



UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre
Uckfield, East Sussex, TN22 1AE
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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Tuesday 5 May 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 23 March 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 consider the income and expenditure reports to the end of February 2026
- 5.3 To consider carry forwards of unspent revenue budget from 2025/26

6.0 BUILDINGS

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

7.0 POLICY

7.1 Annual review of the Town Council's Financial Regulations

7.2 Annual review of the Town Council's Standing Orders

7.3 To approve the updated Publication Scheme

7.4 To approve the Pay Policy Statement

7.5 To approve the revised CCTV Policy

8.0 ADMINISTRATION

8.1 To receive Member audit reports (January 2026)

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

(iv) Wealden Planning Panel/Local Plan

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 note the Health & Safety update

12.3 To consider an update on the Civic Centre, Restaurant and noticeboard promotions

12.4 To receive the minutes from Personnel Sub Committee on 26 March and 30 April 2026

12.5 To consider the recommendations of Personnel Sub Committee on 26 March and 30 April 2026

12.6 To consider the draft lease for the Source



Town Clerk
28 April 2026

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 23 March 2026 at 7.00pm

PRESENT:

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

Cllr. P. Selby
Cllr. A. Smith
Cllr. D. Ward (Vice-Chair)

IN ATTENDANCE:

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 C. Macve declared a prejudicial interest in agenda item 5.4 due to his position at the Luxford Centre and their application for community grant funding. The Town Clerk advised that he would need to leave the room for this item.

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

There were no statements from members of the public.

3.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors V. Frost and D. Manvell 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

GP48.03.26 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 Chair.

4.2 Action list

Members agreed to remove the following items which had now been completed:
GP44.02.26 – Chair's announcements (Prioritisation of Strategic Projects)
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 reviewed the income and expenditure reports for both General Purposes Committee and Luxfords Restaurant. Members subsequently noted the reports.

5.3 To receive and note the minutes from Finance Sub Committee on 25 February and 12 March 2026
Members received and noted the minutes from Finance Sub-Committee 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
Members were presented with three recommendations, which they were required to ratify to ensure completion:
(i) proposals for the allocation of community grant funding for 2026/27;
(ii) adoption of the revised Annual Investment Strategy 2026;
(iii) 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.

Councillor Macve left the room whilst members considered the first recommendation of Finance Sub-Committee. Councillor Love declared a personal interest in this item.

One member recognised the difficult decisions that sub-committee members would have had to take. They asked, where applications were turned down, had feedback been given on why their application was not successful on this occasion. The Chair of Finance Sub-Committee (Cllr Ward) advised that applications totalled £41,000 with only £19,000 of funding available. The Assistant Town Clerk & RFO advised that applicants would receive feedback following the decision of General Purposes Committee. In some cases, alternative support had been identified in circumstances where funding was unavailable.

GP49.03.26 Members **RESOLVED** to ratify the allocation of Community Grant funding for 2026-27.

Community Grant Funding under the General Power of Competence		
	Organisation Name	Total Awarded
1.0	New Town Action Group	£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	£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

The Chair, Councillor Macve returned to the room.

GP50.03.26 Members **RESOLVED** to ratify the adoption of the Annual Investment Strategy.

GP51.03.26 Members **RESOLVED** to ratify the arrangement of an All-Member workshop in April 2026 to assist with the prioritisation of the Town Council's strategic projects – specifically sports, recreation and community assets.

5.5 To receive and note the Internal Audit report from March 2026
Members referred to the interim report and second visit, by the Internal Auditor.

The Chair wished to record his huge congratulations to everyone for a superb report. It was extremely positive. Members subsequently noted the contents.

6.0 BUILDINGS

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

The Town Clerk highlighted that in addition to the excellent work carried out by the Assistant Town Clerk & RFO with the Town Council's finances to ensure sound audit reviews, the Town Clerk also wished to highlight the recent annual inspections of the Town Council's fire safety, and excellent results achieved by the Facilities & Compliance Manager. All three buildings managed daily by the Town Council were in the green.

Members supported these achievements and noted the report.

6.2 To consider designs for new finger post signage by the Civic Centre

Members had been presented with photos of current signage in close proximity to

the Civic Centre which needed replacing. Members were asked to provide input on their preferred designs and colour finish in order to give a steer to staff.

When asking for a show of hands, the following feedback was received:

- (i) five votes were received in favour of the traditional design;
- (ii) three votes were received in favour of the green/gold colour scheme;
 - one vote received in favour of black and gold;
 - one vote received in favour of black and white signage;

(iii) members were uncertain as to whether a feature should be added on top of the signage. The Town Clerk advised that she would seek indicative costs of this addition.

7.0 POLICY

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

One member explained that it was common practice for organisations (private or charitable) to have such a policy in place.

GP52.03.26 Members **RESOLVED** to adopt the policy, which would feature as an appendix to the Town Council's Complaints Policy.

7.2 To review the Annual Investment Strategy for 2026 (No. 45)

Members had already resolved to adopt the revised Annual Investment Strategy when ratifying the recommendations of Finance Sub-Committee in agenda item 5.4.

8.0 ADMINISTRATION

8.1 To receive Members' audit reports (December 2025)

Members noted the completed audit report for December 2025.

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

Nothing to report.

10.0 CHAIRMAN'S ANNOUNCEMENTS

None.

11.0 TOWN CLERK'S ANNOUNCEMENTS

None.

12.0 CONFIDENTIAL BUSINESS

GP53.03.26 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

Members referred to the decision taken at the last meeting and the positive feedback received by the bad debtor. The Chair also acknowledged how pleasing it was to see such a small number of bad debts. Members noted the report.

12.2 To consider an update on Luxfords Restaurant

The Vice Chair, Cllr Ward, noted how enjoyable the afternoon tea was that was

served for International Womens Day within the Civic Centre. She wished to thank all staff. Members noted the report.

- 12.3 To consider quotations for the development of a new Civic Centre website
Members were advised that the Civic Centre website was created in January 2018. Eight years on the current website was now slow, and looking dated. Members considered the three quotations and proposals received from local companies, as well as the input provided by officers.

GP54.03.26

Members **RESOLVED** to:

- (i) agree to the reallocation of 'Civic Centre' earmarked reserves to the sum of £6,500 for the creation of a new Civic Centre website, and;
- (ii) proceed with Proposal 3.

- 12.4 To receive a report on Health & Safety
Members noted the report.

- 12.5 To consider the draft lease agreement for the Victoria Storage Garage
The Town Clerk was awaiting the final draft from the Solicitors, subject to an amendment being made. The draft would be circulated to committee members for comment by email.

- 12.6 To receive an update on the Signal Box
A report was tabled by the Facilities & Compliance Manager. The report confirmed the work that had been completed to date, but also identified further works that were required to ensure the safety and security of the building. The proposed works would meet the requirements of Building Control, as well as landlord responsibilities before reletting the property.

The works identified were associated with addressing water ingress, retaining wall support, adding additional air source facilities, insulation and replacing the windows and stairs.

GP55.03.26

Members **RESOLVED** to:

- (i) note the works required to bring the site up to a rentable standard and agreed to the expenditure of up to £40k from the Town Council's 'Building Maintenance Fund' earmarked reserves to ensure the building could be preserved for the future, and;
- (ii) authorise officers to liaise with the Town Council's solicitors to prepare a draft lease agreement for the Signal Box.

The meeting closed at 7.57pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP51.03.26</u>	<p><u>5.4 To consider the recommendations of the Finance Sub Committee held on 25 February and 12 March 2026</u></p> <p>Members RESOLVED to ratify the arrangement of an All-Member workshop in April 2026 to assist with the prioritisation of the Town Council’s strategic projects – specifically sports, recreation and community assets.</p>	23.03.26	HG	<p>The workshop took place on Monday 27 April 2026, and recommended timeline proposed by officers was supported.</p> <p style="text-align: center;">NFA.</p>

**UCKFIELD TOWN COUNCIL
PROJECT MONITORING
GENERAL PURPOSES COMMITTEE**

Outstanding/ongoing initiatives from before 2025

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.		
		28.04.26	Officers are exploring options for the front signage of the Civic Centre. This project will be delivered during 2026/27.		

Project Name		Building Maintenance Fund 2024/25		Project Number	80
Resolution No.	Funds	Date	Commentary		
<u>FC.91.01.24</u>	£93,605	28.04.26	LED lighting – Civic (£4,943) - Victoria (£19,289) Works have been completed for this phase of the project. NFA.		
			Office reconfiguration – (£10,000) Works have been completed and delivered on budget. NFA.		

Project Name		Additional funds for Signal Box		Project Number	84
Resolution No.	Funds	Date	Commentary		
<u>FC.91.01.24</u>		28.04.26	Work is currently in progress, with a commercial enterprise looking to renovate and take on the building. Members will be updated in due course. Works are currently underway to clear out the building, improve the structural safety of the building and ensure compliance prior to refurbishment. Additional funds were agreed by GP Committee on 23 March. This phase of the original project is therefore complete. NFA.		

**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	28.04.26	<p>The funding for the 2025/26 programme was spent on:</p> <ul style="list-style-type: none"> - roof repair – Civic Centre; - stage 1 of hot water tank works; - fire damper remedials – Civic Centre; - fire door remedials in Civic Centre, Foresters Hall and Victoria Pavilion; - legionella prevention works in all three buildings; - drainage works at Ridgewood Car Park and Osborn Car Park NFA. 		

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.		
		01.12.25	Members agreed to the replacement of the existing chain and key components of the new chain.		
	Total cost £950.00	28.04.26	<p>An order has been placed for a new gold civic chain, black felt base, and single pressing and enamelling of pendant. This should be ready for the meeting of Full Council on 24 June 2026. NFA.</p>		

Project Name		New parish noticeboards for new developments		Project Number	89
Resolution No.	Funds	Date	Commentary		
<u>FC.90.01.25</u>	£2,000	28.04.26	To be progressed shortly.		

**UCKFIELD TOWN COUNCIL
PROJECT MONITORING
GENERAL PURPOSES COMMITTEE**

Projects for 2026/27

Project Name		Building Maintenance Programme		Project Number	90																								
Resolution No.	Funds	Date	Commentary																										
<u>FC.86.01.26</u>	£68,000	28.04.26	<p>Full list of Building Maintenance Fund...</p> <table border="0"> <tr> <td>Legionella remedials</td> <td style="text-align: right;">£4,000</td> </tr> <tr> <td>Fire safety works Phase 2 - Civic Centre</td> <td style="text-align: right;">£15,000</td> </tr> <tr> <td>Replacement hot water supply - Civic Centre</td> <td style="text-align: right;">£20,000</td> </tr> <tr> <td>Replacement showers - Vic Pavilion</td> <td style="text-align: right;">£2,000</td> </tr> <tr> <td>Replacement hall lighting - Fhall</td> <td style="text-align: right;">£4,000</td> </tr> <tr> <td>Upgrade of security - Vpav</td> <td style="text-align: right;">£3,000</td> </tr> <tr> <td>Replacement emergency lighting - Green Shed</td> <td style="text-align: right;">£1,800</td> </tr> <tr> <td>Solar panel improvements - Civic Centre</td> <td style="text-align: right;">£2,800</td> </tr> <tr> <td>Flooring improvements - Civic Centre</td> <td style="text-align: right;">£3,200</td> </tr> <tr> <td>Replacement heating in Weald Hall</td> <td style="text-align: right;">£6,000</td> </tr> <tr> <td>Lightning protection upgrade</td> <td style="text-align: right;">£5,000</td> </tr> <tr> <td></td> <td style="text-align: right;">£66,800</td> </tr> </table> <p>Works have already begun to deliver this programme of works:</p> <ul style="list-style-type: none"> - legionella remedial works have commenced at Foresters Hall; - a full audit has been undertaken of the fire doors at the Civic Centre to quote for Stage 2; - the emergency lighting has been replaced at the Green Shed; - the old solar panels have been removed and new solar panels installed on the Civic Centre; 			Legionella remedials	£4,000	Fire safety works Phase 2 - Civic Centre	£15,000	Replacement hot water supply - Civic Centre	£20,000	Replacement showers - Vic Pavilion	£2,000	Replacement hall lighting - Fhall	£4,000	Upgrade of security - Vpav	£3,000	Replacement emergency lighting - Green Shed	£1,800	Solar panel improvements - Civic Centre	£2,800	Flooring improvements - Civic Centre	£3,200	Replacement heating in Weald Hall	£6,000	Lightning protection upgrade	£5,000		£66,800
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**UCKFIELD TOWN COUNCIL
PROJECT MONITORING
GENERAL PURPOSES COMMITTEE**

Project Name		Professional expertise for major projects and policy reviews		Project Number	91
Resolution No.	Funds	Date	Commentary		
<u>FC.86.01.26</u>	Carry forward of £23,250 from 2025/26 Plus £15,000 for 2026/27 = £38,250	28.04.26	Consultants commissioned at present: - feasibility study for extension of West Park Pavilion/new community facility; - Land registration audit; - new HR contract; - incident response guidance; - data protection/communication assistance; - review of emergency plan;		

Project Name		New tables and trolleys for upstairs		Project Number	92
Resolution No.	Funds	Date	Commentary		
<u>FC.86.01.26</u>	£10,000	28.04.26	An order has been placed for the purchase of phase 2 of this exercise.		

