



# UCKFIELD TOWN COUNCIL

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**Town Clerk – Holly Goring**

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A meeting of the **General Purposes Committee** to be held on  
**Monday 4 November 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 23 September 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 August 2024
- 5.3 To note the Town Council's list of direct debits and standing orders
- 5.4 To consider the fees and charges for room hire in the Civic Centre and Foresters Hall for 2025-26
- 5.5 To initially consider the Service Level Agreements for:
  - (i) Wealden Volunteering, and:
  - (ii) Wealden Citizen's Advice

## **6.0 BUILDINGS**

- 6.1 To note the current position with the Council's buildings
- 6.2 To initially consider the feasibility report for the Signal Box

## **7.0 POLICY**

- 7.1 To review proposed amendments to the Town Council's Member Audit Policy

## **8.0 ADMINISTRATION**

- 8.1 To receive a report on Health and Safety within the Council
- 8.2 To receive Members' audit reports
- 8.3 To review the updated terms and conditions for hiring the Civic Centre and Foresters Hall

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

- 9.1 To consider reports from:-
  - (i) Wealden Citizens Advice
  - (ii) Wealden Volunteering
  - (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 review the lease agreement for the first floor of Victoria Pavilion



Town Clerk  
29 October 2024

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 23 September 2024 at 7.00pm

## **PRESENT:**

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

## **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.

No declarations were forthcoming.

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

**GP17.09.24** Members **RESOLVED** to suspend standing orders to enable a local resident to speak.

The Chair, Councillor D. Ward, offered at her discretion for the local resident to speak, despite there being no specific matter relating to drainage or grounds on the agenda.

The local resident lived on West Park estate, and wished to raise his concerns in relation to surface water drainage. The matter went back to 1987, when the bypass was being built along with Bell Farm Road. At the time, two culverts had to be established, one of which was installed under the road near the Suzuki garage. When the estate was laid out, some of the drainage had to be reorganised, which resulted in a drainage channel at the north side of Ellis Way, and south side of Hart Close, and a second between Calvert Close and Hart Close.

The culvert between Ellis Way and Hart Close, was generally well maintained. However the drainage channel between Calvert Close and Hart Close was now blocked at the entrance. Local people had cleared an exit for the water to go but of more concern, was the culvert near Bell Farm Road, where the riverlet ran into the culvert underneath the road. You couldn't see the culvert now, as it was overgrown. Ownership and responsibility for this was uncertain, and very little had happened to the culvert adjacent to Bell Farm Road. If water built up, it could pose a risk.

**GP18.09.24** Members **RESOLVED** to reinstate standing orders.

**3.0 APOLOGIES FOR ABSENCE**

Apologies had been received from Councillors B. Cox and P. Ullmann due to work commitments.

**4.0 MINUTES**

4.1 Minutes of the meeting of the General Purposes Committee held on the 22 July 2024

**GP19.09.24** Members **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 22 July 2024 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2 Action list

Members agreed to remove the following actions, which were now completed, before members noted the action list:

GP 12.07.24 – opening of new bank account for investment - Complete

GP 12.07.24 – amendments to the draft Scheme of Delegation – Complete.

Councillor Manvell asked if the bank mandates had been updated with the transfer of the investment funds.

4.3 Project list

A number of projects listed were nearing completion or had recently been completed, which was positive news.

The online event ticket system was nearly ready to launch, with this due to go live mid-October. The new plumbing and heating system had been installed at Victoria Pavilion, and the reconfiguration of the caretaker station was awaiting sign off from East Sussex Building Control Partnership.

Members were concerned that there was no window in the new caretaker's office. The Town Clerk explained that the original proposed design had had to be amended to meet the requirements of Building Control. New signage would be placed up in the foyer and near the caretaker station, to improve signposting for visitors to the Civic Centre, and the Hospitality Manager had suggested placing a sign above the bar of the restaurant, to make the distinction between the restaurant and Civic Centre meeting rooms clearer. The Town Clerk advised that the Caretakers were not a tourist or information office and they currently received a number of enquiries each day. The caretaking and cleaning staff needed to be busy within the building turning rooms around, cleaning and carrying out compliance duties.

It was suggested that a log be kept of the number of interactions at the Town Council office and the subject of their enquiry to understand the types of enquiries the Civic Centre received.

Members were happy to remove the project relating to Victoria Pavilion from the Project List and noted the remainder of the report.

## **5.0 FINANCIAL MATTERS**

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

Members noted the bills paid.

### **5.2 To note the income and expenditure reports up to 30 June 2024**

Members were pleased to see the income and expenditure figures so close to those budgeted for quarter one for Luxfords Restaurant.

The Town Clerk noted that the expenditure on non-alcoholic purchases was very high for that period. The Assistant Town Clerk & RFO had reminded the Town Clerk of the stock purchased for the Beacon Lighting event, and had since been advised by the Hospitality Manager that soft drinks were also bought in for the end of season Junior football club award evenings in June.

A question was then raised in relation to the expenditure around casual staff in Q1, being higher than anticipated. The Town Clerk explained that a member of the kitchen staff was on long term sick and returned on a phased return in June following an operation, so this accounted for some of the additional costs around casual staffing along with events held in the Civic Centre.

In relation to General Purposes Committee, members made enquiries relating to the room hire and Civic Centre income streams. The Town Clerk provided an update, and also advised members that the office was still waiting for the decision on the National Joint Council pay awards for 1 April 2024. Members subsequently noted both reports.

### **5.3 To receive the minutes of the Personnel Sub-Committee on 12 September 2024**

To be dealt with under confidential business.

## **6.0 BUILDINGS**

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

A discussion commenced on the new meeting room, to which the Town Clerk advised that they were looking for a new name for the room.

Various ideas were put forward, which included honouring the names of notable people who had been important within the town but sadly passed in recent years. The only concern with naming a room after a person, was that it could set a precedent. A number of people had passed, but there were also cases where more than one person had the same name.

Alternative suggestions put forward included Boothland or Nightingale Room, Sussex Room etc.

The Town Clerk advised she would identify four potential names within that theme and ask members and staff to select their top two preferred names from the list to reach a vote on the new name.

The Town Clerk also provided an update on 2A Vernon Road. Members felt that the property should be re-let on a six-month assured shorthold tenancy, whilst scoping work was undertaken to consider how the space could be reconfigured to make the best use of the space, in terms of living and bathroom space.

Members subsequently noted the report.

## **7.0 POLICY**

### **7.1 To consider the Town Council's Pension Policy – no. 32**

The Town Clerk presented the updated Pension Policy following a review by Personnel Sub-Committee on 12 September 2024.

### **GP20.09.24**

Members **RESOLVED** to approve and adopt the revised Pension Policy.

## **8.0 ADMINISTRATION**

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

Members noted the contents of the report.

### **8.2 To receive Members' audit report for May 2024**

Members noted the completed audit report for May 2024.

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

### **9.1 To consider reports from: -**

#### **(i) Wealden Citizen's Advice**

Nothing to report.

#### **(ii) Wealden Volunteering**

Wealden Volunteering were hosting a Volunteer Fair in the Civic Centre on 12 October, and the Manager of the organisation was due to present to members at 6.30pm on 25 September 2024. The Town Clerk advised that this was an important presentation as members would be asked to review both their Service Level Agreement and the Service Level Agreement for Wealden Citizen's Advice, during this budget setting period.

