



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 5 February 2024 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 4 December 2023
- 4.2 Action list – for information only
- 4.3 Project list – for information only

5.0 FINANCIAL MATTERS

- 5.1 To note bills paid
- 5.2 To consider the income and expenditure reports to the end of November 2023
- 5.3 To receive the minutes of the Finance Sub-Committee held on 9 January 2024

6.0 BUILDINGS

- 6.1 To note the current position with the Council's buildings
- 6.2 To consider a progress update on Ridgewood Village Hall Car Park

6.3 To consider a report from the Uckfield Community Fridge CIC

7.0 POLICY

7.1 To consider the Annual Investment Strategy - No. 45

8.0 ADMINISTRATION

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

8.2 To receive Members' audit reports

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

9.1 To consider reports from:-

- (i) Wealden Citizen's Advice
- (ii) East Sussex Association of Local Councils AGM
- (iii) Uckfield Volunteer Centre
- (vi) Wealden District Association of Local Councils
- (v) Wealden District Association of Local Councils – Planning Panel

10.0 CHAIRMAN'S ANNOUNCEMENTS

11.0 TOWN CLERK'S ANNOUNCEMENTS

12.0 CONFIDENTIAL BUSINESS

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

12.1 To note bad debts

12.2 To receive the minutes of the Personnel Sub-Committee held on 1 November 2023

12.3 To consider the recommendations of the Personnel Sub-Committee on 1 November 2023

12.4 To consider an update from Luxfords Restaurant



Town Clerk
30 January 2024

UCKFIELD TOWN COUNCIL



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

PRESENT:

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

IN ATTENDANCE:

Holly Goring – Town Clerk
Minutes taken by Holly Goring

1.0 DECLARATIONS OF INTERESTS

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on the agenda.

A number of members knew of the organisations listed in the community grant evaluation report in agenda item 5.6. The Town Clerk had given members of General Purposes Committee dispensation to discuss the evaluation report in general, but if discussions relating to the report became detailed on two particular organisations (Uckfield Bonfire & Carnival Society and Uckfield Community Fridge CIC), the following members would need to leave the room:

Councillor D. Manvell explained that he and Councillor B. Cox were Directors of the Uckfield Community Fridge CIC and for that reason, had an interest in any detailed discussions relating to the evaluation of community grant recipients in the report of the Uckfield Volunteer Centre in agenda item 5.6.

Councillor J. Love explained her involvement in the Uckfield Bonfire & Carnival Society and would follow suit.

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 23 October 2023

GP29.12.23 Members **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 23 October 2023 be taken as read,

confirmed as a correct record and signed by the Chairman.

4.2 Action list

Members noted the action list.

4.3 Project list

Members agreed to the removal of the redecoration of the Weald Hall from the 2023/24 Building Maintenance Programme as this work had now been completed. Members subsequently noted the update.

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

Members noted the bills paid.

5.2 To consider the income and expenditure reports to the end of Sept 2023

Members reviewed the contents of the report.

Councillor C. Macve thought it was good to see income increasing, but unfortunately expenditure had also increased substantially. At the previous meeting members had asked for the breakdown of funds covered by earmarked reserves to be included within the report.

The Town Clerk explained the difficulties they had experienced with the utility company for gas/electric and the discrepancies with some of the bills despite the Town Council submitting actual readings. These bills were currently being paid by direct debit but office staff were going to cancel the direct debit to ensure that only fuel used was paid for. This would hopefully make things smoother for recharging tenants/leaseholders.

It was also suggested that the stock held by Luxfords Restaurant (recorded at the most recent stocktake) be referenced in the report. Members recognised that it was difficult to predict sales of alcoholic and non-alcoholic purchases but kitchen staff would know if they'd had to purchase a larger amount of food, in time for events or functions.

Members noted the report.

5.3 Bad debts

The Town Clerk explained that the Internal Auditor did not have any strong views on whether the Bad Debts should be presented within the main part of the agenda or under confidential business.

Councillor C. Macve proposed that this agenda item be moved under confidential business on a permanent basis. The proposal was seconded by Councillor B. Cox. Some members were uncertain, as they understood the importance of transparency.

GP30.12.23 With four votes in favour, one member recorded as voting against (Councillor D. Manvell) and one member abstaining from the vote, it was **RESOLVED** to move this agenda item under confidential business, for all future meetings.

- 5.4 To note the report of the Internal Auditor
Members thought it was a brilliant report. They noted the suggestion about exploring the cost of an external cash collection company. One member had experience of these services.

Members noted the contents of the report.

- 5.4 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)
Members referred back to their initial suggested increase of 5% on all room hire charges, and associated equipment hire costs, and still supported this proposal.

GP31.12.23 Members **RESOLVED** to agree to a 5% increase in room hire fees and charges for the Civic Centre, Foresters Hall and Victoria Pavilion and associated equipment charges for 2024/25.

- 5.5 To consider the grants monitoring report from Uckfield Volunteer Centre which evaluates the use of funding in 2022-23
Members were presented with an evaluation report by the Uckfield Volunteer Centre of all successful grants awarded during the financial year 2022-23.

Members were keen to see more photographs of purchases or projects undertaken by the awardees using the money they received.

It was also mentioned that Finance Sub-Committee should take a dimmer view of any grant awardees that failed to respond to the Uckfield Volunteer Centre during the evaluation process, and within the timeframes provided.

Members noted the report.

6.0 BUILDINGS

- 6.1 To note the current position with the Council's buildings
Members were presented with a detailed update on the current condition of the Town Council's buildings and the compliance work being undertaken and noted the work being undertaken within these buildings.

- 6.2 To receive a progress update on the site of the Hub/Source
Members were presented with an update on the current demolition of the Hub and all of the works that had been completed by Town Council staff – including the Estates & Facilities Manager, a caretaker, and members of the Grounds team.

Members wanted to say a big thank you to James and Ron for all of their hard work. The Source site was open, safe and able to be used for Late Night Shopping which was fantastic.

Members gave credit for their hard work, but felt they shouldn't have needed to do this. Members were very disappointed with the performance of the agents and contractors.

The report outlined two further projects to complete the site:
- for a new retaining wall to be built inside of the existing wall on the boundary of Civic Approach, to enable the fencing to be erected at this point, otherwise there

was a risk of the wall/fenceline collapsing (approx. £6,800 plus VAT).
- to replace the old internal doors with a new UPVC door and panel (£2,800 plus VAT).

