



# UCKFIELD TOWN COUNCIL

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**Town Clerk – Holly Goring**

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A meeting of the **General Purposes Committee** to be held on  
**Monday 15 December 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 3 November 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 confirm the fees and charges for room hire for 2026/27
- 5.4 To consider a draft service level agreement for Uckfield Bonfire & Carnival Society for 2026/27

**6.0 BUILDINGS**

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

**7.0 POLICY**

7.1 To review the Town Council's Risk Management Policy

**8.0 ADMINISTRATION**

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

8.2 To receive member audit reports

**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 draft lease agreement for Osborn Hall

12.3 To consider an update from Luxfords Restaurant

12.4 To consider a high-level options analysis on community facilities



Town Clerk  
9 December 2025

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 3 November 2025 at 7.00pm

## PRESENT:

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

Cllr. D. Manvell  
Cllr. P. Selby  
Cllr. D. Ward (Vice-Chair)

## IN ATTENDANCE:

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. Councillor Macve declared a personal interest in agenda item 12.5 as a result of knowing the Chair's family.

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

There were no statements from members of the public.

### 3.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors A. Smith and P. Ullmann due to personal and work commitments.

### 4.0 MINUTES

#### 4.1 Minutes of the meeting of the General Purposes Committee held on the 22 September 2025

**GP26.11.25** Members **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 22 September 2025 be taken as read, confirmed as a correct record and signed by the Chairman.

Councillor D. Manvell arrived to the meeting at 7.02pm.

#### 4.2 Action list

Members agreed to remove the following items which had now been completed:  
GP.36.02.24 (RVH car park aco drains);  
GP.25.11.24 and GP.20.09.25 (Signal Box feasibility);  
GP. 21.09.25 (Installation of EV Charger);  
Members asked that the name of the building be added to the last action, and subsequently noted the report.

- 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  
Members first reviewed the income and expenditure report for GP Committee. The Town Clerk highlighted that at the end of August 2025, income for the Civic Centre room hire looked to be £7k down, but on reviewing the figures at the end of October 2025, the figures had improved. With a very busy period up until Christmas, it was anticipated this should remain steady.

Members reviewed the income and expenditure report for Luxfords Restaurant and noted the good level of income recorded. Expenditure for food purchases had exceeded those budgeted. The Hospitality Manager and Town Clerk had already discussed ways to manage these increases which people were seeing both at home and work. Members subsequently noted the report.

- 5.3 To receive the minutes and approve the recommendations of the Finance Sub-Committee from 14 October 2025  
Members received the minutes of Finance Sub-Committee on 14 October 2025, and sought to ratify the recommendations of the Sub-Committee:

**GP27.11.25** After the Chair of Finance Sub-Committee provided more detail on the context of these subject areas, members **RESOLVED** to ratify the two recommendations of the Finance Sub-Committee from their meeting on 14 October 2025:

**FS.11.10.25** Members **RESOLVED** to recommend to General Purposes Committee, to:

- (i) transfer the funds due to mature within the Lloyds fixed term investment account and remaining funds from the Lloyds Treasurer account, to a 12 month fixed rate with NatWest, and;
- (ii) to give authority to the Assistant Town Clerk & RFO to transfer a proportion of business reserves to the 35-day and 95 days accounts, to gather interest, subject to any large payments leaving the bank for completed works such as Victoria Play Area.

**FS.12.10.25** Members **RESOLVED** to recommend to General Purposes Committee for the Assistant Town Clerk to make the following changes for the 2026/27 grants programme. This would include:

- (i) creating an online form for applications;
- (ii) incorporating key questions within the form that are typically asked by Finance Sub-Committee at the meeting;
- (iii) tick boxes on the scale of the funding being applied for (i.e. up to £500 or £3,000), and;
- (iv) for Finance Sub-Committee to review the applications prior to the February meeting.

