



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 27 February 2023 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 16 January 2023

4.2 Action list – for information only

4.3 Project list – for information only

5.0 FINANCIAL MATTERS

5.1 To note bills paid

5.2 To consider the income and expenditure reports to the end of December 2022

5.3 To note current bad debts

5.4 To receive the minutes of the Finance Sub-Committee held on 22 February 2023

- 5.5 To consider the recommendations of the Finance Sub-Committee held on 22 February 2023
- 5.6 To review information and quotations from companies providing Internal Audit Services to appoint a new Internal Auditor

6.0 BUILDINGS

- 6.1 To note the current position with the Council's buildings
- 6.2 To consider proposals for Ridgewood Village Hall Car Park works

7.0 POLICY

None.

8.0 ADMINISTRATION

- 8.1 To receive a report on Health and Safety within the Council
- 8.2 To receive Members' audit reports

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 9.1 To consider reports from:-
 - (i) Wealden Citizen's Advice
 - (ii) East Sussex Association of Local Councils AGM
 - (iii) Ridgewood Village Hall Management Committee
 - (v) Uckfield and District Preservation Society (Bridge Cottage)
 - (vi) Uckfield Volunteer Centre
 - (vii) Wealden Works
 - (viii) Wealden District Association of Local Councils – Mgt Committee
 - (ix) 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 approve the instruction of a new maintenance contract for the Town Centre CCTV system
- 12.2 To consider an update to the renewal of the lease agreements for the Cemetery Chapels
- 12.3 To consider the lease agreement for the Source
- 12.4 To consider an update from Luxfords Restaurant



Town Clerk
21 February 2023

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 16 January 2023 at 7.00pm

PRESENT:

Cllr. D. Ward (Chair)	Cllr. G. Johnson
Cllr. P. Sparks (Vice-Chair)	Cllr. J. Love
Cllr. J. Edwards	Cllr. C. Macve
	Cllr. A. Smith

IN ATTENDANCE:

Holly Goring – Town Clerk
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, but none were forthcoming.

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

None.

3.0 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor B. Cox and Councillor H. Firth due to sickness.

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 21 November 2022

GP22.01.23 Members subsequently **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 21 November 2022 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2 Action list

Members reviewed and noted the action list and agreed to remove the following items which had been completed: -
GP20.11.22 – Plans for remaining Community Grant funding

4.3 Project list

Members noted the contents of the project list.

5.0 FINANCIAL MATTERS

5.1 To note bills paid

Members noted the bills paid.

5.2 To consider the income and expenditure reports to the end of Nov 2022

Vice Chair Councillor P. Sparks thought the figures for General Purposes looked

good, with Civic Centre bookings and feed in tariff income doing well. Rental income was down on budgeted figures for the last period. The Town Clerk explained that some invoices were due to be processed shortly for utility recharges, one of the buildings was not currently bringing in rental income, and one other building's insurance recharge had come in less than normal. It was therefore anticipated that the rental income would balance out by financial year end.

Councillor C. Macve reiterated these points and thought it was encouraging to see some underspend. The Town Clerk agreed but advised members of the large amount of compliance work that was due to be undertaken in four of the Town Council's main buildings between the meeting and financial year end to address updated fire safety, and electrical regulations. The Town Council had also experienced a number of water leaks prior to Christmas as a result of the minus six freezing temperatures and this had highlighted a number of heating/plumbing issues that required work.

Members subsequently noted both reports.

5.3 Bad Debts

The Town Clerk provided an update on the debts outstanding and in particular the payment plan in place with one of the bad debtors listed. Members noted the report.

5.4 To note process to appoint a new Internal Auditor

Members were provided with a verbal update from the Town Clerk with regards to Internal Audit procedures. Unfortunately the Town Council's Internal Auditor had had to reduce their workload and could no longer support town or parish councils in the South East region. The Town Clerk advised members that a two day detailed audit had been undertaken in March 2022 in person at the Civic Centre and a year-end audit had been undertaken in June 2022. The Town Council would normally receive an audit before March 2023, and then again in June 2023, to review financial year end so it was important that the Town Council sought interest from up to three companies to appoint a new Internal Auditor before financial year end.

Members noted the update provided.

6.0 BUILDINGS

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

The Town Clerk provided a detailed update on the current condition of the Town Council's buildings, the compliance work being undertaken and the poor luck that had been experienced before Christmas. A number of these leaks were due to the pipework in the less utilised buildings such as the sports pavilions having no lagging. This would need to be addressed before next winter.

One member asked a question with regards to the Hub, to which the Town Clerk advised that a report would be presented to Full Council on 23 January 2023, under confidential business due to the commercially sensitive nature of the tender process. The Hub (only) and not the Source or Community Fridge was in a poor state of repair and due to be demolished, for the safety of the public and users of adjacent premises. This project would however require that utilities supplying the Source should be retained and the entrance foyer made good. Members noted the detailed update provided.

7.0 POLICY

7.1 To review the annual update of the Town Council's Risk Management Policy
Members were presented with a refreshed version of the Town Council's Risk Management Policy and update on the Town Council's key contracts to provide insurance cover, security and compliance.

GP23.01.23 Subject to a typo, members **RESOLVED** to approve and adopt the revised Risk Management Policy – No. 29.

7.2 To review the annual update of the Town Council's Investment Strategy
Members were presented with a refreshed version of the Town Council's Investment Strategy which reflected the Town Council's financial position at 31 December 2022.

GP24.01.23 Members **RESOLVED** to approve and adopt the revised Investment Strategy – No. 45 for 2023/24.

8.0 ADMINISTRATION

8.1 To receive a report on Health and Safety within the Council
Members discussed the WPA scheme (NHS Top-Up). The Town Clerk advised that those staff who were using it understood the benefits and were using it well. It was thought half to two thirds of staff were using the scheme at present, and the remaining number were being advised of the benefits regularly. Members noted the report and Town Clerk's update.

8.2 To receive Members' audit reports (August, September & October 2022)
Members noted the audit reports.

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

9.1 To consider reports from: -

- (i) Wealden Citizen's Advice
Nothing to report at this time.
- (ii) East Sussex Association of Local Councils AGM
Nothing to report at this time.
- (iii) Ridgewood Village Hall Management Committee
Nothing to report at this time.
- (iv) Uckfield & District Housing Association Ltd Mgt Committee
Nothing to report at this time.
- (v) Uckfield and District Preservation Society
Nothing to report at this time.
- (vi) Uckfield Volunteer Centre
Nothing to report at this time.
- (vii) Wealden Works
Nothing to report at this time.
- (viii) Wealden District Association of Local Councils – Mgt Committee
Nothing to report at this time.

- (ix) Wealden District Association of Local Councils – Planning Panel
Nothing to report at this time.

10.0 CHAIRMAN'S ANNOUNCEMENTS

None.

11.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk advised members that the owner of R&R Taxis, a previous tenant of the Town Council had sadly passed away at the end of December 2022. Members expressed their sadness at the news and that their thoughts were with the family at this difficult time.

The Town Clerk read through a powerpoint presentation to members which followed on from a presentation to members of Environment & Leisure Committee on 3 January 2023, regarding the purchase of a rotary mower for the Grounds Maintenance team to increase the efficiency and quality of their open space grass cutting. The Head Groundsman had carried out quite a bit of research in the autumn, and provided details of three options, with two different companies. Prices varied between £20k and £25k plus VAT, and a response was provided by the companies to the questions that members had raised at Environment & Leisure Committee. The mower would need to be ordered before the end of the month to ensure it arrived in time for the start of the cutting season mid to end of March 2023. The purchase of the mower would need to be funded using earmarked reserves.

Members reviewed the information provided. They thought that there may be options to hire it out in the longer term, to neighbouring parishes.

Members wished to seek confirmation that parts could be easily obtained, to which this would be checked. They also wished to thank the Grounds staff for their hard work on this.

GP25.01.23 Members **RESOLVED** to approve the purchase of a triple deck tractor mounted rotary mower (Major Contoura) requesting that the Town Clerk place an order, and to fund the purchase using the earmarked reserves identified.

12.0 CONFIDENTIAL BUSINESS

GP26.01.23 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 consider an update from Luxfords Restaurant

Members discussed the potential live streaming options of occasions and events before noting the contents of the report.

The meeting closed at 8.06pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP07.06.22</u>	<p><u>To consider registering key buildings within Uckfield Town as assets of community value</u> Members RESOLVED for the Town Clerk to proceed with exploring the registration of further assets of community value with Wealden District Council and to explore options for Eugene Seghers Memorial.</p>	06.06.22	HG	In progress.
<u>GP25.01.23</u>	<p><u>Town Clerks Announcements</u> Members RESOLVED to approve the purchase of a triple deck tractor mounted rotary mower (Major Contoura) requesting that the Town Clerk place an order, and to fund the purchase using the earmarked reserves identified.</p>	16.01.23	HG	Order has been placed and payment of pro forma invoice made. Await delivery in March 2023. NFA.

