



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 3 November 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 22 September 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

5.3 To receive the minutes and approve the recommendations of the Finance Sub-Committee from 14 October 2025

5.4 To note the Internal Audit Report from October 2025

6.0 BUILDINGS

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

7.0 POLICY

7.1 To review and adopt the revised Complaints Policy (No. 17)

8.0 ADMINISTRATION

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

8.2 To receive Member audit reports (August 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 receive the minutes and approve recommendations from Personnel Sub-Committee on 7 October 2025

12.3 To consider an update from Luxfords Restaurant

12.4 To continue to review the terms of the lease agreement for the storage garages at Victoria

12.5 To consider an enquiry from the leaseholder of West Park Pavilion



Town Clerk
28 October 2025

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 22 September 2025 at 7.00pm

PRESENT:

Cllr. C. Macve (Chair)
Cllr. J. Love

Cllr. D. Manvell
Cllr. A. Smith

IN ATTENDANCE:

Town Mayor – Cllr Karen Bedwell
Louise Slaughter – Hospitality Manager
James Hollingdale – Estates & Facilities 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.

The Town Clerk was approached by Councillor Manvell that day, to advise that he had a personal interest in agenda item 12.1 under confidential business, as a result of his role as a District Councillor.

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 K. Butler, V. Frost, P. Selby, P. Ullmann and D. Ward due to a mix of personal, work commitments and mainly sickness.

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 21 July 2025

GP19.09.25 Members **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 21 July 2025 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2 Action list

Members agreed to remove item GP.06.06.25 (cages to the pillar lighting) as this work had now been completed. Members subsequently 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 note the income and expenditure reports up to 30 June 2025
Members discussed the income levels for the Civic Centre within the General Purposes Committee income and expenditure report. Room hire income was down for the first quarter, although the Town Clerk later explained that the current figures appeared on target up to Month 5 of the year.

Members reviewed the income and expenditure report for Luxfords Restaurant and discussed the recent review of menu pricing with the Hospitality Manager, before noting both reports.

Councillor D. Manvell arrived and joined the meeting at 7.04pm.

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. Members noted the report.

- 6.2 Update on the Signal Box
The Estates & Facilities Manager explained the work that had been undertaken to date, to understand the structural condition, general building condition and compliance measures required to bring it back up to standard.

The interested commercial enterprise had already invested in the region of £6,000 in commissioning the various reports, surveys, and assessments in the preparation of a change of use planning application. Planning permission had been granted. They had now submitted an application to Building Control, which was expected to take a couple of months.

Discussions between members and staff focused on:

- (i) commercial rental value and seeking an initial indication;
- (ii) requirements of Uckfield Town Council as a landlord in making the building safe, before considering any new lease arrangement;
- (iii) looking at the opportunities from this arrangement – in terms of improving the area next to the station, and press coverage for a local business and the town.

GP20.09.25

Members **RESOLVED** to:

- (i) approve the use of allocated earmarked reserves to the sum of £21,500 to undertake the proposed works to the Signal Box as required as owner and landlord of the property, and;
- (ii) arrange for the interested commercial enterprise to meet with members prior to Full Council on 20 October 2025.

- 6.3 To consider the installation of an EV Charger in the Source Car Park
The Estates & Facilities Manager explained the type of EV Charger being proposed for installation in the Source Car Park, and clarified that the power would be supplied from the power box at the bottom (south eastern corner) of

Luxford Field.

One member asked whether it would affect the space available within the car park, for activities such as the Farmers Market. The Estates & Facilities Manager explained that the supply would be trenched in from the far corner of Luxford Field, and into the grassed area of the car park by the knee rail fencing, so it would not affect the car parking area itself.

Clarification was sought on why the charging point would not be placed on the side of the Civic Centre. It was explained that this was due to a number of factors including vehicular access for the grounds vehicles, security when charging overnight (the source car park could be closed off), and it being in a more protected location, to reduce the risk of ASB.

The £350 grant funding allocation towards the initiative was the UK Government Electric Vehicle Charge Point Grants Scheme.

Members also discussed that if the electric supply became available to staff, for personal use, a system/procedure would need to be created for associated use and fees and charges. The Estates & Facilities Manager advised that the point would be managed by an app, so the Town Council could control usage. Initially the main purpose was for the Grounds vehicles and Pool van to be used by the Caretaking team as well.

Members discussed CCTV coverage of the area, to which the Town Clerk explained that staff were currently exploring options for this.

It was also asked whether the unit was moveable, if the site were to be reconfigured or redeveloped. The Estates & Facilities Manager explained that yes it could be disconnected from the board, and the unit could be moved. It was also confirmed that the supply would be on a separate sub meter, so separate readings to that of the field usage and Community Fridge usage.

GP21.09.25 Members **RESOLVED** to agree to the purchase and installation of an EV charging point within the Source Car Park, funded by earmarked reserves 'Climate Change Initiatives.'

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 reports

Members noted the completed audit reports for 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

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 referred to Osborn Hall, and reminded members that the lease was due to expire shortly.

