



UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre
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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 22 September 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 21 July 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 note the income and expenditure reports up to 30 June 2025

6.0 BUILDINGS

- 6.1 To note the current position with the Council's buildings
- 6.2 Update on the Signal Box
- 6.3 To consider the installation of an EV Charger in the Source Car Park

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 (May, June and July 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 terms of the lease agreement for the storage garages at Victoria

12.3 To consider an update from Luxfords Restaurant

12.4 To receive the minutes from Personnel Sub-Committee on 28 July 2025

12.5 To ratify any outstanding actions from Personnel Sub-Committee on 28 July 2025



Town Clerk
16 September 2025

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
TOTAL:	£125,002.18

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

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.

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	Representatives of the interested commercial enterprise will present to members of Full Council in October 2025.
<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 currently being installed and works should be complete by GP Committee, subject to weather. NFA.

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 – 2025/26

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
22 September 2025	EV Charger in Source Car Park	E&F Manager
	Update on Signal Box	E&F Manager
	CONFIDENTIAL BUSINESS	
	Minutes and recommendations from Personnel Sub-Committee	Asst TC/Town Clerk
	Lease agreement for storage garages at Victoria	Town Clerk

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
3 November 2025	Minutes and recommendations from Finance Sub-Committee	Asst TC & RFO/Town Clerk
	Report of Internal Auditor – interim visit	Asst TC & RFO
	Review fees and charges for Room Hire	Mgt Team
	Review Service Level Agreements if insufficient time at Full Council	Asst TC & RFO/Town Clerk
	CONFIDENTIAL BUSINESS	
	Minutes and recommendations from Personnel Sub-Committee	Asst TC & RFO/Town Clerk
	Lease agreement for Victoria Pavilion (first floor)	Town Clerk

GENERAL PURPOSES FORWARD PLAN – 2025/26

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
16 December 2025	Review draft budget papers and earmarked reserves	Asst TC & RFO/Town Clerk
	Review any outstanding fees and charges	Asst TC & RFO/Town Clerk
	Annual Review of Risk Management Policy	Mgt Team
	CONFIDENTIAL BUSINESS	
	Any outstanding lease arrangements	Town Clerk

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
9 February 2026	Minutes and recommendations from Finance Sub-Committee	Asst TC & RFO/Town Clerk
	Policy reviews:	Asst TC & RFO/Town Clerk
	Social media	M&CE Officer
	Media & Communications	M&CE Officer
	CONFIDENTIAL BUSINESS	
	Any outstanding lease arrangements	Town Clerk

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
23 March 2026	Minutes and recommendations from Finance Sub-Committee (Community Grants)	Asst TC & RFO
	Internal Audit Report (interim visit)	Asst TC & RFO
	CONFIDENTIAL BUSINESS	
	Any outstanding lease arrangements	Town Clerk

