



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Monday 23 September 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 22 July 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 note the income and expenditure reports up to 30 June 2024
- 5.3 To receive the minutes of the Personnel Sub-Committee on 12 September 2024 (*to be considered under confidential business*)

6.0 BUILDINGS

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

7.0 POLICY

7.1 To consider the Town Council's Pension Policy (no. x)

8.0 ADMINISTRATION

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

8.2 To receive Members' audit reports (May 2024)

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

9.1 To consider reports from:-

(i) Wealden Citizens Advice

(ii) Uckfield Volunteer Centre

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

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

10.0 CHAIRMAN'S ANNOUNCEMENTS

11.0 TOWN CLERK'S ANNOUNCEMENTS

12.0 CONFIDENTIAL BUSINESS

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

12.1 To note bad debts

12.2 To consider an update on Luxfords Restaurant

12.3 To receive the minutes of the Personnel Sub-Committee

12.4 To consider the recommendations of the Personnel Sub-Committee



Town Clerk

13 September 2024

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **General Purposes Committee** held in the Council Chamber, Civic Centre, Uckfield on Monday 22 July 2024 at 7.00pm

PRESENT:

Cllr. C. Macve (Vice-Chair acting as Chair)
Cllr. V. Frost
Cllr. P. Selby

Cllr. J. Love
Cllr. D. Manvell
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.

Councillor J. Love declared a prejudicial interest in agenda item 11.0 Town Clerk's Announcements as the Uckfield Bonfire & Carnival Society had been a beneficiary of community grant funding. Councillor A. Smith declared a similar interest for her involvement with Uckfield Green Partnership. Councillor D. Manvell had previously that day declared an interest in this item, due to the Uckfield Community Fridge being one of the beneficiaries of the Uckfield Bonfire & Carnival Society's fundraising, so not directly linked to this report, but wished to make attendees aware.

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

Apologies had been received from Councillors P. Ullmann and D. Ward due to work commitments and sickness. The Vice Chair Councillor Macve, chaired the meeting in the absence of the Chair. The Town Clerk had also been advised that Councillors D. Manvell and P. Selby would be arriving late to the meeting.

4.0 MINUTES

4.1 Minutes of the meeting of the General Purposes Committee held on the 10 June 2024

GP11.07.24 Members **RESOLVED** that the minutes of the meeting of the General Purposes Committee on 10 June 2024 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2 Action list

Members noted the action list.

4.3 Project list
Members noted the report.

5.0 FINANCIAL MATTERS

5.1 To note bills paid
Members noted the bills paid.

5.2 To note the income and expenditure reports up to 31 May 2024
The Town Clerk explained that unfortunately officers were not yet ready to present these reports as a result of the new financial year being established on the finance system.

Councillor D. Manvell arrived at approximately 7.05pm.

5.3 To receive the minutes of the Finance Sub-Committee on 18 July 2024
Members received the minutes of the meeting of the Finance Sub-Committee on 18 July 2024.

5.4 To consider the recommendations of the Finance Sub-Committee held on 18 July 2024
There were a number of recommendations from the Finance Sub-Committee from their meeting on 18 July, which related to the Town Council's handling of its finances and investments.

The Town Clerk presented powerpoint slides from the RFO relating to the first recommendation on the investment of a proportion of the Town Council's funds which were in a fixed term rate account with NatWest which was due to mature on 26 July 2024. Further to the sub-committee's recommendations, the Town Clerk presented the latest interest rates for both HSBC and the UK Govt Gilts. The rate that day for the HSBC Fixed Term Bond was 4.33%, and the Gilts were 4.13%, and predicted to fall to 3.88% in 12 months time.

Members discussed the options available.

Clarity was sought on whether the Town Council would be able to select the NatWest 12month fixed rate presented to Finance Sub-Committee which was at a rate of 4.17%. The Town Clerk explained that this had been considered by the sub-committee members, but it was felt that it would be prudent to have funds with more than one bank, to avoid the risks attached to the financial compensation scheme, should anything happen.

One member was concerned that it was a lengthy process to set up a business bank account.

Members felt it was prudent to maintain an account with Lloyds Bank to enable the Town Council to open any further business accounts in the future. They felt that once the funds were removed which had been allocated for projects in this financial year. It was therefore recommended that another Lloyds Bank account be opened, and once open, that the small amount remaining in the Treasurers account be transferred over to the new account, and the Treasurers Account be closed.