Due to prior and current discussions requiring the need to look longer term at the provision of a safe, accessible and practical building which could accommodate the Guides and other community organisations, it was suggested that the current lease agreement be extended whilst these considerations be progressed in more detail with external project management support.

GP22.09.25 Members **RESOLVED** to request the Town Clerk to approach the Town Council's solicitors to create an extension to the existing lease agreement for a further two years. This would provide the necessary breathing time for the Town Council and associated partner organisations to explore funding opportunities and draw up plans for a new community space.

12.0 CONFIDENTIAL BUSINESS

GP23.09.25 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 discussed the bad debtor being handled separately, with the Town Clerk providing an update. Members subsequently noted the full report.

12.2 To consider the terms of the lease agreement for the storage garages at Victoria

GP24.09.25 Members **RESOLVED** to:

- (i) agree to a term of 5 years for a lease arrangement for the double garages at Victoria, and;
- (ii) request the Town Clerk to negotiate a stepped increase in rental income per annum, over the first half of the lease term.

12.3 To consider an update on Luxfords Restaurant

Members noted the report.

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

Members were happy 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

GP25.09.25 Members **RESOLVED** to ratify the proposals for the Town Clerk to commission the necessary and identified expertise, as identified in agenda item 5.4

The meeting closed at 8.16pm.

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	Further works have been undertaken to address water ingress to the rear of the hall. NFA.
<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 presented to elected members on 20 October 2025 and approved works are scheduled for completion. NFA.
<u>GP20.09.25</u>	6.2 Update on the Signal Box Members RESOLVED to: (i) approve the use of allocated earmarked reserves to the sum of £21,500 to undertake the proposed works to the Signal Box as required as owner and landlord of the property, and; (ii) arrange for the interested commercial enterprise to meet with members prior to Full Council on 20 October 2025.	20.10.25	JH	
<u>GP21.09.25</u>	6.3 To consider the installation of an EV Charger in the Source Car Park Members RESOLVED to agree to the purchase and installation of an EV charging point within the Source Car Park, funded by earmarked reserves 'Climate Change Initiatives.'	20.10.25	JH	The EV Charger has been installed. NFA.

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP22.09.25</u>	<u>11.0 Town Clerk's Announcements</u> Members RESOLVED to request the Town Clerk to approach the Town Council's solicitors to create an extension to the existing lease agreement for a further two years. This would provide the necessary breathing time for the Town Council and associated partner organisations to explore funding opportunities and draw up plans for a new community space	20.10.25	HG/JH	In progress.

UCKFIELD TOWN COUNCIL
PROJECT MONITORING
GENERAL PURPOSES COMMITTEE

Outstanding/ongoing initiatives from 2022/23

Project name		Building Maintenance Fund (Year 8 – 2022/23)		Project Number		68	
Resolution No.	Funds	Date	Commentary				
FC82.01.22	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 <i>Further works have been undertaken to address water ingress into the hall.</i>	

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. Research has begun into potential sign designs and companies.	

**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) <i>– a structural survey has been undertaken and associated quotations sought.</i>		

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. <i>The potential new leaseholders presented to members on 20 October 2025, to explain their plans for the building. Members have approved the funding of structural works by the Town Council to ensure the structure of the building is safe and compliant before proceeding with plans for its refurbishment.</i>		

**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
3 November 2025	Minutes and recommendations from Finance Sub-Committee	Asst TC & RFO/Town Clerk
	Complaints Policy review	Town Clerk
	Finance Sub minutes and recommendations	Asst TC & RFO
	Report of Internal Auditor	Asst TC & RFO
	CONFIDENTIAL BUSINESS	
	Minutes and recommendations from Personnel Sub-Committee	Asst TC & RFO/Town Clerk
	Lease agreement for Victoria Pavilion (first floor)	Town Clerk
	Lease agreement for Storage Garages at Victoria	Town Clerk
	Enquiry re: West Park Pavilion	Town Clerk
	Quotations for additional CCTV camera	Town Clerk/E&F Manager

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
	Confirm the review of any outstanding fees and charges	Asst TC & RFO/Town Clerk
	Annual Review of Risk Management Policy	Mgt Team
	Review of Mgt Team proposals for room hire rates	Mgt Team
	Service Level Agreements	Asst TC & RFO/Town Clerk
	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
	Annual review of Investment Strategy	Asst TC & RFO
	Internal Audit Report (interim visit)	Asst TC & RFO
	CONFIDENTIAL BUSINESS	
	Any outstanding lease arrangements	Town Clerk

