



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 23 October 2023 at 7.00pm
Council Chamber, Civic Centre, Uckfield

AGENDA

Under The Openness of Local Government Bodies Regulations 2014, members of the public are able to film or record during a committee meeting.

1.0 DECLARATIONS OF INTEREST

Members and officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda. Should any Member consider that they require a dispensation in relation to any prejudicial interest that they may have, they are asked to make a written application to the Clerk well in advance of the meeting.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

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

3.0 APOLOGIES FOR ABSENCE

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 11 September 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 31 August 2023

5.4 To note the Town Council's list of direct debits and standing orders

5.5 To undertake an initial review of the budget areas for 2024-25

6.0 BUILDINGS

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

- 6.2 To note progress of the demolition of the Hub building
- 6.3 To note the Buildings Insurance renewal documentation for 2023-24

7.0 POLICY

- 7.1 To review the Members Audit Policy – no. 63

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)
- 8.3 To review the Community Grant Programme documentation before the application period opens on 1 November 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 an update on Luxfords Restaurant



Town Clerk
17 October 2023

UCKFIELD TOWN COUNCIL



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

PRESENT:

Cllr. D. Ward (Chair)	Cllr. D. Manvell
Cllr. B. Cox	Cllr. P. Selby
Cllr. J. Love	Cllr. A. Smith
Cllr. C. Macve (Vice-Chair)	

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 D. Manvell explained that he and Councillor B. Cox were Directors of the Uckfield Community Fridge CIC and for that reason, had a prejudicial interest in any discussions relating to the Hub site (agenda item 6.2).

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 had been received.

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 17 July 2023

GP22.09.23 Members **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 17 July 2023 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2 Action list

Members noted the update and agreed to remove completed actions:
GP18.07.23 – Finance summary (investment)
GP19.07.23 – Town Clerk's Announcements (railway station office consultation)

4.3 Project list

Members noted the update and agreed to remove completed projects:
Project no. 75 – Server upgrade and small office computer upgrade
Project no. 78 – Civic Centre Wi-Fi upgrade
Project no. 79 – Insurance rebuild valuation

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, to which they noted. They suggested that a watch be maintained on the payment plan by R&R Taxis. They also noticed that the list of bad debtors appeared to be getting longer. The Town Clerk explained that many of the bad debts were from regular hirers, who had often paid more recent invoices but appeared to have missed previous invoices. The Admin Office staff were chasing these customers. Members suggested that an attempt to return the bottom two outstanding debts, should be made via the Small Claims Court.

Members also questioned whether this report should be presented under confidential business or in the public setting. The Town Clerk was asked to speak to the Internal Auditor to obtain their advice.

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

Members were presented with a report showing profit and loss of sales and purchases for both Luxfords Restaurant and the Council's budget areas under General Purposes Committee.

Councillor C. Macve observed that the disparity was improving on the sales and purchases for the restaurant, and asked for thanks to be passed to the rest of the team.

Councillor B. Cox left the room at 7.30pm.

Members were pleased with the balance of actuals versus expenditure and wished to pass on their thanks to staff for their financial prowess. Members subsequently noted the content of the reports.

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 thanked the Estates & Facilities Manager for his report, and subsequently noted the update.

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

Members were presented with an update on the current demolition of the Hub building. The Chair, Councillor D. Ward expressed her upset that details of the works had been shared on social media by others before the Town Councillors had been informed.

Members referred to the project plan and noted the contents of the report.

7.0 POLICY

7.1 To review the Town Council's Publication Scheme

Members were provided with a revised copy of the Town Council's Publication Scheme which set out where specific documents and information could be

accessed by the public, and if there were any charges for particular formats i.e. hard copy printed versions.

Members noted that there were a couple of typos – for example the member allowance and expenses information was freely available in the Town Council’s annual report which was accessible on the Town Council’s website. So clarity was needed on the freely available items to ensure consistency.

GP23.09.23 Members **RESOLVED** that subject to the above checks to ensure consistency in the charging schedule, to approve the Town Council’s Publication Scheme for adoption.

7.2 To undertake initial consideration of the Town Council’s room hire fees and charges for 2024/25 (1 April 2024 – 31 March 2025)

Members noted that the past year’s increase had been higher to reflect no increase being made in the previous year and the increase in utility and staffing costs. It was not necessary to set such a high increase for 2024/25. Members thought that 5% would adequately reflect increases elsewhere, and sounded reasonable.

Members discussed the possible introduction of incentives for regular hirers who made block bookings but there were mixed views. There were concerns that should these regular hirers leave you could lose funds so a deposit would be required and it could become too complicated to manage.

The Chair, Councillor D. Ward asked that a check be made again on the cost of materials such as flip charts to determine these costs.

Members were happy to initially consider a 5% increase on room hire fees and charges, and to review material costs for additional items for hire. A final decision would be taken on this during the budget setting process.

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 June 2023.

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

9.1 To consider reports from: -

(i) Wealden Citizen’s Advice

Members noted the written report.

(ii) Uckfield Volunteer Centre

Councillor P. Selby provided a verbal update based on his attendance at the Trustee’s meeting on 20 July 2023. This was his first meeting as UTC representative so he primarily listened to the discussion. One of the main issues related to the update of the charity to an Incorporated Organisation (CIO) to ensure that the Trustees did not have any personal financial liabilities. UVC were currently monitoring the community grants as per the

service level agreement. The next meeting was due to take place on 12 October 2023. Members noted the update.

- (iii) Wealden District Association of Local Councils – Mgt Committee
Councillor D. Ward advised that there was a meeting of the WDALC committee that week.
- (iv) Wealden District Association of Local Councils – Planning Panel
Nothing to report.

10.0 CHAIRMAN'S ANNOUNCEMENTS

The Chair, Councillor D. Ward wanted to thank everyone who had helped at the Weald on the Field event. It had been an excellent day and it was great to see the Uckfield Carnival event so busy as well.

