



# UCKFIELD TOWN COUNCIL

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**Town Clerk – Holly Goring**

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A meeting of the **General Purposes Committee** to be held on  
**Monday 9 June 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 28 April 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 review the draft financial position for the year ending 31 March 2025
- 5.3 To consider carry forwards of unspent revenue budget from 2024/25
- 5.4 To consider the renewal of the existing Insurance contract for public liability, employer liability and vehicle insurances

**6.0 BUILDINGS**

- 6.1 To note the current position with the Council's buildings
- 6.2 To consider a proposal to further protect the pillar lighting

**7.0 POLICY**

- 7.1 To review the Serving Alcohol Policy
- 7.2 To review the Time in Lieu (TOIL) Policy
- 7.3 To review the Training and Development Policy

**8.0 ADMINISTRATION**

- 8.1 To receive a report on Health and Safety within the Council
- 8.2 To receive Member audit reports (March 2025)

**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 note bad debts
- 12.2 To consider the draft lease agreement for the Cemetery Chapel
- 12.3 To consider an update from Luxfords Restaurant



Town Clerk  
3 June 2025

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 28 April 2025 at 7.00pm

## PRESENT:

Cllr. D. Ward (Chair)

Cllr. C. Macve (Vice Chair)

Cllr. J. Love

Cllr. P. Selby

Cllr. A. Smith

## IN ATTENDANCE:

Councillor Karen Bedwell

Sarah D'Alessio – Assistant Town Clerk & RFO

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. None received.

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

No statements were received.

### 3.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors Manvell and Ullmann.

### 4.0 MINUTES

#### 4.1 Minutes of the meeting of the General Purposes Committee held on the 17 March 2025

Councillor Smith wished to make a point of clarification. The minutes advised that the Uckfield Green Partnership had disbanded. The bank account had now been closed, and all remaining funds returned to Uckfield Town Council, but the group itself had not officially disbanded.

**GP52.04.25** Subject to this change in wording, which the Town Clerk would hand write on the minutes, members **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 17 March 2025 be taken as read, confirmed as a correct record and signed by the Chair.

#### 4.2 Action list

Members noted that action GP41.03.25 had been completed. Members subsequently noted the report.

- 4.3 Project list  
Members noted that project 83 had been completed and could be removed, before noting the report.

- 4.4 Forward plan  
Members noted the items detailed within 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 28 January 2025  
Members discussed the detail within the reports, first looking at General Purposes. The figures were encouraging, and members noted the strong level of interest earned over the course of the year, which the RFO clarified had been as a result of moving bank accounts.

Members asked a couple of questions with regards to salary costs, and function income. Councillor Macve requested if the stock levels could be re-introduced to the report, as this was considered helpful. Members subsequently noted the reports.

- 5.3 To receive and note the Internal Audit report from March 2025  
Members referred to the report of the Internal Auditor. A query was raised with regards to the procurement guidance, and the current procedures for project management. Members noted the findings of the March internal audit, and wished to thank the RFO for their hard work.

- 5.4 To note the End of Year Statement for Community Infrastructure Levy funding for 2024/25  
Members were provided with a report which detailed the funds received through community infrastructure levy funding in the financial year 2024/25.

Members subsequently noted the report.

## **6.0 BUILDINGS**

- 6.1 To note the current position with the Council's buildings  
Members considered a useful update provided by the Estates & Facilities Manager. The Town Clerk provided clarity on the current situation with regards to the Cemetery Chapel and Signal Box.

The Town Clerk advised that signage was being placed up on the entrance to the Source car park, to clarify that the parking area was owned by Uckfield Town Council and not for general public use. Members were asked if they were supportive of the current leaseholder for the Source placing signage on the building to give it a name but also reference the Food Bank etc.

Members were supportive of the signage, and noted the report and verbal updates.

## **7.0 POLICY**

- 7.1 To consider the updated Financial Regulations  
Members reviewed the amendments to the regulations made in response to

changes in procurement guidance. These changes ensured the Town Council's financial regulations aligned with the NALC model regulations.

**GP53.04.25** Members **RESOLVED** to approve the Financial Regulations.

7.2 To consider the updated Standing Orders

For the same reason as the above financial regulations, the Standing Orders needed to be updated in response to the changes in procurement guidance, and align with the financial regulations. References to code of conduct, were also simplified.

**GP54.04.25** Members **RESOLVED** to accept the recommendation of the Personnel Sub-Committee to approve the revised Sickness Absence Policy (No. 14).

7.3 To consider the updated Publication Scheme

Members noted the revised scheme, and reasons for having the scheme. Members discussed the need to align revised printing/photocopying costs with that of the local Library. Lamination was also suggested for inclusion as well as an update to postage costs.

**GP55.04.25** Subject to these changes, members **RESOLVED** to approve the Publication Scheme.

7.4 To consider the updated Equality Policy

Members reviewed the revised Equality & Diversity Policy which had been updated to align with the NALC model policy, and subsequent changes to the Town Council's HR policies. One member suggested more clarity was required on the method used for reporting concerns.

**GP56.04.25** Subject to these changes, members **RESOLVED** to approve the revised Equality & Diversity Policy

**8.0 ADMINISTRATION**

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

Members noted the update.

8.2 To receive Members' audit reports

Members noted the reports for January and February 2025.

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

9.1 To consider reports from: -

(i) Wealden Citizen's Advice

The Town Clerk tabled a bi-annual impact report which had been received that week. Hard copies of the update were shared with members.

(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 Ward, wished to thank committee members, as this would be her last meeting as Chair of General Purposes. She wished to especially thank her right-hand man (who sat on her left-hand side in his role as Vice Chair), and wanted to give her best wishes to whoever would take on the role next.

Vice Chair, Councillor Macve, expressed that committee members owed her a huge vote of thanks, as the Chair had led the committee through some tricky items in the past three years.

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

None.

#### **12.0 CONFIDENTIAL BUSINESS**

**GP57.04.25** 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 note bad debts**

Members noted the bad debts listed, and were pleased to see the list reducing.

##### **12.2 To consider the lease of the Victoria Storage Garages**

**GP58.04.25** Members **RESOLVED** to task the Town Clerk with obtaining an up to date valuation on the garages to inform the review of existing lease agreements.

##### **12.3 To receive an update on the Signal Box**

Members noted the update provided.

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

Members wished to thank the Hospitality Manager and her team for their hard work and support in hosting the Mayor's event on 26 April 2025. Members subsequently noted the contents of the report.

The meeting closed at 8.14pm.

## 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>	6.2 To consider a progress update on Ridgewood Village Hall Car Park Members <b>RESOLVED</b> to: (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.	05.02.24	JH	In progress.
<b><u>GP25.11.24</u></b>	6.2 To initially consider the feasibility report for the Signal Box 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.	04.11.24	JH	In progress.

**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>	Proposed expenditure on Building Maintenance Fund 2022/23				
	Year 8		Estimate	Proposed	Expenditure to date...
	Ridgewood car park drainage		30000	Quotations for Stage 1 of the works have been received, and consideration of the quotations is in progress.	£5,422.50

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



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

**Projects for 2024/25**

Project Name		Building Maintenance Fund		Project Number	80
Resolution No.	Funds	Date	Commentary		
<b><u>FC.91.01.24</u></b>	£93,605	15.01.24	<b>Projects agreed for 2024/25:</b>		
			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.		
			Office reconfiguration – (£10,000)		

Project Name		New tables and trolleys for Civic Centre Ground floor rooms		Project Number	81
Resolution No.	Funds	Date	Commentary		
<b><u>FC.91.01.24</u></b>	£10,000	15.01.24	An order has been placed for new tables and trolleys for good quality, smart, and hard wearing tables which can be folded and easily stored. <b>NFA.</b>		

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

<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	<p>Work is currently in progress, with a commercial enterprise looking to renovate and take on the building. Members will be updated in due course.</p> <p>These funds have been detailed within the carry forward report.</p>		

**Projects for 2025/26**

<b>Project Name</b>		<b>Building Maintenance Programme 2025/26</b>		<b>Project Number</b>	<b>86</b>
<b>Resolution No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b><u>FC.90.01.25</u></b>	£55,000	13.01.25	Identified work will be presented to GP Committee shortly.		

<b>Project Name</b>		<b>Update of Mayoral Chain</b>		<b>Project Number</b>	<b>87</b>
<b>Resolution No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b><u>FC.90.01.25</u></b>	£750	13.01.25	To be progressed following the Annual Statutory Meeting.		

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

<b>Project Name</b>		<b>Professional expertise for major projects and policy reviews</b>		<b>Project Number</b>	<b>88</b>
<b>Resolution No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b><u>FC.90.01.25</u></b>	£30,000	13.01.25	Three areas of expertise have been identified: - information governance; - review of HR policies; - incident response and management (Martyn's law);		

<b>Project Name</b>		<b>New parish noticeboards for new developments</b>		<b>Project Number</b>	<b>89</b>
<b>Resolution No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b><u>FC.90.01.25</u></b>	£2,000	13.01.25	To be progressed shortly.		

## 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
<b>9 June 2025</b>	Consider carry forward of unspent revenue budget	Asst TC
	To consider the insurance contract for public liability, employer liability and vehicle insurances	Asst TC
	Review of year end financial position	Asst TC/Town Clerk
	Review of Training and development policy	Town Clerk
	Review of Serving alcohol policy	Town Clerk
	Review of Time in Lieu policy	
	<b>CONFIDENTIAL BUSINESS</b>	
	To consider draft of lease agreement for Cemetery Chapel	Town Clerk
DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
<b>21 July 2025</b>	Recommendations from Finance Sub-Committee re: VAT review and financial position	Asst TC & Town Clerk
	Review of Social media policy	M&CE Officer
	Review of Media and Communications policy	M&CE Officer
	<b>CONFIDENTIAL BUSINESS</b>	
	To consider draft of lease agreement for storage garages	Town Clerk

