



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

on

Monday 21 October 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 9 September 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 | 16 September 2024. |
| (b) Environment and Leisure Committee | 14 October 2024. |
| (c) General Purposes Committee | 23 September 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 TO RATIFY DOCUMENTATION CONSIDERED BY STANDING COMMITTEES:**
General Purposes Committee
(i) Pension Policy
- 10.0 TO NOTE THE REPORT OF THE EXTERNAL AUDITOR FOR 2023/24**
- 11.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2024/25 (Q2)**
- 12.0 TO REVIEW A SNAPSHOT OF THE TOWN COUNCIL'S BUDGET AND BALANCE SHEET POSITION FOR Q1 OF 2024/25**
- 13.0 TO NOTE THE DECISION OF THE URGENT CONSULTATION PANEL OF 11 OCTOBER 2024**
- 14.0 TO REVIEW THE DOCUMENTATION FOR THE TOWN COUNCIL'S BUILDINGS INSURANCE RENEWAL**
- 15.0 TO CONSIDER A MOTION FROM COUNCILLOR D. FRENCH**
- 16.0 TO CONSIDER FURTHER EXPANSION OF A MOTION FROM COUNCILLOR B. REED**
- 17.0 TO RECEIVE THE TOWN COUNCIL'S CALENDAR OF MEETINGS FOR 2025**
- 18.0 TO CONSIDER THE NOMINATION PROCESS FOR THE KING'S AWARD FOR VOLUNTARY SERVICE**
- 19.0 TO CONSIDER THE CONTENTS OF A DRAFT RESIDENTS' SURVEY**
- 20.0 TO NOTE THE MAYOR'S ENGAGEMENTS**
- 21.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**
- 22.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**
- 23.0 TOWN CLERK'S ANNOUNCEMENTS**
- 24.0 CHAIRMAN'S ANNOUNCEMENTS**
- 25.0 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: -
- 25.1 Uckfield Town Council: An Organisational Review



Town Clerk
14 October 2024

news of an incident in Wales, where a vehicle couldn't see a motorcyclist.

The Town Clerk advised that on looking at the mapping system for the verges owned by East Sussex Highways, the section of verge between Batchelor Way and Copwood roundabout was designated as a rural verge, and would therefore only receive two cuts a year. They were required to undertake cuts when visibility was impaired or concerns were raised, so in future if any residents on West Park had concerns, they needed to be raised at that time. The Town Clerk would also see if this section of highway verge could be re-classified as urban, to ensure more cuts were undertaken.

FC.39.09.24 The member of the public was thanked for attending and for raising their concern, and members **RESOLVED** to reinstate Standing Orders.

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

Councillor Dan Manvell advised that it had been a fairly quiet summer, with council business.

Councillor Donna French, agreed it had been pretty quiet. She had been invited to a 3VA event to learn more about regenerative farming. She had been supporting Newtown Action Group and advised that there was an opening event for their Sensory Garden on the Wednesday of that week. She had reported a matter raised by a local resident which related to the underage sales of vapes.

Councillor Bernadette Reed had also attended the Regenerative Farming event, and advised that there could be some further learning which would benefit our own conservation management. Both the MP and Councillor Reed had visited Cress Farm, over the resident's concerns with the neighbouring developers, and Councillor Reed had visited Knepp, which she would follow up on with the Town Clerk. A visit with NatureSpace to the Town Council's pond with the Ranger had been valuable and it was hoped may lead to further support or grant funding.

Councillor Bennett wished to request that contact be made with East Sussex Highways to ensure all storm water drains were prepared for the autumn and winter months. It needed to be addressed before leaf fall. Councillor Reed echoed this point and noted that Cress Farm had also been suffering with drainage issues.

Following on from the discussions around the NPPF consultation, Councillor Dan Manvell had recently attended an event called 'Saving Council Housing' based on a report by Southwark LBC which issued a number of recommendations to the new UK Govt to put council houses on a proper footing and enable councils to invest and build more. Wealden DC were a signatory to this, so it proved very interesting. The Town Mayor, suggested that Councillor Manvell share this report with Plans Committee members. Councillor Manvell was happy to share and clarified that it was less planning focused and more housing revenue based, but still of interest.

4.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors B. Cox and A. Smith due to annual

leave. County Councillors Claire and Chris Dowling had also sent their apologies.

5.0 MINUTES

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

FC.40.09.24 Members **RESOLVED** that the minutes of the meeting of the Full Council on 26 June 2024 be taken as read, confirmed as a correct record and signed by the Mayor.

5.2 Action List

The Town Clerk noted that a number of actions on the action list, had been outstanding for some years and needed to be reviewed at the next meeting. A number did not fall within the Town Council's remit, responsibilities or powers, or in some cases had been topical at a specific time. It was therefore important to review these at the next meeting of Full Council.

Councillor Manvell advised that it would be helpful to have a clear understanding of the Town Council's position on parking prior to any future review by Wealden DC and East Sussex CC. It was suggested that this should be added as an agenda item to the December meeting of Full Council.

Members subsequently noted the report.

6.0 COMMITTEE MINUTES

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

(a) Plans Committee of the 15 July, 5 and 27 August 2024

FC.41.09.24 It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 15 July, 5 and 27 August 2024

(b) Environment & Leisure Committee of the 8 July and 2 September 2024

FC.42.09.24 It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committee of 8 July and 2 September 2024.

(c) General Purposes Committee of the 22 July 2024

FC.43.09.24 It was **RESOLVED** to note the acts and proceedings of the General Purposes Committees of the 22 July 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

Weald on the Field had been a great success. Members were in general support of continuing the event, subject to discussions during the budget setting process. Members and staff involved in the event, were thanked for their support and organisation. Members subsequently noted the report.

(iii) Ageing Well Forum

Nothing to report at present.

9.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2024/25 (Q1)

Members were pleased to see the progress made in the first quarter, and that all priorities were on schedule for delivery. Members noted the report.

10.0 TO NOTE THE OUTCOME OF THE URGENT CONSULTATION PANEL

Officers were required to confirm if they were happy to continue with the current Internal Auditing Services into 2024-25. Although members had previously agreed in 2023, that they were happy to appoint the Internal Auditor for a period of two years, officers were required to sign the contract for a further 12 months. Members of the Urgent Consultation Panel confirmed that they were happy with the standard of the current services provided and approved the continuation of the contract for a further two years.

11.0 TO CONSIDER A MOTION FROM COUNCILLOR BERNADETTE REED

Taking into account previous suggestions for nominations for assets of community value within the town of Uckfield, Councillor Bernadette Reed wished to suggest that Luxford Field Car Park (owned by Wealden District Council) be nominated.

There were initially mixed views, in terms of what we wanted to achieve by making this nomination. The Town Clerk explained that the criteria could mean that if the land were to be considered 'operational land,' it may affect its ability to be registered.

FC.44.09.24 With seven votes in favour, two votes against and two members abstaining from voting, it was **RESOLVED** for the Town Clerk to nominate Luxford Field Car Park as an Asset of Community Value.

The Town Clerk also advised that she would like to request that a meeting be called, with the presence of key representatives from each authority to understand the latest position of the Holy Cross school site, and school provision at Ridgewood Farm.

12.0 TO REVIEW AND ADOPT:

(i) The final draft of the Scheme of Delegation

FC.45.09.24 Members **RESOLVED** to approve and adopt the final version of the Scheme of Delegation.

(ii) Revised Standing Orders

Members noted that some of the language needed updating to read 'they' instead of the dated legal terminology 'he.'

The Town Mayor thought it was strange that there wasn't an automatic seat or additional place at Personnel Sub-Committee, particularly when the Chair of Full Council and Chair of General Purposes appraised the Town Clerk. Staffing was integral to the working of the council and the Town Mayor needed to remain updated.

Councillor Ward wondered if the Town Mayor (Chair of Full Council) should be ex officio on all committees. It wasn't thought this was necessary as they shouldn't be involved in everything, but should trust both elected members and officers to undertake decision-making on behalf of the Town Council. This request was specifically relating to Personnel Sub-Committee.

FC.46.09.24 Subject to the above proposed change in language and additional seat of the Town Mayor on Personnel Sub-Committee if they hadn't previously been selected through the committee appointment process, members **RESOLVED** to approve and adopt the revised Standing Orders in order to align with the Scheme of Delegation and Financial Regulations.

(iii) Revised Financial Regulations

In reviewing the amendments, members noted a couple of changes that needed clarifying:

Para. 7.1 – stated that the Town Council banked with NatWest, but the Town Council also used other banks. Members felt that we shouldn't specify any bank, and just remove that part of the sentence.

Para. 7.10 – referred to a £1,000 paying-in limit to the Post Office. It was explained that this was the limit set by the Post Office, but this hadn't been maintained. It was therefore suggested that this sentence be removed.

It was also suggested that the narrative from 8 March was not necessary, and this should be removed.

FC.47.09.24 With the changes proposed above by members, and tracked changes of officers, members **RESOLVED** to approve and adopt the revised Financial Regulations.

13.0 TO REVIEW AND ADOPT THE MAYOR AND DEPUTY MAYORAL POLICIES

The Town Mayor wished to update the Town Mayor's Policy to reveal the different ways in which the Mayor's allowance could be spent, to reflect the type of invitations and engagements both her and the Deputy Mayor were being invited to, and to clarify how Mayoral allowances or further member expenses should be used.

FC.48.09.24 Members **RESOLVED** to approve the addition of the 'organisation of fundraising events' and to leave it to the Mayor's Discretion to decide whether they wished to attend and/or fund a ticket for an event. Members agreed that covering the cost of tickets for events, should not be a prohibitive issue to those taking on the role.

14.0 TO PROVIDE FEEDBACK ON:

(i) Bus services in Uckfield for the Bus Service Improvement Plan (ESCC)

The Town Clerk advised that East Sussex CC were seeking input on current bus services for their Bus Service Improvement Plan. The Town Clerk advised that unfortunately the Saturday 262 bus service was going to cease service at the end of October 2024. She had also provided feedback to ESCC following feedback from the League of Friends of Uckfield Hospital, relating to the 248/249 service.

Councillor Bennett, stated once again, that when a service is pulled, it should be questioned whether the service had been promoted adequately enough.

Councillor Love wanted a question to be raised, to understand how ESCC proposed to include new developments in their improvement plan.

(ii) Potential ideas for the New Town Action Group to pursue funding via a grant application

The New Town Action Group suggested a bench, but the Town Clerk was concerned with the location possibly attracting potential anti-social behaviour. The Town Clerk also wanted to look at the potential use of grant funding more broadly, rather than the placement of another bench.

Councillor Bennett, agreed that where the steps came down from Selby Rise on the bend by Harcourt Road and New Place, might be suitable place for a bench due to the steepness.

Councillor Reed, referred to the Sheffield Park garden and the sculptures that were benches. It showed amazing creativity and benefited people's health and well-being.

Councillor Love referred to the parking area, near Selby Rise, which might be owned by Wealden District Council. This could benefit from improvements – perhaps a bench and planting.

Councillor French thought it was a shame that people had to stop doing something, due to anti-social behaviour and vandalism. Perhaps a bench could be attached to the wall, and if it became a big problem, it be removed.

The Town Clerk would welcome feedback from members, and in particular those two members who lived in New Town who were not present that evening.

(iii) ideas for projects for the Uckfield & East Grinstead railway line/stations

Councillor French wondered if a local art group (Victoria Arts) could be approached to exhibit their pieces.

