then, a further three staff members tested positive for Covid. Two members of staff have also received authorised compassionate leave due to close family bereavement.

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. Staff details have been updated and staff given an opportunity to consider the addition of family members for the new financial year (as an addition on their monthly salary).

	As at 6 Apr 2023 (sickness recorded since 25 Feb 2023) (27 staff)	Cumulative total for the year 2022/23
Actual days taken as short-term Doctors' certificate	0.0 days	29.0 days
Actual days taken as self-certificated sick leave	5.5 days	43.5 days
Actual days taken as long-term sick leave	0.0 days	51.0 days
Actual days taken for full Covid isolation (staff member unwell for full isolation period or in a position whereby they were unable to work from home)	5.0 days	16.0 days
Actual days taken for staff member supporting family member/dependent for Covid isolation but not unwell themselves	0.0 days	0.0 days
Actual days taken for Covid isolation but able to work from home some of the time	5.0 days	12.0 days

3.0 Personal learning and development

3.1 Ten staff undertook Fire Marshal training on 15 March 2023. Three staff undertook full day first aid training on 29 March, and the Estates & Facilities Manager has been looking into specialised First Aid training for outdoor grounds and work and associated training for their equipment. The Head Caretaker has also undertaken Ladder training.

3.2 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 First aid kits in all buildings have been reviewed and placed onto the walls with clear signage.

4.2 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 been appointed to audit these checks and review in more depth. Some remedial works are to be carried out to ensure ongoing compliance. The under sink hot water heater has been installed in the staff kitchen of the Civic Centre to meet one of their recommendations. Quotations have been sought for Victoria Pavilion to address the plumbing and heating issues in that building.

4.3 The lift(s) have been inspected by British Engineering Services, for the purposes of our insurance.

4.4 As advised in the Buildings Update, PAT testing has been carried out in West Park Pavilion and the Civic Centre.

4.5 The COSHH records have been updated for all areas of the Town Council.

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 Work is gradually being undertaken throughout the buildings to improve our fire safety – the first phase of works to replace fire doors and closers in the Civic Centre has been completed, improvements have also been made to emergency lighting within West Park Pavilion and Foresters Hall.

5.3 A thorough review is underway of the Town Council's fire procedures, with initial focus being placed on the Civic Centre since the Fire Marshal training.

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 4 (Jan - Mar 2022/23)

7.1 No further incidents recorded by staff since the end of September 2022. One incident occurred in Bell Farm Lane outside of the Civic Centre where a pedestrian was hit by a moving vehicle. The Hospitality Manager has kept in contact with the person affected and offered them our best wishes and a speedy recovery.

Contact Officers: Holly Goring

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH: JANUARY 2023

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

PETTY CASH

Check cash balance and vouchers

- | | |
|-------------------------|-------------------------------------|
| Town Council Petty Cash | <input checked="" type="checkbox"/> |
| Luxfords Pettv Cash | <input checked="" type="checkbox"/> |

Sign

Print Name DUNCAN A. BENNETT

Dated 5th APRIL 2023

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
CHEF'S PANTRY	239820	15643	✓	✓
REGENCY TREE SERVICES	INV-0182	15590	✓	✓

904865544

899359521

Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
HANNAH RAYNE	FH 41879	✓	25.01.2023	750
ESCC	CC41884	✓	08.02.2023	760

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
JANICE LAURIE	✓	✓	27.01.2023	90156794
JOANNE BROOKER	✓	✓	27.01.2023	90156794

Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
CURRENT	735-754	✓	✓	1200
RESERVE	153	✓	✓	1227

Petty Cash Checked

Account Name	Is reconciliation correct? Month	Selected Voucher Name and findings	At time of visit, are petty cash floats aligned to SAGE balance
Town Council	JANUARY ✓	LIDL - £4.59 ✓	£48.05. ✓
Luxfords	✓	BEL WALK DBU CLEANERS - £65.00 ✓	£49.36. ✓

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH: DECEMBER 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 checked="" type="checkbox"/>
Special Interest Bearing	<input type="checkbox"/>
Lloyds Bank Account	<input type="checkbox"/>

PETTY CASH

Check cash balance and vouchers

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

Signed :

Print Name P. J. SPENCE

Dated 31/3/2023

Members comments:-

Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
GENERAL	714-714	YES	YES	1200
CLERKS	520	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	YES DEC 2022	WHITLOSE COLLECTS	YES
Luxfords	YES DEC 2022	TESCO, COLLECTS	YES

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 Cll's
SCREW FIX	132713950	15563	✓	894589265
KD COTEHALL	144559 22/12/22	15554	✓	894654232

Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
CWU	CC47893	YES	25/1/23	750
THE KINGS ARCADE	CC41785	YES	20/12/22	728

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
SADIE BRISTWOOD	YES	YES	23/12/22	890420990
JONICE LAWRIE	YES	YES	23/12/22	890420990