GP Committee at 31 August 2025

	Apr 25 Actuals £	May 25 Actuals £	Jun 25 Actuals £	Jul 25 Actuals £	Aug 25 Actuals £	Actuals at 31 Aug 25 £	Budget at 31 Aug 25 £	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	140	290	1,305	200	100	0	0	100	0	0	100	1,605	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	491	176	2,216	2,500	500	500	500	500	500	500	500	5,716	6,000
Bank Interest - Capital Reserve	1,371	1,188	1,231	1,231	1,521	6,542	8,333	1,667	1,667	1,667	1,667	1,667	1,667	1,667	18,208	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	7,688	10,180	6,980	13,223	10,835	48,905	55,979	11,246	11,183	11,183	11,246	11,183	11,183	11,246	127,376	134,450
Feed-in Tariff Payments	0	0	2,629	0	0	2,629	1,875	1,875	0	0	1,875	0	0	1,875	8,254	7,500
Quickborn Suite rent	750	750	750	750	750	3,750	3,750	750	750	750	750	750	750	750	9,000	9,000
West Park Pavilion	0	0	1,254	0	0	1,254	1,800	1,800	0	0	1,800	0	0	1,800	6,654	7,200
Victoria Pavilion	958	875	1,091	927	875	4,725	5,588	2,129	917	917	2,129	917	917	2,129	14,779	15,850
RHI - C.Centre Boiler	8,105	0	0	534	0	8,640	5,500	0	0	0	0	0	0	5,500	14,140	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	2,721	1,483	7,518	7,552	1,510	1,510	1,510	1,510	1,510	1,510	1,510	18,091	18,125
Foresters Chapel	288	0	0	288	0	575	575	0	0	288	0	0	288	0	1,150	1,150
2a Vernon Road, rent	775	775	775	775	775	3,875	3,875	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	771	771	800	0	0	100	0	0	0	0	871	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	0	0	883	1,250	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	0	525	1,050	610	305	0	0	305	0	0	305	1,965	1,220
Wealden Lottery grant funding	13	13	10	17	13	65	0	0	0	0	0	0	0	0	65	0
Total Sales	21,172	16,962	17,459	21,096	18,013	94,701	100,187	37,983	17,302	17,690	29,222	20,302	19,690	38,207	275,097	281,136
Purchases																
Administration	2,002	1,345	891	1,867	1,256	7,362	5,750	1,150	1,150	1,150	1,150	1,150	1,150	1,150	15,412	13,800
General Advertising	0	0	0	0	0	0	62	21	21	21	21	21	21	21	146	250
Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	750	750	750
Data protection	0	0	0	495	0	495	0	0	0	0	0	0	0	0	495	0
Office Equipment/Computers	1,645	2,019	4,254	1,028	2,343	11,288	7,083	1,417	1,417	1,417	1,417	1,417	1,417	1,417	21,205	17,000
Hospitality	6	10	3	0	41	60	73	15	15	15	15	15	15	15	162	175
Health & Safety	1,940	0	72	0	125	2,137	1,146	229	229	229	229	229	229	229	3,741	2,750
Insurances	0	9,744	0	0	0	9,744	9,000	0	40,000	0	0	0	0	0	49,744	49,000
Public Works Loan Costs	0	0	0	19,153	0	19,153	19,050	0	0	0	0	19,050	0	0	38,203	38,100
Mayor's Allowance	0	0	581	0	0	581	522	522	0	0	522	0	0	522	2,146	2,086
Grants Section142 (WCA SLA)	0	11,500	0	0	0	11,500	11,500	0	11,500	0	0	0	0	0	23,000	23,000
Grants - Power of Competence	0	17,450	0	0	0	17,450	17,500	0	4,500	0	0	0	0	0	21,950	22,000
Wealden Volunteering SLA	0	2,250	0	0	2,250	4,500	4,500	0	0	2,250	0	0	2,250	0	9,000	9,000
Clothing - Corp & Prot - Indoor staff	0	0	176	310	0	486	125	25	25	25	25	25	25	25	661	300
Internal Audit Fees	0	0	965	0	0	965	700	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	0	0	3,750	5,500	0	0	0	0	0	0	0	3,750	5,500
Professional Fees	1,935	0	250	180	3,664	6,029	4,583	917	917	917	917	917	917	917	12,446	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	22,493	26,746	116,572	129,778	25,956	25,956	25,956	25,956	25,956	25,956	25,956	298,261	311,468
Office Staff - National Insurance	2,894	2,890	2,909	2,905	3,543	15,140	16,810	3,362	3,362	3,362	3,362	3,362	3,362	3,362	38,675	40,345
Office Staff - Pensions	4,506	4,501	4,526	4,521	5,376	23,431	26,085	5,217	5,217	5,217	5,217	5,217	5,217	5,217	59,951	62,605
Members Allowances/Expenses	0	0	3,517	0	0	3,517	3,745	3,745	0	0	3,745	0	0	3,745	14,752	14,979
Newsletter	400	400	400	400	400	2,000	2,125	425	425	425	425	425	425	425	4,975	5,100
Bank Charges	64	62	71	68	65	330	400	80	80	80	80	80	80	80	890	960
Civic Centre Running Costs	6,997	10,497	7,459	7,363	9,134	41,450	51,675	9,308	11,842	8,508	12,642	8,508	8,117	5,583	105,958	107,850
Caretakers - Salaries	7,872	9,462	8,283	8,069	10,582	44,269	40,316	8,063	8,063	8,063	8,063	8,063	8,063	8,063	100,711	96,758
Caretakers - National Insurance	792	1,043	865	835	1,166	4,701	4,173	835	835	835	835	835	835	835	10,542	10,014
Caretakers - Pension	1,124	1,332	1,163	1,117	1,407	6,142	8,103	1,621	1,621	1,621	1,621	1,621	1,621	1,621	17,487	19,448
Casual caretakers	112	235	104	0	424	874	4,167	833	833	833	833	833	833	833	6,708	10,000
West Park	0	0	620	0	326	945	1,042	208	208	208	208	208	208	208	2,403	2,500
Victoria Pavilion	1,730	1,253	2,904	3,470	867	10,224	10,096	2,019	2,019	2,019	2,019	2,019	1,554	1,554	23,428	23,300
Cemetery Buildings	110	109	109	109	113	550	463	93	93	93	93	93	0	750	1,763	1,675
Signal Box	217	326	304	299	311	1,459	1,042	208	208	208	208	208	208	208	2,917	2,500
The Source & Com Fridge	709	808	1,020	599	871	4,007	2,250	300	300	300	300	300	300	1,050	6,857	3,750
Foresters Hall	999	437	2,830	732	949	5,948	5,104	860	860	860	860	860	860	860	11,968	11,125
2a Vernon Road	0	0	0	0	100	100	0	500	0	0	0	0	0	500	1,100	1,000
Subscriptions	3,336	184	0	0	730	4,250	4,750	1,250	0	0	1,000	0	0	0	6,500	5,750