#### **(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 Diane Ward commented on how great it was to see so many people out on Carnival night, taking part in the carnival and supporting the event. Councillor Ward wished to thank the Uckfield Bonfire & Carnival Society for such a great event, it was brilliant.

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

None.

## **12.0 CONFIDENTIAL BUSINESS**

### **GP21.09.24**

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 raised concerns with one of the organisations with debts outstanding as they knew that the business was due to shortly close. The Town Clerk would ensure that any outstanding debts were addressed. Members noted the report.

### **12.2 To consider an update on Luxfords Restaurant**

Members and the Town Clerk discussed the July figures, recent stocktake audits, the earlier start times on Friday and Saturday mornings, and current deals. They

wished to thank the Hospitality Manager for a good report, and noted the contents.

12.3 To receive the minutes of the Personnel Sub-Committee

Members received the minutes of the Personnel Sub-Committee which took place on 12 September 2024.

12.4 To consider the recommendations of the Personnel Sub-Committee

Members discussed the conversations that had taken place at Personnel Sub-Committee. It was suggested that where the office received a number of enquiries for town-based matters, which were often outside of the Town Council's remit, that perhaps a more prominent FAQ page be placed on the Town Council website. The current information on what each local authority did was quite hidden amongst the webpages.

It was suggested that a residents' survey take place to support both members and staff in prioritising work in addition to the management of the Town Council's asset portfolio, and committee members wished to see a copy of the presentation shared with Personnel Sub-Committee.

The meeting closed at 8.36pm.

## 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	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>	10.06.24	WH/HG	In progress. Just working on site speeds. Utilising Eventbrite on events booked until Christmas, to ensure the new system is fully functioning before we go live.



**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>	Agreed to pursue with Option A (£3,230) Part funded by Earmarked reserves = £3,191.50				
		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.		
		13.09.24	The test system has been created and tested. The system is due to go live by the end of September 2024. <b>Nearing completion. Spent £2,986.00 to date.</b>		

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

**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.		

**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.	
	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	

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

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>		

**Outstanding/ongoing initiatives from 2023/24**

Project Name		Building Maintenance Programme		Project Number	74
Resolution No.	Funds	Date	Commentary		
<b><u>FC86.01.23</u></b>	£76,000.00	23.01.23	<b>Building Maintenance Fund 2023/24</b>		
			<b>Year 9</b>	<b>Estimate</b>	<b>Actual</b>
			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		
<b><u>FC.91.01.24</u></b>	£93,605	15.01.24	<b>Projects agreed for 2024/25:</b>		

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

			LED lighting – Civic (£4,943) - Victoria (£19,289) <b>Works to replace and update lighting, and in particular emergency lighting has commenced, with substantial works being carried out in the Civic Centre.</b>
			Fire door upgrades – Foresters (£13,902) - Victoria (£22,495) - West Park (£22,976)
			Office reconfiguration – (£10,000)

Project Name		New tables and trolleys for Civic Centre Ground floor rooms		Project Number	81
Resolution No.	Funds	Date	Commentary		
<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 autumn.		

Project Name		WPA NHS Top-Up		Project Number	83
Resolution No.	Funds	Date	Commentary		
<b><u>FC.91.01.24</u></b>	£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		
<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.		

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 plus revenue funding (Professional fees)	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.		
	Total of £5,000	01.11.24	This work has now been completed and the figures have been incorporated into the recent Organisational Review report prepared by the Town Clerk for members. One query will be raised with the valuer regarding Ridgewood Village Hall. <b>NFA.</b>		

Luxfords at 31 August 2024

	Apr 24 Actuals £	May 24 Actuals £	Jun 24 Actuals £	Jul 24 Actuals £	Aug 24 Actuals £	Actuals at 31 Aug 24	Budget at 31 Aug 24	Sep 24 Budget £	Oct 24 Budget £	Nov 24 Budget £	Dec 24 Budget £	Jan 25 Budget £	Feb 25 Budget £	Mar 25 Budget £	Total 2024/25	2024/25 Budgets
Sales																
Restaurant Food Sales	13,506	13,056	12,513	12,764	12,565	64,404	63,500	13,500	15,000	13,500	13,500	12,000	13,500	13,500	158,904	158,000
Restaurant Bar Sales	684	527	634	603	631	3,080	4,375	875	875	875	875	875	875	875	9,205	10,500
Function Food Sales	2,994	1,449	3,528	1,979	768	10,719	13,600	3,850	4,000	3,850	3,850	1,000	1,000	3,850	32,119	35,000
Function Bar Sales	1,312	2,192	4,334	1,333	24	9,195	10,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	23,195	24,000
Hire of Urn	177	33	24	96	13	344	667	133	133	133	133	133	133	133	1,277	1,600
Hire of Luxfords Restaurant	0	0	13	101	0	114	417	83	83	83	83	83	83	83	697	1,000
Sundry Income	0	0	0	0	0	0	208	42	42	42	42	42	42	42	292	500
Total Sales	18,674	17,258	21,047	16,875	14,002	87,855	92,767	20,483	22,133	20,483	20,483	16,133	17,633	20,483	225,689	230,600
Purchases																
Food Purchases	4,817	4,273	4,821	4,379	3,707	21,997	20,500	4,250	5,500	4,250	5,500	3,500	4,250	4,250	53,497	52,000
Bar Purchases - non-alcoholic	599	757	132	173	225	1,885	1,500	500	0	0	500	0	0	400	3,285	2,900
Bar purchases - alcoholic	943	1,239	93	573	143	2,990	2,500	1,000	0	500	2,000	0	0	2,100	8,590	8,100
Consumables	165	276	214	177	68	900	500	150	0	0	750	0	0	600	2,400	2,000
Cleaning	223	0	0	59	49	330	250	250	0	0	250	0	0	250	1,080	1,000
Maintenance & Repairs	7	0	0	119	594	720	500	500	0	0	500	0	0	500	2,220	2,000
Equipment - New/Replacements	27	149	6	353	110	645	750	0	0	375	0	0	0	375	1,395	1,500
Equipment Hire	0	535	299	87	0	921	500	250	0	0	250	0	0	150	1,571	900
Rates	712	712	712	712	712	3,559	3,600	720	720	720	720	720	720	0	7,879	7,200
Electricity	1,386	974	819	0	0	3,180	3,750	750	750	750	750	750	750	750	8,430	9,000
Gas	514	139	125	(121)	247	904	1,333	267	267	267	267	267	267	267	2,770	3,200
Water	0	0	0	562	0	562	800	400	0	0	400	0	0	400	1,762	1,600
Refuse Collection	253	211	188	224	198	1,074	750	150	150	150	150	150	150	150	2,124	1,800
Stocktaking	205	0	0	205	0	410	425	0	213	0	0	213	0	0	835	850
Uniforms/Protective clothing	0	181	0	0	0	181	150	0	0	0	0	0	0	150	331	150
Salaries	9,520	11,323	10,345	10,663	11,961	53,812	50,798	10,160	10,160	10,160	10,160	10,160	10,160	10,160	124,929	121,915
National Insurance	556	783	567	550	744	3,201	3,430	686	686	686	686	686	686	686	8,003	8,232
Pension	1,717	2,056	1,882	1,911	2,102	9,669	9,421	1,884	1,884	1,884	1,884	1,884	1,884	1,884	22,858	22,610
Casual wages	1,750	2,265	644	1,137	586	6,383	3,750	750	750	750	750	750	750	750	11,633	9,000
Credit charges	293	0	45	174	40	552	1,250	250	250	250	250	250	250	250	2,302	3,000
Total Purchases	23,688	25,873	20,892	21,935	21,485	113,873	106,457	22,916	21,329	20,741	25,766	19,329	19,866	24,071	267,893	258,957

