



UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre
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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 4 December 2023 at 7.00pm
in the
Council Chamber, Civic Centre, Uckfield
AGENDA

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

1.0 DECLARATIONS OF INTEREST

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

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

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

3.0 APOLOGIES FOR ABSENCE

4.0 MINUTES

- 4.1 Minutes of the meeting of the General Purposes Committee held on the 23 October 2023
- 4.2 Action list – for information only
- 4.3 Project list – for information only
- 4.4 To receive the minutes from the Personnel Sub-Committee on 1 November 2023 (under confidential business)

5.0 FINANCIAL MATTERS

- 5.1 To note bills paid
- 5.2 To consider the income and expenditure reports to the end of September 2023
- 5.3 To note current bad debts
- 5.4 To note the report of the Internal Auditor

- 5.5 To confirm the fees and charges for room hire at the Civic Centre and Foresters Hall for 2024/25 (1 April 2024 to 31 March 2025)
- 5.6 To consider the Grants monitoring report from Uckfield Volunteer Centre which evaluates the use of funding in 2022-23

6.0 BUILDINGS

- 6.1 To note the current position with the Council's buildings
- 6.2 To receive a progress update on the site of the Hub/Source

7.0 POLICY

- 7.1 To review the Town Council's Risk Management Policy (Policy No. 29)

8.0 ADMINISTRATION

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

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 9.1 To consider reports from:-
 - (i) Wealden Citizen's Advice
 - (ii) Uckfield Volunteer Centre
 - (iii) Wealden District Association of Local Councils – Mgt Committee
 - (iv) Wealden District Association of Local Councils – Planning Panel
 - (v) East Sussex Association of Local Councils AGM
 - (vi) Ridgewood Village Hall Management Committee AGM

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 receive the minutes of the Personnel Sub-Committee held on 1 November 2023
- 12.2 To consider the recommendations of the Personnel Sub-Committee held on 1 November 2023
- 12.3 To consider an update from Luxfords Restaurant



Town Clerk
28 November 2023

UCKFIELD TOWN COUNCIL



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

PRESENT:

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

Councillor J. Love explained her personal interest in Sussex Support Services based at Victoria Pavilion, who were linked to a couple of items on the agenda.

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 11 September 2023

GP25.10.23 Members **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 11 September 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 action:
GP07.06.22 – to consider registering key buildings within Uckfield as assets of community value

It was hoped that a decision would be taken mid-November to early December on the three nominations.

4.3 Project list

Members noted the update and agreed to remove completed project:
Project no. 59 – Civic Centre booking system
Councillor Macve asked what the position was, with the Saturday 262 Bus Service. The Town Clerk advised that she would obtain an update.

5.0 FINANCIAL MATTERS

5.1 To note bills paid

Members noted the bills paid.

5.2 Bad debts

Members reminded the Town Clerk that they were keen to understand the Internal Auditor's perspective on whether the information in the bad debtors report should be in the public domain or considered under confidential. The Town Clerk explained that the Internal Auditor was due to visit on 9 November so the question would be asked at that time.

It was also suggested that it would be helpful for the report to indicate how long the debts had been outstanding. If timescales were incorporated within the report, it would assist members to understand how serious the matter was.

These points were noted, and members subsequently noted the report.

5.3 To note the income and expenditure reports up to 31 August 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.

One member asked for clarity to be provided on the expenditure which was due to be funded from earmarked reserves. This included expenditure relating to office equipment, general power of competence for community grant funding (due to an underspend in the previous financial year) and expenditure on the Hub site.

Councillor A. Smith questioned whether the funding within earmarked reserves allocated for climate change initiatives/green projects could be utilised towards the plumbing/heating works at Victoria and Foresters Hall. The Town Clerk advised that they were still awaiting quotes for these works, and this could be considered at this point, once the figures had been received.

Members noted the contents of the reports.

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

One member mentioned that they would be keen to see any direct debit payments authorised by two signatories like the suppliers BACs run payment process, despite authority already being given via the direct debit mandates. The Town Clerk advised that she would ask the advice of the Internal Auditor. Members noted the updated list of direct debits and standing orders for the Town Council.

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

Members were asked to consider the list of priorities suggested by office staff, and to consider any other matters that they wished to explore for the budget in 2024-25.

Members understood that with increasing costs for materials, stock, fuel, utilities and staffing, that it might be the case that very few additional projects could be incorporated in the budget for 2024-25.

Members were in the main, supportive of the proposals being put forward. Air conditioning continued to be an issue within the Civic Centre in the summer months. In response to one member's request, the Town Clerk talked through each of the officer suggestions and the urgency or priority level of the suggestion. There was also a longer-term discussion amongst members relating to the town centre, and existing buildings and sites owned by the Town Council and the need to put money aside for the future of these buildings and sites.

Members wondered whether a couple of central sites such as the Civic Centre and Source site should be registered as assets of community value.

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 and noted the work being undertaken within these buildings.

6.2 To note progress of the demolition of the Hub building

Members were presented with an update on the current demolition of the Hub building by powerpoint and the suggested way forward in response to the recent delays.

Members were disappointed with the current situation and were supportive of the proposed Plan B for the external area of the Source building and to address the works outstanding. It was hoped that a revised quotation would be received from Lawson Queay on behalf of the contractor in the following couple of days.

6.3 To note the Buildings Insurance Renewal documentation for 2023-24

Due to the timescales involved, the Town Clerk presented the annual renewal documentation for the Buildings Insurance which had been reviewed in detail by office staff and renewed prior to the meeting of General Purposes Committee.

One member was disappointed that the insurance broker had only approached one insurance company to quote for the Town Council, and felt for the fee paid, they should have undertaken a full review. They also queried whether the indemnity of the business interruption should be based on three years rather than two years worth of rent and income receivable. The Town Clerk explained that the standard term had been two years over previous years, but would be happy to liaise with the agent on this in due course.

Members noted the remaining contents of the documentation and the Town Clerk would advise the Insurance Broker of the above.

7.0 POLICY

7.1 To review the Member's Audit Policy

In response to feedback from the Internal Auditor, and reference to the Town Council's Financial Regulations, it was emphasised that time needed to be put aside on a quarterly basis for members to review all bank reconciliations, and

sign these off. It was suggested that this exercise be undertaken as part of the member audits. It was therefore necessary to update the Member Audit policy to record this procedure.

GP26.10.23 Members **RESOLVED** to approve the revision to the Member Audit Policy, and adopt the contents of the policy.

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 July 2023.

8.3 To review the Community Grants Programme documentation before the application period opens on 1 November 2023

Members were advised that the application period for the Town Council's Community Grants programme was due to commence on 1 November 2023. It was therefore a good opportunity to review the documentation and advise if anything needed changing beforehand.

It was suggested that as the work of the Finance Sub-Committee to review each of the applications was undertaken under confidential business, that the sentence in the covering letter relating to representatives being required to stay for the duration of the meeting, was not necessary and could be removed.

It was also suggested that paragraph 5 be amended to state that Councillors would not consider an application if the representative was not present at the meeting, unless in exceptional circumstances.

GP27.10.23 Subject to the above amendments to the covering letter, members **RESOLVED** to approve the Community Grant Programme documentation ready for publication.

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 meeting.

(ii) Uckfield Volunteer Centre

Members noted the update.

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

Councillor D. Manvell noted that Wealden DC's Corporate Plan had now been published. Members noted the update.

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

Nothing to report at this meeting.

10.0 CHAIRMAN'S ANNOUNCEMENTS

The Chair, Councillor D. Ward, did not have any announcements to make.

11.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk, advised that an update had been received that day from Wealden DC on the Streatfeild House site. They had re-commenced the tender process, and had set a deadline for tenders to be received by 13 November. They were hoping to have taken a decision and award the tender by the end of November 2023.

12.0 CONFIDENTIAL BUSINESS

GP28.10.23

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 were pleased to receive this report. The Town Clerk updated members on recent events and the fantastic work of the team through working together.

The meeting closed at 8.45pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP07.06.23</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	Awaiting final quotations before presenting to Full Council on 11 December 2023.
<u>GP08.06.23</u>	<p><u>To consider a proposal for upgrading the plumbing and heating system in Foresters Hall and adjacent Foresters Chapel</u> After a detailed discussion, it was RESOLVED to task staff with:</p> <p>(i) looking at the whole building within the review and to obtain quotations for the whole system (i.e. new system as well as pipework exposure); (ii) obtain three separate quotations, one of which would consider the installation of a greener option, and; (iii) consider if the companies providing quotations for the project, would consider if a discount could be applied for reviewing the plumbing and heating system at Victoria Pavilion and Foresters Hall.</p>	19.06.23	JH	Awaiting final quotations before presenting to Full Council on 11 December 2023.

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

Outstanding initiatives from 2019/20

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.		
		01.11.21	The additional work has been delayed due to issues with access to Worldpay. The Town Clerk will try and rectify in the to enable web developers to proceed.		

Outstanding/ongoing initiatives from 2021/22

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

UCKFIELD TOWN COUNCIL
PROJECT MONITORING
GENERAL PURPOSES COMMITTEE

Outstanding initiatives from 2022/23

Project Name		Building Maintenance Fund (Year 8 – 2022/23)		Project Number		68	
Resolution No.	Funds	Date	Commentary				
FC82.01.22	Still to be progressed...						
	Proposed expenditure on Building Maintenance Fund 2022/23						
		Year 8	Estimate	Proposed		Actual at year end – 31 March 2023	
		Signal Box refurb windows ext decoration	5000	To be progressed in 2023.		No expenditure.	
		Civic Centre storage solution caretaker station	10000	In progress.		£923.75	
	Osborn & Ridgewood car park drainage	30000	RVH Car Park plans in progress.		£5,422.50		

Project Name		Civic Centre Signage		Project Number		71	
Resolution No.	Funds	Date	Commentary				
FC82.01.22	£2,000.00	17.01.22	This funding will be used towards the replacement of the main Civic Centre sign at the front of the Civic Centre and will require the feedback and engagement of Town Councillors. Still to be progressed.				