Any accounts opened, officers needed to ensure that statements were frequently and readily available, and consideration was given to the signatories.

Councillor P. Selby arrived at approximately 7.19pm.

GP12.07.24 Members **RESOLVED** to:

(i) open an account with HSBC, with a fixed rate for 12 months (Fixed Term Bond Account);

Members reviewed the recommendations of the Finance Sub-Committee to align the Scheme of Delegation with the Town Council's Financial Regulations.

GP13.07.24 Members **RESOLVED** to support the recommendations of Finance Sub-Committee in relation to the Scheme of Delegation:

- (i) to remove Section 21 relating to virements;*
- (ii) to align Section 25 with para. 5.4 in the Financial Regulations;*
- (iii) to align Section 18 with para. 6.17 of the Financial Regulations and reduce the suggested 10k limit to 5k;*
- (iv) to align the procurement information in the Financial Regulations with the relevant sections in the Scheme of Delegation;*
- (v) to review the wording of paragraphs 5.4 and 6.17 in the Financial Regulations to ensure they better align and be re-worded to ensure matters are referred to next scheduled committee meeting in the absence of an Urgent Consultation Panel;*
- (vi) to review the over/under payment requirements within the Financial Regulations, and update the Scheme of Delegation according;*

Members reviewed the recommendations of the Finance Sub-Committee where, alternative action was considered prudent, in place of the suggestions by the Internal Auditor:

GP14.07.24 Members **RESOLVED** to support the recommendations of Finance Sub-Committee which sought to take alternative action to three recommendations of the Internal Auditor during their visits in 2023-24:

Recommendation	Proposed alternative action
<i>I recommend that the Council should employ a cash collection company to bank cash.</i>	<i>It was proposed that at all times, the RFO must have a second person accompany them to the bank or post office when banking or taking out funds. The Town Council reviewed the costs involved. As a result of the increased use of debit cards/credit cards by customers, the council and its services had seen the handling of cash decline and it was therefore not financially viable to arrange for cash collection at this time. Members were however concerned about the welfare of officers.</i>
<i>The Council has not received a bank statement for the Lloyds bank account, which holds £21,067, since March 23</i>	<i>It was proposed to remove the funds required to fund projects in 2024-25, then open a second account with Lloyds Bank with the remaining funds before</i>

<p>Lloyds bank account £21,067 – no statement on file since July 2022 so I cannot confirm the current balance on the account.</p>	<p><i>closing the Treasurers account;</i></p>
<p>Council may wish to considering issuing direct debit forms to allotment holders at next renewal, this would reduce the administration workload in collecting relatively small items of income.</p>	<p><i>The Assistant Town Clerk & RFO had experience of setting up direct debit forms, and had also obtained details of the administration costs involved. It was proposed that this suggestion was not cost effective at this time, but that the Town Council would review this on an annual basis prior to the annual issuing of the invoices.</i></p>

6.0 BUILDINGS

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

A question was asked in relation to the Signal Box. The Town Clerk advised that it was planned to present the outcome of the surveys and feasibility study to Full Council in September at the earliest.

Members subsequently noted the report.

7.0 POLICY

7.1 To review the room hire terms and conditions for the Civic Centre and Foresters Hall

The Town Clerk presented proposed amendments to the room hire terms and conditions for Foresters Hall.

GP15.07.24 Members **RESOLVED** to accept the proposed amendments.

8.0 ADMINISTRATION

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

The Town Clerk advised that there was a new strain of covid, which was affecting local residents and businesses. Members noted the report.

8.2 To receive Members' audit report

Members noted the completed audit report for April 2024, and the Town Clerk's acknowledgement that the bank reconciliation needed updating to reflect the new bank accounts.

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

9.1 To consider reports from: -

(i) Wealden Citizen's Advice
Nothing to 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 Vice Chair, Councillor Macve who had taken on the role of Chair for this meeting, hoped members would join him in passing his best wishes to the Chair, and wishing her a speedy recovery.

11.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk referred to the recently received report from Wealden Volunteering which evaluated the use of grant funding by awardees of the Town Council's community grant programme for 2023-24.

Wealden Volunteering often struggled to obtain feedback from the organisations who were awarded funding and some were confused as to which year the evaluation related to. Two organisations had omitted to respond by the deadline, and despite being chased, some organisations needed a lot of support to obtain the right information.