Project Name		Ridgewood Village Hall Car Park		Project Number	93
Resolution No.	Funds	Date	Commentary		
<u>FC.86.01.26</u>	£25,000	28.04.26	Formal tender process is due to commence shortly.		

GENERAL PURPOSES FORWARD PLAN – 2026/27

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 – 2026/27

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
5 May 2026	To consider carry forwards of unspent revenue budget from 2025/26	Asst TC & RFO
	Consider annual reviews of: - Model financial regulations; - Standing orders;	Town Clerk
	Ratification of policies from other committees/sub-committees: - Pay Policy Statement	Town Clerk
	Review of CCTV Policy	F&C Manager/Town Clerk
	Review of Publication Scheme	Town Clerk
	CONFIDENTIAL BUSINESS	
	Any outstanding lease arrangements	Town Clerk
	Minutes from Personnel Sub Committee	Asst TC & RFO
Recommendations from Personnel Sub Committee	Asst TC & RFO	

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
8 June 2026	To review the draft financial position for year ending 31 March 2026	Asst TC & RFO
	End of Year Statement for Community Infrastructure Levy	Town Clerk
	Review and write off of any small under and overpayments	Asst TC & RFO
	Consider the renewal of the Insurance contract for public liability, employer liability and vehicle insurances	Asst TC & RFO
	Further updates relating to Article 10 – GDPR requirements	Town Clerk
	CONFIDENTIAL BUSINESS	
	Any outstanding lease arrangements	Town Clerk

GP Committee 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 £	Actuals at 28 Feb 26 £	Budget at 28 Feb 26 £	Mar 26 Budget £	Total 2025/26 £	2025/26 Budgets
2a Vernon Road	0	0	0	0	100	75	0	0	0	0	0	175	1,000	0	175	1,000
Subscriptions	3,336	184	0	651	730	0	0	0	0	77	640	5,618	5,750	0	5,618	5,750
Training	2,413	1,525	220	382	0	568	50	1,368	0	39	0	6,563	6,000	1,000	7,563	7,000
WPA Top Up	163	(387)	734	212	(338)	676	220	(295)	750	(295)	121	1,559	3,179	289	1,848	3,468
All Building Cleaning Materials	182	204	264	172	483	421	957	391	153	443	40	3,710	2,521	229	3,939	2,750
Total Purchases	63,784	103,492	70,919	77,856	72,991	77,690	125,626	62,555	65,791	95,561	53,253	869,519	897,379	62,811	932,330	959,856

New initiatives 2025/26

Building Maintenance Fund	0	30,587	2,400	3,873	1,240	13,167	0	188	0	2,450	0	53,905	55,000			
Office reconfiguration (2024/25 BMF Project)	0	0	298	0	0	0	0	3,324	5,431	228	0	9,281	10,000			
Upgrade of mayoral chain	0	0	0	0	0	0	0	0	0	0	0	0	750			
Professional expertise	0	0	0	0	0	0	0	0	0	0	0	5,220	30,000			
New parish noticeboards	0	0	0	0	0	0	0	0	0	0	0	0	2,000			
Contingency	0	0	0	0	0	0	0	0	0	0	0	0	11,000			

68,406

Earmarked reserves

EICR Remedials and Inspections	4,730	12,610	0	0	0	0	0	0	0	0	0	17,340				
Elections	0	0	0	0	0	0	0	0	9,987	0	0	9,987				
Civic Centre (Tables)	0	10,305	0	0	0	0	0	0	0	0	0	10,305				

DRAFT Luxfords at 31 March 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 £	Mar 26 Actuals £	Draft Actual Total at 31 Mar 26	Total Budget at 31 Mar 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	15,125	15,316	17,097	187,138	175,000	175,000
Restaurant Bar Sales	687	916	1,020	680	804	842	1,170	754	1,421	603	581	632	10,109	12,500	12,500
Function Food Sales	2,046	3,777	2,370	1,825	1,999	6,363	8,512	4,063	2,664	3,773	2,453	2,294	42,140	37,500	37,500
Function Bar Sales	1,498	1,355	2,514	1,582	0	1,911	1,343	1,351	1,565	1,647	1,009	1,721	17,496	27,500	27,500
Hire of Urn	53	138	15	60	103	53	133	0	38	20	85	13	708	1,600	1,600
Hire of Luxfords Restaurant	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
Sundry Income	0	0	0	0	0	0	0	0	0	0	0	0	0	500	500
Total Sales	18,217	21,318	18,734	18,306	17,704	23,825	32,711	22,933	21,476	21,168	19,444	21,758	257,592	255,600	255,600
Total stock held: Bar													2,615	April Stocktake	
Total stock held: Food													2,327	(17/04/26)	
Purchases															
Food Purchases	4,960	6,070	4,650	5,349	4,705	7,043	7,442	5,386	6,578	5,133	5,182	6,426	68,923	59,500	59,500
Bar Purchases - non-alcoholic	456	235	425	550	141	182	352	129	289	191	268	0	3,219	4,000	4,000
Bar purchases - alcoholic	671	426	1,214	387	190	258	870	312	454	422	636	577	6,415	7,000	7,000
Consumables	263	267	130	366	122	368	347	130	199	117	222	254	2,783	2,200	2,200
Cleaning	0	0	12	38	7	87	48	147	19	26	21	94	498	1,000	1,000
Maintenance & Repairs	0	0	218	731	594	396	0	0	763	228	109	96	3,134	2,000	2,000
Equipment - New/Replacements	75	25	53	75	517	66	0	75	19	802	38	19	1,688	1,800	1,800
Equipment Hire	0	0	0	0	0	0	0	0	0	0	0	0	0	1,200	1,200
Rates	723	724	724	724	724	724	724	724	724	724	0	0	7,234	7,200	7,200
Electricity	0	3,737	40	1,256	844	791	891	1,129	1,033	1,049	1,068	982	12,820	9,500	9,500
Gas	156	296	334	0	236	231	161	162	143	125	203	877	2,923	3,700	3,700
Water	340	0	0	475	0	0	355	0	0	28	0	0	1,197	1,600	1,600
Refuse Collection	263	179	222	259	227	314	336	218	276	250	275	372	3,190	2,600	2,600
Stocktaking	230	0	0	230	0	0	0	230	0	230	0	0	920	1,200	1,200
Uniforms/Protective clothing	32	0	0	39	168	0	0	0	0	0	12	0	250	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	11,109	140,694	138,440	138,440
National Insurance	954	1,428	1,099	1,101	1,623	1,068	1,554	963	1,012	1,262	1,057	1,090	14,210	12,585	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	2,102	26,729	25,213	25,213
Casual wages	1,684	1,818	2,778	1,537	1,723	1,378	2,006	1,604	1,395	1,487	686	1,211	19,306	12,000	12,000
Credit charges	165	174	164	157	148	167	227	188	186	177	181	48	1,982	1,800	1,800
Total Purchases	22,816	31,658	25,651	26,905	29,568	26,225	32,360	23,028	25,318	26,460	22,874	25,255	318,117	294,788	294,788

Meeting of the General Purposes Committee

Tuesday 5 May 2026

Agenda Item 5.3

TO CONSIDER CARRY FORWARD OF UNSPENT REVENUE BUDGET FROM 2025/26

1.0. Summary

1.1 This report sets out variances in the 2025/26 budgets and a request to carry forward monies from the 2025/26 financial year into the 2025/26 financial year.

2.0 Background

2.1 As with previous years some monies in the revenue budgets for 2025/26 remain unspent due to late invoices, goods yet to be received, projects not yet complete etc. and rather than return these to general reserves as a matter of course, it is suggested that it would be prudent to carry forward these amounts into the next financial year (2026/27); allocated to specific budget areas/earmarked reserves.

2.2 Many of the proposed carry forwards from 2025/26 were allocated for set projects which were not able to be fully completed within the year

3.0 Specific Budget Request for the Environment & Leisure Committee

3.1 New initiatives 2025/26 – projects not yet complete

Project	Amount	Reason
Welfare facilities for Harlands (originally £12k)	£10,000	Only a small amount of the funding has been utilised as the project is still in the early stages. It is recommended that a sum of £10,000 be transferred into the earmarked reserve named 'Sports pitch and recreational improvements.'
New top handled chainsaw (originally £1k)	£1,000	This item was found not to be required and therefore the funds remain unspent. It is recommended that the funds be transferred to the existing earmarked reserve named 'Grounds machinery and equipment.'

3.2 Underspend of revenue funding in 2025/26

Project	Amount	Reason
Fundraising income from Weald on the Field	£683.81	Buckets were circulated at the end of the event in August 2025, for the specific purpose of gathering donations towards the 2026 event. The donations collected totalled £683.61. This should therefore be transferred to the earmarked reserve named 'Community initiatives.'
Litter bins (originally £1k)	£1,000	No new bins were purchased during 2025/26. There are plans to purchase new double bins in 2026/27 so this funding could be utilised for this purpose. It is therefore recommended to transfer to earmarked reserve 'Open spaces and street furniture.'
Fencing (originally £3k)	£2,000	Only £548.74 was spent from the fencing budget in 2025/26. It is therefore recommended to support future fencing works on the Town Council's estate, that a sum of £2,000 be transferred to earmarked reserve 'Open spaces and street furniture.'
HMLNR & WPLNR (originally £500)	£500	This funding remained unspent in 2025/26. We therefore recommend to support the delivery of biodiversity action plans on the reserves, that the funds be transferred to the earmarked reserve of 'Conservation and wildlife monitoring.'

4.0 Specific Budget Request for the General Purposes Committee

4.1 New initiatives 2025/26 – projects not yet complete

Project	Amount	Reason
Upgrade of Mayoral Chain (originally £750)	£750	An order has been placed, and should be ready for the meeting of Full Council on 24 June 2026. The funding was therefore unspent in 2025/26 and would recommend that the funding is transferred to the existing earmarked reserve named ' <i>Office administration, IT or training.</i> '
Professional expertise for major projects and policy reviews (originally £30k)	£23,250	From the original sum set aside of £30k, only a number of projects that required this expertise commenced in 2025/26. A number of workstreams are now underway and the funding can be utilised in 2026/27 and thereafter. We would therefore advise that the unspent funds be transferred to the existing earmarked reserve named ' <i>Professional expertise.</i> '
New parish noticeboards for developments (originally £2k)	£2,000	This project has not yet been completed. The unspent funds should therefore be transferred to the existing earmarked reserve of ' <i>Branding and communications.</i> '
Contingency (originally £11k)	£11,000	It was advised by our Internal Auditor to build up our general reserves. We therefore recommend that these unspent funds be transferred into a new earmarked reserve named ' <i>Contingency.</i> '

5.0 Recommendation

5.1 Members are asked to resolve that the following sums be carried forward from the 2025/26 financial year to the 2026/27 financial year in earmarked reserves.

Contact Officer: Sarah D'Alessio

Meeting of the General Purposes Committee

Tuesday 5 May 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

- Works to refurbish the Ashdown Room are under way, with new lighting installed, the old blinds removed, the windows painted
- The first-floor corridor lights have been upgraded to flat, LED, energy saving panels. This gives a maintenance and shadow free light throughout.
- A corroded section of heating pipework has been replaced. The other pipework will be monitored in case this is an age-related issue.
- A new tube heater has been fitted in the lift room due to the old one burning out. This will ensure the hydraulic fluid does not freeze.

The Source and nearby vicinity

- A repair of the community fridge gate has been carried out.
- A new CCTV camera and pole at the bottom of the Luxford Field is due to be installed this month.

The Signal Box

- This building is being inspected on a weekly basis, as instructed by our insurance provider;
- Work with a potential leaseholder is still on going. A draft lease is being drawn up with a view to let the building on a long-term lease.
- Following the new schedule of works, the main structural works have been carried out and signed off by Buildings Control with no issues. Along with the station side cladding replacement, water ingress and retaining bank works under the stair case.
- The stairs and windows replacement works are due to be scheduled in next few weeks.

Victoria Pavilion

- The Estates team's Green Shed main lighting has been replaced with LED, energy saving tube lights. This gives a maintenance and shadow free light throughout. Additional emergency lighting has been added to ensure safe evacuation in the event of a power cut.
- The display energy certificate survey is being carried out which will cover the building for the next seven years.

Foresters Hall

- New WIFI heating controls have been installed on the main hall heating, this will enable the heating to be controlled from the Civic Centre to assist hirers.
- A new drain off has been fitted to the expansion vessel for legionella purposes.

- The main hall lighting has been replaced with LED, energy saving tube lights. This gives a maintenance and shadow free light throughout.

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 alarm system is due to be fitted to ensure the building is secure.

