



# UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre  
Uckfield, East Sussex, TN22 1AE  
Tel: (01825) 762774  
e-mail: [townclerk@uckfieldtc.gov.uk](mailto:townclerk@uckfieldtc.gov.uk)  
[www.uckfieldtc.gov.uk](http://www.uckfieldtc.gov.uk)

**Town Clerk – Holly Goring**

## **YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL**

**on**

**Monday 9 September 2024**

**in the Council Chamber, Civic Centre, Uckfield**

### **AGENDA**

Under The Openness of Local Government Bodies Regulations 2014, members of the public are able to film or record during a committee meeting.

#### **1.0 DECLARATIONS OF INTEREST**

Members and Officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda. Should any Member consider that they require a dispensation in relation to any prejudicial interest that they may have, they are asked to make a written application to the Clerk well in advance of the meeting.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

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

#### **3.0 TO RECEIVE REPORTS FROM EAST SUSSEX COUNTY COUNCIL AND WEALDEN DISTRICT COUNCIL**

*(this part of the agenda should not be used to report day to day issues such as potholes. These should be reported direct to: <https://live.eastsussexhighways.com/report-problem>)*

#### **4.0 APOLOGIES FOR ABSENCE**

#### **5.0 MINUTES**

5.1 To **RESOLVE** that the minutes of the meeting of the Council on 26 June 2024 be taken as read, confirmed as a correct record and signed by the Town Mayor.

5.2 Action list – For information only

#### **6.0 COMMITTEE MINUTES**

6.1 To note the acts and proceedings of the following committee meetings:-

- (a) Plans Committees 15 July, 5<sup>th</sup> and 27<sup>th</sup> August 2024.
- (b) Environment and Leisure Committee 8<sup>th</sup> July & 2<sup>nd</sup> September 2024.
- (c) General Purposes Committee 22 July 2024.

#### **7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

- (i) The Uckfield Town Centre Regeneration Joint Committee
- (ii) Neighbourhood Plan Steering Group
- (iii) Gatwick Airport Consultation Group

- 8.0 TO RECEIVE REPORTS FROM WORKING GROUPS**  
(i) Civic Centre Working Group  
(ii) Events Working Group  
(iii) Ageing Well Forum
- 9.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2024/25 (Q1)**
- 10.0 TO NOTE THE OUTCOME OF THE URGENT CONSULTATION PANEL**
- 11.0 TO CONSIDER A MOTION FROM COUNCILLOR B. REED**
- 12.0 TO REVIEW AND ADOPT:**  
(i) The final draft of the Scheme of Delegation;  
(ii) Revised Standing Orders (to ensure alignment with above SoD)  
(iii) Revised Financial Regulations (to ensure alignment with above SoD)
- 13.0 TO REVIEW AND ADOPT THE MAYOR AND DEPUTY MAYOR'S POLICIES**
- 14.0 TO PROVIDE FEEDBACK ON:**  
(i) Bus Services in Uckfield for the Bus Service Improvement Plan (ESCC);  
(ii) Potential ideas for the Newtown Action Group to pursue for a grant funding application;  
(iii) ideas for projects for the Uckfield & East Grinstead railway line/stations
- 15.0 TO CONSIDER THE RE-LOCATION OF A SUBSTATION IN SHEPHERD'S WAY**
- 16.0 TO CONSIDER SETTING UP A WORKING GROUP TO ESTABLISH A HERITAGE PLAQUE PROJECT**
- 17.0 TO NOTE THE MAYOR'S ENGAGEMENTS**
- 18.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**
- 19.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**
- 20.0 TOWN CLERK'S ANNOUNCEMENTS**
- 21.0 CHAIRMAN'S ANNOUNCEMENTS**
- 22.0 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: -
- 22.1 To sign and seal the three-year contract agreement for the Town Centre's CCTV servicing and maintenance (commercially sensitive)
- 22.2 To sign and seal the Information Sharing Agreement with Sussex Police for the Town Centre's CCTV programme (contains sensitive information)



**Town Clerk**  
3 September 2024



February 2024, had unfortunately increased, and thought to further increase exponentially. The demographics were changing, with increased demand for social care and displaced people. There was already a greater proportion of over 65s in East Sussex (26%), compared with the England average (19%). The population of over 85s was almost double the national average. Since 2016, there had been a 64% increase in children being supported through plans due to their complex needs. 23% of Looked After Children were unaccompanied asylum seeking children and youth unemployment was still high. Businesses were still affected by rising costs and inflation but also the pandemic, which would take time to recover from.

At financial year end, the ESCC budget was overspent by £31.1million. This overspend was not allocated for within the budgets. The overall deficit for the organisation at year end was £14million, and this resulted in ESCC having to dip into reserves. They hadn't done this before, and once the reserves had gone, they were gone. There was uncertainty moving forward, in terms of the income from the UK Government review, and grant funding. They were looking at a predicted deficit of £26.5million for 2024-25. ESCC was managed by one overall budget divided up into budgets. First priorities were Children's Services and Adult Social Care and officers would be analysing their budgets very closely over the next few months.

ESCC has been assessed independently through a LGA Corporate Peer Challenge Review and had been considered to be a well-run organisation, with Children's Services performing well.

The dip in Bell Farm Road that had been raised by Cllr French, was being monitored closely.

Councillor Manvell questioned whether it would affect the Council's core offer (statutory level of service). Councillor Dowling explained that everything would be looked at very closely, as even statutory services, may be able to reviewed in terms of efficiencies and processes, to reduce further costs.

Councillor Reed, questioned whether there was any update on the Holy Cross Primary School site, which there wasn't at this time, and Councillor Reed referred to deprivation statistics within Uckfield.

Councillor Chris Dowling referred to two matters in Ridgewood – Red Clover Road and New Road, which he was working on with local Town Councillors and local residents.

Councillor Dan Manvell, referred to an area of parking that he and Councillor Love had been raising with Wealden DC, that was near to Manor Way, that needed attention. The car park would be resurfaced within this financial year.

Councillor Donna French, was made to feel very welcome at her first Full Council at Wealden DC. She has been busy attending training and working with residents. Attendance at the recent New Town Action Group had resulted in the installation of a new litter bin at the top of Harlands Recreation Ground, by Shelduck Avenue. A big thank you was passed to the Grounds team for doing this so quickly.

Councillor French, had also attended an in depth visit to the Sewage Treatment Works, on 20 June 2024, with a Wealden Environmental Health, Southern Water representatives, the Town Mayor, Chair of Plans, and two local residents. They were given an extensive tour of the site, and were compiling their notes from the visit, to share with members.

Councillor Bernadette Reed, wished to thank the Town Clerk and the team for organising the hustings event on Sunday, with Cornerstone Church. Councillor Reed was due to meet with an officer of Wealden DC to walk the footpath routes between Horsted Green and Boothland Wood later that week. She was also liaising with the Assets team to discuss their Conservation Management Plan.

The Woodland Trust had issued an article in the media, which related to Lake Wood, which had also been picked up by the Sussex Wildlife Trust.

**FC.23.06.24** The Councillors were thanked for their input and update, and subsequently **RESOLVED** to reinstate Standing Orders.

#### **4.0 APOLOGIES FOR ABSENCE**

Apologies had been received from Councillors M. McClafferty and D. Ward.

#### **5.0 MINUTES**

5.1 To resolve that the minutes of the Annual Statutory meeting of the Council on 20 May 2024 be taken as read, confirmed as a correct record and signed by the Mayor.

**FC.24.06.24** Members **RESOLVED** that the minutes of the Annual Statutory meeting of the Council be taken as read, confirmed as a correct record and signed by the Mayor.

#### 5.2 Action List

Members subsequently noted the action list.

#### **6.0 COMMITTEE MINUTES**

6.1 To note the acts and proceedings of the following committee meetings:-

(a) Plans Committee of the 3 June and 24 June 2024

**FC.25.06.24** It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 3 June and 24 June 2024.

(b) Environment & Leisure Committee

This meeting was cancelled.

(c) General Purposes Committee of the 10 June 2024

**FC.26.06.24** It was **RESOLVED** to note the acts and proceedings of the General Purposes Committees of the 10 June 2024.

#### **7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

(i) The Uckfield Town Centre Regeneration Joint Committee

Nothing to report at present.

(ii) Neighbourhood Plan Steering Group

Nothing to report at present.

(iii) Gatwick Airport Consultation Panel

Nothing to report at present.

## **8.0 TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS**

### (i) Civic Centre Working Group

Nothing to report at present.

### (ii) Uckfield – Events Working Group

Nothing to report at present.

### (iii) Uckfield Dementia Forum

Nothing to report at present.

## **9.0 TO RECEIVE, CONSIDER AND NOTE THE INTERNAL AUDIT REPORT FOR THE YEAR ENDING 31 MARCH 2024**

Members were directed to the Annual Internal Audit Report 2023/24 as contained within the Annual Governance and Accountability Return (AGAR) and the contents of the detailed Internal Audit Report.

The Assistant Town Clerk referred to the recommendations within the report, which she explained, that officers would be reviewing alongside Finance Sub-Committee. One recommendation involved putting a Financial Improvement Plan together which would not only ensure the Town Council was compliant, but also streamline a number of existing processes, to create efficiencies. Another recommendation was to stop producing company style accounts, which had a heavy focus on assets, and depreciation. The Internal Auditor was keen to ensure the accounts lined up and underpinned the accounts to the structure of the AGAR more easily.

Members thought it was an excellent report, and very complimentary to the way the Town Council's finances were run. Members thanked the Assistant Town Clerk & RFO, and wider team, and received, considered and noted the Annual Internal Audit Report 2023/24 within the AGAR.

## **10.0 TO RECEIVE, CONSIDER AND APPROVE SECTION 1 – THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31 MARCH 2024**

Members reviewed the Annual Governance Statement for the period 2023/24 which formed part of the Annual Governance and Accountability Return (AGAR) on page four of six.

The Assistant Town Clerk referred members to the AGAR report, which had to be sent to the External Auditor to be authorised. Section 1 showed that we had put the necessary processes and controls in place to ensure good governance and finance.

**FC.27.06.24** Members reviewed the contents of Section 1 (Annual Governance Statement 2023/24) and **RESOLVED** to receive, consider and approve the Annual Governance Statement for 2023/24, and authorised for the Town Mayor as Chairman of the meeting and the Town Clerk to sign and date this statement on behalf of the Town Council.

## **11.0 TO RECEIVE, CONSIDER AND APPROVE SECTION 2 – THE TOWN COUNCIL'S DRAFT ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN AND FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2024**

Members reviewed a summary of the Town Council's accounting statements, as presented on page five of six, in the draft Annual Governance and Accountability Return ending 31 March 2024, and a set of financial statements prepared by the

Town Council's accountants at the end of March 2024.

The Assistant Town Clerk and Responsible Financial Officer presented the report(s) to members. Unfortunately, the Town Council showed a deficit in 2023/24. The figures were broken down within the accounting statement and showed the difference between 2022/23 and 2023/24. Officers had to produce an explanation of variances to send with the return. Income was higher than predicted in all areas, but unfortunately so was expenditure. Earmarked reserves had to be considered and utilised. The Assistant Town Clerk provided a copy of the Direct Service Costs to one member, which was shared wider, and shared a copy of her screen which showed the two areas of overspend, which included staffing costs (pay award increases and casual staff costs to cover sickness and the increase in events).

Members understood the pressure that businesses and local authorities were under, but also recognised that Uckfield Town Council provided public services, so it was rare that income covered the full cost of running these services. Rising costs in staffing, machinery, materials, fuel etc were impacting the organisation.

It was suggested that the explanation on variances be included on the Town Council's website.

It was also noted that the pension fund figures sent by the Local Government Pension Fund for East Sussex for financial year end had affected the overall position of the Town Council's financial statement, and this was outside of the Town Council's control.

On behalf of all of the Town Council, the Town Mayor wished to give a massive thanks to the Assistant Town Clerk and RFO for her hard work on this.

**FC.28.06.24** Members **RESOLVED** to receive, consider and approve the draft annual governance and accountability return, and financial statements for the year ending 31 March 2024, and authorised for the Town Mayor as Chairman of the meeting to sign and date this return, on behalf of the Town Council.

## **12.0 TO CONSIDER A REQUEST TO REVIEW THE OPENING TIMES OF THE TOILET(S) AT VICTORIA PLEASURE GROUND**

The Town Council office had received an enquiry from a local resident, which asked if the toilet(s) at Victoria Pleasure Ground could be opened longer (in the summer evenings and opened at weekends). The Town Clerk had explained within the report that despite introducing a 24/7 mechanism and tidying up the toilets, they were victim to a large amount of vandalism, which was not only costly but made the toilets unusable for others. At present the toilets were opened by the Grounds staff early on weekday mornings and closed when they left mid to late afternoon. The Town Council had a cleaner who looked after the outside buildings including Victoria Pavilion but they only worked weekdays. There was a Grounds person who worked for approx. two hours on weekend mornings who could open the toilets, but the council would be reliant on others to close the toilets each day. The Town Clerk clarified that there was CCTV around the building, but this didn't always act as a deterrent.

Members discussed different options, with potential to utilise volunteers/local

councillors or residents helping, but their main concern rested on the health and hygiene aspect, with no cleaner on duty at this time. They felt that it was possibly too late for this summer, but should be reviewed in detail during the next budget setting process to ensure this could be accommodated for 2025 onwards.

**FC.29.06.24** With six votes in favour, and three members against the proposal (including Cllr Selby), members **RESOLVED** to address this matter through the Town Council's budget setting process which would begin September 2024, to ensure the correct service provision was in place.

### **13.0 TO CONSIDER OPTIONS TO SUPPORT RESIDENTS WITH THE DISTRIBUTION OF SANDBAGS**

Members were presented with correspondence from Wealden DC, which asked parishes for initial views on how the current process for distributing sandbags to those affected by surface water flooding could be reviewed and improved.

One member asked if we could find out the lifespan of a gel sandbag, as normal sandbags had a limited life, and this could affect the location of storage. A second member agreed, stating that the current type, if left lying down, could burst if they remained damp.

Members were concerned that flooding events could happen at any time in the week/weekend, day or night, so there needed to be 24hr call out system which the Town Council currently didn't have in place. This could mean difficulties with distribution.

Members were uncertain how much space would be required for storage, and knew that Wealden DC had a storage facility by Horsted Green, but were not aware of the purpose of this unit.

Members were also keen to know that if a parish/town council took on this service, whether they would receive any funds from the District and County Council to cover costs.

**FC.30.06.24** Members **RESOLVED** that without further information, they would be unable to take a decision at this stage. If Wealden DC were looking to make a saving, or devolve this activity, questioned whether Wealden DC would offer a financial contribution to the parish and town councils. Further questions also needed answering about the lifespan of the gel sandbags, approximate storage space required and whether nearby assets that Wealden DC owned were suitable to store the bags.

### **14.0 TO CONFIRM THE LIST OF TOWN COUNCIL SUPPLIER PAYMENTS BY DIRECT DEBIT FOR 2024-25**

Members were provided with the updated list of Town Council supplier payments made by direct debit, for full transparency. It was clarified that there were no standing orders. Councillor Macve wished to see the schedule of payments made when they authorised the fortnightly supplier BACs payments. Members noted the list provided.



**15.0 TO REVIEW THE UPDATE TOWN MAYOR AND DEPUTY MAYOR POLICIES**

On reviewing the policies, following the recent change in Town Mayor and Deputy Mayor, the Town Clerk realised that the policies were very much due an update.

The Town Mayor, Councillor K. Bedwell, also wished for the Mayor's role to be more inclusive, and rather than just seeing that a spouse or partner, join the Town Mayor, or Deputy Mayor as a consort, enable other Town Councillors to join them at events similar to their interests or expertise.

Councillor Reed advised that the Chair of Wealden DC was able to nominate a charity for the year, and wondered if organisations such as the Conservators of Ashdown Forest could be considered. The Town Clerk subsequently explained the process and that the Ashdown Forest would need to approach the Town Council for funding during the budget setting process and community grant application period.

Councillor K. Bedwell advised that all businesses had a Corporate Social Responsibility and she wanted to focus on two themes in her year as Town Mayor (i) engage more with the business community and Chamber of Commerce, and (ii) look at succession planning for the local community and voluntary organisations, who delivered so much for the town.

One member spotted a typo, on paragraphs 14.1 and 14.2 which the Town Clerk could address. It was also suggested by another member that we removed the exact figure of the member allowance, to reduce the need to update the policies every year.

Councillor Manvell spoke of his experience as a Youth Member, when former Mayor Councillor Eastwood invited him to the ESCC Chairman's Ball, and suggested that the consort role also be expanded to youth members.

**FC.31.06.24** Members **RESOLVED** to approve the revised Town Mayor and Deputy Mayor policies and support the Town Mayor's areas of focus for 2024-25.

**16.0 TO CONSIDER A DRAFT SCHEME OF DELEGATION**

Members considered the first draft of the Scheme of Delegation, which identified what responsibilities and activity could be authorised and undertaken by officers, in association to the Committee Terms of Reference, Standing Orders and Financial Regulations.

Members were happy with the format of the document, and welcomed a review by the Finance Sub-Committee at their meeting on 18 July, to ensure the financial limits aligned, before Full Council adopted the document at their September meeting.

**17.0 TO SIGN AND SEAL A LEASE AGREEMENT FOR THE SMALL HALL, ADJACENT TO FORESTERS HALL**

The Town Clerk advised that the draft lease agreement had already been presented and approved by members of General Purposes Committee.

**FC.32.06.24** It was **RESOLVED** for two Councillors to sign and seal the lease agreement in the presence of the Town Clerk.

## **18.0 TO NOTE THE MAYOR'S ENGAGEMENTS**

In addition to the civic engagements undertaken by the new Town Mayor and Deputy Mayor, Councillor Bedwell advised that she had also attended meetings with the Head of Planning & Environmental Services at Wealden DC, Brian Hart in relation to the railway, Southern Water and Environmental Health in relation to the flies, and would be meeting with Cabinet member, Wealden District Councillor Kelvin Williams later that week with the Deputy Mayor and Chairs of the standing committees to discuss infrastructure and strategic matters in Uckfield.

Councillor Bedwell advised that Councillor Smith was leading another food bank collection event at Tesco on Saturday 20 July 2024. They were looking for assistance with the afternoon slots in particular if any members or relatives were able to assist.

Members noted the report.

## **19.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**

Two deed of grants had been received:

Sylvia Elliott

Deborah Jones

**FC.33.06.24** It was **RESOLVED** for three councillors to sign the above deeds of grant.

## **20.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**

None received.

## **21.0 TOWN CLERK'S ANNOUNCEMENTS**

The Town Clerk advised that the chairs of the standing committees and Full Council attended Code of Conduct training with Wealden DC earlier that month. A revised form to record the Member Register of Interests had been circulated since the training, and all councillors would be asked to complete the form and return by Sunday 7 July 2024.

The Town Clerk brought up the subjects of email accounts and attendance. Attendance records for members at the standing committees had been lower in the past 12-18 months and the Town Clerk was keen to see this improve. She was also aware that some councillors were experiencing issues viewing their Town Council email accounts. If this was the case, they needed to get in touch, and the Town Clerk would provide them with the details of the IT company. Members needed to remain engaged with council business, and email was the first point of contact by the Town Council office, unless otherwise agreed.

**FC.34.06.24** It was **RESOLVED** to suspend Standing Orders and extend the meeting by 15 minutes.

## **22.0 CHAIRMAN'S ANNOUNCEMENTS**

None.

## **23.0 CONFIDENTIAL BUSINESS**

**FC.35.06.24** 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.

23.1 To consider an update on Osborn Hall

**FC.36.06.24**

It was **RESOLVED** for:

- (i) the Estates & Facilities Manager to explore the space and feasibility of early considerations, and;
- (ii) the Infrastructure Member Workshops to focus on strategic projects on Town Council sites and land, and how these projects are funded.

**FC.37.06.24**

It was **RESOLVED** to reinstate Standing Orders with the meeting closing at 9.12pm.