GP Committee at 30 June 2025

	Apr 25 Actuals £	May 25 Actuals £	Jun 25 Actuals £	Actuals at 30 Jun 25 £	Budget at 30 Jun 25 £	Jul 25 Budget £	Aug 25 Budget £	Sept 25 Budget £	Oct 25 Budget £	Nov 25 Budget £	Dec 25 Budget £	Jan 26 Budget £	Feb 26 Budget £	Mar 26 Budget £	Total 2025/26 £	2025/26 Budgets
Sales																
Training and Administration	575	0	300	875	100	0	0	100	0	0	100	0	0	100	1,175	400
Festive Light Income	0	0	0	0	0	0	0	0	0	0	0	3,000	0	0	3,000	3,000
Bank Interest - Business Reserve	106	790	653	1,548	1,500	500	500	500	500	500	500	500	500	500	6,048	6,000
Bank Interest - Capital Reserve	1,371	1,188	1,231	3,791	3,333	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	18,791	20,000
Interest Misc. (Fixed Rate Bond)	0	0	0	0	0	0	0	14,076	0	0	0	0	0	0	14,076	14,076
Civic Centre	7,759	10,180	7,160	25,099	33,613	11,183	1,183	11,246	11,183	11,183	11,246	11,183	11,183	11,246	115,937	134,450
Feed-in Tariff Payments	0	0	2,629	2,629	1,875	0	0	1,875	0	0	1,875	0	0	1,875	8,254	7,500
Quickborn Suite rent	750	750	750	2,250	2,250	750	750	750	750	750	750	750	750	750	9,000	9,000
West Park Pavilion	0	0	1,254	1,254	1,800	0	0	1,800	0	0	1,800	0	0	1,800	6,654	7,200
Victoria Pavilion	958	875	1,091	2,923	3,963	917	917	2,129	917	917	2,129	917	917	2,129	14,811	15,850
RHI - C.Centre Boiler	8,105	0	0	8,105	5,500	0	0	0	0	0	0	0	0	5,500	13,605	11,000
Victoria Storage Garages	0	0	0	0	0	0	0	0	0	0	350	0	0	0	350	350
Cemetery Chapel workshop	0	0	0	0	0	0	0	0	0	0	0	0	0	6,000	6,000	6,000
Foresters Hall	545	1,866	904	3,315	4,531	1,510	1,510	1,510	1,510	1,510	1,510	1,510	1,510	1,510	16,909	18,125
Foresters Chapel	298	0	0	298	288	0	288	0	0	288	0	0	288	0	1,160	1,150
2a Vernon Road, rent	775	775	775	2,325	2,325	775	775	775	775	775	775	775	775	775	9,300	9,300
Signal Box	0	0	0	0	0	0	0	0	0	0	0	0	0	3,000	3,000	3,000
Osborn Hall	0	0	0	0	0	800	0	0	0	100	0	0	0	0	900	900
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	0	0	2,100	0	2,100	2,100
Bridge Cottage	0	0	0	0	0	0	0	0	0	0	4,965	0	0	0	4,965	4,965
The Source & Com Fridge	0	0	883	883	1,250	0	0	1,250	0	0	1,250	0	0	1,050	4,433	5,550
Town Crier	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Toilet Scheme	0	525	0	525	305	0	0	305	0	0	305	0	0	305	1,440	1,220
Wealden Lottery grant funding	13	13	10	35	0	0	0	0	0	0	0	0	0	0	35	0
Total Sales	21,253	16,962	17,639	55,854	62,632	18,102	7,590	37,983	17,302	17,690	29,222	20,302	19,690	38,207	261,941	281,136
Purchases																
Administration	1,988	1,331	857	4,177	3,450	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	14,527	13,800
General Advertising	0	0	0	0	62	21	21	21	21	21	21	21	21	21	187	250
Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	750	750	750
Office Equipment/Computers	1,645	2,019	4,254	7,918	4,250	1,417	1,417	1,417	1,417	1,417	1,417	1,417	1,417	1,417	20,668	17,000
Hospitality	6	10	3	19	44	15	15	15	15	15	15	15	15	15	151	175
Health & Safety	1,940	0	72	2,012	688	229	229	229	229	229	229	229	229	229	4,075	2,750
Insurances	0	9,744	0	9,744	9,000	0	0	0	40,000	0	0	0	0	0	49,744	49,000
Public Works Loan Costs	0	0	0	0	0	19,050	0	0	0	0	0	19,050	0	0	38,100	38,100
Mayor's Allowance	0	0	581	581	522	0	0	522	0	0	522	0	0	522	2,146	2,086
Grants Section142 (WCA SLA)	0	11,500	0	11,500	11,500	0	0	0	11,500	0	0	0	0	0	23,000	23,000
Grants - Power of Competence	0	17,450	0	17,450	17,500	0	0	0	4,500	0	0	0	0	0	21,950	22,000
Wealden Volunteering SLA	0	2,250	0	2,250	2,250	0	2,250	0	0	2,250	0	0	2,250	0	9,000	9,000
Clothing - Corp & Prot - Indoor staff	0	0	176	176	75	25	25	25	25	25	25	25	25	25	401	300
Internal Audit Fees	0	0	965	965	700	0	0	0	0	700	0	0	700	0	2,365	2,100
(External) Audit Fees	0	0	0	0	0	0	0	0	2,200	0	0	0	0	0	2,200	2,200
Accountant fees	0	0	3,750	3,750	5,500	0	0	0	0	0	0	0	0	0	3,750	5,500
Professional Fees	135	0	250	385	2,750	917	917	917	917	917	917	917	917	917	8,635	11,000
Festive Lights	0	0	0	0	0	0	0	0	0	0	0	16,000	0	0	16,000	16,000
Festive Light Electricity	0	0	0	0	0	0	0	0	0	0	0	500	0	0	500	500
Office Staff - Salaries	22,419	22,395	22,519	67,332	77,867	25,956	25,956	25,956	25,956	25,956	25,956	25,956	25,956	25,956	300,933	311,468
Office Staff - National Insurance	2,894	2,890	2,909	8,693	10,086	3,362	3,362	3,362	3,362	3,362	3,362	3,362	3,362	3,362	38,951	40,345
Office Staff - Pensions	4,506	4,501	4,526	13,534	15,651	5,217	5,217	5,217	5,217	5,217	5,217	5,217	5,217	5,217	60,488	62,605
Members Allowances/Expenses	0	0	3,517	3,517	3,745	0	0	3,745	0	0	3,745	0	0	3,745	14,752	14,979
Newsletter	400	400	400	1,200	1,275	425	425	425	425	425	425	425	425	425	5,025	5,100
Bank Charges	64	62	71	197	240	80	80	80	80	80	80	80	80	80	917	960
Civic Centre Running Costs	5,772	10,497	4,992	21,260	26,325	8,508	8,508	9,308	11,842	8,508	12,642	8,508	8,117	5,583	102,785	107,850
Caretakers - Salaries	7,872	9,462	8,283	25,617	24,190	8,063	8,063	8,063	8,063	8,063	8,063	8,063	8,063	8,063	98,186	96,758
Caretakers - National Insurance	792	1,043	865	2,700	2,504	835	835	835	835	835	835	835	835	835	10,210	10,014
Caretakers - Pension	1,124	1,332	1,163	3,619	4,862	1,621	1,621	1,621	1,621	1,621	1,621	1,621	1,621	1,621	18,205	19,448
Casual caretakers	112	235	104	450	2,500	833	833	833	833	833	833	833	833	833	7,950	10,000
West Park	0	0	620	620	625	208	208	208	208	208	208	208	208	208	2,495	2,500
Victoria Pavilion	1,730	1,253	2,904	5,887	6,057	2,019	2,019	2,019	2,019	2,019	2,019	2,019	1,554	1,554	23,129	23,300
Cemetery Buildings	110	109	109	328	278	93	93	93	93	93	93	93	0	750	1,726	1,675
Signal Box	217	411	299	927	625	208	208	208	208	208	208	208	208	208	2,802	2,500
The Source & Com Fridge	709	808	1,020	2,537	900	300	300	300	300	300	300	300	300	1,050	5,987	3,750
Foresters Hall	999	437	2,830	4,266	2,916	728	728	1,460	728	728	1,460	728	458	1,190	12,475	11,125
2a Vernon Road	0	0	0	0	0	0	0	500	0	0	0	0	0	500	1,000	1,000
Subscriptions	3,336	184	0	3,520	3,500	0	0	1,250	0	0	1,000	0	0	0	5,770	5,750
Training	2,413	1,525	220	4,158	4,000	0	0	0	0	0	0	0	0	3,000	7,158	7,000

