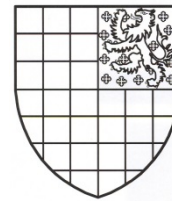


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BN7 2QS



**LEWES  
TOWN  
COUNCIL**

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### **To All Members of Lewes Town Council**

A Meeting of **Lewes Town Council** will be held on **Thursday 26<sup>th</sup> January 2017**,  
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are summoned to attend.

S Brigden, Town Clerk, 19<sup>th</sup> January 2017

## ***AGENDA***

### **1. QUESTION TIME**

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

### **2. MEMBERS' DECLARATIONS OF INTERESTS**

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

### **3. APOLOGIES FOR ABSENCE**

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

### **4. MAYOR'S ANNOUNCEMENTS**

To receive any announcements from the Mayor.

### **5. MINUTES**

To agree Minutes of the Council's meeting held on 15<sup>th</sup> December 2016.

*(attached page 3)*

### **6. WORKING PARTIES & OUTSIDE BODIES**

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

a) *Communications Working Party 19<sup>th</sup> December 2016*

*(minutes attached page 12)*

b) *Neighbourhood Plan Steering Group 21<sup>st</sup> December 2016*

*(meeting notes attached page 18)*

*Neighbourhood Plan Steering Group 25<sup>th</sup> January 2017*

*(Oral report by the Chairman)*

c) *\*Finance Working Party 11<sup>th</sup> January 2017*

*(minutes attached page 21)*

*\*This item includes consideration of service budgets and setting of the Council Tax precept for 2017/18 ('live' spreadsheet presentation at the meeting – supplementary papers herewith)*

d) *Audit Panel 19<sup>th</sup> January 2017*

*(minutes attached page 24)*

### **7. LEWES NEIGHBOURHOOD PLAN**

To consider proposed use of land

*(report FC012/2016 attached page 26)*

### **8. LOCAL BUS SERVICE SUPPORT**

To consider the continuation of financial support for local routes *(report FC013/2016 attached page 29)*

### **9. MAYORALTY 2017/18**

To nominate a Mayor-elect and Deputy Mayor-elect for the 2017/18 municipal year

### **10. UPDATE ON MATTERS IN PROGRESS**

*(Oral report by Town Clerk)*

### **11. NOTICE of ITEMS IN PROSPECT**

*(Oral report by Town Clerk)*

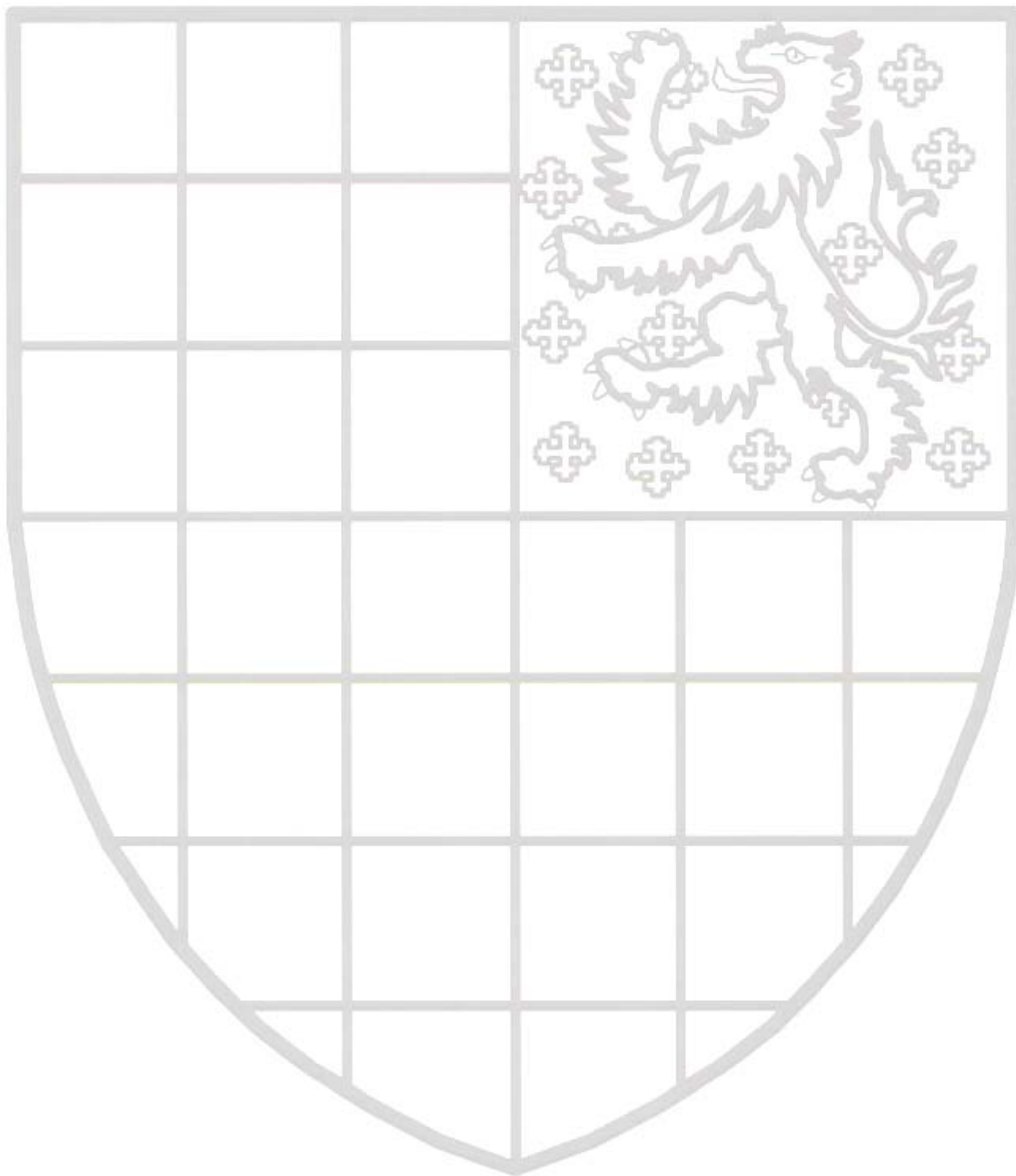
***For further information about items on this agenda please contact the Town Clerk at the above address***

This agenda and supporting papers can be downloaded from [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk) Copies are available from the Town Hall

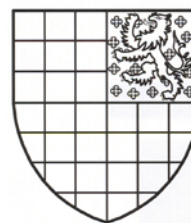
**PUBLIC ATTENDANCE:** Members of the public have the right, and are welcome, to attend meetings of the Council – questions regarding items on the agenda may be heard at the start of each meeting with the Chairman's consent, subject to time available. Questions or requests to address the Council should, whenever possible, be submitted in writing to the Town Clerk at least 24 hours in advance. For more information on how to ask questions, please contact the Town Clerk. General questions about the work of the Council can be raised at our offices between 9am-5pm Mons- Thurs 9am- 4pm on Fridays – when our staff will be pleased to assist.

