



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 29 April 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 18 March 2024
- 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 February 2024

6.0 BUILDINGS

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

7.0 POLICY

- 7.1 To consider revisions to the Flexible Working Policy – No. 28

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 consider the quotations received to replace the heating system in Foresters Chapel

12.3 To consider the quotations received for Stage 1 of works to improve Ridgewood Village Hall Car Park

12.4 To consider the information governance documents for the Town Centre CCTV Contract with Sussex Police

12.5 To consider an update from Luxfords Restaurant



Town Clerk
23 April 2024

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 18 March 2024 at 7.00pm

PRESENT:

Cllr. C. Macve (Vice-Chair)
Cllr. D. Manvell

Cllr. B. Cox
Cllr. P. Selby

Cllr. J. Love
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 advised that he had a personal interest in agenda item 5.5 due to his position on the board of the Uckfield Community Fridge, and their link to an application for community grants, and a prejudicial interest in agenda item 6.3 due to this position. Councillor Manvell was aware that he would need to leave the room for agenda item 6.3.

Councillor J. Love declared a prejudicial interest in agenda items 5.4 and 5.5 due to her position as Chair of the Uckfield Bonfire & Carnival Society. Although specific applications were unlikely to be discussed individually, if this were the case, Councillor Love would need to leave the room.

The Chair for this meeting, Councillor C. Macve also declared a prejudicial interest in agenda items 5.4 and 5.5 due to his role as Chair of Executive Committee at Luxford Centre Management Committee. As Councillor Macve was chairing the committee meeting, another member would be appointed to chair this agenda item.

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

There were no statements from members of the public.

3.0 APOLOGIES FOR ABSENCE

Apologies had been received from the Chair, Councillor D. Ward due to another commitment. The Vice-Chair Councillor C. Macve would take on the role of Chair for this meeting.

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 5 February 2024

GP41.03.24 Members **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 5 February 2024 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2 Action list

Members noted the action list and agreed to remove the following items:
GP32.12.23 – progress update on the Hub/Source site;
GP38.02.24 – consider the Annual Investment Strategy;
GP39.02.24 – utility provider renewal.

4.3 Project list

Members noted the report.

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 January 2024

Members reviewed the reports. Councillor Macve advised that it was very encouraging to see that the income levels were above that budgeted. Sadly the expenditure was also higher than that predicted for this point in the financial year, although the use of earmarked reserves for specific projects, was helping to balance the figures. Councillor Macve felt we should record our thanks to the office staff for their hard work on this. Members agreed and thanked officers for the explanations, before noting the report.

5.3 To note the report of the Internal Auditor (interim audit on 27 February 2024)

Councillor C. Macve advised that the report confirmed that the Town Council had retained a robust system of financial control. Councillor C. Macve also commended the detail of the report from the Internal Auditor. Members recorded their thanks to the auditor for their due diligence and efforts, before noting the report.

5.4 To receive the minutes of the Finance Sub-Committee held on 28 February 2024

Members received the draft minutes of the Finance Sub-Committee held on 28 February 2024.

Members asked if in the minutes of the meeting next year, if the amount requested by applicants could be incorporated in the table presented so both they and members of the public could view the recommended allocations in comparison with the amount asked for by each of the applicants.

It was also questioned whether more detail should be included in the minutes to explain the level of detail that the Town Clerk went into, prior to and at the meeting to consider member declaration of interests and where dispensations had been granted. The Town Clerk confirmed that this could be added. For the time being, the report the Town Clerk prepared for the meeting would be uploaded to the Town Council's webpages as a supplementary paper for the meeting, so it was accessible should anyone have any questions.

Members received and noted the contents of the draft minutes of the recent Finance Sub-Committee held on 28 February 2024.

5.5 To consider the recommendations of the Finance Sub-Committee held on 28 February 2024

Councillor Selby was appointed Chair for this agenda item, due to the prejudicial interest of Councillor Macve.

Councillor Manvell wished to check what would happen to the remaining funds unallocated from the £25,000 grant funding available. This would be just over £2,221.38. The Town Clerk advised that a report was usually taken to General Purposes Committee each April/May to consider carry forwards from the previous financial year, so any funds which remained unspent at the end of the financial year 2024/25 would be recommended to be carried forward into earmarked reserves. This funding was allocated under the General Power of Competence so thankfully had quite a broad remit for use.

GP42.03.24 Members **RESOLVED** to approve the recommendations for the 16 applications, with a total sum of £22,778.62 being awarded under the General Power of Competence for Uckfield Town Council's Community Grant Programme in 2024-25.

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 undertaken.

Councillor A. Smith thought the Source site was looking really smart, and wanted to say a big well done to all those involved in getting the works completed, and bringing this building back into use.

Members referred to the recent issues experienced with the Signal Box. The Town Clerk confirmed the location of nearby CCTV, and that she had a meeting with Sussex Police about a couple of matters on Wednesday 20 March, so would address her concerns about this area and the bottom of Luxford Field at that time.

Members subsequently noted the report.

6.2. To consider the installation of temporary parking posts at Victoria Pleasure Ground

The Town Clerk used powerpoint presentation slides to present photos of the proposed area to place temporary parking posts in the parking bays at Victoria Pleasure Ground.

The Town Clerk reminded members of the suggested steps that office staff wished to take to address parking issues at Victoria Pleasure Ground, as discussed at the Full Council meeting on 26 February 2024. Residents and users of the park and pavilion had been complaining in recent months that they had been unable to park at the pleasure ground. The parking was for the users of the recreation ground and open spaces, and at present it was thought local commuters and workers in New Town were using the car parking area. Longer term ideas would be presented to members in due course, but to ensure that the

Grounds staff, staff using Sussex Support Services and the sports clubs using the pavilion and sports pitches could access parking through the week in particular, it was proposed to place ten temporary posts with associated signage and locks, on the ten parking bays on the eastern side of the car park.

Members discussed the difficulties experienced in this location. The only concerns members raised was that if the posts were down at the weekend to free up spaces for the sports clubs and park users, it was possible that we could find a vehicle parked in that space before the Grounds staff arrived at 7.15am on the Monday morning. It was questioned whether a proportion of the posts could be kept up at the weekend. The Town Clerk suggested that we proceed as planned and react accordingly.

