



# UCKFIELD TOWN COUNCIL

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**Town Clerk – Holly Goring**

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A meeting of the **General Purposes Committee** to be held on  
**Monday 10 June 2024 at 7.00pm**  
**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 29 April 2024
- 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 review the draft financial position for the financial year ending 31 March 2024
- 5.3 To consider carry forwards of unspent revenue budget from 2023/24
- 5.4 To write off small under and over payments on the Town Council's accounts

- 5.5 To note the End of Year Statement for Community Infrastructure Levy Funding for 2023/24
- 5.6 To consider a request by the Uckfield Green Partnership
- 5.7 To consider the re-allocation of earmarked reserves for the purpose of creating an online event ticketing system for the Civic Centre events programme

## **6.0 BUILDINGS**

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

## **7.0 POLICY**

- 7.1 To consider the draft Scheme of Delegation for Uckfield Town Council

## **8.0 ADMINISTRATION**

- 8.1 To receive a report on Health and Safety within the Council
- 8.2 To receive Members' audit reports (March 2024)
- 8.3 To consider the renewal of the existing Insurance contract for public liability, employer liability and vehicle insurances

## **9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

- 9.1 To consider reports from:-
  - (i) Wealden Citizens 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 consider the revised quotations for Stage 1 of the improvement works to Ridgewood Village Hall Car Park
- 12.2 To consider the draft lease agreement for Foresters Chapel
- 12.3 To consider an update on Luxfords Restaurant



Town Clerk  
4 June 2024

# 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.

## UCKFIELD TOWN COUNCIL

### ACTION LIST – FOR INFORMATION ONLY

#### General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<b><u>GP36.02.24</u></b>	<p>6.2 To consider a progress update on Ridgewood Village Hall Car Park</p> <p>Members <b>RESOLVED</b> to: (i) note the contents of the report; (ii) ask the Town Clerk to liaise with East Sussex Highways and ask for their assistance with creating a berm or raising the road edge along the southern side of New Road adjacent to the recreation ground and car park to reduce surface runoff and;</p> <p>(iii) ask the Estates &amp; Facilities Manager to proceed with investigating works involved in Stage 1 (<i>subject to the modifications discussed which would include changing the aco drain for a concrete channel at the entrance to the car park</i>) with quotations to be sought from three contractors for the exact same specification.</p>	05.02.24	JH/HG	<p>A meeting was held with the Drainage Team of ES Highways on 10 May 2024 and further detail has been obtained from the contractors pricing for the works. Further information in report to members on 10.06.24 under agenda item 12.1.</p>

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

**Outstanding initiatives from 2019/20**

<b>Project Name</b>		<b>Online event ticket system</b>		<b>Project Number</b>	<b>60</b>
<b>Resolution No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b><u>FC93.01.19</u></b>	(minus £1,365.00) = £135.00 remaining	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.		
		07.06.24	The Marketing & Community Engagement Officer has been exploring systems, and contacted the web developers once again to re-institute this project, with a different financial system. See associated report.		

**Outstanding/ongoing initiatives from 2021/22**

<b>Project Name</b>		<b>Climate Change Initiatives (carry forward from 2020/21)</b>		<b>Project Number</b>	<b>66</b>
<b>Resolution No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b><u>FC.92.01.20</u></b>	£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**

**Outstanding/ongoing initiatives from 2022/23**

<b>Project Name</b>		<b>Building Maintenance Fund (Year 8 – 2022/23)</b>		<b>Project Number</b>		<b>68</b>
<b>Resolution No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>			
<b><u>FC82.01.22</u></b>	Still to be progressed...					
<b>Proposed expenditure on Building Maintenance Fund 2022/23</b>						
	<b>Year 8</b>	<b>Estimate</b>	<b>Proposed</b>		<b>Expenditure to date...</b>	
	Signal Box refurb windows ext decoration	5000	To be progressed.		No expenditure.	
	Civic Centre storage solution caretaker station	10000	The initial ventilation works are currently being arranged.		£923.75	
	Osborn & Ridgewood car park drainage	30000	Quotations for Stage 1 of the works have been received and due to return to members under confidential business.		£5,422.50	

<b>Project Name</b>		<b>Civic Centre Signage</b>		<b>Project Number</b>		<b>71</b>
<b>Resolution No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>			
<b><u>FC82.01.22</u></b>	£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. <b>Still to be progressed.</b>			

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

**Outstanding/ongoing initiatives from 2023/24**

Project Name		Building Maintenance Programme		Project Number		74	
Resolution No.	Funds	Date	Commentary				
<b><u>FC86.01.23</u></b>	£76,000.00	23.01.23	<b>Building Maintenance Fund 2023/24</b>				
			<b>Year 9</b>	<b>Estimate</b>	<b>Actual</b>		
			Victoria Pavilion – heating and water supply system replacements, and spruce up.	30,000	A decision was taken at Full Council on 8 April 2024. Works will commence in the summer months.		
			Foresters Hall Internal and External repairs	8,000	On hold due to other priorities.		
			Signal Box refurbishment	8,000	On hold until 2024/25.		

