



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 23 March 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 9 February 2026
- 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 Committees held on 25 February and 12 March 2026
- 5.4 To consider the recommendations of the Finance Sub Committee held on 25 February and 12 March 2026
- 5.5 To receive and note the Internal Audit Report from March 2026

6.0 BUILDINGS

- 6.1 To note the current position with the Council's buildings
- 6.2 To consider designs for new finger post signage by the Civic Centre

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 Annual Investment Strategy for 2026 (No. 45)

8.0 ADMINISTRATION

- 8.1 To receive member audit reports (December 2025)

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 9.1 To consider reports from:-
 - (i) Wealden Citizen's Advice
 - (ii) Wealden Volunteering
 - (iii) Wealden District Association of Local Councils – Mgt Committee
 - (iv) Wealden District Association of Local Councils – Planning Panel

10.0 CHAIRMAN'S ANNOUNCEMENTS

11.0 TOWN CLERK'S ANNOUNCEMENTS

12.0 CONFIDENTIAL BUSINESS

To consider whether to **RESOLVE** to exclude the press and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted: -

- 12.1 To note bad debts
- 12.2 To consider an update from Luxfords Restaurant
- 12.3 To consider quotations for the development of a new Civic Centre website
- 12.4 To receive a report on Health & Safety
- 12.5 To consider the draft lease agreement for the Victoria Storage Garage
- 12.6 To receive an update on the Signal Box



Town Clerk
17 March 2026

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 9 February 2026 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:

Cllr K. Bedwell
Sarah D'Alessio – Assistant Town Clerk & RFO
Holly Goring – Town Clerk
Louise Slaughter – Hospitality Manager
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 J. Love declared an interest in agenda item 12.3, as a result of employment links. The Town Clerk advised that Councillor Love should leave the room for this item.

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 V. Frost, A. Smith and P. Ullmann due to sickness and personal commitments.

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 9 February 2026

GP42.02.26 Members **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 9 February 2026 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:
GP27.11.25 – Finance Sub (Community Grant preparations)
GP35.12.25 – Draft Service Level Agreement for Bonfire & Carnival Society
GP37.12.25 – Town Clerk's Announcements (drainage at Hempstead)
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. The Chair had a query in relation to underspend on salaries in both the office and caretaking teams, to which the Assistant Town Clerk clarified that these teams currently held vacancies.

Members reviewed the income and expenditure report for Luxfords Restaurant and discussed the rising cost of food purchases, with the Hospitality Manager providing input.
Members subsequently noted the reports.

5.3 To receive and note the minutes from Finance Sub Committee on 6 January and 3 February 2026
Members received and noted 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
Members noted the report.

7.0 POLICY

7.1 To review the Town Council's Policy on Unreasonably Persistent Complaints and Unreasonable Customer Behaviour (appendix to Complaints Policy)
This item was deferred as the review had not been fully completed.

Councillor D. Ward arrived at 7.12pm.

7.2 To review the Town Council's Scheme of Delegation
The Town Clerk explained that the documentation had been reviewed to take account of a recommendation by Finance Sub Committee on 3 February 2026, relating to internal bank transfers. Amendments were also made to reflect the job titles of specific managerial roles.

A suggestion was made to remove the reference 'authority given by General Purposes Committee' as once this was ratified it had been granted.

GP43.02.26 Members **RESOLVED** that subject to the one amendment to the tracked changes, that the revised Scheme of Delegation be adopted.

8.0 ADMINISTRATION

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

Prior to noting the report, members discussed whether it would be helpful to separate out sickness records by mental or physical conditions/health related issues.

Members and staff recognised the importance of recording the cause of sickness and recognised the equal impact of mental health, with physical conditions. The only concern was the reporting of this information within the public domain. The organisation was fairly small, and could lead to the identification of individuals. The Town Clerk suggested that the report be considered for inclusion under confidential business moving forward.

Members noted the discussion and report.

8.2 To receive Members' audit reports (November 2025)

Members noted the completed audit report for November 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

The Town Clerk provided an update on plans scheduled for the Wealden Volunteering office, and their upcoming Networking Lunch.

(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 to record his sadness on receiving the news of the close family bereavement that his Vice Chair, Councillor Ward, had had to suffer. The Committee shared their condolences at this difficult time.

He then discussed a recent visit to an adjacent premise, which was available to purchase. Members acknowledged that there were a number of large projects identified within the Town Council's Strategic Plan for 2026-31 and it was important that the financial and governance workstreams were effectively monitored, and prioritised accordingly. A discussion followed as to how best to manage this process, with the Chair suggesting the set up of a new working group.

Being conscious of the large number of working groups already in progress, the Town Clerk advised that there were two potential options, (i) to re-establish the existing Infrastructure Working Group, or (ii) to refer to Finance Sub-Committee, with invitations to other members as and when required.

Members noted that it would be beneficial to bring together a mix of Finance Sub and Plans Committee representatives. It was therefore concluded that the Finance Sub Committee can investigate funding options, and Plans Committee feed into the process, with their knowledge.

GP44.02.26 Members **RESOLVED** to refer this matter to the Finance Sub-Committee.

11.0 TOWN CLERK'S ANNOUNCEMENTS

None.

12.0 CONFIDENTIAL BUSINESS

GP45.02.26 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

The Assistant Town Clerk provided an update to members on the bad debtors and the work undertaken to date.

GP46.02.26 Members **RESOLVED** to write off the longer-term bad debt based on the current situation, the large amount paid to date, and amount now outstanding.

12.2 To consider an update on Luxfords Restaurant

Members noted the report.

Cllr. J. Love left the room at 7.59pm for agenda item 12.3.

12.3 To consider the draft lease agreement for Victoria Pavilion

Members were provided with a draft lease agreement for a further ten years.

GP47.02.26 With three votes in favour and one abstention, members **RESOLVED** to approve the contents of the draft lease agreement.

Cllr. J. Love returned to the room shortly after this item.

12.4 To receive an update on the Signal Box

Due to sickness, this item was deferred.

The meeting closed at 8.04pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP44.02.26</u>	<p><u>10.0 Chair’s announcements</u> Prioritisation of strategic projects Members RESOLVED to refer this matter to the Finance Sub-Committee.</p>	09.02.26	HG	The matter was referred to Finance Sub Committee on 12 March 2026. It was recommended to arrange an All Member workshop in April 2026. NFA for GP Committee.

**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	Projects agreed for 2024/25:		
			LED lighting – Civic (£4,943) - Victoria (£19,289) Works to replace and update lighting, and in particular emergency lighting has commenced, with substantial works being carried out in the Civic Centre.		
			Office reconfiguration – (£10,000) <i>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		
<u>FC.91.01.24</u>	£10,000 (plus additional funds from Building Maintenance Programme funding for 2023/24 (£8,000), and 2022/23 (£5,000).	15.01.24	Work is currently in progress, with a commercial enterprise looking to renovate and take on the building. Members will be updated in due course. <i>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
23 March 2026	Minutes and recommendations from Finance Sub-Committees (Community Grants and Investment Strategy)	Asst TC & RFO
	Annual review of Investment Strategy	Asst TC & RFO
	Internal Audit Report (interim visit)	Asst TC & RFO
	Fingerposts	M&CE Officer
	Policy on Unreasonably Persistent Complaints and Unreasonable Customer Behaviour	Town Clerk
	CONFIDENTIAL BUSINESS	
	Draft lease agreement for the Source – terms, length, amount etc	Town Clerk
	Website funding	Town Clerk
	Signal Box Update	F&C Manager

GENERAL PURPOSES FORWARD PLAN – 2025/26

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
	Article 10 – GDPR requirements update	Town Clerk
	CONFIDENTIAL BUSINESS	
	Any outstanding lease arrangements	Town Clerk