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

Projects for 2023/24

Project Name		Building Maintenance Programme		Project Number		74	
Resolution No.	Funds	Date	Commentary				
FC86.01.23	£76,000.00	23.01.23	Building Maintenance Fund 2023/24				
			Year 9		Estimate		Actual
			Victoria Pavilion – heating and water supply system replacements, and spruce up.		30,000		Quotations being sought at present.
			Redecoration of Weald Hall		5,000		The works were completed wk beg 23 October and finished at 4pm on 27 October just before an evening booking so it was all hands on deck. Total cost = £4,300 plus VAT NFA.
			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.

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.				

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

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

GP Committee at 30 September 2023

	Apr 23 Actuals £	May 23 Actuals £	Jun 23 Actuals £	Jul 23 Actuals £	Aug 23 Actuals £	Sept 23 Actuals £	Actuals at 30 Sep 23 £	Budget at 30 Sep 23 £	Oct 23 Budget £	Nov 23 Budget £	Dec 23 Budget £	Jan 24 Budget £	Feb 24 Budget £	Mar 24 Budget £	Total £	2023/24 Budgets
Sales																
Administration	0	0	0	300	0	0	300	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	1,055	6,556	1,250	208	208	208	208	208	208	7,806	2,500
Interest Misc. (Fixed Rate Bond)	0	0	0	0	7,050	0	7,050	1,000	0	0	0	0	0	0	7,050	1,000
Civic Centre	15,880	9,961	6,229	12,976	6,544	9,168	60,758	51,000	8,594	8,594	8,594	8,594	8,594	8,594	112,323	102,000
Feed-in Tariff Payments	46	0	1,784	0	9	0	1,838	3,000	0	0	1,500	0	0	1,500	4,838	6,000
Quickborn Suite rent	708	708	708	708	708	708	4,250	4,250	708	708	708	708	708	708	8,500	8,500
West Park Pavilion	0	0	0	830	0	0	830	830	0	0	0	0	0	5,770	6,600	6,600
Victoria Pavilion	875	875	875	875	875	875	5,250	7,175	875	875	875	875	875	875	10,500	14,350
RHI - C.Centre Boiler	0	1,796	0	2,099	0	2,192	6,087	5,000	0	0	2,500	0	0	2,500	11,087	10,000
Victoria Storage Garages	50	0	50	0	0	0	100	100	0	0	0	0	0	0	100	200
Cemetery Chapel workshop	0	1,375	0	0	1,375	0	2,750	2,750	0	1,375	0	0	1,375	0	5,500	5,500
Foresters Hall	398	1,218	1,563	915	1,250	350	5,694	7,925	1,321	1,321	1,321	1,321	1,321	1,421	13,719	16,000
Foresters Chapel	288	0	0	288	0	0	575	575	288	0	0	288	0	0	1,150	1,150
2a Vernon Road, rent	650	650	650	650	650	650	3,900	3,900	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	6,000	6,000	6,000
Osborn Hall	0	0	0	790	0	0	790	791	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	0	2,154	2,160	0	0	0	1	0	0	2,155	2,160
The Source	0	0	737	0	0	0	737	2,200	0	0	1,263	0	0	1,263	3,262	5,050
Town Crier	0	0	0	0	25	0	25	0	0	0	0	0	0	0	25	0
Community Toilet Scheme	0	283	0	0	283	0	565	565	0	283	0	0	283	0	1,130	1,130
Training admin	0	0	330	0	0	0	330	0	0	0	0	0	0	100	430	100
Total Sales	19,527	18,055	14,167	23,899	19,893	14,998	110,538	94,471	12,644	14,114	17,619	14,845	14,014	30,489	214,264	200,140
Highlighted sections include monies that will be taken from Earmarked reserves to assist with expenditure.																
Purchases																
Administration	1,206	824	2,080	1,432	605	1,176	7,323	5,638	940	940	940	940	940	940	12,961	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	135	135	150	0	0	0	0	0	250	385	400
Office Equipment/Computers	1,365	377	405	11,444	10,385	484	24,461	4,750	792	792	792	792	792	792	29,211	9,500
Hospitality	0	0	0	0	0	0	0	50	8	8	8	8	8	8	50	100
Health & Safety	157	43	0	27	5	0	232	1,750	292	292	292	292	292	292	1,982	3,500
Insurances	0	0	6,259	0	0	0	6,259	6,510	30,490	0	0	0	0	0	36,749	37,000
Public Works Loan Costs	0	0	0	19,600	0	0	19,600	19,900	0	0	0	19,900	0	0	39,500	39,800
Mayor's Allowance	0	0	466	0	0	466	931	931	0	0	466	0	0	466	1,862	1,862
Grants Section142	0	0	9,500	0	0	0	9,500	9,500	9,500	0	0	0	0	0	19,000	19,000
Grants - Power of Competence	0	16,633	0	900	0	0	17,533	14,400	10,318	0	0	0	0	0	27,851	14,400
Volunteer Bureau SLA	0	0	8,000	0	0	0	8,000	8,000	0	0	0	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	73	7	7	0	0	60	147	125	21	21	21	21	21	21	272	250
Internal Audit Fees	0	0	1,149	0	0	0	1,149	1,250	0	0	0	0	0	1,250	2,399	2,500
(External) Audit Fees	0	0	0	0	0	2,100	2,100	2,750	0	0	0	0	0	0	2,100	2,750
Accountant fees	0	0	4,935	0	0	0	4,935	5,000	0	0	0	0	0	0	4,935	5,000
Professional Fees	1,373	1,200	566	783	0	675	4,597	4,750	792	792	792	792	792	792	9,347	9,500
Festive Lights	5,444	0	0	0	0	0	5,444	5,000	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	24,945	147,947	146,654	24,442	24,442	24,442	24,442	24,442	24,442	294,600	293,307
Members Allowances/Expenses (TBC)	0	0	4,196	0	0	4,388	8,584	10,164	0	0	5,082	0	0	5,082	18,748	20,328
Newsletter	400	400	400	400	400	400	2,400	2,550	425	425	425	425	425	425	4,950	5,100
Bank Charges	85	79	78	77	66	62	448	480	80	80	80	80	80	80	928	960
Civic Centre Running Costs	8,983	10,603	5,866	12,951	6,229	7,609	52,241	55,800	0	0	25,925	0	0	25,925	104,091	103,700
Caretakers - Salaries	9,863	9,550	11,913	10,513	9,832	12,992	64,662	56,519	9,894	9,894	9,894	9,894	9,894	9,894	124,028	118,733
West Park	97	1,524	280	398	695	273	3,267	650	0	0	0	0	0	0	3,267	1,300
Victoria Pavilion	1,703	1,055	1,996	3,942	774	1,857	11,327	11,525	0	0	5,563	0	0	5,563	22,452	22,250
Cemetery Buildings	87	86	86	86	86	86	517	1,485	248	248	248	248	63	63	1,632	2,600
Signal Box	602	185	192	186	676	192	2,033	750	125	125	125	125	125	125	2,783	1,500
The Hub	823	115	7,078	0	497	563	9,076	2,500	0	0	0	0	0	0	9,076	2,500
Foresters Hall	1,786	392	1,169	1,090	1,210	320	5,968	6,600	0	0	3,150	0	0	3,150	12,268	12,600
2a Vernon Road	0	0	0	120	0	0	120	0	0	0	0	0	0	350	470	500
Subscriptions	3,080	123	484	510	13	391	4,601	3,500	0	0	1,000	0	0	0	5,601	4,500
Training	793	166	1,061	40	30	80	2,170	3,000	500	500	500	500	500	500	5,170	6,000
All Building Cleaning Materials	159	253	116	333	100	144	1,105	1,100	183	183	183	183	183	183	2,205	2,200
Total Purchases	62,799	68,078	92,805	89,484	56,245	59,398	428,809	393,730	89,049	38,741	79,926	68,641	38,556	81,341	825,064	778,665

GP Committee at 30 September 2023

	Apr 23 Actuals £	May 23 Actuals £	Jun 23 Actuals £	Jul 23 Actuals £	Aug 23 Actuals £	Sept 23 Actuals £	Actuals at 30 Sep 23 £	Budget at 30 Sep 23 £	Oct 23 Budget £	Nov 23 Budget £	Dec 23 Budget £	Jan 24 Budget £	Feb 24 Budget £	Mar 24 Budget £	Total £	2023/24 Budgets
New initiatives 2023/24																
Building Maintenance	12,220	2,006	0	0	560	9,176	23,962	N/A							N/A	76,000
Server upgrade and small office computer upgrade	0	0	0	2,526	4,516	3,315	10,357	N/A							N/A	10,000
262 Saturday Bus Service contribution	0	0	0	1,167	0	0	1,167	N/A							N/A	3,900
WPA NHS Top Up	(228)	631	142	217	234	(207)	789	N/A							N/A	2,000
Insurance rebuild valuations	0	0	0	0	7,240	0	7,240	N/A							N/A	8,250
Civic Centre Wi-Fi upgrade	0	0	0	0	5,417	0	5,417	N/A							N/A	2,500

