

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 21 July 2025 at 7.00pm

## PRESENT:

Cllr. C. Macve (Chair)  
Cllr. V. Frost

Cllr. J. Love  
Cllr. D. Manvell  
Cllr. A. Smith

## IN ATTENDANCE:

No members of the public  
Louise Slaughter – Hospitality Manager  
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

There were no statements from members of the public.

### 3.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors P. Selby, P. Ullmann and D. Ward due to work commitments and sickness.

### 4.0 MINUTES

#### 4.1 Minutes of the meeting of the General Purposes Committee held on the 9 June 2025

**GP10.07.25** Members **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 9 June 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.

#### 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 receive the minutes of the Finance Sub-Committee on 16 July 2025**

Members were presented with the minutes from the Finance Sub-Committee meeting the previous week. Members noted that Councillor French was also in attendance at the Finance Sub-Committee. This would need to be amended when the minutes were approved at the next sub-committee meeting. Members subsequently received and noted the minutes.

### **5.3 To approve the recommendations of the Finance Sub-Committee on 16 July 2025**

A number of recommendations were put forward by members of the sub-committee:

#### Review of the Town Council's investments

**GP11.07.25** Members **RESOLVED** to approve the recommendation of Finance Sub Committee, to:

- (i) deposit the amount of £250,000.00 from the Business Reserve account to the 35-day account to ensure a better interest rate is achieved on the investment, and;
- (ii) when the Lloyds Treasurer account is closed, to transfer the balance into the 35-day account, to ensure interest is accrued.

#### Funding of Future Strategic Projects

Councillor A. Smith requested that the resolution be amended to ensure that external project management expertise be obtained to support senior staff with the preparation of the further detail required:

**GP12.07.25** Members **RESOLVED** to:

- (i) request that senior staff set out further details for the strategic projects identified, to include project costs, timescales, potential funding sources and bring this to the next meeting in September;
- (ii) encourage senior staff to obtain external project management support to undertake this exercise.

#### Recommendations of VAT Review

**GP13.07.25** Members **RESOLVED** to approve the Finance Sub Committee's recommendation, for:

- (i) the Assistant Town Clerk to set out further details on the VAT review recommendations to assist members with consideration of the next steps.

#### Planning a periodic review of:

- (i) The Community Grants Programme

**GP14.07.25** Members **RESOLVED** to approve the recommendation of Finance Sub-Committee, for the Assistant Town Clerk to amend the documentation for the 2026/27 grants programme for consideration by members at the next meeting.

(ii) The Civic Centre's Hospitality functions

- GP15.07.25** Members **RESOLVED** to approve the recommendation of Finance Sub-Committee, to:
- (i) establish a working group to undertake the review, which would include: Councillors Ward, McClafferty, Manvell, Ullmann, Bedwell, Smith, and;
  - (ii) for the Assistant Town Clerk and Town Clerk to have a more detailed breakdown of finances available for the first meeting, and;
  - (iii) ensure there is a clear set of Terms of Reference for this working group and that of the Civic Centre Working Group.

Dual Authorisation of Refunds

The Chair noted that current procedures for the issuing of refunds could be further improved.

- GP16.07.25** Members **RESOLVED** to approve the recommendation of Finance Sub-Committee, to establish a dual signatory process to authorise any identified refunds.

**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 Town Clock and Signal Box, before members confirmed they were pleased to receive these updates, and noted the report.

**7.0 POLICY**

None.

**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 April 2025.

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

**9.1** To consider reports from: -

(i) Wealden Citizen's Advice

Nothing to report.

(ii) Wealden Volunteering

Nothing to report.

(iii) Wealden District Association of Local Councils – Mgt Committee

Nothing to report.

(iv) Wealden District Association of Local Councils – Planning Panel

Nothing to report.

**10.0 CHAIRMAN'S ANNOUNCEMENTS**

None.

## 11.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk explained that in light of Environment & Leisure Committee's resolution to add further detail to the upgrade of Victoria Play Area at both the recent and previous meeting, the total sum for the works to be undertaken had increased. There was adequate funding available in earmarked reserves, but the Town Clerk wished to confirm with members, the breakdown of funding being utilised for both the upgrade of Victoria Play Area and the replacement of the zip-line at Hempstead Recreation Ground.

Earmarked reserves to be spent:	
Play Area Upgrades and Victoria	£81,525.00
S106 funding from College Place	£17,909.37
Community Infrastructure Levy	£25,567.81
<b>TOTAL:</b>	<b>£125,002.18</b>

Total expenditure of works:	
Hempstead Recreation Ground Replacement of zip-line	£17,992.63
Victoria Play Area Upgrade	£107,009.55
<b>TOTAL:</b>	<b>£125,002.18</b>

**GP17.07.25** Members **RESOLVED** to approve the breakdown of earmarked reserves being utilised to cover the costs of the replacement of the zip-line at Hempstead Recreation Ground and full upgrade of Victoria Play Area.

## 12.0 CONFIDENTIAL BUSINESS

**GP18.07.25** 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 that the list continued to be shorter than previous occasions. After receiving an update from the Town Clerk on one of the debtors, members noted the report.

### 12.2 To consider an update on Luxfords Restaurant

Members obtained an update from the Hospitality Manager, on the new member of staff, new bar purchases, as well as future activities.

Members were invited to attend the Staff BBQ in August, and were provided with the details. Members thanked the Hospitality Manager for her report and hard work.

The meeting closed at 7.42pm.