- 5.4 To note the Internal Audit report from October 2025  
The Vice Chair Councillor D. Ward wished to thank the Assistant Town Clerk &

RFO and Town Clerk for their work. There were very few matters outstanding within the Internal Auditor's report, and no major issues, with Finance Sub-Committee already discussing a number.

The Chair, Councillor C. Macve also agreed that the report was very complimentary and wished to offer his congratulations to all involved.

The Chair and Vice Chair didn't agree with the recommendation to remove cash sales from functions. The Town Clerk advised that all recommendations would need to be reviewed in detail, before the Town Council's response be reported back to the Internal Auditor. Members noted the report.

## **6.0 BUILDINGS**

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

Members noted the report and gave their thanks to the Estates & Facilities Manager on the breadth of work undertaken.

## **7.0 POLICY**

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

Members were presented with a revised Complaints policy which provided a clearer process for customers, and for staff to manage.

Councillor D. Manvell suggested that metrics on the number of complaints received and resolved would be of interest to members. An annual report would be sufficient for this size of organisation. The Town Clerk confirmed that this would be helpful, and added that a generic email inbox for complaints may help with recording the more formal complaints received. In most cases customer feedback and complaints were addressed with almost immediate effect, which led to very few being escalated, but it was recognised that it would still be helpful for members to the types of complaints handled.

**GP28.11.25** Members **RESOLVED** to adopt the revised Complaints Policy (No. 17) and for the Town Clerk to set up a process for reporting complaints data to Full Council.

## **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 (August 2025)**

Members noted the completed audit report for August 2025.

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

### **9.1 To consider reports from: -**

#### **(i) Wealden Citizen's Advice**

Councillor D. Manvell commended the WCA on their great work, and wished to formally acknowledge and give recognition for the positive impact they had on the community. They were a valued service. The Chair, Cllr Macve agreed. Members noted the report.

#### **(ii) Wealden Volunteering**

Members noted the report and requested that the Town Clerk resend the

evaluation of community grants report for 2024-25 to members of Finance Sub-Committee, to inform their reviews for next year.

(iii) Wealden District Association of Local Councils – Mgt Committee  
No meetings have taken place.

(iv) Wealden District Association of Local Councils – Planning Panel  
No meetings have taken place.

## **10.0 CHAIRMAN'S ANNOUNCEMENTS**

None.

## **11.0 TOWN CLERK'S ANNOUNCEMENTS**

The Town Clerk referred to a telephone call received that day from the Uckfield Rotary Club. It was their 75<sup>th</sup> anniversary in 2026, and they wished to assist with the creation, or installation of something within the town, as a gift to the town. Members were asked to consider ideas over the next few weeks. The Town Clerk would feed back to them in December 2025, so members of E&L Committee would also be asked. There was no need for further benches, so the Town Clerk suggested members consider creative and practical ideas for consideration.

## **12.0 CONFIDENTIAL BUSINESS**

**GP29.11.25** 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. Councillor D. Ward suggested that due to the payments that had been made over a substantial period, that consideration be given to writing off the remaining debt. It was confirmed that there were no declarations of interest or personal links to the debtor, but substantial amounts had now been paid. The Town Clerk advised that as noted on the report, the Assistant Town Clerk & RFO still needed to carry out some key enquiries before a proposal could be presented to members for consideration. Members would therefore defer further discussions to the next meeting, and subsequently noted the update.

### **12.2 To receive the minutes and approve recommendations from Personnel Sub-Committee on 7 October 2025**

Members were happy to receive the minutes from Personnel Sub-Committee on 7 October 2025.

**GP30.11.25** Members **RESOLVED** to ratify the recommendations of Personnel Sub-Committee from their meeting on 7 October 2025:

**PS.12.10.25** Members **RESOLVED** to recommend the revision of the Town Council's Complaints Policy, with consideration for:  
(i) an informal and formal procedure for handling complaints;  
(ii) the creation of a separate vexatious and malicious complaints policy, and;  
(iii) an internal mechanism for learning from complaints (i.e. mgt meetings).

