

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 9 June 2025 at 7.00pm

PRESENT:

Cllr. C. Macve (Chair)

Cllr. D. Ward (Vice-Chair)

Cllr. V. Frost

Cllr. J. Love

Cllr. D. Manvell

Cllr. P. Selby

IN ATTENDANCE:

No members of the public

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.

Councillor D. Manvell referenced his position on the board of Uckfield Community Fridge. They were referenced within the report of agenda item 6.2. The Town Clerk advised that it was a personal interest.

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

There were no statements from members of the public.

3.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors A. Smith and P. Ullmann.

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 28 April 2025

GP03.06.25 Subject to clarity being given under comments relating to income and expenditure, and amendment to a typo in the resolution in agenda item 7.2 (*should have read Standing Orders instead of Sickness Absence Policy*), members **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 28 April 2025 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2 Action list

Members noted the action list.

4.3 Project list

Members noted the report and agreed to remove project 81 (new tables and

trolleys).

- 4.4 Forward plan
Members noted the forward plan.

5.0 FINANCIAL MATTERS

- 5.1 To note bills paid
Members noted the bills paid.

- 5.2 To review the draft financial position for the financial year ending 31 March 2025
Members were presented with the income and expenditure for all three areas – Environment & Leisure, General Purposes and Luxfords Restaurant, and a copy of the earmarked reserves at financial year end.

Clarity was sought on a couple of areas, but in general they were pleased with the overall picture at financial year-end. The Assistant Town Clerk & RFO explained that the Internal Auditor was due to visit the following week, and financial statements were being prepared by the Accountant. Members subsequently noted the position outlined in the reports.

- 5.3 To consider carry forwards of unspent revenue budget from 2024/25
Members were provided with a list of funds which had been set aside in 2024/25 for specific activities but funding was either left over after completion of the project, or funding had yet to be spent.

GP04.06.25

Members **RESOLVED** that the following unspent sums be carried forward from the 2024/25 financial year to earmarked reserves in 2025/26.

3.0 Specific budget request for Environment & Leisure Committee

3.1 New initiatives 2024/25 – projects not yet complete

Project	Amount	Reason
Roofed compound area for Grounds storage	£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.'
Harlands Pond	£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

Project	Amount	Reason
New tables and trolleys for Ground floor of Civic Centre	£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.
Signal Box	£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.'

- 5.4 To consider the renewal of the existing insurance contract for public liability, employer liability, and vehicle insurances
Members reviewed the policy schedule for the insurance renewal. This provided

cover for employer liability, public liability, and the grounds vehicles.

Members raised a couple of queries for consideration. This included seeking clarity on the aspect referencing the tennis courts, and the cover provided for volunteers, in terms of what capacity.

GP05.06.25

Subject to the Assistant Town Clerk & RFO exploring the above two points, members were satisfied with the policy schedule and **RESOLVED** to approve the insurance obtained for renewal.

6.0 BUILDINGS

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

Members were presented with a detailed update on the current condition of the Town Council's buildings and the compliance work undertaken.

The Town Clerk provided a brief update on the Signal Box, before members noted the report.

6.2 To consider a proposal to further protect the pillar lighting

Members felt it was sad that they were having to consider further protection for the lights.

GP06.06.25

A number of options were discussed, which could be less attractive to vandals. With three votes in favour, and one member voting against, it was **RESOLVED** to approve the commissioning of metal cages to further protect the pillar lights in Luxford Field.

7.0 POLICY

7.1 To review the Serving Alcohol Policy

GP07.06.25

Subject to the removal of paragraph 1.5 and reference being made to the 'Ask Angela' scheme, members **RESOLVED** to approve the revised policy for adoption.

7.2 To review the Time in Lieu Policy

7.3 To review the Training and Development Policy

Members felt both agenda items 7.2 and 7.3 should be reviewed by Personnel Sub-Committee and were happy for the policy reviews to then be ratified by Full Council in September.

8.0 ADMINISTRATION

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

Members noted the report.

8.2 To receive Members' audit report

Members noted the completed audit report for March 2025.

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

9.1 To consider reports from: -

(i) Wealden Citizen's Advice

Members noted the update provided by the Town Clerk.

(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

Councillor Chris Macve had nothing to announce on this occasion, but wished to thank members for their support and for appointing him as Chair.

11.0 TOWN CLERK'S ANNOUNCEMENTS

Nothing to add but the Town Clerk wished to advise that the Town Mayor who usually observed the meeting, had a mayoral engagement that evening.

12.0 CONFIDENTIAL BUSINESS

GP08.06.25 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 were very pleased to see how much the list had reduced, and subsequently noted the report.

12.2 To consider the draft lease agreement for the Cemetery Chapel

The Town Clerk provided an update to members on the checks being undertaken to the former planning conditions and draft lease agreement, before sharing the final document.

GP09.06.25 Members **RESOLVED** to approve the lease agreement for signing by two Councillors once these checks had been undertaken.

12.3 To consider an update on Luxfords Restaurant

Members digested the update provided and noted the recent menu review and offers available within the restaurant. Members subsequently noted the report.

The meeting closed at 8.15pm.