



# UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre  
Uckfield, East Sussex, TN22 1AE  
Tel: (01825) 762774  
e-mail: [townclerk@uckfieldtc.gov.uk](mailto:townclerk@uckfieldtc.gov.uk)  
[www.uckfieldtc.gov.uk](http://www.uckfieldtc.gov.uk)  
**Town Clerk – Holly Goring**

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A meeting of the **General Purposes Committee** to be held on  
**Monday 17 March 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 3 February 2025
- 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 January 2025
- 5.3 To receive the minutes of the Finance Sub-Committees held on 26 February and 10 March 2025
- 5.4 To consider the recommendations of the Finance Sub-Committee held on 26 February and 10 March 2025

**6.0 BUILDINGS**

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

**7.0 POLICY**

7.1 To consider the Annual Leave Policy (No. 81)

7.2 To consider the revised 'Management of sickness absence policy' (No. 14)

7.3 To consider the Annual Investment Strategy for 2025 (No. 45)

**8.0 ADMINISTRATION**

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

8.2 To receive Member audit reports (none)

**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 the terms of the lease agreement for the first floor of Victoria Pavilion

12.2 To consider the terms of the lease agreement for the Cemetery Chapel

12.3 To note bad debts

12.4 To receive the minutes from Personnel Sub-Committee on 11 March 2025

12.5 To consider the recommendations of Personnel Sub-Committee on 11 March 2025

12.6 To consider an update from Luxfords Restaurant



Town Clerk  
11 March 2025

# UCKFIELD TOWN COUNCIL



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

## PRESENT:

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

## IN ATTENDANCE:

Town Mayor, Councillor Karen Bedwell  
Holly Goring – Town Clerk - Minutes taken by Holly Goring

### 1.0 DECLARATIONS OF INTERESTS

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

Councillor J. Love declared a personal interest in agenda item 12.1 due to her employment at these premises. Councillor Love was advised that she would need to leave the room for this item.

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

No statements received.

### 3.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors V. Frost and P. Ullmann due to personal and work commitments respectively. Councillor B. Cox advised that he would be arriving late but due to sickness was unable to attend.

### 4.0 MINUTES

#### 4.1 Minutes of the meeting of the General Purposes Committee held on the 16 December 2024

**GP37.02.25** Members **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 16 December 2024 be taken as read, confirmed as a correct record and signed by the Chairman.

#### 4.2 Action list

Members noted the report.

#### 4.3 Project list

Members noted the updates within the report.

#### 4.4 Forward plan

Members noted the items detailed on the Forward Plan.

## **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 31 December 2024**

Members discussed the detail within the reports.

Councillor Macve commented on the overall picture of both Luxfords and General Purposes Committee. The Town Clerk provided more context on the variation in figures for Luxfords Restaurant between October and December both for income and expenditure noting that December was a shorter month with the bank holidays, and a number of Christmas bookings see deposits paid in advance. The backpay for staffing at the April 2024 rate was also applied in the November payroll, for all of the organisation.

It was also noted that the income and expenditure levels were looking positive at this stage for General Purposes Committee. Members subsequently noted the contents of the report.

### **5.3 To receive the minutes of Finance Sub-Committee on 16 December 2024 and 7 January 2025**

Members received the draft minutes of the Finance Sub-Committee held on 16 December 2024 and 7 January 2025.

## **6.0 BUILDINGS**

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

Councillor Smith enquired about the recent office moves on the first floor of the Civic Centre, and subsequent hire of these rooms. The Town Clerk clarified that one meeting room was on a longer-term rental arrangement, and the Council Chamber, Martlets Room and Oakleaf room were still available to hire upstairs and were well used. All staff in the Civic Centre were assisting with the promotion of the facilities, and had been showing potential new customers the various rooms available in the building and facilities available.

Councillor Macve wondered if would be helpful to explore adding a moveable partition to the Council Chamber to enable this to be split into two spaces if smaller rooms were of more interest. The Town Clerk explained that this had been in the Strategic Plan for some years, but was removed in 2024, due to other matters being of greater priority. It could still however be a consideration for the authority, moving forward.

Councillor Macve discussed the pillar lighting at the bottom of Luxford Field. He asked if the design of the lighting was specified by us or the contractor. He felt that if the lights were not secure, that design was perhaps not suitable for that location. The Town Clerk confirmed that the lights were branded as being anti-vandal. They had been strengthened internally and deep into the ground. She felt it was more the fact it was something new. The Town Clerk also referred to recent vandalism in Luxfords Play Area. Councillor Macve wondered if it would be helpful to get the manufacturer onsite.

Members reflected on patterns of anti-social behaviour and vehicles in the 10hour section of Luxfords play area. It was questioned whether the ANPR cameras could be utilised that Wealden DC owned for enforcement of the car park, but the

Town Clerk didn't believe this was possible, as the cameras would be used for the purpose of parking enforcement only. It was however discussed that it may be worth exploring additions to existing CCTV systems owned by the Town Council – either Civic Centre, or the Town Centre based system.

Members noted the report.

## **7.0 POLICY**

None.

## **8.0 ADMINISTRATION**

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

Members digested the update on sickness, and health and safety. Members discussed the forthcoming fire door works, and were keen to understand a bit more about this. The Town Clerk explained the varying work that had to be undertaken to meet fire safety compliance – frequent checks, fire alarm testing, fire extinguishers, emergency lighting, drills and signage/muster points, fire risk assessments, and regulations that needed to be met.

It was asked whether any staff had undertaken Mental Health First Aid training. The Town Clerk thought the Assistant Town Clerk & RFO had attended but would check.

Members noted the update.

### **8.2 To receive Members' audit reports (November and December 2024)**

Members noted the member audit reports for November and December 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  
Nothing to report.
- (iii) Wealden District Association of Local Councils – Mgt Committee  
Nothing to report.
- (iv) Wealden District Association of Local Councils – Planning Panel  
Nothing to report.

## **10.0 CHAIRMAN'S ANNOUNCEMENTS**

None.

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

The Town Clerk tabled a report which included quotations to appoint an accountant to assist with the preparations of the year-end accounts for the period ending 31 March 2025.

Members were presented with two quotations (Option A and Option B). Members felt it was prudent to review the Town Council's accountant on a more frequent basis, and wished to see a change every five years at least. It was suggested by a second member that the contract could align with the four-year term of the elected members.

**GP38.02.25** Members **RESOLVED** for officers to proceed with Option B, and work with this accountant to prepare the end of year accounts and AGAR return for the period 31 March 2025.

The Town Clerk also reminded members of the funeral arrangements for Mrs Velda Reed who had sadly passed away on Christmas day. Velda had been integral to maintaining and developing the area of Selby Meadows, off Selby Road, Uckfield which had become a beautiful space for local residents.

## **12.0 CONFIDENTIAL BUSINESS**

**GP39.02.25** It was **RESOLVED** that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted it was advisable in the public interest that the public be temporarily excluded and they were instructed to withdraw.

### **12.1 To consider an update on the renewal of the lease agreement for the first floor of Victoria Pavilion**

The Town Clerk provided members with an update on the rental valuation for the first floor of Victoria Pavilion and the range of that valuation. There were a couple of factors that needed to be considered before members could consider the valuation further. This included clarification on the leaseholder's charitable status, if they were VAT registered and if they paid business rates. The Town Clerk advised that the VAT specialist was due to visit the Town Council on 5 March 2025.

It was therefore suggested to wait until further information was available before members could determine their terms for the lease for negotiation with the leaseholder.

### **12.2 To note bad debts**

Members discussed and noted the bad debts listed.

### **12.3 To note an update in relation to the Signal Box**

Members were in support of the intentions of the commercial enterprise who had expressed an interest in the property, and were happy for all parties to proceed on that basis.

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

Members discussed the report, and in particular the menu pricing, stocktaker, staffing and events. They subsequently noted the contents of the report.

The meeting closed at 8.21pm.