GP Committee 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 £	Actuals at 31 Dec 25 £	Budget at 31 Dec 25 £	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	10	1,620	300	0	0	100	1,720	400
Festive Light Income	0	0	0	0	0	0	0	0	2,000	2,000	3,000	0	0	0	2,000	3,000
Bank Interest - Business Reserve	106	790	653	491	176	87	444	174	240	3,161	4,500	500	500	500	4,661	6,000
Bank Interest - Capital Reserve	1,371	1,188	1,231	1,231	1,521	1,682	1,618	1,440	1,549	12,831	15,000	1,667	1,667	1,667	17,831	20,000
Interest Misc. (Fixed Rate Bond)	0	0	0	0	0	0	0	0	0	0	0	0	0	14,076	14,076	14,076
Civic Centre	7,731	10,180	7,160	13,223	10,890	7,933	15,700	9,558	8,182	90,557	100,838	11,183	11,183	11,246	124,170	134,450
Feed-in Tariff Payments	0	0	2,629	0	0	2,442	0	0	584	5,655	5,625	0	0	1,875	7,530	7,500
Quickborn Suite rent	750	750	750	750	750	750	750	750	750	6,750	6,750	750	750	750	9,000	9,000
West Park Pavilion	0	0	1,254	0	0	2,186	166	0	1,750	5,355	5,400	0	0	1,800	7,155	7,200
Victoria Pavilion	958	875	1,091	927	875	941	875	930	886	8,357	11,888	917	917	2,129	12,319	15,850
RHI - C.Centre Boiler	8,105	0	0	534	0	0	0	0	0	8,640	5,500	0	0	5,500	14,140	11,000
Victoria Storage Garages	0	0	0	0	0	0	0	0	50	50	350	0	0	0	50	350
Cemetery Chapel workshop	0	0	0	0	0	0	0	0	0	0	0	0	0	6,000	6,000	6,000
Foresters Hall	497	1,879	904	2,721	1,433	507	2,288	2,417	1,604	14,250	13,594	1,510	1,510	1,510	18,781	18,125
Foresters Chapel	288	0	0	0	0	288	288	0	0	863	863	0	288	0	1,150	1,150
2a Vernon Road, rent	775	775	775	775	775	775	775	800	800	7,025	6,975	775	775	775	9,350	9,300
Signal Box	0	0	0	0	0	0	0	0	0	0	0	0	0	3,000	3,000	3,000
Osborn Hall	0	0	0	0	771	0	0	0	100	871	900	0	0	0	871	900
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	0	0	2,100	0	2,100	2,100
Bridge Cottage	0	0	0	0	0	0	3,463	0	0	3,463	4,964	1	0	1	3,465	4,965
The Source & Com Fridge	0	0	883	0	0	738	71	0	756	2,448	3,750	0	0	1,800	4,248	5,550
Town Crier	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Toilet Scheme	0	525	0	0	525	0	0	525	0	1,575	915	0	0	305	1,880	1,220
Wealden Lottery grant funding	13	13	10	17	13	13	15	10	13	115	0	0	0	0	115	0
Total Sales	21,167	16,974	17,639	20,808	18,018	18,340	26,453	16,909	19,275	175,583	191,110	17,303	19,690	53,034	265,610	281,136
Purchases																
Administration	2,152	1,436	972	2,290	1,319	2,061	1,639	2,155	1,060	15,086	10,350	1,150	1,150	1,150	18,536	13,800
General Advertising	0	0	0	0	0	0	0	0	0	0	187	21	21	21	62	250
Recruitment Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	750	750	750
Data protection	0	0	0	495	0	0	105	0	0	600	0	0	0	0	600	0
Office Equipment/Computers	1,645	2,019	4,565	976	1,689	1,772	2,021	4,315	1,320	20,321	17,000	0	0	0	20,321	17,000
Hospitality	6	10	3	0	41	102	56	46	7	271	175	0	0	0	271	175
Health & Safety	1,940	71	72	0	125	273	171	72	314	3,038	2,063	229	229	229	3,725	2,750
Insurances	0	9,743	0	0	0	0	41,664	0	0	51,407	49,000	0	0	0	51,407	49,000
Public Works Loan Costs	0	0	0	19,153	0	0	0	0	0	19,153	19,050	19,050	0	0	38,203	38,100
Mayor's Allowance	0	0	581	0	0	503	0	0	503	1,588	1,565	0	0	522	2,110	2,086
Grants Section142 (WCA SLA)	0	11,500	0	0	0	0	11,500	0	0	23,000	23,000	0	0	0	23,000	23,000
Grants - Power of Competence	0	17,450	0	0	0	0	4,550	0	0	22,000	22,000	0	0	0	22,000	22,000
Wealden Volunteering SLA	0	2,250	0	0	2,250	0	0	2,250	0	6,750	6,750	0	2,250	0	9,000	9,000
Clothing - Corp & Prot - Indoor staff	0	0	157	310	0	31	65	0	0	562	225	25	25	25	637	300
Internal Audit Fees	0	0	965	0	0	0	757	0	0	1,722	1,400	0	700	0	2,422	2,100
(External) Audit Fees	0	0	0	0	0	2,100	0	0	0	2,100	2,200	0	0	0	2,100	2,200
Accountant fees	0	0	3,750	0	0	0	0	0	0	3,750	5,500	0	0	0	3,750	5,500
Professional Fees	1,935	0	250	180	3,664	349	695	3,309	1,505	11,887	8,250	917	917	917	14,637	11,000
Festive Lights	0	0	0	0	0	0	4,540	0	0	4,540	5,000	11,000	0	0	15,540	16,000
Festive Light Electricity	0	0	0	0	0	0	0	0	0	0	0	500	0	0	500	500
Office Staff - Salaries	22,419	22,395	22,519	22,493	26,746	24,154	24,414	24,098	24,064	213,301	233,601	25,956	25,956	25,956	291,168	311,468
Office Staff - National Insurance	2,894	2,890	2,909	2,905	3,543	3,148	3,168	3,133	3,142	27,732	30,259	3,362	3,362	3,362	37,818	40,345
Office Staff - Pensions	4,506	4,501	4,526	4,521	5,376	4,847	4,874	4,827	4,839	42,818	46,954	5,217	5,217	5,217	58,470	62,605
Members Allowances/Expenses	0	0	3,517	0	0	3,662	0	0	3,662	10,840	11,148	0	0	3,745	14,585	14,979
Newsletter	400	400	400	400	400	400	400	400	400	3,600	3,825	425	425	425	4,875	5,100
Bank Charges	64	62	71	68	65	70	65	66	66	597	720	80	80	80	837	960
Civic Centre Running Costs	5,456	11,292	5,897	6,706	9,783	15,237	6,670	6,340	10,213	77,594	85,642	8,508	8,117	5,583	99,802	107,850
Caretakers - Salaries	7,872	9,462	8,283	8,069	10,582	8,418	9,801	7,940	8,102	78,530	72,569	8,063	8,063	8,063	102,719	96,758
Caretakers - National Insurance	792	1,043	865	835	1,166	887	1,095	860	885	8,428	7,511	835	835	835	10,932	10,014
Caretakers - Pension	1,124	1,332	1,163	1,117	1,407	1,175	1,503	1,238	1,278	11,336	14,586	1,621	1,621	1,621	16,198	19,448
Casual caretakers	112	235	104	0	424	211	227	329	554	2,195	7,500	833	833	833	4,695	10,000
West Park	0	147	620	0	326	343	0	1,068	338	2,841	1,875	208	208	208	3,466	2,500
Victoria Pavilion	1,730	1,253	2,904	3,470	867	3,399	2,154	1,178	1,218	18,174	18,172	2,019	1,554	1,554	23,302	23,300
Cemetery Buildings	110	109	109	109	113	190	108	104	139	1,090	1,395	93	0	750	1,933	1,675
Signal Box	217	326	304	299	311	302	371	271	309	2,711	1,875	208	208	208	3,336	2,500
The Source & Com Fridge	709	808	1,020	599	871	838	794	(28)	1,024	6,635	3,450	300	0	0	6,935	3,750
Foresters Hall	999	437	2,919	732	949	2,277	460	444	1,054	10,271	8,749	860	860	860	12,851	11,125
2a Vernon Road	0	0	0	0	100	75	0	0	0	175	500	0	0	500	675	1,000
Subscriptions	3,336	184	0	651	730	0	0	0	0	4,901	5,750	0	0	0	4,901	5,750