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



FINANCIAL REGULATIONS

Issue No.	Date Agreed	Details of amendments
1	11 October 2005	Reissued in new format
2	27 May 2008	General Purposes Minute No. GP.010.05.08
3	17 August 2009	General Purposes Minute No. GP.017.08.09
4	18 April 2011	General Purposes Minute No. GP.104.04.11 Full review undertaken
5	13 April 2015	GP.70.04.15 Review and Update
6	15 August 2016	Amendment in response to updated model financial regulations
7	5 November 2018	Amendment in line with revised Standing Orders – GP Committee
8	9 March 2020	Proposed amendments in line with changes to NALC's Model Financial Regulations in 2019
9	25 April 2022	GP41.04.22 Approval of amendments presented to GP Committee in line with NALC Model Regulations
10	15 May 2023	Annual review – Annual Statutory meeting of the Council
11	20 May 2024	Annual review – Annual Statutory meeting of the Council FC.18.05.24
12	9 Sept 2024	FC.47.09.24 - Review in line with scheme of delegation
13	28 April 2025	Review by GP Committee – changes to Section 6 in line with recent changes to Procurement legislation
14	19 May 2025	FC - Ratification of Financial Regulations
<u>15</u>	<u>5 May 2026</u>	<u>Review by GP Committee</u>

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1.0 GENERAL

- 1.1 These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts. The Council is responsible in law for ensuring that its financial management is adequate and effective and that it has a sound system of financial control which facilitates the effective exercise of its functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These Financial Regulations are designed to demonstrate how the Council meets these responsibilities.
- 1.2 The post of Responsible Financial Officer (RFO) is a statutory office under section 151 of the Local Government Act 1972 and shall be appointed by the Council. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with all Acts, Regulations and proper practices. The RFO shall determine on behalf of the Council its accounting records and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices. The RFO shall assist the council to secure economy, efficiency and effectiveness in the use of resources.
- 1.3 The RFO shall produce financial management information as required by the Council.
- 1.4 In these Financial Regulations:
- 'Accounts and Audit regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - 'Approve' refers to an online action, allowing an electronic transaction to take place.
 - 'Authorise' refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in the Practitioners Guide.
 - Practitioners Guide refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff;
 - 'Value for money' means the public sector definition of value for money. Value for money is based not only on the minimum purchase price (economy) but also on the maximum efficiency and effectiveness of the purchase (the three 'E's') plus equity. Achieving value for money can be described as using public resources in a way that creates and maximises public value.

- 1.5 Section 150(5) of the Local Government Act 1972 which governed the stewardship of money held by local councils has been repealed. It required that 'every cheque or other order for the payment of money be signed by two members of the Council'. Although this requirement has been repealed it is felt that it still remains good practice and will be retained by the Council, for the relevant method of payment.
- 1.6 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7 Members of the council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8 The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off expect with the approval of the RFO and that the approvals are shown in the accounting records, and measures to ensure that risk is properly managed.
- 1.9 **The council must not delegate any decision regarding:**
- setting the final budget or the precept (council tax requirement);
 - the outcome of a review of the effectiveness of its internal controls;
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence, and'
 - addressing recommendations in any report from the internal and external auditors, shall be a matter for General Purposes Committee/Full Council accordingly.
- 1.10 In addition, the council shall:
- determine and keep under regular review the bank mandate for all council bank accounts;
 - authorise any grant or single commitment in excess of £5,000;
 - in respect of the annual salary for any employee have regard to the recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

2.0 RISK MANAGEMENT AND INTERNAL CONTROL

- 2.1 The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.
- 2.2 The Council is responsible for putting in place arrangements for the management of risk. The RFO or appropriate Officer shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the General Purposes Committee, for ratification by the Council at least annually.
- 2.3 When considering any new activity, the RFO or appropriate Officer shall prepare a draft risk assessment including risk management proposals for consideration by the General Purposes Committee.
- 2.4 At least once a year, prior to approving the Annual Governance Statement, and annual accounts, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 2.5 The council's accounting control systems determined by the RFO must include measures to:
- ensure that risk is appropriately managed;
 - ensure the prompt, accurate recording of financial transactions;
 - prevent and detect inaccuracy and fraud;
 - allow the reconstitution of any lost records;
 - identifying the duties of officers dealing with transactions and;
 - ensure division of responsibilities;
 - that provide for the safe and efficient safeguarding of public money;

3.0 ACCOUNTING AND AUDIT

- 3.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2 The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to disclose its financial position with reasonable accuracy at any time.
Accounting records shall in particular contain:
- entries from day to day of all sums of money received and expended by the council, and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of assets and liabilities of the council, and;
 - wherever relevant, a record of the council's income and expenditure in relation to the claims made, or to be made, for any contribution, grant or subsidy.
- 3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

- 3.4 The RFO shall be responsible for completing and certifying the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Governance and Accountability Return (as specified in proper practices) as soon as practicable after the end of the financial year. Having certified the accounting statements, the RFO shall submit them to and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 3.5 Anti-Fraud and Corruption
- 3.5.1 In accordance with the Accounts and Audit Regulations the separation of duties of Officers dealing with financial transactions shall be carried out wherever practical, thus reducing the risk of fraud or suspicion of fraud.
- 3.5.2 Wherever possible arrangement shall be made to ensure that the same two Officers carry out no more than two of the following:-
- (a) The ordering of works, goods or services.
 - (b) The acknowledgement of their receipt,
and
 - (c) The examination and certification of invoices and accounts.
- 3.5.3 Wherever possible, Officers responsible for the examination and checking of records of cash transactions shall not be engaged in any of these transactions.
- 3.6 Audit
- 3.6.1 The RFO shall complete the Annual Accounts of the Council and shall submit the accounts for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 3.6.2 **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6.3 **Any Officer or Member of the council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit** and shall, as directed by the council, supply the RFO, Internal Auditor or External Auditor with such information and explanation as the council considers necessary for that purpose.
- 3.6.4 The Internal Auditor shall be appointed by the council and shall carry out the work required by the Council to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners Guide.
- 3.6.5 The council shall ensure that the Internal Auditor:

- shall be competent and independent of the operations of the Council,
- shall report to the General Purposes Committee in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- demonstrate competence, objectivity and independence, the Internal Auditor shall be free from any conflicts of interest, including those arising from family relationships, and;
- have no involvement in the management or control of the Council.

- 3.6.6 Internal or external auditors may not under any circumstances:
- perform any operational duties;
 - initiate or approve accounting transactions;
 - provide financial, legal, or other advice including in relation to any future transactions'; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor
- 3.6.7 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.6.8 The RFO shall make arrangements for the exercise of electors' rights in relation to accounts including the opportunity for inspection of the accounts, books, and vouchers, and associated documents for the display or publication of any notices and statements of account required by the relevant Acts and Regulations.
- 3.6.9 The RFO shall, as soon as practicable, bring to the attention of all Members any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative nature.

3.7 Members' Audit

On a monthly basis one Member of the Council will carry out an audit in accordance with the Members' Audit Policy No. 63 and will report their findings to the next meeting of the General Purposes Committee. This audit incorporates spot checks of supplier invoices, customer invoices, timesheets, and bank reconciliation and verification to nominal code, as well as the petty cash for both Uckfield Town Council and Luxfords Restaurant.

- 3.8 At least once a quarter and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and be noted by General Purposes Committee when they review the member audits. This can form part of the existing member audit procedures.

4.0 BUDGET AND PRECEPT

- 4.1 **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2 Budgets for salaries and wages, including employer contributions shall be reviewed by General Purposes Committee at least annually in the autumn, for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the relevant committee.
- 4.3 Each committee shall formulate and submit draft annual budget proposals to the Council in respect of revenue and capital expenditure for the following financial year, not later than the end of December each year.
- 4.4 Detailed estimates of income and expenditure on revenue services and receipts and payments on capital accounts shall be prepared as part of this, taking account of the lifespan of assets and cost implications of repair or replacement in any forecasts.
- 4.5 The draft budget (with committee proposals and forecast), including the recommendations for the use and accumulation of reserves, shall be considered by the Finance Sub-Committee for recommendation to the Council.
- 4.6 Having considered the proposed budget and forecast, the Council shall review the estimates not later than the end of January each year and shall determine the council tax requirement by setting a budget. The council shall set a precept for this amount no later than the middle of January.
- 4.7 **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.8 **The RFO shall issue the precept to the billing authority no later than the end of February**, and supply each Member with a copy of the agreed budget.
- 4.9 The annual capital and revenue expenditure shall form the Council's budgets and the basis of financial control (monitoring progress and comparing actual spending and income against what was planned) for the ensuing year.
- 4.10 In considering its annual estimates the Council shall have regard to its current five-year Strategic Plan, and Annual Plan.
- 4.11 Any withdrawal from, any earmarked reserve shall be agreed by the council or General Purposes Committee, or Environment & Leisure Committee. Any re-allocation of existing earmarked reserves, must be agreed by the council.

5.0 BUDGETARY CONTROL

- 5.1 Expenditure on revenue items may be authorised up to the amounts included in the approved budget, and detailed in the regulations.
- 5.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget for that item of expenditure, unless first approved by the General Purposes Committee or the Urgent Consultation Panel. Unspent provisions in the revenue budget shall not be carried forward to a new financial year, unless moved to other budget headings or placed in an earmarked reserve by resolution of the General Purposes Committee.
- 5.3 The RFO shall regularly provide each committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [15%?] of the budget.
- 5.4 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.
- 5.5 Where expenditure is incurred in accordance with Regulation 3.4 above such sums shall be approved by the General Purposes Committee at the next available meeting.
- 5.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure, unless the relevant committee is satisfied that it is contained in the capital programme and that the necessary capital funds are available, or the requisite borrowing approval has been obtained. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk and where necessary also by the appropriate Chair.
- 5.7 All capital works relating to contracts shall be administered in accordance with the Council's Standing Orders and these Financial Regulations and contracts may not be disaggregated to avoid controls imposed by these regulations/

6.0 PROCUREMENT

- 6.1 All Members of the Council and Officers are responsible for obtaining value for money at all times.** An Officer procuring goods, services or works should ensure as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers.
- 6.2 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the legal power being used shall be reported to the meeting at which the order is authorised so that the minutes can record the power being used.
- 6.3 Every contract, whether made by the Council or by a committee to which the power of making contracts has been delegated, shall comply with the Standing Orders and these Financial Regulations and no exception from any of the following provisions of these Regulations shall be made other than in an emergency.
- 6.4 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and the Procurement Regulations 2024 or any superseding legislation (“the legislation”) must be followed in respect of the tendering, award and notification of that contract.
- 6.5 Where the estimated value is below the Government threshold, the council shall (with the exception of the items listed below in paragraph 6.12) obtain prices as follows:
- 6.6 For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the Council, or advertise an open invitation for tenders in compliance with any relevant provisions of the legislation. Tenders shall be invited in accordance with Appendix 1.
- 6.7 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 6.8 For any proposed contract for the supply of goods, materials, services and the execution of works or specialist services with an estimated value greater than £10,000 but not exceeding £30,000, the Town Clerk/Assistant Town Clerk & RFO or Estates & Facilities Manager shall invite quotations from at least three appropriate firms from a preferred list of contractors as set out in the Financial Regulations.
- 6.9 Where the value is of £10,000 or less in value, the Town Clerk or a duly approved Officer shall have authorisation to obtain such goods or services from an appropriate firm, but try and obtain three estimates to evidence online prices or recent prices from regular suppliers

- 6.10 For smaller purchases, the Clerk shall seek to achieve value for money.
- 6.11 Contracts must not be split to avoid compliance with these rules.**
- 6.12** The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:-
- (i) For specialist services such as are provided by legal professionals acting in disputes (solicitors, accountants, surveyors and planning consultants or other services) identifies to be of a specialist nature by the Town Clerk, Assistant Town Clerk & RFO or Estates & Facilities Manager;
 - (ii) For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iii) For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - (iv) for goods or materials that are only available from one supplier and/or are only sold at a fixed prices
- 6.13 When applications are made to waive this financial regulations s to enable a price to be negotiated without competition, the reason shall be set out in a recommendation to the Council or General Purposes Committee. Avoidance of competition is not a valid reason.
- 6.14 Neither the Council, nor any committee is bound to accept the lowest or any tender, quote or estimate
- 6.15 Only the Town Clerk, Assistant Town Clerk & RFO, Estates & Facilities Manager or Hospitality Manager, may initiate orders which shall be endorsed by a second Officer. No individual member or group of members may issue an official order or make any contract on behalf of the council.
- 6.16 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or duly delegated committee acting within its Terms of Reference, except in an emergency or approval granted through the Urgent Consultation Panel.
- 6.17 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 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.

