



# UCKFIELD TOWN COUNCIL

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**Town Clerk – Holly Goring**

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A meeting of the **General Purposes Committee** to be held on  
**Monday 19 June 2023 at 7.00pm**  
**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 11 April 2023
- 4.2 Action list – for information only
- 4.3 Project list – for information only
- 4.4 To receive the minutes of the Personnel Sub-Committee held on 13 June 2023 (to be considered under confidential business)

## **5.0 FINANCIAL MATTERS**

- 5.1 To note bills paid
- 5.2 To review the draft financial position for the financial year ending 31 March 2023
- 5.3 Bad Debts

- 5.4 To consider carry forwards of unspent revenue budget from 2022/23
- 5.5 To write off small under and over payments on the Town Council's accounts (part of this item is to be considered under confidential business due to discussing sensitive personal information)
- 5.6 To note the End of Year Statement for Community Infrastructure Levy Funding for 2022/23
- 5.7 To consider the revised proposals for the routing of the 262 Saturday Bus Service from the end of July 2023 and associated costs

## **6.0 BUILDINGS**

- 6.1 To note the current position with the Council's buildings
- 6.2 To consider the quotations for the upgrade to the plumbing and heating system at Victoria Pavilion
- 6.3 To consider a proposal for upgrading the plumbing and heating system in Foresters Hall and adjacent Foresters Chapel

## **7.0 POLICY**

None.

## **8.0 ADMINISTRATION**

- 8.1 To receive a report on Health and Safety within the Council
- 8.2 To receive Members' audit reports
- 8.3 To consider the renewal of the existing Insurance contract for public liability, employer liability and vehicle insurances.

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

- 9.1 To consider reports from:-
  - (i) Citizens Advice Bureau
  - (ii) East Sussex Association of Local Councils AGM
  - (iii) Uckfield Volunteer Centre
  - (iv) Wealden District Association of Local Councils – Mgt Committee
  - (v) 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 write off small under and over payments on the Town Council's accounts (part of this item is to be considered under confidential business due to discussing sensitive personal information)
- 12.2 To receive the minutes of the Personnel Sub-Committee held on 13 June 2023

- 12.3 To consider the recommendations of the Personnel Sub-Committee held on 13 June 2023
- 12.4 To consider quotations for external works at Foresters Hall
- 12.5 To consider the renewal of the lease agreement for Foresters Chapel
- 12.6 To consider the renewal of the lease agreement for the Quickborn Suite
- 12.7 To consider an update on Luxfords Restaurant



Town Clerk  
13 June 2023

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Tuesday 11 April 2023 at 7.00pm

## PRESENT:

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

## IN ATTENDANCE:

1 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. No declarations of interest were forthcoming.

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

There were no statements from members of the public.

### 3.0 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J. Edwards and G. Johnson.

### 4.0 MINUTES

#### 4.1 Minutes of the meeting of the General Purposes Committee held on the 27 February 2023

**GP33.04.23** Members subsequently **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 27 February 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.

#### 4.3 Project list

Members noted the contents of the project list and agreed to remove:  
Project 63 – Replacement back drops – Weald Hall  
Project 72 – 262 Saturday Bus Service

### 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 end of February 2023  
Members reviewed the report for Luxfords Restaurant first. Similar feedback was received to the previous meeting whereby 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 noted that the menu choices had been reduced in a number of establishments, and questioned whether we had as well. The Town Clerk confirmed that Luxfords Restaurant had very little wastage and certain items had been removed from the menu as a result of being less popular, to reduce wastage.

Councillor Firth was pleased to see the income levels increasing, but understood that food costs were increasing also. Councillor Ward said how lovely it was to see the restaurant busy on a Saturday. The breakfasts were fantastic.

Members noted the Luxfords income and expenditure report.

Members reviewed the General Purposes Committee report. Councillor P. Sparks noted that it was pleasing to see the income levels for the Civic Centre room hire and the feed in tariff payments. It would be his last opportunity to say a big thank you to all Town Council staff, including the Town Clerk for their hard work and the way they managed the business. They did an excellent job and it was very reassuring to see such good figures

Members subsequently noted both the report.

- 5.3 To note current bad debts  
The Town Clerk advised that CGL could be removed from the list of bad debtors as the debt had been cleared that week. In addition to the list of payments outstanding over £100, there were also a number of small amounts outstanding from allotment invoicing. These were being chased and it was intended to get stricter with these as the tenancy agreement stated that there was a 40 day window in which these should be paid.  
Members noted the report.

## **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.

Councillor Smith asked a question regarding the source of the council's biomass pellets as she had recently learnt that it was quite common for them to come from Virgin Forest in Canada, which would be against the ethos of what the council was trying to achieve.

The Town Clerk advised that council staff had just changed the supplier of the wood pellets, as these were previously being delivered from a company in Somerset which also worked against the purpose of reducing emissions. A local company within East Sussex was now supplying the pellets. In terms of the detail of the origin of the materials for the wood pellets, the Town Clerk would find out.

Since this meeting, a check has been made and the company state that almost 100% of their wood fuels are from the UK to keep costs and carbon footprint low.

The Chair, Councillor D. Ward enquired about the meeting with the Festive Light company and claim for damage. Council staff had experienced difficulties making contact with the named officer as they had left the organisation, and the individual who had returned from maternity leave had, since had to take extended leave due to serious personal circumstances. Since this update, a meeting had been booked in for 22 June 2023.

Councillor C. Macve sought clarification on the issues with the existing heating and associated plumbing within Foresters Hall as he thought the heating system had been replaced. The Town Clerk confirmed that the heating system for the front and main hall of Foresters Hall had been replaced, there was still a heating system at the rear of the property running off a gas boiler and very old system of gas heaters in Foresters Chapel.

Councillor C. Macve enquired why we had sought a quotation for a new hot water and heating system at West Park Pavilion, when the building would be soon to be transferred to the Uckfield Grasshoppers Junior Football Club. The Town Clerk reminded members of the leaks that had been experienced in the pavilion. The heating system consisted of electric heaters, they were hardly used and were not adequately heating the building. There was also no insulation to the pipework. Staff were particularly interested in alternative technologies/fuels for West Park Pavilion due to its standalone location and had passed their initial research to the new leaseholder.

Councillor P. Sparks was disappointed to hear of the vandalism at Victoria Pavilion, and questioned whether it was an isolated incident. The Town Clerk advised that unfortunately it was not. The damage caused in the last 4-6 weeks to both Victoria Pavilion and Civic Centre was in the region of £3-4k.

A detailed discussion followed on the concerns currently with anti-social behaviour, the incidents reported, the PCSO had been made aware of the issue, and the Neighbourhood Policing team was made aware of key hotspot areas to be added to their patrols.

Members noted the detailed update provided.

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

The Town Clerk explained the difficulties with the boiler at the rear of Foresters Hall and recent leaks from the pipework. The boiler itself was very old now and was not functioning as it should, it was also difficult to access. Repairs could be undertaken to the pipework, but then there was a risk, that the boiler would still need replacing, so it was considered useful to look at the full picture rather than just reacting, by repairing the pipework.

Of more concern was the heating system in Foresters Chapel, as this was of an older age, and an up to date and safe system was required to heat the building.

The Estates & Facilities Manager was looking at whether a solution could be found to address both issues. The Town Clerk recognised that ideally the Town Council would prefer a system which used alternative fuels, or technologies but with the buildings of Foresters Hall and adjacent chapel being of age as well, it

was important at this stage to look at cost and functionality.

In relation to Victoria Pavilion, the Town Clerk explained that they were regularly calling out contractors to repair or improve the plumbing system, and the water pressure in the changing room showers was poor, which were required for the various sports clubs using the facility. This had seen expenditure in the last year increase substantially.

The system over the past year had demonstrated its inability to cope with the current levels of usage in the building and different types of use from the business leasing the first floor, to the sports club changing rooms, and public toilets, and grounds workshop. £30k had been budgeted within the Building Maintenance Programme for 2023/24 and quotations were being obtained from commercial plumbing and heating engineers to design a completely new system which would meet current level of demand.

Victoria Pavilion had been set up on a domestic system and it looked like the improvements over the years had been reactive with additions to the existing system rather than looking the system as a whole. Concerns also centred around the current water tanks in the loft.

Members acknowledged the difficulties with these buildings and in particular Victoria Pavilion. The Town Clerk advised at the meeting that she would circulate the quotations, and information, but further work has been undertaken since the meeting so the information would be presented at the meeting of General Purposes Committee on 19 June 2023.

6.3 To receive an update on the proposed demolition of the Hub (Hub only, not the Source)

The Town Clerk advised that a meeting had taken place with the Surveyors managing the demolition of the Hub building. A contractor had been appointed that specialised in demolition, following the decision of members at a previous Full Council meeting.

To address previous concerns of how the Source would be left. There would be a glazed porch area, which would replace the current foyer area. Council staff were aware of the need to move all of the utilities over. The contractor would be responsible for taking the Hub building down to ground level – with the concrete footings due to remain. The current leaseholders – Uckfield Baptist Church for the Source, and Uckfield Community Fridge would be notified as soon as a date was provided for the works. These timescales were currently dependent on the timing of the utility companies and the arrangements being made for the transfer and disconnections.

Members subsequently noted the detail provided.

**7.0 POLICY**

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

Members were presented with a report advising of the work the Assistant Town Clerk was doing to work towards the Bronze Award of this programme and improve the Town Council's response to physical and mental wellbeing. The Chair also reminded members of the WPA (NHS Top-Up) programme which

would be of great support to staff.  
Members noted the report.