Councillor Macve also noted that the Uckfield Parishes Railway lines committee had also suggested having a historical picture record of the town on display (of the railway area). Uckfield Heritage would be able to assist with this.

Councillor Bennett spoke of a previous Station Gala many years ago, with stalls and partner agencies. It was timed with a specific train arrival. Councillor Reed stated that Derek Haywood, had been updating records, from a local Facebook group.

Community safety matters such as county lines were also of concern. This was raised by Councillor Manvell.

15.0 TO CONSIDER THE RE-LOCATION OF A SUBSTATION IN SHEPHERD'S WAY

Members were presented with a report which advised that UKPN wished to re-locate an existing substation to another location on Town Council land adjacent to Shepherd's Way. The Town Clerk advised that the Grounds team were

concerned about the impact this could have on the tree root structures in this location.

FC.49.09.24 Members **RESOLVED** to request that a meeting be arranged onsite with UKPN, to understand what difficulties they were experiencing with the current location and what would be involved with any movement.

16.0 TO CONSIDER SETTING UP A WORKING GROUP TO ESTABLISH A HERITAGE PLAQUE PROJECT

Members were asked to consider the delivery of this project which had been detailed within the Town Council's Strategic Plan for some years.

Members were asked to select from the following options:

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.

FC.50.09.24 Members **RESOLVED** to select Option B, and prepare a localised scheme for Uckfield, with the following members appointed to join a member-led working group (Councillors D. Bennett, D. French, J. Love and B. Reed).

17.0 TO NOTE THE MAYOR'S ENGAGEMENTS

Members noted the report.

18.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT

Four deed of grants had been received:

Mr John Millward and Mrs Katherine Millward

Linda Frances Delamain

Derek Keenan

Becky Zabaleta

FC.51.09.24 It was **RESOLVED** for three councillors to sign the above deeds of grant.

19.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

None received.

20.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk reminded members of the large workload that staff were currently managing. Staff always went above and beyond to assist residents with enquiries, even those not within the remit of the Town Council. However a firmer line needed to be given similar to partner agencies. The Town Clerk asked that throughout the budget setting process, members considered what the Town Council had to deliver and what was of importance, alongside projects that were fantastic and lovely initiatives for the community but of less urgency and

importance. At present, the Town Council had a number of projects in the pipeline to refurbish buildings within the Town Council's asset portfolio and better invest in open spaces.

21.0 CHAIRMAN'S ANNOUNCEMENTS

The Town Mayor, Councillor Bedwell, advised that she was planning to host a Mayor's Charity Ball, on Saturday 26 April 2025.

The Town Mayor also wished to thank the Uckfield Bonfire & Carnival Society for an amazing event. She knew the hard work involved in preparing and running the event, and again on behalf of the town wished to pass on a big thank you.

22.0 CONFIDENTIAL BUSINESS

FC.52.09.24

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.

22.1 To sign the three year contract agreement for the Town Centre's CCTV servicing and maintenance (commercially sensitive)

FC.53.09.24

It was **RESOLVED** for two members to sign the agreement on behalf of the Town Council.

22.2 To sign and seal the Information Sharing Agreement with Sussex Police for the Town Centre CCTV Programme (contains sensitive information)

FC.54.09.24

It was **RESOLVED** for Councillors J. Love and D. Ward to sign the agreement on behalf of the Town Council, subject to reviewing the necessary information and response from the Town Council's Solicitor.

The meeting closed at 8.58pm.

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**ACTION LIST – FOR INFORMATION ONLY
FULL COUNCIL**

Resolution No.	Details	Date Raised	Action By	Date Complete
<p><u>FC.105.02.17</u></p> <p><u>FC.95.01.20</u></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 RESOLVED 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: (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><u>FC115.04.19</u></p>	<p><u>9.0 To consider a motion submitted by Councillor Donna French</u> It was RESOLVED 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>ACTION: It has been proposed that we bring this matter back to Full Council (early Dec 2024) to understand the Town Council’s position should any detailed review be undertaken by WDC or ESCC.</p>
<p><u>FC.30.09.20</u></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 RESOLVED 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>DECISION TO BE TAKEN: Do we: (i) Update the report for our records only, or; (ii) lobby any particular agency or Central Govt Dept; (iii) or remove this action altogether?</p>

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<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.55.10.21</u>	<p>Members RESOLVED to approve the motion “<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></p> <p><i>(i) have submitted an expression of interest to central government to draw down funding to the county of East Sussex, and:</i></p> <p><i>(ii) if ESCC have expressed an interest, that Uckfield Town Council lobby for such facilities to be introduced in Uckfield.”</i></p>	25.10.21	HG	<p>ACTION: Officers to prepare necessary financial information to understand what’s involved in creating a Changing Place Toilet. Members to consider suitable locations.</p>
<u>FC.94.02.22</u>	<p><u>11.0 To consider a further motion by Councillor B. Cox, relating to food poverty</u></p> <p>Members unanimously RESOLVED to approve the motion put forward by Councillor B. Cox to:</p> <p><i>What the council still needs to do</i></p> <ul style="list-style-type: none"> • Report on the results of the schools’ questionnaire and review the recommendations; • 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; • Review and offer a final report on food poverty in March 2023 before the end of the term of this Town Council. <p><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.</p>	28.02.22	All	<p>DECISION TO BE TAKEN: Is this still relevant? It was a topical matter raised and stemmed from the media re: school holidays. We have supported the Community Fridge, Uckfield Food Bank and We Grow Initiative. Does this motion need to return to Full Council to be reviewed on what action the Town Council could or shouldn’t take?</p>
<u>FC.63.10.23</u>	<p><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></p> <p>Members RESOLVED 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.”</p>	30.10.23	HG	In progress.

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<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.68.10.23</u>	<u>22.0 Chairman’s Announcements</u> Members RESOLVED 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	DECISION TO BE TAKEN: Is this still relevant and if so, what action needs to be taken?
<u>FC.76.12.23</u>	<u>11.0 To consider a motion from Councillor D. French</u> After some discussion, members RESOLVED 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.
<u>FC.98.01.24</u>	<u>23.2 To consider the recommendations of the Finance Sub-Committee</u> Members RESOLVED to approve the addition of Cyber Cover to the Town Council’s Buildings Insurance policy.	15.01.24	HG	Completed – formed part of the annual review of insurance. NFA.
<u>FC.93.01.24</u>	<u>16.0 To consider the response from the Lloyds Banking Group to the letter sent by Uckfield Town Council</u> Members RESOLVED 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	DECISION TO BE TAKEN: Two letters have been sent to Lloyds Banking Group, who have accepted no responsibility in meeting their requirements around consultation or decision-making. What next? Or can this action be removed?
<u>FC.105.02.24</u>	<u>14.0 To consider the issues being experienced with parking at Victoria Pleasure Ground</u> Members RESOLVED 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.

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<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.115.04.24</u>	<p><u>10.0 To consider current issues with pavement parking and proposals for undertaking a campaign</u> With unanimous support, members RESOLVED to approve for the Town Clerk and Marketing & Community Engagement Officer to proceed with a communications campaign around poor parking behaviour.</p>	08.04.24	HG/ WH	In progress.
<u>FC21.05.24</u>	<p><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 RESOLVE 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.</p>	20.05.24	HG	In progress.
<u>FC.29.06.24</u>	<p><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 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.</p>	26.06.24	SD/HG /JH	ACTION: To be considered through the budget setting process.
<u>FC.30.06.24</u>	<p><u>13.0 To consider options to support residents with the distribution of sandbags</u> 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.</p>	26.06.24	HG	Completed – Wealden DC have been informed. NFA.

UCKFIELD TOWN COUNCIL

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.44.09.24</u>	<p><u>11. To consider a motion from Councillor Bernadette Reed</u> With seven votes in favour, two votes against and two members abstaining from voting, it was RESOLVED for the Town Clerk to nominate Luxford Field Car Park as an Asset of Community Value.</p>	09.09.24	HG	To be progressed.
<u>FC.49.09.24</u>	<p><u>15.0 To consider the relocation of the substation in Shepherds Way</u> Members RESOLVED to request that a meeting be arranged onsite with UKPN, to understand what difficulties they were experiencing with the current location and what would be involved with any movement.</p>	09.09.24	Grnds/ TC	The Head Groundsman, Ranger, Town Clerk, and Chair of Plans Committee met a representative of UKPN onsite, and made the views of the Town Council clear on their concerns, and proposed two alternative options. We await an update from UKPN on their updated proposals.
<u>FC.50.09.24</u>	<p><u>16.0 To consider setting up a working group to establish a Heritage Plaque Project</u> Members RESOLVED to select Option B, and prepare a localised scheme for Uckfield, with the following members appointed to join a member-led working group (Councillors D. Bennett, D. French, J. Love and B. Reed).</p>	09.09.24	WH	To be progressed.

UCKFIELD TOWN COUNCIL



PENSION POLICY

Policy Number 32		
Issue No.	Date completed	Details of amendments
1	24.11.1998	FC.48.11.98
2	12.03.07	GP.99.03.07
3	12.02.08	GP.65.03.08
4	28.04.14	GP.69.04.14
5	09.06.14	GP.05.06.14
6	17.07.17	GP.09.07.17
7	12.09.24	Review at Personnel Sub Committee
8	23.09.24	General Purposes Committee
9	21.10.24	Ratification at Full Council on 21.10.24

1. Introduction

All staff are automatically enrolled into the Local Government Pension Scheme (LGPS) if they meet certain criteria, details of which can be found on the East Sussex County Council's website. Employee contribution rates will be in accordance with salary bandings.

Staff not eligible for auto enrolment will still be invited to join the scheme. The Council actively supports and encourages all staff to join. The Council has adopted some amendments to the scheme which are listed below.

The Council is unable to give financial advice, however, if you need clarification as to contribution rates etc. please contact the Assistant Town Clerk.

Employing Authority Discretions Under the Local Government Pension Scheme Regulations 2007/2008 (As Amended)

Each employing authority must prepare a written statement of its policy in relation to the exercise of its functions under regulations

- 12 (power of employing authority to increase total membership of active members),
- 13 (power of employing authority to award additional pension),
- 18 (flexible retirement) and
- 30 (choice of early payment of pension) and 30A (choice of payment of pension: pensioner member with deferred benefits) of the Benefits Regulations.

<u>Regulation</u>	<u>Discretion</u>	<u>Employer's Policy on the exercise of this discretion</u>
The Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 as amended		
12	Whether to augment membership of an active member (by up to 10 years)	UTC will not have a general policy to augment membership of an active member by up to 10 years, but may do so where a sound business case can be made to exercising this discretion. Each case will be considered on its individual merits.
13	Whether to grant additional pension to a member (by up to £5,000 p.a.)	UTC will not have a general policy to grant additional pension to a member (by up to £5,000 p.a.) but may consider doing so where a sound business case can be made for exercising this discretion. Each case will be considered on its individual merits.
18(1)	Whether all or some benefits can be paid if an employee reduces their hours or grade after reaching age 55 (flexible retirement)	UTC will not have a general policy of exercising this discretion but may do so where a sound business case can be made for granting flexible retirement with immediate access to all or part of the members benefits. UTC will consider requests on a case by case basis.
18(3)	Whether to waive, in whole or in part, any actuarial reduction on benefits paid on flexible retirement.	UTC will not waive, in whole or in part, the actuarial reduction on the benefits paid on flexible retirement.