The Town Clerk also highlighted further anomalies where for example one organisation hadn't returned unspent funds from the previous year.

It was suggested that the Finance Sub-Committee maintain a log of anomalies, and/or decisions taken by the sub-committee in relation to awarded funding.

Members believed that the handling of this grant funding needed to be consistent. Members also felt that they should be able to approach awardees after financial year-end, to clarify information.

Members noted the report.

12.0 CONFIDENTIAL BUSINESS

GP16.07.24

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

The Town Clerk updated members, and advised that three companies had paid the outstanding funds.
Members noted the report.

12.2 To consider an update on Luxfords Restaurant

Members reviewed the report and discussed further context on the figures such as including customer numbers etc.

12.3 To note an update on the Cemetery Chapels

The Town Clerk updated members on the lease agreements for these Chapels.

12.4 To consider the revised quotations for the works to the Ridgewood Village Hall Car Park

This item was deferred, as officers were still awaiting information. It would be referred to Full Council in September instead.

The meeting closed at 7.50pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

General Purposes Committee

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP36.02.24</u>	<p><u>6.2 To consider a progress update on Ridgewood Village Hall Car Park</u> Members RESOLVED 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; (iii) ask the Estates & 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	In progress.
<u>GP07.06.24</u>	<p><u>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</u> Subject to the Assistant Town Clerk & RFO being satisfied with the back-office functions of the selected payment gateway, members RESOLVED to re-allocate 'the booking system' earmarked reserves and proceed with Option A.</p>	10.06.24	WH/HG	<p>A test system was created which has been tested by staff. We are required to purchase an account with the financial software, and then the web developers will create the live system. We hope to have the new system ready by the end of September 2024, and ready for selling the Xmas Panto tickets.</p>

Resolution No.	Details	Date Raised	Action By	Date Completed
<u>GP12.07.24</u>	<p><u>To consider the recommendations of the Finance Sub-Committee held on 18 July 2024</u> (i) open an account with HSBC, with a fixed rate for 12 months (Fixed Term Bond Account)</p>	22.07.24	SD	<p>Unfortunately, information from the banks required us to take a different decision for the re-investment of funds. With four votes in favour, members requested that we invest the sum with Lloyds as per the fixed rate but for 15 months. This would mature in October 2025. NFA.</p>
<u>GP12.07.24</u>	<p><u>To consider the recommendations of the Finance Sub-Committee held on 18 July 2024</u> Members RESOLVED to support the recommendations of Finance Sub-Committee in relation to the Scheme of Delegation: <i>(i) to remove Section 21 relating to virements;</i> <i>(ii) to align Section 25 with para. 5.4 in the Financial Regulations;</i> <i>(iii) to align Section 18 with para. 6.17 of the Financial Regulations and reduce the suggested 10k limit to 5k;</i> <i>(iv) to align the procurement information in the Financial Regulations with the relevant sections in the Scheme of Delegation;</i> <i>(v) to review the wording of paragraphs 5.4 and 6.17 in the Financial Regulations to ensure they better align and be re-worded to ensure matters are referred to next scheduled committee meeting in the absence of an Urgent Consultation Panel;</i> <i>(vi) to review the over/under payment requirements within the Financial Regulations, and update the Scheme of Delegation according</i></p>	22.07.24	HG	<p>The proposed amendments were made to the Scheme of Delegation. This returned to Full Council for approval and adoption on 9 September 2024. NFA.</p>

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

Outstanding initiatives from 2019/20

Project Name	Online event ticket system		Project Number	60
Resolution No.	Funds	Date	Commentary	
<u>FC93.01.19</u>	Agreed to pursue with Option A (£3,230) Part funded by Earmarked reserves = £3,191.50			
		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.	
		19.07.24	The contract has been signed for a local company to undertake the works required. The works are planned to take place over the next few weeks.	
		13.09.24	The test system has been created and tested. The system is due to go live by the end of September 2024. Nearing completion. Spent £2,986.00 to date.	

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

Outstanding/ongoing initiatives from 2021/22

Project Name		Climate Change Initiatives (carry forward from 2020/21)		Project Number	66
Resolution No.	Funds	Date	Commentary		
	£7,500	20.01.20	-		
<u>FC.92.01.20</u>	Minus £1800.00 plus VAT	17.08.21	£1,800 has been spent to date on the carbon footprint audit tool and associated work.		

