



UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre
Uckfield, East Sussex, TN22 1AE
Tel: (01825) 762774
e-mail: townclerk@uckfieldtc.gov.uk
www.uckfieldtc.gov.uk

Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO THE ANNUAL STATUTORY MEETING OF UCKFIELD TOWN COUNCIL

in the
Council Chamber, Civic Centre, Uckfield
on
Monday 18 May 2026 at 7.00pm
AGENDA

1.0 ELECTION OF TOWN MAYOR

- 1.1 The Town Mayor to receive the Declaration of Acceptance of Office

2.0 ELECTION OF DEPUTY TOWN MAYOR

3.0 APOLOGIES FOR ABSENCE

4.0 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.

5.0 STATEMENTS FROM MEMBERS OF THE PUBLIC ON MATTERS ON THE AGENDA AT THE MAYOR'S DISCRETION

6.0 MINUTES

- 6.1 To **RESOLVE** that the minutes of the Full Council meeting of the 16 March 2026 be taken as read, confirmed as a correct record and signed by the Town Mayor.
- 6.2 To note the minutes of the Annual Town Meeting of the 15 April 2026, and for the Town Council's committees to take forward the issues raised as appropriate.
- 6.3 Action list
- 6.4 Forward plan

7.0 COMMITTEE MINUTES

- 7.1 To note the acts and proceedings of the following committee meetings:-
- | | | |
|-----|---------------------------------|------------------------------------|
| (a) | Environment & Leisure Committee | 13 April 2026 |
| (b) | Plans Committee | 30 March, 20 April and 11 May 2026 |
| (c) | General Purposes Committee | 23 March and 5 May 2026 |

8.0 TO REVIEW THE SCHEME OF DELEGATION AND TERMS OF REFERENCE FOR THE TOWN COUNCIL'S COMMITTEES

9.0 TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED STANDING COMMITTEES

- (a) General Purposes (9 Members)
- (b) Environment and Leisure (9 Members)
- (c) Plans (7 Members)

(The meeting will now adjourn to allow the committees to meet and elect a Chairman and Vice-chairman, following which the meeting will reconvene).

10.0 TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED SUB-COMMITTEES AND THE VOICE EDITORIAL PANEL

- (d) Personnel (5 Members)
 - (e) Finance (5 Members)
- (Both reporting to the General Purposes Committee)

(The meeting will now adjourn to allow the sub-committees to meet and elect a Chairman and Vice-chairman following which the meeting will reconvene.)

- (f) The Voice Editorial Panel (3 Members)

11.0 TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

12.0 TO CONFIRM APPOINTMENTS TO FULL COUNCIL WORKING GROUPS

13.0 TO RATIFY REVISED DOCUMENTATION FROM STANDING COMMITTEES:
General Purposes Committee

- (i) Standing Orders
- (ii) Financial Regulations
- (iii) Annual Investment Strategy 2026
- (iv) Pay Policy Statement 2025-26
- (v) Publication Scheme
- (vi) CCTV Policy

14.0 ANNUAL REVIEW OF THE TOWN COUNCIL'S CODE OF CONDUCT POLICY, AND APPENDICES

15.0 TO NOTE MEMBERSHIP OF OTHER BODIES AND ANNUAL FEES

16.0 TO RECEIVE THE TOWN COUNCIL'S CALENDAR OF MEETINGS FOR 2026-27

17.0 TO NOTE THE APPOINTMENT OF MEMBERS TO COMPLETE AUDITS UNTIL THE ANNUAL STATUTORY MEETING IN MAY 2027

18.0 TO RECEIVE UPDATES FROM REPRESENTATIVES TO OUTSIDE BODIES
(ii) Neighbourhood Plan Steering Group

19.0 TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS
(i) Uckfield – Events Working Group
(ii) Ageing Well Forum

20.0 TO NOTE THE ENGAGEMENTS OF THE MAYOR AND DEPUTY MAYOR

21.0 END OF YEAR PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2025/26

- 22.0 TO REVIEW A SNAPSHOT OF THE TOWN COUNCIL'S BUDGET AND BALANCE SHEET POSITION FOR Q4 OF 2025/26
- 23.0 TO CONSIDER A MOTION FROM COUNCILLOR D. MANVELL
- 24.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED
(No questions received by the deadline)
- 25.0 TO SIGN AND SEAL LEASE AGREEMENTS
- 26.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT
- 27.0 TOWN MAYOR'S ANNOUNCEMENTS
- 28.0 TOWN CLERK'S ANNOUNCEMENTS
- 29.0 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: -
 - 29.1 To consider the draft Emergency Plan
 - 29.2 To ratify the confidential business of General Purposes Committee on 5 May 2026



Town Clerk
8 May 2026

Annual Statutory meeting of the Council

Monday 18 May 2026

Agenda item 1.0 and 2.0

NOMINATIONS FOR ELECTION OF TOWN MAYOR AND DEPUTY MAYOR

1.0 Summary

- 1.1 We received nominations from nine Town Councillors in advance of the meeting for the election of Town Mayor and Deputy Mayor.
- 1.2 Nominations were invited as per the Standing Orders from all Town Councillors. Once the Town Mayor has been elected, if more than one nomination is received, those who are unsuccessful for Town Mayor will be offered the opportunity to stand for Deputy Mayor.

2.0 Nominations for Town Mayor

- 2.1 The names put forward for nomination for Town Mayor, in alphabetical order, were:
Councillor Karen Bedwell
- 2.2 The table below provides the reasons why nominations were submitted for the above individual:

Cllr Karen Bedwell (nine nominations received)	"Karen has led the council with energy, honour, and sincerity. She continually shows her devotion to the town and concern for its residents. I am proud to nominate Karen for a further term"
	"To allow Karen to continue in a full three-year term. Karen is very expressive in all she undertakes and shows total commitment. She has the ability to excel in networking"
	"Excellent Mayor"
	"Would be a third year. Done a good job so far"
	"I would like to see Karen complete a third year as Town Mayor. I believe she had a great first two years working hard for our town and has proved herself worthy to continue"
	"Karen has been a very active Mayor and a vocal supporter of the many things that make our community so special. I wholeheartedly endorse her continuation in this role"
	"Karen has been an exemplary Mayor for the past two years and deserves to be Mayor for the third year. She is very committed and works extremely hard"
	"Both councillors have performed their roles with obvious dedication, exhibiting outstanding levels of judgement, local knowledge, and integrity"
	"Karen has shown over the last two years her dedication to the town, our residents and the Council. To serve us for a third year I feel will ensure Uckfield and Karen will stand tall and strong"

3.0 Nominations for Deputy Mayor

- 3.1 Two nominations received for Deputy Mayor, in alphabetical order, were for:
Councillor Spike Mayhew
- 3.2 The table provides the reasons why nominations were submitted for the above individual:

Cllr Spike Mayhew (two nominations received)	“Both councillors have performed their roles with obvious dedication, exhibiting outstanding levels of judgement, local knowledge, and integrity”
	“Excellent deputy. Both a credit to our town and council, thank you for all they have done these last two years.”

UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held
on Monday 16 March 2026 at 7.00pm
in the Council Chamber, Civic Centre, Uckfield

PRESENT: Cllr. K. Bedwell (Town Mayor) Cllr. M. McClafferty
Cllr. S. Mayhew (Deputy Mayor) Cllr. D. Manvell
Cllr. K. Butler Cllr. B. Reed
Cllr. D. Bennett Cllr. P. Selby
Cllr. D. French Cllr. A. Smith
Cllr. J. Love Cllr. D. Ward
Cllr. C. Macve

IN ATTENDANCE:

4 x members of the public
County Councillor Claire Dowling

Sarah D'Alessio Assistant Town Clerk & RFO
Holly Goring Town Clerk
Louise Slaughter Hospitality Manager
Thomas Woollard Estates Manager
Minutes taken by Holly Goring

1.0 DECLARATIONS OF INTEREST

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. They were advised that notice should be given at this part of the meeting of any intended declaration and that the nature of the interest should then be declared later at the commencement of the item or when the interest became apparent.

Councillor D. Bennett declared a personal interest in agenda item 10.0 as a result of knowing the resident who submitted the enquiry.

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

FC.91.03.26 Members **RESOLVED** to suspend standing orders to enable a member of the public and a County Councillor to speak on this and the next item.

Resident 1 wished to speak in relation to agenda item 10.0. Their enquiry related to land adjacent to their property.

Their family were hoping to purchase a triangle of land from the adjacent green space of approximately 30sqm. It would extend their garden and enable them to improve the space around their home. Their property was East facing and they lost the evening sunlight. Her mother suffered from COPD and the garden and fresh air were good for her health.

The land itself was not used for any specific purpose by the Town Council and there was often dog mess, and it was not well maintained. The resident thanked members for listening to her and for considering their request.

3.0 TO RECEIVE REPORTS FROM EAST SUSSEX COUNTY COUNCIL AND WEALDEN DISTRICT COUNCIL

County Councillor Claire Dowling reported on the work with Town Councillors to address a number of issues within the town. It was pleasing to see the water leak repaired in Hempstead lane. 56 potholes had been repaired, some of them temporary, and it was anticipated with the wet weather that this number could increase. Four drainage matters had been addressed, and some were still under investigation.

Councillor Dowling met with the Highway steward on Friday to discuss a number of these issues. She also declared her support for protecting the railway trackbed.

Councillor Reed reiterated her interest in a developer's intention to synchronise the traffic lights in the town centre, when the Town Council were led to believe this had already been completed in 2016. This sat with Development Control, so it would need to be confirmed when they were last synchronised.

Councillor French had emailed East Sussex Highways about the traffic lights. Modifications were made to traffic light systems including changes to detectors and timers at Bell Lane as well as the addition of the filter light at Framfield Road in 2016. They were not 'smart' traffic lights but this could happen in the future. There was scope with the existing system to support to provide greater capacity.

Councillor Butler raised issues associated with the temporary closure of Eastbourne Road. The signage relating to the closure should have been placed at Highlands roundabout. It caused a number of difficulties for road users, and placed added pressure on Lewes Road.

Councillor Bedwell had contacted Southern Water and South East Water regarding the water in Lewes Road. All parties were declining that it was within their remit. ES Highways advised that it was not a priority, but it had been flooding since October 2025.

Councillor French had been focusing on the allocation and approval of her ward budget, and assisting with the Town Council's response to the Local Plan.

Councillor Reed referenced the extension of the deadline for the consultation response on the Local Plan. This would now fall at the end of March 2026. Previous comments submitted in the 2024 consultation would also be incorporated in the Regulation 19 alongside this application. There were about 70 in attendance at the in-person exhibition on 14 February 2026. Councillor Reed also referred to past concerns raised in relation to the management of the SANG (Horsted Green). In 2025, the skylark habitat was mowed whilst they were nesting. There were a dozen there this weekend and contact has been made with the Wealden DC Officers, so signage could be arranged and grounds maintenance schedules adapted accordingly.

Councillor Manvell had also been working on the allocation of ward budgets – this included funding being provided to the 4th Scouts Group and Uckfield Youth

Trust.

All Uckfield members voted in favour of the cost of living proposals within the Wealden DC budget as well as the introduction of exemptions in council tax for low income households.

Changes had been seen at the Maidens Head, and it was hoped that the tiles could be re-attached fairly soon. This would result in the scaffolding being reduced. There would still be further work required but good progress had been made to date.

Concerns had been raised about the hedgerows at Mockbeggars Farm. Planning officers had driven past the site and felt the works had followed the Arboricultural assessment. It did look stark, but officers would continue to check that works met the specifics of the application. Councillor Bedwell commented on her disappointment on the hedgerow. And also noted the Town Council's disappointment in the lack of meeting held to address Maidens Head to round the matter up in these latter stages.

Councillor Reed then referred to correspondence held with the Head of Planning with regards to Seghers Place and the issues that had occurred with the footpath closure and lack of construction plan adjacent to the ancient woodland. Councillor Bennett recalled the site being graded for archaeology some years back so confused further work was being undertaken.

FC.92.03.26 Members **RESOLVED** to reinstate standing orders.

4.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors V. Frost and P. Ullmann due to sickness and work commitments respectively.

Apologies had also been received from Councillor Chris Dowling.

5.0 MINUTES

5.1 To resolve that the minutes of the meeting of Full Council on 12 January 2026 be taken as read, confirmed as a correct record and signed by the Town Mayor.

FC.93.03.26 Members **RESOLVED** that the minutes of the meeting of Full Council be taken as read, confirmed as a correct record and signed by the Town Mayor.

5.2 Action List

Members agreed to the removal of the following actions, which had been completed:

FC.61.10.25 - initial review of service level agreements;

FC.88.01.26 – review of Estates machinery

FC89.01.26 – contribution to Our Parks initiative

Members subsequently noted the report and requested copies of the correspondence.

5.3 Forward plan

Members noted the forward plan.

