



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 3 February 2025 at 7.00pm
in the
Council Chamber, Civic Centre, Uckfield
AGENDA

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

1.0 DECLARATIONS OF INTEREST

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

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

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

3.0 APOLOGIES FOR ABSENCE

4.0 MINUTES

- 4.1 Minutes of the meeting of the General Purposes Committee held on the 16 December 2024
- 4.2 Action list – for information only
- 4.3 Project list – for information only
- 4.4 Forward plan – for information only

5.0 FINANCIAL MATTERS

- 5.1 To note bills paid
- 5.2 To consider the income and expenditure reports to the end of December 2024
- 5.3 To receive the minutes of the Finance Sub-Committees held on 16 December 2024 and 7 January 2025

6.0 BUILDINGS

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

7.0 POLICY

None.

8.0 ADMINISTRATION

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

8.2 To receive Member audit reports (November and December 2024)

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

9.1 To consider reports from:-

(i) Wealden Citizen's 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 consider an update to the renewal of the lease agreement for the first floor of Victoria Pavilion

12.2 To note bad debts

12.3 To note an update in relation to the Signal Box

12.4 To consider an update from Luxfords Restaurant



Town Clerk
28 January 2025

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 16 December 2024 at 7.00pm

PRESENT:

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

IN ATTENDANCE:

Town Mayor, Councillor Karen Bedwell

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

1.0 DECLARATIONS OF INTERESTS

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

Councillor D. Manvell declared an interest, due to his position on the board of Uckfield Community Fridge CIC. He wished to raise this interest in case discussions became detailed when considering the draft budget papers or buildings update. The Town Clerk advised that it was unlikely discussions would get to that level of detail, and gave Councillor Manvell dispensation to speak on these agenda items.

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

No statements received.

3.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors V. Frost and A. Smith due to personal commitments.

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 4 November 2024

GP31.12.24 Members **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 4 November 2024 be taken as read, confirmed as a correct record and signed by the Chairman.

Councillor Ben Cox left the meeting at 7.06pm due to work commitments.

4.2 Action list

Members agreed to remove the following actions from the action list, due to these projects being completed:

GP07.06.24 – consider re-allocation of reserves for creation of online event ticket system

GP24.11.24 – note the current position of the Town Council's buildings (replacement of boiler)

Members subsequently noted the remaining contents of the report.

4.3 Project list

Members agreed to remove the following projects from the project list, as they had now been completed.

Project 60 – Online event ticket system

Project 66 – Climate Change initiative funding

Project 74 – part removal (removal of funding allocated for Foresters Hall as funding was utilised for installation of the airsource heating system)

Members noted the remainder of the report.

5.0 **FINANCIAL MATTERS**

5.1 To note bills paid

Councillor C. Macve raised a question in relation to invoices paid for Luxfords Restaurant which referred to stocktaking fees. The Town Clerk was able to clarify this expenditure.

Members subsequently noted the bills paid.

5.2 To note the income and expenditure reports up to 31 October 2024

Members discussed the detail within the reports. Councillor Ullmann suggested that it may be useful for a light cashflow forward looking forecast to be prepared to predict the outcome of changes in income streams. This could be prepared as part of the budget setting process if capacity allowed or with the new budget.

Members subsequently noted the contents of the report.

5.3 To note the report of the Internal Auditor

Members were satisfied with the recent visit and subsequent report of the Internal Auditor, and noted that fewer actions for continuous improvement had been identified on this visit.

Members noted the report.

5.4 To consider the renewal offers for utility charges from February 2025

The current utility contract was due for renewal at the end of February 2025.

Uckfield Town Council worked with a broker to find the best deals for the Town Council's asset portfolio for utility charges (9 x electricity supplies and 2 x gas).

As a result of plumbing and heating improvements in the past two years, only two sites now utilised gas (Victoria Pavilion and the Civic Centre) due to the pressure on these sites to meet high levels of demand and run specific gas served equipment. Current rates were sought from four to five companies for both gas and electricity. The rates circulated had been obtained in November, so a further update of the rates were tabled at the meeting, which actually saw a reduction across a board and a more positive picture than that first circulated.

GP32.12.24 Based on the rates obtained for that day (16 December 2024), members

RESOLVED to:

(i) request if a further reduction could be obtained based on a dual fuel contract, but if not;

(ii) obtain a dual fuel energy contract with EDF Energy for 24 months for all sites which would see a 4.65% increase for electricity, and -0.18% change for gas.

This contract would commence from 1 March 2025.

5.5 To confirm the fees and charges for room hire at the Civic Centre, Foresters Hall and Victoria Pavilion for 2025-26

Members were presented with a revised flyer with the charges incorporated for all three sites, which reflected discussions at General Purposes Committee on 4 November 2024.

GP33.12.24 Members **RESOLVED** to set a 5% increase on room hire charges for the three sites of the Civic Centre, Foresters Hall and Victoria Pavilion (Ground Floor), and for the fees to be rounded up or down to the nearest 25p.

5.6 To consider draft budget proposals for 2025/26, and reconciliation of earmarked reserves.

Members were presented with a very slight update to the papers previously presented to Full Council on 2 December 2024. This was as a result of the Council Tax Base being received from Wealden District Council. This figure determined what the budget for the financial year would be divided by, so important element of the calculation for the precept. It had increased only very slightly, which had been challenged by the Town Clerk, as a large number of homes had been built and occupied in Uckfield in the previous 24 months so it was thought the figure would increase further.

The member allowance figures had been based on 10 councillors with a 5% increase, as initial views were being obtained from members prior to a formal decision being taken at Full Council on 13 January 2025.

In Finance Sub-Committee prior to General Purposes Committee, members considered the broader budget proposals and changes affecting the working draft such as the changes in NI thresholds, National Joint Council salary increases, service level agreement requests, tree surveying and tree works, the need to listen to the Internal Auditor's advice on setting aside some contingency, and business planning for the Civic Centre and restaurant.

The need for contingency was felt important by Finance Sub-Committee members, as the last 2-3 years had seen more reliance on the re-allocation of earmarked reserves to assist with project and service delivery. It was not prudent for the Town Council to keep doing this, as it could leave the authority vulnerable further down the line.

One member noted that there was no funding set aside to mark VE and/or VJ Day in 2025, and it would be the 80th anniversary so beacons could be lit.

