



# UCKFIELD TOWN COUNCIL

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

Tel: (01825) 762774 Fax: (01825) 765757

e-mail: [townclerk@uckfieldtc.gov.uk](mailto:townclerk@uckfieldtc.gov.uk)

[www.uckfieldtc.gov.uk](http://www.uckfieldtc.gov.uk)

**Town Clerk – Holly Goring**

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A meeting of the **General Purposes Committee** to be held on  
**Monday 22 July 2024 at 7.00pm**  
**Council Chamber, Civic Centre, Uckfield**  
**AGENDA**

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

**1.0 DECLARATIONS OF INTEREST**

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

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

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

**3.0 APOLOGIES FOR ABSENCE**

**4.0 MINUTES**

4.1 Minutes of the meeting of the General Purposes Committee held on the 10 June 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 note the income and expenditure reports up to 31 May 2024

5.3 To receive the minutes of the Finance Sub-Committee on 18 July 2024

5.4 To consider the recommendations of the Finance Sub-Committee held on 18 July 2024

**6.0 BUILDINGS**

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

**7.0 POLICY**

7.1 To review the room hire terms and conditions for the Civic Centre and Foresters Hall

**8.0 ADMINISTRATION**

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

8.2 To receive Members' audit report (April 2024)

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

9.1 To consider reports from:-

(i) Wealden Citizens Advice

(ii) Uckfield Volunteer Centre

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

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

**10.0 CHAIRMAN'S ANNOUNCEMENTS**

**11.0 TOWN CLERK'S ANNOUNCEMENTS**

**12.0 CONFIDENTIAL BUSINESS**

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

12.1 To note bad debts

12.2 To consider an update on Luxfords Restaurant

12.3 To note an update on the Cemetery Chapels

12.4 To consider the revised quotations for the works to the Ridgewood Village Hall Car Park (if report available)



Town Clerk  
16 July 2024

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 10 June 2024 at 7.00pm

## **PRESENT:**

Cllr. D. Ward (Chair)	Cllr. J. Love
Cllr. C. Macve (Vice-Chair)	Cllr. D. Manvell
Cllr. P. Selby	Cllr. A. Smith
Cllr. V. Frost	Cllr. P. Ullmann

## **IN ATTENDANCE:**

Holly Goring – Town Clerk

Minutes taken by Holly Goring

### **1.0 DECLARATIONS OF INTERESTS**

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

Councillor J. Love arrived at approximately 7.01pm.

Councillor A. Smith raised a prejudicial interest for agenda item 5.6 as a result of her position as Chair of the Uckfield Green Partnership. Councillor A. Smith would be asked to leave the room for this 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 Councillor B. Cox due to sickness and the Town Clerk had been advised that Councillor D. Manvell would be arriving late to the meeting.

### **4.0 MINUTES**

4.1 Minutes of the meeting of the General Purposes Committee held on the 29 April 2024

**GP03.06.24** Members **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 29 April 2024 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 noted the report and agreed to remove project 82 (Computer upgrade

phase 2) as this project had been completed. Councillor C. Macve also suggested removing reference to the Osborn Hall Car Park in project 68 as this project was focused purely on Ridgewood Village Hall Car Park. Members noted this suggestion.

## **5.0 FINANCIAL MATTERS**

### **5.1 To note bills paid**

Members noted the bills paid.

Councillor D. Manvell arrived at approximately 7.10pm.

### **5.2 To review the draft financial position for the financial year ending 31 March 2024**

Members were presented with the income and expenditure for all three areas – Environment & Leisure, General Purposes and Luxfords Restaurant.

The Chair, Councillor D. Ward, wished to thank all staff for their hard work.

It had been a challenging year, with a number of unforeseen costs and increase in utilities, materials, food stock, salaries and fuel costs. This naturally had had an impact on all three budget areas, in terms of actual spend versus that budgeted.

It was suggested that members keep a close watch on specific areas, and for a Finance Sub-Committee meeting to be arranged after the Annual Governance and Accountability Return (AGAR) had been approved along with the draft financial statements which would be published at the end of June.

Members subsequently noted the position outlined in the reports.

### **5.3 To consider carry forwards of unspent revenue budget from 2023/24**

Members were provided with a list of funds which had been set aside in 2023/24 for specific activities but funding was either left over after completion of the project, or funding had yet to be spent.

**GP04.06.24** Members **RESOLVED** that the following unspent sums be carried forward from the 2023/24 financial year to earmarked reserves in 2024/25:

## **3.0 Specific Budget Request for the Environment & Leisure Committee**

### **3.1 Revenue budget 2023/24 – funds unspent**

Project	Amount	Reason
Playing fields and pitches (5100)	£8,000.00	Unspent revenue funding in 2023-24 due to not carrying out football pitch renovations. Would recommend carry forward into the existing earmarked reserve named 'Playing fields & pitches' for future renovations.
HMLNR & WPLNR (5033)	£150.00	This funding remains unspent, and would be useful to contribute to planned works in the nature reserves in 2024/25. We would therefore recommend that the funding is transferred to existing the earmarked reserve named 'HMLNR & WPLNR Supporters Group donation'.

### 3.2 New initiatives 2023/24 – projects not yet complete

Project	Amount	Reason
Tree for a tree planting programme	£1,000.00	This funding remains unspent. We would therefore recommend that the funding is transferred to existing the earmarked reserve named 'Tree planting'.
New gazebo and trestle tables for events	£300.00	This funding remains unspent and has been utilised in May 2024, so this funding needs to be transferred to a new earmarked reserve named 'Gazebo and trestle tables.'
Wildflower areas	£150.00	This funding remains unspent and will be utilised in 2024/25. We would therefore recommend that the funding is transferred to a new earmarked reserve named 'Wildflowers and horticulture.'
Vehicle replacement	£7,500.00	This funding remains unspent, and will be utilised in 2024/25. We would therefore recommend that the funding is transferred to an existing earmarked reserve named 'Vehicle replacement'.

## 4.0 **Specific Budget Request for the General Purposes Committee**

### 4.1 New initiatives 2023/24 – projects not yet complete

Project	Amount	Reason
262 Saturday Bus Service Contribution	£1,800.00	These funds remain unspent from 2023/24. These funds should be transferred into the existing earmarked reserve '262 Saturday bus service' to contribute to services in 2024/25.

### 5.4 To write off small under and over payments on the Town Council's accounts

The Town Clerk explained that under and over payments often occurred when a customer/person had left a company or they hadn't returned as a hirer of the facilities for some time, so it was difficult to attach a credit to any future invoices. There was also one case of underpayment, whereby the company had gone into insolvency.

One member asked whether for such small amounts, if these could be written off by the officers. The Town Clerk explained that the Financial Regulations did not currently allow this but it was something that could be explored within the scheme of delegation. The Clerk would also ask the Internal Auditor at their visit on 18 June 2024.

**GP05.06.24** Members **RESOLVED** to note the contents of the report and agreed to write off the amounts detailed (four overpayments in pence and one underpayment whereby the company had dissolved).