# UCKFIELD TOWN COUNCIL

## ACTION LIST – FOR INFORMATION ONLY

### FULL COUNCIL

Resolution No.	Details	Date Raised	Action By	Date Complete
<p><b><u>FC.105.02.17</u></b></p> <p><b><u>FC.95.01.20</u></b></p>	<p><u>14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members <b>RESOLVED</b> to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.</p> <p><u>18.0 To sign and seal the Town Council’s byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to:</p> <p>(i) authorise the affixing of the common seal to the byelaws for both Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve and signing by two named councilors, and; (ii) authorise the Town Clerk for Uckfield Town Council to carry out the necessary procedures and apply to the Secretary of State for confirmation.</p>	<p>20.02.17</p> <p>20.01.20</p>	<p>HG</p>	<p>In progress.</p>
<p><b><u>FC115.04.19</u></b></p>	<p><u>9.0 To consider a motion submitted by Councillor Donna French</u> It was <b>RESOLVED</b> to support the motion put forward, and; “reinvestigate the possibility of part funding a traffic warden; entering into a discussion with Hailsham, Crowborough and Polegate, with a view to joint funding a shared traffic warden, employed via Sussex Police.”</p>	<p>08.04.19</p>	<p>HG</p>	<p>It was hoped that Wealden District Council and Sussex Police would re-investigate the options available following the election.</p>
<p><b><u>FC.30.09.20</u></b></p>	<p><u>12.0 To review a report by Councillor A. Smith on the need for affordable homes in Uckfield</u> After a detailed discussion, it was <b>RESOLVED</b> to request that the Town Clerk write to the Housing Minister Rt Hon Robert Jenrick with a copy of this report and advise Wealden DC’s planning department of these discussions along with neighbouring parish councils.</p>	<p>14.09.20</p>	<p>HG</p>	<p><b>ACTION:</b> This action needs to be reviewed, following general election.</p>

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<b><u>FC.55.10.21</u></b>	Members <b>RESOLVED</b> to approve the motion put forward by Councillor D. French and for staff to make contact with the County Council: <i>“Uckfield Town Council supports the increase in the provision of Changing Place Toilets across the country, and will approach East Sussex County Council to understand if they: (i) have submitted an expression of interest to central government to draw down funding to the county of East Sussex, and: (ii) if ESCC have expressed an interest, that Uckfield Town Council lobby for such facilities to be introduced in Uckfield.”</i>	25.10.21	HG	Having understood the requirements from the recent funding round we now have time to prepare for the next funding round and have the necessary evidence and associated costs available.
<b><u>FC.94.02.22</u></b>	<u>11.0 To consider a further motion by Councillor B. Cox, relating to food poverty</u> Members unanimously <b>RESOLVED</b> to approve the motion put forward by Councillor B. Cox to: <i>What the council still needs to do</i> <ul style="list-style-type: none"> <li>• Report on the results of the schools' questionnaire and review the recommendations;</li> <li>• Be open to any new ways to offer 'out of term' food for young people and where needed, push the higher tiers of local government to back schemes;</li> <li>• Review and offer a final report on food poverty in March 2023 before the end of the term of this Town Council;</li> </ul> <i>Summary.</i> Food poverty in Uckfield is an issue that is growing still. However, Uckfield Town Council have done a number of things to help ease the issue. The next year will see some very challenging times and it is important that the Council keep up the work in highlighting and where possible, easing food poverty. A review is needed in 2023 and a final report offered to the Town Council. The attached report within appendix A contains statistics for Uckfield in terms of earnings and age by ward should be offered to our local authorities (District and County) to highlight some local needs.	28.02.22	All	In progress.
<b><u>FC.63.10.23</u></b>	<u>13.0 To receive a response from East Sussex County Council to a previous motion submitted requesting the installation of a pedestrian crossing</u> Members <b>RESOLVED</b> to accept the proposed amendment to Councillor Bennett's original motion and set out to: “maintain this as the ideal site and the path that students were taking to reach school, in order to emphasise the views of the young people. Uckfield Town Council would be very happy to explore the option of community match funding and fund a feasibility study, as the Town Council felt it was important to concentrate on this area, and not further north of the town. It was also suggested that any data or feedback from the feasibility study and associated speed surveys, should reflected in any future updates to the Sustrans report.”	30.10.23	HG	In progress.

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<b><u>FC.68.10.23</u></b>	<u>22.0 Chairman's Announcements</u> Members <b>RESOLVED</b> to support postal workers and write to Royal Mail to ask how they were going to address the current shortfall in staffing levels and support residents and households of Uckfield.	30.10.23	DB/HG	In progress.
<b><u>FC.76.12.23</u></b>	<u>11.0 To consider a motion from Councillor D. French</u> After some discussion, members <b>RESOLVED</b> to put forward nominations for the Uckfield Rugby Club, the Family Hub (as Childrens Centres were at risk of closure) and the Highlands Inn (as the last remaining pub in the south of Uckfield and their support to community lunches) as Assets of Community Value.	11.12.23	HG	In progress.
<b><u>FC.98.01.24</u></b>	<u>23.2 To consider the recommendations of the Finance Sub-Committee</u> Members <b>RESOLVED</b> to approve the addition of Cyber Cover to the Town Council's Buildings Insurance policy.	15.01.24	HG	In progress as part of annual insurance renewal.
<b><u>FC.93.01.24</u></b>	<u>16.0 To consider the response from the Lloyds Banking Group to the letter sent by Uckfield Town Council</u> Members <b>RESOLVED</b> to: (i) approve the submission of a formal complaint to the Financial Ombudsman; (ii) to send a response to the Lloyds Banking Group; (iii) to send a letter to LINK in relation to banking hubs, and; (iv) to send a letter to the MP expressing our concerns of both the loss of face to face banking services, and ATMs.	15.01.24	HG/PU	A letter has been sent to Lloyds Banking Group, and the complaint to the Ombudsman is in process. The letter to the MP will need to wait until after the election.
<b><u>FC.105.02.24</u></b>	<u>14.0 To consider the issues being experienced with parking at Victoria Pleasure Ground</u> Members <b>RESOLVED</b> to give permission for officers to proceed with the above three proposals for monitoring vehicles parking at Victoria Pleasure Ground, and to also replace signage which emphasised the purpose of the car parking area.	26.02.24	HG	In progress.

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<b><u>FC.115.04.24</u></b>	<u>10.0 To consider current issues with pavement parking and proposals for undertaking a campaign</u> With unanimous support, members <b>RESOLVED</b> to approve for the Town Clerk and Marketing & Community Engagement Officer to proceed with a communications campaign around poor parking behaviour.	08.04.24	HG/ WH	In progress.
<b><u>FC21.05.24</u></b>	<u>24.0 To consider a motion from Councillor B. Reed</u> Members voted to support the motion put forward by Councillor B. Reed and <b>RESOLVE</b> for Uckfield Town Council to sign up to the 'Weald to Waves' initiative and pledge to mapping key environmental assets in the Uckfield area – such as mapping the location of local nature reserves, local wildlife sites, local geological sites and woodland areas.	20.05.24	HG	In progress.
<b><u>FC.29.06.24</u></b>	<u>12.0 – To consider a request to review the opening times of the toilet(s) at Victoria Pleasure Ground</u> With six votes in favour, and three members against the proposal (including Cllr Selby), members <b>RESOLVED</b> to address this matter through the Town Council's budget setting process which would begin September 2024, to ensure the correct service provision was in place.	26.06.24	SD/HG /JH	To be actioned during budget setting process.
<b><u>FC.30.06.24</u></b>	<u>13.0 To consider options to support residents with the distribution of sandbags</u> Members <b>RESOLVED</b> that without further information, they would be unable to take a decision at this stage. If Wealden DC were looking to make a saving, or devolve this activity, questioned whether Wealden DC would offer a financial contribution to the parish and town councils. Further questions also needed answering about the lifespan of the gel sandbags, approximate storage space required and whether nearby assets that Wealden DC owned were suitable to store the bags.	26.06.24	HG	In progress.

## Meeting of the Full Council

### Monday 9 September 2024

#### Agenda Item 8.0 (ii)

#### **TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: UCKFIELD EVENTS WORKING GROUP**

##### **1.0 Summary**

- 1.1 On Saturday 10 August 2024, we held the annual Weald on the Field event on Luxford Field. The event celebrates all things local – local street food traders, produce, breweries, distilleries, vineyards, crafts and activities, and most importantly musicians! This year really was a fine example of team effort and a big thank you to those who were involved on the day, and for Food Rocks, who manage the pitch bookings, food and drink stalls and their specific requirements and the branding of the marketing, with our Marketing & Community Engagement Officer. It was a great success, with lots of positive mentions on social media.

### **WEALD ON THE FIELD 2024 HIGHLIGHTS...**

Weald on the Field, Uckfield's free family festival organised by Uckfield Town Council and Food Rocks, returned for an amazing day of entertainment on Saturday, 10 August 2024.

Marked by beautifully sunny weather on Luxford Field, the eighth year of the annual festival was supercharged by some incredible live music acts from Uckfield and the surrounding areas, as well as some outstanding food and drink stalls.

Elsewhere on the field, a capacity crowd kept themselves suitably refreshed with the wide array of food and drink options available.

With local cider, beer, gin, cocktail and soft drink options, plus plenty of tea, coffee and pastry temptations, and cuisine including Taiwanese, Nepalese, Greek, Mexican and locally-sourced BBQ burgers and sausages, everyone was left with full bellies.

With many of these vendors selling out by the end of the day, it sounded like they had a great time too!



Rocking the main stage were **The Carnaby Brothers, The Offbeat, Dynamite, R.E.D.** and headliners **Fat Freddie & The Queens**, all of whom put on a thrilling display with something for all ages amongst the audience.

In the intervals between these bands, **Jimmy Van Lin - A.K.A. The Funky Fiddler** - played a hugely impressive four sets with hits ranging from Elvis Presley to crowd favourite 'Sweet Caroline'.



There was great children's entertainment with a bungee trampoline that was busy all day, as well as the classic 'hook a duck' competition and teacup rides, plus plenty of toys and sweets on sale.

At the top of the field, a huge number of local businesses, charities and organisations ran stalls too, and were joined by a wide array of crafts stalls, selling all sorts of great creations.





## ... AND EVEN MORE PHOTOS!

thevoice



Overall, it was one of the most successful Weald on the Field editions in its eight-year run to date.

Uckfield Town Council would like to thank the supporters of the day, chiefly **Uckfield Chamber of Commerce, Lawson Commercial and Eastbourne Motoring Centre.**



We look forward to next year's festival on Saturday, 9 August 2025, which we hope will be even bigger and better again!

## ALLOTMENT CONFERENCE 2024

On Wednesday 11 September, Uckfield Town Council hosts the 2024 Allotment Conference.

This annual celebration of the work of allotment holders offers an update on the Town Council's policies and gives an opportunity to announce the winners of the 2024 Allotment Competition. Prizes will be handed out and examples given of what all plot holders can do to boost their chances for further awards in 2025.

Allotment reps from all five sites will also offer updates on specific news from each location, and there will be speeches about the fun and enjoyment of managing plots with family members.



A huge thanks goes to our additional supporters **Freedom Leisure, C.J. Thornes, Crusader Vehicles, Lawson Queay, the Co-Operative Funeralcare Uckfield and Vince Taylor Tofts.**

And a huge thank you goes to **Michelle Wallis** for her amazing photographs!



- 1.2 A big thank you to all of the companies who supplied and supported the event to ensure a safe and well facilitated day for our traders, musicians and attendees:  
Airstream Stages, A&M Skips, Biffa, Brighter Uckfield, Chameleon Designs, Dragon Event Services, Luxford Centre, Pitch Black Lighting, Ridgewood Village Hall, Southern Events, St John's Ambulance, Sussex Party Bales, Thornes Civil Engineering and Truloo.
- 1.3 A big thank you to the fantastic performers:  
The Carnaby Brothers, Drum Circle Activity, Dynamite, Fat Freddie & the Queen, The Funky Fiddler, The Offbeat and R.E.D.
- 1.4 And a big thank you to our grant funders and sponsors – Co-operative Funeralcare, Crusader Vehicles, Eastbourne Motoring Centre, Freedom Leisure, Lawson Commercial, Tesco Stronger Starts Blue Token scheme, Uckfield Chamber of Commerce and Vince Taylor Tofts.

## 2.0 Recommendation

- 2.1 Members are asked to note the report, and confirm their support for organising a further event in 2025 on Saturday 9 August 2025.

## Meeting of the Full Council

### Monday 9 September 2024

#### Agenda item 9.0

### **Q1 PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2024/25**

#### **1.0 Summary**

- 1.1 This report provides a review at the end of quarter one on the Town Council's priorities for 2024/25 (end of June 2024).
- 1.2 The priorities identified for delivery in 2024/25 consisted of initiatives which were often additional to the day to day responsibilities of the Town Council, but demonstrated that by working together with colleagues and partner agencies, we can achieve a great deal for the town and its residents.
- 1.3 Organisations often spend time producing plans or lists of priorities, but do not review progress until the end of the year. With this paper, the Town Clerk provides an update to members to explain the progress being made to deliver these priorities.

#### **2.0 Q1 2024/25: Progress Update**





- 2.1 Of the 12 priorities, ten are on schedule, and two priorities already complete. This is a great start to the year.

#### **3.0 Recommendations**





- 3.1 Members are asked to review this progress report, and note the work undertaken to date.




Appendices:                      Appendix A: Q1 2024/25 Progress Report  
Contact Officer:                 Holly Goring



#### **Key:**




 = Progress behind schedule	 = Some progress has been made
 = On schedule for completion	 = Completed

## APPENDIX A: Q1 - 2024/25 Progress Update

Priority	Status	Notes	Lead Committee	Lead Officer
<b>COMMUNITY GRANTS</b> We will award up to £52,000 of community grant funding to local groups and charitable organisations for the period 2024/25 (£25,000 to community groups, and £27,000 through service level agreements)		All first and initial payments have been made. The second instalments for the larger sums awarded, will be paid in the first BACs run in October 2024.	General Purposes Committee	Assistant Town Clerk & RFO
<b>UPGRADING PLAY AREA FACILITIES</b> We will undertake a full upgrade of Victoria Play Area, and seek to replace pieces of equipment that have reached end of life in Hempstead Recreation Ground and Oakwood Drive play area.		A number of play area companies have been reviewing the site of the Victoria Play Area, and providing initial ideas for designs and indicative costings. The next stage will be to place the contract out on Contracts Finder and obtaining quotes/designs via a robust procurement process, whilst we engage with the local primary school and general public.	Environment & Leisure Committee	Estates & Facilities Manager
<b>PUBLIC EVENTS AND ANNIVERSARIES IN THE TOWN</b> We will work alongside the local business community and local community groups to deliver two free public events within the town; D-Day Anniversary Beacon Lighting and Weald on the Field		Both events were completed and a great success through the provision of excellent entertainment, local traders supplying food/refreshments, and of course teamwork from councillors and staff!  The weather was on our side, and delivered in the region of the budget allocated.	Full Council	Town Clerk
<b>FESTIVE LIGHTS</b> Work with the Chamber of Commerce, and local businesses to review the		A walk through of the columns in the High Street was carried out with East Sussex Highways, to address works needed in anticipation of Christmas 2024. We also requested a review of the order and layout of the festive motifs from the contractor.	General Purposes Committee	Estates & Facilities Manager

festive lighting for the town centre, in preparation for Christmas 2024				
Priority	Status	Notes	Lead Committee	Lead Officer
<b>PROTECTING NATURAL HABITATS</b> We will place greater focus on wildlife monitoring in both our ancient woodlands and local nature reserves, and separate areas from the public to preserve the flora and fauna and protect key species		Equipment has been purchased to start undertaking wildlife monitoring in our woodlands and nature reserves.  We are currently exploring opportunities for grant funding with the support of a local agency to support our woodland management.  Works are planned for Harlands Pond.	Environment & Leisure Committee	Estates & Facilities Manager
<b>WOODLAND MANAGEMENT PLAN</b> We will undertake the third year of works within our Woodland Management Plan, to address ash dieback. We will re-plant trees and restock areas of our woodlands where trees have been removed and disease has had an impact.		These works will commence in November 2024.  In the meantime, a grant application to Wealden DC was successful for community orchard tree planting, and this will fund the planting of trees during the autumn.  With the requirements as per the restocking notice from the ash dieback works, further trees will be planted.	Environment & Leisure Committee	Estates & Facilities Manager
<b>GRASS VERGE CUTTING</b> We will continue to contribute to the costs of East Sussex County Council's grass verge cutting contract to retain a good standard of service and ensure visibility is maintained on pavements and highways.		The payment was made to East Sussex County Council for 2024/25 to maintain existing service standards and frequency of cuts to the town's grass verges. <i>(Urban verges used to receive 5-6 cuts per annum but East Sussex County Council can now only afford to fund two. Rural verges receive two cuts per annum).</i>	Environment and Leisure Committee	Town Clerk

Priority	Status	Notes	Lead Committee	Lead Officer
<p><b>CLIMATE CHANGE</b> We will host an educational activity with primary schools, consider alternative fuel supplies in our wider building portfolio, explore additional insulation within our buildings, review the equipment we purchase, use local suppliers, and manage our land for nature with a continued focus on conservation and tree planting.</p>		<p>A new air source heating system has been installed at the rear of Foresters Hall, and an all electric system for heating/water in Foresters Chapel, in place of gas.</p> <p>Improvements have been undertaken to lighting to replace with LED whilst undertaking emergency lighting upgrades.</p> <p>Tree planting will commence from September, utilising existing Town Council funds and grant funding.</p>	<p>Environment and Leisure Committee</p>	<p>Town Clerk</p>
<p><b>IMPROVEMENTS TO TOWN COUNCIL BUILDINGS</b> We will continue to improve the standard of our buildings and ensure efficient use of utilities and the health and safety of our service users, staff and leaseholders. This will include LED lighting and compliance works, and new tables and table racks for the Civic Centre. Works will also commence to the Signal Box, to enable this to be returned to use.</p>		<p>Electrical Installation Condition reports have been completed for all buildings, including the majority of remedial works. Improvements have been undertaken to emergency lighting within the Civic Centre, and improvements to lighting within Foresters Hall, and Victoria Pavilion.</p> <p>Research has been undertaken to identify the right tables for hirers/bookings in the Civic Centre. We will wait until after the Model Railway weekend in October, to place this order.</p> <p>The Caretaker reconfiguration works are currently underway, and nearing completion. This has enabled us to provide more security and privacy to Town Council IT, equipment, and the Civic Centre, and Town Centre CCTV systems. It has also created a new meeting space, for hire. The works are being delivered in line with Building reg requirements.</p> <p>A fully upgraded, and new plumbing and heating system has been installed at Victoria Pavilion.</p> <p>The air source heating system has been installed at the rear of Foresters Hall, and the gas heaters removed from Foresters Chapel and replaced with electric heaters supplying heat and hot water. Safety has also been improved, with the installation of TMVs to avoid scalding risk.</p>	<p>Full Council</p>	<p>Town Clerk</p>

Priority	Status	Notes	Lead Committee	Lead Officer
<p><b>INFRASTRUCTURE PLANNING</b> We will work with local partner agencies, residents and local businesses to understand the infrastructure requirements for Uckfield, in regards to sport, leisure and recreation and community facilities and the future impact on the Town Council's provision of allotment and cemetery space.</p>		<p>A meeting has been scheduled with the Executive Committee of Uckfield Chamber of Commerce at the end of September, and further workshops will be planned during October and November 2024.</p>	<p>Full Council</p>	<p>Town Clerk</p>
<p><b>NEIGHBOURHOOD PLAN</b> We will support the Neighbourhood Plan Steering Group to prepare a draft Uckfield Neighbourhood Plan ready for submission to the local Planning authority.</p>		<p>Documentation is being updated to reflect the latest evidence base, and align with the draft Wealden Local Plan.</p>	<p>Full Council</p>	<p>Town Clerk</p>
<p><b>POLICY REVIEW</b> We will be undertaking a full review of the Town Council's policies in respect of personnel (staffing matters), GDPR and respect in the workplace.</p>		<p>Review of existing policies is currently underway, with the creation of the Scheme of Delegation, and review of the Mayoral policies, and pension policy.</p>	<p>General Purposes</p>	<p>Town Clerk/ Assistant Town Clerk</p>

## Meeting of the Full Council

Monday 9 September 2024

### Agenda Item 10.0

#### TO NOTE THE OUTCOME OF THE URGENT CONSULTATION PANEL

##### 1.0 Email sent to the Urgent Consultation Panel on 14 August 2024 by Town Clerk

*Dear all,*

*This matter is only due before Urgent Consultation Panel, because our next Full Council meeting doesn't fall until 9 September 2024, and I believe with the next interim audit scheduled for November 2024, we need to ensure the Internal Auditor has plenty of notice, and they are able to accommodate UTC within their annual schedule.*

*Looking back at the resolution of the full Council at the meeting in March 2023, it was resolved to appoint the new company (April Skies) for Internal Audit Services for a period of 12 months and for us then to undertake a review at that stage. The Internal Auditor selected has now completed a full financial year (with two year-end audits), so it is the appropriate time to review how this is working.*

19.1 To consider the tenders and parish/town council feedback in relation to the quotations for Internal Audit Service

**FC.105.03.23** It was **RESOLVED** to appoint the second Internal Audit Service listed for the next 12 months with a view to extend for a two further years if all worked well for both parties.