11.0 TOWN CLERK'S ANNOUNCEMENTS

None.

12.0 CONFIDENTIAL BUSINESS

GP24.09.23 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 an update on Luxfords Restaurant
Members wished to thank the Hospitality Manager for a fantastic report. Business was looking very positive and long may it continue. Members wished to pass their congratulations to the Hospitality Manager and all the staff working in the restaurant.

- 12.2 To consider an enquiry from a potential leaseholder
Members discussed the contents of the report, and asked the Town Clerk to explore their feedback in further detail.

The meeting closed at 9.00pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP07.06.22</u>	<p><u>To consider registering key buildings within Uckfield Town as assets of community value</u> Members RESOLVED for the Town Clerk to proceed with exploring the registration of further assets of community value with Wealden District Council and to explore options for Eugene Seghers Memorial.</p>	06.06.22	HG	<p>Applications (bids) have been made to register the following buildings as Assets of Community Value (Uckfield Leisure Centre, Brickmakers Arms and Ridgewood Village Hall Post Office). All being considered by Wealden DC. No further progress at this point. NFA.</p>
<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	<p>Awaiting final quotations before presenting to Full Council (subject to date received).</p>
<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</p>	19.06.23	JH	<p>Awaiting final quotations before presenting to Full Council or GP Committee (subject to date received).</p>

	<p>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, would consider if a discount could be applied for reviewing the plumbing and heating system at Victoria Pavilion and Foresters Hall.</p>			
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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	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.		
	<i>Minus (cost to be confirmed but in region of £300.00 per annum per licence)</i>	16.10.23	Trial has finished and Office staff have made purchase of new system for one year. There are a few matters still to address with regards to invoicing and regular hire bookings, so the two systems will run until the New Year to ensure all sorted. Current system provider yet to be given notice. NFA.		

Project Name		Online event ticket system		Project Number	60
Resolution No.	Funds	Date	Commentary		
FC93.01.19	(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.		

**UCKFIELD TOWN COUNCIL
PROJECT MONITORING
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		01.11.21	The additional work has been delayed due to issues with access to Worldpay. The Town Clerk will try and rectify in the to enable web developers to proceed.
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Outstanding/ongoing initiatives from 2021/22

Project Name		Climate Change Initiatives (carry forward from 2020/21)		Project Number	66
Resolution No.	Funds	Date	Commentary		
FC.92.01.20	£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

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	

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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. Still to be progressed.		

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.
			Redecoration of Weald Hall	5,000	Works due to commence wk beg 23 October 2023.
			Foresters Hall Internal and External repairs	8,000	On hold due to other priorities.
			Signal Box refurbishment	8,000	On hold due to other priorities.

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

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 and update on future of service.		
	Minus £1,137	July 2023	Q1 invoice received (after concessionary fares deducted) for £1,167.23. This has been paid.		

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.		

Meeting of the General Purposes Committee

Monday 23 October 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.

- NHSBT;
- Bodhisattva Centre;
- M Dode-Angel;
- Fuller & Scott;
- Kent Community Health;
- Sussex Community NHS Foundation Trust;
- Wealden District Council;

2.2 Arrangements are being made as previously discussed to return the funds for:
- R&R Taxis;
- Reveal Media Productions;
- Carlton Entertainments;