30(2)	Whether to grant application for early payment of benefits on or after age 50/55 and before age 60.	UTC will not have a general policy of granting early payment of benefits on or after age 50/55 and before age 60 but will consider requests on a case by case basis. UTC may exercise this discretion where a sound business case can be made for doing so or where other exceptional circumstances arise that make payment of benefits justifiable.
30(5)	Whether to waive, on compassionate grounds, the actuarial reduction on benefits paid early.	UTC will not generally waive the actuarial reduction applied to benefits paid early under regulation B30(2). UTC may consider waiving the actuarial reduction where exercising that discretion can be justified in terms of the sound business case made for initially paying those benefits or where other exceptional circumstances arise that make payment of those benefits justifiable. Each case will be considered on its individual merits.
30A(3)	Whether to grant application for early payment of benefits to a former member on or after age 50/55 and before age 60.	UTC will not have a general policy of granting early payment of benefits on or after the age 50/55 and before age 60 but will consider requests on a case by case basis. UTC may exercise this discretion where a sound business case can be made for doing so or where other exceptional circumstances arise that make payment of those benefits justifiable.
30A(5)	Whether to waive, on compassionate grounds, the actuarial reduction on benefits paid early.	UTC will not generally waive the actuarial reduction applied to benefits paid early under regulation B30A(5). UTC may consider waiving the actuarial reduction where exercising that discretion can be justified in terms of the sound business case made for initially paying those benefits or where other exceptional circumstances arise that make payment of those benefits justifiable. Each case will be considered on its individual merits

The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006

Each employing authority must formulate, publish and keep under review the policy that they apply in the exercise of their discretionary powers under regulations 5 and 6.

5	Gives a power to increase a redundancy payment made under the Employment Rights Act 1996.	UTC will not generally increase statutory redundancy payments above statutory weekly pay limits.
6	Allows an employer to award compensation in the form of a lump sum of an amount that must not exceed 104 weeks' pay. The regulation sets out the basis for calculating a week's pay for an individual.	UTC will not generally award up to 104 weeks compensation instead of compensatory added years.

the Local Government (Discretionary Payments)(Injury Allowances) Regulations 2011

14	An LGPS employer must formulate, publish and keep under review the policy that it applies in the exercise of its discretionary powers to make any award under these Regulations.	UTC will not make any award these regulations.
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The above Regulation does not apply to Admitted Bodies

Whilst employers are not required to have a policy statement under the regulations for the following discretions they may wish to take them into consideration during this exercise.

The Local Government Pension Scheme (Administration) Regulations 2008 as amended

16(4)(ii)	Whether to extend the 12 month option period for aggregation of deferred benefits.	UTC will not generally extend the normal time limit for aggregation beyond 12 months from joining the scheme but may do so where exceptional circumstances can be proven. In any event the maximum extension will be a period of two years from members joining the scheme. Each case will be considered on its individual merits.
83(8)	Whether to extend the normal time limit for acceptance of a transfer value beyond 12 months from joining the LGPS.	UTC will not generally extend the normal time limit for acceptance of the transfer value beyond 12 months from joining the scheme but may do so where exceptional circumstances can be proven. In any event the maximum extension will be a period of two years from the member joining the scheme. Each case will be considered on its merits.
Regulation	Discretion	Employer's Policy on the exercise of this discretion

The Local Government Pension Scheme Regulations 2013

R16(2)(e)	Where Additional Pension Contributions (APCs) are to	UTC will not have a general policy where APCs are paid by regular contributions, whether to
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	<p>be paid by regular contributions, whether to fund in whole or in part a members additional pension contribution. The maximum additional pension which can be purchased from 1st April 2014 is £6,500.</p>	<p>fund in whole or in part a members additional pension contribution but may consider doing so where a sound business case can be made for exercising this discretion. Each case will be considered on its individual merits.</p>
R16(4)(d)	<p>Where APCs are to be paid by a lump sum contribution, whether to fund in whole or in part a member's additional pension contribution. The maximum additional pension which can be purchased from 1st April 2014 is £6,500.</p>	<p>UTC will not have a general policy where APCs are paid by a lump sum contribution, whether to fund in whole or in part a members additional pension contribution but may consider doing so where a sound business case can be made for exercising this discretion. Each case will be considered on its individual merits.</p>
R30(6) & TP11(2)	<p>Whether to allow an active member who has attained the age of 55 or over who reduces their working hours or grade to receive immediate payment of all or part of their retirement pension to which the member is entitled to in respect of that employment subject to an actuarial reduction.</p>	<p>UTC will not have a general policy to allow an active member who has attained the age of 55 or over who reduces their working hours or grade to receive immediate payment of all or part of their retirement pension to which the member is entitled to in respect of that employment subject to an actuarial reduction but may consider doing so where a sound business case can be made for exercising this discretion. Each case will be considered on its individual merits.</p>

R30(8)	Whether to waive in whole or in part any reduction in a members pension benefits as a result of a member who has not attained normal pension age but who has attained the age of 55 or over and has elected to receive immediate payment of a retirement pension.	UTC will not generally waive in whole or in part any reduction in a members pension benefits as a result of a member who has not attained normal pension age but who has attained the age of 55 or over and has elected to receive immediate payment of a retirement pension but may consider doing so where a sound business case can be made for exercising this discretion. Each case will be considered on its individual merits.
R31	Whether to award additional pension up to a maximum of £6,500 to an active member or a member who was an active member who was dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency within 6 months of the date the member's employment ended.	UTC will not have a general policy to award additional pension up to a maximum of £6,500 to an active member or a member who was an active member who was dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency within 6 months of the date the member's employment ended but may consider doing so where a sound business case can be made for exercising this discretion. Each case will be considered on its individual merits.
The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014		
TPSch 2, 2(2)	Whether to "switch on" the 85 Year Rule for a member voluntarily drawing benefits on or after age 55 and before age 60.	UTC will not have a general policy to "switch on" the 85 Year Rule for a member voluntarily drawing benefits on or after age 55 and before age 60 but may consider doing so where a sound business case can be made for exercising this discretion. Each case will be considered on its individual merits.
TPSch 2, 2(3)	Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits from pre 1/4/14 membership where the employer has "switched-on" the 85 Year Rule for a member voluntarily drawing benefits on or after age 55 and before age 60.	UTC will not generally waive on compassionate grounds, the actuarial reduction applied to benefits from pre 1/4/14 membership where the employer has "switched-on" the 85 Year Rule for a member voluntarily drawing benefits on or after age 55 and before age 60 but may consider doing so where a sound business case can be made for exercising this discretion. Each case will be considered on its individual merits.



Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Section 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Uckfield Town Council** for the year ended 31 March 2024 has been completed and the accounts have been published.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of **Uckfield Town Council** on application to:

Holly Goring
Town Clerk
Uckfield Town Council
Council Offices
Civic Centre
Uckfield
TN22 1AE

Between the hours of 9am to 4pm Mondays to Fridays
(excluding public holidays), when any local government elector
may make copies of the Annual Return.

3. Copies will be provided to any person on payment of £1.00 for each copy of the Annual Governance & Accountability Return.

Announcement made by: Holly Goring, Town Clerk

Date of announcement: 27 September 2024

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENT Uckfield Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

26/06/2024

and recorded as minute reference:

PC.27.06.24

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

[Signature]

Clerk

[Signature]

ENTER PUBLICLY AVAILABLE WEBSITE ADDRESS www.uckfieldtc.gov.uk

Section 2 – Accounting Statements 2023/24 for

ENT Uckfield Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,280,471	1,291,130	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	983,076	1,051,151	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	490,071	569,719	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	674,686	795,577	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	46,428	39,553	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	741,374	807,300	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,291,130	1,269,570	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,249,562	1,230,875	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	6,621,504	6,591,178	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	460,800	441,600	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE 

Date

24/06/2024

I confirm that these Accounting Statements were approved by this authority on this date:

26/06/2024

as recorded in minute reference:

FC.28.06.24

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Uckfield Town Council – ES0100**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR. The smaller authority has confirmed that payments to purchase fixed assets have been excluded from Section 2, Box 6. Please note that the Practitioners’ Guide requires that Box 6 includes the costs of purchasing fixed assets. The figures in Boxes 6 and 7 should read £826,974 and £1,249,896 respectively.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

26/09/2024

Meeting of the Full Council

Monday 21 October 2024

Agenda item 11.0

Q2 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 two on the Town Council's priorities for 2024/25 (end of September 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 Q2 2024/25: Progress Update





- 2.1 Of the 12 priorities, ten are still on schedule, and two priorities are already complete.

3.0 Recommendations




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




Appendices: Appendix A: Q2 2024/25 Progress Report
Contact Officer: Holly Goring




Key:




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

APPENDIX A: Q2 - 2024/25 Progress Update

Priority	Status	Notes	Lead Committee	Lead Officer
<p>COMMUNITY GRANTS 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)</p>		<p>All first and initial payments have been made. The second instalments for the larger sums awarded, will be paid in October 2024.</p>	<p>General Purposes Committee</p>	<p>Assistant Town Clerk & RFO</p>
<p>UPGRADING PLAY AREA FACILITIES 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.</p>		<p>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 obtain quotes/designs via a robust procurement process, whilst we engage with the local primary school and general public.</p>	<p>Environment & Leisure Committee</p>	<p>Estates & Facilities Manager</p>
<p>PUBLIC EVENTS AND ANNIVERSARIES IN THE TOWN 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</p>		<p>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!</p> <p>The weather was on our side, and the events were delivered in the region of the budget allocated.</p>	<p>Full Council</p>	<p>Town Clerk</p>

Priority	Status	Notes	Lead Committee	Lead Officer
<p>FESTIVE LIGHTS Work with the Chamber of Commerce, and local businesses to review the festive lighting for the town centre, in preparation for Christmas 2024</p>		<p>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. The design and layout of the motifs has been arranged with the Festive Lighting Contractor and switch on is scheduled for 26 November 2024.</p>	<p>General Purposes Committee</p>	<p>Estates & Facilities Manager</p>
<p>PROTECTING NATURAL HABITATS 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</p>		<p>Equipment has been purchased to start undertaking wildlife monitoring in our woodlands and nature reserves.</p> <p>We are currently exploring opportunities for grant funding with the support of a local agency to support our woodland management.</p> <p>Works are planned for Harlands Pond.</p>	<p>Environment & Leisure Committee</p>	<p>Estates & Facilities Manager</p>
<p>WOODLAND MANAGEMENT PLAN 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.</p>		<p>These works will commence in November 2024. Much of the works will be undertaken this winter by qualified Grounds staff, which should ensure greater care of the surrounding woodland, and access points into the woodlands.</p> <p>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.</p> <p>With the requirements as per the restocking notice from the ash dieback works, further trees will be planted.</p>	<p>Environment & Leisure Committee</p>	<p>Estates & Facilities Manager</p>