## GP Committee at 31 August 2024

[illegible]

## GP Committee at 31 August 2024

	Apr 24 Actuals £	May 24 Actuals £	Jun 24 Actuals £	Jul 24 Actuals £	Aug 24 Actuals £	Actuals at 31 Aug 24	Budget at 31 Aug 24	Sept 24 Budget £	Oct 24 Budget £	Nov 24 Budget £	Dec 24 Budget £	Jan 25 Budget £	Feb 25 Budget £	Mar 25 Budget £	Total £	2024/25 Budgets
Training	3,475	65	0	125	400	4,065	4,500	1,000	0	0	1,000	0	0	500	6,565	6,000
All Building Cleaning Materials	325	170	142	903	77	1,617	1,042	208	208	208	208	208	208	208	3,075	2,500
<b>Total Purchases</b>	<b>70,944</b>	<b>89,522</b>	<b>77,301</b>	<b>74,854</b>	<b>49,567</b>	<b>362,187</b>	<b>375,039</b>	<b>67,736</b>	<b>108,496</b>	<b>66,068</b>	<b>70,736</b>	<b>78,683</b>	<b>52,358</b>	<b>68,376</b>	<b>873,766</b>	<b>888,249</b>

### New initiatives 2024/25

Building Maintenance Fund	0	0	0	13,651	6,388	20,039	0	0	0	0	0	0	0	0	N/A	93,605
New tables and trolleys for Civic Centre Grnd Flr	0	0	0	0	0	0	0	0	0	0	10,000	0	0	0	N/A	10,000
Computer upgrade phase 2	0	4,006	0	0	0	4,006	4,500	0	0	0	0	0	0	0	N/A	4,500
WPA NHS Top Up	710	103	(280)	742	(280)	996	975	195	195	195	195	195	195	195	N/A	2,340
Signal Box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	10,000
Market Valuation Report	0	0	0	0	0	0	0	0	5,000	0	0	0	0	0	N/A	3,500

**123,945**

### Earmarked reserves

Online event ticket system	0	0	0	1,615	1,292	2,907
262 Bus Service	770	0	0	0	1,694	2,464
Victoria External/Internal Maintenance (P&H)	10,486	0	0	300	18,893	29,679
Foresters Hall Renewable source heating	8,688	0	5,962	2,148	0	16,798
Foresters Chapel new plumbing/heating	0	924	0	675	0	1,599
EICR works	0	2,625	0	265	0	2,890
Civic Centre Lift Upgrade	15,979	500	0	0	0	16,479



## **Meeting of General Purposes Committee**

**Monday 4 November 2024**

### **Agenda Item No 5.3**

#### **TO NOTE THE TOWN COUNCIL'S LIST OF DIRECT DEBIT PAYMENTS AND STANDING ORDERS**

##### **1.0 Summary**

- 1.1 This report provides a quarterly update on the current suppliers who are paid by standing order and/or direct debit.

##### **2.0 Details**

- 2.1 Since the table was presented to Full Council on 26 June 2024, there has been an additional Direct Debit set up.

We have one new supplier that has been set up as a Direct Debit:  
John Deere Bank which is the finance company used to purchase the Ride on Mower/Mulcher for the Grounds team.

The following table shows the current list of companies we have set up:

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

- 2.2 When setting up payment by direct debit, two councillors act as signatories on the direct debit mandate.
- 2.3 The Assistant Town Clerk & RFO has devised a process whereby members authorising the BACs run, can review these payments once a month.

##### **3.0 Recommendation**

- 3.1 Members are asked to note the up-to-date list of accounts currently set up by direct debit.

Contact Officer: Sarah D'Alessio

## Meeting of the General Purposes Committee

Monday 4 November 2024

### Agenda Item No. 5.4

#### TO CONFIRM THE FEES AND CHARGES FOR ROOM HIRE FOR 2025/26

##### **1.0 Background**

- 1.1 Members last reviewed the fees and charges for room hire on 4 December 2023. For the period of 2024/25, they agreed to increase the charges by 5%:

5.4 To confirm the fees and charges for room hire at the Civic Centre and Foresters Hall for 2024/25 (1 April 2024 to 31 March 2025)  
Members referred back to their initial suggested increase of 5% on all room hire charges, and associated equipment hire costs, and still supported this proposal.

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

- 1.2 The current rates for room hire are available within appendix A of this report. Please note that the Mayor's Parlour will not be available to hire in 2025, but the new Nightingale Room will be available. The room is smaller than the Mayor's Parlour and suitable for 121 meetings, interviews and remote working. Members will be asked to consider an hourly price for this room plus VAT.
- 1.3 When considering future room hire charges, there are a number of things to consider:
- increases to utility and staffing costs;
  - competitors in Uckfield and where the room hire rates sit against theirs.
- 1.4 The Consumer Prices Index including owner occupiers' housing costs (CPIH) rose by 2.6% in the 12 months to September 2024, down from 3.1% in August. The Bank of England's calculator recorded a percentage increase of 0.5% between April and September 2024, and interest rates are currently around 5%.
- 1.5 Local competitors include:
- Kings Church  
*don't appear to be hiring out their facilities just yet, but maybe by April 2025?*
  - Ridgewood Village Hall  
<https://ridgewoodvillagehall.wixsite.com/uckfield/bookings>
  - Bridge Cottage  
<https://www.uckfieldheritage.co.uk/room-hire>
  - East Sussex National  
<https://eastsussexnational.co.uk/conference-meetings-events/>
- 1.6 Please also note that we need to set the room hire rate for the ground floor of Victoria Pavilion, which is currently as follows:  
£11.22 per hour plus VAT – commercial rate for 2024-25  
£8.00 per hour plus VAT – non-commercial rate for 2024-25

### **3.0 Recommendations**

#### **3.1 Members are asked to:**

- consider the hourly rate of hire for the Nightingale Room for now onwards into 2025/26, and;
- consider the fees and charges for room hire for the Civic Centre, Foresters Hall, and ground floor of Victoria Pavilion for 2025/26.

**Contact Officer:** Holly Goring

**Appendices:** Appendix A: 2024/25 Current Fees and Charges (Room Hire)

## Meeting rooms and venue hire

### Making a booking

To check availability of rooms and dates in the Civic Centre, please call 01825 762774.

To assist our staff, please have the following information available:

- Date(s) required
- Number attending
- Start and end times for your booking including additional set up and clear up times
- Whether you are a non-commercial or commercial booking;

We will then be able to advise you of available rooms and will make every effort to accommodate your booking.

If a room is available for your preferred date and time, we will need additional details to make your provisional booking:

- Your name
- Company or organisation
- The billing address
- Contact telephone numbers and email
- Brief details of the booking.

We will then email a booking form for you to confirm.

You will be required to complete: a booking form, a catering form, an additional equipment and layout forms.

You should check and complete the forms and return them to the Council Offices, where your booking will be confirmed. You will then be sent a confirmation of your booking preferably by email.

An invoice for the hire charge will be sent to you within 28 days

prior to your booking and should be paid within 14 days.

### Prior to your booking

Please ensure that you confirm numbers attending and the layout at least *two days* before your booking.

If you require catering, you must advise us and order at least one week before your event as supplies will need to be ordered in.

If you have any queries, or would like to discuss specific requirements for your booking, please call 01825 762774 and make an appointment to see a member of staff.