The Town Clerk confirmed that there would be a meeting of Finance Sub Committee on 7 January 2025, prior to the meeting of Full Council on 13 January 2025. Officers would continue to review the figures in detail over the Christmas break, and reassess the earmarked reserves during the consolidation of these. However, it was vital that the meeting of Finance Sub-Committee provide a

strong steer on the budget being presented to Full Council on 13 January 2025.

The Town Clerk offered to also review the precept discussions of other Town Councils in Wealden and Mid Sussex, but noted that these would only be for information. Uckfield was catching up - Crowborough, Hailsham and Seaford had made substantial changes to organisational structures in 2023 and 2024.

Members noted the draft working budget papers.

6.0 BUILDINGS

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

The Town Clerk provided an update on the vandalism of the newly installed pillar lighting at the bottom of Luxford Field.
Members noted the report.

7.0 POLICY

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

GP34.12.24 Members **RESOLVED** to approve the annual revisions to the Risk Management Policy.

8.0 ADMINISTRATION

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

One member noted that the Town Council was still separating the figures of staff affected by Covid, from other forms of sickness and questioned whether this still needed to be included, now UK Government guidelines had been relaxed. Town Council staff were aware of the impact to customers and fellow colleagues, but this was about whether the figures needed to be recorded and reported to General Purposes Committee.

GP35.12.24 With three votes in favour, members **RESOLVED** to remove the specific recording of covid cases from the sickness data, and noted the report.

8.2 To receive Members' audit reports (September and October 2024)

Members noted the member audit reports for September and October.

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

9.1 To consider reports from: -

(i) Wealden Citizen's Advice

The bi-annual report had been received for the period April to October 2024. The figures of debt written off and financial support that residents had received was extensive. Members noted the report, and noted that further discussions would continue in relation to the service level agreement for 2025/26.

(ii) Wealden Volunteering

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, reported back on the excellent feedback she had received from Late Night Shopping on Friday 6 December, and wished to thank all of those involved in organising the annual event.

Councillor Ward also stressed the importance of attending the Full Council meeting on Monday 13 January, whereby the Town Council's priorities and budget would be considered for adoption for 2025/26.

11.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk provided her condolences to the Cooper family on the news of Mrs Barbara Cooper's sudden passing. If she received any further details, she would let Councillors know.

Councillor Macve also notified members of the funeral that week for Mr Robert Brown, and asked members to join him in sending their condolences to the family.

12.0 CONFIDENTIAL BUSINESS

GP36.12.24 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 discussed the bad debts listed. The Assistant Town Clerk & RFO advised that for one of the debts, it related to missed invoices from April and May and the matter was being dealt with, with officers on the case. The second debt referenced could be reported to a higher authority if funding was not received in due time.

12.2 To consider an update on Luxfords Restaurant

Members discussed the report, and noted its contents.

The meeting closed at 8.24pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP36.02.24</u>	<p><u>6.2 To consider a progress update on Ridgewood Village Hall Car Park</u></p> <p>Members RESOLVED to: (i) note the contents of the report; (ii) ask the Town Clerk to liaise with East Sussex Highways and ask for their assistance with creating a berm or raising the road edge along the southern side of New Road adjacent to the recreation ground and car park to reduce surface runoff and; (iii) ask the Estates & Facilities Manager to proceed with investigating works involved in Stage 1 (<i>subject to the modifications discussed which would include changing the aco drain for a concrete channel at the entrance to the car park</i>) with quotations to be sought from three contractors for the exact same specification.</p>	05.02.24	JH	(i)East Sussex Highways are currently undertaking drainage repair works on New Road, Ridgewood, which we understand to be those discussed.
<u>GP25.11.24</u>	<p><u>6.2 To initially consider the feasibility report for the Signal Box</u></p> <p>Members RESOLVED to request that other interested parties be engaged to see the level of interest in the property in its current state or refurbished.</p>	04.11.24	JH/HG	Conversations have commenced with other parties. An update is due to be provided under confidential business on 3 Feb 2025.

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.	
	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		
<u>FC82.01.22</u>	£2,000.00	17.01.22	This funding will be used towards the replacement of the main Civic Centre sign at the front of the Civic Centre and will require the feedback and engagement of Town Councillors. Still to be progressed.		

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

Outstanding/ongoing initiatives from 2023/24

Project Name		Building Maintenance Programme		Project Number		74
Resolution No.	Funds	Date	Commentary			
<u>FC86.01.23</u>	£76,000.00	23.01.23		Building Maintenance Fund 2023/24		
				Year 9	Estimate	Actual
				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) Works to replace and update lighting, and in particular emergency lighting has commenced, with substantial works being carried out in the Civic Centre.				
			Fire door upgrades – Foresters (£13,902) - Victoria (£22,495) - West Park (£22,976) These are booked in for February/March 2025.				
			Office reconfiguration – (£10,000)				

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

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

Project Name		WPA NHS Top-Up		Project Number	83
Resolution No.	Funds	Date	Commentary		
<u>FC.91.01.24</u>	£2,340	15.01.24	This has been processed through the year and is reconciled monthly following payroll.		

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

GENERAL PURPOSES FORWARD PLAN – 2025

STANDING ITEMS FOR GENERAL PURPOSES AGENDA	REPORT LEAD
Minutes from the last meeting	Town Clerk
Action list	Mgt Team
Project list	Mgt Team
Bills paid	Town Clerk
Bad Debts	Asst TC
Income and expenditure reports	TClerk / Asst TC
Buildings Update	E&F Manager
Health & Safety Update	Asst TC / E&F Mgr
Member Audit reports	TClerk / Asst TC
Reports from outside bodies	Councillor representatives
Draft lease agreements for consideration under confidential business	TClerk / E&F Mgr
Luxfords report	Hospitality Manager

GENERAL PURPOSES FORWARD PLAN – 2025

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
3 February 2025	Update on lease agreement for first floor of Victoria Pavilion	Town Clerk
	Update on Signal Box	E&F Manager