- 6.18 No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council or relevant committee is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 6.19 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate, e.g. petty cash purchases. Where an order number is given verbally, a written order must be raised. Copies of all orders issued shall be retained.
- 6.20 Goods and services received shall be checked against the relevant copy of the purchase order. Access to the ordering programme shall be controlled by the RFO.
- 6.21 Invitations to tender shall state the period and the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. In addition, the invitation shall state that tenders must be addressed to the Town Clerk and the last date by which such tenders should reach the Town Clerk. Each tendering firm shall be supplied with a specially marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- 6.22 All sealed tenders shall be opened at the same time on the prescribed date by either the Town Clerk or Assistant Town Clerk & RFO or Estates & Facilities Manager in the presence of at least two Members of the Council.
- 6.23 The Officer shall record the details of the tender, the names and addresses of each tenderer, the amount or price of the tender, the time and place of opening, and the names and signatures of those present at the opening of the tenders. The above details shall be reported to the Council, or where the tenders have been sought by a committee to that committee.
- 6.24 If fewer than three tenders are received for contracts valued above £60,000 or if all the tenders are identical, the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- 6.25 Any invitation to tender issued under this Regulation shall contain a statement of the effect of Standing Orders Nos: 25.1. 25.2 and 25.3.
- 6.26 Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, that the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was undertaken.

7.0 BANKING AND PAYMENTS

- 7.1 The Council's banking arrangements, including the bank mandate, shall be

made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for efficiency. The arrangements shall be reviewed annually for security and efficiency.

- 7.2 The council will make safe and efficient arrangements for the making of its payments to safeguard against the possibility of fraud or error.
- 7.3 All invoices for payment shall be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified and certified by the Officer issuing the order. Before certifying an invoice, the Officer shall be satisfied that the works, goods or services to which the invoice relates have been received, carried out, examined and approved.
- 7.4 Duly certified invoices shall be examined in relation to arithmetical accuracy and authorisation, and shall be coded to the appropriate expenditure head. The RFO or appropriate Officer shall take all possible steps to settle all invoices or statements submitted, and which are in order, within 30 days of their receipt, or earlier, or in such manner, (e.g. standing order, direct debit etc), if such payment results in benefit to the Council, subject to any initial instruction forms or letters being signed by two Members of the Council.
- 7.5 Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing personal information.
- 7.6 With the exception of the arrangements set out in Regulation 6.1, all certified invoices and payments shall be paid by BACs, drawn on the Council's accounts and all BACs payments shall be signed by two members of the Council. A schedule of payments, listed by committee heading, and signed by the same two Members of the Council, shall be provided and presented at the next meeting of the committee. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 7.7 Following authorisation under Financial Regulation 5, the council, a duly delegated committee or the Clerk or RFO shall give instruction that a payment shall be made.
- 7.8 Apart from petty cash, payments shall be effected by BACs or other order drawn on the Council's bankers.
- 7.9 All duly certified invoices will then be entered on the schedule of payments made and presented to the next meeting of the appropriate committee in accordance with Regulation 5.3.
- 7.10 All monies received by the Council, including Luxford's takings, shall be banked daily and a full record made on the reverse of the paying-in slip. The paying-in and withdrawal of funds is now processed through the Post Office. The Town Clerk

and Assistant Town Clerk were issued with debit cards for withdrawing funds from the Clerk account, in addition to 'change giving' cards to authorise the withdrawal of monies for petty cash purposes only.

7.11 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have disclosable prejudicial interest or other interest, unless a dispensation has been granted.

7.12 The council will aim to rotate the duties of member in these Regulations so that onerous duties are shared out as evenly as possible over time.

8.0 PAYMENT CARDS

8.1 Corporate credit card accounts must be set up to operate within defined limits and be specifically restricted to use by the Town Clerk, RFO and Estates & Facilities Manager. The credit card will be subject to automatic payment by direct debit in full from the main bank account each month. Personal credit or debit cards of members or staff shall not be used under any circumstances.

9.0 PETTY CASH

9.1 The RFO or other appropriate Officer may authorise petty cash to Officers for the purpose of defraying operational and other expenses. Vouchers, relevant receipts or other supporting documentary evidence for payments made shall be forwarded to the RFO with a claim for reimbursement.

- (a) The RFO shall maintain a petty cash float of no more than £400 across the two tins for the purpose of defraying operational and other expenses incurred by the Council.
- (b) The RFO shall maintain a petty cash float of no more than £250 for the purpose of defraying operational and other expenses incurred by Luxfords Restaurant.
- (c) Re-imburement for sums over £50 from any petty cash float shall only be made by cheque.
- (d) Income received must not be paid into the petty cash float but must be separately banked as provided in Regulation 9.
- (e) Management of petty cash will be in accordance with internal audit procedures.

10.0 ELECTRONIC PAYMENTS

10.1 If thought appropriate by the council, payment for certain items may be made by BACs or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to the council as made. The approval of the use of BACs or CHAPS shall be renewed by resolution of the council at

least every two years.

- 10.2 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 10.3 Where a computer requires use of a PIN number or other passwords, for access to the council's records on that computer, a note shall be made of the PIN and passwords, and shall be handed to and retained by the Chair of the Council in a sealed dated envelope. This envelope may not be opened, other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN/or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 10.4 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or duly delegated committee.
- 10.5 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer and preferably off site.
- 10.6 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 10.7 Where internet banking arrangements are made with any bank, the RFO shall be appointed as Service Administrator, alongside the Town Clerk. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be presented to two authorised signatories.
- 10.8 In the prolonged absence of the Service Administrator, the Clerk shall set up any payments due before the return of the Service Administrator.
- 10.9 Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system. Evidence shall then be retained showing which members approved the payment online.
- 10.10 A full list of all the payments made will then be presented to the next relevant standing committee.

- 10.11 Access to any internet banking accounts will be directly to the access page, and not through a search engine or e-mail link. Remembered or saved password facilities must not be used on any computer used for council banking work. Breach of this regulation will be treated as a very serious matter under these regulations.
- 10.12 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two signatories (Town Clerk/RFO or authorised member signatory). This is a potential area for fraud and the individuals involved should ensure that any change is genuine. A programme of regular checks of standing data with suppliers will be followed.
- 10.13 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by ~ variable direct debit provided that the instructions are signed by two members and any payments are reported to the relevant committee. The approval of the use of a variable direct debit shall be renewed by resolution by the relevant committee at least every two years.
- 10.14 If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 10.15 Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

11.0 PAYMENT OF SALARIES AND WAGES

- 11.1 **As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation.** The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by the Council.
- 11.2 **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3 Payment of salaries and payment of deductions from salary such as may be made for tax, National Insurance and pension contributions, or similar statutory or discretionary deductions may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

- 11.4 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of General Purposes Committee.
- 11.5 All time sheets where applicable shall be in a form prescribed by the RFO and certified as to their accuracy by the member of staff and countersigned by the appropriate manager.
- 11.6 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise), other than:
- (a) by any councillor who can demonstrate a need to know;
 - (b) by the internal auditor;
 - (c) by the external auditor;
 - (d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 11.7 Appropriate Officers shall notify the RFO as soon as possible of all matters affecting the payment of salaries and wages and in particular:-
- Appointments, resignations, retirements, dismissals, suspensions, secondments and all other staff movements.
 - Absences from duty for sickness or other reasons.
 - Information necessary to maintain records of service for superannuation, income tax and national insurance.
 - Changes in remuneration, allowances or working times.
- 11.8 The RFO and the Town Clerk are authorised to make payments of salaries and wages through 'Bankline' subject to such initial permission being signed by two Members of the Council. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 11.9 In the event of emergencies where no two authorised Officers are available to make such payments, the RFO or Town Clerk shall request two Members of the Council to be present.
- 11.10 The salary budgets are to be reviewed at least annually for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time. This forms part of the annual budget setting process.

- 11.11 An effective system of personal performance management should be maintained for the senior officers.
- 11.12 Termination payments shall only be authorised by General Purposes Committee and before employing interim staff, General Purposes Committee must consider a full business case.

12.0 LOANS AND INVESTMENTS

- 12.1 All loans and investments shall be negotiated by the RFO in the name of the Council, and shall be for a set period of time in accordance with any appropriate Council Policy. Changes to loans and investments should be reported to the General Purposes Committee at the earliest opportunity.
- 12.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by General Purposes Committee. In each case a report in writing shall be provided, in respect of value for money for the proposed transaction.
- 12.3 The Council's Investment Policy (No. 45) in accordance with Statutory Guidance on Local Government Investments, shall be written in accordance with relevant regulations, proper practices and guidance and shall be reviewed by the council at least annually. Prior to the receipt of the precept instalment every six months, the Finance Sub-committee may if required, provide information to the General Purposes Committee on the possible investment of these funds.
- 12.4 All investments of money under the control of the Council shall be in the name of the Council.
- 12.5 All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose and subsequent arrangements for the loan shall only be approved by full council. The terms and conditions of borrowings shall be reviewed at least annually.
- 12.6 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.7 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with these regulations.

13.0 INCOME

- 13.1 The collection of all sums due to the Council shall be the responsibility of, and under the supervision of the RFO.
- 13.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the RFO and the RFO shall be ultimately

responsible for the collection of all accounts due to the Council.

- 13.3 Appropriate committees will review their fees and charges annually following a report by the RFO or other appropriate Officer.
- 13.4 All accounts due will be collected in accordance with these Regulations and any sums found to be irrecoverable or any subsequent bad debts shall be reported to the General Purposes Committee:

Overdue accounts and bad debts shall be treated in the following manner:-
 - (i) Customers with outstanding accounts at 90 days shall be passed to a registered debt collector following a final seven day warning at the discretion of the RFO or appropriate Officer of the Town Council.
 - (ii) Any bad debts that cannot be recovered shall be referred to the General Purposes Committee for authorisation to be written off or for authorisation to make arrangements to collect the debt in other ways.
- 13.5 All sums received on behalf of the Council shall either be submitted to the RFO for banking or to the appropriate Officer collecting the money as directed by the RFO. In all cases all receipts shall be deposited with the Council's bankers in accordance with Regulation 5.2 or in such manner as subsequently directed by the Council's Internal Auditor.
- 13.6 A reference to the related invoice, or otherwise, indicating the origin of each receipt, shall be entered on the paying-in slip.
- 13.7 All sums received by BACS will be made available for scrutiny for subsequent audits.
- 13.8 Every transfer of official money from one member of staff to another shall be checked and signed for by the receiving Officer.
- 13.9 The RFO shall promptly complete any VAT return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 13.10 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the General Purposes Committee to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 13.11 Personal cheques shall not be cashed out of money held on behalf of the Council.

14.0 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 14.1 Where contracts provide for payments by instalments, the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract, by the RFO upon receipt of authorised certificates issued by the architect or other consultants engaged to supervise the contract and a valid claim for payment from the contractor. (Subject to any percentage withholding as may be agreed in the particular contract).
- 14.2 Any variation to a contract, or addition to, or omission from a contract must be authorised by the Town Clerk to the contractor in writing. The Council or appropriate committee should be informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15.0 STOCKS, STORES AND EQUIPMENT

- 15.1 The Officer in charge of each section shall be responsible for the care and security of all relevant buildings, furniture, equipment, cash, stocks and stores in that section.
- 15.2 Appropriate Officers shall ensure that all conditions of insurance are complied with in respect of cash, valuables and property.
- 15.3 Delivery notes or invoices must be obtained in respect of all goods received, and goods must be checked as to quantity and quality against the purchase orders at the time delivery is made.
- 15.4 Stocks and stores shall generally be maintained at the minimum levels consistent with operational requirements.
- 15.5 The RFO or appropriate Officer shall be responsible for periodic checks of stocks and stores at least annually.

16.0 ASSETS, PROPERTIES AND ESTATES

- 16.1 The Town Clerk shall make appropriate arrangements for the safe custody of all title deeds and Land Registry Certificates of properties owned by the Council.
- 16.2 The Estates & Facilities Manager and RFO shall ensure an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Council, recording the location, extent, plan, reference, purchase details, (where possible), nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with the current Accounts and Audit Regulations.
- 16.3 The continued existence of tangible assets shown on the register shall be verified at least annually with a safety inspection of assets.
- 16.4 No property shall be sold, leased or otherwise disposed of without the authority

of the Council, together with any other consent required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

- 16.5 No property (interests in land) shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any consents required by law, except where the estimated value of any one item does not exceed £500. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

17.0 INSURANCE

- 17.1 Following the annual risk assessment (Financial Regulations 16.1 and 16.2), the RFO shall effect all insurances and negotiate all claims on the Council's insurers in consultation with the Clerk
- 17.2 The RFO shall keep a record of all insurances affected by the Council and the property and risks covered and annually review the Council's insurance requirements.
- 17.3 The RFO shall be notified of any loss, liability or damage or of any event likely to lead to a claim, and shall report to the appropriate committee at the next available meeting.
- 17.4 The appropriate Officer shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations effecting existing insurances.
- 17.5 All appropriate members and employees of the Council shall be included in suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council or duly delegated committee.