**Projects for 2024/25**

Project Name		Building Maintenance Fund		Project Number		80	
Resolution No.	Funds	Date	Commentary				
<b><u>FC.91.01.24</u></b>	£93,605	15.01.24	<b>Projects agreed for 2024/25:</b>				
			LED lighting	– Civic (£4,943) - Victoria (£19,289)			
			Fire door upgrades	– Foresters (£13,902) - Victoria (£22,495) - West Park (£22,976)			
			Office reconfiguration	– (£10,000)			

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

<b>Project Name</b>		<b>New tables and trolleys for Civic Centre Ground floor rooms</b>		<b>Project Number</b>	<b>81</b>
<b>Resolution No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b><u>FC.91.01.24</u></b>	£10,000	15.01.24	This will be in actioned in due course.		

<b>Project Name</b>		<b>Office computer upgrade Phase 2</b>		<b>Project Number</b>	<b>82</b>
<b>Resolution No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b><u>FC.91.01.24</u></b>	£4,500 - £4,006.	15.01.24	The upgrade has been completed. <b>NFA.</b>		

<b>Project Name</b>		<b>WPA NHS Top-Up</b>		<b>Project Number</b>	<b>83</b>
<b>Resolution No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b><u>FC.91.01.24</u></b>	£2,340	15.01.24	This will run, and be reconciled monthly following payroll.		

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

<b>Project Name</b>		<b>Additional funds for Signal Box</b>		<b>Project Number</b>	<b>84</b>
<b>Resolution No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b><u>FC.91.01.24</u></b>	£10,000	15.01.24	This will be considered when quotations for structural/and cosmetic works are received.		

<b>Project Name</b>		<b>Market Valuation for Asset Portfolio</b>		<b>Project Number</b>	<b>85</b>
<b>Resolution No.</b>	<b>Funds</b>	<b>Date</b>	<b>Commentary</b>		
<b><u>FC.91.01.24</u></b>	£3,500	15.01.24	Quotations are currently being sought for this exercise and a commercial estate agent with the relevant accreditation has been appointed to undertake this exercise.		







**GP Committee at 31 March 2024**

	Apr 23 Actuals £	May 23 Actuals £	Jun 23 Actuals £	Jul 23 Actuals £	Aug 23 Actuals £	Sept 23 Actuals £	Oct 23 Actuals £	Nov 23 Actuals £	Dec 23 Actuals £	Jan 24 Actuals £	Feb 24 Actuals £	Mar 24 Actuals £	Actuals at 31 Mar 2024	2023/24 Budgets
Cemetery Buildings (5730 & 5732)	87	86	86	86	86	86	86	86	86	86	0	0	861	2,600
Signal Box (5735 & 5755)	660	185	192	186	242	192	353	569	353	359	200	880	4,369	1,500
The Hub (Source) (5743 & 5744)	823	115	7,078	0	497	650	853	80	0	0	80	0	10,176	2,500
Foresters Hall (5760, 5761, 5762, 5763, 5765, 5766, 5775)	1,679	392	1,285	1,161	1,310	669	1,017	1,217	2,488	1,080	124	6,073	18,493	12,600
2a Vernon Road (5772 & 5774)	0	0	0	120	0	0	100	0	317	164	950	29	1,680	500
Subscriptions (5793)	3,080	123	484	510	13	404	13	408	0	13	655	13	5,715	4,500
Training (5794)	793	166	1,061	40	145	80	775	70	308	0	0	60	3,498	6,000
All Building Cleaning Materials (5750)	159	253	116	333	100	349	176	298	350	271	128	235	2,766	2,200
<b>Total Purchases</b>	<b>62,362</b>	<b>67,969</b>	<b>92,597</b>	<b>87,551</b>	<b>56,240</b>	<b>60,638</b>	<b>111,532</b>	<b>82,765</b>	<b>61,768</b>	<b>77,405</b>	<b>52,420</b>	<b>63,347</b>	<b>876,596</b>	<b>778,665</b>