GP Committee at 30 June 2025

	Apr 25 Actuals £	May 25 Actuals £	Jun 25 Actuals £	Actuals at 30 Jun 25 £	Budget at 30 Jun 25 £	Jul 25 Budget £	Aug 25 Budget £	Sept 25 Budget £	Oct 25 Budget £	Nov 25 Budget £	Dec 25 Budget £	Jan 26 Budget £	Feb 26 Budget £	Mar 26 Budget £	Total 2025/26 £	2025/26 Budgets
WPA Top Up	163	(387)	734	510	867	289	289	289	289	289	289	289	289	289	3,111	3,468
All Building Cleaning Materials	182	204	264	650	688	229	229	229	229	229	229	229	229	229	2,713	2,750
Total Purchases	61,527	101,665	69,255	232,447	247,990	81,797	64,998	70,295	124,281	65,698	72,879	98,298	64,478	69,743	944,914	959,856

New initiatives 2025/26

Building Maintenance Fund	30,587	2,400	3,873	36,860	55,000
Upgrade of mayoral chain	0	0	0	0	750
Professional expertise	0	0	0	0	30,000
New parish noticeboards	0	0	0	0	2,000
Contingency	0	0	0	0	11,000

Earmarked reserves

EICR Remedials and Inspections	4,730	12,610	0	17,340
Civic Centre	0	10,305	0	10,305