**ACTION:** *Could I please request your response to the following. Could members please:*  
*(i) confirm if you are happy with the services currently provided by our Internal Auditor, and;*  
*(ii) confirm if you are happy to support the continuation of this service for a further two years, before the Town Council undertakes a full review of our internal auditing services.*

##### 2.0 Decision of Urgent Consultation Panel

Members unanimously **RESOLVED** to:

- (i) confirm that they were satisfied with the service provided by the current Internal Auditor, and;
- (ii) confirmed for the Town Clerk to authorise the continuation of the service for a further two years, before the Town Council undertakes a full review of internal auditing services.

##### 3.0 Outcome

Contact was also made with the current service provider, and signed agreement for 2024-25 sent. An indication was also given to renewing the agreement until June 2026.

Contact Officer: Holly Goring

## **Meeting of the Full Council**

### **Monday 9 September 2024**

#### **Agenda Item No. 11.0**

#### **TO CONSIDER A MOTION FROM COUNCILLOR BERNADETTE REED**

##### **1.0 Summary**

1.1 This report sets out a motion submitted by Councillor Reed in accordance with the Town Council's Standing Orders.

##### **2.0 The motion for consideration**

2.1 Councillor Reed gave written notice of the following motion which was received on 23 July 2024 and before the required deadline:-

##### **2.2 Nomination of an asset of community value (ACV)**

Further to the previous suggested assets within Uckfield which members felt should be registered as assets of community value, Councillor Reed wished to investigate if a further asset should be registered.

2.3 Councillor Reed requested that members consider the following:  
- Luxfords Car Park, off the High Street, Uckfield

2.4 We are aware that the car park is owned by Wealden District Council and is currently registered in the SHELAA (Strategic Housing & Economic Land Availability Assessment) held by Wealden District Council's planning department to provide options for any future regeneration of Uckfield Town Centre. This could affect its ability to be registered as an ACV, either due to this or the caveat that the land is considered 'operational land' for the purpose of carrying out its activities (in this case car parking).

2.5 We are heavily aware that this car park is full most days and the car park continues to be a useful resource for both local residents, and visitors to the town. Any future changes to the land, would therefore need to take account of this, to either ensure the same number of car parking bays are provided, or increased.

##### **3.0 Recommendations**

3.1 Members are asked to consider the suggestion, and advise the Clerk if they wish to make an application, and investigate this possibility.

Contact Officer: Holly Goring



# UCKFIELD TOWN COUNCIL



## SCHEME OF DELEGATION

Issue No.	Date Agreed	Details of amendments
1	26.04.24	Draft presented to Full Council 26.06.24
2	18.07.24	Review of references to Financial Regulations and financial limits at Finance Sub Committee 18.07.24.
3	09.09.24	Final review of proposed changes at Full Council

## **Scheme of Delegation**

### **1.0 Introduction**

- 1.1 A scheme of delegation enables a local authority to function efficiently and effectively in its day to day operations.
- 1.2 Under the Local Government Act 1972 s101(a), the Town Council has the power to arrange for the discharge of functions to a committee, sub-committee or officer employed by the authority.
- 1.3 Uckfield Town Council holds a set of Standing Orders which are the written rules of the council - determining the conduct, governance requirements and procedures for the town council's meetings – of the full Council, standing committees and sub-committees.
- 1.4 The council has a clear set of terms of reference which outline the areas and responsibilities covered by the Town Council's standing committees. This is set out in appendix A.
- 1.5 The council also has to adhere to a set of financial regulations, which ensure the necessary procedures and internal controls are in place to manage the council's finance and procurement. These should be observed in conjunction with the Council's standing orders.
- 1.6 Without these governing documents and the Council's terms of reference, every decision would have to be taken by the Full Council as powers cannot be legally delegated to individual Councillors or working groups. For the purpose of clarity, working groups are established to investigate and/or review a particular subject or activity then report back to the relevant committee or Council with its findings which may include recommendations. Further information is available in the Town Council's Working Groups policy – policy no. 39.
- 1.7 Being a Town Council with a large asset portfolio, and close attention needed to manage the operations of the Civic Centre, Foresters Hall and Luxfords Restaurant alongside our outside spaces, it would not be practicable or viable to wait for a Full Council meeting to address specific matters.
- 1.8 Delegated authority will therefore be exercised responsibly to those best placed to manage these responsibilities, and due consideration will be given to public scrutiny, accountability and the best interests of the local community.

## **2.0 Roles and Responsibilities**

2.1 As outlined in our Standing Orders and Financial Regulations, some matters cannot be delegated, and can only be determined by resolution of the Council:

## **2.2 Full Council Functions**

The following matters are to be dealt with by the Full Council:

- (i)** Appointing the Mayor and Deputy Mayor in May each year;
- (ii)** Declaring eligibility for the General Power of Competence;
- (iii)** Annual review and adoption of the Town Council's standing orders, financial regulations, committee terms of reference, scheme of delegation;
- (iv)** Approval of Town Council's Annual Budget and setting the Precept in January each year.
- (v)** Approval of the Internal Audit of accounts for financial year end, alongside the Annual Governance Statement (Section 1 of the Annual Governance & Accountability Return (AGAR));
- (vi)** Approval of Section 2 of the Annual Governance & Accountability Return (Accounting statements);
- (vii)** Authorisation the recommendations of Finance Sub-Committee and General Purposes Committee on borrowing;
- (viii)** Appointments to Standing Committees;
- (ix)** Appointing Town Council representatives to outside bodies
- (x)** Making of Orders under any statutory powers.
- (xi)** Making, amending, revoking or re-enacting by-laws.
- (xii)** Confirming the appointment of a new Town Clerk, further to recommendations from appointed panel for recruitment;
- (xiii)** All other matters which must, by law, be reserved to the Full Council.

## **2.3 Delegation to Committees**

The remit of the Town Council's standing committees, and sub-committees are specified in the council's terms of reference which are available to view in appendix A.

## 2.4 Delegation to Officers

Under the Local Government Act 1972, the Town Council ‘*shall appoint such officers as they think necessary for the proper discharge by the authority of such of their or another authority’s functions as fall to be discharged by them.*’

The following matters are delegated to the Council’s Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council’s Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly where Officers have no delegated power to make a decision they will report the matter to Committee or the Council for a decision.

And, nominated officers can delegate functions to an appropriate staff members, although they retain ultimate responsibility for any decisions made.

No.	Area of Operation	Delegation	Officer/Committee
1	Allotments	Sign agreements and allocate plots when vacancies arise, in accordance with the waiting list	Senior Administrative Officer
		Carry out inspections of allotment plots and issue warning notices	
		Issue eviction notices in accordance with the Allotment tenancy agreement	Recommendation by Allotment Working Group to E&L Committee
2	Appointments to Standing Committees and Sub-Committees	Nomination and appointment of members to standing committees and sub-committees	Preparation managed by Proper Officer and decision taken by Full Council
3	Appointment of representatives on Outside Bodies	Nomination and appointment of representatives to Outside Bodies	Preparation managed by Proper Officer and decision taken by Full Council
4	Archives and information management	Receive, retain and archive documentation in accordance with the Town Council’s retention policy	Proper Officer
5	Asset management	Maintain the Fixed Asset Register	Proper Officer/ Assistant Town Clerk
		Day to day administration and operation of buildings and open spaces, together with routine inspection and control, and instigating building maintenance and repairs within agreed budgets	Estates & Facilities Manager /Proper Officer

<b>No.</b>	<b>Area of Operation</b>	<b>Delegation</b>	<b>Officer/Committee</b>
6	Audit	Liaise with Internal and External Auditors	Assistant Town Clerk/Proper Officer
		Select and review internal auditors at the point of renewing the contract	General Purposes Committee
7	By-laws	Receive and certify copies of by-laws made by the Town Council	Proper Officer
8	Cemetery	Sign Deeds of Exclusive Right of Burial, any transfer of deeds	3 x Town Councillors at Full Council
		Approval of 'permission to erect a memorial' application, additional inscriptions and plaques for the Cloistered Wall	Senior Administrative Officer
		Managing enquiries for burial or ashes interment arrangements, along with allocating pre-purchased plots	Senior Administrative Officer
9	Civic Centre	Arranging and managing the Events Programme for the Civic Centre	Hospitality Manager
		Organisation of Civic/prestigious events	Hospitality Manager/Proper Officer
10	Communications	Issue all formal communications on behalf of the Town Council in accordance with the Town Council's Media & Communications Policy	Marketing & Community Engagement Officer/Proper Officer
		Manage the Town Council's website and Civic Centre website and associated social media accounts	Marketing & Community Engagement Officer
		Manage internal communications to staff and corporate messages	Proper Officer/Management Team
11	Consultations	Respond to consultations in accordance with the resolutions of the relevant committee	Proper Officer delegated to committee clerks (Administrative Officer – Plans) (Senior Administrative Officer – E&L Committee) (Assistant Town Clerk/Proper Officer – Full Council/GP)
		Issue consultations to local residents, visitors or businesses	Marketing & Community Engagement Officer/Proper Officer
12	Correspondence	Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decision of the Council, but not correspondence requiring an opinion of the Council to be taken	Office staff on behalf of Proper Officer

No.	Area of Operation	Delegation	Officer/Committee
13	Council meetings	At least three clear working days before a meeting of the Council, or a committee, serve on councillors a signed summons in accordance with the Standing Orders	Proper Officer
		Give public notice of the date, time, place and agenda at least three clear working days before a meeting of the council or committee/sub-committee, in accordance with the Standing Orders	Proper Officer
		Keep minutes and other proper records of council meetings, in accordance with the Town Council's retention policy	Proper Officer
14	Elections/Co-option	To notify Elections Team at Wealden District Council of casual vacancy arising in council membership	Proper Officer
		Arrange for newly elected/co-opted councillors to sign Declaration of Acceptance of Office forms	Proper Officer
		Arrange for newly elected/co-opted councillors to complete Register of Interests and frequent reviews	Proper Officer
15	Emergency Planning	Lead the Council's response in the case of a major emergency, in consultation with East Sussex County Council's Emergency Planning Officers and Wealden DC's Emergency Planning Officer, in accordance with the Town Council's Community Resilience Plan	Proper Officer/ Management Team and appointed lead Town Councillors (currently 4 appointed as of May 2024)
16	Events	Authorise requests for external hirers to facilitate events on Town Council land, or hireable spaces such as those in Civic Centre, Foresters Hall and Victoria Pavilion, and open spaces such as Luxford Field in accordance with the terms and conditions set out.	Management of bookings by Administrative Officers. Authorisation by Estates & Facilities Manager or Proper Officer
17	Expenditure	Budgetary control and authority to spend, in accordance with the Town Council's Financial Regulations and decisions taken by standing committees and Full Council	Management Team
18	Expenditure in an emergency/urgent situation	In cases of serious risk to the delivery of council services or to public safety on council premises, the Estates & Facilities Manager, Assistant Town Clerk & RFO or Town Clerk may authorise expenditure on behalf of the council which is necessary to carry out any repair, replacement, Health & Safety or other work, subject to a limit of £5,000 (exclusive of VAT). If time allows, the Clerk shall report the action or request for funding to the Urgent Consultation Panel.	Urgent Consultation Panel/Proper Officer

		The outcome of the action taken by senior officers or decision taken by Urgent Consultation Panel, should be reported to the relevant committee.	
<b>No.</b>	<b>Area of Operation</b>	<b>Delegation</b>	<b>Officer/Committee</b>
19	Finance – Cash flow and payments	The RFO will create online bank payments and transfers which will be authorised by the Proper Officer and two nominated councillors, in accordance with the Financial Regulations	Assistant Town Clerk or Proper Officer in their absence/Councillors on the bank mandate
20	Finance - investments	Invest Council funds in accordance with the Town Council's Financial Regulations, and Annual Investment Strategy	Assistant Town Clerk/ in response to GP Committee recommendation and Full Council ratification
21	Freedom of Information	Response to requests received through Access to Information legislation (Freedom of Information Act 2000 and Environmental Information Regulations 2004)	Proper Officer
22	GDPR	Manage the handling of information in line with the principles of the General Data Protection Regulations	Proper Officer delegated to office staff
23	Grants	Receipt of applications and preparation for councillors for annual community grants programme	Administrative Officer
		Consideration of grant applications submitted to the Town Council, in accordance with the Community Grants programme criteria	Finance Sub-Committee to make recommendations, to be reported to General Purposes Committee for ratification.
		Submission of grant applications for external funding	Overseen by Management Team
		Deal with dispensation requests from Members under the Code of Conduct.	Proper Officer
24	Health and Safety	Act as the Town Council's nominated Health & Safety Officer	Estates & Facilities Manager – with delegated responsibilities for checks and compliance to Head Caretaker and Head Groundsman. Overseen by Proper Officer.
		The Estates & Facilities Manager, Assistant Town Clerk & RFO or Town Clerk may authorise expenditure which is necessary to	Estates & Facilities Manager/Assistant

		carry out any repair, replacement, Health and Safety or other work, which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for expenditure. This is subject to a limit of £5,000 (exclusive of VAT). If time allows, the Clerk shall report the action or request for funding to the Urgent Consultation Panel. The outcome of the action taken by senior officers or decision taken by Urgent Consultation Panel, should be reported to the relevant committee.	Town Clerk & RFO /Proper Officer
<b>No.</b>	<b>Area of Operation</b>	<b>Delegation</b>	<b>Officer/Committee</b>
25	Income generation	Developing income generation activities	Management Team
26	Insurance	Preparation for renewals, and updates to existing policies	Assistant Town Clerk & RFO/Estates & Facilities Manager/Proper Officer
		Issuing claims on the Council's insurers	Assistant Town Clerk & RFO/Estates & Facilities Manager/Proper Officer
		Annual review of the Town Council's insurance cover (i) buildings insurance, and (ii) public liability, employer liability and fidelity guarantee	General Purposes Committee
27	Lease agreements	Management of renewal of lease agreements; liaising with commercial estate agent, liaison with tenants/leaseholders, and reporting to members for consideration of terms and draft agreements	Proper Officer (can be delegated to Assistant Town Clerk or Estates & Facilities Manager)
		Execution of lease agreements (signing and sealing)	Two councillors at Full Council meeting
28	Legal documents/representation	Signing of agendas (summons), notices, contracts and agreements on behalf of the Town Council and any other documents requested by the Council, in accordance with the Standing Orders	Proper Officer
		Hold the Council's seal and apply to documents as approved	Proper Officer
		Appear of make representation to any tribunal or public inquiry into any matter to which the Town Council has an interest	Proper Officer
29	Luxfords Restaurant	Management of day to day operations of Luxfords Restaurant, and purchases within agreed budgets	Hospitality Manager



No.	Area of Operation	Delegation	Officer/Committee
30	Mayoral duties	Arrange for newly elected Mayor to sign the Declaration of Acceptance of Office forms	Proper Officer
		Managing the Mayor and Deputy Mayor's engagements (diary)	Administrative Officer
31	Plans Committee decisions	Respond to the local planning authority (Wealden DC's planning department) and consultations, in accordance with the resolutions of the Town Council's Plans Committee	Administrative Officer/Assistant Town Clerk & RFO/Proper Officer
33	Procurement	Undertake procurement exercises in accordance with the Town Council's Financial Regulations (Section 6)	Estates & Facilities Manager/Assistant Town Clerk & RFO/Proper Officer
34	Public toilets	Manage the Civic Centre toilets under the Wealden DC Community Toilet scheme	Head Caretaker/Estates & Facilities Manager
		Manage the public toilet(s) at Victoria Pavilion	Head Caretaker/Estates & Facilities Manager
35	Recruitment of Town Clerk (Proper Officer)	Approve recruitment process	Personnel Sub-Committee recommendation to General Purposes
		Shortlisting and interviewing applicants	Recruitment panel
		Confirming the appointment of a new Town Clerk, following a recommendation from the recruiting panel	Full Council
36	Recruitment of replacement of permanent staff (other than the replacement of Town Clerk) or temporary staff to cover long periods of absence	Accept resignation, provide details of notice and outstanding leave, and approve recruitment process	Assistant Town Clerk & RFO/Proper Officer
		Shortlisting and interviewing applicants	Appropriate line manager/Assistant Town Clerk & RFO/Proper Officer
		Appointment following recruitment process	Appropriate line manager/Assistant Town Clerk & RFO/Proper Officer
37	Recruitment of additional staff	Prepare job descriptions/person specs and obtain independent evaluation	Proper Officer
		Approval evaluation (salary scale) of newly created jobs, additional positions/restructures	Personnel Sub-Committee review, with recommendation to General Purposes Committee/Full Council

		Approve budget for staffing	Full Council as part of budget setting process or
		Approve and oversee recruitment process	Proper Officer
		Shortlisting and interviewing applicants	Appropriate line manager/Assistant Town Clerk & RFO
		Appointment following the recruitment process	Appropriate line manager/Assistant Town Clerk & RFO
<b>No.</b>	<b>Area of Operation</b>	<b>Delegation</b>	<b>Officer/Committee</b>
38	Staffing	Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.	Assistant Town Clerk & RFO/Proper Officer
		Take all decisions relating to the training of staff and Councillors	Proper Officer
		Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.	Assistant Town Clerk & RFO/Proper Officer
		Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy, including suspending employees as deemed necessary.	Assistant Town Clerk & RFO/Proper Officer
		Enter into settlement agreements with employees up to a maximum of two months' salary where this is the prudent option for the Council.	Assistant Town Clerk & RFO/Proper Officer
39	Vehicles and equipment	To manage and oversee the maintenance, repair and servicing of the Council's motor vehicles and grounds equipment	Estates & Facilities Manager

### 3.0 Review

- 3.1 This Scheme of Delegation was reviewed by Full Council on 25 June 2024, Finance Sub Committee on 18 July 2024, General Purposes Committee on 22 July 2024 prior to returning to Full Council on 9 September 2024 for approval and adoption.
- 3.2 The Scheme of Delegation will be reviewed by Full Council on an annual basis, at the Annual Statutory meeting of the Council, each May.

#### Signed by:

Town Clerk:

Town Mayor:

## UCKFIELD TOWN COUNCIL



### COUNCIL COMMITTEES

The following Terms of Reference were presented for review at the Annual Statutory meeting of the Council on 20 May 2024, and adopted.

#### **GENERAL PURPOSES COMMITTEE**

##### **9 MEMBERS**

(Reporting to Full Council)

#### **TERMS OF REFERENCE**

The committee is responsible for the strategic and corporate development of the Council and its built facilities, for example by: -

- (i) Ensuring sound financial management of the Town Council for endorsement of Full Council;
- (ii) Promoting effective use of modern technology to secure better service delivery;
- (iii) Supporting the career potential of all staff with an emphasis on effective management and empowerment.
- (iv) Developing effective mechanisms for cultural change and organisational development;
- (v) Promoting a culture of customer focus, responsiveness and continuous improvement;
- (vi) Promoting and developing facilities for the benefit of the residents, businesses and visitors to the Town:

#### **1.0 Financial Matters**

To undertake the detailed consideration of all financial matters affecting the Town Council, including:-

- 1.1 Amending the Council's Financial Regulations when necessary;
- 1.2 Approving the allocation of community and other grants, including the setting of appropriate criteria for their award;
- 1.3 Making arrangements for appropriate insurance cover;
- 1.4 Having responsibility for the Council's draft annual accounts and any subsequent recommendation of acceptance to Full Council, including compliance with financial audit;
- 1.5 Having responsibility for considering recommendations from other committees for non-budgeted expenditure;
- 1.6 Establishing and maintaining a revenue budget for areas that are the responsibility of this committee;
- 1.7 Having consideration of capital programmes, new initiatives or the establishment of funds for future responsibilities and liabilities.

## **2.0 Buildings**

To manage and oversee the maintenance of all Council buildings, including buildings and associated structures in open spaces: -

- 2.1 That, where appropriate, leases, licences and agreements are considered for use of buildings;
- 2.2 Ensure that the lease agreements are adhered to where in place, and the leaseholder or tenant carries out their obligations for internal decoration and repairs, and health and safety;
- 2.3 Ensure that building insurance is in place for all Town Council owned buildings and recharged to leaseholders in line with their lease agreement/tenancy;
- 2.4 That routine rebuild insurance valuations are sought to inform insurance cover, and market valuations are sought on renewal of lease agreements to ensure the Town Council has up to date asset information;
- 2.5 Ensuring that adequate provision is made for their repair and maintenance and such works are carried out in a timely manner for Town Council run buildings and facilities;
- 2.6 That, where appropriate, fees and terms and conditions are set for their hire;
- 2.7 Overseeing the running of the Luxfords Restaurant.

(The buildings and associated structures under these terms include those in the ownership of the Town Council and leased by the Town Council. This includes the Civic Centre, Foresters Hall, Bridge Cottage, the Signal Box, West Park Pavilion, Osborn Hall, Victoria Pavilion, including the social area, grounds depot, toilets and storage area, Quickborn Suite, Ridgewood Village Hall and Snatts Road Cemetery Chapels.)