Earmarked reserves used of £14,634.60 from Green Projects to fund new airsource heating system

**New initiatives 2023/24**

Building Maintenance Fund (5778)	12,220	2,006	0	0	560	9,496	42,334	15,093	9,736	6,800	0	1,675	99,920	76,000
Server upgrade and small office computer upgrade (5430)	204	0	0	0	4,526	4,287	0	0	0	0	0	1,019	10,036	10,000
262 Saturday Bus Service contribution (5546)	0	0	0	1,167	0	0	0	0	0	0	0	770	1,937	3,900
WPA NHS Top Up (5547)	(228)	631	142	217	234	(207)	598	228	(225)	689	229	(219)	2,088	2,000
Civic Centre Wi-Fi upgrade (5430)	0	0	0	0	2,417	0	0	0	0	0	0	0	2,417	2,500
Insurance rebuild valuations (5780)	0	0	0	0	7,240	0	0	0	0	0	0	0	7,240	8,250
													<b>123,639</b>	<b>102,650</b>

**Earmarked reserves**

Professional fees (5430)	0	0	0	1,990	0	0	0	0	0	0	0	0	1,990	3,497
Green Projects (5775)	0	0	0	0	0	0	0	0	0	0	0	14,635	14,635	18,000
EICR works (5781)	0	0	0	0	0	0	0	0	0	1,524	966	5,208	7,699	11,300
Air conditioning units	0	0	304	0	0	0	0	0	0	0	0	0	304	2,000
Elections (5470)	0	0	0	0	0	0	5,992	0	0	0	0	0	5,992	27,351
General Power of Competence	0	13,417	0	0	0	0	0	0	0	0	0	0	13,417	13,417
Playing fields and pitches	0	0	0	0	0	0	5,001	0	0	0	0	0	5,001	5,259
Replacement of Booking system (5429)	0	0	0	0	0	0	221	0	0	313	175	0	709	8,000
Renewal/upgrading noticeboards (5434)	0	0	0	0	0	0	0	0	0	0	230	0	230	3,138
Civic Centre Lift Upgrade (5637)	0	0	0	0	0	0	0	0	0	0	6,848	0	6,848	15,000
													<b>56,824</b>	<b>85,464</b>