Members suggested that any small signs placed by these bays say when the spaces were reserved such as Monday to Friday 7.00am until 4.30pm.

GP43.03.24 Members **RESOLVED** to approve for the installation of parking posts and associated signage for ten parking spaces at Victoria Pleasure Ground.

Councillor D. Manvell left the room for the next item.

- 6.3 To consider a response from the Uckfield Community Fridge CIC
Members read the update provided from the Uckfield Community Fridge CIC and confirmed they were happy with their intentions.

Councillor D. Manvell returned to the meeting.

7.0 POLICY
None.

8.0 ADMINISTRATION

- 8.1 To receive a report on Health and Safety within the Council
Members noted that the sickness levels had been particularly high this winter for self-certified sickness. The Town Clerk agreed and said that although these viruses were not testing positive for Covid, the symptoms of the viruses were similar. It was confirmed that staff were still being asked to take a test on the arrival of symptoms, to reduce the spread of sickness amongst staff.

Members subsequently noted the report.

- 8.2 To receive Members' audit report
Members noted the completed audit reports for December 2023 and January 2024.

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 9.1 To consider reports from: -
(i) Wealden Citizen's Advice
A report was shared with members on the results of their Digital Fairness Survey. Councillor Manvell would seek to share this further with Wealden DC's Overview & Scrutiny members, as they had recently been discussing the subject of digital exclusion.

Members discussed digital exclusion, and asked if further information on available information and training/skills support could be promoted in the foyer of the Civic Centre. Members also questioned whether consortiums or offers could be considered by Wealden DC similar to the home energy schemes – such as a reduced rate on broadband connections. Members subsequently noted the report.

- (ii) Uckfield Volunteer Centre
Nothing to report.
- (iii) Wealden District Association of Local Councils – Mgt Committee
Nothing to report.
- (iv) Wealden District Association of Local Councils – Planning Panel
Nothing to report.

10.0 CHAIRMAN'S ANNOUNCEMENTS

None.

11.0 TOWN CLERK'S ANNOUNCEMENTS

None.

12.0 CONFIDENTIAL BUSINESS

GP44.03.24 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 note bad debts

Members were pleased to see the reduction of some of the bad debts, and subsequently noted the report.

12.2 To consider contract arrangements for Festive Lights for 2024-25

The Town Clerk explained that there was one year left on the current contract for the Festive Lights, and to leave would result in a penalty charge of £5k despite the service over the past two winters being poor. There were a mix of views but members felt that the contract should be carried through to complete the contract and avoid these high charges. The work which the Town Clerk explained was taking place with East Sussex Highways to check all the lighting infrastructure/power supplies were up to scratch, would be ready by autumn, and members advised that office staff would need to monitor the contract closely this winter.

12.3 To consider contract arrangements for credit card terminals

GP45.03.24 Members **RESOLVED** for office staff to proceed with changing to a new provider for the Town Council's credit card terminals, in order to reduce costs and refer back to monthly statements rather than daily.

12.4 To consider the draft lease agreement for the Quickborn Suite

GP46.03.24 Subject to one point of clarification with the Solicitors, three members voted in favour and **RESOLVED** for office staff to proceed with the lease agreement.

12.5 To consider an update on Luxfords Restaurant

Members were pleased to receive this report and noted the contents.

The meeting closed at 8.28pm.

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;</p> <p>(ii) obtain three separate quotations, one of which would consider the installation of renewable energy (green project).</p>	19.06.23	JH	A decision was taken at Full Council on 8 April 2024. NFA.
<u>GP36.02.24</u>	<p><u>6.2 To consider a progress update on Ridgewood Village Hall Car Park</u> Members RESOLVED to: (i) note the contents of the report; (ii) ask the Town Clerk to liaise with East Sussex Highways and ask for their assistance with creating a berm or raising the road edge along the southern side of New Road adjacent to the recreation ground and car park to reduce surface runoff and;</p> <p>(iii) ask the Estates & Facilities Manager to proceed with investigating works involved in Stage 1 (<i>subject to the modifications discussed which would include changing the aco drain for a concrete channel at the entrance to the car park</i>) with quotations to be sought from three contractors for the exact same specification.</p>	05.02.24	JH/HG	East Sussex Highways have been chased for an onsite meeting. Detailed quotations have been obtained from contractors for Stage 1 of the works. These are being presented under confidential business at GP Committee on 29.04.24.
<u>GP37.02.24</u>	<p><u>6.3 To consider a report from the Uckfield Community Fridge CIC</u> With three members voting in favour, and one abstaining, it was RESOLVED to: (i) note the contents of the report;</p>	05.02.24	HG	A response from the Uckfield Community Fridge was presented to members on 18.03.24.

	(ii) to request the Town Clerk to seek clarification on the use of the shed (in terms of who used the shed, the contents of the shed and who had access); and subject to this, (iii) accept their well-considered proposals but do question whether the shed was needed, as the members did not feel the metal shed would be that secure.			The shed has been ordered by Uckfield Community Fridge for installation. NFA.
<u>GP43.03.24</u>	<u>6.2 To consider the installation of temporary parking posts at Victoria Pleasure Ground</u> Members RESOLVED to approve for the installation of parking posts and associated signage for ten parking spaces at Victoria Pleasure Ground.	18.03.24	HG	The parking posts, signage and wood have been purchased for installation. NFA.

**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		
<u>FC93.01.19</u>	(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		
<u>FC.92.01.20</u>	£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/ongoing initiatives from 2022/23

Project Name		Building Maintenance Fund (Year 8 – 2022/23)		Project Number		68	
Resolution No.	Funds	Date	Commentary				
<u>FC82.01.22</u>	Still to be progressed...						
Proposed expenditure on Building Maintenance Fund 2022/23							
	Year 8	Estimate	Proposed		Expenditure to date...		
	Signal Box refurb windows ext decoration	5000	To be progressed in 2024.		No expenditure.		
	Civic Centre storage solution caretaker station	10000	The initial ventilation works are currently being arranged.		£923.75		
	Osborn & Ridgewood car park drainage	30000	Quotations for Stage 1 of the works have been received and being presented to GP Committee on 29.04.24.		£5,422.50		

Project Name		Civic Centre Signage		Project Number		71	
Resolution No.	Funds	Date	Commentary				
<u>FC82.01.22</u>	£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**

Outstanding/ongoing initiatives from 2023/24

Project Name		Building Maintenance Programme		Project Number		74
Resolution No.	Funds	Date	Commentary			
<u>FC86.01.23</u>	£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	A decision was taken at Full Council on 8 April 2024. Works will commence in the summer/autumn months.	
			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			
<u>FC86.01.23</u>	£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 £1,167.23	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.			
	Minus £770.00	24.04.24	Q4 invoice received for the period between 27.01.24 and 31.01.24. Funding remaining: £1,962.77. NFA for this financial year.			