Luxfords at 30 June 2025

	Apr 25 Actuals £	May 25 Actuals £	Jun 25 Actuals £	Actuals at 30 Jun 25	Budget at 30 Jun 25	Jul 25 Budget £	Aug 25 Budget £	Sept 25 Budget £	Oct 25 Budget £	Nov 25 Budget £	Dec 25 Budget £	Jan 26 Budget £	Feb 26 Budget £	Mar 26 Budget £	Total 2025/26	2025/26 Budgets
Sales																
Restaurant Food Sales	13,933	15,132	12,814	41,879	41,000	13,667	13,667	13,667	20,000	16,000	16,000	13,667	13,667	13,667	175,879	175,000
Restaurant Bar Sales	687	916	1,020	2,624	3,125	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	11,999	12,500
Function Food Sales	2,065	3,777	2,370	8,211	9,375	3,125	2,250	3,125	3,125	3,125	4,000	3,125	3,125	3,125	36,336	35,000
Function Bar Sales	1,498	1,355	2,514	5,367	5,250	1,800	1,350	4,000	3,500	3,500	3,000	1,100	2,000	2,000	27,617	24,000
Hire of Urn	53	138	15	206	400	133	133	133	133	133	133	133	133	133	1,406	1,600
Hire of Luxfords Restaurant	0	0	0	0	250	83	83	83	83	83	83	83	83	83	750	1,000
Sundry Income	0	0	0	0	125	42	42	42	42	42	42	42	42	42	375	500
Total Sales	18,235	21,318	18,734	58,286	59,525	19,892	18,567	22,092	27,925	23,925	24,300	19,192	20,092	20,092	254,361	249,600
Purchases																
Food Purchases	4,960	6,474	4,650	16,084	14,508	4,958	4,000	4,958	6,200	6,000	4,958	4,000	4,958	4,958	61,076	59,500
Bar Purchases - non-alcoholic	456	235	425	1,115	1,067	333	250	400	333	400	333	217	333	333	4,049	4,000
Bar purchases - alcoholic	671	426	1,214	2,311	1,750	583	200	583	1,000	1,000	583	200	517	583	7,561	7,000
Consumables	263	191	106	560	550	183	183	183	183	183	183	183	183	183	2,210	2,200
Cleaning	0	0	0	0	250	83	83	83	83	83	83	83	83	83	750	1,000
Maintenance & Repairs	0	0	218	218	500	0	0	500	0	0	500	0	0	500	1,718	2,000
Equipment - New/Replacements	75	0	53	128	450	0	0	450	0	0	450	0	0	450	1,478	1,800
Equipment Hire	0	0	0	0	0	0	0	600	0	0	0	0	0	600	1,200	1,200
Rates	723	724	724	2,170	2,160	720	720	720	720	720	720	720	0	0	7,210	7,200
Electricity	0	3,708	(1,234)	2,474	2,375	0	0	2,375	0	0	2,375	0	0	2,375	9,599	9,500
Gas	156	296	334	786	925	0	0	925	0	0	925	0	0	925	3,561	3,700
Water	340	0	0	340	400	0	0	400	0	0	400	0	0	400	1,540	1,600
Refuse Collection	263	179	222	663	650	217	217	217	217	217	217	217	217	217	2,613	2,600
Stocktaking	230	0	0	230	300	300	0	0	300	0	0	300	0	0	1,130	1,200
Uniforms/Protective clothing	32	0	0	32	0	0	0	0	250	0	0	0	0	0	282	250
Salaries	9,964	13,665	11,420	35,048	34,610	11,537	11,537	11,537	11,537	11,537	11,537	11,537	11,537	11,537	138,878	138,530
National Insurance	954	1,428	1,099	3,482	3,146	1,049	1,049	1,049	1,049	1,049	1,049	1,049	1,049	1,049	12,921	12,585
Pension	1,883	2,614	2,171	6,667	6,303	2,101	2,101	2,101	2,101	2,101	2,101	2,101	2,101	2,101	25,577	25,123
Casual wages	1,684	1,818	2,778	6,279	3,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	15,279	12,000
Credit charges	165	174	40	380	450	150	150	150	150	150	150	150	150	150	1,730	1,800
Total Purchases	22,816	31,932	24,219	78,967	73,394	23,215	21,490	28,231	25,123	24,440	27,565	21,756	22,128	27,445	300,360	294,788

Meeting of the General Purposes Committee

Monday 22 September 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

2.0 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, two of these have been replaced due to arriving damaged;
- Plans have been drawn up for the Council Office refurbishment. A schedule of works will be written in due course;
- The six-monthly lift and platform lift service has been carried out.
- A new washing machine has been installed in the staff kitchen for the washing of event table cloths;
- A bleed kit has been purchased and installed to the exterior of the Civic Centre building for use by members of the public or first responders in the event of saving a life;
- The new planters built by the Men's Shed, are a fantastic addition at the front of the building;

The Source

- The pillar lighting has been repaired in preparation for the protecting cages to be installed;
- A separate report has been prepared for the installation of an EV charging point;
- Quotes are being sought for the installation of additional CCTV in this area;

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 acquire 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;
- Network Rail have been contacted to inform them about possible works to the site;
- All rubbish has been removed from both inside and outside;
- Ground and first floors sinks, toilet, redundant cabling and plumbing have all been stripped out, to give a clearer picture of the buildings condition;

Victoria Pavilion

- The second phase of fire door replacements have 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 theft of the trailer and damage to one of the ground's vehicles, three collapsible bollards have been installed behind the road gate for security
- Several roof tiles have been replaced due to damage received, to ensure the building is water tight;

Foresters Hall

- The fire doors have now been replaced. The building is being decorated and signage added where required;

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

- The cooker has been repaired following one of the rings stopping working;
- The tenancy agreement has been renewed;

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. Further information has been attached in a separate report, and an introductory meeting with the potential leaseholders will be arranged for October 2025;

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 provided a separate report under confidential business;