- GP32.12.23** Members **RESOLVED** to:
- (i) note the contents of the report;
 - (ii) say an enormous thank you to our staff who made this happen in three weeks;
 - (iii) agree to the remaining works to finish the site and ensure the safety of leaseholders and their visitors, and;
 - (iv) advise the Town Clerk to liaise with the contractors/agent to express the dissatisfaction of the Council.

7.0 POLICY

- 7.1 To review the Town Council's Risk Management Policy (Policy No. 29)
Members reviewed the revisions to the policy.

- GP33.12.23** Members **RESOLVED** to approve the revised version of the Risk Management Policy, which included updated information relating to contracts and procedures.

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 were reminded of the importance of these audit reports, and noted the completed audit reports for August, September and October 2023.

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 9.1 To consider reports from: -
- (i) Wealden Citizen's Advice
Members noted the report.
 - (ii) Uckfield Volunteer Centre
The Town Clerk provided a verbal update, which members noted.
 - (iii) Wealden District Association of Local Councils – Mgt Committee
Councillor D. Ward provided a verbal update, which members noted.
 - (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, spoke of the wonderful festivities at Late Night Shopping, and the Festival of Trees at Holy Cross Church; thanking all those involved in making these events happen.

11.0 TOWN CLERK'S ANNOUNCEMENTS

Nothing to report.

12.0 CONFIDENTIAL BUSINESS

- GP34.12.23** 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 receive the minutes of the Personnel Sub-Committee held on 1 November 2023

Members received 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

Members were informed of the proposed delay of the organisational review to March 2024, and the proposed recruitment of a further part-time role within the office to support a very high workload.

This item would be deferred to a future Full Council meeting for decision.

12.3 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. Members thought that the target Average Transaction Value (ATV) needed to be reviewed to reflect inflation.

The meeting closed at 9.00pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP07.06.23</u>	<p><u>To consider the quotations for the upgrade to the plumbing and heating system at Victoria Pavilion</u></p> <p>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;</p> <p>(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.
<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></p> <p>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);</p> <p>(ii) obtain three separate quotations, one of which would consider the installation of a greener option, and;</p> <p>(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	<p>This matter was addressed at Full Council on 15 January 2024.</p> <p>NFA.</p>
<u>GP32.12.23</u>	<p><u>6.2 To receive a progress update on the Hub/Source site</u></p> <p>Members RESOLVED to:</p> <p>(iii) agree to the remaining works to finish the site and ensure</p>	04.12.23	JH/HG	The retaining wall has been built and the fencing nearly completed.

	the safety of leaseholders and their visitors, and; (iv) advise the Town Clerk to liaise with the contractors/agent to express the dissatisfaction of the Council.			The new UPVC door is on order, and awaiting arrival and installation. The Town Clerk is seeking advice re: contractors.
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**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 2024.		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.
				Foresters Hall Internal and External repairs	8,000	On hold due to other priorities.
				Signal Box refurbishment	8,000	On hold until 2024/25.

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.	
	Minus £1,137	July 2023	Q1 invoice received (after concessionary fares deducted) for £1,167.23. This has been paid. Service is due to resume on 27 January 2024.	