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

Outstanding initiatives from 2019/20

Project Name		Replacement of Civic Centre booking system		Project Number	59
Resolution Number	Funds	Date	Commentary		
FC93.01.19	£8,000	09.12.19	Awaiting new administrative staff to start in 2020 and ensure they are fully engaged in the project, as they will be the main users.		
		29.09.20	New staff are now in place but with the pressures of Covid-19, this project will be picked up in future months.		
		29.05.22	Work has commenced to understand current options available for replacement.		

Project Name		Online event ticket system		Project Number	60
Resolution Number	Funds	Date	Commentary		
FC93.01.19	(minus £1,365.00) = £135.00 remaining	15.04.20	Local web developers were commissioned to set up the online event ticket software and embed into the Civic Centre Website. The works have now been completed and tested. The only element still to complete is the method of payment, to attach to this software before going live this summer.		
		03.11.20	The financial element of the software still needs arranging. As we would prefer to use Worldpay or SAGE pay for this, rather than the ones offered with the Tickera package, this will cost an additional amount for the time of web developers. Office staff are currently working through a detailed quotation for this additional work.		
		01.11.21	The additional work has been delayed due to issues with access to Worldpay. The Town Clerk will try and rectify in the to enable web developers to proceed.		

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

Outstanding initiatives from 2020/21

Project Name		Replacement back drops – Weald Hall		Project Number	63
Resolution Number	Funds	Date	Commentary		
FC.92.01.20	£2,500	20.01.20	Gradually we are replacing the black back drops around the stage in the Weald Hall. No back drops have been purchased at present. Other priorities and expenditure within the Civic Centre due to Covid-19 have been put first.		
	Minus £759.50 = £1740.50	18.11.22	Curtaining for around the stage has been ordered and due to arrive wk beg 21 November 2022.		

Projects for 2021/22

Project Name		Climate Change Initiatives (carry forward from 2020/21)		Project Number	66
Resolution Number	Funds	Date	Commentary		
FC.92.01.20	£7,500	20.01.20	-		
	Minus £1800.00 plus VAT	17.08.21	£1,800 has been spent to date on the carbon footprint audit tool and associated work.		

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

Projects for 2022/23

Project Name		Building Maintenance Fund (Year 8 – 2022/23)		Project Number	68
Resolution Number	Funds	Date	Commentary		
FC82.01.22	£62,000	17.01.22	Proposed expenditure on Building Maintenance Fund 2022/23		
			Year 8	Estimate	Actual
			Signal Box refurb windows ext decoration	5000	
			Civic Centre storage solution caretaker station	10000	
			Foresters Hall render repairs	3000	
			Osborn & Ridgewood car park drainage	30000	
			Civic Centre parking resurface, repair drainage and parking markings	7500	
			Foresters Kitchen fittings	4000	
			Contingency	2500	
			Total	62000	
			Works are underway to address the Civic Centre storage solution and Ridgewood car park drainage. EICR has been undertaken in the Signal box, and a full structural survey. We now need to plan for flooring and redecoration with the hope of re-letting in Spring 2023.		
		19.12.22	A decision was taken at Full Council on 19 December to reallocate the funding set aside for 2022-23 to carry out priority fire and lighting/safety works to the Town Council buildings further to recent annual fire risk assessments. Foresters Hall render repairs, Civic Centre parking and Foresters kitchen fittings have been deferred as a result.		
		20.02.23	Works are progressing at present, with fire doors and sounders being replaced in the Civic Centre, unused door areas closed off and plastered, and emergency lighting being upgraded.		

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

Project Name		Civic Centre Signage		Project Number	71
Resolution Number	Funds	Date	Commentary		
FC82.01.22	£2,000.00	17.01.22	This funding will be used towards the replacement of the main Civic Centre sign at the front of the Civic Centre and will require the feedback and engagement of Town Councillors.		
		22.02.23	Four new noticeboards have been purchased for outside of the Civic Centre. This starts a programme of upgrading the noticeboards and external signage.		

Project Name		262 Bus Service – 2022/23		Project Number	72
Resolution Number	Funds	Date	Commentary		
FC82.01.22	£3,900.00 - £960.09 =£2939.91	11.07.22	The first quarter's invoice has been received (Apr – Jun 2022) for the amount of £960.09 and will be processed shortly.		
	- £852.30 =£2087.61	18.11.22	Second quarterly invoice (Jul – Sept 2022) for the amount of £852.30.		
	-£1128.83 =£958.78	10.01.23	Third quarterly invoice (Oct – Dec 2022) for the amount of £1128.83.		

Luxfords at 31 December 2022

	Apr 22 Actuals £	May 22 Actuals £	Jun 22 Actuals £	Jul 22 Actuals £	Aug 22 Actuals £	Sep 22 Actuals £	Oct 22 Actuals £	Nov 22 Actuals £	Dec 22 Actuals £	Actuals at Dec 22	Budget at Dec 22	Jan 23 Budget £	Feb 23 Budget £	Mar 23 Budget £	Total 2022/23	2022/23 Budgets
Sales																
Restaurant Food Sales	8,090	8,810	8,712	8,264	8,300	10,110	14,973	11,883	11,250	90,391	88,444	9,778	9,778	10,000	119,946	118,000
Restaurant Bar Sales	410	406	466	720	537	1,212	739	491	3,211	8,192	5,250	583	583	583	9,943	7,000
Hire of Luxfords Restaurant	0	0	0	139	0	0	0	0	0	139	1,500	0	0	500	639	2,000
Function Food Sales	1,445	1,349	2,668	2,807	2,135	4,737	2,167	1,821	2,676	21,804	14,889	1,000	2,000	2,111	26,915	20,000
Function Bar Sales	2,951	943	1,155	2,623	2,623	560	1,239	2,064	1,762	15,920	11,000	1,000	1,000	2,000	19,920	15,000
Takeaway	0	0	0	0	0	0	0	0	0	0	750	0	0	0	250	250
Hire of Urn	174	62	27	105	204	114	123	87	98	994	750	83	83	83	1,244	1,000
Sundry Income	0	0	0	0	0	0	0	0	0	0	250	0	0	250	250	500
Total Sales	13,070	11,569	13,028	14,658	13,799	16,733	19,239	16,345	18,998	137,440	122,833	12,444	13,444	15,778	179,106	164,500
Purchases																
Food Purchases	2,765	3,305	3,199	3,159	2,764	5,185	4,546	5,295	5,011	35,228	27,600	2,800	2,800	2,800	43,628	36,000
Bar Purchases - non-alcoholic	316	304	287	380	0	235	255	544	223	2,544	1,200	133	133	133	2,944	1,600
Bar purchases - alcoholic	1,182	805	777	1,567	0	386	86	733	1,483	7,019	4,500	333	333	333	8,019	6,000
Paper goods/consumables	118	135	234	105	139	262	245	163	231	1,633	1,275	142	142	142	2,058	1,700
Maintenance & Repairs	135	157	0	0	414	590	276	90	198	1,859	1,500	0	0	500	2,359	2,000
Equipment - New/Replacements	0	0	0	895	93	0	0	0	23	1,011	1,500	0	0	500	1,511	2,000
Equipment Hire	0	0	0	0	0	0	0	423	0	423	200	0	0	0	423	200
Rates	667	1,512	667	667	667	667	667	667	667	6,851	7,722	778	0	0	7,629	8,500
Electricity	804	727	624	560	589	542	695	825	861	6,228	7,425	825	825	825	8,703	9,900
Gas	473	389	296	195	205	171	0	91	0	1,819	862	96	96	96	2,106	1,150
Water	200	484	0	0	451	0	0	113	0	1,249	900	100	100	100	1,549	1,200
Telephone	0	0	0	0	0	0	0	0	0	0	128	14	14	14	43	170
Refuse Collection	117	146	117	122	129	130	170	145	138	1,214	900	100	100	100	1,514	1,200
Stocktaking	195	0	0	0	195	0	0	195	0	585	585	0	0	195	780	780
Stationery	0	0	0	0	5	0	0	5	4	14	35	0	0	35	49	70
Salaries	9,869	8,819	8,671	11,225	8,785	11,334	15,408	17,387	11,465	102,963	84,352	9,372	9,372	9,372	131,081	112,469
Casual wages	773	574	29	911	290	958	191	794	704	5,224	5,000	333	333	333	6,224	6,000
Luxfords General Advertising	0	0	80	0	0	0	0	0	0	80	563	0	0	188	268	750
Uniforms/Protective clothing	0	0	0	0	0	0	0	0	0	0	150	0	0	50	50	200
Credit charges	233	216	254	287	186	248	286	282	294	2,287	1,125	125	125	125	2,662	1,500
Total Purchases	17,847	17,573	15,234	20,073	14,913	20,710	22,826	27,753	21,302	178,230	147,521	15,152	14,374	15,842	223,598	193,389

Meeting of the General Purposes Committee

Monday 27 February 2023

Agenda Item No. 5.3

BAD DEBTS UPDATE

1.0 Summary

1.1 The report details the current position regarding bad debts.

2.0 Details

2.1 The following old debts are showing on our finance system for £100 or over. These will all be chased before year end for payment, as many of their other invoices or payments have been made, which suggests these are oversights. Except for the latter entertainment accounts.

