



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 17 July 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 19 June 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 Bad Debts

5.3 Finance Summary

6.0 BUILDINGS

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

7.0 POLICY

None.

8.0 ADMINISTRATION

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

8.2 To receive Members' audit reports (February, March & April 2023)

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

9.1 To consider reports from:-

(i) Citizens Advice Bureau

(ii) Uckfield Volunteer Centre

(iii) Wealden District Association of Local Councils – Mgt Committee

(iv) Wealden District Association of Local Councils – Planning Panel

10.0 CHAIRMAN'S ANNOUNCEMENTS

11.0 TOWN CLERK'S ANNOUNCEMENTS

12.0 CONFIDENTIAL BUSINESS

To consider whether to **RESOLVE** to exclude the press and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted: -

12.1 To consider the draft lease agreement for the Source

12.2 To consider an update on Luxfords Restaurant



Town Clerk
11 July 2023

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 19 June 2023 at 7.00pm

PRESENT:

Cllr. D. Ward (Chair)
Cllr. B. Cox
Cllr. J. Love

Cllr. C. Macve
Cllr. D. Manvell
Cllr. P. Selby
Cllr. A. Smith

IN ATTENDANCE:

Sarah D'Alessio – Assistant Town Clerk & RFO
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.

Councillor J. Love referred to agenda item 6.2 and explained that she had a personal interest as she worked for a business which leased out space at Victoria Pavilion. The Town Clerk advised that Councillor J. Love could speak but not vote.

Members noted this declaration of interest.

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

No apologies were received.

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 11 April 2023

GP03.06.23 Members subsequently **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 11 April 2023 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2 Action list

Members noted that Uckfield Leisure Centre had also been requested to be registered as an asset of community value, and subsequently noted the update.

4.3 Project list

Councillor P. Selby enquired about the monies relating to Ridgewood Village Hall Car Park, and the money that had been passed to Ridgewood Village Hall Committee during their refurbishment in the pandemic. The Town Clerk clarified

the use of the funds and explained that an amount had been returned as required.

Members noted the project list.

- 4.4 To receive the minutes of the Personnel Sub-Committee held on 30 June 2023
(to be considered under confidential business)

5.0 FINANCIAL MATTERS

- 5.1 To note bills paid

Members noted the bills paid.

- 5.2 To review the draft financial position for the financial year ending 31 March 2023
Members were provided with the income and expenditure reports for the full financial year ending 31 March 2023, a copy of an update for the earmarked reserves and a draft copy of the Town Council's financial statements, which were prepared each year by external accountants.

The Chair, Councillor D. Ward wanted to thank all staff, for doing such a fantastic job. She recognised the challenges faced by the organisation in terms of rising costs, and thought the staff had done well in these difficult circumstances.

Councillor B. Cox wished to second that and referred to the rate of inflation in food costs, and how food businesses had no choice but to pay these prices, as all food costs were increasing. He mentioned once again that the restaurant was a community asset as much as a profit earner. He saw the venue as a place where people could come and spend time with family and friends. It was a safe place.

Councillor C. Macve thought that the income streams for the restaurant looked excellent and asked for clarity on a couple of areas of expenditure around salary costs, to which the Town Clerk responded.

Members discussed with the Town Clerk the difference in cemetery income compared with the previous two years.

Councillor A. Smith, felt that the initial budget setting had been carried out well, as the main disparities were reflective of the current state of the economy. Councillor Smith noted the large and unforeseen expenditure through the financial year which included ash dieback, building repairs and the new mower. The ability to weather these large costs, demonstrated that the Town Council was financially quite prudent.

It was hoped that 2023-24 would be a little more positive.

Councillor D. Manvell sought clarity on the public works loan board costs.

Members sought clarity on a couple more points relating to lease arrangements and works required, before members noted the content of these reports.

Members were satisfied with the position of the council's finances at financial year end, and did not require the Clerk to take any further action.

5.3 Bad debts

The Assistant Town Clerk updated members on the report, to advise that debts had since been paid by Ridgewood Village Hall Committee and Uck-uele, and that the other outstanding debts were being chased.

The Town Clerk explained the background with a couple of the bad debts and it was suggested by a committee member, that it might be helpful to pursue the matter through the County small claims court.
Members noted the report.

5.4 To consider carry forwards of unspent revenue budget from 2022/23

Members were provided with a list of funds which had been set aside in 2022/23 for activities but funding was left over after completion of the project, or funding had yet to be spent.

