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**To All Members of Lewes Town Council**

A Meeting of **Lewes Town Council** will be held on **Thursday 12<sup>th</sup> June 2014**,  
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are requested to attend.

S Brigden, Town Clerk  
4<sup>th</sup> June 2014

**AGENDA**

**1. QUESTION TIME**

To consider any questions received regarding items on the agenda for this meeting.

**2. MEMBERS' DECLARATIONS OF INTERESTS**

To note any declarations of personal or prejudicial interest in items to be considered at this meeting.

**3. APOLOGIES FOR ABSENCE**

To consider apologies tendered by Members unable to attend the meeting.

**4. MAYOR'S ANNOUNCEMENTS**

To receive any announcements from the Mayor.

**5. MINUTES**

To agree Minutes of the Council's meeting held on 15<sup>th</sup> May 2014.

*(attached page 3)*

**6. WORKING PARTIES & OUTSIDE BODIES**

To consider matters arising from working parties; members serving on outside bodies *etc.*

a) *Building repairs Working party 6<sup>th</sup> May 2014*

*(minutes attached page 5)*

b) *Neighbourhood Plan Steering Group 8<sup>th</sup> May & 2<sup>nd</sup> June*

*(notes attached pages 7;9)*

c) *Grants Panel recommendations 21<sup>st</sup> May 2014*

*(report FC001/2014 attached page 11)*

d) *Battle of Lewes Action Group*

*(oral report by Cllr Chartier)*

e) *White Ribbon initiative*

*(report by Cllr Price attached page 13)*

f) *Seaford Rail 150*

*(oral report by Cllr Catlin)*

**7. ANNUAL RETURN & DRAFT ACCOUNTS Year ended 31st March 2014**

To consider draft annual accounts and associated information

*(report FC002/2014 attached page 14)*

**8. CORPORATE RISK ASSESSMENT 2014/15**

To consider the annual risk assessment

*(report FC003/2014 attached page 35)*

**9. RETENTION of INTERNAL AUDITOR**

To consider retention of the Internal Auditor for 2014/15

*(report FC004/2014 attached page 39)*

**10. PERIODIC REVIEW OF GOVERNANCE**

To agree a review of governance policies

*(report FC005/2014 attached page 40)*

**11. PAYMENTS SYSTEM**

To consider amendments to the system

*(report FC006/2014 attached page 41)*

**12. FLOOD DEFENCE WORKS**

To consider a proposal to record thanks for improved flood defences (NOM006/2014 attached page 43)

**13. ANNUAL PLAN**

To note the current status of plan elements

*(update attached page 44)*

*Continues...*

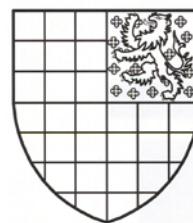
14. UPDATE ON MATTERS IN PROGRESS *(Oral report by Town Clerk)*
15. NOTICE of ITEMS IN PROSPECT *(Oral report by Town Clerk)*

*For further information about items on this agenda please contact the Town Clerk at the above address*

This agenda and supporting papers can be downloaded from [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)

<p><b>PUBLIC ATTENDANCE:</b> Members of the public have the right, and are welcome, to attend meetings of the Council – questions regarding items on this agenda may be heard at the start of each meeting with the Chairman’s consent, and subject to time available. Questions or requests to address the Council should, whenever possible, be submitted in writing to the Town Clerk at least 24 hours in advance. General questions can be raised at our offices between 9am-5pm Mons- Thurs; 9am-4pm on Fridays – our staff will be pleased to assist.</p>
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## ***MINUTES***

Of the **40<sup>th</sup> ANNUAL MEETING of Lewes Town Council**,  
held on **Thursday 15<sup>th</sup> May 2014**, in the **Council Chamber, Town Hall, Lewes** at **7:00pm**.

### **PRESENT**

Cllrs E Allsobrook; S Catlin (Wischhusen); M Chartier; J Daly; A Dean; I Eiloart; J Lamb; D Lamport; L F Li; Dr G Mayhew; J McCleary; M Milner; R Murray; S Murray; R O’Keeffe; A Price; J Stockdale; Dr M Turner.

*In attendance: S Brigden (Town Clerk); Mrs F Garth (Civic Officer & Asst Town Clerk); L Symons (Macebearer); Canon R Moatt (Council’s Chaplain).*

There were 108 guests and civic dignitaries assembled.

The meeting opened with Cllr O’Keeffe in the Chair, as outgoing Mayor, and was preceded by a short address by Canon Moatt on the principles of democracy and sacrifice, with reference to the topical Battle of Lewes and 1<sup>st</sup> World War commemorations.

**FC2014/01 ELECTION OF MAYOR:** Cllr Dr Micheal Turner was elected unanimously as Mayor for the 2014/15 municipal year.

**FC2014/02 MAYOR’S DECLARATION OF ACCEPTANCE OF OFFICE:** Cllr Dr Turner made his declaration of acceptance of the office of Mayor before Council and assembled guests, and signed a deed to that effect.

*Cllr Dr Turner took the chair for the remainder of the meeting*

Cllr Dr Turner addressed the assembly, thanking his colleagues for the honour of the Mayoralty for a second term. He described his outlook for the Mayoral year, and announced that his chosen charities would be Parkinson’s UK and the Lewes and Seaford Citizens’ Advice Bureau. He introduced his Mayoress, Mrs Anne Turner, who would support him during the forthcoming year.

**FC2014/03 APOLOGIES FOR ABSENCE:** There were none.

**FC2014/04 ELECTION OF DEPUTY MAYOR:** Cllr Leung Fuk Li was elected as Deputy Mayor for the 2014/15 municipal year.

**FC2014/05 DEPUTY MAYOR’S DECLARATION OF ACCEPTANCE OF OFFICE:**  
Cllr Li made his declaration of acceptance of the office of Deputy Mayor before Council and assembled guests, and signed a deed to that effect. He offered a short speech of thanks for the honour, and introduced his wife, Mrs Sui Mei Li, who would support in the role of Deputy Mayoress.

**FC2014/06 VOTE OF THANKS:** Cllr Murray proposed the motion (NM001/14) :  
“That this Council records its thanks to Cllr Ruth O’Keeffe, and appreciation for her service to the council and community of Lewes in the office of Mayor during the past year.”

She went on to describe Cllr O’Keeffe’s term as Mayor, and highlighted functions and events she had attended and her work throughout the year to raise money for her chosen charities – always closely supported by her Consort, Mr Nick Robinson.

It was **resolved** **FC2014/06.1** accordingly.

Cllr O’Keeffe replied at length, describing her own view of the past year and adding thanks to all those individuals who had helped throughout her service as Mayor.

**FC2014/07 PRESENTATIONS:** Cllr O’Keeffe and Mr Robinson were presented with gifts and insignia in recognition of their service in the past year. Cllr O’Keeffe then presented a gift to Canon Moatt, for his invaluable work as Chaplain and his pastoral care for the organization; and a personal gift to Mrs Garth.

Cllr Dr Turner then declared that the traditional, ceremonial, element of the meeting was concluded; and the meeting moved on to deal with items of ordinary business.

**FC2014/08 MINUTES:** the minutes of the meeting held on 3<sup>rd</sup> April 2014 were received and signed as an accurate record.

**FC2014/09 ATTENDANCE RECORD OF COUNCILLORS:**  
The attendance record of councillors for the previous municipal year was noted. (*copy in minute book*)

**FC2014/10 INDIVIDUAL RESPONSIBILITIES of COUNCILLORS 2014/15:**  
A motion (NM002/14) was proposed, and it was **resolved**  
**FC2014/10.1** “That the individual responsibilities of Members for the ensuing municipal year shall be as shown in the list (*copy in minute book*) attached to the agenda for this meeting”.

**FC2014/11 APPOINTMENTS OF REPRESENTATIVES TO OUTSIDE BODIES:**  
A motion (NM003/14) was proposed, and it was **resolved**  
**FC2014/11.1** “That the Council’s representatives on outside bodies, for the ensuing municipal year, shall be as shown in the list (*copy in minute book*) attached to the agenda for this meeting”

**FC2014/12 BANK SIGNATURE AUTHORITY:**  
A motion (NM004/14) was proposed, and it was **resolved**  
**FC2014/12.1** “That the Council approve the authorization of Councillors as signatories to the Council’s bank account: as shown in the list (*copy in minute book*) attached to the agenda for this meeting”

**FC2014/13 COUNCIL MEMBERSHIP OF NATIONAL AND LOCAL ASSOCIATIONS:**  
A motion (NM005/14) was proposed, and it was **resolved**  
**FC2014/13.1** “That the Town Clerk be asked to ensure the Council’s continued membership of approved national and local organizations representing Parish and Town Councils”

There being no further business the Mayor closed the meeting and invited all present to join him in attending the Civic Reception in the Assembly Room.

*The meeting ended at 7:45pm*

Signed: .....

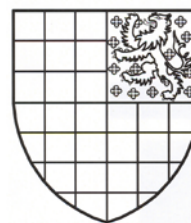
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**LEWES  
TOWN  
COUNCIL**

## **MINUTES**

of the meeting of the **Working Party** formed to oversee repairs to the **Town Hall and Malling Community Centre**, held on **Tuesday 6<sup>th</sup> May 2014**, in the **Yarrow Room, Town Hall**, Lewes at **11:00am**.

**PRESENT** Cllrs S Catlin (Wischhusen); M Chartier; J Daly (*Chairman*); R Murray; S Murray; also (*not appointed to Working party*) Dr M Turner.

**In attendance:** S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Civic Officer/Asst TC*); L Symons (*Town Hall Manager*) B Courage (*Town Ranger*); Mr Jon Siley (*BLB Chartered Surveyors*)

**THRWP2013/09 APOLOGIES FOR ABSENCE:** Apologies were received from Cllr Milner, who was working, and Cllr O’Keeffe who had an ESCC commitment.

**THRWP2013/10 DECLARATIONS OF INTEREST:** there were none

**THRWP2013/11 QUESTIONS:** There were none. (No members of the public present.)

**THRWP2013/12 REMIT of the WORKING PARTY:**  
Members noted the remit of the Working party, had been extended to include oversight of the project to refurbish the Malling Community Centre, and refurbishment of offices at the Town Hall.

**THRWP2013/13 BUSINESS OF THE MEETING:**

**1** Members began with an inspection of the Town Hall office suite, to familiarize themselves with the layout and condition. Preliminary suggestions were introduced for minor works that would increase usable space; improve light and air circulation; mitigate tripping hazards, and update and improve kitchen and WC facilities. These were accepted as sensible and beneficial, and costs were unlikely to be high. It was considered that such improvements should be carried out irrespective of any prospect of acquiring the office building at 2 Fisher Street from Lewes District Council, as the rooms would continue to be operational regardless of that scenario and were long-overdue for refurbishment. Members agreed that TC should draft details of proposed alterations for consideration by all staff, and subsequently by Members at a future meeting.

**2** There followed a review of the programme to refurbish Malling Community Centre. Preliminary costings had been provided free of charge by a professional quantity surveyor which established a likely project cost of over £440,000, but these had not arisen from a detailed design and were considered indicative only. It was agreed that an architect should be commissioned to prepare a design to the level of detail necessary for accurate costing, and to satisfy any third-party sources of funds who may be approached for grants.