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Sarah D'Alessio

GP Committee at 31 August 2023

	Apr 23 Actuals £	May 23 Actuals £	Jun 23 Actuals £	Jul 23 Actuals £	Aug 23 Actuals £	Actuals at 31 Aug 23 £	Budget at 31 Aug 23 £	Sep 23 Actuals £	Oct 23 Actuals £	Nov 23 Actuals £	Dec 23 Actuals £	Jan 24 Actuals £	Feb 24 Actuals £	Mar 24 Actuals £	Total £	2023/24 Budgets
Sales																
Administration	0	0	0	300	0	300	0	0	0	0	0	0	0	0	300	0
Festive Light Income	0	0	0	0	0	0	0	0	0	0	0	2,200	0	0	2,200	2,200
Bank Interest - Business Reserve	632	1,189	1,241	1,315	1,124	5,502	1,042	208	208	208	208	208	208	208	6,960	2,500
Interest Misc. (Fixed Rate Bond)	0	0	0	0	0	0	1,000	0	0	0	0	0	0	0	0	1,000
Civic Centre	15,880	9,961	6,229	12,976	6,670	51,716	42,500	8,594	8,594	8,594	8,594	8,594	8,594	8,594	111,875	102,000
Feed-in Tariff Payments	46	0	1,784	0	0	1,830	1,500	1,500	0	0	1,500	0	0	1,500	6,330	6,000
Quickborn Suite rent	708	708	708	708	708	3,542	3,542	708	708	708	708	708	708	708	8,500	8,500
West Park Pavilion	0	0	0	830	0	830	2,750	820	0	0	1,650	0	0	1,650	4,950	6,600
Victoria Pavilion	875	875	875	875	875	4,375	5,313	875	875	875	875	875	875	875	10,500	14,350
RHI - C.Centre Boiler	0	1,796	0	0	2,099	3,895	2,500	2,500	0	0	2,500	0	0	2,500	11,395	10,000
Victoria Storage Garages	50	0	50	0	0	100	100	0	0	0	0	0	0	0	100	200
Cemetery Chapel workshop	0	1,375	0	0	1,375	2,750	2,750	0	0	1,375	0	0	1,375	0	5,500	5,500
Foresters Hall	410	1,218	1,475	767	975	4,846	6,604	1,321	1,321	1,321	1,321	1,321	1,321	1,421	14,191	16,000
Foresters Chapel	288	0	0	288	0	575	575	0	288	0	0	288	0	0	1,150	1,150
2a Vernon Road, rent	650	650	650	650	650	3,250	3,250	650	650	650	650	650	650	650	7,800	7,800
Signal Box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,000
Osborn Hall	0	0	0	790	0	790	791	0	0	100	0	0	0	0	890	1,000
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	900	900	900
Bridge Cottage	0	0	0	2,154	0	2,154	2,160	0	0	0	0	1	0	0	2,155	2,160
The Source	0	0	737	0	0	737	1,263	1,263	0	0	1,263	0	0	1,263	4,524	5,050
Town Crier	0	0	0	0	25	25	0	0	0	0	0	0	0	0	25	0
Community Toilet Scheme	0	283	0	0	283	565	565	0	0	283	0	0	283	0	1,130	1,130
Training admin	0	0	330	0	0	330	0	0	0	0	0	0	0	100	430	100
Total Sales	19,540	18,055	14,079	21,652	14,784	88,110	78,203	18,440	12,644	14,114	19,269	14,845	14,014	20,369	201,805	200,140
Highlighted sections include monies that will be taken from Earmarked reserves to assist with expenditure.																
Purchases																
Administration	1,186	816	1,846	1,363	519	5,730	4,698	940	940	940	940	940	940	940	12,307	11,275
General Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	250	250	250
Recruitment Advertising	0	0	0	0	0	0	100	0	0	0	0	0	0	300	300	400
Office Equipment/Computers	1,365	377	405	11,444	10,385	23,977	3,958	792	792	792	792	792	792	792	29,518	9,500
Hospitality	0	0	0	0	0	0	40	8	8	8	8	8	8	8	58	100
Health & Safety	157	43	0	27	5	232	1,458	292	292	292	292	292	292	292	2,273	3,500
Insurances	0	0	6,259	0	0	6,259	6,510	0	30,490	0	0	0	0	0	36,749	37,000
Public Works Loan Costs	0	0	0	19,600	0	19,600	19,900	0	0	0	0	19,900	0	0	39,500	39,800
Mayor's Allowance	0	0	466	0	0	466	466	466	0	0	466	0	0	466	1,862	1,862
Grants Section142	0	0	9,500	0	0	9,500	9,500	0	9,500	0	0	0	0	0	19,000	19,000
Grants - Power of Competence	0	16,633	0	900	0	17,533	14,400	0	10,318	0	0	0	0	0	27,851	14,400
Volunteer Bureau SLA	0	0	8,000	0	0	8,000	8,000	0	0	0	0	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	73	7	7	0	0	87	104	21	21	21	21	21	21	21	232	250
Internal Audit Fees	0	0	1,149	0	0	1,149	1,250	0	0	0	0	0	0	1,250	2,399	2,500
(External) Audit Fees	0	0	0	0	0	0	0	0	2,750	0	0	0	0	0	2,750	2,750
Accountant fees	0	0	4,935	0	0	4,935	5,000	0	0	0	0	0	0	0	4,935	5,000
Professional Fees	1,373	1,200	508	783	0	3,865	3,958	792	792	792	792	792	792	792	9,406	9,500
Festive Lights	5,444	0	0	0	0	5,444	5,000	0	0	0	0	10,000	0	0	15,444	15,000
Festive Light Electricity	0	0	0	0	0	0	0	0	0	0	0	0	0	500	500	500
Office Staff - Salaries	24,719	24,462	24,525	24,652	24,644	123,001	122,211	24,442	24,442	24,442	24,442	24,442	24,442	24,442	294,097	293,307
Members Allowances/Expenses (TBC)	0	0	4,190	0	0	4,190	5,100	5,082	0	0	5,082	0	0	5,082	19,436	20,328
Newsletter	400	400	400	400	400	2,000	2,125	425	425	425	425	425	425	425	4,975	5,100
Bank Charges	85	79	78	77	66	385	400	80	80	80	80	80	80	80	945	960
Civic Centre Running Costs	8,983	10,603	5,866	12,951	6,070	44,473	47,333	25,925	0	0	25,925	0	0	25,925	122,248	103,700
Caretakers - Salaries	9,863	9,550	11,913	10,513	9,832	51,670	47,099	9,894	9,894	9,894	9,894	9,894	9,894	9,894	120,931	118,733
West Park	97	1,524	280	398	695	2,994	542	0	0	0	0	0	0	0	2,994	1,300
Victoria Pavilion	1,703	1,055	1,996	3,539	619	8,911	8,667	5,563	0	0	5,563	0	0	5,563	25,599	22,250
Cemetery Buildings	87	86	86	86	86	431	925	248	248	248	248	248	63	63	1,793	2,600
Signal Box	602	185	359	354	843	2,343	625	125	125	125	125	125	125	125	3,218	1,500
The Hub	823	115	1,891	0	5,684	8,513	2,500	0	0	0	0	0	0	0	8,513	2,500
Foresters Hall	1,786	392	1,169	1,090	1,210	5,648	5,500	3,150	0	0	3,150	0	0	3,150	15,098	12,600
2a Vernon Road	0	0	0	120	0	120	0	0	0	0	0	0	0	350	470	500
Subscriptions	3,080	123	484	510	13	4,210	3,500	0	0	0	1,000	0	0	0	5,210	4,500
Training	793	166	1,061	40	30	2,090	2,500	500	500	500	500	500	500	500	5,590	6,000
All Building Cleaning Materials	159	253	116	333	100	961	917	183	183	183	183	183	183	183	2,244	2,200
Total Purchases	62,779	68,070	87,488	89,180	61,199	368,715	334,286	78,926	91,799	38,741	79,926	68,641	38,556	81,391	846,696	778,665