### Cancellations

*Please Note:* if you cancel your booking within 14 days of the date of the event, the *full* hire charge will be payable.

### Access for Disabled People

The Civic Centre is fully accessible for disabled people, with designated parking spaces at the rear of the building.

If you have any specific access requirements, or require any information in an alternative format, please call 01825 762774.

### Layout

The room will have been set out to the specification you will have indicated on the booking forms.

If this is incorrect or you require alterations, please contact a caretaker or the Council Offices immediately. The chairs and

tables are heavy and you should *not* attempt to move them.

### Additional Equipment

If you require additional equipment on the day, or have difficulties with operating any equipment, please contact a caretaker or the Council Offices for assistance.

### Catering

If you require additional catering, or have any queries regarding your catering order, please contact us.

### Housekeeping

Maps of the building and housekeeping notices are provided in each room. If you require further information, please contact the Council Offices or, out of normal office hours, a caretaker.

### EMERGENCY PROCEDURES

Fire evacuation and emergency procedure notices are provided in all rooms. Please ensure that all your delegates/guests are aware of the emergency evacuation procedures.

**In the event of a fire, please evacuate to Luxford Field and take a roll call of your delegates/guests. You must report immediately to the Fire Officer in charge should anyone from your party be missing or require assistance.**

If you require additional information about the evacuation procedures, please contact the Council Offices in person or call 01825



## Civic Centre and Foresters Hall

## Venue hire charges 2024/25 (prices applicable from 1 April 2024 – 31 March 2025)



Foresters Hall, Harcourt Road



Weald Hall



Ashdown Room



Green Room



Martlets Room



Oakleaf Room



Council Chamber



Mayor's Parlour

## Meeting rooms and venue hire

### Civic Centre (TN22 1AE) - Basic room hire per hour + VAT

Free 3hr & 10hr parking in Luxfords car park (TN22 1AL)

Room	Non-Commercial	Commercial
Weald Hall (seats up to 250) 15m x 21m	Off peak rate £28.00 Peak rate £34.00	Off peak rate £48.80 Peak rate £54.75
Ashdown room (seats up to 100) 11m x 7m	Off peak rate £14.70 Peak rate £18.20	Off peak rate £25.60 Peak rate £30.40
Council Chamber (seats up to 50) 6.8m x 12.9m	Off peak rate £17.05 Peak rate £20.50	Off peak rate £23.50 Peak rate £28.20
Green Room (5.5m x 9.4m)	£14.10	
Martlets Room (seats up to 25) (4m x 6.8m)	£12.80	
Oakleaf Room (seats up to 25) 4.1m x 6.1m	£12.80	
Mayor's Parlour (seats up to 10) 3.7m x 4.4m	£10.95	
Luxfords Restaurant (available when restaurant closed)	£12.80	£20.20

\*Off peak rate – applies daytime Monday to Saturday  
and evenings Monday to Wednesday from 6.00pm

\*\*Peak rate – applies evenings from 6.00pm on Thursday/Friday/Saturday and all day on Sunday  
Bookings are subject to availability

**Maximum capacity dependent on room layout – please see separate sheet for details and specify the layout when you make your booking.**

**The use of wall-mounted digital smart screens and projector, if required, is included in all room hire charges but should be pre-ordered at the time of booking.**

Civic Centre Uckfield  
www.civiccentreuckfield.com

Tel: 01825 762774 Email: admin@uckfieldtc.gov.uk

## Meeting rooms and venue hire

### Foresters Hall (TN22 5DT) - Basic room hire per hour

Room	Non-Commercial	Commercial
Main Hall – adult group	£11.95	£26.25
Mail Hall – voluntary youth group	£5.90	n/a

**Please note that VAT is not chargeable on Foresters Hall bookings**

#### Foresters Hall

You will need to collect a key prior to your event. For bookings on a Saturday or Sunday, please call into the offices on Friday before 4.00pm to collect the key. You will need to return the key on the Monday.

A £15 returnable cash deposit will be required for the key.

Bookings cannot be taken for some Fridays or Sunday evenings due to services in the Chapel.  
Foresters Hall is **not** suitable for adult parties or discos and hire of the hall finishes at 9.00pm.

#### Useful information for Civic Centre Bookings

The use of a wall-mounted digital smart screen and projector, if required, is included in all room hire charges – please advise at time of booking.

General hire of equipment		Weald Hall equipment hire only	
<ul style="list-style-type: none"> <li>Charged per item when ordered with rooms booked on an hourly rate.</li> </ul>		Full stage (7.3m x 5.49m)	£22.30
Flip Chart (with pens)		Two thirds stage (7.3m x 3.65m)	£11.15
Laptop		Stage lights (first night)	£21.15
NoBo display boards (Velcro Fastenings)		Stage lights (subsequent nights)	£14.05
Lectern		Piano	£14.05
TV and DVD player		PA system + one microphone	£16.40
	£6.90	Standard microphone	£3.60
	£5.90	Radio microphone	£10.60
	£3.50	Lapel Microphone	£10.60
	£11.75	Wheelchair lift to the stage	FREE
	£7.60	Induction loop (requires PA)	FREE

#### Live music

The Civic Centre may require a contribution to PPL PRS live music tariff charges and general purposes (DJ/recorded music). Please check when you make your booking

#### Parties

All parties will be considered on merit and may be subject to additional terms and conditions including:

- A responsible person should be named who undertakes to remain sober throughout the event, to act as a liaison with Council staff in the event of an incident or emergency;
- An ID system to be specified to prevent under-18s from buying alcohol at the bar  
**Please note that we do not host 18<sup>th</sup> birthday parties.**
- Should you hire from an inflatables company, it is your responsibility to ensure the inflatable provider has the relevant valid insurance and Risk Assessment in place.

**Hirers are not permitted to bring their own food and drink.**

Civic Centre Uckfield  
www.civiccentreuckfield.com

Tel: 01825 762774 Email: admin@uckfieldtc.gov.uk

## **Meeting of General Purposes Committee**

**Monday 4 November 2024**

### **Agenda Item 5.5**

#### **TO INITIALLY CONSIDER THE SERVICE LEVEL AGREEMENTS FOR:**

- (i) WEALDEN VOLUNTEERING, AND;**
- (ii) WEALDEN CITIZEN'S ADVICE**

#### **1.0 Background**

- 1.1 It was agreed in December 2022, to renew the service level agreements for Wealden Volunteering and Wealden Citizen's Advice for a term of two years, as a result of the 2023 election etc. At that time, members agreed to:

#### **15.0 TO CONSIDER THE ARRANGEMENTS FOR SERVICE LEVEL AGREEMENTS WITH UCKFIELD VOLUNTEER CENTRE AND WEALDEN CITIZEN'S ADVICE FOR 2023/24**

A report was presented which explained that the service level agreements put in place with Uckfield Volunteer Centre and Wealden Citizen's Advice for 2022-23 were in need of review in time for the budget setting process.

Both service level agreements for 2022-23 had been signed and services delivered, with Uckfield Volunteer Centre receiving £8,000 for services, and Wealden Citizen's Advice, £19,000.

Members referred back to the recommendation of General Purposes Committee in October 2021, which suggested that a two year agreement now be formed due to the elections and possible changes in the council. Members supported this suggestion, as it would give the council time to review these agreements in more detail before the next renewal period.

**FC.72.12.22** Members **RESOLVED** to renew the service level agreements with Uckfield Volunteer Centre and Wealden Citizen's Advice for a period of two years, with the financial contribution remaining the same for both organisations as the current amount - £8,000 for Uckfield Volunteer Centre and £19,000 for Wealden Citizen's Advice.