## 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>6.2 To consider a progress update on Ridgewood Village Hall Car Park</p> <p>Members <b>RESOLVED</b> to:</p> <p>(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>GP25.11.24</u></b>	<p>6.2 To initially consider the feasibility report for the Signal Box</p> <p>Members <b>RESOLVED</b> 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	In progress.
<b><u>GP38.02.25</u></b>	<p>Members <b>RESOLVED</b> for officers to proceed with Option B, and work with this accountant to prepare the end of year accounts and AGAR return for the period 31 March 2025.</p>	03.02.25	SD	Accountant contacted, and previous accountant notified. <b>NFA.</b>

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

**Outstanding/ongoing initiatives from 2022/23**

<b>Project name</b>		<b>Building Maintenance Fund (Year 8 – 2022/23)</b>		<b>Project Number</b>		<b>68</b>	
<b>Resolution No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>				
<b><u>FC82.01.22</u></b>	<b>Proposed expenditure on Building Maintenance Fund 2022/23</b>						
	<b>Year 8</b>	<b>Estimate</b>	<b>Proposed</b>	<b>Expenditure to date...</b>			
	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			

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



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

**Projects for 2024/25**

<b>Project Name</b>		<b>Building Maintenance Fund</b>		<b>Project Number</b>	<b>80</b>
<b>Resolution No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b><u>FC.91.01.24</u></b>	£93,605	15.01.24	<b>Projects agreed for 2024/25:</b>		
			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) Works are underway, and almost complete at Foresters Hall and Victoria Pavilion.		
			Office reconfiguration – (£10,000)		

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

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

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

<b>Project Name</b>		<b>Additional funds for Signal Box</b>		<b>Project Number</b>	<b>84</b>
<b>Resolution No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b><u>FC.91.01.24</u></b>	£10,000 (plus additional funds from Building Maintenance Programme funding for 2023/24 (£8,000), and 2022/23 (£5,000)).	15.01.24	Work is currently in progress, with a commercial enterprise looking to renovate and take on the building. Members will be updated in due course.		

## GENERAL PURPOSES FORWARD PLAN – 2025

<b>STANDING ITEMS FOR GENERAL PURPOSES AGENDA</b>	<b>REPORT LEAD</b>
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

<b>DATE OF MEETING</b>	<b>DESCRIPTION OF AGENDA ITEM/REPORT</b>	<b>REPORT OFFICER</b>
<b>17 March 2025</b>	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 on 10 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 on 11 March 2025	Asst TC
	Approve any recommendations from Personnel Sub-Committee	Asst TC
	Review of HR policies – sickness absence and annual leave	Asst TC
	To consider terms of lease agreement for the Cemetery Chapel	Town Clerk
	To consider terms of lease agreement for Victoria Pavilion	Town Clerk
<b>DATE OF MEETING</b>	<b>DESCRIPTION OF AGENDA ITEM/REPORT</b>	<b>REPORT OFFICER</b>
<b>28 April 2025</b>	Consider carry forward of unspent revenue budget	Asst TC
	Internal Audit Report from interim visit – Feb 2025	Asst TC
	To write off small under and over payments	Asst TC
	To review lease agreements for the Storage garages	Town Clerk
	Update on Signal Box	E&F Manager
	Feedback from VAT review	Asst TC
	To consider final draft of lease agreement for Victoria Pavilion	Town Clerk
	To consider draft of lease agreement for Cemetery Chapel	Town Clerk
	Review of Model Financial Regulations	Town Clerk/Asst TC
	Equality & Diversity Policy	Town Clerk
	Training and development Policy	

## GENERAL PURPOSES FORWARD PLAN – 2025

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
9 June 2025	To write off small under and over payments – if not taken in April or May	Asst TC
	Consider carry forward of unspent revenue budget – if not taken in April or May	Asst TC
	HR related policies	Town Clerk/Asst TC
	End of Year Statement for Community Infrastructure Levy funding	Town Clerk
	To consider the insurance contract for public liability, employer liability and vehicle insurances	Asst TC



**GP Committee at 31 January 2025**

	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 £	Jan 25 Actuals £	Actuals at 31 Jan 25	Budget at 31 Jan 25	Feb 25 Budget £	Mar 25 Budget £	Total £	2024/25 Budgets
Training	3,475	65	0	125	400	270	40	575	0	310	5,260	5,500	0	500	5,760	6,000
All Building Cleaning Materials	325	170	142	903	77	173	169	213	128	171	2,471	2,083	208	208	2,887	2,500
<b>Total Purchases</b>	<b>72,323</b>	<b>89,555</b>	<b>78,243</b>	<b>74,937</b>	<b>52,600</b>	<b>62,512</b>	<b>105,943</b>	<b>83,482</b>	<b>67,503</b>	<b>81,126</b>	<b>768,225</b>	<b>768,468</b>	<b>51,333</b>	<b>63,011</b>	<b>882,569</b>	<b>888,249</b>

**New initiatives 2024/25**

Building Maintenance Fund	0	0	0	13,651	6,388	20,463	625	4,363	30,587	0	76,077	0	0	0	N/A	93,605
New tables and trolleys for Civic Centre Grnd Flr	0	0	0	0	0	0	0	509	0	0	509	0	0	10,000	N/A	10,000
Computer upgrade phase 2	0	4,006	0	0	0	0	0	0	0	0	4,006	4,500	0	0	N/A	4,500
WPA NHS Top Up	710	103	(280)	742	(280)	750	282	327	758	227	3,340	1,170	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	0	5,000	3,500	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	0	3,309					
262 Bus Service	770	0	0	0	1,694	0	0	0	0	0	2,464					
Victoria External/Internal Maintenance (P&H)	10,486	0	0	300	18,893	15,109	280	900	0	0	45,968					
Foresters Hall Renewable source heating	8,688	0	3,064	2,148	0	0	40	0	0	0	13,940					
Foresters Chapel new plumbing/heating	0	924	2,898	0	675	0	0	0	0	0	4,497					
EICRs and remedials	0	2,625	0	265	0	0	0	0	0	0	2,890					
Civic Centre Lift Upgrade	15,979	500	0	0	0	0	0	0	0	0	16,479					

Luxfords at 31 January 2025

	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 £	Jan 25 Actuals £	Actuals at 31 Jan 25	Budget at 31 Jan 25	Feb 25 Budget £	Mar 25 Budget £	Total 2024/25	2024/25 Budgets
<b>Sales</b>																
Restaurant Food Sales	13,506	13,056	12,513	12,764	12,565	12,967	19,545	16,265	13,180	14,551	140,913	131,000	13,500	13,500	167,913	158,000
Restaurant Bar Sales	684	527	634	603	631	466	629	416	870	444	5,905	8,750	875	875	7,655	10,500
Function Food Sales	2,994	1,449	3,528	2,106	768	1,511	3,504	2,491	4,100	3,101	25,553	30,150	1,000	3,850	30,403	35,000
Function Bar Sales	1,312	2,192	4,334	1,333	24	1,000	254	3,506	2,783	587	17,326	20,000	2,000	2,000	21,326	24,000
Hire of Urn	164	33	24	96	13	28	84	26	73	38	580	1,333	133	133	846	1,600
Hire of Luxfords Restaurant	0	0	13	101	0	121	200	0	200	0	635	833	83	83	802	1,000
Sundry Income	0	0	0	0	0	0	0	0	0	0	0	417	42	42	83	500
<b>Total Sales</b>	<b>18,660</b>	<b>17,258</b>	<b>21,047</b>	<b>17,002</b>	<b>14,002</b>	<b>16,094</b>	<b>24,216</b>	<b>22,706</b>	<b>21,205</b>	<b>18,721</b>	<b>190,911</b>	<b>192,483</b>	<b>17,633</b>	<b>20,483</b>	<b>229,028</b>	<b>230,600</b>
<b>Purchases</b>																
Food Purchases	5,201	4,273	4,821	4,379	3,707	4,805	6,648	5,790	5,821	5,643	51,088	43,500	4,250	4,250	59,588	52,000
Bar Purchases - non-alcoholic	599	735	132	173	225	347	278	77	336	5	2,905	2,000	0	400	3,305	2,900
Bar purchases - alcoholic	943	1,239	93	512	143	160	198	1,376	357	37	5,057	6,000	0	2,100	7,157	8,100
Consumables	165	234	181	125	68	165	265	257	104	71	1,635	1,500	0	500	2,135	2,000
Cleaning	18	0	0	59	643	0	24	17	0	41	802	750	0	250	1,052	1,000
Maintenance & Repairs	7	0	0	119	0	0	0	0	883	126	1,134	1,500	0	500	1,634	2,000
Equipment - New/Replacements	30	149	6	353	110	354	2,267	0	0	0	3,268	1,125	0	375	3,643	1,500
Equipment Hire	0	535	299	87	0	237	0	0	0	0	1,158	900	0	0	1,158	900
Rates	712	712	712	712	712	712	712	712	712	712	7,117	7,200	0	0	7,117	7,200
Electricity	1,386	974	819	766	0	800	863	1,128	1,096	1,156	8,989	7,500	750	750	10,489	9,000
Gas	514	139	125	(121)	247	125	126	142	127	140	1,564	2,667	267	267	2,097	3,200
Water	0	0	0	562	0	0	428	0	0	280	1,269	1,600	0	0	1,269	1,600
Refuse Collection	253	211	188	224	198	188	352	198	217	225	2,253	1,500	150	150	2,553	1,800
Stocktaking	205	0	0	205	0	0	637	0	0	0	1,047	638	0	0	1,047	850
Uniforms/Protective clothing	0	181	0	0	0	0	0	0	0	0	181	150	0	150	331	150
Salaries	9,520	11,323	10,345	10,663	11,961	10,591	10,978	16,446	11,287	12,341	115,455	101,596	10,160	10,160	135,774	121,915
National Insurance	556	783	567	550	744	625	681	1,356	710	880	7,452	6,860	686	686	8,824	8,232
Pension	1,717	2,056	1,882	1,911	2,103	1,824	2,016	3,027	2,056	2,317	20,911	18,842	1,884	1,884	24,679	22,610
Casual wages	1,750	2,265	644	1,137	586	789	960	1,413	1,132	1,233	11,911	7,500	750	750	13,411	9,000
Credit charges	293	303	371	174	40	20	187	166	140	0	1,693	2,500	250	250	2,193	3,000
<b>Total Purchases</b>	<b>23,871</b>	<b>26,113</b>	<b>21,185</b>	<b>22,588</b>	<b>21,486</b>	<b>21,743</b>	<b>27,617</b>	<b>32,104</b>	<b>24,977</b>	<b>25,206</b>	<b>246,890</b>	<b>215,827</b>	<b>19,146</b>	<b>23,421</b>	<b>289,458</b>	<b>258,957</b>