18.0 SECURITY AND MANAGEMENT OF INFORMATION

- 18.1 Records of a financial nature shall be retained in accordance with a schedule of minimum periods to comply with tax and insurance requirements or other instructions or advice received from the appropriate authorities. Regardless of the above all records must be retained, as a minimum, until after the completion of each year's external audit.
- 18.2 The Council will comply with the Freedom of Information Act and any other appropriate Council policy or other applicable legislation that may be introduced or amended from time to time.

19.0 REVISION OF FINANCIAL REGULATIONS

- 19.1 It shall be the duty of the General Purposes Committee to review these Financial Regulations from time to time and following any change of Clerk or RFO. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the General Purposes Committee of any requirement for a consequential amendment to them.
- 19.2 The council, may, by resolution of the council duly notified prior to the relevant meeting of the council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of the council. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3 The council may temporarily amend these Financial Regulations by a duly notified resolution to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk or Assistant Town Clerk & RFO or Estates & Facilities Manager in the presence of at least two members of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [34.5] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

UCKFIELD TOWN COUNCIL



STANDING ORDERS

Issue No.	Date Agreed	Details of amendments
1	2 nd May 2006	Reissued in new format
2	25 th March 2008	General Purposes (GP.070.03.08)
3	28 th April 2008	Full Council (FC.096.04.08)
4	6 th July 2009	Full Council (FC.018.07.09)
5	10 th January 2011	Complete reissue of document at Full Council in accordance with revised NALC Model Standing Orders. (FC.049.01.11)
6	16 th May 2011	Annual Statutory Meeting – Review of SO 34.2
7	11 th November 2013	Full Council (FC.55.11.13) Comprehensive amendments following introduction of Localism Act 2011
8	7 th July 2014	Amendments to start times of meetings.
9	20 th April 2015	FC - General review and update
10	4 th July 2016	FC – General review and update
11	22 nd August 2016	FC – Minor amendment to 9.3. Plus amendments to Section 34 (Financial Matters) following update to financial regulations approved by GP Committee on 15 th August 2016.
12	30 th July 2018	Refresh in line with NALC Model Standing Orders (revised 2018)
13	17 January 2022	FC - Full review in line with NALC Model Standing Orders (revised 2020)
14	27 June 2022	FC – review in line with NALC Model Standing Orders (2018) Version 2 (April 2022) – Financial Controls and Procurement (Section 34) (FC.29.06.22)

15	15 May 2023	FC – Annual statutory meeting annual review
16	20 May 2024	Annual review at Annual Statutory meeting, adopted (FC.17.05.24).
17	9 Sept 2024	FC.46.09.24 - Minor amendment to Section 34.0
18	28 April 2025	Review of changes in Section 34, in line with changes to the Procurement legislation and Finance Regulations.
19	19 May 2025	FC - Ratification of updated Standing Orders
20	5 May 2026	Review at GP Committee

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STANDING ORDERS

Standing Orders set out how all committees, sub-committees and associated groups of the Council conduct their business and should be read in conjunction with the Council's

- Financial Regulations
- Code of Conduct Policy (No. 43).

Reference to, 'the Mayor', should also be construed as reference to the Chair of any committee or sub-committee, except that of Full Council.

1.0 ROLE OF STANDING ORDERS

- 1.1 The Town Clerk shall provide a copy of the Council's Standing Orders to a Councillor upon delivery of their declaration of acceptance of office.
- 1.2 The Chair's decision as to the application of Standing Orders at meetings shall be final.
- 1.3 A Councillor's failure to observe Standing Orders more than three times in one meeting may result in them being excluded from the meeting in accordance with Standing Orders.

2.0 VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- 2.1 Any or every part of these Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business. Standing Orders printed in **bold type** cannot be altered.
- 2.2 A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

3.0 MEETINGS

Timing and Business

- 3.1 **Full Council - meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- 3.2(a) **Full Council - the minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- 3.2(b) **Committee meetings - the minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR (*the minimum three clear days' public notice of a meeting does not include the day on which the notice was issues or the day of the meeting*)**
- 3.3 The duration of all Council committee or sub-committee meetings shall not exceed two hours, unless before this period is exceeded a proposal to suspend this Standing Order for a nominated length of maximum time receives a majority vote

from those present. After this time the meeting shall be adjourned and any business not completed shall be completed at a resumed meeting to be notified by the Clerk; such resumed meeting shall be held before the next scheduled meeting. At the resumption, only the business not completed at the previous meeting shall be considered.

- 3.4 Meetings of the Council and its committees shall be held at the Uckfield Civic Centre normally from 7.00 pm on such dates as the Council may direct.

Questions by the Public

- 3.5 **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion by means of the following resolution:-**

"That in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw in accordance with the Public Bodies (Admission to Meetings) Act 1960".

- 3.6 Subject to Standing Order 3.5 above, members of the public are permitted to make representations, statements, ask or answer questions and give evidence in respect of any item of business included in the agenda.
- 3.7 The period of time which is at the Mayor's discretion shall not exceed fifteen minutes.
- 3.8 Subject to Standing Order 3.6 above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than three minutes.
- 3.9 In accordance with Standing Order 3.6 above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- 3.10 In accordance with Standing Order 3.9 above, the Mayor may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- 3.11 A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- 3.12 A person shall raise their hand when requesting to speak. They must address the meeting through the Chair and use the microphone provided.
- 3.13 Any person speaking at a meeting shall address their comments to the Mayor.
- 3.14 Only one person is permitted to speak at a time. If more than one person wishes to speak, the Mayor shall direct the order of speaking.

Press and public attending and reporting on meetings

- 3.15(a) **Subject to standing order 3.5, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to the persons not present.**
- 3.15(b) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- 3.15(c) **Filming and recording of all Council, committee and sub-committee meetings open to the public is welcomed but restrictions do apply to protect confidential information and those individuals who do not wish to be recorded. The Town Council will provide assistance to anyone who wishes to carry out any recording in accordance with its Recording of Meetings Policy. (No. 72)**
- 3.16 **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

Members’ conduct at meetings

- 3.17 **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in their absence be done by, to or before the Deputy Mayor.**
- 3.18 **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- 3.19 **When a Member speaks at Full Council, and the Town Council’s standing committees (General Purposes, Environment & Leisure and Plans), they must address the meeting through the Chair and use the microphone. If more than one Member indicates that they wish to speak, the Chair will ask one to speak and the others must wait in the order in which they notified the Chair of their intention to speak, unless in the case of paragraph 8.16 when a Councillor wishes to interrupt on a point of order.**
- 3.20 **Subject to Standing Order 3.26 below, all questions at a meeting shall be decided by a majority of the Councillors and non-councillors with voting rights present and voting thereon.**
- 3.21 **The Mayor may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**
- 3.22 **Members shall vote by a show of hands or, if at least two Councillors so request, by signed ballot. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- 3.23 The minutes of a meeting shall include an accurate record of the following:
- (i) the time and place of the meeting;
 - (ii) record the names of Councillors who are present and the names of the councillors who are absent;
 - (iii) interests that have been declared by councillors and non-councillors with voting rights (as detailed below);
 - (iv) the grant of dispensations to councillors and non-councillors with voting rights;
 - (v) whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - (vi) if there was a public participation session; and;
 - (vii) the resolutions made

3.24(a) The Code of Conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.

3.24(b) A councillor or a non-councillor with voting rights who has a disclosable prejudicial interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.

3.25 An interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.

3.26 Five Members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.

(For a quorum relating to committees, sub-committees and other meetings, please refer to Standing Order 19.1.9)

3.27 If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be completed at a resumed meeting to be notified by the Clerk; such resumed meeting shall be held before the next scheduled meeting. At the resumption, only the business not completed at the previous meeting shall be considered.

4.0 ORDINARY MEETINGS

4.1 In an election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.

4.2 In a year which is not an election year, the Annual Meeting of the Council shall be held on such day in May as the Council may direct.

4.3 The Annual Meeting of the Council shall take place at 7.00pm.

4.4 In addition to the Annual Meeting of the Council, at least five other ordinary meetings shall be held in each year on such dates and times as the Council directs.

4.5 The election of the Mayor of the Council and Deputy Mayor shall be the first business conducted at the Annual Meeting of the Council.

- 4.6 **The Mayor, unless they have resigned or become disqualified, shall continue in office and preside at the Annual Meeting until their successor is elected at the next Annual Meeting of the Council.**
- 4.7 **The Deputy Mayor of the Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Mayor at the next Annual Meeting of the Council.**
- 4.8 **In an election year, if the current Mayor has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but shall give a casting vote in the case of an equality of votes.**
- 4.9 **In an election year, if the current Mayor has been re-elected as a member of the Council, they shall preside at the meeting until a new Mayor has been elected. They may exercise an original vote in respect of the election of the Mayor and shall give a casting vote in the case of an equality of votes.**
- 4.10 Following the election of the Mayor and Deputy Mayor of the Council at the Annual Meeting of the Council, the order of business shall be as follows.
- 4.10.1 **In an election year, delivery by the Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council (Town Mayor) of their acceptance of office form unless the Council resolved for this to be done at a later date;**
- 4.10.2 To elect a Deputy Town Mayor.
- 4.10.3 **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations. (Co-option Policy No. 44)**
- 4.10.4 **To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.**
- 4.10.5 Confirmation of the accuracy of the minutes of the last meeting of the Council;
- 4.10.6 Receipt of the minutes of the last meeting of a committee
- 4.10.7 Consider the recommendations made by a committee
- 4.10.8 Review of delegation arrangements to committees, sub-committees, staff and other local authorities
- 4.10.9 Review of the terms of reference for committees
- 4.10.10 To appoint committees, sub-committees and other groups as necessary.
- 4.10.11 To appoint any new committees in accordance with standing order 19.0

- 4.10.12 Review and adoption of appropriate standing orders and financial regulations
- 4.10.13 Review of arrangements with other local authorities, not for profit bodies and businesses
- 4.10.14 Review of representation on or work with external bodies and arrangements for reporting back
- 4.10.15 In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- 4.10.16 Review of inventory of land and other assets including buildings and office equipment;
- 4.10.17 Confirmation of arrangements for insurance cover in respect of insurable risks;
- 4.10.18 Review of the Council's and/or staff subscriptions to other bodies;
- 4.10.19 Review of the Council's complaints procedure
- 4.10.20 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
- 4.10.21 Review of the Council's policy for dealing with the press/media
- 4.10.22 Review of the Council's employment policies and procedures
- 4.10.23 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence
- 4.10.24 Determining the time and place of ordinary meetings of the council up to and including the next annual meeting of the Council
- 4.10.25 **Business as specified in the summons including:-**
- 4.10.26 **To deal with business expressly required by statute to be done.**
- 4.10.27 To dispose of business, if any, remaining from the last meeting.
- 4.10.28 To receive such communications as the person presiding may wish to lay before the Council.
- 4.10.29 To answer previously notified questions from Councillors.
- 4.10.30 To receive the minutes and consider reports and recommendations of committees.
- 4.10.31 To consider resolutions or recommendations in the order in which they have been notified.

- 4.10.32 To receive and consider reports from officers of the Council.
- 4.10.33 To authorise the sealing of documents.
- 4.10.34 Councillors may request an item to be placed on an agenda of the relevant committee at least seven days prior to the publication of the agenda supported by a written report. Questions do not require a seconder but the Chair of the committee would use their discretion as to the inclusion of an item.
- 4.10.35 Any other business specified in the summons.

5.0 PROPER OFFICER

5.1 The Council's Proper Officer shall be either:

- (i) the Clerk or such other employee as may be nominated by the Council from time to time or
- (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence.

The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in Standing Orders.

5.2 The Council's Proper Officer shall do the following:

- 5.2.1 **At least three clear days before a meeting of the council, a committee or a sub-committee, - Sign and serve on Councillors electronically if agreed, by delivery or post at their residences a signed summons confirming the time, date, venue and the agenda, and ;**
- 5.2.2 **Provide, in a conspicuous place, public notice of the time, date, venue and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**
- 5.2.3 Subject to Standing Orders 6.1 – 6.5 below, include in the agenda all motions in the order received unless a Councillor has given written notice at least five days before the meeting confirming their withdrawal of it.
- 5.2.4 **Convene a meeting of Full Council for the election of a new Mayor of the Council, occasioned by a casual vacancy in their office, in accordance with Standing Order 5.2.1 above.**

To receive nominations for the position of Mayor and Deputy Mayor by a deadline of seven working days prior to the Annual Statutory Meeting of full Council. Any nominations put forward must include a short paragraph on why they would be suitable i.e. their background, desires etc.

If no nominations are received prior to the meeting, nominations are entitled to be put forward at the Annual Statutory meeting of Council.

If during the Municipal Year, the office of Town Mayor becomes vacant, then the Deputy Mayor will normally become Mayor for the remainder of that year.