GP Committee 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 £	Actuals at 31 Dec 25 £	Budget at 31 Dec 25 £	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	1,368	0	6,525	6,000	0	0	1,000	7,525	7,000
WPA Top Up	163	(387)	734	212	(338)	676	220	(295)	750	1,733	2,601	289	289	289	2,600	3,468
All Building Cleaning Materials	182	204	264	172	483	421	957	391	153	3,227	2,063	229	229	229	3,914	2,750
Total Purchases	63,175	102,697	70,663	77,143	72,991	78,490	125,094	65,879	66,899	723,031	740,457	91,998	63,149	64,932	943,110	959,856

New initiatives 2025/26

Building Maintenance Fund	0	30,587	2,400	3,873	1,240	13,167	0	188	0	51,455	55,000					
Office reconfiguration (2024/25 BMF Project)	0	0	0	0	0	0	0	0	5,123	5,123	10,000					
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	0	17,340						
Elections	0	0	0	0	0	0	0	0	9,987	9,987						
Civic Centre (Tables)	0	10,305	0	0	0	0	0	0	0	10,305						

DRAFT Luxfords at 28 February 2026

	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 £	Jan 26 Actuals £	Feb 26 Actuals £	Draft Actuals at 28 Feb 26	Budget at 28 Feb 26	Mar 26 Budget £	Total 2025/26	2025/26 Budgets	
Sales																	
Restaurant Food Sales	13,933	15,132	12,814	14,159	14,798	14,656	21,553	16,765	15,789	15,652	15,870	171,122	161,333	13,667	184,789	175,000	
Restaurant Bar Sales	687	916	1,020	680	804	842	1,170	754	1,421	663	588	9,545	11,458	1,042	10,586	12,500	
Function Food Sales	2,046	3,777	2,370	1,825	1,999	6,363	8,512	4,063	2,689	3,041	1,886	38,572	34,375	3,125	41,697	35,000	
Function Bar Sales	1,498	1,355	2,514	1,582	0	1,911	1,343	1,351	1,565	1,647	1,070	15,835	25,500	2,000	17,835	24,000	
Hire of Urn	53	138	15	60	103	53	133	0	38	20	85	696	1,467	133	829	1,600	
Hire of Luxfords Restaurant	0	0	0	0	0	0	0	0	0	0	0	0	917	83	83	1,000	
Sundry Income	0	0	0	0	0	0	0	0	0	0	0	0	458	42	42	500	
Total Sales	18,217	21,318	18,734	18,306	17,704	23,825	32,711	22,933	21,501	21,023	19,499	235,770	235,508	20,092	255,861	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	5,133	5,162	62,477	54,542	4,958	67,435	59,500	
Bar Purchases - non-alcoholic	456	235	425	550	141	182	352	129	289	191	268	3,219	3,667	333	3,552	4,000	
Bar purchases - alcoholic	671	426	1,214	387	190	258	870	312	454	422	636	5,838	6,417	583	6,422	7,000	
Consumables	263	267	130	366	122	368	347	130	199	117	222	2,529	2,017	183	2,712	2,200	
Cleaning	0	0	12	38	7	87	48	147	19	26	21	404	917	83	488	1,000	
Maintenance & Repairs	0	0	218	731	594	396	0	0	763	228	109	3,038	2,000	0	3,038	2,000	
Equipment - New/Replacements	75	25	53	75	517	66	0	0	19	802	38	1,669	1,800	0	1,669	1,800	
Equipment Hire	0	0	0	0	0	0	0	0	0	0	0	0	600	600	600	1,200	
Rates	723	724	724	724	724	724	724	724	724	724	0	7,234	7,200	0	7,234	7,200	
Electricity	0	3,708	(1,234)	1,256	844	791	891	1,129	1,033	1,049	1,068	10,536	9,500	0	10,536	9,500	
Gas	156	296	334	0	236	231	161	162	143	125	203	2,047	2,775	925	2,972	3,700	
Water	340	0	0	475	0	0	355	0	0	28	0	1,197	1,200	400	1,597	1,600	
Refuse Collection	263	179	222	259	227	314	336	218	276	250	275	2,819	2,383	217	3,035	2,600	
Stocktaking	230	0	0	230	0	0	0	230	0	230	0	920	1,200	0	920	1,200	
Uniforms/Protective clothing	32	0	0	39	168	0	0	0	0	0	12	250	250	0	250	250	
Salaries	9,964	13,665	11,420	11,504	14,783	11,047	14,322	9,811	10,254	11,927	10,889	129,585	126,903	11,537	141,122	138,530	
National Insurance	954	1,428	1,099	1,101	1,623	1,068	1,554	963	1,012	1,262	1,057	13,120	11,536	1,049	14,169	12,585	
Pension	1,883	2,614	2,171	2,128	2,816	2,107	2,726	1,896	1,976	2,282	2,029	24,627	23,112	2,101	26,728	25,123	
Casual wages	1,684	1,818	2,778	1,537	1,723	1,378	2,006	1,604	1,395	1,487	686	18,095	11,000		18,095	12,000	
Credit charges	165	174	164	157	148	167	227	188	186	0	1	1,577	1,650	150	1,727	1,800	
Total Purchases	22,816	31,628	24,377	26,905	29,568	26,225	32,360	23,028	25,318	26,283	22,674	291,182	270,668	23,120	314,302	294,788	

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Finance Sub-Committee**,
on Wednesday 25 February 2026 at 7.00pm
in the Council Chamber, Civic Centre, Uckfield.

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

IN ATTENDANCE:

2 members of the public

Sarah D'Alessio – Assistant Town Clerk & Responsible Financial Officer
Linda Lewis – Administrative Officer

Minutes taken by Linda Lewis.

The Chair welcomed representatives from two organisations and set out the order of the meeting. It was explained that they would be invited to speak to answer queries to clarify details of their application under item 4.0. of the agenda.

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

This part of the meeting also set out the dispensations that had been given in respect of certain applications, in particular where members were aware that other Town Councillors held the role of Chair or were members of organisations such as Uckfield Theatre Guild, The Luxford Centre & Ridgewood Village Hall Committee and where, for Proms on the Pitch Cllr. K. Bedwell's spouse sat on the committee.

Cllr. S. Mayhew declared a prejudicial interest in the Uckfield Theatre Guild and The Luxford Centre and during discussion of these applications the Assistant Town Clerk advised that he would need to leave the room.

Cllr. K. Bedwell declared a personal interest in Phab Club and Proms in the Park for which dispensations had been given to allow her to participate fully in both the discussion and the vote. Later in the meeting Cllr. Bedwell declared a personal interest in 'Instructions Not Required.'

2.0 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. P. Ullmann.

3.0. MINUTES

FS.17.02.26

Minutes of the meeting of the Finance Sub-Committee held on the 3 February 2026. It was **RESOLVED** that the minutes of the Finance Sub-Committee of the 3 February 2026 be taken as read, confirmed as a correct record and signed by the Chair.

