



UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre
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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 9 February 2026 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 15 December 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 and note the minutes from Finance Sub Committee on 6 January and 3 February 2026

6.0 BUILDINGS

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

7.0 POLICY

7.1 To the Town Council's Policy on Unreasonably Persistent Complaints and Unreasonable Customer Behaviour (appendix to Complaints Policy)

7.2 To review the Town Council's Scheme of Delegation

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 an update from Luxfords Restaurant
- 12.3 To consider the draft lease agreement for Victoria Pavilion
- 12.4 To receive an update on the Signal Box



Town Clerk
3 February 2026

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 15 December 2025 at 7.00pm

PRESENT:

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

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

IN ATTENDANCE:

Sarah D'Alessio – Assistant Town Clerk & RFO
James Hollingdale – Facilities & Compliance Manager
Louise Slaughter – Hospitality Manager
Holly Goring – Town Clerk
Minutes taken by Holly Goring

1.0 DECLARATIONS OF INTERESTS

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

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 J. Love and A. Smith due to sickness and a personal commitment.

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 3 November 2025

GP33.12.25 Members **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 3 November 2025 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2 Action list

Members agreed to remove the following items which had now been completed:
GP22.09.25 – Solicitor engagement
GP27.11.25 – Finance Sub Committee (i) to (iii) completed.
Members 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 and discussed with service managers, areas of under and over spend. Overall, the picture was balanced.
Members reviewed the income and expenditure report for Luxfords Restaurant and discussed the recent stocktake with the Hospitality Manager, who explained this had gone well, and with a new till system to be introduced in 2026, this would further improve the management of stock levels and pricing.
Members subsequently noted the reports.

5.3 **To confirm the fees and charges for room hire for 2026/27**
The Town Clerk provided an overview of key competitors and charging structures, as well as highlighting key aspects of the report which identified increases in utility and staffing costs.

GP34.12.25 Members **RESOLVED** to:
(i) set a rate of £15.00 per hour for non-commercial, and £18.00 per hour for commercial hire of the restaurant space after service, and;
(ii) agreed to increase the room hire fees in the Civic Centre, Foresters Hall and Victoria Pavilion by CPI +1% (rounded to the nearest 50p or £1) for 2026/27.

5.4 **To consider a draft service level agreement for Uckfield Bonfire & Carnival Society for 2026/27**
At Full Council on 20 October 2025, a proposal was put forward to establish a new service level agreement between Uckfield Bonfire & Carnival Society and Uckfield Town Council.
Members of General Purposes Committee were asked a number of points for consideration, in relation to the draft service level agreement. This included the length of term, the financial contribution attached to the agreement and requirements for reporting/evaluation.

GP35.12.25 Members **RESOLVED** to:
(i) set the length of the service level agreement to 12 months in line with other existing SLAs;
(ii) allocate funds of £3,500 to the service level agreement for 2026/27, and;
(iii) stipulate within the agreement that a report be provided by the end of November 2026, which provides an evaluation of the event, as well an update on how the funds were spent.

6.0 BUILDINGS

6.1 **To note the current position with the Council's buildings**
The Facilities & Compliance Manager provided an update on works to the Signal Box. A question was also answered in relation to the Civic Centre defibrillator.
Members noted the report.

7.0 POLICY

7.1 To review the Town Council's Risk Management Policy

Members were presented with a revised version of the Town Council's Risk Management Policy.

GP36.12.25 Members **RESOLVED** to approve the revised Risk Management Policy for ratification by 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 (September and October 2025)

Members noted the completed audit reports for September and October 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

No meetings have taken place.

(iv) Wealden District Association of Local Councils – Planning Panel

No meetings have taken place.

10.0 CHAIRMAN'S ANNOUNCEMENTS

The Chair, Councillor C. Macve, wished all those present a very Happy Christmas.

11.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk referred to a matter that needed to be addressed fairly imminently to reduce the impact of water ingress at Osborn Hall. There continued to be issues arising at Hempstead Recreation Ground and particularly from the car park, with surface rain water.

The Facilities & Compliance Manager recommended running a new drainage channel alongside the building, with soakaway, to redirect the water away from the building and south into the recreation ground. This would assist with protecting the integrity of the building.

GP37.12.25 Members **RESOLVED** to utilise funds within earmarked reserves 'Building Maintenance' to cover the cost of the works required (in the region of £2,500).

12.0 CONFIDENTIAL BUSINESS

GP38.12.25 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 matter of the bad debtor being handled separately. There were mixed views from committee members.

GP39.12.25 With three votes in favour, and two abstentions, it was **RESOLVED** to task the Assistant Town Clerk & RFO with:

- (i) sending a written invitation to a face to face meeting, and;
- (ii) obtaining an update on the current situation with a view to reporting back to GP Committee at the February 2026 meeting.

12.2 To consider the draft lease agreement for Osborn Hall

Members were provided with a draft lease agreement which would seek to provide security for the current leaseholders for a further two years, whilst options for future accommodation be explored.

GP40.12.25 With three votes in favour and one abstention, members **RESOLVED** to approve the contents of the draft lease agreement.

12.3 To consider an update on Luxfords Restaurant

Members wished to thank all of the staff in Luxfords for their hard work during the past year, and leading up to Christmas.

The Hospitality Manager answered a query relating to reservations, before members noted the report.

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

The Facilities and Compliance Manager introduced the report, and explained the current position of existing built assets and the pressing need for further community space to meet the needs of a number of groups/organisations within the town. The report identified three options for consideration by the Town Council.

GP41.12.25 Members **RESOLVED** for the Town Council to proceed with further investigations into Option 2.

The meeting closed at 8.33pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP27.11.25</u>	<p><u>5.3 To receive the minutes and approve the recommendations of the Finance Sub-Committee from 14 October 2025</u> <u>(iv) for Finance Sub-Committee to review the applications prior to the February meeting.</u></p>	03.11.25	SD/HG	(iv) Initial meeting scheduled for 3 February 2026. NFA.
<u>GP35.12.25</u>	<p><u>5.4 To consider a draft service level agreement for Uckfield Bonfire & Carnival Society for 2026/27</u></p> <p>Members RESOLVED to:</p> <p>(i) set the length of the service level agreement to 12 months in line with other existing SLAs;</p> <p>(ii) allocate funds of £3,500 to the service level agreement for 2026/27, and;</p> <p>(iii) stipulate within the agreement that a report be provided by the end of November 2026, which provides an evaluation of the event, as well an update on how the funds were spent.</p>	15.12.25	SD/HG	<p>The draft SLA was prepared and presented to Full Council on 12 January 2026, and funding agreed within the adopted budget.</p> <p>NFA.</p>
<u>GP37.12.25</u>	<p><u>11.0 Town Clerks Announcements (drainage at Hempstead)</u></p> <p>Members RESOLVED to utilise funds within earmarked reserves 'Building Maintenance' to cover the cost of the works required (in the region of £2,500).</p>	15.12.25	JH	<p>Works have been completed to address drainage issues from the car park at Hempstead Recreation Ground.</p> <p>NFA.</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 will be sought via 'Find a Tender' due to indicative cost of the works.	N/A.

