



# 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 11 September 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 17 July 2023

4.2 Action list – for information only

4.3 Project list – for information only

## **5.0 FINANCIAL MATTERS**

5.1 To note bills paid

5.2 To review the current list of bad debtors

5.3 To note the income and expenditure reports up to 30 June 2023

## **6.0 BUILDINGS**

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

6.2 To note the project schedule for the demolition of the Hub building

**7.0 POLICY**

- 7.1 To review the Town Council's Publication Scheme
- 7.2 To undertake initial consideration of the Town Council's room hire fees and charges for 2024/25 (1 April 2024 to 31 March 2025)

**8.0 ADMINISTRATION**

- 8.1 To receive a report on Health and Safety within the Council
- 8.2 To receive the Member audit report(s)

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

- 9.1 To consider reports from:-
  - (i) Citizens Advice Bureau (attached)
  - (ii) Uckfield Volunteer Centre (verbal update)
  - (iii) Wealden District Association of Local Councils – Mgt Committee (N/A)
  - (iv) Wealden District Association of Local Councils – Planning Panel (N/A)

**10.0 CHAIRMAN'S ANNOUNCEMENTS**

**11.0 TOWN CLERK'S ANNOUNCEMENTS**

**12.0 CONFIDENTIAL BUSINESS**

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

- 12.1 To consider an update on Luxfords Restaurant
- 12.2 To consider an initial enquiry from a potential leaseholder



Town Clerk  
5 September 2023

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 17 July 2023 at 7.00pm

## PRESENT:

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

Cllr. C. Macve (appointed Vice-Chair)  
Cllr. D. Manvell  
Cllr. A. Smith

## IN ATTENDANCE:

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 items 4.3, 5.2 and 6.1 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

Apologies had been received from Councillor P. Selby and substitute member Councillor B. Cox.

It was at this point in the meeting that the Chair, Councillor D. Ward wished to bring forward the first part of agenda item 11.0 (Town Clerk's announcements) to re-appoint a Vice Chair to the General Purposes Committee.

### 11.0 TOWN CLERK'S ANNOUNCEMENTS (BROUGHT FORWARD PART 1)

#### 11.1 Re- appointment of Vice Chair

Members were presented with a short report which explained that the committee was seeking to appoint a new Vice-Chair.

The Chair, Councillor D. Ward wished to nominate Councillor C. Macve for the role.

The Town Clerk asked if there were any further nominations within the room. Councillor D. Manvell explained that he was going to put forward a nomination for himself if the committee struggled to fill the position but was satisfied with the nomination.

Councillor J. Love seconded the nomination of Councillor C. Macve.

**GP16.07.23** With three votes in favour, members **RESOLVED** to appoint Councillor Chris Macve to the position of Vice-Chair of General Purposes Committee.

#### **4.0 MINUTES**

4.1 Minutes of the meeting of the General Purposes Committee held on the 19 June 2023

**GP17.07.23** Members **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 19 June 2023 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2 Action list

Members noted the update.

4.3 Project list

A couple of questions were asked in relation to the booking system and the 262 Saturday bus service. The North Wealden Community Transport Partnership had been updated on the Town Council's position and would now be liaising with the smaller parishes to obtain their support for the service. Members noted the project list.

#### **5.0 FINANCIAL MATTERS**

5.1 To note bills paid

Members noted the bills paid.

5.2 Bad debts

Members were provided with an update on the current list of bad debtors. Clarity was sought on one of the names listed, to which the Town Clerk explained that it was the short name on the finance system and explained the name of the company. Members subsequently noted the report.

5.3 Finance Summary

Members were presented with a report which explained that the fixed term deposit which had held a sum of £300k from the Town Council's reserves was coming to an end on 26 July 2023. Members were asked to consider if they wished to reinvest these funds and to determine which bank's 12 month fixed rate interest account they wished to invest in.

**GP18.07.23** Based on the rates provided in the report, members **RESOLVED** to reinvest the £300k plus the interest received in the last 12 months, into a NatWest fixed rate interest savings account for a period of 12 months.

#### **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 put forward details of a well-regarded local flooring contractor, and noted the detailed update provided.

#### **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 reports for March, April and May 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) Uckfield Volunteer Centre**

Nothing to report at this time.

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

Councillor D. Ward provided a verbal update from the meeting. The Association received an update from Wealden District Council who advised them that they had liaised with East Sussex Highways with regards to potholes. The strike action had now subsided with Biffa, and matters had eased. They were running a good service of household waste collection. Further to action by Wealden DC, SE Water were due to meet with the district authority in September 2023. With a very new council in the weeks following the election, it did not look like any review of civil parking enforcement would be taken at this point. Updates were provided on the key contacts for the overdevelopment action group in Wealden DC, since the election and it was hoped that there would be a parish conference in the autumn/winter months. Parishes were also being encouraged to respond to the Railway Ticket office public consultation. Members noted the update provided.

#### **(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 wanted to thank Councillor C. Macve for filling the position of Vice-Chair of the General Purposes Committee.

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

### **11.2 The second item that the Town Clerk wished to discuss was that of the railway ticket office public consultation. The deadline fell on 26 July 2023 so there was not the time to address the matter at full Council.**

Members raised their concerns with the proposals and reviewed the draft response which had been put together by Councillor A. Smith on behalf of the Town Council.