## **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  
Members noted the audit reports for 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  
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.

(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 the council had received some sad news relating to a Town Councillor. Councillor Ward wanted to confirm that the Town Council (councillors and staff) were there for, whatever they or the family needed at this difficult time.

Councillor D. Ward was keen to thank the Vice-Chair Councillor P. Sparks and Councillor H. Firth for their hard work and dedication to the Town Council and long service to the town.

Councillor Ward wished to congratulate those returning to the Council or newly joining the Town Council (*the nominations for Town Council elections had been uncontested, so there would be no election, and three seats remained available for co-option*). Councillor Ward also wished those standing for District Council seats, well in the forthcoming elections. Councillor Ward had thoroughly



enjoyed being Chair of General Purposes Committee.

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

The Town Clerk wished to thank Paul and to Helen so much. Both councillors had been with the Clerk for the full seven years and been long serving members of the council who had given a lot to the town. During that time, the council had taken some pivotal decisions and she welcomed their experience and expertise from their professions.

## **12.0 CONFIDENTIAL BUSINESS**

### **GP34.04.23**

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.

### **12.1 To note an update on the renewal of the lease agreements for the Quickborn Suite and Source**

The Town Clerk provided a verbal update, having spoken with the tenant and advised that a commercial estate agent would be approached to obtain a valuation.

The renewal for the Source could be progressed from April 2023, as a result of a change to the Trustee details and company status.  
Members noted this update.

### **12.2 To note an update on the commencement of the lease agreement for West Park Pavilion**

The Town Clerk detailed the works that had been undertaken to ensure the building was ready to handover from a repair, maintenance and safety perspective. A quote for the replacement of the fire doors had been received and it was suggested that perhaps the Town Council and leaseholder share the costs of these, as a landlord responsibility. The leaseholders could look into an alternative heating solution.

It was suggested that the official handover date be 1 May 2023.

### **12.3 To consider quotations for works to the exterior of Foresters Hall**

A detailed report would be shared with members in due course. The Town Clerk provided a verbal update in the interim period.

### **12.4 To consider an update from Luxfords Restaurant**

The Town Clerk talked through the report. Members thanked the Hospitality Manager for their report and their team's excellent support and hard work.

The meeting closed at 8.17pm.

## 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.

**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 No.</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.		
		29.05.22	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.		
		12.06.23	Office staff have been meeting with companies recommended by Parish/Town Clerks around the country, and who also manage the hire of conference venues/civic centres and sports pitches etc. One particular system was able to import information into Sage (the Council's finance system) which would be of great assistance. This system will be trialled over a 90 day period, to fully test its capabilities.		

<b>Project Name</b>		<b>Online event ticket system</b>		<b>Project Number</b>	<b>60</b>
<b>Resolution No.</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.		
			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		

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		03.11.20	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.

**Outstanding/ongoing initiatives from 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 No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
	£7,500	20.01.20	-		
<b>FC.92.01.20</b>	Minus £1800.00 plus VAT	17.08.21	£1,800 has been spent to date on the carbon footprint audit tool and associated work.		

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PROJECT MONITORING  
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**Outstanding initiatives from 2022/23**

<b>Project Name</b>		<b>Building Maintenance Fund (Year 8 – 2022/23)</b>		<b>Project Number</b>	<b>68</b>
<b>Resolution No.</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>	
			Total	62000	
		19.12.22	<p>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.</p> <p>Foresters Hall render repairs, Civic Centre parking and Foresters kitchen fittings have been deferred as a result.</p>		

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<b>Proposed expenditure on Building Maintenance Fund 2022/23</b>			
<b>Year 8</b>	<b>Estimate</b>	<b>Proposed</b>	<b>Actual at year end – 31 March 2023</b>
Signal Box refurb windows ext decoration	5000	To be progressed in 2023.	No expenditure.
Civic Centre storage solution caretaker station	10000	In progress.	£923.75
Foresters Hall render repairs	3000	The Town Council needs to carry out a range of remedial works to meet updated fire risk assessment requirements, improve lighting, and finalise previous projects (i.e. remove the decommissioned boiler). This report seeks to propose the re-allocation of the £3k for 'Foresters Hall Remedial works.'	£2,941.67
Osborn & Ridgewood car park drainage	30000	RVH Car Park plans in progress.	£5,422.50
Civic Centre parking resurface, repair drainage and parking markings	7500	The Town Council needs to carry out works to the sum of £9.6k to address fire risk assessment requirements – replacement fire doors, fire door repairs, reinstate fire proofing in basement, signage, seals and kick plates. These works have been delayed, but are now vital for the safety of customers and staff within the Civic Centre. This report seeks to propose the re-allocation of this funding from addressing external issues at the Civic Centre, to 'Civic Centre Internal Fire Safety Compliance.'	£9613.61 plus £183.32 retainer: £9,796.93
Foresters Kitchen fittings	4000	The kitchen is not a priority and the door fronts can be replaced at minimal cost. The Town Council would be better placed to use this funding to replace the main lighting in the hall to LED (14 lights), to provide improved accessibility for repairs and to upgrade of emergency lighting etc. This has been quoted at £3,945.	Building Maintenance Fund used for further Foresters Hall fire safety and door repairs which were considered more urgent than the main hall lighting: £3,104.88 (5775)
Contingency	2500		Previous year annual maintenance programme retainer payments: £684.15

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			£684.15 £717.45 Hub demolition prep professional fees: £3,846.50
<b>Total</b>	<b>£62,000.00</b>		<b>£25,017.10</b>

Project Name		Civic Centre Signage		Project Number	71
Resolution No.	Funds	Date	Commentary		
<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>Still to be progressed.</b>		

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PROJECT MONITORING  
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**Projects for 2023/24**

Project Name		Building Maintenance Programme		Project Number		74			
Resolution No.	Funds	Date	Commentary						
FC86.01.23	£76,000.00	23.01.23	<b>Building Maintenance Fund 2023/24</b>						
			<b>Year 9</b>		<b>Estimate</b>		<b>Actual</b>		
			Victoria Pavilion – heating and water supply system replacements, and spruce up.		30,000				
			West Park Pavilion - potential longer term compliance works		12,500		£9,171.47 Completed.		
			Civic Centre flooring - Oakleaf Room - Ashdown Room		5,000				
			Redecoration of Weald Hall		5,000				
			Foresters Hall Internal and External repairs		8,000				
			Signal Box refurbishment		8,000				
			PAT Testing		5,000		£4,454.48 Completed.		
			<b>Contingency</b>		<b>2,500</b>				
			<b>Total</b>		<b>76000</b>				



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<b>Project Name</b>		<b>Server upgrade and small office computer upgrade</b>		<b>Project Number</b>	<b>75</b>
<b>Resolution No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b>FC86.01.23</b>	£10,000	23.01.23	The service upgrade is booked in on the evening of Thursday 29 June and morning of Friday 30 June 2023. We plan to upgrade the computers that are in need of replacement in September 2023. <b>In progress.</b>		

<b>Project Name</b>		<b>262 Bus Service</b>		<b>Project Number</b>	<b>76</b>
<b>Resolution No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b>FC86.01.23</b>	£3,900	23.01.23	A separate report has been prepared on the future of the 262 Saturday bus service. The invoices are usually received at the end of each quarter. <b>In progress.</b>		

<b>Project Name</b>		<b>WPA NHS Top-Up</b>		<b>Project Number</b>	<b>77</b>
<b>Resolution No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b>FC86.01.23</b>	£2,000	23.01.23	This has been an excellent initiative for staff to access to receive cash back on their medical appointments including dental/optical/therapy, and 24/7 employee assistance programme. The programme aligns with the financial year. <b>In progress.</b>		

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<b>Project Name</b>		<b>Civic Centre WI-FI Upgrade</b>		<b>Project Number</b>	<b>78</b>
<b>Resolution No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b>FC86.01.23</b>	£2,500	23.01.23	As this is an upgrade of the existing system, some of the work can be carried out in-house by Civic Centre staff to replace the equipment. The contractor will make the necessary adjustments and updates at their end. <b>In progress.</b>		

<b>Project Name</b>		<b>Insurance re-build valuations</b>		<b>Project Number</b>	<b>79</b>
<b>Resolution No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b>FC86.01.23</b>	£8,250	23.01.23	Quotations are currently being sought for the fee per building. <b>In progress.</b>		