## **3.0 Policy**

To consider the Council's strategic and corporate development including: -

- 3.1 Making recommendations to Full Council for changes to the Council's Standing Orders;
- 3.2 Making appointments for representatives to outside organisations where their work is allied to the responsibilities of the committee and to receive feedback from those representatives;
- 3.3 Undertaking an annual review of the Town Council's key policy documents to ensure they reflect the current circumstances, legislative updates and guidance and partnership opportunities – in particular the Town Council's Risk Management Policy, Annual Investment Strategy and Health & Safety Policy;
- 3.4 Organising public meetings to inform residents of major issues affecting the Town and to further engage the public in the work of the Council;
- 3.5 Receiving the minutes of the Personnel Sub-Committee and Finance Sub-Committee;
- 3.6 Considering the recommendations from the meetings of Personnel Sub-Committee and Finance Sub-Committee;
- 3.7 Strengthening strategic partnership arrangements with key partner agencies and responding to consultations from services in the Health, Education, Social Services sectors and other consultations relevant to the work of the committee;

## **4.0 Administration**

To deal with all matters relating to the general day to day administration of the Council, including: -

- 4.1 The establishment, review and enforcement of bylaws for areas within the control of the committee;
- 4.2 Making arrangements for the production and editing of the Town Guide;
- 4.3 Making arrangements for the production and editing of 'The Voice,' the Council's newsletter to ensure that residents are informed of the work of the Council and issues that affect the Town;
- 4.4 Making arrangements for the provision and maintenance of the Town Council's website and Civic Centre website;
- 4.5 Overseeing the payment of professional fees and subscriptions;
- 4.6 Arranging training courses, seminars, conferences etc., for both Officers and Members.

## **ENVIRONMENT AND LEISURE COMMITTEE**

### **9 MEMBERS**

(Reporting to Full Council)

### **TERMS OF REFERENCE**

The committee is responsible for delivery and strategic development of the Council's environment and leisure services, for example by: -

- (i) Ensuring sound financial management of matters relating to this Committee;
- (ii) Promoting effective use of modern technology to secure better service delivery;
- (iii) Developing effective mechanisms for cultural change and service development;
- (iv) Promoting a culture of customer focus, responsiveness and continuous improvement;
- (v) Improving and developing services for the benefit of the residents, businesses and visitors to the Town.

### **1.0 Environment**

To co-ordinate and direct environmental improvements and related initiatives throughout the Town, including:-

- 1.1 The consideration and implementation of Town and other developmental plans where appropriate;
- 1.2 In conjunction with our partner agencies, consideration of utilities for the Town;
- 1.3 Liaising with Sussex Police and other partner agencies to assist in the enhancement of community safety;
- 1.4 Promoting Climate Change initiatives and the green agenda;
- 1.5 The deployment of road safety devices to appropriate locations in the Town and support of Community Speedwatch initiatives;
- 1.6 In conjunction with other partner agencies, consideration of strategic and amenity highway matters, including public transport services;
- 1.7 The provision of street furniture, (litter bins, seats and signage etc.) where appropriate;
- 1.8 The consideration of requests for litter bins and provision of litter bins in line with the Town Council's litter bin policy.
- 1.9 Removing litter and waste on land owned or maintained by the Town Council;
- 1.10 Seeking sponsorship of roundabouts and other Town improvements where appropriate;
- 1.11 In partnership with others, enabling the provision and maintenance of hanging baskets and floral displays in the Town and in open spaces where appropriate;
- 1.12 Maintaining and upgrading the Town Council's remaining street lighting stock to appropriate standards.

### **2.0 Leisure**

To provide active and passive leisure opportunities and facilities for residents of and visitors to the Town, including: -

- 2.1 The maintenance and management of public open spaces, Local Nature Reserves, ancient woodlands allotments, sports pitches and play areas;
- 2.2 The provision of and assistance with arts, entertainments and events in the Town;
- 2.3 The promotion of sustainable transport within the Town;
- 2.4 Lobbying for the improvement of local transport services which includes support for re-opening of the railway between Uckfield and Lewes;
- 2.5 The provision of Christmas lights in conjunction with the Uckfield Chamber of Commerce.

### **3.0 Administration**

To deal with all matters relating to the administration of the committee's services, including:-

- 3.1 Establishing a revenue budget including the setting of fees and charges for services that are the responsibility of this committee (allotments, open spaces and seasonal sport fees);
- 3.2 Consideration of capital programmes, new initiatives or the establishment of funds for future responsibilities and liabilities;
- 3.3 Management of grounds maintenance and other contracts;
- 3.4 The administration of interments for Snatts Road cemetery and the maintenance of the cemetery and Holy Cross closed churchyard;
- 3.5 Making appointments for representatives to outside organisations where their work is allied to the responsibilities of the committee and to receive feedback from those representatives;
- 3.6 The establishment, review and enforcement of bylaws for areas within the control of the committee;
- 3.7 The provision of notice boards at specific locations to promote Town Council meetings and initiatives;
- 3.8 Maintenance of the Town clock.

## **PLANS COMMITTEE**

### **7 MEMBERS**

(Reporting to Full Council)

### **TERMS OF REFERENCE**

The committee is responsible for making representations to the appropriate authorities in response to planning applications in the Town, specifically: -

- (i) Considering and responding to all planning applications within the town boundary of Uckfield and/or adjacent land, whether notified under the Local Government Act 1972, Section 20, Schedule 16 or not;
- (ii) To be responsible for recommending the placing of Tree Preservation Orders where appropriate;
- (iii) Commenting on licensing applications as and when necessary;
- (iv) Commenting on street naming where requested.

The committee will also respond to UK Government and local planning authority planning policy consultations as and when necessary.

## **PERSONNEL SUB-COMMITTEE**

### **5 MEMBERS**

(Reporting to the General Purposes Committee)

### **TERMS OF REFERENCE**

The sub-committee is responsible for making recommendations to the General Purposes Committee on staff matters including: -

- (i) Consideration of staffing levels;
- (ii) Consideration of policies relating to personnel matters including recruitment, Equal Opportunities, the Disability Discrimination Act and other 'staff' matters;
- (iii) Consultation on senior staff appointments;
- (iv) Support the work-based pension reforms to auto enrol staff onto the Local Government Pension Scheme;
- (v) Consideration of staff terms and conditions including special conditions;
- (vi) Convening panels for hearing appeals from staff against grievance and disciplinary procedures;
- (vii) Convening panels for grievances and disciplinary procedures against the Town Clerk.

## **FINANCE SUB-COMMITTEE**

### **5 MEMBERS**

(Reporting to the General Purposes Committee)

### **TERMS OF REFERENCE:**

The sub committee is responsible for making recommendations to the General Purposes Committee on financial and associated matters including:-

- (i) Considering and reviewing of the Council's Financial Regulations in response to legislative changes and best practice; making recommendations to General Purposes Committee where required;
- (ii) Considering and reviewing of the Council's Insurances and level of cover required.
- (iii) Considering of the Council's grants criteria;
- (iv) Reviewing the Council's grant allocations and making recommendations to General Purposes Committee on the proposed annual allocation;
- (v) Considering up to date information and undertake periodic reviews of the Council's budgets in line with the five year Strategic Plan; recommending amendments where required.
- (vi) Conducting periodic reviews of the Council's arrangements for banking, loans, asset management and pension policies;
- (vii) Recommending arrangements for dealing with bad debts as they arise.

## **URGENT CONSULTATION PANEL**

**MEMBERS** – The Mayor, Deputy Mayor, Chairmen of the General Purposes, Environment and Leisure and Plans Committees.

### **TERMS OF REFERENCE**

The panel is responsible for: -

- (i) Providing urgent decisions and actions where recourse to the appropriate committee or Full Council meeting is not possible;

- (ii) Reporting such decisions and actions to the next appropriate meeting of the relevant committee.

#### **VOICE EDITORIAL PANEL**

##### **4 MEMBERS**

(Reporting to the General Purpose Committee)

#### **TERMS OF REFERENCE**

The panel is responsible for:-

- (i) Producing and editing the Council's newsletter, 'The Voice' in conjunction with the Town Council Office.



# UCKFIELD TOWN COUNCIL



## STANDING ORDERS

Issue No.	Date Agreed	Details of amendments
1	2 <sup>nd</sup> May 2006	Reissued in new format
2	25 <sup>th</sup> March 2008	General Purposes (GP.070.03.08)
3	28 <sup>th</sup> April 2008	Full Council (FC.096.04.08)
4	6 <sup>th</sup> July 2009	Full Council (FC.018.07.09)
5	10 <sup>th</sup> January 2011	Complete reissue of document at Full Council in accordance with revised NALC Model Standing Orders. (FC.049.01.11)
6	16 <sup>th</sup> May 2011	Annual Statutory Meeting – Review of SO 34.2
7	11 <sup>th</sup> November 2013	Full Council (FC.55.11.13) Comprehensive amendments following introduction of Localism Act 2011
8	7 <sup>th</sup> July 2014	Amendments to start times of meetings.
9	20 <sup>th</sup> April 2015	FC - General review and update
10	4 <sup>th</sup> July 2016	FC – General review and update
11	22 <sup>nd</sup> August 2016	FC – Minor amendment to 9.3. Plus amendments to Section 34 (Financial Matters) following update to financial regulations approved by GP Committee on 15 <sup>th</sup> August 2016.
12	30 <sup>th</sup> July 2018	Refresh in line with NALC Model Standing Orders (revised 2018)
13	17 January 2022	FC - Full review in line with NALC Model Standing Orders (revised 2020)
14	27 June 2022	FC – review in line with NALC Model Standing Orders (2018) Version 2 (April 2022) – Financial

		Controls and Procurement (Section 34) (FC.29.06.22)
15	15 May 2023	FC – Annual statutory meeting annual review
16	20 May 2024	Annual review at Annual Statutory meeting, adopted (FC.17.05.24).
<u>17</u>	<u>9 Sept 2024</u>	<u>Minor amendment to Section 34.0</u>

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## STANDING ORDERS

Standing Orders set out how all committees, sub-committees and associated groups of the Council conduct their business and should be read in conjunction with the Council's

- Financial Regulations
- Code of Conduct Policy (No. 43).

**Reference to the masculine gender should also be construed as a reference to the feminine gender except where the context suggests otherwise.**

Reference to, 'the Mayor', should also be construed as reference to the Chairman of any committee or sub-committee, except that of Full Council.

### 1.0 ROLE OF STANDING ORDERS

- 1.1 The Town Clerk shall provide a copy of the Council's Standing Orders to a Councillor upon delivery of his declaration of acceptance of office.
- 1.2 The Chairman's decision as to the application of Standing Orders at meetings shall be final.
- 1.3 A Councillor's failure to observe Standing Orders more than three times in one meeting may result in him being excluded from the meeting in accordance with Standing Orders.

### 2.0 VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- 2.1 Any or every part of these Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business. Standing Orders printed in **bold type** cannot be altered.
- 2.2 A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

### 3.0 MEETINGS

#### Timing and Business

- 3.1 **Full Council - meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- 3.2(a) **Full Council - the minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- 3.2(b) **Committee meetings - the minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR (*the minimum three clear days' public notice of a meeting does not include the day on which the notice was issues or the day of the meeting*)**

- 3.3 The duration of all Council committee or sub-committee meetings shall not exceed two hours, unless before this period is exceeded a proposal to suspend this Standing Order for a nominated length of maximum time receives a majority vote from those present. After this time the meeting shall be adjourned and any business not completed shall be completed at a resumed meeting to be notified by the Clerk; such resumed meeting shall be held before the next scheduled meeting. At the resumption, only the business not completed at the previous meeting shall be considered.
- 3.4 Meetings of the Council and its committees shall be held at the Uckfield Civic Centre normally from 7.00 pm on such dates as the Council may direct.

**Questions by the Public**

- 3.5 **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion by means of the following resolution:-**
- "That in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw in accordance with the Public Bodies (Admission to Meetings) Act 1960".*
- 3.6 Subject to Standing Order 3.5 above, members of the public are permitted to make representations, statements, ask or answer questions and give evidence in respect of any item of business included in the agenda.
- 3.7 The period of time which is at the Mayor's discretion shall not exceed fifteen minutes.
- 3.8 Subject to Standing Order 3.6 above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than three minutes.
- 3.9 In accordance with Standing Order 3.6 above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- 3.10 In accordance with Standing Order 3.9 above, the Mayor may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- 3.11 A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- 3.12 A person shall raise his hand when requesting to speak. They must address the meeting through the Chairman and use the microphone provided.
- 3.13 Any person speaking at a meeting shall address his comments to the Mayor.
- 3.14 Only one person is permitted to speak at a time. If more than one person wishes to speak, the Mayor shall direct the order of speaking.

**Press and public attending and reporting on meetings**

- 3.15(a) **Subject to standing order 3.5, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to the persons not present.**
- 3.15(b) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- 3.15(c) **Filming and recording of all Council, committee and sub-committee meetings open to the public is welcomed but restrictions do apply to protect confidential information and those individuals who do not wish to be recorded. The Town Council will provide assistance to anyone who wishes to carry out any recording in accordance with its Recording of Meetings Policy. (No. 72)**
- 3.16 **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

**Members’ conduct at meetings**

- 3.17 **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in his absence be done by, to or before the Deputy Mayor.**
- 3.18 **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- 3.19 **When a Member speaks at Full Council, and the Town Council’s standing committees (General Purposes, Environment & Leisure and Plans), they must address the meeting through the Chairman and use the microphone. If more than one Member indicates that they wish to speak, the Chairman will ask one to speak and the others must wait in the order in which they notified the Chairman of their intention to speak, unless in the case of paragraph 8.16 when a Councillor wishes to interrupt on a point of order.**
- 3.20 **Subject to Standing Order 3.26 below, all questions at a meeting shall be decided by a majority of the Councillors and non-councillors with voting rights present and voting thereon.**
- 3.21 **The Mayor may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- 3.22 **Members shall vote by a show of hands or, if at least two Councillors so request, by signed ballot. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- 3.23 The minutes of a meeting shall include an accurate record of the following:
- (i) the time and place of the meeting;
  - (ii) record the names of Councillors who are present and the names of the councillors who are absent;
  - (iii) interests that have been declared by councillors and non-councillors with voting rights (as detailed below);
  - (iv) the grant of dispensations to councillors and non-councillors with voting rights;
  - (v) whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - (vi) if there was a public participation session; and;
  - (vii) the resolutions made

**3.24(a) The Code of Conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.**

**3.24(b) A councillor or a non-councillor with voting rights who has a disclosable prejudicial interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

**3.25 An interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.**

**3.26 Five Members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.**

(For a quorum relating to committees, sub-committees and other meetings, please refer to Standing Order 19.1.9)

**3.27 If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned.** Any outstanding business of a meeting so adjourned shall be completed at a resumed meeting to be notified by the Clerk; such resumed meeting shall be held before the next scheduled meeting. At the resumption, only the business not completed at the previous meeting shall be considered.

#### **4.0 ORDINARY MEETINGS**

**4.1 In an election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**

**4.2 In a year which is not an election year, the Annual Meeting of the Council shall be held on such day in May as the Council may direct.**

**4.3 The Annual Meeting of the Council shall take place at 7.00pm.**

**4.4 In addition to the Annual Meeting of the Council, at least five other ordinary meetings shall be held in each year on such dates and times as the Council directs.**

**4.5 The election of the Mayor of the Council and Deputy Mayor shall be the first business conducted at the Annual Meeting of the Council.**

- 4.6 **The Mayor, unless he has resigned or becomes disqualified, shall continue in office and preside at the Annual Meeting until his successor is elected at the next Annual Meeting of the Council.**
- 4.7 **The Deputy Mayor of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor at the next Annual Meeting of the Council.**
- 4.8 **In an election year, if the current Mayor has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but shall give a casting vote in the case of an equality of votes.**
- 4.9 **In an election year, if the current Mayor has been re-elected as a member of the Council, he shall preside at the meeting until a new Mayor has been elected. He may exercise an original vote in respect of the election of the Mayor and shall give a casting vote in the case of an equality of votes.**
- 4.10 Following the election of the Mayor and Deputy Mayor of the Council at the Annual Meeting of the Council, the order of business shall be as follows.
- 4.10.1 **In an election year, delivery by the Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolved for this to be done at a later date;**
- 4.10.2 To elect a Deputy Town Mayor.
- 4.10.3 **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**  
(Co-option Policy No. 44)
- 4.10.4 **To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.**
- 4.10.5 Confirmation of the accuracy of the minutes of the last meeting of the Council;
- 4.10.6 Receipt of the minutes of the last meeting of a committee
- 4.10.7 Consider the recommendations made by a committee
- 4.10.8 Review of delegation arrangements to committees, sub-committees, staff and other local authorities
- 4.10.9 Review of the terms of reference for committees
- 4.10.10 To appoint committees, sub-committees and other groups as necessary.
- 4.10.11 To appoint any new committees in accordance with standing order 19.0



- 4.10.12 Review and adoption of appropriate standing orders and financial regulations
- 4.10.13 Review of arrangements with other local authorities, not for profit bodies and businesses
- 4.10.14 Review of representation on or work with external bodies and arrangements for reporting back
- 4.10.15 In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- 4.10.16 Review of inventory of land and other assets including buildings and office equipment;
- 4.10.17 Confirmation of arrangements for insurance cover in respect of insurable risks;
- 4.10.18 Review of the Council's and/or staff subscriptions to other bodies;
- 4.10.19 Review of the Council's complaints procedure
- 4.10.20 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
- 4.10.21 Review of the Council's policy for dealing with the press/media
- 4.10.22 Review of the Council's employment policies and procedures
- 4.10.23 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence
- 4.10.24 Determining the time and place of ordinary meetings of the council up to and including the next annual meeting of the Council
- 4.10.25 **Business as specified in the summons including:-**
- 4.10.26 **To deal with business expressly required by statute to be done.**
- 4.10.27 To dispose of business, if any, remaining from the last meeting.
- 4.10.28 To receive such communications as the person presiding may wish to lay before the Council.
- 4.10.29 To answer previously notified questions from Councillors.
- 4.10.30 To receive the minutes and consider reports and recommendations of committees.
- 4.10.31 To consider resolutions or recommendations in the order in which they have been notified.

- 4.10.32 To receive and consider reports from officers of the Council.
- 4.10.33 To authorise the sealing of documents.
- 4.10.34 Councillors may request an item to be placed on an agenda of the relevant committee at least seven days prior to the publication of the agenda supported by a written report. Questions do not require a seconder but the Chairman of the committee would use their discretion as to the inclusion of an item.
- 4.10.35 Any other business specified in the summons.

## **5.0 PROPER OFFICER**

5.1 The Council's Proper Officer shall be either:

- (i) the Clerk or such other employee as may be nominated by the Council from time to time or
- (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence.

The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in Standing Orders.

5.2 The Council's Proper Officer shall do the following:

- 5.2.1 **At least three clear days before a meeting of the council, a committee or a sub-committee, - Sign and serve on Councillors electronically if agreed, by delivery or post at their residences a signed summons confirming the time, date, venue and the agenda, and ;**
- 5.2.2 **Provide, in a conspicuous place, public notice of the time, date, venue and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**
- 5.2.3 Subject to Standing Orders 6.1 – 6.5 below, include in the agenda all motions in the order received unless a Councillor has given written notice at least five days before the meeting confirming his withdrawal of it.
- 5.2.4 **Convene a meeting of Full Council for the election of a new Mayor of the Council, occasioned by a casual vacancy in his office, in accordance with Standing Order 5.2.1 above.**

To receive nominations for the position of Mayor and Deputy Mayor by a deadline of seven working days prior to the Annual Statutory Meeting of full Council. Any nominations put forward must include a short paragraph on why they would be suitable i.e. their background, desires etc.

If no nominations are received prior to the meeting, nominations are entitled to be put forward at the Annual Statutory meeting of Council.

If during the Municipal Year, the office of Town Mayor becomes vacant, then the Deputy Mayor will normally become Mayor for the remainder of that year.

- 5.2.5 **Make available for inspection the minutes of meetings.**
- 5.2.6 **Receive and retain copies of byelaws made by other local authorities.**
- 5.2.7 Hold declarations of acceptance of office forms from Councillors.
- 5.2.8 Hold a copy of every Councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- 5.2.9 Keep proper records required before and after meetings.
- 5.2.10 Assist with responding to all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- 5.2.11 Liaise, as appropriate, with the Council's Data Protection Officer (if there is one)
- 5.2.12 Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- 5.2.13 assist in the organisation of, storage of and access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980).
- 5.2.14 Arrange for legal deeds to be executed (signed and sealed using the Council's common seal).
- 5.2.15 Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations.
- 5.2.16 Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose.
- 5.2.17 Refer any planning application received by the Council outside the normal Plans Committee cycle to the Chairman or in their absence the Vice chairman of the Plans Committee for consideration in accordance with the Council's Late Planning Applications Policy. (No. 74)
- 5.2.18 manage access to information about the Council via the publication scheme; and
- 5.2.19 Retain custody of the seal of the Council which shall not be used without a resolution to that effect.