Luxfords at 30 September 2023

	Apr 23 Actuals £	May 23 Actuals £	Jun 23 Actuals £	Jul 23 Actuals £	Aug 23 Actuals £	Sep 23 Actuals £	Actuals at 30 Sep 2023	Budget at 30 Sep 2023	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	12,533	72,773	65,000	12,000	12,000	10,367	10,367	10,367	10,367	138,240	130,000
Restaurant Bar Sales	417	539	1,801	680	413	623	4,472	4,625	771	771	771	771	771	771	9,097	9,250
Takeaway	0	0	0	0	0	0	0	833	167	167	167	167	167	167	1,000	2,000
Function Food Sales	1,400	996	8,541	3,128	691	890	15,647	13,500	3,000	3,000	3,000	1,833	1,833	1,834	30,147	28,000
Function Bar Sales	1,136	1,754	5,000	3,845	132	2,303	14,170	10,542	2,000	1,490	2,000	1,490	1,490	1,490	24,128	20,500
Hire of Urn	182	155	83	85	147	180	831	625	104	104	104	104	104	104	1,455	1,250
Hire of Luxfords Restaurant	0	90	0	99	0	0	189	500	83	83	83	83	83	83	689	1,000
Sundry Income	0	0	0	0	0	0	0	250	42	42	42	42	42	42	250	500
Total Sales	14,249	16,097	26,913	20,683	13,612	16,529	108,082	95,875	18,167	17,656	16,533	14,856	14,856	14,856	205,007	192,500
Purchases																
Food Purchases	3,372	4,313	6,232	4,277	4,245	3,985	26,423	20,000	3,333	3,333	3,333	3,333	3,333	3,333	46,423	40,000
Bar Purchases - non-alcoholic	72	659	716	190	190	81	1,907	1,300	217	217	217	217	217	217	3,207	2,600
Bar purchases - alcoholic	157	679	2,314	524	967	771	5,411	3,500	583	583	583	583	583	583	8,911	7,000
Consumables	179	163	316	195	258	155	1,266	450	75	75	75	75	75	75	1,716	900
Cleaning	39	65	81	453	60	6	704	500	83	83	83	83	83	83	1,204	1,000
Maintenance & Repairs	0	0	0	0	165	550	715	1,000	167	167	167	167	167	167	1,715	2,000
Equipment - New/Replacements	363	0	0	0	139	3,240	3,742	1,000	167	167	167	167	167	167	4,742	2,000
Equipment Hire	0	0	320	0	0	0	320	300	0	0	0	0	0	100	420	400
Stationery	8	0	0	0	0	0	8	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	282	1,677	1,300	217	217	217	217	217	217	2,977	2,600
Rates	667	667	667	667	667	667	4,004	4,800	667	667	667	667	667	667	8,004	8,000
Electricity	985	694	669	667	709	653	4,376	4,500	750	750	750	750	750	750	8,876	9,000
Gas	0	78	470	310	0	516	1,374	1,750	292	292	292	292	292	292	3,124	3,500
Water	277	0	0	321	0	0	598	750	125	125	125	125	125	125	1,348	1,500
Refuse Collection	142	168	151	142	168	151	922	800	133	133	133	133	133	133	1,722	1,600
Stocktaking	205	0	0	205	0	0	410	410	68	68	68	68	68	68	820	820
Salaries	10,315	10,236	12,594	10,643	11,036	12,370	67,194	65,955	10,993	10,993	10,993	10,993	10,993	10,993	133,149	131,910
Casual wages	89	675	756	1,341	1,369	1,434	5,664	3,000	500	500	500	500	500	500	8,664	6,000
Total Purchases	17,133	18,663	25,591	20,262	20,205	24,862	126,716	111,315	18,369	18,369	18,369	18,369	18,369	19,019	237,581	221,380

Meeting of the General Purposes Committee

Monday 4 December 2023

Agenda Item No. 5.3

BAD DEBTS UPDATE

1.0 Summary

1.1 The report details the current position regarding bad debts.

2.0 Details

2.1 The following old debts are showing on our finance system for £100 or over. These are all currently being chased for payment, as many of their other invoices or payments have been made, which suggests these are oversights. Except for the latter entertainment accounts.

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

2.2 The following are being managed separately, as these are longer term debts:

- R & R Taxis;
- Marie Campbell – Reveal Media Productions;
- Carlton Entertainments;

2.3 We discussed these reports with the Internal Auditor and it was considered the decision of the Clerk and/or committee as to whether these reports were considered in the public domain or under confidential business. The Internal Auditor felt that more time should be spent on current debts rather than old debts to ensure funds were returned promptly.

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Sarah D'Alessio

Holly Goring
Uckfield Town Council

10 November 2023

Dear Holly

Uckfield Town Council

First Interim Internal Audit 23-24

Following the interim audit completed on 9 November , I attach my report for consideration by the Council. This was the first of three audits I intend to carry out to support my opinion on the 23-24 Annual Governance and Accountability Return (AGAR). I covered the following at this visit:

- Review of opening balances and reporting of 22-23 audit opinion
- Follow up previous recommendations
- Review of accounting and VAT processes
- Testing of expenditure first 8 months of financial year
- Risk management and insurance
- Income - controls at Luxfords Restaurant
- Budget monitoring reports and plans for 24-25 budget setting
- Arrangements for inspection of accounts
- Bank reconciliations.

I am pleased to report that the Council has successfully maintained a robust system of financial control, and I have identified no matters to date that would result in a negative opinion on the year- end internal audit report. At Appendix A I follow up recommendations raised at my last audit. At Appendix B I list recommendations arising from this audit.

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the Authority's approval of the annual governance statement. I am required by Section 4 of the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of testing carried out at the interim audit.

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A - Appropriate books of account have been kept properly throughout the year

First Interim Audit

The Council maintains financial records on the Sage Accounting system. My testing confirmed that income and expenditure is balanced to the cashbook and reconciled to bank statements on a regular basis. In the course of my testing I confirmed there is a clear audit trail from the accounts to supporting documentation such as invoices. The Council received a clear audit opinion for 22-23, so there is nothing that needs to be taken into account for the current financial year.

I checked the brought forward balance sheet on the Sage Accounting System. The opening cash balance on the trial balance at 1.4.23 was agreed to the audited accounts for 22-23.

The Council has a system of member audits. These are carried out each month, and a member is tasked with reviewing the following:

- Supplier invoices
- Sales ledger transactions
- Staff timesheets
- Bank and petty cash reconciliations

I note that the Members' Audit Policy has recently been reviewed. At the time of my audit, (November 2023), no member audit had been completed since July. I remind members that checks of this nature are only meaningful if they are completed on a timely basis, and I therefore recommend that member audits should be completed within 4-6 weeks of the month end under review.

The Council is registered for VAT, and submits VAT returns to HMRC on a quarterly basis. I reviewed the VAT return for quarter 2. The return was completed on 4 November 2023 and VAT of £5,446 was reclaimed from HMRC. I checked the VAT return and test checked that entries in the return could be agreed to VAT reports extracted from the Sage system.

I discussed VAT accounting with the RFO. There has been no review of VAT arrangements for some time. It may be beneficial to commission a VAT review from a sector expert to :

- Review VAT accounting arrangements, to ensure Council is accounting for VAT efficiently
- Review any partial exemption and option to tax arrangements in place for Council assets to ensure these are properly documented and understood by Council officers.

I recommend the Parkinson Partnership. [Home \(parkinsonpartnership.uk\)](http://parkinsonpartnership.uk)

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The RFO should consider developing a Finance Improvement Plan, with realistic targets for implementation of recommendations identified in my audit reports, together with other opportunities identified by the RFO and Town Clerk.

B - The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for

First Interim Audit

Standing Orders and Financial Regulations are based on NALC templates. Both documents were last reviewed at the Full Council meeting in May 2023. .

The Council has a clear process for making payment to suppliers, compliant with financial regulations. Invoices are sent into the office, these are then reviewed against orders and coded and signed off for processing by the Town Clerk. The invoice is passed to the RFO, who inputs the invoice into Sage. Every 2 weeks a BACS run report is run from Sage. The RFO rechecks invoices against this report and the payment is entered by the RFO on to the Council bank account. Payments and payment run information is then presented to Councillors, who physically sign bank payment reports, and approve payments at bank.

I carried out a sample test of non-pay expenditure transactions selected from the cashbook for the first 7 months of the financial year. I was able to confirm the following for all transactions:

- Payment agreed to invoice
- Invoice passed for payment by Town Clerk, evidenced on the face of the invoice
- Invoice signed off by 2 councillors on face of invoice
- VAT accounting correct
- Bank payment instruction signed by 2 councillors
- Expenditure appropriate for this Council

There is a clear audit trail from Sage to source documentation to demonstrate compliance with Council financial regulations in the processing of payments to suppliers.

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C - The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

First Interim Audit

The Council is insured with Zurich Municipal on a standard local council package for employer liability and public liability plus some smaller assets. The policy was in date at time of audit, with an expiry date of 19 June 2024. I reviewed this policy at my June audit, so no further work has been completed at the first interim audit. I will review in more detail at my final audit, alongside buildings insurance.

The Council has raised the level of fidelity insurance with Zurich, following a recommendation I raised at last audit. This has not yet been resolved, but I am satisfied that the Council is reviewing cover in this area. The Council does not have any cyber insurance in place at present. I recommend that cyber risk is added to the Council's risk assessment. The Council should work with the Council's ICT provider to assess whether cyber insurance should be purchased.

The Council has a well-developed risk management strategy. This document sets out how the Council identifies risks and controls put in place to counter these risks. The annual review of the Risk Management Policy is scheduled to go to the General Purposes Committee in January 2024 and be ratified by Full Council thereafter. I am therefore satisfied that the Council should meet its obligations in this area for 23-24.

D - The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate

First Interim Audit

The precept and budget setting process for the 2024-25 financial year is under way. An initial review of fees and charges and new initiatives has been commenced by officers and councillors, with a budget planning meeting held with councillors in October. The draft budget will be reviewed by Full Council in December, with Finance and Full Council meetings in January to finalise the precept and budget. I am satisfied that plans are in place to meet precepting authority deadlines.