\*£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 Wednesday 26 February 2025 at 6.30 pm  
in the Council Chamber, Civic Centre, Uckfield.

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

**IN ATTENDANCE:**

30 members of the public

Sarah D'Alessio – Assistant Town Clerk & Responsible Financial Officer  
Linda Lewis – Administrative Officer

Minutes taken by Linda Lewis

The Chair welcomed all those present and set out the order of the meeting. Applicants were invited to speak and were advised that they could speak for up to two minutes and questions may be asked by members to clarify details of their application.

**1.0 DECLARATIONS OF INTERESTS**

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

The Assistant Town Clerk read out the various declarations of interest submitted by members of the Finance Sub-Committee, and advised where they could speak but not vote, or not participate at all. This part of the meeting also set out the dispensations that had been given in respect of certain applications, in particular where members were aware that other Town Councillors held the role of Chair or were members of organisations such as Uckfield Theatre Guild, Uckfield Bonfire & Carnival Society, The Luxford Centre & Ridgewood Village Hall Committee. Dispensations would allow fellow members to participate fully in both the discussion and vote, and for the meeting to be able to continue where possible.

**2.0 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. P. Ullmann.

3.0.

### **MINUTES**

Minutes of the meeting of the Finance Sub-Committee held on the 7 January 2025.

**FS.11.02.25**

It was **RESOLVED** that the minutes of the Finance Sub-Committee of the 7 January 2025 be taken as read, confirmed as a correct record and signed by the Chair.

4.0

### **RECEIVE INFORMATION FROM APPLICANTS FOR THE COMMUNITY GRANTS PROGRAMME 2025/26**

**FS.12.02.25**

Members of Finance Sub-Committee **RESOLVED** to suspend Standing Orders to allow grant applicants to speak.

The various representatives attending the meeting were asked to provide a summary of their application and any additional information which might support their application.

Committee members asked a number of questions to which the representatives responded during this part of the meeting.

Following the presentations from those attending and questions from Committee members, the Chair reminded the representatives of the subsequent format of the meeting, and advised that they could leave if they wished to, once they had spoken.

**FS.13.02.25**

The meeting then resumed and it was **RESOLVED** to reinstate Standing Orders.

The Chair advised that the meeting would now move into confidential business to enable members of Finance Sub-Committee to discuss the applications in detail and recommend the allocation of grant funding. These recommendations would be presented to General Purposes Committee on 17 March 2025 for review and ratification.

5.0

### **CONFIDENTIAL BUSINESS**

**FS.14.02.25**

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.

**FS.15.02.25**

Members **RESOLVED** to suspend standing orders at 8.50pm, to extend the meeting, to enable all agenda items to be discussed in full.

5.1

#### To consider the allocation of grants

Committee members worked through and considered each individual grant application on its own merits to consider whether funding should be provided, and if provided, to what amount. The figures and recommendations of the Finance Sub-Committee would

be reviewed and ratified by General Purposes Committee at their next meeting on 17 March 2025.

**FS.16.02.25**

Members of the Finance Sub-Committee worked through the allocations of grant funding and **RESOLVED** to recommend to the General Purposes Committee that the following grants be awarded:

<b>Community Grant Funding under the General Power of Competence</b>		
	<b>Organisation</b>	<b>Allocation</b>
1	Family Support Work	£750
2	Uckfield and Area Community First Responders	£1,000
3	Ashdown Radio Ltd	£500
4	Uckfield Music Club	£500
5	Wealden Works	£1,000
6	Uckfield Food Bank	£750
7	Uckfield Heritage	TBC
8	Uckfield Youth Trust	£1,100
9	Uckfield College	£3,000
10	St Wilfrid's Hospice (Eastbourne)	£1,000
11	Imago Community East Sussex Young Carers	£595
12	Care for the Carers	£2,000
13	Uckfield Camera Club	£500
14	Uckfield Proms on the Pitch	£500
15	Uckfield Community Orchestra	£320
16	Friars Gate Archer	£250
17	St Peter & St James Hospice	£1,000
18	New Town Action Group	TBC
19	The Luxford Centre	TBC
20	Uckfield Bonfire and Carnival Society CIC	£3,000
21	2530 Uckfield Squadron RAF Cadets	£600
22	Sussex Support Service	£750
23	Royal British Legion Uckfield	£200
24	Uckfield Phab Club	£793

25	Uckfield Theatre Guild	£583
26	Bluebell Railway Preservation Society	£250
27	PDA Sense	£559
28	Ridgewood Village Hall	£500
	<b>TOTAL</b>	<b>£22,000</b>

The meeting closed at 10.47pm

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Finance Sub-Committee**,  
on Monday 10 March 2025 at 5.30 pm  
in the Martlets room, Civic Centre, Uckfield.

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

**IN ATTENDANCE:**

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 this agenda.  
None received.

**2.0 APOLOGIES FOR ABSENCE**

None received.

**3.0 MINUTES**

Minutes of the meeting of the Finance Sub-Committee held on the 26 February 2025.

**FS.17.03.25**

It was **RESOLVED** that the minutes of the Finance Sub-Committee of the 26 February 2025 be taken as read, confirmed as a correct record and signed by the Chair.

**4.0 REVIEW THE ANNUAL INVESTMENT STRATEGY**

Members discussed the policy and it was suggested to include the definition of a medium-term investment of up to 15 months, as short term was up to 12 months. It was also pointed out to check the most up to date guidance as the policy referred to the Department of Communities and Local Government and changed some time ago.

The Assistant Town Clerk explained the need for a transfer to be made from the 35-day Liquidity Account into the Business Reserve account, due to the fact that

it was near end of year and the first instalment of the precept would not be received until the end of April 2025. This would help cover the Town Council's expenses for March and April and to ensure a healthy balance in the Business Reserve account. To which members agreed.

The Assistant Town Clerk also explained the status of the Lloyds account, that she was now a signatory and was waiting for PIN codes to allow online access to be able to make the necessary amendments to the account.

**FS.18.03.25**

Members **RESOLVED** to recommend to General Purposes Committee, the:

- (i) withdrawal of the required amount from the 35 day account to ensure adequate funds are available until the first half of the annual precept is received, and;
- (ii) subject to the minor changes put forward such as changing 'short' term to 'medium' term, that the Annual Investment Strategy be adopted for 2025.