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	<p>Projects agreed for 2024/25:</p> <p>LED lighting – Civic (£4,943) - Victoria (£19,289)</p> <p>Works to replace and update lighting, and in particular emergency lighting has commenced, with substantial works being carried out in the Civic Centre.</p> <p>Office reconfiguration – (£10,000)</p> <p><i>Works are currently underway and anticipated to be delivered on budget.</i></p>	

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	<p>Work is currently in progress, with a commercial enterprise looking to renovate and take on the building. Members will be updated in due course.</p> <p><i>Works are currently underway to clear out the building, improve the structural safety of the building and ensure compliance prior to refurbishment.</i></p>	

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
9 February 2026	Minutes and recommendations from Finance Sub-Committee	Asst TC & RFO/Town Clerk
	Policy reviews:	
	Policy on Unreasonably Persistent Complaints and Unreasonable Customer Behaviour	Town Clerk
	CONFIDENTIAL BUSINESS	
	Any outstanding lease arrangements	Town Clerk

GENERAL PURPOSES FORWARD PLAN – 2025/26

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
	Draft Branding Guidelines	M&CE Officer
	Update on GDPR requirements	Town Clerk
	CONFIDENTIAL BUSINESS	
	Any outstanding lease arrangements	Town Clerk

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
5 May 2026	Minutes from Personnel Sub Committee	Asst TC & RFO
	End of Year Statement for Community Infrastructure Levy	Town Clerk
	Consider annual reviews of: - Model financial regulations; - Standing orders;	Town Clerk
	Review of Media & Communications Policy and Social Media Policy	M&CE Officer
	CONFIDENTIAL BUSINESS	
	Any outstanding lease arrangements	Town Clerk

GP Committee at 30 November 2025

	Apr 25 Actuals £	May 25 Actuals £	Jun 25 Actuals £	Jul 25 Actuals £	Aug 25 Actuals £	Sept 25 Actuals £	Oct 25 Actuals £	Nov 25 Actuals £	Actuals at 30 Nov 25 £	Budget at 30 Nov 25 £	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	0	0	305	1,610	300	0	0	100	1,710	400	
Festive Light Income	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	87	444	174	2,920	4,000	500	500	500	4,920	6,000	
Bank Interest - Capital Reserve	1,371	1,188	1,231	1,231	1,521	1,682	1,618	1,440	11,281	13,333	1,667	1,667	1,667	17,948	20,000	
Interest Misc. (Fixed Rate Bond)	0	0	0	0	0	0	0	0	0	0	0	0	0	14,076	14,076	
Civic Centre	7,611	10,180	7,160	13,223	10,890	7,933	15,700	9,558	82,254	89,592	11,246	11,183	11,246	127,113	134,450	
Feed-in Tariff Payments	0	0	2,629	0	0	2,442	0	0	5,070	3,750	1,875	0	0	1,875	8,820	
Quickborn Suite rent	750	750	750	750	750	750	750	750	6,000	6,000	750	750	750	9,000	9,000	
West Park Pavilion	0	0	1,254	0	0	2,186	166	0	3,605	3,600	1,800	0	0	1,800	7,205	
Victoria Pavilion	958	875	1,091	927	875	941	875	930	7,471	10,971	2,129	917	917	2,129	13,562	
RHI - C.Centre Boiler	8,105	0	0	534	0	0	0	0	8,640	5,500	0	0	0	5,500	14,140	
Victoria Storage Garages	0	0	0	0	0	0	0	0	0	0	350	0	0	0	350	
Cemetery Chapel workshop	0	0	0	0	0	0	0	0	0	0	0	0	0	6,000	6,000	
Foresters Hall	545	1,879	904	2,721	1,483	507	2,288	2,417	12,744	12,083	1,510	1,510	1,510	18,785	18,125	
Foresters Chapel	288	0	0	0	0	288	288	0	863	863	0	0	288	0	1,150	
2a Vernon Road, rent	775	775	775	775	775	775	800	600	6,225	6,200	775	775	775	9,325	9,300	
Signal Box	0	0	0	0	0	0	0	0	0	0	0	0	0	3,000	3,000	
Osborn Hall	0	0	0	0	771	0	0	0	771	800	100	0	0	0	871	
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	0	0	2,100	0	2,100	
Bridge Cottage	0	0	0	0	0	0	0	3,463	0	3,463	4,964	1	0	0	3,464	
The Source & Com Fridge	0	0	878	0	0	738	71	0	1,686	2,500	1,250	0	0	1,050	3,986	
Town Crier	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Community Toilet Scheme	0	525	0	0	525	0	0	525	1,575	915	0	0	0	305	1,880	
Wealden Lottery grant funding	13	13	10	17	13	13	15	10	103	0	0	0	0	0	103	
Total Sales	21,095	16,974	17,634	20,808	18,068	18,340	26,453	16,909	156,281	165,371	26,953	17,302	19,690	52,283	272,509	281,136
Purchases																
Administration	2,152	1,381	972	2,290	1,301	1,943	1,116	2,049	13,205	9,200	1,150	1,150	1,150	17,805	13,800	
General Advertising	0	0	0	0	0	0	0	0	0	167	21	21	21	21	83	
Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	750	750	
Data protection	0	0	0	495	0	0	105	0	600	0	0	0	0	0	600	
Office Equipment/Computers	1,645	2,019	4,565	976	1,689	1,772	2,021	4,156	18,842	17,000	0	0	0	0	18,842	
Hospitality	6	10	3	0	41	102	56	46	264	175	0	0	0	0	264	
Health & Safety	1,940	71	72	0	125	254	61	72	2,595	1,833	229	229	229	229	3,511	
Insurances	0	9,743	0	0	0	0	41,664	0	51,407	49,000	0	0	0	0	51,407	
Public Works Loan Costs	0	0	0	19,153	0	0	0	0	19,153	19,050	0	19,050	0	0	38,203	
Mayor's Allowance	0	0	581	0	0	503	0	0	1,085	522	522	0	0	522	2,128	
Grants Section142 (WCA SLA)	0	11,500	0	0	0	0	11,500	0	23,000	23,000	0	0	0	0	23,000	
Grants - Power of Competence	0	17,450	0	0	0	0	4,550	0	22,000	22,000	0	0	0	0	22,000	
Wealden Volunteering SLA	0	2,250	0	0	2,250	0	2,250	0	6,750	6,750	0	0	2,250	0	9,000	
Clothing - Corp & Prot - Indoor staff	0	0	176	310	0	31	65	0	581	200	25	25	25	681	300	
Internal Audit Fees	0	0	965	0	0	757	0	0	1,722	1,400	0	0	700	0	2,422	
(External) Audit Fees	0	0	0	0	2,100	0	0	0	2,100	2,200	0	0	0	0	2,200	
Accountant fees	0	0	3,750	0	0	0	0	0	0	3,750	5,500	0	0	0	3,750	
Professional Fees	1,935	0	250	180	3,664	349	695	2,309	9,382	7,333	917	917	917	13,049	11,000	
Festive Lights	0	0	0	0	0	4,540	0	4,540	5,000	0	11,000	0	0	0	15,540	
Festive Light Electricity	0	0	0	0	0	0	0	0	0	0	500	0	0	0	500	
Office Staff - Salaries	22,419	22,395	22,519	22,493	26,746	24,154	24,414	24,098	189,237	207,645	25,956	25,956	25,956	25,956	293,060	
Office Staff - National Insurance	2,894	2,890	2,909	2,905	3,543	3,148	3,168	3,133	24,590	26,897	3,362	3,362	3,362	3,362	38,038	
Office Staff - Pensions	4,506	4,501	4,526	4,521	5,376	4,847	4,874	4,827	37,979	41,737	5,217	5,217	5,217	5,217	58,848	
Members Allowances/Expenses	0	0	3,517	0	0	3,662	0	0	7,178	7,432	3,745	0	0	3,745	14,668	
Newsletter	400	400	400	400	400	400	400	400	3,200	2,975	425	425	425	425	4,900	
Bank Charges	64	62	71	68	65	70	65									