*Copies for information: T/hall noticeboard; LTC website; Library, Sx. Express, E.Argus, Sx. Police, M Caulfield MP, LDC, ESCC, Fr'ds of Lewes*

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## **MINUTES**

Of the **meeting of Lewes Town Council**,

held on **Thursday 15<sup>th</sup> December 2016**, in the **Council Chamber, Town Hall, Lewes** at **7:30pm**.

**PRESENT** Councillors A Ashby; J Baah; A Barker; R Burrows; S Catlin (Wischhusen); M Chartier (*Deputy Mayor*); W Elliott; J Lamb; I Makepeace; Dr G Mayhew (*Mayor*); M Milner\*; R Murray; S Murray; R O’Keeffe; T Rowell and E Watts\*.

*In attendance:* S Brigden (*Town Clerk*); Mrs F Garth (*Civic Officer & Asst. Town Clerk*) and Mrs E Tingley (*Committee Admin.*)

*Observing:* Ms V McLachlan (*Finance Officer*) Ms J Dean (*Customer Services Officer*) and Mr B Courage (*Town Ranger*)

**FC2016/72 QUESTIONS:** 7 Members of the public were present.

A written question had been received from the Pells & St. John’s Neighbourhood Association in relation to a recent public consultation about the Pells Recreation Ground. The question; together with the answer given, is appended to these minutes.

**FC2016/73 DECLARATIONS of INTEREST:** Cllrs M Chartier, J Lamb, R Burrows and R O’Keeffe all declared an interest *in* item 6c (Grants Panel) on the agenda in that they were affiliated to certain organisations to which grants were recommended.

**FC2016/74 APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr A Bolt who had a family commitment and Cllr H Jones who was working. **It was resolved that:**

**FC2016/74.1** The reasons submitted for absence from this meeting are accepted.

\*Cllrs Milner and Watts had indicated that they may arrive late, due to complications in travelling from work in London.

**FC2016/75 MAYOR’S ANNOUNCEMENTS:**

a) Canon Moatt was unable to attend the meeting but wished to pass-on his best wishes to everyone for a Merry Christmas and a Happy New Year.

b) The Mayor thanked all those who had attended Armistice Day and Remembrance Sunday and also thanked the Town Hall Keeper, Mick Larkin, who had showed his collection of military memorabilia to a group of around sixty Wallands School pupils.

c) Thanks were also given to all those who collected on behalf of the Royal British Legion Poppy Appeal, where a record amount was collected in Lewes this year.

d) The Mayor thanked the staff who had participated in the late night shopping event, when a record amount had been collected for the Mayor’s good causes.

e) Thanks were noted, to those who attended the Civic Carol Service on 12<sup>th</sup> December 2016.

f) Lewes Concert Orchestra would be performing in the Town Hall on Friday 16<sup>th</sup> December.

g) The Mayor’s event ‘First World War Lewes Music Hall’, a patriotic evening of musical entertainment, would be held on Saturday 25<sup>th</sup> February 2017. Tickets were available from the Town Hall priced at £20 or £10.

h) A lecture entitled ‘The Men and Women who didn’t return’, on those who died in WW1 but are not named on Lewes’s war memorial, would be held on Tuesday 31<sup>st</sup> January 2017 at 2.30pm. Tickets were available from Fiona.

i) A presentation by the specialist conservator who would be working on the Council’s paintings as part of the ‘Our Pictures’ Project would be held at 7:00pm on Thursday 12

January 2017.

j) The St Mary's Pantomime 'Jack and the Beanstalk' would be on Friday 13<sup>th</sup> January 2017.

k) Lewes Youth Sports Awards had been presented by the Mayor to young people who had achieved well in sport at a very well-attended event at the Town Hall on 7<sup>th</sup> December. Thanks were given to Cllrs Barker and Murray for organisation of the Sports Awards.

l) Members had a copy of a letter from Maria Caulfield MP regarding Neighbourhood Plans and her commitment to supporting communities across her constituency in upholding local decision making. Mrs Caulfield had also been in talks with rail workers unions and the Govia Thameslink Railway company, and was continuing her calls for the Government to intervene in rail strikes that were affecting the South East.

**FC2016/76**

#### **MINUTES:**

The minutes of the meeting held on 10<sup>th</sup> November 2016 were received and signed as an accurate record. *(Copies distributed with the Agenda contained an error which had subsequently been corrected in the record copy.)*

**FC2016/77**

#### **WORKING PARTIES AND OUTSIDE BODIES:**

*Members were reminded that anyone who may have attended a meeting of any recognized outside body which has covered issues that deserve attention by the Council, should ensure that TC is aware of this before the Council's next meeting, and preferably before the agenda deadline. Reports on all activities of the organization are not expected.*

The next two items were brought forward on the evening's agenda as most of the public attendees were present in connection with them.

a) *North Street Quarter s106 Play & Recreation group 6<sup>th</sup> December 2016:* Cllr S Murray gave an oral report on this meeting. The main issue for the group had been to look at the feedback received from public consultation 'drop-in' events which had been held on 25<sup>th</sup> and 26<sup>th</sup> November. Both events had seen a good turnout with a wide cross-section of people being involved, and questionnaires had also been completed on-line. Members had been furnished with a copy of the consultation summary with their agenda papers. The consultants would now work on the comments received and these ideas would go forward to the next phase of consultation which would most likely run at the end of February 2017.

Following questions **it was resolved that:**

**FC2016/77.1** The oral report on the North Street Quarter s106 Play & Recreation Group meeting held on 16<sup>th</sup> November 2016 is noted.