**3** Mr Jon Siley, of BLB Surveyors, gave an introduction to his firm, who had been recommended by the District Engineer shortly before his retirement. BLB were a local multi-disciplinary consultancy retained by Lewes District and East Sussex County Councils, among others, having satisfied market-testing criteria for the conduct and management of works both minor and major. They were very experienced in works to heritage buildings, and offered a complete service from design, through tendering and retention of trade specialist contractors, to management and completion of works. They had been retained

to manage the rebuilding of the flint wall in Paddock Road in 2011/12. The Town Council would attract the same reduced scale fees as set for ESCC.

4 With regard to the project to refurbish the South (High Street) elevation of the Town Hall, Mr Siley proposed a further and more detailed survey should be undertaken, as he wished to be able to satisfy any questions that may arise regarding such fundamental elements as sash window internal construction and aspects such as the composition of original mortar, or fixing of ironwork. This was accepted as sound professional advice and agreed. This would lead to a meeting to design the project and determine a programme. Discussion followed over recognized issues such as necessary traffic control demanded by scaffold structures in this particular location, and the most advantageous periods for ordering from window manufacturers. As a consequence of the careful approach demanded and the need to avoid winter weather conditions and certain annual events, Members agreed that preliminaries should begin straight away with a timetable aiming for works to commence with the onset of favourable weather in Spring 2015.

Various details were discussed, and enhancements that might be included if planned at the outset, *eg* making a feature of the martyrs' steps by installation of a glazed viewing port.

5 Mr Siley briefly left the room, while Members considered options for retention of a project manager. They acknowledged their own lack of expertise in the area, and that the recommendation of the District Engineer was invaluable, and that fee scales were fixed by the detailed procedures adopted by LDC and ESCC for selection of preferred contractors. It was unanimously agreed that BLB should be commissioned in this specialized role, and that a decision in this regard for the Malling Community Centre project would be deferred until a detailed design was available. Mr Siley was invited back to be advised accordingly.

**THRWP2013/14**

There being no other business, the Chairman declared the meeting closed, and thanked everyone for their attendance and contributions.

*The meeting closed at 12:45pm*

Signed.....

Date .....

## NOTES OF MEETING

<i>Meeting of / between:</i>	LEWES NEIGHBOURHOOD PLAN STEERING GROUP (LNPSG)															
<i>Venue:</i>	Yarrow Room, Town Hall															
<i>Date:</i>	7:00pm Thursday 8 <sup>th</sup> May 2014															
<i>Attending:</i>	<p>Cllr Susan Murray Chairman, Lewes Town Council Planning Committee  Cllr M Turner Lewes Town Council lead for Policy and Finance matters  Steve Brigden Town Clerk  Emma Martin Admin Support</p> <p><i>Community organization representatives:</i></p> <table> <tr> <td>Cliffe Residents Association</td> <td>Andi Mindel</td> </tr> <tr> <td>Lewes Seniors Forum</td> <td>Richard Partridge</td> </tr> <tr> <td>Friends of Lewes</td> <td>Audrey Jarvis</td> </tr> <tr> <td>Malling Residents &amp; Tenants Assn.</td> <td>Cllr John Stockdale</td> </tr> <tr> <td>Lewes &amp; Ouse Valley Economics</td> <td>Dr Colin Tingle</td> </tr> </table>		Cliffe Residents Association	Andi Mindel	Lewes Seniors Forum	Richard Partridge	Friends of Lewes	Audrey Jarvis	Malling Residents & Tenants Assn.	Cllr John Stockdale	Lewes & Ouse Valley Economics	Dr Colin Tingle				
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<i>Apologies:</i>	<table> <tr> <td>Nevill Harrison</td> <td>SDNPA Committee Member</td> </tr> <tr> <td>Lucy Ruddy</td> <td>Nevill Residents Association</td> </tr> <tr> <td>Matt Bird</td> <td>Active Living Network</td> </tr> <tr> <td>Cllr Roger Murray</td> <td>Lewes Town Council lead for Youth &amp; Community matters</td> </tr> <tr> <td>Cllr Ian Eiolart</td> <td>Lewes Town Council lead for Communications</td> </tr> <tr> <td>Cllr R O’Keeffe</td> <td>Mayor of Lewes 2013/14</td> </tr> <tr> <td>Kirstin Firth</td> <td>Transition Town Lewes</td> </tr> </table>		Nevill Harrison	SDNPA Committee Member	Lucy Ruddy	Nevill Residents Association	Matt Bird	Active Living Network	Cllr Roger Murray	Lewes Town Council lead for Youth & Community matters	Cllr Ian Eiolart	Lewes Town Council lead for Communications	Cllr R O’Keeffe	Mayor of Lewes 2013/14	Kirstin Firth	Transition Town Lewes
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### NOTES:

1	Cllr Susan Murray welcomed everyone to the meeting, and introduced Colin Tingle who was giving a brief presentation on “Lewes and Ouse Valley Economics”.									
2	The Notes of the Meeting held on 7 <sup>th</sup> April 2014 were agreed as an accurate record.									
3	<p>Dr Colin Tingle then presented Ecosystem services and how they could relate to the Neighbourhood Plan. He explained that he was here to introduce Natural capital, ecosystem services &amp; “The Invisible economy”. The NP would provide an opportunity for the local community to have a say in setting a vision for the future establishing general planning policies for the development and use of land and to influence the type, design, location and mix of new development and to recognise that Neighbourhood Plans “must contribute to achieving sustainable development”. Lewes &amp; Ouse Valley Economics (L&amp;OVe) were looking into the benefits that the local community and local economy gets from the local environment, benefits from water purification, flood protection and climate regulation and were trying to raise awareness of these benefits. L&amp;OVe could demonstrate these benefits as they fit in the NP “themes”. Several workshops had been held looking at ways to make connections between the environment and the economy. A lengthy question and answer session followed and it was agreed that a workshop could help support better community engagement with the NP.</p> <p>The Chairman then thanked Dr Tingle for his presentation.</p>									
4	It was reported that the application for designation of the formal civil parish area as a Neighbourhood had been unanimously agreed earlier that day, by the SDNPA’s Planning Committee.									
5	<p>The group then moved on to the need for a skeleton timetable for the LNPSG to clarify the work programme and support any applications for grants. It was reported that the SDNPA had allocated £15,000. The group then discussed the timetable from January 2013 to where they were now and the future of the plan:</p> <table> <tr> <td>○ Public Open Day to engage interest</td> <td>16<sup>th</sup> January 2013</td> </tr> <tr> <td>○ Second Public Open day</td> <td>26<sup>th</sup> March 2013</td> </tr> <tr> <td>○ Inaugural meeting of Community Steering Group</td> <td>26<sup>th</sup> November 2013</td> </tr> <tr> <td>○ Steering Group meeting</td> <td>13<sup>th</sup> January 2014</td> </tr> </table>		○ Public Open Day to engage interest	16 <sup>th</sup> January 2013	○ Second Public Open day	26 <sup>th</sup> March 2013	○ Inaugural meeting of Community Steering Group	26 <sup>th</sup> November 2013	○ Steering Group meeting	13 <sup>th</sup> January 2014
○ Public Open Day to engage interest	16 <sup>th</sup> January 2013									
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○ Inaugural meeting of Community Steering Group	26 <sup>th</sup> November 2013									
○ Steering Group meeting	13 <sup>th</sup> January 2014									

	<ul style="list-style-type: none"> <li>○ Steering Group meeting 24<sup>th</sup> February 2014</li> <li>○ Steering Group meeting Agreement of topical framework/draft structure 8<sup>th</sup> May 2014</li> <li>○ ‘Reinforced’ programme to engage community organizations to end August 2014</li> <li>○ Refinement of groups work to inform topical framework, and;</li> <li>○ Consideration of requirements for brief to Consultant to end October 2014</li> <li>○ Engagement of Consultant November 2014</li> <li>○ ‘Preliminary Draft’ for internal testing by January 2015</li> <li>○ First Draft for public testing February-March 2015</li> <li>○ Review of results April 2015</li> <li>○ Next steps to be confirmed.....</li> </ul> <p>The current position was that a draft topical framework was agreed, and community engagement needed re-emphasis. The group would draw a line on that phase by end of August with one last open day with an eco-systems workshop built in. After that the topical groups work would be assessed with a view to having a Consultant briefed to carry-through the project from November; preparing a usable preliminary draft for in house scrutiny by January with the hope that it could be refined as a first draft to be offered for public scrutiny by February/March 2015. This, it was hoped, would allow the Inspection stage before early summer 2015 and a Plan to be in place by early 2016.</p>
6	<p>The group then had a discussion on the benefits of holding another open day or workshop. Due to location and size the Town Hall was the most favourable venue. A Conference model was suggested, with a published programme which would give people a deadline to apply for places. A possible timetable for the conference was then discussed as follows:</p> <ul style="list-style-type: none"> <li>● Introduction</li> <li>● Eco-systems workshop to be held from 10 -1</li> <li>● Break for lunch</li> <li>● Breakout sessions with topic groups</li> <li>● Question and Answer session</li> </ul> <p>It was hoped that the day to be held would encourage community interest and groups/individuals to attend. A chairman’s statement could be prepared to show how the group had moved on since January 2013. Flyers could be distributed around the town for information.</p>
7	<p>The Meeting then moved on to what individual groups had looked at since the last meeting.</p> <p><b>Community Group</b> - This group would now be called “Society, Community and Culture”. A draft document with ideas had been drawn up which would be sent to all members of the Google Group and other Community Groups in the town. Budgets would need to be set for admin costs such as flyers. Links would also be sent to members for the Cultural Spaces Audit.</p> <p><b>Housing</b> – Communication had been made with Lewes District Council Housing Officers. It was recognised that specialist advice would be needed in this area and that Consultants could be brought in to advise.</p> <p><b>Tourism</b> – This overlaps between topics. Tourism should be linked to the local economy with more attention being focused on tourism and visitor attractions.</p> <p><b>Business</b> – No engagement as yet.</p> <p><b>Transport</b> – The Town Council’s Working Party would integrate their work with that of the LNPSG.</p>
8	<p>The next meeting of the Group would be held on Monday 2<sup>nd</sup> June at 7pm. The Chairman then thanked everyone for their attendance and contribution and closed the meeting.</p>