GP Committee at 30 November 2025

	Apr 25 Actuals £	May 25 Actuals £	Jun 25 Actuals £	Jul 25 Actuals £	Aug 25 Actuals £	Sept 25 Actuals £	Oct 25 Actuals £	Nov 25 Actuals £	Actuals at 30 Nov 25 £	Budget at 30 Nov 25 £	Dec 25 Budget £	Jan 26 Budget £	Feb 26 Budget £	Mar 26 Budget £	Total 2025/26 £	2025/26 Budgets
Training	2,413	1,525	220	382	0	568	50	618	5,775	5,000	0	1,000	0	1,000	7,775	7,000
WPA Top Up	163	(387)	734	212	(338)	676	220	295	1,574	2,312	289	289	289	289	2,730	3,468
All Building Cleaning Materials	182	204	264	172	483	411	957	391	3,064	1,833	229	229	229	229	3,980	2,750
Total Purchases	64,397	102,642	69,792	77,856	72,892	74,636	127,186	61,914	651,316	666,811	70,848	92,998	63,149	64,932	943,243	959,856

New initiatives 2025/26

Building Maintenance Fund	0	30,587	2,400	3,873	1,240	13,167	0	188	51,455	55,000						
Upgrade of mayoral chain	0	0	0	0	0	0	0	0	0	0	750					
Professional expertise	0	0	0	0	0	0	0	0	0	0	30,000					
New parish noticeboards	0	0	0	0	0	0	0	0	0	0	2,000					
Contingency	0	0	0	0	0	0	0	0	0	0	11,000					

Earmarked reserves

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

DRAFT Luxfords at 31 December 2025

	Apr 25 Actuals £	May 25 Actuals £	Jun 25 Actuals £	Jul 25 Actuals £	Aug 25 Actuals £	Sept 25 Actuals £	Oct 25 Actuals £	Nov 25 Actuals £	Dec 25 Actuals £	Draft Actuals at 31 Dec 25	Budget at 31 Dec 25	Jan 26 Budget £	Feb 26 Budget £	Mar 26 Budget £	Total 2025/26 2025/26	2025/26 Budgets
Sales																
Restaurant Food Sales	13,933	15,132	12,814	14,159	14,798	14,656	21,553	16,908	18,141	142,095	134,000	13,667	13,667	183,095	175,000	
Restaurant Bar Sales	687	916	1,020	680	804	842	1,170	754	1,824	8,696	9,375	1,042	1,042	11,821	12,500	
Function Food Sales	2,046	3,777	2,370	1,825	1,999	6,363	8,512	4,063	2,544	33,501	28,125	3,125	3,125	42,876	35,000	
Function Bar Sales	1,498	1,355	2,514	1,582	0	1,911	1,343	1,351	2,212	13,765	22,400	1,100	2,000	18,865	24,000	
Hire of Urn	53	138	15	60	103	53	133	0	38	591	1,200	133	133	991	1,600	
Hire of Luxfords Restaurant	0	0	0	0	0	0	0	0	0	0	750	83	83	250	1,000	
Sundry Income	0	0	0	0	0	0	0	0	0	0	375	42	42	125	500	
Total Sales	18,217	21,318	18,734	18,306	17,704	23,825	32,711	23,076	24,758	198,648	196,225	19,192	20,092	258,023	249,600	
Total stock held: Bar										2,378						
Total stock held: Food										2,452						
Purchases																
Food Purchases	4,960	6,070	4,650	5,349	4,705	7,043	7,442	5,386	6,578	52,182	45,583	4,000	4,958	4,958	66,099	59,500
Bar Purchases - non-alcoholic	456	235	425	550	141	182	352	129	289	2,760	3,117	217	333	333	3,643	4,000
Bar purchases - alcoholic	671	426	1,214	387	190	258	870	312	454	4,780	5,700	200	517	583	6,080	7,000
Consumables	263	267	95	366	122	359	347	82	199	2,099	1,650	183	183	183	2,649	2,200
Cleaning	0	0	12	38	7	87	48	147	19	357	750	83	83	83	607	1,000
Maintenance & Repairs	0	0	218	731	594	396	0	0	763	2,702	2,000	0	0	0	2,702	2,000
Equipment - New/Replacements	75	30	53	75	517	66	0	0	19	834	1,350	0	0	450	1,284	1,800
Equipment Hire	0	0	0	0	0	0	0	0	0	0	600	0	0	600	600	1,200
Rates	723	724	724	724	724	724	724	724	724	6,511	6,480	720	0	0	7,231	7,200
Electricity	0	3,708	(1,234)	1,256	844	791	891	1,129	1,033	8,419	7,125	0	0	2,375	10,794	9,500
Gas	156	296	334	0	236	231	161	162	143	1,719	2,775	0	0	925	2,644	3,700
Water	340	0	0	475	0	0	355	0	0	1,170	1,200	0	0	400	1,570	1,600
Refuse Collection	263	179	222	259	227	314	336	218	276	2,293	1,950	217	217	217	2,943	2,600
Stocktaking	230	0	0	230	0	0	0	230	0	690	900	300	0	0	990	1,200
Uniforms/Protective clothing	32	0	0	39	168	0	0	0	0	238	250	0	0	0	238	250
Salaries	9,964	13,665	11,420	11,504	14,783	11,047	14,322	9,811	8,531	105,045	103,830	11,537	11,537	11,537	139,655	138,530
National Insurance	954	1,428	1,099	1,101	1,623	1,068	1,554	963	784	10,574	9,439	1,049	1,049	1,049	13,720	12,585
Pension	1,883	2,614	2,171	2,128	2,816	2,107	2,726	1,896	456	18,796	18,910	2,101	2,101	2,101	25,100	25,123
Casual wages	1,684	1,818	2,778	1,537	1,723	1,378	2,006	1,604	1,395	15,922	9,000				15,922	12,000
Credit charges	165	174	164	157	148	167	227	188	186	1,576	1,350	150	150	150	2,026	1,800
Total Purchases	22,816	31,633	24,342	26,905	29,568	26,216	32,360	22,980	21,847	238,668	223,958	20,756	21,128	25,945	306,497	294,788

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.