- Co-op Funeralcare (Brighton);
- Change Grow Live (Star);
- Kent Community Health;
- NCT;
- Arts Society;
- Richard Green Funeralcare;
- Marie Campbell – Reveal Media Productions;
- Carlton Entertainments;

2.2 R&R Taxis have a payment plan in place for the outstanding rental payments, up until October 2023. Payments have been made up to February 2023.

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Sarah D'Alessio

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Finance Sub-Committee**,
on Wednesday 22 February 2023 at 6.30 pm
in the Council Chamber, Civic Centre, Uckfield.

PRESENT: Cllr. B. Cox (Chair) Cllr. P. Sparks
Cllr. J. Edwards Cllr. D. Ward
Cllr. C. Macve (Vice-Chair)

IN ATTENDANCE:

32 members of the public

Sarah D'Alessio – Assistant Town Clerk & Responsible Financial Officer
Holly Goring – Town Clerk

Minutes taken by Sarah D'Alessio

The Chairman welcomed all those present and set out the order of the meeting. Applicants were invited to speak and were advised that they could speak for up to two minutes and questions may be asked by members to clarify details of their application.

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 this agenda.

Councillor J. Edwards arrived at 6.34pm.

The Town Clerk read out the various declarations of interest submitted by members of the Finance Sub-Committee, and advised where they could speak but not vote, or not participate at all. This part of the meeting also set out the dispensations that had been given in respect of certain applications, in particular where members were aware that other Town Councillors held the role of Chair in organisations such as Manor Park & Hempstead Fields Residents' Association, Uckfield Theatre Guild, Uckfield Bonfire & Carnival Society, The Luxford Centre, Uckfield Green Partnership, Ridgewood Village Hall Committee. Dispensations would allow the members to

participate fully in both the discussion and vote, and for the meeting to be able to continue where possible.

2.0 APOLOGIES FOR ABSENCE

None received.

3.0. MINUTES

Minutes of the meeting of the Finance Sub-Committee held on the 20 April 2022.

FS.03.02.23

It was **RESOLVED** that the minutes of the Finance Sub-Committee of the 20 April 2022 be taken as read, confirmed as a correct record and signed by the Chairman.

4.0 TO REVIEW THE POSITION OF THE UCKFIELD FESTIVAL ASSOCIATION

The Uckfield Festival Association had taken the difficult decision to bring the festival to a close with the current association standing down and the associated accounts and affairs being closed. In order to put their finances in order, they wished to clarify that the grant funding they were awarded in 2022 was spent in line with their application and no funding was required to be returned to Uckfield Town Council. Uckfield Festival Association were awarded £3,500 in 2022/23 for the July 2022 Festival. The purpose of the grant was *‘to partially offset the costs of the annual Festival in 2022, in particular the Children’s Parade and insurance.’*

Members were provided with a copy of the application, the association’s project costs, accounts and associated information to review the way in which the funding was utilised.

FS.04.02.23

On reviewing the purpose of the grant application, the funding spent by the Association on the Children’s Parade, as well as the Uckfield Festival Association’s account with the Town Council, for the hire of the Civic Centre or sports facilities, members of Finance Sub-Committee **RESOLVED** that there were no monies outstanding or due to be returned. They therefore confirmed that their account with the Town Council could close, and the funds remaining in their bank account could be distributed within the town for the benefit of the community.

5.0 RECEIVE INFORMATION FROM APPLICANTS FOR THE COMMUNITY GRANTS PROGRAMME 2023/24

FS.05.02.23

Members of Finance Sub-Committee **RESOLVED** to suspend Standing Orders to allow grant applicants to speak.

The various representatives attending the meeting were asked to provide a summary of their application and any additional information which might support their application.

Committee members asked a number of questions to which the representatives responded during this part of the meeting.

Following the presentations from those attending and questions from Committee members, the Chairman reminded the representatives of the subsequent format of the meeting, and advised that they could leave if they wished to, once they had spoken.

FS.06.02.23

The meeting then resumed and it was **RESOLVED** to reinstate Standing Orders.

The Chairman advised that the meeting would now move into confidential business to enable members of Finance Sub-Committee to discuss the applications in detail and recommend the allocation of grant funding. These recommendations would be presented to General Purposes Committee on 27 February 2023 for review and ratification.

6.0
FS.07.02.23

CONFIDENTIAL BUSINESS

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.

6.1

To consider the allocation of grants

Committee members worked through and considered each individual grant application on its own merits to consider whether funding should be provided, and if provided, to what amount. The figures and recommendations of the Finance Sub-Committee would be reviewed and ratified by General Purposes Committee at their next meeting on 27 February 2023.

FS.08.02.23

Members of the Finance Sub-Committee worked through the allocation of grant funding and **RESOLVED** to recommend to the General Purposes Committee that the following grants be awarded:

Community Grant Funding under the General Power of Competence	
1. Family Support Work	£2,000
2. Children with Cancer Fund	£591.30
3. St Peter & St James Hospice	TBC
4. Ashdown Radio Limited	£1,500
5. Uckfield & District Preservation Society	£1,100
6. Uckfield Community Orchestra	£400
7. Uckfield Allotment Bee Club	£1,224.80
8. Manor Park & Hempstead Fields RA	£250

9. Uckfield Housebound & Friendship Club	£224
10. Royal British Legion – Uckfield Branch	£300
11. Uckfield Foodbank	£2,160
12. Uckfield Theatre Guild	£1,000
13. Uckfield Bonfire & Carnival Society	£3,000
14. The Luxford Centre	TBC
15. Brighter Uckfield	£1,500
16. Uckfield College Counselling Service	TBC
17. Uckfield Rotary Club (Kit Car Grand Prix)	£1,800
18. Uckfield Green Partnership	£500
19. Ridgewood Village Hall Committee	£1,250.96
20. Sussex Support Service CIC	£1,500
21. Uckfield Millennium Green Trust	£800
22. Proms on the Pitch	£2,500
<u>TOTAL</u>	£23,601.06

Funding provided to the Wealden Citizens Advice and Uckfield Volunteer Centre is now provided in association with a service level agreement. The amounts were agreed through the Town Council's budget setting process and approved on 23 January 2023 at Full Council:

Wealden Citizens Advice: £19,000 for 2023-24 (Section 142 funding)
Uckfield Volunteer Centre £8,000 for 2023-24 (SLA)

The meeting closed at 9.37pm.

Meeting of the General Purposes Committee

Monday 27 February 2023

Agenda Item 5.5

TO CONSIDER THE RECOMMENDATIONS OF THE FINANCE SUB-COMMITTEE HELD ON 22 FEBRUARY 2023

1.0 Summary

- 1.1 This report sets out the recommendations of the Finance Sub-Committee from their recent meeting on 22 February 2022 whereby they considered and put forward recommendations for the allocation of community grants in 2023/24.
- 1.2 Recommendations were put forward for applications, except for three, where representatives were not present or further information was required. For this reason Finance Sub-Committee were not able to fully discuss these applications and thought it would be prudent for the full General Purposes Committee to consider these at their meeting on 27 February 2023.

2.0 Recommendations of Finance Sub-Committee

2.1 To review the position of the Uckfield Festival Association

The Uckfield Festival Association had taken the difficult decision to bring the festival to a close with the current association standing down and the associated accounts and affairs being closed. In order to put their finances in order, they wished to clarify that the grant funding they were awarded in 2022 was spent in line with their application and no funding was required to be returned to Uckfield Town Council. Uckfield Festival Association were awarded £3,500 in 2022/23 for the July 2022 Festival. The purpose of the grant was *'to partially offset the costs of the annual Festival in 2022, in particular the Children's Parade and insurance.'*

Members were provided with a copy of the application, the association's project costs, accounts and associated information to review the way in which the funding was utilised.

FS.04.02.23

On reviewing the purpose of the grant application, the funding spent by the Association on the Children's Parade, as well as the Uckfield Festival Association's account with the Town Council, for the hire of the Civic Centre or sports facilities, members of Finance Sub-Committee **RESOLVED** that there were no monies outstanding or due to be returned. They therefore confirmed that their account with the Town Council could close, and the funds remaining in their bank account could be distributed within the town for the benefit of the community.

