



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 20 July 2026 at 7.00pm
in the
Council Chamber, Civic Centre, Uckfield
AGENDA

Under The Openness of Local Government Bodies Regulations 2014, members of the public are able to film or record during a committee meeting.

1.0 DECLARATIONS OF INTEREST

Members and officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda. Should any Member consider that they require a dispensation in relation to any prejudicial interest that they may have, they are asked to make a written application to the Clerk well in advance of the meeting.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

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

3.0 APOLOGIES FOR ABSENCE

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 8 June 2026

4.2 Action list – for information only

4.3 Project list – for information only

4.4 Forward plan – for information only

5.0 FINANCIAL MATTERS

5.1 To note bills paid

5.2 To review early drafts of income and expenditure reports

6.0 BUILDINGS

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

7.0 POLICY

7.1 To review the Member Audit Policy (No. 63)

7.2 To consider proposals for improvements to Website Accessibility (WCAG 2.2)

8.0 ADMINISTRATION

8.1 To receive Member audit reports

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

9.1 To consider reports from:-

(i) Wealden Citizen's Advice

(ii) Wealden Volunteering

(iii) Wealden District Association of Local Councils – Mgt Committee

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

10.0 CHAIRMAN'S ANNOUNCEMENTS

11.0 TOWN CLERK'S ANNOUNCEMENTS

12.0 CONFIDENTIAL BUSINESS

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

12.1 To note bad debts

12.2 To note a Health & Safety update

12.3 To consider an update from Luxfords Restaurant and the Civic Centre

12.4 To consider leaseholder enquiries relating to lease agreements



Town Clerk
14 July 2026

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.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP04.06.26</u>	<u>5.4 Consider renewal insurance contract for public liability, employer liability and vehicle insurances</u> (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;	08.06.26	Mgt Team	In progress.

UCKFIELD TOWN COUNCIL - PROJECT MONITORING
GENERAL PURPOSES COMMITTEE

Outstanding/ongoing initiatives from 2025/26 and before

Project name			Civic Centre Signage	Project Number	71
Resolution No.	Funds	Date	Commentary		
<u>FC82.01.22</u>	£2,000.00	28.04.26	Officers are exploring options for the front signage of the Civic Centre. This project will be delivered during 2026/27.		

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

Projects for 2026/27

Project Name	Building Maintenance Programme		Project Number	90
Resolution No.	Funds	Date	Commentary	
<u>FC.86.01.26</u>	£68,000	28.04.26	Full list of Building Maintenance Fund...	
			Legionella remedials	£4,000
			Fire safety works Phase 2 - Civic Centre	£15,000
			Replacement hot water supply - Civic Centre	£20,000
			Replacement showers - Vic Pavilion	£2,000
			Replacement hall lighting - Fhall	£4,000
			Upgrade of security - Vpav	£3,000
			Replacement emergency lighting - Green Shed	£1,800
			Solar panel improvements - Civic Centre	£2,800
			Flooring improvements - Civic Centre	£3,200
			Replacement heating in Weald Hall	£6,000
			Lightnening protection upgrade	£5,000
				£66,800
			Works have already begun to deliver this programme of works:	
- legionella remedial works have commenced at Foresters Hall;				

UCKFIELD TOWN COUNCIL - PROJECT MONITORING

GENERAL PURPOSES COMMITTEE

			- a full audit has been undertaken of the fire doors at the Civic Centre to quote for Stage 2; - the emergency lighting has been replaced at the Green Shed; - the old solar panels have been removed and new solar panels installed on the Civic Centre;
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Project Name		Professional expertise for major projects and policy reviews		Project Number	91
Resolution No.	Funds	Date	Commentary		
<u>FC.86.01.26</u>	Carry forward of £23,250 from 2025/26 Plus £15,000 for 2026/27 = £38,250	28.04.26	Consultants commissioned at present: - feasibility study for extension of West Park Pavilion/new community facility; - Land registration audit; - new HR contract; - event management and incident response; - data protection/communication assistance; - review of emergency plan; - Neighbourhood Plan.		