4.0 RECEIVE INFORMATION FROM APPLICANTS FOR THE COMMUNITY GRANTS PROGRAMME 2026/27

The Chair stated that the committee had received in excess of £41,000 in grant requests, however had only £19,000 from which to allocate.

FS.18.02.26

Members of Finance Sub-Committee **RESOLVED** to suspend Standing Orders to allow grant applicants to speak.

Prior to the meeting, the Administrative Officer had collated and circulated information supplied from each of the applicants. Where members had queries, several organisations had responded to the questions posed to them via email.

Subsequently only two organisations had been invited to attend where the committee had not received responses to questions they had raised in advance of the meeting.

Committee members asked a number of questions to which the representatives responded.

The Chair reminded the representatives of the subsequent format of the meeting, and advised that they could leave if they wished to, once they had spoken.

FS.19.02.26

The meeting then resumed and it was **RESOLVED** to reinstate Standing Orders.

The Chair advised that the meeting would now move into confidential business to enable members of Finance Sub-Committee to discuss the applications in detail and recommend the allocation of grant funding. These recommendations would be presented to General Purposes Committee on 23 March 2026 for review and ratification.

5.0 CONFIDENTIAL BUSINESS

FS.20.02.26

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 at 7.16pm.

5.1 To consider the allocation of grants

Committee members worked through and considered each individual grant application on its own merits to consider whether funding should be provided, and if provided, to what amount. The figures and recommendations of the Finance Sub-Committee would be reviewed and ratified by General Purposes Committee at their next meeting on 23 March 2026.

The Chair requested that the application criteria for the Grant Funding should in future state that the purpose of the grant be for a specific project or purpose, which would need to reach its completion within the financial year. To this end the

Committee requested that the Administrative Officer be included within the setting out of the application form and application process.

FS.21.02.26

Members of the Finance Sub-Committee worked through the allocations of grant funding and **RESOLVED** to recommend to the General Purposes Committee that the following grants be awarded:

Community Grant Funding under the General Power of Competence		
	Organisation Name	Total Awarded
1.0	New Town Action Group Agreed the Town Council to provide 2 x bags of woodchip	£500
2.0	Uckfield Concert Brass	£500
3.0	Family Support Work (FSW)	£750
4.0	Uckfield Foodbank	£500
5.0	Baby Umbrella	0
6.0	Uckfield Camera Club	£500
6A	St Wilfrid's Hospice	£1000
7.0	Origami Wings	£1500
8.0	East Sussex Vision Support	0
9.0	Uckfield Phab Club	£714.5
10.0	Manor Park and Hempstead Fields Residents' Association With condition that advertising should clearly state that the event was intended for the wider community to enjoy.	£830
11.0	Children's Respite Trust	£1000
12.0	Uckfield Youth Trust	£990
13.0	Uckfield Music Club	£500
14.0	Dame Vera Lynn Children's Charity	0
15.0	Uckfield Theatre Guild	£640
16.0	The Luxford Centre	0
17.0	Wealden Works	£1338
18.0	Sussex Support Service CIC	£1000
19.0	Uckfield Community Orchestra	£450
20.0	Uckfield & Area Community First Responders	£1000
21.0	Care for the Carers	£2338
22.0	Uckfield Chess Club	£274.75
23.0	Uckfield Proms on the Pitch	£500
24.0	4th Uckfield Scouts	£1074
25.0	Instructions Not Required	£750
26.0	Buxted Symphony Orchestra	0
27.0	Proud to be Ukrainian	0
28.0	The Royal British Legion (Uckfield)	£350
TOTAL		£18,999.25

FS.22.02.26

During discussion of the applications members **RESOLVED** to suspend standing orders at 8.55pm, to extend the meeting, to enable all agenda items to be discussed in full.

The meeting closed at 9.14pm

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Finance Sub-Committee**,
on Thursday 12 March 2026 at 6.30pm
in the Council Chamber, Civic Centre, Uckfield.

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

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

Councillor Bedwell declared an interest in agenda item 5.0, as a result of being Chair of the Ridgewood Village Hall Committee.

Councillor Manvell declared an interest in agenda item 5.0, as a result of being the Treasurer for Uckfield Community Fridge, located on the site of the Source/Hub.

2.0 APOLOGIES FOR ABSENCE

None.

3.0. MINUTES

Minutes of the meeting of the Finance Sub-Committee held on the 25 February 2026.

FS.23.03.26 It was **RESOLVED** that the minutes of the Finance Sub-Committee of the 25 February 2026 be taken as read, confirmed as a correct record and signed by the Chair.

Cllr Ullmann arrived at 6.34pm.

4.0 REVIEW THE ANNUAL INVESTMENT STRATEGY

The Assistant Town Clerk & RFO presented the strategy, and reminded members of the recent addition to the Town Council's scheme of delegation to enable the RFO to make internal transfers when account levels needed adjusting to support larger project expenditure or times prior to receipt of precept income.

Councillor Manvell requested that more generic reference be made to UK

Government guidance in paragraph 3.4, due to the changes in central government departments.

Councillor Ullmann asked the RFO to press the bank on the best they could offer for the 35-day account.

Councillor Manvell reminded members that the addition to the Scheme of Delegation was a temporary measure in those circumstances.

Members discussed the Lloyds account. The account had been left open to provide an opportunity to utilise their offers and rates when fixed term bonds were up for review. It was noted that it can take a long time to close such accounts, so members supported retaining this account for the time being.

Members discussed the valuation of property - 2A Vernon Road.

FS.24.03.26

Subject to the proposed amendments and additions above, members **RESOLVED** to recommend to General Purposes Committee to adopt the revised strategy.

5.0

CONSIDERATION OF THE TOWN COUNCIL'S STRATEGIC PROJECTS

The Town Clerk provided members with an update on the site adjacent to the Civic Centre which was currently up for sale.

The Assistant Town Clerk & RFO provided members with an update on the current interest rates of Public Works Loans.

The Town Clerk then provided members with an update on all of the Town Council's estates and key projects – either in progress, or identified for consideration for future delivery. These projects were detailed within the Town Council's Strategic Plan 2026-31.

Members agreed that there was a pressing need for community facilities to support the new developments on the periphery of the town, and would continue to lobby developers as well as the local planning authority on the importance of community infrastructure.

FS.25.03.26

Members of the Finance Sub-Committee **RESOLVED** for staff to host a workshop in April 2026 to enable members to review and prioritise the Town Council's strategic projects – specifically sports, recreation and community assets, collectively.

6.0

MATTERS DEEMED URGENT BY THE CHAIR

None.

The meeting closed at 8.12pm.

Meeting of the General Purposes Committee

Monday 23 March 2026

Agenda Item 5.4

TO CONSIDER THE RECOMMENDATIONS OF THE FINANCE SUB-COMMITTEE HELD ON 25 FEBRUARY 2026 and 12 MARCH 2026

1.0 Summary

- 1.1 This report sets out the recommendations of the Finance Sub-Committee from their recent meeting on 25 February 2026 whereby committee members considered provisional recommendations for the award of community grant funding for 2025/26.
- 1.2 The report also sets out further recommendations in relation to the Town Council's Annual Investment Strategy, and how we prioritise and review our strategic projects.