The main concerns focused on:

- those with disabilities, impairments or conditions which would make utilising the

automated system difficult;

- useability of the automated system for those less digitally minded;
- the need for technological advancements as the automated systems would often freeze or not recognise people's finger tips when they were trying to purchase tickets;

- the importance of personal contact and the expertise of the ticket office staff was particularly welcomed when undertaking a complicated or long journey to understand the best times to travel and best routes;

- the automated systems would also struggle to deal with the volume of enquiries the ticket office staff supported each day.

**GP19.07.23** It was **RESOLVED** to support the submission of the proposed response put forward to members with emphasis on the above points, and for the response to be sent to both London Travelwatch and Transport Focus (as detailed on the Southern Rail website).

## **12.0 CONFIDENTIAL BUSINESS**

**GP20.07.23** 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 consider the draft lease agreement for the Source

Members discussed the contents of the draft lease agreement. It was suggested that further reference be made under the Insurance section to reflect the risk of acts of terrorism, and for the year to be changed to 2023 (typo) on page 1.

**GP21.07.23** It was **RESOLVED** that subject to these changes the lease agreement could be signed by two Councillors on behalf of the Town Council.

### 12.2 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.

The meeting closed at 8.02pm.

## 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>	<p><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.</p>	06.06.22	HG	In progress.
<b><u>GP07.06.23</u></b>	<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 <b>RESOLVED</b> 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).</p>	19.06.23	JH	In progress.
<b><u>GP08.06.23</u></b>	<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 <b>RESOLVED</b> 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</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.			
<b><u>GP18.07.23</u></b>	<u>5.3 Finance Summary</u> Based on the rates provided in the report, members <b>RESOLVED</b> to reinvest the £300k plus the interest received in the last 12 months, into a NatWest fixed rate interest savings account for a period of 12 months.	17.07.23	SD	This has been completed and the funds transferred. <b>NFA.</b>
<b><u>GP19.07.23</u></b>	<u>11.2 Town Clerks Announcements</u> It was <b>RESOLVED</b> to support the submission of the proposed response put forward to members with emphasis on the above points, and for the response to be sent to both London Travelwatch and Transport Focus (as detailed on the Southern Rail website).	17.07.23	HG	A response was sent on 22 July 2023. <b>NFA.</b>



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

**Outstanding initiatives from 2019/20**

<b>Project Name</b>		<b>Replacement of Civic Centre booking system</b>		<b>Project Number</b>	<b>59</b>
<b>Resolution No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b>FC93.01.19</b>	£8,000	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.		
		06.09.23	Office staff are trialling software with a company at present.		

<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	03.11.20	The financial element of the software still needs arranging. As we would prefer to use Worldpay or SAGE pay for this, rather than the ones offered with the Tickera package, this will cost an additional amount for the time of web developers. Office staff are currently working through a detailed quotation for this additional work.		
		01.11.21	The additional work has been delayed due to issues with access to Worldpay. The Town Clerk will try and rectify in the to enable web developers to proceed.		

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

**Outstanding/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>		
<b>FC.92.01.20</b>	£7,500	20.01.20	-		
	Minus £1800.00 plus VAT	17.08.21	£1,800 has been spent to date on the carbon footprint audit tool and associated work.		

**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>	Still to be progressed...				
	<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	
Osborn & Ridgewood car park drainage	30000	RVH Car Park plans in progress.	£5,422.50		

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

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. <b>Still to be progressed.</b>		

**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	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	The business hiring the Martlets Room has moved into the Town Clerk’s office. This room was therefore re-carpeted rather than the Oakleaf Room. The Ashdown Room flooring was completed 08.09.23. Total cost for both £5,635.00
			Redecoration of Weald Hall	5,000	Quotations being sought at present. Planned for wk beg 23 Oct 2023.

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

			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	

Project Name		Server upgrade and small office computer upgrade		Project Number	75
Resolution No.	Funds	Date	Commentary		
<b>FC86.01.23</b>	£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 due to be upgraded in September 2023.		
	Minus £4,287.50 =£3186.50	06.09.23	The computer upgrade is now complete. A small selection of computers that were not upgraded on this occasion will need upgrading in 2024/25 due to changes with Microsoft. This will need to be budgeted for. <b>NFA – this action can now be removed.</b>		

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

<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>Awaiting invoice for Q1 and update on future of service.</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>		

<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>		
	Minus £5,417 (remaining funds to be taken from CC Revenue budget)	06.09.23	The upgrade to the Wi-Fi infrastructure is now complete. <b>NFA - This action can be removed.</b>		

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

<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>		
	Minus £7,240 =£1,010	06.09.23	These have been completed and sent onto the Insurance Broker to assist with our buildings insurance renewal. <b>NFA – this action can be removed.</b>		

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

**Monday 11 September 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.

- Andersson First Aid Training;
- NHSBT;
- Bodhisattva Centre;
- Co-op Funeral Care;
- CGL (Change, Grow, Live);
- M Dode-Angel;
- ESCC CRD (East Sussex County Council);
- Kent Community Health;
- R & R Taxis;
- Sussex Community NHS Foundation Trust;
- Sussex Coast Schools Alliance;
- Marie Campbell – Reveal Media Productions;
- Carlton Entertainments;

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

2.3 A meeting was held with myself and Mrs Shepherd on 1 August 2023 to discuss her current situation and outstanding debt. A monthly payment plan was agreed at £50pm, paid by standing order. The first instalment was received on 25 August 2023.