**GP Committee at 31 March 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 £	Mar 23 Actuals £	Actuals at 31 Mar 23 £	Budget at 31 Mar 23 £	Total £	2022/23 Budgets
<b>Sales</b>																
Administration	0	0	0	0	0	0	133	125	0	0	0	0	258	0	258	0
Festive Light Income	57	0	0	0	0	0	0	0	0	0	0	2,000	2,057	2,200	2,057	2,200
Bank Interest - Business Reserve	0	103	91	78	82	196	409	672	718	714	632	723	4,419	90	4,419	90
Interest Misc. (Fixed Rate Bond) (4402 & 45	900	0	0	150	0	0	0	0	0	5	0	0	1,056	200	1,056	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	2,101	98,905	86,100	98,905	86,100
Feed-in Tariff Payments	46	0	2,111	0	0	2,222	0	0	1,085	0	0	653	6,118	5,000	6,118	5,000
Quickborn Suite rent	708	708	708	708	708	708	708	708	708	708	708	708	8,500	8,500	8,500	8,500
West Park Pavilion	0	0	0	0	0	0	0	0	0	0	0	0	0	6,600	0	6,600
Victoria Pavilion	875	875	875	875	875	875	875	875	875	875	875	898	10,523	13,460	10,523	13,460
RHI - C.Centre Boiler	0	0	0	4,754	0	0	0	0	0	3,373	0	0	8,127	10,000	8,127	10,000
Victoria Storage Garages	0	0	0	100	0	0	0	0	0	0	0	0	100	240	100	240
Cemetery Chapel workshop	0	1,375	0	0	1,375	0	0	1,375	0	0	1,375	0	5,500	5,500	5,500	5,500
Foresters Hall	1,273	1,494	430	1,302	982	370	721	2,157	215	575	1,855	902	12,275	15,150	12,275	15,150
Foresters Chapel	288	0	0	288	0	0	288	0	0	288	0	0	1,150	1,150	1,150	1,150
2a Vernon Road, rent	600	600	60	650	650	1,300	0	542	650	650	650	650	7,002	7,200	7,002	7,200
Signal Box	354	354	354	354	354	0	0	0	0	0	0	0	1,771	4,600	1,771	4,600
Osborn Hall	0	0	0	684	0	0	0	0	100	0	0	0	784	425	784	425
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	0	1,119	1,119	900	1,119	900
Bridge Cottage	0	0	0	2,177	0	0	0	0	0	1	0	0	2,178	5,200	2,178	5,200
The Hub and Source	0	0	0	1,105	0	250	0	0	1,416	0	0	737	3,508	3,800	3,508	3,800
Community Toilet Scheme	0	0	0	565	0	0	0	283	0	0	283	0	1,130	1,100	1,130	1,100
Training admin	0	0	0	0	0	0	0	0	0	0	0	0	0	100	0	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>14,772</b>	<b>11,989</b>	<b>16,165</b>	<b>11,778</b>	<b>12,828</b>	<b>19,705</b>	<b>10,491</b>	<b>176,478</b>	<b>177,515</b>	<b>176,478</b>	<b>177,515</b>
<b>Highlighted sections include monies that will be taken from Earmarked reserves to assist with expenditure.</b>																
<b>Purchases</b>																
Administration	1,920	764	638	1,305	690	1,309	1,219	1,615	725	2,045	994	1,375	14,599	13,300	14,599	13,300
General Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	250	0	250
Recruitment Advertising	0	0	345	0	0	0	0	0	0	0	0	575	920	200	920	200
Data Protection	0	0	0	0	0	0	0	0	0	0	55	0	55	0	55	0
Office Equipment/Computers	939	369	2,700	808	796	696	855	500	1,081	825	462	578	10,609	9,500	10,609	9,500
Hospitality	0	0	0	13	17	5	9	4	9	0	0	0	57	0	57	0
Neighbourhood Plan	475	0	0	0	0	0	0	0	2,980	0	0	0	3,455	0	3,455	0
Dementia Forum	0	0	0	0	0	0	0	0	28	0	0	0	28	0	28	0
Health & Safety	0	0	0	0	67	120	0	0	320	1,957	164	66	2,693	2,000	2,693	2,000
Insurances	0	0	5,852	0	224	0	31,765	0	0	0	0	0	37,842	36,500	37,842	36,500
Public Works Loan Costs	0	0	0	26,442	0	0	0	0	0	26,442	0	0	52,883	60,910	52,883	60,910
Mayor's Allowance	0	0	443	0	0	443	0	0	443	0	0	443	1,773	1,773	1,773	1,773
Grants Section142	0	0	9,500	0	0	0	9,500	0	0	0	0	0	19,000	19,000	19,000	19,000
Grants - Power of Competence	0	8,791	0	0	0	0	5,542	0	0	0	0	0	14,333	27,500	14,333	27,500
Volunteer Bureau SLA	0	0	8,000	0	0	0	0	0	0	0	0	0	8,000	8,000	8,000	8,000
Clothing - Corp & Prot - Indoor staff	19	0	0	21	53	21	0	0	0	220	120	0	453	400	453	400
Internal Audit Fees	0	0	230	0	0	0	0	0	0	0	0	0	230	1,950	230	1,950
(External) Audit Fees	0	0	0	0	0	2,000	0	0	0	0	0	0	2,000	2,500	2,000	2,500
Accountant fees	0	0	4,700	0	0	0	0	0	0	0	0	0	4,700	4,700	4,700	4,700
Professional Fees	1,580	669	600	720	135	485	406	0	1,050	120	5,000	10,765	10,000	10,765	10,000	
Festive Lights	0	0	5,444	0	0	0	4,334	1,529	1,922	0	460	0	13,689	15,000	13,689	15,000
Festive Light Electricity	0	0	0	0	0	0	0	0	0	0	0	0	0	480	0	480
Office Staff - Salaries	23,604	23,613	23,588	24,155	23,653	23,938	20,604	31,295	25,232	24,615	24,685	24,656	293,637	273,993	293,637	273,993
Members Allowances/Expenses	14	0	3,532	0	0	3,532	286	0	3,853	0	0	3,853	15,070	19,360	15,070	19,360
Newsletter	400	400	400	400	400	400	400	400	400	400	400	400	4,800	5,100	4,800	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	81	984	600	984	600
Civic Centre Running Costs	7,029	13,242	7,453	9,023	11,345	6,740	8,886	6,048	4,497	14,168	6,873	9,411	104,715	104,220	104,715	104,220
Caretakers - Salaries	8,543	7,004	6,915	7,490	5,623	6,626	6,335	9,234	7,418	11,315	9,994	12,507	99,005	95,649	99,005	95,649
West Park	0	(61)	271	0	0	760	604	0	1,565	1,883	290	551	5,862	1,548	5,862	1,548
Victoria Pavilion	1,074	3,381	3,202	802	1,180	4,037	1,011	1,280	2,211	1,834	1,707	3,747	25,466	22,925	25,466	22,925
Cemetery Buildings	174	172	172	172	172	172	172	172	172	172	0	0	1,722	2,600	1,722	2,600
Signal Box	0	0	0	0	0	239	928	0	0	0	0	522	1,690	1,500	1,690	1,500
The Hub	556	12,634	1,825	623	275	2,274	328	0	2,543	0	0	2,865	23,924	5,000	23,924	5,000
Foresters Hall	387	372	1,905	2,618	428	2,709	580	551	2,255	740	750	981	14,245	12,062	14,245	12,062
2a Vernon Road	0	49	75	228	0	0	100	0	120	398	100	0	1,069	200	1,069	200
Subscriptions	2,545	142	12	426	592	12	88	12	12	12	20	133	4,007	4,500	4,007	4,500
Training	11	1,799	0	500	124	0	1,081	925	0	395	0	399	5,235	5,500	5,235	5,500
All Building Cleaning Materials	224	149	100	335	93	438	236	141	283	34	438	520	2,991	2,000	2,991	2,000
<b>Total Purchases</b>	<b>49,586</b>	<b>73,567</b>	<b>87,985</b>	<b>75,444</b>	<b>46,537</b>	<b>56,687</b>	<b>95,439</b>	<b>54,187</b>	<b>58,153</b>	<b>88,582</b>	<b>47,707</b>	<b>68,662</b>	<b>802,506</b>	<b>770,720</b>	<b>802,506</b>	<b>770,720</b>

**GP Committee at 31 March 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 £	Mar 23 Actuals £	Actuals at 31 Mar 23 £	Budget at 31 Mar 23 £	Total £	2022/23 Budgets
<b>New initiatives 2022/23</b>																
Building Maintenance Fund - Year 8 (5778) (includes Foresters Hall expenditure - all of 5775)	1,402	4,384	6,470	2,122	0	1,238	0	0	783	922	9,614	6,873	33,807	0	N/A	62,000
Victoria Pavilion additional CCTV (paid from 5726)	0	1,507	0	0	0	0	0	0	0	0	0	0	1,507	0	N/A	2,000
Civic Centre signage (not spent)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	2,000
262 Bus Service (5546)	0	0	960	0	0	852	0	0	1,129	0	0	844	3,785	0	N/A	3,900
WPA NHS Top Up (5547)	104	353	187	189	369	92	51	82	190	391	122	164	2,295	0	N/A	1,854
<b>Total New Initiatives 2022/23</b>	<b>0</b>	<b>6,244</b>	<b>7,617</b>	<b>2,311</b>	<b>369</b>	<b>2,182</b>	<b>51</b>	<b>82</b>	<b>2,102</b>	<b>1,313</b>	<b>9,736</b>	<b>7,882</b>	<b>41,395</b>	<b>0</b>	<b>0</b>	<b>71,754</b>

**To be taken from Earmarked reserves**

Data Protection (5428) from Data Protection	0	0	0	0	0	0	0	0	0	0	55	0	55	0	55	0
Dementia Forum (5433) from Dementia Forum	0	0	0	0	0	0	0	0	28	0	0	0	28	0	28	0
Signal Box (5735) from Signal Box Ext/Int Maintenance	0	0	0	0	0	130	928	0	0	0	0	0	1,058	0	1,058	0
Civic Centre Running Costs (5660) from Renewal/Upgrading Noticeboards	0	0	0	0	1,374	0	0	0	0	0	0	0	1,374	0	1,374	0
Elections (by-election) (5470) from Elections	0	0	0	0	0	0	0	4,611	0	0	0	0	4,611	0	4,611	0
Weald Hall Backdrops (5633) from Weald Hall replacement backdrops	0	0	0	0	0	0	760	0	0	0	0	0	760	0	760	0
													<b>7,886</b>			

**Hub expenditure includes Hub rates. We will hopefully see an amount refunded from the total amount for being vacant - £12357,02**

