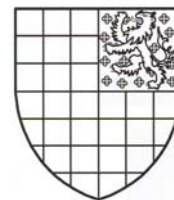


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**LEWES
TOWN
COUNCIL**

To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held on **Thursday 14th June 2012**, in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are requested to attend.

S Brigden, Town Clerk 7th June 2012

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 17th May 2012.

(attached page 3)

6. CONSULTATION

To receive a brief presentation on Lewes District Council's draft Urban Realm vision proposal

(draft attached page 5)

7. GENERAL POWER of COMPETENCE

To consider the adoption of the General Power of Competence

(report FC001/2012 attached page 7)

8. WORKING PARTIES & OUTSIDE BODIES

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

a) All Saints Steering Group 12th April 2012

(minutes attached page 11)

b) Friends of Lewes Liaison meeting 12th April 2012

(minutes attached page 12)

c) Grants Panel 23rd May 2012

(report FC002/2012 attached page 14)

d) Commemorations Working Party 31st May 2012

(minutes attached page 16)

e) Audit & Governance Panel 7th June 2012

(minutes attached page 18)

f) Standing Orders/Financial regulations Review W/pty 8th June 2012

(Oral report by Cllr R O'Keeffe)

9. COUNCIL'S ANNUAL REPORT 2011/12

To consider the annual report on Council activities

(draft to be distributed at the meeting)

10. ANNUAL RETURN & DRAFT ACCOUNTS Year ended 31st March 2012

To consider draft annual accounts and associated information

(report FC003/2012 attached pages 20-29)

11. CORPORATE RISK ASSESSMENT

To consider the corporate risk assessment for 2012/13

(report FC004/2012 attached pages 40-42)

12. NEW STANDARDS REGIME

To consider interim arrangements for a local Code of Conduct for Members

(documents attached pages 43-59)

13. PETITION

To consider a petition presented by Lewes Cinema Ltd

(report FC005/2012 attached page 60)

14. REPLACEMENT CHAIRS

To consider the replacement of chairs for the Lecture Room, Town Hall

(report FC006/2012 appended as separate document)

15. DOMESTIC ABUSE CHAMPIONS

a) To consider the request of Lewes District Council

(attached page 61)

16. BIOSPHERE RESERVE PROJECT

To consider the inclusion of Lewes within proposed boundaries

(NOM006/2012 attached page 63)



Continues...

17. CARDBOARD RECYCLING

To consider support for Lewes District Council's service development

(NOM007/2012 attached **page 64**)

18. UPDATE ON MATTERS IN PROGRESS

(Oral report by Town Clerk)

19. NOTICE of ITEMS IN PROSPECT

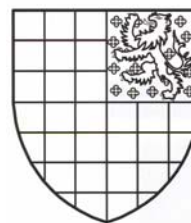
(Oral report by Town Clerk)

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

PUBLIC ATTENDANCE: Members of the public have the right, and are welcome, to attend meetings of the Council – questions about items on the agenda may be heard at the start of each meeting with the Chairman's consent. 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 and 5pm Mons- Thurs; 9am and 4pm on Fridays – our staff will be pleased to assist.





MINUTES

Of the **38th ANNUAL MEETING of Lewes Town Council**
held on **Thursday 17th May 2012**, in the **Council Chamber, Town Hall, Lewes** at **7:00pm**.

PRESENT

Cllrs S Catlin (Wischhusen); M Chartier; J Daly; A Dean; I Eiloart; P Kingham; D Lamport; L F Li; J McCleary; M Milner; R Murray; S Murray; R O'Keeffe; A Price; R Rudkin; J Stockdale; Dr M Turner.

In attendance: S Brigden (*Town Clerk*); Mrs F Garth (*Civic Officer & Asst Town Clerk*); L Symons (*Macebearer*); The Rev P Hamilton-Manon (*Council's Chaplain*).

There were 108 assembled guests and civic dignitaries.

The meeting opened with Cllr Stockdale in the Chair, as outgoing Mayor.

FC2012/01 ELECTION OF MAYOR: Cllr Michael Chartier was elected unanimously as Mayor for the 2012/13 municipal year.

FC2012/02 MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE: Cllr Chartier made his declaration of acceptance of the office of Mayor before Council and assembled guests, and signed a deed to that effect.

Cllr Chartier took the chair for the remainder of the meeting

Cllr Chartier addressed the assembly, thanking his colleagues for giving him the honour of the Mayoralty for a fifth time. He described his outlook for the Mayoral year, and announced that his chosen charities would be Homelink, and the Landport Youth Centre. He introduced his Mayoress, his wife Mrs Monica Chartier, who would support him during the forthcoming year.

FC2012/03 APOLOGIES FOR ABSENCE

Apologies were received from Cllr M Kent, who was on a family holiday.

FC2012/04 ELECTION OF DEPUTY MAYOR: Cllr Ruth O'Keeffe was elected as Deputy Mayor for the 2012/13 municipal year.

FC2012/05 DEPUTY MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE:

Cllr O'Keeffe made and signed her declaration of acceptance of office; gave a short speech of thanks, and introduced her Deputy Mayor's Consort for the year; Mr Nick Robinson.

FC2012/06 VOTE OF THANKS: Cllr McCleary proposed the motion (NM001/12) :

"That this Council records its thanks to Cllr John Stockdale, and appreciation for his service to the council and community of Lewes in the office of Mayor during the past year."

He went on to describe Cllr Stockdale's term as Mayor, and highlighted functions and events he had attended and his work throughout the year to raise money for his chosen charities – always closely supported by his Mayoress; his wife Rebecca.

It was resolved **FC2012/06.1** accordingly

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

FC2012/07 PRESENTATIONS: Cllr Chartier presented Cllr Stockdale and Mrs Stockdale with the traditional badges in recognition of their service in the past year. Cllr Stockdale then presented a gift to the Rev Hamilton-Manon, for his invaluable service as Chaplain and his pastoral care for the organization. Representatives from his charities, the Oyster Project and the Pells pool Community Association, were presented with cheques for money raised during the year.

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

FC2012/08 MINUTES: the minutes of the meeting held on 29th March 2012 were received and signed as an accurate record.

FC2012/09 ATTENDANCE RECORD OF COUNCILLORS:
Cllr Chartier presented the attendance record of councillors for the previous municipal year, which was noted. *(copy in minute book)*

FC2012/10 INDIVIDUAL RESPONSIBILITIES of COUNCILLORS 2012/13:
Cllr Susan Murray proposed the motion (NM002/12):
“That the individual responsibilities of Members for the ensuing municipal year shall be as shown in the list attached to the agenda for this meeting”
It was resolved **FC2012/10.1** accordingly *(copy of list in minute book)*

FC2012/11 APPOINTMENTS OF REPRESENTATIVES TO OUTSIDE BODIES:
Cllr Roger Murray proposed the motion (NM003/12)
“That the Council’s representatives on outside bodies, for the ensuing municipal year, shall be as shown in the list attached to the agenda for this meeting”
It was resolved **FC2012/11.1** accordingly *(copy of list in minute book)*

FC2012/12 BANK SIGNATURE AUTHORITY:
Cllr Catlin (Wischhusen) proposed the motion (NM004/12)
“That the Council approve the authorization of Councillors as signatories to the Council’s bank account: as shown in the list attached to the agenda for this meeting”
It was resolved **FC2012/12.1** accordingly *(copy of list in minute book)*

FC2012/13 COUNCIL MEMBERSHIP OF NATIONAL AND LOCAL ASSOCIATIONS:
Cllr Price proposed the motion (NM005/12):
“That the Town Clerk be asked to ensure the Council’s continued membership of approved national and local organizations representing Parish and Town Councils”
It was resolved **FC2012/13.1** accordingly

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 7:35pm*

Signed:

Date:

Lewes Public Realm Framework

Quotation Brief

Working Draft – 30 May 2012

1.0 Introduction

The purpose of this **Quotation Brief** is to seek competitive quotes to produce a Lewes Public Realm Framework that presents a public realm vision and details a costed work programme for securing a high quality public realm for Lewes that will meet the following strategic objectives:

- Enhance civic pride by contributing to the quality of life of residents through enhancing the sense of place, identity and belonging
- Attract visitors, investors and businesses

In particular the Framework must embrace the following working principles:

- Expand and develop Lewes's unique features
- Inform future development and funding opportunities for improving the public realm
- Align with current public realm plans and policies
- Provide the first point of reference for any proposed public realm work and inform Neighbourhood and Town Plans
- Protect and enhance the character of the urban environment whilst emphasising their gateway relationships to the South Downs National Park
- Match and exceed best practice in the development of urban form and the public realm
- Build on work undertaken, planned and in progress

As well as a Lewes focus the Framework must provide a District-wide perspective to ensure that future plans and developments support a consistency of design, quality and appearance that promotes a distinct local identity within a broader district brand and therefore makes Lewes and Lewes District an excellent place to live, work, visit, learn and invest.

2.0 Background

Lewes District is home to 97,500 residents, 77% of whom live in the five urban towns of Lewes, Newhaven, Peacehaven, Seaford and Telscombe Cliffs/East Saltdean. The remainder of the population live in 23 predominantly rural parishes. Over half of the area of the District lies within the new South Downs National Park.

Each of the urban towns and rural parishes has its own character and cultural heritage with unique issues and challenges to be addressed.

The high quality natural environment is emphasised by the high level of environmental protection in parts of the District, including the National Park, 16 Sites of Special Scientific Interest, two Special Areas of Conservation, two National Nature Reserves, four Local Nature Reserves, and three Wildlife Trust Reserves.

The District has a rich built heritage including 35 Conservation Areas, with 1,700 Listed Buildings and over 100 Scheduled Ancient Monuments, plus several sites of rich archaeological interest and four historic parks and one historic battlefield site.

Despite continual investment in Lewes District, there is currently no strategic direction or lead on how the public realm is treated and developed. In some parts of the District, the public realm is uninspiring, the streetscape dated and in poor condition, giving an impression of a

tired District without a distinct identity. It does not presently connect with the new National Park or have a consistent District-wide relationship to its rich and diverse heritage.

Improving the public realm is reflected in many strategic documents including the Emerging Core Strategy (ECS), the Sustainable Community Strategy as well as within East Sussex County Council's Local Transport Plan and the East Sussex Economic Development Strategy. The National Park authority is currently preparing their Core Strategy for adoption in 2014. Individual towns and parishes within the District include aspects of public realm within their strategies. The recently published Lewes District Regeneration Strategy expresses the Council's and its partner's ambition for improving public realm to create the conditions for investment and prosperity; a number of local Public Realm Frameworks (including this one) will provide the mechanism for translating this ambition into reality.