GP Committee at 31 August 2023

	Apr 23 Actuals £	May 23 Actuals £	Jun 23 Actuals £	Jul 23 Actuals £	Aug 23 Actuals £	Actuals at 31 Aug 23 £	Budget at 31 Aug 23 £	Sep 23 Actuals £	Oct 23 Actuals £	Nov 23 Actuals £	Dec 23 Actuals £	Jan 24 Actuals £	Feb 24 Actuals £	Mar 24 Actuals £	Total £	2023/24 Budgets
New initiatives 2023/24																
Building Maintenance	12,220	2,006	0	0	560	14,786	N/A								N/A	76,000
Server upgrade and small office computer upgrade	0	0	0	1,990	4,288	6,278	N/A								N/A	10,000
262 Saturday Bus Service contribution	0	0	0	1,167	0	1,167	N/A								N/A	3,900
WPA NHS Top Up	(228)	631	142	217	195	957	N/A								N/A	2,000
Insurance rebuild valuations	0	0	0	0	7,240	7,240	N/A								N/A	8,250
Civic Centre Wi-Fi upgrade	0	0	0	0	5,417	5,417	N/A								N/A	2,500

Luxfords at 31 Aug 2023

	Apr 23 Actuals £	May 23 Actuals £	Jun 23 Actuals £	Jul 23 Actuals £	Aug 23 Actuals £	Actuals at 31 Aug 2023	Budget at 31 Aug 2023	Sep 23 Budget £	Oct 23 Budget £	Nov 23 Budget £	Dec 23 Budget £	Jan 24 Budget £	Feb 24 Budget £	Mar 24 Budget £	Total 2023/24	2023/24 Budgets
Sales																
Restaurant Food Sales	11,115	12,563	11,487	12,846	12,229	60,240	54,167	10,367	12,000	12,000	10,367	10,367	10,367	10,367	136,073	130,000
Restaurant Bar Sales	417	539	1,801	680	413	3,849	3,854	771	771	771	771	771	771	771	9,245	9,250
Takeaway	0	0	0	0	0	0	833	167	167	167	167	167	167	167	1,167	2,000
Function Food Sales	1,400	996	8,095	3,288	583	14,361	11,667	1,833	3,000	3,000	3,000	1,833	1,833	1,834	30,695	28,000
Function Bar Sales	1,136	1,754	5,000	3,677	132	11,700	8,542	2,000	2,000	1,490	2,000	1,490	1,490	1,490	23,658	20,500
Hire of Urn	182	155	83	85	147	651	521	104	104	104	104	104	104	104	1,380	1,250
Hire of Luxfords Restaurant	0	90	0	99	0	189	417	83	83	83	83	83	83	83	773	1,000
Sundry Income	0	0	0	0	0	0	208	42	42	42	42	42	42	42	292	500
Total Sales	14,249	16,097	26,467	20,675	13,504	90,991	80,208	15,367	18,167	17,656	16,533	14,856	14,856	14,856	203,282	192,500
Purchases																
Food Purchases	3,372	4,313	6,232	4,491	4,245	22,652	16,667	3,333	3,333	3,333	3,333	3,333	3,333	3,333	45,985	40,000
Bar Purchases - non-alcoholic	72	659	716	190	190	1,826	1,083	217	217	217	217	217	217	217	3,343	2,600
Bar purchases - alcoholic	157	679	2,314	524	967	4,640	2,917	583	583	583	583	583	583	583	8,724	7,000
Consumables	179	163	316	195	258	1,111	375	75	75	75	75	75	75	75	1,636	900
Cleaning	39	65	81	453	60	698	417	83	83	83	83	83	83	83	1,281	1,000
Maintenance & Repairs	0	0	0	0	165	165	833	167	167	167	167	167	167	167	1,332	2,000
Equipment - New/Replacements	363	0	0	0	139	502	833	167	167	167	167	167	167	167	1,669	2,000
Equipment Hire	0	0	320	0	0	320	300	0	0	0	0	0	0	100	420	400
Stationery	8	0	0	0	0	8	0	0	0	0	0	0	0	0	8	0
Luxfords General Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	400	400	400
Uniforms/Protective clothing	0	0	0	0	0	0	0	0	0	0	0	0	0	150	150	150
Credit charges	264	266	304	328	232	1,394	1,083	217	217	217	217	217	217	217	2,911	2,600
Rates	667	667	667	667	667	3,337	4,000	667	667	667	667	667	667	667	8,003	8,000
Electricity	985	694	669	667	709	3,723	3,750	750	750	750	750	750	750	750	8,973	9,000
Gas	0	78	470	310	0	858	1,458	292	292	292	292	292	292	292	2,899	3,500
Water	277	0	0	321	0	598	625	125	125	125	125	125	125	125	1,473	1,500
Refuse Collection	142	168	151	142	168	771	667	133	133	133	133	133	133	133	1,704	1,600
Stocktaking	205	0	0	205	0	410	342	68	68	68	68	68	68	68	888	820
Salaries	10,315	10,236	12,594	10,643	11,036	54,824	54,963	10,993	10,993	10,993	10,993	10,993	10,993	10,993	131,772	131,910
Casual wages	89	675	756	1,341	1,369	4,230	2,500	500	500	500	500	500	500	500	7,730	6,000
Total Purchases	17,133	18,663	25,591	20,476	20,205	102,068	92,813	18,369	18,369	18,369	18,369	18,369	18,369	19,019	231,302	221,380

Meeting of the General Purposes Committee

Monday 23 October 2023

Agenda Item No 5.4

TO NOTE THE TOWN COUNCIL'S LIST OF DIRECT DEBITS AND STANDING ORDERS FOR 2023-24.

1.0 Summary

1.1 The report provides an update of the Town Council's payments set up with suppliers via direct debit.

2.0 Details

2.1 Since the table was presented to Full Council on 28 June 2023, one further supplier has been set up as Direct Debit:

Elite Fine Foods Ltd

The following table shows the current list of companies we have set up to be paid by direct debit and a description of supply.