**5.0 TO REVIEW AND CONFIRM GRANT ALLOCATIONS FOR 2025/26 TO BE PRESENTED TO GP COMMITTEE**

Members reviewed the Grants meeting and the allocations given, to which it was unanimously agreed that the allocations already decided would be recommended to General Purposes. The format of the meeting was also discussed as there was an unprecedented number of applications to be considered which contributed to the length of the meeting. A number of complaints were received by the public and members felt that a review of the Grants procedure and application would need to be undertaken. Members and staff would look at examples from other councils on how their grant funding schemes were dealt with. Members felt that the reason for a Grant application should not cover rent or insurance but should be for a specific project which would be completed within the year.

**FS.19.03.25**

Members **RESOLVED** to recommend to General Purposes Committee, to:

- (i) write to all applicants to thank them for their attendance and for their patience, and;
- (ii) ratify the proposed allocation of grant funding for 2025/26.

<b>Community Grant Funding under the General Power of Competence</b>		
	<b>Organisation</b>	<b>Allocation</b>
1	Family Support Work	£750
2	Uckfield and Area Community First Responders	£1,000
3	Ashdown Radio Ltd	£500
4	Uckfield Music Club	£500
5	Wealden Works	£1,000
6	Uckfield Food Bank	£750
7	Uckfield Heritage	£0

8	Uckfield Youth Trust	£1,100
9	Uckfield College	£3,000
10	St Wilfrid's Hospice (Eastbourne)	£1,000
11	Imago Community East Sussex Young Carers	£595
12	Care for the Carers	£2,000
13	Uckfield Camera Club	£500
14	Uckfield Proms on the Pitch	£500
15	Uckfield Community Orchestra	£320
16	Friars Gate Archers	£250
17	St Peter & St James Hospice	£1,000
18	New Town Action Group	£0
19	The Luxford Centre	£0
20	Uckfield Bonfire and Carnival Society CIC	£3,000
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22	Sussex Support Service	£750
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24	Uckfield Phab Club	£793
25	Uckfield Theatre Guild	£583
26	Bluebell Railway Preservation Society	£250
27	PDA Sense	£559
28	Ridgewood Village Hall	£500
	<b>TOTAL</b>	<b>£22,000</b>

## 6.0 MATTERS DEEMED URGENT BY THE CHAIR

6.1 Members considered a request from a previous grant applicant in regard to an underspend of the grant applied for in 2023/24, which they carried forward into 2024/25. Members discussed the current procedures and felt that they were not being tightly adhered to.

Cllr. Mayhew proposed that the remaining amount be cancelled and the Town Council should strengthen its review of grants spent. It was requested that a letter be sent to all successful applicants within the first 6 months to check in on how the funding was being utilised. Once the annual review report by Wealden Volunteering was received, then any outstanding amounts would be reviewed again.

This proposal was seconded by Cllr Manvell

**FS.20.03.25** Members **RESOLVED** to recommend to General Purposes Committee to cancel the return of the final remaining funds and to strengthen the annual review of grant allocation spend, starting with the above actions.

6.2 Review the finances of Luxfords Restaurant - to be discussed at the next Finance Sub-Committee meeting.

The meeting closed at 6.52pm.

## Meeting of the General Purposes Committee

Monday 17 March 2025

### Agenda Item 5.4

#### **TO CONSIDER THE RECOMMENDATIONS OF THE FINANCE SUB-COMMITTEE HELD ON 26 FEBRUARY 2025 and 10 MARCH 2025**

##### **1.0 Summary**

- 1.1 This report sets out the recommendations of the Finance Sub-Committee from their recent meeting on 10 March 2025 whereby they considered their provisional recommendations for the award of community grant funding from their meeting on 26 February 2025.
- 1.2 The report also sets out the further recommendation in relation to the Town Council's current investments; undertaking a review of the Annual Investment Strategy.

##### **2.0 Recommendations of Finance Sub-Committee on 10 March 2025**

###### **REVIEW THE ANNUAL INVESTMENT STRATEGY**

Members discussed the policy and it was suggested to include the definition of a medium-term investment of up to 15 months, as short term was up to 12 months. It was also pointed out to check the most up to date guidance as the policy refers to the Department of Communities and Local Government and that has since been changed.

The Assistant Town Clerk explained the need for a transfer to be made from the 35-day Liquidity Account into the Business Reserve account, due to the fact that it was near end of year and the first instalment of the precept would not be received until end of April, this would help cover the Town Council's expenses for March and April and to ensure a health balance in the Business Reserve account. To which members agreed.

The Assistant Town Clerk also explained the status of the Lloyds account, that she was now a signatory and was waiting for PIN codes to allow online access to be able to make the necessary amendments to the account.

##### **FS.18.03.25**

Members **RESOLVED** to recommend to General Purposes Committee:  
(i) withdrawal of the required amount from the 35 day account to ensure adequate funds are available until the first half of the annual precept is received;  
(ii) subject to the minor changes in the term 'short' term to 'medium' term point and the updated guidance on page 2, that the Annual Investment Strategy be adopted for 2025.



**TO REVIEW AND CONFIRM GRANT ALLOCATIONS FOR 2025/26 TO BE PRESENTED TO GP COMMITTEE**

Members reviewed the Grants meeting and the allocations given, to which it was unanimously agreed that the allocations already decided would be recommended to General Purposes. The format of the meeting was also discussed as there was an unprecedented number of applications to be considered which contributed to the length of the meeting. A number of complaints were received by the public and members felt that a review of the Grants procedure and application would need to be undertaken.

Members and staff would look at examples from other councils on how their grant funding schemes were dealt with. Members felt that the reason for a Grant application should not cover rent or insurance but should be for a specific project which would be completed within the year.

**FS.19.03.25**

Members **RESOLVED** to recommend to General Purposes Committee, to:  
 (i) write to all applicants to thank them for their attendance and for their patience, and;  
 (ii) ratify the proposed allocation of grant funding for 2025/26.

<b>Community Grant Funding under the General Power of Competence</b>		
	<b>Organisation</b>	<b>Allocation</b>
1	Family Support Work	£750
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28	Ridgewood Village Hall	£500

<b>TOTAL</b>	<b>£22,000</b>
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**MATTERS DEEMED URGENT BY THE CHAIR**

Members considered a request from a previous grant applicant in regard to an underspend of the grant applied for in 2023/24, which they carried forward into 2024/25. Members discussed the current procedures and felt that they were not being tightly adhered to.

Cllr. Mayhew proposed that the remaining amount be cancelled and the Town Council should strengthen its review of grants spent. It was requested that a letter be sent to all successful applicants within the first 6 months to check in on how the funding was being utilised. Once the annual review report by Wealden Volunteering was received, then any outstanding amounts would be reviewed again.

This proposal was seconded by Cllr Manvell

**FS.20.03.25** Members **RESOLVED** to recommend to General Purposes Committee to cancel the return of the final remaining funds and to strengthen the annual review of grant allocation spend, starting with the above actions.

**3.0 Recommendations**

- 3.1 Members are asked to consider the above recommendations and confirm if they wish to ratify the recommendations of the Finance Sub-Committee, in terms of:
- (i) the proposed transfer of funds, and approval of the Annual Investment Strategy;
  - (ii) the community grant allocations for 2025/26;
  - (iii) the correspondence required with those in receipt of grant funding, to remind them of the need to spend the grant funding within the year, and to inform the Town Council if there were any changes.

Contact Officer: Sarah D'Alessio

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

**Monday 17 March 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;
- Works are booked 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 annual Legionella Risk Assessment and Fire Risk Assessment has been carried out and remedial works are being prioritised.
- Six monthly lift servicing and lift insurance inspection has been carried out.
- Annual Display Energy Certificate for the Civic Centre has been carried out and should be completed in March.

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

- 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 pathway entrance. There has been very positive feedback on this installation.

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

- This building is still being inspected on a weekly basis, as instructed by our insurance provider;
- General rubbish has been removed from the site;

###### **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.
- A CCTV repair has been carried out after finding a broken cable.
- Damaged shutter on the grounds side is in the process of being repaired.