3.0 Lewes

The town has a population of 16,400. It has a thriving town centre with a healthy retail economy with a large number of independent shops. It is considered to be one of the best preserved small market towns in England. It is the only town within the boundaries of National Park which will increase its already popular status as tourist destination as well as the increased potential for economic benefits. It has a strong artistic, cultural and archaeological heritage, with over 500 listed buildings, a Castle and Medieval Priory.

Public Realm Focus for Lewes

- Gateway points to the National Park
- Connectivity from heritage features (Lewes Castle, Priory, Ann of Cleves)
- Gateway markers for cyclists, pedestrians, vehicles, bus & railways stations
- Signposting to open spaces (Grange Gardens, Priory, Railway Land)

4.0 Requirement

You should produce a Lewes Public Realm Framework that presents a:

1. Review and assessment of current public realm in Lewes
2. Coherent and robust vision for public realm in Lewes
3. Design Guide of general principles
4. Palette of public realm suggestions
5. Costed packages of public realm works for Lewes including critical path analysis, narratives and designs all brought together on a map based plan

All the above should reflect the strategic objectives and working principles in Section 1, the public realm focus in Section 3 and public realm values in Annex 1. In particular it is critical that the final Framework is shaped and owned by all stakeholders including:

- Lewes Town Council
- Lewes Chamber of Commerce
- Lewes District Council
- South Downs National Park Authority
- East Sussex County Council
- Environment Agency
- Network Rail

- Southern Rail
- Range of local Partnership Groupings

5.0 Submission

Your submission should include:

- Methodology Statement to show how you will meet the requirement
- Total cost for all the work including a breakdown against each element of your Methodology Statement
- Timeframe for undertaking the work
- Schedule of outputs
- Names of those who will undertake the work including the allocation of days, costs and tasks against each person
- Names and contact details for two references relating to similar pieces of work you have undertaken for other clients
- Details of your insurance requirements / liabilities
- Details of your equalities and environmental policies
- Details of where you can add value and/or any particular price savings you are willing to offer
- Name of lead contact officer
- Confirmation that your quote will remain open for 6 months from date of submission

Please send one hard copy of your submission and associated supporting material by post and an electronic copy of your submission by email by noon **xx to:**

Greg Macdonald - Economic Regeneration Project Officer
Lewes District Council, Southover House, Southover Road, Lewes East Sussex BN7 1AB

Email: greg.macdonald@lewes.gov.uk

6.0 Contract Award

The quotes will be awarded based on an assessment of:

- Price
- Quality of proposal
- Track record of delivering similar projects
- Ability to meet the requirements of the project

The work will be contracted through Lewes District Council's standard contracting arrangements

7.0 For further information contact:

Greg Macdonald
T - 01273 4471 E - greg.macdonald@lewes.gov.uk

Annex 1 - Public Realm Values

1. Clutter-free
2. Comfortable, durable, easy to maintain, alter and clean
3. Well maintained, well lit, safe, secure, and minimises opportunities for crime
4. Accessible, attractive and appropriately furnished
5. Permeable, legible, and relates to the surroundings and heritage with a lasting/timeless appeal
6. Distinctive with a high degree of quality and design
7. Include opportunities for commissioning public art
8. Reflect views and aspirations of local communities, local businesses and potential investors
9. Represent good value for money
10. Encourage and improve economic development and investment
11. Be fit for a diversity of uses and vibrant street life
12. Achieve a sustained balance between vehicles, public transport, cyclists and pedestrians
13. Create places where public and private spaces are easily distinguished
14. Physical barriers to movement are minimised or eliminated

Agenda Item No: 7 **Report No:** FC001/2012
Report Title: General Power of Competence
Report To: Full Council **Date:** 14th June 2012
Report By: S Brigden, Town Clerk

Purpose of Report: To explain the principles underlying the adoption of the new General Power of Competence

Recommendation(s):

1 That the Town Council resolves as follows:

“Lewes Town Council resolves 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 adopts the General Power of Competence as provided in the Localism Act 2011 ss1-8.”

Information:

1 The General Power of Competence (GPoC) is a statutory power arising from the Localism Act 2011 ss1-8. It allows a council that satisfies eligibility criteria to do anything that competent individuals may lawfully do [s1(1)]. Eligibility depends upon a resolution that (at the time the resolution is passed) the Council satisfies the statutory conditions: that a minimum two-thirds of members were declared to be elected at ordinary elections or a by-election, and the Clerk is qualified as stipulated in the legislation, including specific training in exercise of the Power.

2 A Council must confirm that it remains eligible, by resolution at the annual meeting in the next year of ordinary elections (2015 in our case), and subsequent years of ordinary election. Should any of the prescribed criteria cease to be satisfied in the interim, the power continues until the next relevant annual meeting; existing projects using the power may be completed but thereafter the Council must resort to specific powers and section 137 of the Local Government Act 1972 (LGA1972). For this reason, references to specific powers will still be noted in various documents and other aspects of the Council's business.

3 The GPoC does not offer, as some believe, an opportunity to do anything without constraint. Whereas section 137 of the LGA1972 allows reasonable freedom to act on behalf of sections of the community, it required a scrupulous check of available legal powers and was constrained by annual expenditure limits. The short-lived Power of Wellbeing offered a little more flexibility and removed the need to observe financial limits. The General Power of Competence opens-up previously closed areas of operation; for instance eligible Councils can now assist individuals, and may engage in trading activity beyond the scope of existing powers, although a company or cooperative society must be used as the vehicle. A mundane, but helpful illustration is the example of town clocks: there is an existing power (Parish Councils Act 1957 s2) to provide public clocks, but no powers related to the tower or building on which they may be mounted. The GPoC resolves this anomaly. LGA1972 s137 is still in effect, and pertains in some areas, notably certain forms of financial support for charities.

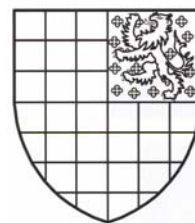
4 **Restrictions** to be considered before exercising the Power include:

- ⊕ Existing statutory duties and/or statutory duty of another authority.
- ⊕ “Pre-commencement” or “post-commencement” statutory limitations on powers eg Local Government Act 1972 s101 (exercise of functions) or Public Bodies (Admission to Meetings) Act 1960 s1. (meetings must be open to the public)
- ⊕ Employment, Health and Safety, Equality laws *etc*

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**LEWES
TOWN
COUNCIL**

MINUTES

of the meeting of the **All Saints Centre (ASC) Steering Group** held on **Thursday 12th April 2012**, in the **Yarrow Room, Town Hall, Lewes at 7:30pm.**

PRESENT Cllrs Catlin (Wischhusen); M Chartier; J Daly; M Kent; M Milner; S Murray; R O’Keeffe; A Price and Dr M Turner. Also attending: Cllr P Kingham (*not appointed to Steering Group*)

In attendance: S Brigden (*Town Clerk [TC]*)

ASCSG2011/17 APOLOGIES FOR ABSENCE: There were none.

ASCSG2011/18 DECLARATIONS OF INTEREST: There were none

ASCSG2011/19 PUBLIC QUESTIONS: There were none. (No public or press were present)

ASCSG2011/20 BUSINESS OF THE MEETING:

1 Members discussed the present position with regard to film screenings at All Saints. The members of the sub-group (Cllrs Turner and Catlin) who had been tasked with working-through details reported that they had met three times with the executive committee of Lewes Film Club, and once with the preferred seating contractor, on-site at the Centre, and matters were progressing steadily. TC and the ASC Manager had met the Oyster Project on two occasions, to discuss early ideas.

2 There was some discussion on the subject of equipment, and the cinema industry’s gradual adoption of digital streaming technology. It was reported that Lewes Film Club were abreast of that situation, and already equipped to show films produced on digital disc. Should the need arise, or it be appropriate, to show 35mm reels, the club retained their original projector, and were confident that an upgraded machine could be readily obtained at little or no cost from one of the many establishments who were currently installing modern systems.

3 The issue of lead-times for programming of titles was discussed, and it was reported that this would operate on the same basis as other independent cinemas; with around six weeks elapsing following initial release for most popular films. It was acknowledged that the customary programming of both current film operators at All Saints allowed a break during July and August. This allowed the ASC a period in which maintenance or repairs could be carried-out. It had been proposed that a screening to “launch” the Council’s new service might be mounted in July, but it had become apparent that this would conflict with likely installation dates for new seating and routine repairs, and would represent a notable deviation from established practice. It was hoped that an opportunity might be found for a special screening in advance of the September resumption of the main service; perhaps of the films of Lewes in the 1930’s which had been rediscovered last year.

5 Members considered the detailed quotations received for the installation of retractable tiered seating, and the various permutations of “optional extras”. It was decided to accept the quotation (ref 9035revB) from Auditoria Seating, with the inclusion of fascia panels; side drapes; higher-specification fixed seats to the balcony; and electrically-powered operation of the rake assembly. The total cost of this specification would be £29,825.64. Colour examples for seating fabric were considered and after extensive discussion two shades of dark blue were agreed.

6 The ASC Manager held significant research information for the next steps in areas such as online booking and ticket sales. This was work-in-progress.