*Meeting ended 9:10pm*



## NOTES OF MEETING

<i>Meeting of / between:</i>	LEWES NEIGHBOURHOOD PLAN STEERING GROUP (LNPSG)
<i>Venue:</i>	Yarrow Room, Town Hall
<i>Date:</i>	7:00pm Monday 2 <sup>nd</sup> June 2014
<i>Attending:</i>	<p>Cllr Susan Murray Chairman, Lewes Town Council Planning Committee  Cllr M Turner Lewes Town Council (Mayor)  Cllr I Eiloart Lewes Town Council lead for Communications  Cllr R O’Keeffe Lewes Town Council  Steve Brigden Town Clerk  Emma Martin Admin Support  Chris Paterson S. Downs. Nat. Park (SDNPA) Strategic Lead Officer (Communities)  Nevill Harrison SDNPA Member  Natalie Carpenter Lewes District Council Planning</p> <p><i>Community organization representatives:</i>  Lewes Chamber of Commerce Cllr Ashley Price  Friends of Lewes Audrey Jarvis  Lewes Community Land Trust Cllr John Stockdale  Transition Town Lewes Kirsten Firth  Nevill Residents Association Lucy Ruddy</p>
<i>Apologies:</i>	<p>Richard Partridge Lewes Seniors Forum  Andi Mindel Cliffe Residents Association – Andi Mindel has withdrawn from her position as representative for the the Cliffe Residents Assn. due to work commitments. The Association would be asked to nominate another individual.</p>
<b>NOTES:</b>	
1	Cllr Susan Murray welcomed everyone to the meeting.
2	The Notes of the Meeting held on 8 <sup>th</sup> May 2014 were agreed as an accurate record.
3	Matters arising: There were none.
4	<b>DRAFT LOCAL PLAN CORE STRATEGY:</b> Ms Carpenter explained that there was currently a Consultation focusing on amendments to the local plan core strategy, which is a joint core strategy with SDNPA. The consultation started on 16 <sup>th</sup> May and would run until the 11 <sup>th</sup> July. At the same time there was a consultation on Community Infrastructure Levy which was running for the same 8 weeks. The key points of the focused amendments were around the housing numbers which had been amended for Lewes District which had gone up to 5600. The figure for Lewes town had been amended to 260 from 360. This was in addition to the North Street Quarter. Other changes in the Strategy were amendments to wording on some of the other core policy areas including provision for gypsies and travellers and Core Policy 10 which was in relation to the Environment, in response to legislative changes. There were also significant changes to some wording to reflect some Government Changes to criteria for sustainable homes. Once the consultation was finished it was hoped that the document would be submitted to the Planning Inspector in August with hopefully an examination by the end of 2014.
5	<b>OFFHAM AND HAMSEY NEIGHBOURHOOD PLAN:</b> The Chairman then welcomed Ian McKay who was involved with the Offham and Hamsey Neighbourhood Plan. They had been working on their NP for a year and a half. He explained that one of the specific issues affecting their NP was the issues of housing numbers, about which local people were sensitive. 30 houses had been designated for the Parish of Hamsey but this number was not an absolute target and could be reviewed. There was concern that a developer could submit a planning application for development and any such development would not necessarily be in the target figure before the NP and the Local Authority’s Core Strategy was in place. However, there had been re-assurance given that any development would be included in the target. Hamsey and Offham topics for their NP were:

	<ul style="list-style-type: none"> <li>• Housing</li> <li>• Business</li> <li>• Education</li> <li>• Parks &amp; Recreation</li> <li>• Sustainability</li> </ul> <p>Mr McKay stressed the importance of meeting detailed process requirements or the Planning Inspector could object. Community engagement was another important factor and Offham and Hamsey had held an open day, held surveys and followed on with a questionnaire.</p>
6	<p>The group then moved on to discuss the North Street Quarter. Although a planning application for the outline of the development would precede any Lewes NP, there would be further, detailed, applications as the development got underway, and these may fall within the scope of the LNP. A recent public meeting had been held by community groups to discuss alternative options, and the Steering Group recognized that it should remain alert to allow consultation with newly-formed groups which may emerge as the process continued.</p>
7	<p><b>NEIGHBOURHOOD PLAN WORKSHOP</b></p> <p>A workshop was to be held on 10<sup>th</sup> June 2014, between 2pm and 4.30pm, at the South Downs Centre Hall, North Street, Midhurst: This workshop would have a Presentation on Policy Writing and Strategic Housing Documents. There would also be a chance to network with other Neighbourhood Planning Groups. It was anticipated that video recordings of the policy-writing workshop would be available later on YouTube.</p> <p>Cllr Eiloart, Cllr O’Keeffe and Kirsten Firth would attend if other commitments allowed.</p>
8	<p><b>PUBLIC ENGAGEMENT OPEN DAY.</b></p> <p>The Town Hall had been provisionally booked for Saturday 16<sup>th</sup> August and it was agreed that this date should be confirmed. A format had been discussed at the last meeting. The event would be promoted at the Societies Fair which would be held on 5<sup>th</sup> July with Flyers and posters.</p> <p>Events to take place at the open day would be:</p> <ul style="list-style-type: none"> <li>• Eco-systems workshop in the morning, to which key people would be invited Residents Associations and all groups that should be involved in the plan.</li> <li>• Timed presentations</li> <li>• Sessions on topic areas</li> <li>• Displays explaining what the NP is about</li> </ul> <p>It was agreed that a sub-group was needed to discuss the preparation of the open day with Chris Paterson. A meeting was arranged for Monday 9<sup>th</sup> July at 3pm in the Town Hall with Cllr S Murray, Cllr Eiloart, Cllr O’Keeffe and Kirsten Firth.</p>
9	<p>Ms Firth gave a short presentation on sustainable development. It was suggested that the group look at other neighbourhood plans to see how sustainable development had been dealt with and to look at how community energy schemes could be included in the NP.</p>
10	<p>The Meeting then moved on to review individual topic groups progress since the last meeting.</p> <p><b>Community Group</b> – There was no representation on this topic.</p> <p><b>Housing</b> – There was no representation on this topic.</p> <p><b>Tourism</b> – This overlaps between topics. A Neighbourhood Plan outline document had been prepared which offered a useful template by which to focus efforts. This was welcomed, and would be refined for use in the overall project framework.</p> <p><b>Business</b> – Two members of the Chamber of Commerce had shown an interest in attending the Steering Group. There was still a need to generate more interest in this area</p> <p><b>Transport</b> – The Town Council’s Working Party would integrate their work with that of the LNPSG.</p>
11	<p>It was requested that the Minutes of the Steering Group be posted to the LNPSG Facebook Page.</p>
12	<p>The next meeting of the Group would be held on Monday 7<sup>th</sup> July at 7pm. The Chairman then thanked everyone for their attendance and contribution and closed the meeting.</p>

Agenda Item No: 6c)

Report No: FC001/2014

Report Title: Grants panel recommendations – 21<sup>st</sup> May 2014

Report To: Full Council

Date: 12<sup>th</sup> June 2014

Report By: S Brigden, Town Clerk

**Purpose of Report:** To recommend payment of grants as suggested by the Grants Panel, following its meeting on 21<sup>st</sup> May 2014 (the *first* cycle of four for 2014/15)

**Recommendation(s):**

- 1 That the grant payments recommended in this report (as shown in column **G** of the appended table) be approved.

---

**Information:**

1 The Grants Panel met on 21<sup>st</sup> May 2014. 9 applications were considered, with requests for support in the sum total of £8,086.

2 Members attending were: Cllrs Daly; Murray (S); and Dr Turner. No messages were received from Cllrs Dean or Eiloart.

3 Using the system approved by Council, each panellist evaluated applications on their merits in five categories:

- 1 Closeness of match to Lewes Town Council's grant scheme policy
- 2 Overall "robustness" of the proposal – general likelihood of success/sustainability
- 3 Financial planning exhibited - adequacy/prudence/appropriateness *etc.*
- 4 Scope and sustainability of the proposal – beneficiaries; scale; thoroughness
- 5 A personal (subjective) assessment, based on any special insight or considerations.

Where recommended awards are below the amount requested by the applicant, the details of the proposal were carefully scrutinized as to the appropriateness of the sum requested in relation to the overall scheme or project budget, and alignment with the Council's published aims. Also considered were factors such as the balance or proportion of Council funding compared with other sources and the applicant's own funds, and other detail elements.

4 **The recommended grant awards for this cycle are shown at column G, below.**

Salient points, considered by panellists during their deliberation and influencing their final recommendations (noted/highlighted in column H below, where appropriate), fall into the areas of:

- ⊕ No other funding sought.
- ⊕ Sum requested disproportionate to own assets or contribution to scheme or project.
- ⊕ Sum requested from parish disproportionate to total cost of scheme or project.
- ⊕ Project or scheme mis-matched with parish council powers or LTC's scheme policy.
- ⊕ Sum recommended is considered to be an appropriate/proportionate parish contribution.

S Brigden

22<sup>nd</sup> May 2014



<b>REPORTS FROM MEMBERS</b>
-----------------------------

**The report(s) below will be presented to Council at its meeting on Thursday 12<sup>th</sup> June 2014**

**Report received from Cllr Ashley Price , (for elaboration at the meeting as appropriate):**

### **DOMESTIC ABUSE – WHITE RIBBON CAMPAIGN**

#### **Background**

In 2012, I was elected as the Town Council's "Domestic Abuse Champion" (the title has since been changed to "Anti-Domestic Abuse Ambassador") to sit on the Community Safety Partnership (CSP) to raise awareness of Domestic Abuse (DA) and promote the White Ribbon Campaign, which specifically raises awareness of abuse against women by men.

This role was invaluable in helping to raise awareness of DA, especially with being the Council's "official representative" as opposed to just something I was doing in my spare time. It seems to give my words a bit more authority.

In 2013, Sussex Police were the first force in the country to receive White Ribbon status for all their work dealing with reported DA and the publicity around this – as well as the White Ribbon day in November – has gone some way towards increasing awareness of abuse as well as increasing the number of reported incidences.

#### **Now**

Separate to the CSP meetings, I have met with two people as well as Chief Inspector Rob Leet (Lewes District Commander) who are wanting to do more for DA victims. This includes producing a comprehensive "information pack, with details of who to contact and where to go, possibly set up a pop up advice service but held in a "public" building (like a library for example, so it looks as though they're doing something completely innocent rather than going to talk about a DA matter).

Although the last few months have been quiet with regards to the Community Safety Partnership, they are starting to pick up again as we move into the middle of the year. We are having a meeting on Thursday 19<sup>th</sup> to gather ideas for raising awareness of the White Ribbon campaign but also going to be looking at abuse more widely.

Domestic Abuse doesn't just happen between spouses, but can also be between siblings, parents and children, etc., and there is, of course, the sad fact that male victims are often not taken seriously. Recently, a couple walked through a busy city square. He started to abuse her, first verbally, and then physically. Strangers stepped in almost immediately to help her. This was staged by actors as a social experiment and when they later reversed the roles, with her attacking him, people just stood watching and often laughing - even when the female actor pushed the male violently against nearby railings.

So, we all need to be mindful that often men suffer in silence. Statistics show that 1 in 6 men suffer domestic abuse at some point in their lives. However, this is based on reported crimes, you have to ask how many go unreported.

Cllr Price  
2<sup>nd</sup> June 2014

Agenda Item No: 7 Report No: FC002/2014  
Report Title: Accounts & Annual Return 2013/14  
Report To: Full Council Date: 12<sup>th</sup> June 2014  
Report By: S Brigden, Town Clerk

---

**Purpose of Report:** To present the requisite accounting information and draft Annual Return for approval as required by the Accounts & Audit (England) Regulations 2011 (SI2011/817)

**Recommendation(s):**

- 1 That the Town Council approves the statutory annual return and supporting documents as required for the year 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014, for submission to Messrs PKF-Littlejohn LLP, the Audit Commission's appointed External auditors.
- 

**Information:**

The latest amendments to the statutory audit regime affecting local councils were introduced by the Accounts & Audit (England) Regulations 2011, advised on 31<sup>st</sup> March 2011. The changes directly affected the Council as it falls into the category of "smaller relevant bodies", and the criteria for this group had been heavily revised following national consultation. Most notably the threshold level of gross expenditure or income was been raised to £6,500,000, whereas previously this was £1,000,000.