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

GENERAL PURPOSES FORWARD PLAN – 2026/27

STANDING ITEMS FOR GENERAL PURPOSES AGENDA	REPORT LEAD
Minutes from the last meeting	Chief Officer
Action list	Mgt Team
Project list	Mgt Team
Bills paid	Chief Officer
Bad Debts	Deputy Chief Officer
Income and expenditure reports	CO/Deputy CO
Buildings Update	F&C Manager
Health & Safety Update	Deputy CO/F&C Mgr
Member Audit reports	CO/Deputy CO
Reports from outside bodies	Councillor representatives
Draft lease agreements for consideration under confidential business	CO/F&C Mgr
Luxfords report	Hospitality Manager

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
20 July 2026	Review of the Member Audit Policy	Chief Officer
	Consider proposals for improving web accessibility	Chief Officer
	CONFIDENTIAL BUSINESS	
	Matters relating to new lease or existing lease agreement renewals	Chief Officer

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
21 September 2026	New Branding Guidelines	Marketing & Com Eng Officer
	Review of Media & Communications Toolkit	Marketing & Com Eng Officer
	Minutes and recommendations from Finance Sub Committee	Deputy Chief Officer
	Further updates relating to Article 10 – GDPR & Web Accessibility requirements	Chief Officer
	New Civic Centre Website	Marketing & Com Eng Officer
	Initial Budget considerations for 2027/28	Deputy Chief Officer
	CONFIDENTIAL BUSINESS	
	Any outstanding lease arrangements	Chief Officer
	Minutes and recommendations from Personnel Sub Committee	Deputy Chief Officer

GENERAL PURPOSES FORWARD PLAN – 2026/27

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
23 November 2026	Budget Considerations Cont. 2027/28	Deputy Chief Officer
	Internal Audit report	Deputy Chief Officer
	Minutes and recommendations from Finance Sub Committee	Deputy Chief Officer
	Review of Risk Management Policy - 2027	Chief Officer
	Policy reviews	Chief Officer
	Review of Service Level Agreements	Chief Officer/Deputy Chief Off
	Fees and Charges for 2027/28	Chief Officer
	CONFIDENTIAL BUSINESS	
	Any outstanding lease arrangements	Chief Officer

Meeting of the General Purposes Committee

Monday 20 July 2026

Agenda Item 6.1

TO NOTE THE CURRENT POSITION WITH THE COUNCIL'S BUILDINGS

1.0 Summary

1.1 This report sets out the current position with the Council's buildings.

2.0 The Buildings

2.1 The Civic Centre

- Works to refurbish the ground floor toilets are underway, with new energy efficient lighting and flooring installed, painting will follow;
- Works on refurbishment of the Oakleaf, Martlets and Council Chamber rooms are underway with new flooring and painting scheduled;
- The Biomass Boiler pump repair and the 10year heat meter replacement is scheduled in following the annual service;
- Due to a scald risk, the staff kitchen sockets have been extended and clearly labelled;
- The first floor gents toilet extractor fan has been repaired.

The Source and nearby vicinity

- A new procedure for advertising banners has been put together to tidy up the surrounding fencing;
- A leaking water heater has been replaced following reports of a leak;
- A Wasp nest has been removed after signs of activity in the car park;
- The Luxford Field gates, electricity box padlocks have all been changed to keys alike following an access issue.

The Signal Box

- This building is being inspected on a weekly basis, as instructed by our insurance provider;
- Work with a potential leaseholder is still ongoing. A draft lease is being drawn up with a view to let the building on a long-term lease;
- The front porch removal is now completed and a supporting plinth has been installed to support the new stair installation;
- The new stairs and windows are currently under fabrication and will be installed in the next few weeks.

Victoria Pavilion

- The outside toilet has been repaired following a leak caused by anti-social behaviour.

Foresters Hall

- A socket in the main hall has been replaced due to it not working;
- More pigeon spikes have been installed to discourage them from returning to the side of the building.

Snatts Road, Chapel

- This building is still being inspected on a weekly basis, as instructed by our insurance provider;

West Park

- The Facilities & Compliance Manager is working with the leaseholders in relation to health and safety, compliance and providing support to maintain the updated compliance inspections. Contractors are now carrying out compliance services managed by the Facilities & Compliance Manager.

2A Vernon Road

- A leak in the ceiling has been repaired following a report from the tenant.

3.0 Recommendation

- 3.1 Members are asked to note the report.

Contact Officer: James Hollingdale

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT POLICY

Policy Number 63		
Issue No.	Date completed	Details of amendments
1	24.05.10	GP 24.05.10
2	29.07.13	GP 15.07.13
3	13.04.15	GP 70.04.15 General Review of policy
4	01.06.21	GP07.06.21 – General review in line with move to BACS payments
5	23.10.23	GP26.10.23 – adoption of updates to policy
6	04.11.24	Review of policy by General Purposes Committee
7	20.07.26	Review to reflect recent changes

1.0 Introduction

- 1.1. In accordance with its Annual Governance Statement, Uckfield Town Council is required to review its system of internal control. This is generally by the continuing review of existing policies and implementation of new policies, compliance with such policies, procedures, laws and regulations in order to improve governance. The Members' Audit is part of this process.