ASCSG2011/21

The meeting closed at 9:00pm

NOTES OF MEETING

<i>Between</i>	LEWES TOWN COUNCIL (LTC) and FRIENDS of LEWES (FoL)		
<i>Reason for meeting</i>	Regular liaison meeting between organizations		
<i>Venue</i>	Yarrow Room, Town Hall		
<i>Date</i>	10:30am Thursday 12 th April 2012		
<i>Attending</i>	Robert Cheesman	FoL (Chairman of FoL)	
	David Hutchinson	FoL	
	Anthony Dicks	FoL	
	Frances Tufnell	FoL	
	Marcus Taylor	FoL	
	Kim Clark	FoL	
	Mike Stepney	FoL (Hon Treasurer)	
	Ruth O'Keeffe	FoL	
	Cllr Catlin (Wischhusen)	LTC	
	Cllr M Chartier (<i>Chairman</i>)	LTC (Deputy Mayor)	
	Cllr R Murray	LTC (Lead Member: Youth&Community)	
	Cllr S Murray	LTC (Chair Planning Committee)	
	Steve Brigden	LTC (Town Clerk)	
<i>Apologies</i>	Cllr I Eiloart	LTC (Lead Member, Communications)	
	Cllr Merlin Milner	LTC (Lead Member, Environment & Tourism)	
	Cllr J Stockdale	LTC (Mayor 2011-12)	
	Cllr Dr M Turner	LTC (Lead Member, Finance & Policy)	
NOTES:			
1.	Paul Millmore All present remarked their sadness at the recent death of Paul Millmore, and their sympathy for Paul's family. FoL would be pursuing the idea of a commemorative bench seat with the family, at an appropriate time.		
2.	Minutes Notes of the meeting held on 14 th July 2011 were agreed.		
3.	Interpretive plaques for local buildings The Town Council had agreed the earlier proposal, and six locations were now agreed and text had been provided. Permission to mount a plaque was awaited from some property owners, and when this had been dealt-with, an order would be placed with the foundry. It was noted that an original proposal - the Riverside Centre, in connection with Russell & Bromley – was not pursued due to contention over historical accuracy.		
4.	White Lion sign It was considered that the cost of hire for a suitable hydraulic platform lift to retrieve the Lion from its fixings was prohibitive at this time. Various possibilities for low-cost or free-of-charge retrieval were being pursued, and it was agreed that the matter could wait until July before a final decision should be made.		
5.	“Russian Memorial” (St John’s sub-Castro) It was agreed that further research into the ownership of this memorial should be conducted.		
6.	Land adjoining Castle Ditch Lane (“the Magic Circle”) Further discussion on this matter would be deferred until Roger Beasley could be present to advise.		
7.	Other projects: <i>Greyfriars gateway:</i> This area, adjacent to the All Saints churchyard off Friar’s Walk, had been cleared of weeds and shrubs, and thanks were recorded to the Town Ranger for effecting this work. Cllr Catlin offered to investigate the planting of ground-cover herbs to resist re-		

	<p>encroachment by weeds.</p> <p><i>Trees:</i> FoL had received a legacy of £5,000 for planting trees in Lewes. A survey would be required to establish suitable locations, and a project was evolving. An application to the National Park Authority for assistance awaited proof of public consultation.</p> <p><i>Street Banners:</i> FoL were developing the idea of establishing fixed mounting-points on high street frontages for small banners – possibly heraldic devices – to be mounted each May during an annual remembrance of the Battle of Lewes. This followed a similar scheme operating in Tewkesbury. The Battle of Lewes Action Group were aware of this idea, and the Chamber of Commerce were to be consulted as a possible partner.</p> <p><i>Publication “Twittens of Lewes”:</i> this was a new FoL booklet, not a revision, being developed by Kim Clark following her earlier revision of the “<i>Streetnames of Lewes</i>”. Illustrations were needed, and this was being discussed with local artists Marietta VanDyck and Peter Messer. Publication was likely to be through David Arscott and 500 copies were planned.</p>
8.	<p>National Park There was general discussion on the latest stage of the Park Authority’s development. Consultation on a Vision Statement was current, and a report on the State of the Park was evolving. It was noted that the NPA had called-in the recent planning application for development at New Pit Depot, off Mill Road, and the NPA design officer had submitted proposals re heritage listing of Foundry Cottages, as it contained an historic smokery. Standards of repairs to roads and pavements within conservation areas were being discussed with highway authorities.</p>
9.	<p>There was a brief discussion arising from an enquiry about a central “events database” for the town, and Marcus Taylor was directed toward Viva Lewes online magazine as a possible avenue for development.</p>
10.	<p>The next meeting was proposed for September.</p> <p style="text-align: right;"><i>Meeting ended 11:55am</i></p>

Agenda Item No: 8 **Report No:** FC002/2012
Report Title: Grants panel recommendations – 23rd May 2012
Report To: Full Council **Date:** 14th June 2012
Report By: S Brigden, Town Clerk

Purpose of Report: To recommend payment of grants as suggested by the Grants Panel, following its meeting on 23rd May 2012 (the *first* cycle of four for 2012/13)

Recommendation(s):

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

Information:

1 The Grants Panel met on 23rd May 2012. 13 applications were considered, with requests for support totalling £18,096.

2 Using the system previously 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 the "fit" 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.

5 **The recommended grant awards for this cycle are shown at column E, below.**

Salient points, noted/highlighted by panellists during their deliberation and influencing their final recommendations, 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 appropriate/proportionate parish contribution.

6 There was also a request on behalf of the Lewes Twinning Association, in the sum of £540 which had been previously agreed as an urgent matter by the Mayor (Cllr Stockdale) and the Lead Member for Finance and Policy (Cllr Dr Turner), in consultation with the Town Clerk. The details of this were reported to the Panel. This was acknowledged by members, and the amount included within the total to be funded from the grants budget.

S Brigden
24th May 2012

FINANCIAL GRANTS PANEL – 23rd May 2012 Cycle 1 - 2012/13

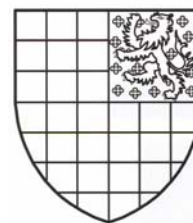
A	B	C	D	E	F	G
line	Item	ORGANIZATION	£REQ'd	£RECC'd	Purpose of Grant	Power
1	1	Lewes Concert Orchestra	800	800	Contribution to costs of operation	s145
2	2	Musicians of All Saints	1,500	750	Contribution to costs of audio compact disc production project	s145
3	3	DeMontfort Improvement Group	2,000	1,000	Contribution to costs of summer fete and other social events	s19
4	4	Inside Outside Creative Play	1,669	500	Contribution to costs of outdoor play projects	s19
5	5	Lewes Abundance Project/Octoberfeast	1,000	650	Contribution to costs of project – (panel recommend grant for town tree-mapping element)	s142
6	6	Radio Lewes	2,000	700	Contribution to costs of operation	s142
7	7	PATINA	1,400	700	Contribution to costs of project	s145
8	8	Kingston Rd & Cranedown Residents	2,000	1,000	Contribution to project to begin Lewes-Kingston phase of Lewes-Newhaven cycle-track	s137
9	9	Sixth Lewes Scout Group	1,000	1,000	Contribution to costs of rewiring scout hut	s19
10	10	Lewes & Seaford Citizens Advice	1,517	1,517	Contribution to costs of office equipment	s142
11	11	Lewes FC Community scheme	1,440	700	Contribution to costs of staff – training outreach programme	s145
12	12	East Sussex Radio Society	500	250	Contribution to costs of licensing and equipment	s145
13	13	Landport Youth Centre	730	730	Contribution to legal costs re lease renewal	s19
14	14	Lewes Twinning Association	540	540	Contribution to costs of student work-experience visit	s144
15						
16						
17						
18						
19						
20						
21						
22						
23		TOTALS	18,096	10,837		
24						
25		Minor Grants Budget	£35,000			
26		Cycle 1 total grants recommended		£10,837		
27		Cycle 2 total grants recommended		£0		
28		Cycle 3 total grants recommended		£0		
29		Cycle 4 total grants recommended		£0		
30		Total paid/recommended 2011/12		£10,837		
31		Balance 2011/12		£24,163		
32		<i>*Forward commitments</i>		£667	Year 2 of 3 – Autism Support – agreed cycle 4 2011/12	

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**LEWES
TOWN
COUNCIL**

MINUTES

of the meeting of the **Working Party** formed to consider commemoration of significant events in 2012, held on **Thursday 31st May 2012**, in the **Yarrow Room, Town Hall, Lewes** at **11:00am**.

PRESENT Cllrs Catlin (Wischhusen); Chartier; O’Keeffe; Turner

In attendance: S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Civic Officer/ Asst TC*).

CmemsWP2012/01 ELECTION of CHAIRMAN:

Cllr Chartier was elected as Chairman of the Working Party

CmemsWP2012/02 APOLOGIES FOR ABSENCE: Apologies had been received from Cllr R Murray, who was on holiday.

CmemsWP2012/03 DECLARATIONS OF INTEREST: There were none.

CmemsWP2012/04 QUESTIONS: There were none. (No members of the public present.)

CmemsWP2012/05 MINUTES:

The minutes of the meeting held on 11th April 2012 were received and signed as an accurate record.

CmemsWP2012/06 REMIT of the WORKING PARTY:

Members noted the remit of the Working party, as set by Council:

(Council resolution Minute FC/2011/94.5 of 15th December 2011 refers) A Commemorations Working Party be set up to look, in the first instance, at ways of celebrating significant events in 2012, with the possibility of continuing the remit through 2013 and 2014; to be reviewed annually.

EXTENSION TO REMIT by Council resolution at its meeting on 29th March 2012 (*minute reference pending*): “That the W/pty be authorized to proceed with the implementation of projects to commemorate the QE2 jubilee and Olympic torch relay, developing those projects that it considers appropriate from the list noted at Council minute FC2011/117, to a maximum aggregate cost of £5,000; to be funded from the existing finance reserve earmarked for Commemorations (shown in the accounts as R7).

CmemsWP2012/07 BUSINESS OF THE MEETING:

Members proceeded to discuss progress on the projects agreed:

The joint project, with Lewes District Council (LDC), to host a strawberry cream tea in the Town Hall on Saturday 2nd June was imminent, and 300 guests were registered to attend. “Swingtime Sweethearts” would perform, and a trumpeter from the Royal British Legion had been retained. The schools portraits exhibition would be displayed in the Corn Exchange over that weekend, and nearly 1,600 entries were to be shown.

Nevill Juvenile Bonfire Society had agreed to organize a bonfire on Landport Bottom, and had registered this with Buckingham Palace as part of the national scheme. The society had estimated the cost of a suitable firework “finale” to the evening at around £2,850, and Members agreed to contribute £1825.

Mrs Garth had personally visited businesses with frontage on the High Street and Western Road, along the route of the Olympic Torch Relay and over 60 had asked to be provided with bunting and flags with which to decorate their premises, both for the Queens’ jubilee weekend and the day of the relay. Suitable

materials had been purchased for £1,640, and Mrs Garth had distributed nearly all of this already, and would complete deliveries in time for the Jubilee weekend. Several hundred small Union hand-flags were held for distribution amongst the spectators during the relay.

A book of photographs, with one from each of the 60 years of the Queen's reign, was being developed for later in the year by Cllr O'Keeffe. She reported that third-party funding was agreed and she had acquired nearly half the number of photographs needed. It was considered appropriate to aim for publication in time for National Heritage Open Day in September.

The District Council had agreed to arrange a celebratory ringing of "Gabriel", the historic bell in the Market Tower, at noon on the Jubilee holiday

Local church authorities had been asked for a co-ordinated peal of bells across the town – this was believed to be in-hand.

A photographic exhibition was to be mounted for National Heritage Open Day in the Town Hall foyer, contrasting the Diamond jubilee of Queen Victoria in 1897 with the present celebration. Some portraits would be purchased from the Reeves archive, and others found from local sources. The Council owned only a small number of very old and dilapidated display-boards, and it was agreed that suitable replacements should be purchased, as they would serve usefully for many years

On the day of the Olympic Torch Relay, the Mayor had agreed to hold a reception, and this would include a presentation to the winner of a competition being run in local schools by Fireworks Pottery, to design and fire a commemorative mug.