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

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 November 2023

	Apr 23 Actuals £	May 23 Actuals £	Jun 23 Actuals £	Jul 23 Actuals £	Aug 23 Actuals £	Sept 23 Actuals £	Oct 23 Actuals £	Nov 23 Actuals £	Actuals at 30 Nov 23 £	Budget at 30 Nov 23 £	Dec 23 Budget £	Jan 24 Budget £	Feb 24 Budget £	Mar 24 Budget £	Total £	2023/24 Budgets
Sales																
Administration	0	0	0	300	0	0	0	150	450	0	0	0	0	0	450	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	1,952	1,641	10,149	1,667	208	208	208	208	10,982	2,500
Interest Misc. (Fixed Rate Bond)	0	0	0	0	7,050	0	0	0	7,050	1,000	0	0	0	0	7,050	1,000
Civic Centre	16,124	9,961	6,229	12,976	6,744	9,168	14,155	6,164	81,521	68,000	8,594	8,594	8,594	8,594	115,898	102,000
Feed-in Tariff Payments	46	0	1,784	0	9	0	0	0	1,838	3,000	1,500	0	0	1,500	4,838	6,000
Quickborn Suite rent	708	708	708	708	708	708	708	708	5,667	5,667	708	708	708	708	8,500	8,500
West Park Pavilion	0	0	0	830	0	0	0	0	830	830	0	0	0	5,770	6,600	6,600
Victoria Pavilion	875	875	875	875	875	875	968	875	7,093	9,567	875	875	875	875	10,593	14,350
RHI - C.Centre Boiler	0	1,796	0	2,099	0	2,192	0	0	6,087	5,000	2,500	0	0	2,500	11,087	10,000
Victoria Storage Garages	50	0	50	0	0	0	0	0	100	100	0	0	0	0	100	200
Cemetery Chapel workshop	0	1,375	0	0	1,375	0	0	1,375	4,125	4,125	0	0	1,375	0	5,500	5,500
Foresters Hall	398	1,218	1,563	915	1,250	350	1,264	2,044	9,002	10,567	1,321	1,321	1,321	1,421	14,385	16,000
Foresters Chapel	288	0	0	288	0	0	288	0	863	863	0	288	0	0	1,150	1,150
2a Vernon Road, rent	650	650	650	650	650	650	650	650	5,200	5,200	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	0	0	790	791	0	100	0	0	890	1,000
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	269	0	1,350	0	1,619	900
Bridge Cottage	0	0	0	2,154	0	0	0	0	2,154	2,160	0	1	0	0	2,155	2,160
The Source	0	0	737	0	0	0	0	0	737	2,534	0	460	0	1,263	2,459	5,050
Town Crier	0	0	0	0	25	0	0	0	25	0	0	0	0	0	25	0
Community Toilet Scheme	0	283	0	0	283	0	0	283	848	565	0	0	283	0	1,130	1,130
Training admin	0	0	330	0	0	0	0	0	330	100	0	0	0	0	330	100
Total Sales	19,771	18,055	14,167	23,899	20,093	14,998	19,985	13,890	144,857	121,734	16,626	15,405	15,364	29,489	221,742	200,140
Monies that will be taken from Earmarked reserves to assist with expenditure. Costs of server upgrade, computer upgrade and wi-fi upgrade was £14,220. £12,500 available in earmarked reserves to contribute to this.																
Purchases																
Administration	1,206	824	2,080	1,432	605	1,176	1,245	1,080	9,648	7,517	940	940	940	940	13,407	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	345	0	480	400	0	0	0	0	480	400
Office Equipment/Computers	1,365	377	405	11,444	10,385	484	856	405	25,722	6,333	792	792	792	792	28,889	9,500
Hospitality	0	0	0	0	0	0	0	9	9	67	8	8	8	8	42	100
Health & Safety	157	43	0	27	5	0	0	0	232	2,333	292	292	292	292	1,398	3,500
Insurances	0	0	6,259	0	0	0	35,712	0	41,971	37,000	0	0	0	0	41,971	37,000
Public Works Loan Costs	0	0	0	19,600	0	0	0	0	19,600	19,900	0	19,900	0	0	39,500	39,800
Mayor's Allowance	0	0	466	0	0	466	0	0	931	931	466	0	0	466	1,862	1,862
Elections	0	0	0	0	0	0	5,992	0	5,992	0	0	0	0	0	5,992	0
Grants Section142	0	0	9,500	0	0	0	9,500	0	19,000	19,000	0	0	0	0	19,000	19,000
Grants - Power of Competence	0	16,633	0	(900)	0	0	9,568	0	25,301	14,400	0	0	0	0	25,301	14,400
Volunteer Bureau SLA	0	0	8,000	0	0	0	0	0	8,000	8,000	0	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	73	7	7	0	0	60	43	0	189	167	21	21	21	21	273	250
Internal Audit Fees	0	0	1,149	0	0	0	0	623	1,772	1,750	0	0	750	0	2,522	2,500
(External) Audit Fees	0	0	0	0	0	2,100	0	0	2,100	2,750	0	0	0	0	2,100	2,750
Accountant fees	0	0	4,935	0	0	0	0	0	4,935	5,000	0	0	0	0	4,935	5,000
Professional Fees	1,373	1,200	566	783	0	675	6,001	0	10,598	4,750	792	792	792	792	13,765	9,500
Festive Lights	5,444	0	0	0	0	0	2,724	0	8,168	10,000	0	5,000	0	0	13,168	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	26,700	38,180	212,826	195,538	24,442	24,442	24,442	24,442	310,595	293,307
Members Allowances/Expenses (TBC)	0	0	4,190	0	0	4,388	0	0	8,578	10,182	3,377	0	0	5,082	17,036	20,328
Newsletter	400	400	400	400	400	400	400	400	3,200	3,400	425	425	425	425	4,900	5,100
Bank Charges	85	79	78	77	66	62	64	66	578	640	80	80	80	80	898	960
Civic Centre Running Costs	8,983	10,603	5,866	12,951	6,229	7,609	7,005	10,965	70,211	75,233	0	0	0	28,467	98,678	103,700
Caretakers - Salaries	9,863	9,550	11,913	10,513	9,832	12,992	9,872	17,454	91,988	75,358	9,894	9,894	9,894	9,894	131,566	118,733
West Park	97	1,524	280	398	695	273	193	273	3,734	667	0	0	0	0	3,734	1,300
Victoria Pavilion	1,703	1,055	1,996	3,942	774	1,857	1,138	996	13,460	14,533	5,563	0	0	5,563	24,585	22,250
Cemetery Buildings	87	86	86	86	86	86	86	86	689	1,980	248	248	63	63	1,309	2,600
Signal Box	434	18	192	186	676	192	186	402	2,286	1,000	125	125	125	125	2,786	1,500
The Hub	823	115	7,078	0	497	650	853	80	10,095	2,500	0	0	0	0	10,095	2,500
Foresters Hall	1,786	392	1,169	1,090	1,210	320	674	752	7,394	8,800	3,150	0	0	3,150	13,694	12,600
2a Vernon Road	0	0	0	120	0	0	100	0	220	0	317	165	0	0	702	500
Subscriptions	3,080	123	484	510	13	391	0	0	4,601	4,500	0	0	0	0	4,601	4,500
Training	793	166	1,061	40	30	80	775	70	3,015	4,000	500	500	500	500	5,015	6,000
All Building Cleaning Materials	159	253	116	333	100	349	176	298	1,784	1,467	183	183	183	183	2,517	2,200
Total Purchases	62,631	67,911	92,799	87,684	56,245	59,690	120,208	72,139	619,307	540,096	51,613	63,806	39,306	82,033	856,065	778,665

GP Committee at 30 November 2023

	Apr 23 Actuals £	May 23 Actuals £	Jun 23 Actuals £	Jul 23 Actuals £	Aug 23 Actuals £	Sept 23 Actuals £	Oct 23 Actuals £	Nov 23 Actuals £	Actuals at 30 Nov 23 £	Budget at 30 Nov 23 £	Dec 23 Budget £	Jan 24 Budget £	Feb 24 Budget £	Mar 24 Budget £	Total £	2023/24 Budgets
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New initiatives 2023/24

Building Maintenance	12,220	2,006	0	0	560	9,496	42,334	15,094	81,710	N/A					N/A	76,000
Server upgrade and small office computer upgrade	0	0	0	4,516	4,287	0	0	0	8,803	N/A					N/A	10,000
262 Saturday Bus Service contribution	0	0	0	1,167	0	0	0	0	1,167	N/A					N/A	3,900
WPA NHS Top Up	(228)	631	142	217	234	(207)	598	228	1,615	N/A					N/A	2,000
Insurance rebuild valuations	0	0	0	0	7,240	0	0	0	7,240	N/A					N/A	8,250
Civic Centre Wi-Fi upgrade	0	0	0	0	5,417	0	0	0	5,417	N/A					N/A	2,500