5.2.20 Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.

## **6.0 MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- 6.1 A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- 6.2 Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the agenda by the Town Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Town Clerk at least seven clear days before the next meeting of the Council.
- 6.3 The Town Council may, before including a motion on the agenda received in accordance with standing order 6.2, correct obvious grammatical or typographical errors in the wording of the motion.
- 6.4 If the Town Clerk considers the wording of the motion received in accordance with 6.2 is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing to the Proper Officer, at least seven clear days before the meeting.
- 6.5 If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- 6.6 The decision of the Town Clerk as to whether or not to include the motion on the agenda shall be final.
- 6.7 The Town Clerk shall record in the summons for every meeting, all notices of motion or recommendation properly given in the order in which they have been received unless the Councillor giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
- 6.8 Motions rejected shall be recorded with an explanation by the Town Clerk of the reason for rejection.

## **7.0 MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- 7.1 Motions in respect of the following matters may be moved without written notice.
- 7.1.1 To appoint a person to preside at a meeting.
- 7.1.2 To approve the absences of Councillors.
- 7.1.3 To approve the accuracy of the minutes of the previous meeting.
- 7.1.4 To correct an inaccuracy in the draft minutes of the previous meeting.
- 7.1.5 To dispose of business, if any, remaining from the last meeting.

- 7.1.6 To alter the order of business on the agenda for reasons of urgency or expedience.
- 7.1.7 To proceed to the next business on the agenda.
- 7.1.8 To close or adjourn debate.
- 7.1.9 To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
- 7.1.10 To appoint a committee or sub-committee or any Councillors (including substitutes) thereto.
- 7.1.11 To receive nominations to a committee or sub-committee.
- 7.1.12 To dissolve a committee or sub-committee.
- 7.1.13 To note the minutes of a meeting of a committee or sub-committee.
- 7.1.14 To consider a report and/or recommendations made by a committee or a sub-committee or an employee.
- 7.1.15 To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
- 7.1.16 To authorise legal deeds to be sealed by the Council's common seal and witnessed.
- 7.1.17 To authorise the payment of monies in accordance with Financial Regulations.
- 7.1.18 To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
- 7.1.19 To extend the time limit for speeches.
- 7.1.20 To exclude the press and public for all or part of a meeting.
- 7.1.21 To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- 7.1.22 To give the consent of the Council if such consent is required by Standing Orders.
- 7.1.23 **To suspend any Standing Order except those which are mandatory by law.**
- 7.1.24 To adjourn the meeting.
- 7.1.25 To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- 7.1.26 To answer questions from Councillors.

7.1.27 To require a written report

7.1.28 To defer consideration of a motion;

7.1.29 To refer a motion to a particular committee or sub-committee

## **8.0 RULES OF DEBATE**

8.1 Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.

8.2 Subject to Standing Orders 6.1 - 6.5 above, a motion shall not be considered unless it has been proposed and seconded.

8.3 Subject to Standing Order 5.2.3 above, a motion included in an agenda not moved by the Councillor who tabled it, may be treated as withdrawn.

8.4 A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.

8.5 A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.

8.6 Any amendment to a motion shall be either:

8.6.1 to remove words;

8.6.2 to add words;

8.6.3 to remove words and add other words, it shall not negate the motion

8.7 A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.

8.8 Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.

8.9 Subject to Standing Order 8.8 above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.

8.10 Pursuant to Standing Order 8.8 above, the number of amendments to an original or substantive motion, which may be moved by a Councillor, is limited to one.

8.11 If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.

- 8.12 If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- 8.13 The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding three minutes.
- 8.14 Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate on the first amendment or at the very end of the debate on the final substantive motion and immediately before it is put to the vote.
- 8.15 Subject to Standing Orders 8.13 and 8.14 above, a Councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation.
- 8.16 During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- 8.17 A point of order shall be decided by the Chairman and his decision shall be final.
- 8.18 With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- 8.19 Subject to Standing Order 8.15 above, when a Councillor's motion is under debate no other motion shall be moved except:
- 8.19.1 to amend the motion;
  - 8.19.2 to proceed to the next business;
  - 8.19.3 to adjourn the debate;
  - 8.19.4 to put the motion to a vote;
  - 8.19.5 to ask a person to be silent or for him to leave the meeting;
  - 8.19.6 to refer a motion to a committee or sub-committee for consideration;
  - 8.19.7 to exclude the public and press;
  - 8.19.8 to adjourn the meeting;
  - 8.19.9 to suspend any Standing Order, except those which are mandatory.
- 8.20 In respect of Standing Order 8.19.4 above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or

waive his right of reply and shall put the motion to the vote after that right has been exercised or waived.

At the end of any speech a Councillor may, without comment, move "*that the question be now put*", "*that the debate be now adjourned*" or "*that the Council do now adjourn*". If such motion is seconded, the Mayor shall put the motion but, in the case of a motion "*that the question be now put*", only if they are of the opinion that the question before the Council has been sufficiently debated. If the motion "*that the question be now put*" is carried, they shall call upon the mover to exercise or waive their right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

## **9.0 CODE OF CONDUCT AND DISPENSATIONS**

### **9.1 All Councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council. (Policy No. 43)**

9.2 All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.

9.3 Unless they have been granted a dispensation, a Councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary (prejudicial) interest. He may return to the meeting after it has considered the matter in which they had the interest. In all cases the Councillor must leave the room and not take part in any debate or vote unless a dispensation has been authorised by the Clerk.

**9.4 An interest arising from the Code of Conduct shall be recorded in the minutes.**

**9.5 Dispensation requests shall be in writing and submitted to the Town Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**

9.6 A decision as to whether to grant a dispensation shall be made by the Town Clerk and that decision is final.

9.7 A dispensation request shall confirm:

- (i) the description and the nature of the prejudicial interest or other interest to which the request for the dispensation relates;
- (ii) whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- (iii) the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- (iv) an explanation as to why the dispensation is sought

9.8 The Clerk, may authorise a dispensation for Councillors under the Code of Conduct, if having regard for all relevant circumstances, any of the following apply:-

**9.8.1 without the dispensation, the number of persons prohibited from participating in any particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business; or**



- 9.8.2 without the dispensation the representation of different political groups on the meeting transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business; or
- 9.8.3 **granting the dispensation is in the interests of persons living in the authority's area; or**
- 9.8.4 **it is otherwise appropriate to grant a dispensation.**
- 9.9 A dispensation granted under Section 33 of the Localism Act 2011 must specify the period for which it has effect, and that period may not exceed four years.
- 10.0 CODE OF CONDUCT COMPLAINTS**
- 10.1 On receipt of a notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Code of Conduct, the Clerk shall report this to the council.
- 10.2 Where the notification in standing order 10.1 relates to a complaint made by the Clerk, the Clerk shall notify the Chairman of the Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Clerk in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 10.4.
- 10.3 The Council may:
- (i) provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - (ii) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter. .
- 10.4 **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**
- 11.0 QUESTIONS**
- 11.1 A Councillor may seek an answer to a question concerning any business of the Council provided seven clear days notice of the question has been given to the Proper Officer.
- 11.2 Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- 11.3 Every question shall be put and answered without discussion.
- 12.0 DRAFT MINUTES**
- 12.1 If a copy of the draft minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- 12.2 No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with Standing Order 7.1.4 above.

- 12.3 Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- 12.4 Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.
- 12.5 If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms of to the same effect:

*“The Chairman of this meeting does not believe that the minutes of the meeting of the () held on (date) in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.*

### **13.0 DISORDERLY CONDUCT**

- 13.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- 13.2 If, in the opinion of the Chairman, there has been a breach of Standing Order 13.1 above, the Chairman shall express that opinion and thereafter any Councillor (including the Chairman) may move that the person no longer be heard or be excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- 13.3 If a resolution made in accordance with Standing Order 13.2 above, is ignored, the Chairman may take such further steps as may reasonably be necessary to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### **14.0 RESCISSION OF PREVIOUS RESOLUTIONS**

- 14.1 A resolution (whether affirmative or negative) of the Council shall not be reversed within six months except either by a proposal, the written notice whereof bears the names of at least five members of the Council, or by a resolution moved in pursuance of the report or recommendation of a Committee.
- 14.2 When a resolution moved under the provision of Standing Order 14.1 above has been disposed of, no similar motion may be moved within a further six months.
- 14.3 Any resolution passed by a committee reporting to Full Council may be placed on the next Full Council agenda for discussion in its own right if so requested in writing by at least five members of the Council. Once such a request has been received, further activities, clarification and information gathering excepted, shall cease on the original resolution

### **15.0 VOTING ON APPOINTMENTS**

- 15.1 Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a

majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

- 15.2 The Mayor and Deputy Mayor should not serve longer than three complete consecutive municipal years in their respective offices.
- 15.3 Chairmen of committees and sub-committees should not serve as Chairmen longer than three consecutive years. Nor should any member of the Council be Chairman of more than one committee or sub-committee at any one time.
- 15.4 Neither shall the Mayor or Deputy Mayor be Chairman of a full committee.

#### **16.0 EXPENDITURE**

- 16.1 Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.
- 16.2 **The Council's Financial Regulations shall be reviewed once a year.**
- 16.3 **The Council's Financial Regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

#### **17.0 RESOLUTIONS ON EXPENDITURE**

- 17.1 A resolution, by any committee, which would increase the expenditure upon any service which is under the management of that committee, or which would reduce the revenue at the disposal of the Council, or which would involve capital expenditure, shall be referred to the General Purposes Committee for decision.

#### **18.0 EXECUTION AND SEALING OF LEGAL DEEDS**

- 18.1 A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- 18.2 **In accordance with a resolution made under Standing Order 18.1 above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors of the Council who shall sign the deed as witnesses.**

#### **19.0 COMMITTEES AND SUB-COMMITTEES**

- 19.1 The Council may at its Annual Statutory Meeting, appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:-
  - 19.1.1 Shall not appoint any member of a committee so as to hold office later than the next Annual Statutory Meeting.
  - 19.1.2(a) **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
  - 19.1.2(b) **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.** Such appointed members will have no voting rights.

19.1.2(c) **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

19.1.3 The Council may appoint standing committees or other committees as may be necessary, and;

(i) shall determine their terms of reference;

(ii) shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

(iii) shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

(iv) shall, subject to standing orders 19.1.2(b) and (c) appoint and determine the terms of office of members of such a committee

(v) may, subject to standing orders 19.1.2(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer five days before the meeting that they are unable to attend;

(vi) shall, after it has appointed the members of a standing committee, appoint the chairman of a standing committee;

(vii) shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;

(viii) shall determine the place, notice requirements and quorum for a meeting of a committee, and a sub-committee which, in both cases, shall be no less than three or one third of its members;

(ix) shall determine if the public may participate at a meeting of a committee;

(x) shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

(xi) shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend and:

19.1.4 May, subject to the provisions of Standing Order No.14, at any time dissolve or alter the membership of a committee;

19.1.5 Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-chairman who shall hold office until the next Annual Statutory Meeting of the Council;

19.1.6 In the event of the ballot failing to determine the Chairman and Vice-chairman because of an equality of votes the candidate or candidates to be elected from those having an equal number of votes shall be determined at the first committee meeting which will be chaired by the Mayor. Any tie may then be settled by the Chairman's casting vote;

19.1.7 The Chairman of a committee or the Mayor of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a third of the members of the committee. The summons shall set out

the business to be considered at the special meeting and no other business shall be transacted at that meeting;

19.1.8 Each committee may appoint working groups or steering groups for purposes specified by the committee. Sub-committees will be appointed by Full Council;

19.1.9 The Standing Orders on rules of debate, (except those parts relating to standing and speaking more than once), and the Standing Order on interests of Councillors in contracts and other matters shall apply to committees, sub-committees.

## **20.0 WORKING GROUPS AND STEERING GROUPS**

20.1 Any committee may create working or steering groups, whose name and number of members and the bodies to be invited to nominate members shall be specified.

20.2 The working and steering groups will conduct their business in accordance with Working Group Policy No. 39 and Steering Group Policy No. 57.

20.3 Working and steering groups may make recommendations and give notice thereof to the parent committee.

20.4 Working and steering groups may consist wholly of persons who are not members of the Council.

## **21.0 EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

21.1 **The Mayor of the Council may convene an extraordinary meeting of the Council at any time.**

21.2 **If the Mayor of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.**

21.3 The Chairman of a Committee (or a sub-committee) may convene an extraordinary meeting of the committee (or sub-committee) at any time;

21.4 If the Chairman of a committee (or a sub-committee) does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee (or sub-committee), any two members of the committee (or sub-committee) may convene an extraordinary meeting of the committee (or sub-committee).

## **22.0 ACCOUNTS AND ACCOUNTING STATEMENTS**

22.1 The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

22.2 "Proper practices" in standing orders refer to the most recent version of the "Governance and Accountability for Local Councils – a Practitioner's Guide"

22.3 All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.

- 22.4 The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to General Purposes Committee or Environment & Leisure Committee to summarise:
- (i) the Council's income and expenditure for that committee;
  - (ii) the Council's aggregate income and expenditure for the year to date;
  - (iii) the balances held at the end of that period being reported;

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends (these are reported at each committee meeting so more frequently than quarterly).

- 22.5 As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- (i) each councillor with a statement summarising the council's income and expenditure for the last quarter and the year to date for information, and;
  - (ii) to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- 22.6 The year-end statement of accounts shall be prepared in accordance with proper practices and apply the form of accounts determined by the council for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to the anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

### **23.0 ESTIMATES AND PRECEPTS**

- 23.1 **The Council shall review the estimates not later than the end of January each year and shall fix the precept to be levied for the ensuing financial year. The Responsible Financial Officer shall supply each Councillor with a copy of the approved estimates.**
- 23.2 Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than the end of November each year.
- 23.3 The annual capital and revenue expenditures shall form the Council's budgets and the basis of financial control for the ensuing year.

### **24.0 INTERESTS**

- 24.1 **If a Councillor has a personal interest as defined by the Code of Conduct (Policy No. 43) then they shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required which shall be recorded in the minutes of the meeting.**
- 24.2 **If a Councillor who has declared a personal interest then considers the interest to be a disclosable interest, they must withdraw from the room during consideration of the item to which the interest relates unless a dispensation has been authorised by the Clerk in advance of the meeting.**

- 24.3 **The Clerk may be required to compile and hold a register of Councillors' interests in accordance with any agreement with the Monitoring Officer of Wealden District Council and/or as required by statute.**
- 24.4 If a candidate for any appointment under the Council is to their knowledge related to any Councillor or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do, shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a Councillor is disclosed, Standing Orders No. 24.1 and 24.2 shall apply. The Clerk shall make known the significance of this Standing Order to every candidate.
- 25.0 CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS**
- 25.1 Canvassing Councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Clerk shall disclose the requirements of this Standing Order to every candidate.
- 25.2 A Councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; however any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- 25.3 This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.
- 26.0 INSPECTION OF DOCUMENTS**
- 26.1 Subject to Standing Orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by Councillors.
- 27.0 RESTRICTIONS ON COUNCILLOR ACTIVITIES**
- 27.1 Unless specifically authorised to do so by the Council or relevant committee or sub-committee by a resolution, no individual Councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
- 27.1.1 inspect any lands or premises which the Council has a right or duty to inspect;
- 27.1.2 issue orders, instructions or directions
- 28.0 CONFIDENTIAL BUSINESS**
- 28.1 **No member of the Council or of any committee, sub-committee, working or steering group shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee, sub-committee, working or steering group as the case may be.**
- 28.2 **Any Councillor in breach of the provisions of paragraph 28.1 of this Standing Order shall be removed from any committee, sub-committee, working or**

**steering group of the Council by the Council and reported to the Standards Committee.**

## **29.0 GENERAL POWER OF COMPETENCE**

**29.1 Before exercising the General Power of Competence, a meeting of the Full Council shall have passed a resolution to confirm that it has satisfied the prescribed statutory criteria required to qualify as an eligible Council. The prescribed statutory criteria are:-**

**29.1.1 the number of ordinary members of the Council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal or greater than two-thirds of the total number of members of the Council;**

**29.1.2 the Clerk to the Town Council holds an appropriate qualification;**

and

**29.1.3 the Clerk to the Town Council has completed the relevant training, unless such training was required for the purpose of obtaining a qualification of a description mentioned in paragraph 29.1.2.**

## **30.0 HANDLING STAFF MATTERS**

**30.1** If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council, committee or sub-committee, (as the case may be), has decided whether or not the press and public shall be excluded pursuant to Standing Order 3.5 above.

**30.2** Any persons responsible for all or part of the management of Council employees shall keep written records confidential of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.

**30.3** The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.

**30.4** Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.

**30.5** Only persons with line management responsibilities shall have access to employee records referred to in Standing Orders 30.3 and 30.4 above if so justified.

**30.6** Access and means of access by computer passwords to detailed personnel records of employment referred to in Standing Orders 30.3 and 30.4 above shall be provided only to The Town Clerk and Assistant Town Clerk & Responsible Financial Officer. Access to the personnel files of direct reports only, shall be made available to the Estates & Facilities Manager and Hospitality Manager in addition to the Town Clerk and Assistant Town Clerk & RFO.

**30.7** Subject to the Town Council's policy regarding absences from work, the Council's Assistant Town Clerk & Responsible Financial Officer shall notify the Chairman of the Personnel Sub-Committee, or if they are not available, the Vice Chairman, of frequent or continued absence.



- 30.8 Subject to the Town Council's policy regarding the handling of grievance matters, the Assistant Town Clerk & Responsible Financial Officer shall contact the Chairman of the Personnel Sub-Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed in accordance with the Town Council's policy.
- 30.9 Subject to the Town Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter is raised by a member of the management team of Uckfield Town Council which relates to the Mayor or Deputy Mayor of the Town Council, this shall be communicated to the Chair of General Purposes Committee, which shall be reported back and progressed in accordance with existing HR policies.
- 31.0 RESPONSIBILITIES TO PROVIDE INFORMATION**
- 31.1 **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme (policy no. 54) and respond to requests for information held by the Council as per the Council's policy 'Handling Access to Information' requests (Policy No. 16)**
- 31.2 **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements)(England) Regulations 2015.**
- 32.0 RELATIONS WITH THE PRESS AND MEDIA**
- 32.1 All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media. (Policy No 26)
- 33.0 COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS**
- 33.1 An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Councillors of the District and County Council representing their electoral wards.
- 33.2 When requested, letters ordered to be sent to the County or District Council shall be transmitted to the County Councillors for the division or to the District Councillors for the ward as the case may be.
- 34.0 FINANCIAL CONTROLS AND PROCUREMENT**
- 34.1 The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- 34.1.1 the keeping of accounting records and systems of internal control;
  - 34.1.2 the assessment and management of financial risks faced by the Council;
  - 34.1.3 the work of the internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - 34.1.4 the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments;

- 34.1.5 procurement policies (subject to Standing Order 34.2 below) including the setting of values for different procedures;
- 34.1.6 whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- 34.1.7 financial regulations shall be reviewed regularly and at least annually for the fitness of purpose.
- 34.2 For any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value between £10,000 but not exceeding £30,000, the Town Clerk shall invite quotations from at least three appropriate firms from a preferred list of contractors as set out in the Financial Regulations.**
- 34.3 For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the Council, or advertise an open invitation for tenders in compliance with any relevant provisions of the legislation. Tenders shall be invited in accordance with Appendix 1.
- 34.4 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation (*requiring councils to use the Contracts Finder website and to publicise the award of contracts over £30,000 including VAT, regardless of whether they are advertised*), regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 34.5 Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services, or the execution of works shall include, as a minimum, the following steps:
- (i) a specification for the goods, materials, services or the execution of works shall be drawn up;
  - (ii) an invitation to tender shall be drawn up to confirm (i) the Council's specification, (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - (iii) the invitation shall be advertised in the local newspaper and in any other manner that is appropriate;
  - (iv) tenders are to be submitted in writing in a sealed marked envelope addressed to the Town Clerk;
  - (v) All sealed tenders shall be opened at the same time on the prescribed date by either the Town Clerk ~~or other appropriate Officer~~ or Assistant Town Clerk & RFO or (Estates & Facilities Manager or RFO) in the presence of at least two Members of the Council; ;
  - (vi) The ~~Town Clerk or other appropriate~~ Officer (~~Estates & Facilities Manager or RFO~~) shall record the details of the tender, the names and addresses of each tenderer, the amount or price of the tender, the time and place of opening, and the names and signatures of those present at the opening of the tenders. The above details shall be reported to the Council, or where the tenders have been sought by a committee to that committee.