Priority	Stat us	Notes	Lead Committee	Lead Officer
<p>GRASS VERGE CUTTING 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.</p>		<p>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></p>	<p>Environment and Leisure Committee</p>	<p>Town Clerk</p>
<p>CLIMATE CHANGE 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 during the autumn/winter; utilising existing Town Council funds and grant funding.</p>	<p>Environment and Leisure Committee</p>	<p>Town Clerk</p>
<p>IMPROVEMENTS TO TOWN COUNCIL BUILDINGS 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</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 now complete and awaiting Building Control sign off. 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.</p> <p>A fully upgraded, and new plumbing and heating system has been installed at Vic Pavilion.</p>	<p>Full Council</p>	<p>Town Clerk</p>

the Signal Box, to enable this to be returned to use.		<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>A feasibility study has been undertaken for the Signal Box, and will be presented to members in due course.</p>		
Priority	Status	Notes	Lead Committee	Lead Officer
<p>INFRASTRUCTURE PLANNING 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 residents' survey has been prepared to ask residents about their desires for sport, leisure and recreational facilities in Uckfield, in addition to what they prioritise from Town Council services. This will inform workshops with members during the budget setting process.</p>	Full Council	Town Clerk
<p>NEIGHBOURHOOD PLAN 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>	Full Council	Town Clerk
<p>POLICY REVIEW 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>A scheme of delegation has been adopted, the pension policy approved by General Purposes Committee and ready for ratification by Full Council. Further reviews are in the process of being undertaken of the Town Council's HR policies.</p>	General Purposes	Assistant Town Clerk/Town Clerk

Date: 11/10/2024
Time: 12:21:13

UCKFIELD TOWN COUNCIL
Balance Sheet

Page: 1

From: Month 1, April 2024
To: Month 3, June 2024

Chart of Accounts:

UTC General

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Land & Buildings	0.00	3,181,029.00	
Vehicles, Plant & Equipment	0.00	99,855.60	
Non-operational Assets	0.00	1,177,956.00	
Community Assets	0.00	19,284.00	
		0.00	4,478,124.60
Current Assets			
Stock	0.00	3,925.33	
Debtors	3,545.31	37,790.68	
Deposits and Cash	218,471.87	916,282.26	
VAT Liability	9,628.55	37,599.26	
Bank	0.00	202,983.03	
		231,645.73	1,198,580.56
Current Liabilities			
Creditors - Short term	16,747.04	66,177.15	
Taxation	(12,613.49)	1,325.80	
Wages/Pension Fund	(16,074.02)	(8,218.46)	
Bank Account	1,964.59	0.00	
		(9,975.88)	59,284.49
Current Assets less Current Liabilities:		241,621.61	1,139,296.07
Total Assets less Current Liabilities:		241,621.61	5,617,420.67
Long Term Liabilities			
Loans	0.00	422,400.00	
		0.00	422,400.00
Total Assets less Total Liabilities:		241,621.61	5,195,020.67
Capital & Reserves			
Reserves	0.00	5,281,607.71	
P & L Account	241,621.61	241,621.61	
Previous Year Adj		(91.50)	
		241,621.61	5,523,137.82

Budget Report

From: Month 1, April 2024
 To: Month 3, June 2024

Chart of Accounts:

UTC General

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
Sales								
Environment & Leisure	25,664.20	3.61	28,147.47	(2,483.27)	25,664.20	3.61	28,147.47	(2,483.27)
General Purposes	628,302.71	88.36	48,320.04	579,982.67	628,302.71	88.36	48,320.04	579,982.67
Luxfords income	57,133.59	8.03	56,150.12	983.47	57,133.59	8.03	56,150.12	983.47
	711,100.50	100.00	132,617.63	578,482.87	711,100.50	100.00	132,617.63	578,482.87
Purchases								
Environment & Leisure	114,424.90	16.09	70,236.61	(44,188.29)	114,424.90	16.09	70,236.61	(44,188.29)
General Purpose	284,814.64	40.05	230,039.09	(54,775.55)	284,814.64	40.05	230,039.09	(54,775.55)
Luxfords Expenditure	70,239.35	9.88	67,211.90	(3,027.45)	70,239.35	9.88	67,211.90	(3,027.45)
	469,478.89	66.02	367,487.60	(101,991.29)	469,478.89	66.02	367,487.60	(101,991.29)
Net Profit/(Loss):	241,621.61	33.98	(234,869.97)	476,491.58	241,621.61	33.98	(234,869.97)	476,491.58

	Actual	Budget	Variance
Environment & Leisure	25,664.20	28,147.47	-2,483.27
General Purposes	64,628.71	48,320.04	16,308.67
Precept	563,674.00	0.00	563,674.00
Luxfords Income	57,133.59	56,150.12	983.47
	711,100.50	132,617.63	578,482.87

Date: 11/10/2024
Time: 12:19:43

UCKFIELD TOWN COUNCIL
Profit and Loss

Page: 1

From: Month 1, April 2024
To: Month 3, June 2024

Chart of Accounts:

	UTC General		
	<u>Period</u>		<u>Year to Date</u>
Sales			
Environment & Leisure	25,664.20		25,664.20
General Purposes	628,302.71		628,302.71
Luxfords income	57,133.59		57,133.59
		711,100.50	711,100.50
Purchases			
Environment & Leisure	114,424.90		114,424.90
General Purpose	284,814.64		284,814.64
Luxfords Expenditure	70,239.35		70,239.35
		469,478.89	469,478.89
Gross Profit/(Loss):		<u>241,621.61</u>	<u>241,621.61</u>
Net Profit/(Loss):		<u>241,621.61</u>	<u>241,621.61</u>

Meeting of the Full Council

Monday 21 October 2024

Agenda Item 13.0

TO NOTE THE DECISION OF THE URGENT CONSULTATION PANEL OF 11 OCTOBER 2024

1.0 Email sent to the Urgent Consultation Panel on 11 October 2024

Dear all,

ACTION VIA URGENT CONSULTATION PANEL

I am writing via the Urgent Consultation Panel, as we have Model Railway Weekend next weekend which is flat out from 7am until 5.30pm in Luxfords Restaurant both Saturday and Sunday for exhibitor breakfasts first thing, exhibitor lunches and trade from visiting customers in the restaurant from early til late.

Unfortunately due to this event, I don't have time to wait for either Full Council on 21 October or GP Committee early November to be able to take a decision.

ISSUE THAT HAS ARISEN

The large commercial microwave oven in Luxfords Kitchen has broken down, which looks a bit like this.



A local company that we use for commercial kitchen equipment repairs and maintenance have advised that one of the magnetrons has failed. They could replace this for £300-400 but if one has failed there is the risk that the others will follow shortly after or the printed circuit board goes.

This item of kitchen equipment is over 20 years old so has done incredibly well.

I've spoken with the kitchen and they would prefer the larger model, as it's higher wattage so faster/hotter rather than a single plate version which would be half the price. They need the speed and power of the larger model to ensure a timely service. If we could get the extra money for the Microwave, the Hospitality Manager feels that our service standards would be able to be maintained at the level they are at the moment, especially with Railway weekend next week.

The quotation given to replace like for like by the company is: £1,949 plus VAT. This would include three years of parts and labour warranty, delivery, installation and disposal of the old oven.

The Hospitality Manager has looked online and to find the same product would cost around the same price, if not slightly more and we wouldn't get the additional benefits.

The difficulty is we have £1,000 in earmarked reserves for replacement of the commercial dishwasher, and £31 left over from the coffee machine purchases last year, but we've spent our budgeted revenue for this year for new equipment on other bits and pieces.

We are therefore short by about £900 to make the purchase.

ACTION: Members are therefore asked to consider the below recommendation, and confirm if they are happy to approve.

RECOMMENDATION:

Members are asked to support the use of up to £1,000 from general reserves, and the re-allocation of £1,000 from earmarked reserves for the replacement of the commercial dishwasher and £31 remaining from the purchase of new coffee machines, to provide a like for like replacement of the large commercial microwave oven for Luxfords Restaurant Kitchen, at the price of £1,949 plus VAT.

2.0 Decision of Urgent Consultation Panel

Members unanimously **RESOLVED** to:

(i) confirm that a replacement commercial microwave oven be purchased for the kitchen of Luxfords Restaurant, utilising up to £1,000 from general reserves, and through re-allocation of earmarked reserves (dishwasher and coffee machines).

3.0 Recommendation:

Members are asked to note the decision of the Urgent Consultation Panel.

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 21 October 2024

Agenda Item No. 14.0

TO REVIEW THE DOCUMENTATION FOR THE TOWN COUNCIL'S BUILDINGS INSURANCE RENEWAL

1.0 Background

1.1 Due to the level of preparation that goes into the renewal of the buildings insurance and time restriction we have to renew prior to 19 October 2024, officers have provided all necessary up to date information to the Insurance Broker, and also advised them of concerns raised by members at the point of the last annual renewal.

1.2 At General Purposes Committee in October 2023, members provided the following feedback:

- 6.3 To note the Buildings Insurance Renewal documentation for 2023-24
Due to the timescales involved, the Town Clerk presented the annual renewal documentation for the Buildings Insurance which had been reviewed in detail by office staff and renewed prior to the meeting of General Purposes Committee.

One member was disappointed that the insurance broker had only approached one insurance company to quote for the Town Council, and felt for the fee paid, they should have undertaken a full review. They also queried whether the indemnity of the business interruption should be based on three years rather than two years worth of rent and income receivable. The Town Clerk explained that the standard term had been two years over previous years, but would be happy to liaise with the agent on this in due course.

Members noted the remaining contents of the documentation and the Town Clerk would advise the Insurance Broker of the above.

2.0 Package for renewal

- 2.1 As with last year, the Town Clerk has had to give the go ahead based on prior experience, advice from the Insurance Broker, and package being presented.
- 2.2 The attached documentation has also been shared with Finance Sub-Committee prior to confirming renewal. The Town Clerk does however advise that changes can also be made even after the initial renewal has been undertaken. So there is still scope to alter or tweak existing policies.
- 2.3 The Insurance Broker, Marsh Commercial, have taken on board previous feedback and confirm the following in this package of renewal, for Uckfield Town Council:

As you will see in the Report, we have undertaken a full market exercise this year. The result is that we are recommending renewal with your existing insurer, QBE. The terms this year incorporate the increased Indemnity Period of 36 months and index-linking of 2.5% on Buildings and 4% on Plant, Machinery and All Other Contents.



The Excess infill policies, whilst not expensive, have had a substantial rate increase. This is against the background of flood claims increasing in both frequency and cost. We still think that they represent good value for money. They are the only insurer that write this type of policy. The nearest product is from Floodflash. we have discussed this in the past. This is where they pay a predetermined sum insured if flood water reaches a certain depth measured through the use of equipment installed at premises. From experience, I would say that it would be more expensive than what we currently have in place.

We have also re-quoted for Cyber Liability, a cover you wanted to take last year. I am pleased to say that this time we have been successful in persuading insurers to remove the requirement for a proposal. Assuming that you take the cover, then it is important that you download the CFC App. This has a double use. First, if you report an incident via the App, then you get an initial response within 15 to 30 minutes and secondly the App allows insurers to continuously monitor your system. They will then flag up to you if they detect any threat and suggest and help you to protect against it.





This year, we have replaced the previous Marsh Claims Assist / Lorega product with Marsh Claims Enhance. The new product is classed as a service rather than insurance and therefore it is incorporated into the Fee line plus it is subject to VAT. It provides the same access to a Loss Adjuster for Material Damage / Business Interruption claims that exceed £5,000 that the previous Lorega policy did. The price including VAT is very similar to the previous product was inclusive of Insurance Premium Tax. We are looking at how it will be shown in our Reports going forward as in my opinion, it is now rather confusing.

We have proposed a fee that takes into account the additional work of placing of the new Cyber policy and hope that this will be acceptable.