The presentation format requirements prescribe a Statutory Annual Return, and such supporting statements as the Responsible Finance Officer may consider appropriate to satisfy the Regulations. Lewes Town Council has, for many years, recognized the benefits of operating its financial accounting system at a level of sophistication that is considerably higher than the minimum requirements, and is already comparable to the commercial Small/Medium Enterprise (SME) classification that the latest Regulations emulate. Under earlier audit regimes, this approach has been commended by auditors as good practice, and will be continued. The complete set of supporting documents is appended. These are also posted on our website, marked *subject to audit* until verified.

The statutory deadline for the Council's formal "approval" of the Annual Return, for forwarding to the Audit Commission appointed external auditors is 30<sup>th</sup> June.

The relevant pages of the Annual Return are appended to this report, and the certificate by the Council's independent Internal Auditor has been signed. He indicates that he has no concerns, and his final report summary is also appended. The Internal Auditor's complete (detailed) report is available on request to the Town Clerk

**IMPORTANT NOTE:** It is necessary to avoid potential conflict of interest that might affect the auditor's independence, *eg* Messrs. Littlejohn LLP (our appointed external Auditor) may provide personal accountancy or tax advice to a Councillor. Littlejohn themselves attempt to identify such situations, but it is important that Members advise the Town Clerk immediately if they become aware of potential conflicts.

S Brigden  
4<sup>th</sup> June 2014



# Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here:

LEWES TOWN COUNCIL Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance								
	31 March 2013 £	31 March 2014 £									
1 Balances brought forward	820,652	813,635	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 (+) Annual precept	782,000	692,729	Total amount of precept received or receivable in the year.								
3 (+) Total other receipts	162,860	272,782	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.								
4 (-) Staff costs	394,131	386,060	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.								
5 (-) Loan interest/capital repayments	10,056	10,056	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).								
6 (-) All other payments	547,690	478,799	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	813,635	904,231	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)								
8 Total cash and short term investments	775,353	878,932	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 other long term investments and assets	3,236,060	3,236,060	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March								
10 Total borrowings	86,494	83,412	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).								
11 Disclosure note	<table border="1"> <tr> <td>yes</td> <td>no</td> <td>yes</td> <td>no</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		yes	no	yes	no	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.
yes	no	yes	no								
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Trust funds (including charitable)											

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date 3/6/2014

I confirm that these accounting statements were approved by the council on this date:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date DD/MM/YYYY



## Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

ELWESBOROUGH TOWN COUNCIL Council Meeting

our responsibility for ensuring that there is a sound system of internal control, including 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 2014, that:

	Agreed –		'Yes' means that the council:	
	Yes	No*		
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.			prepared its accounting statements in the way prescribed by law.	
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
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 the council to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.	
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.			during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.	
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.	
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.			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 the council.	
7 We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.	
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 the council and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	yes	no	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

MINUTE REFERENCE

dated DD/MM/YYYY

Signed by:

Chair SIGNATURE REQUIRED

dated DD/MM/YYYY

Signed by:

Clerk SIGNATURE REQUIRED

dated DD/MM/YYYY

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.



# Section 4 – Annual internal audit report 2013/14 to

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2014.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit MARK MURBERY BA(Hons) FCCA CTA

Signature of person who carried out the internal audit [Signature] Date 03/06/2014

\*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

## Lewes Town Council

### INTERNAL AUDIT REPORT 2013-14 – Executive Summary

I am writing to conclude matters in respect of the internal audit for the year ended 31st March 2014. My audit was conducted in accordance with current practices and guidelines and testing was conducted in line with the inherent risks assessment. Whilst I have not tested all transactions, my sample has where appropriate covered the entire year to date.

I visited the Council on the 10<sup>th</sup> December to conduct an interim Internal Audit and 3<sup>rd</sup> June 2014 for the final audit. Amongst others the following areas were covered in my testing:-

- Review of the Financial Regulations & Standing orders
- Review of the Risk Assessments
- Review of the Budgeting process
- Proper Bookkeeping – review of the bank reconciliation at the year end
- Review of the Fixed Assets Registers
- Review of payments and receipts
- Review of the Payroll calculations and Year End procedures
- Review of the Accounts
- Review of the annual return

Attached to this e-mail is a copy of the audit pack for your records, it will be necessary for you to discuss with your council how the audit was conducted and the findings of my report so that the effectiveness can be reported on. The comments below are in the order of the headings in Section 4 of the Annual Return. Recommendations are shown in bold.

#### **A. BOOKS OF ACCOUNT**

The brought forward balances were tested against last year's annual return and there were no errors. We did note that one item on nominal code 6404 may have been posted with an incorrect date this was going to be rectified whilst we were on site. Accounting entries are entered regularly onto the Sage accounting system, and accounts are reconciled monthly, with hard copies printed off for the file. I was pleased to note that there is good documentary evidence to show that these are reviewed internally. The system is tried and tested and entirely fit for purpose for a council of this size. I make no recommendation for change at this stage.

#### **B. FINANCIAL REGULATIONS**

The Financial Regulations and Standing Orders were on site and to hand, the clerk is very experienced and aware of the regulations and I can confirm these are regularly reviewed and updated with appropriate minute references to confirm council agreement. I make no recommendation to change in your Financial regulations or Standing Orders at this time.

We chose at random items to test from the financial regulations as follows:-

- Tested 3.2 No budget heading may be overdrawn unless prior approval. Reviewed budgets with RFO and this was satisfactorily tested – no unapproved overdrawn headings.
- Tested 5.2: Cheques signed by two persons and clerk. I reviewed the returned cheques and these were appropriately signed.
- Tested 5.3 Supporting documentation verified. Expenses are easily traceable from the cashbook to the supporting documentation.
- Tested 6.2 I reviewed an invoice drawn at random and was able to verify this to the cashbook and the nominal ledger. VAT is properly analysed
- Tested 6.3 Petty cash – tested petty cash see below
- Tested 7 Salaries – tested payslip at random – hourly rates approved – payments are approved in the normal manner.

Payment procedures, including invoice authorisation, purchase order matching and cheque signing are satisfactory; and in accordance with financial regulations, this is a robust system that allows for the monitoring of expenditure through all stages and for advanced cashflow planning and I make no recommendation to change.

#### **C. RISK MANAGEMENT & INSURANCE**

A Regular review of risks is carried out and I am satisfied that all appropriate risks are accounted for and documented properly. I was pleased to see the council has a good system of risk assessment and documentation. In addition to this, the council has good segregation of duties that lends itself to a reduction in the inherent risk of errors or misstatements within the financial accounts.

#### **D. BUDGET & PRECEPT**

The budget is drawn up in the correct and proper manner and regular reviews of income and expenditure against budget are carried out and reported to committee. There is evidence of over and under spend across the budget headings, but not so significant as to suggest any error in the budget process. The budgets are drawn up, monitored and managed in accordance with financial regulations and I make no recommendation to change this process. The council has an excellent system of recording and the monitoring of budgets and reserves.

#### **E. INCOME**

I tested the various streams of income namely, precept, VAT and grant income. I am able to confirm that income was properly recorded in the cash book and agreed to the bank statements and where applicable third party confirmation.

#### **F. PETTY CASH**

Petty cash agrees to physical cash and receipts

#### **G. PAYROLL**

I tested the wages, there were no calculation errors and was reconcilable to the annual return.

#### **H. ASSETS AND INVESTMENTS**

The fixed asset register was up to date and logically presented.

#### **I. BANK RECONCILIATIONS**

Reconciliation for current bank account is carried out regularly and is prepared by RFO. The March 2014 reconciliation and cashbook was verified in detail to ensure correct transfer of opening balances. There are no reconciling errors.

#### **J. YEAR END ACCOUNTS**

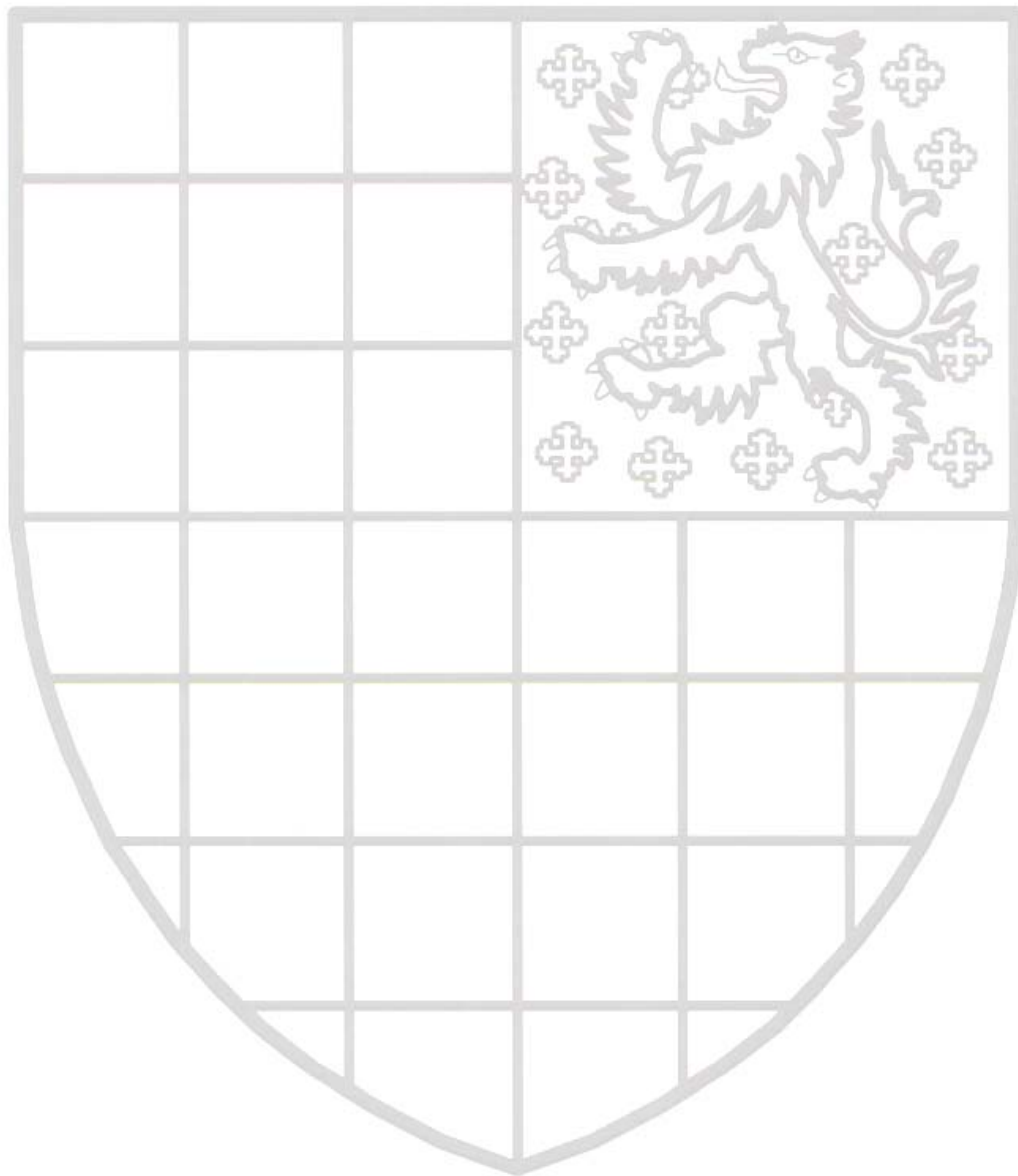
These have been prepared on an income and expenditure basis and agreed by council.