4.0 Recommendations

4.1 Members are asked to note the report.

Contact Officer: James Hollingdale

Meeting of the General Purpose Committee

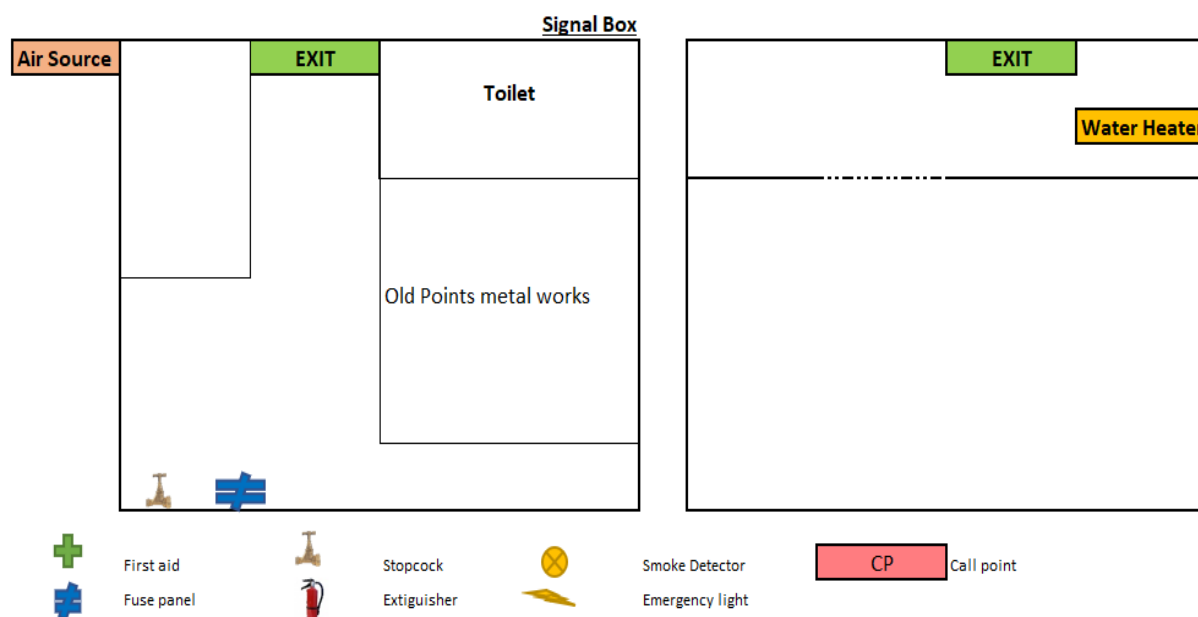
Monday 22 September 2025

UPDATE ON THE SIGNAL BOX

Agenda Item 6.2

1.0 Background

- 1.1 The building is situated directly to the south of the River Uck, adjacent to Uckfield railway station and a short walk from the main High Street. The building is a disused railway signal control box dating from the mid-1850s and became obsolete in the late 1960s. Since its decommissioning, the building was acquired by Uckfield Town Council and utilised as a commercial let.
- 1.2 The building is formed of a two-storey traditional timber framed structure, clad on all sides in painted timber weather board and fenestrated in single glazed timber horizontally sliding casement windows. Each storey is accessed externally from the east. The first floor served by an external timber staircase and timber entrance lobby, constructed off of cast iron galleys brackets. The building is weathered in a hipped slate roof with third round ridge and hips. The building is in a bad state of repair, has various compliance shortfalls, has external caveats, is not very ecofriendly, has been subject to vandalism and been vacant for over two years.



- 1.3 A joint feasibility study was undertaken on 14 June 2024 to determine the desired scope of works for the subject property. The property was generally noted to be in a poor state of repair with a number of areas of significant rot to the external cladding, uneven internal first floor with excessive spring/movement and a generally tired appearance both internally and externally. The approach and surrounding boundary fencing was also noted to be unkept and untidy.
- 1.4 Access to the ground floor void was gained by way of an access door to the foot of the eastern elevation. The structure had undergone some significant strengthening works in the recent past. Ventilation of the space was observed to be sufficient. The ground floor was noted to be finished to a very basic level, with exposed timber floor, structural timber walls and ceiling. Services, including a modern Air Conditioning (A/C) unit with air source heat pump were observed to be surface fixed

but only serviced the first floor. An operational WC was installed to the southeastern corner of the ground floor with all required waste and water supply present. No associated wash hand basin was observed, nor any sufficiently robust walls or screening to provide privacy.

Within the ground floor the partial assemblage of the original signal gear was still in situ. This did not appear to be performing any function what-so-ever.

The first floor was finished to a higher degree than that of the ground floor, but still relatively basic in finish. All wall and ceiling surfaces were boarded and decorated and the suspended timber floor was covered in a fitted contract grade carpet. The condition of all finishes was generally poor.

The suspended timber first floor was noted to be uneven, with a pronounced infill forming a small step approximately over the original signal gear, denoting an infill section of floor.

- 1.5 Two options were presented following the inspection by the Structural Surveyor. Option 1 would require a full plans submission to the Local Authority Building Control Partnership. Option 2 would be likely to require certification under self-certification, and a building notice be required for any structural remediation works.