Commercial Combined

-  Quote 2024
-  Property Advantage Policy Wording







Flood Excess

-  Quote – Signal Box
-  Quote – Museum
-  Policy Wording
-  Insurance Product Information Document




Marsh Claims Enhance

-  Enhance Variation Letter
-  Enhance Flyer

Engineering Inspection

-  Inspection Terms/Conditions
-  Notice to Policyholders
-  Policy Summary
-  Policy Wording
-  Plant Schedule
-  Inspection Quotation

Cyber Liability

-  Quote
-  Policy Wording
-  Cyber Insurance Brochure



Key Facts

Please note that the Cyber Liability policy is written on a “claims made” basis meaning that it will only respond to claims made during the policy period irrespective of the date of occurrence, subject to any retro-active date that appears on the schedule. This means that it is essential to declare any circumstances that might give rise to a claim as soon as you are aware of them.

Important information about warranties, conditions and exclusions

An insurance policy is a legal contract between you and the insurer, so we strongly recommend that you read the full terms and conditions of the cover offered with the insurer as detailed in the enclosed policy wording/s, schedule/s and/or quotation summary before making a decision to accept the policy offered.

2.4 Funding available

Of the budget set aside in 2024/25 for insurances of £43,500, the Town Council has already spent £7,233.16 on its renewal of employer/public liability and vehicle insurances. We therefore have a sum of £32,266.84 available within the budget set aside for the building insurance renewal. The package of insurance policies put together for the Town Council’s needs, has this year reached £41,477.40 (with cyber insurance included), which the Town Clerk feels is a necessary inclusion, in line with the recommendation of the Internal Auditor. Additional funding could be found within the revenue budget for Professional Fees to cover the shortfall.

3.0 Recommendations

3.1 Members are asked to confirm that they are content with the package of insurance that has been secured for Uckfield Town Council’s buildings, business interruption, cover of machinery, flood risk, and cyber risk.

Contact Officer: Holly Goring

Insurance Report Uckfield Town Council



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1. Summary

Executive summary

Thank you for the opportunity to present our 2023 Renewal Report and recommendations.

This year we have carried out a full market exercise, the results of which are contained later in the Report. The result is that QBE remain the most competitive market for your Property risk in terms of both rates and scope of cover.

The QBE terms in the Report for Business Interruption are for a 24 month Indemnity Period. The Business Interruption Calculator that you have recently completed indicated that you would like to increase the Indemnity Period to 36 months and we are waiting on terms from QBE which we will provide shortly.

You will also see that the rates for the Flood Excess infill policies has had a significant increase this year and that is purely due to increased flood claims.

We have also included a refreshed Cyber quote, for a policy that you had previously given us instructions on. We are pleased to advise that this time we have been successful in removing the requirement for a proposal form.

Finally, previously you have taken Lorega (or Marsh Claims Assist), which allowed you to appoint the Loss Adjuster, Hamilton Bond to act on your behalf in the event of a valid Property Damage/Business Interruption loss that exceeds £5,000. This product has been replaced by Marsh Claims Enhance, which is designated as a service rather than an insurance product and is therefore subject to VAT rather than Insurance Premium Tax. There is no difference in the cover that it offers and the cost including taxes is neutral.

Market overview



- The insurance market is slowly moving out of hard cycle conditions that have prevailed for the past few years. At present we are still experiencing rate increases on Commercial Combined risks of 5% for well running risks.
- The Cyber market has seen a growth in capacity and as a result has settled down from 2 or 3 years of increasing premiums and we are now witnessing premium reductions and less stringent conditions.
- However, there remains an underlying state of fragility with factors such as the wars in Ukraine and the Middle East that continue to affect supply chains.
- Claims inflation remains an influence on rates, particularly in the Motor market where the cost of parts has increased by more than 40% over the last years. Motor rates are increasing significantly in both Fleet and Personal Lines as insurers try to reduce losses and move towards underwriting profitability.

Protection



- The renewal terms in this report are based on, among other things, the claims of which insurers were aware at the time the terms were obtained. The terms could potentially be affected by information which comes to light during the remainder of your current policies; that is, during the time between the date insurers provided terms and the actual renewal date of your policies. In particular, the terms could be affected by:

-
- claims that occur during that period; and
 - claims that have already occurred but are notified to insurers during that period.
 - Please remember that you have a duty to report promptly to insurers all circumstances which give rise to a claim, or which may give rise to a claim. If you do not, insurers may consider this to be non-disclosure of material facts, and this could lead to insurers repudiating a claim or potentially reducing the scope of your cover

Service excellence



- Our objective is to provide you with solutions to issues that arise in the course of your business as soon as practicably possible.

Please take your time to read this report and the accompanying 'Important legal and regulatory information you need to know' and I look forward to receiving your instructions to proceed.

Alex Armstrong

Alex Armstrong FCII Chartered Insurance Broker
Account Executive

2. Your cost summary

Policy	Previous year's premium (£)	Previous year's IPT (£)	This year's premium (£)	This year's IPT (£)
Material Damage & Business Interruption	£24,034.38	£2,884.13	£25,420.58	£3,050.47
Flood Excess Insurance (The Museum)	£835.41	£117.94	£1,017.29	£122.07
Flood Excess Insurance (Uckfield Signal Box)	£582.83	£82.28	£740.54	£88.86
Combined Engineering	£515.25	£12.00	£533.33	£12.00
Optional Cyber Package	£0.00	£0.00	£2,100.00	£252.00
Optional Marsh Claims Enhance	N/A	N/A	See below*	See below
Optional Marsh Claims Assist	£458.25	£81.69	N/A	N/A
Premium total	£26,426.12		£29,811.74	
IPT total	£3,178.04		£3,525.40	
VAT	£83.05		£194.65*	
Insurer Policy Fee	£0.00		£150.00	
Our fees (broking services and Claims Enhance)	£6,120.00		£7,531.94*	
Commission Discount	£250.28		£263.67	
Total	£35,556.93		£41,477.40	
Total (without Cyber)			£39,125.40	

Our services are paid for by the fee shown in the above premium summary. We reserve the right to increase the Commission Fee at the next renewal. This increase will be (as a minimum) in line with the current Retail Price Index percentage.

Please be advised that in addition to the agreed remuneration, in connection with your Material Damage & Business Interruption, Combined Engineering, Cyber Package, we will also receive commission from your insurer for handling your insurances.

At any time, you can request information on any remuneration we may have received when arranging your insurance.

* Marsh Claims Enhance:

The fee shown above includes the cost of the *optional* Marsh Claims Enhance Service and the VAT element shown above includes the VAT element in relation to this service. The cost of Marsh Claims Enhance is an annual fee of £431.94 plus VAT of £107.99 = £539.93. Our broking services fee (not subject to IPT or VAT) is £6,600 for 2024/25.

The remainder of the VAT of £86.66 is in respect of the British Engineering Services Ltd Inspection contract.

How to Pay

Payment options

Details on how to pay will be included within your invoice. When paying in full, payment is required within 10 working days of the invoice date. If you have not yet been provided with an invoice, this will be issued upon your instruction to place cover. The following monthly payment options are available:

Finance Quote

One option to help you pay for your insurance is premium finance. This is a loan that enables you to spread the cost across regular instalments. We have approached one provider of insurance premium finance, Close Brothers Premium Finance, to obtain a quotation for you.

How premium finance could benefit you / your business:

- **Supports financial efficiency:** a competitive interest rate with no hidden charges. You may be able to receive corporation tax relief on your finance payments.
- **Improves cash flow:** by keeping capital in your business instead of paying the full premium amount upfront.
- **Spreads the cost:** over a flexible payment period making budgeting easier.
- **Reduces paperwork:** by having, a single credit agreement and direct debit for a number of policies, saving you time and hassle.
- **Opens a new line of credit:** you can get premium finance in addition to any existing credit arrangements.

To help you decide whether premium finance could benefit your business, a quote is provided (based on all policies and recommended additional covers):

	Payment over 6 months	Payment over 10 months
Amount if paid in full	£41,477.40	£41,477.40
Number of monthly instalments	6	10
Variable service charge	4.41%	7.40%
Indicative APR	20.74%	19.25%
The total charge for credit	£1,829.15	£3,069.37
Initial instalment amount	£7,217.75	£4,454.67
Subsequent monthly instalments of	£7,217.75	£4,454.67
Total amount payable (total amount of credit) if paid by instalments	£43,306.55	£44,546.72

Should you opt to pay for your insurance by premium finance, please ensure that you read the terms and conditions of the premium finance arrangement before signing it. Please be aware that as a condition of the

agreement you assign all rights, title and interest to any policy finance through the above arrangement to Close Brothers Premium Finance, along with any sums payable to you by virtue of that policy.

If you are interested in premium finance, please see the information in the 'Premium finance information' section of your Marsh Commercial Legal Pack and call a member of your service team who will be happy to help you.

3 Understanding Uckfield Town Council

Your profile

This report is prepared for:

Insured	Uckfield Town Council
Your business description (please refer to the <u>“Your responsibilities”</u> section of this report)	Town Council including Venue Operators and Restaurateurs

Uckfield Town Council key colleagues

Our records indicate that the following people are our key contacts for your business and we have the directors' permission to take instructions from them in respect of your insurance portfolio. Please let us know if any changes are required.

Name	Position	Telephone	Email	Policies authorised
Holly Goring	Town Clerk	01825 762774	townclerk@uckfieldtc.gov.uk	ALL
Sarah D'Alessio	Assistant Town Clerk	01825 762 774	sarah@uckfieldtc.gov.uk	ALL
James Hollingdale	Estates & Facilities Manager	01825 762 774	james@uckfieldtc.gov.uk	ALL
Louise Slaughter.	Hospitality Manager	01825 762 774	louise@uckfieldtc.gov.uk	ALL

Your demands and needs

We have assessed your demands and needs based on the information provided by you and our recommendations are summarised in the report. Within this presentation and appendices, you will find the following information:

- an explanation of our negotiations on your behalf
- our recommendations for your policy/ies and our reasons for them

If you require full details of cover or clarification of the annotated terms please refer to the policy document(s) or contact a member of your service team for assistance.

Based on our knowledge of your business, your stated main requirements are as follows and we have agreed with you to obtain a policy or policies that provides the cover summarised in the following table.

Policy type	Your main requirements
Material Damage & Business Interruption	Loss of or damage to specified property and loss of income and /or increased costs following an insured loss at that property. You require cover for damage caused to specific assets as a result of terrorist activity.
Flood Excess Insurance (The Museum)	To insure the flood excess of £10,000 at The Museum, Bridge Cottage & Adjacent Shop
Flood Excess Insurance (Uckfield Signal Box)	To insure the flood excess of £10,000 at Uckfield Signal Box
Combined Engineering	A service that provides independent inspection and statutory certification in respect of items such as pressure vessels, lifting and handling equipment. You also require bespoke cover for plant which may include loss, damage or breakdown.
Cyber Package	A policy that provides cover against risks connected with operating on-line including: negligent acts, errors and omissions, breach of confidentiality, libel and slander, infringement of third party copyright, downloading of virus to third parties, and liability arising out of data protection legislation and damage to your computer network.
Marsh Claims Enhance	A service for those wishing to obtain the expertise of a loss adjuster to assist with property and related claims where the loss is expected to exceed £5,000

Based on this information our recommendations for each policy are set out on in the [effective programme](#) section of this report.