6.0 COMMITTEE MINUTES

6.1 To note the acts and proceedings of the following committee meetings:-

(a) Plans Committee of the 26 January, 16 & 23 February and 9 March 2026

FC.94.03.26 It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 26 January, 16 & 23 February and 9 March 2026.

(b) Environment & Leisure Committee of the 19 January and 2 March 2026
FC.95.03.26 It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 19 January and 2 March 2026.

(c) General Purposes Committee of the 9 February 2026
FC.96.03.26 It was **RESOLVED** to note the acts and proceedings of the General Purposes Committees of the 9 February 2026.

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES
None received.

8.0 TO RECEIVE REPORTS FROM WORKING GROUPS
Members noted the update from the Events Working Group, and support required by all Town Councillors both at the event and the sharing and promotion of business sponsorship opportunities.

9.0 TO RATIFY DOCUMENTATION FROM STANDING COMMITTEES:

General Purposes Committee

(i) Scheme of Delegation and Committee Terms of Reference

FC.97.03.26 Members **RESOLVED** to ratify the adoption of the revised Town Council's Scheme of Delegation.

Environment & Leisure Committee

(ii) Memorial Safety Policy

FC.98.03.26 Members **RESOLVED** to ratify the adoption of the revised Town Council's Memorial Safety Policy.

Councillor Bennett left the room for agenda item 10.0 at 7.30pm.

10.0 TO CONSIDER AN ENQUIRY RELATING TO LAND ADJACENT TO 10, WILSON GROVE

A resident living on West Park, submitted an enquiry to the Town Clerk to see whether an area of green space owned by Uckfield Town Council which sat adjacent to their property boundary, was available for purchase. At present the land was not being utilised.

There were a mix of views around the table.

Those in favour of the request to purchase the land had no real objection with the enquiry, but felt any legal or associated costs with the sale, should be picked up by the buyer.

Those against the enquiry, were concerned that it could see an increase in enquiries from those living adjacent to Town Council land. It was noted that the land at West Park had various covenants in place. The future proposals to increase capacity for recreation and community space at West Park, may also require the Town Council to relook at the car parking area next to this green verge, and as a result should hold off from making any decisions at the current time. Similar requests had been turned down previously in the vicinity, so it was important for continuity. There may also be stipulations on the original S52 agreement on the transfer of land to the various local authorities.

It was suggested that a policy be created on the handling of these enquiries, as a number were submitted to Environment & Leisure Committee each year, and no set policy in place.

Councillor Bedwell proposed, to find out legally what the S52 agreement was with Charles Church and then take the matter back to E&L Committee to consider the Town Council's policy longer term on the handling of similar enquiries.

At the start of the discussion, Councillor McClafferty put forward a proposal to accept the interest in the purchase of the land.
This was seconded by Councillor Manvell.

A vote was taken on the proposal for the resident to purchase the land subject to the covenants and former S52 agreement being checked and the buyer bearing the associated costs of any sale. A show of hands, identified:
4 votes in favour
6 against (of which one was Cllr Selby)
1 abstained (Cllr Love)
This proposal therefore failed.

A second proposal was considered by Councillor Manvell – for the Town Council to develop a policy on the handling of such enquiries so both the residents and staff were clear on the Town Council's view on this matter.
Councillor McClafferty seconded the proposal.

FC.99.03.26 Members **RESOLVED** to report the matter to Environment & Leisure Committee and for a policy to be developed by the Town Council on the handling of enquiries from residents on the purchase of Town Council land.

Councillor Bennett returned to the room at 7.46pm.

11.0 TO CONSIDER A MOTION FROM COUNCILLOR D. BENNETT

Members were presented with a motion which sought the support of the Town Council on the ESCC 2025 Rail Plan, and asked for ESCC to immediately reinstate full trackbed protection.

Councillor Macve referenced paragraph 2.3 of the report. He wished to include an alteration to say 'the reinstatement of a twin/dual track line.' Councillor Bennett advised that the existing track policy just needs to be reinforced at this stage. The Town Clerk advised that a tweak would be made to the Strategic Plan and motion accordingly.

Concerns had been raised with the proximity of the Owlsbury Farm development for example. Members requested the incorporation of reference to a dual trackbed. It was clarified that yes, fence to fence double track protection was important.

FC.100.03.26 Members **RESOLVED** to support the motion submitted by Councillor Bennett:

'Uckfield Town Council welcomes and strongly supports our County Council's 2025 Rail Plan in recognising the pivotal role of rail and the development of the town's connections to Lewes and Tunbridge Wells for modern railway use. We therefore urge and indeed expect ESCC to immediately reinstate the full dual trackbed protection (fence to fence) which existed in the Council's

Structure Plans.’

12.0 TO CONSIDER A MOTION FROM COUNCILLOR D. FRENCH

Councillor French submitted a motion which requested that the Town Council make a nomination for the Uckfield Police station site to be considered as an asset of community value. The building itself was prominent in the town’s landscape and should be listed.

Members noted that the boundary around the area nominated was important. It was thought that this should include the Police station building within its setting.

FC.101.03.26 Members **RESOLVED** to support the motion submitted by Councillor French:

“If Uckfield Police Station is not currently listed, could Uckfield Town Council please make a nomination for this site to be registered as an Asset of Community Value. The Police station is located on New Town, Uckfield, TN22 5DL.”

13.0 TO NOTE THE DECISION OF THE URGENT CONSULTATION PANEL

A matter was brought to the attention of the Town Council’s Urgent Consultation Panel on 18 February 2026, due to the timescales involved to request the extension of leave of absence/attendance from the Town Council for a Town Councillor due to their current health. This was a consideration under Section 85 of the Local Government Act 1972.

Members noted the decision taken, to extend their current leave of absence for a period of three months to enable more time to be given to understanding the current circumstances and plan how best to proceed. Members wished the Town Councillor a speedy recovery.

14.0 TO NOTE PLANS TO PRESERVE BOOTHLAND WOOD AND ASSOCIATED FOOTPATHS

Members were presented with an update further to a decision taken at Environment & Leisure Committee on 2 March 2026 to fence areas around the perimeter and internally within Boothland Wood to protect the ancient woodland. The main footpath across the Ridgewood Farm site had been closed off with no prior notice, and this had resulted in increased footfall within the woodland. Since the report had been prepared, a meeting had taken place onsite with the East Sussex Public Rights of Way team.

Members noted the beautiful dead hedging that had been introduced to keep walkers to the footpaths.

Points raised by members during the discussion:

- could the developers (applicants) contribute to the costs of the fencing;
- could the fencing be brought out any further at New Barn to provide a greater buffer (officers advised that this would not be possible due to the close proximity of the football pitch);

Members supported and subsequently noted the report and plans in place.