**Luxfords at 31 March 2024**

	Apr 23 Actuals £	May 23 Actuals £	Jun 23 Actuals £	Jul 23 Actuals £	Aug 23 Actuals £	Sep 23 Actuals £	Oct 23 Actuals £	Nov 23 Actuals £	Dec 23 Actuals £	Jan 24 Actuals £	Feb 24 Actuals £	Mar 24 Actuals £	Actuals at 31 Mar 2024	2023/24 Budgets
<b>Sales</b>														
Restaurant Food Sales (4810)	11,115	12,563	11,487	12,846	12,220	12,533	10,051	15,950	14,427	13,372	13,643	13,760	153,966	130,000
Restaurant Bar Sales (4820)	417	539	1,801	680	413	623	377	433	1,053	1,611	456	437	8,839	9,250
Takeaway (4825)	0	0	0	0	0	0	0	0	0	0	0	0	0	2,000
Function Food Sales (4910)	1,400	996	8,541	3,128	691	890	6,641	3,662	1,303	1,325	1,915	8,148	38,640	28,000
Function Bar Sales (4920)	876	1,754	5,000	3,845	132	2,303	3,332	654	1,291	804	783	1,830	22,604	20,500
Hire of Urn (4940)	182	155	83	85	147	180	78	94	104	40	40	21	1,206	1,250
Hire of Luxfords Restaurant (4840)	0	90	0	99	0	0	0	0	0	0	0	0	189	1,000
Sundry Income (4950)	0	0	0	0	0	0	0	150	0	0	0	0	150	500
<b>Total Sales</b>	<b>13,989</b>	<b>16,097</b>	<b>26,913</b>	<b>20,683</b>	<b>13,603</b>	<b>16,529</b>	<b>20,478</b>	<b>20,943</b>	<b>18,178</b>	<b>17,151</b>	<b>16,836</b>	<b>24,195</b>	<b>225,594</b>	<b>192,500</b>
<b>Income from fundraising - paid direct to charities - Alzheimers and Macmillan (not held by UTC).</b>	0	307	0	0	0	0	307	0	0	0	0	0	615	0
<b>Stock held - alcoholic and non alcoholic purchases (1 April 2024)</b>													<b>1,926</b>	
<b>Stock held - food (1 April 2024)</b>													<b>1,570</b>	
<b>Purchases</b>														
Food Purchases (5810)	3,372	4,313	6,232	4,277	4,245	3,985	5,653	5,360	5,238	5,388	5,019	4,976	58,057	40,000
Bar Purchases - non-alcoholic (5820)	72	659	716	190	190	81	319	404	403	55	177	(5)	3,260	2,600
Bar purchases - alcoholic (5825)	157	679	2,314	524	967	771	671	349	225	226	210	888	7,981	7,000
Consumables (5840)	179	163	316	195	258	155	173	587	209	220	196	139	2,790	900
Cleaning (5842)	39	65	81	453	60	6	78	77	13	0	0	8	881	1,000
Maintenance & Repairs (5845)	0	0	0	0	165	550	119	840	1,409	136	484	0	3,702	2,000
Equipment - New/Replacements (5850)	363	0	0	0	139	3,240	71	3,291	0	200	630	4	7,938	2,000
Equipment Hire (5855)	0	0	320	0	0	0	560	0	0	0	0	0	880	400
Luxfords General Advertising (5880)	0	0	0	0	0	0	0	0	0	0	0	0	0	400
Uniforms/Protective clothing (5890)	0	0	0	0	0	0	0	32	0	0	0	0	32	150
Credit charges (5980)	264	266	304	328	232	282	322	301	302	291	278	299	3,470	2,600
Rates (5861)	667	667	667	667	667	667	667	667	667	667	0	0	6,674	8,000
Electricity (5862)	857	694	669	667	709	653	768	0	0	0	0	5,444	10,461	9,000
Gas (5863)	0	78	470	310	0	516	0	263	322	0	1,104	0	3,062	3,500
Water (5864)	277	0	0	321	0	0	326	0	0	372	0	0	1,296	1,500
Refuse Collection (5866)	142	168	151	142	168	151	216	142	124	195	168	180	1,947	1,600
Stocktaking (5867)	205	0	0	205	0	0	205	0	0	205	0	0	820	820
Salaries (5940, 5941, 5942)	10,315	10,236	12,594	10,643	11,036	12,370	12,295	17,514	12,038	12,368	11,794	14,642	147,844	131,910
Casual wages (5945)	89	675	756	1,341	1,369	1,434	1,197	912	1,079	1,386	729	1,685	12,652	6,000
<b>Total Purchases</b>	<b>16,997</b>	<b>18,663</b>	<b>25,591</b>	<b>20,262</b>	<b>20,205</b>	<b>24,862</b>	<b>23,641</b>	<b>30,739</b>	<b>22,029</b>	<b>21,708</b>	<b>20,788</b>	<b>28,260</b>	<b>273,746</b>	<b>221,380</b>

**Breakdown of equipment- new/replacements**

Paid for, from:	Apr 23 Actuals £	May 23 Actuals £	Jun 23 Actuals £	Jul 23 Actuals £	Aug 23 Actuals £	Sep 23 Actuals £	Oct 23 Actuals £	Nov 23 Actuals £	Dec 23 Actuals £	Jan 24 Actuals £	Feb 24 Actuals £	Mar 24 Actuals £	Actuals at 31 Mar 2024	2023/24 Budgets
Luxfords New initiative for 2023-24 (5871)	0	0	0	0	0	£3,039.99	0	0	0	0	0	0	3,040	3,500
Earmarked reserves used (re-allocated funds from Booking system to newly named earmarked reserve of 'Coffee machines in Luxfords bar')	0	0	0	0	0	0	0	£3,290.96	£0.00	£199.99	£578.00	0	4,069	4,100
	0	0	0	0	0	0	0	0	0	0	0	0	<b>7,109</b>	<b>£7,600.00</b>
						New oven	Barista coffee machine & flasks	Toaster	2 x pour & serve coffee machines					

**At 31 March 2024, the restaurant takings were £33,094 up on that budgeted to date, with overspend of revenue (after taking out new initiative and earmarked reserve funding) of £45,257 on that budgeted to date.**

## Meeting of the General Purposes Committee

Monday 10 June 2024

### Agenda Item 5.3

#### **TO CONSIDER CARRY FORWARD OF UNSPENT REVENUE BUDGET FROM 2023/24**

##### **1.0. Summary**

1.1 This report sets out variances in the 2023/24 budgets and a request to carry forward monies from the 2023/24 financial year into the 2024/25 financial year.