#### **K. TRUSTEESHIP**

The returns and accounts for the trust is up to date. The annual return does not contain any trust figures.

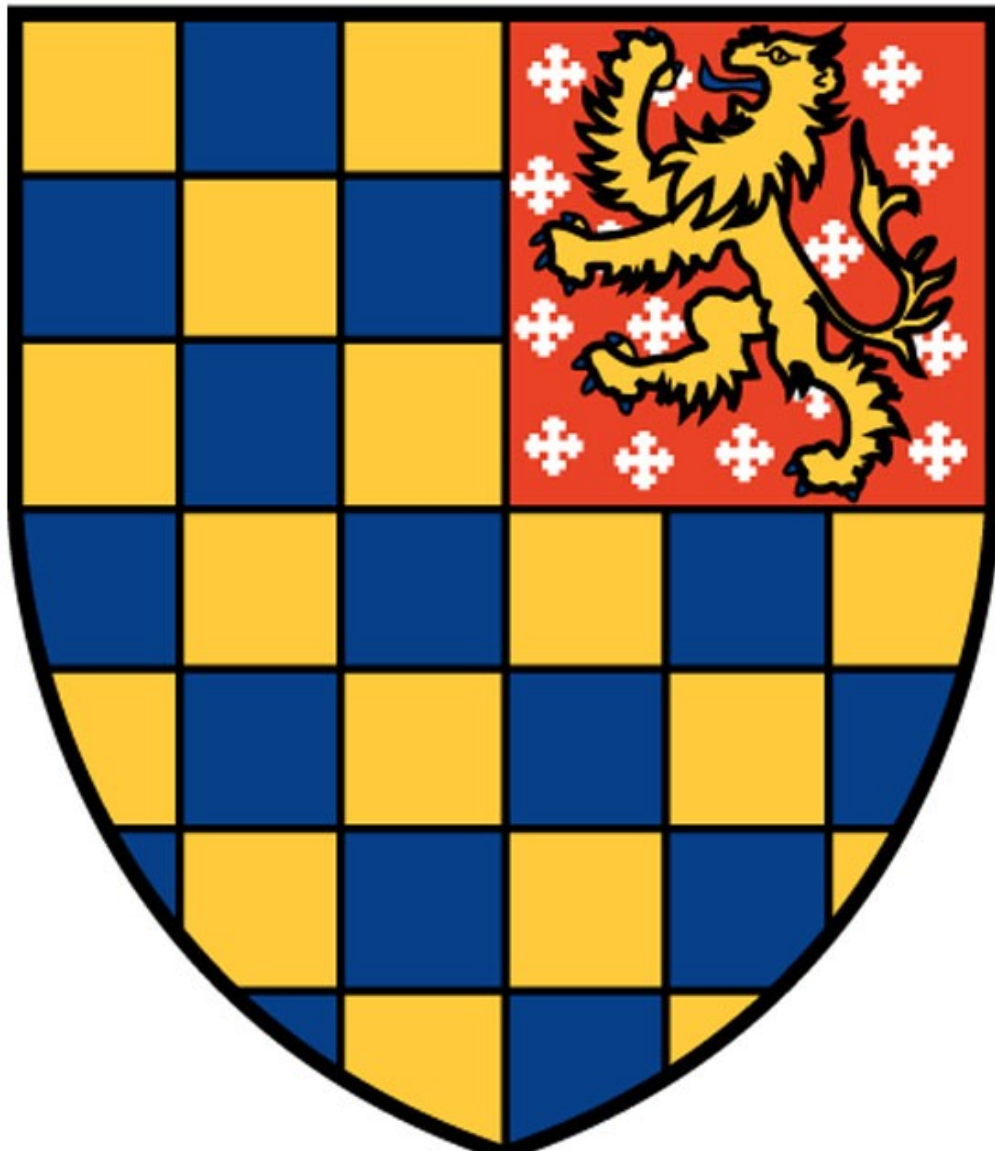
**Mark Mulberry**  
**Internal Auditor**  
**03<sup>rd</sup> June 2014**

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# LEWES TOWN COUNCIL



**FINANCIAL ACCOUNTS**  
for the year  
1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014



**LEWES TOWN COUNCIL**

**Council Information**

**For the Year ended 31 March 2014**

**Councillors**

**Cllr Elizabeth ALLSOBROOK** (*elected 17<sup>th</sup> October 2013*)

**Cllr Michael CHARTIER**

**Cllr Jim DALY**

**Cllr Amanda DEAN**

**Cllr Ian EILOART**

**Cllr Matthew KENT** (*resigned 24<sup>th</sup> July 2013*)

**Cllr Petrina KINGHAM** (*resigned 27<sup>th</sup> August 2013*)

**Cllr John LAMB** (*elected 17<sup>th</sup> October 2013*)

**Cllr Derek LAMPORT**

**Cllr Leung Fuk LI**

**Cllr James MacCLEARY**

**Cllr Dr Graham MAYHEW** (*elected 26<sup>th</sup> March 2014*)

**Cllr Merlin MILNER**

**Cllr Roger MURRAY**

**Cllr Susan MURRAY**

**Cllr Ruth O'KEEFFE** (*Mayor 2013/14*)

**Cllr Ashley PRICE**

**Cllr Richard RUDKIN** (*resigned 16<sup>th</sup> January 2014*)

**Cllr John STOCKDALE**

**Cllr Dr Micheal TURNER** (*Deputy Mayor 2013/14*)

**Cllr Stephen WISCHHUSEN** (*known as CATLIN*)

**Town Clerk and Responsible Finance Officer**

Steve Brigden

**Auditors (external)**

Littlejohn LLP  
Ref: SBA  
2<sup>nd</sup> Floor 1 Westferry Circus  
Canary Wharf  
LONDON E14 4HD

**Auditors (internal)**

Mulberry & Co  
Chartered Certified Accountants  
and Registered Auditors  
62 Hurst Lane  
East Molesey  
Surrey  
KT8 9DZ

## **LEWES TOWN COUNCIL**

### **Explanatory Foreword**

#### **For the Year ended 31 March 2014**

The Council's statements of accounts for the year ended 31 March 2014 are set out on the following pages. They consist of the following statements:

#### **The Income and Expenditure Account**

The Council's revenue account, covering income and expenditure on all services.

#### **The Balance Sheet**

This sets out the financial position of the Council at 31 March 2014, i.e. its assets and liabilities at that date.

#### **Statement of Total Movement in Reserves**

This summarises the total gains and losses of the Council and their effect on the Council's reserves during the year.

#### **Notes to the Accounts**

These provide further information on the amounts included in the financial statements.

This foreword provides a brief explanation of the financial aspects of the Council's activities and draws attention to the main characteristics of the financial position.

#### **Further Information**

Further information about the accounts, and the financial administration of the Council, is available from the Town Hall, High Street, Lewes BN7 2QS. This is part of the Council's policy of providing full information about its affairs. Interested members of the public have a statutory right to inspect the accounts before the audit is completed. The availability of the accounts for inspection is advertised on the notice board outside the Council Offices, and on the Council's website ([www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)). Other aspects of the Council's financial operations are published during the year on the website, and may be obtained on request.

## LEWES TOWN COUNCIL

### Responsibilities for the Statement of Accounts

Year ended 31<sup>st</sup> March 2014

#### The Council's Responsibilities

The Council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers has the responsibility for the administration of those affairs. At this Council, that officer is the Town Clerk
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

#### The "Responsible Finance Officer" Responsibilities

The R.F.O. is responsible for the preparation of the Council's statement of accounts in accordance with the 'Code of Practice on Local Authority Accounting in Great Britain' (the code), so far as it is applicable to this Council, to present fairly the financial position of the Council at 31<sup>st</sup> March 2014 and its income and expenditure for the year then ended.

In preparing the statements of accounts, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the code.

The R.F.O. has also:

- kept proper accounting records which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

#### Responsible Finance Officer's Certificate

I hereby certify that the statements of accounts for the year ended 31<sup>st</sup> March 2014 required by the Accounts and Audit Regulations 2011 (SI2011/817) are set out in the following pages.

I further certify that the statements of accounts present fairly the financial position of Lewes Town Council at 31<sup>st</sup> March 2014, and its income & expenditure for the year ended 31<sup>st</sup> March 2014.

Signed:.....

Date:.....

**Steven Brigden**

**Town Clerk and Responsible Finance Officer**



## **LEWES TOWN COUNCIL**

### **Statement of Internal Control**

**Year ended 31<sup>st</sup> March 2014**

#### **Scope and Responsibility**

Lewes Town Council (hereafter called “the Council”) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council’s functions and which includes arrangements for the management of risk.

#### **Purpose of the System of Internal Control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risks of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council’s policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them effectively and economically.

#### **The Internal Control Environment**

The Council already has or is putting into place systems which:

- Establish and monitor the achievements of the Council’s objectives
- Facilitate policy and decision making
- Ensure compliance with established policies, procedures, laws and regulations
- Identify, assess and manage the risks to the Council, including how risk management is embedded in the activity of the Council, how leadership is given to the risk management process, and how staff are trained or equipped to manage risk in a way appropriate to their role
- Control the financial management of the Council and the reporting of financial information

**LEWES TOWN COUNCIL**

**Review of Effectiveness**

The Council has responsibility for conducting, at least annually, a review of the effectiveness of the system of internal control, and of its arrangements for internal audit.

The review of the effectiveness of the system of internal control is informed by the work of the internal auditor and the executive officers within the Council who have responsibility for the development and maintenance of the internal control environment, and also any comments made by the external auditor or other review agencies and inspectorates.

Our review of the effectiveness of the system of internal control is informed by:

- The work of officers within the Council
- The work of the internal auditor
- The external auditors in their annual audit report

We have been advised on the implications of the result of the review of the effectiveness of the system of internal control by the executive officers, and plan to address any weaknesses and strive for continuous improvement of the systems in place.

We have reviewed the effectiveness of our Internal Audit operations, and have taken account of the guidance issued in this regard by the Audit Commission. We are satisfied on all counts that our arrangements are effective and meet expected standards.

Signed.....  
Cllr Dr Micheal Turner  
Mayor of Lewes 2014/15

Signed.....  
Steve Brigden  
Town Clerk & Responsible Financial Officer

Date:.....

Date:.....