Outstanding/ongoing initiatives from 2022/23

Project Name		Building Maintenance Fund (Year 8 – 2022/23)		Project Number	68
Resolution No.	Funds	Date	Commentary		
<u>FC82.01.22</u>	Still to be progressed...				
Proposed expenditure on Building Maintenance Fund 2022/23					
	Year 8	Estimate	Proposed	Expenditure to date...	
	Signal Box refurb windows ext decoration	5000	A structural assessment has been undertaken and feasibility study currently being prepared on potential options for the building.	No expenditure.	
	Civic Centre storage solution caretaker station	10000	The majority of the works took place in August, with the ventilation system being installed in Sept 24.	Figures TBC, whilst we await final invoices, and Building Control sign off. NFA.	
	Ridgewood car park drainage	30000	Quotations for Stage 1 of the works have been received, and consideration of the quotations is in progress.	£5,422.50	

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

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

Outstanding/ongoing initiatives from 2023/24

Project Name		Building Maintenance Programme		Project Number	74
Resolution No.	Funds	Date	Commentary		
<u>FC86.01.23</u>	£76,000.00	23.01.23	Building Maintenance Fund 2023/24		
			Year 9	Estimate	Actual
			Victoria Pavilion – heating and water supply system replacements, and spruce up.	30,000	This work has been completed. Figures TBC as we await final invoices. NFA.
			Foresters Hall Internal and External repairs	8,000	On hold due to other priorities.
			Signal Box refurbishment	8,000	A structural assessment has been undertaken and feasibility study currently being prepared on potential options for the building.

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

Projects for 2024/25

Project Name		Building Maintenance Fund		Project Number	80
Resolution No.	Funds	Date	Commentary		
<u>FC.91.01.24</u>	£93,605	15.01.24	Projects agreed for 2024/25:		
			LED lighting – Civic (£4,943) - Victoria (£19,289) <i>Works to replace and update lighting, and in particular emergency lighting has commenced, with substantial works being carried out in the Civic Centre.</i>		
			Fire door upgrades – Foresters (£13,902) - Victoria (£22,495) - West Park (£22,976)		
			Office reconfiguration – (£10,000)		

Project Name		New tables and trolleys for Civic Centre Ground floor rooms		Project Number	81
Resolution No.	Funds	Date	Commentary		
<u>FC.91.01.24</u>	£10,000	15.01.24	This will be in actioned in due course.		
		19.07.24	Options have been explored and an order is due to be placed this autumn.		

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

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

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

Project Name		Market Valuation for Asset Portfolio		Project Number	85
Resolution No.	Funds	Date	Commentary		
<u>FC.91.01.24</u>	£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.		
		19.07.24	A local commercial estate agent was employed to undertake this exercise, and works are in progress.		