### 5.5 To note the end of year statement of Community Infrastructure Levy funding for 2023/24

Members were provided with a report which detailed the funds received through community infrastructure levy funding in the financial year 2023/24. No funds were spent during 2023/24 as a result of a number of streetlighting repairs being identified as suitable to be funded through these means, but the works were then delayed by the change in East Sussex Highways contractor from Costain to Balfour Beatty.

Members of the committee, discussed with the Town Clerk, alternative ways of maintaining the stock. The Clerk advised that Polegate Town Council used a different contractor and it was suggested that this be further investigated.

Members subsequently noted the report.

Councillor A. Smith left the room for agenda item 5.6.

5.6 To consider a request by the Uckfield Green Partnership

Members considered a request by the Uckfield Green Partnership to retain the funds unspent which were awarded through the Town Council's community grants programme in 2023/24. The Partnership had managed to source a free venue for their meetings which had substantially reduced their costs.

The criteria set out within the grant application form, did advise that any unspent funds should be returned by awardees, but members respected the direct approach of the partnership to understand what was possible.

The views of members were polarised, with some feeling that the partnership could retain the funds, and then these monies be taken into account in any future application. Other members felt the partnership should return the funds.

A proposal was put forward by Councillor Macve and seconded by Councillor Councillor Ward, which proposed that the Partnership refund the balance.

**GP06.06.24** With three votes in favour, one abstaining, and three votes against (Councillors Manvell, Selby and Ullmann), the Chair took the casting vote and **RESOLVED** for the unspent balance to be returned to Uckfield Town Council.

Councillor A. Smith returned to the meeting.

5.7 To consider the re-allocation of earmarked reserves for the purpose of creating an online event ticketing system for the Civic Centre events programme

Members were presented with a report which set out three options for creating an online event ticketing system within the existing Civic Centre website, and the advantages and disadvantages of each.

**GP07.06.24** Subject to the Assistant Town Clerk & RFO being satisfied with the back office functions of the selected payment gateway, members **RESOLVED** to re-allocate 'the booking system' earmarked reserves and proceed with Option A.

**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.

The Town Clerk provided further information on the current work of the Estates & Facilities Manager to investigate options for the Signal Box and Osborn Hall.

One member wondered whether the Signal Box could be re-purposed as a community facility, but the Town Clerk advised that the costs would be the same, due to the works required.

Councillor P. Selby departed the meeting at approximately 8.13pm.

Members noted the report.

## **7.0 POLICY**

- 7.1 To consider the draft Scheme of Delegation for Uckfield Town Council  
A copy of the draft would be sent to members in advance of the Full Council meeting on 26 June 2024.

## **8.0 ADMINISTRATION**

- 8.1 To receive a report on Health and Safety within the Council  
Members noted the report.

- 8.2 To receive Members' audit report  
Members noted the completed audit report for March 2024.

- 8.3 To consider the renewal of the existing Insurance contract for public liability, employer liability and vehicle insurances

**GP08.06.24** Members **RESOLVED** to accept the quotation from Zurich, for a three-year period.

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

- 9.1 To consider reports from: -
- (i) Wealden Citizen's Advice  
Nothing to 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**

The Chair, Councillor D. Ward wished to welcome new members of the council to the committee, and wanted to thank everyone involved in the organisation of the D-Day celebrations on 6 June 2024.

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

None.

## **12.0 CONFIDENTIAL BUSINESS**

**GP09.06.24** 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 consider the revised quotations for Stage 1 of the improvement works to Ridgewood Village Hall Car Park  
Members were not satisfied with the variation in the quotations received, and requested that further information be obtained, before presenting the report to Full Council on 26 June 2024.

12.2 To consider the draft lease agreement for Foresters Chapel  
**GP10.06.24** Members **RESOLVED** to accept the terms of the draft lease agreement, and to proceed with the tenure with the existing leaseholders.

12.3 To consider an update on Luxfords Restaurant

Members were pleased to see the income levels doing well, and Councillor Love commented on how amazing the Weald Hall looked for the Murder Mystery event in May. The way everything was set out, and the attention to detail was just wonderful. Members subsequently noted the report and supported a review of the stock take arrangements.

The meeting closed at 8.48pm.



## UCKFIELD TOWN COUNCIL

### ACTION LIST – FOR INFORMATION ONLY

#### General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<b><u>GP36.02.24</u></b>	<p><u>6.2 To consider a progress update on Ridgewood Village Hall Car Park</u></p> <p>Members <b>RESOLVED</b> 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; (iii) ask the Estates &amp; 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	In progress.
<b><u>GP07.06.24</u></b>	<p><u>5.7 To consider the re-allocation of earmarked reserves for the purpose of creating an online event ticketing system for the Civic Centre events programme</u></p> <p>Subject to the Assistant Town Clerk &amp; RFO being satisfied with the back office functions of the selected payment gateway, members <b>RESOLVED</b> to re-allocate 'the booking system' earmarked reserves and proceed with Option A.</p>	10.0.24	WH/HG	Investigations into the payment gateway were undertaken, and authorisation given to proceed. A contract has been signed, and work will begin in the next few weeks.

**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		
<b><u>FC93.01.19</u></b>	(minus £1,365.00) = £135.00 remaining				
		03.11.20	The financial element of the software still needs arranging. As we would prefer to use Worldpay or SAGE pay for this, rather than the ones offered with the Tickera package, this will cost an additional amount for the time of web developers. Office staff are currently working through a detailed quotation for this additional work.		
		01.11.21	The additional work has been delayed due to issues with access to Worldpay. The Town Clerk will try and rectify in the to enable web developers to proceed.		
		07.06.24	The Marketing & Community Engagement Officer has been exploring systems, and contacted the web developers once again to re-institute this project, with a different financial system. See associated report.		
		19.07.24	The contract has been signed for a local company to undertake the works required. The works are planned to take place over the next few weeks.		

**Outstanding/ongoing initiatives from 2021/22**

Project Name		Climate Change Initiatives (carry forward from 2020/21)		Project Number	66
Resolution No.	Funds	Date	Commentary		
<b><u>FC.92.01.20</u></b>	£7,500	20.01.20	-		
	Minus £1800.00 plus VAT	17.08.21	£1,800 has been spent to date on the carbon footprint audit tool and associated work.		

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	A structural assessment has been undertaken and feasibility study currently being prepared on potential options for the building.		No expenditure.
	Civic Centre storage solution caretaker station	10000	This work is programmed in for August 2024.		£923.75
	Ridgewood car park drainage	30000	Quotations for Stage 1 of the works have been received, and consideration of the quotations is in progress.		£5,422.50

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

**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	Works have begun, and are being carried out in two stages during the summer.
				Foresters Hall Internal and External repairs	8,000	On hold due to other priorities.
				Signal Box refurbishment	8,000	A structural assessment has been undertaken and feasibility study currently being prepared on potential options for the building.

**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	Projects agreed for 2024/25:				
			LED lighting – Civic (£4,943) - Victoria (£19,289)				
			Fire door upgrades – Foresters (£13,902) - Victoria (£22,495) - West Park (£22,976)				
			Office reconfiguration – (£10,000)				

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

<b>Project Name</b>		<b>New tables and trolleys for Civic Centre Ground floor rooms</b>		<b>Project Number</b>	<b>81</b>
<b>Resolution No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b><u>FC.91.01.24</u></b>	£10,000	15.01.24	This will be in actioned in due course.		
		19.07.24	Options have been explored and an order is due to be placed this summer.		