New description of earmarked reserves:	Which previous ER lines did this include:	Year end total	Carry forwards agreed at GP Committee May 2024 from 2023/24	Amount to add from Jan 24 Full Council ER reallocations and budget adoption Jan 2024	CIL income during financial year	Expenditure during financial yr	Current total as of 31.03.25	New description consolidated total at 31.03.25	Notes
		As at 31 Mar 2024							
Ash Dieback	Ash dieback	9,223.71	0.00	25,000.00	0.00	-11,629.63	22,594.08	22,594.08	Expenditure related to Ash dieback works in 2024-25 from nominal code 5286.
Branding and communications	Upgrading noticeboards - 3210	2,908.00	0.00	0.00	0.00	-908.00	2,000.00	2,000.00	£2k is allocated of these funds for the CC front sign. Expenditure of £908.00 from in 2024-25 towards interpretation boards from nominal code 5073.
Building Maintenance	Building Maintenance Fund - 3201	231,053.00	0.00	81,605.00	0.00	-120,145.99	192,512.01	198,512.01	A total of £61,077.07 was spent from 5778 towards building maintenance works. An additional £15,000 was funded by the allocated CT ventilation funding below. In addition to £61,077.07, we also spent a total of £4,497.26 on Foresters Chapel electric heating installation (5770). Plus a total of £48,065.74 on Victoria Pavilion plumbing and heating installation (5719). Plus covering the remaining sum of the FHall biomass boiler installation not met by Green Projects (£6,505.92 - 5775).
	Improve internal decoration of Vpavilion	5,000.00	0.00	0.00	0.00	0.00	5,000.00		
	Foresters New Front doors -	1,000.00	0.00	0.00	0.00	0.00	1,000.00		
Building Reconfiguration and Renovation	West Park Pavilion scheme - 3227	45,000.00	0.00	0.00	0.00	0.00	45,000.00	50,221.53	Signal Box and Osborn Hall are a priority moving forward.
	Signal Box refurbishment - 3192	5,221.53	0.00	0.00	0.00	0.00	5,221.53		
Car Park improvements	Resurface Osborn Hall Car Park - 3221	3,658.00	0.00	0.00	0.00	0.00	3,658.00	30,273.00	Expenditure from nominal code 5085 in 2024-25 towards Ridgewood resurfacing investigations of £1,270.00.
	Ridgewood Car Park - 3172	27,885.00	0.00	0.00	0.00	-1,270.00	26,615.00		
Civic Centre	Weald Hall Floor - 3177	60,500.00	0.00	0.00	0.00	0.00	60,500.00	65,936.38	Expenditure in 2024/25 included £13,191.99 to contribute to the cost of the lift upgrade (nominal code 5637) plus the £15k set aside for the Caretaker office ventilation for the reconfiguration of the Caretakers office from nominal code 5778.
	Weald Hall Replacement backdrops -	1,740.50	0.00	0.00	0.00	0.00	1,740.50		
	Civic Centre lift upgrade	8,151.99	0.00	5,000.00	0.00	-13,151.99	0.00		
	Air con units for Civic Centre	1,695.88	0.00	0.00	0.00	0.00	1,695.88		
	Ventilation for CT reconfiguration	0.00	0.00	15,000.00	0.00	-15,000.00	0.00		
Climate Change Initiatives	Security upgrade for Civic Centre	1,000.00	0.00	1,000.00	0.00	0.00	2,000.00	21,718.38	Expenditure in 2024/25 towards Foresters Hall new biomass boiler taken from Climate Change initiatives (£5,700.00) - nominal code 5775. £1,734.29 also utilised for Foresters Hall new biomass boiler.
	Climate Change Initiatives	5,700.00	0.00	0.00	0.00	-5,700.00	0.00		
	Green Projects	1,734.29	0.00	0.00	0.00	-1,734.29	0.00		
	Tree planting	718.38	1,000.00	0.00	0.00	0.00	1,718.38		
Climate Change Carbon Emission projects	Climate Change Carbon Emission projects	20,000.00	0.00	0.00	0.00	0.00	20,000.00		
Community Infrastructure Levy	Community Infrastructure Levy - 3222	38,744.15	0.00	0.00	11,542.55	-9,834.71	40,451.99	40,451.99	Covers streetlighting repair works for 5 streetlighting columns totalling £9,834.71 from nominal code 5081.
Community Initiatives	Dementia Training - 3215	697.17	0.00	0.00	0.00	0.00	697.17	830.50	Expenditure of £2,103.08 in 2024-25 towards gazebos and tables (nominal code 5305) and contribution to 262 Saturday bus service (5546).
	Weald on the Field - 3219	0.00	0.00	0.00	0.00	0.00	0.00		
	General Power of Competence -	0.00	0.00	0.00	0.00	0.00	0.00		
	Gazebos and tables for events	0.00	300.00	0.00	0.00	-300.00	0.00		
	262 Saturday Bus Service	3.08	1,800.00	0.00	0.00	-1,803.08	0.00		
Conservation and wildlife monitoring	Twinning Hospitality - 3230	133.33	0.00	0.00	0.00	0.00	133.33	500.00	Expenditure of £1,315.00 in 2024/25 towards replacement of West Park Local Nature Reserve interpretation boards (nominal code 5073).
	Boothland Wood - 3165	500.00	0.00	0.00	0.00	0.00	500.00		
	HMLNR (&WPLNR donation) - 3121	1,165.00	150.00	0.00	0.00	-1,315.00	0.00		
Elections	Elections - 3169	21,358.87	0.00	1,500.00	0.00	0.00	22,858.87	22,858.87	Must be kept to cover four yearly and ad hoc by-election costs.
Future land purchases/expansion	Future land expansion (Snatts & HMLNR)	2,000.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	
Grounds machinery and equipment	New Ride on Mulcher and Tractor	0.00	0.00	20,250.00	0.00	-20,250.00	0.00	9,699.23	The purchase of a hedgecutter from 5202 (£1,048.78) was made. In 5272, £4,851.99 was spent on the purchase of a new Grillo Brushcutter (Izeke mower). £2,400 was spent on (5265) on Grillo F900. A new Holland Tractor was purchased on a payment plan. A total of £26,775.90 has been spent in 2024/25 on the purchase (Year 1), which the £20,250 set aside will cover (nominal codes 5268 and 5278).
	Hedgecutters	0.00	0.00	2,000.00	0.00	-1,048.78	951.22		
	DR Hand Mower	0.00	0.00	3,500.00	0.00	-2,400.00	1,100.00		
	Izeke mower	0.00	0.00	12,500.00	0.00	-4,851.99	7,648.01		
Grounds vehicles	Vehicle replacement - 3141	20,000.00	7,500.00	0.00	0.00	-7,782.50	19,717.50	19,717.50	Expenditure in 2024/25 for the deposits and seat covers etc for 2 new electric grounds vehicles. Expenditure in nominal code 5099.
Luxfords Restaurant	Coffee machines in luxfords bar	31.05	0.00	0.00	0.00	-31.05	0.00	0.00	Funds used to cover costs of replacement coffee machines from nominal code 5850.
	Luxfords New Dishwasher	500.00	0.00	500.00	0.00	-1,000.00	0.00		
Office administration, IT and training	Data Protection - 3228	1,625.00	0.00	0.00	0.00	0.00	1,625.00	2,349.00	Expenditure in 2024/25 towards the cost of a new online ticket system (spent from nominal code 5436).
	Upgrade of IT systems - 3142	0.00	0.00	0.00	0.00	0.00	0.00		
	Civic Centre booking system -	3,191.50	0.00	0.00	0.00	-3,191.50	0.00		
	Training - 3143	724.00	0.00	0.00	0.00	0.00	724.00		
Old Timbers Lane Maintenance	Old Timbers Lane Maintenance - 3111	16,750.00	0.00	0.00	0.00	0.00	16,750.00	16,750.00	Has to be set aside for this purpose only.
Open spaces and street furniture	Fencing - 3199	126.00	0.00	0.00	0.00	0.00	126.00	5,113.53	Expenditure in 2024/25 towards wildflower planting (5046) of £315.79.
	Litter Bins Policy - 3178	3,208.00	0.00	0.00	0.00	0.00	3,208.00		
	Street furniture repair/replace - 3193	436.32	0.00	0.00	0.00	0.00	436.32		
	East Sussex CC Verge cutting cont	9.00	0.00	0.00	0.00	-9.00	0.00		
	Covid memorial bench -	300.00	0.00	0.00	0.00	-156.79	143.21		

CONSOLIDATION OF  
EARMARKED  
RESERVES AND  
TOTALS AT YEAR-  
END

	Wildflowers and horticulture	0.00	150.00	0.00	0.00	-150.00	0.00		
	Donation for street furniture - 3122	1,200.00	0.00	0.00	0.00	0.00	1,200.00		
Play Area Upgrades	Play Area Enhancements - 3185	11,525.00	0.00	0.00	0.00	0.00	11,525.00	81,525.00	Use for Victoria Play Area upgrade with the S106 agreement funds in 2025. Currently going through tender process so no expenditure yet.
	Upgrading Vic Pleasure Grnd Facilities -	50,000.00	0.00	20,000.00	0.00	0.00	70,000.00		
Professional expertise	Professional fees - 3131	1,507.00	0.00	0.00	0.00	0.00	1,507.00	1,507.00	
Public Conveniences	Public Coveniences - 3176	30,000.00	0.00	0.00	0.00	0.00	30,000.00	30,000.00	Has to be allocated to Public Convenience project.
S106 agreements and deeds of easements	Section 106 agreements - 3135	17,909.37	0.00	0.00	0.00	0.00	17,909.37	17,909.37	Use for Victoria Play Area upgrade in 2025
	Ridgewood Watercourse maintenance	5,000.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00	Has to be allocated to watercourse (Eastb Rd development)
Snatts Road Cemetery and Cemetery Wall	Geophysical survey of Cemetery	-155.00	0.00	0.00	0.00	0.00	-155.00	8,145.00	To be used for general improvements in the Cemetery or to wall.
	Cemetery enhancement - 3173	8,300.00	0.00	0.00	0.00	0.00	8,300.00		
Sports pitch and recreational improvements	Playing fields & pitches - 3229	258.00	8,000.00	0.00	0.00	0.00	8,258.00	14,357.17	Expenditure from nominal code 5039 (cricket facilities refurb).
	Ridgewood Rec Ground levelling - 3189	2,493.00	0.00	0.00	0.00	0.00	2,493.00		
	Skate park peripheral area - 3117	2,542.00	0.00	0.00	0.00	0.00	2,542.00		
	Pitch Improvements Works	0.00	0.00	5,000.00	0.00	-4,530.29	469.17		
	Seat, signage for tennis courts - 3207	595.00	0.00	0.00	0.00	0.00	595.00		
Streetlighting	Streetlight timers - 3174	1,856.00	0.00	0.00	0.00	0.00	1,856.00	27,965.43	Total expenditure towards streetlighting repairs in 2024/25 (5081) was £39,872.28. £15k was funded by revenue agreed in budget. £9,834.71 funded by CIL funding above, and £15,037.57 funded by these earmarked reserves.
	Streetlight replacement SOX lanterns - 3224	10,500.00	0.00	0.00	0.00	0.00	10,500.00		
	Streetlighting repairs	30,647.00	0.00	0.00	0.00	-15,037.57	15,609.43		
Tree works	Tree works - 3118	4,701.00	0.00	0.00	0.00	-4,701.00	0.00	0.00	To contribute to overspend of works in 2024/25. Nominal code 5285
Community safety initiatives	CCTV Replacement Programme - 3136	0.00	0.00	0.00	0.00	0.00	0.00	5,199.64	Previously allocated for speed reduction device. But could be used for general community safety initiatives if members agreed in future.
	Speed reduction - 3220	5,199.64	0.00	0.00	0.00	0.00	5,199.64		
Town Centre Regeneration Masterplanning	Consultants Town Centre - 3159	75,300.00	0.00	-25,000.00	0.00	0.00	50,300.00	101,500.00	As a bare minimum we must ensure £50k remains allocated for the Joint Committee Master Plan Work, by the Uckfield Joint Regeneration Committee with ESCC and WDC.
	Joint Committee Master Plan Work - 3202	50,000.00	0.00	0.00	0.00	0.00	50,000.00		
	White Rails Improvements - 3125	1,200.00	0.00	0.00	0.00	0.00	1,200.00		
TOTAL		854,270.76	18,900.00	167,855.00	11,542.55	-247,933.16	804,634.61	804,634.61	