2.0 Recommendations of Finance Sub-Committee on 25 February 2026

FS.21.02.26 Members of the Finance Sub-Committee worked through the allocations of grant funding and **RESOLVED** to recommend to the General Purposes Committee that the following grants be awarded:

Community Grant Funding under the General Power of Competence		
	Organisation Name	Total Awarded
1.0	New Town Action Group Agreed the Town Council to provide 2 x bags of woodchip	£500
2.0	Uckfield Concert Brass	£500
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10.0	Manor Park and Hempstead Fields Residents' Association With condition that advertising should clearly state that the event was intended for the wider community to enjoy.	£830
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26.0	Buxted Symphony Orchestra	0
27.0	Proud to be Ukrainian	0
28.0	The Royal British Legion (Uckfield)	£350
TOTAL		£18,999.25

3.0 Recommendations of Finance Sub-Committee on 12 March 2026

4.0 REVIEW THE ANNUAL INVESTMENT STRATEGY

The Assistant Town Clerk & RFO presented the strategy, and reminded members of the recent addition to the Town Council's Scheme of Delegation to enable the RFO to make internal transfers when account levels needed adjusting to support larger project expenditure or times prior to receipt of precept income.

Councillor Manvell requested that more generic reference be made to UK Government guidance in paragraph 3.4, due to the changes in central government departments.

Councillor Ullmann asked the RFO to press the bank on the best they could offer for the 35-day account.

Councillor Manvell reminded members that the addition to the Scheme of Delegation was a temporary measure in those circumstances.

Members discussed the Lloyds account. The account had been left open to provide an opportunity to utilise their offers and rates when fixed term bonds were up for review. It was noted that it can take a long time to close such accounts, so members supported retaining this account for the time being.

Members discussed the valuation of property - 2A Vernon Road.

FS.24.03.26

Subject to the proposed amendments and additions above, members **RESOLVED** to recommend to General Purposes Committee to adopt the revised strategy.

5.0 CONSIDERATION OF THE TOWN COUNCIL'S STRATEGIC PROJECTS

The Town Clerk provided members with an update on the site adjacent to the Civic Centre which was currently up for sale.

The Assistant Town Clerk & RFO provided members with an update on the current interest rates of Public Works Loans.

The Town Clerk then provided members with an update on all of the Town Council's estates and key projects – either in progress, or identified for consideration for future delivery. These projects were detailed within the Town Council's Strategic Plan 2026-31.

Members agreed that there was a pressing need for community facilities to support the new developments on the periphery of the town, and would continue to lobby developers as well as the local planning authority on the importance of community infrastructure.

FS.25.03.26

Members of the Finance Sub-Committee **RESOLVED** for staff to host a workshop in April 2026 to enable members to review and prioritise the Town Council's strategic projects – specifically sports, recreation and community assets, collectively.

4.0 Recommendations

4.1 Members are asked to consider the above recommendations and confirm if they wish to ratify the three recommendations of the Finance Sub-Committee, in terms of:

(i) the community grant allocations for 2026/27;

(i) the revised Annual Investment Strategy;

(iii) the proposal to host an all-staff workshop on the Town Council' strategic projects – specifically sports, recreation and community assets.

Contact Officer: Sarah D'Alessio

Holly Goring

Uckfield Town Council

16 March 2026

Dear Holly

Uckfield Town Council

Second Interim Internal Audit 25-26

Following the second interim audit completed on 16 March , I attach my report for consideration by the Council. This was the second of three audits I intend to carry out to support my opinion on the 25-26 Annual Governance and Accountability Return (AGAR). I covered the following at this visit:

- Review of opening balances
- Follow up previous recommendations
- Review of accounting and VAT processes
- Expenditure months 1-12
- Budget setting and budget monitoring
- Petty Cash
- Risk Management and Insurance
- Data Management (Assertion 10)

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

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

 07958 990310

 mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

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

First Interim Audit

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

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

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

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

Second Interim Audit

I tested the brought forward balances on the Sage accounting system.

Opening Balance sage	£5,161,644
AGAR accounting statements box 7	£1,206,466
Difference	£3,955,179

This is explained by 2 accounts recorded on Sage

Revaluation Reserve	£ 519,173
Capital Financing	£3,436,007
Total	£3,955,180

Revaluation reserves and capital financing accounts are not included in statutory accounting in this sector. I am therefore satisfied that the opening balances on Sage can be agreed back to the audited accounts for 24-25.

 07958 990310

 mike@aprilskies.co.uk

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The Council is registered for VAT, and submits VAT returns to HMRC on a quarterly basis. I checked the VAT return for quarter 3. The Council submitted the VAT return on 6 February, just before the deadline of 7 February. VAT reclaimed was £18,043, this is supported by VAT reports extracted from the accounting system. The refund was received at bank on 12 February; I have checked this to the bank statement. I could not agree the VAT return to the VAT control account at 31 December, a number of entries have not yet been input into the accounting system. This must be actioned as part of year end closedown, and the Q4 VAT return should be agreed to the VAT control account at 31 March.

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

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

Second Interim Audit

The Council has a clear process for making payment to suppliers. Invoices are sent into the office; these are then reviewed against orders and coded and signed off for processing by the Town Clerk. The invoice is passed to the RFO, who inputs the invoice into Sage. Every 2 weeks a BACS run report is run from Sage. The RFO rechecks invoices against this report and the payment is entered by the RFO on to the Council bank account. Payments and payment run information is then presented to Councillors, who physically sign bank payment reports, and approve payments at bank.

I carried out a sample test of non-pay expenditure transactions selected from the cashbook from the whole of the financial year (to 16 March 2026). Transactions were selected from the Day Books: Paid Invoices Report. I was able to confirm the following for all transactions:

- Payment agreed to invoice
- Invoice passed for payment by Town Clerk, evidenced on the face of the invoice
- Invoice signed off by 2 councillors on face of invoice
- VAT accounting correct
- Expenditure appropriate for this Council

There is a clear audit trail from Sage to source documentation which demonstrates compliance with Council financial regulations in the processing of payments to suppliers.

 07958 990310

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Company Registration Number 14174016
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I confirmed that the Council advertised a contract for playground equipment on the Find a Tender website, as required by Financial Regulations – see extract from website below:

Victoria Play Area

Uckfield Town Council

Design, supply and installation of a play area at Victoria Pleasure Ground up to £80-90k, and supply and installation of the replacement of one piece of equipment at Hempstead Recreation Ground up to £20k.

Notice type UK4: Tender notice

I have one minor recommendation. The Council should obtain a VAT invoice from UHY for a payment made in July 25, the document on file was a demand for payment that does not meet HMRC requirements.

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

Second Interim Audit

The Council insures its assets with QBE insurance on a standard local authority policy. I checked property insurance, this was in date at the time of my audit, with an expiry date of 18.10.26. Lists of assets insured were as follows:

Schedule of Locations

Premises Number	Address	Postcode	Buildings	Buildings	Machinery plant and all other contents	Machinery plant and all other contents	Stock and materials in trade
			Declared Value £	Sum Insured £	Declared Value £	Sum Insured £	Sum insured £
1	Uckfield Civic Centre	TN22 1AE	£6,549,750	£7,532,213	£48326	£55,575	£6,000
2	Cemetery Chapels, Uckfield	TN22 2AL	£346,450	£398,418	£5,125	£5,894	£0
3	The Museum, Bridge Cottage	TN22 1AZ	£2,121,750	£2,440,013	£0	£0	£0
4	The Foresters Hall & 2a Vernon Road	TN22 5DT	£1,326,350	£1,525,303	£2,500	£2,875	£0
5	Foresters Chapel	TN22 5DT	£233,778	£268,845	£0	£0	£0
6	The Pavilion, West Park	TN22 5DU	£725,700	£834,555	£728	£837	£0
7	Uckfield Signal Box	TN22 1PU	£291,100	£334,765	£0	£0	£0
8	(Main) Victoria Pavilion, Uckfield	TN22 5DJ	£2,039,750	£2,345,713	£61,500	£70,725	£0
9	(Green Shed) Victoria Pavilion	TN22 5DJ	£325,950	£374,843	£76,373	£87,829	£0
10	(Storage units) Victoria Pavilion	TN22 5DJ	£26,137	£30,058	£0	£0	£0
11	The Village Clock, Uckfield, East Sussex	TN22 1AN	£3,530	£4,060	£0		£0
12	Osborn Hall, Hempstead Road	TN22 1DZ	£472,525	£543,404	£0	£0	£0
13	Snatts Road Cemetery Wall	TN22 2AL	£59,757	£68,721	£0	£0	£0
14	The Source, Civic Approach	TN22 1AL	£272,850	£313,548	£0	£0	£0
15	Ridgewood Village Hall, New Road	TN22 5TG	£1,219,750	£1,402,713	£0	£0	£0
16	Machinery, Plant and all other contents floating over Uckfield Civic Centre & The Hub, Civic Approach	TN22 1AE, TN22 1AL	£0	£0	£259,325	£259,325	£0
Totals			£16,014,927	£18,417,166	£453,877	£483,060	£6,000

The Town Clerk confirmed that asset restatement value is to be reviewed in 26-27, budget has been set aside for this purpose.