34.6 Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

34.7 **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

### **35.0 TRAINING**

35.1 All Councillors appointed to the Council will attend appropriate training courses.

35.2 Chairmen shall be expected to undertake appropriate training courses.

### **36.0 URGENT BUSINESS**

36.1 If a matter is deemed "urgent" and if outside scheduled committee meetings or Full Council and with the consent of the Mayor and Chairman of committee, it can be agreed by the use of an Urgent Consultation Panel. The Panel will consist of the Mayor, the Deputy Mayor and Chairmen of committees. All decisions agreed by the panel will be reported to Full Council or the appropriate standing committee at the earliest opportunity.

### **37.0 MANAGEMENT OF INFORMATION**

37.1 See also standing order 31.0

**The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

37.2 **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

37.3 **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

37.4 **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

### **38.0 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

38.1 The Council may appoint a Data Protection Officer.

38.2 **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

- 38.3 The Council shall have a written policy in place for responding to and managing a personal data breach.**
- 38.4 The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- 38.5 The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- 38.6 The Council shall maintain a written record of its processing activities.**

# UCKFIELD TOWN COUNCIL



## FINANCIAL REGULATIONS

Issue No.	Date Agreed	Details of amendments
1	11 October 2005	Reissued in new format
2		Draft 6 (13 <sup>th</sup> May 2008)
3	27 May 2008	General Purposes Minute No. GP.010.05.08
4	17 August 2009	General Purposes Minute No. GP.017.08.09
5	18 April 2011	General Purposes Minute No. GP.104.04.11 Full review undertaken
6	13 April 2015	GP.70.04.15 Review and Update
7	15 August 2016	Amendment in response to updated model financial regulations
8	5 November 2018	Amendment in line with revised Standing Orders – GP Committee
9	9 March 2020	Proposed amendments in line with changes to NALC's Model Financial Regulations in 2019
10	25 April 2022	GP41.04.22 Approval of amendments presented to GP Committee in line with NALC Model Regulations
11	15 May 2023	Annual review – Annual Statutory meeting of the Council
12	20 May 2024	Annual review – Annual Statutory meeting of the Council FC.18.05.24
13	<u>9 Sept 2024</u>	Review in line with scheme of delegation

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## 1.0 GENERAL

- 1.1 These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts. The Council is responsible in law for ensuring that its financial management is adequate and effective and that it has a sound system of financial control which facilitates the effective exercise of its functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These Financial Regulations are designed to demonstrate how the Council meets these responsibilities.
- 1.2 The post of Responsible Financial Officer (RFO) is a statutory office under section 151 of the Local Government Act 1972 and shall be appointed by the Council. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with all Acts, Regulations and proper practices. The RFO shall determine on behalf of the Council its accounting records and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices. The RFO shall assist the council to secure economy, efficiency and effectiveness in the use of resources.
- 1.3 The RFO shall produce financial management information as required by the Council.
- 1.4 In these Financial Regulations:
- 'Accounts and Audit regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - 'Approve' refers to an online action, allowing an electronic transaction to take place.
  - 'Authorise' refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in the Practitioners Guide.
  - Practitioners Guide refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff;
  - 'Value for money' means the public sector definition of value for money. Value for money is based not only on the minimum purchase price (economy) but also on the maximum efficiency and effectiveness of the purchase (the three 'E's') plus equity. Achieving value for money can be described as using public resources in a way that creates and maximises public value.

- 1.5 Section 150(5) of the Local Government Act 1972 which governed the stewardship of money held by local councils has been repealed. It required that 'every cheque or other order for the payment of money be signed by two members of the Council'. Although this requirement has been repealed it is felt that it still remains good practice and will be retained by the Council, for the relevant method of payment.
- 1.6 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7 Members of the council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8 The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off expect with the approval of the RFO and that the approvals are shown in the accounting records, and measures to ensure that risk is properly managed.
- 1.9 **The council must not delegate any decision regarding:**
- setting the final budget or the precept (council tax requirement);
  - the outcome of a review of the effectiveness of its internal controls;
  - approving accounting statements;
  - approving an annual governance statement;
  - borrowing;
  - writing off bad debts;
  - declaring eligibility for the General Power of Competence, and'
  - addressing recommendations in any report from the internal and external auditors, shall be a matter for General Purposes Committee/Full Council accordingly.
- 1.10 In addition, the council shall:
- determine and keep under regular review the bank mandate for all council bank accounts;
  - authorise any grant or single commitment in excess of £5,000;
  - in respect of the annual salary for any employee have regard to the recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.



## **2.0 RISK MANAGEMENT AND INTERNAL CONTROL**

- 2.1 The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.
- 2.2 The Council is responsible for putting in place arrangements for the management of risk. The RFO or appropriate Officer shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the General Purposes Committee, for ratification by the Council at least annually.
- 2.3 When considering any new activity, the RFO or appropriate Officer shall prepare a draft risk assessment including risk management proposals for consideration by the General Purposes Committee.
- 2.4 At least once a year, prior to approving the Annual Governance Statement, and annual accounts, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 2.5 The council's accounting control systems determined by the RFO must include measures to:
- ensure that risk is appropriately managed;
  - ensure the prompt, accurate recording of financial transactions;
  - prevent and detect inaccuracy and fraud;
  - allow the reconstitution of any lost records;
  - identifying the duties of officers dealing with transactions and;
  - ensure division of responsibilities..;
  - that provide for the safe and efficient safeguarding of public money;

## **3.0 ACCOUNTING AND AUDIT**

- 3.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2 The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to disclose its financial position with reasonable accuracy at any time.  
Accounting records shall in particular contain:
- entries from day to day of all sums of money received and expended by the council, and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of assets and liabilities of the council, and;
  - wherever relevant, a record of the council's income and expenditure in relation to the claims made, or to be made, for any contribution, grant or subsidy.
- 3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

- 3.4 The RFO shall be responsible for completing and certifying the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Governance and Accountability Return (as specified in proper practices) as soon as practicable after the end of the financial year. Having certified the accounting statements, the RFO shall submit them to and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 3.5 Anti-Fraud and Corruption
- 3.5.1 In accordance with the Accounts and Audit Regulations the separation of duties of Officers dealing with financial transactions shall be carried out wherever practical, thus reducing the risk of fraud or suspicion of fraud.
- 3.5.2 Wherever possible arrangement shall be made to ensure that the same two Officers carry out no more than two of the following:-
- (a) The ordering of works, goods or services.
  - (b) The acknowledgement of their receipt,
- and
- (c) The examination and certification of invoices and accounts.
- 3.5.3 Wherever possible, Officers responsible for the examination and checking of records of cash transactions shall not be engaged in any of these transactions.
- 3.6 Audit
- 3.6.1 The RFO shall complete the Annual Accounts of the Council and shall submit the accounts for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 3.6.2 **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6.3 **Any Officer or Member of the council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit** and shall, as directed by the council, supply the RFO, Internal Auditor or External Auditor with such information and explanation as the council considers necessary for that purpose.
- 3.6.4 The Internal Auditor shall be appointed by the council and shall carry out the work required by the Council to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners Guide.

- 3.6.5 The council shall ensure that the Internal Auditor:
- shall be competent and independent of the operations of the Council,
  - shall report to the General Purposes Committee in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - demonstrate competence, objectivity and independence, the Internal Auditor shall be free from any conflicts of interest, including those arising from family relationships, and;
  - have no involvement in the management or control of the Council.
- 3.6.6 Internal or external auditors may not under any circumstances:
- perform any operational duties;
  - initiate or approve accounting transactions;
  - provide financial, legal, or other advice including in relation to any future transactions'; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor
- 3.6.7 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.6.8 The RFO shall make arrangements for the exercise of electors' rights in relation to accounts including the opportunity for inspection of the accounts, books, and vouchers, and associated documents for the display or publication of any notices and statements of account required by the relevant Acts and Regulations.
- 3.6.9 The RFO shall, as soon as practicable, bring to the attention of all Members any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative nature.
- 3.7 **Members' Audit**  
On a monthly basis one Member of the Council will carry out an audit in accordance with the Members' Audit Policy No. 63 and will report their findings to the next meeting of the General Purposes Committee. This audit incorporates spot checks of supplier invoices, customer invoices, timesheets, and bank reconciliation and verification to nominal code, as well as the petty cash for both Uckfield Town Council and Luxfords Restaurant.
- 3.8 At least once a quarter and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and be noted by General Purposes Committee when they review the member audits. . This can form part of the existing member audit procedures.

#### **4.0 BUDGET AND PRECEPT**

- 4.1 **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2 Budgets for salaries and wages, including employer contributions shall be reviewed by General Purposes Committee at least annually in the autumn, for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the relevant committee.
- 4.3 Each committee shall formulate and submit draft annual budget proposals to the Council in respect of revenue and capital expenditure for the following financial year, not later than the end of December each year.
- 4.4 Detailed estimates of income and expenditure on revenue services and receipts and payments on capital accounts shall be prepared as part of this, taking account of the lifespan of assets and cost implications of repair or replacement in any forecasts.
- 4.5 The draft budget (with committee proposals and forecast), including the recommendations for the use and accumulation of reserves, shall be considered by the Finance Sub-Committee for recommendation to the Council.
- 4.6 Having considered the proposed budget and forecast, the Council shall review the estimates not later than the end of January each year and shall determine the council tax requirement by setting a budget. The council shall set a a precept for this amount no later than the middle of January.
- 4.7 **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.8 **The RFO shall issue the precept to the billing authority no later than the end of February**, and supply each Member with a copy of the agreed budget.
- 4.9 The annual capital and revenue expenditure shall form the Council's budgets and the basis of financial control (monitoring progress and comparing actual spending and income against what was planned) for the ensuing year.
- 4.10 In considering its annual estimates the Council shall have regard to its current five year Strategic Plan, and Annual Plan.
- 4.11 Any withdrawal from, any earmarked reserve shall be agreed by the council or General Purposes Committee, or Environment & Leisure Committee. Any re-allocation of existing earmarked reserves, must be agreed by the council.

## 5.0 BUDGETARY CONTROL

- 5.1 Expenditure on revenue items may be authorised up to the amounts included in the approved budget, and detailed in the regulations.
- 5.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget for that item of expenditure, unless first approved by the General Purposes Committee or the Urgent Consultation Panel. Unspent provisions in the revenue budget shall not be carried forward to a new financial year, unless moved to other budget headings or placed in an earmarked reserve by resolution of the General Purposes Committee.
- 5.3 The RFO shall regularly provide each committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [15%?] of the budget.
- ~~5.4 The Town Clerk, Assistant Town Clerk & RFO and Estates & Facilities Manager may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement, Health and Safety or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report the action to the appropriate committee as soon as possible thereafter.~~
- 5.4 The Estates & Facilities Manager, Assistant Town Clerk & RFO or Town Clerk may authorise expenditure which is necessary to carry out any repair, replacement, Health and Safety or other work, which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for expenditure. This is subject to a limit of £5,000 (exclusive of VAT). If time allows, the Clerk shall report the action or request for funding to the Urgent Consultation Panel. The outcome of the action taken by senior officers or decision taken by Urgent Consultation Panel, should be reported to the relevant committee.
- 5.5 Where expenditure is incurred in accordance with Regulation 3.4 above such sums shall be approved by the General Purposes Committee at the next available meeting.
- 5.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure, unless the relevant committee is satisfied that it is contained in the capital programme and that the necessary capital funds are available, or the requisite borrowing approval has been obtained. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk and where necessary also by the appropriate Chairman.
- 5.7 All capital works relating to contracts shall be administered in accordance with the Council's Standing Orders and these Financial Regulations and contracts may not be disaggregated to avoid controls imposed by these regulations/

## 6.0 PROCUREMENT

- 6.1 **All Members of the Council and Officers are responsible for obtaining value for money at all times.** An Officer procuring goods, services or works should ensure as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers
- 6.2 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the legal power being used shall be reported to the meeting at which the order is authorised so that the minutes can record the power being used.
- 6.3 Every contract, whether made by the Council or by a committee to which the power of making contracts has been delegated, shall comply with these Financial Regulations and no exception from any of the following provisions of these Regulations shall be made other than in an emergency.
- 6.4 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the legislation”) must be followed in respect of the tendering, award and notification of that contract.
- 6.5 Where the estimated value is below the Government threshold, the council shall (with the exception of the items listed below in paragraph 5.12) obtain prices as follows:
- 6.6 For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the Council, or advertise an open invitation for tenders in compliance with any relevant provisions of the legislation. Tenders shall be invited in accordance with Appendix 1.
- 6.7 **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation (*requiring councils to use the Contracts Finder website and to publicise the award of contracts over £30,000 including VAT, regardless of whether they are advertised*), regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 6.8 For any proposed contract for the supply of goods, materials, services and the execution of works or specialist services with an estimated value between £10,000 but not exceeding £30,000, the Town Clerk/Assistant Town Clerk & RFO or Estates & Facilities Manager~~or~~ RFO shall invite quotations from at least three appropriate firms from a preferred list of contractors as set out in the Financial Regulations.
- 6.9 Where the value is of £10,000 or less in value, the Town Clerk

or a duly approved Officer shall have authorisation to obtain such goods or services from an appropriate firm, but try and obtain three estimates to evidence online prices or recent prices from regular suppliers

- 6.10 For smaller purchases, the Clerk shall seek to achieve value for money.
- 6.11 Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 6.12** The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (v) below:-
- (i) For the supply of gas, electricity, water, sewerage and telephone services.
  - (ii) For specialist services such as are provided by legal professionals acting in disputes (solicitors, accountants, surveyors and planning consultants or other services) identifies to be of a specialist nature by the Town Clerk, Assistant Town Clerk & RFO or Estates & Facilities Manager;
  - (iii) For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - (iv) For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - (v) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed prices
- 6.13 When applications are made to waive financial regulations relating to contracts to enable tenders to be negotiated without competition, the reason shall be embodied in a recommendation to the General Purposes Committee. Avoidance of competition is not a valid reason.
- 6.14 Neither the Council, nor any committee is bound to accept the lowest or any tender, quote or estimate
- 6.15 Only the Town Clerk, Assistant Town Clerk & RFO, Estates & Facilities Manager or Hospitality Manager, may initiate orders which shall be endorsed by a second Officer. No individual member or group of members may issue an official order or make any contract on behalf of the council.
- 6.16 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or duly delegated committee acting within its Terms of Reference, except in an emergency or approval granted through the Urgent Consultation Panel.
- 6.17 ~~In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk may authorise expenditure of up to £5,000, excluding VAT on repair, replacement or other work, that in their judgement is~~

~~necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the Urgent Consultation Panel, as soon as practicable thereafter.~~

6.17 In cases of serious risk to the delivery of council services or to public safety on council premises, the Estates & Facilities Manager, Assistant Town Clerk & RFO or Town Clerk may authorise expenditure on behalf of the council which is necessary to carry out any repair, replacement, Health & Safety or other work, subject to a limit of £5,000 (exclusive of VAT). If time allows, the Clerk shall report the action or request for funding to the Urgent Consultation Panel. The outcome of the action taken by senior officers or decision taken by Urgent Consultation Panel, should be reported to the relevant committee.

6.18 No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council or relevant committee is satisfied that the necessary funds are available and that where a loan is require, Government borrowing approval has been obtained first.

6.19 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate, e.g. petty cash purchases. Where an order number is given verbally, a written order must be raised. Copies of all orders issued shall be retained.

6.20 Goods and services received shall be checked against the relevant copy of the purchase order. Access to the ordering programme shall be controlled by the RFO.

6.21 Invitations to tender shall state the period and the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. In addition, the invitation shall state that tenders must be addressed to the Town Clerk and the last date by which such tenders should reach the Town Clerk. Each tendering firm shall be supplied with a specially marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

6.22 All sealed tenders shall be opened at the same time on the prescribed date by ~~either the~~ Town Clerk or Assistant Town Clerk & RFO or Estates & Facilities Manager or other appropriate Officer in the presence of at least two Members of the Council.

6.23 The ~~Town Clerk or other appropriate~~ Officer shall record the details of the tender, the names and addresses of each tenderer, the amount or price of the tender, the time and place of opening, and the names and signatures of those present at the opening of the tenders. The above details shall be reported to the Council, or where the tenders have been sought by a committee to that committee.

6.24 If fewer than three tenders are received for contracts valued above £50,000 or if



all the tenders are identical, the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

- 6.25 Any invitation to tender issued under this Regulation shall contain a statement of the effect of Standing Orders Nos: 25.1. 25.2 and 25.3.
- 6.26 Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, that the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was undertaken.

## **7.0 BANKING AND PAYMENTS**

- 7.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for efficiency. The council has resolved to bank with NatWest. The arrangements shall be reviewed annually for security and efficiency.
- 7.2 The council will make safe and efficient arrangements for the making of its payments to safeguard against the possibility of fraud or error.
- 7.3 All invoices for payment shall be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified and certified by the Officer issuing the order. Before certifying an invoice, the Officer shall be satisfied that the works, goods or services to which the invoice relates have been received, carried out, examined and approved.
- 7.4 Duly certified invoices shall be examined in relation to arithmetical accuracy and authorisation, and shall be coded to the appropriate expenditure head. The RFO or appropriate Officer shall take all possible steps to settle all invoices or statements submitted, and which are in order, within 30 days of their receipt, or earlier, or in such manner, (e.g. standing order, direct debit etc), if such payment results in benefit to the Council, subject to any initial instruction forms or letters being signed by two Members of the Council.
- 7.5 Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing personal information.
- 7.6 With the exception of the arrangements set out in Regulation 6.1, all certified invoices and payments shall be paid by BACs, drawn on the Council's accounts and all BACs payments shall be signed by two members of the Council. A schedule of payments, listed by committee heading, and signed by the same two Members of the Council, shall be provided and presented at the next meeting of the committee. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the

payment in question.

- 7.7 Following authorisation under Financial Regulation 5, the council, a duly delegated committee or the Clerk or RFO shall give instruction that a payment shall be made.
- 7.8 Apart from petty cash, payments shall be effected by BACs or other order drawn on the Council's bankers.
- 7.9 All duly certified invoices will then be entered on the schedule of payments made and presented to the next meeting of the appropriate committee in accordance with Regulation 5.3.
- 7.10 All monies received by the Council, including Luxford's takings, shall be banked daily and a full record made on the reverse of the paying-in slip. From 8 March 2023, the local branch to Uckfield Town Council closed down, which has required new paying-in procedures to be followed. The paying-in and withdrawal of funds is now processed through the Post Office. A limit is set at £1k per day for paying-in cash to the Post Office. The Town Clerk and Assistant Town Clerk were issued with debit cards by the bank for withdrawing funds from the Clerk account, in addition to 'change giving' cards to authorise the withdrawal of monies for petty cash purposes only.
- 7.11 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have disclosable prejudicial interest or other interest, unless a dispensation has been granted.
- 7.12 The council will aim to rotate the duties of member in these Regulations so that onerous duties are shared out as evenly as possible over time.

## **8.0 PAYMENT CARDS**

- 8.1 Corporate credit card accounts must be set up to operate within defined limits and be specifically restricted to use by the Town Clerk, RFO and Estates & Facilities Manager. The credit card will be subject to automatic payment by direct debit in full from the main bank account each month. Personal credit or debit cards of members or staff shall not be used under any circumstances.

## **9.0 PETTY CASH**

- 9.1 The RFO or other appropriate Officer may authorise petty cash to Officers for the purpose of defraying operational and other expenses. Vouchers, relevant receipts or other supporting documentary evidence for payments made shall be forwarded to the RFO with a claim for reimbursement.
- (a) The RFO shall maintain a petty cash float of no more than £250400 across the two tins for the purpose of defraying operational and other expenses incurred by the Council.

- (b) The RFO shall maintain a petty cash float of no more than £250 for the purpose of defraying operational and other expenses incurred by Luxfords Restaurant.
- (c) Re-imburement for sums over £50 from any petty cash float shall only be made by cheque.
- (d) Income received must not be paid into the petty cash float but must be separately banked as provided in Regulation 9.
- (e) Management of petty cash will be in accordance with internal audit procedures.

## **10.0 ELECTRONIC PAYMENTS**

- 10.1 If thought appropriate by the council, payment for certain items may be made by BACs or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to the council as made. The approval of the use of BACs or CHAPS shall be renewed by resolution of the council at least every two years.
- 10.2 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 10.3 Where a computer requires use of a PIN number or other passwords, for access to the council's records on that computer, a note shall be made of the PIN and passwords, and shall be handed to and retained by the Chair of the Council in a sealed dated envelope. This envelope may not be opened, other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN/or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 10.4 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or duly delegated committee.
- 10.5 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer and preferably off site.
- 10.6 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 10.7 Where internet banking arrangements are made with any bank, the RFO shall be appointed as Service Administrator, alongside the Town Clerk. The bank

mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be presented to two authorised signatories.