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
17 March 2025	Review and note Finance Sub-Committee minutes of 26 February 2025	Asst TC
	Ratification of Finance Sub-Committee recommendations on community grants programme	Asst TC
	Review and note Finance Sub-Committee minutes from meeting arranged early March 2025 to review Annual Investment Strategy	Asst TC
	Annual review of Annual Investment Strategy	Asst TC
	Review and note Personnel Sub-Committee minutes from meeting arranged early March 2025	Asst TC
	Approve any recommendations from Personnel Sub-Committee	Asst TC
	Internal Audit Report from interim visit – Feb 2025	Asst TC
	Review of HR policies – absence and annual leave	Asst TC
	To review draft lease agreement for the Cemetery Chapels	Town Clerk
	To review lease agreements for the Storage garages	Town Clerk
	Update on Signal Box	E&F Manager
DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
28 April 2025	Consider carry forward of unspent revenue budget	Asst TClerk
	To write off small under and over payments	Asst TClerk

GP Committee at 31 December 2024

	Apr 24 Actuals £	May 24 Actuals £	Jun 24 Actuals £	Jul 24 Actuals £	Aug 24 Actuals £	Sept 24 Actuals £	Oct 24 Actuals £	Nov 24 Actuals £	Dec 24 Actuals £	Actuals at 31 Dec 24	Budget at 31 Dec 24	Jan 25 Budget £	Feb 25 Budget £	Mar 25 Budget £	Total £	2024/25 Budgets
Sales																
Training and Administration	177	0	0	0	0	0	125	0	0	302	300	0	0	100	402	400
Festive Light Income	0	0	0	0	0	0	0	3,000	0	3,000	2,000	0	0	0	3,000	2,000
Bank Interest - Business Reserve	259	753	575	555	329	207	732	570	472	4,453	6,500	1,083	1,083	1,083	7,703	13,000
Bank Interest - Capital Reserve	1,802	1,699	1,540	1,735	1,500	1,554	1,549	1,444	1,597	14,419	0	0	0	0	14,419	0
Interest Misc. (Fixed Rate Bond)	0	0	0	15,056	0	0	0	0	0	15,056	7,000	0	0	0	15,056	7,000
Civic Centre	15,326	11,699	10,619	5,924	6,199	4,437	14,671	5,389	7,723	81,987	95,025	9,308	9,308	14,258	114,862	124,900
Feed-in Tariff Payments	46	0	1,746	0	0	2,088	0	0	1,082	4,962	3,000	0	0	2,000	6,962	5,000
Quickborn Suite rent	708	708	708	750	750	750	750	750	750	6,625	6,750	750	750	750	8,875	9,000
West Park Pavilion	0	0	1,000	339	0	0	2,446	0	0	3,785	3,000	1,300	0	1,300	6,385	6,600
Victoria Pavilion	901	871	1,029	926	875	958	2,628	875	875	9,939	9,775	2,394	875	1,838	15,045	14,350
RHI - C.Centre Boiler	0	0	0	0	0	0	0	7,149	0	7,149	0	4,247	0	1,250	12,646	11,000
Victoria Storage Garages	50	0	0	0	0	50	0	0	0	100	200	0	0	0	100	200
Cemetery Chapel workshop	0	1,375	0	0	1,375	0	0	1,375	0	4,125	4,125	0	1,375	0	5,500	5,500
Foresters Hall	1,594	1,880	1,271	1,099	383	337	2,290	2,250	1,384	12,489	12,375	1,375	1,375	1,475	16,714	16,600
Foresters Chapel	288	0	0	288	0	0	288	0	0	863	863	288	0	0	1,150	1,150
2a Vernon Road, rent	650	650	650	650	650	650	0	1,550	775	6,225	5,850	650	650	650	8,175	7,800
Signal Box	0	0	0	0	0	0	0	0	0	0	0	0	0	6,000	6,000	6,000
Osborn Hall	0	0	0	943	0	0	0	100	0	1,043	1,050	0	0	0	1,043	1,050
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	0	1,350	0	0	1,350	1,350
Bridge Cottage	0	0	0	0	0	0	2,845	0	1	2,846	2,849	0	0	0	2,846	2,850
The Source & Com Fridge	0	0	739	241	0	0	779	0	0	1,760	2,500	1,067	0	1,550	4,376	5,300
Town Crier	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Toilet Scheme	0	305	0	0	305	0	0	305	0	915	565	848	283	0	2,045	1,130
Wealden Lottery grant funding	10	13	10	10	13	10	17	14	14	110	0	0	0	0	110	0
Total Sales	21,811	19,953	19,888	28,515	12,379	11,041	29,119	24,771	14,674	182,151	163,726	24,659	15,699	32,254	254,763	242,180
£4,006 of this is a new initiative and consists of phase 2 of the computer upgrade																
Purchases																
Administration	1,802	1,216	1,866	1,694	901	1,407	2,006	1,813	960	13,663	9,382	1,009	1,009	909	16,591	12,310
General Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	250	250	250
Recruitment Advertising	0	115	0	0	0	0	0	0	0	115	450	0	0	125	240	500
Office Equipment/Computers	1,351	5,092	3,127	1,499	1,086	1,200	1,155	498	814	15,822	11,000	0	0	0	15,822	11,000
Hospitality	17	0	27	0	0	78	14	18	5	158	100	0	0	0	158	100
Health & Safety	0	0	274	175	20	47	0	66	11	593	3,000	333	333	333	1,593	3,500
Insurances	0	124	7,110	0	0	0	40,341	0	0	47,574	43,500	0	0	0	47,574	43,500
Public Works Loan Costs	0	0	0	19,566	0	0	0	0	0	19,566	19,900	19,900	0	0	39,466	39,800
Mayor's Allowance	0	0	497	0	0	583	0	0	497	1,576	1,490	0	0	497	2,073	1,987
Grants Section142	0	9,500	0	0	0	0	0	9,500	0	19,000	19,000	0	0	0	19,000	19,000
Grants - Power of Competence	0	15,784	0	0	0	0	0	6,995	557	23,336	25,000	0	0	0	23,336	25,000
Volunteer Bureau SLA	0	0	8,000	0	0	0	0	0	0	8,000	8,000	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	0	0	8	0	35	0	0	0	78	121	225	0	0	75	196	300
Internal Audit Fees	0	0	623	0	0	0	0	690	0	1,313	1,600	0	900	0	2,213	2,500
(External) Audit Fees	0	0	0	0	0	2,100	0	0	0	2,100	2,250	0	0	0	2,100	2,250
Accountant fees	0	0	5,150	0	0	0	0	0	0	5,150	5,100	0	0	0	5,150	5,100
Professional Fees	220	0	1,200	0	0	1,330	3,973	839	940	8,502	8,250	0	0	2,750	11,252	11,000
Festive Lights	5,444	0	0	0	0	0	2,724	0	0	8,168	15,000	2,572	0	0	10,740	15,000
Festive Light Electricity	0	0	0	0	0	0	0	0	0	0	0	0	0	500	500	500
Office Staff - Salaries	21,153	21,015	21,158	20,999	21,192	21,193	21,307	26,742	22,061	196,820	210,446	23,383	23,383	23,383	266,969	280,594
Office Staff - National Insurance	2,119	2,098	2,119	2,096	2,124	2,123	2,138	2,897	2,244	19,959	22,922	2,547	2,547	2,547	27,600	30,563
Office Staff - Pensions	4,229	4,199	4,230	4,196	4,236	4,236	4,256	5,363	4,411	39,355	42,300	4,700	4,700	4,700	53,455	56,400
Members Allowances/Expenses (TBC)	0	0	3,539	0	0	3,552	0	0	3,552	10,642	12,740	0	0	4,357	14,999	17,097
Newsletter	400	400	400	400	400	400	400	400	400	3,600	3,825	425	425	425	4,875	5,100
Bank Charges	67	59	74	64	162	66	65	50	73	680	720	80	80	80	920	960
Civic Centre Running Costs	12,889	11,081	5,757	8,229	5,449	8,447	10,383	6,189	12,468	80,892	82,438	9,071	4,821	4,821	99,605	106,150
Caretakers - Salaries	8,311	10,441	7,610	7,311	9,086	7,094	7,135	12,139	7,777	76,903	79,802	8,867	8,867	8,867	103,504	106,403
Caretakers - National Insurance	464	712	468	455	677	443	450	1,045	526	5,240	4,986	554	554	554	6,902	6,648
Caretakers - Pension	1,398	1,756	1,255	1,260	1,596	1,242	1,252	2,105	1,372	13,236	16,040	1,785	1,782	1,782	18,586	21,387
Casual caretakers	97	219	950	660	1,159	1,093	733	1,054	512	6,477	1,500	0	0	0	6,477	1,500
West Park	225	1,055	100	292	310	98	126	336	137	2,678	0	0	0	0	2,678	0
Victoria Pavilion	2,980	1,375	1,061	1,632	600	2,116	5,111	883	3,371	19,127	16,300	3,825	1,750	3,200	27,902	22,000
Cemetery Buildings	87	86	86	86	86	86	86	86	86	775	720	80	80	830	1,765	1,700
Signal Box	366	296	350	296	305	685	297	300	296	3,189	2,030	235	235	235	3,894	2,500
The Hub	296	1,774	0	1,502	(225)	1,313	329	532	2,569	8,089	1,000	0	0	0	8,089	1,000
Foresters Hall	1,349	601	590	848	2,818	750	1,174	1,797	1,149	11,075	9,878	1,556	558	558	13,748	12,550
2a Vernon Road	0	324	0	0	105	115	190	339	0	1,074	500	0	0	250	1,324	1,000
Subscriptions	3,262	0	473	651	0	0	77	0	342	4,805	4,600	0	0	0	4,805	4,600
Training	3,475	65	0	125	400	270	40	575	0	4,950	5,500	0	0	500	5,450	6,000