##### **3.0 Recommendation**

3.1 Members are asked to note the report.

Contact Officer: Sarah D'Alessio

## Meeting of the General Purposes Committee

Monday 11 September 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 replaced in the Civic Centre;
- Fire call points have been updated due to anti-social behaviour.
- More works have been highlighted with the Civic Centre's heating system. The BMS needs adjusting, actuator replacing, aerator installing, TMVs replacing. Quotes to follow.
- Weekly and annual schedules continue to be adhered to by caretakers;
- Faulty post brackets have been replaced for some of the High Street floral displays.
- 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, with works due to commence wk beg 23 October 2023;
- A new carpet has been placed in the Town Clerk's office and the business who was previously hiring the Martlets Room on a longer-term basis, has now moved into the Town Clerk's office.
- The Ashdown Room has been decorated and a new floor laid this week (project completed Thursday 7 September).
- A general decorating schedule has been started in the Civic Centre which has seen the ground floor doors re-decorated, and the Oakleaf Room re-decorated.
- The server upgrade and computers listed for upgrade have been completed.
- WiFi access points have been updated as well as security licences renewed.
- Non-working emergency lights have been replaced, and two burnt-out lights replaced
- The cleaning cupboards have been re-organised, and health and safety signage installed for compliance;
- All stage lighting bulbs were replaced by Off the Wall Entertainment in July 2023, prior to the Uckfield Theatre Guild's performance;
- A door sign and mobile are now in use to secure the front door due to anti-social behaviour as well as window restrictors being installed in all ground floor toilet windows;
- Caretakers key safe updated

###### The Hub

- Schedule of demolition now arranged and all tenants informed. A separate report is available on this.

###### The Source

- As above.



### 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;
- Side gate has been painted along with pigeon mess removed and added to yearly maintenance schedule;
- The external area has been weeded and tidied including removal of pigeon mess;
- A unused door way has been blocked up to stop rainwater ingress on the side of the hall;
- These quotes have been received to replace faulty boiler before winter months. This will be presented to members shortly.

### Snatts Road, Chapel

- New signage installed to aid safe grounds keeping

### 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;
- A new notice board has been installed due to disintegration of the previous;
- Further information has been added under paragraph 4.0 of this report.

### 2A Vernon Road

- Boiler serviced

## **3.0 Plans for ground floor of Civic Centre wk beg 23 October 2023**

- 3.1 Week beginning Monday 23 October 2023, we will be closing the Weald Hall and Luxfords Restaurant to all customers from Monday to Friday for the following works to be completed:

Weald Hall – as the hall will be completely empty from Model Railway Weekend, we are using the following week to employ decorators to undertake a full redecoration of the hall. We have events in the room on the Friday night and Saturday so aim to have completed the bulk of the work by then. Scaffolding towers will need to be used for high level works;

Luxfords Restaurant – in response to previous Environmental Health visit advice, we will be completely re-flooring the restaurant kitchen (this will involve screeding the floor and sealing a new surface). This also creates an opportune time to redecorate the kitchen, update emergency lighting and reconnect a new cooker for the kitchen which was budgeted for this financial year. This will require all staff to be hands on, and assist to prepare and complete these projects in a short timeframe before our customers return. We aim to reopen the restaurant on

Saturday 28 October 2023.

#### **4.0 West Park Pavilion**

4.1 Since taking on a full repairing lease of the building on 1 May 2023, the Uckfield Grasshoppers Football Club have undertaken a number of steps to make positive improvements to the internal fabric of the building.

They have:

- secured grant funding for a new kitchen from Howdens Kitchens. We have provided the expertise of a structural surveyor to ascertain if the wall between the kitchen and main front space can be removed to enable them to have an open space above kitchen units into the lounge. It was confirmed that it is possible and it was not notifiable to Buildings Control. The Estates & Facilities Manager also advised that any infills in ceiling or door gaps should use pink fire proof plasterboard and we (Uckfield Town Council) would require electrical certificates for the moving of any light switches or new works;
- they have decorated internally;
- they have plans to repair the Clock on the outside of the Pavilion;
- they are obtaining quotes to re-insulate the loft space;
- they are looking to replace the floor in the lounge;
- they have asked for a quote to be obtained through our security firm, for a new intruder alarm;
- they are interested in sharing the costs with Uckfield Town Council to replace the fire doors;

There are some matters to address between office staff and the Football Club in terms of charging and recharges for the building and these will be picked up in due course.