Luxfords at 30 November 2023

	Apr 23 Actuals £	May 23 Actuals £	Jun 23 Actuals £	Jul 23 Actuals £	Aug 23 Actuals £	Sep 23 Actuals £	Oct 23 Actuals £	Nov 23 Actuals £	Actuals at 30 Nov 2023	Budget at 30 Nov 2023	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	10,051	15,950	98,774	86,667	10,367	10,367	10,367	10,367	140,240	130,000
Restaurant Bar Sales	417	539	1,801	680	413	623	377	433	5,282	6,167	771	771	771	771	8,366	9,250
Takeaway	0	0	0	0	0	0	0	0	0	1,333	167	167	167	167	667	2,000
Function Food Sales	1,400	996	8,541	3,128	691	890	6,052	3,662	25,360	19,500	3,000	1,833	1,833	1,834	33,861	28,000
Function Bar Sales	1,136	1,754	5,000	3,845	132	2,303	3,332	654	18,156	14,031	2,000	1,490	1,490	1,490	24,625	20,500
Hire of Urn	182	155	83	85	147	180	78	94	1,002	833	104	104	104	104	1,419	1,250
Hire of Luxfords Restaurant	0	90	0	99	0	0	0	0	189	667	83	83	83	83	523	1,000
Sundry Income	0	0	0	0	0	0	0	150	150	333	42	42	42	42	317	500
Total Sales	14,249	16,097	26,913	20,683	13,612	16,529	19,889	20,943	148,914	129,531	16,533	14,856	14,856	14,856	210,016	192,500
Stock held - alcoholic and non alcoholic purchases (17 Jan 2024)									2,169							
Stock held - food (17 Jan 2024)									2,134							
Purchases																
Food Purchases	3,372	4,313	6,232	4,277	4,245	3,985	5,653	5,272	37,348	26,667	3,333	3,333	3,333	3,333	50,681	40,000
Bar Purchases - non-alcoholic	72	659	716	190	190	81	319	404	2,630	1,733	217	217	217	217	3,497	2,600
Bar purchases - alcoholic	157	679	2,314	524	967	771	671	349	6,431	4,667	583	583	583	583	8,765	7,000
Consumables	179	163	316	195	258	155	173	587	2,027	600	75	75	75	75	2,327	900
Cleaning	39	65	81	453	60	6	78	77	859	667	83	83	83	83	1,193	1,000
Maintenance & Repairs	0	0	0	0	165	550	119	384	1,217	1,333	167	167	167	167	1,884	2,000
Equipment - New/Replacements	363	0	0	0	139	3,240	71	3,291	7,104	1,333	167	167	167	167	7,771	2,000
Equipment Hire	0	0	320	0	0	0	560	0	880	400	0	0	0	0	880	400
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	32	32	50	0	0	0	100	132	150
Credit charges	264	266	304	328	232	282	322	301	2,300	1,733	217	217	217	217	3,167	2,600
Rates	667	667	667	667	667	667	667	667	5,339	6,400	667	667	667	667	8,006	8,000
Electricity	985	694	669	667	709	653	768	0	5,144	6,000	750	750	750	750	8,144	9,000
Gas	0	78	470	310	0	516	0	263	1,637	2,333	292	292	292	292	2,803	3,500
Water	277	0	0	321	0	0	326	0	924	1,000	125	125	125	125	1,424	1,500
Refuse Collection	142	168	151	142	168	151	216	142	1,280	1,067	133	133	133	133	1,813	1,600
Stocktaking	205	0	0	205	0	0	205	0	615	547	68	68	68	68	888	820
Salaries	10,315	10,236	12,594	10,643	11,036	12,370	12,295	17,514	97,003	87,940	10,993	10,993	10,993	10,993	140,973	131,910
Casual wages	89	675	756	1,341	1,369	1,434	1,197	912	7,773	4,000	500	500	500	500	9,773	6,000
Total Purchases	17,125	18,663	25,591	20,262	20,205	24,862	23,641	30,194	180,543	148,470	18,369	18,369	18,369	18,869	254,520	221,380

Breakdown of equipment- new/replacements

	Apr 23 Actuals £	May 23 Actuals £	Jun 23 Actuals £	Jul 23 Actuals £	Aug 23 Actuals £	Sep 23 Actuals £	Oct 23 Actuals £	Nov 23 Actuals £	Actuals at 30 Nov 2023	Budget at 30 Nov 2023	Dec 23 Budget £	Jan 24 Budget £	Feb 24 Budget £	Mar 24 Budget £	Total 2023/24	2023/24 Budgets
Earmarked reserves used:						£3,039.99			3,040	3,500	New oven - funding placed in budget for 2023/24					
								£3,171.00	3,171	4,100	Re-allocated from booking system earmarked reserves for new coffee machines					
									6,211	7,600						

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Finance Sub-Committee** held in the Martlets Room, Civic Centre on Tuesday 9 January 2024 at 7.00pm.

PRESENT: Cllr. B. Cox (Chair) Cllr. P. Ullmann
Cllr. S. Mayhew (Vice-Chair) Cllr. D. Ward
Cllr. D. Manvell

IN ATTENDANCE:

Cllr. J. Love - Town Mayor
Sarah D'Alessio – Assistant Town Clerk & RFO
Holly Goring – Town Clerk

Minutes taken by Sarah D'Alessio

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 this agenda. No interests were forthcoming.

2.0 APOLOGIES FOR ABSENCE

None received.

3.0 MINUTES

Minutes of the meeting of the Finance Sub-Committee held on the 22 February 2023.

FS.03.01.24

It was **RESOLVED** that the minutes of the Finance Sub-Committee of the 22 February 2023 be taken as read, confirmed as a correct record and signed by the Chair.

4.0 TO REVIEW THE DRAFT BUDGET PAPERS FOR 2024/2025

Members were presented with two different sets of draft Budget papers – one with a 9.78% and a second with a 5.15% increase in the precept figure. The Assistant Town Clerk and Town Clerk explained in detail, the differences on both papers for each committee, with members then discussing the advantages and disadvantages of each.

Cllr. Dan. Manvell entered the room.

New Initiative projects were discussed. Members also discussed the feedback received from the initial member allowances poll prior to a decision being taken at Full Council on 15 January 2024.

Different strategies were also raised, which included ensuring the need to cover the Town Council's costs whilst also making sure residents received value for money, how the budget could be presented going forward and how it was essential to look after the reserves to ensure the Town Council was financially stable in the future.

FS.04.01.24

Members **RESOLVED** that once the amendments that had been discussed were made, that two options be presented to Full Council for consideration (one option at six percent, and a second option at seven percent increase for a band D household).

5.0

TO NOTE THE INTERNAL AUDITOR'S RECOMMENDATIONS

Members noted the report and thanked the Officers for their work.

6.0

TO CONSIDER ADDITIONAL COVER WITHIN THE TOWN COUNCIL'S INSURANCE POLICIES

The Chair ran through the report with the Town Clerk and Assistant Town Clerk clarifying the points for discussion. Members reviewed the benefits of the extra cover for both Personal Accident and Cyber Cover with the Assistant Town Clerk contacting the insurance provider for additional clarification on the policy wording. The Town Clerk explained the importance of the increase to Cyber Cover given the current economic climate. Members discussed what limits would be appropriate.