General insurance is with Zurich Municipal, I reviewed the policy schedule and confirmed fidelity insurance of £2m is in place.

The Council has completed the review of the Risk Management Policy for 25-26 at the Full Council meeting in January 2026 – minute below:

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

FC.81.01.26 Members **RESOLVED** to ratify the adoption of the revised Town Council's Risk Management Policy.

I have reviewed the Risk Management Policy, which is published on the Council website. The policy is sufficient for this Council, and there is evidence of update in year (assertion 10 references).

For 25-26, an additional assertion has been added to the Annual Governance Statement, this covers digital and data compliance. The Council is largely compliant with the requirements of the Practitioners' Guide in this area. For clarity, it is recommended that the Council considers compliance with paragraphs 1.47 to 1.54 on page 14 of the Practitioners' Guide at a meeting before the end of the financial year. The Town Clerk is currently preparing a report on assertion 10 for consideration by the Council before the AGAR is approved.

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

Second Interim Audit

The Council has completed the budget and precept setting process for 26-7. These were approved at the January Full Council meeting – minutes below:

FC.86.01.26 Members **RESOLVED** to ratify the recommendation of Finance Sub-Committee and adopt the annual budget for 2026/27 of £2,121,082 with a precept of £1,432,188. This 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).

Precepting authority deadlines were met. The budget is supported by an Asset Management Plan and a Council Strategic Plan, both approved at the same meeting. The budget was reviewed at Finance Committee prior to Full Council approval, after a detailed budget setting process, worked through by officers and councillors. The 26-27 budget is published on the Council website.

The Council receives reports on budget v actuals on a quarterly basis. I sample checked Q2 reporting – this occurred at the October meeting of Full Council.

12.0 TO REVIEW A SNAPSHOT OF THE TOWN COUNCIL'S BUDGET AND BALANCE SHEET POSITION FOR Q2 OF 2025/26
Members noted the update.

Q3 reporting is minuted at the January Full Council meeting and individual committees continue to receive regular updates on budget v actuals.

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

First Interim Audit

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

For Luxfords and functions income I completed the following tests:

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

Other income was also tested:

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

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

I have two recommendations:

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

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

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

I confirmed that both petty cash accounts had been counted and reconciled to accounting records at end of February 2026

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

First Interim Audit

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

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

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

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

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

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

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

Year end audit test

 07958 990310

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

First Interim Audit

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

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

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

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

Year end audit

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

Not applicable, limited assurance review completed at UTC

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

To be tested at next audit

M - Arrangements for Inspection of Accounts

Inspection periods for 24-25 accounts were set as follows

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

The Council met the requirements of this control objective.

N: Publication requirements 24-25 AGAR

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

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

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

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

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

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

Yours sincerely



Mike Platten CPFA

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APPENDIX A

MATTERS ARISING 25-26 AUDIT - FIRST INTERIM AUDIT

Matter Arising	Recommendation	Council Response
The Council should no longer accept cash when selling food / drink at functions.	This would reduce workload by eliminating the need for a cash float, and the controls needed around cash takings	
Consideration should be given to purchasing a small number of card machines (such as Zettle / Sum Up / Square) for use at functions and in Luxfords.	<p>This would provide</p> <ul style="list-style-type: none"> ○ back up to the till ○ enable additional sales at busy events ○ enable sales at offsite events <p>The Council should look to use a system that has an interface with the accounting system</p>	

SECOND INTERIM AUDIT

Matter Arising	Recommendation	Council Response
I could not agree the VAT return to the VAT control account at 31 December, a number of entries have not yet been input into the accounting system.	This must be actioned as part of year end closedown, and the Q4 VAT return should be agreed to the VAT control account at 31 March.	
The Council should obtain a VAT invoice from UHY for a payment made in July 25.	The document on file was a demand for payment that does not meet HMRC requirements.	
For 25-26, an additional assertion has been added to the Annual Governance Statement, this covers digital and data compliance. The Council is largely compliant with the requirements of the Practitioners' Guide in this area.	For clarity, it is recommended that the Council considers compliance with paragraphs 1.47 to 1.54 on page 14 of the Practitioners' Guide at a meeting before the end of the financial year. The Town Clerk is currently preparing a report on assertion 10 for consideration by the Council before the AGAR is approved.	

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April Skies

Accounting

 07958 990310

 mike@aprilskies.co.uk

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Meeting of the General Purposes Committee

Monday 23 March 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 have moved onto the removal of the old reception and the creation of the new reception, including front desk, new network points, storage, and new lighting;
- New blinds have been fitted in Reception, Oakleaf, Martlets, Council Chamber, Mayors Parlour, and the Counselling office to replace the aging broken ones;
- The annual fire risk assessment has been undertaken. A list of remedials will be actioned when the reports have been received;
- Legionella remedial works have been undertaken including installation of additional TMVs, pipe lagging and expansion vessel flushing;
- New HDMI boxes have been fitted in the Green Room, Ashdown Room and Council Chamber to eradicate connection issues for hirers;
- Improvements have been added to the CCTV coverage in the Council Office and Reception Area;
- The warm air system has had its six-monthly service carried out;
- The biomass boiler has had its six-monthly service carried out;
- The lifts have had their six-monthly service carried out with a few remedial actions;
- Six new taps have been fitted in the gents and ladies ground floor toilets, as the previous ones were leaking;
- The first-floor corridors have been fully re-painted with broken lighting replaced;
- All broken radiators have been repaired within the restaurant, along with the insulation to bar pipework and a repair to the coffee machine pipework.
- The annual Display Energy Certificate has been carried out and renewed for the year.

The Source and nearby vicinity

- Additional CCTV in this area has been upgraded within the vicinity of the building in Luxfords Car Park;
- A new electrical board has been installed in the Luxfords box ready for the additional camera at the bottom of the Luxford Field. A new concrete base will be installed to support the new pole;

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;

- Following contact with Buildings Control, a new schedule of works with costings is being put together including additional structural works, insulation, ventilation, new windows and stairs to ensure the site will be complaint;

Victoria Pavilion

- The workshop door has been repaired;
- New toilet signage has been installed on the outside toilets;

Foresters Hall

- New WIFI had been installed in the building for hirers usage;
- A new stopcock has been installed due to the old one failing, as well as additional TMVs on the sinks;

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. Contractors are now carrying out compliance services;
- A new stopcock has been installed due to the old one failing;

2A Vernon Road

- No matters to report.

3.0 Recommendations

- 3.1 Members are asked to note the report.

Contact Officer: James Hollingdale

Meeting of the General Purposes Committee

Monday 23 March 2026

Agenda Item 6.2

TO CONSIDER DESIGNS FOR NEW FINGER POST SIGNAGE

1.0 Background

1.1 In our efforts to make the outside and internal areas of the Civic Centre more inviting to our customers and residents, we are seeking to upgrade not just the exterior signage on the building but also the signage directing visitors to the Civic Centre and other local facilities. This upgrade can be funded using revenue funding allocated for the Civic Centre in the new financial year.