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I confirmed regular budget monitoring reports, as required by financial regulations, continue to be produced for Council meetings, by reviewing minutes. I confirmed the following:

- General Purposes and Luxfords – quarter one reports delivered to the September committee meeting
- Environment and Leisure – position at end of August delivered to the October committee meeting
- Quarter 1 position for whole Council was reported in July, with quarter 2 due to be reported in December.

E - Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for for

First Interim Audit

I reviewed controls in place at Luxfords restaurant and bar at my first interim audit. Controls over income were generally satisfactory, with income properly recorded on the sage system, and agreed back to z readings produced from the till. Stock was reasonably secure, I was pleased to note that the Council employs an external stocktaker to undertake quarterly stocktakes, reconciling stock to sales and purchase records. I have however, identified a number of recommendation for improvement:

- There is no documented till procedure. Whilst simple instructions are in place, a properly documented till process setting out what staff need to do at the start of the shift, during shift and at cashing up should be drawn up and used to train staff;
- All staff log into the till using a single fob. This means there is no audit trail as to who is accessing the till. All staff should use individual key fobs when accessing the till;
- There is no sign off by restaurant and bar staff that the float is correct at the start of the shift. Whilst it appears that the float is counted, evidence should be provided of who counted the float and when;
- The end of shift count is completed by a member of bar/restaurant staff, then reperformed by the Clerk or RFO at a later date, before banking. It is best practice to ensure that all cash counts are completed with 2 people present, and that this is evidenced. For efficiency, it is recommended that the shift end cash count should be carried out in the main council office, the count can then be completed by a Luxfords officer and counter signed by the RFO or Clerk. Cash should then be held in the safe until banked;

-

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- The RFO banks cash at the post office once a week. This is time consuming, and it is not sensible for a council officer to be carrying cash across town. I recommend that the Council should employ a cash collection company to bank cash.

I will audit other income areas at my next audit visit.

F - Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for

To be checked at second interim audit

G- Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.

To be checked at second interim audit

H - Asset and investments registers were complete and accurate and properly maintained.

Final Audit

Year end test

I – Periodic and year-end bank account reconciliations were properly carried out.

First Interim Audit

I reviewed the bank reconciliation file. All September bank reconciliations had been completed, and October bank reconciliations were being worked on at the time of my November audit.

I reperformed the September bank reconciliations. I was able agree the sage bank reconciliation back to bank statements for the general and business reserve accounts. The £300K fixed rate deposit was checked to the original deposit at my last audit - no further documentation has been issued by the bank since then. The Council has not received a bank statement for the Lloyds bank account, which holds £21,067, since March 23. It is recommended that a statement is obtained each quarter for this bank account whilst it is open, but it would appear sensible to close this account, as it serves no specific purpose. The September bank reconciliations are due to be checked as part of the next member audit, but had not been signed off as correct at the time of my interim audit.

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The Council has an investment strategy in place, as required by regulations. The annual review of the investment strategy is due be reviewed by General Purposes Committee in January 2024 before ratification by Full Council. I note that the general reserve account is only paying 1.7% at present, and the Council has £1million+ in this account . I recommend that the Council explores other options as part of the review of the investment strategy, and seeks to maximise returns within the limited savings and investment options open to Town Councils.

J - Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.

Year end test

K: If the authority certified itself as exempt from a limited assurance review in 23-24 , it met the exemption criteria and correctly declared itself exempt.

Not applicable

L: The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements

To test at second interim audit

M - Arrangements for Inspection of Accounts

Inspection periods for 22-23 accounts were set as follows

Inspection - Key date	22-23 Actual
Accounts approved at Full Council	28 June
Inspection period begins	3 July
Inspection period ends	11 August
Correct length	Yes

The Council met the requirements of this control objective.

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N: Publication requirements 22-23 AGAR

The Statement of Accounts, Annual Governance Statement and the external audit certificate for 22-23 are published in document archive section of the Council website. The external audit certificate was clear. There are no matters to take into consideration in the 23-24 accounts. The Conclusion of Audit certificate was published on 19 September, after the date of the audit certificate (18 September), and before the regulatory deadline of 30 September . The external audit certificate was reported to the meeting of Full Council on 17 October (minute 10.0).

The Council is required by regulations to publish AGAR documentation for the previous 5 years. I have checked the Council website, and I was able to view AGAR documentation going back to the 2017-18 financial year.

The Council met the requirements of this control objective.

O - Trust funds (including charitable) The council met its responsibilities as a trustee.

Satisfactory –The Council has confirmed to me that the Council is not sole trustee of a charity.

I would like to thank you and Sarah for your assistance with the audit. I will be in touch in the next week to make arrangements for my second interim audit.

Yours sincerely



Mike Platten CPFA

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Appendix A

Follow up outstanding recommendations from 22-23 audit

Matter Arising	Recommendation	Council Response
The process of producing the annual return is complex, as the nominal code structure is not currently aligned with the requirements of the annual return.	I recommend that nominal codes are reviewed in the course of 23-24 with the aim of: <ul style="list-style-type: none"> - Reducing the number of nominal codes to ensure that only those needed for management accounting reports are maintained - Aligning the nominal code structure to the AGAR statement of accounts requirements, to reduce the level of manual intervention required to produce accounting statements. 	This underway – RFO is reviewing this process, subject to workload.
Member audits	I recommend that this check should be completed within 28 days of each month end to any matters identified are rectified on a timely basis .	Last completed in July – point reraised
Standing Orders and Direct Debits	Payments made by direct debit and standing order should be approved in an advance at a Council meeting.	Report went to Council after my last audit . These should be added to member audits.
Utility meters are not always read in advance of direct debit payments leaving the Council’s bank account.	All meters should be read monthly by council officers, and readings sent to the RFO ready to be checked against bills	Now being read each month.
The Council should add the purchase orders module to the Sage accounting system.	Purchase orders should then be completed on line by budget managers as goods or services are ordered, and sent to suppliers by email. This will improve budget monitoring (by enabling commitment accounting) and will	Still to be done, but RFO and Clerk intend to action this point.

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Accounting

	link all purchases to the accounting system at the point of ordering	
Fidelity cover may not be sufficient, this is set at £1 million.	Given that Council bank balances regularly exceed this amount, I recommend that the insurer is contacted . The Council can then decide if it wishes to increase insurance cover	This has been queried with the insurer, but not yet finalised.
I checked earmarked reserves back to the Sage balance sheet, as at 31.3.23. This check showed there are significant differences between the earmarked reserves on the spreadsheet reported to Council and the sage accounting system .	I therefore recommend <ul style="list-style-type: none"> - Earmarked reserves on Sage are reviewed and journals posted to bring the reserve balances to levels reported to Council at 31.3.23 - Reserves are managed on the Sage accounting system going forward, and all reporting of reserves to Council should be based on Sage reports. 	Still in hand - to be reviewed before year end, I will check at my next audit.
I have 2 recommendations relating to budget monitoring:	<ul style="list-style-type: none"> - The overall Council budget and balance sheet position should be reviewed by a Council committee (Full Council or Finance) on a quarterly basis. - The Council should move away from using spreadsheets for budget monitoring and should make use of budget monitoring modules in Sage. 	Actioned for q1 23-24, Q2 report due. . Longer term project, but recommendation agreed
I recommend that pay / scale point and contracted hours are confirmed by notification from the RFO, issued from the payroll system, whenever these are changed.	This ensures that there is a clear record of pay for each officer on the payroll.	To be tested at next audit

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Accounting

Bank reconciliations	It is recommended that monthly member audits should cover all bank account and deposit balances, with all bank reconciliations reviewed and signed off as reviewed on the face on the reconciliations and bank statement. This is a requirement of financial regulations.	Test has been added to member audit schedule
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Appendix B

MATTERS ARISING 23-24 – FIRST INTERIM AUDIT

Matter Arising	Recommendation	Council Response
At the time of my audit, (November 2023), no member audit had been completed since July. I remind members that checks of this nature are only meaningful if they are completed on a timely basis.	I therefore recommend that member audits should be completed within 4-6 weeks of the month end under review.	
There has been no review of VAT arrangements for some time.	It may be beneficial to commission a VAT review from a sector expert to <ul style="list-style-type: none"> - Review VAT accounting arrangements, to ensure Council is accounting for VAT efficiently - Review any partial exemption and option to tax arrangements in place for Council assets to ensure these are properly documented and understood by Council officers 	
Finance Improvement Plan	The RFO should consider developing a Finance Improvement Plan, with realistic targets for implementation of recommendations identified in my audit reports, together with other opportunities identified by the RFO and Town Clerk	
The Council does not have any cyber insurance in place at present.	I recommend that cyber risk is added to the Council's risk assessment. The Council should work with the Council's ICT provider to assess whether cyber insurance should be purchased.	