GP Committee at 31 December 2024

	Apr 24 Actuals £	May 24 Actuals £	Jun 24 Actuals £	Jul 24 Actuals £	Aug 24 Actuals £	Sept 24 Actuals £	Oct 24 Actuals £	Nov 24 Actuals £	Dec 24 Actuals £	Actuals at 31 Dec 24	Budget at 31 Dec 24	Jan 25 Budget £	Feb 25 Budget £	Mar 25 Budget £	Total £	2024/25 Budgets
All Building Cleaning Materials	325	170	142	903	77	173	169	213	128	2,299	1,667	208	208	208	2,924	2,500
Total Purchases	72,323	89,555	78,243	74,937	52,600	62,239	105,930	81,068	65,545	686,623	693,161	81,130	52,233	62,736	882,723	888,249

New initiatives 2024/25

Building Maintenance Fund	0	0	0	13,651	6,388	20,463	625	4,363	30,587	76,077	0	0	0	0	N/A	93,605
New tables and trolleys for Civic Centre Grnd Fir	0	0	0	0	0	0	0	509	0	509	0	0	0	10,000	N/A	10,000
Computer upgrade phase 2	0	4,006	0	0	0	0	0	0	0	4,006	4,500	0	0	0	N/A	4,500
WPA NHS Top Up	710	103	(280)	742	(280)	750	282	327	758	3,113	1,170	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
Asset Market Valuation Report	0	0	0	0	0	0	5,000	0	0	5,000	0	0	0	0	N/A	3,500
																123,945

Earmarked reserves

Online event ticket system	0	0	0	1,615	1,292	402	0	0	0	3,309						
262 Bus Service	770	0	0	0	1,694	0	0	0	0	2,464						
Victoria External/Internal Maintenance (P&H)	10,486	0	0	300	18,893	15,109	280	0	0	45,068						
Foresters Hall Renewable source heating	8,688	0	3,064	2,148	0	0	40	0	0	13,940						
Foresters Chapel new plumbing/heating	0	924	2,898	0	675	0	0	0	0	4,497						
EICRs and remedials	0	2,625	0	265	0	0	0	0	0	2,890						
Civic Centre Lift Upgrade	15,979	500	0	0	0	0	0	0	0	16,479						