Luxfords at 30 June 2024

	Apr 24 Actuals £	May 24 Actuals £	Jun 24 Actuals £	Actuals at 30 Jun 24	Budget at 30 Jun 24	Jul 24 Budget £	Aug 24 Budget £	Sep 24 Budget £	Oct 24 Budget £	Nov 24 Budget £	Dec 24 Budget £	Jan 25 Budget £	Feb 25 Budget £	Mar 25 Budget £	Total 2024/25	2024/25 Budgets
Sales																
Restaurant Food Sales	13,506	13,056	12,898	39,459	39,500	12,000	12,000	13,500	15,000	13,500	13,500	12,000	13,500	13,500	157,959	158,000
Restaurant Bar Sales	684	527	634	1,846	2,625	875	875	875	875	875	875	875	875	875	9,721	10,500
Function Food Sales	2,994	1,449	3,528	7,972	8,750	3,850	1,000	3,850	4,000	3,850	3,850	1,000	1,000	3,850	34,222	35,000
Function Bar Sales	1,312	2,192	4,334	7,839	6,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	25,839	24,000
Hire of Urn	177	33	24	235	400	133	133	133	133	133	133	133	133	133	1,435	1,600
Hire of Luxfords Restaurant	0	0	13	13	250	83	83	83	83	83	83	83	83	83	763	1,000
Sundry Income	0	0	0	0	125	42	42	42	42	42	42	42	42	42	375	500
Total Sales	18,674	17,258	21,431	57,363	57,650	18,983	16,133	20,483	22,133	20,483	20,483	16,133	17,633	20,483	230,312	230,600
Purchases																
Food Purchases	4,817	4,273	4,821	13,911	12,750	4,250	3,500	4,250	5,500	4,250	5,500	3,500	4,250	4,250	53,161	52,000
Bar Purchases - non-alcoholic	599	757	132	1,488	1,500	0	0	500	0	0	500	0	0	400	2,888	2,900
Bar purchases - alcoholic	943	1,239	93	2,274	2,500	0	0	1,000	0	500	2,000	0	0	2,100	7,874	8,100
Consumables	165	276	181	622	500	0	0	150	0	0	750	0	0	600	2,122	2,000
Cleaning	223	0	0	223	250	0	0	250	0	0	250	0	0	250	973	1,000
Maintenance & Repairs	7	0	0	7	500	0	0	500	0	0	500	0	0	500	1,507	2,000
Equipment - New/Replacements	27	683	6	716	750	0	0	0	0	375	0	0	0	375	1,466	1,500
Equipment Hire	0	0	299	299	250	0	0	250	0	0	250	0	0	150	949	900
Rates	712	712	712	2,136	2,160	720	720	720	720	720	720	720	720	720	7,896	7,200
Electricity	1,386	974	819	3,180	2,250	750	750	750	750	750	750	750	750	750	9,930	9,000
Gas	514	139	125	778	800	267	267	267	267	267	267	267	267	267	3,178	3,200
Water	0	0	0	0	400	0	0	400	0	0	400	0	0	400	1,200	1,600
Refuse Collection	253	211	188	652	450	150	150	150	150	150	150	150	150	150	2,002	1,800
Stocktaking	205	0	0	205	213	213	0	0	213	0	0	213	0	0	843	850
Uniforms/Protective clothing	0	0	0	0	0	0	0	0	0	0	0	0	0	150	150	150
Salaries	9,520	11,323	10,345	31,188	30,479	10,160	10,160	10,160	10,160	10,160	10,160	10,160	10,160	10,160	122,624	121,915
National Insurance	556	783	567	1,906	2,058	686	686	686	686	686	686	686	686	686	8,080	8,232
Pension	1,717	2,056	1,882	5,656	5,653	1,884	1,884	1,884	1,884	1,884	1,884	1,884	1,884	1,884	22,613	22,610
Casual wages	1,750	2,265	644	4,660	2,250	750	750	750	750	750	750	750	750	750	11,410	9,000
Credit charges	293	0	0	293	750	250	250	250	250	250	250	250	250	250	2,543	3,000
Total Purchases	23,688	25,692	20,814	70,194	66,462	20,079	19,116	22,916	21,329	20,741	25,766	19,329	19,866	24,071	263,409	258,957