- 10.8 In the prolonged absence of the Service Administrator, the Clerk shall set up any payments due before the return of the Service Administrator.
- 10.9 Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system. Evidence shall then be retained showing which members approved the payment online.
- 10.10 A full list of all the payments made will then be presented to the next relevant standing committee.
- 10.11 Access to any internet banking accounts will be directly to the access page, and not through a search engine or e-mail link. Remembered or saved password facilities must not be used on any computer used for council banking work. Breach of this regulation will be treated as a very serious matter under these regulations.
- 10.12 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two signatories (Town Clerk/RFO or authorised member signatory). This is a potential area for fraud and the individuals involved should ensure that any change is genuine. A programme of regular checks of standing data with suppliers will be followed.
- 10.13 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by ~ variable direct debit provided that the instructions are signed by two members and any payments are reported to the relevant committee. The approval of the use of a variable direct debit shall be renewed by resolution by the relevant committee at least every two years.
- 10.14 If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 10.15 Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and

firewall software installed and regularly updated.

**11.0 PAYMENT OF SALARIES AND WAGES**

11.1 **As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation.** The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by the Council.

11.2 **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3 Payment of salaries and payment of deductions from salary such as may be made for tax, National Insurance and pension contributions, or similar statutory or discretionary deductions may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

11.4 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of General Purposes Committee.

11.5 All time sheets where applicable shall be in a form prescribed by the RFO and certified as to their accuracy by the member of staff and countersigned by the appropriate manager.

11.6 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise), other than:

- (a) by any councillor who can demonstrate a need to know;
- (b) by the internal auditor;
- (c) by the external auditor;
- (d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

11.7 Appropriate Officers shall notify the RFO as soon as possible of all matters affecting the payment of salaries and wages and in particular:-

- Appointments, resignations, retirements, dismissals, suspensions, secondments and all other staff movements.
- Absences from duty for sickness or other reasons.
- Information necessary to maintain records of service for superannuation, income tax and national insurance.

- Changes in remuneration, allowances or working times.
- 11.8 The RFO and the Town Clerk are authorised to make payments of salaries and wages through 'Bankline' subject to such initial permission being signed by two Members of the Council. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 11.9 In the event of emergencies where no two authorised Officers are available to make such payments, the RFO or Town Clerk shall request two Members of the Council to be present.
- 11.10 The salary budgets are to be reviewed at least annually for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of the Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time. This forms part of the annual budget setting process.
- 11.11 An effective system of personal performance management should be maintained for the senior officers.
- 11.12 Termination payments shall only be authorised by General Purposes Committee and before employing interim staff, General Purposes Committee must consider a full business case.

## **12.0 LOANS AND INVESTMENTS**

- 12.1 All loans and investments shall be negotiated by the RFO in the name of the Council, and shall be for a set period of time in accordance with any appropriate Council Policy. Changes to loans and investments should be reported to the General Purposes Committee at the earliest opportunity.
- 12.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by General Purposes Committee. In each case a report in writing shall be provided, in respect of value for money for the proposed transaction.
- 12.3 The Council's Investment Policy (No. 45) in accordance with Statutory Guidance on Local Government Investments, shall be written in accordance with relevant regulations, proper practices and guidance and shall be reviewed by the council at least annually. Prior to the receipt of the precept instalment every six months, the Finance Sub-committee may if required, provide information to the General Purposes Committee on the possible investment of these funds.
- 12.4 All investments of money under the control of the Council shall be in the name of the Council.

- 12.5 All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose and subsequent arrangements for the loan shall only be approved by full council. The terms and conditions of borrowings shall be reviewed at least annually.
- 12.6 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.7 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with these regulations.

### **13.0 INCOME**

- 13.1 The collection of all sums due to the Council shall be the responsibility of, and under the supervision of the RFO.
- 13.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the RFO and the RFO shall be ultimately responsible for the collection of all accounts due to the Council.
- 13.3 Appropriate committees will review their fees and charges annually following a report by the RFO or other appropriate Officer.
- 13.4 All accounts due will be collected in accordance with these Regulations and any sums found to be irrecoverable or any subsequent bad debts shall be reported to the General Purposes Committee:

Overdue accounts and bad debts shall be treated in the following manner:-

- (i) Customers with outstanding accounts at 90 days shall be passed to a registered debt collector following a final seven day warning at the discretion of the RFO or appropriate Officer of the Town Council.
  - (ii) Any bad debts that cannot be recovered shall be referred to the General Purposes Committee for authorisation to be written off or for authorisation to make arrangements to collect the debt in other ways.
- 13.5 All sums received on behalf of the Council shall either be submitted to the RFO for banking or to the appropriate Officer collecting the money as directed by the RFO. In all cases all receipts shall be deposited with the Council's bankers in accordance with Regulation 5.2 or in such manner as subsequently directed by the Council's Internal Auditor.
- 13.6 A reference to the related invoice, or otherwise, indicating the origin of each receipt, shall be entered on the paying-in slip.
- 13.7 All sums received by BACS will be made available for scrutiny for subsequent audits.

- 13.8 Every transfer of official money from one member of staff to another shall be checked and signed for by the receiving Officer.
- 13.9 The RFO shall promptly complete any VAT return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 13.10 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the General Purposes Committee to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 13.11 Personal cheques shall not be cashed out of money held on behalf of the Council.

#### **14.0 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 14.1 Where contracts provide for payments by instalments, the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract, by the RFO upon receipt of authorised certificates issued by the architect or other consultants engaged to supervise the contract and a valid claim for payment from the contractor. (Subject to any percentage withholding as may be agreed in the particular contract).
- 14.2 Any variation to a contract, or addition to, or omission from a contract must be authorised by the Town Clerk to the contractor in writing. The Council or appropriate committee should be informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **15.0 STOCKS, STORES AND EQUIPMENT**

- 15.1 The Officer in charge of each section shall be responsible for the care and security of all relevant buildings, furniture, equipment, cash, stocks and stores in that section.
- 15.2 Appropriate Officers shall ensure that all conditions of insurance are complied with in respect of cash, valuables and property.
- 15.3 Delivery notes or invoices must be obtained in respect of all goods received, and goods must be checked as to quantity and quality against the purchase orders at the time delivery is made.
- 15.4 Stocks and stores shall generally be maintained at the minimum levels consistent with operational requirements.



15.5 The RFO or appropriate Officer shall be responsible for periodic checks of stocks and stores at least annually.

#### **16.0 ASSETS, PROPERTIES AND ESTATES**

16.1 The Town Clerk shall make appropriate arrangements for the safe custody of all title deeds and Land Registry Certificates of properties owned by the Council.

16.2 The Estates & Facilities Manager and RFO shall ensure an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Council, recording the location, extent, plan, reference, purchase details, (where possible), nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with the current Accounts and Audit Regulations.

16.3 The continued existence of tangible assets shown on the register shall be verified at least annually with a safety inspection of assets.

16.4 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consent required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5 No property (interests in land) shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any consents required by law, except where the estimated value of any one item does not exceed £500. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

#### **17.0 INSURANCE**

17.1 Following the annual risk assessment (Financial Regulations 16.1 and 16.2), the RFO shall effect all insurances and negotiate all claims on the Council's insurers in consultation with the Clerk

17.2 The RFO shall keep a record of all insurances affected by the Council and the property and risks covered and annually review the Council's insurance requirements.

17.3 The RFO shall be notified of any loss, liability or damage or of any event likely to lead to a claim, and shall report to the appropriate committee at the next available meeting.

17.4 The appropriate Officer shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations effecting existing insurances.

- 17.5 All appropriate members and employees of the Council shall be included in suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council or duly delegated committee.

**18.0 SECURITY AND MANAGEMENT OF INFORMATION**

- 18.1 Records of a financial nature shall be retained in accordance with a schedule of minimum periods to comply with tax and insurance requirements or other instructions or advice received from the appropriate authorities. Regardless of the above all records must be retained, as a minimum, until after the completion of each year's external audit.

- 18.2 The Council will comply with the Freedom of Information Act and any other appropriate Council policy or other applicable legislation that may be introduced or amended from time to time.

**19.0 REVISION OF FINANCIAL REGULATIONS**

- 19.1 It shall be the duty of the General Purposes Committee to review these Financial Regulations from time to time and following any change of Clerk or RFO. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the General Purposes Committee of any requirement for a consequential amendment to them.

- 19.2 The council, may, by resolution of the council duly notified prior to the relevant meeting of the council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of the council. Suspension does not disapply any legislation or permit the council to act unlawfully.

- 19.3 The council may temporarily amend these Financial Regulations by a duly notified resolution to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk or Assistant Town Clerk & RFO or Estates & Facilities Manager in the presence of at least ~~one~~ two members of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [34.5] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

# UCKFIELD TOWN COUNCIL



## TOWN MAYOR POLICY

Policy Number 36		
Issue No.	Date completed	Details of amendments
1	25.03.08	GP.065.03.08
2	26.06.24	FC.31.06.24
<u>3</u>	<u>09.09.24</u>	<u>Further review at Full Council on use of mayoral remuneration.</u>

## **1.0 INTRODUCTION**

- 1.1 This policy sets out the role and responsibilities of the Town Mayor.
- 1.2 This post holder represents the Town and they shall reflect the organisation rather than their own personal convictions.

## **2.0 THE ANNUAL MEETING LEGAL PROCEDURES**

- 2.1 The Mayor shall be elected at the Annual Meeting of the Town Council in accordance with the Local Government Act 1972 Section 4(1) and 23 (1) and is available from the Council Offices.
- 2.2 The Mayor will assume the role of Chair of the Town Council.
- 2.3 Additional useful information
- The procedures for conducting the Annual Meeting are set out in the Town Council's Standing Orders.
  - Potential Mayors are advised to prepare a short acceptance speech and will be required to sign the Declaration of Acceptance of Office during the Annual Meeting.
  - They should note that the press are likely to be in attendance at this meeting and quotations will be taken from the acceptance speech. It is common practice that the local press meet with the Mayor before or after the Annual Statutory Meeting of the Council to ask questions about their background and hopes for the year ahead.
  - It would be useful if the Mayor could prepare a short biography for the Mayor's Secretary and Marketing & Community Engagement Officer, to be used where appropriate on the Town Council website and Voice section in the residents' magazine.

## **3.0 LEGAL ROLE AND DUTY OF THE TOWN MAYOR**

- 3.1 The main duty of the Mayor is to preside at meetings of the Town Council and if the Town Mayor is present they must preside.
- 3.2 Meetings of the Town Council should take precedence over outside invitations received in order to ensure that meetings remain legally quorate.
- 3.3 The Town Mayor must not:
- Make decisions or act alone without prior resolution from the Council.
  - Speak out on private or confidential issues.
  - Conduct a press conference or press release without consulting the Media Policy No. 26.
- 3.4 The Town Mayor, as are all Councillors, is bound by the Code of Conduct Act 2001 Policy 43 and copies of this are available from the office of the Town Clerk.
- 3.5 Responsibilities:
- (i) To convene Extraordinary meetings of the Town Council, if required;
  - (ii) To manage meetings of Full Council, along with public participation;

- (iii) To ensure any guest speaker(s) feel welcome and facilitate their statements/questions;
- (iv) To use the casting vote, in the event of a tied vote;
- (v) To agree the draft minutes of Full Council meetings, prior to them being published;
- (vi) To communicate regularly with the Town Clerk, to discuss the Full Council meeting agendas to support meeting preparation;
- (vii) To sign the Town Council's Annual Governance Statement and Annual Governance and Accountability Return in June each year, at the meeting of Full Council, to sign off the accounts;

#### **4.0 MAYOR'S ALLOWANCE**

- 4.1 The Town Mayor will be granted an annual allowance/remuneration in addition to the basic member allowance. This is paid in quarterly instalments at the end of each quarter.
- 4.2 The Mayor is advised to keep records of how they spend the granted allowance.
- 4.3 What can the allowance be used for?
  - Clothing
  - Partner's clothing
  - Donations to charities
  - Collections
  - Purchase of raffle tickets, poppies etc
  - Sending flowers
  - Personal hospitality (including lunches and dinners)
  - Attending other events
  - Organisation of fundraising events
  - Raffle Prizes.

**Commented [U1]:** This point needs to be clarified further, to specify what type of events/distance/seniority etc.

#### **5.0 TRAVEL ALLOWANCE**

- 5.1 The Town Mayor, as any other Councillor, is entitled to claim travel expenses for any event attended. Travelling expenses cannot be claimed for journeys inside the town boundaries and therefore precludes any meeting of the Town Council.
- 5.2 An accurate record must be kept for journeys undertaken and all expenses will be paid by BACs. It is recommended that expense claims be submitted on a monthly basis.
- 5.3 Travelling expense forms can be obtained from the Town Council offices.

#### **6.0 TRAVEL ARRANGEMENTS**

- 6.1 If the Town Mayor is unable to make their own way to functions, travel by taxi is permitted and arrangements can be made by the Mayor's Secretary. In this instance, the Mayor is asked to request a receipt for the journey and expenses will be paid by cheque.

#### **7.0 HOSPITALITY AND 'GIFTS'**

- 7.1 The Town Mayor is required to declare to the Town Clerk any Civic hospitality or 'gifts' they have been given above the value of £25.

## **8.0 TAXATION AND INSURANCE**

- 8.1 Any duties payable to HMRC will depend on the individual status of the Mayor. Therefore the responsibility rests with the individuals concerned to check any potential tax liability.
- 8.2 The Town Council will not be held responsible for any liabilities arising from payment of the Mayor's Allowance or travelling expenses.
- 8.3 Accordingly, it is the responsibility of the Mayor to inform their car insurance companies of their elected positions where applicable to account for any additional mileage incurred.

## **9.0 THE CHAIN OF OFFICE**

- 9.1 The Chain of Office consists of a gold chain, with a detachable centrepiece. The Chain of Office is supplied in a presentation case.
- 9.2 For historic purposes a link on the chain has been engraved with the initials and year of each serving Town Mayor, since 1978, when the first Mayor was elected.
- 9.3 The Mayor's Chain shall only be worn on official occasions.
- 9.4 If the Mayor and Deputy Mayor have been invited to attend the same event, only the Mayor will be permitted to wear the Chain of Office. The Town Clerk will be able to advise on the situations when the Chain of Office may be worn.
- 9.5 When attending events, it is preferable for the Chain of Office to be worn in preparation for the arrival at an event, especially if members of the public will be in attendance. However reasonable care must be taken and is not advisable for the Town Mayor to wear the Chain of Office, whilst walking alone especially at night or in a visible location whilst in the street.
- 9.6 Where possible a consort for the Mayor is encouraged. The Mayor can decide if this is their spouse/partner or relative or if they wish to invite a fellow Town Councillor as a consort for specific occasions.
- 9.7 The Mayor's Chain is insured for use at events and travelling on an 'all risks policy' but it is advised that for periods when the Mayor is away from home that the Chains of Office are returned to the Mayor's Secretary for safe keeping.
- 9.8 When the Mayor is travelling in their vehicle, the Chains of Office must be stored out of sight and if possible locked away in the boot compartment.

## **10.0 MAYORAL PHOTOGRAPH**

- 10.1 An appointed photographer will take a photograph of the Town Mayor, with Chain, at the beginning of their term. This picture will be used in The Uckfield Voice and on the Council's website from time to time.

## **11.0 THE MAYOR'S SECRETARY**

- 11.1 The Mayor's Secretary's contact details are:

The Mayor's Secretary  
Uckfield Town Council  
Civic Centre  
Uckfield  
East Sussex  
TN22 1AE

01825 762774  
mayor@uckfieldtc.gov.uk

- 11.2 The Mayor's Secretary can be contacted from Monday – Thursday 9am to 5pm and Friday 9am to 4pm.

#### **12.0 THE MAYOR'S DIARY**

- 12.1 All invitations for the Mayor to attend events and functions will be passed to the Mayor to decide whether or not they will be attending. The Mayor's Secretary will then respond accordingly. The Mayor's Secretary will require a contact telephone or mobile number and email address in order to maintain regular contact.
- 12.2 There are situations where the Town Mayor is invited to attend events by members of the public or when attending other functions. The acceptance of these invitations is not advised without consulting the Mayor's Secretary in order to ensure that clashes do not occur.
- 12.3 The Deputy Mayor, where appropriate, will be asked to attend those duties that the Mayor is unable to fulfil.

#### **13.0 CORRESPONDENCE**

- 13.1 One of the Town Council's Administrative Officer's holds the role of Mayor's Secretary, and responsible for all administration regarding the Mayor's correspondence.
- 13.2 The Mayor's Secretary will write all letters from the Town Mayor regarding the acceptance or otherwise of invitations. The Mayor's Secretary will also deal with the issuing of invitations to fundraising or civic events.
- 13.3 The Town Mayor may dictate any other letters where necessary.

#### **14.0 STATUTORY EVENTS**

- 14.1 There will be a number of events which the Town Mayor will be required to attend as part of their Civic duties. These are:
- St. George's Day Service
  - East Sussex County Council's Chairman's Reception
  - Uckfield Carnival (first Saturday in September)
  - Armistice day (11<sup>th</sup> November)
  - Remembrance Sunday (second Sunday in November)
  - Holy Cross Christmas Service
- 14.2. Other events that the Town Mayor may attend are:
- Weald on the Field;
  - Beacon lightings to mark key or royal anniversaries;



**15.0 OTHER INFORMATION**

- 15.1 Christmas cards will be sent each year from the Town Mayor to other councils and local organisations. These will be organised by the Town Council's Marketing & Community Engagement Officer and now take the format of e-cards/messages to key stakeholders.

**A final note.....**

The Town Mayor's year in office should be memorable! There will be many exciting challenges and the year should reflect that of personal achievements as well as that of the Town Council.

The Town Mayor's Secretary is available to assist the Town Mayor with the year in office and any questions regarding the statutory or Civic position are welcomed and encouraged.

# UCKFIELD TOWN COUNCIL



## DEPUTY MAYOR POLICY

Policy Number 37		
Issue No.	Date completed	Details of amendments
1	25.03.08	GP.065.03.08
2	20.06.24	FC.31.06.24

## **1 INTRODUCTION**

- 1.1 This policy sets out the role and responsibilities of the Deputy Town Mayor.
- 1.2 This post holder represents the Town and they shall reflect the organisation rather than their own personal convictions.

## **2 THE ANNUAL MEETING LEGAL PROCEDURES**

- 2.1 The Deputy Mayor shall be elected at the Annual Meeting of the Town Council in accordance with the Local Government Act 1972 Section 4(1) and 23 (1) and this is available from the office of the Town Clerk and will be forwarded on request.
- 2.2 The Deputy Mayor must be appointed by law in accordance with the Local Government Act 1972 Section 5 (1) and 5(2).
- 2.3 The Deputy Mayor does not automatically assume the role of Mayor the following year but will be elected in accordance with the statutes of the Local Government Act 1972.
- 2.4 The Deputy Mayor will assume the role of Vice-Chair of the Town Council.
- 2.5 Additional useful information:
  - The procedures for conducting the Annual Meeting are set out in the Town Council's Standing Orders.
  - The potential Deputy Mayor is advised to prepare a short acceptance speech and will be required to sign the Declaration of Acceptance of Office during the Annual Meeting.
  - They should note that the press are likely to be in attendance at this meeting and quotations will be taken from the acceptance speech. It is common practice that the local press meet with the Mayor and Deputy Mayor before or after the Annual Statutory Meeting of the Council to ask questions about their background and hopes for the year ahead.
  - It would be useful if the Deputy Mayor could prepare a short biography for the Mayor's Secretary and Marketing & Community Engagement Officer, to be used where appropriate on the Town Council website and Voice section in the residents' magazine.

## **3.0 LEGAL ROLE AND DUTY OF THE DEPUTY MAYOR**

- 3.1 The main duty of the Deputy Mayor is to preside at meetings of the Town Council if the Mayor is unable to attend.
- 3.2 Meetings of the Town Council should take precedence over outside invitations received in order to ensure that meetings remain legally quorate.
- 3.3 If during the Municipal Year, the office of Town Mayor becomes vacant, then the Deputy Mayor will automatically become Mayor for the remainder of that year in accordance with Standing Order 17 (e).