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Finance Sub-Committee**,
on Tuesday 6 January 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.

None received.

2.0 APOLOGIES FOR ABSENCE

None received.

3.0 MINUTES

Minutes of the meeting of the Finance Sub-Committee held on the 14 October 2025.

FS.13.01.26 It was **RESOLVED** that the minutes of the Finance Sub-Committee of the 14 October 2025 be taken as read, confirmed as a correct record and signed by the Chair.

4.0 DETAILED REVIEW OF DRAFT BUDGET PAPERS FOR 2026/27 AND PROPOSED CONSOLIDATION OF EARMARKED RESERVES

The Town Clerk asked for it to be noted that the Consolidation of Earmarked Reserves was actually completed last year and this was just to review as of December 2025.

Members were provided with a revised draft of the working budget papers for 2026/27, for members to discuss and consider.

The Assistant Town Clerk & RFO and Town Clerk explained the detailed changes in the draft version of the working budget to which Members reviewed,

going line by line through the income and expenditure for 2026/27 by committee areas. During this detailed exercise, members highlighted the following key points:

- Play Equipment Repairs/Maintenance - members understood the increase in spend was needed to ensure safety & compliance continued due to ongoing vandalism and age/deterioration. It would ensure ongoing repairs to all play areas and vandalism were covered;
- Tree Works - the Town Clerk explained the need to continue to invest in the works needed to ensure tree safety and conservation throughout the town despite the Ash Dieback programme reducing;
- Contingency – it was agreed to continue to recognise the importance of having funds set aside for contingency as per the Internal Auditor's recommendation;
- Service Level Agreements – after discussion it was recommended to renew these agreements for 12 months with Wealden Volunteering at £9k, and for Wealden Citizen's Advice to increase to £24.5k due to their rent increase. General Purposes Committee had already agreed the allocation for Uckfield Bonfire & Carnival Society's service level agreement. It was then recommended that the main Community Grant funding allocation. (General Power of Competence) be set at £19,000 – totalling £56,000 for all.
- Professional Fees - due to the number of major projects, and ongoing expertise required to support matters surrounding GDPR and Martyn's Law going forward, it was agreed to increase Professional Fees to ensure these would be covered.

FS.14.01.26

Members **RESOLVED** to recommend to Full Council, to:

- (i) increase the Section 142 SLA for Wealden Citizens Advice to £24,500, due to their rent increase; and;
- (ii) set a proposed annual budget of £2,121,082 with a precept of £1,432,188, subject to any final alterations or amendments. Subject to those final calculations, it would result in an increase of £16.62 (7.55%) per annum for the average Council Tax Band D household (approx. £1.66 per month).

5.0

MATTERS DEEMED URGENT BY THE CHAIR

The Chair asked how soon would we be able to get the new till system in Luxfords Restaurant. The Town Clerk explained that there were two preferred companies from three identified and that the Assistant Town Clerk would be meeting with them shortly to see how they would engage with our current accounting package. A decision would be made then on how it would be implemented. It was agreed that it would be highly beneficial to all parties involved to ensure the smoother running of the restaurant and ensure the accuracy of stock levels.

The meeting closed at 8.56pm.

Meeting of the General Purposes Committee

Monday 9 February 2026

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

- Replacement solar panels will be fitted in March 2026 with scaffolding;
- Council office refurbishment works are underway which has included the fitting of 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. The next stage is to address the reception area;
- The annual fire risk assessment has been undertaken;
- Legionella remedial works have been undertaken and will carry on into 2026 to ensure we continue to remain compliant;
- Electrical works have been undertaken to the Weald Hall to further strengthen emergency lighting;
- New HDMI boxes are being fitted in the Ashdown Room and Council Chamber;
- Improvements have been added to the CCTV coverage;
- Corridors are being decorated;
- Awaiting a repair to a radiator within the restaurant;

The Source and nearby vicinity

- Additional CCTV in this area has been upgraded within the vicinity of the building;

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 continue;

Victoria Pavilion

- The fire door replacements have been varnished and labelled;
- Electrical works have been undertaken to the changing rooms with new sensors installed as well as re-wiring
- The CCTV has had its annual service carried out;
- The first-floor plumbing has been adjusted to accommodate a new water cooler and water boiler;
- The annual fire risk assessment has been undertaken;

Foresters Hall

- Decoration works have now been completed;

- The annual fire risk assessment has been undertaken;

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;
- Fire door replacements have been completed;

2A Vernon Road

- No matters to report.

3.0 Recommendations

3.1 Members are asked to note the report.

Contact Officer: James Hollingdale

UCKFIELD TOWN COUNCIL



SCHEME OF DELEGATION

Issue No.	Date Agreed	Details of amendments
1	26.04.24	Draft presented to Full Council 26.06.24
2	18.07.24	FS.05.07.24 - Review of references to Financial Regulations and financial limits at Finance Sub Committee.
3	09.09.24	FC.45.09.24 - Adoption at Full Council
4	19.05.25	FC – annual review and adoption
5	09.02.26	Minor review at GP Committee

Scheme of Delegation

1.0 Introduction

- 1.1 A scheme of delegation enables a local authority to function efficiently and effectively in its day to day operations.
- 1.2 Under the Local Government Act 1972 s101(a), the Town Council has the power to arrange for the discharge of functions to a committee, sub-committee or officer employed by the authority.
- 1.3 Uckfield Town Council holds a set of Standing Orders which are the written rules of the council - determining the conduct, governance requirements and procedures for the town council's meetings – of the full Council, standing committees and sub-committees.
- 1.4 The council has a clear set of terms of reference which outline the areas and responsibilities covered by the Town Council's standing committees. This is set out in appendix A.
- 1.5 The council also has to adhere to a set of financial regulations, which ensure the necessary procedures and internal controls are in place to manage the council's finance and procurement. These should be observed in conjunction with the Council's standing orders.
- 1.6 Without these governing documents and the Council's terms of reference, every decision would have to be taken by the Full Council as powers cannot be legally delegated to individual Councillors or working groups. For the purpose of clarity, working groups are established to investigate and/or review a particular subject or activity then report back to the relevant committee or Council with its findings which may include recommendations. Further information is available in the Town Council's Working Groups policy – policy no. 39.
- 1.7 Being a Town Council with a large asset portfolio, and close attention needed to manage the operations of the Civic Centre, Foresters Hall and Luxfords Restaurant alongside our outside spaces, it would not be practicable or viable to wait for a Full Council meeting to address specific matters.
- 1.8 Delegated authority will therefore be exercised responsibly to those best placed to manage these responsibilities, and due consideration will be given to public scrutiny, accountability and the best interests of the local community.