**PS.13.10.25** Members **RESOLVED** to give authority to the Assistant Town Clerk to commence a contract with her preferred company, subject to the outcome of the meetings scheduled for the following day, and how the company met the aims of the agreement.

12.3 To consider an update on Luxfords Restaurant

The Vice Chair, Councillor D. Ward thanked the Hospitality Manager for their detailed update. They had been in the restaurant over railway weekend and saw how busy it was. Customers were full of compliments about the food and staff. She recognised how hard staff worked that weekend and wished to say thank you to all staff. The Chair, Councillor C. Macve agreed.

Councillor C. Macve asked the Hospitality Manager to clarify a couple of points before the members noted the report.

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

Members discussed the feedback received from the current leaseholder.

**GP31.11.25** Members **RESOLVED** to task the Town Clerk and Estates & Facilities Manager with securing the best deal possible, over a shorter term.

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

Members discussed the correspondence received from the leaseholder of West Park Pavilion.

**GP32.11.25** Members **RESOLVED** to task the Town Clerk with seeking external advice and facilitating the next Fees & Charges Working Group to understand the picture with regards to seasonal pitch hire, before arranging a meeting with the current leaseholder.

The meeting closed at 8.23pm.

## UCKFIELD TOWN COUNCIL

### ACTION LIST – FOR INFORMATION ONLY

#### General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<b><u>GP22.09.25</u></b>	<p><b>11.0 Town Clerk's Announcements</b></p> <p>Members <b>RESOLVED</b> 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</p>	20.10.25	HG/JH	Draft lease agreement being presented to members on 15.12.25. <b>(NFA).</b>
<b><u>GP27.11.25</u></b>	<p><b><u>5.3 To receive the minutes and approve the recommendations of the Finance Sub-Committee from 14 October 2025</u></b></p> <p><b><u>FS.12.10.25</u></b> Members <b>RESOLVED</b> to recommend to General Purposes Committee for the Assistant Town Clerk to make the following changes for the 2026/27 grants programme. This would include:</p> <ul style="list-style-type: none"> <li>(i) creating an online form for applications;</li> <li>(ii) incorporating key questions within the form that are typically asked by Finance Sub-Committee at the meeting;</li> <li>(iii) tick boxes on the scale of the funding being applied for (i.e. up to £500 or £3,000), and;</li> <li>(iv) for Finance Sub-Committee to review the applications prior to the February meeting.</li> </ul>	03.11.25	SD/HG	<p>(i) online form created for applications on google forms <b>(NFA).</b></p> <p>(ii) incorporated key questions within the form typically asked by Finance Sub <b>(NFA).</b></p> <p>(iii) tickboxes added to form <b>(NFA).</b></p> <p>(iv) To be arranged.</p>



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 <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	
<b><u>FC82.01.22</u></b>	£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. <b>Research has begun into potential sign designs and companies.</b>	

**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		
<b><u>FC.91.01.24</u></b>	£93,605	15.01.24	<b>Projects agreed for 2024/25:</b>		
			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>Works are currently underway and anticipated to be delivered on budget.</i>		

Project Name		Additional funds for Signal Box		Project Number	84
Resolution No.	Funds	Date	Commentary		
<b><u>FC.91.01.24</u></b>	£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>Works are currently underway to clear out the building, improve the structural safety of the building and ensure compliance prior to 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.		
<u>FC – Dec 2025</u>		01.12.25	Members agreed to the replacement of the existing chain and key components of the new chain.		