4. Effective Programme

Material Damage & Business Interruption

Policyholder	The Officers & Committee Members for the Time Being of Uckfield Town Council
Insurer	QBE UK Limited
Period of cover	19/10/2024 to 18/10/2025
Cost (including Insurance Tax, VAT and fees where applicable)	£28,471.04

Our recommendation



- In preparation of your terms and based on your stated requirements we have approached a number of insurers as detailed in the 'Quotations' list below.
- We recommend a Material Damage & Business Interruption policy with QBE UK Limited, our recommendation considers the following:
 - Having approached alternative insurers this year, we have not yet received any alternative quotes, most likely as per previous years due to the high-risk flood areas. We will keep chasing the outstanding insurers, but we believe QBE's renewal offer is competitive with a small 2.5% rating increase applied so recommend that you renew this policy for a further year.
 - Renewal terms are based on the Sums Insured provided on the Property spreadsheet provided.
 - In sourcing and placing your insurance(s) for you and in the event of a claim we act as your agent.

Policy changes



- Any changes to your policy cover are detailed in the enclosed documentation.

Features and benefits



- As per your insurance policy wording and schedule.

Requirements we have not met



- As per our recommendation above we believe that we have met your needs, however if you have any concerns that we have not met your requirements please contact us.

Additional cover recommendations not taken up



- None

Actions required / points of note



- This policy can be cancelled mid-term, and the insurer will usually provide a proportionate refund of your premium, unless you have already claimed against the policy.
- Index linking is current 2.5% for Buildings and 4% on contents Sums Insured. If we applied index linking to the is renewal the revised premium would be £28,821.37 inclusive

Other quotations / costs / market

Insurer	Premium (inclusive of IPT / VAT)	Notes
QBE UK Limited	£28,109.87	Recommended
Royal & Sun Alliance Insurance Ltd	£0.00	No response – chased
Hiscox Insurance Company Limited	£0.00	No response – chased
Protector Insurance	£0.00	No Quote – Flood exposure
Chubb European Group SE	£0.00	No Quote – uncompetitive
Allianz Insurance Plc	£0.00	No Quote – can't provide Flood cover
Aviva Insurance Limited	£0.00	No Quote – cannot provide Flood cover
AXA Insurance UK Plc	£0.00	No Quote – outside of appetite
Arch Insurance (UK) Limited	£0.00	No Quote – uncompetitive
Zurich Insurance Company Ltd	£0.00	No Quote – uncompetitive

Flood Excess Insurance (The Museum)

Policyholder	Uckfield Town Council
Insurer	AXA XL Insurance Company UK Limited issued through Modus Underwriting Limited
Period of cover	19/10/2024 to 18/10/2025
Cost (including Insurance Tax, VAT and fees where applicable)	£986.77

Our recommendation



- In obtaining your terms, we have only approached one market, via another intermediary/broker, we have chosen to work with them as they have access to a specific product. There are a number of insurers we can approach for a quotation based on your stated requirements. A list of these insurers can be found by going to this website <https://www.marshcommercial.co.uk/idd-disclosures/>
- We recommend a Flood Excess Insurance (The Museum) policy with AXA XL Insurance Company UK Limited issued through Modus Underwriting Limited, our recommendation considers the following:
The insurer we are recommending provides this niche policy to cater for your particular needs - cover for the £10,000 Flood excess
- In sourcing and placing your insurance(s) for you and in the event of a claim we act as your agent.

Policy changes



- Building Sum Insured increased from £1,936,456 to £2,070,000

Features and benefits



- As per your insurance policy wording and schedule.

Requirements we have not met



- As per our recommendation above we believe that we have met your needs, however if you have any concerns that we have not met your requirements please contact us.

Additional cover recommendations not taken up



- None

Actions required / points of note



- This policy can be cancelled mid-term, and the insurer will usually provide a proportionate refund of your premium, unless you have already claimed against the policy.

Flood Excess Insurance (Uckfield Signal Box)

Policyholder	Uckfield Town Council
Insurer	AXA XL Insurance Company UK Limited issued through Modus Underwriting Limited
Period of cover	19/10/2024 to 18/10/2025
Cost (including Insurance Tax, VAT and fees where applicable)	£718.32

Our recommendation



- In obtaining your terms, we have only approached one market, via another intermediary/broker, we have chosen to work with them as they have access to a specific product. There are a number of insurers we can approach for a quotation based on your stated requirements. A list of these insurers can be found by going to this website <https://www.marshcommercial.co.uk/idd-disclosures/>
- We recommend a Flood Excess Insurance (Uckfield Signal Box) policy with AXA XL Insurance Company UK Limited issued through Modus Underwriting Limited, our recommendation considers the following:
 - The insurer we are recommending provides this niche policy to cater for your particular needs - Flood Excess cover
- In sourcing and placing your insurance(s) for you and in the event of a claim we act as your agent.

Policy changes



- Buildings Sum Insured increased from £172,500 to £284,000

Features and benefits



- As per your insurance policy wording and schedule.

Requirements we have not met



- As per our recommendation above we believe that we have met your needs, however if you have any concerns that we have not met your requirements please contact us.

Additional cover recommendations not taken up



- None

Actions required / points of note



- This policy can be cancelled mid-term, and the insurer will usually provide a proportionate refund of your premium, unless you have already claimed against the policy.

Combined Engineering

Policyholder	The Officers & Committee Members for the Time Being of Uckfield Town Council
Insurer	Royal & Sun Alliance Insurance Ltd issued through British Engineering Services Limited
Period of cover	19/10/2024 to 18/10/2025
Cost (including Insurance Tax, VAT and fees where applicable)	£631.99

Our recommendation



- In obtaining your terms, we have only approached one market, via another intermediary/broker, we have chosen to work with them as they have access to a specific product. There are a number of insurers we can approach for a quotation based on your stated requirements. A list of these insurers can be found by going to this website <https://www.marshcommercial.co.uk/idd-disclosures/>
- We recommend a Combined Engineering policy with Royal & Sun Alliance Insurance Ltd issued through British Engineering Services Limited, our recommendation considers the following:
 - As discussed, you are happy with the cover provided by your existing insurers and unless the terms issued alter significantly, you are happy for terms to be sought from your existing insurer only.
 - BES Group are one of our preferred suppliers for this type of policy. They provide a comprehensive policy wording at preferential rates for Marsh Commercial clients.
- In sourcing and placing your insurance(s) for you and in the event of a claim we act as your agent.

Policy changes



- Any changes to your policy cover are detailed in the enclosed documentation.

Features and benefits



- As per your insurance policy wording and schedule.

Requirements we have not met



- As per our recommendation above we believe that we have met your needs, however if you have any concerns that we have not met your requirements please contact us.

Additional cover recommendations not taken up



- None

Actions required / points of note



- This policy can be cancelled mid-term, and the insurer will usually provide a proportionate refund of your premium, unless you have already claimed against the policy.

Optional Cyber Package

Policyholder	Uckfield Town Council
Insurer	Certain underwriters at Lloyds and insurers via CFC Underwriting Ltd
Period of cover	19/10/2024 to 18/10/2025
Cost (including Insurance Tax, VAT and fees where applicable)	£2,502.00

Our recommendation



- In obtaining your terms, we have only approached one market, via another intermediary/broker, we have chosen to work with them as they have access to a specific product. There are a number of insurers we can approach for a quotation based on your stated requirements. A list of these insurers can be found by going to this website <https://www.marshcommercial.co.uk/idd-disclosures/>
- We recommend a Cyber Package policy with CFC Underwriting Ltd, our recommendation considers the following:
This insurer is one of the few able to provide the cover you require as you are a local government.
- In sourcing and placing your insurance(s) for you and in the event of a claim we act as your agent.

Features and benefits



- As per your insurance policy wording and schedule.

Requirements we have not met



- As per our recommendation above we believe that we have met your needs, however if you have any concerns that we have not met your requirements please contact us.

Additional cover recommendations not taken up



- None

Actions required / points of note



- This policy can be cancelled mid-term, and the insurer will usually provide a proportionate refund of your premium, unless you have already claimed against the policy.

This quote is subject to the following being provided by the stated deadline:

1. Satisfactory confirmation that you have downloaded & registered our incident response mobile app, details of which can be found with your policy documents. (30 days post binding)

Other quotations / costs / market

Insurer	Premium (inclusive of IPT / VAT)	Notes
CFC Underwriting Ltd	£1,680.00	Recommended

Optional Marsh Claims Enhance

Policyholder	The Officers & Committee Members for the Time Being of Uckfield Town Council
Period of cover	19/10/2024 to 18/10/2025
Cost (including VAT)	£539.93

Our recommendation

- We recommend a Marsh Claims Enhance, our recommendation considers the following:



- The loss recovery service meets your needs as a client wishing to protect against certain costs and expenses.
 - Our records show that you do not currently include this Service
 - This service will apply only to claims made under the following policies: Commercial Combined
- In sourcing and placing this for you and in the event of a claim we act as your agent.

Requirements we have not met



- As per our recommendation above we believe that we have met your needs, however if you have any concerns that we have not met your requirements please contact us.

Additional cover recommendations not taken up



- None

Actions required / points of note



- This is non-refundable.

5. Service delivery

Our service concept - People not just paperwork

We strive to deliver excellent service to all our clients and invest heavily in our people and supporting infrastructure to achieve this goal. We are passionate about delivering a proactive service that demonstrates real value, putting our clients first.

We will be there when you need us, not just at key points within the insurance cycle. We'll provide ongoing assistance to Uckfield Town Council in identifying and managing ever-changing risks as your business adapts and grows.

Dedicated service team - say hello to helpful

We believe in keeping things simple. As a people business, we believe it is vital for you to have a dedicated and experienced service team responsible for both the strategic and day-to-day management of your account.

Your service team will have full knowledge of your business, an understanding of the risks you face, and the expertise to provide advice on your insurance and risk programme. This core team will take responsibility for the engagement and coordination of product experts and specialist resources, ensuring the very best of Marsh Commercial is brought to the benefit of Uckfield Town Council. The structure of your proposed core service team is shown below:

Position	Name	Email	Phone
Account Executive	Alex Armstrong FCII Chartered Insurance Broke	alex.armstrong@marshcommercial.co.uk	07908 770926
Account Manager	James McGowan Cert CII	James.McGowan@marshcommercial.co.uk	01634 903026

6. Delivering extra value

Approach to claims

We'll always be there when it matters most. We're part of a global group, but proud to be a community broker. That means we're big enough to keep you safe, but small enough to care.

- One-to-one support - your claims adviser will take care of everything, in a way that works for you.
- With an extensive range of expertise our team can cover all of your needs.
- By your side - giving you expert support to help you get the best outcome.
- Before, during and after — this isn't a transaction to us. We'll give you the consultation you need throughout the process, to manage risk, minimise claim costs, and reduce business impact.
- There's no time to waste. We know what's important to you — getting on with business. So we'll work with you to make the claims process as simple, solution focused, and swift as humanly possible.

If you are in the unfortunate position of needing to report a claim you should do so immediately, following the guidance below.

In the event of a motor claim

When you need to make a motor claim, you should contact your insurance provider directly, you can find their details in your insurer policy documents and also on the website

<https://www.marshcommercial.co.uk/support-and-claims/motor-claims.html>.

We want to limit the impact to your business after a motor incident, and the best way to do this is to notify your claim directly to your motor insurer. For motor claims, it can often speed up the claim period significantly and reduce claim costs, to report any motor incident to your insurer directly. Your insurer will be able to make immediate arrangements in relation to damage caused to your vehicle and will act swiftly to protect your interests in the event of any third-party claim.