###### **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.
- The heating in the main hall has been serviced.

#### Snatts Road, Chapel

- Following the Electrical Installation Condition report (EICR), the remedial works have now been completed. This included a board replacement, broken switches/sockets replacement, inside cable that was used outside replaced, broken outside light replaced, LED emergency lighting and lighting fitted and removal of old redundant cabling;
- Having reviewed the building, a small hot water heater has been installed to provide water to the kitchen and toilet sink, the broken wall heater has been replaced, first aid kit added, fire extinguishers added, gutters cleared, drains cleared, keys cut for access and general rubbish has been removed. The site is now ready to re-let 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

- The current tenant has signed an extension of the tenancy for a further six months;
- The Grounds team have carried out tree works following a request from an adjacent neighbour.

### **3.0 Recommendations**

3.1 Members are asked to note the report.

Contact Officer: James Hollingdale

# UCKFIELD TOWN COUNCIL



## ANNUAL LEAVE POLICY

<b>Policy Number 81</b>		
<b>Issue No.</b>	<b>Date Agreed</b>	<b>Details of amendments</b>
1	11.03.25	Consideration at Personnel Sub Committee
2	17.03.25	Review and adoption at General Purposes Committee

## **1.0 Introduction**

- 1.1 This policy sets out the key procedures for both employees of Uckfield Town Council and Senior Management Team in handling requests for annual leave.
- 1.2 All employees are entitled to take annual leave and their specific entitlement will be set out in their contract of employment and based on whether they are full-time, or part-time, where it will be calculated pro rata.
- 1.3 Enabling staff to take annual leave can be a positive step and help to maintain staff welfare, morale and productivity.

## **2.0 Annual leave entitlement**

- 2.1 The paid leave entitlement for employees is set out in their contract of employment. The basic leave entitlement for a full-time staff member is 23 days per annum in addition to the number of Bank holidays for that year.
- 2.2 The basic entitlement extends to 28 days per annum plus the number of Bank Holidays for that year, for those who have worked for the organisation for 5 years or more (*this will commence from the April following the five-year anniversary of their start date*).
- 2.3 Part-time employees receive a pro-rata entitlement of both annual leave and bank holidays, according to their hours of work.
- 2.4 Uckfield Town Council also provide all staff with two statutory days to be used over the Christmas break. This equates to two shifts for part-time employees.

## **3.0 Working part-time**

- 3.1 If an employee's pro-rata entitlement to Bank Holidays exceeds the number of days that fall on their normal working days (typically because they don't work on Mondays), they will be able to take the excess as leave.
- 3.2 If their entitlement to Bank Holidays is less than the number of Bank Holidays that fall on their normal working days (typically because their normal working days include Mondays), they can make up the difference by using their leave entitlement. With agreement from the Assistant Town Clerk & RFO, the employee may be able to work additional hours to make up the deficit or take unpaid leave.

## **4.0 Variable hour workers**

- 4.1 Statutory minimum holiday entitlement is based on 5.6 weeks of holiday per holiday year, including bank and public holidays. Please note any holiday entitlement over and above 5.6 weeks will be pro-rata based on hours, days, and weeks worked. Where variable hours are worked, the actual weekly holiday entitlement will be calculated on a pro-rata basis depending on the average number of hours worked per week, over a 52-week reference period, excluding any weeks when no work has been undertaken.

## **5.0 Leave year**

- 5.1 The leave year runs from 1st April to 31st March. It is the responsibility of the employee to manage their leave in such a way that they can take it all during the leave year. Their annual leave entitlement will be calculated pro-rata in their first and last year of employment with the council, depending on their start date or date of departure.

## **6.0 Carrying over leave**

- 6.1 Except in the very rare circumstances of a booked and agreed period of leave being cancelled at the council's request, or if the employee has had a period of long-term sick which has required them to have a prolonged period of absence from work, procedures will need to be followed to ensure a minimal amount of leave is carried over, and annual leave is taken throughout the year.
- 6.2 The standard procedure at Uckfield Town Council allows for employees to carry over the equivalent of one week of work:
- (i) For full time employees – up to 37 hours or 5 days;
  - (ii) For part-time employees – up to the equivalent of their weekly contracted hours;
- 6.3 Permission would need to be granted by the line manager and Assistant Town Clerk, should any specific requests be accepted, which would typically be based on service requirements during periods of staff shortages.
- 6.4 And any leave carried over into the next financial year, would need to be booked and taken within the first two months of that year i.e. April and May.

## **7.0 Requesting leave**

- 7.1 An employee should request leave from their line manager (or the Assistant Town Clerk & RFO in their absence) and be required to provide as much notice as possible. This will allow the council to plan workloads.
- 7.2 At present, requests for annual leave are considered on a first come, first serve basis. But, before granting leave, line managers and Senior Management Team will need to consider:
- The team's workload;
  - The need for office or team cover, and;
  - Whether other staff have or are likely to ask for the same time off (e.g. a popular holiday time);
  - Seasonal pressures on that particular service;
- 7.3 The line manager and/or Assistant Town Clerk & RFO will balance the employee's needs against the needs of other staff before agreeing to leave. If an employee takes leave without such permission, it will be treated as an unauthorised absence and dealt with under the Disciplinary Procedure.
- 7.4 Requests for longer periods of leave (i.e. more than two weeks) will need to be approved by the line manager in association with the Assistant Town Clerk & RFO, and Town Clerk. This will be to ensure adequate cover can be provided for the role or service area during that time. Detail on the reason for the longer period of leave will need to be presented.

## **8.0 Sickness during leave**

- 8.1 If an employee becomes ill during a period of paid annual leave, they must comply with the requirements of the sickness reporting and certification procedure if they wish to have this sickness period discounted from the period of paid leave taken. As per the Town Council's 'Management of Sickness Absence Policy' it is important that the employee contacts their line manager, on the first day of sickness and keeps the council up to date during the period of sickness.

## **9.0 Payment in lieu (in the case of leaving the council)**

- 9.1 The council cannot offer payment in lieu of leave entitlement unless the employee is leaving the council and has not taken leave entitlement that they had accrued at the time of leaving.
- 9.2 If an employee leaves during the course of a leave year, and cannot take any outstanding accrued leave before their last day, they will receive a payment in lieu of any outstanding accrued leave. In these circumstances, a calculation will be made, of the amount of paid leave due to them on a pro rata basis, for that part of the leave year up to the date of termination of the contract.
- 9.3 Holiday pay will be based on their current rate of pay including any regular overtime. If, however, they have taken more paid leave than is due by this calculation, then a deduction will be made from the employee's salary payments for an amount at their basic daily rate for the days in question. Such a deduction will be deemed to be a contractually authorised deduction.

**Please note, this is a non-contractual procedure which will be reviewed from time to time.**

**Date of policy:** March 2025

**Approving committee:** General Purposes Committee

**Date of committee meeting:** 17 March 2025

**Policy version reference:** Version 1

**Policy effective from:** 1 April 2025

**Date for next review:** 1 April 2026



## **Appendix A (Guidance for managers)**

### 1.0 Annual leave entitlement

The statutory minimum leave entitlement for full-time workers is 5.6 weeks (20 days in addition to 8 Bank Holidays). This should be pro-rata for part-time workers. For example, if an employee works three full days a week, their entitlement will be 3/5ths of the full-time entitlement (i.e. 12 days leave in addition to 4.8 days Bank Holidays).

### 2.0 Public and extra statutory Holidays

Employees required to work on a public or extra statutory holiday shall, in addition to the normal pay for that day, be paid at plain time rate for all hours worked within their normal working hours for that day. In addition, at a later date, time off with pay shall be allowed as follows:

- Time worked less than half the normal working hours on that day — half day
- Time worked more than half the normal Working hours on that day — full day

### 3.0 Carrying over leave

It is important that staff take their statutory annual leave in order to ensure the council complies with working time legislation. The council has a responsibility to support staff to take their annual leave. If the council offers leave entitlement in excess of the statutory minimum, you may wish to allow staff to carry over unused entitlement from one year to the next. In this case, Uckfield Town Council works to the following procedure:

*“Where it has not been possible to take all your leave in the current leave year, and only with prior consent from the clerk (or the council in the case of the clerk), you will be permitted to carry forward up to 5 days leave (one week’s equivalent). This must be taken within the first two months of the new leave year.”*

### 4.0 Rolled-up holiday pay

It is not permissible to "roll-up" holiday pay into basic pay, i.e. pay an employee a higher hourly, daily or weekly wage, part of which is designated as holiday pay, with the result that, when the employee goes on leave, they receive no pay.