2.0 Prior considerations of the General Purposes Committee

- 2.1 On 16 December 2024, members considered the finer details of the feasibility report. Councillor Macve felt that the building needed to be fully stripped out, to enable the Town Council and professional expertise to clearly see the condition of the building.

- 2.2 It was also thought that there would be a number of interested parties in the property, due to its heritage.

3.0 Work undertaken during 2025

- 3.1 The potential leaseholders for property, had already invested funds to commission the relevant expertise and contractors to draw up plans and considerations for the property and outside area.
- 3.2 Weekly onsite checks have been carried out to ensure the security of the site.
- 3.3 All rubbish has been removed from both inside and outside.
- 3.4 Ground and first floors sinks, toilet, redundant cabling and plumbing have all now been stripped out, to give a clearer picture of the building's condition.
- 3.5 The Estates and Facilities Manager has met with Bluebell Railway with regards to removing and donating the control mechanism.
- 3.6 Meetings have taken place with the interested commercial enterprise to discuss the current issues with the site and feasibility reports. At their cost, they applied to the local planning authority for planning permission to change use. This included the instruction of a flood risk assessment at significant expense.
- 3.7 Network Rail have been contacted, to advise them of possible works.
- 3.8 The interested commercial enterprise are now preparing the various documentation required for Building Control.

4.0 Proposed next steps

4.1 As the site is owned by Uckfield Town Council it is felt that before any lease is considered the buildings structure should be made safe by carrying out the following works at an approximate cost of **£21,500**:

- Remove old control mechanism with the help of Bluebell Railway for their preservation;
- Carry out the structural works to design, installing new main ceiling support beam and cross beams;
- Install new 225mm engineering brick pier in basement and remove iron works holding up first floor;
- Re floor first floor and replace ground floor rotten timbers;
- Take out and Install new concrete pad foundations to subsided entrance step;
- Install doors 2x first floor & 1x ground floor, closest match to existing to upgrade site security;
- Clear steps to basement floor, reduce surrounding trees and cut back weeds;
- All works subject to following buildings control application guidance;

4.2 The Town Council currently holds a sum of £60,221.53 within earmarked reserves allocated for 'Building Reconfiguration and Renovation' and this had been previously earmarked for works to the Signal Box and West Park Pavilion.

4.3 Once these works have been completed, a long-term subsidised lease should be considered with the interested commercial enterprise owing to their investment so far and potential further investment needed for the site. Uckfield Town Council will then support them with bringing the site up to a safe and compliant standard. The following works will be necessary in addition to their own specifications and design:

- Erecting scaffolding to replace any rotten timbers, refurbish the existing window and paint the outside in its entirety with the required colours;
- Install fire alarm, emergency and general lighting inside and out, possibility of added an Intruder alarm and CCTV;
- Adapt the air Source unit to heat the ground floor;
- Build new toilet enclosure, re plumb downstairs toilet, adjust durgo & fit handwashing sink with hot water unit;
- Line internal wall with vapor membrane, Insulate & fire board including ceilings and re plaster throughout;
- Install bar area with sink with hot water unit & seating on both floors;
- Install Fire extinguishers, first aid kit, phone line & internet;
- Add Fire signage, actions and create a compliance folder for relevant checks;
- Remove the existing sleeper garden and paving to replace with one surface;
- Take over electric and water contracts;

4.4 It is proposed that a presentation be arranged with the interested commercial enterprise in October, to enable members to learn more of their proposals for the site.

5.0 Recommendations

5.1 Members are asked to:

- (i) agree to carry out the proposed works quoted in paragraph 4.1, to the sum of £21,500 utilising the indicated earmarked reserves, and;
- (ii) open conversations with the interested commercial enterprise over winter 2025/26 to establish the terms of a long-term lease.