2.2

FS.08.02.23

To consider the allocation of grants

Members of the Finance Sub-Committee worked through the allocation of grant funding and **RESOLVED** to recommend to the General Purposes Committee that the following grants be awarded:

Community Grant Funding under the General Power of Competence	
1. Family Support Work	£2,000
2. Children with Cancer Fund	£591.30
3. St Peter & St James Hospice	TBC
4. Ashdown Radio Limited	£1,500
5. Uckfield & District Preservation Society	£1,100
6. Uckfield Community Orchestra	£400
7. Uckfield Allotment Bee Club	£1,224.80
8. Manor Park & Hempstead Fields RA	£250
9. Uckfield Housebound & Friendship Club	£224
10. Royal British Legion – Uckfield Branch	£300
11. Uckfield Foodbank	£2,160
12. Uckfield Theatre Guild	£1,000
13. Uckfield Bonfire & Carnival Society	£3,000
14. The Luxford Centre	TBC
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19. Ridgewood Village Hall Committee	£1,250.96
20. Sussex Support Service CIC	£1,500
21. Uckfield Millennium Green Trust	£800
22. Proms on the Pitch	£2,500
TOTAL	£23,601.06

Funding provided to the Wealden Citizens Advice and Uckfield Volunteer Centre is now provided in association with a service level agreement. The amounts were agreed through the Town Council's budget setting process and approved on 23 January 2023 at Full Council:

Wealden Citizens Advice: £19,000 for 2023-24 (Section 142 funding)
Uckfield Volunteer Centre £8,000 for 2023-24 (SLA)

3.0 Recommendations

3.1 Members are asked to consider the above allocations subject to the update provided by members of Finance Sub-Committee and associated papers circulated by the Clerk, take a decision on the remaining allocation(s) of grant funding, and the total distribution of grant funding for 2023/24.

Contact Officer: Sarah D'Alessio

Meeting of the General Purposes Committee

Monday 27 February 2023

Agenda Item 5.6

TO REVIEW INFORMATION AND QUOTATIONS FROM COMPANIES PROVIDING INTERNAL AUDIT SERVICES TO APPOINT A NEW INTERNAL AUDITOR

1.0 Background

- 1.1 Members were advised at the meeting of General Purposes Committee on 16 January 2023, that the Town Clerk was due to circulate invitations to tender for Uckfield Town Council's Internal Auditing Services.
- 1.2 The Town Council had been supported by the existing service provider (Auditing Solutions Ltd) since 2016/17 (as part of a five year contract), and prior to that since 2010 (after the contract was renewed in 2016. It was not only time to re-tender and ensure members had an opportunity to review the services available but the existing service provider had also had to reduce their workload and was unable to support the South East region.
- 1.3 The Town Council had received a two-day detailed audit carried out in person in March 2022, followed by an audit in June 2022, to review the AGAR, year end financial statements and accounts for the period ending 31 March 2022.
- 1.4 This report seeks to review the quotations provided from potential Internal Auditors. As their quotations are commercially sensitive, the detail within the quotations has been circulated to members separate from the main agenda pack. Members are asked to review the information provided by the Town Clerk prior to the meeting of the General Purposes Committee and at the meeting, and to consider a suitable service provider for a contract of three years 2023-2026.
- 1.5 Members will also be aware that the internal audit encompasses the services and transactions for the Civic Centre/Luxfords Restaurant which make up a large proportion on the income and expenditure of the Council and a large proportion of other transactions as well. It is therefore helpful when there is knowledge of the Town Council's functions and services, as this can be rather detailed.

2.0. Quotations received

- 2.1. Five companies were approached for quotation, of which three can be considered:

Mulberry & Co	Received response and quotation
April Skies Accounting	Received response and quotation
Fair Account	Received telephone call and quotation due to be received Mon 27 Feb (due to TClerk making contact later in process).
Lightatouch	Unfortunately unable to support us.
East Sussex County Council Internal Audit Department	No response received.

3.0 Information requested

- 3.1 In our initial correspondence we provided information on the Town Council – its accounts, staffing structure, asset portfolio, key documents, and size of town. Previous internal audit services have been delivered through at least four to five days of work per year (a total of three visits with at least one of those visits lasting two days). This has included a visit in the spring and autumn, with one further visit taking place in time for the timing of the organisation’s review of its year end accounts and AGAR process in June.
- 3.2 Although we respect that internal audits can be undertaken remotely, due to the scale and diversity of the organisation’s responsibilities, we recommended that at least one of the three audits each year be undertaken in person and onsite at the Civic Centre.
- 3.3 We stated that we expected internal auditing services to oversee and review the soundness of internal controls, financial arrangements and governance - making recommendations for improvement where necessary. In particular this has previously included a review of:
- our maintenance of accounting records and bank reconciliations;
 - our corporate governance;
 - our procedures and internal controls for expenditure including petty cash accounts;
 - our risk management;
 - our procedures for identifying and approving future budgetary requirements;
 - our income streams and ensuring they are correctly identified and invoiced;
 - salaries and member allowances;
 - our asset management;
 - our investments and loans;
- Plus at year end, the AGAR process and financial statements.

We requested information on their background and experience, their initial quotation for services, and proposal for providing internal auditing solutions to Uckfield Town Council.

4.0 Recommendations

- 4.1 Members are asked to consider the above report and **RESOLVE** to advise the Clerk accordingly as to which company is appointed to carry out the internal audit services on behalf of the Council.

Background Papers: Company responses

Contact Officer: Holly Goring

Meeting of the General Purposes Committee

Monday 27 February 2023

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, Victoria Pavilion, The Cemetery Chapels, The Signal Box, West Park and Foresters Hall.

The Civic Centre

- New fire doors and door magnets are currently being installed in the Civic Centre;
- Fireproofing of the basement electrical cupboard and plant room has been completed;
- This is part of a programme of works identified and contractor reports with regard to fire risk and emergency lighting. This has included the need to update signage, obtain quotations for replacement fire doors, undertake alterations to existing doors, the installation of door magnets and upgrade to emergency lighting, internally and externally;
- Investigating water penetration under eaves of the front area of the Civic Centre;
- Fire safety door signage has been updated, and first aid boxes fixed to the walls in key locations;
- Weald Hall floor has been sanded and treated;
- Weekly and annual schedules now in place for caretakers to adhere to;

The Hub

Nothing to report at present.

The Source

Nothing to report at present.

The Signal Box

- On visiting the Source to assess the doors and access points, it was found that the festive light contractors had forced entry when accessing the building to turn off and remove the festive decorations around the Signal Box. No contact had been made by the contractors to the Town Council or Civic Centre, likely to be due to their visit out of hours, but this has increased the damage to the access points, on top of the emergency access gained before Christmas to address the water leak.

Victoria Pavilion

- Fire door survey carried out and costing obtained for repair/replacements;
- Fire signage has been updated;
- Emergency lighting quotations received;
- Difficulties continue to be experienced with the hot water and heating within the building and this has subsequently resulted, with further visits from plumbers, heating engineers and electricians. A motorised valve part has been replaced. Quotations are being obtained to review the whole system

to meet current needs and capacity within the building. This forms part of the 2023/24 Building Maintenance Programme;

- Vandalism has seen costs incurred of in the region of £1-1.25k – resulting in a new hand dryer being fitted in the public toilet in the region of £400, new CCTV camera (£230) and a new box unit for the gas meter (located underneath the ramp);
- An issue with water ingress to the farthest velux window on the western side of the roof has been rectified, along with an inspection of the roof, and guttering;

Foresters Hall

- Fire door survey carried out and costing obtained for repair/replacements.
- Fire signage is been update.
- Emergency lighting quotations received.
- Two doors have been removed and blocked up, between the flat and the hall, and the storage room and the children's toilets. This was a requirement of the recent fire risk assessments. Further quotations have been received to address emergency lighting, access points and consideration will be given to providing a separate storage area for cleaning materials and liquids;
- The outside light has been repaired, and further works are scheduled to improve emergency lighting and lighting to direct visitors to the muster point;

Snatts Road, Chapel

- Nothing new to report.

West Park

- Fire door survey carried out and costing obtained for repair/replacements.
- Fire signage is been update.
- Emergency lighting quotations received.
- Repairs to lighting following the water damage before Christmas have been completed. Quotation for decorating has been received. Further quotations have been received to respond to actions within the more recent fire risk assessment, and electrical reports.

2A Vernon Road

- Since issues were reported with mould and damp a site visit was undertaken, a dehumidifier was purchased for the tenants, and electricians have replaced the extractor fan within the shower unit. Subsequent works will be carried out to consider improving the ventilation and insulation of the flat in particular the north facing outside wall but this will be a longer term project.

2.2 PAT testing will be undertaken this year in all main buildings, and West Park Pavilion will be one of the first, bearing in mind the transfer of the lease to the Sports Club.

3.0 Recommendations

3.1 Members are asked to note the report.

Contact Officer: James Hollingdale/Holly Goring

Meeting of the General Purposes Committee

Monday 27 February 2023

Agenda Item 6.2

TO CONSIDER DRAFT PROPOSALS FOR RIDGEWOOD VILLAGE HALL CAR PARK WORKS

1.0 Summary

- 1.1 This report outlines a draft proposal for addressing drainage issues within the vicinity of Ridgewood Village Hall car park and re-surface the car park.
- 1.2 WAS Architects were commissioned to identify suitable drainage engineers to investigate the site and put forward proposals for improvement. An initial drawing was provided by Aworth Survey Consultants and fully updated following a consultation with structural engineers, Hazelind Consultants Ltd, both local companies. The final proposal included a long section through the land drain (see AppA - Proposed Site Plan) with reasons for this provided in this report.
- 1.3 Once the layout and surface make-up is agreed the supporting engineering drawings will be completed ready for submission to Planning for a Certificate of Lawfulness.
- 1.4 Due to the timetable of meetings and next Full Council meeting not falling until 6 March, this matter was raised with the Environment & Leisure Committee on 13 February and also being presented to General Purposes Committee on 27 February, for comment.
- 1.5 Members of Environment & Leisure Committee raised a number of queries with regard to the drainage, and car park proposals. Further drawings have been provided in the appendices for members to review, particularly in respect to the works proposed from the road, and recreation ground and the Town Clerk will set out the key information by powerpoint at the meeting.