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

Project Name		WPA NHS Top-Up		Project Number	77
Resolution No.	Funds	Date	Commentary		
<u>FC86.01.23</u>	£2,000	23.01.23	<p>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.</p> <p>Although year end still has to be reconciled, believe expenditure totally £2,526.96. NFA for 2023-24.</p>		

Projects for 2024/25

Project Name		Building Maintenance Fund		Project Number	80
Resolution No.	Funds	Date	Commentary		
<u>FC.91.01.24</u>	£93,605	15.01.24	<p>Projects agreed for 2024/25:</p> <p>LED lighting – Civic (£4,943) - Victoria (£19,289)</p> <p>Fire door upgrades – Foresters (£13,902) - Victoria (£22,495) - West Park (£22,976)</p> <p>Office reconfiguration – (£10,000)</p>		

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

Project Name		New tables and trolleys for Civic Centre Ground floor rooms		Project Number	81
Resolution No.	Funds	Date	Commentary		
<u>FC.91.01.24</u>	£10,000	15.01.24	This will be in actioned in due course.		

Project Name		Office computer upgrade Phase 2		Project Number	82
Resolution No.	Funds	Date	Commentary		
<u>FC.91.01.24</u>	£4,500	15.01.24	This will be booked in, in due course.		

Project Name		WPA NHS Top-Up		Project Number	83
Resolution No.	Funds	Date	Commentary		
<u>FC.91.01.24</u>	£2,340	15.01.24	This will run, and be reconciled monthly following payroll.		

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

Project Name		Additional funds for Signal Box		Project Number	84
Resolution No.	Funds	Date	Commentary		
<u>FC.91.01.24</u>	£10,000	15.01.24	This will be considered when quotations for structural/and cosmetic works are received.		

Project Name		Market Valuation for Asset Portfolio		Project Number	85
Resolution No.	Funds	Date	Commentary		
<u>FC.91.01.24</u>	£3,500	15.01.24	Quotations are currently being sought for this exercise.		

Luxfords at 29 February 2024

	Apr 23 Actuals £	May 23 Actuals £	Jun 23 Actuals £	Jul 23 Actuals £	Aug 23 Actuals £	Sep 23 Actuals £	Oct 23 Actuals £	Nov 23 Actuals £	Dec 23 Actuals £	Jan 24 Actuals £	Feb 24 Actuals £	Actuals at 29 Feb 24	Budget at 29 Feb 24	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	14,435	13,372	13,643	140,224	119,167	10,367	150,590	130,000
Restaurant Bar Sales	417	539	1,801	680	413	623	377	433	1,053	1,611	456	8,402	8,479	771	9,173	9,250
Takeaway	0	0	0	0	0	0	0	0	0	0	0	0	1,833	167	167	2,000
Function Food Sales	1,400	996	8,541	3,128	691	890	6,641	3,662	1,303	1,325	1,915	30,492	26,166	1,834	32,326	28,000
Function Bar Sales	1,136	1,754	5,000	3,845	132	2,303	3,332	654	1,261	804	783	21,004	19,010	1,490	22,493	20,500
Hire of Urn	182	155	83	85	147	180	78	94	104	40	40	1,185	1,146	104	1,289	1,250
Hire of Luxfords Restaurant	0	90	0	99	0	0	0	0	0	0	0	189	917	83	273	1,000
Sundry Income	0	0	0	0	0	0	0	150	0	0	0	150	458	42	192	500
Total Sales	14,249	16,097	26,913	20,683	13,612	16,529	20,478	20,943	18,156	17,151	16,836	201,647	177,177	14,856	216,503	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	5,360	5,238	5,287	5,019	52,980	36,667	3,333	56,314	40,000
Bar Purchases - non-alcoholic	72	659	716	190	190	81	319	404	403	55	177	3,265	2,383	217	3,482	2,600
Bar purchases - alcoholic	157	679	2,314	524	967	771	671	349	225	226	210	7,092	6,417	583	7,676	7,000
Consumables	179	163	316	195	258	155	173	587	209	220	196	2,651	825	75	2,726	900
Cleaning	39	65	81	453	60	6	78	77	13	0	0	872	917	83	956	1,000
Maintenance & Repairs	0	0	0	0	165	550	119	840	1,409	136	484	3,702	1,833	167	3,868	2,000
Equipment - New/Replacements	363	0	0	0	139	3,240	71	3,291	0	200	630	7,934	1,833	167	8,101	2,000
Equipment Hire	0	0	320	0	0	0	560	0	0	0	0	880	400	0	880	400
Luxfords General Advertising	0	0	0	0	0	0	0	0	0	0	0	0	400	0	0	400
Uniforms/Protective clothing	0	0	0	0	0	0	0	32	0	0	0	32	150	0	32	150
Credit charges	264	266	304	328	232	282	322	301	302	291	289	3,182	2,383	217	3,399	2,600
Rates	667	667	667	667	667	667	667	667	667	667	0	6,674	8,000	667	7,341	8,000
Electricity	985	694	669	667	709	653	768	0	0	0	0	5,144	8,250	750	5,894	9,000
Gas	0	78	470	310	0	516	0	263	322	0	1,104	3,062	3,208	292	3,354	3,500
Water	277	0	0	321	0	0	326	0	0	372	0	1,296	1,375	125	1,421	1,500
Refuse Collection	142	168	151	142	168	151	216	142	124	195	168	1,767	1,467	133	1,901	1,600
Stocktaking	205	0	0	205	0	0	205	0	0	205	0	820	820	0	820	820
Salaries	10,315	10,236	12,594	10,643	11,036	12,370	12,295	17,514	12,038	12,368	11,794	133,202	120,918	10,993	144,195	131,910
Casual wages	89	675	756	1,341	1,369	1,434	1,197	912	1,079	1,386	729	10,967	5,500	500	11,467	6,000
Total Purchases	17,125	18,663	25,591	20,262	20,205	24,862	23,641	30,739	22,029	21,608	20,800	245,524	203,746	18,301	263,825	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 £	Dec 23 Actuals £	Jan 24 Actuals £	Feb 24 Actuals £	Actuals at 29 Feb 2024	Budget at 29 Feb 2024	Mar 24 Budget £	Total 2023/24	2023/24 Budgets
	0	0	0	0	0	£3,039.99	0	0	0	0	0	3,040	3,500	0		3,500
	0	0	0	0	0	0	0	£3,290.96	£0.00	£199.99	£578.00	4,069	4,100			4,100
Earmarked reserves used:	0	0	0	0	0	0	0	0	0	0	0	7,109	7,600			£7,600.00
						New oven	Barista & flasks	Toaster	2 x pour & serve coffee machines							