As previously agreed, an official Armed Forces Day flag had been purchased and would be flown on the day – 30th June.

Cllr Chartier reminded colleagues of his earlier suggestion for the commissioning of a piece of music to celebrate the Battle of Lewes, and he would bring the matter forward for discussion at the next meeting, which would be on 30th July 2012, at 11:00am.

CmemsWP2012/08

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

The meeting closed at 12:05pm

Signed.....

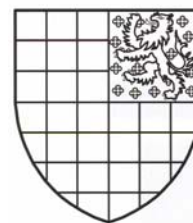
Date

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**LEWES
TOWN
COUNCIL**

MINUTES

of the **Audit & Governance Panel** held on **Thursday 7th June 2012**, in the **Yarrow Room, Town Hall, Lewes** at **2:00pm**.

PRESENT Cllrs S Catlin (Wischhusen); L F Li; M Milner; A Price and Cllr M Chartier (*Mayor - not appointed to the Panel*)

In attendance: S Brigden (*Town Clerk [TC]*) Mrs F Garth (*Civic Officer/Asst TC*)

AudPan2012/01 ELECTION of CHAIRMAN: Cllr Milner was elected as Chairman of the Panel for the 2012/13 municipal year

AudPan2012/02 PUBLIC QUESTIONS: There were none.

AudPan2012/03 APOLOGIES FOR ABSENCE: Apologies were received and accepted from Cllr J Stockdale, who was on a fact-finding excursion on behalf of the Lewes Community Land Trust.

AudPan2012/04 DECLARATIONS OF INTEREST: There were none.

AudPan2012/05 MINUTES:

The minutes of the meeting held on 15th February 2012 were received and signed as an accurate record.

AudPan2012/06 COMPLAINT: At this point, it was decided to bring-forward consideration of item 7 on the agenda, a complaint registered by Cllr Dean. Consequently, the Chairman moved, and **it was resolved that:**

AudPan2012/06.1 In view of the confidential nature* of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960 any members of the press or public present be excluded and instructed to withdraw.

* matters personal to a council employee (in accordance with Standing Order 26)

Cllr Dean had made several approaches to Members in recent days, asking that consideration of her complaint be deferred to a date when she could attend with her solicitor. Cllr Milner proposed that the Panel had options to either: agree to defer consideration of the item OR deal with the item on the basis of the written submissions already provided, OR to discuss those options before deciding. Members recognized that: the complaint concerned a member of staff, and any employee in such a situation had every right to expect the matter to be dealt-with without undue delay. As the individual concerned, TC noted his appreciation of Members' very humane concern on that point, but confirmed that he would not object to a deferral if it would assist in resolving the issue, noting that he would be on holiday between 15th June and 2nd July. He proposed that, as Cllr Dean was absent, he would remove himself from the meeting during Member's discussion. This was agreed; TC left the room, and Cllr Chartier noted the following proceedings. TC was asked to return after ten minutes, and the decision was resolved as:

AudPan2012/06.2 Consideration of the complaint raised by Cllr Dean will be deferred to a meeting to be held at 6:00pm on Tuesday 10th July 2012.

AudPan2012/06.3 Cllrs Chartier (Mayor) and Milner (Chairman of Panel) will jointly write to Cllr Dean to advise her of the revised date, and to request

a) a succinct statement clarifying the substance of her complaint; and

- b) a statement as to what she seeks as a resolution to her complaint; and
- c) that these statements be in writing and not by e-mail, and addressed to Cllrs Chartier and Milner at the Town Hall, for the attention of Mrs Garth; and
- d) that there be no further or additional email correspondence on the subject, pending consideration on 10th July.

AudPan2012/07 FINANCIAL MONITORING:

Members reviewed information (*copies in minute book*) for the recently-ended financial year (2011/12):

Budget monitoring update – this showed actual expenditure and income values as posted to the Council’s *Sage* accounting system including all transactions processed to the end of the last financial quarter.

Operating comparisons/trend analysis – this showed trends since 2003 in the nett cost of the Council’s cost-centres, and compared the costs against the overall total cost of providing its services, and with the Council Tax Precept.

Accounts statements (subject to audit) – the “booklet” of accounting statements and notes for the year ended 31st March 2012

Partially-completed statutory annual return to Audit Commission – completed sections for presentation to Council, including internal auditor’s signed certification, for final completion by Council and external auditors in due course.

Internal Auditors final report complete) 2011/12 and executive summary - prepared by the internal auditor following his final visit to the Council on 29th May 2012, and his assessment of the year-end accounts statements and supporting information

There was detailed discussion on various salient items and Members were satisfied that there were no matters of concern, although comments made by the internal auditor were highlighted, as:

General approving comments as to the systems, controls, and presentation of the council’s finances.

Helpful suggestions as to the format of presentation of some supporting documents (the drafts scrutinized by the auditor had inconsistent presentation of decimal notation and currency designation)

A suggestion that all working notes related to reconciliation of the Mayor’s service account be retained. This arose due to a minor concern expressed on discovery of a “batch” of payments for goods and services related to the recent Mayor’s Ball, which had been ordered by the Mayor (2011/12) and/or the two independent organizers of the event, either verbally or without adherence to the Council’s normal purchasing protocol. It had been accepted that there was no imbalance in the accounting, and that this was an anomaly, although the deviation from good practice was noteworthy.

AudPan2012/08 CONCLUSIONS/RECOMMENDATIONS:

Members considered the material presented to be a robust and helpful reflection of the Council’s financial status and management, and found no items of concern.

AudPan2012/09 There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance

The meeting closed at 3:25pm

Signed.....

date

Agenda Item No: 10 **Report No:** FC003/2012
Report Title: Accounts & Annual Return 2011/12
Report To: Full Council **Date:** 14th June 2012
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 1st April 2011 to 31st March 2012, for submission to Messrs Mazars 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 31st 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 30th June, and the documents must be submitted for audit by 4th July.

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 (35 pages) report has been perused by the Audit & Governance Panel, and copies are 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. Mazars LLP (our appointed external Auditor) may provide personal accountancy or tax advice to a Councillor. Mazars themselves attempt to identify such situations, but it is important that Members advise the Town Clerk immediately if they become aware of potential conflicts.

Section 1 – Accounting statements for

LEWES TOWN COUNCIL

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 2011 £	31 March 2012 £	
Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.			
1 Balances brought forward	574,147	718,279	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	782,000	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	135,104	141,311	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	372,032	377,828	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	390,884	433,054	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	718,279	820,652	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	691,040	789,830	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 and long term assets	3,236,060	3,236,060	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	98,157	95,338	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	YES ✓	NO	Disclosure Note: The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)
	YES ✓	NO	

I certify that for the year ended 31 March 2012 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

SIGNATURE REQUIRED

Date DD/MM/YYYY

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

We acknowledge as the members of:

LEWES TOWN COUNCIL

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 2012, 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 codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	✓		has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done 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.	✓		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

SIGNATURE REQUIRED

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

***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 to

LEWES TOWN COUNCIL

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 2012.

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 from one of the following		
	Yes	No*	Not covered**
A Appropriate books of account 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.	✓		

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

Print name of person who carried out the internal audit MARK MURRAY BA(Hons) FCCA CTA
 Signature of person who carried out the internal audit M Murray Date 29/5/12

***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 2011-2012

I visited the Parish Council on Tuesday 29th May to finalise the Internal Audit process for 2011-2012, and check the Annual Return.

The comments below are in the order of the headings in Section 4 of the Annual Return, followed by any additional items specified in the Council's Audit plan as attached.

Recommendations are shown in bold, and any responses received from Council will be added in italics.

A. BOOKS OF ACCOUNT

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 parish council of this size. I make no recommendation for change at this stage.

B. FINANCIAL REGULATIONS & ACCOUNT PAYMENTS

Financial Regulations and standing orders were reviewed and updated during the year and are in line with NALC practice. Minute references show that full council approved and agreed these. I am pleased to see the council takes very seriously its policies and procedures and ensures these are maintained on a regular basis.

We tested a random sample of payments to verify the payment procedures, including invoice authorisation, cheque and counterfoil signing; we are pleased to note the council has a robust, tried and tested system of purchase ordering & control that is in accordance with the documented financial regulations.

C. RISK MANAGEMENT & INSURANCE

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.

Insurance cover was renewed in April and is appropriate for a council of this size.

D. BUDGET & PRECEPT

The budget is drawn up in the correct and proper manner showing the calculation of the precept as the final line item. Regular reviews of income and expenditure against budget are carried out.

E. INCOME

I tested the various streams of income namely, precept, VAT and miscellaneous 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.

In respect of the collection and payment of the charitable donations to the mayors charities, I would suggest the council retain the workings used to calculate the payment on file, so that in the event that they are questioned as to how this was calculated this can be produced.

F. PETTY CASH

The float of £500 was verified on site – there were no errors

G. PAYROLL

I tested the year end P60's and the year-end P35, there were no calculation errors and was reconcilable to the annual return.

H. ASSETS AND INVESTMENTS

I noted there were no changes to the fixed assets and the annual return showed the assets in the correct manner at book value.

I. BANK RECONCILIATIONS

Reconciliations for the bank accounts are carried out regularly and are reviewed internally. The March 2012 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 will be agreed by council in due course. They were neatly presented and logically laid out and are easily reconciled to the annual return.

We did note a few changes to the layouts and formatting that the council may want to consider in due course. We also discussed the presentational aspects of the Sage trial balance visa vie reserves and fixed assets and discussed whether or not the council would benefit from matching these to the manual records kept.