GP04.06.23 Members **RESOLVED** that the following unspent sums be carried forward from the 2022/23 financial year to 2023/24:

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

3.1 Revenue budget 2022/23 – funds unspent

Project	Amount	Reason
HMLNR & WPLNR	£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

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

Revenue budget 2022/23 – funds unspent

Project	Amount	Reason
Grants – Power of Competence	£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.'

New initiatives 2022/23 – projects not yet complete

Project	Amount	Reason
Civic Centre signage	£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.'

- 5.5 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)

The Assistant Town Clerk explained that under and over payments often occurred when a customer/person had left a company or they hadn't returned as a hirer of the facilities for some time, so it was difficult to attach a credit to any future invoices. There were varying circumstances and it was noted by one member that the office had made quite lengthy attempts to contact the customers.

- GP05.06.23** Members **RESOLVED** to note the contents of the report and write off the amounts detailed (six overpayments and one underpayment).

- 5.6 To note the end of year statement of Community Infrastructure Levy funding for 2022/23

Members were provided with a report which detailed the funds received through community infrastructure levy funding in the financial year 2022/23, as well as the funds spent. As the report identified, CIL funding had been utilised for streetlighting repairs or replacements within the past financial year.

One member noted that an amendment needed to be made to the figure listed on page 4 of this report, which detailed the 'CIL receipts for the previous year's kept at the end of the reported year.'

The Town Clerk agreed, and subject to the amendment identified, members noted the report.

- 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

Members were advised within a report that East Sussex County Council were working on a Bus Improvement Plan, in response to the receipt of central government grant funding. ESCC were seeking to improve Saturday bus services and as a result the 262 Saturday bus service which the Town Council contributed to, could duplicate expanded services by the county council. The North Wealden Community Transport Partnership who ran the existing 262 Saturday bus service had proposed a different route so as not to duplicate the improvements between Heathfield and Uckfield. This would see the 262 Saturday service travelling between Ashdown Forest and Uckfield and the villages en route.

Members saw the benefits of the service, and felt that further work could be undertaken to promote the benefits offered by the bus service for forest walking, tourism and supporting improvements to wellbeing.

GP06.06.23 Members **RESOLVED** to accept the changes proposed from the end of July 2023, to continue to support the 262 Saturday bus service, and assist with promoting the service.

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.

Members noted the detailed update provided.

6.2 To consider the quotations for the upgrade to the plumbing and heating system at Victoria Pavilion

For ease of explanation, the Town Clerk talked through a powerpoint presentation which set out the current challenges with the plumbing and heating system at Victoria Pavilion and the breakdown of the quotations and proposals received to date to address the issue.

Members discussed the importance of upgrading the system to ensure that the building could meet the needs of its leaseholders, hirers and customers, as well as sport requirements.

Members also discussed greener options and renewable energies, and the advantages and disadvantages of these systems. Attendees were reminded that organisations needed to meet the EPC Level B by 2030.

GP07.06.23 After a detailed discussion, it was **RESOLVED** to task staff with:

- (i) looking at the whole building within the review and to obtain quotations for the whole system (i.e. new system as well as radiators and associated pipework) and
- (ii) obtain three separate quotations, one of which would consider the installation of renewable energy (green project).

6.3 To consider a proposal for upgrading the plumbing and heating system in Foresters Hall and adjacent Foresters Chapel

The Town Clerk presented to members on the current challenges with the plumbing and heating system at Foresters Hall and adjacent Foresters Chapel. Funding was available in the 2023/24 building maintenance fund as well as earmarked reserves.

Members recognised that it was a very old Victorian building and to remove the pipework from under the floor and expose it, would be prudent. It sounded like the boiler was at the end of its life. Once again members saw the benefits of looking at the chapel and the hall at the same time.

GP08.06.23 After a detailed discussion, it was **RESOLVED** to task staff with:

- (i) looking at the whole building within the review and to obtain quotations for the whole system (i.e. new system as well as pipework exposure);
- (ii) obtain three separate quotations, one of which would consider the installation of a greener option, and;
- (iii) consider if the companies providing quotations for the project, consider if a discount could be applied for reviewing the plumbing and heating system of Victoria Pavilion and Foresters Hall.

7.0 POLICY

None.

8.0 ADMINISTRATION

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

Members noted the report.

8.2 To receive Members' audit report

Members noted the audit report for February 2023.