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April Skies

Accounting

<p>Luxfords There is no documented till procedure.</p>	<p>Whilst simple instructions are in place, a properly documented till process setting out what staff need to do at the start of the shift, during shift and at cashing up should be drawn up and used to train staff.</p>	
<p>Luxfords All staff log into the till using a single fob. This means there is no audit trail as to who is accessing the till.</p>	<p>All staff should use individual key fobs when accessing the till.</p>	
<p>Luxfords The end of shift count is completed by a member of bar/restaurant staff, then reperformed by the Clerk or RFO at a later date, before banking. It is best practice to ensure that all cash counts are completed with 2 people present, and that this is evidenced.</p>	<p>For efficiency, it is recommended that the shift end cash count should be carried out in the main council office, the count can then be completed by a Luxfords officer and counter signed by the RFO or Clerk. Cash should then be held in the safe until banked</p>	
<p>Luxfords The RFO banks cash at the post office once a week. This is time consuming, and it is not sensible for a council officer to be carrying cash across town.</p>	<p>I recommend that the Council should employ a cash collection company to bank cash.</p>	
<p>I note that the general reserve account is only paying 1.7% at present, and the Council has £1million+ in this account .</p>	<p>I recommend that the Council explores other options as part of the review of the investment strategy,</p>	
<p>The Council has not received a bank statement for the Lloyds bank account, which holds £21,067, since March 23</p>	<p>It is recommended that a statement is obtained each quarter for this bank account whilst it is open, but it would appear sensible to close this account, as it serves no specific purpose.</p>	

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Meeting of the General Purposes Committee

Monday 4 December 2023

Agenda Item No. 5.5

TO CONFIRM THE TOWN COUNCIL’S ROOM HIRE FEES AND CHARGES FOR 2024/25

1.0 Background

1.1 At the meeting of General Purposes Committee on 11 September 2023, members noted that the past year’s increase had been higher to reflect the freeze on prices 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, the council 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.

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. 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 confirm their decision 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 18th 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

Grant Monitoring Reports
For Uckfield Town Council
2022-2023

Prepared by
Judith Austin
Centre Manager & Trustee
Uckfield Volunteer Centre

Where “on file” is referred to, it indicates the evidence was supplied by the group and the Uckfield Volunteer Centre has this kept electronically. In these cases it was not possible to paste the documents or photos into the report. If the town council would like to see these documents please do contact UVC.

Group: Uckfield Theatre Guild

Contact: Joan Richards

Grant: £600

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None
What was the grant spent on?	Lighting and sound services for the Pantomime 2022 and storage of costumes and scenery.
Has all the grant been spent? If not why	The Light and sound cost £1,000. Storage of costumes and scenery £600 per annum. All the grant money was used for this and the remaining amount was paid for by the Theatre Group.
Who benefits from the grant/project? Which area? How many?	The whole of the Theatre Guild membership and Uckfield residents.
Are there any future plans/projects?	Youth Production of the Adams Family July 2023
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	The grant has been spent in accordance with the application.
Evidence supplied that money spent (invoice or account record)	Invoice for £1,000 from Off The Wall and a statement showing the £50.00 per month they pay by standing order for storage. Both these are on file.
Evidence supplied that money spent correctly (photos etc)	



LOTTERY FUNDED



Group: The Royal British Legion - Uckfield Branch

Contact: Adrian Kilby

Grant: £200

The Royal British Legion agreed with UTC to transfer the £200 grant from last year (2022) to spend this year (2023).

The RBL didn't have a poppy appeal last year in Uckfield as they were unable to find a suitable person to run it.

Group: Ashdown Radio Limited (Uckfield FM)

Contact: Gary King

Grant: £2500

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None
What was the grant spent on?	OFCOM broadcast licences and PPL & PRS Music Licences
Has all the grant been spent? If not why	The whole of Uckfield and surrounding area including Crowborough and surround area too. Potential population of around 83,000
Who benefits from the grant/project? Which area? How many?	Small Scale DAB and refurbishment of our original studio that was built in 2007
Are there any future plans/projects?	Currently fundraising and saving for the above projects.
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	One of the 4 PRS invoices received covering each quarter of 2022
Evidence supplied that money spent (invoice or account record)	Invoices which were paid are on file. Ashdown Radio have to pay these invoices otherwise they wouldn't be able to continue broadcasting.
Evidence supplied that money spent correctly (photos etc)	

Group: Uckfield Bonfire and Carnival Society

Contact: Paul Ireland

Grant: £1,278.75

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None
What was the grant spent on?	The £1,278.75 grant was combined with a carry-over from the 2021-22 grant. This was spent as follows: <ul style="list-style-type: none"> 1. Bands and performers – £ 500.00 2. Event Insurance - £ 914.85 3. First Aid Cover - £460.00 Total of £1,874.85
Has all the grant been spent? If not why	The grant has all been spent.
Who benefits from the grant/project? Which area? How many?	Several thousand people were entertained across the town by the fireworks and carnival parades. As a result of the monies raised from the street collections taken during the parades, several hundred people supported by various local groups and good causes. The street collection from 2022, just over £4,000, was donated to 30 organisations and good causes including most areas of the community – youth, disability, animal, mental health and senior citizens.
Are there any future plans/projects?	This is an annual town event and, as long as the ever increasing regulations allow, it will continue every September.
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	Yes, spent in accordance.
Evidence supplied that money spent (invoice or account record)	
Evidence supplied that money spent correctly (photos etc)	Coverage on social media, local paper reports (Sussex Express)

Group: St Wilfrid's Hospice (Eastbourne)

Contact: Kathryn Sutter

Grant: £1,100

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None
What was the grant spent on?	£1,100 on community nursing visits in Uckfield area
Has all the grant been spent? If not why	Yes it has all been spent
Who benefits from the grant/project? Which area? How many?	60 Hospice community patients in Uckfield since October 2022. These patients aged from 40 – 98 and the majority had a cancer diagnosis; we also supported several patients with non-cancer illnesses including Dementia and Heart Failure. Support from Uckfield Town Council has allowed us to make a real difference to people in Uckfield with a terminal illness and their loved ones by ensuring they can receive care and support in the comfort of their own home.
Are there any future plans/projects?	We plan to continue providing community care to patients in Uckfield, and use the Uckfield Community Hospital as a hub for our nurses. Our aim is to reach more patients in care homes, supporting the nurses there to provide palliative care. Due to the increasing demand for end-of-life care in patients' own homes, we have extended our Community Nursing service from 7am – 7pm. Our goal is to offer support until 10pm, seven days a week.
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	The grant has been spent in accordance with the application.
Evidence supplied that money spent (invoice or account record)	
Evidence supplied that money spent correctly (photos etc)	

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None.
What was the grant spent on?	<p>The grant went towards the Clinical Nurse Specialist (CNS) service. The service includes pain management and symptom control in the early days of referral, and then end of life care for some patients. The CNS Team also coordinate care with other agencies, such as Consultants, GP's and District Nurses, who are supporting patients, taking the lead on coordinating care to provide a single point of contact for the patients and their family. The team provide guidance and support to patients, families and other health care professionals, 7 days a week.</p> <p>The current salary for a Clinical Nurse Specialist ranges from £35392 (development CNS role) to £50056 (CNS with 5 years' experience).</p> <p>St Peter & St James Hospice currently employ 5 Clinical Nurse Specialists who provide care and support in the community.</p>
Has all the grant been spent? If not why	All spent
Who benefits from the grant/project? Which area? How many?	Anybody who has been diagnosed with a life-limiting illness and is under the care of St Peter & St James Hospice, across Burgess Hill, Haywards Heath, Lewes and Uckfield. Last year they provided support to over 1,000 people in the community. In 2022, 67 Uckfield residents benefitted from CNS service
Are there any future plans/projects?	Providing hospice care at the hospice and in the local community.
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	
Evidence supplied that money spent (invoice or account record)	
Evidence supplied that money spent correctly (photos etc)	

Group: Uckfield Festival Association

Contact: David Dalton

Grant: £3500

The information Uckfield Festival Association provided to the Town Council was shared with members of the Finance Sub Committee for their meeting on 22 February. Members agreed that no funds needed to be returned to the Town Council, and this was ratified by General Purposes Committee at their meeting on 27 February 2023.

The Uckfield Festival Association has now closed.

Group: HM70 - Her Majesty 70th Celebrations

Contact: Janine Williams

Grant: £1,150

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None.
What was the grant spent on?	Insurance and toilets
Has all the grant been spent? If not why	All spent thank you
Who benefits from the grant/project? Which area? How many?	Queens Jubilee event 3 rd June. There were over 5,000 people on day – beneficiaries included the charities we fundraised for – local children and the public came from all over Uckfield
Are there any future plans/projects?	We are planning a festival on 22 nd June 2024
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	Yes the grant was spent correctly. No reserves.
Evidence supplied that money spent (invoice or account record)	On file are the following: Invoice from Clear insurance for £ 655.20 and proof that paid out of their bank account and Invoice from Tru Loos for £605.00 and proof that paid it out of HM70 account
Evidence supplied that money spent correctly (photos etc)	On file are the scans of the programme that went in every door in Uckfield and a copy of Uckfield matters the event is on the front page

Group: Manor Park & Hempstead Fields Residents Association

Contact: Peter Griggs

Grant: £299.

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None
What was the grant spent on?	Contributing towards the cost of purchasing and installation of a bench commemorating the reign of Queen Elizabeth II
Has all the grant been spent? If not why	All the grant has been spent
Who benefits from the grant/project? Which area? How many?	<ul style="list-style-type: none"> • Approximately 3,600 people live on the Manor Park and Hempstead Fields and the three retirement complexes the Association serves • Ramblers and dog walkers from all over the town pass the location of the bench when walking along Hempstead Lane to join the Weald Way • Potentially every resident of Uckfield and any visitor to the town
Are there any future plans/projects?	Yes – Community Picnic in June 2024 themed on the D Day 80 anniversary
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	The grant has been spent in accordance with the application and the entire grant was spent with no reserves.
Evidence supplied that money spent (invoice or account record)	A copy of the invoice for the bench for £375 was sent and is on file.
Evidence supplied that money spent correctly (photos etc)	Photos of the bench were sent with the plaque however the format they were sent in did not allow me to copy here. I will hold them on file in case they are needed.