- 5.2.5 **Make available for inspection the minutes of meetings.**
- 5.2.6 **Receive and retain copies of byelaws made by other local authorities.**
- 5.2.7 Hold declarations of acceptance of office forms from Councillors.
- 5.2.8 Hold a copy of every Councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- 5.2.9 Keep proper records required before and after meetings.
- 5.2.10 Assist with responding to all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- 5.2.11 Liaise, as appropriate, with the Council's Data Protection Officer (if there is one)
- 5.2.12 Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- 5.2.13 assist in the organisation of, storage of and access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980).
- 5.2.14 Arrange for legal deeds to be executed (signed and sealed using the Council's common seal).
- 5.2.15 Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations.
- 5.2.16 Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose.
- 5.2.17 Refer any planning application received by the Council outside the normal Plans Committee cycle to the Chair or in their absence the Vice chair of the Plans Committee for consideration in accordance with the Council's Late Planning Applications Policy. (No. 74)
- 5.2.18 manage access to information about the Council via the publication scheme; and
- 5.2.19 Retain custody of the seal of the Council which shall not be used without a resolution to that effect.

5.2.20 Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.

6.0 MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- 6.1 A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- 6.2 Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the agenda by the Town Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Town Clerk at least seven clear days before the next meeting of the Council.
- 6.3 The Town Council may, before including a motion on the agenda received in accordance with standing order 6.2, correct obvious grammatical or typographical errors in the wording of the motion.
- 6.4 If the Town Clerk considers the wording of the motion received in accordance with 6.2 is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing to the Proper Officer, at least seven clear days before the meeting.
- 6.5 If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- 6.6 The decision of the Town Clerk as to whether or not to include the motion on the agenda shall be final.
- 6.7 The Town Clerk shall record in the summons for every meeting, all notices of motion or recommendation properly given in the order in which they have been received unless the Councillor giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
- 6.8 Motions rejected shall be recorded with an explanation by the Town Clerk of the reason for rejection.

7.0 MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- 7.1 Motions in respect of the following matters may be moved without written notice.
- 7.1.1 To appoint a person to preside at a meeting.
- 7.1.2 To approve the absences of Councillors.
- 7.1.3 To approve the accuracy of the minutes of the previous meeting.
- 7.1.4 To correct an inaccuracy in the draft minutes of the previous meeting.
- 7.1.5 To dispose of business, if any, remaining from the last meeting.

- 7.1.6 To alter the order of business on the agenda for reasons of urgency or expedience.
- 7.1.7 To proceed to the next business on the agenda.
- 7.1.8 To close or adjourn debate.
- 7.1.9 To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
- 7.1.10 To appoint a committee or sub-committee or any Councillors (including substitutes) thereto.
- 7.1.11 To receive nominations to a committee or sub-committee.
- 7.1.12 To dissolve a committee or sub-committee.
- 7.1.13 To note the minutes of a meeting of a committee or sub-committee.
- 7.1.14 To consider a report and/or recommendations made by a committee or a sub-committee or an employee.
- 7.1.15 To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
- 7.1.16 To authorise legal deeds to be sealed by the Council's common seal and witnessed.
- 7.1.17 To authorise the payment of monies in accordance with Financial Regulations.
- 7.1.18 To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
- 7.1.19 To extend the time limit for speeches.
- 7.1.20 To exclude the press and public for all or part of a meeting.
- 7.1.21 To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- 7.1.22 To give the consent of the Council if such consent is required by Standing Orders.
- 7.1.23 **To suspend any Standing Order except those which are mandatory by law.**
- 7.1.24 To adjourn the meeting.
- 7.1.25 To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- 7.1.26 To answer questions from Councillors.

7.1.27 To require a written report

7.1.28 To defer consideration of a motion;

7.1.29 To refer a motion to a particular committee or sub-committee

8.0 RULES OF DEBATE

8.1 Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chair's direction for reasons of expedience.

8.2 Subject to Standing Orders 6.1 - 6.5 above, a motion shall not be considered unless it has been proposed and seconded.

8.3 Subject to Standing Order 5.2.3 above, a motion included in an agenda not moved by the Councillor who tabled it, may be treated as withdrawn.

8.4 A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chair, be reduced to writing and handed to the Chair who shall determine the order in which they are considered.

8.5 A Councillor may move amendments to their own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.

8.6 Any amendment to a motion shall be either:

8.6.1 to remove words;

8.6.2 to add words;

8.6.3 to remove words and add other words, it shall not negate the motion

8.7 A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.

8.8 Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.

8.9 Subject to Standing Order 8.8 above, one or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.

8.10 Pursuant to Standing Order 8.8 above, the number of amendments to an original or substantive motion, which may be moved by a Councillor, is limited to one.

8.11 If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.

8.12 If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.

- 8.13 The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding three minutes.
- 8.14 Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate on the first amendment or at the very end of the debate on the final substantive motion and immediately before it is put to the vote.
- 8.15 Subject to Standing Orders 8.13 and 8.14 above, a Councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation.
- 8.16 During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- 8.17 A point of order shall be decided by the Chair and their decision shall be final.
- 8.18 With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- 8.19 Subject to Standing Order 8.15 above, when a Councillor's motion is under debate no other motion shall be moved except:
- 8.19.1 to amend the motion;
 - 8.19.2 to proceed to the next business;
 - 8.19.3 to adjourn the debate;
 - 8.19.4 to put the motion to a vote;
 - 8.19.5 to ask a person to be silent or for them to leave the meeting;
 - 8.19.6 to refer a motion to a committee or sub-committee for consideration;
 - 8.19.7 to exclude the public and press;
 - 8.19.8 to adjourn the meeting;
 - 8.19.9 to suspend any Standing Order, except those which are mandatory.
- 8.20 In respect of Standing Order 8.19.4 above, the Chair shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chair shall call upon the mover of the motion under debate to exercise or waive their right of reply and shall put the motion to the vote after that right has been exercised or waived.

At the end of any speech a Councillor may, without comment, move "*that the question be now put*", "*that the debate be now adjourned*" or "*that the Council do now adjourn*". If such motion is seconded, the Mayor shall put the motion but, in the case of a motion "*that the question be now put*", only if they are of the opinion that the question before the Council has been sufficiently debated. If the motion "*that the question be now put*" is carried, they shall call upon the mover to exercise or waive their right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

9.0 CODE OF CONDUCT AND DISPENSATIONS

9.1 All Councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council. (Policy No. 43)

9.2 All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.

9.3 Unless they have been granted a dispensation, a Councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary (prejudicial) interest. They may return to the meeting after it has considered the matter in which they had the interest. In all cases the Councillor must leave the room and not take part in any debate or vote unless a dispensation has been authorised by the Clerk.

9.4 An interest arising from the Code of Conduct shall be recorded in the minutes.

9.5 Dispensation requests shall be in writing and submitted to the Town Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

9.6 A decision as to whether to grant a dispensation shall be made by the Town Clerk and that decision is final.

9.7 A dispensation request shall confirm:

- (i) the description and the nature of the prejudicial interest or other interest to which the request for the dispensation relates;
- (ii) whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- (iii) the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- (iv) an explanation as to why the dispensation is sought

9.8 The Clerk, may authorise a dispensation for Councillors under the Code of Conduct, if having regard for all relevant circumstances, any of the following apply:-

9.8.1 without the dispensation, the number of persons prohibited from participating in any particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business; or

9.8.2 without the dispensation the representation of different political groups on the meeting transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business; or

9.8.3 granting the dispensation is in the interests of persons living in the authority's area; or

9.8.4 it is otherwise appropriate to grant a dispensation.

9.9 A dispensation granted under Section 33 of the Localism Act 2011 must specify the period for which it has effect, and that period may not exceed four years.

10.0 CODE OF CONDUCT COMPLAINTS

10.1 Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

11.0 QUESTIONS

11.1 A Councillor may seek an answer to a question concerning any business of the Council provided seven clear days notice of the question has been given to the Proper Officer.

11.2 Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.

11.3 Every question shall be put and answered without discussion.

12.0 DRAFT MINUTES

12.1 If a copy of the draft minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.

12.2 No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with Standing Order 7.1.4 above.

12.3 Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

12.4 Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

12.5 If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms of to the same effect:

"The Chair of this meeting does not believe that the minutes of the meeting of the () held on (date) in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.

13.0 DISORDERLY CONDUCT

- 13.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- 13.2 If, in the opinion of the Chair, there has been a breach of Standing Order 13.1 above, the Chair shall express that opinion and thereafter any Councillor (including the Chair) may move that the person no longer be heard or be excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- 13.3 If a resolution made in accordance with Standing Order 13.2 above, is ignored, the Chair may take such further steps as may reasonably be necessary to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

14.0 RESCISSION OF PREVIOUS RESOLUTIONS

- 14.1 A resolution (whether affirmative or negative) of the Council shall not be reversed within six months except either by a proposal, the written notice whereof bears the names of at least five members of the Council, or by a resolution moved in pursuance of the report or recommendation of a Committee.
- 14.2 When a resolution moved under the provision of Standing Order 14.1 above has been disposed of, no similar motion may be moved within a further six months.
- 14.3 Any resolution passed by a committee reporting to Full Council may be placed on the next Full Council agenda for discussion in its own right if so requested in writing by at least five members of the Council. Once such a request has been received, further activities, clarification and information gathering excepted, shall cease on the original resolution

15.0 VOTING ON APPOINTMENTS

- 15.1 Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.
- 15.2 The Mayor and Deputy Mayor should not serve longer than three complete consecutive municipal years in their respective offices.
- 15.3 Chairs of committees and sub-committees should not serve as Chair longer than three consecutive years. Nor should any member of the Council be Chair of more than one committee or sub-committee at any one time.
- 15.4 Neither shall the Mayor or Deputy Mayor be Chair of a full committee.
- 15.5 The Chair (Mayor) of the Town Council shall be assigned a seat on Personnel Sub-Committee, unless they have already been appointed through the annual committee appointment process (via submission of preference by priority order).

16.0 EXPENDITURE

- 16.1 Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.
- 16.2 **The Council's Financial Regulations shall be reviewed once a year.**
- 16.3 **The Council's Financial Regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

17.0 RESOLUTIONS ON EXPENDITURE

- 17.1 A resolution, by any committee, which would increase the expenditure upon any service which is under the management of that committee, or which would reduce the revenue at the disposal of the Council, or which would involve capital expenditure, shall be referred to the General Purposes Committee for decision.

18.0 EXECUTION AND SEALING OF LEGAL DEEDS

- 18.1 A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- 18.2 **In accordance with a resolution made under Standing Order 18.1 above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors of the Council who shall sign the deed as witnesses.**

19.0 COMMITTEES AND SUB-COMMITTEES

- 19.1 The Council may at its Annual Statutory Meeting, appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:-
- 19.1.1 Shall not appoint any member of a committee so as to hold office later than the next Annual Statutory Meeting.
- 19.1.2(a) **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- 19.1.2(b) **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.** Such appointed members will have no voting rights.
- 19.1.2(c) **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- 19.1.3 The Council may appoint standing committees or other committees as may be necessary, and;
- (i) shall determine their terms of reference;
 - (ii) shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - (iii) shall permit a committee, other than in respect of the ordinary

meetings of a committee, to determine the number and time of its meetings;

(iv) shall, subject to standing orders 19.1.2(b) and (c) appoint and determine the terms of office of members of such a committee

(v) may, subject to standing orders 19.1.2(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer five days before the meeting that they are unable to attend;

(vi) shall, after it has appointed the members of a standing committee, appoint the chair of a standing committee;

(vii) shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;

(viii) shall determine the place, notice requirements and quorum for a meeting of a committee, and a sub-committee which, in both cases, shall be no less than three or one third of its members;

(ix) shall determine if the public may participate at a meeting of a committee;

(x) shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

(xi) shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend and:

- 19.1.4 May, subject to the provisions of Standing Order No.14, at any time dissolve or alter the membership of a committee;
- 19.1.5 Every committee shall at its first meeting before proceeding to any other business, elect a Chair and may elect a Vice-chair who shall hold office until the next Annual Statutory Meeting of the Council;
- 19.1.6 In the event of the ballot failing to determine the Chair and Vice- chair because of an equality of votes the candidate or candidates to be elected from those having an equal number of votes shall be determined at the first committee meeting which will be chaired by the Mayor. Any tie may then be settled by the Chair's casting vote;
- 19.1.7 The Chair of a committee or the Mayor of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a third of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting;
- 19.1.8 Each committee may appoint working groups or steering groups for purposes specified by the committee. Sub-committees will be appointed by Full Council;
- 19.1.9 The Standing Orders on rules of debate, (except those parts relating to standing and speaking more than once), and the Standing Order on interests of Councillors in contracts and other matters shall apply to committees, sub-committees.

20.0 WORKING GROUPS AND STEERING GROUPS

- 20.1 Any committee may create working or steering groups, whose name and number of members and the bodies to be invited to nominate members shall be specified.
- 20.2 The working and steering groups will conduct their business in accordance with Working Group Policy No. 39 and Steering Group Policy No. 57.
- 20.3 Working and steering groups may make recommendations and give notice thereof to the parent committee.
- 20.4 Working and steering groups may consist wholly of persons who are not members of the Council.