Supplier Name	Description
Acuity Professional Partnership LLP	Accountants
British Telecom	Utilities – Broadband
Scottish Water/Business Stream	Utilities – Water
CF Corporate Finance Ltd	Lease rental – Photocopier
Elite Fine Foods	Luxfords food supplier
Focus Group	Utilities – Telephone
Harvey's Brewery	Luxfords Supplier
Investec Asset Finance PLC	Telephone Lease Rental
Long Man Brewery	Luxfords Supplier
NatWest Bank	Credit Card Payments
Public Work Loan Board	Loan Repayments
SAGE Software Ltd	Software Subscription
Shell Fuelcard Services	Grounds Maintenance Vehicles
SSE PLC	Utilities – Electric & Gas
Wealden District Council	Rates
WorldPay	Credit Card
WPA Health	NHS Top-up Scheme

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Sarah D'Alessio

Meeting of the General Purposes Committee

Monday 23 October 2023

Agenda Item 5.5

TO UNDERTAKE AN INITIAL REVIEW OF THE BUDGET AREAS FOR 2024/25

1.0 Summary

- 1.1 The draft budgets are presented to Full Council in early December for the following financial year, prior to a final decision being taken on the precept and detailed budget papers by mid-January 2024.
- 1.2 The second workshop of two, is being arranged with members to look at the council's budget areas during the budget setting process. This has now been scheduled for Monday 20 November at 6.30pm. The first workshop sought to set the scene and look at the duties and powers of a parish/town council and understand what key items and projects cost to deliver.
- 1.3 This budget setting process will enable us to consider our income and expenditure for the next financial year.

2.0. New initiatives

- 2.1. Some potential initiatives and projects to be considered within the budget either as an initiative for 2024-25 (short-term) or for future consideration with monies being put aside medium to long term (2025-2027).

ITEM	SHORT/MED/LONG TERM	ESTIMATED COST
GP Committee		
Building Maintenance Fund		
LED lighting (Emergency/normal) <ul style="list-style-type: none">• Civic• Victoria	Short	£4,943 £19,289
Fire door upgrades <ul style="list-style-type: none">• Foresters• Victoria• West Park	Short	£13,902 £22,495 £22,976 (split cost with Uckfield Grasshoppers?)
Ventilation for caretaker area, for reconfiguration of space	Short	£15,000
Office reconfiguration	Short	£10-15k
Any additional funds needed to add on top of this year's BMF for refurbishment of Signal Box	Short	£10,000
Any additional funds needed to add on top of this year's BMF for works plumbing/heating works to Foresters and Victoria	Short	£10,000
Other		
New tables for Civic Centre Weald Hall, Ashdown Room & Green Room (x 40) Plus racks/trolleys	Short	Approx £200 per table. Plus racks at £250-300. Set aside £10k
Replace master keys/locks for Civic Centre internal doors	Medium	£2,000

Improve internal decoration of Victoria Pavilion and changing rooms	Medium	Up to £20k project – save £5k annually
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Further savings for longer term projects

- Further works to Civic Centre lift – Propose £10k saving;
- Saving for five yearly Electrical surveys (EICRs) – put aside £2.8k per annum;
- Saving for carpet and decorative upgrades in Civic Centre – £1k per annum;
- Saving for four yearly election costs and potential by-elections with inclusion of polling card costs - £2.5k per annum;

3.0. Recommendation

3.1. Members are asked to:

- (i) consider the above list provided by officers, and provide feedback on whether members support these suggestions, and;
- (ii) advise the Clerk of any additional items they would like to explore and understand in terms of associated costs.

Contact Officer: Holly Goring

Meeting of the General Purposes Committee

Monday 23 October 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 SSE are making appointments to upgrade utility meters.

The Civic Centre

- The beading around the glass pane in one of the fire doors has been replaced;
- The un-used shutter between the restaurant kitchen and the Weald Hall has been removed and the area filled in. This will be plastered over ready for redecoration of the Weald Hall and restaurant kitchen wk beg 23 October 2023. This project will see the Weald Hall completely redecorated, the restaurant kitchen will receive new flooring, installation of a new oven, and walls redecorated;
- Restaurant kitchen vents and fans received their routine deep clean by an external company;
- Works were highlighted with the Civic Centre's heating system over the past few weeks. The BMS needs adjusting, actuator replacing, aerator installing. TRVs have been replaced that were faulty around the building;
- The stage has been serviced in the Weald Hall;
- Quotations are being obtained for ventilation for the reconfiguration of the Caretaker area;
- A door sign and mobile will continue to be used to secure the front door due to anti-social behaviour. Window restrictors have also been installed to all ground floor toilet windows;

The Hub and Source

- The Hub has been demolished. Works to the Source are still underway.

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;
- Heating system quotations are being sought;

Snatts Road, Chapel

- Nothing new to report.

West Park

- Building was assessed earlier in the year for an 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

- Current tenancy agreement has been renewed for 12 months.

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 Recommendations

- 4.1 Members are asked to note the report.

Contact Officer: Holly Goring

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT POLICY

Policy Number 63		
Issue No.	Date completed	Details of amendments
1	24.05.10	GP 24.05.10
2	29.07.13	GP 15.07.13
3	13.04.15	GP 70.04.15 General Review of policy
4	01.06.21	GP07.06.21 – General review in line with move to BACS payments
5	23.10.23	Review of policy at GP Committee

1.0 Introduction

- 1.1. In accordance with its Annual Governance Statement, Uckfield Town Council is required to review its system of internal control. This is generally by the continuing review of existing policies and implementation of new policies, compliance with such policies, procedures, laws and regulations in order to improve governance. The Members Audit is part of this process.

2.0 Procedures

- 2.1. On a monthly basis one member of the Council will carry out a Members' Audit by completing the form at Appendix A using the following format.
- 2.2. At each Annual Statutory Meeting, the Clerk will provide a schedule of Members who will be required to undertake the Members' Audit for a particular month. Such Audit will be required to be completed within the first two weeks of the following month and individual Members will be required to make an appropriate appointment with the Responsible Financial Officer accordingly.
- 2.3. Should any Member not be able to make the date set out for them in the schedule, it will be their responsibility to make alternative arrangements with another Member to fulfil their obligations for that month.