2.0 Roles and Responsibilities

2.1 As outlined in our Standing Orders and Financial Regulations, some matters cannot be delegated, and can only be determined by resolution of the Council:

2.2 Full Council Functions

The following matters are to be dealt with by the Full Council:

- (i) Appointing the Mayor and Deputy Mayor in May each year;
- (ii) Declaring eligibility for the General Power of Competence;
- (iii) Annual review and adoption of the Town Council's standing orders, financial regulations, committee terms of reference, scheme of delegation;
- (iv) Approval of the Town Council's Annual Budget and setting the Precept in January each year;
- (v) Approval of the Internal Audit of accounts for financial year end, alongside the Annual Governance Statement (Section 1 of the Annual Governance & Accountability Return (AGAR));
- (vi) Approval of Section 2 of the Annual Governance & Accountability Return (Accounting statements);
- (vii) Authorisation of the recommendations of Finance Sub-Committee and General Purposes Committee on borrowing;
- (viii) Appointments to Standing Committees;
- (ix) Appointing Town Council representatives to outside bodies;
- (x) Making of Orders under any statutory powers;
- (xi) Making, amending, revoking or re-enacting by-laws;
- (xii) Confirming the appointment of a new Town Clerk, further to recommendations from appointed panel for recruitment;
- (xiii) All other matters which must, by law, be reserved to the Full Council.

2.3 Delegation to Committees

The remit of the Town Council's standing committees, and sub-committees are specified in the council's terms of reference which are available to view in appendix A.

2.4 Delegation to Officers

Under the Local Government Act 1972, the Town Council '*shall appoint such officers as they think necessary for the proper discharge by the authority of such of their or another authority's functions as fall to be discharged by them.*'

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly where Officers have no delegated power to make a decision they will report the matter to Committee or the Council for a decision.

And, nominated officers can delegate functions to an appropriate staff members, although they retain ultimate responsibility for any decisions made.

No.	Area of Operation	Delegation	Officer/Committee
1	Allotments	Sign agreements and allocate plots when vacancies arise, in accordance with the waiting list	Senior Administrative Officer
		Carry out inspections of allotment plots and issue warning notices	
		Issue eviction notices in accordance with the Allotment tenancy agreement	Recommendation by Allotment Working Group to E&L Committee
2	Appointments to Standing Committees and Sub-Committees	Nomination and appointment of members to standing committees and sub-committees	Preparation managed by Proper Officer and decision taken by Full Council
3	Appointment of representatives on Outside Bodies	Nomination and appointment of representatives to Outside Bodies	Preparation managed by Proper Officer and decision taken by Full Council
4	Archives and information management	Receive, retain and archive documentation in accordance with the Town Council's retention policy	Proper Officer
5	Asset management	Maintain the Fixed Asset Register	Proper Officer/ Assistant Town Clerk
		Day to day administration and operation of buildings and open spaces, together with routine inspection and control, and instigating building maintenance and repairs within agreed budgets	Estates Manager/ Facilities & Compliance Manager/ Proper Officer

No.	Area of Operation	Delegation	Officer/Committee
6	Audit	Liaise with Internal and External Auditors	Assistant Town Clerk/Proper Officer
		Select and review internal auditors at the point of renewing the contract	General Purposes Committee
7	By-laws	Receive and certify copies of by-laws made by the Town Council	Proper Officer
8	Cemetery	Sign Deeds of Exclusive Right of Burial, any transfer of deeds	3 x Town Councillors at Full Council
		Approval of 'permission to erect a memorial' application, additional inscriptions and plaques for the Cloistered Wall	Senior Administrative Officer
		Managing enquiries for burial or ashes interment arrangements, along with allocating pre-purchased plots	Senior Administrative Officer
9	Civic Centre	Arranging and managing the Events Programme for the Civic Centre	Hospitality Manager
		Organisation of Civic/prestigious events	Hospitality Manager/ Proper Officer
10	Communications	Issue all formal communications on behalf of the Town Council in accordance with the Town Council's Media & Communications Policy	Marketing & Community Engagement Officer/Proper Officer
		Manage the Town Council's website and Civic Centre website and associated social media accounts	Marketing & Community Engagement Officer
		Manage internal communications to staff and corporate messages	Proper Officer/Management Team
11	Consultations	Respond to consultations in accordance with the resolutions of the relevant committee	Proper Officer delegated to committee clerks (Administrative Officer – Plans) (Senior Administrative Officer – E&L Committee) (Assistant Town Clerk/Proper Officer – Full Council/GP)
		Issue consultations to local residents, visitors or businesses	Marketing & Community Engagement Officer/Proper Officer
12	Correspondence	Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decision of the Council, but not correspondence requiring an opinion of the Council to be taken	Office staff on behalf of Proper Officer

No.	Area of Operation	Delegation	Officer/Committee
13	Council meetings	At least three clear working days before a meeting of the Council, or a committee, serve on councillors a signed summons in accordance with the Standing Orders	Proper Officer
		Give public notice of the date, time, place and agenda at least three clear working days before a meeting of the council or committee/sub-committee, in accordance with the Standing Orders	Proper Officer
		Keep minutes and other proper records of council meetings, in accordance with the Town Council's retention policy	Proper Officer
14	Elections/Co-option	To notify Elections Team at Wealden District Council of casual vacancy arising in council membership	Proper Officer
		Arrange for newly elected/co-opted councillors to sign Declaration of Acceptance of Office forms	Proper Officer
		Arrange for newly elected/co-opted councillors to complete Register of Interests and frequent reviews	Proper Officer
15	Emergency Planning	Lead the Council's response in the case of a major emergency, in consultation with East Sussex County Council's Emergency Planning Officers and Wealden DC's Emergency Planning Officer, in accordance with the Town Council's Community Resilience Plan	Proper Officer/ Management Team and appointed lead Town Councillors (currently 4 appointed as of May 2024)
16	Events	Authorise requests for external hirers to facilitate events on Town Council land, or hireable spaces such as those in Civic Centre, Foresters Hall and Victoria Pavilion, and open spaces such as Luxford Field in accordance with the terms and conditions set out.	Management of bookings by Administrative Officers. Authorisation by Estates Manager/ Facilities & Compliance Manager or Proper Officer
17	Expenditure	Budgetary control and authority to spend, in accordance with the Town Council's Financial Regulations and decisions taken by standing committees and Full Council	Management Team
18	Expenditure in an emergency/urgent situation	In cases of serious risk to the delivery of council services or to public safety on council premises, the Estates & Facilities Manager, Assistant Town Clerk & RFO or Town Clerk may authorise expenditure on behalf of the council which is necessary to carry out any repair, replacement, Health & Safety or other work, subject to a limit of £5,000 (exclusive of VAT). If time allows, the Clerk shall report the action or request for	Urgent Consultation Panel/Proper Officer

