UCKFIELD TOWN COUNCIL

Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 21 September 2026 at 7.00pm

PRESENT:

Cllr. C. Macve (Chair)
Cllr. K. Butler
Cllr. J. Love
Cllr. D. Ward (Vice-Chair)
Cllr. D. Manvell
Cllr. A. Smith

IN ATTENDANCE:

Holly Goring – Chief Officer (Town Clerk)
James Hollingdale – Facilities & Compliance Manager
Louise Slaughter – Hospitality Manager
Minutes taken by Holly Goring

1.0 DECLARATIONS OF INTERESTS

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on the agenda. None received.

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 T. Murray and P. Selby.

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 20 July 2026

GP12.09.26 Members **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 20 July 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 noted the update provided.

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 early drafts of income and expenditure reports
Members reviewed the income and expenditure for General Purposes and Luxfords up to the end of July 2026. Members noted the accounts to date.

5.3 To note the minutes of Finance Sub Committee on 27 July 2026
Members received and noted the minutes of Finance Sub Committee on 27 July 2026.

5.4 To approve the recommendations of the Finance Sub Committee on 27 July 2026
Members reviewed the recommendations of the sub-committee which focused on current investment rates and ensuring adequate funding was available within reserves, in case of emergency.

GP13.09.26 Members **RESOLVED** to approve the recommendations of Finance Sub Committee, to:
(i) ratify the recommendations of the Finance Sub-Committee, on 27 July 2026;
(ii) support the arrangement of a Finance Sub Committee in October 2026 to review the current rates and options available, for re-investment and;
(iii) note the decision taken by Full Council on 7 September 2026, whereby consideration was given within the Town Council's earmarked reserves, to reallocate funds from 'Town Centre Regeneration Masterplanning' to 'Contingency' for use in an emergency.

6.0 BUILDINGS

6.1 To note the current position with the Council's buildings
The Facilities & Compliance Manager provided an update on the works undertaken, and now complete at the Signal Box. In the region of £60k had been spent on the building, but it was now structurally sound, compliant and met Building Control regulations.
Members noted the contents of the wider report.

7.0 POLICY

7.1 To review the Media Policy (No. 26)
Members noted that the suite of policies were quite lengthy, and there was some repetition, but it was acknowledged that different sections would relate to specific areas of the organisation. The Chief Officer explained that key messages from each of the policies would be communicated separately to members, and separately to staff in a more bitesize manner.

GP14.09.26 Members **RESOLVED** to approve the revised Media Policy.

7.2 To review the Social Media Policy (No. 18)
It was noted that consideration of how the Town Mayor's social media account be managed, going forward if the office were directly responsible for managing press enquiries and statements, within the Town Council's policy.

A conversation also took place on the position of Town Councillors, when commenting on Town Council decisions, on social media. The Chief Officer advised that it was best practice for a distinction to be made online, from personal or political/Councillor based social media accounts regarding council matters.

GP15.09.26 Members **RESOLVED** to approve the revised Social Media Policy.

7.3 To consider the revised Town Council's Communications Plan (No. 88)
Members noted a typo on the page numbers towards the end of the document. It

was also suggested that references to local media incorporate the local radio stations.

GP16.09.26 Subject to the above minor amendments, members **RESOLVED** to approve the Communications Plan.

Councillor A. Smith arrived at 7.33pm.

7.4 To consider the Town Council's Branding Guidelines
To be deferred to the next meeting.

8.0 ADMINISTRATION

8.1 To receive Member audit reports
Members noted the report received for April 2026.

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

(iii) Wealden District Association of Local Council (Mgt Committee)
Councillor Ward advised members that the annual subscription for WDALC would be increasing for 2026/27, as this had not been increased for a number of years and didn't currently reflect the costs of this service. Councillor Ward updated members on discussions relating to the Strategic Authority and Local Government Reorganisation. Members thanked Councillor Ward for their update.

10.0 CHAIRMAN'S ANNOUNCEMENTS

None.

11.0 TOWN CLERK'S ANNOUNCEMENTS

None.

12.0 CONFIDENTIAL BUSINESS

GP17.09.26 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 continued to be encouraged by the short list of bad debtors and wished to record their thanks to office staff for their hard work on credit control.

12.2 To note the Health & Safety update
Members were pleased to see the Town Council's investment in apprenticeships. Members noted the update.

12.3 To consider an update from Luxfords Restaurant and the Civic Centre
The Hospitality Manager updated members on current staffing levels and proposals moving forward. Members reviewed the data and charts incorporated within the report from the new EPOS till system, and gave a steer on what was helpful to received. The Hospitality Manager also discussed current targets set with the team. Members received and noted the update.

12.4 To consider leaseholder enquiries relating to lease agreements
Members were provided with an update by the Facilities & Compliance Manager on the Community Fridge and Source.

The meeting closed at 7.58pm.