3.0 SAGE AUDIT TRAIL (DETAILED)

- 3.1. The purpose of this exercise is to follow a paper trail of random documents. These will include supplier invoices, customer invoices and payroll timesheets.
- 3.2. **Supplier Invoices:**
The Member will choose random invoices from the suppliers paid files. They will check:
- a) That the invoices have been stamped with the authorisation stamp.
 - b) That the correct nominal code has been used and is signed off by an authorised member of staff.
 - c) That a purchase order is attached and corresponds with the invoice.
 - d) That the payment method is present on the invoice and a review of the report from Bankline to confirm BACS payment has been made.—Sight of the payment method will also be required(BACs payment report). (either BACS or cheques).
 - e) That the two Members that authorised payment have also signed the invoice.
- 3.3. **Customer Invoices:**
The Member will choose random invoices from the 'customer paid' files from the month that they are auditing. They will check:
- a) That the invoice details correspond with the customer booking form attached to the invoice.
 - b) That the prices charged are in accordance with the current fees and charges.
 - c) That the date the invoice was paid is on the invoice.

- d) That a cross-check is made with the customer's method of payment to check that the funds have been received (either bank statement or paying in book if cash/cheque).

3.4. Timesheets:

The Member will choose random timesheets from the file, preferably one from Uckfield Town Council and one from Luxfords Restaurant.

They will check:

- a) That the time sheets add up correctly.
- b) That the pay detail on the payslip for that person corresponds with the time sheet;
- c) That payment was made into their account correctly by checking the payslip amount against the BACs records for payment.

4.0. BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE

4.1. The purpose of this exercise is to monitor movement between accounts and account balances.

4.2. The Member will carry out the following checks:

- a) The bank statements correspond with the bank reconciliation.
- b) The bank statements and reconciliations are signed by the Responsible Financial Officer.
- c) Any discrepancies (bank errors) are fully detailed.
- d) The nominal codes are correct in SAGE.

4.3 As outlined in the Town Council's Financial Regulations, at least once a quarter and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. This will be carried out as part of the monthly member audit procedures. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and be noted by the Council.

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5.0. PETTY CASH

5.1. The Town Council hold two petty cash floats, one for the Town Council and one for Luxfords restaurant. These are 'topped up' by cash withdrawn from the Clerk's bank account. The only two officers that can withdraw cash from the Clerk's bank account to top up the petty cash floats are the Town Clerk and the Responsible Financial Officer.

5.2. The Member will carry out the following:

- a) Check that the previous month's reconciliation is correct, signed and dated.
- b) Select random vouchers against this reconciliation.
- c) Count the money, at the time of their visit, in both petty cash tins to ensure the balance matches the SAGE balance.
- e) Check that vouchers are authorised by a member of staff and details entered in the petty cash books.
- d) Check that, where applicable, reimbursements of funds are signed for in the petty cash books.

6.0. IRREGULARITIES

In cases of suspected serious breaches of the Council's Financial Regulations, Standing Orders and Policies, the matter will be referred to the Urgent Consultation Panel immediately.

7.0. REVIEW

This Policy will be reviewed annually to ensure it fully covers the Council's Governance requirements.

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH:

Checklist:

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

SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

- Supplier Invoices
- Customer Invoices
- Timesheets

BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

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

- Clerks Account
- General Account
- Business Reserve
- ~~Lloyds Bank Account~~

BANK RECONCILIATIONS QUARTERLY VERIFICATION

- Clerks Account
- General Account
- Business Reserve

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PETTY CASH

- Check cash balance and vouchers
- Town Council Petty Cash
- Luxfords Petty Cash

Signed

Print Name

Dated

Members comments:-

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

Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.

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Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record

Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code

Quarterly bank reconciliation verification

<u>Bank Account</u>	<u>Statement No/Date</u>	<u>RFO has signed both records</u>	<u>Member signs both records</u>	<u>Notes</u>
<u>Clerks Account</u>				
<u>General Account</u>				
<u>Business Reserve</u>				

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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			
Luxfords			

Meeting of the General Purposes Committee

Monday 23 October 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 16 October 2023). Unfortunately there have been a number of nasty viruses about – flu and sickness, which has affected staff sickness levels in the past month.

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 16 October 2023 (sickness recorded since 1 April 2023) (29 staff)	As at 30 Sept 2022 (sickness recorded between 1 Apr and 30 Sept 2022) (25 staff)
Actual days taken as short-term Doctors' certificate	15.0 days	16.0 days
Actual days taken as self-certificated sick leave	70.0 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)	1.0 day (staff member works part time and tested positive on their days off/weekend)	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. The Groundsman, has completed the next stage of assessor training in October 2023.
- 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. They are checked regularly.
- 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 stage has been serviced and received its annual inspection.
- 4.5 The LOLER inspection for tree works equipment has been carried out.
- 4.6 The annual ROSPA safety inspections of the Town Council's play areas, have now been completed and we will be reviewing the outcomes of their report.

5.0 Fire Safety

- 5.1 The annual fire risk assessments have been undertaken by an external organisation of our buildings. 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: JULY 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 checked="" type="checkbox"/>
Special Interest Bearing	<input type="checkbox"/>
Lloyds Bank Account	<input type="checkbox"/>

PETTY CASH

Check cash balance and vouchers

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

Signed ..