15.0 TO SIGN AND SEAL LEASE AGREEMENTS

Councillors C. Macve and P. Selby confirmed they were happy to sign and seal the lease agreements for Osborn Hall and the Storage Garage at Victoria, once these were ready.

16.0 TO NOTE THE MAYOR'S ENGAGEMENTS

Members noted the report.

17.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT

Seven deeds of grant had been received:

Mr Harvey Lee Eastwood

Jill Young

Emma Clifton

Carol Ralph

Paul James Philip Hazell

John Charles Sawyer

Mrs Diane Ward

FC.102.03.26 It was **RESOLVED** for three councillors to sign the above deeds of grant.

18.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

None received.

19.0 TOWN CLERK'S ANNOUNCEMENTS

None.

20.0 CHAIR'S ANNOUNCEMENTS

The Town Mayor, Councillor K. Bedwell, referred members to the Larger Parish Forum which consisted of the Chairs and Clerks of the five towns in Wealden District. This was a useful forum through which to share challenges and work together on matters affecting all areas, in the lead up to changes in local government reorganisation.

The forum had put forward a number of matters to the Wealden District Association of Local Councils (WDALC) in relation to the transfer of assets during the process, as well as communication from and with Wealden District Council. The next meeting of WDALC was due to take place on 8 April 2026.

The Town Mayor also wished to read out in update in relation to the current use of the Crowborough Training Camp in the absence of local residents attending to speak on this topic. This would hopefully update members on the work of the Town Council to date, as a great deal had been undertaken behind the scenes. The Town Mayor and Town Clerk met with a local resident on 19 December 2025 to discuss their concerns around safety, in response to the news regarding the camp. This included the resident's initial worry that asylum seekers could be bus'd into Uckfield to utilise local services, thus impacting the personal safety of Uckfield residents, in particular women.

In that meeting, both the Town Clerk and the Mayor explained the remit of the Town Council and the lack of engagement from the Home Office with the parish sector. It was explained that Parish and Town Councils had very few powers, let alone in this situation, when the Home Office had already confirmed in December that they would only communicate with the statutory agencies (namely Sussex Police and Wealden District Council).

In the meeting with the resident, a number of actions were agreed that would be taken forward. The Town Council was therefore disappointed to then see a very different interpretation of the meeting spread over social media that evening, and a number of personal attacks directed towards the Town Mayor and other councillors.

The Town Mayor confirmed that she cared very deeply about those who lived and visited Uckfield. Both she and the Town Clerk had worked hard to address points raised by the community in relation to the camp, and to push for better communication and engagement from the Home Office and local statutory agencies. They would not however engage in back and forth correspondence on social media.

Information and communication by the Home Office

Four months on from the public meeting the Town Mayor attended in Crowborough on 13 November, UTC was only just starting to see recognition of the parish and town council sector, and need for the Home Office to engage with parishes as well as statutory agencies. Thanks to the MP Mims Davies, the Town Clerk and Mayor had a 30minute face to face meeting at the Home Office with Alex Norris, Minister for Border Security and Asylum and other Home Office representatives to discuss issues impacting local parishes neighbouring Crowborough, and the need to engage organisations such as ourselves who are based in these communities and working on the ground. As a result, it was only now, that progress was being made.

More recent correspondence from the statutory agencies, still confirmed that currently there were no plans to 'bus' asylum seekers to Uckfield from the site. A number of activities were facilitated onsite for the individuals and scheduled bus services were only going to one urban area at present.

Community safety

In the meeting, the Mayor had talked about work that was already in the pipeline to further improve and upgrade CCTV coverage within the town centre. One camera has been upgraded, and a second new installation was in progress as we speak.

Two Town Councillors and the Town Clerk had started conversations with Uckfield College to understand their work with students around personal safety. They had a robust programme in place with all year groups, as well as safeguarding policies and practices. We offered further support in this area, and would continue to liaise on this subject. The Town Clerk and Mayor had also engaged closely with Sussex Police to share any information and concerns received. To date, there had been no reports of any issues in Uckfield.

Communication

An article has been published each month by Uckfield Town Council in the Uckfield Matters magazine delivered to all 6500 households on either community safety or the camp since January.

UTC had a dedicated page on the website, in which information would be shared going forward. The Mayor would continue to feed comments to the Home Office and statutory agencies, on behalf of residents. The safety of those living, working and visiting our town was important to UTC.

The meeting closed at 8.40pm.

UCKFIELD TOWN COUNCIL

**ACTION LIST – FOR INFORMATION ONLY
FULL COUNCIL**

Resolution No.	Details	Date Raised	Action By	Date Complete
<p><u>FC.105.02.17</u></p> <p><u>FC.95.01.20</u></p>	<p><u>14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.</p> <p><u>18.0 To sign and seal the Town Council’s byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to:</p> <p>(i) authorise the affixing of the common seal to the byelaws for both Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve and signing by two named councilors, and;</p> <p>(ii) authorise the Town Clerk for Uckfield Town Council to carry out the necessary procedures and apply to the Secretary of State for confirmation.</p>	<p>20.02.17</p> <p>20.01.20</p>	<p>HG</p>	<p>In progress.</p>
<p><u>FC.55.10.21</u></p>	<p>Members RESOLVED to approve the motion “<i>Uckfield Town Council supports the increase in the provision of Changing Place Toilets across the country, and will approach East Sussex County Council to understand if they:</i></p> <p>(i) <i>have submitted an expression of interest to central government to draw down funding to the county of East Sussex, and:</i></p> <p>(ii) <i>if ESCC have expressed an interest, that Uckfield Town Council lobby for such facilities to be introduced in Uckfield.</i>”</p>	<p>25.10.21</p>	<p>HG</p>	<p>UK Govt funding is not available, but officers will prepare necessary financial information to understand what’s involved in creating a Changing Place Toilet. Members were asked to consider suitable locations.</p>
<p><u>FC.105.02.24</u></p>	<p><u>14.0 To consider the issues being experienced with parking at Victoria Pleasure Ground</u> Members RESOLVED to give permission for officers to proceed with the above three proposals for monitoring vehicles parking at Victoria Pleasure Ground, and to also replace signage which emphasised the purpose of the car parking area.</p>	<p>26.02.24</p>	<p>HG</p>	<p>This needs to be reviewed in 2026/27.</p>