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	F&C Manager
Health & Safety Update	Asst TC/F&C Mgr
Member Audit reports	TClerk/Asst TC
Reports from outside bodies	Councillor representatives
Draft lease agreements for consideration under confidential business	TClerk/F&C Mgr
Luxfords report	Hospitality Manager

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
<b>15 December 2025</b>	Annual Review of Risk Management Policy	Mgt Team
	Review of Mgt Team proposals for room hire rates	Mgt Team
	Draft Service Level Agreement for Uckfield Bonfire & Carnival Society	Asst TC & RFO/Town Clerk
	<b>CONFIDENTIAL BUSINESS</b>	
	Draft lease agreement for Osborn Hall	Town Clerk
	Update from Luxfords Restaurant	Hospitality Manager
	High level options analysis on community facilities	F&C Manager/Town Clerk

## GENERAL PURPOSES FORWARD PLAN – 2025/26

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

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
<b>23 March 2026</b>	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
	<b>CONFIDENTIAL BUSINESS</b>	
	Any outstanding lease arrangements	Town Clerk

## **Meeting of the General Purposes Committee**

**Monday 15 December 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 replacements will be installed in 2026;
- New IT equipment has been purchased for the new Estates and Finance roles as well as an additional contingency laptop that can be used by staff without remote set up if an issue arises;
- Council office refurbishment works have started including new office desks, chairs, led lighting, new network, phone, electrical points, tidying all cabling and removing extension leads, clear labelling, replacement ceiling and painting throughout;
- A visit has been undertaken by East Sussex Fire & Rescue to review the Town Council's fire procedures. Following this a few remedial works have been completed or scheduled for December including flashing beacons in the Weald Hall;
- Legionella remedial works have been undertaken and will carry on into 2026 to ensure we continue to remain compliant;
- A new lapel mic has been purchased and set up for hirers' use, as well as repairs to laptop connections in the Ashdown Room and Council Chamber;
- The front pathway and surrounding drains have had their annual jetwash clean;
- The CCTV has had its annual service carried out;
- The lift has had its six-monthly service carried out;
- Following a power outage in the high street, UKPN have dug up two parking spaces to carry out a repair. We are waiting on a date for the reinstatement of tarmac;
- Following its use, the defib has had the pads replaced.

###### **The Source and nearby vicinity**

- Additional CCTV in this area is now being scheduled for installation;
- Following LNS the car park has been cleaned;

###### **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. An initial meeting has taken place to start these negotiations;
- Structural works are scheduled for completion by the end of December, subject to Buildings Control as agreed by General Purposes Committee;

#### Victoria Pavilion

- The second phase of fire door replacements have been replaced and will be decorated/labelled in the next few months;
- Works are still underway to re-decorate the entire ground floor area following the installation of the new boiler system;
- The CCTV has had its annual service carried out;
- The outside toilet taps have been upgraded to aid with water consumption;
- The first-floor plumbing has been adjusted to accommodate a new water cooler and water boiler;
- A new fuel storage cabinet and COSHH cabinet has been purchased as part of the workshop tidy up. Any rubbish has been removed from site;

#### 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 Facilities & Compliance Manager is working with the leaseholders in relation to health and safety, compliance and providing support to maintain the updated compliance inspections;
- An emergency roof repair has been carried out due to water ingress in the building.

#### 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



## RISK MANAGEMENT POLICY

Policy Number 29		
Issue No.	Date completed	Details of amendments
1	01.12.14	GP.39.12.14 – Adopted at General Purposes Committee
2	18.01.16	Reviewed at General Purpose Committee GP.50.01.16
3	06.03.17	GP.42.03.17
4	01.03.18	Finance Sub Committee review of draft amendments
5	09.01.19	Finance Sub Committee review of draft amendments
6	18.02.19	Reviewed Finance Sub-Committee recommendation at GP (18.02.19)
7	12.08.19	GP Committee to review updates – approved.
8	13.02.20	Finance Sub-Committee view of draft amendments
9	09.03.20	GP Committee reviewed updates
10	06.01.21	Finance Sub-Committee view of draft amendments
11	25.01.21	GP Committee 25.01.21
12	25.01.22	Finance Sub-Committee review
13	31.01.22	Adoption of revised Risk Management Policy
14	16.01.23	Review by General Purposes Committee GP23.01.23
15	15.05.23	Adoption by Full Council



16	27.11.23	Annual review by General Purposes Committee
17	11.12.23	Ratification and adoption by Full Council
18	16.12.24	Annual review by General Purposes Committee
19	13.01.25	Ratification by Full Council
20	15.12.25	Annual review by General Purposes Committee

## 1.0 INTRODUCTION

Uckfield Town Council is aware of its responsibility to manage risk to ensure it achieves its objectives to deliver a high quality of public services and to ensure it provides good governance.