- 1.2 Both service level agreements were signed and the services delivered. The Town Clerk will give a verbal update to General Purposes Committee on the organisations and how they've met the terms of the service level agreements during the period of the agreement.

#### **2.0 Recap on the legislation and funding streams used to issue grant funding through Uckfield Town Council's annual Community Grant programme**

- 2.1 The Town Council provides grant funding to a number of agencies and voluntary organisations each year as part of its community grant programme.

#### **Section 142 of the Local Government Act 1972**

- 2.2 Section 142 of the Local Government Act 1972 enables local authorities to:  
"assist voluntary organisations to provide for individuals—  
(a) *information and advice concerning those individuals' rights and obligations; and*  
(b) *assistance, either by the making or receiving of communications or by providing representation to or before any person or body, in asserting those rights or fulfilling those obligations.*
- 2.3 Grant funding is provided to Wealden Citizen's Advice under this legislation to assist Uckfield residents with information and advice.



### General Power of Competence

- 2.4 The general pot of community grant funding which is available to successful applicants (local community groups, charitable and voluntary organisations) is provided under the General Power of Competence (previously Power of Wellbeing).
- 2.5 The General Power of Competence (which arose through the Localism Act 2011) gives eligible Councils, “*the power to do anything that individuals generally may do*” as long as they do not break other laws. It is intended to be a power of first, not last, resort like the powers under Section 137. A Council that is eligible to use the General Power of Competence can no longer use Section 137 as a power for taking action for the benefit of the area or its community except Section 137 (3) which remains in place and which permits the Council to contribute to UK charities, public sector funds and public appeals.

### Service Level Agreement

- 2.6 The funding issued to the Wealden Volunteering each year is provided in association with a service level agreement, which is linked to the work they undertake to review organisations in receipt of the Town Council’s grant funding.

## **3.0 Funding set aside within the budget for grant funding**

- 3.1 The following table sets out the amounts that Uckfield Town Council has allocated in the annual budget setting process for community grant funding to community, charitable and voluntary organisations in the past 8 years:

Financial Year	Funding pot	Funds allocated
2017/18	Section 142	£19,500
	General Power	£22,450
	UVC SLA	£8,000
2018/19	Section 142	£19,500
	General Power	£25,000
	UVC SLA	£8,000
2019/20	Section 142	£19,500
	General Power	£25,000
	UVC SLA	£8,000
2020/21	Section 142	£19,500
	General Power	£27,500
	UVC SLA	£8,000
2021/22	Section 142	£19,500
	General Power	£27,500
	UVC SLA	£8,000
2022/23	Section 142	£19,000
	General Power	£27,500
	WV SLA	£8,000
2023/24 and 2024/25	Section 142	£19,000
	General Power	£27,500 in 2023/24 £25,000 in 2024/25
	WV SLA	£8,000

## **4.0 Wealden Citizen’s Advice**

- 4.1 Wealden Citizen’s Advice has three offices – based in Hailsham, Uckfield and Crowborough. Until autumn 2020, the Uckfield branch was based in the Hub, a building owned by Uckfield Town Council.

4.2 The organisation has since moved into the premises of the Uckfield Library, which is the property of East Sussex County Council.

4.3 It has been confirmed previously that the funding obtained from Uckfield Town Council to support Wealden Citizen's Advice, is utilised to cover their premise overheads – such as rent, rates, utility bills etc.

4.4 Hailsham and Crowborough Town Councils provide funding in the same remit, which covers the costs of Wealden Citizen's Advice rent, and utility costs to provide support in running the service.

4.5 It is advisable that Wealden Citizens' Advice be invited to present to members in the next few weeks, to help inform members' consideration of the renewal of the service level agreement.

## **5.0 Wealden Volunteering**

5.1 Wealden Volunteering visited the Civic Centre on 25 September 2024 and presented to members. An email was sent to members on 2 October 2024, setting out the key points of the discussion, which the Town Clerk will re-circulate for members.

## **6.0 Recommendations:**

6.1 Members are asked to provide initial comments on the review of these service level agreements as we commence the budget setting process for 2025/26 onwards.

Contact Officer: Holly Goring

Appendices: Appendix A: Current SLA for Wealden Citizen's Advice  
Appendix B: Current SLA for Wealden Volunteering





## **SERVICE LEVEL AGREEMENT**

### **Uckfield Town Council and Wealden Citizens Advice, Uckfield Branch**

#### **Period of agreement**

This is a 24-month agreement that will start on 1 April 2023 and finish on 31 March 2025, with an opportunity to then review the agreement moving forward.

#### **Aim**

The aim of Wealden Citizens Advice is to provide free impartial advice to people for the problems they face and to improve the policies and practices that affect people's lives. The service is independent of other agencies and all information is handled confidentially. The service values diversity and promotes equality; challenging discrimination wherever seen. The service is available to everyone, with a particular focus in this service level agreement for the provision of support to residents in Uckfield and the surrounding villages.

#### **Key performance indicators**

##### **Opening hours**

A service will be offered face to face, over the phone, and by email during the following opening times, subject to resources.

Uckfield Town Council will be informed if there are any proposed changes in opening times necessitated by a reduction of available funds.

It should be noted that the pandemic previously had an impact on services, in terms of opening times and the method in which service users could access the service. Information on opening times will therefore be provided to members on a seasonal basis over the next 12 months, to reflect the changes likely to be recommended through UK Government guidance.

<b>Day</b>	<b>Face to face</b>	<b>Telephone</b>	<b>Email</b>
Monday	9.30 to 3	9.30 to 3	9.30 to 3
Tuesday	9.30 to 3	9.30 to 3	9.30 to 3
Wednesday	9.30 to 3	9.30 to 3	9.30 to 3
Thursday	9.30 to 3	9.30 to 3	9.30 to 3
Friday	-	9.30 to 3	9.30 to 3

WCA will also be subject to Citizens Advice quality assurance processes in relation to both advice to clients and effective management and governance.

## Reporting

A bi-annual written report will be provided to Uckfield Town Council on the key performance indicators and following information:

- (i) Total number of clients (and specifically residents) helped by advisers by the Uckfield branch;
- (ii) Number of issues dealt with by the advisers in the Uckfield branch;
- (iii) Breakdown of the top five types of issues dealt with by the advisers in the Uckfield branch and Wealden District (%);
- (iv) The amount of money obtained for clients as a result of successful grant and benefit applications;
- (v) Details of any social policy campaigns in which the Uckfield branch have participated;
- (vi) Number of social policy evidence forms submitted by volunteers at the Uckfield branch to the Wealden Research and Campaign task force
- (vii) Details of any projects or new services available for residents in Uckfield and the surrounding villages;
- (viii) Breakdown of team available in terms of numbers of advisers, staff and trustees;

## Information sharing

In addition to a bi-annual report from the Wealden Citizens Advice, a representative of Uckfield Town Council will be appointed at the Annual Statutory meeting of Uckfield Town Council to attend WCA board meetings and provide updates to General Purposes Committee as a representative of this outside body.

It is also recommended that once a year, a representative of Wealden Citizens Advice attends a meeting of Uckfield Town Council to give a verbal report and answer any questions from members with regard to the service level agreement and service provision.

## Financial contributions

The provider (Wealden Citizens Advice) will receive a sum of £19,000 in 2023-24 and 2024-25, in line with this agreement.