GP Committee at 31 August 2025

	Apr 25 Actuals £	May 25 Actuals £	Jun 25 Actuals £	Jul 25 Actuals £	Aug 25 Actuals £	Actuals at 31 Aug 25 £	Budget at 31 Aug 25 £	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
Training	2,413	1,525	220	35	0	4,193	4,000	0	0	0	0	0	0	3,000	7,193	7,000
WPA Top Up	163	(387)	734	212	(338)	383	1,445	289	289	289	289	289	289	289	2,406	3,468
All Building Cleaning Materials	182	204	264	172	470	1,292	688	229	229	229	229	229	229	229	2,896	2,750
Total Purchases	64,566	101,595	71,762	76,431	72,920	387,275	405,350	69,696	124,413	65,829	72,279	98,429	64,880	69,414	952,215	959,856

New initiatives 2025/26

Building Maintenance Fund	0	30,587	2,400	3,873	1,240	38,100	55,000
Upgrade of mayoral chain	0	0	0	0	0	0	750
Professional expertise	0	0	0	0	0	0	30,000
New parish noticeboards	0	0	0	0	0	0	2,000
Contingency	0	0	0	0	0	0	11,000

Earmarked reserves

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

Holly Goring
Uckfield Town Council

27 October 2025

Dear Holly

Uckfield Town Council

First Interim Internal Audit 25-26

Following the interim audit completed on 15 October, I attach my report for consideration by the Council. This was the first of three audits I intend to carry out to support my opinion on the 25-26 Annual Governance and Accountability Return (AGAR). I covered the following at this visit:

- Review of opening balances and reporting of 24-25 audit opinion
- Follow up previous recommendations
- Review of accounting and VAT processes
- Salaries and wages
- Income
- Arrangements for inspection of accounts
- Bank reconciliations.

I am pleased to report that the Council has successfully maintained a robust system of financial control, and I have identified no matters to date that would result in a negative opinion on the year-end internal audit report. At Appendix A I follow up recommendations outstanding from 24-25 audit work. At Appendix B I list recommendations arising from interim audit work on the 25-26 internal audit.

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the Authority's approval of the annual governance statement. I am required by Section 4 of the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of testing carried out at the interim audit.

A - Appropriate books of account have been kept properly throughout the year

First Interim Audit

The Council maintains financial records on the Sage Accounting system. My testing confirmed that income and expenditure is balanced to the cashbook and reconciled to bank statements on a regular basis. In the course of my testing I confirmed there is a clear audit trail from the accounts to supporting documentation such as invoices.

I was not able to complete my testing of the brought forward balance on the Sage accounting system, this is being looked into by the RFO. I will complete this testing at my next interim audit.

The Council has a system of member audits. These are carried out each month, and a member is tasked with reviewing the following:

- Supplier invoices
- Sales ledger transactions
- Staff timesheets
- Bank and petty cash reconciliations

I checked that the member audit process has been operating in 25-26. I confirmed that member audits have been completed to the end of July 2025. The review of the August accounts has been booked in to be completed on 28 October. I reviewed the member audit file and this showed all checks are being completed and properly evidenced by councillors.

The Council is registered for VAT, and submits VAT returns to HMRC on a quarterly basis. The VAT return for quarter 2 was being prepared at the time of my audit. I will review this VAT return and reconciliation to the VAT control account at my next interim audit in January. I remind the Council that the VAT return must be reconciled to the VAT control account each quarter to avoid over / understatement of VAT owed to the Council on the balance sheet.

Compilation of Financial Statements

The RFO confirmed that the Council is working with an external accountant with experience of using sage in the Town Council sector to streamline the statutory accounts process and to enhance management accounting reports.

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B - The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for

First Interim Audit

Financial Regulations are based on NALC templates. The Council reviewed financial regulations at the Full Council meeting in May 2025. Standing Orders are also up to date, these were ratified at the May 2025 Full Council meeting, alongside the Code of Conduct for Councillors.