GP Committee at 30 June 2024

	Apr 24 Actuals £	May 24 Actuals £	Jun 24 Actuals £	Actuals at 30 Jun 24	Budget at 30 Jun 24	Jul 24 Actuals £	Aug 24 Actuals £	Sept 24 Actuals £	Oct 24 Actuals £	Nov 24 Actuals £	Dec 24 Actuals £	Jan 25 Actuals £	Feb 25 Actuals £	Mar 25 Budget £	Total £	2024/25 Budgets
Sales																
Interest Misc.	0	0	0	0	0	0	7,050	0	0	0	0	0	0	0	7,050	0
Training and Administration	177	0	0	177	175	0	0	0	0	0	0	0	0	25	202	400
Festive Light Income	0	0	0	0	0	0	0	0	0	0	0	2,000	0	0	2,000	2,000
Bank Interest - Business Reserve	259	753	575	1,588	0	0	0	0	0	0	0	0	0	0	1,588	13,000
Bank Interest - Capital Reserve	1,802	1,699	1,540	5,040	0	0	0	0	0	0	0	0	0	0	5,040	0
Interest Misc. (Fixed Rate Bond)	0	0	0	0	0	7,000	0	0	0	0	0	0	0	0	7,000	7,000
Civic Centre	15,722	11,699	10,619	38,039	32,300	10,433	10,433	10,433	9,808	8,992	9,308	9,308	9,308	14,258	130,322	124,900
Feed-in Tariff Payments	46	0	1,746	1,792	1,000	0	0	0	0	2,000	0	0	0	2,000	5,792	5,000
Quickborn Suite rent	708	708	708	2,125	2,250	750	750	750	750	750	750	750	750	750	8,875	9,000
West Park Pavilion	0	0	1,000	1,000	1,500	0	0	1,500	0	0	1,500	0	0	2,100	6,100	6,600
Victoria Pavilion	901	971	1,029	2,901	2,687	1,775	875	938	1,775	875	938	1,775	875	1,838	14,564	14,350
RHI - C.Centre Boiler	0	0	0	0	2,750	0	2,750	0	0	2,750	0	0	2,750	0	8,250	11,000
Victoria Storage Garages	0	0	0	0	0	0	0	0	0	0	200	0	0	0	200	200
Cemetery Chapel workshop	0	1,375	0	1,375	1,375	0	1,375	0	0	1,375	0	0	1,375	0	5,500	5,500
Foresters Hall	1,624	1,880	1,271	4,776	4,125	1,375	1,375	1,375	1,375	1,375	1,375	1,375	1,375	1,475	17,251	16,600
Foresters Chapel	288	0	0	288	288	288	0	0	288	0	0	288	0	0	1,150	1,150
2a Vernon Road, rent	650	650	650	1,950	1,950	650	650	650	650	650	650	650	650	650	7,800	7,800
Signal Box	0	0	0	0	0	0	0	0	0	0	0	0	0	6,000	6,000	6,000
Osborn Hall	0	0	0	0	0	950	0	0	0	0	0	100	0	0	1,050	1,050
Ridgewood Village Hall	0	0	0	0	0	0	0	0	0	0	0	1,350	0	0	1,350	1,350
Bridge Cottage	0	0	0	0	0	2,849	0	0	0	0	0	1	0	0	2,850	2,850
The Source & Com Fridge	0	0	739	739	750	500	0	750	500	0	750	500	0	1,250	4,989	5,300
Town Crier	0	0	0	0	0	0	25	0	0	0	0	0	0	0	25	0
Community Toilet Scheme	0	305	0	305	283	0	283	0	0	283	0	0	283	0	1,153	1,130
Wealden Lottery grant funding	10	13	10	33	0	0	0	0	0	0	0	0	0	0	0	0
Total Sales	22,186	20,053	19,888	62,127	51,432	26,570	25,566	16,396	15,146	19,049	15,471	18,097	17,366	30,346	246,100	242,180
£4,006 of this is a new initiative and consists of phase 2 of the computer upgrade																
Purchases																
Administration	1,678	1,168	1,680	4,527	3,262	1,059	1,009	1,009	1,009	1,009	1,009	1,009	1,009	909	13,559	12,310
General Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	250	250	250
Recruitment Advertising	0	115	0	115	125	0	0	125	0	0	125	0	0	125	490	500
Office Equipment/Computers	1,351	5,079	3,093	9,523	5,500	0	0	0	0	0	0	0	0	5,500	15,023	11,000
Hospitality	17	0	27	44	25	0	0	25	0	0	25	0	0	25	119	100
Health & Safety	0	0	226	226	500	333	333	333	333	333	333	333	333	333	3,226	3,500
Insurances	0	124	7,110	7,233	8,000	0	0	0	35,500	0	0	0	0	0	42,733	43,500
Public Works Loan Costs	0	0	0	0	0	19,900	0	0	0	0	0	19,900	0	0	39,800	39,800
Mayor's Allowance	0	0	497	497	497	0	0	497	0	0	497	0	0	497	1,987	1,987
Grants Section142	0	9,500	0	9,500	9,500	0	0	0	0	9,500	0	0	0	0	19,000	19,000
Grants - Power of Competence	0	15,784	0	15,784	15,784	0	0	0	9,216	0	0	0	0	0	25,000	25,000
Volunteer Bureau SLA	0	0	8,000	8,000	8,000	0	0	0	0	0	0	0	0	0	8,000	8,000
Clothing - Corp & Prot - Indoor staff	0	0	0	0	75	0	0	75	0	0	75	0	0	75	225	300
Internal Audit Fees	0	623	0	623	800	0	0	0	0	800	0	0	900	0	2,323	2,500
(External) Audit Fees	0	0	0	0	0	0	0	2,250	0	0	0	0	0	0	2,250	2,250
Accountant fees	0	0	5,150	5,150	5,100	0	0	0	0	0	0	0	0	0	5,150	5,100
Professional Fees	220	0	250	470	2,750	0	0	2,750	0	0	2,750	0	0	2,750	8,720	11,000
Festive Lights	5,444	0	0	5,444	5,000	0	0	0	5,000	0	5,000	0	0	0	15,444	15,000
Festive Light Electricity	0	0	0	0	0	0	0	0	0	0	0	0	0	500	500	500
Office Staff - Salaries	21,153	21,015	21,158	63,326	70,149	23,383	23,383	23,383	23,383	23,383	23,383	23,383	23,383	23,383	273,771	280,594
Office Staff - National Insurance	2,119	2,098	2,119	6,336	7,641	2,547	2,547	2,547	2,547	2,547	2,547	2,547	2,547	2,547	29,258	30,563
Office Staff - Pensions	4,229	4,199	4,230	12,657	14,100	4,700	4,700	4,700	4,700	4,700	4,700	4,700	4,700	4,700	54,957	56,400
Members Allowances/Expenses (TBC)	0	0	3,539	3,539	4,247	0	0	4,247	0	0	4,247	0	0	4,347	16,379	17,097
Newsletter	400	400	400	1,200	1,275	425	425	425	425	425	425	425	425	425	5,025	5,100
Bank Charges	67	59	74	199	240	80	80	80	80	80	80	80	80	80	919	960
Civic Centre Running Costs	12,817	10,456	5,658	28,930	25,813	9,071	8,371	8,371	9,071	8,371	8,371	9,071	4,821	4,821	99,268	106,150
Caretakers - Salaries	8,311	10,441	7,610	26,361	26,601	8,867	8,867	8,867	8,867	8,867	8,867	8,867	8,867	8,867	106,164	106,403
Caretakers - National Insurance	464	712	468	1,644	1,662	554	554	554	554	554	554	554	554	554	6,630	6,648
Caretakers - Pension	1,398	1,756	1,255	4,409	5,347	1,782	1,782	1,782	1,782	1,782	1,782	1,785	1,782	1,782	20,453	21,387
Casual caretakers	97	219	950	1,266	375	125	125	125	125	125	125	125	125	125	1,266	1,500
West Park	225	1,084	100	1,409	0	0	0	0	0	0	0	0	0	0	1,409	0
Victoria Pavilion	1,796	1,375	1,061	4,231	5,275	3,825	2,200	3,200	3,825	2,200	3,200	3,825	1,750	3,200	31,456	22,000
Cemetery Buildings	87	86	86	259	240	80	80	80	80	80	80	80	80	830	1,729	1,700
Signal Box	366	296	350	1,011	500	120	235	235	235	235	235	235	235	235	3,011	2,500
The Hub	862	2,345	571	3,778	1,000	0	0	0	0	0	0	0	0	0	3,778	1,000
Foresters Hall	1,349	601	590	2,539	3,293	1,556	868	868	1,556	868	868	1,556	558	558	11,796	12,550
2a Vernon Road	0	125	0	125	250	0	0	250	0	0	250	0	0	250	875	1,000
Subscriptions	3,262	0	473	3,735	3,750	0	0	0	0	0	0	0	0	850	4,585	4,600