**Luxfords at 31 March 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 £	Mar 23 Actuals £	Actuals at Mar 23	Budget at Mar 23	Total 2022/23	2022/23 Budgets
<b>Sales</b>																
Restaurant Food Sales	8,090	8,810	8,712	8,264	8,300	10,110	14,578	11,933	11,575	11,620	12,331	16,151	130,473	118,000	130,473	118,000
Restaurant Bar Sales	410	406	466	720	537	1,212	724	491	3,226	386	1,013	716	10,308	7,000	10,308	7,000
Hire of Luxfords Restaurant	0	0	0	139	0	0	0	0	0	0	0	0	139	2,000	139	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	2,934	3,667	31,340	20,000	31,340	20,000
Function Bar Sales	2,951	943	1,155	2,623	2,623	560	1,239	2,069	1,786	176	1,275	1,064	18,464	15,000	18,464	15,000
Takeaway	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	0	1,000
Hire of Urn	174	62	27	105	204	114	123	87	98	107	168	8	1,276	1,000	1,276	1,000
Sundry Income	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0	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>18,830</b>	<b>16,400</b>	<b>19,491</b>	<b>15,094</b>	<b>17,721</b>	<b>21,607</b>	<b>191,999</b>	<b>164,500</b>	<b>191,999</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	5,011	4,802	4,726	5,260	50,016	36,000	50,016	36,000
Bar Purchases - non-alcoholic	316	304	287	380	0	235	255	544	223	0	511	141	3,196	1,600	3,196	1,600
Bar purchases - alcoholic	1,182	805	777	1,567	0	386	86	733	1,483	0	296	27	7,342	6,000	7,342	6,000
Paper goods/consumables	118	135	234	105	139	262	245	163	231	234	290	203	2,360	1,700	2,360	1,700
Maintenance & Repairs	135	157	0	0	414	590	276	90	198	166	106	0	2,130	2,000	2,130	2,000
Equipment - New/Replacements	0	0	0	895	93	0	0	0	23	60	0	0	1,071	2,000	1,071	2,000
Equipment Hire	0	0	0	0	0	0	0	423	0	0	0	0	423	200	423	200
Rates	667	1,512	667	667	667	667	667	667	667	667	0	0	7,519	8,500	7,519	8,500
Electricity	804	727	624	560	589	542	695	825	861	1,005	971	876	9,081	9,900	9,081	9,900
Gas	473	389	296	195	205	171	213	91	211	243	0	530	3,016	1,150	3,016	1,150
Water	200	484	0	0	451	0	0	113	0	0	0	0	1,249	1,200	1,249	1,200
Telephone	0	0	0	0	0	0	0	0	0	0	0	0	0	170	0	170
Refuse Collection	117	146	117	122	129	130	170	145	138	0	313	151	1,678	1,200	1,678	1,200
Stocktaking	195	0	0	0	195	0	195	0	0	205	0	0	790	780	790	780
Stationery	0	0	0	0	5	0	0	5	4	0	0	31	46	70	46	70
Salaries	9,869	8,819	8,671	11,225	8,785	11,334	15,408	17,387	11,465	11,926	10,258	13,040	138,188	112,469	138,188	112,469
Casual wages	773	574	29	911	290	958	191	794	704	643	536	1,059	7,461	6,000	7,461	6,000
Luxfords General Advertising	0	0	80	0	0	0	0	0	0	0	0	0	80	750	80	750
Uniforms/Protective clothing	0	0	0	0	0	0	0	0	0	0	94	0	94	200	94	200
Credit charges	233	216	254	287	186	248	286	282	294	244	277	297	3,105	1,500	3,105	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>23,235</b>	<b>27,558</b>	<b>21,513</b>	<b>20,196</b>	<b>18,378</b>	<b>21,615</b>	<b>238,844</b>	<b>193,389</b>	<b>238,844</b>	<b>193,389</b>

The Assistant Town Clerk is looking at our credit card charges at present as with greater use of card by customers, charges have doubled so we are seeking a better provider.

**Environment Leisure Committee as at 31 March 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 £	Mar 23 Actuals £	Actuals at 31 Mar 23	Budgeted at 31 Mar 23	Total 2022/23	Budget 2022/23
<b>Sales</b>																
Contribution to Town Centre Security	0	0	0	575	0	45	0	0	0	0	0	0	620	620	620	620
Weald Hall Events	893	900	706	952	1,276	2,121	6,910	3,673	2,653	1,318	920	1,433	23,753	20,000	23,753	20,000
Allotments	111	125	34	160	0	103	0	2,026	17	12	7	(9)	2,586	6,100	2,586	6,100
Allotment Deposits	160	129	(52)	312	0	0	(150)	520	52	104	104	0	1,179	800	1,179	800
Playing Fields & Pitches, Sport Income	25	28	75	434	161	75	245	0	2,544	0	0	9,658	13,246	11,500	13,246	11,500
Playing Fields & Pitches, Event Income	0	365	26	105	3,936	431	0	(30)	0	0	165	(30)	4,968	5,500	4,968	5,500
WDC- WPark Culverts Agreement	0	0	0	0	370	0	0	0	0	0	0	0	370	400	370	400
Cemetery - Interments	1,257	1,390	1,611	4,740	2,186	3,000	3,310	1,855	3,926	1,036	0	2,547	26,857	37,500	26,857	37,500
Cemetery - Memorials	466	323	596	739	56	1,612	795	273	534	0	323	249	5,966	6,000	5,966	6,000
Cemetery - Sundry income	0	0	0	0	0	0	0	0	0	0	0	0	0	200	0	200
Cemetery Maintenance Charge	299	398	498	299	100	299	442	199	299	100	0	199	3,128	4,000	3,128	4,000
Env Sundry Income	0	0	0	0	0	0	0	0	0	0	0	0	0	200	0	200
Litter/bus station	0	0	0	663	0	0	0	331	0	0	331	0	1,325	1,325	1,325	1,325
Road Safety Week/Eco EXPO	621	0	0	75	0	0	0	0	0	0	0	0	696	150	696	150
Roundabout income	0	0	0	864	0	0	0	0	0	0	0	0	864	850	864	850
<b>Total Sales</b>	<b>3,831</b>	<b>3,658</b>	<b>3,494</b>	<b>9,917</b>	<b>8,085</b>	<b>7,684</b>	<b>11,552</b>	<b>8,846</b>	<b>10,025</b>	<b>2,569</b>	<b>1,850</b>	<b>14,047</b>	<b>85,557</b>	<b>95,145</b>	<b>85,557</b>	<b>95,145</b>
<b>Boxes highlighted are to be funded or part funded by earmarked reserves/new initiative spending</b>																
<b>Purchases</b>																
Clothing - Corp & Prot - Indoor staff	101	0	70	0	0	86	54	165	0	137	0	0	614	650	614	650
Street lights, New	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Street lights, supply & maintenance	0	0	0	0	0	0	0	0	0	0	0	10,067	10,067	11,000	10,067	11,000
Street light repairs	0	0	0	0	28,512	3,848	0	0	0	0	15,163	0	47,523	13,000	47,523	13,000
Bus shelters	0	0	0	0	0	0	0	0	0	0	0	0	0	100	0	100
Allotments	0	96	861	0	460	1,361	0	1,049	70	0	0	3,406	7,302	1,500	7,302	1,500
Playing fields and pitches	838	781	9,329	1,070	1,476	2,012	450	753	265	987	2,713	652	21,325	17,750	21,325	17,750
Playfing fields electricity	0	16	0	52	16	16	0	16	33	0	33	0	183	250	183	250
Play Areas	359	145	0	85	413	0	0	718	0	0	0	0	1,720	3,000	1,720	3,000
Cemetery, grave digging	104	0	320	320	0	0	960	0	960	960	0	320	3,944	6,500	3,944	6,500
Cemetery, rates & water	186	190	190	190	216	190	190	213	190	190	0	671	2,617	2,000	2,617	2,000
Cemetery, litter	216	252	216	227	278	215	295	252	202	307	234	234	2,929	1,800	2,929	1,800
Cemetery, maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	400	0	400
General equipment repairs	150	110	236	338	27	0	427	873	0	1,739	302	53	4,256	2,000	4,256	2,000
New Equipment	500	12	811	1,584	0	0	0	0	0	20,700	0	0	23,607	2,500	23,607	2,500
Ground Maintenance Contract	0	0	4,242	0	0	0	0	0	0	0	0	0	4,242	0	4,242	0
Ground Maintenance General	41	106	45	0	63	47	422	153	383	569	477	903	3,210	2,000	3,210	2,000
Hire of Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0	500
LNRS & Sites of Interest (Ranger)	1,966	1,966	1,966	1,966	1,966	1,966	1,966	3,413	2,135	2,135	2,135	2,135	25,716	27,952	25,716	27,952
LNRS & Sites of Interest (Working budget)	0	81	167	57	189	210	15	132	16	112	896	473	2,348	3,000	2,348	3,000
Transit	207	203	220	485	0	0	269	129	0	1,375	0	105	2,993	2,000	2,993	2,000
Ford Ranger	104	118	142	218	538	780	113	189	120	52	255	375	3,005	1,500	3,005	1,500
Tractor maintenance & running costs	0	0	147	48	893	72	214	0	0	993	54	0	2,421	1,500	2,421	1,500
Movana Vehicle	395	469	120	356	147	320	227	372	112	108	161	461	3,252	2,000	3,252	2,000
Fencing	0	0	0	0	44	1,222	0	0	0	0	0	0	1,266	1,000	1,266	1,000
Trees	0	861	800	800	0	410	8,780	200	0	11,965	0	4,058	27,873	12,000	27,873	12,000
Graffiti removal	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0	50
Litter bins	0	0	0	0	0	0	0	32	930	0	0	0	961	1,000	961	1,000
Litter collection, open spaces	700	893	620	1,087	909	882	836	504	714	1,083	696	980	9,904	8,500	9,904	8,500
Horticulture	0	0	0	0	0	0	0	0	0	0	252	0	252	300	252	300
Roundabout expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	100	0	100
Weald Hall Events	34	128	2,355	80	0	2,500	2,675	139	1,009	4,000	94	1,425	14,438	15,000	14,438	15,000
Corp dev- signage outside areas	1,120	0	0	432	0	0	0	0	0	0	0	0	1,552	500	1,552	500
Groundsmen - salaries	5,095	6,648	5,627	7,725	7,374	7,545	7,341	11,830	8,370	8,157	7,819	6,108	89,639	103,140	89,639	103,140
Groundsmen - National insurance	425	544	505	706	653	679	649	1,214	737	707	661	529	8,009	7,447	8,009	7,447
Groundsmen - Pension	1,454	1,766	1,535	1,973	1,887	1,904	1,898	3,070	2,095	2,106	2,032	1,686	23,405	18,978	23,405	18,978
Town Security/CCTV	1,158	60	55	56	58	58	60	55	56	61	116	53	1,845	2,200	1,845	2,200
Floral displays	0	1,257	478	478	478	478	0	0	0	0	0	0	3,169	3,500	3,169	3,500
Repair and replace street furniture	560	(416)	0	464	0	0	0	179	0	0	0	0	786	1,500	786	1,500
Cleaning materials	0	53	0	0	0	0	0	0	0	0	0	27	79	100	79	100
Performing rights	0	0	0	272	0	0	0	0	0	0	0	0	272	250	272	250
Event Advertising Marketing	80	0	195	80	530	120	230	80	80	225	500	80	2,200	4,000	2,200	4,000
Weald on the Field	563	0	106	723	7,097	80	0	0	0	0	0	0	8,569	3,000	8,569	3,000
Road safety week/Eco Expo	514	150	0	0	0	0	0	0	0	0	0	0	664	0	664	0