#### **5.0 Recommendations**

5.1 Members are asked to note the report.

Contact Officer: James Hollingdale

## Meeting of the General Purposes Committee

Monday 11 September 2023

### Agenda Item 6.2

#### **TO NOTE THE PROJECT SCHEDULE FOR THE DEMOLITION OF THE HUB BUILDING**

##### **1.0 Background**

- 1.1 Formerly known as the Teachers Centre, and sitting on an important site in the centre of Uckfield town centre, the Hub has been integral facility for the community of Uckfield. The Town Council purchased the site of the Hub back in 2007 when the site was put up for sale by East Sussex County Council. At the time the sale generated a lot of interest and there were concerns that the site would be lost to commercial enterprise. The Town Council purchased the site in order to retain this important space next to the Civic Centre and Luxford Field for the benefit of local residents.
- 1.2 The Hub and the Source sit adjacent (the Hub being an older pre-fabricated building).
- 1.3 The Hub was leased to Wealden Citizen's Advice until 2020, when the Town Council supported the transfer of their services into East Sussex County Council owned premises at Uckfield Library. Sadly, the condition of the Hub became very poor having far outlived the lifespan of the original intention of the building, post war.
- 1.4 Uckfield Baptist Church currently lease The Source. This is the latter addition to the Hub and was formerly used as a Youth Club before being leased to Uckfield Baptist Church who brought the building into use for the benefit of local community-based groups. We are in the process of renewing their lease for a further two years.
- 1.5 Uckfield Community Fridge were given permission by the Town Council to site their shipping container on there and associated facilities and have been running a successful community fridge from there for a couple of years now. They do not pay ground rent but do contribute towards power supply and waste costs.
- 1.6 When the Hub was first vacated, the fuse board was relocated to the Source. Gas supplies to both the buildings were capped off, and electric radiators were installed in the Hub.
- 1.7 The process to arrange the safe demolition of the Hub has taken around 18 months and the process of demolition commenced on 4 September 2023.
- 1.8 Despite detailed planning, the availability of the utility companies determined the commencement date of the works and rather quicker than we were prepared for!
- 1.9 A big thank you to the town and the community organisations using the site whilst they temporarily relocate during the works.
- 1.10 We would like to reassure residents that although the Hub has been demolished for everyone's safety, the site will remain an important asset for the town. The Uckfield Baptist Church will continue in the Source for the time being, supporting the use of groups such as the Uckfield Food Bank, Fair Trade, Chippers Toddlers Group and more, and the Uckfield Community Fridge will continue to look out onto Luxford Field, until a more permanent community-based facility is developed for the town on this important site.

## **2.0 Update**

2.1 A detailed project plan has been attached in appendix A of this report. The schedule is based on six weeks of work, which takes us to the end of the first week of October all being well.

2.2 Further to this being put together, we can confirm that:

- All bookings for the Source have been cancelled or have been accommodated within the Civic. Uckfield Food Bank are running remotely (a mobile delivery service for the entire period). Chippers Toddler Group are delaying their opening until October. Ad hoc U3A, Church and Fair Trade meetings are being accommodated in the Civic Centre;
- Uckfield Community Fridge will shut for two weeks, whilst the roof is removed from the Hub and any works considered unsafe are carried out, and materials disposed of. The Community Fridge are planning to do some refurbishment work inside the container during the second of those two weeks, for which we will work around them;
- The Estates & Facilities Manager has been in touch with all hirers of the space;
- Other works that we will be arranging around that of the demolition contractors and utility companies, are:
  - Installation of new intruder alarm in the Source with additional key fobs;
  - Installation of new fire alarm and addition detection in the Source;
  - New lighting and emergency lighting inside and out;
  - New fencing (to be put by UTC team) with gates as agreed with both Source and Fridge. This will enable the site to remain secure but still give us access for events;
  - Possible new fire door for means of escape in the Source to be priced for;

## **3.0 Recommendation**

3.1 Members are asked to note the update provided.

Contact Officers: James Hollingdale/Holly Goring



# UCKFIELD TOWN COUNCIL



## PUBLICATION SCHEME

Policy Number 54		
Issue No.	Date completed	Details of amendments
		This policy should be read in conjunction with the Freedom of Information (Requests) Policy (No. 16).
	05.06.17	Review by General Purposes Committee of document in line with ICO guidance document.
	<u>11.09.23</u>	<u>Review by General Purposes Committee. There has been no change to the model publication scheme of the ICO since 2015.</u>

## 1.0 Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below;
- To specify the information which is held by the authority and falls within the classifications below;
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public;
- To review and update on a regular basis the information the authority makes available under this scheme;
- To produce a schedule of any fees charged for access to information which is made proactively available;
- To make this publication scheme available to the public;
- To publish any dataset<sup>1</sup> held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use.

## 2.0 Classes of Information

### Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

### What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

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<sup>1</sup> 'Dataset' is defined in section 11(5) of the Freedom of Information Act (information comprising a collection of information held in electronic form)

#### How we make decisions

Policy proposals and decisions. Decision-making processes, internal criteria and procedures, consultations.

#### Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

#### Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

#### The Services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

### **3.0 The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may only be available by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.



#### **4.0 Charges which may be made for Information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The cost directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory power of public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to the provision of the information.

#### **5.0 Written Requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## 6.0 Information available from Uckfield Town Council under the model publication scheme

It is expected that a parish/town council makes the information in the following pages available unless:

- It does not hold the information;
- The information is exempt under one of the FOI exemptions of Environmental Information Regulation exceptions, or its release is prohibited by another statute;
- The information is readily and publicly available from an external website;
- The information is archived, out of date, or otherwise inaccessible, or it would be impractical or resource intensive to prepare the material for routine release.

