



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 21 July 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 9 June 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 receive the minutes of the Finance Sub-Committee on 16 July 2025
- 5.3 To approve the recommendations of the Finance Sub-Committee on 16 July 2025

6.0 BUILDINGS

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

7.0 POLICY

None.

8.0 ADMINISTRATION

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

8.2 To receive Member audit reports (April 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 an update from Luxfords Restaurant



Town Clerk
15 July 2025

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.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP36.02.24</u>	6.2 To consider a progress update on Ridgewood Village Hall Car Park Members RESOLVED 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.
<u>GP25.11.24</u>	6.2 To initially consider the feasibility report for the Signal Box Members RESOLVED to request that other interested parties be engaged to see the level of interest in the property in its current state or refurbished.	04.11.24	JH	An update has been provided in the Buildings Update (21.07.25). Further opportunities will be provided for members to updated in person, in due course.
<u>GP06.06.25</u>	6.2 To consider a proposal to further protect the pillar lighting 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.	09.06.25	JH	These are due to arrive shortly.

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

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

Projects for 2024/25

Project Name		Building Maintenance Fund		Project Number	80
Resolution No.	Funds	Date	Commentary		
<u>FC.91.01.24</u>	£93,605	15.01.24	Projects agreed for 2024/25:		
			LED lighting – Civic (£4,943) - Victoria (£19,289) Works to replace and update lighting, and in particular emergency lighting has commenced, with substantial works being carried out in the Civic Centre.		
			Office reconfiguration – (£10,000)		

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

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

Projects for 2025/26

Project Name			Building Maintenance 2025/26	Project Number	86
Resolution No.	Funds	Date	Commentary		
<u>FC.90.01.25</u>	£55,000	13.01.25	In progress.		

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

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

Project Name			New parish noticeboards for new developments	Project Number	89
Resolution No.	Funds	Date	Commentary		
<u>FC.90.01.25</u>	£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

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
21 July 2025	Recommendations from Finance Sub-Committee	Asst TC & Town Clerk
	CONFIDENTIAL BUSINESS	
	To consider draft of lease agreement for storage garages	Town Clerk
DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
22 September 2025	Review of Social media policy	M&CE Officer
	Review of Media and Communications policy	M&CE Officer
	Recommendations from Finance Sub-Committee	Asst TC & Town Clerk
	Recommendations from Personnel Sub-Committee	Asst TC & Town Clerk
	CONFIDENTIAL BUSINESS	
	Lease renewals and arrangements	E&F Mgr/Town Clerk

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Finance Sub-Committee**,
on Wednesday 16 July 2025 at 6.30 pm
in the Council Chamber, Civic Centre, Uckfield.

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

IN ATTENDANCE:

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

Minutes taken by Sarah D'Alessio

The meeting was delayed and started at 6.45pm

1.0 DECLARATIONS OF INTERESTS

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

2.0 APOLOGIES FOR ABSENCE

None received.

3.0. MINUTES

Minutes of the meeting of the Finance Sub-Committee held on the 10 March 2025.

FS.03.07.25

It was **RESOLVED** that the minutes of the Finance Sub-Committee of the 10 March 2025 be taken as read, confirmed as a correct record and signed by the Chair.

4.0 SIX MONTH REVIEW OF THE TOWN COUNCIL'S INVESTMENTS

The Assistant Town Clerk explained the position of the Short-Term and Medium-Term investment accounts as at 30 June 2025, confirming the interest received over the last six months for each account and the maturity date of 22 October 2025 on the Medium Fixed Term investment.

The Chair asked to ensure that the arrangement for the Fixed Term deposit be

agreed at the next meeting. This should be held in September, to ensure enough time is given to process the investment before the maturity is reached.

The Assistant Town Clerk explained the difficulties in sorting out the Lloyds Treasurer account but as they now had online access they were in the process of closing the account completely.

A councillor suggested the need for a cashflow forecast, to help predict projection, investment and spend. This was discussed and the Assistant Town Clerk agreed that it would be looked into and options on how this would look explored further.

The Assistant Town Clerk reminded the members that following a withdrawal from the 35-day account in March 2025 to help assist spend before the precept figure was received in April 2025, it be suggested that an amount be transferred back from the Current account to the 35-day account to accrual additional interest. An amount of between £200k and £250k was recommended. Following a discussion, it was unanimously agreed to recommend the amount of £250,000.00.

The Assistant Town Clerk stated that a meeting had been arranged to meet with the NatWest Relationship Manager to discuss further options for investment and would advise the members at the next meeting what those options might b

FS.04.07.25

Members **RESOLVED** to recommend to General Purposes 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 be accrued.

5.0

TO CONSIDER THE FUNDING OF FUTURE STRATEGIC PROJECTS

The Town Clerk advised that a review had been undertaken by the Chairs of Committees to highlight priority projects across the Town Council's asset portfolio.

Members discussed the projects further, looking at which should be of greater priority and what funding sources might be available for these projects.

The Town Clerk suggested that, as the details of these projects were in the early stages, a more detailed plan of these projects should return to the next meeting. A councillor asked if external support would be necessary to complete this task, to which the Town Clerk agreed it was. The Town Clerk updated the members on the projects the Estates & Facilities Manager was working on and confirmed the expressions of interest being submitted for funding opportunities.

FS.05.07.25 Members **RESOLVED** to recommend to General Purposes Committee, to:
(i) request the Town Clerk to 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.

6.0 **TO CONSIDER THE RECOMMENDATIONS OF THE VAT REVIEW**
The Assistant Town Clerk explained the reason for the VAT review being undertaken and confirmed that, of the four points raised as a recommendation, two had already been put in place. The members discussed the points raised and agreed that more information was required.