**Environment Leisure Committee as at 31 March 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 £	Mar 23 Actuals £	Actuals at 31 Mar 23	Budgeted at 31 Mar 23	Total 2022/23	Budget 2022/23
Parkway Mower running costs	157	161	0	665	1,824	0	0	0	0	331	0	0	3,138	0	3,138	0
Repairs to Holy Cross Churchyard Path	0	0	0	0	1,389	0	0	0	0	0	0	0	1,389	0	1,389	0
HMLNR & WPLNR	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0	500
<b>Total Purchases</b>	<b>17,027</b>	<b>16,650</b>	<b>31,358</b>	<b>22,539</b>	<b>57,437</b>	<b>27,001</b>	<b>28,069</b>	<b>25,731</b>	<b>18,477</b>	<b>59,002</b>	<b>34,594</b>	<b>34,802</b>	<b>372,687</b>	<b>285,967</b>	<b>372,687</b>	<b>285,967</b>

Of which £75,152.48 of Earmarked reserves will cover costs, plus £1000 of new initiative funding.

**New initiatives 2022/23**

Victoria and Ridgewood Signage	1,000	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000	1,000	1,000
ESCC Grass Verge cutting	4,356	0	0	0	0	0	0	0	0	0	0	0	4,356	4,356	4,356	4,356
Grasscutting/Ride On Mower	0	0	0	0	0	0	0	0	0	0	0	0	9,000	9,000	9,000	9,000
Replacement ground tools and equipment	0	2,852	0	0	0	0	0	0	0	0	0	0	2,852	2,000	2,852	2,000
Speed reduction initiatives	0	0	0	0	0	0	0	0	0	0	0	0	0	2,000	0	2,000
Platinum Jubilee celebrations	0	446	434	0	0	0	0	0	0	0	0	0	880	500	880	500
Purchase of more animal friendly bins	0	0	0	0	0	0	0	0	0	0	0	0	0	1,500	0	1,500
Tree for a tree planting programme	38	0	0	0	0	0	0	1,655	0	0	0	0	1,693	2,000	1,693	2,000
<b>Total New Initiatives 2022/23</b>	<b>5,394</b>	<b>3,298</b>	<b>434</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,655</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19,781</b>	<b>22,356</b>	<b>19,781</b>	<b>22,356</b>

**Additional income streams**

Weald on the Field Sponsorship and 50% pitch fee income	0	0	0	0	2,312	0	1,010	0	0	0	0	0	3,322	0	3,322	0
Eco EXPO Income	621	0	0	(75)	0	0	0	0	0	0	0	0	546	150	546	150
Platinum Jubilee Income	0	0	1,627	0	0	0	0	0	0	0	0	0	1,627	0	1,627	0
Fields in Trust Grant funding	0	0	0	0	0	5,000	0	0	0	0	0	0	5,000	5,000	5,000	5,000
Memorial West Park Donation	9	0	0	0	0	0	0	0	0	0	0	0	(9)	0	9	0
Sundry income	0	6,500	0	0	0	0	0	0	0	0	0	0	6,500	0	6,500	0

**16,985**

**Earmarked reserves expenditure covering above expenditure**

Community Infrastructure Levy	0	0	0	0	25,085	0	0	0	0	0	0	0	25,085			
Fencing (incl. Hedgerow)	0	0	0	0	0	0	1,222	1,298	0	1,178	0	0	3,698			
Streetlighting repairs	0	0	0	0	1,487	0	0	0	0	0	7,835	0	9,322			
Major Contoura Mower	0	0	0	0	0	0	0	0	0	20,000	0	0	20,000			
Ash Dieback	0	0	0	0	0	0	7,770	0	0	11,090	0	0	18,859			
Road Safety Week/Eco Expo	514	150	0	0	0	0	0	0	0	0	0	0	664			
	514	150	0	0	26,572	0	8,992	1,298	0	32,268	7,835	0	77,629			

Nominal Code Heading	Nominal	Year end Total				
	Code	As at 31 Mar 2022	Amount to add from 2022/23 budget	Amount to reduce - Expenditure during yr	Year end total at 31 Mar 2023	Notes
Fencing (now incl. hedgerow)	3199	3,824.00	0.00	3,698.00	126.00	Remove £3698.00 (spent from 5101 and 5280) for planting of hedgerows and new fencing for allotments etc.
Boothland Wood	3165	500.00	0.00	0.00	500.00	
Building Maintenance Fund	3201	232,879.00	62,000.00	33,806.98	261,072.02	Remove £3104.88 (spent from 5775, to be removed from 3201). Remove £30,702.10 (spent from 5778).
* Civic Centre communal carpet		1,000.00	500.00	0.00	1,500.00	
* Five yearly EICRS		5,600.00	2,800.00	0.00	8,400.00	
* Saving for future reconfiguration of buildings		45,000.00	15,000.00	20,000.00	40,000.00	Move £20,000 to new earmarked reserve for expenditure on new Major Contoura mower.
CCTV Replacement Programme	3136	0.00	0.00	0.00	0.00	
Cemetery Enhancement (Wall)	3173	8,300.00	0.00	0.00	8,300.00	Year 4 Maintenance Programme Works did not go ahead.
Chapels Maintenance Programme	3134	0.00	0.00	0.00	0.00	Remove?
Civic Centre booking system		8,000.00	0.00	0.00	8,000.00	Not had capacity to deliver project in 2021/22 but will need to action as priority in 2023
Climate Change Projects (C/F from New Init)		5,700.00	0.00	0.00	5,700.00	Could be merged with Green Projects
Community Infrastructure Levy	3222	40,237.26	11,797.75	25,084.70	26,950.31	Includes CIL income in October 2022 (£3425.90 and April 2023 £8371.85) (for the financial periods (Apr - Sep 2022, and Oct - Mar 2023). Funds removed to cover streetlighting from 5081 (£25,084.70)
Consultants - Town Centre	3159	120,300.00	0.00	45,000.00	75,300.00	£25,000 to be moved to a new earmarked reserve - Ash Dieback and then £20,000 to be removed for streetlighting repairs new earmarked reserve.
Covid Memorial Bench		300.00	0.00	0.00	300.00	
Data Protection	3228	1,680.00	0.00	55.00	1,625.00	Remove £55.00 (spent from 5428, to be removed from 3228)
Dementia Training	3215	725.00	0.00	27.83	697.17	Remove £27.83 (spent from 5433, to be removed from 3215)
Elections	3169	26,962.00	5,000.00	4,611.13	27,350.87	Remove £4611.13 (spent from 5470, to be removed from 3169). By-election in July 2022.
ESCC Verge Cutting Contribution		9.00	0.00	0.00	9.00	Left over from previous year payment.
General Power of Competence		250.00	0.00	0.00	250.00	Need to do carry forward in April 2023, for unspent monies in 2022/23. This is a figure of £13,166.53 to be carried forward.
Green Projects		18,000.00	0.00	0.00	18,000.00	Green projects including vehicles
HMLNR Donation	3121	665.00	0.00	0.00	665.00	
HMLNR & WPLNR Supporters Group Donation	3225	0.00	0.00	0.00	0.00	Remove?
Joint Committee Master Plan Work	3202	50,000.00	0.00	0.00	50,000.00	Do not touch unless decision taken by the Uckfield Joint Regeneration Committee
Litter Bins/Policy	3178	1,708.00	0.00	0.00	1,708.00	
Old Timber Lane Maintenance	3111	16,500.00	250.00	0.00	16,750.00	
Play area enhancements	3185	10,000.00	1,525.00	0.00	11,525.00	Carry forward from 2021/22 underspend agreed by members in June 2022 to be put into Play Area enhancements reserves.
Professional Fees	3131	3,497.00	0.00	0.00	3,497.00	
Public Conveniences	3176	30,000.00	0.00	0.00	30,000.00	
Playing Fields & Pitches	3229	5,259.00	0.00	0.00	5,259.00	
Renewal/Upgrading Notice Boards	3210	2,512.00	0.00	1,374.00	1,138.00	Remove £1374.00 (spent from 5660, to be removed from 3210). Four new A1 noticeboards purchased for outside Civic Centre.
Re-surface Osborn Hall Car Park	3221	3,658.00	0.00	0.00	3,658.00	
Ridgewood Car Park Re-surface (RVH Improvements)	3172	16,885.00	11,000.00	0.00	27,885.00	£11k returned from RVH in Jan 2023.
Ridgewood Recreation Ground levelling	3189	2,493.00	0.00	0.00	2,493.00	
Seats, Signage for Tennis Courts	3207	595.00	0.00	0.00	595.00	
Section 106 Agreements	3135	17,909.37	0.00	0.00	17,909.37	Could be utilised for Victoria Play Area Upgrade.