Environment and Leisure Committee at 31 March 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 £	Feb 25 Actuals £	Mar 25 Actuals £	Totals 2024/25	Budget 2024/25
<b>Sales</b>														
Contribution to Town Centre Security (4040)	0	0	0	645	0	0	613	0	0	0	0	0	1,258	450
Weald Hall Events (4050)	1,655	583	1,888	1,168	949	671	1,462	5,623	4,725	2,578	1,244	3,177	25,721	25,000
Allotments (4100)	3,542	2,743	46	88	63	51	63	11	30	129	0	0	6,765	8,000
Allotment Admin Charge (4102)	2,160	1,440	135	75	45	30	45	15	15	15	0	0	3,975	3,000
Allotment Deposits (4101)	104	312	262	208	156	104	156	52	52	260	0	(52)	1,614	1,000
Playing Fields & Pitches, Sport Income (4110)	(807)	159	372	99	0	120	377	0	0	3,553	0	11,102	14,975	16,000
Playing Fields & Pitches, Event Income (4120)	0	1,455	16	483	4,397	754	(250)	0	0	0	0	600	7,455	6,500
WDC- WPark Culverts Agreement (4123)	0	0	0	0	400	0	0	0	0	0	0	0	400	400
Cemetery - Interments (4180)	1,001	2,848	0	1,690	3,892	8,654	1,198	5,125	1,198	1,658	2,809	4,432	34,505	36,000
Cemetery - Memorials (4181)	236	582	635	516	1,151	1,336	321	0	172	642	722	60	6,374	6,800
Cemetery - Sundry income (4182)	0	94	47	47	94	140	94	0	47	0	200	47	808	200
Cemetery Maintenance Charge (4183)	318	636	0	318	318	742	212	318	212	212	424	318	4,030	4,200
Memorial bench income	0	0	0	0	0	0	0	0	1,133	0	814	0	1,947	0
Farmers Market Income (4270)	0	0	180	60	0	105	75	90	60	0	75	75	720	0
Env Sundry Income (4275)	46	0	0	0	9	0	0	0	2	0	0	0	57	200
Sundry Income (4276)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Litter/bus station (4295)	0	0	398	0	398	0	0	265	0	0	398	0	1,458	1,590
Road Safety Week/Eco EXPO (4370)	0	0	0	0	0	0	0	0	0	0	0	0	0	100
Weald on the Field (4387)	0	0	0	1,500	250	1,655	0	0	0	0	0	0	3,405	5,000
Roundabout income (4350)	0	0	0	864	0	0	0	0	0	0	0	0	864	864
Grounds vehicle disposal (4124)	0	0	0	0	0	0	0	0	0	300	140	0	440	0
<b>Total Sales</b>	<b>8,255</b>	<b>10,851</b>	<b>3,979</b>	<b>7,760</b>	<b>12,122</b>	<b>14,362</b>	<b>4,365</b>	<b>11,500</b>	<b>7,646</b>	<b>9,347</b>	<b>6,825</b>	<b>19,758</b>	<b>116,771</b>	<b>115,304</b>
<b>Grant funding income</b>														
Wealden DC (step improvements followed by Community Orchards)	0	0	960	0	2,318	0	0	0	0	0	0	0	3,278	0
Police & Crime Commissioner (Pillar lighting)	0	0	0	0	2,500	0	0	0	0	0	0	0	2,500	0
Safer Wealden Partnership (Pillar lighting)	0	0	0	0	0	0	2,500	0	0	0	0	0	2,500	0
Income for Cycle to Work Scheme	116	116	116	116	116	116	116	116	116	116	116	0	1,271	0
<b>Boxes highlighted are to be funded or part funded by earmarked reserves/new initiative spending</b>														
<b>Purchases</b>														
Playing fields and pitches (5120)	250	475	9	3,143	1,655	1,208	19	722	2,105	1,787	187	1,625	13,185	19,000
Playing fields electricity (5122)	0	23	162	168	35	221	297	99	28	86	0	182	1,301	2,350
Play Areas (5176)	0	2,328	42	35	0	0	762	0	1,407	0	0	9	4,582	4,000
Ground Maintenance General (5204)	727	1,122	568	799	314	194	280	341	58	171	237	142	4,953	5,000
General equipment repairs (5201)	0	0	179	325	1,285	536	158	658	103	489	155	30	3,916	7,000
New Equipment and hire (5202)	90	0	2,644	2,749	200	1,925	480	0	229	80	204	100	8,701	5,000
Transit (5269)	84	0	983	141	0	431	0	86	89	0	0	0	1,815	2,000
Movana Vehicle (5279)	930	85	89	192	86	177	576	87	262	78	669	507	3,738	2,000
Tractor maintenance & running costs (5275)	104	301	635	226	271	145	134	157	68	69	(316)	231	2,025	2,000
Ford Ranger (5271)	74	73	407	142	579	126	99	133	0	138	65	0	1,835	2,000
Rainwater Harvester Maintenance (5283)	107	1,150	0	0	0	0	0	0	995	0	0	0	2,252	1,200
Grass cutting mower (5276)	105	0	0	357	97	0	0	0	0	0	0	0	559	1,500
Allotments (5100)	140	(1,199)	246	80	338	(520)	366	173	352	242	449	28	695	3,500
LNRS & Sites of Interest (Working budget) (5231)	545	236	813	156	251	158	0	24	9	38	48	42	2,320	3,000
Litter bins (5295)	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000
Litter collection, open spaces (5296)	1,232	1,007	1,147	1,093	1,064	892	1,018	1,059	1,232	881	588	881	12,092	12,000
Repair and replace street furniture (5375)	0	0	0	0	0	0	0	0	0	0	0	0	0	1,500
Corp dev- signage outside areas (5330)	217	0	0	0	0	0	0	0	0	0	0	0	217	1,000
Protective - Outdoor staff (5058)	43	46	242	729	0	132	55	0	168	0	0	13	1,427	1,000
Fencing (5280)	646	18	0	0	0	0	0	0	0	250	0	0	914	1,000
Horticulture (5299)	0	0	0	0	0	0	258	0	0	0	31	0	290	300
Trees (5285)	1,050	1,950	600	1,200	3,150	1,055	1,800	900	968	900	900	5,074	19,548	12,000
HMLNR & WPLNR (5033)	0	0	0	0	0	0	0	0	0	0	0	0	0	500
Weald Hall Events (5300)	0	2,113	33	437	0	868	0	2,350	2,923	5,500	350	0	14,574	15,000
Performing rights (5301)	0	0	0	0	0	569	0	0	0	492	0	0	1,061	2,000
Event Advertising Marketing (5302)	349	125	130	80	157	890	280	120	80	472	324	80	3,086	3,000
Weald on the Field (5078)	675	0	39	5,277	4,645	684	0	100	0	0	0	0	11,420	10,000
Town Security/CCTV (5370)	1,161	(1,100)	0	0	1,702	0	0	0	1,899	0	0	1,480	5,142	2,650
Floral displays (5373)	0	0	1,960	537	537	537	0	0	0	0	0	0	3,572	3,600
Cemetery, grave digging (5181)	320	0	640	320	320	640	640	960	0	320	640	640	5,440	5,000



Environment and Leisure Committee at 31 March 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 £	Feb 25 Actuals £	Mar 25 Actuals £	Totals 2024/25	Budget 2024/25
Cemetery, rates & water (5180)	156	115	115	112	115	115	140	115	115	153	0	0	1,251	1,500
Cemetery, litter (5182)	343	245	245	245	196	163	276	163	228	204	204	222	2,733	3,000
Cemetery, maintenance (5186)	186	0	0	0	0	0	0	0	4	0	0	7	198	200
Memorial benches	0	0	0	0	0	0	0	0	0	866	0	632	1,498	0
Street lights, supply & maintenance (5080)	0	0	0	0	0	0	0	0	0	0	0	9,700	9,700	11,000
Street light repairs (5081)	0	5,528	4,130	4,133	0	0	11,076	9,835	0	5,172	0	0	39,872	15,000
Bus shelters (5086)	0	54	0	0	0	0	0	0	0	0	0	0	54	500
Repairs to Holy Cross Churchyard (5051)	0	0	0	0	0	0	0	0	400	0	0	0	400	0
Groundsmen - salaries (5360)	8,869	11,023	10,827	10,827	10,916	10,827	10,827	15,034	11,365	11,365	11,365	11,364	134,608	137,626
Groundsmen - National insurance (5361)	805	998	971	971	983	971	971	1,552	1,045	1,045	1,045	1,045	12,404	12,716
Groundsmen - Pension (5362)	2,256	2,689	2,650	2,650	2,703	2,650	2,650	3,668	2,780	2,800	2,780	2,780	33,055	33,734
LNRS & Sites of Interest (Ranger) (5230)	2,577	2,577	2,577	2,577	2,880	2,577	2,577	3,556	2,700	3,007	2,728	2,700	33,036	33,120
Pillar lighting project (CIL)	0	0	0	0	0	0	0	6,197	1,632	558	0	0	8,387	0
<b>Total Purchases</b>	<b>24,041</b>	<b>31,980</b>	<b>33,082</b>	<b>39,699</b>	<b>34,478</b>	<b>28,173</b>	<b>35,739</b>	<b>48,090</b>	<b>33,245</b>	<b>37,161</b>	<b>22,652</b>	<b>39,513</b>	<b>407,853</b>	<b>379,496</b>
Please note that £4,701.00 can be allocated from earmarked reserves (Tree Works) to contribute towards the £7.5k overspend on tree works/surveying. The £24,872 overspend on streetlighting repairs will be covered by earmarked reserves (CIL and Streetlighting repairs). £1,049 of new equipment is allocated within earmarked reserves (hedgcutters). Meaning that the above total revenue expenditure is £377,231 (£2,265 underspend).														
<b>New initiatives 2024/25</b>														
ESCC Grass Verge cutting (5207)	5,686	0	0	0	0	0	0	0	0	0	0	0	5,686	5,686
Tree for a tree planting programme (5050)	0	0	0	0	0	0	2,039	0	0	462	417	0	2,917	1,000
Beacon Lighting events (5209)	421	1,141	790	0	0	0	0	0	0	0	0	0	2,352	2,000
Roofed compound for grounds storage	0	0	0	0	0	0	0	0	0	0	0	0	0	500
Chainsaw for Ranger (5202)	0	0	0	0	0	900	0	0	0	0	0	0	900	650
Harlands Pond Mgt Plan (5211)	0	0	0	0	0	0	0	178	55	0	0	0	233	950
<b>Total new initiatives 2024/25</b>	<b>6,107</b>	<b>1,141</b>	<b>790</b>	<b>0</b>	<b>0</b>	<b>900</b>	<b>2,039</b>	<b>178</b>	<b>55</b>	<b>462</b>	<b>417</b>	<b>0</b>	<b>12,089</b>	<b>10,786</b>
<b>Earmarked reserves expenditure covering above expenditure (in progress)</b>														
Pitch improvement works (cricket or football)	2,095	0	2,435	0	0	0	0	0	0	0	0	0	4,530	0
New Holland Tractor	0	11,497	1,163	1,163	1,163	1,718	1,163	1,163	1,163	1,163	1,163	1,163	23,681	0
New Tractor Attachments	0	0	0	769	0	0	0	0	0	0	0	0	769	0
Wildflower planting	0	142	0	0	0	0	0	0	0	0	174	0	316	0
Covid memorial bench (utilise for wildflowers)	0	0	0	0	0	0	0	0	0	0	0	0	157	0
East Sussex CC Verge cutting (utilise for wildflowers)	0	0	0	0	0	0	0	0	0	0	0	0	9	0
Gazebo and equipment for events	0	0	0	0	0	0	0	0	0	0	0	0	300	0
Ash dieback works	72	0	775	0	2,660	600	3,657	2,236	0	1,550	80	0	11,630	0
Hedgcutters	0	0	1,049	0	0	0	0	0	0	0	0	0	1,049	0
Grillo Brush Cutter (5272) Izeke Mower replacement	0	0	1,186	469	400	400	400	400	400	400	400	400	4,852	0
Upgrading noticeboards	0	0	0	0	0	0	0	0	0	0	908	0	908	0
HMLNR and WPLNR Donations	0	0	0	0	0	0	0	0	0	0	0	0	1,315	0
Ridgewood Car Park Surface (5085)	0	0	0	0	0	0	0	1,270	0	0	0	0	1,270	0
Vehicle replacement (5099)	0	0	0	0	0	0	0	104	0	7,678	0	940	8,723	0
Streetlighting repairs	0	0	0	0	0	0	0	0	0	0	0	0	15,609	0
Tree works	0	0	0	0	0	0	0	0	0	0	0	0	4,701	0
Community Infrastructure Levy (streetlighting)	0	0	0	0	0	0	0	0	0	0	0	0	9,835	
Grillo Mower (DR Hand Mower)	0	0	0	0	0	0	0	0	0	0	0	2,400	2,400	0