Luxfords at 31 December 2024

	Apr 24 Actuals £	May 24 Actuals £	Jun 24 Actuals £	Jul 24 Actuals £	Aug 24 Actuals £	Sept 24 Actuals £	Oct 24 Actuals £	Nov 24 Actuals £	Dec 24 Actuals £	Actuals at 31 Dec 24	Budget at 31 Dec 24	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	12,967	19,545	16,265	13,305	126,486	119,000	12,000	13,500	13,500	165,486	158,000
Restaurant Bar Sales	684	527	634	603	631	466	629	416	870	5,461	7,875	875	875	875	8,086	10,500
Function Food Sales	2,994	1,449	3,528	2,106	768	1,511	3,504	2,491	4,018	22,370	29,150	1,000	1,000	3,850	28,220	35,000
Function Bar Sales	1,312	2,192	4,334	1,333	24	1,000	254	3,506	2,783	16,738	18,000	2,000	2,000	2,000	22,738	24,000
Hire of Urn	164	33	24	96	13	28	84	26	30	499	1,200	133	133	133	899	1,600
Hire of Luxfords Restaurant	0	0	13	101	0	121	200	0	200	635	750	83	83	83	885	1,000
Sundry Income	0	0	0	0	0	0	0	0	0	0	375	42	42	42	125	500
Total Sales	18,660	17,258	21,047	17,002	14,002	16,094	24,216	22,706	21,205	172,190	176,350	16,133	17,633	20,483	226,440	230,600
Purchases																
Food Purchases	5,201	4,273	4,821	4,379	3,707	4,805	6,648	5,794	5,821	45,450	40,000	3,500	4,250	4,250	57,450	52,000
Bar Purchases - non-alcoholic	599	735	132	173	225	347	278	77	257	2,821	2,000	0	0	400	3,221	2,900
Bar purchases - alcoholic	943	1,239	93	573	143	160	198	1,376	437	5,160	6,000	0	0	2,100	7,260	8,100
Consumables	165	234	181	125	68	165	265	257	104	1,564	1,500	0	0	500	2,064	2,000
Cleaning	18	0	0	59	643	0	24	17	0	761	750	0	0	250	1,011	1,000
Maintenance & Repairs	7	0	0	119	0	0	0	0	883	1,009	1,500	0	0	500	1,509	2,000
Equipment - New/Replacements	30	149	6	353	110	354	2,267	0	0	3,268	1,125	0	0	375	3,643	1,500
Equipment Hire	0	535	299	87	0	237	0	0	0	1,158	900	0	0	0	1,158	900
Rates	712	712	712	712	712	712	712	712	712	6,406	6,480	720	720	0	7,846	7,200
Electricity	1,386	974	819	766	0	800	863	1,128	1,096	7,833	6,750	750	750	750	10,083	9,000
Gas	514	139	125	(121)	247	125	126	142	127	1,424	2,400	267	267	267	2,224	3,200
Water	0	0	0	562	0	0	428	0	0	989	1,200	0	0	0	989	1,600
Refuse Collection	253	211	188	224	198	188	352	198	217	2,028	1,350	150	150	150	2,478	1,800
Stocktaking	205	0	0	205	0	0	637	0	0	1,047	638	213	0	0	1,260	850
Uniforms/Protective clothing	0	181	0	0	0	0	0	0	0	181	150	0	0	150	331	150
Salaries	9,520	11,323	10,345	10,663	11,961	10,591	10,978	16,446	11,287	103,115	91,436	10,160	10,160	10,160	133,593	121,915
National Insurance	556	783	567	550	744	625	681	1,356	710	6,571	6,174	686	686	686	8,629	8,232
Pension	1,717	2,056	1,882	1,911	2,103	1,824	2,016	3,027	2,056	18,594	16,958	1,884	1,884	1,884	24,246	22,610
Casual wages	1,750	2,265	644	1,137	586	789	960	1,413	1,132	10,678	6,750	750	750	750	12,928	9,000
Credit charges	293	0	45	174	40	20	187	166	140	1,064	2,250	250	250	250	1,814	3,000
Total Purchases	23,871	25,810	20,859	22,649	21,486	21,743	27,617	32,109	24,977	221,120	196,310	19,329	19,866	23,421	283,737	258,957

*£2,266.50 was spent on a new commercial microwave and installation with member approval (£1k reallocation of earmarked reserves, and £1k from general reserves).

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Finance Sub-Committee**
on Monday 16 December 2024 at 5.30 pm
in the Council Chamber, Civic Centre, Uckfield.

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

IN ATTENDANCE:

Town Mayor, Councillor Karen Bedwell
Councillor P Selby
Sarah D'Alessio – Assistant Town Clerk & Responsible Financial Officer
Holly Goring – Town Clerk
Minutes taken by Sarah D'Alessio

1.0 DECLARATIONS OF INTERESTS

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on the agenda.
None received.

2.0 APOLOGIES FOR ABSENCE

No apologies had been received. All members of the sub-committee were present.

3.0 MINUTES

3.1 Minutes of the meeting of the Finance Sub-Committee held on the 18 July 2024

FS.07.12.24

Members **RESOLVED** that the minutes of the meeting of the Finance Sub-Committee on 18 July 2024 be taken as read, confirmed as a correct record and signed by the Chair.

4.0 REVIEW OF THE DRAFT BUDGET PAPERS FOR 2025/2026 AND PROPOSED RECONCILIATION OF EARMARKED RESERVES

Members were provided with a copy of the early draft of the budget for 2025/26, similar to that presented to Full Council on 2 December 2024 (*which set out two proposals – (i) running services as is, and (ii) what's required to deliver the Town Council's legal/financial*

requirements, priorities and the expected standard of service by our residents in 2025/26 with additional staffing).

The Assistant Town Clerk & RFO explained that the main variation from the early draft presented to Full Council on 2 December 2024 was the change in the council tax base, which had been received that day from Wealden District Council. The Council tax base was the figure by which the total budget was divided (*after the Town Council's own income streams were subtracted*). This gave an indication of the cost to the average council tax band D household.

Members spent the majority of the meeting discussing the following points with the Assistant Town Clerk and Town Clerk's guidance:

- the impact of the changes to the National Insurance Threshold and percentage comparisons (*which would see approx. £19.5k increase to the Town Council on existing salary costs*);

- prediction of further salary increases, based on the National Joint Council's increase in 2024/25;

- proposed staffing requirements to meet the needs of organisation and delivery of services and priorities (*in particular in the service areas of finance and administration, estates, and functions/events*).

The Town Council was currently under resourced to deliver the existing workload, let alone prepare the organisation for future growth with a number of new developments being built in and on the periphery of the town;

- the review of the service level agreements for Wealden Citizen's Advice and Wealden Volunteering and their requests for further funding (*at present Wealden Citizen's Advice were provided with £19,000 per annum and requested £28,000, and Wealden Volunteering were provided with £8,000 per annum and requested £9,000*). Members discussed the need for the terms of the service level agreements to be strengthened and for the new agreements to only be set for 12 months;

- the structure of the Town Council's Community Grant Programme;

- clarification on the current progress of tree surveying, tree works and more specifically works to address ash dieback, and the liability to the Town Council. The Town Clerk explained that previously funds had been re-allocated from earmarked reserves to assist with the cost of this work, which had helped to keep revenue expenditure on this, manageable;

- members discussed the potential need for funds to be set aside as a contingency to assist with matters such as these where liability fell to the Town Council;

- initiatives and income streams for Civic Centre events/functions and Luxfords Restaurant, as well as associated business planning;

The Town Clerk reminded members that another Finance Sub-Committee would be held on Tuesday 7 January 2025 to go

through the draft budget papers in finer detail prior to Full Council on 13 January 2025. The Town Clerk advised members that they should feel able to challenge each other on the prioritisation of funding to deliver the Town Council's priorities and that of the town's residents. Further detail would be provided to members over the Christmas break to inform these meetings.