2.0 Procedures

- 2.1. On a monthly basis one member of the Council will carry out a Members' Audit by completing the form at Appendix A using the following format.
- 2.2. At each Annual Statutory Meeting, the Clerk will provide a schedule of Members who will be required to undertake the Members' Audit for a particular month. Members will be required to make an appropriate appointment with the Responsible Financial Officer accordingly.
- 2.3. Should any Member not be able to make the date set out for them in the schedule, it will be their responsibility to make alternative arrangements with another Member to fulfil their obligations for that month.

3.0 SAGE AUDIT TRAIL (DETAILED)

- 3.1. The purpose of this exercise is to follow the process of completing specific exercises relating to supplier invoices, customer invoices and payroll timesheets. The member will be able to spotcheck and follow a payment or invoice from start to finish, to check that all aspects of the process were followed correctly.

3.2. Supplier Invoices:

The Member will choose random invoices from the suppliers paid files. They will check:

- a) That the invoices have been stamped with the authorisation stamp.
- b) That the correct nominal code has been used and goods receipted by an authorised member of staff.
- c) That a purchase order is attached and corresponds with the invoice.
- d) That the payment method is present on the invoice and a review of the report from Bankline to confirm BACS payment has been made.(BACs payment report). .
- e) That the two Members that authorised payment have also signed the invoice.

3.3. Customer Invoices:

The Member will choose random invoices from the 'customer paid' files from the month that they are auditing.

They will check:

- a) That the invoice details correspond with the customer booking form attached to the invoice.
- b) That the prices charged are in accordance with the current fees and charges.
- c) That the date the invoice was paid is on the invoice.

- d) That a cross-check is made with the customer's method of payment to check that the funds have been received (either bank statement or paying in book if cash/cheque).

3.4. Timesheets:

The Member will choose random timesheets from the file, preferably one from Uckfield Town Council and one from Luxfords Restaurant.

They will check:

- a) That the time sheets add up correctly.
- b) That the pay detail on the payslip for that person corresponds with the time sheet;
- c) That payment was made into their account correctly by checking the payslip amount against the BACs records for payment.

4.0. BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE

4.1. The purpose of this exercise is to monitor movement between accounts and account balances.

4.2. The Member will carry out the following checks:

- a) The bank statements correspond with the bank reconciliation.
- b) The bank statements and reconciliations have been signed by the Responsible Financial Officer.
- c) Any discrepancies (bank errors) are fully detailed.
- d) The nominal codes are correct in SAGE.

4.3 As outlined in the Town Council's Financial Regulations, at least once a quarter and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations for all accounts produced by the RFO. This will be carried out as part of the monthly member audit procedures. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and be noted by the Council.

5.0. PETTY CASH

5.1. The Town Council hold two petty cash floats, one for the Town Council and one for Luxfords restaurant. These are 'topped up' by cash withdrawn from the Clerk's bank account. The only two officers that can withdraw cash from the Clerk's bank account to top up the petty cash floats are the Town Clerk and the Responsible Financial Officer.

5.2 The Member will carry out the following:

- a) Check that the month's reconciliation is correct, signed and dated.
- b) Select random vouchers from the reconciliation and check that they have been entered correctly onto SAGE.
- c) Count the money, at the time of their visit, in both petty cash tins to ensure the balance matches the SAGE balance.
- e) Check that vouchers are authorised by a member of staff and details entered in the petty cash books.
- d) Check that, where applicable, reimbursements of funds are signed for in the petty cash books.

6.0. IRREGULARITIES

In cases of suspected serious breaches of the Council's Financial Regulations, Standing Orders and Policies, the matter will be referred to the Urgent Consultation Panel immediately.

7.0. REVIEW

This Policy will be reviewed annually to ensure it fully covers the Council's Governance requirements.

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH:

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

SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

- | | |
|-------------------|--------------------------|
| Supplier Invoices | ☐ |
| Customer Invoices | ☐ |
| Timesheets | ☐ |

BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

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

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

BANK RECONCILIATION QUARTERLY VERIFICATION

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

PETTY CASH

Check cash balance and vouchers

- | | |
|-------------------------|--------------------------|
| Town Council Petty Cash | ☐ |
| Luxfords Petty Cash | ☐ |

Signed

Print Name

Dated

Members comments:-

Supplier invoices checked

Supplier Name	Invoice No. and Date	P. Order No	Confirmed stamped, signed, correct nominal code	Confirmed signed by two Cllrs	BACs payment no.

Customer invoices checked

Customer Name	Invoice No.	Are hire charges correct?	Payment date on invoice	Bank Statement Date/Pg No.