At 29 February 2024, the restaurant takings were £24,470 up on that budgeted to date, with overspend of £34,669 on that budgeted to date.

GP Committee at 29 February 2024

	Apr 23 Actuals £	May 23 Actuals £	Jun 23 Actuals £	Jul 23 Actuals £	Aug 23 Actuals £	Sept 23 Actuals £	Oct 23 Actuals £	Nov 23 Actuals £	Dec 23 Actuals £	Jan 24 Actuals £	Feb 24 Actuals £	Actuals at 29 Feb 24 £	Budget at 29 Feb 24 £	Mar 24 Budget £	Total £	2023/24 Budgets
Sales																
Administration	0	0	0	300	0	0	0	150	0	0	0	450	0	0	450	0
Festive Light Income	0	0	0	0	0	0	0	0	0	2,000	0	2,000	2,200	0	2,000	2,200
Bank Interest - Business Reserve	632	1,189	1,241	1,315	1,124	1,055	1,952	1,641	1,334	1,223	990	13,696	2,292	208	13,904	2,500
Interest Misc. (Fixed Rate Bond)	0	0	0	0	7,050	0	0	0	0	0	0	7,050	1,000	0	7,050	1,000
Civic Centre	15,880	9,961	6,229	12,976	6,544	9,168	14,155	6,164	5,559	6,696	11,959	105,291	93,500	8,594	113,885	102,000
Feed-in Tariff Payments	46	0	1,784	0	9	0	0	0	1,345	0	0	3,183	4,500	1,500	4,683	6,000
Quickborn Suite rent	708	708	708	708	708	708	708	708	708	708	708	7,792	7,792	708	8,500	8,500
West Park Pavilion	0	0	0	830	0	0	0	0	0	0	0	830	830	5,770	6,600	6,600
Victoria Pavilion	875	875	875	875	875	875	968	875	875	875	875	9,718	13,154	1,974	11,692	14,350
RHI - C.Centre Boiler	0	1,796	0	2,099	0	2,192	0	0	0	3,520	0	9,607	10,000	0	9,607	10,000
Victoria Storage Garages	50	0	50	0	0	0	0	0	0	0	0	100	200	0	100	200
Cemetery Chapel workshop	0	1,375	0	0	1,375	0	0	1,375	0	0	1,375	5,500	5,500	0	5,500	5,500
Foresters Hall	398	1,218	1,563	915	1,250	350	1,264	2,044	1,195	698	1,673	12,568	14,679	1,421	13,989	16,000
Foresters Chapel	288	0	0	288	0	0	288	0	0	288	0	1,150	1,150	0	1,150	1,150
2a Vernon Road, rent	650	650	650	650	650	650	650	650	650	650	650	7,150	7,150	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	0	100	0	890	1,000	0	890	1,000
Ridgewood Village Hall	0	0	0	0	0	0	0	0	269	0	1,351	1,621	900	0	1,621	900
Bridge Cottage	0	0	0	2,154	0	0	0	0	0	1	0	2,155	2,160	0	2,155	2,160
The Source	0	0	737	0	0	0	0	0	0	463	0	1,200	3,467	1,572	2,772	5,050
Town Crier	0	0	0	0	25	0	0	0	0	0	0	25	0	0	25	0
Community Toilet Scheme	0	283	0	0	283	0	0	283	0	0	283	1,130	1,130	0	1,130	1,130
Training admin	0	0	330	0	0	0	0	0	0	0	0	330	100	0	330	100
Wealden Lottery grant funding	8	16	10	8	14	10	10	13	10	13	13	123	0	0	0	0
Total Sales	19,535	18,070	14,177	23,907	19,906	15,008	19,995	13,903	11,946	17,235	19,877	193,558	172,703	28,397	221,956	200,140
Highlighted sections include 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																
Purchases																
Administration	1,206	824	2,080	1,432	605	1,176	1,362	1,172	1,246	1,279	1,428	13,811	10,335	940	14,750	11,275
General Advertising	0	0	0	0	0	0	0	0	0	0	0	0	250	0	0	250
Recruitment Advertising	0	0	0	0	0	135	345	0	0	0	0	480	400	0	480	400
Data Protection	0	0	0	0	0	0	0	0	0	0	55	55	0	0	0	0
Office Equipment/Computers	1,365	377	405	11,444	10,385	484	856	405	1,133	772	405	28,032	8,708	792	28,824	9,500
Hospitality	0	0	0	0	0	0	0	9	11	16	36	73	92	8	82	100
Health & Safety	157	43	0	27	5	27	0	0	0	150	858	1,267	3,208	292	1,559	3,500
Insurances	0	0	6,259	0	0	0	35,712	0	0	128	0	42,099	37,000	0	42,099	37,000
Public Works Loan Costs	0	0	0	19,600	0	0	0	0	0	18,600	0	38,200	38,200	0	38,200	39,800
Mayor's Allowance	0	0	466	0	0	466	0	0	466	0	0	1,397	1,397	466	1,862	1,862
Elections	0	0	0	0	0	0	5,992	0	0	0	0	5,992	0	0	0	0
Grants Section 142	0	0	9,500	0	0	0	0	9,500	0	0	0	19,000	19,000	0	19,000	19,000
Grants - Power of Competence	0	16,633	0	900	0	0	9,568	0	0	0	0	27,101	14,400	0	27,101	14,400
Volunteer Bureau SLA	0	0	8,000	0	0	0	0	0	0	0	0	8,000	8,000	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	73	7	7	0	0	60	43	0	0	108	0	298	229	21	318	250
Internal Audit Fees	0	0	1,149	0	0	0	0	623	0	0	623	2,395	2,500	0	2,395	2,500
(External) Audit Fees	0	0	0	0	0	2,100	0	0	0	0	0	2,100	2,750	0	2,100	2,750
Accountant fees	0	0	4,935	0	0	0	0	0	0	0	0	4,935	5,000	0	4,935	5,000
Professional Fees	1,373	1,200	566	783	0	675	0	0	0	500	225	11,323	8,708	792	12,115	9,500
Festive Lights	5,444	0	0	0	0	0	2,724	0	3,745	0	0	11,913	15,000	0	11,913	15,000
Festive Light Electricity	0	0	0	0	0	0	0	0	0	0	0	0	500	500	500	500
Office Staff - Salaries	24,719	24,462	24,525	24,652	24,644	24,945	26,700	38,180	27,232	26,933	27,171	294,162	268,865	24,442	318,604	293,307
Members Allowances/Expenses (TBC)	0	0	4,196	0	0	4,388	0	0	3,377	0	26	11,987	15,167	5,082	17,069	20,328
Newsletter	400	400	400	400	400	400	400	400	400	400	400	4,400	4,675	425	4,825	5,100
Bank Charges	85	79	78	77	66	62	64	66	61	62	58	759	880	80	839	960
Civic Centre Running Costs	8,983	10,603	5,866	12,951	6,229	7,609	7,082	10,965	7,426	11,625	4,626	93,964	99,183	25,925	119,889	103,700
Caretakers - Salaries	9,863	9,550	11,913	10,513	9,832	12,992	9,872	17,454	11,121	12,667	10,414	126,190	103,618	9,894	136,084	118,733
West Park	97	1,524	280	398	695	273	193	273	0	0	462	4,196	1,192	0	4,196	1,300
Victoria Pavilion	1,703	1,055	1,996	3,539	774	1,857	1,138	996	1,311	1,943	3,410	19,721	20,729	5,563	25,283	22,250
Cemetery Buildings	87	86	86	86	86	86	86	86	86	86	0	861	2,538	63	923	2,600
Signal Box	602	185	192	186	676	192	186	569	353	192	200	3,532	1,375	125	3,657	1,500
The Hub	823	115	7,078	0	497	650	853	80	0	0	80	10,176	2,500	0	10,176	2,500
Foresters Hall	1,786	392	1,169	970	1,210	863	674	752	1,654	600	124	10,195	12,100	3,150	13,345	12,600
2a Vernon Road	0	0	0	120	0	0	100	0	317	164	950	1,651	0	350	2,001	500
Subscriptions	3,080	123	484	510	13	404	13	408	0	0	580	5,614	4,500	0	5,614	4,500
Training	793	166	1,061	40	145	80	775	70	308	0	0	3,438	5,500	500	3,938	6,000
All Building Cleaning Materials	159	253	116	333	100	349	176	298	350	271	128	2,532	2,017	183	2,715	2,200
Total Purchases	62,799	68,078	92,805	88,961	56,360	60,273	110,915	82,305	60,596	76,497	52,259	811,849	720,516	79,591	885,393	778,665