GP Committee at 31 March 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 £	Feb 25 Actuals £	Mar 25 Actuals £	Total 2024/25 £	2024/25 Budgets
<b>Sales</b>														
Training and Administration	177	150	0	0	0	0	125	0	0	0	0	0	452	400
Festive Light Income	0	0	0	0	0	0	0	3,000	0	0	0	0	3,000	2,000
Bank Interest - Business Reserve	259	753	575	555	329	207	732	570	472	354	189	134	5,130	13,000
Bank Interest - Capital Reserve	1,802	1,699	1,540	1,735	1,500	1,554	1,549	1,444	1,597	1,536	1,093	1,452	18,500	0
Interest Misc. (Fixed Rate Bond)	0	0	0	15,056	0	0	0	0	0	0	0	0	15,056	7,000
Interest Misc.	0	0	0	0	0	0	0	0	0	13	0	0	13	0
Civic Centre	14,591	12,974	10,619	5,925	5,427	4,292	14,602	5,388	7,723	12,098	7,876	8,673	110,189	124,900
Feed-in Tariff Payments	0	0	1,746	0	0	2,088	0	0	1,080	0	0	316	5,229	5,000
Quickborn Suite rent	708	708	708	750	750	750	750	750	750	750	750	750	8,875	9,000
West Park Pavilion	0	0	1,000	339	0	0	2,446	0	0	1,349	0	1,448	6,581	6,600
Victoria Pavilion	895	971	1,029	926	875	958	2,628	875	875	2,369	995	(682)	12,715	14,350
RHI - C.Centre Boiler	0	0	0	0	0	0	0	8,177	0	4,247	0	0	12,424	11,000
Victoria Storage Garages	50	0	0	0	0	50	0	0	0	0	0	0	100	200
Cemetery Chapel workshop	0	1,375	0	0	1,375	0	0	1,375	0	0	458	0	4,583	5,500
Foresters Hall	1,585	1,907	1,271	1,099	1,565	337	1,906	2,242	1,384	856	2,217	2,098	18,469	16,600
Foresters Chapel	288	0	0	288	0	0	288	0	0	288	0	0	1,150	1,150
2a Vernon Road, rent	650	650	650	650	650	650	0	1,550	775	775	775	775	8,550	7,800
Signal Box	0	0	0	0	0	0	0	0	0	0	0	0	0	6,000
Osborn Hall	0	0	0	943	0	0	0	100	0	0	0	0	1,043	1,050
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	2,111	0	2,111	1,350
Bridge Cottage	0	0	0	0	0	0	2,845	0	1	0	0	0	2,846	2,850
The Source & Corn Fridge	0	0	739	241	0	0	779	0	0	1,067	0	1,893	4,719	5,300
Town Crier	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	0	305	0	1,220	1,130
Wealden Lottery grant funding	10	13	10	10	13	10	17	14	14	17	10	10	146	0
<b>Total Sales</b>	<b>21,014</b>	<b>21,506</b>	<b>19,888</b>	<b>28,515</b>	<b>12,789</b>	<b>10,896</b>	<b>28,667</b>	<b>25,790</b>	<b>14,672</b>	<b>25,718</b>	<b>16,780</b>	<b>16,866</b>	<b>243,101</b>	<b>242,180</b>
£4,006 of this is a new initiative and consists of phase 2 of the computer upgrade														
<b>Purchases</b>														
Administration	2,616	1,213	1,866	1,694	940	1,619	2,108	1,934	952	1,554	1,282	993	18,771	12,310
General Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	250
Recruitment Advertising	0	115	0	0	0	0	0	0	0	0	0	115	230	500
Data Protection	0	0	0	0	0	0	0	0	0	0	73	0	73	0
Office Equipment/Computers	1,351	5,092	3,127	1,499	1,086	1,473	1,168	511	1,095	827	1,060	953	19,242	11,000
Hospitality	17	0	27	0	0	32	0	18	5	20	10	14	141	100
Health & Safety	0	0	274	175	20	47	0	74	11	23	2,319	30	2,973	3,500
Insurances	0	124	7,110	0	0	0	40,341	0	0	0	489	252	48,316	43,500
Public Works Loan Costs	0	0	0	19,566	0	0	0	0	0	19,360	0	0	38,926	39,800
Mayor's Allowance	0	0	497	0	0	583	0	0	497	0	0	575	2,151	1,987
Grants Section142	0	9,500	0	0	0	0	0	9,500	0	0	0	0	19,000	19,000
Grants - Power of Competence	0	15,784	0	0	0	0	0	6,995	(557)	278	0	0	22,500	25,000
Wealden Volunteering SLA	0	0	8,000	0	0	0	0	0	0	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	0	0	8	0	35	0	0	0	78	0	7	0	128	300
Internal Audit Fees	0	0	623	0	0	0	0	690	0	0	0	900	2,213	2,500
(External) Audit Fees	0	0	0	0	0	2,100	0	0	0	0	0	0	2,100	2,250
Accountant fees	0	0	5,150	0	0	0	0	0	0	0	0	0	5,150	5,100
Professional Fees	220	0	1,200	0	0	1,330	3,973	839	(940)	650	238	0	7,510	11,000
Festive Lights	5,444	0	0	0	0	0	2,724	0	0	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
Office Staff - Salaries	21,153	21,015	21,158	20,999	21,192	21,193	21,307	26,742	22,061	22,328	22,426	22,252	263,826	280,594
Office Staff - National Insurance	2,119	2,098	2,119	2,096	2,124	2,123	2,138	2,897	2,244	2,281	2,294	2,282	26,816	30,563
Office Staff - Pensions	4,229	4,199	4,230	4,196	4,236	4,236	4,256	5,363	4,411	4,465	4,484	4,467	52,771	56,400
Members Allowances/Expenses (TBC)	0	0	3,539	0	0	3,597	14	0	3,552	0	0	3,539	14,241	17,097
Newsletter	400	400	400	400	400	400	400	400	400	400	959	400	5,359	5,100
Bank Charges	67	59	74	64	162	66	65	50	73	62	75	59	876	960
Civic Centre Running Costs	12,822	11,022	5,684	8,165	5,287	8,447	10,383	6,189	12,468	8,318	6,145	3,942	98,871	106,150
Caretakers - Salaries	8,311	10,441	7,610	7,311	9,086	7,094	7,135	12,139	7,777	9,065	7,181	7,450	100,599	106,403
Caretakers - National Insurance	464	712	468	455	677	443	450	1,045	526	666	442	478	6,826	6,648
Caretakers - Pension	1,398	1,756	1,255	1,260	1,596	1,242	1,252	2,105	1,372	1,580	1,249	1,302	17,367	21,387
Casual caretakers	97	219	950	660	1,155	1,093	733	1,054	512	510	168	33	7,184	1,500
West Park	260	1,169	100	292	310	98	126	336	137	133	677	605	4,243	0
Victoria Pavilion	2,980	1,375	1,061	1,632	600	2,116	5,111	883	3,371	3,953	(713)	4,424	26,791	22,000
Cemetery Buildings	87	86	86	86	86	86	86	86	86	86	81	1,801	2,743	1,700
Signal Box	366	296	350	296	305	685	297	300	296	300	228	113	3,830	2,500
The Hub	296	1,774	0	1,502	(225)	1,313	329	532	2,569	185	187	455	8,916	1,000
Foresters Hall	1,349	601	590	848	2,818	750	1,174	1,797	1,203	1,583	64	1,695	14,470	12,550
2a Vernon Road	0	324	0	0	105	115	190	841	0	74	135	100	1,884	1,000

## GP Committee at 31 March 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 £	Feb 25 Actuals £	Mar 25 Actuals £	Total 2024/25 £	2024/25 Budgets
Subscriptions	3,262	0	473	651	0	0	77	0	342	0	50	120	4,975	4,600
Training	3,511	65	0	125	400	270	40	575	0	310	295	0	5,591	6,000
Bank Interest	0	0	0	0	0	0	0	0	0	0	(215)	0	(215)	0
All Building Cleaning Materials	325	170	142	903	77	173	169	213	128	171	133	134	2,738	2,500
<b>Total Purchases</b>	<b>73,141</b>	<b>89,607</b>	<b>78,170</b>	<b>74,873</b>	<b>52,472</b>	<b>62,723</b>	<b>106,046</b>	<b>84,106</b>	<b>64,668</b>	<b>81,754</b>	<b>51,821</b>	<b>59,484</b>	<b>878,866</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	0	0	76,077	93,605
New tables and trolleys for Civic Centre Grnd Flr	0	0	0	0	0	0	0	0	0	0	0	0	0	10,000
Computer upgrade phase 2	0	4,006	0	0	0	0	0	0	0	0	0	0	4,006	4,500
WPA NHS Top Up	710	103	(280)	742	(280)	750	282	(327)	758	227	227	268	3,182	3,182
Signal Box	0	0	0	0	0	0	0	0	0	0	0	0	0	10,000
Asset Market Valuation Report	0	0	0	0	0	0	5,000	0	0	0	0	0	5,000	3,500

### Earmarked reserves

[illegible]