The Council has various policies in place to ensure significant risks are controlled, reviewed and monitored. This document forms the Town Council's Risk Management Strategy, it provides an overview of risk management and how it will be monitored.

This policy will be reviewed annually by the General Purposes Committee.

The tables below detail the controls in place for the main service areas at risk

- Insurances;
- Working with others;
- Self-managed risk;

Insurances			
Risk Identification			
<u>Insurance Cover</u>	<u>Details</u>	<u>Comments</u>	<u>Review Date</u>
Protection of physical assets: <ul style="list-style-type: none"><li>• Buildings, and contents (where applicable)</li><li>• Business interruption</li><li>• Stock</li><li>• Computer Equipment</li><li>• UTC Building CCTV (on premise)</li><li>• Town Centre CCTV</li><li>• Terrorism</li><li>• Some specified Grounds equipment</li></ul>	Company: Commercial Combined QBE Ins (Europe) Ltd Policy No:  Period of cover: 19 October 2025 - 18 October 2026  Y126862QBE0125A Optional Marsh Commercial Claims Assist  Combined Engineering (British Engineering Services Contract No. EIP000843  Flood Excess Insurance (Signal Box) Policy Excess Ltd (Policy No. FE270416		August to October 2026  Arrangement reviewed annually by the Town Clerk/ Facilities & Compliance Manager

<p>Public Liability Insurance including:</p> <ul style="list-style-type: none"> <li>• Employers Liability</li> <li>• Libel and Slander</li> <li>• Motor Vehicles</li> <li>• Fidelity Guarantee</li> <li>• Personal Accident</li> <li>• Legal Expenses</li> <li>• Money</li> <li>• Civic Regalia</li> <li>• Litter Bins</li> <li>• Bus Shelters</li> <li>• Tennis courts to include Victoria</li> <li>• Large Grounds Equipment</li> <li>• Town Centre CCTV</li> </ul>	<p>Flood Excess (Bridge Cottage) Policy Excess Ltd (Policy No. FE270418</p> <p>Cyber Cover ESN0040117213</p> <p>Company:  Zurich Municipal</p> <p>Policy No: YLL-272007-6913</p> <p>Period of cover 20 June 2025- 19 June 2026</p> <p>Part of three year agreement to 2027.</p>	<p>Public Liability £15M</p> <p>Products Liability £10M</p> <p>Employers Liability £10M</p> <p>Hirers Liability £2M</p> <p>Libel and Slander £250,000</p> <p>Fidelity Guarantee £2M</p> <p>Personal accident cover (see specifics of policy)</p> <p>Motor vehicles Comprehensive cover</p>	<p>Reviewed annually by Assistant Town Clerk &amp; RFO</p>
<p><b>Internal controls</b></p>			
<p>Up to date register of assets</p>		<p>Review of Fixed Asset Register undertaken as part of financial year end.</p>	<p>Ongoing. Reviewed at Full Council in December and January each year as part of annual review of Asset Management Plan.</p>

<p>Regular maintenance arrangements for physical assets.</p>		<p>Tree survey records are now being uploaded to software purchased called OTISS (which sits alongside Pear (the Town Council's mapping system). Plan to add all street furniture and assets in due course.</p>	
<p>Annual review of risk and adequacy of cover</p> <p>Ensuring robustness in insurance provider</p>	<p>Full market review of insurance cover undertaken by brokers in 2025.</p>	<p>Budgets in place, maintained by staff and outside contractors in line with annual building maintenance programme.</p>	<p>Ongoing. Building Maintenance Programme reviewed annually as part of budget setting process.</p>
<p>Ensuring we comply with new requirements set out in the EU General Data Protection Regulations (GDPR)</p>	<p>A Town Council may appoint an independent Data Protection Officer although this is not compulsory.</p>	<p>Data Protection Toolkit obtained ready for delivery in line with Assertion 10 in 2025 Practitioners Guide.</p>	<p>Tender for brokers to be undertaken in 2026.</p>