I will test expenditure for months 1-9 at my next interim audit.

C - The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

To be tested at next interim audit after annual insurance renewal is complete.

D - The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate

To be tested at next interim audit once budget setting is completed, and quarter 2 reporting has been finalised.

E - Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for

First Interim Audit

I tested a sample of 15 income transactions selected from the cashbook extracted from Sage for the first 6 months of the financial year.

For Luxfords and functions income I completed the following tests:

- Income per sage agreed back to z reading on till
- I checked cash figure on till report to physical cash count signed off by supervisor and RFO
- Cash banking agreed to paying in slip and to bank statement
- Credit card banking per till report agreed to bank statement

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Other income was also tested:

- Ticket sales through eventbrite agreed to report from ticket agency and to bank statement
- Room Hire – a sample of room hire credits were tested from the ledger back to invoices. I then recalculated invoices and checked these had been raised in line with approved fees and charges.
- Rental Income – agreed to shorthold tenancies
- Cemetery income – checked to approve fees and charges

For all transactions reviewed, I was able to agree credit on the accounting system back to the relevant documentation. Invoices were all raised in line with approved fees and charges, and till records showed evidence of appropriate count and authorisation by senior officers.

I have two recommendations:

- The Council should no longer accept cash when selling food / drink at functions. This would reduce workload by eliminating the need for a cash float, and the controls needed around cash takings.
- Consideration should be given to purchasing a small number of card machines (such as Zettle / Sum Up / Square) for use at functions and in Luxfords. This would provide
 - o back up to the till
 - o enable additional sales at busy events
 - o enable sales at offsite events

The Council should look to use a system that has an interface with the accounting system.

F - Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for

Next interim audit

G- Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.

First Interim Audit

The RFO logged into the HMRC account on 15 October. This showed that the Council is up to date with HMRC submissions and no payments are outstanding.

Payroll is processed monthly by the RFO, using Sage Payroll, in good time for monthly payments to staff. Timesheets are sent into the office, these are inspected and signed off by the Town Clerk. The RFO sets up the monthly payroll on the Sage payroll system, and checks outputs prior to further processing. Payroll is set up on Natwest Bankline. The Bankline report is signed by the RFO, and checked and signed by the Town Clerk.

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Authorisation for payment is provided by a councillor, evidenced by signature on the Sage Payroll Summary page

I checked the August 2025 payroll. The payment for salaries on the bank statement was agreed to the Sage payroll summary and to the bankline report. I confirmed the bankline report had been reviewed and signed off by the RFO / Town Clerk and a councillor. Payments to HMRC and the pension provider were agreed back to payroll reports.

I selected 4 members of staff from the bankline report. For all staff selected I was able to agree pay to payslip. I tested gross pay for each officer, and confirmed that this could be agreed to the annual cost of living pay rise calculation, as prepared by the RFO (August 25 is the month at which the pay award was applied) . Correct scale point was applied, as set out in payscales published by NALC.

I am satisfied that the Council has a robust payroll system, is up to date with HMRC submissions and payments, and that staff tested are being paid in line with approved rates of pay .

H - Asset and investments registers were complete and accurate and properly maintained.

Year end audit test

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I – Periodic and year-end bank account reconciliations were properly carried out.

First Interim Audit

I reviewed the bank reconciliation file. There is clear evidence that bank reconciliations are being completed on a regular basis, the member audit file provided confirmation that these bank reconciliations are being reviewed by members each quarter, as required by financial regulations. Bank accounts held by the Council are set out below:

Account	Sage Balance	Note on reconciliation
1210 – clerks account	0	Reconciled 1.9.25 by RFO – audit checked sage and bank statement
1200 – General Account	200,012– End Aug	Reconciled to end of august, audit checked sage and bank statement
1221 – Fixed Rate Bond	322,105 - Once a year statement	Reconciled annually when bank sends statement
1224 – Lloyds Bank	21,058	Reconciled annually when bank sends statement
1225 – 35 Day account	235,995 – End Aug	Reconciled 1.9.25 by RFO – audit checked sage and bank statement
1226 – 95 Day account	422,459– End Aug	Reconciled 1.9.25 by RFO – audit checked sage and bank statement
1227 – Business Reserve	107,184 – End Aug	Reconciled 1.9.25 by RFO – audit checked sage and bank statement

I reperformed the August bank reconciliations for accounts highlighted in green,. No reconciliation has been prepared in 25-26 for the fixed rate and Lloyds accounts, the bank only issues statements annually. The next member review of bank reconciliations is due for the September bank reconciliations.

J - Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.

Year end audit

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K: If the authority certified itself as exempt from a limited assurance review in 24-25 , it met the exemption criteria and correctly declared itself exempt.

Not applicable, limited assurance review completed at UTC

L: The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements

To be tested at next audit

M - Arrangements for Inspection of Accounts

Inspection periods for 24-25 accounts were set as follows

Inspection - Key date	24-25 Actual
Accounts approved at Full Council	25 June
Announcement	26 June
Inspection period begins	27 June
Inspection period ends	7 August
Correct length	Yes – 30 days

The Council met the requirements of this control objective.