Group: Ridgewood Village Hall Management Committee

Contact: Ian Noble

Grant: £1,505.72

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None
What was the grant spent on?	To replace two side windows at the side of the building and the guttering
Has all the grant been spent? If not why	Yes, the entire grant was spent and the remaining money needed came from hall hires.
Who benefits from the grant/project? Which area? How many?	Uckfield residents who can use the public/community building to attend clubs/ events or can hire for events. It is 100% for Uckfield residents.
Are there any future plans/projects?	They are setting up a new weekly mental health support group from September and have revived the toddler group on a weekly basis with Janet Davey from Rainbow guides taking charge. RVH are also setting up their community cafe Nibble and Natter again from September to April. With regard to the building they will need new windows on the car park side and are planning for needing a new boiler and maybe combining it with solar panels if possible.
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	Yes, the money has been spent correctly and there are no reserves.
Evidence supplied that money spent (invoice or account record)	Copies of invoices for work done provided.
Evidence supplied that money spent correctly (photos etc)	

Group: Uckfield Community Fridge CIC

Contact: Daniel Manvell

Grant: £1,200

<p>Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?</p>	<p>I suggested that moving forward they may like to consider joining UVC as they could advertise for volunteers at a fraction of the cost and on a continual basis.</p>
<p>What was the grant spent on?</p>	<p>Advertising, printed artwork, Implementing the Environmental Health Officer recommendations and Insurance premium renewal in line with original grant application. Please refer separate spreadsheet for breakdown of how grant was spent</p>
<p>Has all the grant been spent? If not why</p>	<p>The grant has been spent.</p>
<p>Who benefits from the grant/project? Which area? How many?</p>	<p>The Fridge is open 4 times per week and typically see 50-60 local residents who will each collect a shopping bag (3kg) of redistributed food. Since we opened in October 2021 they have opened 400 separate occasions and redistributed over 40 tonnes of food</p>
<p>Are there any future plans/projects?</p>	<p>We are regularly evolving what we do and are currently awaiting the completion of the fencing following the demolition of the Hub building to then expand our grown on site food.</p>
<p>Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)</p>	<p>The EHO element was considerably more than anticipated in their original request and this meant that considerably less was spent on advertising. There was no evidence of spend on social media advertising which was a large part of the request for the grant only for a website domain name.</p> <p>This is their reply and explanation: <i>At the request of the University of Brighton we engaged with their Social Media students and became a case study for their second year module which meant that instead of having to pay for social media advertising we were able to access their expertise for free and off the back of this develop a social media linked</i></p>



LOTTERY FUNDED



website on which we did have to spend £88. Whilst this is not strictly social media advertising it is extremely inter related and only possible because we were able to mitigate the forecast social media costs through the use of a higher education initiative. If you feel that the spending of the £88 in this way is incompatible with the Town Council then we have discussed and would, if required, rebate that element of the grant if you could advise how to do so.

As a result of our advertising collateral, new website and ongoing social media presence we have increased our volunteer quota by 10 new volunteers (approx 50%) which has enabled us to increase our collection to include local restaurants and supermarkets in adjacent towns which means that the community fridge is sustainable.

Evidence supplied that money spent (invoice or account record)

Excel sheet on file with actual spend details, receipts and photos.

Evidence supplied that money spent correctly (photos etc). More on file.



Meeting of the General Purposes Committee

Monday 4 December 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

- The Weald Hall was re-decorated by external contractors in the same colour from top to bottom between Monday 23 October and Friday 27 October. This was a very large job as the walls had not been decorated for some years and required a number of coats, in addition to woodwork repairs. The contractors worked really hard to meet the council's deadline. We had an event on the Friday evening and the contractors left at 4pm. It was then hands on deck to clear the room and set up for the music event;
- During the same week, the restaurant kitchen floor was re-laid, equipment thoroughly cleaned, a new cooker installed and the walls redecorated. We experienced difficulties with the connection to the new cooker, which the electrician was able to address, and we experienced maintenance issues with the commercial dishwasher after moving it back into place. This required follow up repairs over the course of the following two weeks. All staff working to make this happen worked extremely hard and for that we are very appreciative;
- The manufacturers attended site to review the Civic Centre's BMS panel for the heating and reset the panel ensure that the heating responded to the temperature outside and it was working efficiently. Once again the panel hadn't been reviewed for some years so this was a much needed exercise;
- The Civic Centre has experienced issues with the heating wk beg 27 November 2023. It has been found that one of the pumps has broken, and the adjacent pump is at risk of failing also. This has resulted in a quote being obtained at speed to ensure these repairs can be undertaken and customers remain warm within the building. A twin pump has been ordered for installation, and likely to take up to two weeks;
- The combined engineering inspection for insurance purposes for the disabled lift in the Weald Hall and main passenger lift has been inspected and assessed;
- Works to emergency lighting and call points have continued within the Civic Centre to ensure they are all gradually upgraded;
- The large espresso coffee machine failed within the restaurant mid-November. This was 12 years old. We went to Urgent Consultation Panel to obtain permission to purchase a new machine and ensure this was installed, in addition to buying two new filter coffee perculator machines, for filter coffee;
- The cold store's (outside fridge) compressor has failed (on the day of the restaurant's Environmental Health Inspection). We are still awaiting a quote at present for its replacement but have managed to borrow a very large fridge freezer which we are using for additional space whilst we wait repairs. I believe the coldstore was installed in 2016 or early 2017 as I recall this being installed not long after I started at the council.

The Source

- A separate report has been provided on the works that have been undertaken to the site of the Hub, and remaining Source building. An incredible amount of work has been undertaken by the Estates & Facilities Manager, a caretaker, grounds staff, and external contractors to complete the site ready for Late Night Shopping.

The Signal Box

- An external power socket has been installed on the side of the building to ensure that no access is required for Christmas light installation or other external works. The building is being visited regularly to ensure we meet insurance requirements and due to the colder weather. Unfortunately evidence was found this week of attempts to enter the building both downstairs and upstairs, but no access was made.

Victoria Pavilion

- Heating system quotations are being sought;

Foresters Hall

- Works are in progress to finalise the infill of the doorway and the electrics for the air conditioning system were re-connected.

Snatts Road, Chapel

- Nothing new to report.

West Park

- The Town Clerk met with the Uckfield Grasshoppers Junior Football Club to discuss a number of matters related to the handover of the building. A more detailed update will be shared in due course.

2A Vernon Road

- The current tenancy agreement has been renewed for 12 months. The extractor fans in the toilet and kitchen have been replaced. A leak was experienced from the stopcock which has been addressed but repairs are now required to the flooring in the affected area.

3.0 Recommendations

- 3.1 Members are asked to note the report.

Contact Officer: Holly Goring

Meeting of the General Purposes Committee

Monday 4 December 2023

Agenda Item 6.2

TO RECEIVE A PROGRESS UPDATE ON THE SITE OF THE HUB/SOURCE

1.0 Summary

1.1 As some of you will be aware due to our contractors letting us down, our Estates & Facilities Manager and one of our caretakers have hands down with extra help from builders and our grounds team worked incredibly hard to get the Source building and site ready for use for Late Night Shopping on Friday 1 December 2023.

Our staff have completed the following in the last three weeks:

External to building

- new entrance ramp onto site;
- new manhole cover which is weight bearing to be driven on;
- filled in trench from stopcock issue;
- grounds team levelled out edging on ground so less trip hazards;
- grounds team have started fencing and installed gate, plus knee rail fencing around ground of site to reduce trip hazards where the levels change;
- new lean to structure at front entrance to the Source;
- infill of cavities at front of the Source building and removal of the radiator;
- roofing made good;
- guttering refitted and soffits;
- removed radiator on the outside of the building;
- first coat of paint on front wall and sealed where cracked;
- installation of hand rail;
- new emergency and general outside lighting;
- path in made good;
- new entrance light above doorway;
- new electricity meter from SSE (now in box on side of building);

Internal

- new fire escape installed;
- doors refurbished after break in;
- all old gas pipework removed and copper in ceiling removed;
- Internal areas decorated
- new heater fitted in kitchen space;
- new fire alarm and extra call point fitted;
- new emergency lighting;
- new fan and light fitting in storage/toilet;
- toilet room not decorated but made good in terms of filling in;
- retiled sink in storage room and refitted toilet roll holder;
- added pressure reducing valve for mains water;
- new kitchen tap;
- lit fire signage and one central fishtail switch that can manage all emergency lighting;

Week beginning 27 November 2023, works were undertaken to make good around the newly installed fire door at the eastern side of the building and complete remaining electrical works.





2.0 Next steps

- 2.1 Uckfield Baptist Church are going to take back the building from Monday 4 December 2023, and prepare for all their bookings including the Food Bank and Toddler Group to return from the New Year.

There are still some works to be completed, which the Baptist Church have been made aware of.

This includes external works:

- painting soffits and fascias;
- repainting external walls of the Source;
- fit UPVC front door so more secure and warmer;
- building a new wall in front of the retaining wall to Civic Approach. The old wall is in a bit of state and showing signs of collapse, no drainage etc so cheapest option is to build a retaining wall inside this to hold it all up. It will take about three foot of the external ground/car park from the new knee rail fencing to the new gate;
- need to dig out the bank on the Luxfords car park side of the building to reduce damp;

This includes internal works:

Looking at a way to assist the Uckfield Baptist Church with the installation of Wi-Fi.

- 2.2 We have obtained a price from existing contractors who have been involved with

the site:

Price for retaining wall: £6,800 plus VAT	Quote from builders who have been helping us with external works. The retaining wall is basically to stop the road/path and new fencing falling on to the site. The old wall is in a bit of state and showing signs of collapse, no drainage etc so cheapest option is to build a retaining wall inside this to hold it all up. Take about three foot of the Source's car park from the new knee rail to the new gate
Price for new UPVC front door: £2,800 plus VAT	Quote from company who installed fire door etc. Replace the old internal doors that are currently temporary outside as we didn't put on an enclosed conservatory. It is a low threshold, 90cm disabled/fire compliant left outward door with a panel in the other side.