5.0 TO NOTE THE REPORT OF THE INTERNAL AUDITOR

Members reviewed the latest report of the Internal Auditor from their visit on 12 November 2024.

The Assistant Town Clerk & RFO explained that a VAT specialist was scheduled in to undertake a light-touch review early March 2025.

The year-end financial process would be changing to better reflect the AGAR form (Annual Governance & Accountability Return), which would require some external support in the transition period over the next two years.

It was noted that a review of the Town Council's accountant would be prudent in 2025.

Members were advised that the annual review of the Town Council's investments would be undertaken prior to March 2025.

Members thought the report was excellent, and incredibly useful. One member also noted the recommendation of the Internal Auditor to have a contingency within earmarked reserves. Members subsequently noted the report.

6.0 MATTERS DEEMED URGENT BY THE CHAIR

Nothing further to raise.

The meeting closed at 6.52pm.

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Finance Sub-Committee**
on Tuesday 7 January 2025 at 6.30 pm
in the Council Chamber, Civic Centre, Uckfield.

PRESENT: Cllr. D. Manvell (Chair) Cllr. P. Ullmann
Cllr. S. Mayhew Cllr. D. Ward

IN ATTENDANCE:

Town Mayor, Councillor Karen Bedwell
Councillor Donna French
Councillor Jackie Love
Councillor Peter Selby

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

1.0 DECLARATIONS OF INTERESTS

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on the agenda.
None received.

2.0 APOLOGIES FOR ABSENCE

One apology had been received from Councillor B. Cox due to sickness. He attended the meeting online, to ensure engagement as Vice-Chair.

3.0 MINUTES

3.1 Minutes of the meeting of the Finance Sub-Committee held on the 16 December 2024

FS.08.01.25

Members **RESOLVED** that the minutes of the meeting of the Finance Sub-Committee on 16 December 2024 be taken as read, confirmed as a correct record and signed by the Chair.

4.0 DETAILED REVIEW OF DRAFT BUDGET PAPERS FOR 2025/26 AND PROPOSED CONSOLIDATION OF EARMARKED RESERVES

Members were provided with a further revised draft of the working budget papers for 2025/26, which did not rely on the use of reserves, for members to discuss and consider in comparison with the version circulated with the agenda papers, which saw reliance of £45-50k on reserves.

The Assistant Town Clerk & RFO explained the detailed changes in the draft version of the budget circulated and published with the agenda for this committee meeting, and then the revised version providing other options for consideration which had been circulated to members that day.

Members reviewed the differences between the options presented, and then went line by line through the income and expenditure for 2025/26 by committee area. During this detailed exercise, members highlighted the following points:

- Contingency - the importance of having funds set aside for contingency, as recommended by the Internal Auditor;
- Income streams for room hire – with improvements to the Town Council buildings and reconfiguration of some areas, it was suggested that a campaign be run to market our room hire, and promote the facilities available;
- Festive lights – confirming the proposed income and expenditure figures to ensure it was right for the coming year taking into account potential contract costs, and additional works required by East Sussex Highways. The Town Clerk explained the difficulty with prior loss of overheads due to property ownership changes and street lighting column issues. This was an opportunity to listen to local residents and increase the lighting display for 2025;
- Member allowances – an initial members’ poll was split. At present, the figure in both versions of the draft working budget papers were based on 10 Councillors claiming allowances at a 5% increase. A decision would be taken at Full Council on 13 Jan 2025;
- Service Level Agreements – after discussion it was recommended to renew these agreements for 12 months, to maintain Wealden Volunteering at £8k, and for Wealden Citizens Advice to receive £23k. It was recommended that the main Community Grant funding allocation (General Power of Competence) be set at £23,000;
- WPA – it was questioned whether staff were fully utilising the scheme. The Assistant Town Clerk explained that the majority of staff were. Others were being signposted when necessary and it

was confirmed that a review meeting with all staff was currently being arranged;

- Mayoral chain – the detachable centrepiece required some restoration, and the main mayoral chain needed capacity to add the next Mayor;
- Insurance reinstatement valuations of built asset portfolio – the Town Clerk explained the need to ensure the values were current in the event of any damages. It was recommended to keep this in the budget and to be renewed every 2/3 years;
- Play Areas – the Town Clerk explained that due to vandalism and age/deterioration, a number of the play areas required attention. The cost of replacement parts had also increased, so further funding had been allocated within revenue and for saving in reserves, to have funding in place to renew and repair the play equipment when necessary to meet the needs of families. The councillors agreed;
- Waste collection – the Town Clerk explained that a review would be taking place of the Town Council's commercial waste contract. to ensure that costs were kept to a minimum. At present, it was costing in the region of £12k per annum just for the collection of the waste emptied from the Town Council's 76 bins on Town Council land. It was suggested that communications be issued to ensure residents were made aware of the costs and be asked to take their rubbish home where they could;
- Events programme – work was underway to plan for further marketing and communications on room hire, functions and annual Civic Centre events programme;
- Staffing – members considered and discussed the proposed need for further resource. This would ensure the Town Council met existing need and demand within service provision, compliance and legal requirements. It would improve service standards for the town's residents, assist with the delivery of large projects to improve the condition of the Town Council's assets, alongside preparing for future growth, and possibly the future devolvement of services should the UK Government's White Paper be enacted. The Town Council had a duty to local residents, staff, contractors and customers/visitors to the town, and at present a great deal was being delivered on the shoulders of staff who were going above and beyond to provide a positive experience for customers and residents. Members understood the pressures on existing staffing levels and difficulties in capacity to deliver, alongside the desire to further increase income streams. It was recommended that officers continue to explore further options for staffing to support the Town Council in its management of the current asset portfolio and potential future growth of the town. Members also supported the Town Council's continued desire to raise a third of the council's income, through its own means, rather than rely solely on the precept (council tax).