*Cllr Milner joined the meeting at this point*

b) *Neighbourhood Plan Steering Group 17<sup>th</sup> November 2016:* The minutes of this meeting were presented by Mr Ian Linton (Chair LNPSG), who also gave an oral report. Mr Linton reported that the group were heading towards identification of sites for 400 houses, whereas a target of 220 had been set by the South Downs National Park Authority (SDNPA). It was considered that 27% of these could be affordable homes. The group had been concentrating on 'brownfield' land. The latest draft plan had been received back from the consultants and still needed some work on it but was close to a final form for public consultation. The date for public consultation had necessarily been put back by some weeks but the deadline set by the SDNPA would be met. Publicity was important for the consultation, and it was anticipated that this would involve Viva Lewes, Lewes News, a leaflet drop to houses/businesses in the town and on some local buses. Mr Linton suggested to Council that a small parcel of land owned by the Town Council adjacent to Malling Community Centre could, potentially, be identified for a self-build project for around 5 homes. This would need to be considered formally by Council, and this would be introduced at its next meeting.

Following questions **It was resolved that:**

**FC2016/77.2** The Notes of the Neighbourhood Plan Steering Group meeting held on 17<sup>th</sup> November 2016 (*copy in minute book*) are noted.

*Cllr Watts joined the meeting at this point*

c) *Administrative Structure Working Party 16<sup>th</sup> November 2016:* Cllr Chartier presented the minutes of this meeting (*copy in minute book*) and drew Members attention to pages 2 & 3 which had 9 recommendations which he urged Members to support. These changes, if agreed, would take effect in the next Municipal Year. It had been submitted that the inspiration for the original motion giving rise to the Working Party, was a perception that some Councillors and constituents had concerns regarding the extent of forward notice of meetings and the accessibility for making views known, and misunderstanding as to the technical status of a Working Party compared with a standing committee. Others had commented that this was not, in fact, a common belief. The motion had proposed a fixed schedule of meetings, published annually; and amalgamation of several working parties into, effectively, standing committees.

There had followed a general discussion. TC had explained the legal distinctions to the various organs of a Council, and noted that the labelling of Working Parties was consciously chosen to reinforce the concept of meetings at which detailed work would be done, as opposed to simply debate. Each meeting should be clear as to its remit and level of delegated authority, and this was usually rehearsed on the agenda before items of business. A title was not really important and legal status was not a matter for concern, as any court would interpret Council's intentions should such circumstances ever arise. Agendas and notifications were usually announced significantly further in advance than technically required. One member had wisely commented that it was the 'quality' of a meeting that was paramount. Council had, in 2005, recognized the benefits of dealing with issues wherever possible involving all Members at meetings of Council (based upon debate informed by prepared information/reports etc) and delegating more time-consuming or complex considerations to working groups that would break down bulk information into salient detail and bring forward recommendations. The principle was intended to give short timescales and these groups were not expected to meet more than once or twice before completing their task. There was a suggestion that there could be fewer full Council meetings with no impact upon effectiveness. It was important to distinguish between the cabinet system, or 'Westminster model', that prevailed in principal Councils. There was no legal basis for this in parishes but, in any event, it was widely considered to be fundamentally undemocratic. Some Members felt that there were too many meetings in total, and did not like the ad hoc principle that they were called when necessary, preferring an annual schedule published in advance. Members who had experienced both models: a fixed-schedule of standing committees and an ad hoc system of working parties noted several benefits of the present model, compared with the earlier system. The number of meetings was, they considered, not excessive and a table distributed with the agenda showed an average of 50 meetings per year across the past five years, with many tasks completed with a single meeting. TC advised that whatever schedule might be published, however far in advance, it was always likely that some Members would be unable to attend a meeting for reasons arising at short notice. Similarly; a date fixed in advance meant that unforeseen/new business for the Council, or external factors affecting it, could not be so flexibly addressed. It was also acknowledged that public attendance was usually for a specific purpose, and this was influenced more by Agenda content than date. There were other side-effects as fixed dates limited the availability of rooms that might otherwise be hired-out, and flexibility for staff was compromised. There had followed some discussion as to the practicalities such as room availability and it was suggested, as an example, that a Panel such as Audit (with a principally internal focus) could meet in TC's office. TC pointed-out that whilst six Members could be accommodated; the public actually had a legal right to attend all meetings and this must always be allowed-for - his office did not offer that capacity.

There was interest in how other Councils were structured, and it was agreed that a further 'fact-finding' meeting in the New Year, would usefully look at examples. It was commented that they would each be unique, both in structure and the underlying reasons for it. TC would obtain information from a selection of the larger parish Councils, and background on their designs.

There followed an analysis and discussion on particular areas of operation as described in the original motion; the implications for each of forward scheduling, and potential amalgamation of functions or remits. Members were clear that they did not seek change for its own sake, and carefully considered aspects such as the likely length of meetings, given any particular remit, and any constraints imposed by external factors (*eg* changes to Audit regime; annual government finance reviews *etc*). Whilst further work was envisaged for the new Year, this gave rise to a number of suggested amendments for immediate recommendation to Council, some of which had been decided by vote.

After a brief debate, **it was resolved that:**

**FC2016/77.3** The Minutes of the Administrative Structure Working Party meeting held on 16<sup>th</sup> November 2016 (*copy in minute book*) are noted.

**FC2016/77.4** Recommendations arising from the meeting of the Administrative Structure Working Party on 16th November 2016, are agreed as:

1. *Traffic/transport matters:* As this working party continues to work-through relevant issues not falling within the remit of the Planning committee, and further reactive work in this area (driven by external factors) is anticipated, it should continue. One date should be fixed in the calendar for the municipal year, with subsequent meetings *ad hoc*. **Agreed**
2. *Commemorations and significant events:* This working party has a remit confirmed by Council to 2019, and is 'driven' by a number of external factors. One date should be fixed in the calendar for the municipal year, with subsequent meetings *ad hoc*. **Agreed**
3. *Buildings repair and management:* There is a need for flexibility in the immediate future, as repair/refurbishment projects were underway. Longer term – it could be helpful to extend the remit of the working party to include aspects of buildings (and land) management, especially as Malling Community Centre will come back into direct management after its refurbishment and further land acquisitions are in prospect. It was anticipated that the whole context of land & buildings management would change for the Council in the next few years and the matter would be revisited as required. For the forthcoming year, it should be retitled "Buildings & land management Committee", and assimilate the remit of the current Energy Efficiency Working party but NOT that of the All Saints Steering Group, which should remain unaltered. Two dates should be fixed in the calendar for the municipal year, with subsequent meetings *ad hoc*. **This proposal is referred back to the Working Party for further consideration.**
4. *Communications:* This working party should fix four dates in the calendar for the municipal year, related to the publishing cycle of the Newsletter, with other meetings if required. **Agreed**
5. *Finance:* This working party was currently awaiting decisions by Government affecting the forthcoming year's budget. It usually required only one meeting in any year, but this was never certain. A similar situation could arise in any year, and it was agreed that flexibility was important. One meeting should be scheduled for December each year, with the exact date to be determined according to circumstances. **Agreed**
6. *Audit:* This was affected by a prevailing, externally-imposed, audit regime and this was subject to change in any year. Flexibility was therefore desirable, although internal functions to address assurance matters could be on a fixed programme. This Panel should set its meetings for the third week following the end of a financial Quarter, with actual dates to be confirmed. **Agreed**