**Lewes Town Council**  
**Income and Expenditure Account**  
**for the Year ended 31st March 2014**

2013 Nett Expenditure	Cost Centres	Notes	2014 Gross Expenditure	2014 Gross Income	2014 Nett Expenditure
93,406	Corporate Admin		84,029	416	83,613
72,077	Civic Admin		121,363	20,331	101,032
49,921	Mayoralty		41,356	1,261	40,095
149,122	Town Hall		247,338	96,879	150,459
124,806	All Saints		124,276	53,321	70,956
39,672	Pells		35,835	240	35,594
72,443	Open Spaces		91,264	6,460	84,804
94,575	Allotments		24,985	4,374	20,612
0	Election Expenses		6,146		6,146
19,250	Section 137 Expenditure	6	14,400		14,400
43,827	Other Grants and Sponsorship	18	59,516	89,271	(29,755)
<hr/>			<hr/>	<hr/>	<hr/>
759,099	COST OF SERVICES		850,509	272,552	577,956
(782,000)	Precept Received			692,729	(692,729)
(2,160)	Interest and Investment Income	3		230	(230)
10,056	Loan Repayment		10,056		10,056
22,023	VAT Unclaimable	16	14,351		14,351
<hr/>			<hr/>	<hr/>	<hr/>
7,018			874,915	965,511	(90,596)
(820,653)	Balance Brought Forward				(813,635)
<hr/>					<hr/>
(813,635)	Balance Carried Forward				(904,231)
<hr/>					<hr/>
393,769	Earmarked Reserve Balance B/F	14		429,999	
124,930	Transferred from General Fund			135,430	
88,700	Transferred to General Fund			38,254	
	Earmarked Reserve Balance C/F				527,175
426,883	General Fund Balance Brought Forward			383,636	
(43,247)	Surplus/(Deficit) for the Year			(6,580)	
	General Fund Balance C/F				377,056
<hr/>					<hr/>
813,635	Balance Carried Forward				904,231
<hr/>					<hr/>

NOTE: Totals may be affected by "rounding" convention

**Lewes Town Council  
Balance Sheet  
as at 31st March 2014**

Year Ended 31 March 2013		Year Ended 31 March 2014
£	<b>CURRENT ASSETS</b>	£
4,675	Stock	5,276
17,618	Debtors	16,035
0	Payment in Advance	0
33,881	VAT Recoverable	18,002
775,353	Cash in Hand	878,932
831,527	<b>TOTAL ASSETS</b>	918,246
<b>CURRENT LIABILITIES</b>		
15,281	Creditors	7,478
2,611	Receipts in Advance	6,537
0	VAT Payable	0
17,892	<b>TOTAL LIABILITIES</b>	14,014
<b>NET ASSETS</b>		
813,635	<b>NET ASSETS</b>	904,231
<b>Represented by:</b>		
383,636	General Fund	377,056
429,999	Earmarked funds	527,175
813,635		904,231

.....  
Dr M Turner  
Mayor 2014/15

Date:.....

.....  
Steve Brigden  
Responsible Finance Officer

Date:.....

Lewes Town Council  
Notes to the Accounts  
31 March 2014

1 Information on Assets Held

	31/03/2013	Movement in the Year Acquisition s	31/03/2014	Method of Valuation
	£	£	£	
<b>Operational Land and Buildings</b>				
Lewes Town Hall	1,925,926	0	1,925,926	*
All Saints Centre	362,727	0	362,727	*
Pells Swimming Pool	131,250	0	131,250	*
Malling Community Centre	85,000	0	85,000	**
<b>Equipment</b>				
Computer Equipment	10,948	0	10,948	*
Franking Machine	472	0	472	*
<b>Infrastructure Assets</b>				
Bus Shelters	42,193	0	42,193	*
Town Seats and Benches	21,707	0	21,707	*
Waste Bins	3,027	0	3,027	*
Town Signs	5,877	0	5,877	*
<b>Community Assets</b>				
Lewes Priory site	24,000	0	24,000	**
The Pells Land	15,000	0	15,000	**
Allotments	26,500	0	26,500	**
The Town Plate	237,790	0	237,790	**
Works of Art	252,500	0	252,500	**
St. Michael's Town Clock	21,000	0	21,000	**
Civic Robes	35,670	0	35,670	**
Antique House Clock	2,370	0	2,370	**
Antique Books	2,100	0	2,100	**
War Memorial	1	0	1	***
Land at Landport Bottom (50% share with Lewes District Council)	1	0	1	***
Love Lane Tree Belt	1	0	1	***
Tom Paine Statue, Library terrace [private gift to town]	30,000	0	30,000	****
	<b>3,236,060</b>	<b>0</b>	<b>3,236,060</b>	

\* Valued at open market value less depreciation prior to 31/3/05 (depreciation not charged subsequently, due to change in local councils' statutory accounting regime)

\*\* Valued at open market value at 1/4/2004

\*\*\* Nominal value/community asset

\*\*\*\* Valuation for insurance purposes

Assets are insured at replacement cost values, except the Priory and War Memorial, which are insured on a first-loss basis.

**Lewes Town Council****Notes to the Accounts****Year Ended 31 March 2014****2. Principal Accounting Policies****Accounting Convention**

The accounts have been prepared in accordance with The Code of Practice on Local Authority Accounting in Great Britain (the Code), which is recognised by statute as representing proper accounting practices.

**Debtors and Creditors**

The revenue accounts of the Council are maintained on an income and expenditure basis in accordance with the Code. That is, sums due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of insurance premiums and regular quarterly accounts (e.g. telephones, electricity). This policy is applied consistently each year, and therefore, it will not have a material effect on the year's accounts or on the Council's annual budget.

**Leases**

The Council has no commitments under finance leases. Rentals payable under operating leases are charged to revenue on an accruals basis.

**Earmarked Reserves**

Earmarked Reserves are a means of building up funds to meet known or predicted liabilities in the coming years.

<b>3. Interest and Investment Income</b>	<b>2013</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Interest Income – General Funds	2,160	230

**4. Agency Work**

During the year the Council did not undertake any agency work on behalf of other authorities or commission any agency work to be performed by other authorities.

**5. Publicity**

Section 5 of the Local Government Act 1986 requires the Council to disclose expenditure on publicity. Details are shown under the following broad categories:

	<b>2013</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Recruitment Advertising	466	921
Marketing Advertising	1,053	780
Other Publicity (incl. newsletter)	1,500	2,382
<b>TOTAL</b>	<b>3,019</b>	<b>4,083</b>

**Lewes Town Council****Notes to the Accounts****Year Ended 31 March 2014****6. S.137 Expenditure**

Section 137 of the Local Government Act 1972 (as amended) enables the Council to spend up to £6.98 per head (2013:£6.80) on the electoral roll in this year for the benefit of people in its area on activities or projects *not specifically authorised by other powers*.

Expenditure was made under this power in 2013/14 for the following purposes:

	<b>2013</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
<b>Grants to</b>		
Lewes Town Partnership	7,000	7,000
East Sussex Youthbank	4,000	4,000
Lewes Food Bank	0	1,150
Norwood Ravenswood	0	750
The Oyster Project	0	1,500
<b>TOTAL</b>	<b>19,250</b>	<b>14,400</b>

Grants to bodies such as the Citizens Advice Bureau are made under other specific legal powers and so are not included in the above figures.

**General Power of Competence**

*Minute extract:* Council meeting of 14<sup>th</sup> June 2012

ref **FC2012/21.1** 'Lewes Town Council declares that it meets the conditions, prescribed in Article 2 paragraph 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI2012/965), and hereby resolves to adopt the General Power of Competence as provided in the Localism Act 2011 ss1-8.'

**7. Employees and Members**

The average weekly number of full-time equivalent employees during the year was ELEVEN. The establishment is 15 (7 full-time; 8 part-time).

The government's Code of Recommended Practice for Local Authorities on Data Transparency promotes the following statement of senior employee's remuneration:

	<b>2013</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Chief Executive Officer/Head of Paid Service (Town Clerk)		
Gross salary received	60,866	61,475
Employer's contribution to LGPS	11,747	12,049
This represents a multiple of 5 compared with the median of all Council salaries		
Members' Allowances paid in the year	4,339	2,317

**8. Auditor's remuneration**

Fees due to Littlejohn LLP, external auditors, were £1,920 (2013: Mazars LLP £3,000).  
Fees paid to Mulberry & Co, internal auditors, were £804 (2013: £804)

**Lewes Town Council****Notes to the Accounts****Year Ended 31 March 2014****9. Stock**

	<b>2013</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Resale & civic items; protective clothing; materials	2,062	2,944
Town Hall consumable stores	429	429
All Saints consumable stores	370	529
All saints resale stock	211	152
Stationery	*1,603	*1,222
<b>TOTAL</b>	<b>4,675</b>	<b>5,276</b>

\* includes estimates for stock pre-printed items

**10. Debtors**

	<b>2013</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Trade debtors (No debts were more than 3 months old)	17,618	16,035
VAT (see Note 16)	33,881	18,002
<b>TOTAL</b>	<b>51,449</b>	<b>34,037</b>

**11. Creditors and Accrued Expenses**

	<b>2013</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Creditors	15,281	7,478
Receipts in Advance	2,611	6,537
<b>TOTAL</b>	<b>17,892</b>	<b>14,014</b>

**12. Operating Lease Commitments**

The Council had the following annual commitments under operating leases at 31 March.

	<b>2013</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Photocopier and doormats	2,169	2,190

**13. Loans**

	<b>2013</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Public Works Loan Board (1998 – 2023)	86,494	83,412



**Lewes Town Council**  
**Notes to the Accounts**  
**31 March 2014**

**14. Movement in Funds**

	Opening Balance	Transfers		CHANGE in Reserve	Total
		FROM General Fund	TO General Fund		
	£	£	£		£
<b>Earmarked Reserves</b>					
<b>R1</b> Town Hall	63,118	22,000	1,778	20,222	83,340
<b>R2</b> All Saints Centre	26,800	6,000	0	6,000	32,800
<b>R3</b> Open Spaces	12,060	1,000	0	1,000	13,060
<b>R4</b> Lewes Priory	2,500	280	0	280	2,780
<b>R5</b> Pells Lake	11,929	0	0	0	11,929
<b>R6</b> The Pells	70,639	10,000	0	10,000	80,639
<b>R7</b> Commemorations Fund	19,500	2,000	7,710	-5,710	13,790
<b>R8</b> Environment Enhancement Fund	19,000	2,000	0	2,000	21,000
<b>R9</b> Town Clocks	1,200	300	0	300	1,500
<b>R10</b> Malling Community Centre	71,000	40,000	0	40,000	111,000
<b>R11</b> Castle floodlights termination agreement	5,000	0	0	0	5,000
<b>R12</b> Neighbourhood road-salt bin grants fund	2,703	0	120	-120	2,583
<b>R13</b> Election costs reserve	7,600	3,800	6,146	-2,346	5,254
<b>R14</b> Devolution process	30,000	30,000	0	30,000	60,000
<b>R15</b> ICT Replacement	2,750	750		750	3,500
<b>Projects committed or in progress</b>				0	
<b>P1</b> Placeholder for future projects	0	0	0	0	0
<b>P2</b> Historic plaques programme (with FoL)	1,200	300	0	300	1,500
<b>P3</b> Magic Circle (with FoL)	7,000	7,000	0	7,000	14,000
<b>P4</b> Placeholder for future projects	0	0	0	0	0
<b>P5</b> Neighbourhood Plan	0	0	0	0	0
<b>P6</b> Town Hall access programme	26,000	0	0	0	26,000
<b>P7</b> Placeholder for future projects				0	
<b>P8</b> Allotments improvements	0	10,000	0	10,000	10,000
<b>P9</b> Pedestrian crossings (contribution to ESCC)	45,000	0	17,500	-17,500	27,500
<b>P10</b> 20mph limit contribution	5,000	0	5,000	-5,000	0
<b>P11</b> Placeholder for future projects	0	0	0	0	0
	429,999	135,430	38,254	97,176	527,175

Movements this year relate to:

Budgeted contributions from income to reserve funds, and use of those reserves for their defined purpose.