- 3.4 The Deputy Mayor must not:
- Make decisions or act alone without prior resolution from the Council.
  - Speak out on private or confidential issues.
  - Conduct a press conference / press release without prior permission from the Council.
- 3.5 The Deputy Mayor is bound by the Code of Conduct Act 2001 Policy No. 43 and copies of this are available from the office of the Town Clerk.
- 3.6 Responsibilities:
- (i) To manage meetings of Full Council, along with public participation, in the absence of the Town Mayor;
  - (iii) To familiarise themselves with the Town Mayor's portfolio, in order to deputise when required at civic engagements and Town Council events, as and when required;
  - (iv) To work closely with the Town Mayor, and to ensure continuity should it be necessary for the Deputy Mayor to deputise in the Town Mayor's absence.
- 4.0 ALLOWANCES**
- 4.1 There is no allowance paid to the Deputy Mayor and any monies paid in respect of duties undertaken is solely at the discretion of the Town Mayor. They receive their basic member allowance only, which is paid in quarterly instalments.
- 5.0 TRAVEL ALLOWANCE**
- 5.1 The Deputy Mayor, as any other Councillor, is entitled to claim travel expenses for any event attended. Travelling expenses cannot be claimed for journeys inside the town boundaries and therefore precludes any meeting of the Town Council.
- 5.2 An accurate record must be kept for journeys undertaken and all expenses will be paid by BACs. It is recommended that expense claims be submitted on a monthly basis.
- 5.3 Travelling expense forms can be obtained from the Town Council offices.
- 6.0 TRAVEL ARRANGEMENTS**
- 6.1 If the Deputy Mayor is unable to make their own way to functions, travel by taxi is permitted and arrangements can be made by the Mayor's Secretary. In this instance, the Deputy Mayor is asked to request a receipt for the journey in order to claim their expenses.
- 7.0 HOSPITALITY AND 'GIFTS'**
- 7.1 The Deputy Mayor is required to declare to the Town Clerk any Civic hospitality or 'gifts' they have been given above the value of £25.
- 8.0 TAXATION AND INSURANCE**
- 8.1 Any duties payable to HMRC will depend on the individual status of the Deputy Mayor. Therefore the responsibility rests with the individuals concerned to check any potential tax liability.

8.2 The Town Council will not be held responsible for any liabilities arising from payment of the Deputy Mayor's travelling expenses.

8.3 Accordingly, it is the responsibility of the Deputy Mayor to inform their car insurance companies of their elected positions where applicable to account for any additional mileage incurred.

## **9.0 INSIGNIA**

9.1 The Deputy Mayor's insignia is a necklace style ribbon, with a centre pendant and is supplied in a small presentation case.

9.2 The Deputy Mayor's insignia should only be worn on official occasions.

9.3 Where possible a consort for the Deputy Mayor is encouraged. The Deputy Mayor can decide if this is their spouse/partner or relative or if they wish to invite a fellow Town Councillor as a consort for specific occasions.

9.4 The Deputy Mayor's insignia is insured for use at events and travelling on an 'all risks policy' but it is advised that for periods when the Deputy Mayor is away from home that the insignia is returned to the Mayor's Secretary for safe keeping.

9.5 When the Deputy Mayor is travelling in their vehicle, the insignia must be stored out of sight and if possible locked away in the boot compartment.

## **10.0 THE MAYOR'S SECRETARY**

10.1 The Mayor's Secretary's contact details are:

The Mayor's Secretary  
Uckfield Town Council  
Civic Centre  
Uckfield  
East Sussex TN22 1AE

01825 762774  
[mayor@uckfieldtc.gov.uk](mailto:mayor@uckfieldtc.gov.uk)

10.2 The Mayor's Secretary can be contacted from Monday –Thursday 9am to 5pm and Friday 9am to 4pm.

## **11.0 THE MAYOR'S DIARY**

11.1 If the Mayor is unable to attend an event, the invitation will be passed to the Deputy Mayor to decide whether or not they will be able to attend. The Mayor's Secretary will then respond to the invitation accordingly. The Mayor's Secretary will require a contact telephone or mobile number and email address in order to maintain regular contact.

11.2 There are situations where the Deputy Mayor is invited to attend events by members of the public or when attending other functions. The acceptance of these invitations is not advised without consulting the Mayor's Secretary in order to ensure that clashes do not occur.

## **12.0 CORRESPONDENCE**

- 12.1 An Administrative Officer of the Town Council maintains the role of Mayor's Secretary. They are responsible for all administration regarding the Deputy Mayor's correspondence.
- 12.2 The Mayor's Secretary will write all letters from the Deputy Mayor regarding the acceptance or otherwise of invitations.

## **13.0 STATUTORY EVENTS**

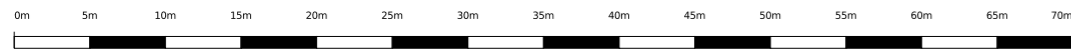
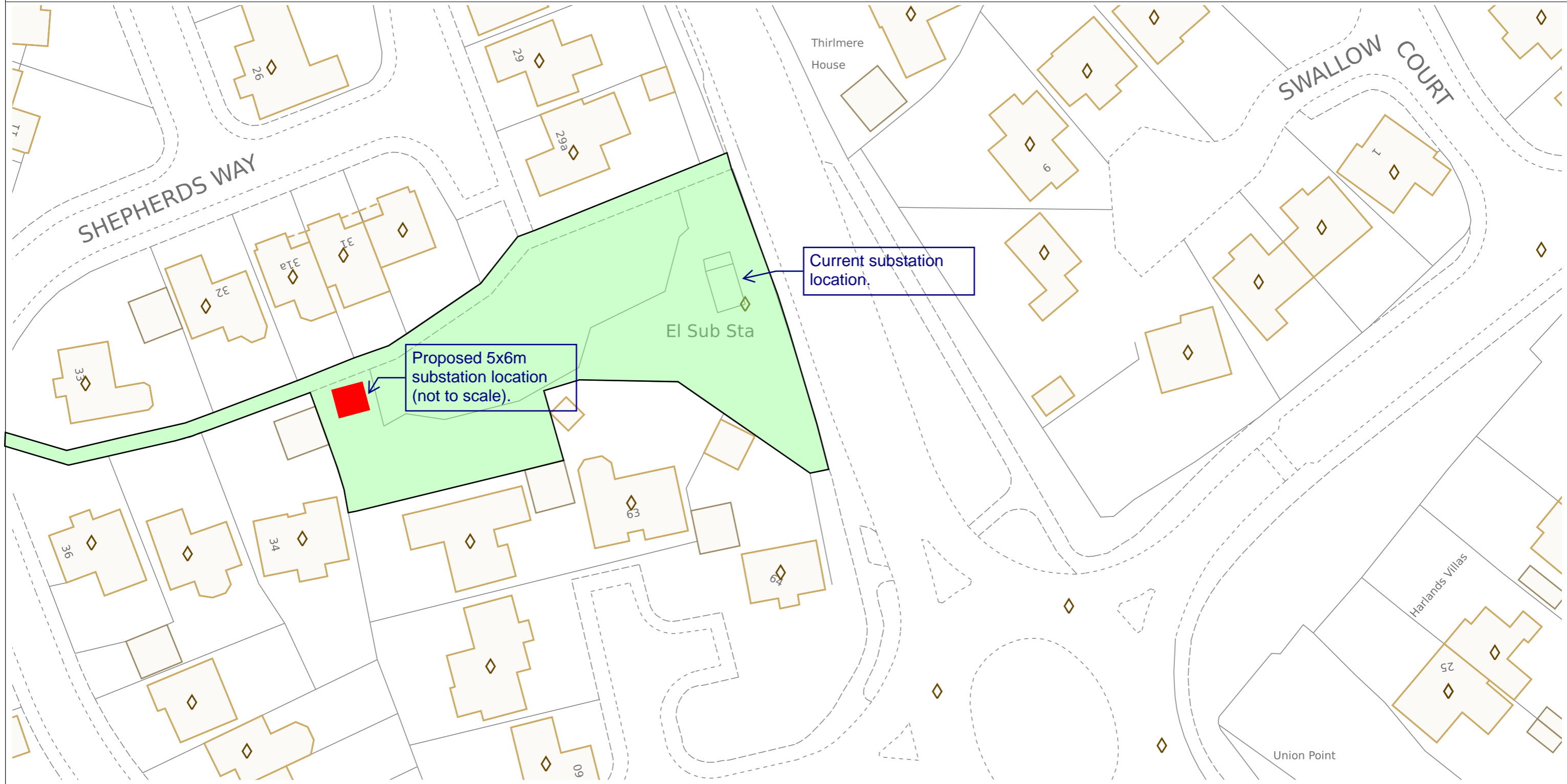
- 13.1 The Deputy Mayor is encouraged to attend statutory events to lend support to the Town Mayor and to assist where necessary as part of their duties. These are:
- St. George's Day Service
  - East Sussex County Council's Chairman's Reception
  - Uckfield Carnival (first Saturday of September)
  - Armistice day (11<sup>th</sup> November)
  - Remembrance Sunday (second Sunday in November)
  - Holy Cross Christmas Service
- 13.2. Other events that the Deputy Mayor may attend are:
- Weald on the Field;
  - Beacon Lighting events to mark specific anniversaries

### **A final note.....**

The Deputy Mayor's year in office should be memorable! There will be many exciting challenges and the year should reflect that of personal achievements as well as that of the Town Council.

The Town Mayor's Secretary is available to assist the Deputy Mayor with the year in office and any questions regarding the statutory or Civic position are welcomed and encouraged.





The quality and accuracy of any print will depend on your printer, your computer and its print settings. Measurements scaled from this plan may not match measurements between the same points on the ground.

1. The position of the apparatus shown on this drawing is believed to be correct but the original landmarks may have been altered since the apparatus was installed.
2. The exact position of the apparatus should be verified - use approved cable avoidance tools prior to excavation using suitable hand tools.
3. It is essential that trial holes are carefully made avoiding the use of mechanical tools or picks until the exact location of all cables has been determined.
4. It must be assumed that each property and item of street furniture has an electricity supply. Service cables shown only where known.
5. All cables must be treated as being live unless proved otherwise by UK Power Networks.
6. The information provided must be given to all people working near UK Power Networks plant & equipment. Do not use plans more than 3 months after the issue date for excavation purposes.
7. Please be aware that electric cables/lines belonging to other owners of licensed electricity distribution systems may be present and it is your responsibility to identify their location.

1. UK Power Networks does not warrant that the information provided to you is correct. You rely upon it at your own risk.
2. UK Power Networks does not exclude or limit its liability if it causes the death of any person or causes personal injury to a person where such death or personal injury is caused by its negligence.
3. Subject to paragraph 2 UK Power Networks has no liability to you in contract, in tort (including negligence), for breach of statutory duty or otherwise for any loss, damage, cost, claims, demands, or expenses that you or any third party may suffer or incur as a result of using the information provided whether for physical damage to property or for any economic loss (including without limitation loss of profit, loss of opportunity, loss of savings, loss of goodwill, loss of business, loss of use) or any special or consequential loss or damage whatsoever.
4. This plan has been provided to you on the basis of the terms of use set out in the covering letter that accompanies this plan. If you do not accept and/or do not understand the terms of use set out in the covering letter you must not use the plan and you must return it to the sender of the letter.
5. You are responsible for the security of the information provided to you. It must not be given, sold or made available upon payment of a fee to a third party.

VISITING AN OPEN POINT? Please mark on this plan all locations visited and open points as found, then return updated map to your Business Unit - Thank You.

Contact UK Power Networks on 0800 056 5866 for details of EHV Cable routes before commencing work.

Grid Ref: TQ 47482 20199

Map Centre: TQ4720SW

Scale: 1:500

(when Plotted at A3)

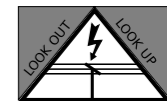
Plotted on: 14/11/2023

Plotted by: sw-cloud-user



**Plan Provision**

CHECK IT OUT BEFORE YOU DIG IT OUT  
CALL 0800 056 5866  
EMERGENCY: If you damage a cable or line  
Phone 0800 096 3766 (24hrs) URGENTLY



ALWAYS LOOK UP  
BEFORE YOU START  
Refer to HSE Guidance  
note G56

Maps produced at 1:2500 scale are LV Geo-Schematics which show LV mains cables and overhead lines (in some cases all voltages). Prior to carrying out excavations you must refer to the 1:500 records to determine the location of all known underground plant and equipment.



## Meeting of the Environment & Leisure Committee

Monday 9 September 2024

### Agenda Item 16.0

#### **TO CONSIDER SETTING UP A WORKING GROUP TO ESTABLISH A HERITAGE PLAQUE PROJECT**

##### **1.0 Background**

- 1.1 A report was taken to Environment & Leisure Committee in July 2024, to seek interest in establishing a working group for a Heritage Plaque scheme in Uckfield. The Marketing & Community Engagement Officer was looking to launch the project with the support of Uckfield Heritage.

7.3 To consider establishing a working group for Uckfield Heritage Plaques  
**EL.10.07.24** Historic England had released a blue plaque scheme recently, and members agreed that it would be better to take this to the next Full Council meeting to ask for any volunteers in the broader sense, to see if there was more interest from wider councillors.

Also, members asked for the existing Historic England Blue Plaque Scheme to be investigated to see if this would be an alternative to launching our own scheme, as it was currently open for recommendation.

- 1.2 Further to the request of members, we started to review the Historic England campaign, but unfortunately the scheme for this year has passed, with the next application period due to commence in the Spring of 2025.

*Historic England's national blue plaque scheme celebrates people from all walks of life who have made a significant contribution to human welfare or happiness; and/or have made an exceptional impact in their field, community or on society at large. It helps showcase the importance of heritage everywhere, as every place in England has a unique story to tell.*

*The national blue plaque scheme is run by Historic England on behalf of the Department for Culture, Media and Sport (DCMS). It builds on the value and success of the London scheme (which continues to be led by English Heritage) and numerous local schemes across the country.*

*Since the scheme was announced in September 2023, Historic England has installed 3 plaques as part of the development phase. They are dedicated to [Daphne Steele](#), [Clarice Cliff](#) and [George Harrison](#).*

*Our call for public nominations opened on 25 May and closed on 28 July 2024. We have had a fantastic response from the public. Nominations that meet the eligibility criteria will be assessed and may move forward for further research before being presented to the national blue plaques panel. Nominations will open again in spring 2025.*

- 1.3 The criteria of the Historic England approach requires:  
*nominations for people who have made an exceptional impact in their field, community or wider society. They do not have to be famous or currently well-known, but they do need to fit with our overall aims and criteria for the scheme.*

*The key criteria include:*

- *At least 20 years must have passed since the candidate's death;*
- *They must have made a significant contribution to human welfare or happiness; and/or to have made an exceptional impact in their field, community or on society at large;*
- *At least 1 building in England associated with the figure must survive in a form that the commemorated person would have recognised, and it must be visible from the public highway;*

## **2.0 Next steps**

2.1 The purpose of this report was initially to invite wider members to engage with a working group to establish a local Heritage Plaque Project, but on reviewing the minutes of Environment & Leisure Committee and criteria of the above, it seems prudent to review the current position on this priority.

2.2 This priority has featured in the Town Council's Strategic Plan for a number of years, but due to availability of time, and resource, it has proved difficult to get started. We now have the support of our Marketing & Community Engagement Officer and Uckfield Heritage, but before we make any progress, we need to be certain of our way forward.

### **2.3 Options:**

A	Prepare for entering the Historic England scheme in Spring 2025. (i) select number of members to meet with the Marketing Officer and lead a comms campaign to inform the public and Uckfield Heritage through the winter months; (ii) these members will be required to review suggestions from the public and select one or two for entry into the Historic England scheme in April 2025;
B	Prepare our own localised scheme for delivery with perhaps an annual invitation for nominations; Similar actions (i) and (ii) to the above but work to our timescales, and our own programme of noting people or properties of importance within the town.
C	Run a public campaign during the launch of the Spring 2025 Historic England scheme, to encourage those interested to make their own nominations direct.
D	Remove the priority from the Strategic Plan for 2025-30.

## **3.0 Recommendation**

3.1 Members are asked to consider the above options in para. 2.3, and advise the Clerk accordingly.

Contact Officer: Will Hugall/Holly Goring

## **Meeting of the Full Council**

### **Monday 9 September 2024**

#### **Agenda Item 17.0**

#### **TO NOTE THE MAYOR'S ENGAGEMENTS**

##### **1.0 Summary**

- 1.1 The report sets out the engagements of the Town Mayor and Deputy Mayor between 26 June 2024 and 9 September 2024.
- 1.2 Please note that Councillor K. Bedwell was elected as Mayor and Councillor S. Mayhew elected as Deputy Mayor on 20 May 2024.

#### **TO NOTE THE MAYOR'S ENGAGEMENTS**

- |          |  |
|----------|--|
| 29.06.24 | Guest at Uckfield Singers Summer Concert, Civic Centre, Uckfield.  |
| 06.07.24 | Attended Uckfield Lions Classic Car Show, Luxford Field, Uckfield.   |
| 11.07.24 | Attended Wealden Business Expo. East Sussex National, Uckfield.  |
| 12.07.24 | Official Opening of Summer Art Exhibition. Victoria Pavilion, Uckfield.  |
| 13.07.24 | Guest at Harlands School Performance of ANNIE JR. Harlands School, Uckfield.   |
| 13.07.24 | Guest at Proms on the Pitch. Uckfield Rugby Club, Uckfield.  |
| 18.07.24 | Attended Chamber of Commerce Summer Meeting. Bluebell Vineyard, Furner's Green.  |
| 20.07.24 | Guest at Mayor of Seaford's Civic Reception. Downs Leisure Centre, Seaford.  |
| 24.07.24 | Housebound Group Lunch. Ridgewood Village Hall, Ridgewood.   |
| 24.07.24 | Attended Paynes Heating for gift presentation for Charity. Oak Tree Barn, Blackboys.                                   |
| 25.07.24 | Guest of Chamber of Commerce. On-line Podcast.   |
| 25.07.24 | Guest at UTG evening Performance of Vicar of Dibley. Framfield Memorial Hall, Framfield.                               |
| 27.07.24 | Guest at AFC Uckfield Town Open Day and coffee morning. The Oaks, Eastbourne Road, Uckfield.                           |
| 08.08.24 | Summer Civic Reception. Trading Boundaries, Sheffield Green, Fletching.  |
| 09.08.24 | Guest at Uckfield Chamber of Commerce Breakfast Meeting. Raystede, Ringmer.  |
| 10.08.24 | To Official Open Weald on the Field event. Luxford Field, Uckfield.  |
| 19.08.24 | Visit and Tour of Phase 1 of the 'New Garden'. Sheffield Park Gardens, Uckfield.                                       |
| 05.09.24 | Meeting ref Community involvement with Simmons Gainsford Group. Newtown, Uckfield.                                     |
| 06.09.24 | Attend U3A Open Day. Civic Centre, Uckfield.   |
| 06.09.24 | Official re-opening of Uckfield Youth Club. Victoria Pavilion, Uckfield.   |
| 07.09.24 | Presentation of Prizes at Kilnwood Summer Painting Competition. High Street, Uckfield.                                 |
| 07.09.24 | Phoenix Health Hub Second Anniversary, High Street, Uckfield.  |
| 07.09.24 | Judging Children's Fancy Dress, and evening procession. Uckfield Carnival. Station Car-Park and High Street, Uckfield. |

## **TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS**

- 06.07.24 Attend Uckfield Lions Classic Car Show. Luxford Field, Uckfield.
- 11.07.24 Attend Wealden Business Expo. East Sussex National, Uckfield.
- 12.07.24 Official Opening of Summer Art Exhibition. Victoria Pavilion, Uckfield.
- 09.08.24 Guest at Uckfield Chamber of Commerce Breakfast Meeting. Raystede, Ringmer.
- 10.08.24 Attend Weald on the Field Event. Luxford Field, Uckfield.
- 06.09.24 Official re-opening of Uckfield Youth Club. Victoria Pavilion, Uckfield.
- 07.09.24 Attend Kilnwood Summer Painting Competition Day. High Street, Uckfield.
- 07.09.24 Phoenix Health Hub Second Anniversary, High Street, Uckfield
- 07.09.24 Judging Children's Fancy Dress, and evening procession. Uckfield Carnival. Station Car-Park and High Street, Uckfield.

## **TO NOTE THE TOWN CRIER'S ENGAGEMENTS**

- 06.07.24 Cry to promote Proms on the Pitch, High Street
- 13.07.24 Cry and attendance/MC at Proms on the Pitch, High Street
- 27.07.24 Cry to promote AFC Uckfield Town Open Day, High Street
- 10.08.24 3 x cries, and attendance at Weald on the Field, High Street and Luxford Field
- 17.08.24 Cry to promote Selby Meadow Summer Fete
- 31.08.24 Cry to promote Uckfield Carnival, and re-launch of Uckfield Youth Club
- 07.09.24 Cry to promote and announce start of procession for Uckfield Carnival