If you are unsure of your motor insurer's contact details, please contact your usual Marsh Commercial contact. Don't worry, our experienced motor claims team is still here to support you in the event of any questions or issues with the progression of your claim. You can contact the team on +44 (0)330 818 7609. We are working directly with your insurer to make sure the service is held to the standard we expect for our clients.

In the event of a non-motor claim

Please call our claims team on **+44 (0)3330 151 540** or email **south.claims@marshcommercial.co.uk** where one of our advisers will be on hand to guide you through the next steps.

If you need to report a claim outside of our usual business hours, you can find emergency numbers for your insurer **<https://www.marshcommercial.co.uk/support-and-claims/insurer-numbers/>**.

How to make changes and/or cancel your policy

If at any time, you wish to make changes, update, amend or cancel your policy to meet your changing needs please contact a member of your service team who will be to help and guide you through the process.

How to make a complaint

We hope that you will not need to make a complaint, but should you find yourself in that position, a member of your service team can assist you.

Alternatively please contact our Complaints Department by telephone on 020 7357 1000, by email at UKComplaints@marsh.com or write to us at Complaints Department, Marsh Ltd, Tower Place, London, EC3R 5BU.

Your business, our priority

Understand and managing your risks



- [Cyber Liability Insurance](#)
- [Management Liability Insurance](#)
- [Risk management](#)
- [Business continuity](#)
- [Health & Safety](#)
- [Employment law](#)

Look after your staff with support from our colleagues in Mercer (a business of Marsh McLennan)



- [Keep your employees healthy](#)
- [Create a rewards and retention package](#)
- [Plan for the future](#)

Protect you and your family



- [Private health and wellbeing](#)
- [Prestige homes and estates](#)
- [Fine art, jewellery and collections](#)
- [Prestige cars](#)
- [Yachts and motorboats](#)

Marsh Commercial Portal

Delivering digital solutions to meet your needs

The **Marsh Commercial Portal** is our new secure, online platform. It gives you the option to view policy documentation, request changes to cover, update us on changes to circumstances and make payments - all online.

As a user, clients will be able to self-serve on a number of common tasks online, without needing to pick up the phone.

With the **Marsh Commercial Portal**, you can:

- View documentation
- Contact us to make changes
- Upload documents and evidence
- Pay outstanding invoices

Benefits to you

- Online access to key documents
- On demand access to proof of insurance documents
- Ability to make online payments
- Secure communication channel
- Ability to upload documents
- View products and services held
- More choice on how to contact us, make payments, ease of access to your documents

If you don't already have access to the portal then setting up access is easy – simply provide specific email addresses for persons requiring access and we will do the rest. (Generic email addresses aren't acceptable as the email address is used as the username for each individual).

Users will then receive a welcome email and simply need to confirm some details and create a password and the portal is ready for use.

Please let your service team know if you wish to benefit from this facility.

7. Your responsibilities

We want to help your business thrive and have recommended an insurance programme to support this desire. We see our relationship as an ongoing commitment where we work together. Within this report we have detailed our commitment to you; below we have outlined your responsibilities.

Business description

Your business description must fully describe all business activities undertaken. Your business description has been declared to insurers as detailed in the [Your Profile](#) section of this report.

Please let us know immediately:

- If the description detailed in this report is incorrect or incomplete
- If there has been an acquisition or changes in activity during the period of insurance

If your business undertakes any other activities not currently listed in your business description then your business may not be covered.

Fair presentation of risk

If you are a business and your insurance policy is governed by English law, you must, at all times, act with utmost good faith towards your insurer. Before your policy is placed, at renewal, and when varying or extending the policy, you have a duty under the Insurance Act 2015 to make a “fair presentation” of the risk and you must disclose to your insurer all information, facts, and circumstances which are, or ought to be, known to you and which are material to the risk. In addition, if your policy contains a particular clause stating that any change in circumstances must be advised to your insurer, you will also have to disclose certain information during the policy period.

When providing information or completing a proposal form or otherwise confirming any information to your insurer, you should take care to ensure that the details provided are complete and accurate. Further information is detailed in the Insurance Act section of your Marsh Commercial Legal Pack.

Important information about warranties, conditions and exclusions

An insurance policy is a legal contract between you and the insurer, so we strongly recommend that you read the full terms and conditions of the cover offered by the insurer as detailed in the enclosed policy wording(s), schedule(s) and / or quotation summary before making a decision to accept the policy offered.

The policy wording will include **conditions** that you must meet so that cover applies if a claim occurs. The insurer can refuse to pay out if policy **conditions** aren't met.

The policy may also include **warranties**. A **warranty** is a condition you must comply with precisely. If a **warranty** is not fulfilled, the insurer can suspend cover or cancel it.

The insurer may also add an **excess** or **exclusion**. An **excess** is the amount paid, or the insurer holds back, in the event of a claim. An **exclusion** is a clause in the policy that states which risks the insurance will not cover. Failure to adhere to these requirements can invalidate your policy, compromise your cover, and prevent claims being paid. It is vital that you are clear about what is expected of you.

Please read these documents carefully. If you do not understand or cannot see how your policy will work for you, please contact a member of your service team who will be able to explain to you.

Where your policy provides cover for property, business interruption, liability or motor covers the following guidance applies.

Maintaining adequate levels of cover

It is important that you get your building sum insured right, as **this is the maximum your insurer will pay out if you claim**. Your building should be insured for the re-building cost (not what you paid for the property or current market value).

The general consensus from the Insurance Market, Royal Institute of Chartered Surveyors and Rebuild Cost Assessment Limited (RCAL) is that 80% of buildings in the UK do not have the correct building sum insured. RCAL's research also suggests that on average buildings are covered for just 68% of what they should be. In the event of a claim, if the insurer finds the sum insured to be less than the value at risk, settlement of that claim will be reduced proportionately, for example:

Sum insured	£ 500,000
Correct values	£1,000,000
Claim value	£ 200,000

In this example, you would be under-insured, so the average condition would apply as follows:

$$\begin{array}{l} \text{£ 500,000} \\ \text{£1,000,000} \end{array} \times \text{£ 200,000} = \text{£ 100,000 maximum claim payment}$$

If you have not recently updated your Building Sum Insured, please speak to your advisor. We can also arrange a desktop rebuild cost assessment for any Commercial or Residential Property (including ancillary outbuildings, pool, walls and hardstanding) up to a current building sum insured of £10m (Commercial) and £5m (Residential), for buildings over this value, a site visit survey is available. The desktop valuation will cost £150 +VAT and provide you with a comprehensive report.

Buildings insurance

The buildings declared value should be the rebuild figure and not the market value, and needs to include items as described in the Policy Definition of "Buildings" – for example, any car park, hardstanding, fencing, gates, roadways and professional fees. As an insurance broker we cannot advise on the rebuild value.

It is widely recommended by insurance companies that the reinstatement value of a building should be re-valued every 3 years to ensure the rebuilding sum insured is set correctly, allowing for current pricing and costs. If the buildings have not been valued recently then please contact a member of your service team who will provide some options for you. Please remember your premises are a significant asset and should be

adequately protected alongside which you may have specific responsibilities to any lender with an interest in them.

Business interruption insurance

With regard to business interruption losses, it is important you consider the following:

Indemnity period: Your maximum Indemnity Period must account for worst-case scenarios. This includes considering a vast range of circumstances that can add significant time to an organisation's recovery. It is essential to remember that this is not just the length of time that it might take to rebuild a burnt-out building, for example. It includes the total time during which you think your profit/revenue might take to get back to the same level being achieved before the loss. The current economic climate, along with the impact of Brexit has put longer lead times on UK business recovery. It is vital that you ensure you have the correct indemnity period to protect your business.

Sum insured: Your estimated "Gross Profit" or "Gross Revenue or Gross Rental" for that number of years. One factor to consider is that this amount needs to take in account future growth. It is possible a loss could occur at the end of your insurance period.

Liability insurance

Under the Employers Liability (Compulsory Insurance) Act 1969, all employers have a legal requirement to insure against their liability for injury to employees arising out of their employment.

Employers Liability is generally calculated based on the wage roll for your business. Please may we remind you that it is your responsibility to ensure your limit of indemnity is adequate and adheres to any contractual legal and / or regulatory requirements that you may be subject to, and also that you have provided details to us of your up to date wage roll figures – these figures must be calculated before deductions and include overtime, commissions, bonus payments National Insurance and pensions contributions. If you are underinsured, in the event of a claim the maximum insurers will pay is up to the limit of liability provided by your policy.

Please contact us immediately if you need to revise your sums insured / limits of indemnity.

Motor insurance Database

Update the Motor Insurers Database (MID) with any changes to your vehicles

The Motor Insurers Information Centre requires that you provide details of any vehicle changes, including deletions, within 14 days of the occurrence. How you will notify these changes will depend on your insurer. Details of which can be found in your Insurance documentation.

You also have an obligation to keep records of any vehicles you have in your possession for less than 14 days. Although you don't need to add these to the MID, you will need to keep records of these vehicles for seven years.

Failure to follow the legislation can lead to prosecution and a potential fine of £5,000.

Please note that we are unable to update the MID on your behalf.

If you are unclear or unsure about any of your responsibilities, please get in touch.

Marsh Commercial at a glance

At Marsh Commercial we focus on UK sole traders, independents, and growing corporates. From insurance to risk management, and employee health and benefits, it's our passion to advise, protect, and support you. We're part of a global group, but proud to be a community broker. Providing world-class insight and expertise from key sector specialists right on your doorstep. And we'll always be there when it matters most, in your corner in the event of a claim.

Global expertise

>150

Years of supporting enterprise through changing times.

45

UK locations. Our business is structured to enable our clients to easily access everything we are able to offer.

#1

We're part of Marsh McLennan, the world's leading broker and risk advisor, giving our clients access to a broader market perspective and range of services.

Local focus



Your community matters to us, because we are part of it.



Protecting start-ups through to market leaders.



We're here to advise and support your business through transformation and growth.

Appendix A

Team biographies

Alex Armstrong FCII, Chartered Insurance Broker

Account Executive

Key responsibilities	<ul style="list-style-type: none">• Alex has overall responsibility for your Account.• Alex will work closely with the Account Manager and client service team to ensure that we deliver a first-class service• Alex is responsible to deliver appropriate Marsh services to you
Skills and experience	<ul style="list-style-type: none">• Alex has more than 40 years' experience in the insurance industry. He has been with Marsh Commercial for over 8 years.

James McGowan

Account Manager

Key responsibilities	<ul style="list-style-type: none">• Responsible for the day-to-day administration of your account• Processing of any Mid-Term Adjustments
Skills and experience	<ul style="list-style-type: none">• James has been in commercial insurance for over 10 years working• All of his 10 years have all been with Marsh Commercial• He is experienced in placing & administering all classes of insurance

Meeting of the Full Council

Monday 21 October 2024

Agenda Item No. 15.0

TO CONSIDER A MOTION FROM COUNCILLOR DONNA FRENCH

1.0 Summary

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

2.0 The motion for consideration

2.1 Councillor French gave written notice of the following motion which was received on 24 September 2024 and before the required deadline:-

2.2 Public access trauma kits

"With the rise in knife crime nationally, and the recent tragic incident in nearby Hailsham, I propose that we look at installing public access trauma kits (bleed control kits) in prominent locations across Uckfield.