General Fund*	Opening Balance	Surplus /(Deficit)	Closing Balance
	£	£	£
Brought Forward	383,636	(6,580)	377,056
<b>TOTALS</b>	<b>£813,635</b>		<b>£904,231</b>

\* The "General Fund" is the amount not committed to projects or earmarked reserves, which permits day-to-day liquidity and prudent allowance for unforeseeable demands.

It is maintained at a target level roughly equal to 50% of gross annual expenditure, although may fluctuate.

\*\* Accounts marked have no further purpose, and balances have been re-appropriated to the General Fund.

**Lewes Town Council****Notes to the Accounts****Year Ended 31 March 2014****15. Pensions**

For the year ended 31 March 2014 the Council's contributions equalled 19.6% of employees' superannuable pay (2012/2013 19.3%). Local Government Pension Scheme administrators have notified employer contribution rates for the following years as:

2014/15: 20.1%	2015/16: 20.6%	2016/17: 21.1%
----------------	----------------	----------------

**16. Value Added Tax (VAT)**

Subject to certain conditions, local councils may treat as "non-business" for purposes of VAT some activities that would normally be "business", even when charges are made (*Value Added Tax Act 1994 s33*). It is possible to agree a "partial-exemption" formula, whereby a proportion of an activity can be defined as "non-business" eg a building containing both public halls and the council's own offices may be agreed to offer a percentage of its floor area as space available for exempt uses, and the rest defined as its business base. Expenditure and VAT paid on operation of the building can then be apportioned.

VAT paid (input tax) in relation to exempt activities can be reclaimed provided that the total amount does not exceed £7,500 for the year (average £625 per month), AND represents less than 5% of the total VAT paid on *all* goods/services in the year.

**17. Contingent Liabilities**

The Council is not aware of any contingent liabilities at the date of these accounts.

**18. Council Tax Reduction Support Grant**

Government changes have given Principal councils freedoms to remove/alter existing exemptions and discounts from council tax.

The Government has decided that Parish tax bases will be lowered to reflect new local council tax support scheme discounts.

The funding provided to Billing Authorities includes a specified amount attributable to parish areas. The Government has made it clear that this has been provided with the expectation that they will work with local parishes and use this to mitigate the inflationary effect of the tax base reduction on their notional Band'D' equivalent charge. Not all Billing Authorities in England have done this, but it is expected that the indicative funding that Lewes District Council will receive up to 2015/16 for passing-on to parishes will be transferred as a Council Tax Reduction Support Grant (CTRSG). Lewes District Council has indicated the following payments of this grant:

2013/14: £89,271	2014/15: £73,534	2015/16: £62,504
------------------	------------------	------------------

The programmed reduction in the amount of CTRSG will increase the calculated Band'D' value, regardless of any change in Lewes Town Council's budget requirement.

**Agenda Item No:** 8 **Report No:** FC003/2014  
**Report Title:** Corporate Risk Assessment 2014-15  
**Report To:** Full Council **Date:** 12<sup>th</sup> June 2014  
**Report By:** S Brigden, Town Clerk

**Purpose of Report:** To apprise members of the results of the statutory annual risk assessment carried out for the Council's activities and functions for the 2014-15 municipal year.

**Recommendation(s):**

- 1 That this report, and the summary table of assessed risks appended to it, be noted.
- 

**Information:**

1 It is a requirement of the audit and corporate governance regime for parish councils that an annual appraisal is carried out, of risks arising from council activities. This extends the familiar and long-established concept of physical Health & Safety oriented risks to include such things as the likely effect of a failure to observe a statutory deadline, or the omission of important clauses in contracts.

2 The Council utilizes a very simple computer software package (*DMH Solutions LCRS system*) designed specifically for the parish council sector. This prompts an evaluation of all the required elements, and allows the addition of local, specialized, risk elements unique to an individual Council. This was updated in 2013 and is the latest version available, covering all known and anticipated legislation affecting parish council risk.

The principle of assessment is to award a score for the LIKELIHOOD of a risk element event, *given current controls and systems*, and a score representing the likely IMPACT or EFFECT on the Council should there be an occurrence of the event or failure. The system effectively multiplies these factors and highlights high-risk elements for inclusion in a risk-reduction action plan. For example:

Example 1 an **intangible** risk might be associated with the statutory requirements for the administration of Council meetings (agenda timetable, press and public access, minute-keeping etc.) - failure to meet any or all the legal requirements is unlikely (score = LOW likelihood of event) and the probable effect would be (relatively) minor; probably limited to public criticism, although could result in a legal reprimand and/or "qualified" audit report (score = LOW impact on the business). This element would be considered to be CONTROLLED, *ie* we are aware of the risk and run the organization's day-to-day functions in such a way as to minimize or avoid it.

Example 2 a **tangible** risk exists with the provision of amenities such as bus-shelters and street furniture – this gives rise to an almost constant threat of vandalism and the associated repair costs, and street seating carries the risk of liability claims if unrepaired faults result in damage to clothing or personal injury to a member of the public. Example Score = MEDIUM/HIGH likelihood of an event and MEDIUM impact on business (mainly financial, but includes the disruption of organizing and/or effecting repairs). This element would be identified as UNCONTROLLED, and a plan demanded to address this. Such risks are minimized by a programme of scheduled inspections by the Town Ranger; a policy to immediately repair or remove potentially dangerous items; adequate budget provision to address regular repair costs; appropriate public liability insurance provision *etc.*... and the risk becomes CONTROLLED.

3 **This year's review** has taken account of **274** risk elements within **36** functions or areas of operation. Not all are relevant to LTC, but scores have been awarded to **233** risk elements, and there are **five** which result in classification as "uncontrolled". These relate to the recently-acquired management responsibility for Mallings Community Centre. Mitigation is planned and these elements will, on next review, be treated as controlled.

A summary report extract is appended; the full report (69 pages) is available on request to TC.



# LCRS 6. Overall Summary

## Lewes Town Council Assessment for year 2014 To 2015

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Allotments	Powers to provide allotments Duty to provide allotment gardens if demand unsatisfied	20	19	1.8	0	<input type="text"/>
Bar Services		8	8	1.4	0	<input type="text"/>
Bonfire Celebrations	Power to provide	4	4	2.0	0	<input type="text"/>
Bus Shelters	Power to provide and maintain shelters	7	6	1.3	0	<input type="text"/>
Cemeteries/Churchyards	Power to provide	18	7	1.7	0	<input type="text"/>
Clocks	Power to provide public clocks	5	4	1.8	0	<input type="text"/>
Code of Conduct	Duty to adopt a code of conduct	1	1	2.0	0	<input type="text"/>
Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives	16	16	2.6	5	<input type="text"/>
Computing	Power to facilitate discharge of any function	3	3	1.7	0	<input type="text"/>
Council Meetings		4	4	2.0	0	<input type="text"/>
Council Property and Documents	Duty to disclose documents and to adopt publication scheme	4	4	2.0	0	<input type="text"/>
Crime Prevention - CCTV	Powers to spend money on various crime prevention measures	10	2	1.5	0	<input type="text"/>
Data Protection	Duty of Notification and Duty to Disclose (subject access)	1	1	2.0	0	<input type="text"/>
Employment of Staff	Duty to Appoint	7	7	2.1	0	<input type="text"/>
Entertainment and the arts	Provision of entertainment and support of the arts	17	17	2.0	0	<input type="text"/>
Financial Management	Duty to ensure responsibility for financial affairs	11	11	2.0	0	<input type="text"/>
Gifts	Power to accept	1	1	1.0	0	<input type="text"/>
Investments	Power to participate in schemes of collective investment	4	4	1.5	0	<input type="text"/>
Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	13	13	1.7	0	<input type="text"/>
Markets	Power to provide	18	13	1.0	0	<input type="text"/>
Meetings of the Council	Duty to meet	5	5	1.2	0	<input type="text"/>



# LCRS 6. Overall Summary

## Lewes Town Council Assessment for year 2014 To 2015

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Newsletters	Power to provide from 'free resource'	7	6	1.3	0	<input type="text"/>
Nuisances	Power to deal with offensive ditches	1	1	2.0	0	<input type="text"/>
Open spaces	Power to acquire land and maintain	11	11	1.7	0	<input type="text"/>
Planning & Development Contr	Rights of consultation	1	1	1.0	0	<input type="text"/>
Play Areas	Power to provide	4	4	2.0	0	<input type="text"/>
Provision of Office Accommod	Power to provide	5	5	1.6	0	<input type="text"/>
Provision of Website/Internet	Power to provide from 'free resource'	2	2	1.5	0	<input type="text"/>
Public buildings and Village ha	Power to provide buildings for offices and for public meetings and assemblies	16	16	1.6	0	<input type="text"/>
Seats		3	3	1.7	0	<input type="text"/>
Shelters & Seats	Power to provide	3	3	1.3	0	<input type="text"/>
Swimming Pool	Power to provide	15	7	2.0	0	<input type="text"/>
Town and Country Planning	Right to be notified of planning applications	3	3	1.0	0	<input type="text"/>
Village Signs	Power to erect (with Highway Authority approval)	4	3	1.0	0	<input type="text"/>
War Memorials	Power to maintain, repair, protect and adapt war memorials	3	3	1.7	0	<input type="text"/>
Web Sites		19	15	1.1	0	<input type="text"/>



**Agenda Item No:** 9 **Report No:** FC004/2014  
**Report Title:** Retention of Internal Auditor  
**Report To:** Full Council **Date:** 12<sup>th</sup> June 2014  
**Report By:** S Brigden, Town Clerk

**Purpose of Report:** To recommend retention of an Internal Auditor.

**Recommendation(s):**

- 1 That Mr Mark L Mulberry, of Mulberry & Co., 62 Hurst Lane, East Molesey, Surrey KT8 9DZ be retained as Internal Auditor to Lewes Town Council for the 2014/15 financial year.
- 