N: Publication requirements 24-25 AGAR

The Statement of Accounts, Annual Governance Statement and the external audit certificate for 24-25 are published in financial statements section of the Council website. The external audit certificate was clear.

The Conclusion of Audit certificate was published on 15 September, after the date of the audit certificate (13 September), and before the regulatory deadline of 30 September . The external audit certificate is to be reported to the meeting of Full Council on 20 October (agenda item 10.0).

The Council is required by regulations to publish AGAR documentation for the previous 5 years. I have checked the Council website, and I was able to view AGAR documentation going back to the 2017-18 financial year.

O - Trust funds (including charitable) The council met its responsibilities as a trustee.

Satisfactory –The Council has confirmed to me that the Council is not sole trustee of a charity.

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I would like to thank you and Sarah for your assistance with the audit. I look forward to working with you on the next interim audit in the new year, in the meantime please do not hesitate to contact me if I can be of any assistance.

Yours sincerely



Mike Platten CPFA

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APPENDIX A

MATTERS OUTSTANDING FROM 24-25 AUDIT

Matter Arising	Recommendation	Council Response
Preparation of year end statutory accounts	I would like to repeat a recommendation from my 23-24 audit that the Council should review statutory accounting processes.	Council now working with external accountants to streamline year end process
At my initial review, the balance on the VAT control account on Sage at 31.3.25 was £40,458, meaning the VAT control account and Council general reserves were overstated by £35,367.	The VAT control account should be reconciled to the VAT return quarterly, and reasons for any differences examined and corrected.	Now actioned, internal audit to test once Q2 return complete
I am pleased to note that extensive work has been completed in consolidating earmarked reserves since my last audit.	The Council should now look to consolidate earmarked reserves on the accounting system, and use reporting from Sage to manage these reserves, rather than the spreadsheet.	In progress for 25-26 financial year
General reserves at year end were £236K. This represents 21% of precept, which is slightly below recommended levels set out in the NALC Practitioners' Guide.	Whilst I note that the Council has well developed earmarked reserves to cover most contingencies, care should be taken to ensure that the general reserve does not reduce further. This must be considered at the next budget setting cycle.	Being reviewed as part of budget setting process for 26-27

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APPENDIX B

MATTERS ARISING 25-26 AUDIT

FIRST INTERIM AUDIT

Matter Arising	Recommendation	Council Response
The Council should no longer accept cash when selling food / drink at functions.	This would reduce workload by eliminating the need for a cash float, and the controls needed around cash takings	
Consideration should be given to purchasing a small number of card machines (such as Zettle / Sum Up / Square) for use at functions and in Luxfords.	This would provide ○ back up to the till ○ enable additional sales at busy events ○ enable sales at offsite events The Council should look to use a system that has an interface with the accounting system	

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Meeting of the General Purposes Committee

Monday 3 November 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

- The broken solar panel and a second damaged one have been removed from the roof of the Civic Centre which should assist with the efficiency of the existing panels;
- The single earth lightening protection system for the Civic Centre has been upgraded;
- Plans have been drawn up for the Council Office refurbishment. A schedule of works will be written in due course;
- The staging within the Weald Hall has been serviced, and repairs undertaken to further strengthen the existing frame;
- The biomass boiler and gas boiler have both been serviced ready for the winter months;
- New TV has been installed in Luxfords restaurant to advertise Civic Centre events.
- A visit has been undertaken by East Sussex Fire & Rescue to review the Town Council's fire procedures. Following this a few remedial works are booked in or being carried out.
- Legionella remedial works have been undertaken, to ensure we continue to remain compliant;
- The Civic Centre has experienced severe issues with broadband connection (in terms of download speeds) for a prolonged period of time. It is hoped this will be back up and running wk beg 27 October 2025;

The Source and nearby vicinity

- The caging has now been added to the pillar lights at the bottom of Luxford Field;
- A new EV charging point has been installed within the car park of the Source;
- Quotes are being sought for the installation of additional CCTV in this area;
- The intruder alarm has been serviced;

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;
- Works are scheduled for completion as agreed by General Purposes Committee;
- The potential commercial enterprise taking on the lease for this premise, presented their intentions to elected members on 20 October 2025;

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;
- The new footpath has been installed around the site of the pavilion and Grounds yard, which will ensure the safety of pedestrians and users of Victoria;
- Legionella remedial works have been undertaken, to ensure we continue to remain compliant;
- The intruder alarm has been serviced;
- The changing room windows have been privacy sprayed to meet FA requirements.

Foresters Hall

- The fire doors have now been replaced. The building is being decorated and signage added where required;
- Legionella remedial works have been undertaken, to ensure we continue to remain compliant, and;
- Emergency lighting has been upgraded in the Chapel.

Snatts Road, Chapel

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

West Park

- 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 tenancy agreement has been renewed;

3.0 Recommendations

- 3.1 Members are asked to note the report.