To be paid from Elections earmarked reserves

£5,001 paid from Playing fields & pitches e.reserves

Earmarked reserves of £13,416.53.

GP Committee at 29 February 2024

	Apr 23 Actuals £	May 23 Actuals £	Jun 23 Actuals £	Jul 23 Actuals £	Aug 23 Actuals £	Sept 23 Actuals £	Oct 23 Actuals £	Nov 23 Actuals £	Dec 23 Actuals £	Jan 24 Actuals £	Feb 24 Actuals £	Actuals at 29 Feb 24 £	Budget at 29 Feb 24 £	Mar 24 Budget £	Total £	2023/24 Budgets
New initiatives 2023/24																
Building Maintenance	12,220	2,006	0	0	560	9,496	42,334	15,093	9,736	6,800	0	98,245	N/A	1,675	N/A	76,000
Server upgrade and small office computer upgrade	0	0	0	0	4,516	4,287	0	0	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	0	0	0	1,167	N/A	770	N/A	3,900
WPA NHS Top Up	(228)	631	142	217	234	(207)	598	228	(225)	689	229	2,308	N/A		N/A	2,000
Insurance rebuild valuations	0	0	0	0	7,240	0	0	0	0	0	0	7,240	N/A	0	N/A	8,250
Civic Centre Wi-Fi upgrade	0	0	0	0	5,417	0	0	0	0	0	0	5,417	N/A		N/A	2,500
												123,180				102,650
Earmarked reserves																
EICR works	0	0	0	0	0	0	0	0	0	1,524	966	2,490	N/A	5,208	N/A	11,300
Air conditioning units	0	0	304	0	0	0	0	0	0	0	0	304	N/A		N/A	2,000
Elections	0	0	0	0	0	0	5,992	0	0	0	0	5,992	N/A		N/A	27,351
General Power of Competence	0	13,417	0	0	0	0	0	0	0	0	0	13,417	N/A		N/A	13,417
Playing fields and pitches	0	0	0	0	0	0	5,001	0	0	0	0	5,001	N/A		N/A	5,259
Booking system	0	0	0	0	0	0	221	0	0	0	0	221	N/A		N/A	8,000
Civic Centre Lift Upgrade	0	0	0	0	0	0	0	0	0	0	6,848	6,848	N/A	0	N/A	15,000
												34,273				82,326

From total of £811,849 spent, a total of £27,425 is paid from earmarked reserves and £12,500 from computer upgrade and wi-fi upgrade (2023-24 new initiatives). This leaves an overspend of £51,408. Most of which (£47,869) was as a result of salaries. We will double check these figures and ensure reconciliation for financial year end.