		funding to the Urgent Consultation Panel. The outcome of the action taken by senior officers or decision taken by Urgent Consultation Panel, should be reported to the relevant committee.	
No.	Area of Operation	Delegation	Officer/Committee
19	Finance – Cash flow and payments	The RFO will create online bank payments and transfers which will be authorised by the Proper Officer and two nominated councillors, in accordance with the Financial Regulations	Assistant Town Clerk or Proper Officer in their absence/Councillors on the bank mandate
20	Finance - investments	<p>Invest Council funds in accordance with the Town Council's Financial Regulations, and Annual Investment Strategy</p> <p>N.B Authority has been given to the Assistant Town Clerk & RFO, to make an internal transfer funds of up to £150,000 between the 30 day/90 day accounts and the current account, to adjust levels of the current account prior to receipt of the precept or during periods of high expenditure when paying for major projects.</p>	<p>Assistant Town Clerk/ in response to GP Committee recommendation and Full Council ratification</p> <p>Authority given by GP Committee on 09.02.26.</p>
21	Freedom of Information	Response to requests received through Access to Information legislation (Freedom of Information Act 2000 and Environmental Information Regulations 2004)	Proper Officer
22	GDPR	Manage the handling of information in line with the principles of the General Data Protection Regulations	Proper Officer delegated to office staff
23	Grants	Receipt of applications and preparation for councillors for annual community grants programme	Administrative Officer
		Consideration of grant applications submitted to the Town Council, in accordance with the Community Grants programme criteria	Finance Sub-Committee to make recommendations, to be reported to General Purposes Committee for ratification.
		Submission of grant applications for external funding	Overseen by Management Team
		Deal with dispensation requests from Members under the Code of Conduct.	Proper Officer

No.	Area of Operation	Delegation	Officer/Committee
24	Health and Safety	Act as the Town Council's nominated Health & Safety Officer	Estates Manager/ Facilities & Compliance Manager – with delegated responsibilities for checks and compliance to Head Caretaker and Head Groundsman. Overseen by Proper Officer.
		The Estates & Facilities Manager, Assistant Town Clerk & RFO or Town Clerk may authorise expenditure which is necessary to carry out any repair, replacement, Health and Safety or other work, which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for expenditure. This is subject to a limit of £5,000 (exclusive of VAT). If time allows, the Clerk shall report the action or request for funding to the Urgent Consultation Panel. The outcome of the action taken by senior officers or decision taken by Urgent Consultation Panel, should be reported to the relevant committee.	Estates Manager/ Facilities & Compliance Manager/Assistant Town Clerk & RFO /Proper Officer
25	Income generation	Developing income generation activities	Management Team
26	Insurance	Preparation for renewals, and updates to existing policies	Assistant Town Clerk & RFO/ Estates Manager, Facilities & Compliance Manager/Proper Officer
		Issuing claims on the Council's insurers	Assistant Town Clerk & RFO/Estates Manager/Facilities & Compliance Manager/Proper Officer
		Annual review of the Town Council's insurance cover (i) buildings insurance, and (ii) public liability, employer liability and fidelity guarantee	General Purposes Committee
27	Lease agreements	Management of renewal of lease agreements; liaising with commercial estate agent, liaison with tenants/leaseholders, and reporting to members for consideration of terms and draft agreements	Proper Officer (can be delegated to Assistant Town Clerk, Estates Manager or Facilities & Compliance Manager)

		Execution of lease agreements (signing and sealing)	Two councillors at Full Council meeting
No.	Area of Operation	Delegation	Officer/Committee
28	Legal documents/representation	Signing of agendas (summons), notices, contracts and agreements on behalf of the Town Council and any other documents requested by the Council, in accordance with the Standing Orders	Proper Officer
		Hold the Council's seal and apply to documents as approved	Proper Officer
		Appear or make representation to any tribunal or public inquiry into any matter to which the Town Council has an interest.	Proper Officer
29	Luxfords Restaurant	Management of day to day operations of Luxfords Restaurant, and purchases within agreed budgets	Hospitality Manager
30	Mayoral duties	Arrange for newly elected Mayor to sign the Declaration of Acceptance of Office forms	Proper Officer
		Managing the Mayor and Deputy Mayor's engagements (diary)	Administrative Officer
31	Plans Committee decisions	Respond to the local planning authority (Wealden DC's planning department) and consultations, in accordance with the resolutions of the Town Council's Plans Committee	Administrative Officer/Assistant Town Clerk & RFO/Proper Officer
32	Procurement	Undertake procurement exercises in accordance with the Town Council's Financial Regulations (Section 6)	Estates Manager/ Facilities & Compliance Manager/Assistant Town Clerk & RFO/Proper Officer
33	Public toilets	Manage the Civic Centre toilets under the Wealden DC Community Toilet scheme	Head Caretaker/ Facilities & Compliance Manager
		Manage the public toilet(s) at Victoria Pavilion	Head Caretaker/ Facilities & Compliance Manager
34	Recruitment of Town Clerk (Proper Officer)	Approve recruitment process	Personnel Sub-Committee recommendation to General Purposes
		Shortlisting and interviewing applicants	Recruitment panel
		Confirming the appointment of a new Town Clerk, following a recommendation from the recruiting panel	Full Council

No.	Area of Operation	Delegation	Officer/Committee
35	Recruitment of replacement of permanent staff (other than the replacement of Town Clerk) or temporary staff to cover long periods of absence	Accept resignation, provide details of notice and outstanding leave, and approve recruitment process	Assistant Town Clerk & RFO/Proper Officer
		Shortlisting and interviewing applicants	Appropriate line manager/Assistant Town Clerk & RFO/Proper Officer
		Appointment following recruitment process	Appropriate line manager/Assistant Town Clerk & RFO/Proper Officer
36	Recruitment of additional staff	Prepare job descriptions/person specs and obtain independent evaluation	Proper Officer
		Approval evaluation (salary scale) of newly created jobs, additional positions/structures	Personnel Sub-Committee review, with recommendation to General Purposes Committee/Full Council
		Approve budget for staffing	Full Council as part of budget setting process or
		Approve and oversee recruitment process	Proper Officer
		Shortlisting and interviewing applicants	Appropriate line manager/Assistant Town Clerk & RFO
		Appointment following the recruitment process	Appropriate line manager/Assistant Town Clerk & RFO
37	Staffing	Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.	Assistant Town Clerk & RFO/Proper Officer
		Take all decisions relating to the training of staff and Councillors	Proper Officer
		Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.	Assistant Town Clerk & RFO/Proper Officer
		Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy, including suspending employees as deemed necessary.	Assistant Town Clerk & RFO/Proper Officer
		Enter into settlement agreements with employees up to a maximum of two months' salary where this is the prudent option for the Council.	Assistant Town Clerk & RFO/Proper Officer

38	Vehicles and equipment	To manage and oversee the maintenance, repair and servicing of the Council's motor vehicles and grounds equipment	Estates Manager
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3.0 Review

3.1 This Scheme of Delegation was reviewed by General Purposes Committee on 9 February 2026.

3.2 The Scheme of Delegation will be reviewed by Full Council on an annual basis, at the Annual Statutory meeting of the Council, each May.