Payment will be made in two instalments of £9,500. The first instalment will be issued in May of each year, and the second instalment issued in October.

Signed


On behalf of the Uckfield Town Council

Date

Full Name

Mr Daniel Manvan  
Mr Peter Seaby

Signed



Full Name Jennifer Jadia

On behalf of the Wealden Citizens Advice

Date 7<sup>th</sup> September 2023



## **SERVICE LEVEL AGREEMENT BETWEEN UCKFIELD TOWN COUNCIL AND THE UCKFIELD VOLUNTEER CENTRE**

### **GENERAL**

This is a non-legally binding agreement between Uckfield Town Council and the Uckfield Volunteer Centre.

It must be understood by both parties that failure to provide the services detailed below could jeopardise the likelihood of renewal of the service level agreement.

The agreement shall run for a 24-month period between 1 April 2023 and 31 March 2025.

The Town Council shall look favourable on a renewal if the terms of the agreement are met satisfactorily. However, the Town Council cannot commit to a renewal as it is accepted that renewal of the agreement is a decision for the elected Members and Members will change over the course of time. The Town Council, may, however, introduce a policy that supports the partnership in general terms.

### **Service Level Agreement requirements**

#### **Council Grants**

The Uckfield Volunteer Centre will undertake:

- An annual monitoring exercise with ALL grant awardees that were successful of being in receipt of grant funding through Uckfield Town Council's annual community grants programme. This exercise will provide an opportunity to evaluate their use of the community grant funding and ensure that the grant money given to community and voluntary organisations has been well accounted for. A written report will be provided to the Town Council at the end of each financial year;

Uckfield Town Council will:

- Require that all organisations receiving grants make a commitment to co-operate with the Uckfield Volunteer Centre during their annual monitoring exercise and support their work;

## Consultation

This clause makes the following assumptions:

- Voluntary organisations provide services to a wide cross-section of the local community;
- Volunteer groups may support disadvantaged groups who either may not be reached by the normal consultative process, or are more likely to benefit from the proposal for which the consultation is being carried out;

The Uckfield Volunteer Centre will:

Assist the Town Council with consultation; providing a network to disseminate all Town Council consultations to member groups and feedback responses. This should include the following provision to the Town Council:

- Use of the Uckfield Volunteer Centre window on the High Street for Town Council information up to four times a year (4 x 1 week);
- Sharing information through social media channels and newsletters as requested by the Town Council up to four times a year;
- A 'slot' at the Networking lunch up to three times per year;
- A representative of the Uckfield Town Council will be appointed to attend Uckfield Volunteer Centre Trustee meetings, as a representative of an outside body;
- Suitable acknowledgement of the Uckfield Town Council's support shall be displayed at the Centre and added to publications.

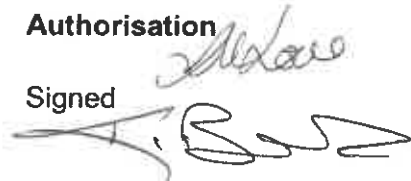
## Financial contribution

Uckfield Town Council will provide a sum of £8,000 for the period 2023-24 and again in 2024-25, in line with this agreement.

Payment will be made in one instalment of £8,000 and issued in May 2023 and May 2024.

## Authorisation

Signed



Full Name

CLLR  
JACKIE LOVE  
CLLR. KAREN BOWEN

On behalf of the Uckfield Town Council

Date

07/08/2023

Signed



Full Name

Judith Austin

On behalf of the Uckfield Volunteer Centre

Date

31/7/2023

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

**Monday 4 November 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. Quotes are still being sought for a longer term solution.
- New emergency lighting and standard lighting has been fitted in the Civic Centre with additional lighting added to vulnerable areas including to the outside;
- Quotes are being sought to repair a small leak in the front entrance area roof.
- Now the Caretakers Station works are completed, update signage has been ordered and delivered to help users of the Civic Centre. This includes upgrading the front user display TV to a larger screen;
- The Nightingale room is now available for hire.
- The AHU, gas boiler and hot water boiler for the staff toilets are being booked in to be repaired after servicing has been carried out.

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

- New pillar lighting is due to be installed in November, funded by the Sussex Police & Crime Commissioner and Safer Wealden Partnership. This will support volunteers working at the Uckfield Community Fridge and make the path at the bottom of Luxford Field, easier to use at night.

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

- This building is still being inspected on a weekly basis, as instructed by our insurance provider.
- A feasibility study has now been completed to decide the long-term future of the site and a report has been prepared for consideration under agenda item 6.2.

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

- Quotes are being sort to repair the roof of the entrance area.

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

- Works to be scheduled to make internal areas good, following the installation of the new hot water boiler systems in Foresters Chapel;
- Works are on-going to make internal areas good in Foresters Hall following on from the installation of the new air source heat pump. This should be completed by the start of December;
- Annual gutter clearance has been carried out.

#### Snatts Road, Chapel

- An Electrical Installation Condition report (EICR) has been undertaken for the chapels. Remedials to follow once quoted.
- 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. A further meeting is to be arranged to follow up on the actions required;
- The EICR remedials have been completed as agreed by the leaseholder and the final report will subsequently be released.

#### 2A Vernon Road

- Due to the tenants ending the tenancy the flat has been filled/painted throughout, swollen doors planed down so they now close, new doors stops fitted to protect the walls, full clean carried out, the broken front fence replaced, front hedge/trees cut back and the gravel area de-weeded. The property has been viewed and new tenancy agreement in the process of being arranged.

### **3.0 Recommendations**

- 3.1 Members are asked to note the report.

Contact Officer: James Hollingdale

## **Meeting of the General Purpose Committee**

**Monday 4 November 2024**

### **Agenda Item 6.2**

#### **TO INITIALLY CONSIDER THE FEASIBILITY REPORT FOR THE SIGNAL BOX**

##### **1.0 Summary**

- 1.1 The Signal Box is situated directly to the south of the river Uck, adjacent to Uckfield Train Station and a short walk from the main High Street. The building is a disused railway signal control box dating from the mid-1850s and became obsolete in the late 1960s. Since its decommissioning, the building had been acquired by Uckfield Town Council and utilised as a commercial let. The building is a two-storey traditional timber framed structure, clad on all sides in painted timber weather board and fenestrated in single glazed timber horizontally sliding casement windows. Each storey is accessed externally from the east, the first floor served by an external timber staircase and timber entrance lobby, constructed off of cast iron gallows brackets. The building is weathered in a hipped slate roof with 1/3rd round ridge and hips. The building is in a bad state of repair, has various compliance shortfalls, has external caveats, is not very eco-friendly, has been subject to vandalism and been vacant for over two years.
- 1.2 The Estates & Facilities Manager commissioned a structural survey, and a detailed feasibility study of the building. This report sets out the outcomes of these surveys and proposed options for the future of the site.