Meeting of the General Purposes Committee

Monday 29 April 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

- Further to the main pump failure on the heating system, new pumps have now been collaborated with the BMS system so pumps now communicate and run correctly;
- The annual biomass boiler service has been carried out and the pellet feeding mechanism has been repaired;
- The lift hydraulics refurbishment works have now commenced. The hydraulics works have been completed, the landing doors and architraves will be completed in May 2024;
- CO2 detectors are to be replaced in boiler house.
- Fire damper servicing has been carried out, and further works have been quoted;
- Caretakers station works will commence with the design for ventilation system.
- The flag pole has been serviced and a quote received for remedial works received;
- New notice board fitted outside Quickbourn Suite;

The Source

- New patio installed by Uckfield Community Fridge ready for new more secure shed storage;
- Site logistics discussed with leaseholders for new Farmers Market;

The Signal Box

- Weekly checks continue to be carried out for insurance purposes;
- A Structural engineer report has been received to assess the first-floor safety concerns. A schedule of works to bring building to a compliant standard has been produced to enable tenders to cost the works;
- A break-in to the ground floor was discovered on the weekly inspections. Extra locks to be fitted;

Victoria Pavilion

- Heating and plumbing works to be scheduled in, with agreement with leaseholder;
- EICR to be completed and remedial costings to follow;
- Rain water tank service being carried out with pressure gauge to be fitted;

Foresters Hall

- Air source heat pump installation nearing completion for rear half of the building, with new radiators, and hot water outlets;

- Fencing to the site to protect the air source unit is to be installed after completion. This will include the back grassed area to try and discourage anti-social behaviour.
- Updated EICR remedials to be carried out after completion;

Snatts Road, Chapel

- West side Chapel door repaired after antisocial behaviour damages;
- Looking into possibility of CCTV installation;

West Park

- Nothing new to report.

2A Vernon Road

- Lounge wall has been painted following re-plastering and door cut down to accommodate new flooring.

3.0 Recommendations

- 3.1 Members are asked to note the report.

Contact Officer: James Hollingdale

UCKFIELD TOWN COUNCIL



FLEXIBLE WORKING POLICY

Policy Number 28		
Issue No.	Date completed	Details of amendments
2	09.06.14	GP.06.06.14
3	29.04.24	GP Committee – to review in line with legislative update.

1.0. INTRODUCTION

- 1.1. ~~As from 30th June 2014~~This policy has been updated in response to the replacement of the ACAS Code of Practice first issued in 2014 on handling requests for flexible working in a reasonable manner. all eligible employees of Uckfield Town Council can apply to work flexibly for any reason.
- 1.2. Under provisions set out in the Employment Rights Act 1996 and subsequent regulations ~~made under it~~, all employees have a statutory right to ask their employer for a change to their contractual terms and conditions of employment to work flexibly. This right applies from the first day of employment. provided they have worked for their employer for 26 weeks continuously at the date the application is made.
- 1.3. An employee can only make one two statutory requests in any 12 month period. ~~Employees who have been employed for less than 26 weeks, agency workers and office holders do not have a statutory right to request flexible working.~~

2.0. PROCEDURE FOR APPLYING FOR FLEXIBLE WORKING

2.1. Making an application

The right to request flexible working requires that the employee must make their request in writing, setting out: (Appendix 1 Example)

- The date of ~~the application~~their request:
- ~~the~~ the change to working conditions they are seeking (in terms of hours, times and place of work) and when they would like the change to come into effect.
- What effect they think the requested change would have on the employer and how, in their opinion, any such effect might be dealt with.
- That this is a statutory request and if they have made a previous application for flexible working and the date of that application.

This should be addressed to the appropriate manager or in the case of Senior Officers to the Town Mayor and Chairman of the General Purposes Committee.

2.2. Handling the request:

On receiving a request, the manager will arrange to discuss it with the employee as soon as possible. If there is likely to be a delay the employee must be informed as the law requires the consideration process to be completed within ~~two~~three months of first receiving the request, including any appeal. If for some reason the request cannot be dealt with within three months then an employer can extend this time limit, provided the employee agrees to the extension.

For Senior Officers, the Town Mayor and the Chairman of the General Purposes Committee will arrange to convene a panel made up from the Personnel Sub-committee to consider the request. The Personnel Sub-committee will subsequently make a recommendation to the General Purposes Committee.

The Town Council will allow an employee to be accompanied at a discussion by a work colleague if they wish. This can be either their trade union representative or any other co-worker at the same workplace.

2.3. Deciding on a request:

The request should be carefully considered looking at the benefits of the requested changes in working conditions for the employee and the business and weighing these against any adverse business impact of implementing the changes.

2.4 The Town Council must agree to a flexible working request unless there is a genuine business reason not to. A decision to reject a request must be for one or more of the following business reasons, which are set out in the Employment Rights Act 1996:

- The burden of any additional costs is unacceptable to the organisation.
- An inability to reorganise work among existing staff.
- Inability to recruit additional staff.
- The employer considers the change will have a detrimental impact on quality.
- The employer considers the change would have a detrimental effect on the business' ability to meet customer demand.
- Detrimental impact on performance.
- There is insufficient work during the periods the employee proposes to work.
- Planned structural changes, for example, where the employer intends to reorganise or change the business and considers the flexible working changes many not fit in with these plans.

2.54. In considering these business reasons the Town Council must not inadvertently discriminate unlawfully against particular employees in relation to any because of their protected characteristics¹ set out in the Equality Act 2010-. The protected characteristics are:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation;

2.65. If an employee seeks a reasonable adjustment for their disability through a request for flexible working, the employer must consider this in line with its legal obligations under the Equality Act 2010. Employers must make reasonable adjustments to remove any disadvantage related to a person's disability. The legal obligation to make reasonable adjustments is separate to the legal obligation to consider a request for flexible working.