##### **2.0 Background**

2.1 As with previous years some monies in the revenue budgets for 2023/24 remain unspent due to late invoices, goods yet to be received, projects not yet complete etc. and rather than return these to general reserves as a matter of course, it is suggested that it would be prudent to carry forward these amounts into the next financial year (2024/25); allocated to specific budget areas/earmarked reserves.

2.2 Many of the proposed carry forwards from 2023/24 were allocated for set projects which were not able to be completed.

##### **3.0 Specific Budget Request for the Environment & Leisure Committee**

###### 3.1 Revenue budget 2023/24 – funds unspent

<b>Project</b>	<b>Amount</b>	<b>Reason</b>
<b>Playing fields and pitches (5100)</b>	£8,000.00	Unspent revenue funding in 2023-24 due to not carrying out football pitch renovations. Would recommend carry forward into the existing earmarked reserve named 'Playing fields & pitches' for future renovations.
<b>HMLNR &amp; WPLNR (5033)</b>	£150.00	This funding remains unspent, and would be useful to contribute to planned works in the nature reserves in 2024/25. We would therefore recommend that the funding is transferred to existing the earmarked reserve named 'HMLNR & WPLNR Supporters Group donation'.

###### 3.2 New initiatives 2023/24 – projects not yet complete

<b>Project</b>	<b>Amount</b>	<b>Reason</b>
<b>Tree for a tree planting programme</b>	£1,000.00	This funding remains unspent. We would therefore recommend that the funding is transferred to existing the earmarked reserve named 'Tree planting'.
<b>New gazebo and trestle tables for events</b>	£300.00	This funding remains unspent and has been utilised in May 2024, so this funding needs to be transferred to a new earmarked reserve named 'Gazebo and trestle tables.'
<b>Wildflower areas</b>	£150.00	This funding remains unspent and will be utilised in 2024/25. We would therefore recommend that the funding is transferred to a new earmarked reserve named 'Wildflowers and horticulture.'
<b>Vehicle replacement</b>	£7,500.00	This funding remains unspent, and will be utilised in 2024/25. We would therefore recommend that the funding is transferred to an existing earmarked reserve named 'Vehicle replacement'.

#### 4.0 Specific Budget Request for the General Purposes Committee

##### 4.1 New initiatives 2023/24 – projects not yet complete

Project	Amount	Reason
262 Saturday Bus Service Contribution	£1,800.00	These funds remain unspent from 2023/24. These funds should be transferred into the existing earmarked reserve '262 Saturday bus service' to contribute to services in 2024/25.

#### 5.0 Recommendation

5.1 Members are asked to resolve that the following sums be carried forward from the 2023/24 financial year to the 2024/25 financial year in earmarked reserves.

Contact Officer: Sarah D'Alessio/Holly Goring

## Meeting of the General Purposes Committee

Monday 10 June 2024

### Agenda Item No. 5.4

#### **TO WRITE OFF SMALL UNDER AND OVER PAYMENTS ON THE TOWN COUNCIL ACCOUNTS**

##### **1.0 Summary**

1.1 This report sets out details of small under or overpayments by customers that require writing off in the Town Council accounts.

##### **2.0 Background**

2.1. Over a period of time some customers under or overpay invoices; usually this is adjusted when settling current invoices however in some instances the hirer does not return to the Civic Centre and the amounts are too small to justify a refund or to chase payment.

##### **3.0. Amount details**

3.1. Detailed below are the amounts to be written off:

	<u>Overpayment</u>	<u>Underpayment</u>
Aurora Academies Trust - 2023	£0.01	
D Cameron-Walker – 2022	£0.20	
Fuller & Scott - 2022	£0.02	
NCT Class - 2023	£0.01	
Reveal Media Promotions – 2022		£727.74

3.2. Aurora Academies Trust – Overpayment of an invoice in May 2023.

3.3 D Cameron-Walker - ESCC – Overpayment made in March 2022. Not used the Civic Centre since.

3.4 Fuller & Scott – Overpayment made in October 2022. CPJ Field are no longer running this element of their funeral services in Uckfield.

3.5 NCT Class – Overpayment made September 2023.

3.6 Reveal Media Promotions – Invoice for room hire for an event (George Michael tribute) April 2022. Despite being chased, no payment has been received. The company went into liquidation at the end of 2022 and have now dissolved. We would therefore struggle to obtain the funds and the cost of staff time to address the matter would be costly.