Information to be published	How the information can be obtained	Cost
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only.	Website <del>or Hard copy</del>	Free
	Hard copy	Free
Who's who on the Council and it's Committees	Website	Free
	Hard copy	Free
Contact details for the Town Clerk and Council Members	Website	Free
	Hard copy	Free
Location of main Council office and accessibility details	Website	Free
	Hard copy	Free
Staffing structure	Website	Free
	Hard copy	Free
<b>Class 2 – what we spend and how we spent it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum.	Website or -Hard copy  (Website-current year only)	
Annual <u>Governance &amp; Accountability</u> return form (AGAR) and report by auditor	Website	Free
	Hard Copy	Free 40p per sheet
Finalised budget	Website	Free
	Hard copy	A3 340p per sheet single sided 50p per sheet double sided
Precept (incorporated on finalised budget above)	Website	Free
	Hard copy	40p per sheet As above
Borrowing Approval letter	Hard copy	A4 240p per sheet 35p per sheet double sided
	Website	Free
Financial <del>Standing Order and</del> Regulations	Website	Free
	Hard copy	A4 240p per sheet single sided

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<u>Community</u> Grants given and received	Website	Free	Formatted: Font: 9 pt
	Hard copy	A4 240p per sheet <u>single sided</u> 35p per sheet <u>double sided</u>	
List of current contracts awarded and value of contract	Hard copy	A4 240p per sheet <u>single sided</u> 35p per sheet <u>double sided</u>	Formatted: Font: 9 pt
	Hard copy*	A4 240p per sheet <u>single sided</u> 35p per sheet <u>double sided</u> or in colour 30p single/50p double	Formatted: Font: 9 pt
<b>Class 3 – what our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)			
<del>Parish Plan (Town Centre Master Plan)</del> (current and previous year as a minimum)	Website	Free	
	Hard copy	10p per sheet	
Annual Report to Town Meeting (current and previous year as a minimum)	Website	Free	
	Hard copy	A4 20p per sheet <u>single sided</u> 35p per sheet <u>double sided</u> or in colour 30p single/50p double <u>Free</u>	
<del>Quality Status</del>	Website	Free	
	Hard copy	10p per sheet	
<b>Class 4 – how we make decisions</b> Decision-making processes and records of decisions			
Current and previous Council year as a minimum			
Timetable of meetings (Council, any Committee/sub-committee meetings and Annual Town Meeting.	Website	Free	
	Hard copy	Free	
Agendas of meetings (as above)	Website	Free	
	Hard copy	Free	
Minutes of meetings (as above) – NB. This will exclude information that is properly regarded as private to the meeting.	Website	Free	
	Hard copy	Free	
Reports presented to Council meetings – NB. This will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per sheet A4 20p per sheet <u>single sided</u> 35p per sheet <u>double sided</u> or in colour 30p single/50p	
	Hard copy	20p per sheet <u>single sided</u> 35p per sheet <u>double sided</u> or in colour 30p single/50p double sided <u>0p per sheet</u>	
Responses to consultation papers	Hard copy	20p per sheet <u>single sided</u> 35p per sheet <u>double sided</u> or in colour 30p single/50p double sided <u>0p per sheet</u>	
	Hard copy	20p per sheet <u>single sided</u> 35p per sheet <u>double sided</u> or in colour 30p single/50p double sided <u>0p per sheet</u>	
Responses to planning applications	Website	Free	
	Hard copy	A4 20p per sheet 35p per sheet <u>double sided</u>	

Bye-laws	Hard copy	40p per sheet 10p per sheet A4 20p per sheet 35p per sheet double sided
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities	Website or Hard copy	
Current information only		
Policies and procedures for the conduct of Council business:		
Procedural standing orders	Website	Free
Committee and sub-committee terms of reference	Hard copy	A4 20p per sheet
Policy statements	Hard copy	35p per sheet double sided
Code of Conduct	Hard copy	40p per sheet 10p per sheet 10p per sheet 10p per sheet
Policies and procedures for the provision of services and about the employment of staff:		A4 20p per sheet 35p per sheet double sided
Internal policies relating to the delivery of services	Hard copy	relevant to all hard copy
Equality and diversity policy	Hard copy	10p per sheet
Health and safety policy	Hard copy	10p per sheet
Recruitment policies (including current vacancies)	Website/Hard copy	10p per sheet 10p per sheet
Policies and procedures for handling requests for information	Website	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	Free
Information security policy	Website	Free
Information security policy	Hard copy	Free
Information security policy	Hard copy	10p per sheet A4 20p per sheet 35p per sheet double sided
Records management policies (records retention, destruction and archive)	Hard copy	10p per sheet A4 20p per sheet 35p per sheet double sided
Data protection policies	Hard copy	10p per sheet A4 20p per sheet 35p per sheet double sided
Schedule of charges (for the publication of information)	Website	Free
	Hard copy	A4 20p per sheet 35p per sheet double sided 10p per sheet