Contact Officer: James Hollingdale

Meeting of the General Purpose Committee

Monday 22 September 2025

TO CONSIDER THE INSTALLATION OF AN EV CHARGER IN THE SOURCE CAR PARK

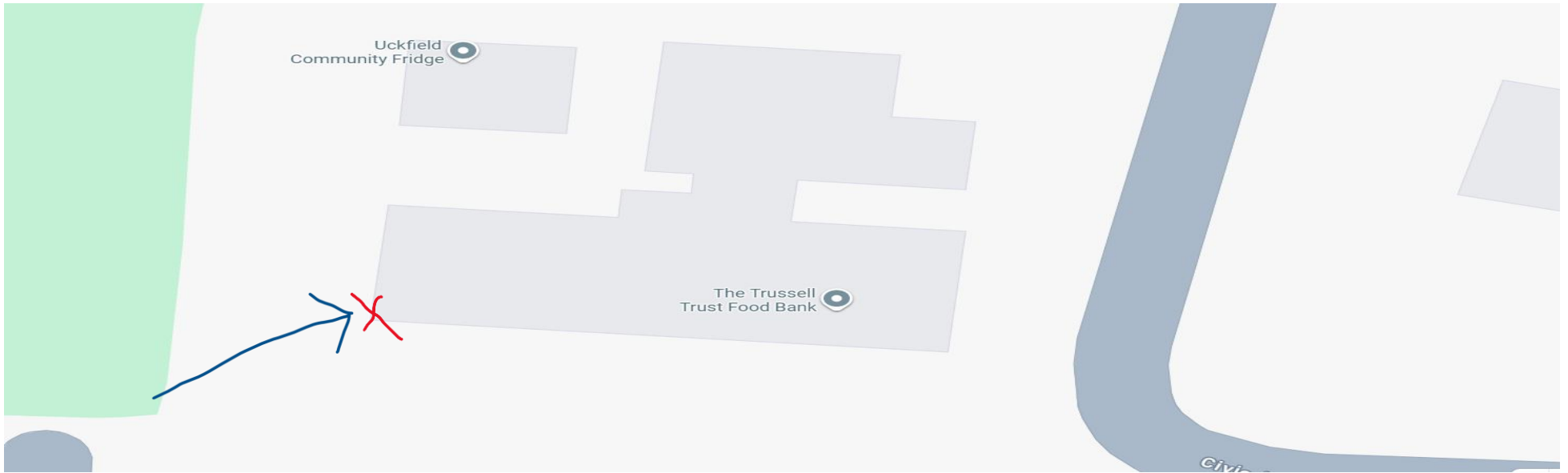
Agenda Item 6.3

1.0 Summary

- 1.1 With the Estates team now starting and ending their day at the Civic Centre, and staff such as the Head Groundsman and Head Caretaker needing access to the company owned pool vehicle, it has been highlighted there is a need for an EV Charging point to be installed in close proximity of the Civic Centre. For the purpose of clarification, three of the Town Council's vehicles are electric/hybrid and therefore need access to an electricity supply.
- 1.2 The addition of a charging point would also provide capacity for staff, and has been discussed by members previously.
- 1.3 This report seeks to confirm the most appropriate location for an EV charging point, the proposed type of charging point, and methods of funding the purchase and installation of this device.

2.0 Proposed location

- 2.1 At present the Town Council has one EV charging point at Victoria Pleasure Ground used by the Estates team. This is wall mounted to the Green Shed, and cabled from the fuse board inside the green shed.
- 2.2 The Source Car Park is not only a suitable place for access for the Estates vehicles, and used by staff for parking, as well as users of the Source, and Community Fridge. But it could also be said from a safety perspective, the installation of a free-standing unit within the car park area and not attached to a building would provide a safer alternative.
- 2.3 It is proposed that a free-standing unit in the Source car park would require a concrete fixing kit in the ground, and armoured cable trenched from Luxfords. But it will also be steel, so more likely to withhold risk of vandalism.
- 2.4 The proposed location in the Source Car Park is detailed below (to the far south western corner):



ROLEC
EX 100



3.0 Funding the purchase and installation

- 3.1 The Town Council's preferred electrical contractor can supply and install a re-enforced steel charging post, with an armoured supply run into an anchored base, set into concrete flooring.
- 3.2 The estimated cost of the project is £3,700 plus VAT.
- 3.3 Management Team have applied for funding towards the project, and been advised that they are eligible for £350.
- 3.4 The remaining funds can be funded by the use of earmarked reserves named 'Climate Change Initiatives.' There is currently £21,718.38 available within this earmarked reserve.

4.0 Recommendations

- 4.1 Members are asked to consider the contents of the above report, and agree to the purchase and installation of an EV charging point within the Source car park, funded by earmarked reserves allocated for 'Climate Change initiatives.'

Contact Officer: James Hollingdale

Meeting of the General Purposes Committee

Monday 22 September 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 12 Sept 2025 (sickness recorded since 1 April 2025) (30 staff)	As of 12 Sept 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	29.5 days	32.0 days
Actual days taken as long-term sick leave	61.0 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.

We are also seeking to apply for support with a second Apprenticeship specialising in turf management, with Plumpton College.

All other mandatory online training has been sent out to all staff and is being being completed with the support of the Estates and Facilities Manager.

- 3.2 Annual appraisals are being carried out for all staff during the autumn months, and this will include a further review of learning and development needs.

- 3.3 Nine members of staff are booked to attend a full day First-Aid training course in November 2025, either as a three yearly refresher or a newer member of staff.

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. A new bleed kit has also been installed at The Civic Centre and will be added to the monthly checks. The Uckfield & District Lions jointly contributed to this.

- 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, cold water storage tank cleaned. This will be further supported by the creation of a new legionella folder.
- 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.
- 4.5 Gas safety certificates have been completed for the boilers at Civic Centre, 2A Vernon Road and Victoria. The Biomass Boiler has also been serviced at Civic Centre. The warm air system has also been serviced.
- 4.6 Weekly checks are still being carried out at Snatts Chapel and The Signal Box to ensure the security of the sites.
- 4.7 The annual insurance renewal documentation is being prepared ready for renewal.