Luxfords at 31 March 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 £	Feb 25 Actuals £	Mar 25 Actuals £	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	13,656	14,302	168,870	158,000
Restaurant Bar Sales	684	527	634	603	631	466	629	416	870	444	395	474	6,774	10,500
Function Food Sales	2,994	1,449	3,528	2,106	768	1,511	3,504	2,930	4,100	3,107	4,462	2,765	33,225	35,000
Function Bar Sales	1,312	2,192	4,334	1,333	24	1,000	254	3,506	2,783	587	184	652	18,161	24,000
Hire of Urn	164	33	24	96	13	28	84	26	73	38	79	101	759	1,600
Hire of Luxfords Restaurant	0	0	13	101	0	121	200	0	(200)	0	0	14	249	1,000
Sundry Income	0	0	0	0	0	0	0	0	0	0	0	0	0	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>23,145</b>	<b>20,805</b>	<b>18,727</b>	<b>18,776</b>	<b>18,307</b>	<b>228,039</b>	<b>230,600</b>
<b>Stock held by restaurant: Bar</b>													<b>1,903</b>	<b>1 Apr 2025</b>
<b>Stock held by restaurant: Kitchen</b>													<b>1,723</b>	<b>1 Apr 2025</b>
<b>Purchases</b>														
Food Purchases	5,201	4,273	4,821	4,368	3,707	4,805	6,654	5,790	5,821	5,643	4,976	5,185	61,244	52,000
Bar Purchases - non-alcoholic	599	735	132	183	0	347	271	77	336	5	186	577	3,448	2,900
Bar purchases - alcoholic	943	1,239	93	512	367	160	198	1,376	357	37	158	435	5,876	8,100
Consumables	165	234	181	125	68	165	265	257	104	71	367	145	2,147	2,000
Cleaning	25	0	0	59	643	0	24	17	0	41	48	16	873	1,000
Maintenance & Repairs	0	0	0	119	0	0	0	0	883	126	90	0	1,217	2,000
Equipment - New/Replacements	30	149	6	353	110	354	2,267	0	0	0	0	67	3,335	1,500
Equipment Hire	0	535	299	87	0	237	0	0	0	0	0	0	1,158	900
Rates	712	712	712	712	712	712	712	712	712	712	0	0	7,117	7,200
Electricity	1,386	974	819	766	0	800	863	1,128	1,096	1,156	0	0	8,989	9,000
Gas	514	139	125	(121)	247	125	126	142	127	140	128	424	2,116	3,200
Water	0	0	0	562	0	0	428	0	0	280	0	0	1,269	1,600
Refuse Collection	253	211	188	224	198	188	352	198	217	225	220	208	2,681	1,800
Stocktaking	205	0	0	205	0	0	637	0	0	0	230	0	1,277	850
Uniforms/Protective clothing	0	181	0	0	0	0	0	0	0	0	48	0	230	150
Salaries	9,520	11,323	10,345	10,663	11,961	10,591	10,978	16,446	11,287	12,341	9,876	10,188	135,520	121,915
National Insurance	556	783	567	550	744	625	681	1,356	710	880	594	672	8,718	8,232
Pension	1,717	2,056	1,882	1,911	2,103	1,824	2,016	3,027	2,056	2,317	1,863	1,945	24,719	22,610
Casual wages	1,750	2,265	644	1,137	586	789	960	1,413	1,132	1,233	1,429	2,021	15,361	9,000
Credit charges	293	303	371	174	139	143	187	206	180	162	147	157	2,460	3,000
<b>Total Purchases</b>	<b>23,871</b>	<b>26,113</b>	<b>21,185</b>	<b>22,588</b>	<b>21,585</b>	<b>21,865</b>	<b>27,617</b>	<b>32,144</b>	<b>25,017</b>	<b>25,368</b>	<b>20,360</b>	<b>22,041</b>	<b>289,754</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).

**Income** - 2024/25 saw steady income, with new hirers and catering opportunities. This will build in 2025/26 along with a very busy events programme which should result in an increase in function bar income. The menu prices have since been increased by 10% and the new menus were launched early May 2025. With hindsight, we should have reviewed menu prices more frequently in 2024/25.

**Expenditure** - The difficulty experienced in 2024/25 was the ongoing increases in food costs, resulting in a £9k overspend. Two members of the restaurant team were on long term sick leave, which resulted in an increase in staffing costs (permanent and casual), as well as increases in salaries and NI which were higher than predicted for a further year. So although income levels were as predicted, the difficulties the hospitality industry is currently facing nationwide has been echoed locally.

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

**Monday 9 June 2025**

### **Agenda Item 5.3**

#### **TO CONSIDER CARRY FORWARD OF UNSPENT REVENUE BUDGET FROM 2024/25**

##### **1.0. Summary**

- 1.1 This report sets out variances in the 2024/25 budgets and a request to carry forward monies from the 2024/25 financial year into the 2025/26 financial year.

##### **2.0 Background**

- 2.1 As with previous years some monies within the budget for 2024/25 remain unspent due to late invoices, goods yet to be received, projects not yet complete etc. and rather than return these to general reserves as a matter of course, it is suggested that it would be prudent to carry forward these amounts into the next financial year (2025/26).
- 2.2 Many of the proposed carry forwards from 2024/25 were allocated for set projects and new initiatives which were not able to be completed.

##### **3.0 Specific budget request for Environment & Leisure Committee**

- 3.1 New initiatives 2024/25 – projects not yet complete

<b>Project</b>	<b>Amount</b>	<b>Reason</b>
<b>Roofed compound area for Grounds storage</b>	£500.00	This funding remains unspent. We would therefore recommend that the funding is transferred to existing the earmarked reserve named 'Open spaces and street furniture.'
<b>Harlands Pond</b>	£700.00	Only £233 has been spent of the funds allocated, so it is proposed that £700 of the allocated £950 be transferred to a new earmarked reserve named 'Conservation and Wildlife monitoring.'

##### **4.0 Specific budget request for General Purposes Committee**

- 4.1 New initiatives 2024/25 – projects not yet complete

<b>Project</b>	<b>Amount</b>	<b>Reason</b>
<b>New tables and trolleys for Ground floor of Civic Centre</b>	£10,000	This purchase wasn't completed in 2024/25, but considered a priority to ensure the safety of manual handling for staff. It is therefore requested that the funds be transferred into 'Civic Centre' ER.
<b>Signal Box</b>	£10,000	These funds remain unspent from 2024/25. It is hoped that works will commence in 2025 to support an interested and local commercial enterprise in refurbishing the building. It is therefore requested that the funds be transferred into 'Building reconfiguration and renovation.'

##### **5.0 Recommendation**

- 5.1 Members are asked to resolve that the following sums be carried forward from the 2024/25 financial year to the 2025/26 financial year and placed in earmarked reserves.

Contact Officer: Sarah D'Alessio/Holly Goring

Mrs Sarah D'Alessio  
Uckfield Town Council  
UCKFIELD CIVIC CENTRE  
Bellfarm Lane Uckfield  
Uckfield  
East Sussex  
TN22 1AE

## Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-272007-6913
Insured	Uckfield Town Council
Business	Parish / Town Council
Period of Insurance	
From	20 <sup>th</sup> June 2025
To	19 <sup>th</sup> June 2026
and any other period for which cover has been agreed.	

Renewal Premium	£ 9,742.74
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	151232447
Long term agreement active until	20 <sup>th</sup> June 2027
Preparation Date	29 <sup>th</sup> May 2025
Prepared by	Mr Jonathan Meiseles
Policy Form Reference	MLAACH09

### Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

## Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All Employees and **volunteers** engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

## Important information

### Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

## Lines of Cover applying

### Part C – All risks

#### Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

#### Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Civic Regalia anywhere within Europe	£4,451.59	£100
75 x Litter Bins	£6,406.65	£100
3 x Wooden, 1 x Brick and 3 x Metal Bus Shelters	£28,240.38	£100
Tennis Courts x 3 to inc - Victoria Pleasure Ground	£131,835.49	£100
CCTV	£37,479.34	£100
Drone	£727.65	£100

The excess stated applies to each and every loss.

**Operative Endorsements:** 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

8 Extension of Material Damage cover for Drones

In respect of - Drones only under Part C - All Risks, paragraph c) i of Exclusion 5. Property excluded under Exclusions to parts A, B and C is deleted



## Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any <b>member</b> or <b>employee</b> or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any <b>member</b> or <b>employee</b>	£250
(c) in the <b>premises</b>	
(i) in the custody of or under the actual supervision of any <b>member</b> or <b>employee</b>	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

**Excess:** £50 each and every loss

**Personal Accident Assault Limits:** Stated in Section 3(c) of the policy wording

### Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

## Part E – Public liability

**Limit of Indemnity:** £15,000,000

### Operative Endorsements

#### 1 Small Unmanned Aircraft Cover

The following Special Definitions are added to Part E - Public Liability, Section 1 - Special Definitions:

##### Small Unmanned Aircraft

Small Unmanned Aircraft means any unmanned aircraft, other than a balloon or a kite, having a mass of not more than 20 kg without its fuel but including any articles or equipment installed in or attached to the aircraft at the commencement of its flight.

##### Aviation Authority

Aviation Authority means:

- (a) the United Kingdom Civil Aviation Authority; or
- (b) any equivalent body or authority responsible for regulating the use of Small Unmanned Aircraft, in any country or territory within which Small Unmanned Aircraft operations are to take place.

Section 3- Special Exclusion 16 will not to apply in respect of the operation of Small Unmanned Aircraft provided always that the **insured** or any person acting on behalf of the **insured**:

- (a) complies with the operating and licensing provisions of all applicable Aviation Authority legislation, regulations, codes, orders and rules; and
- (b) has received appropriate training in the use of the Small Unmanned Aircraft and has, where required, obtained the full qualification from a Civil Aviation Authority approved National Qualified Entity or equivalent body outside of the United Kingdom.

The indemnity afforded by this cover shall not apply to:

- 1. legal liability arising from any actual or alleged invasion of privacy; or
- 2. legal liability in respect of which the **insured** is entitled to indemnity under any other policy of insurance or would be so entitled but for the existence of this extension; or
- 3. fines or penalties of any nature whatsoever

For the purposes of this cover:

- 1. General Exclusion 4 e) i) will not apply in respect of the operation of Small Unmanned Aircraft in the United Kingdom
- 2. The liability of the **insurer** under this extension shall not exceed £1,000,000 any one event.

By applying this endorsement the indemnity granted by this policy complies with the insurance requirements of EC Directive 785/2004.