FS.05.01.24

Members **RESOLVED** to recommend two points –
(i) that once clarification was received on the difference between personal accident cover and employer liability, that the details be presented to Full Council with a recommendation to proceed immediately with an update to the cover (selecting from one of the two options available), and;
(ii) for Cyber Cover to be added to the Buildings Insurance policy as per the Internal Auditor's recommendations.

FS.06.01.24

Members **RESOLVED** to suspend standing orders, to extend the meeting by ten minutes, to 9.10pm to enable all agenda items to be discussed in full.

7.0

TO INITIALLY REVIEW THE ANNUAL INVESTMENT STRATEGY

Members discussed the different investments and the interest rate currently received on the Business Reserve account with the Assistant Town Clerk due to confirm the current rate. Ensuring the need to have a certain amount to cover 3 months running costs, it was suggested that further investigation was needed to look into investing amounts into shorter term deposits to maximise the current interest rates.

Members of the Finance Sub-Committee agreed that further review was required and discussed at next meeting

8.0

MATTERS DEEMED URGENT BY THE CHAIR

There were no matters deemed urgent by the Chair but opened it up to other members.

Cllr. Ward asked, as the closing date was near, how many applications had been received for the Grants Programme 2024/25. The Assistant Town Clerk advised that they thought only six had been received, with the Town Clerk adding that a number had been in contact and they were aware of the closing date. To update new members, a discussion then followed on the different types of grant applications received and how the process was conducted.

The meeting closed at 9.09pm.

Meeting of the General Purposes Committee

Monday 5 February 2024

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

- Following the works to the restaurant kitchen, and Weald Hall, further works were undertaken from the outstanding snagging list, which included main door furniture, removal of old signage, updated fire signage, plumbing adjustment, flooring adjustment, paint touch ups
- Further to the main pump failure on the heating system, new pumps have been installed but need a further wiring adjustment from the BMS system;
- Works are required to the passenger lift, which will be staggered across this financial year and next, utilising the funds available in earmarked reserves – this includes a refurbishment to the hydraulics, lift cabin refurbishment and landing doors and architraves;
- More emergency lights are being replaced due to being flagged on the testing schedule. A full run down and inspection is required due to discovering some of the lights have been retro fitted with the incorrect batteries as well as batteries installed that are over the recommended 10 year life span. Due to regulation changes. this will be required twice yearly. Quotes are being obtained;
- The fire call point for the Quickborn Suite (Osteopath) has been replaced with an easily re-settable version due to ASB;
- Water damage was apparent on the surface under the barista coffee machine and hot water kettle in the restaurant bar area. This section of worktop has been replaced/wrapped in stainless steel, with an electrical upgrade to follow in 2024/25.
- The broken disabled door push plate was replaced;
- External lighting is also being repair/replaced at the front are between the Source, Tesco and the Civic Centre;

The Source

- The retaining supporting wall leading to roadside has now been installed, the side areas of the entrance concrete fence posts removed and made level to eradicate trip hazards. The fencing will continue on to ensure the open area is enclosed;
- D. Sankeys are now attending site for pest control to address any issues following the removal of the Hub building;

- A dusk till dawn light is being installed on the Uckfield Community Fridge to try and prevent ASB as well as price for pillar lights up the side of luxfords field to the community fridge entrance;

The Signal Box

- Weekly checks continue to be carried out for insurance purposes. A Structural engineer is booked in to assess the first floor safety concerns and if there's any asbestos present. A schedule of works will then be produced to improve the building in preparation for a commercial/community tenancy.
- A company has also been sourced to trace an underground water leak;
- The air source heat pump annual serviced carried out.

Victoria Pavilion

- Quotations are being sought to address repairs to the security system;
- A socket has been relocated for safety reasons within the rainwater harvesting system;
- Faulty door closer replaced due to complaints over noisy door;
- Roof leak and velux window surround repaired due to water ingress in to the building in two areas;
- Electrical smart meter installed by SSE;
- Over flow leak repaired with non-return valve;

Foresters Hall

- Door infill completed both inside and outside;
- Vandalised wall vents have been replaced with a more sturdy vent. Both side walls will be decorated in-house;
- Rear sounders on fire alarm replaced due to age and sound levels not meeting regulations;
- Boiler/corridor floor repaired/re floored due to boiler leak damage. Water damaged door planed down with new re fire stripped fitted;
- Air source heat pump annual serviced carried out;
- EICR carried out including chapel, remedials to be priced;

Snatts Road, Chapel

- Nothing new to report.

West Park

- The office was informed that the outside lighting had failed. This has been reported to the leaseholder;

2A Vernon Road

- The bathroom floor was repaired and replaced after stopcock leak;
- Bedroom floor booked in to replace dangerous trip hazard and water proof area by shower cubical. This will then be sealed with silicone. Shower ceiling also painted to eradicate mould issues.
- Leaking sink has been removed ready for floor installation;
- EICR and remedials completed to meet compliance requirements.

3.0 Recommendations

3.1 Members are asked to note the report.

Contact Officer: James Hollingdale

Meeting of the General Purposes Committee

Monday 5 February 2024

Agenda Item 6.2

TO CONSIDER A PROGRESS UPDATE ON RIDGEWOOD VILLAGE HALL CAR PARK

1.0 Summary

- 1.1 As we know Ridgewood Car park is not in a good state of repair:
- water runs off New Road into the recreation ground and car park, causing pools of surface water, in heavy rain;
 - the Village Hall Committee have advised that water tracks back into the basement of the building causing damp/mould/damage;
 - there are several holes which are a trip hazard and collect water, with the kerb stones then holding the water in random areas.
- 1.2 The whole car park is causing concern in terms of health and safety and the Town Council has a duty as the owner of the car park, to consider the users of the village hall and the recreation ground.
- 1.3 Initially Uckfield Town Council, started working with Hazelind Consultants and Was Architects but their proposals although thorough and detailed, would have resulted in works costing in the region of £200-300k, with no guarantee of solving the issues.
- 1.4 The Town Council does not have these funds available, and if it were to re-allocate earmarked reserves or allocate general reserves to this project, it would severely deplete the Town Council's capital funds.
- 1.5 This report seeks to find an alternative solution and asks members to give officers permission to further explore this option.