K. TRUSTEESHIP

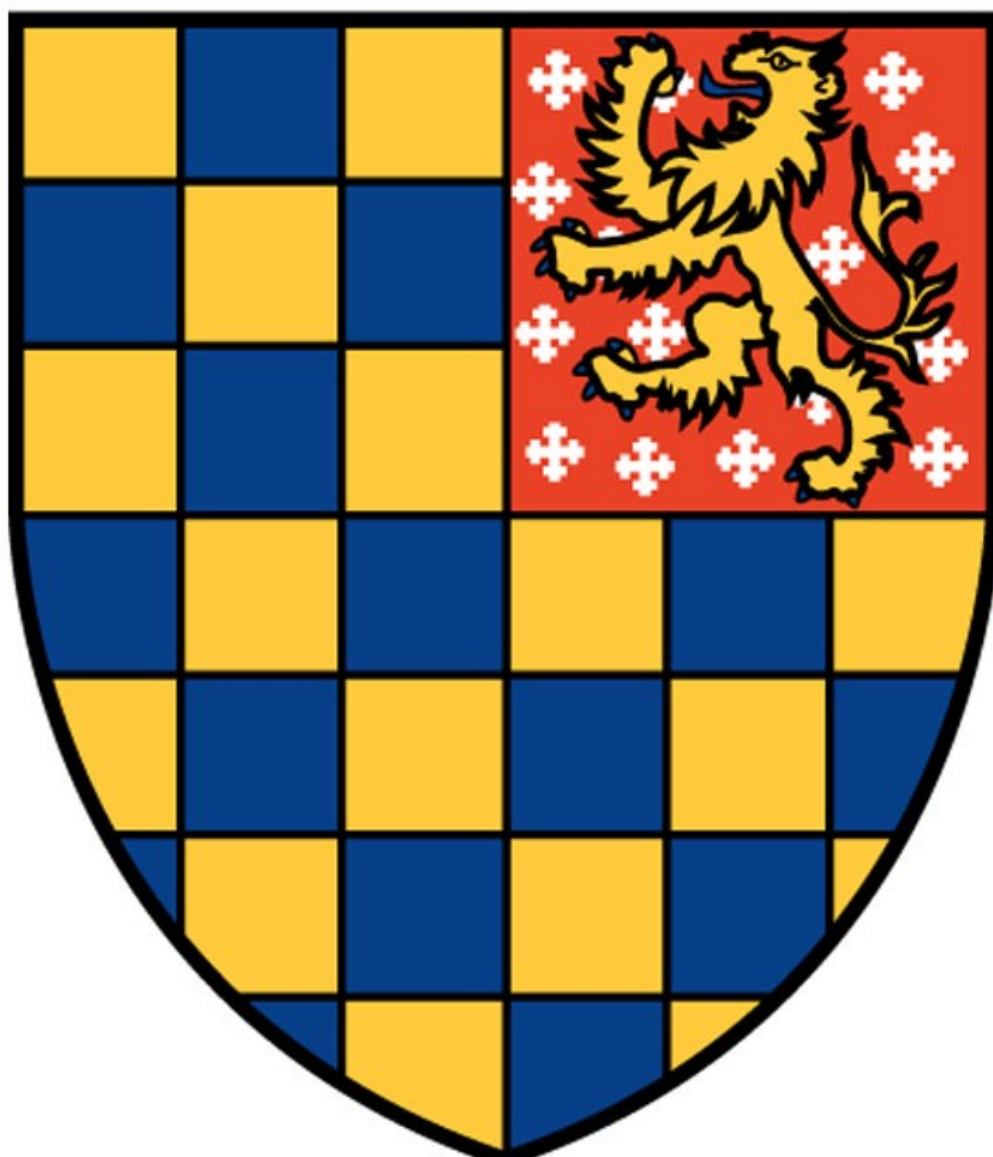
The trust has had income and expenditure during the year and the council has approved the accounts and annual return for submission to the Charities Commission.

**Mark Mulberry
Internal Auditor
29th May 2012**

Kindest Regards

Mark Mulberry
For Mulberry & Co.

LEWES TOWN COUNCIL



FINANCIAL ACCOUNTS
for the year
1st April 2011 to 31st March 2012

LEWES TOWN COUNCIL

Council Information

For the Year ended 31 March 2012

Councillors

Cllr Michael CHARTIER (*Deputy Mayor 2011/12*)

Cllr Jim DALY

Cllr Amanda DEAN

Cllr Ian EILOART

Cllr Matthew KENT

Cllr Petrina KINGHAM

Cllr Derek LAMPORT

Cllr Leung Fuk LI

Cllr James MacCLEARY

Cllr Merlin MILNER

Cllr Roger MURRAY

Cllr Susan MURRAY

Cllr Ruth O'KEEFFE

Cllr Ashley PRICE

Cllr Richard RUDKIN

Cllr John STOCKDALE (*Mayor 2011/12*)

Cllr Dr Micheal TURNER

Cllr Stephen WISCHHUSEN (*known as CATLIN*)

Town Clerk and Responsible Finance Officer

Steve Brigden

Auditors (external)

Mazars LLP

Chartered Accountants and Registered Auditors

Regency House

3 Grosvenor Square

Southampton SO15 2BE

Auditors (internal)

Mulberry & Co

Chartered Certified Accountants and Registered Auditors

No 1 Pemberley Chase

West Ewell

Epsom

Surrey KT19 9LE

LEWES TOWN COUNCIL

Explanatory Foreword

For the Year ended 31 March 2012

The Council's statements of accounts for the year ended 31 March 2012 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 2012, 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). 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 31st March 2012

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 Financial 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 31st March 2012 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 Financial Officer's Certificate

I hereby certify that the statements of accounts for the year ended 31st March 2012 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 31st March 2012, and its income & expenditure for the year ended 31st March 2012.

Signed:.....

Date:.....

Steven Brigden

Town Clerk and Responsible Financial Officer

LEWES TOWN COUNCIL

Statement of Internal Control

Year ended 31st March 2012

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 M Chartier
Mayor of Lewes 2012/13

Signed.....
Steve Brigden
Responsible Financial Officer

Date:.....

Date:.....

Lewes Town Council
Income and Expenditure Account
for the Year ended 31st March 2012

2011 Nett Expenditure	Cost Centres	Notes	2012 Gross Expenditure	2012 Gross Income	2012 Nett Expenditure
109,701	Corporate Admin		88,685	324	88,361
61,181	Civic Admin		69,730	7,652	62,078
34,319	Mayoralty		56,836	5,055	51,781
135,920	Town Hall		234,070	91,424	142,646
75,563	All Saints		96,442	36,872	59,570
40,486	Pells		81,047	10,223	70,824
67,736	Open Spaces		83,460	62	83,398
30,029	Allotments		31,956	4,685	27,271
4,808	Election Expenses		13,155		13,155
13,704	Section 137 Expenditure	6	10,389		10,389
44,706	Other Grants and Sponsorship		51,335		51,335
<hr/>			<hr/>	<hr/>	<hr/>
618,153	COST OF SERVICES		817,105	156,297	660,808
(782,000)	Precept Received			782,000	(782,000)
(994)	Interest and Investment Income	3		894	(894)
10,056	Loan Repayment		10,056		10,056
10,653	VAT Unclaimable	16	9,657		9,657
<hr/>			<hr/>	<hr/>	<hr/>
(144,132)			836,818	939,191	(102,373)
(574,147)	Balance Brought Forward				(718,279)
<hr/>					<hr/>
(718,279)	Balance Carried Forward				(820,652)
<hr/>					<hr/>
239,779	Earmarked Reserve Balance B/I	14		326,019	
102,600	Transferred from General Fund			117,439	
16,360	Transferred to General Fund			49,689	
	Earmarked Reserve Balance C/F				393,769
334,368	General Fund Balance Brought Forward			392,260	
57,892	Surplus/(Deficit) for the Year			34,623	
	General Fund Balance C/F				426,883
<hr/>					<hr/>
718,279	Balance Carried Forward				820,652
<hr/>					<hr/>

**Lewes Town Council
Balance Sheet
as at 31st March 2012**

Year Ended 31 March 2011	Notes	Year Ended 31 March 2012
£		£
CURRENT ASSETS		
6,372	Stock 9	5,166
13,332	Debtors 10	7,487
0	Payment in Advance	0
18,452	VAT Recoverable 16	27,440
691,040	Cash in Hand	789,830
729,196	TOTAL ASSETS	829,923
 CURRENT LIABILITIES		
7,576	Creditors 11	6,724
3,342	Receipts in Advance	2,547
0	VAT Payable	0
10,918	TOTAL LIABILITIES	9,271
 NET ASSETS		
718,279		820,652
 Represented by:		
392,260	General Fund 14	426,883
326,019	Earmarked funds	393,769
718,279		820,652

.....
Cllr M Chartier
Mayor 2012/13

.....
Steve Brigden
Responsible Financial Officer

Date:.....

Date:.....

Lewes Town Council
Notes to the Accounts
31 March 2012

1 Information on Assets Held

	31/03/2011	Movement in the Year Acquisition s	31/03/2012	Method of Valuation
	£	£	£	
Operational Land and Buildings				
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	*
Non-Operational Land and Buildings				
Malling Community Centre	85,000	0	85,000	**
Equipment				
Computer Equipment	10,948	0	10,948	*
Franking Machine	472	0	472	*
Infrastructure Assets				
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	*
Community Assets				
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 to	30,000	0	30,000	****
	3,206,060	0	3,236,060	

* 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

31 March 2012

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.

3. Interest and Investment Income	2011	2012
	£	£
Interest Income – General Funds	£994	£894

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.

Lewes Town Council

Notes to the Accounts

31 March 2012

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:

	2011	2012
	£	£
Recruitment Advertising	394	0
Marketing Advertising	363	801
Other Publicity (incl. newsletter)	1,043	1,167
TOTAL	1,800	1,968

6. S.137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) enables the Council to spend up to £6.44 per head (2011:£6.15) 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 2011/12 for the following purposes:

	2011	2012
	£	£
Grants to		
Lewes Town Partnership		7,139
Furniture Now!		1,000
Downs Dutch Elm Disease control		2,250
TOTAL	13,704	10,389

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.