2.0 Drainage on the site

- 2.1 We already know that the drainage on Ridgewood Recreation Ground is challenging. Water runs off New Road onto the recreation ground and down into the car park, and the geology of the ground means that drainage and soakaway is often delayed.
- 2.2 The engineers noted that bearing in mind that the subsoil permeability on the car park site was almost nil, it was not surprising that this drain, leading to a small soakaway, didn't work effectively. It was probably why someone has broken into the downpipes in the past, either to let water out onto the car park, or to investigate for blockages.
- 2.3 A recent further inspection paid for by the Town Council early December cleared the main manhole to the right-hand side of the front of Ridgewood Village Hall. When on site they also identified when high pressure water jetting was carried out to the downpipes on the Village Hall to restore flow that these just went to ground when they should go to some sort of soakaway or aco drainage underground.

3.0 Finalising the site plan

- 3.1 There was a slight delay of the drawing due to a technical issue producing the final version, since it was very tricky for the structural engineer to transpose everything they had done previously to suit a new location of the topography survey.

3.2 They are proposing a long section through the land drain. If the connecting drain were to be laid in a straight line it would have been up to around 3m deep, which would really not be practical in their view. They have therefore followed the contours more economically, which is longer overall, but the shallowest dig with good gradient.

4.0 On site meeting - December

4.1 The Structural Engineer last met on site with the Estates and Facilities Manager in December, to confirm materials and discuss future plans and layout in detail.

4.2 The Engineer would need to submit an application to Wealden District Council for a Certificate of Lawfulness – to determine if they will accept the works without a planning application. WAS Chartered Architects have provided a developed scheme design to form the basis of a planning application in relation to the development of the Structural Engineers' detailed design.

5.0 Surfacing choices

5.1 At that meeting, several options for surfacing were discussed for the choice of the Town Council:

1. All surfacing in permeable block paving – delineating all general parking spaces and disabled parking spaces
2. All surfacing in permeable tarmac- delineating all general parking spaces and disabled parking spaces
3. Entrance area only in permeable block paving marking out disabled spaces only with remainder in a form of grass-crete – no spaces marked out.
4. Entrance area only in permeable tarmac marking out disabled spaces only with remainder in a form of grass-crete – no spaces marked out.

5.2 It was agreed that surfacing in just Hoggin (stone aggregate), although the cheapest option would be liable to contamination (with soil) and could be liable to movement. Potentially, this would be a high maintenance item.

However, option 4 above, - with stone aggregate contained by a plastic 'grass-crete' would potentially be more cost effective and reduce the maintenance liability.

Concerns were expressed over option 2 in that surface run off in heavy rain could be an issue.

The Engineer suggested option 1 as the most attractive and effective surfacing, but this would be the most expensive option.

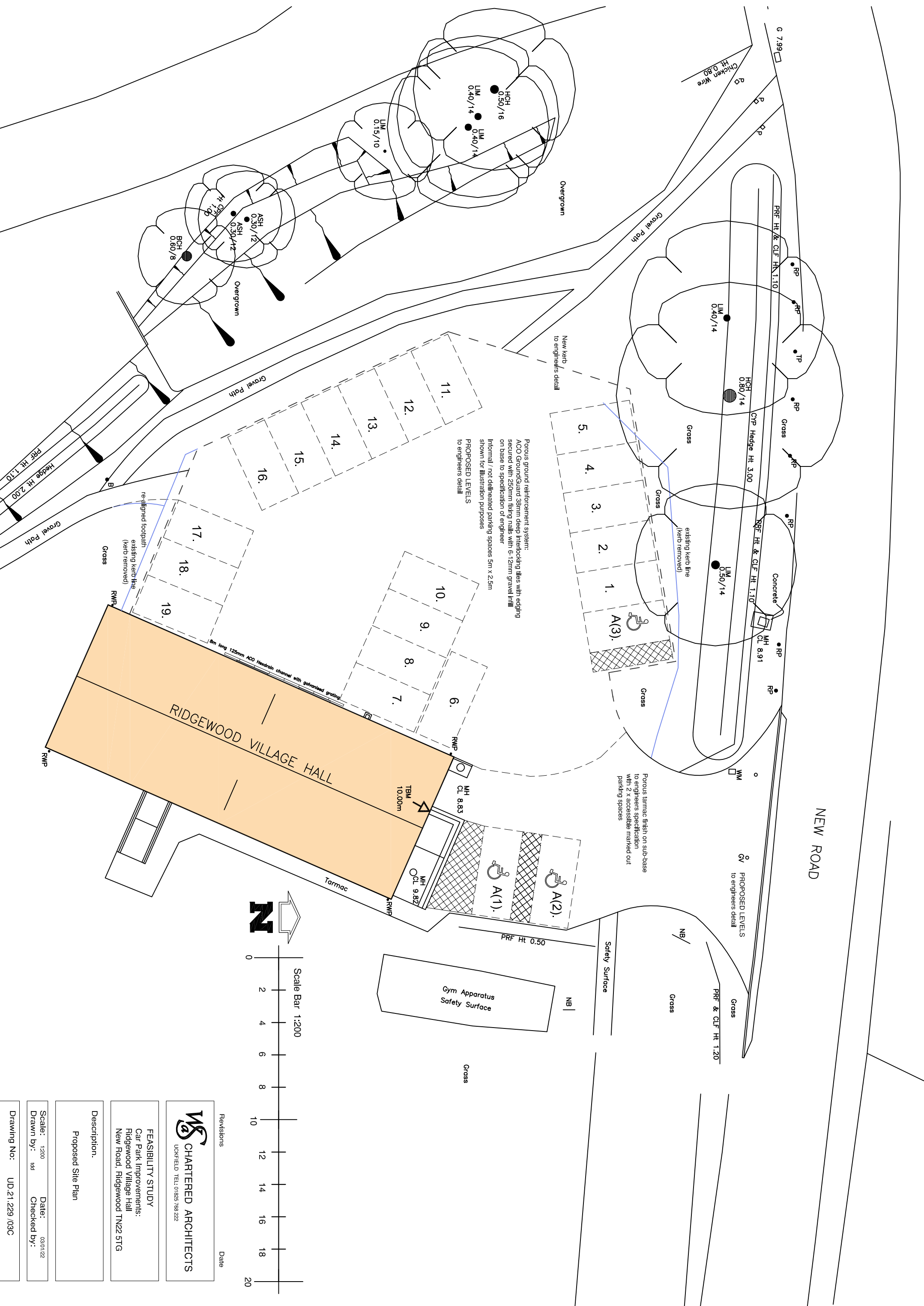
5.3 Once the layout and surface make-up has been agreed, Hazelind Consultants Ltd will complete the supporting engineering drawings, and allow them to prepare to present to Wealden District Council.

6.0 Recommendations

6.1 Members are asked to:

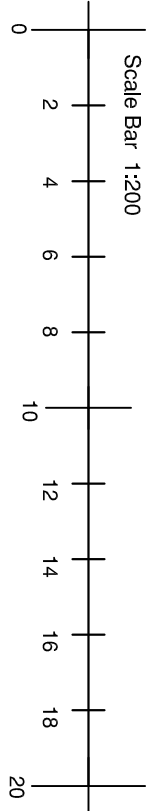
- (i) note the contents of the above report, and associated documentation;
- (ii) provide feedback on the site layout, and;
- (iii) provide feedback on the surfacing options.