Signed by:

Town Clerk:

Town Mayor:

APPENDIX A

UCKFIELD TOWN COUNCIL



COUNCIL COMMITTEES

The following Terms of Reference were presented for review at the Annual Statutory meeting of the Council on 19 May 2025, and adopted.

GENERAL PURPOSES COMMITTEE

9 MEMBERS

(Reporting to Full Council)

TERMS OF REFERENCE

The committee is responsible for the strategic and corporate development of the Council and its built facilities, for example by: -

- (i) Ensuring sound financial management of the Town Council for endorsement of Full Council;
- (ii) Promoting effective use of modern technology to secure better service delivery;
- (iii) Supporting the career potential of all staff with an emphasis on effective management and empowerment.
- (iv) Developing effective mechanisms for cultural change and organisational development;
- (v) Promoting a culture of customer focus, responsiveness and continuous improvement;
- (vi) Promoting and developing facilities for the benefit of the residents, businesses and visitors to the Town:

1.0 Financial Matters

To undertake the detailed consideration of all financial matters affecting the Town Council, including:-

- 1.1 Amending the Council's Financial Regulations when necessary;
- 1.2 Approving the allocation of community and other grants, including the setting of appropriate criteria for their award;
- 1.3 Making arrangements for appropriate insurance cover;
- 1.4 Having responsibility for the Council's draft annual accounts and any subsequent recommendation of acceptance to Full Council, including compliance with financial audit;
- 1.5 Having responsibility for considering recommendations from other committees for non-budgeted expenditure;
- 1.6 Establishing and maintaining a revenue budget for areas that are the responsibility of this committee;
- 1.7 Having consideration of capital programmes, new initiatives or the establishment of funds for future responsibilities and liabilities.

2.0 Buildings

To manage and oversee the maintenance of all Council buildings, including buildings and associated structures in open spaces: -

- 2.1 That, where appropriate, leases, licences and agreements are considered for use of buildings;
- 2.2 Ensure that the lease agreements are adhered to where in place, and the leaseholder or tenant carries out their obligations for internal decoration and repairs, and health and safety;
- 2.3 Ensure that building insurance is in place for all Town Council owned buildings and recharged to leaseholders in line with their lease agreement/tenancy;
- 2.4 That routine rebuild insurance valuations are sought to inform insurance cover, and market valuations are sought on renewal of lease agreements to ensure the Town Council has up to date asset information;
- 2.5 Ensuring that adequate provision is made for their repair and maintenance and such works are carried out in a timely manner for Town Council run buildings and facilities;
- 2.6 That, where appropriate, fees and terms and conditions are set for their hire;
- 2.7 Overseeing the running of the Luxfords Restaurant.

(The buildings and associated structures under these terms include those in the ownership of the Town Council and leased by the Town Council. This includes the Civic Centre, Foresters Hall, Bridge Cottage, the Signal Box, West Park Pavilion, Osborn Hall, Victoria Pavilion, including the social area, grounds depot, toilets and storage area, Quickborn Suite, Ridgewood Village Hall and Snatts Road Cemetery Chapels.)

3.0 Policy

To consider the Council's strategic and corporate development including: -

- 3.1 Making recommendations to Full Council for changes to the Council's Standing Orders;
- 3.2 Making appointments for representatives to outside organisations where their work is allied to the responsibilities of the committee and to receive feedback from those representatives;
- 3.3 Undertaking an annual review of the Town Council's key policy documents to ensure they reflect the current circumstances, legislative updates and guidance and partnership opportunities – in particular the Town Council's Risk Management Policy, Annual Investment Strategy and Health & Safety Policy;
- 3.4 Organising public meetings to inform residents of major issues affecting the Town and to further engage the public in the work of the Council;
- 3.5 Receiving the minutes of the Personnel Sub-Committee and Finance Sub-Committee;
- 3.6 Considering the recommendations from the meetings of Personnel Sub-Committee and Finance Sub-Committee;
- 3.7 Strengthening strategic partnership arrangements with key partner agencies and responding to consultations from services in the Health, Education, Social Services sectors and other consultations relevant to the work of the committee;

4.0 Administration

To deal with all matters relating to the general day to day administration of the Council, including: -

- 4.1 The establishment, review and enforcement of bylaws for areas within the control of the committee;
- 4.2 Making arrangements for the production and editing of the Town Guide;
- 4.3 Making arrangements for the production and editing of 'The Voice,' the Council's newsletter to ensure that residents are informed of the work of the Council and issues that affect the Town;
- 4.4 Making arrangements for the provision and maintenance of the Town Council's website and Civic Centre website;
- 4.5 Overseeing the payment of professional fees and subscriptions;
- 4.6 Arranging training courses, seminars, conferences etc., for both Officers and Members.

ENVIRONMENT AND LEISURE COMMITTEE

9 MEMBERS

(Reporting to Full Council)

TERMS OF REFERENCE

The committee is responsible for delivery and strategic development of the Council's environment and leisure services, for example by: -

- (i) Ensuring sound financial management of matters relating to this Committee;
- (ii) Promoting effective use of modern technology to secure better service delivery;
- (iii) Developing effective mechanisms for cultural change and service development;
- (iv) Promoting a culture of customer focus, responsiveness and continuous improvement;
- (v) Improving and developing services for the benefit of the residents, businesses and visitors to the Town.