**Part F – Hirers' liability**

**Limit of Indemnity:** £2,000,000

**Excess:** £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

**Operative Endorsements**

None

**Part G – Employers liability**

**Limit of Indemnity:** £10,000,000

**Operative Endorsements:**

None

**Part H – Libel and slander****Sum Insured**

£250,000

**Excess:** 10% each and every claim or £1,000 whichever is the lower**Operative Endorsements**

None

## Part I – Motor vehicles

<b>Insured Vehicle:</b>	All as described in
<b>Persons Entitled to Drive:</b>	the Certificate of
<b>Limitation as to Use:</b>	Motor Insurance

**Cover:** Section 23

A. Comprehensive

**Excess :** Section 23

Amount	Description
£ 150	Accidental Damage , Fire , Theft , Windscreen , Theft total loss
£ Nil	Third party
Additional to any other <b>excess</b> which applies	

<b>Repair Limit:</b>	£Nil
Section 12	

<b>Damage to Property Limit:</b>
£5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type
£50,000,000 Applicable to any Private Motor Car

<b>Personal Effects Limit:</b>	£150
Section 13	

<b>Medical Expenses Limit:</b>	£250
Section 14	

**Additional Cover :** Section 25

T. Continuing Hire Charges	Not Operative
U. Occasional Business Use	Not Operative
V. Loss of No Claim Discount/Excess	Not Operative
W. Hiring Charges	Not Operative
X. Termination Charges	Not Operative

**Operative Endorsements:**

None

## Part J – Motor legal expenses and uninsured loss recovery

**Limit of Indemnity:** £100,000 per insured incident

**Operative Endorsements:**

None

## Part N – Fidelity guarantee

**Persons Guaranteed:**  
All **members** and **employees**

**Sum Guaranteed**  
£2,000,000

**Excess:** £100 each and every loss

### Operative Endorsements:

None

## Part O – Personal accident

The cover		
Category:	Insured Persons:	Operative Time:
A	Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of <b>business</b>
B	<b>member</b>	Engaged in the <b>business</b> including undertaking Journeys and whilst commuting directly between place of residence and usual place of <b>business</b>
C	<b>volunteer</b>	Engaged in the <b>business</b> including undertaking Journeys and whilst commuting directly between place of residence and usual place of <b>business</b>
D	key personnel as follows:	24 hours per day engaged in any activity worldwide not excluded from this cover.

Excesses	
Excesses:	Not applicable

Table of benefits				
Benefit:	Category:			
	A	B	C	D
1. Death	5.00 times annual earnings	£20,000.00	£20,000.00	£Nil
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	5.00 times annual earnings	£20,000.00	£20,000.00	£Nil
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	5.00 times annual earnings	£20,000.00	£20,000.00	£Nil
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A	25% of 3A
4. Permanent Total Disablement	5.00 times annual earnings	£20,000.00	£20,000.00	£Nil

5. Permanent Partial Disablement	See section 2.16	See section 2.16	See section 2.16	See section 2.16
6. Paraplegia	£75,000 if 1 is £50,000 or more, otherwise £Nil	£Nil	£Nil	£Nil
7. Quadriplegia	£125,000 if 1 is £50,000 or more, otherwise £Nil	£Nil	£Nil	£Nil
8. Temporary Total Disablement	1.00 times weekly earnings	£50.00 per week	£50.00 per week	£Nil
9. Temporary Partial Disablement	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil
Benefit Period – temporary disablement	104 weeks	104 weeks	104 weeks	104 weeks
Deferment Period – temporary disablement	0 days	0 days	0 days	0 days
<b>Operative endorsements</b>				
<b>Endorsement title:</b>	<b>Endorsement wording:</b>			
1	Special Exclusion 2 of Section 3 is inoperative provided always that the <b>insurer</b> will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90			



**Part P – Legal expenses****Insured Incidents:**

1. Employment Disputes and Compensation Awards	Operative
2. Legal Defence	Operative
3. Statutory Licence Appeal	Operative
4. Contract Disputes	Operative
5. Debt Recovery	Operative
6. Property Protection and Bodily Injury	Operative
7. Tax Protection	Operative

**Limit of Indemnity:** £200,000

**Operative Endorsements: None**

## General Notes

### 1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

### 2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing [Customers.team@uk.zurich.com](mailto:Customers.team@uk.zurich.com). Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

### 3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

## Claims contact information

Although we'd all like to control the future, sometimes accidents are unavoidable. That's why we've made it as easy as possible to make a claim. More information can be found [here](#). Ready to make a claim? Please use the contact details below to ensure you're connected to the right team:

Type of Claim	Claims team	Claims contact details
Buildings, contents including 'All Risks' items	Property Claims	<b>Online:</b> <a href="https://propertyclaims.zurich.co.uk/index.html">https://propertyclaims.zurich.co.uk/index.html</a> <b>Tel:</b> 0800 028 0336 <b>Email:</b> <a href="mailto:farnboroughpropertyclaims@uk.zurich.com">farnboroughpropertyclaims@uk.zurich.com</a> <b>Address:</b> Zurich Municipal Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Business interruption		
Money		
Works in progress		
Public liability	Liability Claims	<b>Online:</b> <a href="https://liabilityclaims.zurich.co.uk/index.html">https://liabilityclaims.zurich.co.uk/index.html</a> <b>Tel:</b> 0800 783 0692 <b>Email:</b> <a href="mailto:fnlc@uk.zurich.com">fnlc@uk.zurich.com</a> <b>Address:</b> Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB
Employers liability		
Personal assault under Money		
Personal accident		
Financial and administrative liability	Motor Claims	<b>Online:</b> <a href="https://motorclaims.zurich.co.uk/index.html">https://motorclaims.zurich.co.uk/index.html</a> <b>Tel:</b> 0800 916 8872 <b>Email:</b> <a href="mailto:zmnewmotorclaims@uk.zurich.com">zmnewmotorclaims@uk.zurich.com</a> <b>Address:</b> Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Motor Claims		
Legal Expenses	DAS Legal Claims	<b>Tel:</b> 0117 934 2116

### How to make a claim:

1. You can make a claim using the online portal, by email or phone using the contact details above.
2. A claim form may be sent for you to complete, or you may be asked to send details in writing.
3. If you have any questions, please call the relevant office for guidance.
4. For out of hours help/emergency property losses - please contact 0800 028 0336

**DAS Head and Registered Office:**

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH  
Registered in England and Wales | Company Number 103274 Website: [www.das.co.uk](http://www.das.co.uk)  
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority  
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

**DAS Law Limited Head and Registered Office:**

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL  
Registered in England and Wales | Company Number 5417859 Website: [www.daslaw.co.uk](http://www.daslaw.co.uk)  
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## **Meeting of the General Purposes Committee**

**Monday 9 June 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. This is on hold until the Legionella Risk Assessment works have been completed;
- Works have been completed to repair a small leak in the front entrance area of the roof;
- A new food waste bin has been ordered to meet current changes to waste disposal regulations;
- To aid with good manual handling and the need to move a large number of chairs, a new chair trolley has been purchased;
- The flag pole has been serviced;
- A new defibrillator has been purchased to replace the former;
- New electrical boxes have been installed and re labelled in line with the EICR works, including relocating one on the first floor to a more accessible area;
- The Mayoral boards in the Council Chamber have been repaired and re hung in a uniform fashion;
- Plans are being drawn up for the Council Office refurbishment. The Council Office sign has also been relocated to the side of the doorway to ensure more visible when the office door is open;
- Work are underway to install a second water cooler on the first floor. This will provide fresh drinking water for our hirers and staff;

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

- A new parking sign has been fitted to the entrance gate to try make clear who is able to park in this area;

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

- This building is still being inspected on a weekly basis, as instructed by our insurance provider;
- Work with a potential leaseholder is underway with a view to lease the building on a long-term lease;
- Work with the Bluebell Railway to try to find a home for the old points system is underway;

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

- The fire doors have now been replaced and will be decorated/labelled in the next few months;
- Works have started to re-decorate the entire ground floor area following the installation of the new boiler system;

- The external electric meter that is no longer used has been removed to save the daily standing charge;

#### Foresters Hall

- The fire doors have now been replaced and will be decorated/labelled in the next few months;
- 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 air source system has had its annual service carried out;
- A socket in the kitchen has been repaired;

#### Snatts Road, Chapel

- This building is still being inspected on a weekly basis, as instructed by our insurance provider;
- Work with a potential leaseholder is underway with a view to lease the building out on a five-year lease;

#### West Park

- The fire doors have now been replaced and will be decorated/labelled in the next few months;
- The Estates & Facilities Manager is working with the leaseholders in relation to health and safety, compliance and providing support to maintain the updated compliance inspections;

#### 2A Vernon Road

- Nothing to report.