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<b>Class 6 – Lists and Registers</b> Currently maintained list and registers only	Website or Hard copy; some information only be available by inspection	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provision will suffice)	Hard copy	<u>A4</u> <u>20p per sheet</u> <u>35p per sheet double sided</u> <u>10p per sheet</u>
Assets register	Hard copy	<u>10p per sheet</u> <u>A4</u> <u>20p per sheet</u> <u>35p per sheet double sided</u>
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	By inspection  Hard copy	  <u>A4</u> <u>20p per sheet</u> <u>35p per sheet double sided</u> <u>10p per sheet</u>
Register of Members' interests	By inspection  Hard copy	  <u>A4</u> <u>20p per sheet</u> <u>35p per sheet double sided</u> <u>10p per sheet</u>
Register of gifts and hospitality	Hard copy	<u>10p per sheet</u> <u>A4</u> <u>20p per sheet</u> <u>35p per sheet double sided</u>
Burial Registers	Only available by inspection	
Electoral Registers	Only available by inspection	
<b>Class 7 – The services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	Website or Hard Copy; some information only be available by inspection	
Current information only Allotments	Website  Hard copy	Free  <u>20p per sheet single sided</u> <u>35p per sheet double sided</u> <u>or in colour 30p single/50p double sided 10p per sheet</u>
Burial grounds and closed churchyards	Website  Hard copy	Free  <u>20p per sheet single sided</u> <u>35p per sheet double sided</u> <u>or in colour 30p single/50p double sided 10p per sheet</u>
Community centres and village halls	Website  Hard copy	Free  <u>10p per sheet</u> <u>A4</u> <u>20p per sheet</u> <u>35p per sheet double sided</u>

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Parks, playing fields and recreational facilities	Website	Free
	Hard copy	<u>A4</u> <u>20p per sheet</u> <u>35p per sheet double sided</u> <u>40p per sheet</u>
Seating, litter bins, clocks, memorial and lighting	Website	Free
	Hard copy	<u>A4</u> <u>20p per sheet</u> <u>35p per sheet double sided</u> <u>40p per sheet</u>
Bus shelters	Website	Free
	Hard copy	<u>A4</u> <u>20p per sheet</u> <u>35p per sheet double sided</u> <u>40p per sheet</u>
<del>Agency agreements</del>	<del>Hard copy</del>	<del>40p per sheet</del>
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g., burial fees)	Website	Free
	Hard copy	Free
Newsletter (The Uckfield Voice)	Hard copy	Delivered free to all homes in the town.
	Website	Free
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above.		
Town Guide	Website	Free
	Hard copy	Free

## 7.0 Contact details

Uckfield Town Council  
Council Offices  
Civic Centre  
Uckfield  
East Sussex TN22 1AE

Telephone: 01825 762774  
~~Fax: 01825 765757~~

Website: [www.uckfieldtc.gov.uk](http://www.uckfieldtc.gov.uk)  
Email: [admin@uckfieldtc.gov.uk](mailto:admin@uckfieldtc.gov.uk)

Town Clerk: Holly Goring

## 8.0 Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying at 10p per single-sided A4 sheet (black and white)	Actual cost
	photocopying at 20p per single-sided A3 sheet (black and white)	Actual cost
	Photocopying at 20p per single-sided A4 sheet (colour)	Actual cost
	Photocopying at 40p per single-sided A3 sheet (colour)	Actual cost
	Double sided – double the above costs	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory free		In accordance with the relevant legislation
Other		

<u>Disbursement cost</u>	<u>Photocopying</u>			
	<u>Black and white</u>		<u>Colour</u>	
	<u>A4</u>	<u>A3</u>	<u>A4</u>	<u>A3</u>
Single sided	20p	30p	30p	50p
Double sided	35p	50p	50p	90p
<u>Disbursement cost</u>	<u>Laminating</u>			
	<u>A4</u>		<u>A3</u>	
	£1.00		£1.80	
<u>Disbursement cost</u>	<u>Postage</u>			
	£1.00 (based on midway point of 1 <sup>st</sup> class and 2 <sup>nd</sup> class stamp cost)			

# Model publication scheme

## Freedom of Information Act

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- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public



authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## Classes of information

### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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- Information in draft form.
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## Charges which may be made for information published under this scheme

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Charges may be made for information subject to a charging regime specified by Parliament.

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- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## Meeting of the General Purposes Committee

Monday 11 September 2023

### Agenda Item No. 7.2

#### **TO UNDERTAKE INITIAL CONSIDERATION OF THE TOWN COUNCIL'S ROOM HIRE FEES AND CHARGES FOR 2024/25**

##### **1.0 Background**

1.1 Each year as part of the budget setting process, the Town Council is required to review its fees and charges. This includes the fees and charges for room hire at the Civic Centre, Foresters Hall and Victoria Pavilion.

1.2 Looking ahead to the financial year April 2024 to March 2025, we can no longer offer to rent out West Park Pavilion as a result of the building being leased out to a sports club.

1.3 In the past few years, changes have been made to the way in which room hire charges are presented to customers, with a standard rate for the smaller rooms within the Civic Centre, and peak and off-peak rates being added for the hire of the larger rooms after 6pm on Thursday, Friday, Saturday and all day on Sunday. This was intended to cover the costs of staffing at peak times, and the annual increase in utilities and rates. Hirers are now familiar with these arrangements.