Ensuring we have adequate network security and firewalls in place	Uckfield Town Council Civic Centre Wi-Fi. A feature was added to the public Wi-Fi, which each client has to accept prior to joining the Wi-Fi, giving protection for Uckfield Town Council from misuse.	Redway Networks	Wi-Fi was upgraded in August 2023, which saw an upgrade of the infrastructure within the Civic Centre and Victoria Pavilion.
	Uckfield Town Council has installed a tailor-made Network fire wall with VPN capabilities to further strengthen network security and only allow traffic that is pre-authorised.	Redway Networks	Further works were undertaken to security in 2022 with annual updates undertaken since.
<b>Internal audit assurance</b>			
<p>Internal auditor testing includes:</p> <ul style="list-style-type: none"> <li>✓ Review of internal controls in place and their documentation.</li> <li>✓ Review of management arrangements regarding insurance cover.</li> <li>✓ Testing of specific internal controls and report findings to the General Purposes Committee.</li> </ul>			

**Working with others****Risk Identification**

	<u>Details</u>	<u>Comments</u>	<u>Review Date</u>
<ul style="list-style-type: none"><li>Security of vulnerable buildings, amenities or equipment</li></ul>	Civic Centre, The Hub, West Park and Victoria Pavilions and the garage store alarmed and maintained by outside contractors.	Security Alarms - Kaisu Period of cover: March 2025 – March 2026	All security alarm companies to be accredited to the Security Systems and Alarms Inspection Board(SSAIB) and or the National Security Inspectorate (NSI). The intruder alarm system was inspected in September 2025.
	Civic Centre, The Source, West Park Pavilion and Victoria Pavilion and Foresters Hall maintained by outside contractors.	Fire Alarms – Pyrotec April 2025 - April 2026	Full annual fire risk assessments were undertaken by Pyrotech in December 2025.
		Redway Networks/Focus telephones/	Telephone system was moved from analogue to digital on 16 Jan 2023.
		Brighton CCTV	Victoria Pavilion now connected to enhance CCTV provision.  Annual inspection of cameras and repairs undertaken – December 2024, which resulted in an upgrade across the two sites.

<ul style="list-style-type: none"><li>Provision of services being carried out by others</li></ul>	<u>Details</u> Town Centre CCTV	<u>Comments</u> Town Centre CCTV system upgraded 2024. Six cameras. in partnership with Sussex Police.  Joint Data Controller with Sussex Police. ISA signed Nov 2024.	<u>Review Date</u> Full review undertaken 2023 and 2024.
	Civic Centre/ Victoria Pavilion	New maintenance SLA in place for Town CCTV with ChromaVision from April 2024 for 3yrs. Gold Service.  Civic Centre own CCTV system – Brighton CCTV	One camera due to be upgraded December 2025.
	<ul style="list-style-type: none"><li>Banking arrangements, including borrowing</li></ul>	Banking arrangements reviewed every two years by Finance Sub-committee.	Annual review undertaken of the Town Council’s borrowing and investments by Finance Sub-Committee, and subsequently reported to GP Committee.
<ul style="list-style-type: none"><li>Professional services (architects, project managers etc.)</li></ul>	Credit card/Worldpay transactions	Changed provider from Worldpay to UTP (Barclaycard) in August 2024.	
	To use specialist when required.		Project by project basis. According to procurement regulations.