**Information:**

1. The Council is subject to a statutory audit regime defined by The Accounts and Audit (England) Regulations 2011 (SI No 817). These replaced a regime dating from 2003.
2. All local councils are required at least once a year to confirm “in accordance with proper practices”, a review of the effectiveness of their system of internal control including a review of internal audit. Since 2003 (when the earlier regulations were first introduced) this has been reported as part of Lewes Town Council’s published accounts booklet and consistently been remarked as good practice by internal and external auditors.
3. It should be noted that the term “internal” auditor (IA) can be misleading, as this is an independent external consultant, commissioned direct by a Council – contrasting with the “external” audit currently carried-out by government-appointed contractors.
4. The IA has a role in reviewing the effectiveness of control measures that the council decides to put in place and, since 2003, Lewes Town Council has been fortunate to retain the services of IA’s who were extremely experienced in high-level local government financial management. The first was the (then) recently-retired Director of Finance at Wealden District Council. Following his untimely death in 2005, the Council retained another professional, recently retired from an extended career with the District Audit Service (a division of the Audit Commission), who subsequently fully retired at the close of the 2010/11 account year.
5. Both the Society of Local Council Clerks (SLCC) and The Sussex & Surrey Associations of Local Councils (SALC) maintain (short!) lists of “jobbing” auditors, but there is only one prospect registered who offers larger Parish experience: Mark Mulberry, of Mulberry & Co; a professional accountant and auditor who, coincidentally, manages SALC’s own finances and who also provides audit services to other larger councils in Surrey and Sussex. Mr Mulberry has acted as IA for Lewes Town Council since the 2011/12 financial year, and has developed a thorough understanding of our particular operating environment.
6. Mr Mulberry is a Chartered Certified Accountant, Registered Tax Advisor; and Registered Auditor with a private practice based in Surrey.
7. A practical plan for internal audit at Lewes is effected in two parts; the first concentrating on systems and procedures and the second on financial aspects. These are carried out in the autumn and spring respectively. As part of the process a written plan and other associated information are provided to ensure the council can fulfil its obligations. At the end of the process a management letter is submitted to council.
8. Fees are charged based on time spent and, as members of SALC, Lewes enjoys a discount of 50% the normal commercial rate. In addition there is a small charge for travel cost but not for travel time.
9. Mr Mulberry’s annual cost for Lewes is considered extremely reasonable and compares very favourably with other audit costs to date.

S Brigden  
3<sup>rd</sup> June 2014

**Agenda Item No:** 10 **Report No:** FC005/2014  
**Report Title:** Review of governance policies  
**Report To:** Full Council **Date:** 12<sup>th</sup> June 2014  
**Report By:** S Brigden, Town Clerk

**Purpose of Report:** To recommend review of current governance policies.

**Recommendation(s):**

- 1 That a Working Party be asked to review current Standing Orders, Financial Regulations and other adopted governance policies, bringing to Council any recommendations for amendment.
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**Information:**

Periodic review of Standing Orders and Financial Regulations is a standard requirement of good parish governance. Other adopted policies are reviewed periodically for a number of reasons. In the last year of an administration it is helpful to review existing governance policies and to update them if required, to assist successors. It is suggested that operational policies (*eg* letting of premises) are best reviewed by Council or by relevant working groups and these are not listed below. It is likely that many policies will remain fundamentally unchanged as they are based upon legislation or other external requirements, but a brief review can nonetheless be helpful.

Relevant current policies are:

- Standing Orders
- Financial Regulations
- Anti-fraud policy
- Investments and Reserves policy
- Freedom of Information Act publication scheme
- Code of Conduct for Members
- Communications policy
- Complaints policy
- Dignity at Work policy (staff discipline; grievance, *etc*)

*S Brigden*  
*3<sup>rd</sup> June 2014*



**Agenda Item No:** 11 **Report No:** FC006/2014  
**Report Title:** Revised payments authorization process  
**Report To:** Full Council **Date:** 12<sup>th</sup> June 2014  
**Report By:** S Brigden, Town Clerk

**Purpose of Report:** To recommend amendments to the Council's payments authorization process, following the repeal of s150 Local Government Act 1972.

**Recommendation(s):**

- 1 That the proposed amendments to the system for authorization of payments are approved, and formalities be completed to enable internet functions of the Council's current bank account.

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**Information:**

1. After many years of delay, the government has recently removed the requirement for every cheque or other order for the payment of money by a parish council to be personally signed by two members. This is designed to remove a burden on parish councils and charter trustees and facilitate the use of modern electronic means of payment. Specifically: the Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 removes subsection (5) of section 150 of the Local Government Act 1972.
2. To take advantage of this relaxation, a Council must formally put in place effective systems and arrangements compliant with "proper practices" as they are outlined in the statutory practitioners' guide. A straightforward amendment to existing regulations which satisfies this requirement is shown below.
3. It should be noted that there is no imperative to abandon existing controls, or to cease the use of cheques for payment, and this is NOT proposed for Lewes Town Council. Cheques will continue to form a useful part of our payments system for the foreseeable future, and the existing system for countersignature will be retained. The amendments outlined below extend this and will be used where internet banking facilities are most advantageous, *eg* regular monthly salary payments and payments to larger corporate entities; or where speed is important. It is envisaged that payments will be prepared and scrutinized by signatories in batches in exactly the same way as cheques; only the final form of transfer will be different.
4. The current system is defined in the relevant sections of Financial regulations as:
  - section 5.2* Cheques drawn on the bank account shall be signed by two members of Council and countersigned by the RFO\*, or specifically-authorized deputy.
  - section 5.3* To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the cheque signatories shall each also initial the supporting document(s).
  - section 6.1* All payments shall be effected by cheque or other order drawn on the Council's bankers. All invoices for payment shall be examined, verified and certified by the RFO. The RFO shall satisfy himself that the work: goods; or services to which the invoice relates have been received, carried out, examined and approved.
5. The proposed amendments, to facilitate internet banking, are:
  - a) **Amend** *section 6.1 – first sentence:* delete "All"; replace "order" with "instruction"
  - b) **Insert new section 6.1A** - Payment for appropriate items may be made by Bankers Automated Clearing system (BACS) or Clearing House Automated Payment System (CHAPS) methods or by internet banking transfer provided that the instructions for each payment are signed or otherwise evidenced by two signatories as per s5.3 above, and are retained with other records.

c) **Insert new section 6.1B** - No employee or councillor shall disclose any Personal Identification Number (PIN) or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council. Where internet banking arrangements are made with any bank, the RFO shall be the Service Administrator. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link or similar. Remembered or saved password facilities must not be used on any computer used for council banking work. Breach of this regulation will be treated as serious misconduct.

d) **Insert new section 6.1C** - Any PIN or password relevant to the working of the bank account shall be recorded and held in a sealed, dated, envelope. This envelope will be securely stored in the Council’s safe and may not be opened other than in the presence of two councillors. After the envelope has been opened, in any circumstances, the PIN/password shall be changed as soon as practicable. The fact that the sealed envelope has been opened, and the circumstances, shall be recorded; which record shall be signed by the witnesses, and reported to all members immediately and formally to the next available meeting of the council

e) **Insert new section 6.1D** - Changes to supplier account details which are used for internet banking may only be made on written hard copy notification by the supplier and supported by a statement of authority for change signed by two signatories and countersigned by the RFO. A programme of regular checks of standing data with suppliers will be followed.

S Brigden

5<sup>th</sup> June 2014

\* *explanatory note:* Section 151 of the Local Government Act 1972 requires local authorities to make arrangements for the proper administration of their financial affairs and appoint a Responsible Finance Officer (RFO) to have responsibility for those arrangements. Often referred-to as the *s151 officer*, the RFO in local government is not only bound by professional standards but also by specific legislative responsibilities. *Chartered Institute of Public Finance & Accountancy*

## NOTICE OF MOTIONS PROPOSED

Notice has been received, as described below, of motions which are proposed for consideration by Council at its meeting on Thursday 12<sup>th</sup> June 2014

**NOM 006/2014** – received from Cllr R Murray on 14<sup>th</sup> April 2014, in the following terms

### **It is proposed that:**

Lewes Town Council expresses its appreciation of the efforts of Lewes District Council and the Environment Agency in producing improved flood defences adjacent to the Landport area.

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### **Supporting Information**

Landport flooded in 2000 to a depth of more than a metre, damaging many properties in Landport Road and other roads.

Landport residents have been understandably apprehensive whenever they have heard flood warnings concerning the lower Ouse.

They were greatly relieved when, in the autumn of 2013 the Environment Agency and LDC built a very well designed flood defence system in clay, which both fits into the landscape extremely well and has proved to be very effective.

The defences had their official opening on 10 December 2013, and by Boxing Day the flood waters were right up to the top of the bund, demonstrating the timeliness of the operation.

*Cllr R Murray*  
*14<sup>th</sup> April 2014*

## COUNCIL PLAN 2014/15

Agreed 7<sup>th</sup> November 2013 – Council resolution FC2013/66.1 refers



LEWES  
TOWN  
COUNCIL

Status update\* at: 3<sup>rd</sup> June 2014

Lewes Town Council proposes to initiate and complete (where possible and practical), or continue, the following major areas of work in the year 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015. These are in addition to various projects and initiatives itemised in the Council's budgets and accounts, and represent larger-scale activities deserving special attention.

\*The plan will be updated in course of time, to show key elements and progress towards completion, as appropriate.

### **Town Hall repairs & conservation**

Major refurbishment of South (High Street) elevation

*Final survey imminent*

### **All Saints Centre lighting upgrade**

Replacement (updating) of stage lighting and sound equipment

*Lighting truss installed  
Sound upgrade scheduled July 2014*

### **Pells Lake ecology project**

Reinstatement of safe habitats for fish fry and invertebrates

Improvements to water quality

Introduction of aquatic plants

*due summer 2014*

### **Pells Recreation Ground and kiosk/café development (with Santon Group and others)**

Engagement with Santon Group and others to improve the "urban realm" in the area as an integral component of necessary flood-defence works; taking the opportunity to replace children's play equipment and introduce equipment for a wider age-range, and to provide an enhanced café facility for the swimming pool, recreation ground, and surrounding parkland.

*Designs and s106 agreements summer 2014*

### **Malling (Bridgeview) Community Centre refurbishment**

To carry out a comprehensive refurbishment of the community centre, with modern heating and lighting, with improved facilities for community use, including more flexible interior spaces and better integration of the sports changing-rooms with the adjoining sports pitches and recreation ground.

*Preliminary cost assessment completed. Architects brief summer 2014*

### **Commemorations:**

To engage with, and inspire, appropriate community recognition of

The Battle of Lewes (750th anniversary 2104)

*completed*

National commemoration of the Centenary of the outbreak of the first World War (2014)

*Aug 2014*

National commemoration of the signing of Magna Carta (2015)

*pending*

### **Neighbourhood Plan (with Community partners)**

Development of a Neighbourhood Plan for Lewes under provisions of the Localism Act 2011

*Programme structure and timetable drafted*

*Further public engagement event scheduled for August 2014*

### **Continuing programme of environmental enhancements and specific site improvements**

Engage with appropriate projects arising from third-party initiatives (eg highway safety/traffic management).

Continuing improvements to own assets (eg allotment sites)

*Currently agreed: school highway marking*

### **Devolution of assets & services**

Provide for transfer of ownership of various assets/services from Lewes District Council. (currently subject to ongoing negotiation)

*Discussions ongoing*

*Malling Rec and Landport Bottom identified for first tranche*