Contact Officer: Holly Goring

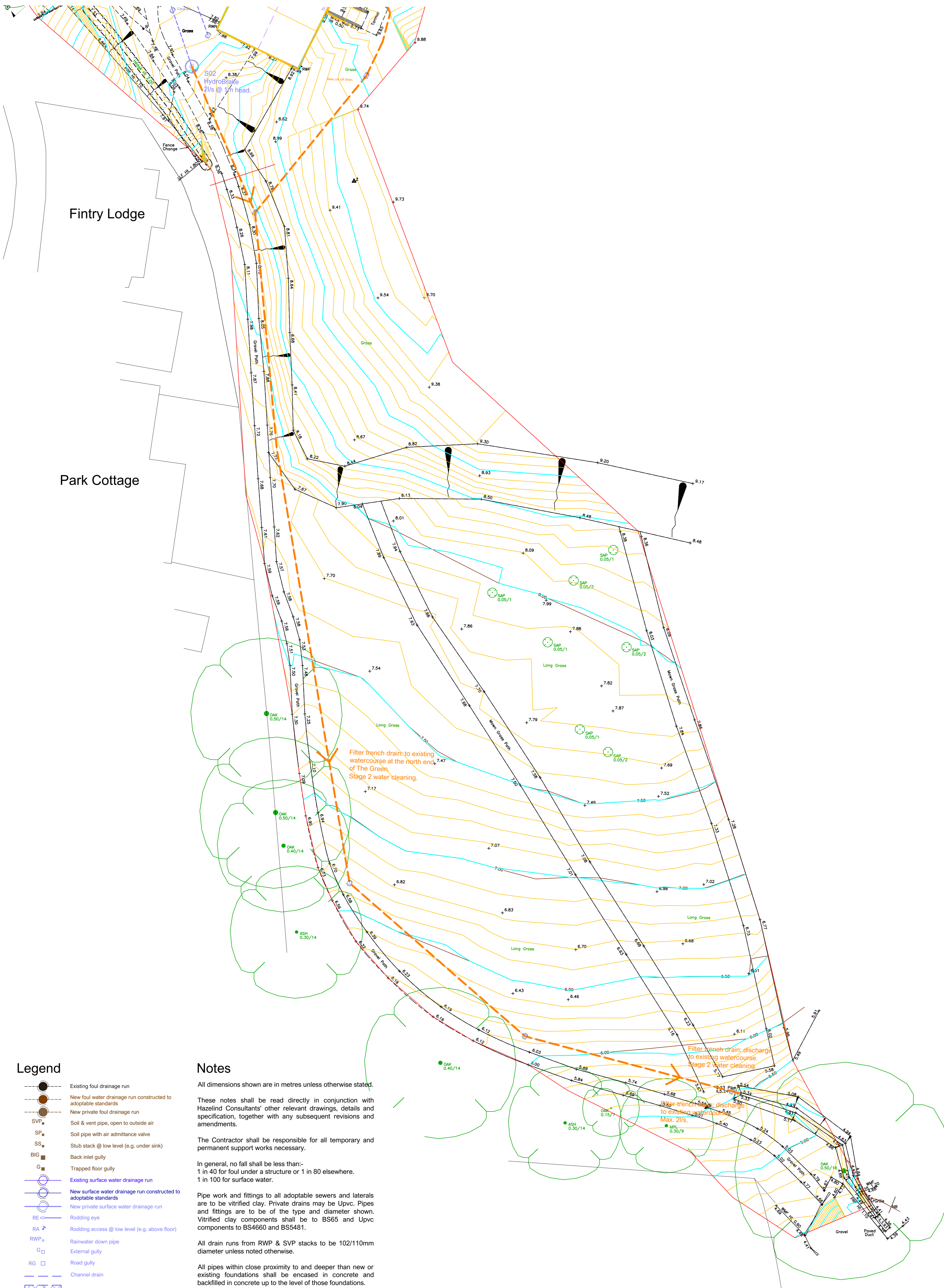


Porous ground reinforcement system:
 ACO GroundGuard 38mm deep interlocking tiles with edging secured with 250mm fixing nails with 6-12mm gravel infill on base to specification of engineer
 Informal / not delineated parking spaces 5m x 2.5m
 shown for illustration purposes
 PROPOSED LEVELS to engineers detail

Porous tarmac finish on sub-base to engineers specification with 2 x accessible marked out parking spaces



Revisions	Date
 WS CHARTERED ARCHITECTS UCKFIELD TEL: 01825 788 222	
FEASIBILITY STUDY Car Park Improvements: Ridgewood Village Hall New Road, Ridgewood TN22 5TG	
Description: Proposed Site Plan	
Scale: 1:200 Drawn by: ldd Drawing No: UD.21.229 /03C	Date: 03/01/22 Checked by:



Legend

- Existing foul drainage run
- New foul water drainage run constructed to adoptable standards
- New private foul drainage run
- SVP Soil & vent pipe, open to outside air
- SP Soil pipe with air admittance valve
- SS Stub stack @ low level (e.g. under sink)
- BIG Back inlet gully
- G Trapped floor gully
- Existing surface water drainage run
- New surface water drainage run constructed to adoptable standards
- New private surface water drainage run
- RE Rodding eye
- RA Rodding access @ low level (e.g. above floor)
- RWP Rainwater down pipe
- EG External gully
- RG Road gully
- Channel drain
- Cellular storage attenuation tanks. No infiltration.
- Filter trench drain.
- Perous surface structure: System 'C' No Infiltration
- Flow control chamber Type HBC.
- Manhole Types MH1b & MH2.
- Inspection Chamber Type IC3. Typically <1.0m deep and not included within MH Schedules. Final CLs and ILs to be determined on site.
- Sump filter chamber Type SFC.
- Cellular unit inspection shaft Type ISC.

Notes

All dimensions shown are in metres unless otherwise stated.

These notes shall be read directly in conjunction with Hazelind Consultants' other relevant drawings, details and specification, together with any subsequent revisions and amendments.

The Contractor shall be responsible for all temporary and permanent support works necessary.

In general, no fall shall be less than:
 1 in 40 for foul under a structure or 1 in 80 elsewhere.
 1 in 100 for surface water.

Pipe work and fittings to all adoptable sewers and laterals are to be vitrified clay. Private drains may be Upvc. Pipes and fittings are to be of the type and diameter shown. Vitrified clay components shall be to BS65 and Upvc components to BS4660 and BS5481.

All drain runs from RWP & SVP stacks to be 102/110mm diameter unless noted otherwise.

All pipes within close proximity to and deeper than new or existing foundations shall be encased in concrete and backfilled in concrete up to the level of those foundations.

Adequate sleeves or bridges shall be provided wherever drains pass through walls or foundations.

Manhole & access chamber covers to suit BS EN 124 loading:-
 Grade A15 - Gardens
 Grade B125 - Driveways & footways.
 Grade D400 - Roads & carriageways.
 Two sets of lifting keys to be provided to client for each type of cover at handover.

All pipes to be bedding class ('S'/Y' or 'Z') depending on position with granular surround as shown on detail drawing if crown of pipe is within 450mm of finished ground level then to be encased in concrete class 'Y' or 'Z'

Filter trench drain to existing watercourse at the north end of The Green, Stage 2 water cleaning.

Filter trench drain; discharge to existing watercourse, Stage 2 water cleaning.

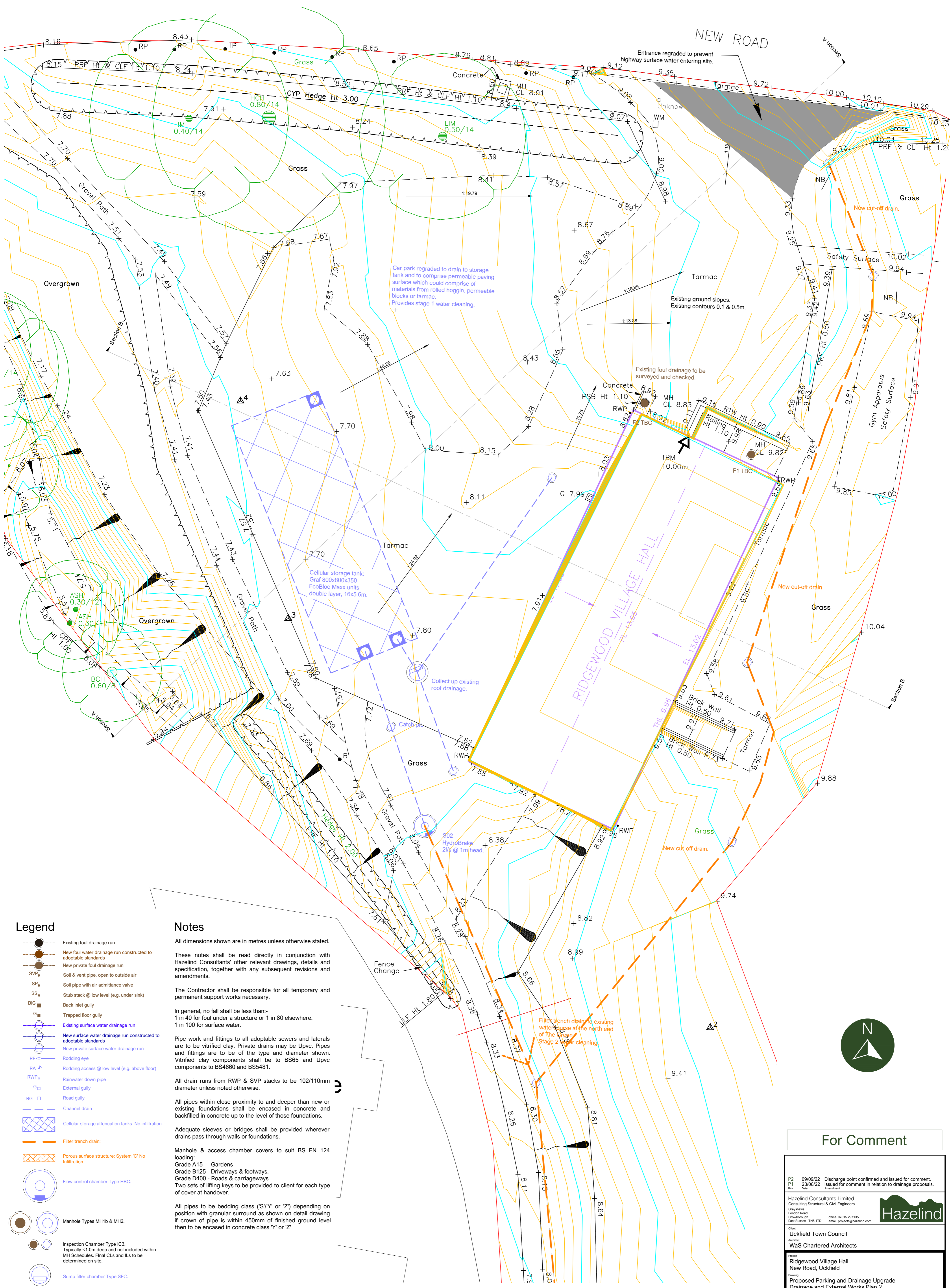
Filter trench drain; discharge to existing watercourse, Stage 2 water cleaning. Max. 2/s.