8.3 To consider the renewal of the existing Insurance contract for public liability, employer liability and vehicle insurance

The Assistant Town Clerk and RFO explained that they had added two further bins to the policy, had enquired in relation to the CCTV cover, and ensured that the drone insurance remained.

The quotation for renewal had increased by around £400 since 2022. Councillor C. Macve asked whether benches maintained by the Town Council should be included on the insurance. Officers would check.

The Town Clerk also advised that the Internal Auditor had suggested increasing liability within the insurance policy, and officers would check the finer details of this on their site visit on 21 June 2023.

GP09.06.23 Members **RESOLVED** to accept the quote, subject to the additions suggested.

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) Uckfield Volunteer Centre

Nothing to report at this time.

(vi) Wealden District Association of Local Councils – Mgt Committee

Nothing to report at this time.

(v) Wealden District Association of Local Councils – Planning Panel

Nothing to report at this time.

10.0 CHAIRMAN'S ANNOUNCEMENTS

The Chair, Councillor D. Ward reminded members that all representatives of outside bodies or working groups were responsible for producing a written update, and sending this to the Town Clerk at least a week before the committee meeting.

Committee members were asked to let the Chair and Clerk know if they needed to send their apologies for a meeting.

11.0 TOWN CLERK'S ANNOUNCEMENTS

None.

Councillor D. Ward, requested that the standing orders be suspended to extend the meeting until 9.30pm.

GP10.06.23 It was **RESOLVED** to suspend standing orders to extend the meeting by an extra 30 minutes to address the agenda items under confidential business before 9.30pm.

12.0 CONFIDENTIAL BUSINESS

GP11.06.23 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 write off small and under overpayments on the Town Council's accounts (section to be considered under confidential business)

Members discussed this matter at some length and requested that the Assistant Town Clerk & RFO liaise with the business to understand better, their current position, and to report back to a future committee meeting.

12.2 To receive the minutes of the Personnel Sub-Committee held on 13 June 2023

Members noted and received the minutes of the recent Personnel Sub-Committee on 13 June 2023.

12.3 To consider the recommendations of the Personnel Sub-Committee held on 13 June 2023

GP12.06.23 It was **RESOLVED** to approve the recommendations of the Personnel Sub-Committee held on 13 June 2023.

12.4 To consider external quotations for external works at Foresters Hall

This item was deferred until a future meeting, and staff were asked to obtain a quotation from a local company for the service required.

12.5 To consider the renewal of the lease agreement for Foresters Chapel

GP13.06.23 It was **RESOLVED** to agree to the renewal of the existing lease agreement and for the Town Clerk to proceed with the recommendations of the committee.

12.6 To consider the renewal of the lease agreement for the Quickborn Suite

GP14.06.23 It was **RESOLVED** to agree to the renewal of the existing lease agreement and for the Town Clerk to proceed with the recommendations of the committee.

12.7 To consider an update on Luxfords Restaurant

Members wished to thank the Hospitality Manager for a very good report, which was testament to the hard work being put in by the team.

GP15.06.23 It was **RESOLVED** to reinstate standing orders.

The meeting closed at 9.23pm.

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	In progress.
<u>GP07.06.23</u>	<p><u>To consider the quotations for the upgrade to the plumbing and heating system at Victoria Pavilion</u> After a detailed discussion, it was RESOLVED to task staff with:</p> <p>(i) looking at the whole building within the review and to obtain quotations for the whole system (i.e. new system as well as radiators and associated pipework) and; (ii) obtain three separate quotations, one of which would consider the installation of renewable energy (green project).</p>	19.06.23	JH	In progress.
<u>GP08.06.23</u>	<p><u>To consider a proposal for upgrading the plumbing and heating system in Foresters Hall and adjacent Foresters Chapel</u> After a detailed discussion, it was RESOLVED to task staff with:</p> <p>(i) looking at the whole building within the review and to obtain quotations for the whole system (i.e. new system as well as pipework exposure); (ii) obtain three separate quotations, one of which would consider the installation of a greener option, and; (iii) consider if the companies providing quotations for the</p>	19.06.23	JH	In progress.

	project, would consider if a discount could be applied for reviewing the plumbing and heating system at Victoria Pavilion and Foresters Hall.			
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**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 No.	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.		
		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.		