7. *Personnel Panel*: This should meet at least twice each year. **Agreed**
8. *Lead Members*: These roles were never intended to reflect the executive roles as at a principal council, but rather as 'champion' or 'spokesperson' in key areas. It was considered that these are now superfluous and should be scrapped. **Agreed**
9. Other meetings, such as occasional liaison with Friends of Lewes and Pells Pool Community Association should continue *ad hoc* as now. **Agreed**

d) *Liaison meeting with Pells Pool Community Association (PPCA) 29<sup>th</sup> November 2016*: Cllr Chartier presented the minutes of this meeting (*copy in minute book*). The Chairman of the PPCA, Mr Conrad Ryle, had presented his Chairman's report for the 2016 season at the pool, noting that in many ways this season had been the most successful to date. This was helped by better than average, but not exceptional, weather.

Extended opening hours had been operated; with adult-only early morning sessions from 7am to 9am every week day and general public sessions from 10 am to 7 pm every day except Tuesdays from June to September. This was possible due to improvements made to the plant room in the previous two seasons. The water quality had held up very well despite heavy 'bather loads' over an extended period. PPCA publicity through social media and conventional methods had led to many more customers than in previous seasons and an increase in the number of 'serious swimmers' who came to the pool in all weather conditions. PPCA were, he reported, now in a very strong financial position.

Community involvement continued with a series of evening sessions lead by Brighton Triathlon club. The pool was hired out to individuals and local organisations for evening gatherings throughout the season. There had been a successful concert featuring Lewes Orchestra and the annual 'Midsummer Madness' concert raised around £4,000 that was split between the 'Starfish' youth music project and Landport and Malling summer play-schemes. A sponsored swim for the Macmillan charity went ahead as last year, with final figures for this still awaited. PPCA had also installed a writer-in-residence - Tanya Shadrick - who had a positive influence on the pool and provided some good publicity.

Mr Ryle recorded an enormous debt of gratitude to Phil Ransley, the PPCA's pool manager, who had built up many weeks of overtime working over the season. The Association were reviewing staffing structure for next season and sought to employ a full time permanent deputy manager and provide part time contracts with overtime options for life-guards. There had been a few occasions when a strict entry rotation policy had been operated, in order to maintain safety standards, and customers had sometimes waited for up to an hour to get in. This was most problematic on Tuesdays when the pool was hired out until mid-day by the 'Pells Paddlers' group. This was to be reviewed.

Now that the North Street development was about to commence, all were hopeful that the planned development of the kiosk could take place within a two or three years. PPCA had funds set aside for contribution towards that project. More immediately, however, the paddling pool was in need of work, with cracks and areas of degradation to the concrete tank and the coping stones and surrounding slabs in need of re-bedding. The Association had researched refurbishment or replacement of the paddling pool and had obtained a quotation for building a replacement pool that included providing a filtration system and a 'beach like' gentle slope into one side of the pool, which was affordable with existing funds. This could be in place for next season, and would be a very positive visual indication of the successful partnership between the Town Council and the PPCA.

Mr Ryle went on to describe in detail the PPCA's proposal for improvements to the Paddling pool and surrounding area. This would re-shape the pool and tile it, with improved slabbing to the surround and incorporating the adjacent area as a leisure space with provision for supervising adults. There would be separate filtration to the water and a secondary refreshment area. Quotes had been obtained and this project would cost £40,000 and could be completed for the 2017 season. PPCA did not seek financial support for this, but were asking the Council for permission to proceed.

Councillors had warmly welcomed the season's report, and the paddling pool improvement proposal and **agreed** to recommend that Council granted permission.



This report was welcomed and **it was resolved that:**

**FC2016/77.5** The Minutes of the Liaison meeting with Pells Pool Community Association on Lewes 29<sup>th</sup> November 2016 (*copy in minute book*) are noted, and permission is given for the Association to make improvements to the paddling pool and surrounding area as described at that meeting.

**FC2016/77.6** Thanks are recorded to the Pells pool Community Association for their hard work, vision, and continued commitment to the Pool.

e) *Grants Panel 7<sup>th</sup> December 2016:* Members considered Report FC011/2016 (*Copy in minute book*) containing the recommendations for payment of grants for the third (of four) cycle of the year. A question arose as to the adequacy of the budget provision for grants, given the noted increase in amounts requested and changes in the type of organization making applications. TC explained the flexibility available to support the principle of an under- or over-subscribed grant budget in any year. Members noted that the financial grant programme was an extremely valuable contribution to the quality of life in the community, and something of which the Council could be justifiably proud.

**It was resolved that:**

**FC2016/77.7** Grant payments recommended in Column G of the appendix to Report FC011/2016 are approved

**FC2016/78**

#### **INTERIM REPORT of the INTERNAL AUDITOR:**

The Internal Auditor had visited the Council recently and subsequently presented his interim report for the year 2016/17 (*copy in the Minute book*). Once again he had commented that Council policies and procedures were robust and fit for purpose, and he had no areas of concern. Members' attention was drawn to a salient recommendation regarding the value of the General Fund, which followed a similar comment in his earlier assessment at the previous year-end. It was estimated that the General Fund value would be around £250,000 at year-end, which was considered "a little low for a Council of this size". It was advisable that this Fund was maintained between three and four-months' of anticipated gross expenditure – approximately £295,000 - 395,000 at present values. The Finance Working Party should be mindful of this when setting budgets and precept for the coming year.