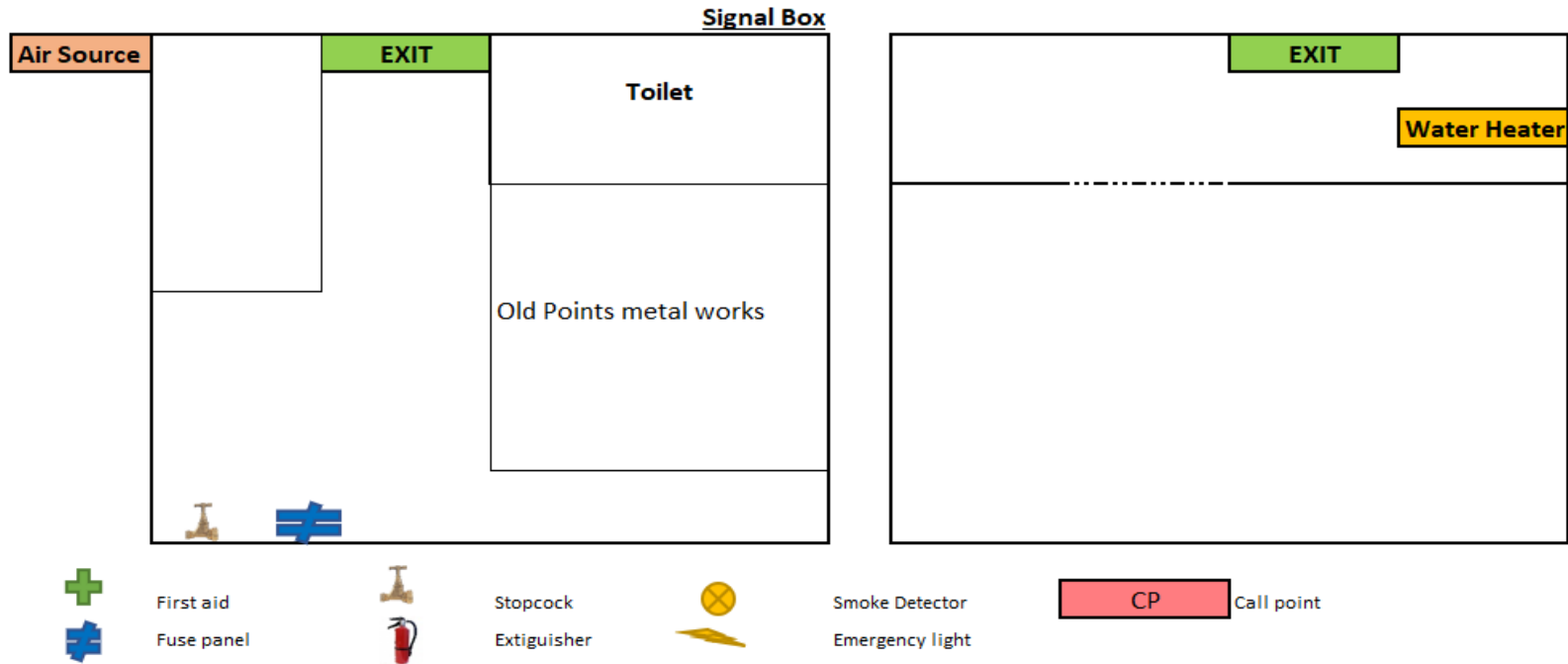
##### **2.0 Current state of the building**

- 2.1 Photos of the current condition of the building can be found overleaf.









### 3.0 Future options

- 3.1 A joint feasibility inspection was undertaken on 14 June 2024 to determine the desired scope of works for the property. The inspection was based on two options:
- (i) full refurbishment to bring the property up to a commercial let standard, or
  - (ii) to make safe for in-house office space.
- 3.2 The full report is available to view and will be circulated to members separately. A copy of previous structural assessments have also been circulated for members' reference.
- 3.3 Please note that the proposals would be subject to the requirements of the Building Act. The degree of information and application will vary between Option 1 & 2. **Option 1** would require a Full Plans submission to the Local Authority Building Control or other Approved Inspector. **Option 2** would likely be required on certification under self-certification schemes where services works are concerned. A building notice would likely be required for the structural remediation works. No planning application would be necessary in executing the refurbishment of the structure described in **Option 2**, however, **Option 1** would trigger your obligation under the Town and Country Planning Act to submit application to the Local Planning Authority.

**Option 1:** Works to provide a fully Building Control compliant material upgrade to offer UTC a commercial lettable property. **£107,095.07**

**Option 2:** Minimal refurbishment to offer UTC additional space for their in-house operations. **£27,705.80**

#### **4.0 Next steps**

- 4.1 Officers have also considered a further option in light of the costs involved in refurbishing the property, and that would be to lease to an interested party, who could attract grant funding to fully renovate the building. Or sell outright. The property was valued in the Market Valuation Report as £47,500.
- 4.2 In considering the first two options - If **Option 1** was pursued. It may be worth consulting a letting agent to advise on potential income/yield, as a finished property, to advise on the long-term financial benefits of such a refurbishment and building upgrade. If **Option 2** the property would likely to be either unlettable, or lettable at a severely reduced rate, to reflect the restriction in commercial use the condition of the property would present.

#### **5.0 Recommendations**

- 5.1 Members are asked to consider the contents of the report, and advise officers accordingly.

Contact Officer: James Hollingdale

# UCKFIELD TOWN COUNCIL



## MEMBERS AUDIT POLICY

Policy Number 63		
Issue No.	Date completed	Details of amendments
1	24.05.10	GP 24.05.10
2	29.07.13	GP 15.07.13
3	13.04.15	GP 70.04.15 General Review of policy
4	01.06.21	GP07.06.21 – General review in line with move to BACS payments
5	23.10.23	GP26.10.23 – adoption of updates to policy
<u>6</u>	<u>04.11.24</u>	<u>Review of policy by General Purposes Committee</u>

## **1.0 Introduction**

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

## **2.0 Procedures**

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

## **3.0 SAGE AUDIT TRAIL (DETAILED)**

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

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

3.4. **Timesheets:**

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

They will check:

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

4.0. **BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE**

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

4.2. The Member will carry out the following checks:

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

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

5.0. **PETTY CASH**

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

5.2 The Member will carry out the following:

- a) Check that the ~~previous~~ month's reconciliation is correct, signed and dated.
- b) Select random vouchers ~~against from the~~ reconciliation and check that they have been entered correctly onto SAGE.
- c) Count the money, at the time of their visit, in both petty cash tins to ensure the balance matches the SAGE balance.
- e) Check that vouchers are authorised by a member of staff and details entered in the petty cash books.

- d) Check that, where applicable, reimbursements of funds are signed for in the petty cash books.

**6.0. IRREGULARITIES**

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

**7.0. REVIEW**

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

## Appendix A

### UCKFIELD TOWN COUNCIL



#### MEMBERS AUDIT FORM

MONTH:

Checklist:

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

#### SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

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

#### BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

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

Clerks Account	<input type="checkbox"/>
<u>Current/General Account</u>	<input type="checkbox"/>
Business Reserve	<input type="checkbox"/>
<u>35 day account</u>	<input type="checkbox"/>
<u>95 day account</u>	<input type="checkbox"/>

#### BANK RECONCILIATIONS QUARTERLY VERIFICATION

Clerks Account	<input type="checkbox"/>
<u>Current/General Account</u>	<input type="checkbox"/>
Business Reserve	<input type="checkbox"/>
<u>35 day account</u>	<input type="checkbox"/>
<u>95 day account</u>	<input type="checkbox"/>

#### PETTY CASH

Check cash balance and vouchers

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

Signed .....

Print Name .....

Dated .....

Members comments:-




### Supplier Invoice Checked

Supplier Name	Invoice No. and Date	P. Order No	Confirmed stamped, signed, correct nominal code	Confirmed <del>payment method, entered and</del> signed by two Cllrs	<del>BACS</del> <del>paym</del> <del>no.</del>

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### Customer Invoices Checked

Customer Name	Invoice No.	Are <del>hire</del> charges correct?	Payment date on invoice	Bank Statement <del>Date/Page</del> No.

### Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on <del>BACS</del> payment record

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**Bank Reconciliation Checked**

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

**Quarterly bank reconciliation verification**

Bank Account	Statement No/Date	RFO has signed both records	Member signs both records	Notes
Clerks Account				
General Account				
Business Reserve				
<u>35 day account</u>				
<u>95 day account</u>				

**Petty Cash Checked**

Account Name	Is reconciliation correct? Month	Selected Voucher Name and findings	At time of visit, are petty cash floats aligned to SAGE balance
Town Council			
Luxfords			

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

**Monday 4 November 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 31 October 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 We saw another wave of covid and seasonal viruses in July and early August, which affected a handful of staff, across the organisation. A further wave of viruses impacted staff in September and October.
- 2.3 The Assistant Town Clerk & RFO continues to liaise with the East Sussex Wellbeing at Work Programme.

	<b>As at 31 October 2024 (sickness recorded since 1 April 2024) (29 staff)</b>	<b>As at 16 October 2024 (sickness recorded since 1 April 2023) (29 staff)</b>
Actual days taken as short-term Doctors' certificate	0.0 days	15.0 days
Actual days taken as self-certificated sick leave	53.0 days	70.0 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)	9.0 days	1.0 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

### **3.0 Personal learning and development**

- 3.1 The Head Caretaker is undertaking first time managers training. The Head Groundsman, the Head Caretaker and Ranger have completed an online IOSH qualification. Three new staff members have completed a First Aid at Work course.
- 3.2 With the support of annual appraisal review feedback, an organisation-wide training plan is being drawn together by Management Team. This 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 continue to be checked regularly using a 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 New housekeeping information has been created and displayed in each of the rooms in the Civic Centre and Foresters Hall.
- 4.4 Electrical Installation Condition Reports (EICRs) have now been 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, the Cemetery Chapels, Osborn Hall. 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. Emergency lighting and external lighting has been updated at Victoria on both floors and is in the process of being updated at the Civic Centre. This will be reflected on the testing sheets.
- 5.2 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. A new muster point has been installed at Victoria and fire signage has been updated at Victoria first floor and Foresters Hall.

Contact Officer: Sarah D'Alessio/James Hollingdale

## Appendix A

### UCKFIELD TOWN COUNCIL



#### MEMBERS AUDIT FORM

MONTH: *June 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	<input checked="" type="checkbox"/>
Customer Invoices	<input checked="" type="checkbox"/>
Timesheets	<input checked="" type="checkbox"/>

#### BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

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

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

#### BANK RECONCILIATIONS QUARTERLY VERIFICATION

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

#### PETTY CASH

Check cash balance and vouchers

Town Council Petty Cash

Luxfords Petty Cash

*35 DAY*  
*95 DAY*

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

Signed ..

Print Name .... *Ben Cox* .....

Dated .... *30/9/24* .....

**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
EUROPLANTS	INV 3076	17254	yes	yes
NISbet5	24045981	17214	yes	1095913906

109558  
4114

**Customer Invoices Checked**

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
THEATRE Guild	50326	yes	18/6/24	4 of 7
S.C. NHS	50300	yes	08/07/24	2 of 8

**Timesheets checked**

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS payment record
Jo Brooker	yes	yes	28/6/24	1101149829
Ruth Hobbs	yes	yes	28/06/24	1101149827

### Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount reconciled and if not reasons noted	Nominal Code
CURRENT	10F7	yes	200,000.53	1200
CLERKS	10F2	yes	-150	1210
RESERVE	10F2	yes	409,617.08	1227
95 day	10F2	yes	403,942.78	1226
35 day	10F2	yes	100,755.84	1225

### Quarterly bank reconciliation verification

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

### Petty Cash Checked

+ 35 DAY + 95 DAY

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	June yes	TESCO Detergent	✓ 191.25
Luxfords	June yes	TESCO mix Food	✓ 235.58

## Appendix A

### UCKFIELD TOWN COUNCIL



#### MEMBERS AUDIT FORM

MONTH: July 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.

35 Day account  
90 Day account  
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 Pe...



Signed ....

Print Name ...Angie Smith...

Dated ...7/10/24...



Members comments:-

All good. Thank you very much.

### 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
Grant Contractors	2779 31.7.24	17493	✓	1127870963 BACS ✓
KD Catering Butchers	F29809292	17313	✓	1108102417 BACS ✓

### Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
Brookes Family Mediation	50395	✓	✓ 29.8.24	6/7 (Aug 24)
Sally Jones	50391	✓	✓ 2.8.24	1/7 (Aug 24)

### Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS payment record
J Laurie	✓	✓	26/7/24	1113583986
T. Griffiths.	✓	✓	"	"

### Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount reconciled and if not reasons noted	Nominal Code
Current Account	7/8 (July '24)	✓	Yes	1200
95 Day	1/2 (July '24)	✓	Yes	1226
35 Day	1/2 (July '24)	✓	Yes	1225
Clerk's account	1/2 (July '24)	✓	Yes, but pending Post Office adjustment	1210
Business Reserves	1/2 (July '24)	✓	Yes	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	July '24 Yes	Gale & Woolgar £19.50 Correct	£112.92 Correct
Luxfords	July '24 Yes	Tesco £21.30 Correct	£93.82 Correct



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

**Monday 4 November 2024**

### **Agenda Item 9.1(i)**

Wealden CAB continued to be well-run and attracted trustees with a wide range of skills. There were 12 trustees in post.

Finances continue to be tight. A deficit of £1,600 was projected at the end of the financial year.

The CAB was investigating ways to reach out to younger people and men as they were not represented in the client base.

Service statistics:

	<b>1st April to 30<sup>th</sup> June 2023</b>	<b>1st April to 30<sup>th</sup> June 2024</b>	<b>Difference</b>
<b>No of clients helped</b>	1,005	1,192	<b>2024:</b> 187 more clients
<b>No of issues helped with</b>	3,945	4,270	<b>2024:</b> 325 more issues
<b>Client Income gain</b>	£254,571	£415,538	<b>2024:</b> increase of £160,967
<b>Client Debts written off</b>	£71,532	£329,510	<b>2024:</b> increase of £257,978

Councillor Angie Smith

27.10.24

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

**Monday 4 November 2024**

### **Agenda Item 9.1(ii)**

#### **REPRESENTATIVES ON OUTSIDE BODIES: REPORT ON WEALDEN VOLUNTEERING**

I attended the Board of Trustees meeting on Thursday 17th October 2024 following a recent presentation by their CEO and Treasurer to members of Uckfield Town Council primarily to do with funding and further development.

Since the enlargement to Wealden Volunteering (from Uckfield Volunteer Centre), there has been a growth in members - mainly via Crowborough and Heathfield. This year the Annual General Meeting will be held on Tuesday 12th November 2024 at The Basepoint in Crowborough. Prior to the meeting a Network Lunch is proposed, details from WVC.

The meeting of 17th October:

- reviewed the Complaints and Grievance Policies to be adopted;
- considered the funding projects for 2025/26, and;
- assessed the increase in social media activity.

There had been some 3,500 hits on their website for the period January to September 2024 plus over 120 registered on Facebook/ Instagram.

The inclusion now of the whole of the Wealden area had proved to increase the profile of the Centre. The full monitoring of the costs and expenditure of the Centre would be a priority as additional funds and grants were obtained.

The next meeting was scheduled for Tuesday 28<sup>th</sup> January 2025

Councillor P. Selby