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 2024 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 has commenced now the doors are signed off.
- 5.6 Fire dampers have been serviced with a small amount of remedial works has been carried out.
- 5.7 East Sussex Fire Brigade will be visiting the Civic Centre for a follow up inspection in October 2025.
- 5.8 Luxfords' ventilation system has had its annual service 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: MAY 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 type="checkbox"/>
Current/General Account	<input type="checkbox"/>
Business Reserve	<input type="checkbox"/>
35 day account	<input type="checkbox"/>
95 day account	<input type="checkbox"/>

PETTY CASH

Check cash balance and vouchers

Town Council	<input checked="" type="checkbox"/>
Luxfords	<input checked="" type="checkbox"/>

Signed .. 
Print Name DIANE WARD

Dated 27/08/25

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.
KFF	20/05/25 8592734	18430	YES 5810 5840	YES	12538564 54
Grant Contractors	31/05/25 2797	18494	YES 5181	YES	1261527107

Customer Invoices Checked

Customer Name	Invoice No.	Are hire charges correct?	Payment date on invoice	Bank Statement Date/Pg No.
Grant Contractors				
U3A 60's	51017	YES	13.06.25	3 of 6 done
Mindfulness Group	51007	YES	27.05.25	10 of 12 172

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS payment record
Lorna Ridley	YES	YES	30/5/25	1253878607
Janice Laurie	YES	YES	30/5/25	1253878607

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	1 of 2 May	Yes	Yes	1210
General Account	11 of 12 May	Yes	Yes	1200
Business Reserve	1 of 2 May	Yes	Yes	1227
35 day account	1 of 2 May	Yes	Yes	1225
95 day account	1 of 2 May	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				
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	Yes	Layar Car Parts	Yes
Luxfords	Yes	Tesco	Yes

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH: JULY 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



PETTY CASH

Check cash balance and vouchers

Town Council Petty Cash

Luxford's



Signed:

Print Name EUR KAREN BEOWELL

Dated 15.9.25

July

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	112.	YES	YES.	1210.
General Account				
Business Reserve	112.	YES	YES.	1227.
35 day account				
95 day account				

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	YES NOTE - RECEIPT DATED 06/02/2025.	POST OFFICE £3-60.	✓.
Luxfords	YES.	TESCO £37-77	✓.

30/7

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.
KFF.	8625949 24-6-25.	18570.	YES. 5810.	YES.	11-07-25 - 1275238574.
EUROPLANTS	01-07-25 INV-33159.	18568	YES 5373	YES.	1275281437. 11-07-25.

Customer Invoices Checked

Customer Name	Invoice No.	Are hire charges correct?	Payment date on invoice	Bank Statement Date/Pg No.
FREEDOM LEASURE	51145.	REFRSTHATS YES.	19-08-25	
LUIGI'S BOATINGS GOLF.	51128.	YES.	31-07-25.	7/9 July-31.

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS payment record
JEFF CONNER	YES.	YES.	25-07-25.	1281239944. July-25.
BELIA SPEED.	YES.	YES.	25-07-25	1281239944. July-25.

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH: JUNE 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 Council Petty Cash	<input checked="" type="checkbox"/>
Luxford Petty Cash	<input checked="" type="checkbox"/>

Signed [Signature]

Print Name C. KANE B. OWCU

Dated 15.9.25

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	404163910 8/06/25	N/A	YES. 5731	YES.	27-6-25. 1267014320
KD CATERING.	F4087232 11/06/25	18510	YES. 5810	YES.	27-6-25. 1267020074

Customer Invoices Checked

Customer Name	Invoice No.	Are hire charges correct?	Payment date on invoice	Bank Statement Date/Pg No.
WEALDON DISTRICT COUNCIL.	S1028	YES	11-06-25.	3/9. JUNE - 11.
CROWBOROUGH JUNIOR FOOTBALL	S1020	YES. Additional	18-06-25	5/9. JUNE - 18.

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS payment record
JEFF CONNOR	YES	YES.	27-06-25.	1267095651.
JENNIFER RIDGAY	YES.	YES.	27-06-25	1267095651.

JUNE

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	1/1.	YES	YES	1210
General Account	8/9.	YES	YES	1200
Business Reserve	1/2.	YES	YES	1227
35 day account	1/2. JUNE	YES	YES	1225
95 day account	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	1/1.	YES	YES	1210
General Account	8/9.	YES	YES	1200
Business Reserve	1/2.	YES	YES	1227
35 day account	1/2 JUNE	YES	YES	1225
95 day account	1/2.	YES	YES	1226

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 316125. £4-75.	✓
Luxfords	YES	TESCO 916125 £42-05	✓