There were some questions, mainly seeking clarification of various points. In answer to a fundamental misunderstanding regarding one reference, TC explained that the Audit Panel reviews nominal ledger entries and verifies reconciliations made in the course of routine business. The auditor is not the Council's accountant - the role is to investigate, test, and comment upon on the robustness; accuracy; effectiveness and appropriateness of the systems and procedures that are in place - his findings inform Members, who may then confidently certify each statutory annual return and annual accounts. A suggestion was made that both Internal and External Auditors might be invited to a future meeting of the Audit Panel. TC explained the position of the remote, government-appointed, External auditors and their likely response to such a suggestion. The Internal Auditor, commissioned direct by the Council, would be available but this was unusual and not part of the agreed service contract. TC pointed out that, coincidentally, the Internal Auditor was also retained by the County Association to provide all finance training. As Mr Mulberry would certainly be asked to provide an in-house 'tailored' training session at some point in 2017, he could be asked to cover any areas which Members might wish to concentrate upon.

Subsequently **it was resolved that:**

**FC2016/78.1** The Interim report of the Council's Internal Auditor for the year 2016/17 (*copy in Minute book*) is noted.

**FC2016/79**

**Member's intercession:** Cllr Milner noted that he understood two issues were being pursued at Lewes District Council, which had not been brought to the Town Council for review despite being important to the town. He wondered why colleagues who also



served on the District Council had not indicated these. One was a consideration of the use of pesticides in grounds maintenance operations, and the other was future use of the former Turkish Baths. He expressed frustration that these were only two examples where, he said, practical issues were too-often overlooked in favour of “rumour-mongering”, “internal fighting” and “pedantry”. He passionately exhorted colleagues to address their service to the community more positively.

## **FC2016/80 UPDATE ON MATTERS IN PROGRESS**

- a) *Assembly Room/Corn Exchange roof repairs:* The works were still ongoing.
- b) *Malling Community Centre refurbishment:* The managing surveyors were prepared to go out to tender on 9th January with invitations to seven Architects’ practices, with a return date of the 3rd February 2017. The assessment of these would be brought to Council via its Buildings Working Party.
- c) *Website replacement:* TC had spoken to two of the prospective providers of a new website selected by the Communications Working Party, with a third meeting scheduled the following week.
- d) *Government consultation on 2017/18 Local Government Finance Settlement:* TC quoted from correspondence he had received that morning regarding the recent technical consultation by Government, which had proposed an extension of referendum principles to ‘higher spending’ Parish Councils. Following consideration of the responses the Government has decided to defer the setting of referendum principles. However, the Government had issued a challenge to Town and Parish Councils to demonstrate restraint when increasing precepts that were not a direct result of taking on additional responsibilities. The Government would keep the level of precept set by Parish Councils under review and may introduce referendum principles in the future. The Government was also to consider ways in which increases might be made more transparent to the local tax payer.
- e) *Mr Richard Penn –Personnel Panel –* Cllr Barker, as Chairman of the Personnel Panel, advised Council on a proposal which had been requested from Mr Penn, to assist in establishing an appropriate performance review. The process suggested would be :  
*May* - a meeting of the Panel to set agreed objectives. These would be agreed by negotiation and would reflect the Council's objectives and proposals for change/development. This annual meeting would also consider a report by TC on achievement of objectives set the previous May.  
*September/October* - a meeting of the Panel to consider a report on progress against the agreed objectives and whether any change was necessary as a result of unexpected events. The consultant’s role would be to facilitate the process and act as the 'honest broker' ensuring fairness and objectivity in the process throughout.  
The process would begin with an initial review of present position *etc* in early 2017.

### **It was resolved that:**

**FC2016/80.1** The review of performance, as suggested by Mr Richard Penn and described to Council at its meeting on 15<sup>th</sup> December 2016, is agreed. Estimated costs of around £3,000 per year, with a first-year cost for an initial review to be effected from early 2017, at £1,750, are accepted.

- f) *All Saints Centre –* The aged gas boiler at the centre had failed a safety inspection and had been taken out of service. A number of portable electric heaters had been hired temporarily and a new boiler would be installed before Christmas.
- g) *Devolution –* TC would be writing to the Chief Executive and Leader of Lewes District Council asking them to rescind LDC’s bar on devolution of Malling Recreation Ground and Landport Bottom, once the Council’s retained solicitor confirmed that their latest proposals for conditions of exchange (as offered to Newhaven Town Council) were acceptable.

**FC2016/81 NOTICE of ITEMS IN PROSPECT**

- a) The next Planning Committee would take place on Tues 20<sup>th</sup> December at 7:00pm.
- b) A Neighbourhood Plan Steering Group Meeting would be held on Wednesday 21<sup>st</sup> December at 7.00pm.
- c) *Office closure for the Christmas period 2016:* The Town Hall offices would be closed from 12.00 noon on Friday 23<sup>rd</sup> December and re-open on Tuesday 3<sup>rd</sup> January 2017 at 9.00am.
- d) The next Member’s Surgery was scheduled for Tuesday 3<sup>rd</sup> January 2016 – 10:00am – 12:00pm in the Yarrow Room – Cllrs Catlin and Chartier volunteered to attend.
- e) Finance (Budget) Working Party would meet at 7.00pm on Wednesday 11<sup>th</sup> January 2016 in the Council Chamber.
- f) The Audit Panel would meet on Thursday 19<sup>th</sup> January 2016.
- g) The next Council meeting would take place on Thursday 26<sup>th</sup> January 2017, with a deadline for agenda items to reach TC by noon on Monday 16<sup>th</sup> January.
- h) The next deadline for grant applications: (cycle 4 of 4 2016/17) was Fri 3<sup>rd</sup> February. The Assessment Panel would meet on Wed 15<sup>th</sup> February with recommendations being considered by Council at its meeting on 2<sup>nd</sup> March 2017.
- i) Meetings to be arranged: Buildings Working Party (follow-on); Personnel Panel.
- j) A Dementia Friends session would be held on 20<sup>th</sup> January 2017 at 1:00pm in the Yarrow Room.
- k) With regard to the matters to which Cllr Milner had referred earlier in the meeting, involving Lewes District Council in which the Town Council may have a role, Cllr O’Keeffe stated that she would be bringing items to Council at its next meeting (26<sup>th</sup> January 2017). These were: current public petitions/campaigns on future use of the former Turkish Baths, and use of pesticides by grounds maintenance contractors.

There being no further business the Mayor closed the meeting and invited all present to join him in the Parlour for refreshments *The meeting ended at 9:15pm*

Signed: .....

Date: .....