##### **4.0 Recommendation**

4.1. Members are asked to note the report and agree to write off the above amounts.

Contact Officer: Sarah D'Alessio

## Meeting of the General Purposes Committee

Monday 10 June 2024

### Agenda Item 5.6

#### TO CONSIDER A REQUEST BY THE UCKFIELD GREEN PARTNERSHIP

##### 1.0 Background

- 1.1 The Uckfield Green Partnership was one of a number of organisations who applied for grant funding in our Community Grants Programme for 2023-24.
- 1.2 Their application had been for £700. In the meeting of Finance Sub-Committee on 22 February 2023, it was recommended that the Uckfield Green Partnership (UGP) be awarded a sum of £500 to allow the Partnership to function as an entity in its own right, have its own income and accounts/bank account in order to continue with, and develop a planned programme of activities to support its aim.
- 1.3 In their application, UGP advised that “*UGP has not had its own income, or bank account. Any expenditure that UGP has incurred had been financed by the Town Council. This had occurred because Uckfield Town Council’s Climate Emergency Steering Group played a significant part in setting UGP up. Some Town Councillors remained involved, but UGP was independent from the Town Council, in that its activities were directed by its members, who also include representatives of local community groups and individual residents.*”
- 1.4 Members of General Purposes Committee ratified the decision, to award them £500. It was thought that this funding would cover activity costs, printing, insurance, web hosting, and administrative costs etc.

##### 2.0 Recent correspondence

- 2.1 On 31 May 2024, Town Council staff received communication from the UGP to advise that:

*I am writing to let you know that Uckfield Green Partnership has some underspend on our Town Council grant award from 2023/24. We have spent a total of £221.50, leaving a remainder of £278.45. The reasons for this underspend are for various reasons, our running costs have been lower than anticipated. For example, we switched to having bi-monthly meetings instead of having them every month; activity costs have been lower than anticipated, as we have worked in partnership with other agencies to achieve them. We now have a free venue for meetings (Uckfield Family Hub).*

*I know that ideally all grants would be spent within the financial year, but I would like to request please, that UGP be permitted to retain these funds to use for the running costs of the Partnership in 2024/25.*

*Thank you for your consideration.*

##### 3.0 Recommendations

- 3.1 Members are asked to consider the request and to advise the Clerk accordingly.

Contact Officer: Sarah D’Alessio

## Meeting of the General Purposes Committee

Monday 10 June 2024

### 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**

- Fire damper remedials completed and now compliant. Annual testing now scheduled.
- Caretakers station works will commence with the design for ventilation system. Buildings control application submitted, all final quoted received and structural calculations requested.
- Hand rail to main stairs sanded and painted.
- PHS sanitary bins installed providing UTC with extra services at a reduced cost.
- Intruder alarm phone line upgraded to digital line and system adjusted to future proof.
- Last of the PC upgraded to systems that can run latest Windows and Office software. New laptop added for caretakers to be able to use Hallmaster live.
- Staff suggestion and employee of the month survey box fitted with signage.

###### The Source

- Car park deep cleaned.
- First Farmers Market held with no issues.

###### The Signal Box

- Weekly checks continue to be carried out for insurance purposes;
- A structural engineer report has been received to assess the first-floor safety concerns. A schedule of works to bring the building up to a compliant standard has been produced to enable tenders to be produced and contractors to cost the works;
- Feasibility study currently being carried out on site.
- New gate lock and post box fitted.

###### Victoria Pavilion

- EICR has been completed and remedial costings received.
- Posts for designated car parking spaces for grounds and Sussex support have been ordered.

###### Foresters Hall

- Fencing to the site to protect the air source unit has been installed with padlocked gate for access.
- EICR remedials quote updated and now booked in for completion;
- EICR remedials for chapel completed including board upgrade
- Heating and hot water works for chapel now booked in, including removing gas supply and TMV taps for water safety.

#### Snatts Road, Chapel

- West side Chapel door and benches repaired after more antisocial behaviour and vandalism;
- CCTV installation quotes now received.

#### West Park

- EICR carried out in agreement with leaseholder
- Intruder alarm repaired in agreement with leaseholder after antisocial behaviour damages
- Defib in the process of being repaired or replaced in agreement with leaseholder after antisocial behaviour damages

#### 2A Vernon Road

- Broken cooker delivered, installed and old one disposed of.

### **3.0 Recommendations**

- 3.1 Members are asked to note the report.