3.0 Recommendations

3.1 Members are asked to:

- (i) note the contents of the report;
- (ii) say an enormous thank you to our staff who made this happen in three weeks!, and;
- (iii) agree to the remaining works to finish the site and ensure the safety of our leaseholders and their visitors.

Contact Officer: Holly Goring

UCKFIELD TOWN COUNCIL



RISK MANAGEMENT POLICY

Policy Number 29		
Issue No.	Date completed	Details of amendments
1	01.12.14	GP.39.12.14 – Adopted at General Purposes Committee
2	18.01.16	Reviewed at General Purpose Committee GP.50.01.16
3	06.03.17	GP.42.03.17
4	01.03.18	Finance Sub Committee review of draft amendments
5	09.01.19	Finance Sub Committee review of draft amendments
6	18.02.19	Reviewed Finance Sub-Committee recommendation at GP (18.02.19)
7	12.08.19	GP Committee to review updates – approved.
8	13.02.20	Finance Sub-Committee view of draft amendments
9	09.03.20	GP Committee reviewed updates
10	06.01.21	Finance Sub-Committee view of draft amendments
11	25.01.21	GP Committee 25.01.21
12	25.01.22	Finance Sub-Committee review
13	31.01.22	Adoption of revised Risk Management Policy
14	16.01.23	Review by General Purposes Committee GP23.01.23
15	15.05.23	Adoption by Full Council

16

27.11.23

Annual review by General Purposes Committee

1.0 INTRODUCTION

Uckfield Town Council is aware of its responsibility to manage risk to ensure it achieves its objectives to deliver a high quality of public services and to ensure it provides good governance.

The Council has various policies in place to ensure significant risks are controlled, reviewed and monitored. This document forms the Town Council's Risk Management Strategy, it provides an overview of risk management and how it will be monitored.

This policy will be reviewed annually by the Finance Sub-committee.

The tables below detail the controls in place for the main service areas at risk

- Insurances
- Working with others
- Self-managed risk

Insurances			
Risk Identification			
Insurance Cover	Details	Comments	Review Date
Protection of physical assets: <ul style="list-style-type: none"> • Buildings, and contents (where applicable) • Business interruption • Stock • Computer Equipment • UTC Building CCTV (on premise) • Town Centre CCTV • Terrorism • Some specified Grounds equipment 	Company: Commercial Combined QBE Ins (Europe) Ltd Policy No: Y126862QBE0122A Y126862QBE0123A	Arrangement reviewed annually by the Town Clerk	August to October 2024
	Optional Marsh Commercial Claims Assist		Members have requested a full market review in 2024.
	Combined Engineering (British Engineering Services Contract No. EIP000843		The Internal Auditor recommended in Nov 2023 that Cyber risk be incorporated into this policy and a quote be obtained for insurance cover for this risk. Quotes currently being sought (01.12.23).
	Flood Excess Insurance (Signal Box) Policy Excess Ltd (Policy No. FE243625 FE252409		
	Flood Excess (Bridge Cottage) Policy Excess Ltd (Policy No. FE243626 FE252410		
	Period of cover: 19 th October 2023 -		

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<p>Public Liability Insurance including:</p> <ul style="list-style-type: none"> • Employers Liability • Libel and Slander • Motor Vehicles • Fidelity Guarantee • Personal Accident • Legal Expenses • Money • Civic Regalia • Litter Bins • Bus Shelters • Tennis courts to include Victoria • Large Grounds Equipment • Town Centre CCTV 	<p>198th October 20243</p> <p>Company: Zurich Municipal</p> <p>Policy No: YLL-272007-6913 YLL-272007-6913</p> <p>Period of cover 20 June 2022³- 19 June 2022³</p>	<p>Public Liability £15M</p> <p>Products and Employers Liability £10M</p> <p>Hirers Liability £2M</p> <p>Libel and Slander £250,000</p> <p>Employers Liability No less than £5M</p>	<p>Reviewed annually by Assistant Town Clerk & Town Clerk</p> <p><u>The Internal Auditor has recommended that we review the cover for Fidelity. This is in progress.</u></p> <p><u>We are also investigating cover with regards to trees on Town Council land.</u></p>	<p>Formatted: Font: 10.5 pt</p> <p>Formatted: Font: 10.5 pt, Not Superscript/ Subscript</p> <p>Formatted: Font: 10.5 pt</p> <p>Formatted: Font: 10.5 pt</p> <p>Formatted: Font: (Default) Arial, 11.5 pt</p> <p>Formatted: Font: 10.5 pt</p> <p>Formatted: Font: 10.5 pt</p>
<p>Internal controls</p>				
<p>Up to date register of assets</p> <p>Regular maintenance arrangements for physical assets.</p>		<p>✓</p> <p>Budgets in place, maintained by staff and outside contractors in line with annual building maintenance programme.</p> <p>✗</p>	<p>Ongoing. Reviewed at Full Council in December and January each year as part of annual review of Asset Management Plan. Adopted by Full Council on 23 January 2023.</p> <p>Ongoing and Building Maintenance Programme reviewed annually as part of budget setting process.</p>	<p>Formatted Table</p>

<p>Annual review of risk and adequacy of cover</p> <p>Ensuring robustness in insurance provider</p>		<p>Review other service providers as part of annual review with brokers.</p>	<p>Annual review – to assess contract and action plan.</p> <p>See above – members have requested a full market review of insurance providers in 2024. This is usually carried out by the insurance broker every three years.</p>
<p>Ensuring we comply with new requirements set out in the EU General Data Protection Regulations (GDPR)</p>	<p>A Town Council may appoint an independent Data Protection Officer although not compulsory.</p> <p>Audit undertaken of current practices, with action plan of areas to focus attention</p>	<p>GDPR-Info were re-appointed DPO for Uckfield Town Council in May 2019. There is currently no external contractor.</p> <p>GDPR-Info visited premises on 28 June 2018 and carried out full one day audit.</p>	<p>Review to be undertaken in 2023/24.</p>
<p>Ensuring we have adequate network security and firewalls in place</p>	<p>Uckfield Town Council Civic Centre Wi-Fi. A feature was added to the public Wi-Fi, which each client has to accept prior to joining the Wi-Fi, giving protection for Uckfield Town Council from misuse.</p> <p>Uckfield Town Council has installed a tailor-made Network fire wall with VPN capabilities to further strengthen network security and</p>	<p>Redway Networks</p> <p>Redway Networks</p>	<p>Wi-Fi to be upgraded in 2023, in line with upgrade of technology was upgraded in August 2023, which saw an upgrade of the infrastructure within the Civic Centre and Victoria Pavilion</p> <p>Further works were</p>

	only allow traffic that is pre-authorised.		undertaken to security in 2022.
Internal audit assurance			
Internal auditor testing includes:			
<ul style="list-style-type: none"> ✓ Review of internal controls in place and their documentation. ✓ Review of management arrangements regarding insurance cover. ✓ Testing of specific internal controls and report findings to the General Purposes Committee. 			

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Working with others

Risk Identification

	<u>Details</u>	<u>Comments</u>	<u>Review Date</u>
<ul style="list-style-type: none"> Security of vulnerable buildings, amenities or equipment 	<p>Civic Centre, The Hub, West Park and Victoria pavilions and the garage store alarmed and maintained by outside contractors.</p>	<p>Security Alarms - Innovation Period of cover: April 2023 – March 2024</p>	<p>All security alarm companies to be accredited to the Security Systems and Alarms Inspection Board(SSAIB) and or the National Security Inspectorate (NSI)</p>
	<p>Civic Centre, The Hub, West Park and Victoria pavilions and Foresters Hall maintained by outside contractors.</p>	<p>Fire Alarms – Sovereign All expire September 2024⁴³</p>	
		<p>Redway Networks/Focus telephones/</p>	<p>Telephone system was moved from analogue to digital on 16 Jan 2023.</p>
		<p>Brighton CCTV</p>	<p>Victoria Pavilion now connected to enhance CCTV provision. Annual inspection of the cameras has been undertaken.</p>

	<u>Details</u>	<u>Comments</u>	<u>Review Date</u>
<ul style="list-style-type: none"> Provision of services being carried out by others 	Town Centre CCTV	<p>Town Centre CCTV system in place since Nov. 2018– Six cameras. i-witness partnership with Sussex Police</p> <p>New maintenance programme in place for Town CCTV with ChromaVision from May 2023.</p>	<p>Sussex Police are currently reviewing maintenance contract with BT Redcare. <u>The five-year contract is up this financial year. The Town Clerk is currently working with Sussex Police to review this.</u></p>
	Civic Centre	<p>Civic Centre own CCTV system - Brighton CCTV Feb 2022</p>	<p>Review undertaken annually of the Town Council's borrowing and investments by Finance Sub-Committee, and subsequently reported to GP Committee.</p>
<ul style="list-style-type: none"> Banking arrangements, including borrowing 	Banking arrangements reviewed every two years by Finance Sub-committee.	<p>All supplier payments were moved to BACs in February 2021. Two Councillors authorise supplier payments and payroll.</p>	<p>Civic Centre completed in Jan 2022, Luxfords Restaurant was undertaken April 2022.</p>
	Credit card/Worldpay transactions	<p>PCI Compliance surveys undertaken as required to confirm no</p>	<p>Review to be undertaken as and when required on a project by project basis and in line</p>

<ul style="list-style-type: none"> • Professional services (architects, project managers etc.) 	<p>To use specialist when required.</p>	<p>detailed personal financial data held by the Town Council.</p>	<p>with procurement regulations.</p>
<p>Internal controls by Internal Auditor</p>			
<ul style="list-style-type: none"> ○ Standing Orders ○ Annual review of contracts ○ Clear statements of management responsibility for each service. ○ Adoption and adherence to codes of practice ○ Arrangements to detect and deter fraud and/or corruption ○ Regular bank reconciliation, independently reviewed. 	<p style="text-align: center;">✓ ✓ ✓ ✓ ✓ ✓</p>		
<p>Internal audit assurance</p>			
<p>Internal Auditor testing includes:</p> <ul style="list-style-type: none"> ✓ Review of internal controls in place and their documentation. ✓ Review of management arrangements regarding insurance cover. ✓ Testing of specific internal controls and report findings to the General Purposes Committee. 			