Contact Officer: James Hollingdale

UCKFIELD TOWN COUNCIL



COMPLAINTS POLICY

Policy Number 17		
Issue No.	Date completed	Details of amendments
1	25.03.08	GP.065.03.08
2	03.10.16	General review of Policy
3.	03.11.25	Review of Policy (GP Committee)

1.0 AIMS

- 1.1 Uckfield Town Council is committed to providing a high-quality customer service to our residents and service users.
- 1.2 With a culture of continuous improvement, the Town Council utilises customer feedback to better understand how can further enhance service delivery.
- 1.3 This complaints procedure seeks to ensure complaints are:
 - (i) treated fairly and consistently;
 - (ii) dealt with in the stated timescales;
 - (iii) utilised to improve service provision.

2.0 WHAT IS A COMPLAINT

- 2.1 The definition of a complaint is:

“an expression of dissatisfaction about the way in which the Town Council (its staff and contractors) has provided a service. Examples include delay, failure to provide the service, or through staff behaviour.”

3.0 OBJECTIVES

- 1. To work collectively across teams or departments to consider and resolve the complaint in an effective and efficient manner;
- 2. To provide a clear procedure for dealing with complaints;
- 3. To communicate effectively with a complainant throughout the procedure;
- 4. To review complaints procedures with a view to learning from our mistakes;
- 5. To provide a way of rectifying injustice whenever possible;
- 6. To provide a way of monitoring information on customer complaints and ways of reviewing the services
- 7. To ensure that customers are aware of how to complain and to whom.

4.0 HOW TO MAKE A COMPLAINT:

In many situations it will be possible for an issue to be dealt with straight away, and the cause for complaint, can be resolved almost imminently.

4.1 Informal

If members of the public have any queries or concerns they should be encouraged to speak to Council staff at the time. Council staff will do their best to assist the individual and resolve any dispute there and then. Where necessary or appropriate, the individual can be referred to the Council Offices for further assistance.

4.2 Formal

If the customer/resident is still unhappy they may submit a formal complaint for consideration through the Town Council's two-stage Complaints procedure.

Stage 1

Please submit your complaint in writing by email to admin@uckfieldtc.gov.uk, in post to Uckfield Town Council, Civic Centre, Uckfield, TN22 1AE or in person and mark for the attention of the relevant Service Manager.

Each service has a manager:

Estates (Grounds);
Hospitality
Facilities (Buildings)
Administration

Complaints should clearly set out the best means of contact – email, telephone and postal address.

Once submitted, we will acknowledge receipt of any complaints within five working days.

The Service Manager will respond to the complaint within 10 working days.

Any customer/resident who remains unhappy with the response received at Stage 1 of the procedure, may request a review of their complaint by the Town Clerk (Chief Officer) at Stage 2.

Stage 2

Customers or residents who remain dissatisfied with the Town Council's response at Stage 1, can escalate their complaint to Stage 2.

Complaints should be addressed to the Assistant Town Clerk & RFO, and the necessary information provided for a thorough investigation by the Town Clerk (Chief Officer). All information materially significant to the complaint should be submitted at this stage.

Stage 2 complaints will be acknowledged within five days of receipt.

A full response will be provided by the Town Clerk to the Stage 2 Complaint within 20 working days of the acknowledgement.

If at any stage, we need more time to respond to your complaint, we will explain the reason(s) for the delay and notify the customer as to when to expect a full response.

5.0 REVIEW BY FULL COUNCIL

- 5.1 If both Stages 1 and 2 have been exhausted and the complainant is still unhappy, they can request a further and final review by Full Council. The complainant should be informed of the date of the next Full Council meeting and be advised that their complaint will be discussed at that meeting. The decision of the Full Council will be final.

6.0 FURTHER SITUATIONS

Complaint about the Town Clerk

- 6.1 In the event that a complaint is made against the Town Clerk, the complainant should be advised to put their complaint in writing to the Town Mayor.

Complaint about a Councillor

- 6.2 In the event that a complaint is made against a Councillor, the complainant should be directed to the Code of Conduct Policy adopted by the Town Council, and contact made with the Monitoring Officer at Wealden District Council.

Complaint about Information Governance

- 6.3 If a customer is unhappy with the way we have dealt with a request for information under information governance legislation (Freedom of Information Act 2000, Environmental Information Regulations 2004 or Data Protection Act 2018), please contact the Information Commissioner's Office.

7.0 VEXATIOUS COMPLAINANTS

- 7.1 The Council is committed to the fair handling of complaints. We recognise that some complaints may be difficult to resolve and can cause distress. We will not however tolerate unreasonable, aggressive, or abusive behaviour that constitutes harassment. Staff may be prevented from carrying out their roles if they are subject to frequent, lengthy contacts and repetitive information covering the same or similar issues. The Town Council will therefore undertake an assessment of requests that are considered to be vexatious on a case by case basis. Further information is available in our Unreasonably Persistent Complaints & Customer Behaviour Policy.