### 5.0 None normal working hours

Some employees may not have normal working hours. For example, if the amount of work fluctuates from week to week.

In these circumstances, the amount payable during statutory annual leave must be calculated as an average of the employee's actual pay during the 52 weeks that preceded the start of the leave period. This would exclude any weeks the employee has not worked. If, during the preceding 52 weeks, there was one or more weeks during which the employee did not work (and hence received no pay). That week must be discounted and an earlier week counted instead (limited to a maximum reference period of 2 years).

For those not working all year round (casual/term-time/seasonal), recent case law has concluded that the holiday entitlement should be calculated based on the minimum 5.6 weeks statutory entitlement. A week is based on average hours

worked over a 52 week period prior to the leave, and the entitlement will be 5.6 weeks holiday based the average week.

Additional guidance and example scenarios are available at <https://www.gov.uk/holiday-entitlement-rights/holiday-pay-the-basics>

#### 6.0 Religious festivals

Please note, refusal of annual leave on a day that has religious significance for a particular employee may amount to indirect discrimination under legislation.

# UCKFIELD TOWN COUNCIL



## SICKNESS ABSENCE POLICY

Policy Number 14		
Issue No.	Date Agreed	Details of amendments
1.	11.03.25	Consideration of draft at Personnel Sub-Committee
2.	17.03.25	Review and adoption at General Purposes Committee

## **1.0. Aims and Objectives**

The Council operates a standard procedure for the recording of sickness absence. It is hoped that in so doing, it will quantify the level of sickness absence and, if appropriate, take steps to reduce it.

Equally important is the need for the Council to ensure a fair and consistent approach to the management of sickness absence. Other objectives are:

- the promotion of employees' health, safety and welfare;
- the saving of resource;
- the identification of changes necessary in working practices or environment;
- ensuring that the Council complies with the Equality Act (2010);

It should be stressed that responsibility for applying the provisions of the policy lies with the Town Clerk, Assistant Town Clerk & RFO and line managers.

## **2.0 Application of Policy**

The main principles of the policy will apply to all staff, although we do recognise that reporting timescales may need to differ for frontline service areas such as Caretaking and Luxfords Restaurant, particularly if the staff member is due to open the Civic Centre or Restaurant.

## **3.0 Recording of Sickness Absence**

### **3.1 Introduction**

The Council has well established procedures for recording absence for the purpose of paying employees under the terms of its various sick pay schemes in accordance with NJC terms and conditions relating to sick pay.

The Council has a standard procedure for monitoring sickness absence. It will also provide an accurate overview when reporting sickness statistics to Councillors.

### 3.2 Reporting Procedure

#### (i) Notification – what to do if a staff member is unwell

Day	Procedure
Day 1 (and prior to)	<p>Employees are required to telephone their line manager before their contractual start time for work, and:</p> <ul style="list-style-type: none"> <li>(i) provide details of their condition, and an;</li> <li>(ii) estimation of how long they expect to be off.</li> </ul> <p><i>If they are unable to call personally, someone else may call for them. It is the employee's responsibility to ensure the Council is notified.</i></p> <p>Please note if the employee's role sits within Luxfords Restaurant or within the Civic Centre (caretaking and cleaning functions), as these individuals are likely to be responsible for opening up the restaurant or building, if they start to feel unwell the evening before their shift, they should notify their line manager at that stage using a brief form of communication (i.e. message/whatsapp). This will enable the manager to arrange for appropriate cover. The employee can then converse by telephone on the first day of their sickness as and when they can.</p>
Following days of sickness absence	<p>Employees are required to telephone again each day, unless otherwise agreed with their line manager, or out of hours.</p>
Day 7	<p><u>Seven days or less</u></p> <p>If the employee is away for seven days or less (including weekends and other non-working days), it is considered self-certification, and staff should complete a self-certification form and provide it to their line manager when they return to work.</p> <p><u>Seven days or more</u></p> <p>If the employee is away for more than seven days (including weekends and other non-working days), they must obtain a 'fit to work' statement from their doctor and continue to do so as each certificate runs out.</p> <p>This certificate gives details as to whether the employee is too ill to work or whether they are well enough to work with suitable support from the Council.</p> <p>This also gives the employee and the Council the opportunity to discuss suitable arrangements which will support their return to work. The form gives space for the doctor to provide information about the condition and helpful tick boxes to suggest common ways to help their return to work.</p>

## **(ii) Discuss – returning to work**

On the first day back at work after a period of sickness absence, the line manager will arrange an informal meeting. If this is not possible on their first day back, the meeting may take place later.

The return-to-work meeting should take place in a private place, and all discussions should be private and confidential. The meeting would normally include:

- a welcome back to work;
- outline the purpose of the return-to-work meeting; which is to manage and monitor absence and attendance to identify any problem areas; offering support where appropriate;
- a discussion about the reasons for absence;
- explain that the absence will be recorded;
- establish if medical advice has been sought (if appropriate);
- ensure the self-certification form has been completed or a fit note from the doctor has been provided;
- a discussion on absence over the last 52 weeks, the impact on pay and any next steps; and where the council can support the employee, and;
- a handover of work where appropriate.

## **(iii) Consider (eligibility for sick pay)**

### **Council's Sick Pay (Occupational Sick Pay)**

The Town Council works to the Green Book (see appendix A). It is the Council's policy to pay staff their normal basic rate of pay exclusive of overtime/allowances during periods of sickness absence.

This occupational sick pay will be for absences due to sickness calculated over the previous 52 weeks and will include their entitlement to SSP if this is required (depending on the length of time they have worked for the Town Council).

#### Please note:

Payment is, however, conditional upon the employee complying with the council's procedure for:

- (i) notifying their manager of the absence;
- (ii) attending an interview with their line manager on request to discuss the absence, and;
- (iii) completing a self-certification form on return to work or providing a 'fit to work' note when requested.

The Town Council may also ask the employee to attend an interview/examination with a nominated doctor or medical professional at the request of the Council. This would be in cases where further understanding needs to be obtained on the staff member's condition.

Uckfield Town Council may not pay occupational sick pay where:

- the employee has failed to comply with the Council's sickness absence notification and evidence requirements;
- the employee unreasonably refuses to attend a sickness absence meeting with the Council on request;
- the employee is unable to work because they hurt themselves in a dangerous sport/activity or occupation;
- the employee has misled the council about their fitness to work;
- they have resigned, or;
- where disciplinary proceedings are pending against them.

#### **Statutory Sick Pay**

In certain circumstances, such as a new member of staff who is yet to qualify for Council sick pay, they may be entitled to Statutory Sick Pay (SSP). SSP is currently paid after four qualifying days absence from work. The qualifying days are their normal working days within their contract. Tax and National Insurance will be deducted from SSP and if they earn below the lower earnings limit, they will not qualify for SSP.

### **3.3 Recording Procedure**

An Employee Sickness Record form should be used to record all employee sickness absence including appointments with a GP or at hospital. The form records each incidence of sickness absence.

Specific information to be recorded:

- the reason for each absence;
- the length of each absence in working days, including half days;
- whether the absence is self-certified or authorised by a doctor's 'fit to work' certificate.

It should be emphasised that employees have the right to confidentiality regarding illness. Considerable care should, therefore, be given to the security of records. Those responsible for maintaining sickness records must ensure that absence records are held in a secure place and made available only to authorised staff.

Please note that employees should be permitted to see a copy of their own sickness record on request.

## **4.0 Monitoring of Short-term Sickness Absence**

### **4.1 Introduction**

As an employer the Council has a responsibility to ensure that its sick pay scheme is not abused. The Council should also raise awareness of the effects of absence on fellow colleagues and service delivery.

Monitoring absence can also help indicate what may be contributing to the periods of sickness absence.

### **4.2 Monitoring Procedure**

In dealing with sickness absence, the Council should ensure a consistent approach between departments.

The Assistant Town Clerk & RFO will, therefore, play a major role in advising departments of how to manage a particular case.

Line managers should review the sickness records of employees at the end of each quarter.

#### **Persistent short-term absence**

Persistent short-term absence is where an employee is frequently absent from work for relatively short periods due to sickness. The Town Council understands most employees will have some short-term sickness from time to time. However, if an employee is frequently and persistently absent from work, this can damage productivity, and place additional burden on the work of colleagues.

It is essential that frequent absence is dealt with promptly and consistently. In some circumstances, the Council may be required to begin a capability or disciplinary procedure as part of the absence management process.