Print Name ... VALERIE FROST

Dated ... 4 / 10 / 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
KD Catering	150626	15138	✓	✓ 969944032
Grant contracts	2757	16142	✓	✓ 969969168

Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
ANY (PROB)	PN 410			
Walden Libs Dams	CC42795	12.20 ✓	card 18/7/23	CC credit card slip ✓
Pulse Healthcare	CC42776	13.45 ✓	21/8/23	1/8

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
SAM EASTWOOD	✓	✓	28/7/23	970037058
RUTH HOBBS	✓	✓	28/7/23	970037058

Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
BUSINESS RESERVE	1/2	✓	✓	1227
CLERK ACCOUNTING	1/2	✓	✓	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	JULY ✓	SUPER DRUG ✓	CHECKED 4/10/23
Luxfords	✓ JULY	BELL WALK DRYCLEANERS	✓ 3/10/23

Meeting of the General Purposes Committee

Monday 23 October 2023

Agenda Item No. 8.3

TO REVIEW THE COMMUNITY GRANTS PROGRAMME DOCUMENTATION BEFORE THE APPLICATION PERIOD OPENS ON 1 NOVEMBER 2023

1.0 Summary

- 1.1 The application period for the next round of Uckfield Town Council's Community Grant Programme will commence on 1 November 2023 and end on Sunday 14 January 2024. This will provide funding to community groups and organisations in the financial year of 2024/25 (payment to be made in May/October 2024).
- 1.2 Finance Sub-Committee made a few changes to the programme in the past two to three years, to reflect research into schemes elsewhere and to review the wording of the criteria. The programme works well in general. Most years we see in the region of 20-25 applications made and we tend to work with a budget of £27,500 of grant funding.
- 1.3 The Town Council's current application form and criteria is attached for reference in appendix A.

2.0 Recommendation

- 2.1 Members are asked to review the documentation and confirm they are satisfied with the contents, in preparation for the start of the application period.

Appendices: Appendix A: Copy of UTC's current application form and criteria.

Contact Officer: Holly Goring/Sarah D'Alessio



UCKFIELD TOWN COUNCIL

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

Tel: (01825) 762774 Fax: (01825) 765757
e-mail: grants@uckfieldtc.gov.uk

Town Clerk – Holly Goring

Dear Sir/Madam

Uckfield Town Council's Community Grant Programme 2024/25

Please find enclosed a grant application form for 2024/25, as requested.

May I remind you that the closing date for all applications is Sunday 14 January 2024 and any late applications will not be considered.

Confirmation that we have received your application will be sent to you within one week of its receipt. Should you not receive this please contact the Grants Officer prior to the deadline.

I should advise you that all applications will be considered by the Finance Sub-Committee in February 2024. We will confirm the date and time once this has been set, but it usually takes place on a Wednesday evening at 6.30pm.

ALL organisations applying for a grant must provide representation at the meeting. Members of the Finance Sub-Committee will have already read your application, your attendance provides two minutes for you to add any further details and then enable Councillors to ask questions or seek clarification on any matters relating to the application. Please note that should any organisation not have a representative in attendance at the meeting, Councillors may not be able to consider the application, particularly if information is missing.

You should also be advised that any representatives who attend may be required to stay for the duration of the meeting in case additional questions need to be asked.

We look forward to receiving your completed application form and associated documents and I would be grateful if prior to the meeting you could confirm the name of your representative.

Yours faithfully

Grants Officer

Email: grants@uckfieldtc.gov.uk

Telephone: 01825 762774

Please complete the application form associated:



UCKFIELD TOWN COUNCIL



GRANT APPLICATION FORM

Please read the Policy Criteria notes below before making your application. If you are uncertain about how to answer any of the questions on the form, please contact the Town Council on 01825 762774.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

1	Name of your organisation:		
2	Contact details of applicant: Name: Address:	Telephone: Email: Website: Your role in the organisation:	
3	Please confirm the legal status of your organisation	Registered Charity (Local) Registered Charity (National) Membership Organisation Community Interest Company Other	Please tick <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	What are the aims of the organisation?		
5	Please state the number of people involved in your organisation:		
6	Approximately what percentage of your members/attendees live in Uckfield?		

7	What is the annual subscription, if any?
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Grant details

8	What is the purpose of the grant?	
9	What is the total cost of the project?	£
10	Amount of grant requested <i>Grants will only be awarded for forthcoming projects – not retrospectively</i>	£
11	If the total cost of the project is more than the grant, how will the rest be financed?	
12	How will you be funding the running costs of the project/your group in future years?	

13	Do (or will) you receive any other external funding to support this project? If so, please explain how the Town Council's funding will bring extra value and demonstrate that the funding will not replace statutory funding sources or existing services.
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14	Have you received any funding from the Town Council previously? If so, please provide details.
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15	How does your project directly benefit the people of Uckfield? How many people will be affected?
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16	What additional fundraising events or activities will you be holding this year?
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17	Financial Information	
	<p>Please enclose the most recent copy of your examined/audited accounts or if you are a new group or organisation, your financial projections:</p> <ul style="list-style-type: none"> • Copy of your most recent examined/audited income and expenditure accounts (or if a new group/organisation your financial projections) • Copy of your current balance sheet or current Bank Statement • Copy of your Constitution, articles of association or rules • Breakdown of project costs and supporting estimates 	<p>Attached</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
18	Is your group registered for VAT?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Completed application forms should be returned to:-

grants@uckfieldtc.gov.uk

or

Grants Officer, Uckfield Town Council, Civic Centre, Uckfield, East Sussex TN22 1AE.

CLOSING DATE FOR APPLICATIONS

Sunday 14 January 2024

If you do not receive a receipt one week from submission of your application, you should contact the council prior to the deadline otherwise your application will be considered inadmissible.

Please note that this application will not be considered unless it is accompanied by a copy of the relevant paperwork. Failing to meet these requirements in full will result in the application being inadmissible.

PLEASE TICK THE FOLLOWING TO CONFIRM YOUR UNDERSTANDING ON SUBMISSION OF YOUR APPLICATION:

- I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for grant aid.
- I confirm that I have read the policy criteria and agree to comply with these and understand that if successful, we must undertake to spend the grant on the purpose for which it was awarded.
- I acknowledge that any funds awarded, that have not been spent within the financial year, should be returned to Uckfield Town Council.
- I acknowledge that we will be required to provide a written update on how the funds were spent against the project criteria, together with any invoices or relevant receipts. This will need to be provided to Uckfield Volunteer Centre as part of their annual evaluation of the community grants programme.
- I understand that organisations will be required to acknowledge the Town Council's support in their publicity material and inclusion of the Town Council's logo where possible.