Project Name		Online event ticket system		Project Number	60
Resolution No.	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.		
			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		

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

		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

Project Name		Climate Change Initiatives (carry forward from 2020/21)		Project Number	66
Resolution No.	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

Outstanding initiatives from 2022/23

Project Name		Building Maintenance Fund (Year 8 – 2022/23)		Project Number		68	
Resolution No.	Funds	Date	Commentary				
FC82.01.22	Still to be progressed...						
	Proposed expenditure on Building Maintenance Fund 2022/23						
		Year 8	Estimate	Proposed		Actual at year end – 31 March 2023	
		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	
	Osborn & Ridgewood car park drainage	30000	RVH Car Park plans in progress.		£5,422.50		

Project Name		Civic Centre Signage		Project Number		71	
Resolution No.	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. Still to be progressed.				

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

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	Building Maintenance Fund 2023/24						
			Year 9	Estimate				Actual	
			Victoria Pavilion – heating and water supply system replacements, and spruce up.	30,000				Quotations being sought at present.	
			West Park Pavilion - potential longer term compliance works	12,500				£9,171.47 Completed.	
			Civic Centre flooring - Oakleaf Room - Ashdown Room	5,000				Quotations being sought at present.	
			Redecoration of Weald Hall	5,000				Quotations being sought at present.	
			Foresters Hall Internal and External repairs	8,000					
			Signal Box refurbishment	8,000					
			PAT Testing	5,000				£4,454.48 Completed.	
			Contingency	2,500					
			Total	76000					

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

Project Name		Server upgrade and small office computer upgrade		Project Number	75
Resolution No.	Funds	Date	Commentary		
FC86.01.23	£10,000	23.01.23	The service upgrade was booked in on the evening of Thursday 29 June and morning of Friday 30 June 2023. We planned to upgrade the computers that are in need of replacement in September 2023.		
	Minus £2,526.00 for server upgrade =£7,474	11.07.23	The server was upgraded on 30 June 2023. The upgrade was successful, but the booking system unfortunately experienced some issues linking to the new server. A temporary link has been put in place whilst the fault is identified. Computers would be upgraded in September 2023.		

Project Name		262 Bus Service		Project Number	76
Resolution No.	Funds	Date	Commentary		
FC86.01.23	£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. Awaiting invoice for Q1.		

Project Name		WPA NHS Top-Up		Project Number	77
Resolution No.	Funds	Date	Commentary		
FC86.01.23	£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. In progress.		

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

Project Name		Civic Centre WI-FI Upgrade		Project Number	78
Resolution No.	Funds	Date	Commentary		
FC86.01.23	£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. In progress.		

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

Meeting of the General Purposes Committee

Monday 17 July 2023

Agenda Item No. 5.2

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;
- Richard Green
- Ridgewood Village Hall;
- ESCC CRD
- Marie Campbell – Reveal Media Productions;
- Carlton Entertainments;

2.2 As previously discussed, action for debt collection is currently in progress.

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Sarah D'Alessio

Appendix A - Statement of Financial Position

as at 30 June 2023

Specified investments	£
• NatWest Bank Plc – Day to Day Current Account	200,000.99
• NatWest Bank Plc – Business Reserve Account	1,052,718.48

as at 31 March 2023

• NatWest Bank Plc – 12 Month Fixed Term Deposit Account	300,000.00
• Lloyds Bank Plc – Treasurer Account	21,067.15

Non – financial Investments

• Flat 2A Vernon Road (March 2019 Valuation)	140,000.00
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Meeting of the General Purposes Committee

Monday 17 July 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;
- Fire call points have been updated due to anti-social behaviour.
- Recent investigations of the Civic Centre's heating system in response to historical leaks due to lack of checks and maintenance. 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;
- 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;
- Quotations are being sought for new flooring in the Town Clerk's office, Ashdown Room and a schedule has been booked to re-floor the restaurant kitchen which will be a fairly large project to be undertaken the week after Model Railway weekend in October. We hope to obtain support to redecorate the Weald Hall that same week so we can close that area of the building down to undertake the works and associated works at the same time;
- A general decorating schedule has been started in the Civic Centre;
- The server has been upgraded;

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

Nothing new to report.

The Signal Box

Nothing new to report.