UCKFIELD TOWN COUNCIL

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.29.06.24</u>	<p><u>12.0 – To consider a request to review the opening times of the toilet(s) at Victoria Pleasure Ground</u> With six votes in favour, and three members against the proposal (including Cllr Selby), members RESOLVED to address this matter through the Town Council’s budget setting process which would begin September 2024, to ensure the correct service provision was in place.</p>	26.06.24	SD/HG /JH	This will be reviewed in 2026. Other priorities have taken precedence.
<u>FC.49.09.24</u>	<p><u>15.0 To consider the relocation of the substation in Shepherds Way</u> Members RESOLVED to request that a meeting be arranged onsite with UKPN, to understand what difficulties they were experiencing with the current location and what would be involved with any movement.</p>	09.09.24	Grnds/ TC	We await an update from UKPN on their updated proposals.
<u>FC.50.09.24</u>	<p><u>16.0 To consider setting up a working group to establish a Heritage Plaque Project</u> Members RESOLVED to select Option B, and prepare a localised scheme for Uckfield, with the following members appointed to join a member-led working group (Councillors D. Bennett, D. French, J. Love and B. Reed).</p>	09.09.24	WH	This is not a priority within the annual plan and should therefore be removed until time allows. NFA.
<u>FC.103.04.25</u>	<p><u>10.0 To consider legal advice on the village green status of Ridgewood Recreation Ground</u> With 9 members voting in favour and one member abstaining, it was RESOLVED to agree to: (i) proceed with exploring the re-positioning of the village green status on Ridgewood Recreation Ground and preserve the correct areas of the open space for the future, and; (ii) to seek further information on the proposed changes to the Millennium Green (as a SANG) and consider this within the investigations.</p>	07.04.25	HG	In progress.
<u>FC.45.09.25</u>	<p><u>17.0 Consider the placement of storage and temporary toilet facility at Harlands Playing Fields</u> Eight out of 12 members voted in favour and RESOLVED to: (i) agree to the Uckfield Grasshoppers Junior Football Club siting a storage container to the southern eastern corner nestled behind the trees at Harlands Recreation Ground, and;</p>	08.09.25	JH	To be delivered by Grasshoppers in due course. Site preparations have been completed.

UCKFIELD TOWN COUNCIL

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.59.10.25</u>	<p><u>17.0 To consider concerns relating to road safety on Lewes Road, Ridgewood</u> Members RESOLVED to: (i) note the current concerns with road safety in Lewes Road and New Road; (ii) obtain information from local residents and nearby businesses to assist with making a case to applicants, contractors, planning enforcement and East Sussex County Council Development Control and Traffic Safety; (iii) task the Town Clerk with convening a meeting of the relevant organisations/parties to discuss: - the location of the bus stop; - parking restrictions in Lewes Road, and; - pedestrian and vehicular safety at the junction of New Road/Lewes Road; (iv) write to Brighton & Hove Buses regarding our concerns and to obtain their views, and; (v) write to Sussex Police to seek their support with the handling of obstructions at junctions and property entrances.</p>	20.10.25	HG	Multi-agency meeting took place on 28 January 2026.
<u>FC.71.12.25</u>	<p><u>15.0 To consider a proposal to upgrade the Mayoral Chain</u> With 7 votes in favour, and one abstention out of 11 members present, it was RESOLVED to task staff with exploring the cost of the creation of a small pin to recognise former Mayors;</p>	01.12.25	HG	The new Mayoral chain is on order and will be ready for the June meeting of Full Council. A small pin is also being quoted for, for former Mayors. NFA.
<u>FC.72.12.25</u>	<p>With 7 votes in favour, and one abstention out of 11 members present, it was RESOLVED to task staff with preparing a report of the proposed replacement Mayoral chain (in gold, enameled medallion and engraved details).</p>			
<u>FC.89.01.26</u>	<p><u>20.0 To consider providing a contribution to the Our Parks Initiative up to 31 March 2026</u> Members RESOLVED to: (ii) identify alternative funding for the programme for 2026/27, and; (iii) support Our Parks with the promotion of the Coach Parker programme and overall initiative in Uckfield, in order to maintain access to free exercise for local residents.</p>	12.01.26	HG/RN	(iii) In progress. Sadly the application submitted for grant funding by Ridgewood Village Hall Committee was unsuccessful so we are seeking further funding sources.

UCKFIELD TOWN COUNCIL

<u>Resolution No.</u>	<u>Details</u>	Date Raised	Action By	Date Complete
<u>FC99.03.26</u>	<p><u>10.0 TO CONSIDER AN ENQUIRY RELATING TO LAND ADJACENT TO 10, WILSON GROVE</u></p> <p>Members RESOLVED to report the matter to Environment & Leisure Committee and for a policy to be developed by the Town Council on the handling of enquiries from residents on the purchase of Town Council land.</p>	16.03.26	TW/ RN	To be progressed.
<u>FC.100.03.26</u>	<p>11.0 TO CONSIDER A MOTION FROM CLLR BENNETT</p> <p>Members RESOLVED to support the motion submitted by Councillor Bennett:</p> <p><i>'Uckfield Town Council welcomes and strongly supports our County Council's 2025 Rail Plan in recognising the pivotal role of rail and the development of the town's connections to Lewes and Tunbridge Wells for modern railway use. We therefore urge and indeed expect ESCC to immediately reinstate the full dual trackbed protection (fence to fence) which existed in the Council's Structure Plans.'</i></p>	16.03.26	HG	Will be completed by date of Full Council meeting. NFA.
<u>FC.101.03.26</u>	<p>12.0 TO CONSIDER A MOTION FROM CLLR FRENCH</p> <p>Members RESOLVED to support the motion submitted by Councillor French:</p> <p><i>"If Uckfield Police Station is not currently listed, could Uckfield Town Council please make a nomination for this site to be registered as an Asset of Community Value. The Police station is located on New Town, Uckfield, TN22 5DL."</i></p>	16.03.26	HG	Will be completed by date of Full Council meeting. NFA.