**Internal controls by Internal Auditor**

- Standing Orders
- Annual review of contracts
- Clear statements of management responsibility for each service.
- Adoption and adherence to codes of practice
- Arrangements to detect and deter fraud and/or corruption
- Regular bank reconciliation, independently reviewed.

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**Internal audit assurance**

Internal Auditor testing includes:

- ✓ Review of internal controls in place and their documentation.
- ✓ Review of management arrangements regarding insurance cover.
- ✓ Testing of specific internal controls and reporting of findings to the General Purposes Committee and Full Council.



**Self-managed risk**

- Regular scrutiny of financial records and proper arrangement for the approval of expenditure;
- Strengthened monthly member audit procedures, and incorporation of all bank reconciliations, with quarterly sign off by members;
- Regular budget monitoring statements;
- Minutes properly numbered and paginated with a master copy for safe keeping
- Regular returns to HM Revenue and Customs; contracts of employment for all staff, systems of updating records for any changes in relevant legislation
- Regular returns of VAT, relevant officer training. VAT review undertaken early March 2025;
- Procedures for dealing with and monitoring grants made;
- Procedure in place for recording and monitoring Members' interests and gift and hospitality received;
- Adoption of codes of conduct for Members and employees;
- Developing systems of performance measurement;
- Documented procedures to deal with enquiries from the public;
- Documented procedure to deal with responses to consultation requests;
- Dual member authorisation of BACs payments entered by Assistant Town Clerk for supplier payments (members have access to authorisation only and will not be able to enter funds nor issue payments);
- The paying-in and withdrawal of funds is processed through the Post Office;
- Revised procedures for Luxfords Restaurant opening and close down, and review of movement and security with holding of cash;
- Two members of staff cashing up from restaurant each day and audited by office.

**Internal audit assurance**

- ✓ Review of internal controls in place and their documentation
- ✓ Review of minutes to ensure legal powers in place recorded and correctly applied
- ✓ Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from, minutes to statements etc. including petty cash transactions
- ✓ Review and testing of arrangements to prevent and detect fraud and corruption
- ✓ Testing of disclosures
- ✓ Testing of specific internal controls and reporting of findings to the General Purposes Committee
- ✓ Publication of information in line with Local Government Transparency Code on Town Council website;
- ✓ Town Council's financial requirements met on website;
- ✓ Annual precept resulted from an adequate budgetary process;
- ✓ Salaries and allowances paid in accordance with council approvals and PAYE and NI requirements;
- ✓ Asset and investment requirements complete and accurate;
- ✓ Periodic and year end bank reconciliations properly carried out;

## **Meeting of the General Purposes Committee**

**Monday 15 December 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):

	<b>As of 9 December 2025 (sickness recorded since 1 April 2025) (28 staff)</b>	<b>As of 9 December 2024 (sickness recorded since 1 April 2024) (29 staff)</b>
Actual days taken as short-term Doctors' certificate	15.0 days	1.0 days
Actual days taken as self-certificated sick leave	41.5 days	69.0 days
Actual days taken as long-term sick leave	68.0 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 in the new year.

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 completed with the support of the Facilities and Compliance Manager by April 2026.

- 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 Five members of staff attended 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. New pads

have been replaced in the Civic Centre defibrillator following recent use, as well as to renew Foresters which expires in January.

- 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 Facilities and Compliance Manager. Remedial works are scheduled for 2026.
- 4.3 The rainwater harvesting system has had its annual service carried out.
- 4.4 Weekly checks are still being carried out at Snatts Chapel and The Signal Box to ensure the security of the sites.
- 4.5 Buildings insurance was renewed for all buildings in October 2025.
- 4.6 The six-monthly lift service has been carried with no remedial actions required.

## **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, three isolator switches and one emergency light are scheduled for installation.
- 5.3 External fire risk assessments are scheduled for December. 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 and update signage has commenced now the doors are signed off.
- 5.5 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 scheduled for completion in December.

## **6.0 Recommendation**

- 6.1 Members are advised to note the report.

Contact Officer: Sarah D'Alessio/James Hollingdale