Victoria Pavilion

- Heating system quotations are being sought;

Foresters Hall

- A fire door survey has been carried out and costings obtained for repair/replacements;
- Emergency lighting replaced/updated and muster station now in place;
- Work being scheduled in to fill in the door to the northern side of Foresters Hall which is no longer in use;
- Side gate has been painted along with pigeon mess removed and added to yearly maintenance schedule;

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, along with quotation for fire doors;
- The building was handed to the leaseholders – Uckfield Grasshoppers Junior Football Club on 1 May 2023 – with cleaning, redecoration, emergency lighting, fire safety works, roof repairs, pat testing and remedials undertaken beforehand;

2A Vernon Road

Nothing new to report.

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 17 July 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 for the period between 1 April 2023 and 9 July 2023).

2.2 The Assistant Town Clerk & RFO continues to liaise 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.

	As at 14 July 2023 (sickness recorded since 1 April 2023) (29 staff)	As at 8 July 2022 (sickness recorded between 1 Apr and 8 July 2022) (26 staff)	Cumulative total for the year 2023-24
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	26.0 days	2.0 days	0.0 days
Actual days taken as long-term sick leave	0.0 days	51.0 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	7.0 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	2.0 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.

Contact Officers: Holly Goring

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

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

PETTY CASH

Check cash balance and vouchers

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

Signed

Print Name PETER W. SECORBY

Dated 10 JULY 2023

Members comments:-

ALL CLEARLY IN ORDER
AND DOCUMENTATION
PROPERLY FILED

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
SCREWFIX	137759 0747 23.05.23	15973	✓	95365928
S TAIT	19/05/23	15968	✓	948349588

Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
LUGGAGE	42808			
USA 60'S MUSIC	CC 42606	✓	30.05.23	7 of 8
WORLD MODEL RAILWAY CLUB	CC 42609	✓	30.05.23	7 of 8

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
JO BROOKER	✓	✓	26/05/2023	948595109
JANICE LAWRIE	✓	✓	26/05/2023	948595109

Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
RESERVE	1 OF 2 31 MAY '23	✓	✓	1227
CLERKS ACCOUNT	1 OF 2 31 MAY '23	✓	✓	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	✓ MAY 2023	W H SMITH ✓ £7-80	CHECKED ✓
Luxfords	✓ MAY 2023	BELL WALK DRY CLEANERS £32-50 ✓	CHECKED ✓

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH: April 23

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"/>
Luxford's " " " "	<input checked="" type="checkbox"/>

Signed .

Print Name DAN MANVELL

Dated 3/07/23

Members comments:-

* General account not yet reconciled, although missing
movement has been identified.

* Town Council Petty Cash was to short of
SABE report.

* Petty Cash receipt for Feb ~~20~~²³ not recorded
until Apr 23.

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
DCH Electrical Ltd	3819 5 April 23	15856	✓	938316223
KFF	7932260 11 April 23	15837	✓	93831842

Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
USA Ant	LL42332	✓	28 April 23	218 31 May 23
Lindyrkt	LL42129	✓	18 April 23	218 28 Apr 23

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
Sadie Eastwood	✓	✓	28 Apr 23	938319398
Jo Dooker	✓	✓	28 Apr 23	938319398

Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
Business Reserve	28 Apr 23	✓	✓	1227
Current / General	28 Apr 23	✓	Acknowledged discrepancy - not yet reconciled	1200

Petty Cash Checked

Account Name	Is reconciliation correct? Month	Selected Voucher Name and findings	At time of visit, are petty cash floats aligned to SAGE balance
Town Council	April 23 ✓	Texas cleaning materials - Toilet Roll Receipt for Feb 23 received in Apr 23	£1 less in than than on SAGE
Luxfords	April 23 ✓	Books - Food and consumables Reconciled ✓	✓

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH: March 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"/>

Signed .

Print NameAngie Smith.....

Dated26/6/23.....

Members comments:-

All in good order aside from small discrepancy in petty cash float.

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
C.E.F.	(9.3.23) UCK/ 315730	15724	✓	919344436
Chaucer landscape management	271 30.3.23	15763	✓	927311899

Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
Andersson F/ST Aid Training	42038	✓	6.03.23	778
East Sussex County Council	42091	✓	27.03.23	794

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
Jeff Connor	✓	✓	31/3/23	926931730
horraine Cavey	✓	✓	31/3/23	"

Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
General (Current)	776-798	✓	✓	1200
Reserves	155	✓	✓	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	✓ March 2023	Tesco 31.3.23 Present	✓ £1 Short in petty cash tin
Luxfords	✓ March 23	Bell Walk Dry Cleaners 20.3.23 Present	£1 ✓