Proposed Part Site Plan To Discharge Point (1:200)



For Comment

P1 Rev Date	09/09/22 Discharge point confirmed and issued for comment. Amendment
Hazelind Consultants Limited Consulting Structural & Civil Engineers Grayshaws London Road Crowborough East Sussex, TN6 1TD office 07815 297135 email: projects@hazelind.com	
Hazelind	
Client Uckfield Town Council Approved WAS Chartered Architects	
Project Ridgewood Village Hall New Road, Uckfield	
Drawing Proposed Parking and Drainage Upgrade Drainage and External Works Plan 1	
Scale as shown @ A1	Date Sept 2022 By jml
Drawing No P21037-HZL- 00-DR-D-	Sheet 2200 S3



- ### Legend
- Existing foul drainage run
 - New foul water drainage run constructed to adoptable standards
 - New private foul drainage run
 - Soil & vent pipe, open to outside air
 - Soil pipe with air admittance valve
 - Stub stack @ low level (e.g. under sink)
 - Back inlet gully
 - Trapped floor gully
 - Existing surface water drainage run
 - New surface water drainage run constructed to adoptable standards
 - New private surface water drainage run
 - Rodding eye
 - Rodding access @ low level (e.g. above floor)
 - Rainwater down pipe
 - External gully
 - Road gully
 - Channel drain
 - Cellular storage attenuation tanks. No infiltration.
 - Filter trench drain.
 - Porous surface structure: System 'C' No Infiltration
 - Flow control chamber Type HBC.
 - Manhole Types MH1b & MH2.
 - Inspection Chamber Type IC3. Typically <1.0m deep and not included within MH Schedules. Final CLs and ILs to be determined on site.
 - Sump filter chamber Type SFC.
 - Cellular unit inspection shaft Type ISC.

Notes

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 Two sets of lifting keys to be provided to client for each type of cover at handover.

All pipes to be bedding class ('S'/Y' or 'Z') depending on position with granular surround as shown on detail drawing if crown of pipe is within 450mm of finished ground level then to be encased in concrete class 'Y' or 'Z'

A1



For Comment

P2	09/09/22	Discharge point confirmed and issued for comment.
P1	23/08/22	Issued for comment in relation to drainage proposals.
Rev	Date	Author

Hazelind Consultants Limited
 Consulting Structural & Civil Engineers
 Grayhairs
 London Road
 Crowborough
 East Sussex, TN6 1TD

office 07815 297135
 email: projects@hazelind.com

Client: Uckfield Town Council
 Approved: WAS Chartered Architects

Project: Ridgewood Village Hall
 New Road, Uckfield

Drawn: Proposed Parking and Drainage Upgrade
 Drainage and External Works Plan 2

Scale as shown @ A1	Date: June 2022	By: jml
Drawing No: P21037-HZL-00-DR-D-2201	Date:	Sheet: S3

Proposed Central Site Plan (1:100)

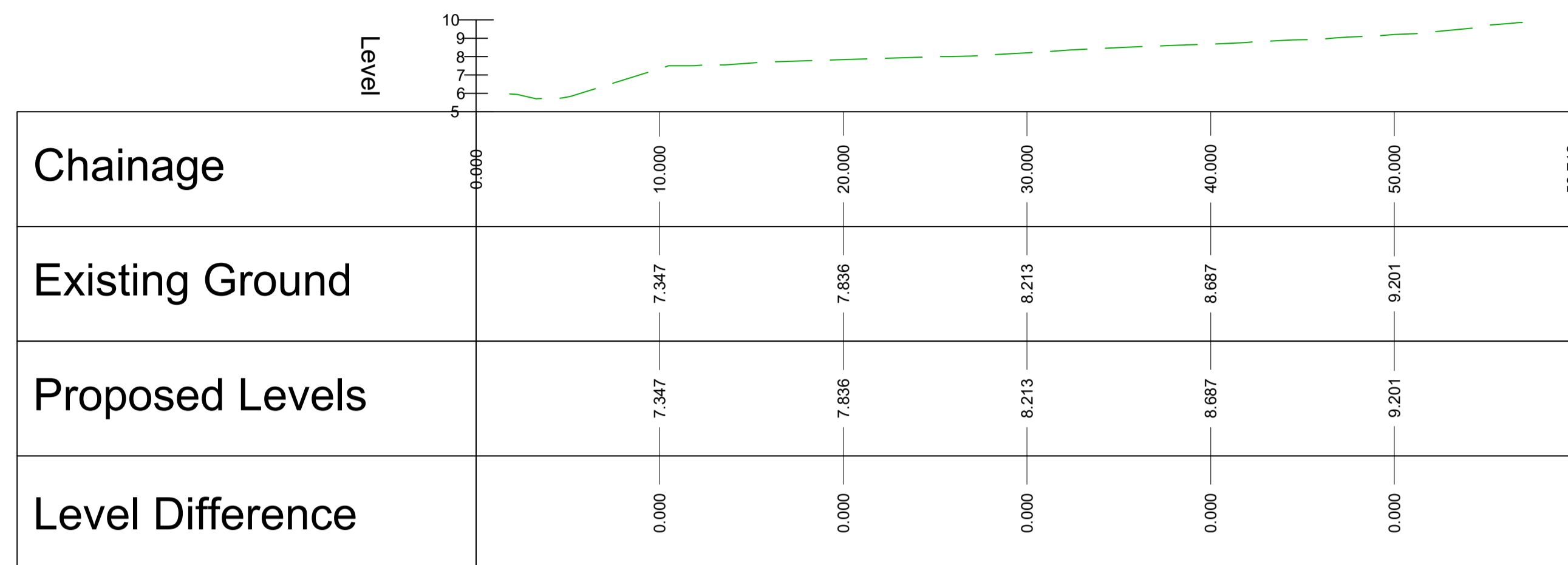
General Notes

All dimensions shown are in metres unless otherwise stated.

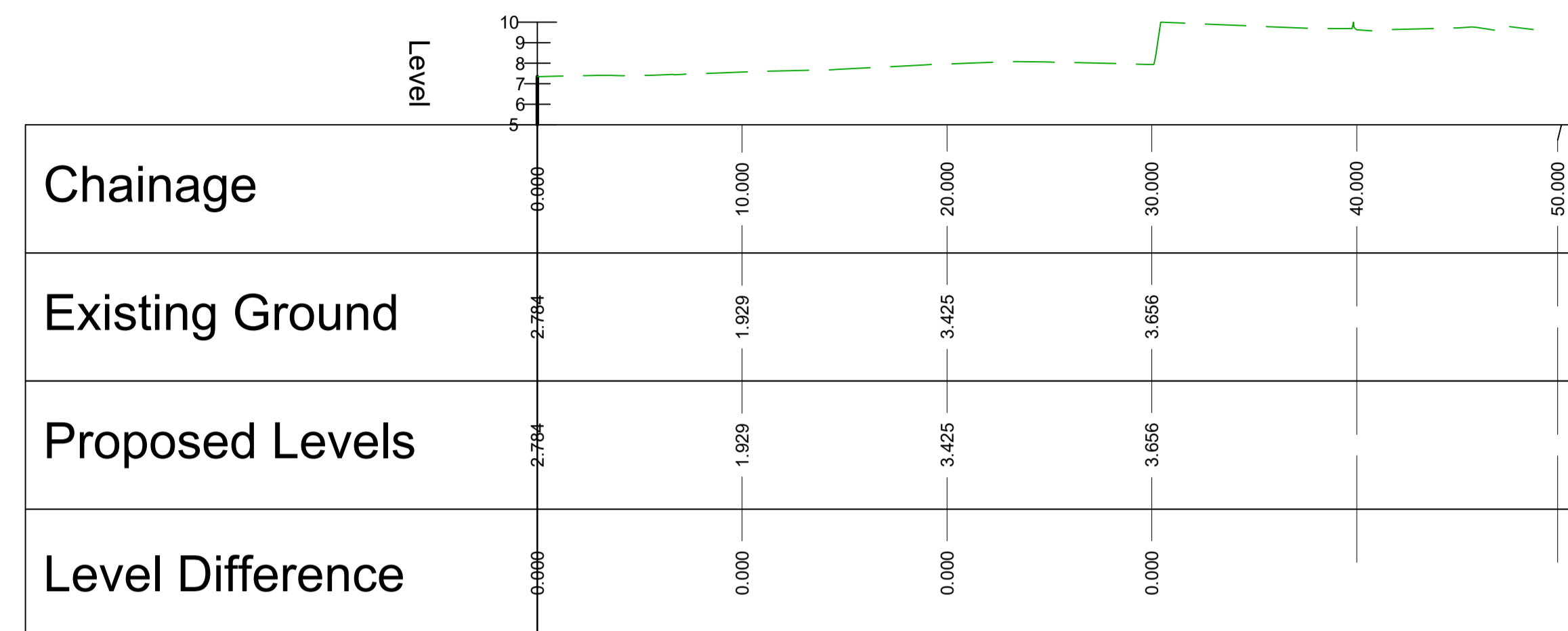
These notes shall be read directly in conjunction with Hazelind Consultants' other relevant drawings, details and specification, together with any subsequent revisions and amendments.