1.4 Members took the decision in the autumn of 2022, to make a substantial increase to charges following a year of freezing the rates, despite substantial increases in utility and maintenance costs, and an increase in staffing costs. The increase agreed by members was as follows:

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

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

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

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

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

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

1.5 To give a very basic overview of costs. The running of the Civic Centre costs the Town Council in the region of £200k to run per annum, this includes in the region of £100-£105k for running the Civic Centre (maintenance, utility bills, repairs etc)

plus a further £100k in staffing costs (although caretakers and cleaners are responsible for other buildings also but they are mainly based out of the Civic Centre). We anticipated income in the region of £86k for the Civic Centre last financial year, and saw income of around £99k on the budgeted figures, plus we receive a return from Feed in Tariff and RHI payments per annum of up to £15,000, plus income from other sources such as the Community Toilet scheme, and Quickborn Suite. We also seen some return on our expenditure for our events programme which falls under Environment & Leisure Committee.

We are therefore around £65k amiss in terms of expenditure versus income. It is too early to see the impact of the price increases for this financial year but it can be said that the Town Council financially supports two thirds of the Civic Centre running costs through its own means and not the residents' council tax, which is excellent for a parish/town council. The facility is an important community asset, but with increasing utility costs and staffing costs, it is important that we factor these points into our review.

- 1.6 The Town Council is due to review the agreement for gas and energy supply from February 2024 for all buildings, so these costs are subject to changes outside of our control. We are unable to predict whether energy costs will increase further or stabilise, next year.
- 1.7 We do need to be careful not to outprice ourselves and continue to be an important facility for the local community and business community, but ensure our prices are reflective of the current market.

**2.0 Current room hire rates**

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

**SPORTS FACILITIES FOR HIRE**

Hire per hour + VAT		2023-24 Non-commercial	2023-24 Commercial
Pavilions	Victoria	£7.61	£10.69

**3.0 Recommendations**

- 3.1 Members are asked to share their initial views on room hire fees and charges for 2024/25 and advise the Clerk if they wish to receive any further information before determining the fees.

**Contact Officer:** Holly Goring

**Appendices:** Appendix A: 2023/24 Current Fees and Charges (Room Hire)

## Meeting rooms and venue hire

### Making a booking

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

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

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

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

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

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

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

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

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

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

### Prior to your booking

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

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

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

### Cancellations

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

### Access for Disabled People

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

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

### Layout

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

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

### Additional Equipment

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

### Catering

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

### Housekeeping

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

### EMERGENCY PROCEDURES

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

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

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

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



## Civic Centre and Foresters Hall

## Venue hire charges 2023/24 (prices applicable from 1 April 2023 – 31 March 2024)



Foresters Hall, Harcourt Road



Weald Hall



Ashdown Room



Green Room



Martlets Room



Oakleaf Room



Council Chamber



Mayor's Parlour



## Meeting rooms and venue hire

### Civic Centre (TN22 1AE) - Basic room hire per hour + VAT Free 3hr & 10hr parking in Luxfords car park (TN22 1AL)

Room	Non-Commercial	Commercial
Weald Hall (seats up to 250) 15m x 21m	Off peak rate £26.70 Peak rate £32.40	Off peak rate £46.50 Peak rate £52.15
Ashdown room (seats up to 100) 11m x 7m	Off peak rate £14.00 Peak rate £17.35	Off peak rate £24.40 Peak rate £28.95
Council Chamber (seats up to 50) 6.8m x 12.9m	Off peak rate £16.25 Peak rate £19.55	Off pk rate £17.35 Peak rate £20.90
Green Room (seats up to 50)	£13.45	
Martlets Room (seats up to 25) 4m x 6.8m	£12.20	
Oakleaf Room (seats up to 25) 4.1m x 6.1m	£12.20	
Mayor's Parlour (seats up to 10) 3.7m x 4.4m	£10.45	
Luxfords Restaurant (available when restaurant closed)	£12.20	£19.25
*Off peak rate – applies daytime Monday to Saturday and evenings Monday to Wednesday from 6.00pm **Peak rate – applies evenings from 6.00pm on Thursday/Friday/Saturday and all day on Sunday Bookings are subject to availability		

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

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

Civic Centre Uckfield  
www.civiccentreuckfield.com

Tel: 01825 762774 Email: admin@uckfieldtc.gov.uk

## Meeting rooms and venue hire

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

Room	Non-Commercial	Commercial
Main Hall – adult group	£11.40	£25.00
Mail Hall – voluntary youth group	£5.60	n/a

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

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

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

Bookings cannot be taken for some Fridays or Sunday evenings due to services in the Chapel. Foresters Hall is **not** suitable for adult parties or discos and hire of the hall finishes at 9.00pm.