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

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

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

Project Name		Market Valuation for Asset Portfolio		Project Number	85
Resolution No.	Funds	Date	Commentary		
<b><u>FC.91.01.24</u></b>	£3,500	15.01.24	Quotations are currently being sought for this exercise and a commercial estate agent with the relevant accreditation has been appointed to undertake this exercise.		
		19.07.24	A local commercial estate agent was employed to undertake this exercise, and works are in progress.		

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Finance Sub-Committee**,  
on Thursday 18 July 2024 at 6.30 pm  
in the Green Room, Civic Centre, Uckfield.

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

## **IN ATTENDANCE:**

Sarah D'Alessio – Assistant Town Clerk & Responsible Financial Officer  
Holly Goring – Town Clerk  
Minutes taken by Sarah D'Alessio

### **1.0 APPOINTMENT OF CHAIR AND VICE CHAIR**

Two nominations were put forward for Chair. One of the nominees wished to step down from the nomination, as a result of new employment and work pressures.

#### **FS.01.07.24**

In considering the appointment of Chair of the Finance Sub-committee it was **RESOLVED** that Councillor D. Manvell be appointed as Chair.

#### **FS.02.07.24**

In considering the appointment of Vice-Chair of the Personnel Sub-committee it was **RESOLVED** that Councillor B. Cox be appointed as Vice-Chair.

Councillor B. Cox left the meeting at approximately 18.55pm.

### **2.0 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.  
None were forthcoming.

### **3.0 APOLOGIES FOR ABSENCE**

No apologies had been received, although it was acknowledged that Councillor B. Cox had to leave the meeting early due to a work matter.

#### 4.0 MINUTES

##### 4.1 Minutes of the meeting of the Finance Sub-Committee held on the 28 February 2024

#### FS.03.07.24

Members **RESOLVED** that the minutes of the meeting of the Finance Sub-Committee on 28 February 2024 be taken as read, confirmed as a correct record and signed by the Chairman.

#### 5.0 TO REVIEW THE ANNUAL INVESTMENT FINANCIAL STRATEGY

Members were advised that funds within general reserves sat within a fixed term rate account currently held with NatWest Bank. This was due to mature on 26 July 2024. The rates for 12-month and 15-month options were provided for three banks.

Typically we the Town Council had invested this sum for 12 months as a minimum.

Members briefly reviewed the funds still payable for two public works loans (totalling £441k). These were term loans and there were breakage costs but these costs had been high, when previously reviewed. The rate of the loans meant that at present, the loan repayments were worth continuing.

Members noted interest rates could drop, so in addition to the NatWest account maturing, a decision did need to be taken fairly promptly.

One member noted that you could look at purchasing a UK Government bond which could be locked into a good rate, but could be sold if rates went up or down (for any term). Office staff would need to compare the rates of the Gilt, to the rates that the banks were offering. Office staff would also be mindful to run this past the Internal Auditor.

Members also considered the need for any account or bond to have clear and accessible statements, should the signatories require information for the Internal Auditor/Member Audits and financial year end.

#### FS.04.07.24

With four votes in favour, members **RESOLVED** that the Town Council select the HSBC 12-month fixed term rate unless the rates of the Gilts provided a better rate of investment.

#### 6.0 TO REVIEW THE SCHEME OF DELEGATION

The Town Clerk highlighted a couple of paragraphs within the Financial Regulations, which the Scheme of Delegation needed to align with. These paragraphs focused on virements, expenditure in a health and safety situation, and/or emergency situation.



#### **FS.05.07.24**

Members **RESOLVED** for the following changes to be made to the Scheme of Delegation:

- (i) to remove Section 21 relating to virements;
- (ii) to align Section 25 with para. 5.4 in the Financial Regulations;
- (iii) to align Section 18 with para. 6.17 of the Financial Regulations and reduce the suggested 10k limit to 5k;
- (iv) to align the procurement information in the Financial Regulations with the relevant sections in the Scheme of Delegation;
- (v) to review the wording of paragraphs 5.4 and 6.17 in the Financial Regulations to ensure they better align and be re-worded to ensure matters are referred to next scheduled committee meeting in the absence of an Urgent Consultation Panel;
- (vi) to review the over/under payment requirements within the Financial Regulations, and update the Scheme of Delegation according;

#### **7.0 TO REVIEW SIGNIFICANT VARIANCES IN THE 2023/24 YEAR END**

Members reviewed the written explanations for the variances and reviewed the comparisons in income and expenditure between 2022-23 and 2023-24, for salaries and direct service costs. Members noted the Assistant Town Clerk & RFO's plans to present five years of income and expenditure during the budget setting process (two years past, current year, and two years ahead), and noted the contents of the report.

#### **8.0 TO REVIEW THE INTERNAL AUDITORS JUNE 2024 REPORT**

Members reviewed the action plan set out from the Internal Auditor's visits between June 2023 and June 2024.

Progress would be made towards delivery of those actions not yet completed. It was however agreed to take alternative action to that suggested by the Internal Auditor, in the following situations:

#### **FS.06.07.24**

Members **RESOLVED** to take alternative action to that recommended by the Internal Auditor in their visits during 2023-24:

<b>Recommendation</b>	<b>Proposed alternative action</b>
I recommend that the Council should employ a cash collection company to bank cash.	It was proposed that at all times, the RFO must bank and take out cash with a second person accompanying them to

	the bank or post office. The Town Council reviewed the costs involved and as a result of the increased use of debit cards/credit cards by customers, the council and its services had seen the handling of cash decline.
<p>The Council has not received a bank statement for the Lloyds bank account, which holds £21,067, since March 23</p> <p>Lloyds bank account £21,067 – no statement on file since July 2022 so I cannot confirm the current balance on the account.</p>	<p>It was proposed that this account be closed as signatories had experienced issues obtaining detailed statements. Funding had already been allocated for use for specific projects at Full Council in January 2024.</p>
<p>Council may wish to considering issuing direct debit forms to allotment holders at next renewal, this would reduce the administration workload in collecting relatively small items of income.</p>	<p>The Assistant Town Clerk &amp; RFO had experience of setting up direct debit forms, and had also obtained details of the administration costs involved. It was proposed that this was not cost effective at this time, but that the Town Council review this on an annual basis prior to the annual issuing of the invoices.</p>

## **9.0 MATTERS DEEMED URGENT BY THE CHAIR**

The Chair, Councillor D. Manvell, suggested that the Finance Sub-Committee meet again during the budget setting period in the autumn.

Members discussed the quarterly stocktakes for Luxfords Restaurant.

The meeting closed at 8.44pm.

## Meeting of the General Purposes Committee

Monday 22 July 2024

### Agenda Item 5.4

#### **TO CONSIDER THE RECOMMENDATIONS OF THE FINANCE SUB-COMMITTEE HELD ON 18 JULY 2024**

##### **1.0 Summary**

- 1.1 This report sets out the recommendations of the Finance Sub-Committee from their recent meeting on 18 July 2024.