2.7 All requests should be considered in the order they are received. An employee may only have one live request for flexible working with their

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employer at any one time. Once a request has been made, it remains live until the following occurs:

- a decision is made by the employer;
- the request is withdrawn;
- an outcome is mutually agreed;
- the statutory two-month period for deciding requests ends;

2.8 A request continues to be live during any appeal or any extension to the statutory two-month decision period that an employer and employee may have agreed

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3.0. APPEALS

3.1. If an employee wishes to appeal the decision, they should let the employer know the reasons for their appeal in writing. The reasons could be that:

- there is new information they wish to be considered;
- they believe their employer has not handled their request in a reasonable manner;

3.2 should be allowed to discuss a refusal to grant their request if there is new information that was not available to the Town Council at the time they made their original decision or if the employee thinks the application was not handled reasonably in line with this policy. All appeals should be considered without unreasonable delay to avoid the employee raising the issues as a workplace grievance. The employee and employer should have reasonable time to prepare for the discussion, while taking into account the statutory two-month period for deciding requests including any appeal. The employer should notify the employee of the time and place in advance of the meeting. The meeting should be held privately. It can be held in person or remotely online, or where neither of those are possible, via telephone call.

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3.3 If asked by an employee, they can be accompanied by a work colleague which can be either their trade union representative or any other co-worker at the same workplace to any appeal meeting.

3.4 The appeal should be dealt with impartially. The person holding the appeal meeting should have sufficient authority to make a decision. Wherever possible, it should be handled by a manager who has not previously been involved in considering the request.

For Senior Officers an appeal will be considered by an independent person or organisation as determined by the General Purposes Committee.

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3.5 A written record of the appeal meeting should be kept which provides an accurate reflection of the discussion that has taken place.

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4.0 ATTENDANCE AT MEETING

4.1 The employer's arrangements for a meeting should provide a reasonable opportunity for the employee to attend.

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4.2 If the employer arranges a meeting to discuss the request, including any appeal, and the employee fails to attend both this meeting and a

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rearranged meeting without a good reason, the employer may consider the request withdrawn.

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4.3 If the employer does consider the request withdrawn, they must inform the employee of this. This should be done in writing.

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54.0. GENERAL REQUEST

54.1. There are times when additional time off can be requested, which are at the discretion of line managers, these include:

- **Compassionate Leave**
Compassionate leave may be granted following the death of a partner or immediate family. Usually up to 3 days paid leave will be granted, this can be increased up to a maximum of 5 days in special circumstances. Any leave that may be agreed in addition to the 5 days will be unpaid.
- **Domestic Leave**
Domestic leave can be granted if there is an unexpected breakdown in the usual domestic circumstances, i.e., fire, flood, burglary or other serious domestic incident. Up to 1 day's paid leave may be granted.
- **Time Off for Dependants**
Time off for dependants is unpaid under current terms and conditions of employment.

The right is to a reasonable amount of time off - normally a day or two but this will depend on individual circumstances.

The right to time off is to deal with emergencies involving a dependant. A dependant is someone who depends on an employee for care.

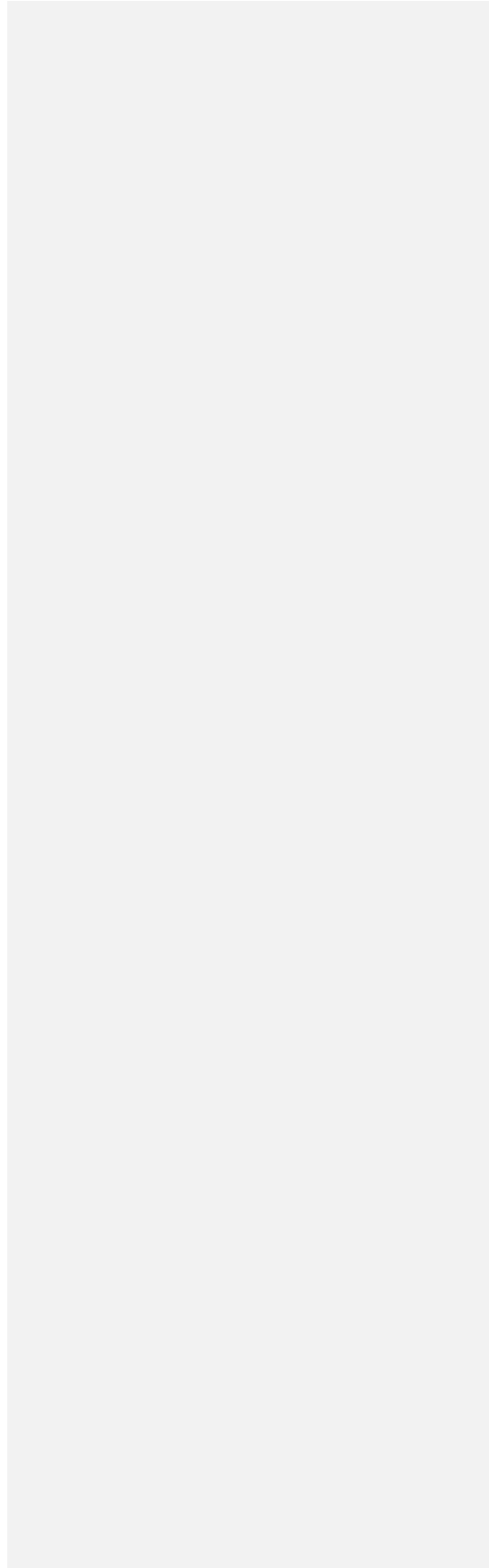
All employees have the right to time off during working hours for dependants, this time off is intended to deal with **unforeseen** matters and **emergencies**. There is no legal right to be paid. A dependant could be a spouse, partner, child parent, or someone who depends on an employee for care, for example an elderly neighbour.

The leave can be taken for example:

- to deal with a breakdown in childcare
- to put longer term care in place for children or elderly relatives
- if a dependant fall ill or is taken into hospital
- to arrange or attend a funeral.

The right is to a reasonable amount of time off, although it is not stated how much is reasonable. In most cases a day or two will be sufficient to deal with the immediate crisis, but it will depend on the individual circumstances. The employee must tell Uckfield Town Council as soon as possible the reason for the absence and how long they expect to be absent.

|



Appendix 1- Employee Request Example

1. Personal details

Name:

Address:

Date:

2. Information required

Please describe your current job and working pattern (days/hours/times worked).