21.0 EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- 21.1 **The Mayor of the Council may convene an extraordinary meeting of the Council at any time.**
- 21.2 **If the Mayor of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.**
- 21.3 The Chair of a Committee (or a sub-committee) may convene an extraordinary meeting of the committee (or sub-committee) at any time;
- 21.4 If the Chair of a committee (or a sub-committee) does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee (or sub-committee), any two members of the committee (or sub-committee) may convene an extraordinary meeting of the committee (or sub-committee).

22.0 ACCOUNTS AND ACCOUNTING STATEMENTS

- 22.1 The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.
- 22.2 "Proper practices" in standing orders refer to the most recent version of the "Governance and Accountability for Local Councils – a Practitioner's Guide"
- 22.3 All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.
- 22.4 The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to General Purposes Committee or Environment & Leisure Committee to summarise:
- (i) the Council's income and expenditure for that committee;
 - (ii) the Council's aggregate income and expenditure for the year to date;
 - (iii) the balances held at the end of that period being reported;

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends (these are reported at each committee meeting

so more frequently than quarterly).

- 22.5 As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- (i) each councillor with a statement summarising the council's income and expenditure for the last quarter and the year to date for information, and;
 - (ii) to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- 22.6 The year-end statement of accounts shall be prepared in accordance with proper practices and apply the form of accounts determined by the council for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to the anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

23.0 ESTIMATES AND PRECEPTS

- 23.1 **The Council shall review the estimates not later than the end of January each year and shall fix the precept to be levied for the ensuing financial year. The Responsible Financial Officer shall supply each Councillor with a copy of the approved estimates.**
- 23.2 Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than the end of November each year.
- 23.3 The annual capital and revenue expenditures shall form the Council's budgets and the basis of financial control for the ensuing year.

24.0 INTERESTS

- 24.1 **If a Councillor has a personal interest as defined by the Code of Conduct (Policy No. 43) then they shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required which shall be recorded in the minutes of the meeting.**
- 24.2 **If a Councillor who has declared a personal interest then considers the interest to be a disclosable interest, they must withdraw from the room during consideration of the item to which the interest relates unless a dispensation has been authorised by the Clerk in advance of the meeting.**
- 24.3 **The Clerk may be required to compile and hold a register of Councillors' interests in accordance with any agreement with the Monitoring Officer of Wealden District Council and/or as required by statute.**
- 24.4 If a candidate for any appointment under the Council is to their knowledge related to any Councillor or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do, shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a Councillor is disclosed, Standing Orders No. 24.1 and 24.2 shall apply. The Clerk shall make known the significance of this Standing Order to every candidate.

25.0 CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS

- 25.1 Canvassing Councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Clerk shall disclose the requirements of this Standing Order to every candidate.
- 25.2 A Councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; however any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- 25.3 This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.

26.0 INSPECTION OF DOCUMENTS

- 26.1 Subject to Standing Orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of their official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by Councillors.

27.0 RESTRICTIONS ON COUNCILLOR ACTIVITIES

- 27.1 Unless specifically authorised to do so by the Council or relevant committee or sub-committee by a resolution, no individual Councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
- 27.1.1 inspect any lands or premises which the Council has a right or duty to inspect;
- 27.1.2 issue orders, instructions or directions

28.0 CONFIDENTIAL BUSINESS

- 28.1 **No member of the Council or of any committee, sub-committee, working or steering group shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee, sub-committee, working or steering group as the case may be.**
- 28.2 **Any Councillor in breach of the provisions of paragraph 28.1 of this Standing Order shall be removed from any committee, sub-committee, working or steering group of the Council by the Council and reported to the Standards Committee.**

29.0 GENERAL POWER OF COMPETENCE

- 29.1 **Before exercising the General Power of Competence, a meeting of the Full Council shall have passed a resolution to confirm that it has satisfied the prescribed statutory criteria required to qualify as an eligible Council. The prescribed statutory criteria are:-**
- 29.1.1 **the number of ordinary members of the Council that have been declared to be elected, whether at ordinary elections or at a by-**

election, is equal or greater than two-thirds of the total number of members of the Council;

29.1.2 **the Clerk to the Town Council holds an appropriate qualification;**

and

29.1.3 **the Clerk to the Town Council has completed the relevant training, unless such training was required for the purpose of obtaining a qualification of a description mentioned in paragraph 29.1.2.**

30.0 HANDLING STAFF MATTERS

30.1 If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council, committee or sub-committee, (as the case may be), has decided whether or not the press and public shall be excluded pursuant to Standing Order 3.5 above.

30.2 Any persons responsible for all or part of the management of Council employees shall keep written records confidential of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.

30.3 The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.

30.4 Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.

30.5 Only persons with line management responsibilities shall have access to employee records referred to in Standing Orders 30.3 and 30.4 above if so justified.

30.6 Access and means of access by computer passwords to detailed personnel records of employment referred to in Standing Orders 30.3 and 30.4 above shall be provided only to The Town Clerk and Assistant Town Clerk & Responsible Financial Officer. Access to the personnel files of direct reports only, shall be made available to the Estates & Facilities Manager and Hospitality Manager in addition to the Town Clerk and Assistant Town Clerk & RFO.

30.7 Subject to the Town Council's policy regarding absences from work, the Council's Assistant Town Clerk & Responsible Financial Officer shall notify the Chair of the Personnel Sub-Committee, or if they are not available, the Vice Chair, of frequent or continued absence.

30.8 Subject to the Town Council's policy regarding the handling of grievance matters, the Assistant Town Clerk & Responsible Financial Officer shall contact the Chair of the Personnel Sub-Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed in accordance with the Town Council's policy.

30.9 Subject to the Town Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter is raised by a member of the management team of Uckfield Town Council which relates to the Mayor or Deputy Mayor of the Town Council, this shall be communicated to the Chair of General Purposes

Committee, which shall be reported back and progressed in accordance with existing HR policies.

31.0 RESPONSIBILITIES TO PROVIDE INFORMATION

- 31.1 **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme (policy no. 54) and respond to requests for information held by the Council as per the Council's policy 'Handling Access to Information' requests (Policy No. 16)**
- 31.2 **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements)(England) Regulations 2015.**

32.0 RELATIONS WITH THE PRESS AND MEDIA

- 32.1 All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media. (Policy No 26)

33.0 COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS

- 33.1 An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Councillors of the District and County Council representing their electoral wards.
- 33.2 When requested, letters ordered to be sent to the County or District Council shall be transmitted to the County Councillors for the division or to the District Councillors for the ward as the case may be.

34.0 FINANCIAL CONTROLS AND PROCUREMENT

- 34.1 The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- 34.1.1 the keeping of accounting records and systems of internal control;
 - 34.1.2 the assessment and management of financial risks faced by the Council;
 - 34.1.3 the work of the internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - 34.1.4 the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments;
 - 34.1.5 procurement policies (subject to Standing Order 34.2 below) including the setting of values for different procedures;
 - 34.1.6 whether contracts with an estimated value below £60,000 due to special circumstances are exempt from a tendering process or procurement exercise.
 - 34.1.7 financial regulations shall be reviewed regularly and at least annually for the fitness of purpose.

- 34.2 Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services, or the execution of works shall include, as a minimum, the following steps:
- (i) a specification for the goods, materials, services or the execution of works shall be drawn up;
 - (ii) an invitation to tender shall be drawn up to confirm
 - (i) the Council's specification,
 - (ii) the time, date and address for the submission of tenders
 - (iii) the date of the Council's written response to the tender and,
 - (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - (iii) tenders are to be submitted in writing in a sealed marked envelope addressed to the Town Clerk (Proper Officer);
 - (iv) All sealed tenders shall be opened at the same time on the prescribed date by either the Town Clerk or Assistant Town Clerk & RFO or Estates & Facilities Manager in the presence of at least two Members of the Council, after the deadline for submissions has passed
 - (v) The Officer (shall record the details of the tender, the names and addresses of each tenderer, the amount or price of the tender, the time and place of opening, and the names and signatures of those present at the opening of the tenders. The above details shall be reported to the Council, or where the tenders have been sought by a committee to that committee.
- 34.3 Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- 34.4 **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to requirements of the current procurement legislation, and if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**
- 35.0 TRAINING**
- 35.1 All Councillors appointed to the Council will attend appropriate training courses.
- 35.2 Chairs shall be expected to undertake appropriate training courses.
- 36.0 URGENT BUSINESS**
- 36.1 If a matter is deemed "urgent" and if outside scheduled committee meetings or Full Council and with the consent of the Mayor and Chairs of committee, it can be agreed by the use of an Urgent Consultation Panel. The Panel will consist of the Mayor, the Deputy Mayor and Chairs of committees. All decisions agreed by the panel will be reported to Full Council or the appropriate standing committee at the earliest opportunity.

37.0 MANAGEMENT OF INFORMATION

37.1 See also standing order 31.0

The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

37.2 **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

37.3 **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

37.4 **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

38.0 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

38.1 The Council may appoint a Data Protection Officer.

38.2 **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**

38.3 **The Council shall have a written policy in place for responding to and managing a personal data breach.**

38.4 **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

38.5 **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

38.6 **The Council shall maintain a written record of its processing activities.**

UCKFIELD TOWN COUNCIL



PUBLICATION SCHEME

Policy Number 54		
Issue No.	Date completed	Details of amendments
1		This policy should be read in conjunction with the Freedom of Information (Requests) Policy (No. 16).
2	05.06.17	Review by General Purposes Committee of document in line with ICO guidance document.
3	11.09.23	Review by General Purposes Committee. There has been no change to the model publication scheme of the ICO since 2015.
4	28.04.25	Review of documentation at General Purposes Committee.
5	05.05.26	Annual review by GP Committee

1.0 Introduction

This publication scheme has been prepared in association with the Model Publication Scheme produced by the Information Commissioner's Office.

Through this document, the Town Council commits to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

The scheme commits Uckfield Town Council to:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below;
- Specify the information which is held by the authority and falls within the classifications below;
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public;
- Review and update on a regular basis the information the authority makes available under this scheme;
- Produce a schedule of any fees charged for access to information which is made proactively available;
- Make this publication scheme available to the public;
- Publish any dataset¹ held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use.

¹ 'Dataset' is defined in section 11(5) of the Freedom of Information Act (information comprising a collection of information held in electronic form)

2.0 Classes of Information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision-making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- The disclosure of information which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure;
- Information in draft form;
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons;

3.0 The method by which information published under this scheme will be made available

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may only be available by viewing in person. Where this manner is specified, contact details will be

provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4.0 Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Most information is now readily available online but charges may be made for actual disbursements incurred such as:

- Photocopying;
- Postage and packaging;

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory power of public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to the provision of the information.

5.0 Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act or Environmental Information Regulations.

6.0 Information available from Uckfield Town Council

It is expected that Uckfield Town Council makes the information in the following pages available unless:

- It does not hold the information;
- The information is exempt under one of the FOI exemptions or Environmental Information Regulation 2024 exceptions, or its release is prohibited by another statute (e.g. UK GDPR);
- The information is readily and publicly available from an external website;
- The information is archived, out of date, or otherwise inaccessible, or it would be impractical or resource intensive to prepare the material for routine release.