##### **2.0 Recommendations of Finance Sub-Committee**

- 5.0 TO REVIEW THE ANNUAL INVESTMENT FINANCIAL STRATEGY**  
*Members were advised that funds within general reserves sat within a fixed term rate account currently held with NatWest Bank. This was due to mature on 26 July 2024. The rates for 12-month and 15-month options were provided for three banks.*

*Typically we the Town Council had invested this sum for 12 months as a minimum.*

*Members briefly reviewed the funds still payable for two public works loans (totalling £441k). These were term loans and there were breakage costs but these costs had been high, when previously reviewed. The rate of the loans meant that at present, the loan repayments were worth continuing.*

*Members noted interest rates could drop, so in addition to the NatWest account maturing, a decision did need to be taken fairly promptly.*

*One member noted that you could look at purchasing a UK Government bond which could be locked into a good rate, but could be sold if rates went up or down (for any term). Office staff would need to compare the rates of the Gilt, to the rates that the banks were offering. Office staff would also be mindful to run this past the Internal Auditor.*

*Members also considered the need for any account or bond to have clear and accessible statements, should the signatories require information for the Internal Auditor/Member Audits and financial year end.*

**FS.04.07.24**

*With four votes in favour, members **RESOLVED** that the Town Council select the HSBC 12-month fixed term rate unless the rates of the Gilts provided a better rate of investment.*

##### **6.0 TO REVIEW THE SCHEME OF DELEGATION**

*The Town Clerk highlighted a couple of paragraphs within the Financial Regulations, which the Scheme of Delegation needed to align with. These paragraphs focused on virements,*

expenditure in a health and safety situation, and/or emergency situation.

**FS.05.07.24**

Members **RESOLVED** for the following changes to be made to the Scheme of Delegation:

- (i) to remove Section 21 relating to virements;
- (ii) to align Section 25 with para. 5.4 in the Financial Regulations;
- (iii) to align Section 18 with para. 6.17 of the Financial Regulations and reduce the suggested 10k limit to 5k;
- (iv) to align the procurement information in the Financial Regulations with the relevant sections in the Scheme of Delegation;
- (v) to review the wording of paragraphs 5.4 and 6.17 in the Financial Regulations to ensure they better align and be re-worded to ensure matters are referred to next scheduled committee meeting in the absence of an Urgent Consultation Panel;
- (vi) to review the over/under payment requirements within the Financial Regulations, and update the Scheme of Delegation according;

**7.0 TO REVIEW SIGNIFICANT VARIANCES IN THE 2023/24 YEAR END**

Members reviewed the written explanations for the variances and reviewed the comparisons in income and expenditure between 2022-23 and 2023-24, for salaries and direct service costs. Members noted the Assistant Town Clerk & RFO's plans to present five years of income and expenditure during the budget setting process (two years past, current year, and two years ahead), and noted the contents of the report.

**8.0 TO REVIEW THE INTERNAL AUDITORS JUNE 2024 REPORT**

Members reviewed the action plan set out from the Internal Auditor's visits between June 2023 and June 2024.

Progress would be made towards delivery of those actions not yet completed. It was however agreed to take alternative action to that suggested by the Internal Auditor, in the following situations:

**FS.06.07.24**

Members **RESOLVED** to take alternative action to that recommended by the Internal Auditor in their visits during 2023-24:

<b>Recommendation</b>	<b>Proposed alternative action</b>
I recommend that the Council should employ a cash collection company to bank cash.	It was proposed that at all times, the RFO must bank and take out cash with a second person accompanying them to the bank or post office. The Town Council reviewed the costs involved and as a result of the increased use of debit cards/credit cards by customers, the council and its services had seen the handling of cash decline.

<p><i>The Council has not received a bank statement for the Lloyds bank account, which holds £21,067, since March 23</i></p> <p><i>Lloyds bank account £21,067 – no statement on file since July 2022 so I cannot confirm the current balance on the account.</i></p>	<p><i>It was proposed that this account be closed as signatories had experienced issues obtaining detailed statements. Funding had already been allocated for use for specific projects at Full Council in January 2024.</i></p>
<p><i>Council may wish to considering issuing direct debit forms to allotment holders at next renewal, this would reduce the administration workload in collecting relatively small items of income.</i></p>	<p><i>The Assistant Town Clerk &amp; RFO had experience of setting up direct debit forms, and had also obtained details of the administration costs involved. It was proposed that this was not cost effective at this time, but that the Town Council review this on an annual basis prior to the annual issuing of the invoices.</i></p>

### **3.0 Recommendations**

- 3.1 Members are asked to confirm if they wish to ratify the recommendations of the Finance Sub-Committee from their meeting on 18 July 2024.

Contact Officer: Sarah D'Alessio

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

**Monday 22 July 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**

- Works have been undertaken to address issues with the hot water supply to the bar area. Temporary solution put in place to address the conductor and contactor issues, before a full replacement of the burnt-out contactor is undertaken;
- New emergency lighting and standard lighting has been fitted in the Civic Centre;
- Caretakers station reconfiguration works will commence in August 2024;
- Wasp nest tended to adjacent to the disabled ramp;
- Mayoral boards updated;
- Guttering repaired on west side of the Civic Centre;

###### **The Source**

- Nothing to report.

###### **The Signal Box**

- Issues experienced with utility company, which resulted in building being locked despite payment being made for old debt;

###### **Victoria Pavilion**

- Contractors had to be called to clear a blocked manhole;
- Works have commenced on Stage 1 of the plumbing and heating improvements at Victoria Pavilion;
- This has included electrical works, to include the removal and relocation of ground floor power supply and associated safety works and testing;

###### **Foresters Hall**

- Investigation into lighting issues in the kitchen and disabled toilet;
- Works now complete to Foresters Chapel to introduce upgraded heating and plumbing;
- Works now complete for the installation of the renewable energy source heating for the rear section of Foresters Hall;

###### **Snatts Road, Chapel**

- An Electrical Installation Condition report (EICR) has been undertaken for the chapels;
- The Estates & Facilities Manager has reviewed the building, to consider compliance and general maintenance works required before the property is re-let in 2025.

#### West Park

- The Estates & Facilities Manager had a detailed meeting with the leaseholders to discuss matters relating to health and safety, and compliance.

#### 2A Vernon Road

- Nothing to report.

### **3.0 Recommendations**

3.1 Members are asked to note the report.

Contact Officer: James Hollingdale

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

**Monday 22 July 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 following table provides an update on sickness levels for the period between 1 April 2024 and 15 July 2024. One member of staff was on long-term sick leave following an operation and returned to work, on a phased return from 13 June 2024.

- 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.

2.3

	<b>As at 15 July 2024 (sickness recorded since 1 April 2024) (30 staff)</b>	<b>As at 14 July 2023 (sickness recorded since 1 April 2023) (29 staff)</b>
Actual days taken as short-term Doctors' certificate	0.0 days	0.0 days
Actual days taken as self-certificated sick leave	18.0 days	26.0 days
Actual days taken as long-term sick leave	21.0 days	0.0 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)	2.0 days	0.0 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	0.0 days



The self-certificated sick leave is a mixture of general viruses, which resulted in all staff affected during this period, taking one or two days off as sick leave.