Self-managed risk
<ul style="list-style-type: none"> ○ Regular scrutiny of financial records and proper arrangement for the approval of expenditure; ○ Regular budget monitoring statements; ○ Minutes properly numbered and paginated with a master copy for safe keeping ○ Regular returns to HM Revenue and Customs; contracts of employment for all staff, systems of updating records for any changes in relevant legislation ○ Regular returns of VAT, relevant officer training; ○ Procedures for dealing with and monitoring grants made; ○ Procedure in place for recording and monitoring Members' interests and gift and hospitality received ○ Adoption of codes of conduct for Members and employees ○ Developing systems of performance measurement ○ Documented procedures to deal with enquiries from the public ○ Documented procedure to deal with responses to consultation requests ○ Monitoring arrangements by the Council regarding Quality status ○ Dual member authorisation of BACs payments entered by Assistant Town Clerk for supplier payments from-commenced February 2021 (members have access to authorisation only and will not be able to enter funds nor issue payments) ○ Recognition of changes for new paying-in procedures as a result of the Town Council's bank closing in Uckfield. The paying-in and withdrawal of funds is now processed through the Post Office. A limit is set at £1k per day for paying-in cash to the Post Office. The Town Clerk and Assistant Town Clerk have been issued with debit cards for the Clerk account, and 'change giving' cards to authorise the withdrawal of monies for petty cash purposes only; ○ <u>Two members of staff cashing up from restaurant each day, and investigation to commence on Internal Auditor's recommendation on cash collections:-</u>
Covid-19 Pandemic – self managed risk
<ul style="list-style-type: none"> ○ All procedures for staff and members of the public are reviewed frequently in line with covid rates, seasonal considerations, and UK Government guidance.
Internal audit assurance
<ul style="list-style-type: none"> ✓ Review of internal controls in place and their documentation ✓ Review of minutes to ensure legal powers in place recorded and correctly applied ✓ Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from, minutes to statements etc. including petty cash transactions ✓ Review and testing of arrangements to prevent and detect fraud and corruption ✓ Testing of disclosures ✓ Testing of specific internal controls and report findings to the General Purposes Committee

Meeting of the General Purposes Committee

Monday 4 December 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 and 27 November 2023. Unfortunately there have been a number of nasty viruses about – flu and sickness, which has affected staff sickness levels in the past couple of months.

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 27 Nov 2023 (sickness recorded since 1 April 2023) (30 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	25.0 days	16.0 days
Actual days taken as self-certificated sick leave	89.0 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 Four members of office staff undertook the Evac Chair training on 13 November 2023. This will be rolled out to a wider cohort of staff, including all caretakers.

- 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, 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. These continued to be 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.
- 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 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: AUGUST 2023.

Checklist:

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

SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

Supplier Invoices	<input checked="" type="checkbox"/>
Customer Invoices	<input checked="" type="checkbox"/>
Timesheets	<input checked="" type="checkbox"/>

BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

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

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

Dated *13/08/23*

Supplier Invoice Checked

Supplier Name	Invoice No. and Date	P. Order No	Confirmed Stamped, signed, correct nominal code	Confirmed payment method. entered and signed by two Cllrs
PARKERS	03972032 ✓ 16/8/23	16239	YES.	YES SIGNED 5295 ✓ 979 71160
KD CATERING BUTHERS	151673	16286	YES	YES.

Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
SUSSEX COMMUNITY NHS FOUNDATION	CC42958	YES.	CARD 11.10.23	11.10.23. cc Receipts
Pulse Healthcare	CC42965	YES	BACS 6.9.23.	2 of 7.

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
JEFF CONNOR.	YES	YES.	25.08.23	979 714793.
TONY GRIFFITHS.	YES.	YES	25.08.23	979 714793.

Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
GENERAL.	7 of 8	YES.	ALIGNED & DIFFERENCE REC ✓	1220.
RESERVE	1 of 2.	YES.	YES.	1227.

Petty Cash Checked

Account Name	Is reconciliation correct? Month	Selected Voucher Name and findings	At time of visit, are petty cash floats aligned to SAGE balance
Town Council	AUG YES.	TESCO, ALL OK.	/
Luxfords	SEPT YES.	TESCO ALL OK.	/

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH: SEPT 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
- 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
- Special Interest Bearing
- Lloyds Bank Account

PETTY CASH

Check cash balance and vouchers

- Town Council Petty Cash
- Luxfords Petty Cash

Signed

Print Name Jm-LOVE

Dated 13/9/23

Supplier Invoice Checked

Supplier Name	Invoice No. and Date	P. Order No	Confirmed Stamped, signed, correct nominal code	Confirmed payment method. entered and signed by two Cllrs
PITCH BLACK -	INV-01011	16261	YES	979771160
PKF	SB202319%	16376	YES	990168684

Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
wealden liberal Democrats	CC42971	YES	BACS 11.09.23 YES	2 of 7.
ZVA NEWHAUEN	CC43022	YES	BACS 29.9.23 YES	5 of 7.

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
RON KINGSLEY	YES.	YES	29.09.23.	492454580.
RAU HOND SMITH	YES	YES.	29.09.23	492454580

Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
GENERAL -	6 of 7	YES.	YES.	1200 .
RESERVE	1 of 2.	YES	YES.	1227

Petty Cash Checked

Account Name	Is reconciliation correct? Month	Selected Voucher Name and findings	At time of visit, are petty cash floats aligned to SAGE balance
Town Council	SEPT YES.	CARDFACTORY YES.	YES £51.40
Luxfords	SEPT YES	POST OFFICE YES	YES £46.79

Meeting of the General Purposes Committee

Monday 4 December 2023

Agenda Item 9.1(i)

REPRESENTATIVES ON OUTSIDE BODIES: Wealden Citizens Advice

WCA recently held its Annual General Meeting.

It was reported that the organisation is in a reasonable financial position. Income is up £14,000 than in budget and expenses slightly lower. Nevertheless, the budget is likely to be in a neutral position by the end of the year. A pay award has been implemented.

Clients are continuing to report increasingly complex issues. For example, clients on housing benefit are having to make up shortfall on rents due to Local Housing Allowance being frozen for so long.

Still some recruitment gaps e.g. volunteer trainer – WCA is also looking to review the volunteer training programme. The organisation is still looking to recruit more trustees, but will do so after conducting a skills audit.

Cllr. Angie Smith

Meeting of the General Purposes Committee

Monday 4 December 2023

Agenda Item 9.1(ii)

REPRESENTATIVES ON OUTSIDE BODIES: REPORT OF THE UCKFIELD VOLUNTEER CENTRE

- 1.1 I attended part of the Annual General Meeting on Thursday 8th November. This was due to a tyre blow out the night before having hit a pothole. I missed part of the meeting as could not sort repairs to the car until the day of the UVC meeting.

The AGM was well attended by various bodies and individuals associated with the UVC, many of whom reported on a number successful events.

The latest Newsletter produced by UVC highlighted the seasonal activities within the town. The Centre will be open during Late Night Shopping until 8pm on 1 December including the sale of Christmas Cards, wrapping paper etc.

The Centre are also supporting the Newtown Action Group (NAG) in their recruitment drive for helpers. On 6 December, NAG are hosting a meeting at the Alma Arms Pub to promote the Group and listen to issues raised by local residents and commercial concerns.

UVC are also looking to expand the services that they offer which the Town Clerk will explain further. They are the main contact for Hearing Aid Batteries. On the first Thursday of the month between 10 am and 12noon, East Sussex Hearing are in UVC office to carry out minor maintenance work support and advice

UVC premises will be closed from 20 December until reopening on 4 January 2024.

Councillor P. Selby

Meeting of the General Purposes Committee

Monday 4 December 2023

Agenda Item 9.1(vi)

REPRESENTATIVES ON OUTSIDE BODIES: REPORT OF THE RIDGEWOOD VILLAGE HALL COMMITTEE MEETING ON 26 OCTOBER 2023

- 1.1 I attended Ridgewood Village Hall AGM on Thursday 26th October as the Town Council representative.

There were a handful of residents plus the committee in attendance and we were welcomed to the meeting by the Chair at 19.00 hours prompt.

The Treasurer was the first to provide a detailed update report, which also included the Independent Examiners Report which confirmed there were no issues with their accounts.

The next item raised was the fundraisers report who stated that the hall had 12 regular bookings and the only space they had yet to fill was a Monday afternoon between 14:30 and 18:00. It was also stated that weekend bookings were going well and the new online booking system seemed to be working well.

The fundraising events such as the recent quiz night had raised £997 which had been proceeded by the Christmas Fair and Easter and Spring fair. This raised a combined total of nearly £3000, which showed these events are well attended.

Before the election of the new committee, the Chair provided her report and thanked everyone for their tireless effort in making Ridgewood Village Hall a benefit to the community.

A concern was raised about the condition of the car park, since two members of the public had recently tripped on the uneven ground.

Finally, the new committee was formed with a new Secretary, Rosina Reed who was welcomed and the former Secretary, Penny Rowden was thanked for her support over the previous years.

The meeting was closed at 19.45pm

Councillor S. Mayhew