I confirm that if a grant is awarded, BACs payment has to be made to:

Name of Bank:

Bank Sort Code:

Bank Account No:

Signed:

Date:

Community Grants Programme 2024/25 - Policy Criteria

Uckfield Town Council, at its discretion and subject to available funding, provides grants and general support to small local groups and organisations which contribute to the welfare of the community by improving or supporting facilities and/or activities in Uckfield Parish. In 2023/24 grants totalled £27.1k through this scheme and funding was also provided via service level agreements to Wealden Citizens Advice and Uckfield Volunteer Centre.

The Council assesses applications on their own merits, and the following list of guidelines has been drawn up to help those seeking grants. However full funding is not guaranteed. Grants will not be awarded to commercial or profit-making groups or individuals. Whilst we welcome applications from schools, we will not fund activities or services that the schools have a statutory responsibility to provide.

1. Grants will not normally be available to applicants based outside Uckfield unless their activities can be shown to benefit the townspeople of Uckfield.
2. The applicant's activities should be readily available to the community in general.
3. Membership of the group should comprise full and part-time residents and adhere to anti-discriminatory legislation.
4. The group's programmes of activities should be made available to the Council, and must comply with all relevant health and safety requirements.
5. Current financial status should be confirmed by accepted accounts. New groups, who have been in existence for less than 15 months, must provide financial projections and copies of their most recent Bank or Building Society accounts.
6. Applicants must demonstrate their attempts to meet their financial requirements, and that they have applied for financial help from other sources.
7. Successful applicants must have a UK Bank or Building Society account in the name of the organisation applying for the grant.
8. Applicants can only include any VAT element of their project if they are not able to claim it back from HM Customs and Revenue.
9. Unless the grant is for ongoing, revenue activities, we will not fund activities that have started before we confirm our grant.
10. Consideration will be given to the applicant's viability should a grant not be awarded.
11. All applicants will be required to co-operate with the Uckfield Volunteer Centre and provide a written report of how the money was spent, in line with the project criteria, for their annual evaluation of the programme
12. If applications for grants are incomplete by the closing date they are unlikely to be accepted.
13. The decision of Uckfield Town Council is final.
14. **A representative of the applicant organisation must attend the meeting of Finance Sub-Committee in February 2024 to be available to answer questions. Failure to do so will result in the application not being considered. The office must be informed prior to the meeting of any exceptional circumstances where attendance is not possible.**
15. **Members of the Finance Sub-Committee will have already read your application, your attendance provides two minutes for you to add any further details and then enable Councillors to ask questions or seek clarification on any matters relating to the application.**
16. Any unspent money must be returned to Uckfield Town Council.
17. As a condition of receiving a grant, organisations will be required to acknowledge the Town Council's support in their publicity material. (Prior viewing necessary).
18. Grants cannot be made retrospectively.

Meeting of the General Purposes Committee

Monday 23 October 2023

Agenda Item 9.1(ii)

REPRESENTATIVES ON OUTSIDE BODIES: UCKFIELD VOLUNTEER CENTRE (12 OCTOBER 2023)

I attended the Trustee's meeting at the Uckfield Volunteer Centre (UVC) on Thursday 12th October 2023.

It was reported that the Volunteer day on Saturday 23rd September had been very successful, resulting in a profit of approximately £200. There were 25 stalls and a favourable response from members of the public who attended. The UVC thanked the Uckfield Civic Centre for providing the Weald Hall free of charge for this event.

The provisional date for the event next year was Saturday 12th October 2024.

Membership of the UVC was increasing and the number of placements between April and September exceeded 70 - a substantial increase. Finances were in budget, but further income and funding was always beneficial.

The Annual General Meeting was to be held at the Ridgewood Village Hall on Wednesday 8th November 2023, starting at Noon.

The next Trustee's meeting was scheduled for 25th January 2024.

They were informed at the meeting that Paul Sparks would be stepping down as Chair of the Trustees although he would continue as a Trustee of the Uckfield Volunteer Centre.

Cllr. Peter Selby

Meeting of the General Purposes Committee

Monday 23 October 2023

Agenda Item 9.1(iii)

REPRESENTATIVES ON OUTSIDE BODIES: WDALC Management Meeting (13 September 2023)

The subscription costs would not be raised this year.

There would only be one Management meeting in the year and four Association meetings including the AGM in July.

Chris Bending, Director at Wealden DC gave the following report:

“This week saw the introduction of HVO to our waste fleet. This replaced diesel and was reducing emissions from fleet by excess of 90%. Preparation of the Local Plan continued with the publication expected later this year.”

Work was advancing on a new Council Strategy to set the priorities of the Council for the next few years.

The Overview and Scrutiny Committee that week questioned South East Water over their recent failings in the Crowborough area, their plans for improving the network and the overall approach of the business.

Working with over 20 other Councils in the region, Wealden DC continued to lead a group holding Southern Water to account for their poor performance. At the next meeting, the Environment Agency would be there to discuss their role as a formal regulator of Southern Water, to encourage more enforcement. They were also lining up similar conversations with OFWAT as the financial regulators of Southern Water.

The planning application had been submitted for the proposed Community Sports Hub near Hailsham.

Wealden DC had just agreed a new homeless strategy and tenant support strategy; working to support those that need it the most in our community.”

One of the Councillors asked for the views on the proposed changes to management of the CCTV by Police and Parish/Town Councils. This was discussed and would be discussed at a future meeting.

Councillors asked that Wealden DC be asked to reinstate Parish Cluster and Parish Planning meetings

Cllr. Diane Ward