2.0 Current state of the car park



Figure 1: Photo of the car park

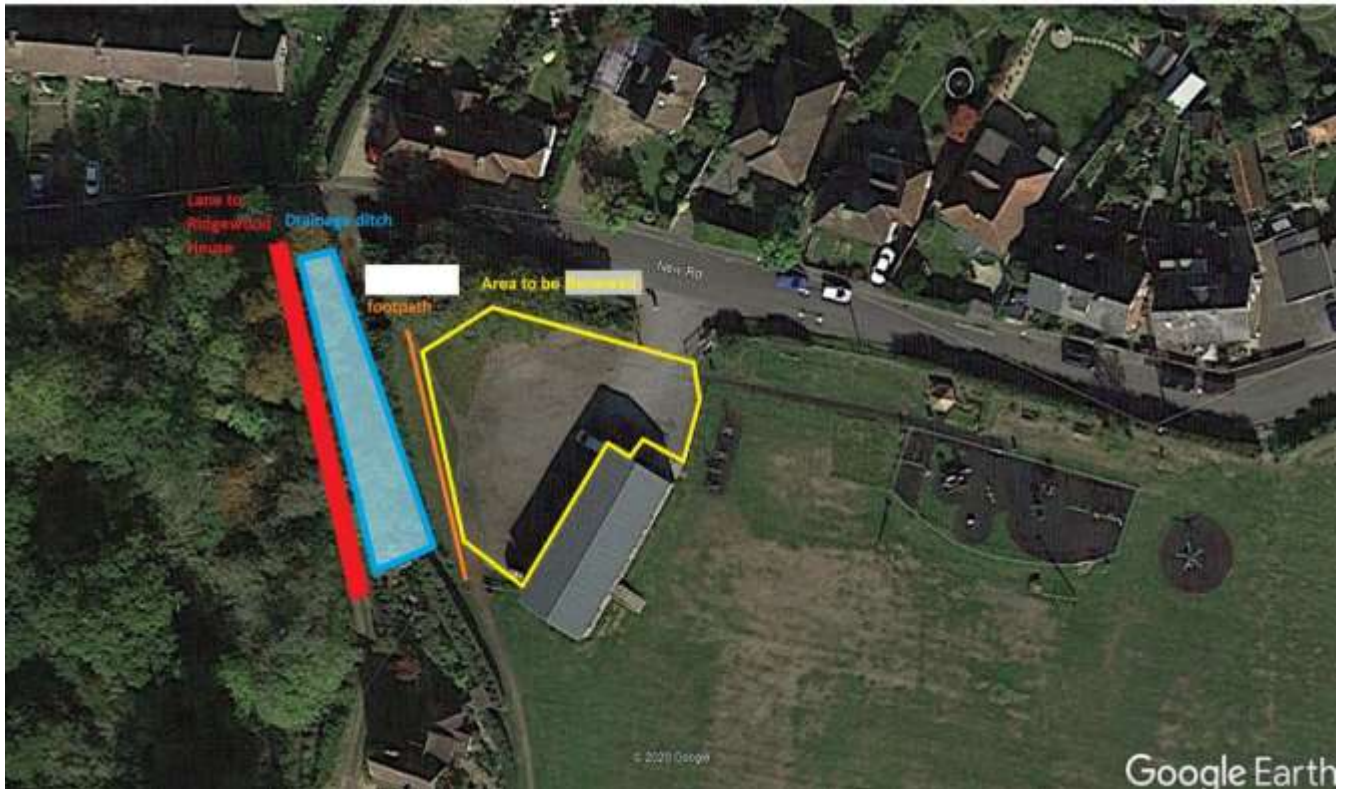


Figure 2: Areas identified for consideration within the car park works

3.0 Proposed next steps

3.1 As the car park has been an issue for a while, the Estates & Facilities Manager has liaised within a building company who have already undertaken works for Source site, to seek their advice. This company have suggested the following solution:

3.2 The project could be broken down into two stages:

Stage 1: deal with the drainage/water issues, see if that solves or improves the issue, if there is improvement look to complete the next stage;

Stage 2: deal with the potholes, grade surface and lay new permeable non slip finish;

3.3 Stage 1

Stop water running down the car park entrance (slope) and into the basement. We do not need to drain the water off into the ditch which could impact the neighbouring property's garden, it would go in to the water table.

Cut tarmac at the site entrance just down from New Road and install 10x heavy duty aco drains piped in to new 5 cubic meter soakaway. Make good tarmac.

Dig out and install 24 x standard duty acos alongside of building where the basement doors are and pip in to new 5 cubic meter soakaway. Make good with type 1.

Make MOT type 1 path to side of building for access to the end basement door.