1.2 At present, there are two columns of signage near to the Civic Centre building:

(i) top of the Civic Centre steps

(ii) between Tesco and the Civic Centre



2.0 Options

2.1 Staff have been exploring options for replacement – looking at both traditional and modern designs.

2.2 Traditional designs include the following (see over the page), but colour schemes can vary. The company have for example, two styles of green, three grey.

The colours of the Town Council's branding are:

(i) Civic Centre - green, black and white.

(ii) Uckfield Town Council – green and yellow.

(iii) Luxfords Restaurant - pale green, grey and cream.



2.3 There are also options to change the colour of the font and to place a feature at the top of the column:



2.4 A different style available from a second company could look similar to the following:





- 2.5 The most important considerations for the replacement are:
- the right venues/businesses being signposted;
 - easy to read font;
 - consideration of accessibility/visibility in terms of selecting the right colour for the font on the right colour of the background of the signage, and;
 - ensuring it aligns with our existing branding colours.

3.0 Feedback from officers

3.1 Initial engagement with the Hospitality Manager and Marketing & Community Engagement Officer suggested:

- (i) Both preferred the traditional/classic design;
- (ii) One officer preferred classic black and gold, because when looking at the green it highlighted the imperfections in the paint – this could just be that one photo however;
The second officer preferred the green and gold to tie in with existing branding colours but wanted to understand more closely the difference between the two greens available - Green and Holly Green. Their second preference was white font on black background;
- (iii) the features added on top of the posts which are custom made are an attractive addition. It would be great to have a singing Elvis for example at the top of the steps to relate to the entertainment aspect of the Civic Centre and perhaps a food item for the one nearest Tesco. We don't currently know the pricing for these addition.

4.0 Recommendations

4.1 Members are asked to provide input on their preferred designs and colour finish.

Contact Officer: James Hollingdale

Policy on Unreasonably Persistent Complaints and Unreasonable Customer Behaviour

1. Purpose

This policy sets out how Uckfield Town Council will manage a small number of situations where a customer's behaviour becomes unreasonable, unreasonably persistent, or vexatious.

The Town Council is committed to:

- Dealing with all complaints fairly, consistently, and impartially;
- Providing a high-quality service to all customers;
- Protecting staff from unacceptable behaviour;

However, in a small number of cases, customers may pursue complaints in a way that:

- Hinders the Town Council's ability to investigate;
- Places disproportionate demands on resources;
- Impacts the wellbeing of staff;

Uckfield Town Council will not tolerate abusive, offensive, threatening or other forms of unacceptable behaviour from customers. If this occurs, proportionate action will be undertaken to protect the wellbeing of staff and integrity of our processes. This policy outlines how such situations will be managed.

2. Scope

This policy applies to all customers interacting with the Town Council, including:

- Residents
- Service users
- Representatives acting on behalf of others

It applies across all communication channels (e.g. phone, email, in person, social media).

3. Definitions

3.1 Unreasonable Behaviour

Unreasonable behaviour includes actions by a customer which, because of their nature or frequency, hinder the Council's ability to deal with their complaint or the complaints of others.

This may involve:

- A single serious incident
- A pattern of behaviour over time

3.2 Unreasonably Persistent Complaints

These are complaints that continue despite:

- The complaint being fully investigated
- A clear and final response being provided

Persistence may be considered unreasonable where the customer:

- Refuses to accept the outcome
 - Continues to raise the same issues without new evidence
-

4. Definition of Vexatious or Unreasonably Persistent Communication

In line with the Information Commissioner's Office, indicators include, but are not exhaustive to:

- (i) the burden on local authority staff;
- (ii) motive of the requester;
- (iii) value or intention of the request;
- (iv) harassment or distress caused to staff;

This behaviour can be characterised as:

4.1 Excessive Contact

- Repeated phone calls, emails, or letters
- Contacting multiple officers about the same issue
- Continuing to contact the Council while a response is pending

4.2 Unreasonable Demands

- Insisting on immediate responses or unrealistic deadlines
- Demanding to speak only to specific staff members
- Expecting outcomes outside Council policy or legal powers

4.3 Refusal to Engage Properly

- Refusing to specify grounds of complaint (i.e. the specific issue)
- Ignoring reasonable explanations, or evidence as being factual
- Changing the basis of the complaint repeatedly

4.4 Vexatious or Obsessive Behaviour

- Pursuing complaints with no clear purpose
- Submitting repeated complaints with minor variations
- Raising irrelevant or trivial issues

4.5 Abusive or Aggressive Behaviour

- Use of threatening, offensive, or abusive language
 - Harassment or intimidation of staff
 - Making unjustified complaints or allegations about staff
 - Complaints made with an inappropriate motive such as personal grudges/civil matters.
-

5. Principles

Before applying this policy, the Council will ensure that:

- The complaint has been handled properly and fairly
- All reasonable efforts have been made to resolve the issue
- The decision is proportionate and evidence-based

The Council recognises that:

- Customers may be distressed or frustrated
 - Persistence alone does not make a complaint unreasonable
-

6. Actions the Council May Take

Where behaviour is deemed unreasonable, the Council may implement one or more of the following:

6.1 Contact Restrictions

- Limiting contact to a single point of contact.
(the Town Clerk will identify a suitable point of contact, based on the subject/circumstances of the complaint)
- Restricting contact to written communication only
- Setting limits on frequency of contact

6.2 Managing Correspondence

- Declining to respond to repetitive or duplicate issues
- Returning irrelevant correspondence

6.3 Access Restrictions

- Restricting access to Council offices
- Requiring appointments for visits
- If the circumstances lead to extreme behaviour, and threatens the immediate safety of staff, the matter will be reported to the Police

6.4 Closure of Complaints

- Informing the customer that the matter is closed
 - Ending further correspondence on the issue
-

7. Decision-Making Process

When applying this policy, the Council will:

- Notify the customer in writing
- Explain:
 - Why the behaviour is considered unreasonable
 - What restrictions are being applied
 - How long the restrictions will remain in place
- Provide a copy of this policy

8. Review and Appeals

The Council may decide to review the contact arrangements for persistently unreasonable customers on a six-monthly basis, should matters persist. When the arrangement is reviewed, the single point of contact will normally write to the customer again, notifying them of the decision to either lift the arrangement, to continue the arrangement or place further impositions on contact.

The review will consider:

- Whether the policy has been applied correctly
- Whether the restrictions are proportionate

Customers may request a review of the decision by writing to the Town Clerk. The terms of any appeal will be set out when the customer is written to, with confirmation of the restrictions placed on contact.

9. Record Keeping

The Council will keep clear records of:

- The behaviour in question
 - Actions taken
 - Correspondence with the customer
-

10. Equality and Accessibility

The Council will have consideration for the Public Sector Equality Duty, and:

- Consider reasonable adjustments where required
 - Take account of vulnerabilities or disabilities
 - Ensure the policy is applied fairly and without discrimination
-

11. Relationship to the Town Council's Complaints Policy

This policy sits as an appendix to the Town Council's Complaints Policy and may be applied at any stage.