The change to working conditions that you are seeking and when you would like the change to come into effect.

What effect you think the requested change would have on the Town Council and how, in your opinion, any such effect might be dealt with.

That this is a statutory request and if you have made a previous application for flexible working the date of that application.

Signed:

Appendix 2 - Town Council Response Example

Employee's Name:

Address:

Date:

Following receipt of your application form for flexible working and our meeting on _____, I have considered your request and wish to advise you that:

- I am pleased to confirm that ~~Uckfield Town Council~~ ~~are~~ ~~are~~ able to accommodate your application.

Your new working arrangement will commence on:

Please note that the change in your working pattern will be a permanent change to your terms and conditions of employment.

OR

~~We~~ ~~are~~ ~~are~~ unable to accommodate your request for the following reason/s:

- The burden of any additional costs is unacceptable to the organisation.
- An inability to reorganise work among existing staff.
- Inability to recruit additional staff.
- The employer considers the change will have a detrimental impact on quality.
- The employer considers the change would have a detrimental effect on the business' ability to meet customer demand.
- Detrimental impact on performance.
- There is insufficient work during the periods the employee proposes to work.
- Planned structural changes, for example, where the employer intends to reorganise or change the business and considers the flexible working changes may not fit in with these plans.

If you are unhappy with this decision, you have a right of appeal within the timescale as detailed in the Council's Flexible Working Policy.

Meeting of the General Purposes Committee

Monday 29 April 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 31 March 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 31 March 2024 (sickness recorded since 1 April 2023) (30 staff)	As at 6 April 2023 (sickness recorded since 1 April 2022) (28 staff)
Actual days taken as short-term Doctors' certificate	36.0 days	29.0 days
Actual days taken as self-certificated sick leave	43.0 days	43.5 days
Actual days taken as long-term sick leave	10.0 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)	16.0 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	12.0 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 The Head Caretaker, Head Groundsman and Hospitality Manager have undertaken 121 IT training to enhance their skills with Microsoft Excel. The Head Caretaker, Head Groundsman, Ranger and Estates and Facilities Manager have all started to undertake an online IOSH qualification.
- 3.2 Organisation-wide with the current roll 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. The training matrix has been created and looking to start with this in the new financial year.
- 3.3 Some appraisal meetings have commenced within the Grounds team. The Town Clerk is due to attend her appraisal meeting early May, and the rest of the organisation's appraisals will be completed following that.

4.0 Health and Safety Risk Assessments

- 4.1 First aid kits in all buildings 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 Electrical Installation Condition Reports (EICRs) have now been now carried out in 2A Vernon Road, Foresters Hall, Foresters Chapel, The Source, Luxford Field power box, Uckfield Community Fridge, Civic Centre, Bridge Cottage, and Ridgewood Village Hall. The rest are booked in for the coming months. Bridge Cottage and Ridgewood Village Hall will fund their EICRs as a result of having a full repairing lease.
- 4.4 Other works include annual servicing of the biomass boiler at the Civic Centre, the annual service of the air conditioning system in the main hall of Foresters Hall and the Signal Box, the water cooler has been serviced in the Civic Centre and the gutters have been cleaned out at the Civic Centre. The flag pole at the Civic Centre has been serviced.

5.0 Fire Safety

- 5.1 The fire damper servicing has now been carried out.
Quarterly fire alarm and emergency lighting servicing has now been carried out.

Contact Officer: Sarah D'Alessio/James Hollingdale

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH: FEBRUARY 2024

Checklist:

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

SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

- Supplier Invoices
- Customer Invoices
- Timesheets

BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

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

- Clerks Account
- General Account
- Business Reserve

BANK RECONCILIATIONS QUARTERLY VERIFICATION

- Clerks Account
 - General Account
 - Business Reserve
- N/A

PETTY CASH

Check cash balance and vouchers
Town Council Petty Cash
Luxfords -

-
-

Signed ..

Print Name P. J. ULLMANN

Dated 23/03/2024

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
PARKER BUILDING SUPPLIES	0001/04301 666	1684R	✓	1048306185
BALFOUR BEATTY	CSUK 00/1111 157147	16673	✓	1054523869

Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
ROYAL BRITISH LEGION				
ROYAL BRITISH LEGION	50032	✓	12/04/24	PENDING APRIL
NAJFAS	50018	✓	NOT PAID	
ESCC	643500	✓	27/02/24	6/8

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS payment record
RUTH HOBBS	✓	✓	23/02/2024	1047770019
JULIE DILLET	✓	✓	23/02/2024	1047770019

Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount reconciled and if not reasons noted	Nominal Code
GENERAL	1 of 8	✓	✓	1200
RESERVE	1 of 2	✓	✓	1227

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	✓	AMAZON £22.49	✓
Luxfords	✓	TESCO £10.60.	✓

From 1st April 2023 to 30th Sept 2023, Wealden Citizens Advice helped 218 Uckfield residents with 1,054 different issues.

Through tailored advice and support, we helped Uckfield residents achieve an income gain of £92,109 in total during this period.

We also supported Uckfield residents with having;

- a total of £406 of debt written off
- £7,225 of reimbursements

The top issues for our Uckfield clients during this period have been;

- Benefits & Tax Credits
- Debt
- Housing
- The need for charitable support in the form of grants, food vouchers etc

From 1st October 2023 to 31st March 2024, Wealden Citizens Advice helped 218 Uckfield residents with 1,020 different issues.

Through tailored advice and support, we helped Uckfield residents achieve an income gain of £64,917 in total during this period.

We also supported Uckfield residents with having;

- a total of £60,866 of debt written off
- £5,975 of reimbursements
- £19 of repayments rescheduled
- £1,950 in other outcomes

The top issues for our Uckfield clients during this period have been;

- Benefits & Tax Credits
- Debt
- Housing

Looking at Wealden as a whole, overall, from April 2023 to March 2024, our service helped almost 3,500 residents across Wealden with almost 18,000 issues.

We achieved an income gain of almost £2M in total for our residents. Over £700,000 of debts written off for our residents, £107,588 of reimbursements and £217,608 in other outcomes.