Contact Officer: James Hollingdale

**Meeting of the General Purposes Committee**

**Monday 10 June 2024**

**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 following table provides an update on sickness levels for the period between 1 April 2024 and 4 June 2024. We have had one member of staff on long-term sick leave following an operation at the end of February. They are due to return to work, on a phased return from 13 June 2024.

2.2 The Assistant Town Clerk & RFO continues to liaise with the East Sussex Wellbeing at Work Programme, with an intention to work towards and achieve the Bronze Level Award. The process initially involves undertaking a wellbeing survey with all staff, to assist with developing a set of actions specific to the organisation in addition to the generic action plan set out for each award level.

	<b>As at 4 June 2024 (sickness recorded since 1 April 2024) (30 staff)</b>	<b>As at 9 June 2023 (sickness recorded since 1 April 2023) (29 staff)</b>
Actual days taken as short-term Doctors' certificate	0.0 days	0.0 days
Actual days taken as self-certificated sick leave	8.0 days	19.0 days
Actual days taken as long-term sick leave	21.0 days	0.0 days
Of which 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)	0.0 days	0.0 days
Of which actual days taken for staff member supporting family member/dependent for Covid isolation but not unwell themselves	0.0 days	0.0 days
Of which actual days taken for Covid isolation but able to work from home some of the time	0.0 days	0.0 days

2.3 The self-certificated sick leave is a mixture of general viruses, and more specific issues relating to that individual's health, so there has been no clear pattern, or anything to raise with members at this stage.



### **3.0 Personal learning and development**

- 3.1 The Head Caretaker, Head Groundsman and Hospitality Manager have undertaken 121 IT training to enhance their skills with Microsoft Excel. The Head Caretaker, Head Groundsman, Ranger and Estates and Facilities Manager have all started to undertake an online IOSH qualification.
- 3.2 Organisation-wide with the current roll out of annual appraisal reviews, the management team are currently drawing together an up to date training plan which will assist with understanding what training should be completed in person and what could be completed online. The training matrix has been created and looking to start with this in the new financial year.

### **4.0 Health and Safety Risk Assessments**

- 4.1 First aid kits in all buildings continued to be checked regularly using new streamlined form.
- 4.2 Regular water monitoring continues to be 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.
- 4.3 Electrical Installation Condition Reports (EICRs) have now been now carried out in 2A Vernon Road, Foresters Hall, Foresters Chapel, The Source, Luxford Field power box, Uckfield Community Fridge, Civic Centre, Bridge Cottage, Ridgewood Village Hall, Victoria Pavilion, West Park. Snatts Chapel and Osborn Hall will be booked in for the coming months. Bridge Cottage, Ridgewood Village Hall, Osborn Hall and West Park Pavilion will fund their EICRs as a result of having a full repairing lease.
- 4.4 Other works include annual servicing of the biomass boiler at the Civic Centre, the annual service of the air conditioning system in the main hall of Foresters Hall and the Signal Box, the water cooler has been serviced in the Civic Centre and the gutters have been cleaned out at the Civic Centre. The flag pole at the Civic Centre has been serviced.

### **5.0 Fire Safety**

- 5.1 The fire damper servicing has now been carried out along with remedial works. Quarterly fire alarm and emergency lighting servicing has been carried out. Fire procedure and fire maps in the process of being updated.

Contact Officer: Sarah D'Alessio/James Hollingdale

UCKFIELD TOWN COUNCIL



**MEMBERS AUDIT FORM**

MONTH: *MARCH 2024*

**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
- Business Reserve

**BANK RECONCILIATIONS QUARTERLY VERIFICATION**

- Clerks Account
- General Account
- Business Reserve

**PETTY CASH**

Check cash balance and vouchers

Town Council  
Luxfords Pe

- 
- 

Signed .....

Print Name *D WARD* .....

Dated *28/5/24* .....