FULL COUNCIL FORWARD PLAN – 2026/27

STANDING ITEMS FOR FULL COUNCIL AGENDA	REPORT LEAD
Any written reports from District or County Councillors	District/County Councillors
Minutes from the last meeting	Town Clerk
Action List	Town Clerk
Forward Plan	Town Clerk
Reports from outside bodies	Councillor representatives for NPlan and Gatwick
Reports from working groups	Councillor reps
Signing and sealing of lease agreements	Town Clerk/E&F Mgr
Check for any review of service level agreements	Town Clerk
Check for any urgent consultation panel decisions	Town Clerk
Mayor and Deputy Mayor engagements	Administrative Officer
Cemetery deeds of grant (any prepared are usually left in the box for Full Council)	Senior Administrative Officer

FULL COUNCIL FORWARD PLAN – 2026/27

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
May 2026	Election of Mayor and Deputy Mayor	Town Clerk
	Committee appointments and representative appointments to outside bodies	Town Clerk
	Annual review of: (i) Standing Orders (ii) Financial regulations (iii) Scheme of Delegation and Terms of Reference (iv) Code of Conduct and Civility and Respect Pledge (v) Member of bodies and annual fees	Management Team
	Schedule of Member audits for 2026/27	Assistant TC & RFO
	Calendar of meetings for 2026/27	Town Clerk
	Ratification of policy reviews from General Purposes Committee	Town Clerk
	Sign and seal lease agreements	Town Clerk
	Snapshot of Budget and Balance sheet position at end of March 2026 (Q4)	Assistant TC & RFO
	End of Year progress update on Annual Priorities for 2025/26	Town Clerk
	Motion from Councillor D. Manvell	Town Clerk
	CONFIDENTIAL	To consider the draft Emergency Plan
	Ratification of confidential business at General Purposes Committee	Town Clerk

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
June 2026	Presentation of new Mayoral Chain	Town Clerk
	Internal Audit Report for 2025-26 (for the year ending 31 March 2026)	Assistant TC & RFO
	Annual Governance Statement – Section 1 of AGAR	Assistant TC & RFO
	Sections 2 & 3 of AGAR and draft financial statements	Assistant TC & RFO
	Standing Orders and Direct Debit payments	Assistant TC & RFO
	Briefing on appendix to Member Code of Conduct Policy (Member/Officer Protocol)	Town Clerk
CONFIDENTIAL		

FULL COUNCIL FORWARD PLAN – 2026/27

To remain on the horizon, subject to changes through LGR and UK Government funding streams/initiatives:

Parking in Uckfield – consideration of a jointly funded traffic warden (only possible when accreditation given);

Affordable housing – keep a close watch on the levels of need for affordable homes in Uckfield.

Registered Assets of Community Value in Uckfield

Site/Location	Date current registration expires	Nomination made by
The Dene, Manor Park	15 July 2026	Residents' Association. Now in ownership of Town Council. <i>Have recommended that RA renew registration to ensure future protection.</i>
Land at Selby Road (Selby Meadows)	16 September 2026	Town Council. In ownership of Town Council. Licenced to Newtown Action Group to cultivate until December 2030.
Uckfield Leisure Centre	20 November 2028	Town Council
Ridgewood Post Office & Stores	7 December 2028	Town Council
Uckfield Family Hub	9 September 2030	Town Council
Uckfield Rugby Club	9 September 2030	Town Council
Highlands Inn	28 September 2030	Town Council

Unsuccessful nominations for Assets of Community Value in Uckfield

Site/Location	Date of removal from list of unsuccessful nominations	Nomination made by
Holy Cross Primary School & Playing Fields	Rejected.	Town Council
Luxfords Car Park	Rejected.	Town Council
Brickmakers Arms	14 December 2028	Town Council

UCKFIELD TOWN COUNCIL



SCHEME OF DELEGATION

Issue No.	Date Agreed	Details of amendments
1	26.04.24	Draft presented to Full Council 26.06.24
2	18.07.24	FS.05.07.24 - Review of references to Financial Regulations and financial limits at Finance Sub Committee.
3	09.09.24	FC.45.09.24 - Adoption at Full Council
4	19.05.25	FC – annual review and adoption
5	09.02.26	Minor review at GP Committee
6.	16.03.26	Ratification and adoption at Full Council

Scheme of Delegation

1.0 Introduction

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

2.0 Roles and Responsibilities

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

2.2 Full Council Functions

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

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

2.3 Delegation to Committees

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

2.4 Delegation to Officers

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

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

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

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

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

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

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

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

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

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

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

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

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

3.0 Review

- 3.1 This Scheme of Delegation was reviewed by General Purposes Committee on 9 February 2026.
- 3.2 The Scheme of Delegation will be reviewed by Full Council on an annual basis, at the Annual Statutory meeting of the Council, each May.

Signed by:

Town Clerk:

Town Mayor:

UCKFIELD TOWN COUNCIL



COUNCIL COMMITTEES

The following Terms of Reference were presented for ratification at Full Council on 16 March 2026, and adopted.

GENERAL PURPOSES COMMITTEE

9 MEMBERS

(Reporting to Full Council)

TERMS OF REFERENCE

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

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

1.0 Financial Matters

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

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

2.0 Buildings

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

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

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

3.0 Policy

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

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

4.0 Administration

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

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

ENVIRONMENT AND LEISURE COMMITTEE

9 MEMBERS

(Reporting to Full Council)

TERMS OF REFERENCE

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

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

1.0 Environment

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

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

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

2.0 Leisure

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

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

3.0 Administration

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

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

PLANS COMMITTEE

7 MEMBERS

(Reporting to Full Council)

TERMS OF REFERENCE

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

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

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

PERSONNEL SUB-COMMITTEE

5 MEMBERS

(Reporting to the General Purposes Committee)

TERMS OF REFERENCE

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

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

FINANCE SUB-COMMITTEE

5 MEMBERS

(Reporting to the General Purposes Committee)

TERMS OF REFERENCE:

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

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

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

URGENT CONSULTATION PANEL

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

TERMS OF REFERENCE

The panel is responsible for: -

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

VOICE EDITORIAL PANEL

UP TO 4 MEMBERS

(Reporting to the General Purpose Committee)

TERMS OF REFERENCE

The panel is responsible for:-

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

UCKFIELD TOWN COUNCIL



COMMITTEE MEMBERSHIP 2026-27

GENERAL PURPOSES COMMITTEE (9) (Reports to Full Council)			ENVIRONMENT AND LEISURE COMMITTEE (9) (Reports to Full Council)		
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.			6.		
7.			7.		
8.			8.		
9.			9.		
PLANS COMMITTEE (7) (Reports to Full Council)			FINANCE SUB-COMMITTEE (5) (Reports to General Purposes Committee)		
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.					
7.					
PERSONNEL SUB-COMMITTEE (5) (Reports to General Purposes Committee)			THE VOICE EDITORIAL PANEL (3) (Reports to General Purposes Committee)		
1.			1.		
2.			2.		
3.			3.		
4.					
5.					

