

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 29 April 2024 at 7.00pm

## PRESENT:

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

## IN ATTENDANCE:

Councillor Val Frost  
James Hollingdale – Estates & Facilities Manager  
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. None were forthcoming.

Councillor J. Love arrived at approximately 7.01pm.

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

There were no statements from members of the public.

### 3.0 APOLOGIES FOR ABSENCE

No apologies had been received for the meeting, but Councillor D. Manvell would be arriving late to the meeting.

### 4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 18 March 2024

**GP47.04.24** Members **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 18 March 2024 be taken as read, confirmed as a correct record and signed by the Chairman.

#### 4.2 Action list

Members noted the action list and agreed to remove the following items:  
GP07.06.23 – Quotations for upgrade to Victoria plumbing & heating system;  
GP37.06.23 – Report from Uckfield Community Fridge;  
GP43.06.23 – Temporary parking posts at Victoria Pleasure Ground car park.

#### 4.3 Project list

Members noted the report and agreed to remove projects 76 (262 Bus Service)

as this had been funded for 2023/24, and WPA NHS Top-Up which had also been funded for 2023/24.

## **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 February 2024**

Members reviewed the reports provided for both Luxfords Restaurant and General Purposes Committee.

Councillor Macve thought that it was encouraging to see the sales for both Luxfords Restaurant and the Civic Centre, but noted that food costs were high. Clarification was sought on the figures for November, to which the Clerk explained that the National Joint Council salary increases were awarded then for 1 April 2023, so staff will have received back dated pay for period between April and November 2023.

Members subsequently noted the report.

## **6.0 BUILDINGS**

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

Members were presented with a detailed update on the current condition of the Town Council's buildings and the compliance work undertaken, and subsequently noted the contents of this report.

## **7.0 POLICY**

### **7.1 To consider revisions to the Flexible Working Policy - No. 28**

Members were provided with an updated version of the Town Council's Flexible Working Policy. Changes had been made in response to the replacement of the ACAS Code of Practice first issued in 2014 on handling requests for flexible working in a reasonable manner.

Key changes meant that members of staff could now apply on their first working day, rather than waiting the 26 weeks (probationary period) to submit an application. Staff could make up to two statutory requests in any 12-month period, and the request had to be considered within two months instead of three.

**GP48.04.24** Members **RESOLVED** to approve the updated version of the Town Council's Flexible Working Policy and adopt this policy, from this point.

## **8.0 ADMINISTRATION**

### **8.1 To receive a report on Health and Safety within the Council**

Members noted that sickness levels had been particularly high during this period as a result of viruses. Members suggested that staff explore the option to offer flu jabs and to see what further options were available to support staff, through the WPA scheme.  
Members noted the report.

### **8.2 To receive Members' audit report**

Members noted the completed audit report for February 2024.

## 9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

9.1 To consider reports from: -

- (i) Wealden Citizen's Advice  
Members noted the report.
- (ii) Uckfield Volunteer Centre  
Nothing to report.
- (iii) Wealden District Association of Local Councils – Mgt Committee  
Nothing to report.
- (iv) Wealden District Association of Local Councils – Planning Panel  
Nothing to report.

## 10.0 CHAIRMAN'S ANNOUNCEMENTS

The Chair, Councillor D. Ward explained that this would be her last meeting of this municipal year. Councillor Ward wished to thank everyone and in particular her 'left hand person' Councillor Chris Macve, to which he said it had been an honour. Councillor Ward felt the committee had tackled some large projects, held a number of interesting conversations and thanked everyone for their work.

## 11.0 TOWN CLERK'S ANNOUNCEMENTS

None.

Councillor D. Manvell arrived at approximately 7.30pm.

## 12.0 CONFIDENTIAL BUSINESS

**GP49.04.24** 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 noted the report.

12.2 To consider the quotations received to replace the heating system in Foresters Chapel  
The Estates & Facilities Manager presented a report to members; providing further detail on the current set up of Foresters Chapel, and the quotes they had received to replace the heating.

**GP50.04.24** Members **RESOLVED** to proceed with Option A, and replace the heating system in Foresters Chapel.

12.3 To consider the quotations received for Stage 1 of works to improve Ridgewood Village Hall Car Park  
Members were presented with quotations from four companies to address the drainage concerns in Stage 1 of improvement works to Ridgewood Village Hall Car Park. There was a large disparity in the quotations received, and the level of detail.

Members were advised that officers would also be meeting with representatives of East Sussex Highways Drainage team, to address the surface water coming off New Road into Ridgewood Recreation Ground and the Village Hall car park. From the four quotations provided, two were more favourable but the detail of their specifications varied slightly.

**GP51.04.24** With four votes in favour, and one against, it was **RESOLVED** to return to the contractors (one in particular (Option D)), to ensure that the specification within their quotes aligned, and for clarification to be sought on the materials used for the soakaway crates.

12.4 To consider the information governance documents for the Town Centre CCTV Contract with Sussex Police

**GP52.04.24** Members **RESOLVED** for the Town Clerk to seek legal advice on the information governance documents produced by Sussex Police.

12.5 To consider an update on Luxfords Restaurant  
Members were pleased to receive this report and wished to thank the Hospitality Manager before noting the report.

The meeting closed at 8.26pm.