FS.09.01.25

Bearing in mind the very difficult decision, with requirements to effectively deliver the Town Council's services in 2025 and beyond, members **RESOLVED** to recommend to Full Council, a proposed annual budget for 2025/26 of £1,986,903 with a precept of £1,321,883 subject to any final alterations or amendments based on updated financial calculations from quotations, contractors or year to date expenditure. Subject to those final calculations, it would result in an increase of £30.30 (15.95%) per annum for the average Council Tax Band D household (approx. £3.03 per month),

Members reviewed the second part of the documentation which set out the revised presentation of the Town Council's earmarked reserves. Previously the earmarked reserves had been presented by in the region of 70 lines, of bits and pieces of remaining funding from funding allocations. These had been consolidated and reduced to approximately 26, and had also been prioritised in terms of delivery. Members felt this was much clearer.

FS.10.01.25

Members **RESOLVED** to recommend to Full Council, the consolidation of earmarked reserves as presented by officers, for ease of usage and monitoring.

5.0 MATTERS DEEMED URGENT BY THE CHAIR

Nothing further to raise.

The meeting closed at 8.40pm.

Meeting of the General Purposes Committee

Monday 3 February 2025

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 as well as options to improve the heating in Luxfords Restaurant;
- Quotes have been received to repair a small leak in the front entrance area roof;
- Paperwork for the Caretakers Station is with the East Sussex Buildings Control Partnership and awaiting sign off;
- The Fire Folder has been updated for 2025 including red bags for the Fire brigade;
- The Town Clerk's move into the Mayor's Parlour has now been completed;
- The Tesco side steps have had emergency repair works carried out due to the movement of the bricks
- The annual Legionella Risk Assessment and Fire Risk Assessment has been carried out and remedial works are being prioritised.

The Source

- New pillar lighting has been installed in Luxford Field and was unfortunately vandalised for a second time, which has resulted in further repair costs;
- A trip hazard by the side of Uckfield Community Fridge has been made safe with the installation of a new gate for access/security by creating a new path way entrance.

The Signal Box

- This building is still being inspected on a weekly basis, as instructed by our insurance provider;
- The Christmas lighting timer box has been replaced following vandalism;

Victoria Pavilion

- The fire doors have been labelled and had their yearly audit. This will be followed with the fire door replacement works in February/March 2025.
- Works have started to re-decorate the entire ground floor area following the installation of the new boiler system. The old flues have now both been removed and made water tight.
- The annual Legionella Risk Assessment and Fire Risk Assessment has been carried out and remedial works are being prioritised.

Foresters Hall

- The fire doors have been labelled and had their yearly audit. This will be followed with the fire door replacement works in February/March 2025. Works have been completed to make internal areas good, following the installation of the new hot water boiler systems in Foresters Chapel;
- Works have been completed to make internal areas good in Foresters Hall following the installation of the new air source heat pump.
- The annual Legionella Risk Assessment and Fire Risk Assessment has been carried out and remedial works are being prioritised.

Snatts Road, Chapel

- Following the Electrical Installation Condition report (EICR), the remedial works are scheduled in for early February;
- The Estates & Facilities Manager has reviewed the building to consider compliance and general maintenance works required before the property is re-let in 2025. These works will be scheduled early February once the building is back in possession so the site is ready for the new leaseholder.

West Park

- The fire doors have been labelled and had their yearly audit. This will be followed with the fire door replacement works in February/March 2025.
- The Estates & Facilities Manager had a detailed meeting with the leaseholders to discuss matters relating to health and safety, and compliance. Following a further meeting, the Estates & Facilities Manager has created the majority of the compliance paper work including a Fire Log Book for the Pavilion and is providing support to maintain the updated compliance inspections.

2A Vernon Road

- A small heating leak has been repaired as well as new boiler control.
- The Grounds team have carried out a fencing repair to the side of the property following the recent storms.

3.0 Recommendations

3.1 Members are asked to note the report.

Contact Officer: James Hollingdale

Meeting of the General Purposes Committee

Monday 3 February 2025

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 27 January 2025. 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. A second member of staff has been on long-term sick leave since early December whilst they receive treatment during the past few weeks.
- 2.2 We have unfortunately been impacted by the surge in winter viruses this winter, which has further affected staffing levels across all areas of the organisation.
- 2.3 The Assistant Town Clerk & RFO continues to liaise with the East Sussex Wellbeing at Work Programme.

	As of 27 January 2025 (sickness recorded since 1 April 2024) (29 staff)	As at 26 January 2024 (sickness recorded since 1 April 2023) (30 staff)
Actual days taken as short-term Doctors' certificate	1.0 days	36.0 days
Actual days taken as self-certificated sick leave	95.0 days	105.0 days
Actual days taken as long-term sick leave	46.0 days	0.0 days

3.0 Personal learning and development

- 3.1 The Grounds team are due to attend a Forestry First Aid Course February 2025 and Memorial Safety Testing course in March 2025.
- 3.2 With the support of annual appraisal review feedback, an organisation-wide training plan has been drawn together by Management Team. This will assist with understanding what training should be completed in person and what could be completed online.

4.0 Health and Safety Risk Assessments

- 4.1 First aid kits in all buildings continue to be checked regularly using a new streamlined form. The defib box at Victoria Pavilion is due to be upgraded.
- 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 for review by the Estates and Facilities Manager.

- 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 Fire compliance is being carried out and recorded as well as a new Fire Folder having been created.
- 5.2 Quarterly fire alarm and emergency lighting servicing has been carried out.
- 5.3 Fire Procedure and Fire Action Notices have all been updated and displayed in Civic Centre, Foresters Hall, Victoria and West Park.
- 5.4 External Fire Risk Assessments have been carried out in December.
- 5.5 Fire training has been carried out in December to aid with evacuations and fire drills.
- 5.6 Fire doors are being replaced in each of the buildings (Foresters Hall, Victoria Pavilion and West Park Pavilion) in February/March 2025.

Contact Officer: Sarah D'Alessio/James Hollingdale

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH: NOVEMBER 2024

Checklist:

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

SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

Supplier Invoices
Customer Invoices
Timesheets



BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

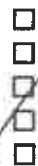
Check bank reconciliation to SAGE print outs, bank statement and nominal codes.