Estimated cost: £22,000 plus VAT

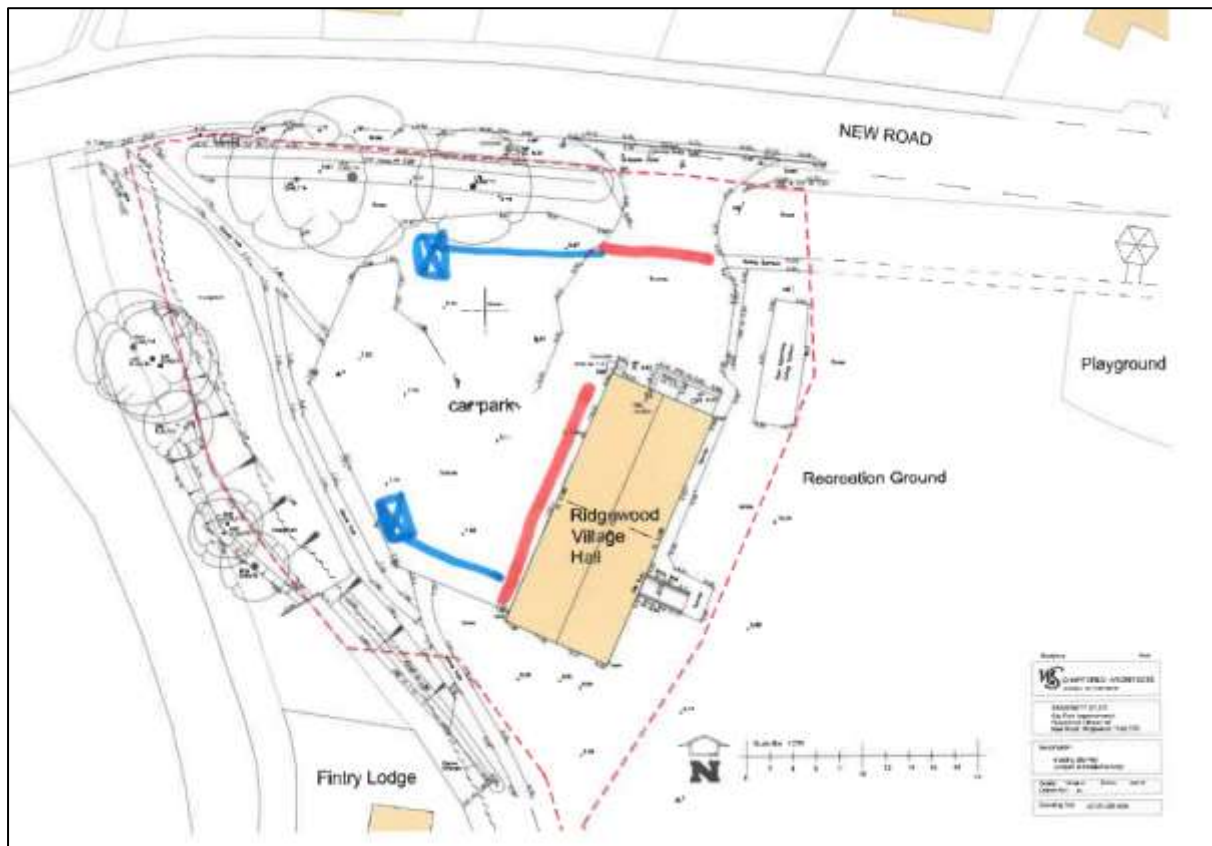


Figure 3: Site plan of Aco drains to be installed and soakaways



Figure 4: Illustration of an Aco drain

3.4 **Stage 2**

Excavate whole car park to depth of 250mm to level the area;
 Remove all soil;
 Lay new type 1 with to a depth of 200mm for the sub-support base
 Lay and screed grano
 Lay new plastic geo grids
 Fill with 20mm shingle

Estimated cost: 1,100sqm £100+VAT per square metre (total of **£110,000 plus VAT**)



Figure 5: Illustrations of geo-grid surface

3.5 The Town Council would need to follow its Financial Regulations, in particular the procurement guidelines. We would also need to engage with the Ridgewood Village Hall Committee and the East Sussex Buildings Control Partnership.

4.0 Recommendations

4.1 Members are asked to:

- (i) note the contents of the report;
- (ii) agree to allow the Estates & Facilities Manager to proceed with this option, and follow due processes, in line with the Town Council's financial regulations.

Contact Officer: James Hollingdale

Meeting of the General Purposes Committee

Monday 5 February 2024

Agenda Item 6.3

TO CONSIDER A REPORT FROM THE UCKFIELD COMMUNITY FRIDGE CIC

1.0 Summary

- 1.1 This report follows that presented to Environment & Leisure Committee on 22 January 2024 in relation to community safety, and the actions the Town Council wished to take to increase public confidence in the lower section of Luxford Field near to the Community Fridge and reduce fear of crime.

- 1.2 Uckfield Community Fridge CIC have also explored a number of options to secure and improve their area. This report sets out their intentions and asks members to consider their proposals and confirm if they are happy for them to proceed.

2.0 Proposals to improve the outside space

- 2.1 Members of the Uckfield Community Fridge have met with a local contractor to explore the following proposals to improve the outside space around the Uckfield Community Fridge and reduce vandalism.

- ## 2.2 They would like to:

- (i) Remove the current shed which has been broken into on numerous occasions and replace with a secure low level storage unit which would be more difficult to break into and not provide a place to hang out in;

[8 X 4 Easy Access Metal Garden Shed - Asgard \(asgardsss.co.uk\)](http://asgardsss.co.uk)



Figure 1: Copy of metal garden shed

- 2.3 (ii) Install concrete paving slabs on top of the current compacted hardcore area to allow for easier cleaning up of rubbish and cigarette butts etc as this is currently very difficult. Included within this will involve replacing the decking ramp up to the shipping container threshold with one formed of pavers as this becomes slippery in winter and they want to remove the trip hazard.



Figure 2: Example of paving slabs they wish to install

- 2.4 Install raised timber plant beds around the perimeter of the paved areas which will be planted with suitably spikey plants to deter access and allow some growing of tomatoes/beans etc as an education piece and for distribution in the fridge.



Figure 3: Example of raised timber planter that they would like to install

- 2.5 At present Uckfield Community Fridge CIC are seeking grant funding from Hubbub for the above works (they do have a plan B should this not be successful) and they plan for all works to be carried out by a local contractor and the spikey plants will be specified and planted by a local horticulture company, with their knowledge of town centre planting.
- 2.6 They would also be keen to install two to three park style benches, concreted in as part of the paving slabs. At present they have to move the chairs for those waiting in and out of the shed, and the chairs were stolen in the recent vandalism. They understand this could bring additional risks, but thought it would reduce the work for their volunteers.



Figure 4: Example of park style bench

- 2.7 They are keen to know if the above would be acceptable so they can proceed and give the outside area of the fridge a much-needed boost, and support their volunteers.

3.0 Recommendations

- 3.1 Members are asked to:

- (i) note the contents of the report, and;
- (ii) confirm whether Uckfield Town Council is happy to agree to the above proposals for the outside space adjacent to the Uckfield Community Fridge.

Contact Officer: Holly Goring

UCKFIELD TOWN COUNCIL



ANNUAL INVESTMENT STRATEGY

Policy Number 45		
Issue No.	Date completed	Details of amendments
1	23.03.09	Adopted at General Purposes Committee - GP068.03.
2	15.12.09	Finance Sub-Committee agreed to review Policy in one year's time. GP.045.12.09
3	05.12.11	General Purposes - GP.63.12.11
4	01.12.14	Reviewed at General Purposes Committee - GP.39.12.14
5	18.01.16	Reviewed at General Purpose Committee GP.50.01.16
6	25.01.22	Review of strategy by Finance Sub-Committee
7	31.01.22	General Purposes Committee GP29.01.22
8	16.01.23	Review at General Purposes Committee 16.01.23
9	09.01.23	Review by Finance Sub-Committee
10	05.02.24	Review by General Purposes Committee

1.0 Introduction

- 1.1 The strategy has been produced and complies with the revised requirements set out by the Department for Communities and Local Government in April 2010 with regard to Local Government Investments, CIPFA's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance notes and takes account of Section 15(1) (a) of the Local Government Act 2003.
- 1.2 Uckfield Town Council acknowledges its responsibility to the community and the importance of prudently investing the temporary surplus funds held on behalf of the community.