Nominal Code Heading	Nominal Code	Year end Total As at 31 Mar 2022	Amount to add from 2022/23 budget	Amount to reduce - Expenditure during yr	Year end total at 31 Mar 2023	Notes
Signal Box Ext/Internal Maintenance	3192	6,280.00	0.00	1,058.47	5,221.53	Remove £1058.47 from expenditure in 5735. This is £928.47 and £130.00 EICR and remedials.
Skatepark Peripheral Area	3117	2,542.00	0.00	0.00	2,542.00	
Speed Reduction	3220	3,199.64	0.00	0.00	3,199.64	
Street Furniture Donation	3122	1,200.00	0.00	0.00	1,200.00	
Street Furniture Repair/Replace	3193	1,431.32	0.00	995.00	436.32	
Street Light Timers/column inspections	3174	1,856.00	0.00	0.00	1,856.00	
Street Light replacement SOX lanterns	3224	8,000.00	2,500.00	0.00	10,500.00	
Telephone Boxes	3217	0.00	0.00	0.00	0.00	Remove?
Training	3143	724.00	0.00	0.00	724.00	
Tree (works) (General areas)	3118	4,701.00	0.00	0.00	4,701.00	
Tree planting		718.38	0.00	0.00	718.38	
Twinning Hospitality	3230	133.33	0.00	0.00	133.33	
Upgrading of IT Systems & Equipment	3142	0.00	0.00	0.00	0.00	Although currently no budget, keep this in for future underspend c/f
Vehicle Replacement	3141	10,000.00	5,000.00	0.00	15,000.00	
Weald Hall Floor	3177	55,500.00	5,000.00	0.00	60,500.00	
Weald Hall Replacement Backdrops		2,500.00	0.00	759.50	1,740.50	Remove £759.50 (spent from 5633, to be removed from this earmarked reserve). New stage curtaining purchased and replaced.
Weald on the Field	3219	0.00	0.00	0.00	0.00	
West Park Pavilion Scheme	3227	45,000.00	0.00	0.00	45,000.00	
White Rails Improvements	3125	1,200.00	0.00	0.00	1,200.00	
262 Saturday Bus Service		3.08	0.00	0.00	3.08	
		<b>825,936</b>	<b>122,373</b>	<b>136,471</b>	<b>811,838.52</b>	

948,309.13

948,309.13

#### New earmarked reserves created in 2022-23

Nominal Code Heading	Nominal Code	Year end Total As at 31 Mar 2022	Amount to add from 2022/23 budget	Amount to reduce - Expenditure during yr	Year end total at 31 Mar 2023	Notes
Ash Dieback		0.00	25000.00	18859.42	6140.58	Remove £18859.42 from Trees from 5285 tree works for ash works.
Streetlighting repairs		0.00	25000.00	9322.14	15677.86	Remove £9322.14 spent from 5081 streetlighting repairs expenditure to be paid from this earmarked reserve.
Upgrading Victoria Pleasure Ground facilities		0.00	10000.00	0.00	10000.00	To be used for Victoria Play Area upgrade
Future land expansion - Snatts Rd & HMLNR		0.00	2000.00	0.00	2000.00	
Foresters New Front Doors		0.00	500.00	0.00	500.00	
Luxfords New Dishwasher		0.00	500.00	0.00	500.00	
Civic Centre Lift Upgrade		0.00	5000.00	0.00	5000.00	
New Major Contoura Mower		0.00	20000.00	20000.00	0.00	Created from virement of funds from new reconfig of buildings
Climate Change Carbon emission projects		0.00	10000.00	0.00	10000.00	To be used towards solar panels/improvements to buildings
			<b>98,000.00</b>	<b>48,181.56</b>	<b>49,818.44</b>	

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

**Monday 19 June 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;
- Richard Green;
- Ridgewood Village Hall;
- Uck-Ulele;
- 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 April 2023. Further information will follow under 'Confidential'.

2.3 Despite numerous attempts to chase for payment with Reveal Media Productions and Carlton Entertainment it would appear that the first company may have gone into insolvency and the latter, moved abroad. Further investigation with debt recovery will follow.

##### **3.0 Recommendation**

3.1 Members are asked to note the report.

Contact Officer: Sarah D'Alessio

## Meeting of the General Purposes Committee

Monday 19 June 2023

### Agenda Item 5.4

#### **TO CONSIDER CARRY FORWARD OF UNSPENT REVENUE BUDGET FROM 2022/23**

##### **1.0. Summary**

1.1 This report sets out variances in the 2022/23 budgets and a request to carry forward monies from the 2022/23 financial year into the 2023/24 financial year.

##### **2.0 Background**

2.1 As with previous years some monies in the revenue budgets for 2022/23 remain unspent due to late invoices, goods yet to be received, projects not yet complete etc. and rather than return these to general reserves as a matter of course, it is suggested that it would be prudent to carry forward these amounts into the next financial year (2023/24); allocated to specific budget areas/earmarked reserves.

2.2 Many of the proposed carry forwards from 2022/23 were allocated for set projects which were not able to be completed.

##### **3.0 Specific Budget Request for the Environment & Leisure Committee**

###### **3.1 Revenue budget 2022/23 – funds unspent**

<b>Project</b>	<b>Amount</b>	<b>Reason</b>
<b>HMLNR &amp; WPLNR</b>	£500.00	This funding remains unspent, and would be useful to contribute to the cost of updating the interpretation boards in the reserves in 2023/24. We would therefore recommend that the funding is transferred to 'HMLNR & WPLNR Supporters Group donation' earmarked reserves.

###### **3.2 New initiatives 2022/23 – projects not yet complete**

<b>Project</b>	<b>Amount</b>	<b>Reason</b>
<b>Speed reduction initiatives</b>	£2,000.00	The project has yet to be completed. We would therefore recommend that the funding is transferred to 'Speed Reduction' earmarked reserves.
<b>Purchase of more animal friendly bins</b>	£1,500.00	This funding remains unspent. We would therefore recommend that the funding is transferred to 'Litter bins/Policy' earmarked reserves.

##### **4.0 Specific Budget Request for the General Purposes Committee**

###### **4.1 Revenue budget 2022/23 – funds unspent**

<b>Project</b>	<b>Amount</b>	<b>Reason</b>
<b>Grants – Power of Competence</b>	£13,166.53	Only £14,333.47 was spent on Community Grant funding in 2022-23. Therefore it was agreed to carry forward the remaining £13,166.53 to earmarked reserves to be utilised for the community grants programme in 2023-24 under 'General Power of Competence.'

4.2 New initiatives 2022/23 – projects not yet complete

<b>Project</b>	<b>Amount</b>	<b>Reason</b>
<b>Civic Centre signage</b>	£2,000.00	These funds were set aside to replace the main sign above the front entrance of the Civic Centre. The project has yet to be completed. We would therefore recommend the funds be transferred to 'Renewal/upgrading noticeboards.'

**5.0 Recommendation**

5.1 Members are asked to resolve that the following sums be carried forward from the 2022/23 financial year to the 2023/24 financial year in earmarked reserves.

Contact Officer: Sarah D'Alessio/Holly Goring

## Meeting of the General Purposes Committee

Monday 19 June 2023

### Agenda Item No. 5.5

#### TO WRITE OFF SMALL UNDER AND OVER PAYMENTS ON THE TOWN COUNCIL ACCOUNTS

##### 1.0 Summary

1.1 This report sets out details of small under or overpayments by customers that require writing off in the Town Council accounts.

##### 2.0 Background

2.1. Over a period of time some customers under or overpay invoices; usually this is adjusted when settling current invoices however in some instances the hirer does not return to the Civic Centre and the amounts are too small to justify a refund or to chase payment.

##### 3.0. Amount details

3.1. Detailed below are the amounts to be written off:

	<u>Overpayment</u>	<u>Underpayment</u>
Adoption UK Support Group - 2019	£37.80	
Duradiamond – 2020		.80p
ESCC – 2020	£4.63	
Lloyds Pharm.Clinical Homecare - 2020	£58.80	
Sussex U3A – 2019	£117.30	
J Tame – 2021	£3.00	
Weight Watchers – 2020	£26.26	

3.2. Adoption UK – Duplicate payment of invoice 36742. Not used the Civic Centre since March 2019 and not able to contact to refund.

3.3 ESCC – Overpayment made in July 2020. Due to their accounting procedures and communication regarding this, they do not show it as an overpayment.