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:

	2011	2012
	£	£
Chief Executive Officer/Head of Paid Service (Town Clerk)		
Gross salary received	60,866	60,866
Employer's contribution to LGPS	11,321	11,503
This represents a multiple of 5 compared with the median of all Council salaries		
Members' Allowances paid in the year	3,419	4,324

Lewes Town Council

Notes to the Accounts

31 March 2012

8. Auditor's remuneration

Fees due to Mazars LLP, external auditors, were £2,500 (2011: £2,500)

9. Stock

	2011	2012
	£	£
Resale & civic items; protective clothing; materials	3,744	2,059
Town Hall consumable stores	388	358
All Saints consumable stores	136	489
Stationery	2,104	2,260*
TOTAL	6,372	5,166

* includes estimates four years' stock pre-printed items

10. Debtors

	2011	2012
	£	£
Trade debtors (No debts were more than 3 months old)	13,332	7,487
VAT (see Note 16)	18,452	27,440
Prepayment	0	0

11. Creditors and Accrued Expenses

	2011	2012
	£	£
Creditors	7,546	6,724
Receipts in Advance	3,342	2,547
TOTAL	10,918	9,271

12. Operating Lease Commitments

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

	2011	2012
	£	£
Photocopier and doormats	2,047	2,169

13. Loans

Public Works Loan Board (1998 – 2023)

	2011	2012
	£	£
Amount outstanding	98,157	95,338

Lewes Town Council
Notes to the Accounts
31 March 2012

14. Movement in Reserves

	Opening Balance £	Transfer from General Fund £	Transfer to General Fund £	Total £
Earmarked Reserves				
R1 Town Hall	28,400	18,859	6,141	41,118
R2 All Saints Centre	6,500	12,000	0	18,500
R3 Open Spaces	11,000	7,880	7,820	11,060
R4 Lewes Priory	1,920	300	0	2,220
R5 Pells Lake	11,929	0	0	11,929
R6 The Pells	80,000	10,000	29,361	60,639
R7 Commemorations Fund	17,000	2,500	0	19,500
R8 Environment Enhancement Fund	14,000	2,500	0	16,500
R9 Town Clocks	600	300	0	900
R10 Malling Community Centre	36,000	20,000	0	56,000
R11 Castle floodlights termination agreement	0	5,000	0	5,000
R12 Neighbourhood road-salt bin grants fund	0	4,000	1,297	2,703
R13 Election costs reserve	0	3,800	0	3,800
R14 Devolution process	0	0	0	0
Projects committed or in progress				
P1 Baxter Prints	2,000	0	0	2,000
P2 Historic plaques programme (with FoL)	600	300	0	900
P3 Magic Circle (with FoL)	17,000	0	0	17,000
P4 Tom Paine commemoration	a/c closed** 4,370	0	4,370	0
P5 Office ICT	15,000	2,000	0	17,000
P6 Town Hall access programme	20,000	3,000	0	23,000
P7 Ouse gauge board	a/c closed** 700	0	700	0
P8 Allotments improvements	29,000	5,000	0	34,000
P9 Pedestrian crossings (contribn to ESCC)	30,000	15,000	0	45,000
P10 20mph limit contribution	0	5,000	0	5,000
P11 Replacement seating	0	0	0	0
	326,019	117,439	49,689	393,769

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	392,260	34,623	426,883

* 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

31 March 2012

15. Pensions

For the year ended 31 March 2012 the Council's contributions equalled 19.3% of employees' superannuable pay (2011 18.6%). Local Government Pension Scheme administrators have notified employer contribution rates for the following year (2013/14) as 19.6%

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. A legal claim, registered in March 2012, is being handled by insurers and believed to be without basis, although this is considered to be adequately covered by insurance in the event that this belief proves wrong.

Agenda Item No: 11 **Report No:** FC004/2012
Report Title: Corporate Risk Assessment 2012-13
Report To: Full Council **Date:** 14th June 2012
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 2012-13 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 its 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 and this "prompts" analysis of all the required elements, and allows the addition of local, specialized, risk elements unique to an individual Council.

The principle of assessment is to award a score for the IMPORTANCE of a risk element, 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, *eg* 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. 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 becomes UNCONTROLLED, and a plan is required to address it. These 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...*

3 **This year's review** has taken account of **239** risk elements within **34** "functions" or areas of operation. Not all are relevant to LTC, but scores have been awarded to **214** risk elements, and there are **four** which are salient. These are connected with Bonfire celebrations (liability questions arising *in* marshalling annual event); Buildings (security controls/response to vandalism); the War Memorial (insurance/exposure to damage); and Website maintenance (staff training).

A summary report extract is appended, the full report (56 pages) is available on request to TC.

LCRS 6. Overall Summary

Lewes Town Council Assessment for year 2012 To 2013

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	20	1.4	0	<input type="text"/>
Bar Services		8	6	1.5	0	<input type="text"/>
Bonfire Celebrations	Power to provide	4	4	2.3	1	<input type="text"/>
Bus Shelters	Power to provide and maintain shelters	7	6	1.2	0	<input type="text"/>
Clocks	Power to provide public clocks	5	5	1.0	0	<input type="text"/>
Code of Conduct	Duty to adopt a code of conduct	1	1	1.0	0	<input type="text"/>
Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives	16	16	1.4	0	<input type="text"/>
Computing	Power to facilitate discharge of any function	3	3	2.0	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	1.5	0	<input type="text"/>
Crime Prevention - CCTV	Powers to spend money on various crime prevention measures	10	4	1.0	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	1.7	0	<input type="text"/>
Entertainment and the arts	Provision of entertainment and support of the arts	17	17	1.6	0	<input type="text"/>
Financial Management	Duty to ensure responsibility for financial affairs	11	11	1.1	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	1.0	0	<input type="text"/>
Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	13	13	1.3	0	<input type="text"/>
Local functions	N/a - Local group to cover any risks not listed in other groups	2	1	3.0	0	<input type="text"/>
Meetings of the Council	Duty to meet	5	5	1.4	0	<input type="text"/>
Newsletters	Power to provide from 'free resource'	7	4	1.0	0	<input type="text"/>

LCRS 6. Overall Summary

Lewes Town Council Assessment for year 2012 To 2013

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Open spaces	Power to acquire land and maintain	11	11	1.5	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	1.5	0	<input type="text"/>
Provision of Office Accommod	Power to provide	5	5	1.2	0	<input type="text"/>
Provision of Website/Internet	Power to provide from 'free resource'	2	2	1.0	0	<input type="text"/>
Public buildings and Village ha	Power to provide buildings for offices and for public meetings and assemblies	16	14	1.6	1	<input type="text"/>
Shelters & Seats	Power to provide	3	3	1.3	0	<input type="text"/>
Swimming Pool	Power to provide	16	7	1.6	0	<input type="text"/>
Tourism	Power to contribute to organisations encouraging tourism	2	2	1.0	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	4	1.3	0	<input type="text"/>
War Memorials	Power to maintain, repair, protect and adapt war memorials	3	3	2.7	1	<input type="text"/>
Web Sites	Power to maintain	19	18	1.3	1	<input type="text"/>
<i>Overall totals/ scores</i>		239	214	1.4	4	

How to complete:

1. Review each area and the number of uncontrolled risks.
2. Decide which area is at most risk and should be actioned firstly mark this as number One.
3. Repeat on all areas until all uncontrolled areas are allocated.

Completed by:

Date:

Position:

Legal Services

Lewes House
32 High Street
Lewes
BN7 2LX

01273 471600
01273 484121 fax
01273 484488 Minicom
DX No. 3118 Lewes-1

direct dial 01273 484118

email address catherine.knight@lewes.gov.uk

my ref

your ref

date 08 June 2012

Dear Colleague

New Standards Regime

You will no doubt be aware that as from 1 July 2012 councils will be free to adopt a Code of Conduct of their own choosing, rather than having to adopt a Code which contains mandatory provisions as set in the current model Code of Conduct.

For your information I am enclosing 3 possible Codes which you may wish to consider adopting. (You may well have copies already).

The first is a Code which was prepared by officers across the East Sussex districts, East Sussex County Council and Brighton & Hove City Council. The objective was to base the new Code as closely as possible on key elements of the existing model which is familiar to all councillors and for the most part has worked well.

The second is a draft produced by the Local Government Association (LGA). I am attaching the covering letter which accompanied it, but you will see that the LGA describes this as a “principles based outcomes focussed model” which “would provide more flexibility for responding to rapid changing times”.

The third is a draft produced by the Department for Communities and Local Government (CLG). Again, I attach the covering letter which accompanied it. You will see that the Department describes it as an “example of a local code to provide certainty to local authorities who wish to adopt a lighter touch code” and to “help local authorities (especially parish councils) who might otherwise consider they need to commit valuable resource to creating a code to ensure compliance with the Localism Act”.

It should be noted that the government has yet to issue regulations defining a “disclosable pecuniary interest” and all of the Codes mentioned above may have to be amended depending on the content of the Regulations.

The District Council’s Standards Committee had hoped to recommend a preferred Code of Conduct to the meeting of Annual Council on 9 May 2012. However the LGA and

Catherine Knight
Corporate Head – Legal & Democratic Services

CLG Codes were not published until mid-April leaving insufficient time for the Committee to gather feedback from councillors and make a recommendation. At its Annual Council meeting on 9 May the District Council resolved to continue the operation of its existing Code of Conduct (i.e. the national model code) from 1 July onwards pending both the issue of Regulations and the opportunity to gather feedback.

It may be of interest to towns and parishes to know the initial comments of the District Council's Standards Committee on the 3 codes.

1. The draft East Sussex Code

The Standards Committee recognises that the content of this code would already be familiar to all members at unitary, county, district/borough and town/parish level, because it is largely based on the existing model code. It saw an advantage in all the councils across East Sussex (and Brighton & Hove) adopting the same code in that it would maintain consistency of expected conduct across a geographical area.

Also, for those councillors who might sit on both district/borough/county councils as well as on town/parish councils it would be very much less confusing to have a single Code of Conduct which applied at both tiers of government.

2. The LGA Code

No comments made save that the Committee liked the way in which the seven principles of selflessness, integrity etc were spelled out in full.

3. The CLG Code

The Standards Committee liked the brevity of the CLG Code and thought it had clarity. It was suggested that the CLG Code might be a good choice for parish councils, in particular the smaller ones. It did like the expanded version of the seven principles of selflessness, integrity etc as set out in the LGA draft Code and suggested that the CLG Code might usefully set these paragraphs out in full as opposed to the abbreviated reference to them in the first paragraph of the CLG Code.

For information, at the time of writing Standards Committees in the following local authorities have recommended adoption of the draft East Sussex Code: East Sussex County Council, Wealden District Council, Eastbourne Borough Council, Rother District Council.

Brighton & Hove City Council, Lewes District Council and Hastings Borough Council have not yet expressed a preference. I will let you know what our Standards Committee recommends in due course.

In the meantime if your council has either adopted a new Code or has views on the drafts enclosed I am sure that members of the District Council's Standards Committee would be pleased to hear them. You can email me with any comments at catherine.knight@lewes.gov.uk

Yours Sincerely

Catherine Knight
Corporate Head – Legal & Democratic Services

**DRAFT CODE PREPARED BY EAST SUSSEX
AUTHORITIES AND BRIGHTON AND HOVE CC
(BASED ON EXISTING MODEL CODE)**

Lewes District Council

Code of Conduct for Members

On their election or co-option to the Lewes District Council members are required to sign an undertaken to comply with the authority's Code of Conduct.

The Code of Conduct, adopted by the authority on (add date) is set out below. It is made under Chapter 7 of the Localism Act 2011. *It includes, as standing orders made under Chapter 7 of that Act and Schedule 12 of the Local Government Act 1972, provisions which require members to leave meetings in appropriate circumstances, while matters in which they have a personal interest are being considered.*

(words in *italics* are optional)

Part 1 – General provisions

Introduction and interpretation

1 – (1) The Code applies to you as a member of the authority, when acting in that capacity.

(2) This Code is based upon seen principles fundamental to public service, which are set out in Appendix 1. You should have regard to these principles they will help you to comply with the Code.