### **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.

### **4.0 Health and Safety Risk Assessments**

- 4.1 First aid kits in all buildings continued to be checked regularly using new streamlined form.
- 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, Ridgewood Village Hall, Victoria Pavilion, West Park, and the Cemetery Chapels. Osborn Hall will be booked in for the coming months. Bridge Cottage, Ridgewood Village Hall, Osborn Hall and West Park Pavilion will fund their EICRs as a result of having a full repairing lease.

### **5.0 Fire Safety**

- 5.1 The fire damper servicing has now been carried out along with remedial works. Quarterly fire alarm and emergency lighting servicing has been carried out, with new emergency lighting fitted in the Civic Centre.

Fire procedure and fire maps have been reviewed and the Marketing & Community Engagement Officer has been liaising with the Estates & Facilities Manager to arrange for the clear presentation of these in meeting rooms.

Contact Officer: Sarah D'Alessio/James Hollingdale

## Appendix A

### UCKFIELD TOWN COUNCIL



#### MEMBERS AUDIT FORM

MONTH: APRIL '24

#### 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  
LIQUIDITY 35 DAY.



#### BANK RECONCILIATIONS QUARTERLY VERIFICATION

Clerks Account  
General Account  
Business Reserve



N/A

#### PETTY CASH

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



Signed

Print Name CAR KANEN BEDWELL

Dated 09-07-2024

### 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
EAST SX COUNTY COUNCIL.	80050689 21/9/24	16893	✓	1074701065. ✓.
BENTONS.	138623. 3/4/24.	17025.	✓.	1074704906 ✓.

great split  
ver 2 —  
invoices. +  
38623).

### Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
WEALDEN LIBERAL DEMOCRATS.	50153.	YES.	24/04/24.	Credit card 2655 (rec no)
NCT.	50126	YES.	23/04/24.	PAGE 518.

### Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS payment record
WENDY SAYER.	YES.	YES.	26/04/24.	1073996500.
RAYMOND SMITH.	YES.	YES.	26/04/24.	1073996500.

**Bank Reconciliation Checked**

Bank Account	Statement No.	RFO has signed both records	Amount reconciled and if not reasons noted	Nominal Code
LIQUIDITY 35 DAY	1 of 2.	YES.	YES.	1225
CLERKS Account.	1 of 2.	YES	YES.	1210
CURRENT Account	1 of 8	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. (APRIL 24)	LIDL. 15/04.124.	—
Luxfords	YES. (1.5.24.)	TESCO. 29/04.124. —	£124-39. <div style="border: 1px solid black; padding: 2px; display: inline-block;">YES</div>





Wealden Volunteering  
79 High Street  
Uckfield  
TN22 1AS  
01825 760019

[office@wealdenvolunteering.org.uk](mailto:office@wealdenvolunteering.org.uk)

**Grant Monitoring Reports  
For Uckfield Town Council  
2023-2024**

Prepared by

Judith Austin

CEO

Wealden Volunteering

[Family Support Work](#)  
[Children with Cancer Fund](#)  
[St Peter & St James Hospice](#)  
[Uckfield College Counselling Service](#)  
[Ashdown Radio Limited](#)  
[Uckfield & District Preservation Society](#)  
[Uckfield Community Orchestra](#)  
[Uckfield Allotment Bee Club](#)  
[Manor Park & Hempstead Fields RA](#)  
[Uckfield Housebound & Friendship Club](#)  
[Royal British Legion - Uckfield Branch](#)  
[Uckfield Foodbank](#)  
[Uckfield Theatre Guild](#)  
[Uckfield Bonfire & Carnival Society](#)  
[Brighter Uckfield](#)  
[Uckfield Rotary Club \(Kit Car Grand Prix\)](#)  
[Uckfield Green Partnership](#)  
[Ridgewood Village Hall Committee](#)  
[Sussex Support Service CIC](#)  
[Uckfield Millennium Green Trust](#)  
[Proms on the Pitch](#)



**Group: Family Support Work (FSW)****Contact:** Gemma Cannon-Arthurs**Grant: £2,000**

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None
What was the grant spent on?	Funding was spent towards the costs of offering support to vulnerable families living in Uckfield. Funding covered the costs of our practitioner, Richard- as well as associated travel costs enabling him to support vulnerable and isolated families at home. Richard provided advice alongside a wider programme of support to deal with food and fuel poverty. Through befriending and home- visit support, struggling families were connected into community; and as a result they increased confidence and hope and reduced isolation.
Has all the grant been spent? If not why	The entire grant has been spent
Who benefits from the grant/project? Which area? How many?	Local Uckfield families who are struggling with challenges and need additional support. Richard supported 19 families through his caseload over 12 months. Our Uckfield families are grappling with poor parental mental health, isolation and children with additional needs. These adversities have only been exacerbated by the ongoing cost-of-living crisis, plunging many families into deeper distress and desperation.
Are there any future plans/projects?	The plan is to sustain support in Uckfield and continue running as a long-term support service. The need has got a lot sharper in recent months as families are experiencing unpredicted challenges to their living standards and increased demand is impacting our response times. We need to maintain our availability to families at a time when we are one of the main sources of support for them locally.

Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	Yes, the grant was spent in accordance with the application.  No reserves
Evidence supplied that money spent (invoice or account record)	Salary slip provided to WV
Evidence supplied that money spent correctly (photos etc)	

FSW sent UTC a report with an update on what they are doing along with achievements and performance for 2022/2023. WV has a copy of this report if needed.

**Group: Children With Cancer Fund**

**Contact: Alice Francis/ Chloe**

**Grant: £591.30**

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None
What was the grant spent on?	The grant was used to host a social event for the Uckfield families we support. This involved hiring a private cinema for them to enjoy a screening of Charlie and The Chocolate Factory, followed by a buffet and chocolate fountain. The aim of the event was to unite local families affected by childhood cancer with others who understand, helping to reduce feelings of loneliness and isolation. The families had a wonderful time, with friendships blossoming amongst the children and adults.
Has all the grant been spent? If not why	The whole event came to £559.31 which is ever so slightly less than we anticipated. This means £31.99 remaining to be used as a random act of kindness.
Who benefits from the grant/project? Which area? How many?	The beneficiaries of the grant were children who have or have had cancer, and their families, living in



	Uckfield. There were seven families in attendance which equated to 27 individuals.
Are there any future plans/projects?	We have a program of social events planned to continue uniting the families we support in Uckfield and surrounding areas. Some of the events planned include a trip to the local adventure park, pottery painting and horse riding.
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	£31.99 left of the grant to be spent on a gift voucher for an Uckfield family to spend on an afternoon tea or similar.
Evidence supplied that money spent (invoice or account record)	WV has seen invoices from Buxted Park Hotel, a receipt from 'Party Packs' and a receipt from Lakeland.
Evidence supplied that money spent correctly (photos etc)	Photos copied below from the event.