3.4 Lloyds Pharmacy Clinical Homecare - Credit Note 2884 issued for £58.80 as an amendment to an already paid invoice to hire the Martlets room February 2020. Not returned or able to contact to refund the credit.

3.5 Sussex U3A – Credit Note 2832 issued for £117.30 as an amendment to an already paid invoice to hire the Ashdown room August 2019. Not returned or able to contact to refund the credit.

3.6 Weight Watchers – Overpayment made December 2020. Change of hirer and not able to contact to refund credit.

##### 4.0 Recommendation

4.1. Members are asked to note the report and agree to write off the above amounts.

Contact Officer: Sarah D'Alessio

## Meeting of the General Purposes Committee

Monday 19 June 2023

### Agenda item 5.6

#### **TO NOTE THE END OF YEAR STATEMENT OF COMMUNITY INFRASTRUCTURE LEVY FUNDING FOR 2022/23**

##### **1.0 Summary**

- 1.1 This report provides an update to members of the funds received through Community Infrastructure Levy in the financial year 2022/23.
- 1.2 The Community Infrastructure Levy (CIL) is a charge that local authorities (in this case Wealden District Council as the local planning authority) can set on new development in order to raise funds to help fund the infrastructure, facilities and services - such as schools or transport improvements - which are needed to support new homes and businesses in the areas.
- 1.3 The Town Council is required each year to report on the funds received through these developer contributions and the way in which the funds are being spent. This information then has to be formally provided to Wealden District Council.
- 1.4 Previously the Town Clerk has sought advice on what the funding could be spent on. It was advised that any funds received should be spent on:

“The meaningful proportion of CIL monies given to the local parish and town councils can be spent on anything which will help to mitigate the impact of the development on the town or parish – considered to be a form of infrastructure.

Specific advice given by the government on the way in which CIL must be used, states:

*“The levy can be used to fund a wide range of infrastructure, including transport, flood defences, school and education facilities, hospitals (medical facilities), and other health and social care facilities (as per section 216(2) of the Planning Act 2008.*

*The definition allows the levy to be used to fund a very broad range of facilities such as play areas, parks and green spaces, cultural and sports facilities, academies and free schools, district heating schemes and police stations and other community safety facilities. This flexibility gives local areas the opportunity to choose what infrastructure they need to deliver their relevant Plan.*

*The levy is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development*

*The levy can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development.*

1.5 Some of the funds received had been committed during 2022/23 to assist with the increasing costs of street light repairs and replacements. Uckfield Town Council owns a number of streetlights within the town, which East Sussex Highways maintain on our behalf. The cost of repairs, replacements, associated surveys and health and safety lighting surveys have increased substantially.

## **2.0 Recommendations**

2.1 Members are asked to:

- (i) note the income received in 2022/23 through Community Infrastructure Levy Funding;
- (ii) note the way in which CIL funding has been spent during 2022/23.

**Contact Officer:** Holly Goring

### **Appendices:**

Appendix A: Community Infrastructure Levy Statement 2022/23

## APPENDIX A

### CIL Monitoring Report (Regulation 121B) 1st April 2022 – 31st March 2023

#### Uckfield Town Council

##### (a) CIL receipts retained

	£Sum
CIL receipts from previous years kept at the beginning of the reported year.	£40,236.91

##### (b) CIL receipts received during the reporting year 2022/2023

	£Sum
April 2022	£1,670.13
October 2022	£3,425.90
Total CIL receipts received for reporting year.	£5,096.03

##### (c) Summary details of CIL expenditure during the reported year

Infrastructure expenditure items	Criteria (A) or (B) 1	The total cost of the project (£)	CIL contribution to the project (£)	Details on any additional funding if required to complete the project
Repair/replacement of nine streetlights. Works undertaken by East Sussex Highways: <i>Baker St Col 1</i> <i>Cambridge Way Col 5</i> <i>Church St Cols 7&amp;9</i> <i>Eastbourne Rd Col 12</i> <i>Hunters Way Col 1&amp;7</i> <i>Lealands Drive Col 7</i> <i>Snatts Rd Col 9</i>	(A)	£25,084.70	£25,084.70	N/A

##### (d) CIL expenditure

	£Sum
Total CIL Expenditure during reporting year 2022/2023	£25,084.70

<sup>1</sup> Please state the item of infrastructure to which the above payment relates in accordance with this criteria;

- The provision, improvement, replacement, operation or maintenance of infrastructure or
- Anything else that is concerned with addressing the demands that development places on an area.



**(e) CIL receipts retained**

	£Sum
CIL receipts for the previous year's kept at the end of the reported year.	£24,248.24
CIL receipts for the reported year kept at the end of the reported year.	£5,096.03

**(f) Notices received from the charging authority (Wealden District Council)**

	£Sum
(i) The total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year.	£
(ii) The total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year.	£

**Guidance Notes**

Regulation 121B (1) of the Community Infrastructure Regulations 2010 (as amended) requires a Parish / Town council to prepare a report for any financial year ("the reported year") in which it receives CIL receipts.

Regulation 121B (2) sets out what the report must include. The tables above reflect these requirements. The report must include:

- (a) CIL receipts retained - CIL receipts from previous years retained at the beginning of the reported year.
- (b) CIL receipts received during the reporting year - The total CIL receipts for the reported year.
- (c) Summary details of CIL expenditure during the reported year - Summary details of CIL expenditure during the reported year.
- (d) CIL expenditure - The total CIL expenditure for the reported year;
- (e) CIL receipts retained
  - (i) CIL receipts for the previous year's kept at the end of the reported year.
  - (ii) CIL receipts for the reported year kept at the end of the reported year.
- (f) Notices received from the charging authority (Wealden District Council)
  - (i) Details of any notices received in accordance with regulation 59E, including the total value of CIL receipts subject to notices served in accordance with regulation 59E<sup>2</sup> during the reported year.
  - (ii) The total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year.

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<sup>2</sup> If a parish council has failed to spend CIL funds passed to it within 5 years of receipt, or has applied the funds not in accordance with the Regulations then the District Council can serve a notice on the Town or Parish Council requiring it to repay some or all of the receipts passed. The District Council will be required to spend any recovered funds in the Town or Parish council area.

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

**Monday 19 June 2023**

### **Agenda Item 5.7**

#### **TO CONSIDER THE REVISED PROPOSALS FOR THE ROUTING OF THE 262 SATURDAY BUS SERVICE FROM END OF JULY 2023 AND ASSOCIATED COSTS**

##### **1.0 Background**

- 1.1 In 2016/17, a request was made by the North Wealden Community Transport Partnership (NWCTP) for the parishes of Maresfield and Uckfield to provide financial support to the Saturday 262 bus service.
- 1.2 At that time the Saturday 262 bus service started in Hartfield and travelled to Uckfield via Ashdown Forest, Nutley and Maresfield; then returning to Hartfield via a circular route through the Ashdown Forest. This route provided a service for tourists/visitors to the area and there was a connection for service users to get to Forest Row and East Grinstead.
- 1.3 In 2016/17, Uckfield Town Council provided £3,200 in funding towards the service which was originally set up to replace the contracted Saturday 261 Service delivered by Seaford and District Bus Services between East Grinstead and Uckfield. Maresfield Parish Council also provided £3,200 in match funding in 2016/17 and £1,000 was contributed by the Wealden Bus Alliance to enable the service to run. Any surplus funding received from the return on concessionary fares was then passed back to the two contributing parish (and town) councils for their use.
- 1.4 NWCTP are a 'not for profit' company, using mainly volunteers to run their community bus services. Their funding calculations therefore cover the basics of running the service only.
- 1.5 The intention was that the service would be used by walkers and visitors to the area, and people needing to access services in Uckfield from the Forest or rail services at East Grinstead.
- 1.6 The local area continued to see further cuts to bus services. The 231 Bus Service run by Compass Travel between Etchingam through to Uckfield via Heathfield saw reductions in its timetables. This was in response to the passenger numbers decreasing. A decision was made to stop the 231 service on Saturdays with its last day of operation in February 2017.
- 1.7 In response to these cuts, the NWCTP proposed an alternative route for their service on Saturdays which started at Ashdown Forest, and ran through Nutley, Maresfield, Uckfield, Framfield, Blackboys, Cross in Hand and Heathfield. It was hoped that as this would provide a helpful shopper service on Saturday mornings between these villages and the towns of Uckfield and Heathfield, that it would boost passenger numbers.
- 1.8 Passenger numbers continued at a steady rate but despite ad hoc communication campaigns the bus services have not been full to capacity and did tend to attract an older age profile.
- 1.9 At present, Uckfield Town Council sets aside a sum of £3,900 within its annual budget setting process to contribute to the running of this service. A number of parishes contribute to the service, and the concessionary fares (which account for the

majority of fares) are removed from the costs per quarter, before the town council is invoiced.

1.10 The total contribution made by Uckfield Town Council in 2022-23 was in the region of £3,785.

## **2.0 Proposed changes to the 262 Saturday Service**

2.1 East Sussex County Council have been working on a Bus Improvement Plan, following the award of £41.4million through a UK Government initiative to 'Bus Back Better.'

2.2 We were informed on 5 June 2023, that East Sussex County Council were expecting to improve Saturday bus services between Heathfield and Uckfield, and Uckfield and Nutley as a result of this project, from the end of July 2023.

2.3 This has led NWCTP to consider reviewing the routing options for the current Saturday service they provide, to avoid duplication.

2.4 They were putting forward consideration for a route along the following lines:

- Hartfield
- Ashdown Forest
- Fairwarp
- Maresfield
- Five Ash Down
- Coopers Green
- Buxted - round Gordon Road and back past the station
- Ringles Cross
- Uckfield

then returning along the same route. NWCTP are currently working on a timetable, but as this is a shorter route than the present one to Heathfield they expect to be able to make it a 90 minute turn around, rather than two hours as at present.