If the Town Council starts this procedure, they will meet with the employee:

- (i) to set attendance targets, and;
- (ii) following a review meeting they may issue a formal warning if targets are not met.
- (iii) the employee will be given written notice in advance of any formal meeting and they can be accompanied by a work colleague or trade union representative. They may appeal against a formal warning.
- (iv) If their absence remains unacceptable after a second formal warning, the council may bring the employment to an end following consultation with the employee.

If frequent absence is due to an underlying long-term health condition then the Town Council may also request, with consent, a medical report either from an Occupational Health Physician, their G.P. or consultant to establish further information about their health and how the council can support their attendance.



When considering the reasons for absence, and deciding on whether a formal meeting is appropriate, the council will not consider any pregnancy related absence.

The council will consider alternative employment options before making a decision about ending employment. The employee will have the right to be accompanied by a work colleague or trade union representative at formal meetings and a right of appeal against a formal warning or dismissal sanction.

The monitoring of absence operates on a rolling 52-week period.

Where it appears that there is no acceptable reason for absence or if the employee has not followed the correct absence notification procedure, the matter should be treated as a conduct issue and dealt with under the disciplinary procedure.

## **5.0 Approaches to high levels of sickness absence**

Sickness absence falls into four categories and each demands a different response. When a line manager refers a case to the Assistant Town Clerk, examination of records should determine into which of the following categories, the case falls:

- a one-off absence (e.g. minor operation);
- a series of absences due to one diagnosed cause;
- serious long-term illness;
- multiple absences due to minor unrelated illnesses.

The approach adopted will differ according to the nature of the absence(s). Early Occupational Health intervention after 10-15 days absence has been shown in many cases to have dramatic effects on long-term sickness, by starting to find solutions whilst the psychology remains one of temporary absence.

In the first case, for example, a minor operation will have usually remedied an employee's ill health and no further action will be necessary. The Council may, however, want to satisfy itself that the health issue will not recur or be further exacerbated by the duties of the employee's job, by writing to an employee's GP when they return to work. Permission needs to be obtained from the employee. The Council reserves the right to refer the employee to its own doctor for a second opinion, under the NJC terms and conditions.

Absences falling into the second category may require an exploration of the possibility of redeployment of an employee into another job or job re-design.

Absence cases falling into the third category, which do not lend themselves to adaptation of job duties or redeployment, may lead to ill-health early retirement or termination of employment on grounds of capability and will be dealt in accordance with NJC terms and conditions.

Absences in category four may be the most common, and may also form recognisable patterns, e.g., where someone calls in sick with a variety of ailments on the last week of the month or during school holidays. These

absences may be the hardest to address and in some cases will need to be dealt with using the Capability Policy or the Disciplinary Policy.

## **6.0 Long Term Sickness Absence and Referrals to General Practitioner**

### **6.1 Definition**

Any single absence of the duration of four (4) or more weeks is considered long-term. It is recommended that the line manager should liaise with the Assistant Town Clerk & RFO in order to discuss an approach to the case and consider the potential reasons for this absence.

### **6.2 Approach**

In all cases of long-term absence, it is essential for the Council to maintain contact with the employee. In cases where the return date is less certain the line manager and Assistant Town Clerk should ensure:

- Discussions are maintained at the start of the absence and periodically throughout;
- Obtaining better information on their health and likely prognosis, ideally through an Occupational Health Physician;
- Where appropriate alert the employee to the fact that their absence is becoming an issue, and;
- The employee has the opportunity to state their opinion of their condition and give consideration to that opinion.

Where ill-health means that they are unlikely to return to work for a long period of time, the council may need to consider bringing their employment to an end. In these circumstances, the council will:

- Review their absence record to assess whether or not it is sufficient to justify dismissal;
- Consult with the employee;
- Obtain up-to-date medical advice;
- Advise the employee in writing as soon as it is established that termination of employment has become a possibility;
- Discuss whether they may be able to access benefits from the Local Government Pension Scheme (where appropriate);
- Meet with the employee to discuss the options and consider their views on continuing employment before any decisions are made, allowing the employee to be accompanied by a work colleague or trade union representative;

- Review if there are any alternative jobs that the employee could do prior to taking any decision on whether or not to dismiss;
- Allow a right of appeal against any decision to dismiss the employee on grounds of long-term ill health;
- Following this meeting, inform the employee of the final decision;

### **6.3 Redeployment and Accommodation of Disability**

Where a staff member experiences sickness absence as a result of a disability it will be treated in line with the provisions contained within the Equality Act 2010. This will include considering whether any reasonable adjustments can be made.

Accommodation may involve re-designing the individual's job, adapting the working environment or changing the hours of work. If accommodation proves impossible, every attempt will be made to redeploy the employee into a position for which they are capable.

In pursuing its policy of attempting to accommodate or redeploy staff the Council will make full use of the advice and assistance of external agencies such as Sage HR and ACAS or the advice of an Occupational Health Practitioner. Employees will also be fully consulted regarding such options.

### **6.4 Ill Health Early Retirement. Termination of Employment on Grounds of Capability Incapacity**

Where accommodation and redeployment are not viable options, ill health early retirement or termination of the individual's employment will be the only options. No decision to pursue these options would be taken without reviewing the medical evidence and consulting personally with the employee.

#### **Data Protection**

The Council will treat personal data collected in accordance with its data protection policy. Information about how data is used and the basis for processing data will be provided in the council's employee privacy notice.

#### **This is a non-contractual procedure which will be reviewed from time to time.**

Date of policy: March 2025

Approving committee: General Purposes Committee

Date of committee meeting: 17 March 2025

Policy version reference: v2

Supersedes: [The Management of Sickness Absence Policy)

Policy effective from: 1 April 2025

Date for next review: 1 April 2026

## **Appendix A – Guidance for Senior Management Team**

### 1.0 Return to work interview:

These notes are intended as guidelines to assist line managers with conducting return to work interviews with employees:

- arrange to have a meeting with them as soon as is convenient, but certainly this meeting should be on the day they return to work;
- advise the individual that the meeting will be recorded and that a copy will be placed on their personnel file;
- the meeting should be held away from the individual's usual work environment (for instance, for kitchen staff the meeting should be held away from the kitchen);
- you should enquire sympathetically as to the person's health, initially to ascertain whether or not they are fully fit to return to work, and as to the nature of the illness;
- if you have concerns that there are either work related or external factors that are affecting the person's health, you may want to make a tactful enquiry. It may be that the person may benefit from counselling by a qualified practitioner or by visiting their GP for additional advice and support;
- you should share any concerns you may have with the employee about their level of sickness absence where there have been a number of absences due to minor and unrelated illnesses;
- In serious cases, where there is no improvement, this could lead to disciplinary action being taken. In no case, however, would the Council issue a warning before first discussing the matter with an employee and, where appropriate, referring them for medical opinion;
- At the end of the meeting, advise the employee again that a record will be kept on their personnel file and that they have the right to see their file should they so wish;
- After the meeting, you should ensure that the notes from the meeting are placed on the employee's personnel file. If this is not immediately possible, the form should be placed in an envelope and clearly labelled "confidential".

### 2.0 Green Book terms

The Town Council adopts the Green Book terms and conditions of employment. Employees are entitled to receive sick pay for the following periods: -

#### During 1st year of service

1 month's full pay (after completing 4 months service) followed by,  
2 months half pay

#### During 2nd year of service

2 months full pay, followed by,  
2 months half pay

#### During 3rd year of service

4 months full pay followed by,  
4 months half pay

#### During 4th and 5th year of service

5 months full pay followed by,  
5 months half pay

### After 5 years' service

6 months full pay followed by,  
6 months half pay

Periods of full pay will include SSP. In periods of half pay, employees receive half pay in addition to SSP provided the total does not exceed normal pay.

If an employee abuses the sickness scheme or is absent on account of the following, sick pay may be suspended:

- (i) sickness attributable to deliberate conduct prejudicial to recovery;
- (ii) the employee's own misconduct or neglect, or;
- (iii) active participation in a professional sport, or;
- (iv) injury while working in the employee's own time for another employer or for private gain;

### 3.0 Council's Sick Pay

The legal requirement is to pay Statutory Sick Pay (subject to eligibility) and anything additional is for the council to decide. Any additional sick pay is known as 'occupational sick pay' (OSP). The council will need to commit to paying any OSP it decides to offer and take into account the cost of National Insurance and the cost of any temporary staff required to cover the absence. It would be unusual to bring an employment contract to an end before the occupational sick pay expires.