### **3.0 Recommendations**

3.1 Members are asked to note the report.

Contact Officer: James Hollingdale

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

**Monday 9 June 2025**

### **TO CONSIDER A PROPOSAL TO FURTHER PROTECT THE PILLAR LIGHTING**

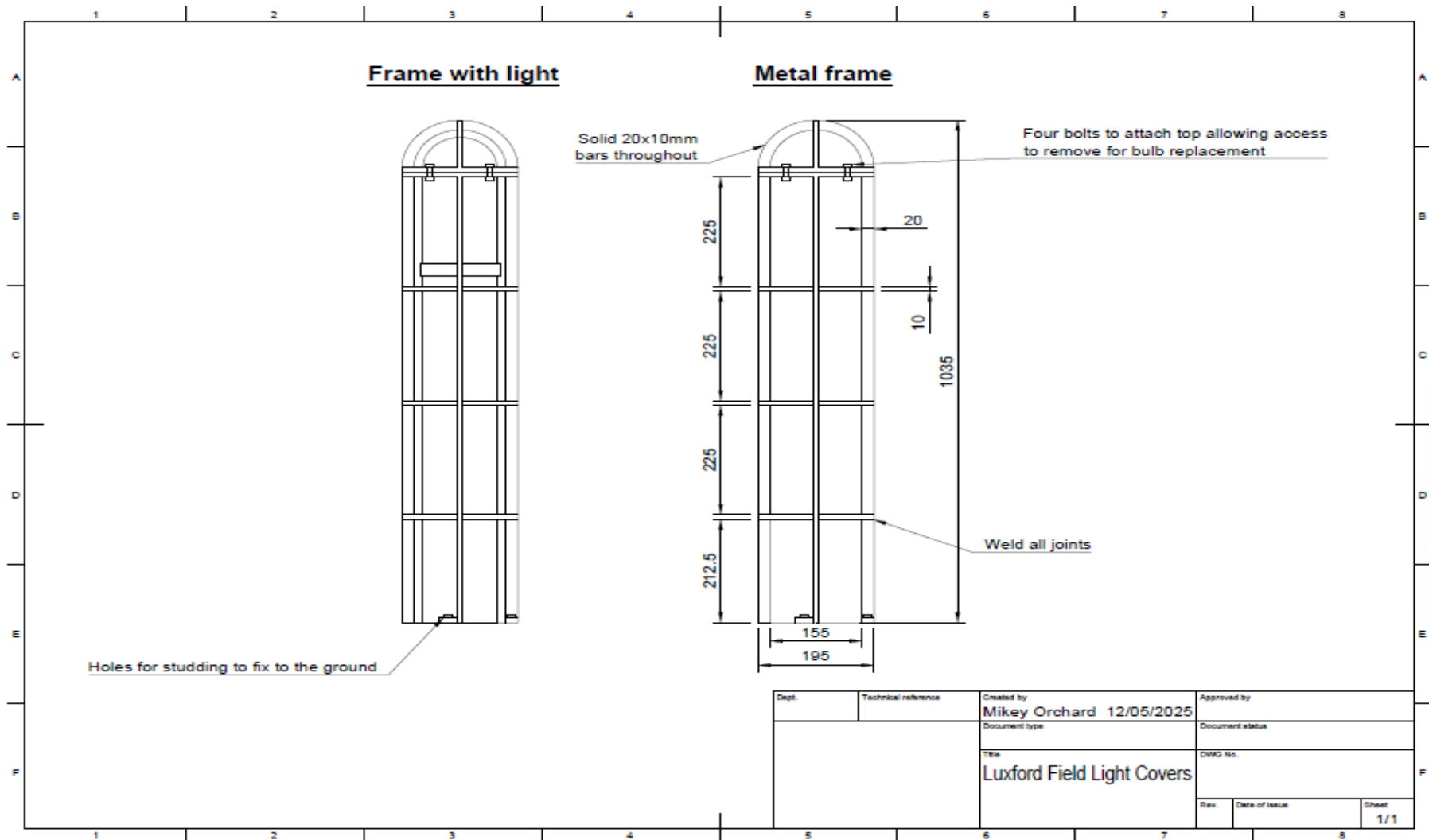
#### **1.0 Summary**

- 1.1 As you are aware we installed the seven pillar lights along the Luxfords Field Pathway.
- 1.2 This was informed by suggestion from Sussex Police Local Neighbourhood Policing team, in discussions to reduce anti-social behaviour in this area, and brighten up this area and increase feelings of safety. This was also informed by local residents who found the area dark when navigating their way back to the car park from Tesco or the Civic Centre, and from volunteers at Uckfield Community Fridge who make food deliveries early in the morning and late at night.
- 1.3 Uckfield Community Fridge had suffered several break ins or damage to their external facilities.
- 1.4 Thanks to two successful grant funding applications (one to Sussex Police & Crime Commissioner which resulted in £2.5k and one to the Safer Wealden Partnership which resulted in £2.5k), the lights were installed back in November 2024 and were met with really positive feedback.
- 1.5 Even though the product purchased was rated as the highest vandal proof and for use in public areas they have suffered with repeated anti-social behaviour. This is sadly and likely to be down to one or two individuals out of a population of 15,000. Being kicked, pushed over, driven in to and attacked with a saw and a hammer at the beginning! This has resulted in large repair bills for Uckfield Town Council to ensure they are safe and working.
- 1.6 The lights have been reinforced incredibly well, and the lights themselves give off a great amount of light in the darker hours and months. So the lighting itself is excellent for this area. It's how we can best deter the minority, of those vandals. This report seeks to provide an option to further strengthen the lighting.

#### **2.0 Proposal to further protect the pillar lighting**

- 2.1 As these lights have been met with nothing but positive feedback we have sought ideas to protect them to keep them in place. Having explored various options to tackle the issue it has been decided that the best option is to place a hand-made caging around each light, with a removable top to allow access to the electronics. The idea being that the cage will be reinforced into the ground with concrete and will take any anti-social behaviour impact instead of the light fitting.
- 2.2 A quote has been obtained to provide this caging by a local blacksmith:

## Design of proposed caging





## QUOTE

Uckfield Town Council

Date  
12 May 2025

Expiry  
9 Jun 2025

Quote Number  
QU-0521

VAT Number  
396725741

### Luxford Feild Light Covers

Description	Quantity	Unit Price	VAT	Amount GBP
Light Cover - Materials, Manufacture, and finish being hot zinc spray and powder coated	7.00	429.00	20%	3,003.00
INCLUDES VAT 20%				500.50
TOTAL GBP				3,003.00

### 3.0 Recommendations

#### 3.1 Members are asked to:

- (i) consider the design;
- (ii) agree to proceed with the installation of the caging to further protect the lighting, and;
- (iii) fund the works from earmarked reserves allocated for open spaces and street furniture.

Contact Officer: James Hollingdale

# UCKFIELD TOWN COUNCIL



## SERVING ALCOHOL POLICY

Policy Number 52		
Issue No.	Date completed	Details of amendments
1	03.01.06	
2	15.08.08	In line with current legislation.
3	12.09.11	Amendments – GP.41.09.11
4.	19.01.15	GP – Removal of guidelines for staff and updating
5.	17.07.17	GP – Reminder and refresh for all staff/councillors
<u>6.</u>	<u>09.06.25</u>	<u>GP – Review of policy</u>

## 1.0 INTRODUCTION

1.1 Uckfield Town Council recognises that there are many laws that relate to the licensed trade, and it is crucial that the law is followed. Many of the responsibilities lie with managers, but there are specific obligations placed upon individuals to see that the law is upheld.

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1.2 Failure to meet these obligations can result in a fine and a criminal record, and may also result in disciplinary action being taken.

1.3 The Town Council has a premises licence for Uckfield Civic Centre and a designated premises supervisor is appointed to have overall responsibility for the sale or supply of alcohol from these premises. However, although this individual has overall responsibility, all members of staff should have adequate understanding of the legal requirements when serving alcohol.

1.42 All staff who will be working behind the bar in Luxfords Restaurant will be given a copy of this policy and will be required to sign an acknowledgement stating that they have received not only the policy but that the policy has been explained to them by their line manager.

1.5 Although there have been a number of changes to the alcohol duty and requirements in relation to draught products, since this policy was last revised in 2017, the policy in terms of serving bottled alcohol still stands.

## 2.0 LEGAL OBLIGATIONS

When serving alcohol these procedures must be followed.

### 1. The Under 25 Rule

If the customer looks under 25 years of age ask for identification.

Ensure that when serving alcohol that the person or persons are over the age of 18 years. It is an offence to sell/ serve alcohol to anyone under 18 years or to sell/ serve it to adults who are buying it for persons under 18 years.

In simple terms "**Never, never break or bend this rule**".

Serving persons under 18 or those purchasing drinks for under 18's is an offence and could lead to the bar staff being given a £90 fixed penalty notice and prosecuted.

Procedure to follow:

Customer approaches the bar – are you sure they are over 18?

Use the Under 25 Rule.

YES Serve

NO If in the slightest doubt – challenge.

Request evidence to prove that they are over 18. Identification comes in many forms and variations but due to many fraudulent forms of identification being readily available,-The Town Council only accept the following:

- Passport
- Driving licence with photograph
- Provisional driving licence with photograph

- Armed forces identification card

Take time to study the identification matching the photograph with the customer and checking the date of birth. If happy to serve – do so, but if in any doubt about the customer's integrity, attitude or believe the identification to have been tampered with, call for the duty manager or supervisor.

Be tactful and do not be afraid to ask the manager for help. Remember, failure to apply this procedure correctly could lead to the person serving the alcohol being prosecuted and heavily fined. It is their responsibility.

## **2. Behaviour and Responsible Serving**

Overall, the majority of customers will behave in an orderly fashion but there may be occasions when some will cause problems.

### Alcohol

The alcohol in a drink makes it intoxicating. Alcohol is classed as a drug because when consumed it alters the physical, mental and emotional state of the drinker.

Moderate drinking can be part of a healthy lifestyle and often contributes to sociability and relaxation. On the other hand, drinking too much on one occasion or on a regular basis may result in anti-social behaviour or disorderly behaviour and especially in the long term, can be damaging to health. It is for these reasons that those who sell and serve intoxicating drinks should understand the nature of the products they are selling and behave responsibly.

Drink containing alcohol is classified as intoxicating for the purpose of licensing law if it contains more than 0.5% of alcohol by volume (0.5% abv) and requires a Justices Licence for its retail sale.

The formula for expressing abv on labels is alc % Vol or % Vol. So a fortified wine, such as sherry or Vermouth labelled as: alc 18% or 18% Vol – means that 18% of any given quantity is pure alcohol. Here are some examples:

WHISKY	Labelled as "alc 40% Vol" or "40% Vol" Means that 40% of any given quantity is pure alcohol. Most spirits are around 40% abv
WINES	Labelled as "alc 12% Vol" or "12% Vol" Means that 12% of any given quantity is pure alcohol. Wines can vary from 8% to 16% abv
BEER	Labelled as "alc 3.2% Vol" or "3.2% Vol" Means that 3.2% of any given quantity is pure alcohol. Beers and ciders can range from 3% to 9% abv.

Overall, never serve a customer who appears to be drunk, troublesome, quarrelsome, abusive or violent.

The Act states that the licensee is forbidden to serve drunken, disorderly or violent customers, and/ or prostitutes who are soliciting for business.

The manager can expel anyone who is drunk, troublesome, violent or disorderly from the premises, and if necessary call for the police to assist in the removal or to prevent a breach of the peace.

People who have had too much to drink or who are behaving aggressively can be difficult to handle because they are not rational. Do not argue with drunken customers, it may only get worse. Inform the caretakers and/ or the duty manager and let them deal with the customer.

### **3.0 Drugs, Pubs and Clubs**

It is a fact that drug taking and dealing can take place in most licensed premises. The best run licensed public house or nightclub is not immune to this problem.

Under the Misuse of Drugs Act 1971 heavy penalties can be imposed on those who permit drug related activities to take place on their premises, including the supply and smoking of cannabis.

#### Why be concerned?

1. Damage to the trade and reputation of the business
2. Potential for other criminal activity, violence, etc.
3. Risk of loss of license and livelihood

#### Prevention

In line with preventing under 18s drinking alcohol and the vigilance that all staff have to employ in this regard, the early detection along with high standards of service and cleanliness are a powerful deterrent to the drugs trade.

They also show that you care about your premises, and that you will not tolerate illegal activity. Low standards indicate the “don’t care” management that dealers and users are looking for – uncollected glasses, and sloppy service are as good as a written invitation to the drugs trade.

High profile staffing – being there, knowing your customers, making your presence felt and staying alert will discourage the drugs trade from using your premises. It is the bar staff that are the ambassadors, the all-seeing-eyes, the behind-the-bar security force who may detect the signs of drug activity first.

Dealers and users alike come in all shapes and sizes, and thus are not identifiable by appearance, they may be very respectable looking.

Frequent glass collecting, and the wiping of tables provides a high standard for the customer and the chance for staff to provide surveillance against the drug user and the drug dealer.

Once again, it is the bar staff and the glass collectors who are in the front line in the early detection of a potential problem, but remember:

If you see what you believe to be drug use, or drug dealing, do not attempt to deal with the customer yourself. Inform the nearest member of security staff or the management immediately.

If you come across any drug paraphernalia on tables, etc, inform the nearest member of caretaking team or the manager. Do not move or throw away what you believe you have found, the manager may get a better understanding of the problem if he/ she is allowed to view first. Remember: never touch syringes or needles they are likely to be infected. The manager will arrange for the proper removal.

If you see somebody acting in an unusual or suspicious manner, tell the manager or a member of the caretaking team immediately.

**Appendix A: Form to be completed by staff serving alcohol**

**Serving Alcohol Policy for All Bar Staff**

Name:

Department: **Luxfords Restaurant/Uckfield Civic Centre**

Manager: **Louise Slaughter, Hospitality Manager/**  
**Holly Goring, Town Clerk**

I acknowledge receipt of the Town Council's Serving Alcohol Policy for all Bar Staff (No.52), and can confirm that the policy has been fully explained to me by my line manager, ~~and~~ I am aware of my responsibilities when serving behind the bar in Uckfield Civic Centre.