Meeting of the General Purposes Committee

Monday 23 September 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

- Works have been undertaken to address issues with the hot water supply to the bar area. Quotes are being sought for a long term solution.
- New emergency lighting and standard lighting is still being fitted in the Civic Centre;
- Caretakers station reconfiguration works are underway, which has included the creation of a new meeting room, and doorway removal between the Mayors Parlour and Council Chamber, as well as a de clutter of the whole building;
- Steps down to Tesco have been repaired;
- Hedges were cut back to front of building to enable a full flag pole clean and service;

The Source

- Nothing to report.

The Signal Box

- The has been re-secured with new padlocks and tidied up externally with the removal of weeds and litter with the support of Brighter Uckfield;

Victoria Pavilion

- Plumbing and heating improvements works are now complete at Victoria Pavilion. The first floor making good works have been completed with ground floor to follow;
- New lighting and emergency lighting has been installed including external lighting;

Foresters Hall

- Lighting issues in the kitchen and disabled toilet are now resolved;
- Works are now complete to Foresters Chapel to introduce upgraded heating and plumbing. Works have been carried out to make good externally with inside, to be scheduled;
- Works are now complete for the installation of the renewable energy source heating for the rear section of Foresters Hall. Works to make good are still on-going alongside full redecoration internally;

Snatts Road, Chapel

- An Electrical Installation Condition report (EICR) has been undertaken for the chapels. Remedials to follow once quoted.
- The Estates & Facilities Manager has reviewed the building, to consider compliance and general maintenance works required before the property is re-let in 2025.