If an employee already has a paid sick leave entitlement, you cannot unilaterally change their entitlement. Councils can change the policy for all new staff joining after a defined date provided this is consistently applied.

### 4.0 Medical appointments

There is no legal requirement to pay time off for medical appointments, except antenatal appointments. Please see the Maternity and Parental leave policies for details.

The council would prefer staff to make up the time. If a council decides to offer payment for medical appointments, it is sensible to put some limit on this.

### 5.0 Medical advice

Health information is considered to be personal sensitive information under Data Protection legislation and particular care must be taken when processing medical information.

An Occupational Health report can comment on an individual's health in relation to the employee's role. It will be important to provide the OH physician or nurse a referral form with full details of the employee's job, the concerns you have about their health in relation to their work and be specific about the questions you need answering. Any report should then be discussed with the employee before the council decides on any follow up actions. If the report makes recommendations, these must be carefully considered and discussed with the employee.

### 6.0 Health and wellbeing

All employers have duty to provide a safe place of work which includes the physical environment as well as mental health.

# UCKFIELD TOWN COUNCIL



## ANNUAL INVESTMENT STRATEGY

Policy Number 45		
Issue No.	Date completed	Details of amendments
1	23.03.09	Adopted at General Purposes Committee - GP068.03.
2	15.12.09	Finance Sub-Committee agreed to review Policy in one year's time. GP.045.12.09
3	05.12.11	General Purposes - GP.63.12.11
4	01.12.14	Reviewed at General Purposes Committee - GP.39.12.14
5	18.01.16	Reviewed at General Purpose Committee GP.50.01.16
6	25.01.22	Review of strategy by Finance Sub-Committee
7	31.01.22	General Purposes Committee GP29.01.22
8	16.01.23	Review at General Purposes Committee 16.01.23
<a href="#">9</a>	<a href="#">10.03.25</a>	<a href="#">Review at Finance Sub-Committee 10.3.25</a>
<a href="#">10.</a>	<a href="#">17.03.25</a>	<a href="#">Adoption at General Purposes Committee 17.03.25</a>

## 1.0 Introduction

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

## 2.0 Objectives

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

## 3.0 Policies

- 3.1 All the Town Council's investments will be Specified Investments which are those offering high security and high liquidity. This means that:-
- (i) All investments will be made in sterling and any payments or repayments will also be made in sterling.
  - (ii) All investments will be short to medium term investments which will not exceed a maximum of fifteen~~thirteen~~ months.
  - (iii) All investments will be made with a body or investment scheme which has been awarded a high credit rating by a credit rating agency<sup>1</sup>. (A high credit rating will be defined as 'A' 'High Credit Quality'.)
  - (iv) All investments will be made in UK banks, building societies or charitable funds.
- 3.2 Credit Ratings will be monitored at quarterly intervals. If the credit rating falls during that period, the Responsible Financial Officer, in consultation with the Chair~~man~~ of the General Purposes Committee, the Chair~~man~~ of the Finance Sub-committee and the Town Clerk, will decide on the appropriate action.

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

3.3 For prudent management of its balances, the Town Council, maintaining sufficient levels of security and liquidity, will adopt a policy whereby funds which are likely to be surplus for up to three months can be invested in short term deposits with one or more of the UK major clearing banks and/or building societies.

3.4 ~~(The Department of) for Levelling Up, Housing and Communities and Local Government~~ maintain that borrowing of monies purely to invest, or to lend and make a return is unlawful and the Town Council will not engage in such activity.

#### **4.0 Review and amendment of the strategy**

4.1 This strategy will be reviewed annually.

4.2 At the end of the financial year during the preparation of accounts the Responsible Financial Officer will also report on investment activity.

4.3 The General Purposes Committee may recommend variations of the strategy for approval by the Full Council in accordance with the guidance from the Secretary of State.

4.4 The General Purposes Committee will review the Town Council's banking arrangements every two years.

4.5 The Finance Sub-committee will consider the placement of the Town Council's deposits one month before any bond matures and recommend movements to the General Purposes Committee or if subject to time constraints Full Council as necessary. At present the 152-month investment period Uckfield Town Council has been reviewing, ~~will~~ ~~has~~ fallen ~~in each~~ ~~October~~ ~~July~~.

#### **5.0 Current investments**

5.1 Uckfield Town Council's current investments are with:

- NatWest Bank Plc – day to day current account;
- ~~\_\_\_~~ NatWest Bank Plc – business reserve account;
- ~~\_\_\_~~ NatWest Bank Plc - liquidity manager 35 day account
- ~~\_\_\_~~ NatWest Bank Plc - liquidity manager 95 day account
- NatWest Bank Plc – 152-month fixed term deposit account;
- ~~\_\_\_~~ Lloyds Bank Plc – Treasurer account;

#### **6.0 Non-financial investments**

6.1 Non-financial investments are normally held by a local authority to generate a profit, and it would normally be a physical asset that can be realised to recoup the capital invested. Uckfield Town Council has a portfolio of assets, with most buildings leased out for community use or to local small independent businesses. The full list of the Town Council's assets is available in the Town Council's Property Asset Management Plan ~~2023-28~~2025-30 which can be found on the Town Council's website: <https://www.uckfieldtc.gov.uk/key-documents/2>



The Town Council currently owns the following residential property which sits adjacent to a Town Council owned community building:

- 2A Vernon Road

Appendices: Appendix A – Statement of position at 31 December 2024~~2~~

## APPENDIX A

### Statement of Financial Position as at 31 December 2024~~2~~

Specified investments	£
• NatWest Bank Plc – Day to Day Current Account	200,000.9744
• NatWest Bank Plc – Business Reserve Account	<del>358,050.64</del> 1,048,414.86
• NatWest Bank Plc - liquidity manager 35 day account	102,610.30
• NatWest Bank Plc - liquidity manager 95 day account	413,006.86
• NatWest Bank Plc – 1 <del>5</del> 2 Month Fixed Term Deposit Account	307,050,000.00
• Lloyds Bank Plc – Treasurer Account	21,067.15
Non – financial Investments	
• Flat 2A Vernon Road (March 20 <del>24</del> 19 Valuation)	1540,000.00

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

**Meeting of the General Purposes Committee**

**Monday 17 March 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 7 March 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. Two further members of staff have been on long-term sick leave since early December whilst they receive treatment for their condition.

2.2 We have also been impacted by the surge in winter viruses, 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.

	<b>As of 7 March 2025 (sickness recorded since 1 April 2024) (29 staff)</b>	<b>As at 12 March 2024 (sickness recorded since 1 April 2023) (30 staff)</b>
Actual days taken as short-term Doctors' certificate	8.0 days	36.0 days
Actual days taken as self-certificated sick leave	105.0 days	118.0 days
Actual days taken as long-term sick leave	82.0 days	5.0 days

**3.0 Personal learning and development**

3.1 All members of the Grounds team attended a Forestry First Aid Course in February 2025 and two members of the team attended a 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.

3.3 The Town Clerk also emphasised at a recent all-staff meeting the importance of 121s, team meetings, appraisal reviews, and learning and development. It was emphasised that it didn't matter how long you had been in the position, personal development was important.

#### **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. This month they have all been replaced as they are past their three-year life span. The defib box at Victoria Pavilion, Ridgewood and Foresters Hall are also in the process of being 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, Victoria 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. The remedial follow up works should be completed by the end of April.

#### **5.0 Fire Safety**

- 5.1 Fire compliance is being carried out and recorded as well as a new Fire Folder been created.
- 5.2 Quarterly fire alarm and emergency lighting servicing has been carried out and will change over to the new contractor in April. This will provide a more inclusive service at a reduced cost.
- 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 were carried out in December which highlighted a very small amount of remedials. And these have almost been completed. This demonstrates the dedication given to this area of compliance by the Estates & Facilities Manager over the past year. There were a variety of tasks of varying scales, from the 2023 risk assessment and prior.
- 5.5 Fire training was carried out in December with all staff to aid 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.
- 5.7 East Sussex Fire Brigade are due to attend in March to carry out a Fire Safety Audit.

Contact Officer: Sarah D'Alessio/James Hollingdale