(3) If you need guidance on any matter under this Code you should seek it from the authority's monitoring officer or your own legal advisor – but it is entirely your responsibility to comply with the provisions of this Code.

(4) It is a criminal offence to fail to notify the authority's monitoring officer of a disclosable pecuniary interest, to take part in discussions or votes at meetings, or to take a decision where you have a discloseable pecuniary interest, without reasonable excuse. It is also an offence to knowingly or recklessly to provide false or misleading information to the authority's monitoring officer.

(5) Any written allegation received by the authority that you have failed to comply with this Code will be dealt with by the authority under the arrangements which it has adopted for such purposes. If it is found that you have failed to comply with the Coe, the authority has the right to have regard to this failure in deciding;

(a) whether to take action in relation to you and

(b) what action to take.

(6) In this Code –

“authority” means Lewes District Council

“Code” means this Code of Conduct

“co-opted member” means a person who is not a members of the authority but who-

- (a) is a member of any committee or sub-committee of the authority, or
- (b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority.

and who is entitled to vote on any questions that falls to be decided at any meetings of that committee or sub-committee.

“meeting” means any meeting of

- (a) the authority;
- (b) the executive of the authority;
- (c) any of the authority’s or its executive’s committees, sub-committees, joint committees, joint sub-committees, or area committees;

“member” includes a co-opted member.

“register of members’ interest” means the authorities’ register of members’ pecuniary and other interests established and maintained by the authority’s monitoring officer under section 29 of the Localism Act 2011.

Scope

2. –(1) Subject to sub-paragraphs (2) and (3), you must comply with the Code whenever you-

(a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are election or appointed); or

(b) act, claim to act or give the impression you are acting as a representative of your authority.

and references to your official capacity are construed accordingly.

(2) this Code does not have effect in relation to your conduct other than where it is in your official capacity.

(3) Where you act as a representative if your authority-

(a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or

(b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

General obligations

3 – (1) You must treat others with respect.

(2) You must not –

(a) do anything which may cause your authority to breach any of its equality duties (in particular set out in the Equality Act 2010);

(b) bully any person;

(c) intimidate or attempt to intimidate any person who is or is likely to be-

(i) a complainant;

(ii) a witness, or

(iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or

(d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

4. You must not-

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where-

(i) you have the consent of the person authorised to give it;

(ii) you are required by law to do so;

(iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or

(iv) the disclosure is-

(a) reasonable and in the public interest; and

(b) made in good faith and in compliance with the reasonable requirements of the authority; or

(c) present another person from gaining access to information to which that person is entitled by law.

5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your officer or authority into disrepute.

6. You –

(a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;

(b) must, when using or authorising the use by others of the resources of your authority-

(i) act in accordance with your authority's reasonable requirements;

(ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

(c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

7. – (1) When reaching decisions on any matters you must have regard to any relevant advice provided to you by-

(a) your authority's chief finance officer; or

(b) your authority's monitoring officer,

where that officer is acting pursuant to his or her statutory duties.

(2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

Part 2 – Interests

Personal Interests

8. (1) The interests described in paragraphs 8(3) and 8 (5) are your personal interests and the interests in paragraph 8 (5) are your pecuniary interests which are disclosable pecuniary interests as defined by section 30 of the Localism Act 2011.

(2) If you fail to observe Parts 2 and 3 of the Code in relation to your personal interests-

(a) the authority may deal with the matter as mentioned in paragraph 1

(b) if the failure related to a disclosable pecuniary interest, you may also become subject to criminal proceedings as mentioned in paragraph 1 (4).

(3) You have a personal interest in any business of your authority where either-

(a) it relates to or is likely to affect-

(i) any body of which you are a member or in the position of general control or management and to which you are appointed or nominated by the authority;

(ii) any body-

(a) exercising functions of a public nature;

(b) directed to charitable purposes; or

(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party of trade union),

of which you are a member or are in a position of general control or management;

(iii) any employment or business carried on by you;

(iv) any person or body who employs or has appointed you;

(v) any person or body, other than a relevant authority who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;

(vi) any person or body who had a place of business or land in your authority's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issues share capital (whichever is the lower);

(vii) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of a description specified in paragraph (vi);

(viii) the interest of any person from whom you have received a gift or hospitality with an estimated value of at least £25;

(ix) any land in your authority's area in which you have a beneficial interest;

(x) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated

director, or a person or body of the description specified in paragraph (vi) is, the tenant;

(b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division of ward, as the case may be, affected by the decision;

(4) In sub-paragraph (1)(b), a relevant person is-

(a) a members of your family or a [close] friend; or

(b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;

(c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or

(d) any body of a type described in sub-paragraph (1)(a)(i) or (ii).

(5) Subject to sub-paragraphs (6) and (7), you have a personal interest which is also a disclosable pecuniary interest as defined by section 30 of the Localism Act 2011 in any business of your authority where (i) you or (ii) your partner- [add list of interests when regulations are published]

(6) In sub-paragraphs (5), your partner means –

(a) your spouse or civil partner,

(b) a person with whom you are living as husband and wife, or

(c) a person with whom you are living as if you were civil partners,

(7) In sub-paragraph (5), any interest which your partner may have is only treated as your interest if you are aware that your partner has the interest.

Disclosure of personal interests (See also Part 3)

9. –(1) Subject to sub-paragraphs (2) to (6), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which any matter relating to the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

(2) If the personal interest is entered on the authority's register there is no requirement for you to disclose the interest to that meeting, but you should do so if you wish a disclosure to be recorded in the minutes of the meeting.

(3) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

(4) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest and, if also applicable, that it is a disclosable pecuniary interest, but need not disclose the sensitive information to the meeting,

(5) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision on any matter in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

(6) In this paragraph, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000.

Prejudicial interest generally

10. –(1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where either-

(a) the interest is a disclosable pecuniary interest as described in paragraph 8(5), or

(b) the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) For the purposes of sub-paragraph (1)(b), you do not have a prejudicial interest in any business of the authority where that business-

(a) does not affect your financial position or the financial position of a person or body described in paragraph 8;

(b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or

(c) relates to the functions of your authority in respect of-

(i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;

(ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are

a parent governor of a school, unless it relates particularly to the school which the child attends;

- (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
- (iv) an allowance, payment or indemnity given to members;
- (v) any ceremonial honour given to members; and
- (vi) setting council tax or a precept under the Local Government Finance Act 1992.

Interests arising in relation to overview and scrutiny committees

11. You also have a personal interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where-

(a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and

(b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

Effect of prejudicial interests on participation

12. –(1) Subject to sub-paragraph (2) and (3), where you have a prejudicial interest in any matter in relation to the business of your authority-

(a) you must not participate, or participate further, in any discussion of the matter at any meeting, or participate in any vote, or further vote, taken on the matter at the meeting and must withdraw from the room or chamber where the meeting considering the matter is being held-

- (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
- (ii) in any other case, whenever it becomes apparent that the matter is being considered at that meeting;

unless you have obtained a dispensation from your authority's monitoring officer or standards committee;

(b) you must not exercise executive functions in relation to that matter; and

(c) you must not seek improperly to influence a decision about that matter.

(2) Where you have a prejudicial interest in any business of your authority which is not a disclosable pecuniary interest as described in paragraph 8(5), you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

(3) Where you can have a prejudicial interest which is not a disclosable pecuniary interest as described in paragraph 8(5), arising solely from membership of any body described 8(3)(a)(i) or 8(3)(a)(ii)(a) then you do not have to withdraw from the room or chamber and may make representations to the committee but may not participate in the vote.

Part 3 – Registration of Interests

Registration of members' interests

13. –(1) Subject to paragraph 14, you must, within 28 days of-

(a) this Code being adopted by the authority; or

(b) your election or appointment to office (where that is later), register in the register of members' interests details of-

(i) your personal interests where they fall within a category mentioned in paragraph 8(3)(a) and

(ii) your personal interests which are also disclosable pecuniary interests where they fall within a category mentioned in paragraph 8(5)

by providing written notification to your authority's monitoring officer.

(2) Subject to paragraph 14, you must, within 28 days of becoming aware of any new personal interest falling within sub-paragraphs (1)(i) or (1)(ii) or any change to any personal interest registered under sub-paragraphs (1)(i) or (1)(ii), register details of that new personal interest or change by providing written notification to your authority's monitoring officer.

Sensitive information

14. –(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority’s monitoring officer agrees, the monitoring officer shall not include details of the interest on any copies of the register of members’ interests which are made available for inspection or any published version of the register, but may include a statement that you have an interest, the details of which are withheld under this paragraph.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority’s monitoring officer asking that the information be included in the register of members’ interests.

(3) In this Code, “sensitive information” means information, the details of which, if disclosed, could lead to you or a person connected with you being subject to violence or intimidation.

Dispensations

15 – (1) The standards committee, or any sub-committee of the standards committee, or the monitoring officer may, on a written request made to the monitoring officer of the authority by a member, grant a dispensation relieving the member from either or both of the restrictions in paragraph 12(1)(a) (restrictions on participating in discussions and in voting), in cases described in the dispensation.

(2) A dispensation may be granted only if, after having had regard to all relevant circumstances, the standards committee, its sub-committee, or the monitoring officer-

(a) considers that without the dispensation the number of persons prohibited by paragraph 12 from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,

(b) considers that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,

(c) considers that granting the dispensation is in the interests of persons living in the authority’s area,

(d) if it is an authority to which Part 1A of the Local Government Act 2000 applies and is operating executive arrangements, considers that without the dispensation each member of the authority’s executive would be prohibited by paragraph 12 from participating in any particular business to be transacted by the authority’s executive, or

(e) considers that it is otherwise appropriate to grant a dispensation.

(2) A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.

(3) Paragraph 12 does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this paragraph.

APPENDIX 1

The Seven Principles of Public Life

Selflessness

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Integrity

2. Members should not place themselves in situations where their integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour. Members should show integrity by consistently treating other people with respect, regardless of their race, age, religion, gender, sexual orientation, disability or position, for example as an officer or employee of the authority.

Objectivity

3. Members should make decisions in accordance with the law and on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

5. Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

Honesty

6. Members should not place themselves in situations where their honesty may be questioned, should not behave dishonestly and should on all occasions avoid the appearance of such behaviour. Members should declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects that public interest.

Leadership

7. Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Template Code of Conduct

As a member or co-opted member of *[X authority]* I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

SELFLESSNESS: Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP: Holders of public office should promote and support these principles by leadership and example.