### 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
Saxon Eco Energy	3705 5/3/24	17006	Yes 5775	Yes 1062210015
Sarah Tait	18/03/24	18/3/24	Yes 5945	Yes 1062158665

### Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
Affinity TRD	50094	Yes	22/03/24	5
Bodhisattva	50076	Yes	23/4/24	Yes 15

### Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS payment record
Ron Kingsley	Yes	Yes	28/03/2024	1062337626
Ruth Hobbs	Yes	Yes	28/03/2024	1062337626

**Bank Reconciliation Checked**

Bank Account	Statement No.	RFO has signed both records	Amount reconciled and if not reasons noted	Nominal Code
Current Account	6	Yes	Yes	1200
30 Day	3	Yes	Yes	1225
90 Day	4	Yes	Yes	1226
Business Reserve	5	Yes	Yes	1227
Clark A/c	3	Yes	Yes	1210

**Quarterly bank reconciliation verification**

Bank Account	Statement No/Date	RFO has signed both records	Member signs both records	Notes
Clerks Account	3	Yes	Yes	
General Account	6	Yes	Yes	
Business Reserve	5	Yes	Yes	

**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	Yes	TESCO 26/3/24 £14.35	Yes
Luxfords	Yes	TESCO 18/3/24 £19.21	Yes



## Meeting of the General Purposes Committee

Monday 10 June 2024

### Agenda Item 8.3

#### **TO CONSIDER THE RENEWAL OF THE EXISTING INSURANCE CONTRACT FOR PUBLIC LIABILITY, EMPLOYER LIABILITY AND VEHICLE INSURANCES**

##### **1.0 Background**

- 1.1 Uckfield Town Council was with Zurich Insurance for a three-year period between 2019 and 2022, as part of a contractual agreement for insurance. The Council had the option to extend for a further two years from June 2022. We are now at the point of renewal as the annual cover runs from 20 June to 19 June each year.
- 1.2 This insurance package currently provides insurance cover under a Local Councils policy, which includes employer liability, public liability, hirers liability, libel and slander and contents insurance for furniture, fixtures and fittings, IT equipment, civic regalia, 73 litter bins, 7 bus shelters, tennis courts, CCTV equipment and a drone. The agreement also includes motor vehicle insurance for the grounds vehicles, and personal accident cover for staff, volunteers and councillors plus legal expenses.
- 1.3 We upgraded the package of insurance during 2023/24 to address a couple of matters that were recommended by our Internal Auditor. This included additional personal accident cover.
- 1.4 The cost of the annual cover for 2023-24 was a total of £6,259.34 inclusive of insurance premium tax, plus the additional cover we took out to up fidelity which was incorporated into the existing cost of the renewal, and the increased Personal Accident Cover, which cost £127.89. The proposal for 2024-25 for 12 months is £7,531.28, or over three years it would be priced at £7,109.65 per annum.
- 1.5 Although no tender process is required for this sum of contract, it is best practice and also a requirement of our financial regulations to run insurance renewals past members. Officers consider the contents of the insurance package and working practices of Zurich to be professional and efficient.
- 1.6 We have been advised that very few insurers will now cover liabilities for councils. The three brokers that SLCC members traditionally went to in addition to Zurich were Cane & Company, and BHIB. These companies have been bought out by larger multinationals:  
Gallagher UK – taken on the previously known Cane & Company  
James Hallam Limited – taken on the previously known WPS (Aviva)  
Clear Councils – taken on the previously known BHIB (Aviva)
- 1.7 it is a very niche market, and we would advise that as this is a specialist service, the insurance package provided by Zurich works well, is tailored to local authorities and also meets the needs of a parish/town council at our level (i.e. large asset portfolio, equipment and workforce). A copy of the proposed policy schedule for 2024-25 is attached at appendix A.
- 1.8 They advised us of recent changes to legal expenses - there have been major changes to the Legal Expenses section at this year's renewal – Part P. The Legal Expenses section is the only part of the policy that is not Zurich. It is provided by and run and administered by DAS. Ten years ago they negotiated a special rate with DAS whereby the cost of the Legal Expenses was £56 including Insurance Premium Tax. It also had a £5000 limit on Contract Disputes. This special rate was on the grounds that the cover was mandatory if you had Public Liability cover. This has remained the same until this year. It is not part of the long-term agreement
- 1.9 At this year's renewal DAS have made the following changes:
  - It is no longer Mandatory
  - The Contract Disputes limit of £5000 has been removed so you are covered up to the full £200,000
  - Contract Disputes cover can be removed from the cover (Cost is £28)
  - Debt Recovery can be removed from cover (Cost is £56)

- The premium has increased for the full cover from £56 to £308. You can choose to remove part or all of the cover as detailed above
- The full Legal Expenses is included in the figures in the Proposal.

## **2.0 Recommendations**

2.1 Members are asked to consider the proposed policy schedule for 2024-25 and advise the Clerk of how they wish to proceed.

Appendices:           Appendix A: Copy of Proposed Policy Schedule 2024-25

Contact Officer:       Sarah D'Alessio/Holly Goring