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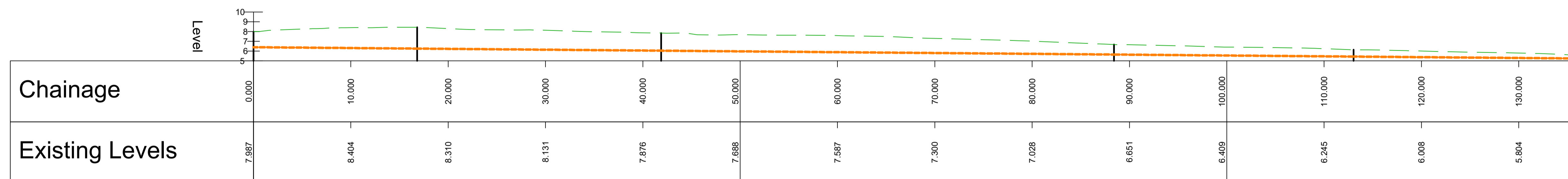
SECTION A - LONGSECTION
SCALE: H 1:200,V 1:200. DATUM: 5.000



SECTION B - LONGSECTION
SCALE: H 1:200,V 1:200. DATUM: 5.000



FILTER DRAIN PIPE TO S01 - LONGSECTION
SCALE: H 1:200,V 1:200. DATUM: 5.000



For Comment

P2 09/09/22 Land drain/existing ground section added.
P1 23/06/22 Issued for comment in relation to drainage proposals.
Rev Date Approved

Hazelind Consultants Limited
Consulting Structural & Civil Engineers
Graythwaite
London Road
Crowborough
East Sussex TN10 1TD office 07815 297135 email projects@hazelind.com

Client
Uckfield Town Council
Architect
WaS Chartered Architects

Project
Ridgewood Village Hall
New Road, Uckfield

Drawn
Proposed Parking and Drainage Upgrade
Site Sections

Scale as shown @ A1 Date June 2022 By jml
Sheet P21037-HZL- 00-DR-D- [2202] Total S3

Meeting of the General Purposes Committee

Monday 27 February 2023

Agenda Item 8.1

TO RECEIVE A REPORT ON HEALTH AND SAFETY WITHIN THE COUNCIL

1.0 Summary

1.1 This report provides an update for members on the various elements of health and safety that need to be considered within the organisation.

2.0 Health and wellbeing of staff

2.1 The table overleaf provides an update on sickness levels in the last reporting period (9 January to 24 February 2023).

2.2 The Town Council began to be impacted by sickness over the winter period in November and December 2022. Unforeseen longer-term sickness affected one member of staff who was signed off with a doctor's certificate, they have now returned and covid. Staff have been affected by other winter cold/flu viruses and two members of staff have experienced Covid during February 2023, with one staff member off at present. Two members of staff tested positive for Covid in December (one was over the Christmas break and not in contact with staff members). One member of staff was also given authorised compassionate leave towards the end of December and during January.

2.3 The NHS Top-Up WPA Programme commenced from 1 April 2022 which supports Town Council staff with medical appointments and provides 24/7 access to the Employment Support Programme. We have been encouraging staff to make use of this benefit and to utilise facilities through this service if they have experienced difficulties accessing their GP. A full staff meeting is due to be held on 28 February 2023, where we will be discussing extras that they can add to their existing package for 2023, and the use of the service.

	As at 24 Feb 2023 (sickness recorded since 9 Jan 2023) (28 staff)	Cumulative total for the year 2022/23
Actual days taken as short-term Doctors' certificate	5.0 days	29.0 days
Actual days taken as self-certificated sick leave	10.0 days	36.0 days
Actual days taken as long-term sick leave	0.0 days	51.0 days
Actual days taken for full Covid isolation (staff member unwell for full isolation period or in a position whereby they were unable to work from home)	1.0 days	4.0 days
Actual days taken for staff member supporting family member/dependent for Covid isolation but not unwell themselves	0.0 days	0.0 days
Actual days taken for Covid isolation but able to work from home some of the time	6.0 days	10.0 days

3.0 Personal learning and development

3.1 Eight staff undertook one-day Emergency First Aid courses on 2 November. And a further training session is booked for 29 March 2023. The Estates & Facilities Manager is also looking into specialised First Aid training for outdoor grounds work and associated training for their equipment.

3.2 An online training portal was set up three years ago to enable all staff to easily carry out their refresher training in all aspects of our work. Staff have been undertaking their refresher courses and with new staff employed within Luxfords Restaurant, the Hospitality Manager has also arranged refresher Food Hygiene and Safety training. The online training system will now be reviewed as all licences/modules have been completed for the package purchased by Uckfield Town Council.

4.0 Health and Safety Risk Assessments

4.1 First aid kits in all buildings have been reviewed and placed onto the walls with clear signage.

4.2 Regular water monitoring is carried out in each building to ensure Uckfield Town Council remains compliant. This includes reviewing the Legionella's risk assessment, tank cleans and water samples for all managed buildings. An external contractor has been appointed to audit these checks and review in more depth. Some remedial works are to be carried out to ensure ongoing compliance.

- 4.3 The lift(s) have been inspected by British Engineering Services, for the purposes of our insurance.
- 4.4 PAT testing is due to be carried out this year in all buildings, and quotes will be obtained to undertake this exercise, thoroughly. The PAT testing for West Park Pavilion will be completed first, to ensure this has been completed prior to handover to the Uckfield Grasshoppers Club.

5.0 Fire Safety

- 5.1 Town Council Fire Risk Assessments have been undertaken along with emergency lighting checks and fire extinguisher checks.
- 5.2 A number of high and medium priorities have been identified through the risk assessment process, which are being addressed by our officers and external contractors. This includes the addition of signage within all buildings, the removal of two doorways and improvements to fire exits/muster points and lighting at Foresters Hall, improvements to the fire doors, magnets, and signage at the Civic Centre, and emergency lighting improvements at West Park Pavilion and Victoria Pavilion. Issues that were identified as a high priority have since been completed or in the process of completion. Further detail is provided within agenda item 6.1 - Buildings Update.

6.0 Miscellaneous

- 6.1 Sanitiser stations are still present within the Civic Centre but face coverings are not currently compulsory for staff or customers.

7.0 Accident reporting – Quarter 4 (Jan - Mar 2022/23)

- 7.1 No further incidents recorded by staff since the end of September 2022.

Contact Officers: Holly Goring

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH: NOVEMBER 2022

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
- General Account
- Special Interest Bearing
- Lloyds Bank Account

PETTY CASH

Check cash balance and vouchers

- Town Council Petty Cash
- Luxfords Petty Cash

Signed 

Print Name KAREN BEDDLEY

Dated 13-02-23

Supplier Invoice Checked

Supplier Name	Invoice No. and Date	P. Order No	Confirmed Stamped, signed, correct nominal code	Confirmed payment method. entered and signed by two Cllrs
KD CATERING.	143614 21/11/2022	15447		879109098
ORIGIN 'Austerity SOLW'	OAS100 40739. 8/11/2022	15468		879370312
XXXXXXXXXX XXXXXX				

Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
Mrs D. LANG.	FH. 41411.	YES - SPECIAL RATE	3/11/22.	P. 681.
E. SX. COUNTY COUNCIL.	CC 41748	YES.	5/12/22.	P. 716.

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record
TONY GRIFTHS.	YES.	YES.	25/11/22.	879224627
RON KINGSTLEY.	YES.	YES.	25/11/22.	879224627

Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code
BUSINESS RESERVE	151.	YES	YES.	1227.
CLERK ACC.	519.	YES.	YES	1210.

Petty Cash Checked

Account Name	Is reconciliation correct? Month	Selected Voucher Name and findings	At time of visit, are petty cash floats aligned to SAGE balance
Town Council	NOVEMBER 2022.	TESCO, 29/11/2022 ✓.	YES, ✓.
Luxfords	November 2022.	TESCO 30/11/2022. ✓.	