**QUESTION RECEIVED:**

"Can you confirm that the Town Council will respect and act on the views expressed by a very large majority of respondents to the recent public consultation about the Pells Recreation Ground: in particular, to resist pressure from the developer to add a further gate on the eastern boundary of the ground, which would create a throughway across the ground, undermining its essential character and compromising the safety of children within it?"

John Webber  
Chair of the Pells & St. Johns Neighbourhood Association

**ANSWER:**

The Town Council is really delighted that so many people responded to the initial consultation on the Pells area and Malling playing fields. The initial findings have been shared in the agenda for tonight's meeting and the Council intends to take full account of all views expressed when making decisions about land it owns. It is recognized that recent public 'drop-in' events and questionnaires are a first phase of wider consultation and Council will be interested to see final assessments when this is completed. Clearly there will be 'pressure' from the developers, as well as local residents and other interested parties, but the Council will take a balanced view of any alterations to the area which may be proposed, seeking to act in the best interests of the whole community. It should be remembered that the Pells is an asset which serves a wider community and will also serve the community which will eventually inhabit the new homes immediately adjoining it in the new North Street Quarter. Council has already noted the early surveys and independent specialist report which indicate a high priority should be given to retention of the site's informal nature.

Furthermore the Council is represented on a steering group at which all interested parties have places and which is also taking seriously the results from public consultations. It is to be hoped that a consensus will be reached on what should be done to protect and enhance the Pells area and Malling playing fields.

*Cllr Dr G Mayben  
Mayor of Lewes 2016/17*

**A supplementary question was asked at the meeting:**

"Does the Council appreciate that respondents to this survey came from far & wide across Lewes and furthermore, they represent views that are likely to be shared by future generations of users of the playground including those who will occupy the new development?"

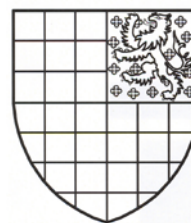
The Mayor answered by giving the assurance that all comments were welcome and would be taken fully into account. He noted that the matter would be addressed later in the meeting, and offered to bring the item forward for consideration earlier in the evening.

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**LEWES  
TOWN  
COUNCIL**

## **MINUTES**

of the meeting of the **Working Party** formed to consider Communications & public engagement held on **Monday 19<sup>th</sup> December 2016**, in the **Yarrow Room, Town Hall, Lewes** at **7:00pm**.

**PRESENT** Cllrs A Ashby; S Catlin; I Makepeace; S Murray; R O’Keeffe (*Chairman*) and A Rowell

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

**ComWP2016/16 APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Elliott, Jones, and Watts who had unavoidable work commitments.

**ComWP2016/17 DECLARATIONS OF INTEREST:** There were none.

**ComWP2016/18 QUESTIONS:** There were none

**ComWP2016/19 MINUTES:** The minutes of the meeting held on 27<sup>th</sup> October 2016 were received and signed as an accurate record.

**ComWP2016/20 BUSINESS OF THE MEETING:**

1 TC updated Members on progress with the project to introduce a new Council website. He had met two of the selected prospective service contractors, and was shortly to meet the third. These companies were asked to produce a proposal, and would then be invited to present to the Working Party. It was suggested that a meeting would be structured to allow attendance by all three on the same day, with a suitable period between presentations for Members’ discussion. This would most appropriately take place during daytime and entail duration of around three hours; therefore when all proposals were received a suitable date would be sought when the greatest number of Members would be able to attend.

2 Members considered some examples of modern social media policies from other Councils. It had earlier been acknowledged that whilst the council had an adopted policy (as an appendix to the Communications Policy) this was modelled upon an “early” example and a review would be appropriate. It was unanimously agreed that one of these in particular (Wokingham TC) was most suitable, and with minor amendments and the addition of some elements which should be retained from Lewes’s existing policy, should be recommended to Council for adoption.

3 There was some discussion on the principle of two-way communication using social media and it was proposed that, initially, only Twitter and Facebook should be adopted using outgoing post facilities only. Responsive use could be introduced at a later date. A suggestion that a part-time communications officer might be desirable and the implications of this were discussed. Practical issues were acknowledged and it was recognized that, to be effective, such an officer needs to be ‘embedded’ in the working functions of an organization and closely familiar with projects and their background in order to create accurate and meaningful content for publication. TC reminded Members that there was an established principle for alterations to the staff establishment and he brought proposals for significant change to duties, or proposals for additional staff, for consideration by Council via the Personnel Panel whenever appropriate. An apprentice position, possibly a student placement, was suggested and briefly discussed. It was agreed that this would be revisited and researched for a Working party meeting in six months’ time, in mid-2017.

4 The Council’s newsletter was discussed, and a publishing schedule was considered and agreed:

MARCH Newsletter material to TC by end second week of February for publishing first week of March. (4pp x 300 copies self-distributed for pickup at Town

*Hall; All Saints; Southover House; TIC; Library and misc shops.)*

JULY Newsletter material to TC by end second week of June for despatch to printer first week of July. *(8pp x 7,500 copies: 7,200 for Door-to-door distribution by contractor [includes annual report etc], and 300 copies self-distributed for pickup at Town Hall; All Saints; Southover House; TIC; Library and misc shops.)*

OCTOBER Newsletter material to TC by end second week of September for publishing first week of October. *(4pp x 300 copies self-distributed for pickup at Town Hall; All Saints; Southover House; TIC; Library and misc shops.)*

JANUARY Newsletter material to TC by end second week of December for publishing second week of January. *(4pp x 300 copies self-distributed for pickup at Town Hall; All Saints; Southover House; TIC; Library and misc shops.)*

It was agreed that the January 2017 edition should follow the pattern for JULY, as 8 pages with distribution door-to-door, as there were significant developments in the Neighbourhood Plan to be announced, with a public exhibition and a six week consultation phase imminent, and the 'blanket-distribution model' would assist that. The increased cost would be attributable to the Neighbourhood Plan budget, which could accommodate it. Other items proposed for inclusion were discussed, and it was considered that a limit of eight pages was practical to ensure reader interest and engagement was maintained. Members were asked to submit any articles/photographs for future editions as soon as they were written, as a continuous process, to allow a stock of prospective items to be maintained.

**ComWP2016/21 RECOMMENDATIONS**

It was agreed to recommend the adoption of a revised Social Media Policy, as discussed, to replace the current Appendix A to the Council's Communications Protocol.

**ComWP2016/22** There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance. *The meeting closed at 7:45pm*

Signed ..... date .....