1.0 Environment

To co-ordinate and direct environmental improvements and related initiatives throughout the Town, including:-

- 1.1 The consideration and implementation of Town and other developmental plans where appropriate;
- 1.2 In conjunction with our partner agencies, consideration of utilities for the Town;
- 1.3 Liaising with Sussex Police and other partner agencies to assist in the enhancement of community safety;
- 1.4 Promoting Climate Change initiatives and the green agenda;
- 1.5 Promoting initiatives and the attraction of grant funding to assist with the preservation of local biodiversity, and associated wildlife surveys and evidence gathering;
- 1.6 Overseeing the revision of management plans for the Town Council's woodlands and nature reserves in association with key partner agencies;
- 1.7 The deployment of road safety devices to appropriate locations in the Town and support of Community Speedwatch initiatives;
- 1.8 In conjunction with other partner agencies, consideration of strategic and amenity highway matters, including public transport services;
- 1.9 The provision of street furniture, (litter bins, seats and signage etc.) where appropriate;

- 1.10 The consideration of requests for litter bins and provision of litter bins in line with the Town Council's litter bin policy.
- 1.11 Removing litter and waste on land owned or maintained by the Town Council;
- 1.12 Seeking sponsorship of roundabouts and other Town improvements where appropriate;
- 1.13 In partnership with others, enabling the provision and maintenance of hanging baskets and floral displays in the Town and in open spaces where appropriate;
- 1.14 Maintaining and upgrading the Town Council's remaining street lighting stock to appropriate standards;

2.0 Leisure

To provide active and passive leisure opportunities and facilities for residents of and visitors to the Town, including: -

- 2.1 The maintenance and management of public open spaces, Local Nature Reserves, ancient woodlands, allotments, sports pitches and play areas;
- 2.2 The provision of and assistance with arts, entertainments and events in the Town;
- 2.3 The promotion of sustainable transport within the Town;
- 2.4 Lobbying for the improvement of local transport services which includes support for re-opening of the railway between Uckfield and Lewes;
- 2.5 The provision of Christmas lights in conjunction with the Uckfield Chamber of Commerce;
- 2.6 Oversight and organisation of Town events including beacon lightings, Weald on the Field and the Annual Remembrance Parade;

3.0 Administration

To deal with all matters relating to the administration of the committee's services, including:-

- 3.1 Establishing a revenue budget including the setting of fees and charges for services that are the responsibility of this committee (allotments, open spaces and seasonal sport fees);
- 3.2 Consideration of capital programmes, new initiatives or the establishment of funds for future responsibilities and liabilities;
- 3.3 Management of grounds maintenance and other contracts;
- 3.4 The administration of interments for Snatts Road cemetery and the maintenance of the cemetery and Holy Cross closed churchyard;
- 3.5 Making appointments for representatives to outside organisations where their work is allied to the responsibilities of the committee and to receive feedback from those representatives;
- 3.6 The establishment, review and enforcement of bylaws for areas within the control of the committee;
- 3.7 The provision of notice boards at specific locations to promote Town Council meetings and initiatives;
- 3.8 Maintenance of the Town clock.

PLANS COMMITTEE
7 MEMBERS
(Reporting to Full Council)

TERMS OF REFERENCE

The committee is responsible for making representations to the appropriate authorities in response to planning applications in the Town, specifically: -

- (i) Considering and responding to all planning applications within the town boundary of Uckfield and/or adjacent land, whether notified under the Local Government Act 1972, Section 20, Schedule 16 or not;
- (ii) To be responsible for recommending the placing of Tree Preservation Orders where appropriate;
- (iii) Commenting on licensing applications as and when necessary;
- (iv) Commenting on street naming where requested.

The committee will also respond to UK Government and local planning authority planning policy consultations as and when necessary.

PERSONNEL SUB-COMMITTEE
5 MEMBERS
(Reporting to the General Purposes Committee)

TERMS OF REFERENCE

The sub-committee is responsible for making recommendations to the General Purposes Committee on staff matters including: -

- (i) Consideration of staffing levels;
- (ii) Consideration of policies relating to personnel matters including recruitment, Equal Opportunities, the Disability Discrimination Act and other 'staff' matters;
- (iii) Consultation on senior staff appointments;
- (iv) Support the work-based pension reforms to auto enrol staff onto the Local Government Pension Scheme;
- (v) Consideration of staff terms and conditions including special conditions;
- (vi) Convening panels for hearing appeals from staff against grievance and disciplinary procedures;
- (vii) Convening panels for grievances and disciplinary procedures against the Town Clerk.

FINANCE SUB-COMMITTEE
5 MEMBERS
(Reporting to the General Purposes Committee)

TERMS OF REFERENCE:

The sub committee is responsible for making recommendations to the General Purposes Committee on financial and associated matters including:-

- (i) Considering and reviewing of the Council's Financial Regulations in response to legislative changes and best practice; making recommendations to General Purposes Committee where required;
- (ii) Considering and reviewing of the Council's Insurances and level of cover required.
- (iii) Considering of the Council's grants criteria;

- (iv) Reviewing the Council's grant allocations and making recommendations to General Purposes Committee on the proposed annual allocation;
- (v) Considering up to date information and undertake periodic reviews of the Council's budgets in line with the five year Strategic Plan; recommending amendments where required.
- (vi) Conducting periodic reviews of the Council's arrangements for banking, loans, asset management and pension policies;
- (vii) Recommending arrangements for dealing with bad debts as they arise.

URGENT CONSULTATION PANEL

MEMBERS – The Mayor, Deputy Mayor, Chairs of the General Purposes, Environment and Leisure and Plans Committees.

TERMS OF REFERENCE

The panel is responsible for: -

- (i) Providing urgent decisions and actions where recourse to the appropriate committee or Full Council meeting is not possible;
- (ii) Reporting such decisions and actions to the next appropriate meeting of the relevant committee.

VOICE EDITORIAL PANEL

UP TO 4 MEMBERS

(Reporting to the General Purpose Committee)

TERMS OF REFERENCE

The panel is responsible for:-

- (i) Producing and editing the Council's newsletter, 'The Voice' in conjunction with the Town Council Office.

Meeting of the General Purposes Committee

Monday 9 February 2026

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 31 January 2026 (sickness recorded since 1 April 2025) (28 staff)	As of 27 January 2025 (sickness recorded since 1 April 2024) (29 staff)
Actual days taken as short-term Doctors' certificate	15.0 days	1.0 days
Actual days taken as self-certified sick leave	52.5 days	95.0 days
Actual days taken as long-term sick leave	85.0 days	46.0 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 Appraisal reviews are being carried out for all staff, which will include a further review of learning and development needs.

4.0 Health and Safety Risk Assessments

4.1 First aid kits in all buildings continue to be checked regularly using a new streamlined form. All four defibrillators are being checked monthly.

4.2 Regular water monitoring continues to be carried out in each building to ensure Uckfield Town Council remains compliant. This includes reviewing the Legionella's risk assessment, tank cleans and water samples for all managed

buildings. An external contractor has been appointed to audit these checks for review by the 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.
- 5.3 External fire risk assessments have been undertaken. Fire training is been 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 are now complete in Foresters Hall and Victoria Pavilion with signage updated.
- 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.
- 5.6 Fire Marshal training is booked for April 2026 for the relevant staff.

6.0 Recommendation

- 6.1 Members are advised to note the report.

Contact Officer: Sarah D'Alessio/James Hollingdale