Information to be published	Definition	How to access	Cost	Associated weblink
Class 1: Who we are and what we do	Organisational information, structures, locations and contacts	Website	Free	https://www.uckfieldtc.gov.uk/council-services/
	Who's who on the Council and it's Committees			https://www.uckfieldtc.gov.uk/your-council/councillors/
	Contact details for the Town Council Office and Town Councillors			https://www.uckfieldtc.gov.uk/key-documents/?cat=governance
	Location of main Council office and accessibility details			https://www.uckfieldtc.gov.uk/contact-us/
	Staffing structure			https://www.uckfieldtc.gov.uk/your-council/transparency-on-spend/
Class 2: What we spend and how we spent it	Financial information relating to projected and actual income and expenditure	Website	Free	Reported to General Purposes and Environment & Leisure Committees https://www.uckfieldtc.gov.uk/agendas-and-minutes/
	Procurement, contracts			
	Financial audits (current and previous years)			https://www.uckfieldtc.gov.uk/your-council/council-finance/
	Annual Governance & Accountability return form (AGAR) and report by auditor			
	Finalised budget			https://www.uckfieldtc.gov.uk/your-council/plans-and-budgets/
	Precept (incorporated on finalised budget above)			https://www.uckfieldtc.gov.uk/key-documents/?cat=audit
	Financial Regulations			
	Community Grants given and received			https://www.uckfieldtc.gov.uk/your-council/transparency-on-spend/

	List of current contracts awarded and value of contract			https://www.uckfieldtc.gov.uk/your-council/financial-information/
	Members' allowances and expenses* * available in the Annual Town Report			https://www.uckfieldtc.gov.uk/key-documents/?cat=annual-reports
Information to be published	Definition	How to access	Cost	Associated weblink
Class 3 – what our priorities are and how we are doing	Strategic Plan Annual Plan Progress updates on annual priorities Audits, inspections and reviews	Website	Free	https://www.uckfieldtc.gov.uk/your-council/plans-and-budgets/ Progress on annual priorities is reported to Full Council at the end of each quarter:
	Annual Report to Town Meeting (current and previous year as a minimum)			https://www.uckfieldtc.gov.uk/agendas-and-minutes/ https://www.uckfieldtc.gov.uk/key-documents/?cat=annual-reports
Class 4 – how we make decisions	Decision-making processes and records of decisions	Website	Free	https://www.uckfieldtc.gov.uk/agendas-and-minutes/
	Timetable of meetings			https://www.uckfieldtc.gov.uk/your-council/calendar-of-meetings-2026/
	Agendas of meetings			
	Minutes of meetings (as above) – NB. This will exclude information that is properly regarded as private to the meeting.			https://www.uckfieldtc.gov.uk/agendas-and-minutes/
	Reports presented to Council meetings – NB. This will exclude information that is properly regarded as private to the meeting.			
	Responses to consultation papers			https://www.uckfieldtc.gov.uk/community/have-your-say/ and reports to standing committees:
	Responses to planning applications			https://www.uckfieldtc.gov.uk/agendas-and-minutes/ Minutes of Plans Committee meetings
Bye-laws	https://www.uckfieldtc.gov.uk/agendas-and-minutes/ -			

Information to be published	Definition	How to access	Cost	Associated weblink
Class 5 – Our policies and procedures	Current written protocols, policies and procedures for delivering our services	Website	Free	https://www.uckfieldtc.gov.uk/your-council/plans-and-budgets/ https://www.uckfieldtc.gov.uk/key-documents/?cat=town-council-corporate-policies
	Policies and procedures for the conduct of Council business: Standing orders (our Constitution) Committee and sub-committee terms of reference Policy statements Code of Conduct			https://www.uckfieldtc.gov.uk/key-documents/?cat=governance
	Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)			https://www.uckfieldtc.gov.uk/key-documents/?cat=town-council-corporate-policies
	Information security policy	On request from office		Hard copy available to view in Town Council office.
	Records management policies (records retention, destruction and archive)	Website		https://www.uckfieldtc.gov.uk/key-documents/?cat=town-council-handling-of-access-to-information
	Data protection policies			
Schedule of charges (for the publication of information)				

Information to be published	Definition	How to access	Cost	Associated weblink
Class 6 – Lists and Registers	Currently maintained list and registers only	Website	Free	https://www.uckfieldtc.gov.uk/your-council/transparency-on-spend/land-and-assets/ https://www.uckfieldtc.gov.uk/key-documents/?cat=governance Hard copy available to view in Town Council office.
	Assets register			
	Register of Members' interests	Hard copy available to view in Town Council office.		
	Register of gifts and hospitality			
	Burial Registers			
Electoral Registers				
Class 7 – The services we offer	Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only	Website	Free	https://www.uckfieldtc.gov.uk/council-services/allotments/ https://www.uckfieldtc.gov.uk/council-services/snatts-road-cemetery/ https://www.uckfieldtc.gov.uk/council-services/buildings/ https://www.civiccentreuckfield.com/room-hire/ https://www.uckfieldtc.gov.uk/council-services/play-areas-pitches-and-pavilions/ https://www.uckfieldtc.gov.uk/council-services/bus-shelters-and-street-furniture/ https://www.uckfieldtc.gov.uk/community/the-voice/
	Allotments			
	Burial grounds and closed churchyards			
	Community centres and village halls			
	Parks, playing fields and recreational facilities			
	Seating, litter bins, clocks, memorial and lighting			
	Bus shelters			
	A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g., burial fees)			
	Newsletter (The Uckfield Voice)			
Additional Information	This will provide Councils with the opportunity to publish information that is not itemised in the lists above.	Website	Free	https://www.uckfieldtc.gov.uk/

7.0 Contact details

Uckfield Town Council
Council Offices
Civic Centre
Uckfield
East Sussex
TN22 1AE

Telephone: 01825 762774

Website: www.uckfieldtc.gov.uk

Email: admin@uckfieldtc.gov.uk

8.0 Schedule of Charges

Disbursement cost	Photocopying/Printing			
	Black and white		Colour	
	A4	A3	A4	A3
Per sheet	25p	40p	50p	£1.20
Double sided	40p	50p	80p	£1.00
Disbursement cost	Laminating			
	A4		A3	
	£1.50		£2.00	
Disbursement cost	Postage			
	£1.35 (based on current midway point of 1 st class (£1.80) and 2 nd class stamp cost of £0.91p)			

UCKFIELD TOWN COUNCIL



PAY POLICY STATEMENT

2025/26

Policy Number 87		
Issue No.	Date completed	Details of amendments
1	26.03.26	Draft presented to Personnel Sub-Committee
2.	05.05.26	Ratification at General Purposes

1. Introduction

This Pay Policy Statement is produced in accordance with Section 38–43 of the Localism Act 2011 and sets out Uckfield Town Council’s policies relating to the pay and remuneration of its workforce (*particularly senior officers and lower paid employees*) for the financial year 2025/26.

The purpose of this statement is to ensure transparency and accountability in the use of public funds and to enable taxpayers to understand the Council’s approach to remuneration.

This statement is approved annually by Full Council and prepared no later than 31 March each year.

2. Accountability and decision-making

Under the Local Government Act 1972 s101(a) the Town Council has the power to arrange for the discharge of its functions to a committee, sub-committee or officer.

In accordance with the Town Council’s Scheme of Delegation and Standing Orders of the Council, Personnel Sub-Committee consider pay, terms and condition relating to employees of the council, and this is ratified by General Purposes Committee.

However, the appointment of a new Town Clerk, further to recommendation from the recruitment panel, can only be determined by a resolution of Full Council.

3. Scale

Uckfield Town Council is responsible for the employment of 30 permanent members of staff, as well as casual staff within the Civic Centre and Luxfords Restaurant.

The Town Council has a large asset portfolio comprising both built and green assets. The annual budget for 2025/26 was set at £1,986,904, with a third of the income received, generated through the council’s own means. The Council manages the above assets and supports the town (approx. 15,000 residents living in 6,456 households).

This policy applies to all employees of the Council, including:

- Senior officers
 - All other employees, including the lowest paid employees
-

4. Definitions

For the purpose of this statement:

- **Remuneration** includes salary, allowances, fees, bonuses, benefits in kind, pension contributions, and termination payments.
 - **Senior officers** refers to senior management roles including the Head of Paid Service (Town Clerk) and statutory officers (e.g. RFO).
 - **Lower paid employees** are those on the lowest grade within the Council's pay structure.
-

5. Principles underpinning our Pay Policy

The Council is committed to:

- Transparency, fairness, and accountability in pay
- Providing value for money to taxpayers
- Supporting recruitment and retention of high-quality staff
- Maintaining equitable pay structures through job evaluation

All job descriptions and person specifications are evaluated independently from the Town Council, to ensure that pay and grading are determined through recognised job evaluation schemes and benchmarking is comparable against similar roles in other levels of local government.

In addition to the job description and person specification, details are also provided to the panel, on:

- knowledge and skillset requires;
 - responsibility for people, supervision, financial resources and physical resources, and;
 - working conditions.
-

6. Pay Structure

Uckfield Town Council's pay policy operates a graded pay structure based on nationally negotiated pay scales set out and agreed by the National Joint Council for Local Government Services, as well as annual pay award updates.

Pay grades - each role is assigned a grade through job evaluation and appointments are normally made at the minimum of the grade;

Progression - progression through the pay grades is based on meeting identified performance goals. Incremental increases are applied in April each year. A member of staff will become eligible for these increments following a minimum of 12 months' service.

Pay supplements – these would only be applied in special circumstances and would usually consist of an honorarium type arrangement should an employee take on additional duties and responsibilities for a defined period, for example covering a vacancy or taking on a special project.

7. Pay Multiple

Uckfield Town Council uses an established process of defining roles, determining job size and salary levels, by having job roles independently evaluated.

In line with the Local Government Transparency Code, a pay multiple is the ratio between the earnings of the highest paid employee and the median earnings figure of all other employees (FTE salaries).

The current pay multiple for Uckfield Town Council, as of August 2025 (*when the 1 April 2025 pay award was announced by NJC*), is 1: 2.4.

This calculation provides a measure of internal pay equity and is reviewed annually.

The Council aims to ensure that this ratio remains proportionate and justifiable.

8. Professional fees

Where the Town Council's Personnel Sub-Committee determines that membership of a professional body is essential for the continuous professional development of an employee, the council will pay the fees of that professional body as set out in the Council's Training and Development policy.

9. Additional payments and allowances

The Council may provide:

- Overtime payments;
- Market supplements (*in exceptional circumstances*);
- Travel and subsistence expenses;
- Professional fee reimbursement;

All such payments are subject to approval processes and regular review.

10. Local Government Pension Scheme (LGPS)

Employees are automatically enrolled onto the Local Government Pension Scheme (East Sussex) at the start of their employment. The employee contribution rates for 2025/26, range between 5.5% and 12.5% of pensionable pay (although employees can join the 50/50 scheme and pay 50% of these amounts).

The Employer contribution rates are set by Actuaries advising each of the local LGPS funds and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The rate for 2025/26 was 22%.

11. Payments on Termination of Employment

Any severance or termination payments falling outside the provisions of 'the statement' or the relevant periods of contractual notice are subject to a formal decision made by Personnel Sub-Committee and ratified either by General Purposes Committee or Full Council. This will be determined on a case by case basis.

12. Town Clerk and Senior Management Team

Due to the nature and responsibilities of their role, the Town Clerk and Senior Management Team are normally employed on permanent employment contracts. When recruiting to all posts, the Town Council will take account of its Equality Policy and Public Sector Equality Duty.

The determination of the remuneration to be offered to any newly appointed Town Clerk or member of Senior Management Team, will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

In exceptional circumstances, where the council remains unable to recruit a Town Clerk or member of the Senior Management Team, particularly the RFO, or where there is a need for interim support to provide cover for a vacant post, the Town Council may consider engaging an individual through 'contracted services.'

Such arrangements would be kept under regular review by Personnel Sub Committee.

13. Lower paid employees

The lowest paid persons employed under a contract of employment with the council are employed on part time or full time contracts, which are pro rata of their full time equivalent salaries.

As of 1 April 2025 (announced in August 2025), this was SCP 2 (£24,413 per annum). Please note this has been reviewed as of 1 April 2026, as a result of the increase in minimum wage whilst the Town Council awaits the decision of the National Joint Council for the April 2026 salary ranges.

Uckfield Town Council continues to keep a close watch on changes to the minimum wage, and makes adjustments accordingly prior to any pay award announcements to ensure the Town Council works in line with these requirements.

14. Governance and Decision-Making

Responsibility for pay policy is shared as follows:

- General Purposes Committee: ratification of the Pay Policy Statement
- Personnel Sub Committee: oversight of pay structures and senior appointments
- Officers: implementation of policy

This statement will be reviewed annually and updated as required to reflect legislative changes, national pay awards and organisational changes.

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH: JANUARY 2026

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

N/A

PETTY CASH

Check cash balance and vouchers
Town Council Petty Cash
Luxfords P

-
-

Signed

Print Name ... M. McCARTHY

Dated 20.4.2026

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.
WICKFIELD MATTERS	3757 2.1.26	19292	✓	✓	1364981334
KD CATERING	14798244 30.1.26	19227	✓	✓	136495572

Customer Invoices Checked

Customer Name	Invoice No.	Are hire charges correct?	Payment date on invoice	Bank Statement Date/Pg No.
PHIL KENNEDY	51606	✓	29.1.26	29.1.26 p6
DIVERSITY RESOURCE Wf	51544	✓	18.12.25	18.12.25 p5

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS payment record
J. RIDLEY	✓	✓	30.1.26	1370441723
J. CONNOR	✓	✓	30.1.26	1370441723

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	30.1.26 pg 1	✓	0.00	1210
General Account	30.1.26 pg 6	✓	£60 DISCREPANCY DUE TO POST OFFICE ERROR	1200
Business Reserve	30.1.26 pg 1	✓	64,337.08	1227
35 day account	30.1.26 pg 1	✓	256,251.03	1225
95 day account	30.1.26 pg 1	✓	427,874.17	1226

Quarterly bank reconciliation verification

Bank Account	Bank statement Date/ Pg. no.	RFO has signed both records	Member has signed both records	Notes
Clerks Account				
General Account				
Business Reserve				
35 day account				
95 day account				

Petty Cash Checked

Account Name	Is reconciliation correct?	Selected Voucher name and findings	At time of visit, are petty cash floats aligned to SAGE balance
Town Council	✓	TESCO £19.32 CLEANING MATERIALS	
Luxfords	✓	TESCO £14.65 FOOD.	