## Communications Protocol

*Adopted 9<sup>th</sup> April 2015- resolution FC2014/113.2 refers This Appendix adopted January 2017 resolution FC2016/??? refers*

### APPENDIX A Social media

#### Why do we need this policy?

There are far too many social media sites to list but some of the most popular examples are; Facebook, MySpace, Twitter and YouTube. The format and levels of interaction vary greatly from one to another. Whenever Council representatives use such sites they should familiarise themselves with the guidance that is set out in this policy.

We need to set clear guidelines for using social media sites to ensure they are used effectively as part of a wider communications mix and that their use does not expose the Council to security risks or reputational damage. Therefore we need a comprehensive policy to effectively manage and regulate the corporate use of social media.

Social media offers great potential for building relationships and improving the services that we provide. This policy will clearly set out how social media can be managed effectively and how any risks or pitfalls can be avoided or mitigated.

#### Why use Social Media?

- Social media has the advantages of reaching many people very quickly.
- It can be used for one-to-one communications, and also one-to-many communications.
- Media is shared widely and quickly. It can easily spread beyond the original audience.
- Many different devices can pick up this information.
- It can easily include text, photos, audio and video.
- It allows participants to engage as they wish. They can just view the content, comment on it or even create content themselves.
- Communication can be done in real time.

#### Why not use Social Media?

As with any online activity there are often risks associated, the following types of risk have been identified with social media use:

- Virus or other malware (malicious software) infection from infected sites.
- Disclosure of confidential information.
- Damage to the reputation of the Council.
- Social engineering attacks (*this is the act of manipulating people into disclosing confidential material or carrying out certain actions. Social engineering is often conducted by individuals fraudulently claiming to be a business or client*).
- Civil or Criminal action relating to breaches of legislation.

While there are many advantages to using Social Media as a tool to communicate with residents and the wider world, there are also disadvantages:

- Information is shared in the public domain and it should be expected that it can be viewed by anyone in the world.
- There is often no need to register to view content. Content can be viewed anonymously, registration is only needed should one wish to actively participate.
- Once published it cannot be taken back. Expect anything published, even if later deleted, to be permanently online.
- Media is shared widely and quickly. It can easily spread beyond the intended audience.
- Communication is expected in real time. While some flexibility can be achieved by publicising our operating times, respondents expectations may remain fixed.



## Communications Protocol

*Adopted 9<sup>th</sup> April 2015- resolution FC2014/113.2 refers This Appendix adopted January 2017 resolution FC2016/??? refers*

- There is no guarantee of truth. Gossip and misinformation exists and is easily spread online.
- There is a lot of information online and it can be easy to spend a high proportion of time viewing and processing.

Each of these disadvantages can be managed or in some cases negated through the following policy.

### **Lewes Town Council Social Media Policy**

#### **1. Aims**

The aim of this policy is to ensure:

- engagement with individuals and communities and successful promotion of council-based services through the use of social media.
- a consistent and corporate approach is adopted and maintained in the use of social media.
- that Council information remains secure and is not compromised through the use of social media.
- that users operate within existing policies, guidelines and relevant legislation.
- that the Council's reputation is not damaged or adversely affected.

The council will make use of these tools to quickly disseminate information but carefully control their use in order to minimise any risk to the Council.

The policy provides a structured approach to using social media and will ensure that it is effective, lawful and does not compromise Council information or computer systems /networks.

That users (regardless whether they are using a personal or official account) ensure they are using social media sensibly and responsibly, and ensure that its use will not adversely affect the council or its business; not be damaging to the Council's reputation and credibility. or otherwise violate any Council policies.

#### **2. Responsibilities**

The Town Clerk is the designated owner of all social media accounts in Lewes Town Council's name.

Where a social media account has been set up by another officer, full access will be provided to the Town Clerk. Ownership will be transferred where and when deemed necessary by the Town Clerk.

The opening of any new Social Media channel in Lewes Town Council's name should be approved by the Town Clerk.

The Town Clerk will designate a site administrator who will be responsible for daily monitoring and maintenance of any content on official Lewes Town Council social media channels.

Councillors and Staff are at liberty to use their own social media accounts on any platform they choose. These must be identified as personal and make it clear that they do not represent the Council.

Any personal social media account used in relation to the Council is the responsibility of the account holder and must comply with this social media policy.

Councillors and Officers should at all times present a professional image and not disclose anything of a confidential nature. Comments of a derogatory, proprietary or defamatory nature must not be made, and care should be taken to avoid guesswork, exaggeration and colourful language. Guidelines on standards of behaviour expected can be found in this policy.





## Communications Protocol

*Adopted 9<sup>th</sup> April 2015- resolution FC2014/113.2 refers This Appendix adopted January 2017 resolution FC2016/??? refers*

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### 3. Monitoring content and measuring engagement

The Town Council reserves the right to restrict or remove any content on Town Council social media platforms that is deemed in violation of social media policy or any applicable law.

Users will be informed that their posts may not be published/or may be deleted if they meet any of the criteria below.

- Comments not topical to the article being discussed
- Comments that are politically motivated
- Profane language
- Material that perpetuates or promotes discrimination of protected characteristics as listed in the Equality Act 2010, including, age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity.
- Solicitation of commerce ie: Trying to sell items or encourage the sale of products or services not related to the Council.
- Illegal conduct or encouragement/support of illegal activities
- Information that compromises or may compromise the safety or security of the public or public systems
- Content that violates the legal ownership interest of any other party.

Users may include any staff member acting as Lewes Town Council on social media channels but on some channels this may also include members of the public who have the opportunity to post on Lewes Town Council's page.

Posts to Lewes Town Council official channels that do not observe these standards may be retained or acknowledged when it would be beneficial to transparency. As anything put online will, in practice, remain online even when deleted it is often better not to try to hide it, rather deal with it openly and recognize the 'offence'. If and when this may be required is at the discretion of the Town Clerk.

Impact of the Council's posts will be monitored, so far as each platform allows, *eg* to ascertain the number of 're-Tweets' stimulated, to assist in measuring engagement.

### 4. The Law and Social Media

There are two ways to think about the harmful acts which may be committed using social media: either they are new acts, or they are acts already prohibited by criminal law but committed in the 'new' forum of social media as opposed to elsewhere. It is generally held that the latter is usually the case: social media is simply a platform for human beings to behave or misbehave; it is not about the medium, it is about the offence.

Harassment, malicious communications, stalking, threatening violence, incitement, defamation *etc* are all unlawful and have been for a long time.