2.0 Objectives

- 2.1 The general policy objective for this Council is prudent investment of its balances. The Council's investment priorities are:-
- (i) the security of its reserves
and
 - (ii) the liquidity of its investments.
- 2.2 The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

3.0 Policies

- 3.1 All the Town Council's investments will be Specified Investments which are those offering high security and high liquidity. This means that:-
- (i) All investments will be made in sterling and any payments or repayments will also be made in sterling.
 - (ii) All investments will be short term investments which will not exceed a maximum of thirteen months.
 - (iii) All investments will be made with a body or investment scheme which has been awarded a high credit rating by a credit rating agency¹. (A high credit rating will be defined as 'A' 'High Credit Quality' Investment Grade as measured by two standard credit rating agencies.)
 - (iv) All investments will be made in UK banks, building societies or charitable funds.
- 3.2 Credit Ratings will be monitored at quarterly intervals. If the credit rating falls during that period, the Responsible Financial Officer, in consultation with the Chairman of the General Purposes Committee, the Chairman of the Finance Sub-committee and the Town Clerk, will decide on the appropriate action.

¹ A credit rating agency is defined in the guidance as one of the following three companies: Standard and Poor's; Moody's Investors Service Ltd; Fitch Ratings Ltd.

- 3.3 For prudent management of its balances, the Town Council, maintaining sufficient levels of security and liquidity, will adopt a policy whereby funds which are likely to be surplus for up to three months can be invested in short term deposits with one or more of the UK major clearing banks and/or building societies.
- 3.4 (The Department of) Communities and Local Government maintain that borrowing of monies purely to invest, or to lend and make a return is unlawful and the Town Council will not engage in such activity.

4.0 Review and amendment of the strategy

- 4.1 This strategy will be reviewed annually.
- 4.2 At the end of the financial year during the preparation of accounts the Responsible Financial Officer will also report on investment activity.
- 4.3 The General Purposes Committee may recommend variations of the strategy for approval by the Full Council in accordance with the guidance from the Secretary of State.
- 4.4 The General Purposes Committee will review the Town Council's banking arrangements every two years.
- 4.5 The Finance Sub-committee will consider the placement of the Town Council's deposits one month before any bond matures and recommend movements to the General Purposes Committee or if subject to time constraints Full Council as necessary. At present the 12-month investment period Uckfield Town Council has been reviewing, has fallen each July.

5.0 Current investments

- 5.1 Uckfield Town Council's current investments are with:
- NatWest Bank Plc – day to day current account;
 - NatWest Bank Plc – business reserve account;
 - NatWest Bank Plc – 12-month fixed term deposit account;
 - Lloyds Bank Plc – Treasurer account;

6.0 Non-financial investments

- 6.1 Non-financial investments are normally held by a local authority to generate a profit, and it would normally be a physical asset that can be realised to recoup the capital invested. Uckfield Town Council has a portfolio of assets, with most buildings leased out for community use or to local small independent businesses. The full list of the Town Council's assets is available in the Town Council's Property Asset Management Plan 2024-29 which can be found on the Town Council's website:
<https://www.uckfieldtc.gov.uk/key-documents/>

- The Town Council currently owns the following residential property which sits adjacent to a Town Council owned community building:
- 2A Vernon Road

Appendices: Appendix A – Statement of position at 31 December 2023

APPENDIX A

Statement of Financial Position as at 31 December 2023

Specified investments	£
• NatWest Bank Plc – Day to Day Current Account	200,000.25
• NatWest Bank Plc – Business Reserve Account	957,977.56
• NatWest Bank Plc – 12 Month Fixed Term Deposit Account	307,050.00
• Lloyds Bank Plc – Treasurer Account	21,067.15
Non – financial Investments	
• Flat 2A Vernon Road (March 2019 Valuation)	140,000.00

Nb. For the present time the General Reserve shall, as a minimum be kept as three months operating costs as predicted by the annual budget. This is in addition to earmarked reserves that are allocated for a specific purpose or project.

Meeting of the General Purposes Committee

Monday 5 February 2024

Agenda Item 8.1

TO RECEIVE A REPORT ON HEALTH AND SAFETY WITHIN THE COUNCIL

1.0 Summary

- 1.1 This report provides an update for members on the various elements of health and safety that need to be considered within the organisation.

2.0 Health and wellbeing of staff

- 2.1 The table overleaf provides an update on sickness levels for the period between 1 April 2023 and 26 January 2024. 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 26 January 2024 (sickness recorded since 1 April 2023) (30 staff)	As at 8 January 2023 (sickness recorded since 1 April 2022) (27 staff)
Actual days taken as short-term Doctors' certificate	36.0 days	24.0 days
Actual days taken as self-certificated sick leave	105.0 days	28.0 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)	4.0 days (staff member works part time)	10.0 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	6.0 days

- 2.3 As the results show, we have been impacted by numerous viruses over the course of the year, which has had an impact on staff teams across the whole organisation.

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 remedial works undertaken.
- 4.7 A programme of EICRs has commenced on all of our buildings, with associated remedial works being undertaken.

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: NOVEMBER 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"/>
Business Reserve	<input checked="" type="checkbox"/>

BANK RECONCILIATIONS QUARTERLY VERIFICATION

Clerks Account	<input type="checkbox"/>
General Account	<input type="checkbox"/>
Business Reserve	<input type="checkbox"/>

PETTY CASH

Check cash balance and vouchers

Town Council Petty Cash

Luxford

Signec

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Print Name B MAYHEW

Dated 01-02-2024

Supplier Invoice Checked

Supplier Name	Invoice No. and Date	P. Order No	Confirmed stamped, signed, correct nominal code	Confirmed payment method, entered and signed by two Cllrs
DCH Electrical	4020	16577	Yes	1013526903
T DUDENEY	171123	N/A	Yes	1013557390
LINDY FIT	43247			

Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
LINDY FIT	43247	Y	16-11-23	5 of 9
AONB	42300	Y	23-11-23	3 of 9

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS payment record
J LAWRIE	Y	Y	24-11-23	1013702837
W SAYER	Y		24-11-23	1013702837

Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount reconciled and if not reasons noted	Nominal Code
BUSINESS RES	Page 1	YES	YES	1227
GENERAL	1 to 9	YES	YES	1200

Quarterly bank reconciliation verification

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

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	YES NOVEMBER	TOOL STATION YES	YES £194.37
Luxfords	YES NOVEMBER	SPORTS DIRECT YES	YES £93.23