West Park

- The Estates & Facilities Manager had a detailed meeting with the leaseholders to discuss matters relating to health and safety, and compliance. Further meeting pencilled in to follow plan of action with these matters.

2A Vernon Road

- We have received correspondence from the current tenants, which will be explained further in the meeting.

3.0 Recommendations

- 3.1 Members are asked to note the report.

Contact Officer: James Hollingdale

Meeting of the General Purposes Committee

Monday 23 September 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 12 September 2024. One member of staff was on long-term sick leave following an operation and returned to work, on a phased return from 13 June 2024.

2.2 We saw another wave of covid and seasonal viruses in July and early August, which affected a handful of staff, across the organisation.

2.3 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.

	As at 12 September 2024 (sickness recorded since 1 April 2024) (29 staff)	As at 4 September 2024 (sickness recorded since 1 April 2023) (29 staff)
Actual days taken as short-term Doctors' certificate	0.0 days	15.0 days
Actual days taken as self-certificated sick leave	32.0 days	48.0 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)	9.0 days	3.0 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

3.0 Personal learning and development

- 3.1 The Head Caretaker is undertaking first time managers training. The Head Caretaker, Ranger and Estates and Facilities Manager have all started to undertake an online IOSH qualification. The Head Groundsman has completed this training.
- 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 continue to be checked regularly using a 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.
A new housekeeping display for hirers has been written and is now displayed in Civic Centre and Foresters Hall.
- 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, the Cemetery Chapels, Osborn Hall. Bridge Cottage, Ridgewood Village Hall, Osborn Hall and West Park Pavilion will fund their EICRs as a result of having a full repairing lease.

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. Emergency lighting and external lighting has been updated at Victoria on both floors and is in the process of being updated at Civic Centre. This will be reflected on the testing sheets.
- 5.2 Fire procedure and fire maps have been reviewed and the Marketing & Community Engagement Officer has been liaising with the Estates & Facilities Manager to arrange for the clear presentation of these in meeting rooms. A new muster point has been installed at Victoria and fire signage has been updated at Victoria first floor and Foresters Hall.

Contact Officer: Sarah D'Alessio/James Hollingdale

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH: *MAY 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	<input checked="" type="checkbox"/>
Customer Invoices	<input checked="" type="checkbox"/>
Timesheets	<input checked="" type="checkbox"/>

BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

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

<i>35 DAM</i>	<input checked="" type="checkbox"/>
<i>95 DAM</i>	<input checked="" type="checkbox"/>
Clerks Account	<input checked="" type="checkbox"/>
General Account	<input checked="" type="checkbox"/>
Business Reserve	<input checked="" type="checkbox"/>

BANK RECONCILIATIONS QUARTERLY VERIFICATION

Clerks Account	<input checked="" type="checkbox"/> <i>DAM</i>
General Account	<input checked="" type="checkbox"/> <i>DAM</i>
Business Reserve	<input type="checkbox"/>

PETTY CASH

Check cash balance and vouchers

Town Council Petty Cash

Luxfords

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Signed ..

Print Name *D. BOWNETT*

Dated *5.9.24*

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
Bentons	142516	17177	✓	✓
ASH TANNER LTD.	22902	17129	✓	✓

1089552856

1080977781

Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.
CHRIS DOWLING	50255	✓	28-5-24	CARD RECEIPT 2779
USA	50239	✓	20-5-24	Page 8 of 12.

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS payment record
Jo Brooksb	✓	✓	31.05.24	1089233365
ANTHONY GRIFFITHS	✓	✓	31.05.24	1089233365

Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount reconciled and if not reasons noted	Nominal Code
CURRENT	11 of 12	✓	200,000.90	1200
35 DAY	1 of 2	✓	100,755.84	1225
95 DAY	1 of 2	✓	403,942.78	1226
BUSINESS RESERVE	1 of 2	✓	516,703.59	1227
CLERKS	1 of 2	✓	0.00 *	1210

Quarterly bank reconciliation verification

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

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	MAY	WH SMITHS GROSSING CARD £7.49.	
Luxfords	MAY	CARD FACTORY PEARLED TISSUE £9.95	

