

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Finance Sub-Committee**,
on Tuesday 3 February 2026 at 6.30 pm
in the Council Chamber, Civic Centre, Uckfield.

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

IN ATTENDANCE:

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

Minutes taken by Sarah D'Alessio

1.0 DECLARATIONS OF INTERESTS

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this agenda.

The Chair reminded members to advise the Town Clerk of any declarations relating to the applicants for the Community Grants programme, for this meeting and the second meeting on 25 February 2026.

Councillor S. Mayhew declared a prejudicial interest in Uckfield Theatre Guild, and a personal interest in the Luxford Centre as a member.

Councillor K. Bedwell declared an interest in the Uckfield Phab Club, as they were a hirer of Ridgewood Village Hall.

2.0 APOLOGIES FOR ABSENCE

None received.

3.0 MINUTES

Minutes of the meeting of the Finance Sub-Committee held on the 6 January 2026.

FS.15.02.26

It was **RESOLVED** that the minutes of the Finance Sub-Committee of the 6 January 2026 be taken as read, confirmed as a correct record and signed by the Chair.

4.0 TO NOTE TRANSFER OF FUNDS FROM SAVINGS TO CURRENT ACCOUNT UNTIL RECEIPT OF NEXT PRECEPT

The Assistant Town Clerk & RFO presented two charts to members, which highlighted the variances in the Town Council's current bank account and Business Reserve account prior to receipt of the six-monthly precept payment, as well as when major projects were being funded such as the upgrade of Victoria Play Area. This required close monitoring, and the potential need to transfer funds from the 35 day business savings account.

Members confirmed their understanding.

FS.16.02.26

Members **RESOLVED** to:

- (i) note the Assistant Town Clerk & RFO's recent transfer of funds from the 35 day account into the current account of £150,000.00, and;
- (ii) amend the Scheme of Delegation to give authority to the Assistant Town Clerk & RFO to make an internal transfer of funds of up to £150,000.00 in these specific circumstances between business savings accounts and the current account/and or Business Reserve account.

5.0 INITIAL REVIEW OF COMMUNITY GRANT APPLICATIONS

Sub-committee members undertook a detailed review of each grant application to understand the purpose of the application, and funds being requested. A total of 29 applications had been received, with varying amounts applied for.

The Assistant Town Clerk & RFO was tasked with recording a number of questions for a selection of the applicants, prior to a formal recommendation being considered at the next meeting of Finance Sub-Committee on 25 February 2026.

As a result of the detailed review at this stage, a smaller number of applicants would be invited to the next meeting. Not all applicants would now need to attend.

6.0 MATTERS DEEMED URGENT BY THE CHAIR

None.

The meeting closed at 8.55pm.