FS.06.07.25 Members **RESOLVED** to recommend to General Purposes Committee, for the Assistant Town Clerk to set out further details on the VAT review recommendations to assist members with consideration of the next steps.

7.0 **PLANNING PERIODIC REVIEWS OF:**
(i) the Community Grant Programme
Members reflected on the application period and meeting to consider the community grant programme for 2025/26, and how procedures could be further improved.

FS.07.07.25 Members **RESOLVED** to recommend to General Purposes 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
Members agreed that a review of the whole Hospitality function would be undertaken and a working party set up to undertake this review.

FS.08.07.25 Members **RESOLVED** to recommend to General Purposes 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.

8.0 **MATTERS DEEMED URGENT BY THE CHAIR**
The Chair commented on the current refund process within the Town Council's administrative team and whether the Assistant Town Clerk was involved in authorising all credits raised. The Assistant Town Clerk confirmed that she was aware of most credits but not all. Members discussed this and agreed that all credits needed to be authorised by two members of staff. The Assistant Town Clerk agreed to review previous credits raised as a double check.

FS.09.07.25 Members **RESOLVED** to recommend to General Purposes Committee, to establish a dual signatory process to authorise any identified refunds.

The meeting closed at 8.49pm.

Meeting of the General Purposes Committee

Monday 21 July 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;
- To aid with good manual handling and the need to move a large number of chairs, a new chair trolley has been purchased;
- Plans are being drawn up for the Council Office refurbishment. The Council Office sign has been relocated to the side of the doorway to ensure its more visible when the office door is open;
- A water cooler has been installed on the first floor. This will provide fresh drinking water for our hirers and staff;
- The hand drier in the gents toilets has been replaced;
- Following on from the front entrance roof repair, one of the front lights has been replaced as well as two sections of guttering and down pipe repaired;
- The caretakers air handling unit has had its annual service and filter replacement;
- The IT software has been updated in line with the renewal of an IT network/security contract;

The Source

- The pillar lighting cages have been ordered to protect the lighting.

The Signal Box

- This building is 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;
- Following a small non-hazardous chemical leak from the first floor, some of the floating ceiling has been replaced;
- Due to vandalism, the outside toilet, sink and taps have been replaced.

Foresters Hall

- The fire doors have now been replaced and will be decorated/labelled in the next few months;

Snatts Road, Chapel

- This building is still being inspected on a weekly basis, as instructed by our insurance provider;

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 Lease arrangements and renewals

3.1 Signal Box

An interested party has been granted planning permission for the renovation of the Signal Box. This has been followed with an application to Buildings Control. Officers have set up a meeting with them on 22 July to initiate discussions and set up a programme of engagement with elected members, as well as an indicative project plan.

3.2 Cemetery Chapels

Advice is being sought from Wealden DC Planning department before the lease agreement is signed and sealed.

3.3 Storage garages

The Town Clerk has requested a rental valuation for the double garages at Victoria.

3.4 Town Clock

The Estates & Facilities Manager has arranged the installation of fused spur for power, new master clock controller and DCF Antenna to be fitted to the old NatWest building, which can be located and accessible within new ground floor tenants' property. There is a cost of £1,986.30 but cheaper than a full £3,000.00 replacement. By making these arrangements, it enables the Town Council to have access for future maintenance.

4.0 Recommendations

4.1 Members are asked to note the report.

Contact Officer: James Hollingdale

Meeting of the General Purposes Committee

Monday 21 July 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 2025):

	As of 14 July 2025 (sickness recorded since 1 April 2025) (31 staff)	As of 15 July 2024 (sickness recorded since 1 April 2024) (30 staff)
Actual days taken as short-term Doctors' certificate	9.0 days	0.0 days
Actual days taken as self-certificated sick leave	24.5 days	18.0 days
Actual days taken as long-term sick leave	47.0 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 will complete a graffiti removal course.

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 has been sent out to all staff and is being being complete with the support of the Estates and Facilities Manager.

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. All four defibrillators are being checked monthly.
- 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 are still being completed including new connections to mains water were highlighted.
- 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, COSHH and general have been updated.

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. As a result of this, six fire hoods have been updated.

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 July once the doors are signed off.

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

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: APRIL 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	☒
Customer Invoices	☒
Timesheets	☒

BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

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

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

BANK RECONCILIATION QUARTERLY VERIFICATION

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

N/A

PETTY CASH

Check cash balance and vouchers

Town Council Petty Cash

Luxfords Petty Cash

☒
☒

Signed .

Print Name

Dated 21 JULY 2025

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.
XXXX					
G+S	20070 21/3/25	18203	✓	✓	1232360918
KD CATERING O	F387117 2/4/25	18279	✓	✓	123837379

Customer Invoices Checked

Customer Name	Invoice No.	Are hire charges correct?	Payment date on invoice	Bank Statement Date/Pg No.
UKELELE	50920	✓	17/4/25	C/C ✓
BROOKES	50925	✓	060525	MAY PAGE

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS payment record
M. CASTELL	✓	✓	250425	1237599038
J. BROOKER	✓	✓	250425	1237599038

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	APRIL PG 1/2	✓	0.00	1210
General Account	APRIL P/2	✓	200,000.60	1200
Business Reserve	APRIL/2	✓	901/614,54	1227
35 day account	APRIL 1/2	✓	3509.19	1225
95 day account	APRIL 1/2	✓	417,774.65	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				
General Account				
Business Reserve				
35 day account				
95 day account				

Petty Cash Checked

Account Name	Is reconciliation correct?	Selected Voucher name and findings	At time of visit, are petty cash floats aligned to SAGE balance
Town Council	✓	W H SMITH £8.49	
Luxfords	✓	TESCO £2.70	