Clerks Account
Current/General Account
Business Reserve
35 day account
95 day account



BANK RECONCILIATION QUARTERLY VERIFICATION

Clerks Account
Current/General Account
Business Reserve
35 day account
95 day account



PETTY CASH

Check cash balance and vouchers

Town
Luxford



Signed
Print Name SM. HOGE

Dated 30/11/25

Supplier Invoice Checked

Supplier Name	Invoice No. and Date	P. Order No	Confirmed stamped, signed, correct nominal code	Confirmed signed by two Cllrs	BACs payment no.
LAWSON QUEA/	13994 30/10/24	17799	YES 5497.	YES	1163949087.
NISBETS	29884121	11695	YES.	YES.	1156704205.

Customer Invoices Checked

Customer Name	Invoice No.	Are hire charges correct?	Payment date on invoice	Bank Statement Date/Pg No.
RAGE HEALTHCARE	50634	YES	16.12.24	✓ 4087
LOCKFIELD SINGERS	50631	YES.	03.12.24	✓ .297.

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS payment record
M CASTELL	YES	YES	29/11/24	1169633178.
J. CONNOR	YES	YES	29/11/24	1169633178.

Nov.

Bank Reconciliation Checked

Bank Account	Bank statement date/ Pg. no.	RFO has signed both records	Amount reconciled and if not reasons noted	Nominal Code
Clerks Account				
General Account	7 of 8.	YES	200,000.61	1200.
Business Reserve	1 of 2.	YES	434,324.29	1227.
35 day account				
95 day account				

Quarterly bank reconciliation verification

Bank Account	Bank statement Date/ Pg. no.	RFO has signed both records	Member has signed both records	Notes
Clerks Account				
General Account				
Business Reserve				
35 day account				
95 day account				

Petty Cash Checked

Account Name	Is reconciliation correct?	Selected Voucher name and findings	At time of visit, are petty cash floats aligned to SAGE balance
Town Council	YES	TESCO £27.51 ✓	✓
Luxfords	YES	TESCO £29.65 ✓	✓

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH: DECEMBER 2024

Checklist:

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

SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

Supplier Invoices
Customer Invoices
Timesheets



BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

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

Clerks Account
Current/General Account
Business Reserve
35 day account
95 day account



BANK RECONCILIATION QUARTERLY VERIFICATION

Clerks Account
Current/General Account
Business Reserve
35 day account
95 day account



PETTY CASH

Check cash balance and vouchers

Town Council Petty Cash
Luxfords



Signed/

Print Name J.M. LOVE

Dated 30/1/25

Supplier Invoice Checked

Supplier Name	Invoice No. and Date	P. Order No	Confirmed stamped, signed, correct nominal code	Confirmed signed by two Cllrs	BACs payment no.
LIQUID AMBER	INV0022 26/11/24	17877	YES	YES	1176965710
LWC DRINKS LTD	1558045 11/12/24	17926	YES	YES.	1179437856.

Customer Invoices Checked

Customer Name	Invoice No.	Are hire charges correct?	Payment date on invoice	Bank Statement Date/Pg No.
UNFRIED BAPTIST CHURCH	643978	YES	17.12.24	4 of 7 ✓
DOG FIRST AID	50681	YES	30.12.24	6 of 7. ✓

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS payment record
J. BROOKER	YES.	YES	20/12/24	1180083669.
J. RIDLEY.	YES.	YES.	20/12/24	1180083669.

Bank Reconciliation Checked

Bank Account	Bank statement date/ Pg. no.	RFO has signed both records	Amount reconciled and if not reasons noted	Nominal Code
Clerks Account	1 of 2	YES	0.00	1210.
General Account	6 of 7.	YES.	200000.97.	1200.
Business Reserve	1 of 2.	YES.	358,060.64	1227.
35 day account	1 of 2.	YES.	102,610.30.	1225.
95 day account	1 of 2	YES	413,006.86	1226.

Quarterly bank reconciliation verification

Bank Account	Bank statement Date/ Pg. no.	RFO has signed both records	Member has signed both records	Notes
Clerks Account	/	✓	<i>[Signature]</i>	
General Account	/	✓	<i>[Signature]</i>	
Business Reserve	/	✓	<i>[Signature]</i>	
35 day account	/	✓	<i>[Signature]</i>	
95 day account	/	✓	<i>[Signature]</i>	

Petty Cash Checked

Account Name	Is reconciliation correct?	Selected Voucher name and findings	At time of visit, are petty cash floats aligned to SAGE balance
Town Council	YES.	THE SOLEMAN KB ✓	£159.60 ✓
Luxfords	YES	TESCO £38.86 ✓	£283.41 8pout ✓

Meeting of the General Purposes Committee

Monday 3 February 2025

Agenda Item 11.0

TOWN CLERK'S ANNOUNCEMENTS

1.0 Summary

- 1.1 Due to the timing of the next General Purposes Committee and the need to make arrangements for financial year-end, the Town Clerk would like to table this item, at the meeting on 3 February 2025.
- 1.2 Uckfield Town Council uses accountants for financial year-end to support the preparation of closing down and preparation of accounts for the previous financial year ending 31 March. This includes preparing year-end calculations for the Annual Governance and Accountability Return for the Town Council, which have to be presented to both the Internal Auditor and External Auditor by the end of June each year. At present, the Town Council also requires the accountant to prepare CIPFA style financial statements for the financial year
- 1.3 The Assistant Town Clerk & Responsible Financial Officer has made contact with two companies to obtain quotations for their services. The pricing has come in as follows:

Accountant	Quotation received for preparation of 2024-25 accounts up to 31 March 2025
Option A	£5,200 plus VAT
Option B	£3,750 plus VAT <i>This fee will cover the preparation of the accounts including any meetings, emails and telephone calls. It will also include any time spent assisting you during your audit of the accounts. If our time costs are less than predicted, we will of course pass those savings on to you.</i>

- 1.4 The details of each company have been omitted from this report due to the commercial sensitivity of the quotations received. The Town Clerk will provide this information to members of the committee at the meeting.

2.0 Recommendations

- 2.1 Members are asked to consider the quotations received, and information shared on a confidential basis by the Town Clerk, and advise the Clerk of how they wish to proceed.

Contact Officer: Sarah D'Alessio