**Group: St Peter & St James Hospice**Information received 8<sup>th</sup> July 2024**Contact: Andrew Devon no longer with SPSJ.****Grant: £1,000**

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None identified.
What was the grant spent on?	The grant was spent towards the cost of a Community Nurse Specialist
Has all the grant been spent? If not why	All spent
Who benefits from the grant/project? Which area? How many?	We provide care to adults who have been diagnosed with life limiting illness and support their families and friends with a range of services, including counselling, bereavement counselling and welfare advice. Last year we provided care and support to 1853 people with 149 people from Uckfield.
Are there any future plans/projects?	To continue to provide the care and support our population need when living and dying with advanced illness.
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	Yes the grant has been spent in accordance with the application. No grant reserves.
Evidence supplied that money spent (invoice or account record)	To continue to provide the care and support our population need when living and dying with advanced illness.
Evidence supplied that money spent correctly (photos etc)	

**Group:** Uckfield College Counselling Service

**Contact:** Chris King

**Grant:** £2,500

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None. Recommended that they look at ESCC grant funding to find other grant opportunities.
What was the grant spent on?	Towards the cost of a qualified counsellor for individual students with a wide range of emotional and psychological difficulties.
Has all the grant been spent? If not why	All spent
Who benefits from the grant/project? Which area? How many?	Students at the College 85% of which live in Uckfield. There are approximately 2000 students at the college.
Are there any future plans/projects?	To continue the counselling service. A qualified counsellor for individual students with a wide range of emotional and psychological difficulties.
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	Yes the grant has been spent in accordance with the application with no grant reserves.
Evidence supplied that money spent (invoice or account record)	Payslip seen by WV.
Evidence supplied that money spent correctly (photos etc)	

The grant covers the salary of the two qualified counsellors who between them cover 5 days a week for individual counselling for students. The second counsellor started after the grant application to UTC. The grant goes towards

their salaries which come to approx. £30k annually. The rest of their salary is made up from the school's central budget which has diminished in real terms in recent years.

### **Group: Ashdown Radio Limited**

Have chased Nigel a lot and he has also been chased by others within Ashdown Radio. The completed form and documents were finally sent as I was sending this report in on 16<sup>th</sup> July 2024. Unfortunately the information on the completed form was rather vague and the invoices were current for 2024 and not 2023. I have requested the correct information. However from monitoring Ashdown Radio on previous years I do know that if they had not purchased the licences last year they would not have been able to broadcast. As we know they were broadcasting I feel confident that the money was spent despite the lack of communication from the treasurer who was delegated the task of completing the monitoring.

**Contact: Nigel Lelew**

**Grant: £1500**

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None identified
What was the grant spent on?	Broadcasting licences
Has all the grant been spent? If not why	The grant has all been spent.
Who benefits from the grant/project? Which area? How many?	Ashdown radio covers a wide area and their entire audience is about 20,000.
Are there any future plans/projects?	Nothing communicated from the treasurer
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	The grant has been spent in accordance with the application.
Evidence supplied that money spent (invoice or account record)	Awaiting proof
Evidence supplied that money spent correctly (photos etc)	

**Group: Uckfield Heritage (UDPS)****Contact: Mick Harker****Grant: £1,100**

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None
What was the grant spent on?	Building Insurance
Has all the grant been spent? If not why	All spent
Who benefits from the grant/project? Which area? How many?	Residents from Uckfield and surrounding areas. Approximately 92% of members live in Uckfield.
Are there any future plans/projects?	<b>usual programme of local history talks, concerts, fairs, exhibitions and other community activities to support the running of this historic building.</b>
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	Yes it has been spent in accordance with grant application.  No grant reserves.
Evidence supplied that money spent (invoice or account record)	Insurance invoice seen for £2,176.
Evidence supplied that money spent correctly (photos etc)	

**Group: Uckfield Community Orchestra****Contact: Linda Hallett****Grant: £400**

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None.
What was the grant spent on?	A MUSIC RECORDER so members can listen back to the orchestra to aid practise. As an orchestra for less advanced players, so is very helpful.  NEW PIECES OF MUSIC Purchased six new pieces.
Has all the grant been spent? If not why	Yes  MUSIC £209.12  RECORDER £185.56  The remaining £5 is being spent on music but no invoice for it.
Who benefits from the grant/project? Which area? How many?	Members of the orchestra and those attending performances.  About 33% of members live in Uckfield
Are there any future plans/projects?	Playing at Proms on the Pitch in Uckfield for the first time.  Buying more T shirts with logo  More music and new folders
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	Yes the grant has been spent in accordance with the application.
Evidence supplied that money spent (invoice or account record)	Invoices seen by WV.
Evidence supplied that money spent correctly (photos etc)	





Recorder with flute and orchestra with recorder in front.

**Group: Uckfield Allotment Bee Club**

**Contact: Belinda Bleeker**

**Grant: £1,224.80**

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None
What was the grant spent on?	<p>Honey Extractor – Konigin 9 Frame Electric Radial Extractor</p> <p>50kg Settling Tank with Stand</p> <p>Filter for 50kg Tank</p> <p>Food grade 11.3 litre honey Bucket</p> <p>Stainless Steel Honey Filter, double layer honey strainer (fits honey bucket)</p> <p>1lb Glass round honey jars – pack of 24</p> <p>Hive Tool – J x2</p> <p>The Uckfield Allotment Bee Club purchased a specialist electric honey extractor, settling tank, filter and honey bucket. They were unable to purchase the uncapping tray due to price increases but purchased a double filter honey strainer to fit the honey bucket, honey jars and hive tools to complete the grant spend.</p>

Has all the grant been spent? If not why	The amount spent was £1022.11 in total.
Who benefits from the grant/project? Which area? How many?	The Uckfield Allotment Bee Club members (8) and Uckfield Allotment Holders, Uckfield area.
Are there any future plans/projects?	None at the moment
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	The grant has been spent in accordance with the application.  No grant reserves
Evidence supplied that money spent (invoice or account record)	Invoices for equipment purchased
Evidence supplied that money spent correctly (photos etc)	Photos of equipment.





**Group:** Manor Park & Hempstead Fields RA

**Contact:** Peter Griggs

**Grant:** £250

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None
What was the grant spent on?	Queen Elizabeth II commemoration bench
Has all the grant been spent? If not why	All spent. Bench cost £375
Who benefits from the grant/project? Which area? How many?	Potentially all the residents of the town and its visitors. The bench is located near a route used by people joining the Weald Way.
Are there any future plans/projects?	Extend the Warm Welcome Project for another two years
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	Yes the grant has been spent in accordance with the application.  No grant reserves.
Evidence supplied that money spent (invoice or account record)	Invoice from supplier/installer
Evidence supplied that money spent correctly (photos etc)	Photos



**Group:** Uckfield Housebound & Friendship Club

**Contact:** David Cole

**Grant:** £224

No form and insurance invoice sent was not in line with grant application. The grant application said the grant was "To pay for entertainment". The insurance came to £245.62. If councillors are happy to accept the change in use of the grant money then it has been spent. I have chased numerous times for a completed form and correct information but had no replies.