The Act further provides for registration and disclosure of interests and in *[X authority]* this will be done as follows: *[to be completed by individual authorities]*

As a Member of *[X authority]*, my conduct will in particular address the statutory principles of the code of conduct by:

- Championing the needs of residents – the whole community and in a special way my constituents, including those who did not vote for me - and putting their interests first.
- Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
- Not allowing other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the *[county][borough][Authority's area]* or the good governance of the authority in a proper manner.
- Exercising independent judgement and not compromising my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a member/co-opted member of this authority.
- Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.
- Being accountable for my decisions and co-operating when scrutinised internally and externally, including by local residents.
- Contributing to making this authority's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding me and other members to account but restricting access to information when the wider public interest or the law requires it
- Behaving in accordance with all our legal obligations, alongside any requirements contained within this authority's policies, protocols and procedures, including on the use of the Authority's resources.
- Valuing my colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.
- Always treating people with respect, including the organisations and public I engage with and those I work alongside.
- Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this authority.

Appendix 1C Communities and Local Government

Illustrative text for code dealing with the conduct expected of members and co-opted members of the authority when acting in that capacity

You are a member or co-opted member of the [name] council and hence you shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Accordingly, when acting in your capacity as a member or co-opted member -

You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.

You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.

You must be as open as possible about your decisions and actions and the decisions and actions of your authority and should be prepared to give reasons for those decisions and actions.

You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out in the box below.

You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.

Registering and declaring pecuniary and non-pecuniary interests

You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interest which your authority has decided should be included in the register.

If an interest has not been entered onto the authority's register, then the member must disclose the interest to any meeting of the authority at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'.¹

Following any disclosure of an interest not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by your authority.

¹ A 'sensitive interest' is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

Agenda Item No: 13 **Report No:** FC005/2012
Report Title: Analysis of petition – Lewes Cinema Ltd
Report To: Full Council **Date:** 14th June 2012
Report By: S Brigden, Town Clerk
Purpose of Report: To apprise members of the analysis of a petition received.
Recommendation(s): That this report be noted.

PETITION RECEIVED 29th May 2012 from LEWES CINEMA Ltd

Petition states 2090 signatures @ 2012. Town Council staff count 2063 – and when adjusted for obvious duplications, this reduces to 2034 and this figure is used in the analysis shown below.

This analysis refers to 1184 entries recorded at <http://www.ipetitions.com/petition/save-lewes-cinema> and 879 on paper, collected on behalf of Lewes Cinema Ltd

Links have been extensively promoted by Lewes Cinema: online; in the press; local radio; together with an accompanying paper petition known to have been promoted widely outside Lewes.

Premise of petition:

“SAVE LEWES CINEMA! We the undersigned strongly object to the unjust decision by Lewes Town Council to force Lewes Cinema out of the All Saints Centre and take-over their screenings. We wish to express our dissatisfaction with this decision and in particular the total lack of consultation with the cinema and the public. We call upon the Council to reverse this decision and engage in full and fair consultation with Lewes Cinema. We give our full support to Lewes Cinema’s continued operation”

Analysis of details and comments where recorded (NB – some entries have multiple context *eg* anonymous signatory with recorded comment):

	Online	Paper	TOTAL	%
Obvious duplication	29	0	29	1.4
Anonymous, frivolous or mischievous entry	94	14	108	5.3
No comment recorded	507	458	724	35.6
Misunderstanding: think cinema is being closed completely	266	156	422	20.8
Obvious confusion between Lewes Cinema & Lewes Film Club	17	0	17	0.8
Identifiable out-of-town signatory (no obvious relevance)	40	176	216	10.6
Complaint re lack of consultation	99	24	123	6.0
“Personal” plea on behalf of proprietors	102	201	303	14.9
Fundamentally opposed in principle to Council operations	204	27	231	11.4

General comment: Whilst difficult to “categorize” as above, reading through the comments leaves a strong impression that a large number of the correspondents are under a misapprehension as to “who-does-what” at All Saints. Many signatories mention the programming of titles in a way that suggests they are actually thinking of Lewes Film Club. There are many comments regarding preservation of the “home-made cake and china cups” approach: the crockery and cutlery used at All Saints is the Council’s, as is the kitchen equipment and all facilities. It is Lewes Film Club who provide home-made cakes; litter and kitchen bins after Lewes Cinema screenings contain supermarket wrappings. There appears to be widespread misunderstanding of the principles under which All Saints operates, and many appear to believe that the facility for film would not exist without investment from Lewes Cinema Ltd.

NOTE: since the Council’s announcement it has received direct communication from only **15** (fifteen) public correspondents, many of whom demonstrated fundamental misunderstandings.



Housing Needs and
Strategy Division

Council Offices
2 Fisher Street
Lewes
East Sussex BN7 2DG
01273 471600
01273 484008 fax
housing@lewes.gov.uk
01273 484488 Minicom
DX No. 3118 Lewes-1

Sent to all Town and Parish Clerks

direct dial 01273 484019

my ref Sarah.Findlay@lewes.gov.uk

date 8 June 2012

Dear Town / Parish Clerk

Domestic abuse is an issue in every community and is a priority for the Lewes district Council and the Lewes District Community Safety Partnership (CSP).

The Lewes District Domestic Abuse Action Group works in partnership with the CSP and includes representation of Lewes District Council, Sussex Police, Refuge and voluntary organisations which provide support services.

To raise awareness of Domestic Abuse throughout the community and promote the services and support that are available for all victims of Domestic Abuse, we are working to hold a range of events in every Parish and Town across Lewes District during the week of 19th to 25th November 2012 linked to White Ribbon Day 25th November.

For this to really reach every area in the district we need to ensure local involvement and we would like to recruit a Domestic Abuse Champion in every Town and Parish in the District and would ask you to nominate a Councillor from your own Town or Parish to become a Champion of this cause.

To ensure the Champions are well informed we are holding a short training session with Tea/Coffee available upon arrival from 9.15am, and a light sandwich lunch, on Thursday 28 June 2012, from 9.30am to 2pm, Council Chamber, Lewes Town Council, Town Hall, High Street, Lewes, East Sussex BN7 2QS, to give an understanding about domestic abuse and to inform of the White Ribbon events we hope to organise. The Champion would then take this information back to their Towns and Parishes.

We would be using this opportunity for your support for local community awareness raising events scheduled for November in which the Champion would be involved.



INVESTOR IN PEOPLE

Through the White Ribbon campaign we are working on getting achievable ideas for local events and the materials required.

We would be grateful if you could send us the name and contact details for the Parish or Town Champion so that we can contact them about the training and briefing session.

Yours sincerely

Sarah Findlay
Head of Housing Strategy & Needs



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 14th June 2012

NOM 006/2012 – received from Cllr S Murray on 15th May 2012, in the following terms

It is proposed that:

Lewes Town Council resolves to:

Express its desire to be included in the proposed Biosphere Reserve in our area and its surprise that it is not currently included when it has been established, through campaigning to get Lewes included in the National Park, that it is indeed an integral part of our chalk landscape.

Lobby Lewes District Council and the Biosphere Partnership itself asking that Lewes town itself and not just Landport Bottom, the Railway Land and other surrounding downland be included.

Supporting Information from Councillor Murray

Brighton & Hove and Lewes Downs Biosphere Project

The Biosphere Partnership hopes to achieve international recognition from the UN for the special nature of our environment – urban, rural and marine – as a UNESCO Biosphere Reserve. It seeks this status as a way to integrate and encourage action to better care for, manage, understand and enjoy our local area and bring people and nature closer together. UNESCO promotes a global network of such Biosphere Reserves, with 8 already in the UK including North Devon, mid Wales and SW Scotland. There are precedents for Biospheres based on a city – the city surrounds of Paris, Cape Town and Rio de Janeiro, for instance, are recognised. The Partnership is aiming for widespread participation in its bid, which it hopes to submit in September 2013, and already involved are district councils in the area, plus the National Trust, Sussex Wildlife Trust and others. The lead has come from Brighton and Hove City Council.

Biosphere Reserves are not restrictive protected areas and do not impose additional statutory controls on land use. However, experience in other areas suggest that a range of benefits can be secured, including a heightened profile for our area which could open up additional grant opportunities, support new enterprises and jobs in, for instance, sustainable tourism and foster a stronger sense of community identity and pride in the environment.

The boundaries our our proposed local Biosphere Reserve have yet to be finalised, but it will span the chalk block between the Adur and Ouse valleys, the core area being Castle Hill (by Woodingdean) and the Lewes Downs (around Mount Caburn), plus the Brighton & Hove urban area and the offshore marine area from the city.

Following an invitation to the town council to attend a meeting on 24th April at the Linklater Pavilion, the town clerk thought I would be the most appropriate person to attend as chair of the Landport Bottom Management Committee. The meeting outlined some of the above and the presentation made clear that it was intended that both Landport Bottom and the Railway Land Reserve would be included, but that Lewes town itself would be excluded, indeed the Biosphere would virtually surround the town. When I queried this, pointing out that Lewes had fought long and hard to be included in the new National Park, so it made no sense to exclude it from the Biosphere, I was told (unofficially) that this was down to LDC which was not willing for any of its urban areas to be included, but only rural ones.

For more information see www.brighton-hove.gov.uk/biosphere

Cllr S Murray

15th May 2012

Continues...

It is proposed that:

Lewes Town Council resolves that cooperation must be made with Lewes District Council to ensure a more comprehensive cardboard collection strategy for the neighbourhoods and residents of Lewes Town.

Supporting Information from Councillor Kent

1. It was Lewes District Councils intention to collect cardboard from 80% of residents within the District by the end of March 2012 (Source: LDC Cllr Jim Sheppard), however this included the majority of coastal towns and neighbourhoods.
2. Cardboard collections already exist for some residents in flats. (eg. Castle Court & Spences Court, on Spences Lane, Malling)
3. To enable and assist Lewes District Council to provide improved recycling collection in Lewes they would require the following facility (See email correspondence from Cllr Jim Sheppard to Cllr Matt Kent, dated 23rd January 2012:

Dear Cllr. Kent,

The facility we would need as a drop off point at the western end of Lewes town for the collection of cardboard, paper and glass would be an area of approx. 7m X 6.5 m we would put down a concrete base and install fencing. It would have to be accessible to HGVs and electric vehicles but these must be able to get very close, (a matter of feet).

If glass is dropped off we need to be away from residential properties as much as possible as there is much noise when the glass is collected. Incorporating all recyclables in the one place would be a help to L.D.C.

Perhaps the location is something that Lewes Town Council could assist with.

Kind regards.

Jim Sheppard.

4. It has also been suggested by Cllr Sheppard that residents propose locations around Lewes where alternative cardboard drop off and collection points can occur. One potential location is the recycling point opposite Malling Stores on the Martletts, Malling. Other locations could coincide with current car park recycling points around Lewes Town and many residents in Lewes do not have access to vehicles as can not get to Ham Lane.

Cllr Matt Kent
29th May 2012