### Useful information for Civic Centre Bookings

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

General hire of equipment		Weald Hall equipment hire only	
• Charged per item when ordered with rooms booked on an hourly rate.		Full stage (7.3m x 5.49m)	£21.25
		Two thirds stage (7.3m x 3.65m)	£10.60
Flip Chart (with pens)	£6.55	Stage lights (first night)	£20.15
Laptop	£5.60	Stage lights (subsequent nights)	£13.40
NoBo display boards (Velcro Fastenings)	£3.35	Piano	£13.40
Lectern	£11.20	PA system + one microphone	£15.60
TV and DVD player	£7.25	Standard microphone	£3.40
		Radio microphone	£10.10
		Lapel Microphone	£10.10
		Wheelchair lift to the stage	FREE
		Induction loop (requires PA)	FREE

### Live music

The Civic Centre may require a contribution to PPL PRS live music tariff charges and general purposes (DJ/recorded music). Please check when you make your booking

### Parties

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

- A responsible person should be named who undertakes to remain sober throughout the event, to act as a liaison with Council staff in the event of an incident or emergency;
- An ID system to be specified to prevent under-18s from buying alcohol at the bar  
**Please note that we do not host 18<sup>th</sup> birthday parties.**

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

Civic Centre Uckfield  
www.civiccentreuckfield.com

Tel: 01825 762774 Email: admin@uckfieldtc.gov.uk

## Meeting of the General Purposes Committee

Monday 11 September 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 4 September 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.

	<b>As at 4 Sept 2023 (sickness recorded since 1 April 2023) (29 staff)</b>	<b>As at 30 Sept 2022 (sickness recorded between 1 Apr and 30 Sept 2022) (25 staff)</b>
Actual days taken as short-term Doctors' certificate	15.0 days	16.0 days
Actual days taken as self-certificated sick leave	48.0 days	9.0 days
Actual days taken as long-term sick leave	0.0 days	51.0 days
Of which actual days taken for full Covid isolation (staff member unwell for full isolation period or in a position whereby they were unable to work from home)	3.0 days	7.0 days
Of which actual days taken for staff member supporting family member/dependent for Covid isolation but not unwell themselves	0.0 days	0.0 days
Of which actual days taken for Covid isolation but able to work from home some of the time	0.0 days	2.0 days



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

- 3.1 Training is booked in for the use of the Evac Chair in the Civic Centre for staff based upstairs.
- 3.2 The Head Groundsman and a member of the Grounds team undertook the full day ROSPA Play Safety visual inspection course earlier this year. They will be booked in for the next level of the course in the next six months.
- 3.3 We are looking at management courses for newer line managers to support them with their development.
- 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.
- 4.3 The latest lift inspections have been undertaken by British Engineering Services for insurance purposes and a more recent service has identified some repairs which we are awaiting.
- 4.4 The annual ROSPA safety inspections of the Town Council's play areas, are booked in for October by external body ROSPA.

### **5.0 Fire Safety**

- 5.1 The annual fire risk assessments have been undertaken by an external organisation of our buildings. We are awaiting the reports. The fire alarm panels have been serviced for our buildings and further repairs have been undertaken to emergency lighting.

Contact Officer: Holly Goring

Appendix A

**UCKFIELD TOWN COUNCIL**



**MEMBERS AUDIT FORM**

MONTH: *JUNE 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 Petty Cash	<input checked="" type="checkbox"/>

Signed ..... *M. McLAFFERTY* .....

Print Name ..

Dated ..... *21-08-2023* .....

**Supplier Invoice Checked**

Supplier Name	Invoice No. and Date	P. Order No	Confirmed Stamped, signed, correct nominal code	Confirmed payment method. entered and signed by two Cllrs
ENCIE	2-02861115 8-12-22	N/R	✓	✓ REF 957524995
S-TAIT (CAS.WRK)	2-6-23	15989	✓	✓ REF 95344263

**Customer Invoices Checked**

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
ELECTORAL SERV.	FH42659	✓	26-6-23	Pg 6 of 8
S.C.S.A	CC42645	✓	19-6-23	Pg 4 of 8 *

**Timesheets checked**

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
J. RIDLEY	✓	✓	30-6-23	960427010
J. CONNOR	✓	✓	30-6-23	960427010

**Bank Reconciliation Checked**

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted.	Nominal Code
RESERVE ACCT	1 OF 2	✓	✓	1227
CLERKS ACCT	1 OF 2	✓	NO - RESOLVED BANK ERROR	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	JUNE & CORRECT	TESCO 28-6-23 CORRECT	SAGE: 124.97 TIN: 124.97
Luxfords	JUNE & CORRECT	TESCO 22-6-23 CORRECT	SAGE: 89.47 TIN: 89.47



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

**Monday 11 September 2023**

### **Agenda Item 9.1(i)**

#### **REPRESENTATIVES ON OUTSIDE BODIES: WEALDEN CITIZEN'S ADVICE – 18 JULY 2023**

From a financial perspective Wealden Citizen's Advice is doing well. They have achieved a budget with only a £1,000 deficit for 2023/24.

Where they are struggling currently is with personnel. Whilst they have 75 volunteers currently, they are about 20 short. There are also staffing gaps which is putting pressure on the team – for example, there is no service manager in Uckfield currently.

Wealden Citizen's Advice will be represented at the Volunteer Fair on 23 September in the Civic Centre – they are hoping to recruit regular volunteers and trustees.

They are also looking at reformatting their training programme, to make the process for training volunteers to become full advisors more time efficient.

The next meeting is due to take place on 4 November 2023.

Cllr. Angie Smith