UCKFIELD TOWN COUNCIL



ANNUAL INVESTMENT STRATEGY

Policy Number 45		
Issue No.	Date completed	Details of amendments
1	23.03.09	Adopted at General Purposes Committee - GP068.03.
2	15.12.09	Finance Sub-Committee agreed to review Policy in one year's time. GP.045.12.09
3	05.12.11	General Purposes - GP.63.12.11
4	01.12.14	Reviewed at General Purposes Committee - GP.39.12.14
5	18.01.16	Reviewed at General Purpose Committee GP.50.01.16
6	25.01.22	Review of strategy by Finance Sub-Committee
7	31.01.22	General Purposes Committee GP29.01.22
8	16.01.23	Review at General Purposes Committee 16.01.23
9	05.02.24	GP.38.02.24 - Ratification at GP Committee
10	26.02.25	Adoption at Full Council
11	10.03.25	Review at Finance Sub-Committee 10.3.25
12	17.03.25	GP46.03.25 - Ratification GP Committee
13	07.04.25	Adoption at Full Council
14	23.03.26	Approval at General Purposes Committee

1.0 Introduction

- 1.1 The strategy has been produced and complies with UK Government guidance.
- 1.2 Uckfield Town Council acknowledges its responsibility to the community and the importance of prudently investing the temporary surplus funds held on behalf of the community.

2.0 Objectives

- 2.1 The general policy objective for this Council is prudent investment of its balances. The Council's investment priorities are:-

- (i) the security of its reserves
and
- (ii) the liquidity of its investments.

- 2.2 The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

3.0 Policies

- 3.1 All the Town Council's investments will be Specified Investments which are those offering high security and high liquidity. This means that:-

- (i) All investments will be made in sterling and any payments or repayments will also be made in sterling.
- (ii) All investments will be short to medium term investments which will not exceed a maximum of fifteen months.
- (iii) All investments will be made with a body or investment scheme which has been awarded a high credit rating by a credit rating agency¹. (A high credit rating will be defined as 'A' 'High Credit Quality'.)
- (iv) All investments will be made in UK banks, building societies or charitable funds.

- 3.2 Credit Ratings will be monitored at quarterly intervals. If the credit rating falls during that period, the Responsible Financial Officer, in consultation with the Chair of the General Purposes Committee, the Chair of the Finance Sub-committee and the Town Clerk, will decide on the appropriate action.

¹ A credit rating agency is defined in the guidance as one of the following three companies: Standard and Poor's; Moody's Investors Service Ltd; Fitch Ratings Ltd.

- 3.3 For prudent management of its balances, the Town Council, maintaining sufficient levels of security and liquidity, will adopt a policy whereby funds which are likely to be surplus for up to three months can be invested in short term deposits with one or more of the UK major clearing banks and/or building societies.
- 3.4 The UK Government maintain that borrowing of monies purely to invest, or to lend and make a return is unlawful and the Town Council will not engage in such activity.

4.0 Review and amendment of the strategy

- 4.1 This strategy will be reviewed annually.
- 4.2 At the end of the financial year during the preparation of accounts the Responsible Financial Officer will also report on investment activity.
- 4.3 The General Purposes Committee may recommend variations of the strategy for approval by the Full Council in accordance with UK Government guidance.
- 4.4 The General Purposes Committee will review the Town Council's banking arrangements every two years.
- 4.5 The Finance Sub-committee will consider the placement of the Town Council's deposits one month before any bond matures and recommend movements to the General Purposes Committee or if subject to time constraints Full Council as necessary. At present the 12-month investment period Uckfield Town Council has been reviewing, will fall in October.

5.0 Current investments

- 5.1 Uckfield Town Council's current investments are with:
- NatWest Bank Plc – day to day current account;
 - NatWest Bank Plc – business reserve account;
 - NatWest Bank Plc - liquidity manager 35 day account
 - NatWest Bank Plc - liquidity manager 95 day account
 - NatWest Bank Plc – 12-month fixed-term deposit;
 - Lloyds Bank Plc – Treasurer account;

6.0 Non-financial investments

- 6.1 Non-financial investments are normally held by a local authority to generate a profit, and it would normally be a physical asset that can be realised to recoup the capital invested. Uckfield Town Council has a portfolio of assets, with most buildings leased out for community use or to local small independent businesses. The full list of the Town Council's assets is available in the Town Council's Property Asset Management Plan 2026-31 which can be found on the Town Council's website: <https://www.uckfieldtc.gov.uk/key-documents/>
- 6.2 The Town Council currently owns the following residential property which sits adjacent to a Town Council owned community building:
- 2A Vernon Road

Appendices:

Appendix A – Statement of position at 28 February 2026

APPENDIX A**Statement of financial position as at 28 February 2026**

Specified investments	£
• NatWest Bank Plc – Day to Day Current Account	199,999.78
• NatWest Bank Plc – Business Reserve Account	22,524.37
• NatWest Bank Plc - Liquidity manager 35 day account	256,650.08
• NatWest Bank Plc - Liquidity manager 95 day account	428,766.96
• NatWest Bank Plc –12 Month Fixed-term Deposit Account	339,382.76
• Lloyds Bank Plc – Treasurer Account	20,965.15
Non – financial Investments	
• Flat 2A Vernon Road (March 2024 Valuation)	150,000.00

Nb. For the present time the General Reserve shall, as a minimum be kept as three months operating costs as predicted by the annual budget. This is in addition to earmarked reserves that are allocated for a specific purpose or project.

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH: *DECEMBER 2025*

Checklist:

Documents will be chosen at random by Members carrying out the Audit.

SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

- Supplier Invoices
- Customer Invoices
- Timesheets

BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

Check bank reconciliation to SAGE print outs, bank statement and nominal codes.

- Clerks Account
- Current/General Account
- Business Reserve
- 35 day account
- 95 day account

BANK RECONCILIATION QUARTERLY VERIFICATION

- Clerks Account
- Current/General Account
- Business Reserve
- 35 day account
- 95 day account

PETTY CASH

Check cash balance and vouchers

-
-

Signed
Print Name *PETER WILLIAM SCOTBY*

Dated *19/02/2026*

Supplier Invoice Checked

Supplier Name	Invoice No. and Date	P. Order No	Confirmed stamped, signed, correct nominal code	Confirmed signed by two Cllrs	BACs payment no.
G750 LEISURE LTD.	2	19176	✓	✓	1352451640
LWC DRINKS PA.	2540596	19194	✓	✓	1352454647
G.O. GETTERS WOMENS CLUB					

Customer Invoices Checked

Customer Name	Invoice No.	Are hire charges correct?	Payment date on invoice	Bank Statement Date/Pg No.
G.O. GETTERS WOMENS CLUB	51553	NOT APPL.(CAT)	23.12.25	PAGE 6 OF 8
KENT NHS	51539	NOT APPLICABLE	19.12.25	PAGE 5 OF 8

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS payment record
TONY GRITTAS	YES	YES	26/12/25	1351931225
LORRAINE GANEY	YES	YES	26/12/25	1351931225

Bank Reconciliation Checked

Bank Account	Bank statement date/ Pg. no.	RFO has signed both records	Amount reconciled and if not reasons noted	Nominal Code
Clerks Account	PAGE 1 OF 2	YES	YES	1210
General Account	PAGE 7 OF 8	YES	YES	1200
Business Reserve	PAGE 1 OF 2	YES	YES	1227
35 day account	PAGE 1 OF 2	YES	YES	1225
95 day account	PAGE 1 OF 2	YES	YES	1226

Quarterly bank reconciliation verification

Bank Account	Bank statement Date/ Pg. no.	RFO has signed both records	Member has signed both records	Notes
Clerks Account	PAGE 1 OF 2	YES	YES	
General Account	PAGE 7 OF 8	YES	YES	
Business Reserve	PAGE 1 OF 2	YES	YES	
35 day account	PAGE 1 OF 2	YES	YES	
95 day account	PAGE 1 OF 2	YES	YES	

Petty Cash Checked

Account Name	Is reconciliation correct?	Selected Voucher name and findings	At time of visit, are petty cash floats aligned to SAGE balance
Town Council	YES	TH SOLEMAN £8 ✓	
Luxfords	YES	TESCO £15.05 ✓	