Signed:

Date:

Please note: this form will be kept on your personnel file as a record that you have received and understood the Council's policy on Serving Alcohol at the Bar.

# UCKFIELD TOWN COUNCIL



## TIME OFF IN LIEU POLICY (TOIL)

Policy Number 68		
Issue No.	Date completed	Details of amendments
1	03.08.10	Draft - Personnel Sub-committee
2	20.06.16	Amendments to rules on accruing and taking TOIL
<u>3.</u>	<u>09.06.25</u>	<u>GP - Review of policy</u>



## 1.0. INTRODUCTION

This document does not form part of ~~theyour~~ contract of employment and may be changed from time to time in line with current best practice, statutory requirements, and to ensure that the Council's needs are met. ~~You~~ **Employees** will be advised of any changes as far in advance as possible of the change being made, unless the change is required by statute.

Employees, on occasions, are required to work outside what are considered 'core' hours of work or beyond their contracted hours in order to meet the needs of the service. This may be due to evening meetings, weekend work, call outs or there may be an occasional unplanned yet urgent need to extend the working day. Without this goodwill and adaptability it would be impossible to provide a responsive service or cope with work demands.

However, the Council also recognises its duty to protect the health and safety of its staff by ensuring that they do not work excessive hours. One way that they can be recompensed is by taking Time Off in Lieu (TOIL) for any extra time that they do have to work. This policy sets out both a definition of the TOIL scheme and some guidelines for its implementation.

## 2.0. WHAT IS TOIL?

Time Off in Lieu is time off which you are allowed to take instead of claiming overtime pay, for hours worked beyond your normal working day, normally evenings and weekends. There is no provision for overtime to be paid under TOIL.

Overtime Pay is defined as the additional pay claimed as a result of additional hours worked to contracted hours, which is planned. Unless an employee has a contractual entitlement to overtime, or it has previously been authorised by the appropriate line manager, a claim for overtime will not be met.

Please remember all staff are entitled to at least a 20 minute break if they work for six hours or more.

In addition, if a staff member has an unexpected commitment in their personal life, time off can be agreed at short notice and made up at a later date, subject to approval by their line manager.

## 3.0. GENERAL PRINCIPLES

- Time off in lieu cannot be taken in advance of having been worked and cannot be taken without the advanced approval of your line manager.
- TOIL is an exceptional rather than a routine occurrence. It may relate to: **Exceeding Standard Work Hours:** When an employee works beyond their contracted hours, they may opt to accumulate time in lieu instead of receiving overtime pay. For example, staying late to complete a project could translate into an extra day off in the future.
- **Partial-Day Absences:** If an employee extends their workday to cover for the time taken for personal appointments, they could be entitled to recuperate that time on another day.
- **Working on Weekends or Holidays:** In cases where employees work on weekends or public holidays, a day in lieu may be granted. Instead of immediate financial compensation, they receive an equivalent day off.

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- **Special Events or Launches:** During periods of intense activity, such as product launches or events, staff members often put in additional hours. These efforts can be repaid with time in lieu to rest or tend to personal matters later.
- **Staffing Shortages:** Should there be a temporary shortage of staff, those who cover additional duties or shifts may accumulate time in lieu for use when staffing levels return to normal.

- It is to ensure that when staff attend meetings, functions or call outs that extend beyond normal working hours, this time can be taken back. It also allows staff to respond to crises in their personal lives.
- TOIL should not result in changes to normal working arrangements, for example every Friday afternoon becoming a 'TOIL' afternoon, or working through lunch times and leaving work early each day.
- The scheme must be utilised in the best interests of effective service provision. This requires co-operation between staff and managers to ensure adequate cover is provided as necessary.
- The success of the scheme is based on trust. Any member of staff who is found to have abused the TOIL scheme may have it withdrawn and be subject to disciplinary action up to and including dismissal.

#### 4.0. RULES ON ACCRUING AND TAKING TOIL

- Staff must agree with their line manager in advance any time to be worked outside of normal working hours. If advance agreement is not practical for any reason, staff must contact their line manager as soon as possible after the event.
- Staff must obtain their line manager's approval before taking any TOIL, in the same way that annual leave is approved.
- Staff will be responsible for completing their own TOIL recording sheet. A period of 30 minutes is the minimum that can be claimed for any one period of time in lieu accrued and the reason for any additional hours should be clearly stated. Any period of time accrued after these 30 minutes should be recorded in blocks of fifteen minutes. Additional hours should be recorded on a Time off in Lieu Form (see appendix 1).
- This will be kept by the employee, signed and passed to the line manager for agreement at each credit/debit. The recording sheet should be readily available for line managers to see at any time.
- N.B. Where additional TOIL hours are accrued during the last week of the month, staff have up to two weeks within the following month to take this time.
- Staff ~~can~~ carry over a maximum of 10 hours of -TOIL into the following month.
- TOIL hours must be taken by adjusting start and finish times within your core contracted hours.
- The accounting period will be each calendar month.
- Existing procedures will remain for all other authorised absences, such as annual leave, sickness, compassionate leave etc.
- On termination of employment, all TOIL must be at a zero balance. Employees will not be paid in lieu of accrued TOIL which has not been taken by the final date of employment. Any such accrued TOIL will be lost.
- Time off must be equal to time actually worked ~~:- i.e. there is no provision for time and a half, double time, etc — if you work two additional hours, you can~~

**Commented [HG1]:** On average senior staff may carry around 20 hours of lieu.

**Commented [HG2]:** In 2025, provided that employees take their accrued leave within 6 months, there is generally no statutory limit on how much time in lieu can be accrued. However, it is prudent to establish an internal policy to manage accruals, as excessive accumulation may lead to operational challenges.

~~claim two hours TOIL, regardless of whether the occasion is evening or weekend, unless otherwise specified in your contract of employment.~~

- Part-time employees who may be attending meetings or training, as agreed by their line manager, on days/hours not usually worked may use the TOIL form to record additional hours worked. Any additional time worked or taken back should also be recorded on the TOIL Record Form and on a timesheet.

#### **5.0. — RELATED POLICIES AND PROCEDURES**

- ~~Disciplinary Procedure~~
- ~~Health and Safety Policy~~

Date of policy: June 2025

Approving committee: Full Council

Date of meeting: To be ratified by Full Council on 25 June 2025

Policy version reference: v3

Supersedes: TOIL Policy (revised 2016)

Policy effective from: July 2025

Date for next review: July 2026

Appendix 1  
**UCKFIELD TOWN COUNCIL**  
**Time off in Lieu (TOIL) Record**

**Name**.....

**Month**.....

**Job Title**.....

Date	No. of additional hours worked or to be worked and approved	Total	Reason	Approved by Line Manager	TOIL Taken		Running Total
		Hours			Date	Hours	

**End of month brought forward/ outstanding:**

.....

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

**Monday 9 June 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 since the start of the financial year (from 1 April 2024):

	<b>As of 30 May 2025 (sickness recorded since 1 April 2025) (31 staff)</b>	<b>As of 4 June 2024 (sickness recorded since 1 April 2024) (30 staff)</b>
Actual days taken as short-term Doctors' certificate	9.0 days	0.0 days
Actual days taken as self-certificated sick leave	10.5 days	8.0 days
Actual days taken as long-term sick leave	16.0 days	21.0 days

- 2.2 The Assistant Town Clerk & RFO continues to liaise with the East Sussex Wellbeing at Work Programme.

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

- 3.1 Following on with the training plan that has been drawn together by Management Team, the Grounds team have attended training during April and May 2025 including PA1 & PA6 spraying, Brushwood Chipper, Brush cutter, Handheld hedge cutter, Pedestrian mower and Tractor driving. Two staff members will complete the Ride On Mower training in June.

We have one member of staff undergoing a Level 4 Apprenticeship in Community Engagement with LDN. We secured Apprenticeship Levy funding from East Sussex County Council to do this, and thank them for their support.

All other mandatory online training is in the process of being organised alongside a new provider.

##### **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. A replacement defibrillator has been fitted at the Civic Centre along with a new enclosure. All four defibrillators have now had new enclosure boxes and will be checked monthly. A new set of pads have been fitted at West Park due to being used by a First Responder for an emergency.
- 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. Remedial works are to be started 5 June.

4.3 Electrical Installation Condition Reports (EICRs) have now been now carried out in all Council-owned sites along with the remedial follow up works. Pat testing has been completed and all remedial follow up works completed.

4.4 All risk assessments including Tools, COSH and general will be updated by the end of June.

## **5.0 Fire Safety**

5.1 Fire compliance is being carried out and recorded in the new Fire Folder.

5.2 Quarterly fire alarm and emergency lighting servicing has been carried by a new contractor. This has provided a more inclusive service at a reduced cost.

5.3 External Fire Risk Assessments were carried out in December with a very small amount of remedials still outstanding.

5.4 Fire training is being continually being carried out to aid with evacuations and fire drills.

5.5 Fire doors have been replaced in each of the buildings (Foresters Hall, Victoria Pavilion and West Park Pavilion). Works to decorate these will commence the end of June.

5.6 Fire dampers have been serviced with a small amount of remedial works to be carried out.

## **6.0 Recommendation**

6.1 Members are advised to note the report.

Contact Officer: Sarah D'Alessio/James Hollingdale

## Appendix A

### UCKFIELD TOWN COUNCIL



#### MEMBERS AUDIT FORM

MONTH: MARCH 2025

#### Checklist:

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

#### SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

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

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

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

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

#### BANK RECONCILIATION QUARTERLY VERIFICATION

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

#### PETTY CASH

Check cash balance and vouchers

Town Cou

Luxfords F

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

Signed

Print Name DONNA FRENCH

Dated 27/5/25

Members comments:-




### 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.
RUBY ENERGY	40401097- 15/3/25	N/A	✓	✓	1223870242
Q CATERING	1378716	18231	✓	✓	1223936960 36
NCT	50840				

### Customer Invoices Checked

Customer Name	Invoice No.	Are hire charges correct?	Payment date on invoice	Bank Statement Date/Pg No.
NCT	50840	<del>Query</del> YES	25/3/25	25/3/25 P 6/8
DIANB	50806			
JAC COMMITTEE	50829	YES	13/3/25	17/3/25 P 4/8

### Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS payment record
J LAWRIE	YES	YES	28/3/25	1224505704
K SPINKS	YES	YES	28/3/25	1224505704

**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	31/3/25 P 1/2	YES	YES	1210
General Account	31/3/25 P 7/8	YES	YES	1200
Business Reserve	31/3/25 P 1/2	YES	YES	1227
35 day account	31/3/25 P 1/2	YES	YES	1225
95 day account	31/3/25 P 1/2	YES	YES	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	"	"	YES <i>DF</i>	
General Account	"	"	YES <i>DF</i>	
Business Reserve	"	"	YES <i>DF</i>	
35 day account	"	"	YES <i>DF</i>	
95 day account	"	"	YES <i>DF</i>	<i>2</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	TESCO 19/3/25	
Luxfords	YES	TESCO 6/3/25	