The kits are readily available and can cost less than £100 each, excluding installation.

Support could be obtained to deliver the project, in association with local charitable organisations such as The Lions or The Rotary Club.

Uckfield Town Council could have a kit externally at the Civic Centre and we could encourage landlords of local Public Houses to install the kits at their premises."

3.0 Recommendations

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

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 21 October 2024

Agenda Item No. 16.0

TO CONSIDER FURTHER EXPANSION OF A MOTION FROM COUNCILLOR BERNADETTE REED

1.0 Background

1.1 Members resolved to support the motion put forward by Councillor Bernadette Reed in May 2024:

FC21.05.24 Members voted to support the motion put forward by Councillor B. Reed and **RESOLVE** 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.

1.2 The 'Weald to Waves' initiative intends to map 100-miles of nature recovery across Sussex. The Draft Wealden Local Plan references the initiative, and further information can be found at:
<https://www.wealdtowaves.co.uk/>

1.3 There is no obligation or commitment, just assistance with information the mapping and recording of key sites. This will enable the corridor to grow, and preserve these important areas for the future. Looking at their website there are already a number of other key organisations, and local authorities, already registered as key partners.
<https://www.wealdtowaves.co.uk/pledge/partnership/>

2.0 The motion for consideration

2.1 Councillor Reed requested verbally at the last meeting of Full Council, followed in writing on 22 September 2024 that further work take place to expand on her previous motion:-

(i) that we expand our work further with the 'Weald to Waves' initiative, to become a partner, and;

Details are available on the 'Weald to Wave's website which explains that a partner can bring the following to the initiative:

We are seeking partners who can bring relevant specialism and knowledge to the project, and contribute some degree of time and capacity to help us achieve the corridor goals. We will need to draw on a range of social, environmental and economic skills to underpin specialist knowledge. Data collection and sharing will be also crucial to our ability to measure the impact of the project and refine our strategies over time.

Visits, events and learning exchanges are also key components of our project, and we are keen to hear from any partners who have space to host events and training that can contribute to our community engagement. Finally, funding and fundraising

support is essential and we welcome partners who can help us secure the resources we need.

By joining as a partner you will increase your visibility, demonstrate your commitment to sustainability, broaden your networks, contribute to team building and staff development and become part of a landmark project that will benefit the region for generations to come.

(ii) for the Town Council's representative(s) already assigned to the Conservators for Ashdown Forest, to also act as the Town Council's representative for the Knepp/Weald to Weaves initiative. The Conservators for Ashdown Forest are co-founders of the 'Weald to Weaves' initiative.

2.2 We have yet to complete the work on the mapping, as a result of the Town Council's high workload, and further details included in confidential business agenda item 25.1.

3.0 Recommendations

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

Contact Officer: Holly Goring

UCKFIELD TOWN COUNCIL

DRAFT - CALENDAR OF MEETINGS 2025

<p>Jan-25</p> <p>6 Plans</p> <p>13 Full Council (Budget)</p> <p>20 Environment & Leisure</p> <p>27 Plans</p>	<p>Jul-25</p> <p>7 Environment & Leisure</p> <p>14 Plans</p> <p>21 General Purposes</p>
<p>Feb-25</p> <p>3 General Purposes</p> <p>17 Plans</p> <p>26 Finance Sub-Committee (Wed)</p>	<p>Aug-25</p> <p>4 Plans</p> <p>26 Plans (Tues)</p>
<p>Mar-25</p> <p>3 Environment & Leisure</p> <p>10 Plans</p> <p>17 General Purposes</p> <p>19 Annual Town (Wed)</p> <p>31 Plans</p>	<p>Sep-25</p> <p>1 Environment & Leisure</p> <p>8 Full Council</p> <p>10 Allotment Conference (Wed)</p> <p>15 Plans</p> <p>22 General Purposes</p>
<p>Apr-25</p> <p>7 Full Council</p> <p>14 Environment & Leisure</p> <p>22 Plans (Tues)</p> <p>28 General Purposes</p>	<p>Oct-25</p> <p>6 Plans</p> <p>13 Environment & Leisure</p> <p>20 Full Council</p> <p>27 Plans</p>
<p>May-25</p> <p>12 Plans</p> <p>19 Full Council (Annual Stat)</p> <p>27 Environment & Leisure (Tues)</p>	<p>Nov-25</p> <p>3 General Purposes</p> <p>17 Plans</p> <p>24 Environment & Leisure</p>
<p>Jun-25</p> <p>2 Plans</p> <p>9 General Purposes</p> <p>23 Plans</p> <p>25 Full Council (Audit - Wed)</p>	<p>Dec-25</p> <p>1 Full Council (Draft Budget)</p> <p>8 Plans</p> <p>15 General Purposes (if req)</p>

Meeting of the Full Council

Monday 21 October 2024

Agenda item 18.0

TO CONSIDER THE NOMINATION PROCESS FOR THE KING'S AWARD FOR VOLUNTARY SERVICE

1.0 Summary

- 1.1 The Deputy Lieutenant for East Sussex, Kathy Sambrook OBE DL visited the Civic Centre on 25 September 2024 to talk about the King's Award for Voluntary Service. They are accepting nominations for 2025, until 1 December 2024.
- 1.2 Uckfield Town Council has previously supported a nomination, and made a nomination.
- 1.3 The Deputy Lieutenant was aware that local councillors came across a lot of organisations in their day to day work and requested their assistance in helping to spread the word.
- 1.4 The Queen's award was first created in 2002, and was set up to shine a light on the fantastic work of the voluntary sector. The award was the equivalent of an MBE and had the highest recognition. It also helped with accreditation and endorsement of grant applications. We saw Brighter Uckfield win an award from the 2023 round, and Uckfield Food Bank have been nominated for 2024. The decision for the 2024 awards will be announced on the King's birthday in November 2024.
- 1.5 Those nominated need to be outstanding – do something a little bit special, and need to demonstrate that volunteers are in the driving seat rather than paid staff.
- 1.6 The website is really helpful for the full details:
<https://kavs.dcms.gov.uk/>
- 1.7 Local deputy lieutenants are tasked with reviewing nominations in their local area, which involves assessing due diligence, meeting groups, reviewing their accounts and asking questions. They then put forward the outcomes of their research and assessments to a higher body.
- 1.8 The group cannot nominate themselves and nor can a Trustee or member/volunteer. It's recommended that a long-term supporter makes the nomination, but this can include the parish/town council, as well as a resident or service user. The nomination requires two separate letters of support being submitted from people who know the group/organisation well. So could be from a local resident or councillor. Letters from beneficiaries are more powerful, and stories make a difference.
- 1.9 The group nominated must consist of three or more people, and have been in existence for at least three years before the point of nomination. The organisation or group needs to be led by volunteers (at least half are volunteers). It should not have fundraising or grant making as a primary focus, and nor can the organisation operate solely for the benefit of animals.

1.10 The criteria means that the applicant must be completely independent from the person being nominated. The application involves completing an online form, and must include letters of support from two other individuals.

2.0 Recommendations

2.1 Members are asked to consider the opportunity to put forward a nomination for the King's Award for Voluntary Service and advise the Town Clerk accordingly.



The King's Award for Voluntary Service

The King's Award for Voluntary Service (KAVS) aims to recognise outstanding local volunteering groups from across the UK.

Nominate now at:
kavs.dcms.gov.uk

WHO CAN BE NOMINATED FOR THE AWARD?

Any volunteer-led group undertaking work in their local community can be nominated; however, they must meet some basic criteria:

- be made up of three or more people
- be based in the UK, Channel Islands or the Isle of Man
- have been in operation for at least three years before nomination
- have over half its volunteers eligible to reside in the UK
- be led by volunteers, not by paid staff
- provide a specific and direct benefit to the local community

WHAT ARE THE BENEFITS?

- Royal Recognition
- Signed Certificate from His Majesty The King
- Award's Crystal
- Invitations to the Royal Garden Parties
- Right to use The King's Award Emblem across the group's promotional material and website

1

IS THE GROUP ELIGIBLE?

There is a basic criteria which a group needs to meet in order to be eligible. More information on the full criteria can be found on our website.

2

REGISTER ON THE KAVS WEBSITE

To make a nomination you must register on the KAVS website and create an account. All you need is an email address to get started.

3

COMPLETE NOMINATION FORM

The online nomination form covers basic information such as the group's work, it's beneficiaries and the role of it's volunteers. This takes between 5 - 10 minutes to complete.

4

LETTERS OF SUPPORT

You will need to submit two separate letters of support in addition to your nomination form. These letters are usually from beneficiaries or independent members of the community and add further context.

5

COMPLETE AND SUBMIT

Submit your nomination by the 1st December. If you need more guidance or information please contact the KAVS team.

CHARACTERISTICS OF AWARDED GROUPS

- **Volunteer-led:** The volunteers are in the driving seat, setting the direction and spotting opportunities for development.
- **Exceptional compared with comparable groups:** This group is likely to be one of the best of its kind in the country.
- **Making a considerable difference locally:** The initiative of this group and the efforts of its volunteers have changed the situation dramatically for its beneficiaries.
- **Well-run:** There are high standards of governance, financial management and safeguarding in place.
- **Outstanding reputation locally:** The group has an excellent reputation with beneficiaries, service providers and the local community.



Department
for Culture,
Media & Sport

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Meeting of the Full Council

Monday 21 October 2024

Agenda Item 20.0

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 9 September and 21 October 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

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| 08.09.24 | Attend 'Pet Service'. Holy Cross Church, Uckfield. |
| 11.09.24 | Allotment Conference. Civic Centre, Uckfield. |
| 11.09.24 | Drop in at Selby Meadow Sensory Garden. Selby Meadow, Uckfield. |
| 25.09.24 | Working Lunch with MP Mims Davies and the Mayor of East Grinstead Cllr. S. Ody. Civic Centre, Uckfield. |
| 26.09.24 | Chamber of Commerce Business Awards. East Sussex National, Uckfield. |
| 29.09.24 | Attend Children's Choir. Holy Cross Church, Uckfield. |
| 12.10.24 | Attend Volunteer Fair hosted by Wealden Volunteering. Civic Centre, Uckfield. |
| 19.10.24 | Attend official opening of new King's Church building. Bell Lane Industrial Estate, Uckfield. |
| 19.10.24 | Unveiling of plaque. Luxford Centre, Uckfield. |
| 19.10.24 | Mayor attending Uckfield Model Railway Weekend. Civic Centre, Uckfield. |
| 20.10.24 | Attend Uckfield Singers fund-raising concert. Holy Cross Church, Uckfield. |
| 21.10.24 | Lunch as guest of Simmons Gainsford with the Mayor of the City of London. National Gallery, London. |

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

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| 11.09.24 | Allotment Conference. Civic Centre, Uckfield. |
| 26.09.24 | Chamber of Commerce Business Awards. East Sussex National, Uckfield. |
| 19.10.24 | Attend official opening of new King's Church building. Bell Lane Industrial Estate, Uckfield. |
| 19.10.24 | Unveiling of plaque. Luxford Centre, Uckfield. |
| 19.10.24 | To attend Uckfield Model Railway Weekend. Civic Centre, Uckfield. |
| 20.10.24 | Attend Uckfield Singers fund-raising concert. Holy Cross Church, Uckfield. |

TO NOTE THE TOWN CRIER'S ENGAGEMENTS

To be updated prior to the meeting.