

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 8 June 2026 at 7.00pm

PRESENT:

Cllr. C. Macve (Chair)
Cllr. K. Butler
Cllr. P. Selby
Cllr. A. Smith

Cllr. D. Ward (Vice-Chair)
Cllr. J. Love
Cllr. P. Ullmann

IN ATTENDANCE:

Town Mayor – Councillor Karen Bedwell
Sarah D'Alessio – Assistant Town Clerk & RFO
Louise Slaughter – Hospitality Manager
Minutes taken by Sarah D'Alessio

1.0 DECLARATIONS OF INTERESTS

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

Councillor J. Love declared a personal interest in item 5.1 (Uckfield Farmers Market), as she was responsible for collecting the market income and passing it to the Town Council, although members agree that this was not prejudicial.

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

There were no statements from members of the public.

3.0 APOLOGIES FOR ABSENCE

Apologies had been received prior to the meeting from Councillors V. Frost and D. Manvell due to sickness and personal commitments.

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 5 May 2026

GP03.06.26 Members **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 5 May 2026 be taken as read, confirmed as a correct record and signed by the Chair.

4.2 Action list

The action list remained unchanged.

4.3 Project list

Members were asked to remove the following project due to its completion or the relevant phase of works being completed in the past year:

Project 92 – New tables and trolleys for upstairs. Members noted the report.

- 4.4 Forward plan
Members noted the forward plan.

5.0 FINANCIAL MATTERS

- 5.1 To note bills paid
Members noted the bills paid.

- 5.2 To review the draft financial position for the year ending 31 March 2026
The financial position for the year ending 31 March 2026 showed income exceeding that budgeted for Luxfords Restaurant and Environment & Leisure Committee. The income received via Community Infrastructure Levy (developer contributions) was also noted.

The Assistant Town Clerk announced that she was currently liaising with the accountant and preparing the year-end figures for the year-end audit process.

The Chair announced an appreciation of all the hard work that the staff were doing in preparation for the forthcoming meeting of Full Council, and thanked staff for their efforts.

- 5.3 To note the End of Year Statement on Community Infrastructure Levy
Members noted the report.

- 5.4 To consider the renewal of the existing Insurance contract for public liability, employer liability and vehicle insurances
The insurance renewals for the public, employers, and vehicle insurance were all approved.

Members discussed the sum insured of £138,427.26 listed under additional items relating to the tennis courts and surrounding outdoor facilities at Victoria. It was queried whether this figure represented the value of the tennis courts alone, with concern expressed that equipment would not account for such a high amount.

It was advised that the insurance valuation was understood to cover the entire outside area at Victoria rather than solely the tennis courts. Members noted that tennis courts were expensive assets to construct and repair, particularly due to the specialist groundwork and surfacing required, and that full reinstatement following significant damage could involve substantial costs. It was agreed that officers would verify the basis of the valuation and report back.

Members also queried the Council's insurance arrangements. It was confirmed that Zurich was one of a limited number of insurers willing to provide cover for town councils and that the Council had used the company for some time. Alternative providers had previously been considered but were found to be more expensive or didn't quite cover the complexities of facilities at Uckfield Town Council. Members noted that there was limited choice in the market and that the proposed insurance costs appeared reasonable.

- GP04.06.26** Members **RESOLVED** to agree for staff to:
- (i) check the sum-insured figure for the Victoria area (including the tennis courts) in the Zurich insurance proposal and confirm whether the £138,427 amount was appropriate, reporting back to the committee, and;

(ii) to approve the renewal of insurance for public liability, employers liability and vehicle insurance.

6.0 BUILDINGS

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

Members noted the report. The progress on the Signal Box was noted, with the building being put into a sound condition for a prospective tenant.

7.0 POLICY

7.1 To note updates in relation to Data Protection Act 2018 Compliance

Members had been provided with a briefing document at the start of the meeting and were given time to review it. No questions were raised, and members noted the report.

8.0 ADMINISTRATION

8.1 To receive Member audit reports (February 2026)

These would be presented at the next meeting.

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

None received.

10.0 CHAIRMAN'S ANNOUNCEMENTS

The Chair expressed the Town Council's sorrow at the absence of the Town Clerk, Holly Goring, following an accident, and continued to wish her a full recovery. An extended thanks was given to the Assistant Town Clerk for acting in her place and supporting the meeting.

11.0 TOWN CLERK'S ANNOUNCEMENTS

The Assistant Town Clerk thanked members and staff for their ongoing support, and informed the council that a team of eight participants, including six members of staff, would be taking part in the 'South Coast Mighty Hike' to raise funds for Macmillan Cancer Support under the team's name "Civic Chasers" and welcomed support for the fundraising efforts.

12.0 CONFIDENTIAL BUSINESS

GP05.06.26 It was **RESOLVED** that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted it was advisable in the public interest that the public be temporarily excluded and they were instructed to withdraw.

12.1 To note bad debts

Members sought assurance that appropriate measures were in place to prevent further use of accounts with outstanding debts. This could include paying the invoice ahead of use, such as at Foresters Hall.

GP06.06.26 Members **RESOLVED** to:

- (i) write off one outstanding debt of £110.70, following consideration of the circumstances discussed at a previous meeting, and;
- (ii) note the contents of the report.

12.2 To note the Health & Safety update

Members noted the update.

- 12.3 To consider an update from Luxfords Restaurant and the Civic Centre
Members received and noted the update report on the Luxford Restaurant and Civic Centre, including financial performance and operational matters.

An update was also provided on the implementation of the new EPOS system and customer service initiatives.

- 12.4 To consider draft lease agreements
Members considered the draft lease agreement for The Source and discussed the proposed lease term and rental agreements.

GP07.06.26 Members **RESOLVED**, for:
(i) officers to explore a longer lease term of five years with a break clause at 2.5 or 3.0 years, with appropriate provisions to protect the Council's future interests, and;
(ii) to review the rental amount ahead of any negotiations, with a proposed increase of fifteen percent.

The meeting closed at 7.41pm.