Date of policy: November 2025

Approving committee: Ratification by Full Council

Date of committee meeting: November 2025

Policy version reference: v2

Policy effective from: November 2025

Date for next review: November 2025

— policy ends here —

Meeting of the General Purposes Committee

Monday 3 November 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 27 October 2025 (sickness recorded since 1 April 2025) (30 staff)	As of 31 October 2024 (sickness recorded since 1 April 2024) (30 staff)
Actual days taken as short-term Doctors' certificate	15.0 days	0.0 days
Actual days taken as self-certificated sick leave	38.5 days	53.0 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. East Sussex County Council have advised that they should be able to support us with the levy once again.

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. Fire training is being continually being carried out to aid with evacuations and fire drills.
- 5.4 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.
- 5.5 Fire dampers have been serviced with a small amount of remedial works has been carried out. Luxfords' ventilation system has had its annual service carried out.
- 5.6 East Sussex Fire Brigade visited the Civic Centre for a follow up inspection in October 2025. There were a number of minor advisories which are now being actioned.

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: AUGUST 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 C

Luxfords

☒
☒

Signed

Print Name K. BUTLER

Dated 28/10/25

Members comments:-

Supplier Invoice Checked

Supplier Name	Invoice No. and Date	P. Order No	Confirmed stamped, signed, correct nominal code	Confirmed signed by two Cllrs	BACs payment no.
RWH	18/08/25	N/A	C	C	1296409969
SETYRES	29/8/25	12722	C	C	1296409969
RIVETT	29/08/25	N/A	C	C	1297648879

Customer Invoices Checked

Customer Name	Invoice No.	Are hire charges correct?	Payment date on invoice	Bank Statement Date/Pg No.
CRUQUINE CONNECTION	51215	ARE CHARGES HM 31	20/8/25	PAY IN CASH 25/8/25
CIRCEEN PARTY	51213	YES	15/9/25	PAY 4 OF 8

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS payment record
AUX MANNING	YES	YES	29/8/25	296392673
JEFF CONNOR	YES	YES	29/8/25	296392673

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	29/8/25	Y	0.00	1210
General Account	29/8/25	Y	200,000.12	1200
Business Reserve	29/8/25	Y	107,184.53	1227
35 day account	29/8/25	Y	253,995.24	1225
95 day account	29/8/25	Y	422,459.55	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	EG FUEL	78.39 ✓
Luxfords	YES	FESCO FOOD	24.70 ✓



Biannual Report to Uckfield Town Council

Wealden Volunteering is delighted to continue monitoring the community grants for UTC. We receive the information of grants awarded for the previous year grants between April and June and we monitor and provide the reports by September depending on how quickly recipients provide the information.

In this report we have also added some volunteering data that is relevant to the UTC area.

1. Overview of Grant Monitoring Services

Wealden Volunteering continues to deliver monitoring services for the Uckfield Town Council Community Grants Programme, ensuring transparency, accountability, and impact assessment for funded projects.

- **Grants Monitored:**
 - **2023 Awards:** 21 grants monitored
 - **2024 Awards:** 16 grants monitored
- Monitoring includes:
 - Reviewing project delivery against stated outcomes
 - Ensuring the grant money was spent according to the application.
 - Seeing evidence that the grant money was spent either via invoices, accounts and or photos.
 - Reporting findings to UTC for future funding decisions

2. Volunteering Activity in Uckfield and surrounding villages

Volunteer Placements (April 2024 – March 2025):

- **Total volunteers placed:** 304
 - **Adult volunteers:** 264
 - **Youth volunteers:** 40
- **Organisations supported:** 56 across Wealden, including many in Uckfield

Volunteer Placements (March 2025 to end September 2025)

- **Total volunteers placed:** 215
 - **Adult volunteers:** 185
 - **Youth volunteers:** 30

Uckfield-Specific Opportunities:

- **Current volunteering adverts in Uckfield area:** 103 (out of 136 total)
- Roles include:
 - Shop Assistant – St Wilfrid's Hospice
 - Time for Tea & Friends Group Volunteer – Ridgewood Village Hall
 - Legacy Manager – Bluebell Railway
 - Tool Sharpener – The Repair Café Uckfield
 - Trustee roles – Age UK East Sussex

3. Volunteer Demographics

Youth Volunteers (ages 9–17):

- Most active age groups: 14yrs (25%), 16yrs (27.5%), and 17yrs (20%)

Adult Volunteers:

- Age 18–25: 15%
 - Age 26–45: 21%
 - Age 45–65: 38%
 - Over 65: 26%
-

4. Community Impact in Uckfield

Types of Organisations Supported:

- **Community centres:** Ridgewood Village Hall, Luxford Centre
 - **Social groups:** Uckfield Housebound and Friendship Club
 - **Creative arts:** Uckfield Theatre Guild
 - **Environmental:** Uckfield Green Partnership, Brighter Uckfield
 - **Schools:** Harlands Community School, Uckfield College
 - **Sports clubs:** AFC Uckfield Town, Uckfield Rugby Club
 - **Faith groups:** Kings Church Uckfield, Holy Cross Church
-

5. Membership and Engagement

- **Total members:** 92
 - Charity members: 75
 - Business members: 10
 - Individual members: 7
 - **New members (2024–2025):** 21
 - **New members since March 2025:** 9
-

If you have questions about anything in this report, please contact:

Judith Austin

ceo@wealdenvolunteering.org.uk