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS payment record

Bank reconciliations checked

Bank Account	Bank statement date/ Pg. no.	RFO has signed both records	Amount reconciled and if not reasons noted	Nominal Code
Clerks Account				
General Account				
Business Reserve				
35 day account				
95 day account				
Luxfords account				

Quarterly bank reconciliation verification

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

Petty cash checked

Account Name	Is reconciliation correct?	Selected Voucher name and findings	At time of visit, check petty cash float aligned to Sage
Town Council			
Luxfords			

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH: March 2026

Checklist:

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

SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

Supplier Invoices	☒
Customer Invoices	☒
Timesheets	☒

BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

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

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

BANK RECONCILIATION QUARTERLY VERIFICATION

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

PETTY CASH

Check cash balance and vouchers

Town Council Petty Cash	☒
Luxfords Petty	☒

Signed

Print Name E. M. RAY

Dated 11 - 06 - 26

Supplier Invoice Checked

Supplier Name	Invoice No. and Date	P. Order No	Confirmed stamped, signed, correct nominal code	Confirmed signed by two Cllrs	BACs payment no.
KCS	1601170	184469	✓	✓	
Kennedy	51235711 3/26	19523	✓	✓	139945647
PD Estates	105159	19469	✓	✓	1399556390

Customer Invoices Checked

Customer Name	Invoice No.	Are hire charges correct?	Payment date on invoice	Bank Statement Date/Pg No.
N Smith	51713	YES	16-03-26	MARCH 26 4 of 8
ESL	51704	YES	10-03-26	MARCH 26 3 of 8

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS payment record
WENDY SAYER	✓	✓	27/03/26	1399596202
LORNA RIDLEY	✓	✓	27/03/26	1399596202

Bank Reconciliation Checked

Bank Account	Bank statement date/ Pg. no.	RFO has signed both records	Amount reconciled and if not reasons noted	Nominal Code
Clerks Account	31/03/26 PAGE 1 1 of 6	✓	0.00	1210
General Account	31/03/26 1 of 6	✓	199,992.32	1200
Business Reserve	31/03/26 1 of 2	✓	54,241.70	1227
35 day account	31/03/26 1 of 2	✓	106,861.70	1225
95 day account	31/03/26 1 of 2	✓	1429,789.42	1226.

Quarterly bank reconciliation verification

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

Petty Cash Checked

Account Name	Is reconciliation correct?	Selected Voucher name and findings	At time of visit, are petty cash floats aligned to SAGE balance
Town Council	✓		N/A
Luxfords	✓		N/A

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH: February 2026

Checklist:

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

SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

Supplier Invoices
Customer Invoices
Timesheets



BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

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

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



BANK RECONCILIATION QUARTERLY VERIFICATION

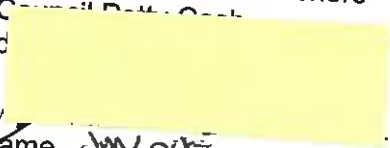
Clerks Account
Current/General Account
Business Reserve
35 day account
95 day account



PETTY CASH

Check cash balance and vouchers
Town Council Petty Cash
Luxford



Signed 
Print Name JM Jones

Dated 8/6/26

Members comments:-

Supplier Invoice Checked

Supplier Name	Invoice No. and Date	P. Order No	Confirmed stamped, signed, correct nominal code	Confirmed signed by two Cllrs	BACs payment no.
KFF	8841866 24/2/26	19479	YES	YES	1393801489
TEAMBASE	INBOX 13629 5/2/26	19352	YES	YES	1378357229

Customer Invoices Checked

Customer Name	Invoice No.	Are hire charges correct?	Payment date on invoice	Bank Statement Date/Pg No.
PHIL KENNEDY.	51628	YES	10/2/26	Pg 3/8 Feb 26
PARKINSONS UR	51640	YES	10/4/26	BANKLINE CONFIRMATION ✓

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS payment record
KELLY SMITH.	YES	YES	27/2/26	1384790573
MICHELLE CASTELL	YES	YES	27/2/26	1384790573

27/2
1731-57.
27/2/113-80

P/10
P/10!

Bank Reconciliation Checked

Bank Account	Bank statement date/ Pg. no.	RFO has signed both records	Amount reconciled and if not reasons noted	Nominal Code
Clerks Account -	FEB. Pg 1	YES.	0.00 -	1210.
General Account	FEB Pg 7/8	YES.	\$199,999.78	1200.
Business Reserve -	FEB Pg 1/2.	YES.	\$22,524.37.	1227
35 day account -	FEB Pg 1	YES	\$256,650.08	1225.
95 day account -	FEB Pg 1	YES.	\$428,766.96.	1226.

Quarterly bank reconciliation verification

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

Petty Cash Checked

Account Name	Is reconciliation correct?	Selected Voucher name and findings	At time of visit, are petty cash floats aligned to SAGE balance
Town Council	TOOLSTATION YES	TOOLSTATION	
Luxfords	YES	MORRISON'S ✓	YES \$71.55.