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None
What was the grant spent on?	
Has all the grant been spent? If not why	
Who benefits from the grant/project? Which area? How many?	
Are there any future plans/projects?	
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	
Evidence supplied that money spent (invoice or account record)	
Evidence supplied that money spent correctly (photos etc)	

**Group:** The Royal British Legion - Uckfield Branch

**Contact:** Eric Senior

**Grant:** £300

Holly Goring informed me that Royal British Legion didn't utilise the funds last year as it was just meant to be for room hire and there was no charge as the foyer was used instead of the Ashdown Room. I have emailed Eric and tried contacting him to put this in writing but have had no reply.

Wealden Volunteering is a CIO registered with the Charity Commission number 1206210

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	
What was the grant spent on?	
Has all the grant been spent? If not why	
Who benefits from the grant/project? Which area? How many?	
Are there any future plans/projects?	
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	
Evidence supplied that money spent (invoice or account record)	
Evidence supplied that money spent correctly (photos etc)	

**Group:** Uckfield Foodbank

**Contact:** Peter Roe

**Grant:** £2,160

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None
What was the grant spent on?	Rent of the The Source (distribution point) and contribution towards the energy costs of Q4. The original application requested for rent however they had to relocate for some work so instead of rent they paid the workmen's

	electricity costs. UTC is aware of the works as they own the building which is leased by the Baptist church. The Foodbank rents from the Baptist church.
Has all the grant been spent? If not why	The grant has all been spent
Who benefits from the grant/project? Which area? How many?	Local people who are in food poverty. They serve Uckfield and the surrounding villages – TN22 BN8, TN21. In the year 2023 -2024 they fed just over 5000 people during the year.
Are there any future plans/projects?	To continue to serve the people where there is a need.
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	No reserves
Evidence supplied that money spent (invoice or account record)	Accounts extract seen by WV.
Evidence supplied that money spent correctly (photos etc)	

**Group:** Uckfield Theatre Guild

**Contact:** Jack Taplin

**Grant:** £1,000

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None
---	------

What was the grant spent on?	The hire of sound and lighting equipment
Has all the grant been spent? If not why	All spent
Who benefits from the grant/project? Which area? How many?	The members of Uckfield Theatre Guild and the audiences who attend the productions.
Are there any future plans/projects?	Christmas 2023 Snow white
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	Spent in accordance with the grant
Evidence supplied that money spent (invoice or account record)	Invoice for sound and lighting equipment seen by WV.
Evidence supplied that money spent correctly (photos etc)	Photos of the Addams Family show.





**Group: Uckfield Bonfire and Carnival Society**

**Contact: Paul Ireland**

**Grant: £3,000**

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None identified
What was the grant spent on?	Event insurance, carnival performers and first aid cover
Has all the grant been spent? If not why	Yes, total cost of items included in the grant bid exceeded the amount of the grant awarded. This was mainly due to a change in regulation which significantly increased to cost of first aid cover.
Who benefits from the grant/project? Which area? How many?	An estimated 4-6,000 people watch the carnival processions, enjoying a free show.  During the processions a street collection takes place and 100% of the collection is donated to local groups and good causes. From the 2023

	collection £3,750 was shared between 28 groups. List copied below.
Are there any future plans/projects?	Yes, this is an annual event for the town and plans are in place for the 2024. We are also celebrating 200 years of Uckfield Carnival in 2027 so hope to be continuing each year well past the anniversary.
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	Yes it has been spent in accordance with the application.  No grant reserves.
Evidence supplied that money spent (invoice or account record)	Invoices seen by WV totalling £3483.11.
Evidence supplied that money spent correctly (photos etc)	Event was extensively covered on various local social media channels and Ashdown FM.  They don't have an official photographer but there are lots of shared photographs and feedback on their Facebook page: <a href="https://www.facebook.com/UckfieldBCS">https://www.facebook.com/UckfieldBCS</a>

List of local causes collection was donated to in 2023
<b>2530 (Uckfield) Squadron, ATC</b>
<b>Air Ambulance Kent Surrey Sussex</b>
<b>Brighter Uckfield</b>
<b>Uckfield Food Bank</b>
<b>Uckfield Hospital League of Friends</b>
<b>Macmillan Cancer Support</b>
<b>St Wilfrids Hospice</b>
<b>Children with Cancer Fund (Sussex)</b>
<b>Demelza Hospice Care for Children</b>
<b>Wildlife Rescue Ambulance Service</b>
<b>Uckfield Men's Shed</b>
<b>Community Christmas Day Lunch</b>
<b>Kit Wilson Trust</b>
<b>Uckfield Theatre Guild</b>
<b>Uckfield Lions</b>
<b>Wealden Talking News</b>
<b>Uckfield Community Fridge</b>
<b>Sussex Support Service</b>
<b>Uckfield Housebound &amp; Friendship Club</b>
<b>Care for the Carers</b>

<b>Luxford Centre</b>
<b>Uckfield Heritage</b>
<b>Newtown Action Group</b>
<b>PHAB</b>
<b>Harlands Primary School</b>
<b>Know Dementia</b>
<b>Girl Guiding Uckfield District</b>
<b>Repair Café</b>

**Group: Brighter Uckfield**

**Contact: Martin Bennett**

**Grant: £1,500**

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None
What was the grant spent on?	<p>Update and develop website and social media</p> <p>Recruitment drive</p> <p>Replacement equipment and tools</p> <p>Development of a campaign against cigarette blight.</p> <p>Help with ongoing projects</p>
Has all the grant been spent? If not why	All of the grant has been spent.



Who benefits from the grant/project? Which area? How many?	Litter picking and garden maintenance benefits the Uckfield community.
Are there any future plans/projects?	Ongoing activities
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	The grant has been spent in accordance with application.  No grant reserves
Evidence supplied that money spent (invoice or account record)	Accounts and Invoices seen by WV.
Evidence supplied that money spent correctly (photos etc)	

The cigarette blight campaign did not take off as expected due to issues around placement of cigarette bins and vandalism. Brighter Uckfield concentrated on the new equipment needed as well as their website and social media. The litter pickers are always in demand as the strings in them can break easily. Brighter Uckfield were also awarded the Kings Award in 2023 for their services to the community. KAVS were very impressed with how Brighter Uckfield have inspired other towns to set up their own Brighter groups.

**Group: Uckfield Rotary Club (Kit Car Grand Prix)**

**Contact: David Brown**

**Grant: £1,800**

The grant from Uckfield Town Council towards the Kit Car Project was never paid. The plan to get the Kit Car day up and running collapsed at an early stage, due to lack of technical expertise and less volunteers than expected.

Nothing was paid to us, so there will be no accounts to evidence.