UCKFIELD TOWN COUNCIL

REPRESENTATIVES ON OUTSIDE BODIES 2026-27

FULL COUNCIL

Organisation	No. Required	
Uckfield Town Centre Regeneration Joint Committee	2	
Uckfield Town Centre Regeneration Joint Committee (Substitute members)	2	
Neighbourhood Plan Steering Group	4	
Gatwick Airport Consultation Group		
Emergency Planning Co-ordinators	2	

GENERAL PURPOSES COMMITTEE

Wealden Citizens Advice	1	
Wealden Volunteering	1	
Wealden District Association of Local Councils	1	
Wealden Parish Planning Panel/ Local Plan Engagement Cluster	(2) 1 member and 1 substitute	

AGM meetings only:

East Sussex Association of Local Councils	1	
Ridgewood Village Hall Management Committee	1	

ENVIRONMENT AND LEISURE COMMITTEE

Organisation	No. Required	
All Weather Pitch Operational Advisory Group (Uckfield College/Uckfield Leisure Centre)	(2) (1 member and 1 substitute)	
Biodiversity Links - Conservators of Ashdown Forest and 'Weald to Waves'	(2) (1 member and 1 substitute)	<i>To be appointed at Environment & Leisure Committee</i>
Local Nature Reserve Supporters Group	(2) (1 member and 1 substitute)	<i>To be appointed at Environment & Leisure Committee</i>
Luxford Centre Management Committee	1	
Uckfield Railway Line Parishes Committee	1	
Uckfield Youth Club Trust Board	1	
Wealden Food Partnership Advisory Group	1	

AGM meetings only:

Uckfield & District Twinning Association	1	
--	----------	--

Annual Statutory meeting of the Council

Monday 18 May 2026

Agenda item 12.0

TO CONFIRM APPOINTMENTS TO FULL COUNCIL WORKING GROUPS

1.0 Summary

- 1.1 At each Annual Statutory meeting of the Council, appointments are made to the council's committees, outside bodies, and working groups which sit under Full Council. Any working groups which report to the standing committees of General Purposes or Environment & Leisure will be appointed at the first meetings of these committees.
- 1.2 Some working groups are already underway so it would seem unsettling to change membership, when part way through organising an event for example:
Civic Centre Working Group;
Ageing Well Forum;
Events Working Group;

2.0 Background to these working groups

- 2.1 In May 2025, the following members were appointed to the Civic Centre Working Group:
Councillors D. Bennett, D. French, V. Frost, S. Mayhew, and D. Ward.

Work on this group has been held off whilst changes are put in place such as the appointment of a new Restaurant Supervisor and installation of a new till system which was installed week commencing 11 May 2026.

- 2.2 The Events Working Group was set up predominantly to plan for events such as Weald on the Field. During the past year, the working group have led the activities involved in beacon lightings and events to mark occasions such as D-Day or VE Day.

In May 2025, the following members were appointed to the Events Working Group:
Councillors K. Bedwell, D. French, V. Frost, J. Love and S. Mayhew.
Support has also continued from Councillor C. Macve and P. Selby, as well as co-opted non-members of the council.

- 2.3 The Ageing Well Forum/Network has been refreshed, and currently working as an information sharing forum, as well as planning the organisation of a 'Health & Wellbeing event' each year. It would be helpful for at least one Town Councillor to engage with this forum, and act as an ambassador for their work in the community.
In May 2025, the following members were appointed:
Councillors K. Bedwell and P. Selby.

3.0 Recommendations

- 3.1 Members are asked to confirm:

(a) the continuation of these appointments for the following working groups:

- (i) Civic Centre Working Group;
- (ii) Events Working Group;
- (iii) Ageing Well Forum, and;

(b) if interest is forthcoming, to appoint a member in place of Councillor Frost during their period of absence.

UCKFIELD TOWN COUNCIL



ANNUAL INVESTMENT STRATEGY

Policy Number 45		
Issue No.	Date completed	Details of amendments
1	23.03.09	Adopted at General Purposes Committee - GP068.03.
2	15.12.09	Finance Sub-Committee agreed to review Policy in one year's time. GP.045.12.09
3	05.12.11	General Purposes - GP.63.12.11
4	01.12.14	Reviewed at General Purposes Committee - GP.39.12.14
5	18.01.16	Reviewed at General Purpose Committee GP.50.01.16
6	25.01.22	Review of strategy by Finance Sub-Committee
7	31.01.22	General Purposes Committee GP29.01.22
8	16.01.23	Review at General Purposes Committee 16.01.23
9	05.02.24	GP.38.02.24 - Ratification at GP Committee
10	26.02.25	Adoption at Full Council
11	10.03.25	Review at Finance Sub-Committee 10.3.25
12	17.03.25	GP46.03.25 - Ratification GP Committee
13	07.04.25	Adoption at Full Council
14	23.03.26	Approval at General Purposes Committee
15	18.05.26	Ratification by Full Council

1.0 Introduction

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

2.0 Objectives

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

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

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

3.0 Policies

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

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

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

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

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

4.0 Review and amendment of the strategy

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

5.0 Current investments

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

6.0 Non-financial investments

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

Appendices:

Appendix A – Statement of position at 28 February 2026

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

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

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

UCKFIELD TOWN COUNCIL



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	Approval at General Purposes
3.	18.05.26	Ratification at Full Council

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. As of 1 August 2025 this was LC4: SCP 46-49 (£58,523 - £62,852 per annum).

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.

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
6.	18.05.26	Ratification by Full Council

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



CCTV POLICY

Policy Number 2		
Issue No.	Date completed	Details of amendments
1		Agreed (internally) in 2003
2	02.03.15	GP.62.03.15 - Review and update
3	05.05.26	GP Committee - Review and update
4	18.05.26	Ratification by Full Council

1.0 Background

1.1 Closed Circuit Television (CCTV) is installed on two of the Town Council's buildings - the Civic Centre and Victoria Pavilion. These are static cameras.

1.2 These cameras are for the main purposes of preventing, detecting and reducing crime and anti-social behaviour. This is in the public interest in order to provide safety to our visitors, staff, members and contractors.