2.5 At present Uckfield Town Council receives an invoice at the end of each quarter, with the concessions removed and the remaining percentage contribution outlined for that quarter.

2.6 NWCTP are fully aware that this service would be dependent upon the parish and town councils part-funding the service. They are keen to understand if Uckfield Town Council would be prepared to continue with this. Once they had an idea of the timetable and mileage involved, they would have an indication of estimated costs. They were keen to obtain our initial views.

2.7 Please note that by the end of July, the Town Council would be four months into the financial year, and the first quarter of the service would have been paid, along with one month of the second quarter being delivered. The change in the service mid-year was far from ideal, but a response to the changing support available from the higher level local authorities.

## **3.0 Recommendations**

3.1 Members are asked to consider how they wish to proceed.

Contact Officer: Holly Goring

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

**Monday 19 June 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

- More door closers have been installed in the Civic Centre;
- Remedial works have been undertaken in response to the recent PAT testing;
- Recent investigations of the Civic Centre's heating system in response to leaks, by a commercial plumbing firm identified a couple of serious issues with the pipework. A commercial plumber and heating engineer has been trying to rectify these matters, with the support of a welder to ensure that the pipework is replaced where eroded (rusted through) and fail any further and the flanges reducing the risk of water leaks and flooding are appropriately fixed;
- Weekly and annual schedules continue to be adhered to by caretakers;
- New noticeboards have been fixed to the pillars of the Civic Centre building;
- Floral displays are now up at the front of the Civic Centre and within the High Street;
- Quotations are being obtained for ventilation for the reconfiguration of the Caretaker area;
- Quotations are being sought for the re-decoration of the Weald Hall;

###### The Hub

- The contractors responsible for managing the demolition of the Hub (the Hub building only, not the Source building) are liaising with utility companies to arrange for the disconnections.

###### The Source

- The fascia board to eastern side of the building has been repaired;
- A new water heater was fitted following the last heater failing;

###### The Signal Box

- No further update at this time. A meeting is booked in with the Festive light company on 22 June 2023.

###### Victoria Pavilion

- Detailed heating system quotations have been obtained for works identified in the Building Maintenance Programme. A report has been prepared for full consideration by members at agenda item 6.2;
- Emergency lighting upgraded;
- PAT testing and subsequent remedial works undertaken where possible. Hirers also advised of where their equipment failed the PAT testing schedule;
- A fire was reported to East Sussex Fire & Rescue on the morning of 25 April 2023 on the first floor of the Pavilion. Thankfully there was no one inside or damage caused, but the call identified some actions for both our contractor

Sovereign Alarms, and the Town Council to ensure that signage was up to date for directing the Fire Service to the appropriate areas of the building;

- Further vandalism and anti-social behaviour has been experienced around the building, which most recently saw the defibrillator removed and thrown into a hedge. This has been reported to Sussex Police along with CCTV footage.

#### Foresters Hall

- A fire door survey has been carried out and costings obtained for repair/replacements;
- Emergency lighting and muster station works in progress;
- Proposed improvements to the heating system and existing pipework for Foresters Hall Chapel and rear of Foresters Hall - set out in a more detailed report for members at agenda item 6.3;
- Repairs were undertaken to the front door of Foresters Hall Chapel and the door was repainted.

#### Snatts Road, Chapel

- Nothing new to report.

#### West Park

- Building assessed for alternative solution (air source heat pump) for heating and hot water, and quotation obtained;
- The building was prepared for handover to the leaseholders – Uckfield Grasshoppers Junior Football Club on 1 May 2023 – this included cleaning, redecoration, emergency lighting, fire safety works, roof repairs, pat testing and remedials.

#### 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**

**Monday 19 June 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 (1 April 2023 to 9 June 2023).

2.2 Although the winter flu season has passed us behind, there have been a number of viruses circulating which have impacted on short term self-certified staff sickness.

2.3 We worked with staff to review the level of their WPA support before the new year commenced and they received a new entitlement. 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. Extras were also discussed that could be added to their existing package.

2.4 The Assistant Town Clerk & RFO has been liaising with the East Sussex Wellbeing at Work Programme, with an intention to work towards and achieve the Bronze Level Award. The process initially involves undertaking a wellbeing survey with all staff, to assist with developing a set of actions specific to the organisation in addition to the generic action plan set out for each award level.

	<b>As at 9 June 2023 (sickness recorded since 1 April 2023) (29 staff)</b>	<b>As at 30 May 2022 (sickness recorded between 1 Apr 2022 and 30 May 2022) (26 staff)</b>	<b>Cumulative total for the year 2023-24</b>
Actual days taken as short-term Doctors' certificate	0.0 days	16.0 days	0.0 days
Actual days taken as self-certificated sick leave	19.0 days	2.0 days	0.0 days
Actual days taken as long-term sick leave	0.0 days	0.0 days	0.0 days
Actual days taken for full Covid isolation (staff member unwell for full isolation period or in a position whereby they were unable to work from home)	0.0 days	0.0 days	0.0 days
Actual days taken for staff member supporting family member/dependent for Covid isolation but not unwell themselves	0.0 days	0.0 days	0.0 days
Actual days taken for Covid isolation but able to work from home some of the time	0.0 days	0.0 days	0.0 days

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

- 3.1 All caretaking staff undertook the Ladder & Step ladder training course for users and passed the end of training test, to ensure they had the confidence and skills to use ladder safely and legally. The Head Caretaker also attended the Combined User and Inspection Course.
- 3.2 The Head Groundsman and a member of the Grounds team undertook the full day ROSPA Play Safety visual inspection course. They also went one step further, and completed the exam which provided them with an RPII (Register of Play Inspectors International) certificate.
- 3.3 Kitchen staff have undertaken their refresher Food Hygiene and Safety training.
- 3.4 Organisation-wide with the current role out of annual appraisal reviews, the management team are currently drawing together an up to date training plan which will assist with understanding what training should be completed in person and what could be completed online.

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

- 4.1 First aid kits in all buildings were reviewed earlier in the year and placed onto the walls with clear signage.
- 4.2 Regular water monitoring continues to be 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 have been carried out to ensure ongoing compliance.

- 4.3 The lift(s) are inspected by British Engineering Services, for the purposes of our insurance, and the next inspection is due to take place in July 2023.
- 4.4 PAT testing has been carried out in all buildings, and associated repairs or remedial works completed. Leaseholders/hirers were also advised of where their equipment failed testing.

## **5.0 Fire Safety**

- 5.1 Work has been carried out to address a number of high and medium priorities within the Town Council's Fire Risk Assessments. A schedule of works is being progressed which includes the addition of signage, 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.
- 5.2 As outlined in the Buildings Update, East Sussex Fire & Rescue had to be called out to Victoria Pavilion on the morning of 25 April 2023. Thankfully no one was in the building at the time, nor was anything damaged, but it helped to reinforce a number of issues with regard to call out communication, signage, and the Fire Service undertook a follow up walk around and through the building to check our procedures.
- 5.3 Whilst we experience a current rise in anti-social behaviour, the fire alarm at the front of the Civic Centre has been set off twice. Both times the system needed to be fully reset.

Contact Officers: Holly Goring



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

**Monday 19 June 2023**

### **Agenda Item 8.3**

#### **TO CONSIDER THE RENEWAL OF THE EXISTING INSURANCE CONTRACT FOR PUBLIC LIABILITY, EMPLOYER LIABILITY AND VEHICLE INSURANCES**

##### **1.0 Background**

- 1.1 Uckfield Town Council was with Zurich Insurance for a three-year period between 2019 and 2022, as part of a contractual agreement for insurance and had the option to extend for a further two years from June 2022. Members agreed to this extension and we have recently been issued with the renewal for the next 12 months.
- 1.2 The annual cover runs from 20 June to 19 June.
- 1.3 This insurance package currently provides insurance cover under a Local Councils policy, which includes employer liability, public liability, hirers liability, libel and slander and contents insurance for furniture, fixtures and fittings, IT equipment, civic regalia, 73 litter bins, 7 bus shelters, tennis courts, CCTV equipment and a drone. The agreement also includes motor vehicle insurance for the grounds vehicles, and personal accident cover for staff, volunteers and councillors plus legal expenses.
- 1.4 We are aware that we have installed a further two litter bins in the past year (bottom of Streatfield Road and by the Bell Lane allotments). Although the grounds equipment is included in our buildings and contents insurance, we will advise them of the purchase of the rotary mower attachment from a public liability perspective. We are also checking the cover for the CCTV to ensure there is no overlap with our buildings and contents insurance policy.
- 1.4 The cost of the annual cover for 2022-23 was a total of £5,852.41 inclusive of insurance premium tax.
- 1.5 We are awaiting the final figure (*which should be able to be given verbally by the Assistant Town Clerk at the meeting*) for 2023-24. We would presume that the cost would be between £5,800 and £6,000 inclusive of insurance premium tax.
- 1.6 Although no tender process is required for this sum of contract, we wished to seek members' approval of this renewal. Officers consider the insurance package and working practices of Zurich to be professional and efficient, and would therefore support renewal on this basis.
- 1.7 A copy of the proposed policy schedule is attached at appendix A.

##### **2.0 Recommendations**

- 2.1 Members are asked to consider the contents of the report and confirm that they have no other items for inclusion or comments for the finalisation of the renewal.

Appendices: Appendix A: Copy of Proposed Policy Schedule 2023-24

Contact Officer: Holly Goring