Regards,  
David

**Group: Uckfield Green Partnership**

**Contact: Angie Smith**

**Grant: £500**

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None
What was the grant spent on?	Facilitating activities of UGP. For example booking rooms for meetings, publicity materials, carry out activities. Essentially the grant has covered general running costs.
Has all the grant been spent? If not why	No, it has not been fully spent. For various reasons running costs have been lower than anticipated. For example, a switch to having bi-monthly meetings instead every month; activity costs have been lower than anticipated, as they have worked in partnership with other agencies. UGP now have a free venue for meetings (Uckfield Family Hub).
Who benefits from the grant/project? Which area? How many?	<p>Direct beneficiaries are the people of Uckfield and other voluntary organisations that work to benefit the environment, combat climate change, or focus on countering loss of biodiversity. Our purpose is to support these projects and to support the town to live greener lifestyles.</p> <p>Considering the big clean up that UGP coordinated in the north of the town (the rocks area between The Drive and Lealands Drive). This benefitted approx. 600 families who live in that area.</p>
Are there any future plans/projects?	<p>Arranging water testing of the River Uck</p> <p>Supporting UTC with a future community orchard project</p> <p>We are also currently surveying residents about what environmental concerns matter to them, to find out where best to focus future activity.</p> <p>We will continue to have a monthly page in Uckfield Matters and to provide advice about green issues on our website and social media.</p>

Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	£221.55 spent, meaning that £278.45 remains. UTC were notified in May 2024 by Angie Smith.
Evidence supplied that money spent (invoice or account record)	Extracts of bank accounts seen by WV
Evidence supplied that money spent correctly (photos etc)	Photos of Downland Copse.



**Group: Ridgewood Village Hall Management Committee**

**Contact: Ian Noble**

**Grant: £1,250.96**

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None identified.
What was the grant spent on?	Replacing strip lights in main hall to LED equivalents
Has all the grant been spent? If not why	Spent in full.

Who benefits from the grant/project? Which area? How many?	Everyone who uses the hall – approx 300 people per week
Are there any future plans/projects?	Yes, replacement of boiler / solar panels
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	Yes all spent correctly and no grant reserves.
Evidence supplied that money spent (invoice or account record)	Seen invoice from Juice Electrical separately as evidence work was completed
Evidence supplied that money spent correctly (photos etc)	

**Group:** Sussex Support Service CIC  
Information finally received 8<sup>th</sup> July 2024.

**Contact:** Margaret Dode-Angel

**Grant:** £1500

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None identified.
What was the grant spent on?	<p>The £750 for Uckfield Repair Cafe was used to pay the £445 towards insurance and £305 towards the rent at Victoria Pavilion.</p> <p>The £750 for Victoria Pavilion Arts - Arts For Wellbeing Sessions was used to pay the £750 towards the professional facilitation of the sessions.</p>
Has all the grant been spent? If not why	All spent

<p>Who benefits from the grant/project? Which area? How many?</p>	<p>Café - In 23/24 had 343 residents from the local community attend the repair cafe with items to be repaired over 11 cafes. Of these items 199 items were repaired on the day at the cafes and 41 were then repaired at a later date. Keeping 140 items from going into landfill fill. They have grown the number of volunteers involved in the cafe this year as well.</p> <p>Arts - Throughout 2023 delivered a weekly session aimed at supporting good mental health and helping to reduce social isolation within our community. The facilitated activity provides a shared opportunity to connect, create and learn in a safe, enjoyable and supportive environment and is open to anyone over aged 18. They completed 36 Arts 4 Wellbeing sessions. The sessions have been very successful and there is now a waiting list of over 25 people. This year they have supported people struggling with bereavement, long-term illness, work related-stress, depression, anxiety and loneliness. They have supported 38 people</p>
<p>Are there any future plans/projects?</p>	<p>“The repair cafe continues to go from strength to strength with a good number of people attending. If we had the space we would love to have a library of things that the community could borrow for a month between cafes.”</p> <p>“We have extended the Arts for Wellbeing Sessions to a Friday thanks to ongoing funding from Uckfield TC”</p>
<p>Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)</p>	<p>No grant reserves.</p>
<p>Evidence supplied that money spent (invoice or account record)</p>	<p>Café - Insurance quotes that cover the years 23/24 &amp; rental invoice for victoria pavilion seen by WV</p> <p>Arts - Invoices from professional facilitators for 13 sessions seen by WV.</p>
<p>Evidence supplied that money spent correctly (photos etc)</p>	<p>data collected from our year of repair cafe's.</p> <p>Pictures from the arts for wellbeing sessions.</p>

**Group:** Uckfield Millennium Green Trust

**Contact:** Nigel Williams

**Grant:** £800

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None.
What was the grant spent on?	Development of an upgraded website that went live in April 23.
Has all the grant been spent? If not why	The grant has been all spent on the new website
Who benefits from the grant/project? Which area? How many?	The new website replaced the old obsolete website that was no longer functional. The web site is important for the Trust's engagement with local community and all visitors of the Millennium Green. They have approximately 660 people following us on our website and social media.
Are there any future plans/projects?	We have regular projects such as the purchase of new equipment and tree planting and seek funding from a number of organisations.
Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	No grant reserves. The grant was spent correctly.
Evidence supplied that money spent (invoice or account record)	Invoice from the local website designer, Jonny Watt UK.
Evidence supplied that money spent correctly (photos etc)	Link to new website <a href="https://www.uckfieldmillenniumgreen.co.uk">https://www.uckfieldmillenniumgreen.co.uk</a>

**Group:** Proms on the Pitch

**Contact:** Lynne Ireland

**Grant:** £2,500

Is there any duplication of funding or service which the organisation may not be aware of and could be encouraged to liaise with?	None
What was the grant spent on?	<p>Due to the weather preventing the outdoor event being able to go ahead, the grant helped to enable the event to be moved into Holy Cross Church with 24 hours notice and to offset the impact on lower ticket numbers after refunds accounted for.</p> <p>Total spend was £2220.85 against the grant.</p> <ul style="list-style-type: none"> <li>- Non-returnable deposit for stage, lighting and sound - £810.00</li> <li>- Uckfield Concert Brass performance fee - £600</li> <li>- Jo Appleby performance fee - £300</li> <li>- Holy Cross Church Hire - £250</li> <li>- UCB Expenses - £230.85</li> </ul> <p>Other expenses - £30</p>
Has all the grant been spent? If not why	There is a balance of £279.15 due to the change in event format at the last minute.
Who benefits from the grant/project? Which area? How many?	<p>The Proms event entertains the people of Uckfield. This years rearranged event saw over 200 people enjoy the show in Holy Cross Church, but normally over 500 enjoy the outdoor event.</p> <p>Also benefiting are 4 community organisations who founded Proms on the Pitch – Uckfield Concert Brass, Uckfield Bonfire &amp; Carnival Society, Uckfield Rugby Club and Uckfield Theatre Guild.</p>
Are there any future plans/projects?	It is now an established annual town event and plans are to keep running it in July each year.

Has the grant been spent in accordance with the application and are there any reserves? Have they let UTC know?)	They have the £279.15 reserved and plan to use it towards the stage, sound and lighting costs for the 2024 event.
Evidence supplied that money spent (invoice or account record)	Bank statement extracts for stage hire deposit email and bank statement extracts All seen by WV
Evidence supplied that money spent correctly (photos etc)	Coverage on social media and event detail changes on Uckfield Concert Brass website <a href="#">Storm stops Proms on the Pitch but show goes on – Uckfield Concert Brass</a>