1.3 Some examples of how we use the CCTV footage from these cameras, are:

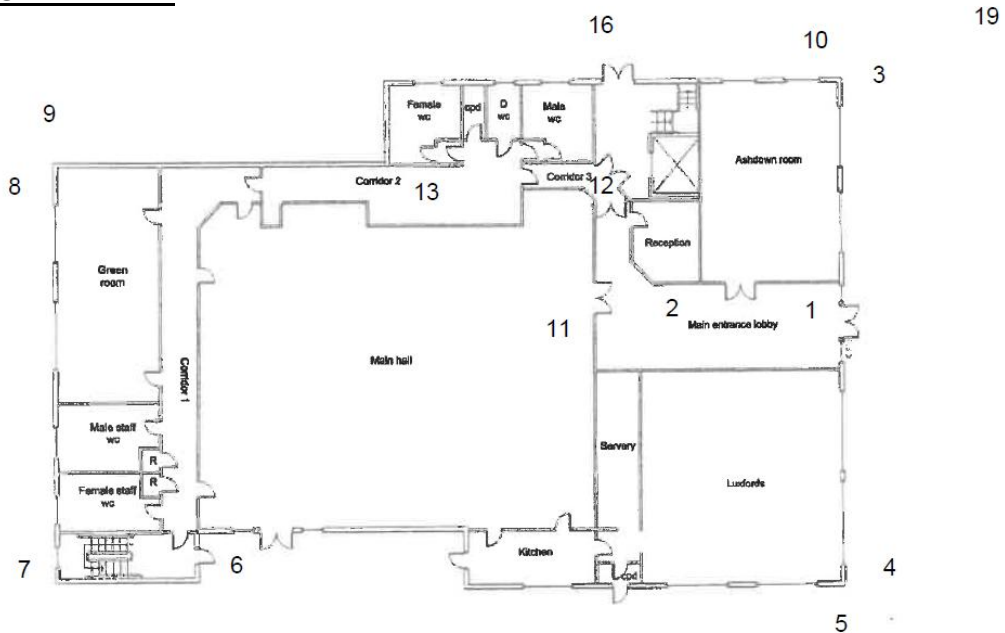
- to help identify, apprehend and prosecute offenders
- to provide Sussex Police with evidence to enable criminal and/or civil proceedings to be brought in the courts;
- and to maintain public order to provide evidence in criminal proceedings (police and criminal evidence act 1984 and criminal procedure and investigation act 1996)
- providing evidence in civil proceedings
- the prevention and reduction of crime and disorder
- the investigation and detection of crime
- identification of witnesses
- maintaining public order

1.4 In all locations, signs are displayed notifying you that CCTV is in operation, the reason for the CCTV along with details of who to contact for further information about the scheme.

2.0 Civic Centre

2.1 There are nineteen cameras installed at the Civic Centre. Ten cameras monitor the exterior of the building and seven monitor areas inside.

Ground Floor



- 4.3 Should any incidents occur and be recorded by the CCTV system, it is essential that they are downloaded from the hard drive within 30 days of occurring, otherwise the data and information will be lost.

5.0 The basis for processing the data

- 5.1 The lawful bases for processing the data captured by the CCTV system on the Town Council buildings of the Civic Centre and Victoria Pavilion, are set out in Articles 6 and 9 of GDPR:

Personal Data

- **Vital interests** - 6(1)(d): Processing is necessary to protect the vital interests of a data subject or another person
- **Performance of a task** - 6(1)(e): Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- **legitimate interests** - 6(1)(f): Necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

Special Category Data

- **Vital interests** - 9(2)(c): Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent.

Data is collected and processed in line with all applicable laws concerning the protection of personal data, including but not limited to, the General Data Protection Regulation (GDPR) and Data Protection Act 2018 as well as the following legislation relating to crime and disorder or information governance:

- Data Protection Act 2018
- Protection of Freedoms Act 2012
- The Terrorism Act 2000
- Serious Crime Act 2015
- Environmental Protection Act 1990
- Human Rights Act 1998 (HRA)
- Freedom of Information Act 2000 (FOIA)
- Investigatory Powers Act 2016/RIPA
- Home Office Surveillance Camera Code of Practice.

6.0 Who your information will be shared with

- A small number of authorised members of Uckfield Town Council staff
- Agencies such as Sussex Police for the prevention and detection of crime
- In emergency situations, information may be shared with other agencies such as the emergency services and other relevant agencies as required

Uckfield Town Council would never sell this footage however it will be shared with third parties to:

- comply with legal obligations and legislative requirements
- to help prevent fraud and/or tackle crime
- to advise agencies where there are safeguarding concerns.

7.0 Internal procedure for processing the data

7.1 (i) Any incidents revealed (by a customer, colleague or Police Officer) should be brought to the attention of the Head Caretaker responsible for the service/premises in question. If the Head Caretaker is not available, another authorised member of staff should be notified. The member of the caretaking team should be provided with an approximate date and time that the incident occurred (if known).

(ii) The Head Caretaker has authority and access rights to search the system to locate the incident. This may involve making a copy of the storage media or a screen print, which may be used as evidence in any subsequent civil/criminal court proceedings or in the course of other regulatory proceedings or disciplinary hearings.

(iii) In cases of suspected criminal activity the storage media will normally be passed to Sussex Police for investigation and possible prosecution.

(iv) Disclosure may also be made to other law enforcement agencies and other public bodies with regulatory functions.

(v) The police and other law enforcement agencies may, on showing good cause, request copies of storage media or access to monitoring screens. In general such requests will be complied with.

7.2 Only footage relevant to the incident (exact period in which the incident occurred) can then be downloaded from the system to a secure drive.

It should be noted that the incident must be downloaded within 30 days of occurring otherwise the images and data will be lost.

7.3 Using the main CCTV software press the record button when playing the footage and this save to the CCTV footage folder of the Facilities & Compliance Manager, as a Media Player File. The footage captured must be labelled with the date and time of the event but no other details.

7.4 This download must be retained by the Town Council as its own record of data shared with Sussex Police or to solicitors as necessary. Footage should only be released where a formal request has been made in writing.

7.5 Authority is to be given by a senior member of Town Council staff, before the footage is shared with the emergency service or public authority. This would include the Town Clerk, Assistant Town Clerk, Facilities & Compliance Manager or Head Caretaker).

- 7.6 Details of where the clips have been sent or to whom they were given must be recorded in the CCTV incident log with the time and date of when the clip was handed over. A covering email should be sent to the requesting company and should be retained along with a copy of their request. A review should be undertaken at 12 months to consider whether the data capture is required to continue being stored securely any longer or if the case has concluded.

8.0 Conclusion

- 8.1 Members of the public have the right to access the personal information Uckfield Town Council holds about them. These access requests are free of charge.
- 8.2 If the information held is inaccurate, they have a right to have this corrected and a right to request completion of incomplete data. They also have the right to ask the Town Council to erase their personal data in certain circumstances ('right to be forgotten').

If a member of the public has an enquiry of this nature, please direct it to, the Town Clerk:

- Email: townclerk@uckfieldtc.gov.uk
- Phone: 01825 762774
- Letter to:
 - Town Clerk
 - Uckfield Town Council
 - Civic Centre
 - Uckfield
 - TN22 1AE

Associated documentation:

Privacy Notice: CCTV Operations – Uckfield Town Council website
Legitimate Interest Assessment