The Director of Public Prosecutions has published guidelines for the application of current statute law to prosecutions involving social media communications. The guidance is structured by conduct, relating different sorts of conduct to different potential offences, and some of the statutes which have a bearing are:

- Data Protection Act 1998
- Freedom of Information Act 2000
- Human Rights Act 1998
- Equalities Act 2010
- Defamation Act 2013
- Malicious Communications Act 1988
- Communications Act 2003



## Communications Protocol

*Adopted 9<sup>th</sup> April 2015- resolution FC2014/113.2 refers This Appendix adopted January 2017 resolution FC2016/??? refers*

### 5. Guidelines on the use of Social Media

Standards of behaviour expected as a representative of Lewes Town Council (Official and personal accounts)

- Be aware of your responsibilities, as identified in this social media policy.
- Remember you are responsible for the content you post on social media.
- Never give out personal details such as home addresses and telephone numbers. Contact details should only be given out when they are in the public domain and even then it is best practice to exchange such contact details outside public social media channels. Ensure that you handle any personal or sensitive information in line with the Data Protection Act.
- Know your obligations: you must comply with other council policies when using social media.
- Show respect to all. Be respectful of the authority, employees and other members of the council.
- Be aware that social media networks are rapidly growing in popularity and are used by all ages in society.
- Always remain aware of web security and ensure you use a secure password and keep your computer or other hardware secure from viruses.
- Ensure that any mobile device you use to access social media is also secure to avoid others using your device to post under your own name.
- Do not get involved in an argument online, neither party tends to come off well. Limited space and a short time frame in which to phrase a response can inflame a situation. Try to introduce a constructive discourse by asking for useful feedback or assistance to change, or acknowledge the complaint and try to take the discussion offline.
- Online there are individuals who purposefully start and perpetuate an argument. If someone is refusing to act rationally or unwilling to discuss offline be alert to this. If you encounter and identify such a situation the best response, having once given an opportunity to discuss rationally, is to cease the interaction.

### 6. Standards of behaviour expected as a representative of Lewes Town Council

#### *Official Channels*

- Channels will be operated only during business hours 9:00am – 5:00pm Monday to Thursday, and 9:00 - 4:00pm on Fridays.
- Keep the content relevant to the audience

Appropriate content may include:

- Any Lewes Town Council project; or project in which we are working in partnership.
- Sharing projects from partners related to the above.
- Sharing information in the local public interest
- Avoid where practical any linking of professional and personal social media accounts within web enabled devices and applications. It is appreciated that some platforms such as Facebook will not work correctly without a certain amount of linkage between personal profile and business pages however care should always be taken to ensure you are responding as the correct entity at all times.

#### *Personal accounts*

- Use a disclaimer. When using social media for personal purposes, you must not imply you are speaking for the Council. Make it clear that what you say is representative of your personal views only.

## NOTES OF MEETING

<i>Meeting of / between:</i>	LEWES NEIGHBOURHOOD PLAN STEERING GROUP (LNPSG)	
<i>Venue:</i>	Council Chamber, Town Hall	
<i>Date:</i>	7.00pm Wednesday 21 <sup>st</sup> December 2016	
<i>Attending:</i>	<p>Cllr S Catlin            Lewes Town Council/Clevedown Residents  Cllr T Rowell            Lewes Town Council/Travelog  Cllr I Makepeace        Lewes Town Council/Lewes Living Wage  Neville Harrison        South Downs National Park Authority (Member)  Emma Amies             South Downs National Park Authority  Steve Brigden            Town Clerk  Emma Tingley            Admin Support (Lewes Town Council)</p> <p><i>Community organization representatives:</i></p> <p>Houndean Residents Assc.            Ian Linton (Interim Chairman)  Friends of Lewes                        Robert Cheesman  Transition Town Lewes                  Kirsten Firth  Sussex Downs Society                 Elizabeth Thomas  Diversity Lewes                         Tony Kalume  Cycle Lewes                                Simon Giddey  Nevill Residents                         Sarah Neels  Lewes Phoenix Rising                  Jennifer Chibnall  Kingston Road &amp; Cranedown Residents S Roberts  Lewes Liberal Democrats              P Daniel</p>	
<i>1. Apologies:</i>	<p>Ruth O’Keeffe                            Lewes Town Council  Richard Partridge                        Lewes Seniors Forum  Vic Ient                                        Transport Volunteer  Susan Thompson                         Egrets Way/Cycle Lewes  Rita Ellis                                     RAID  Victoria Bantock                         Lewes Town Taxi Group</p>	
<b>NOTES:</b>		
2	Minutes of the meeting 17 <sup>th</sup> November 2016 were accepted.	
3.	<p><u>Overview and general comments of the December Draft NPlan</u></p> <p><b>General review of the document</b>  Order of Sections – This would be covered by the Public Consultation.  “Will” vs “Should” - The Chairman reported that he and Robert Cheesman had discussed terminology in the plan <i>i.e.</i> ‘will’ versus ‘should’. In all the policies in the plan it stated this ‘will’ be done. This could indicate that we were dictating to the Planning Authority. The Chairman had spoken with Richard from Fera and his general view was that a third word ‘must’ must not be used, and he vacillated between will and should (will is an instruction and should is an influence.) It was suggested that ‘expected to’ could be used. The Chairman asked that the group be mindful of this context when looking at and revising the comments in the document.</p> <p><b>What is missing?</b>  Housing Text – Liz Thomas and Sarah Neels were still working on this. It was hoped that at the beginning of the New Year this would be circulated to the group with Policies for comment.</p> <p><b>What needs to be reduced?</b>  History Section – several of the sections had already been reduced. It was felt that the History Section was too long and although history is important for setting the scene the document was about the future of Lewes. The Vision Statement was on page 15. It was decided to make history an appendix and use bits of this section where necessary and to have the Vision Statement at the beginning of the document.  Art Pictures – put these onto one page and perhaps add to the history section.</p> <p><b>Delete</b>  Organisational names – remove the names from the main text and have an acknowledgement at the end of the document.</p>	

## **Vision Statement**

Feria had revised the Vision Statement into a single paragraph. The historical aspect of Lewes needs to be in the Vision Statement. The Chairman requested some of the group to look at this. Liz Thomas and Jennifer Chibnall would volunteer to work on this with Kirsten Frith and Simon Giddey also having input.

## **Policy SS4 – Designations for Green Spaces**

The Chairman showed the group the latest drawing from Feria showing green spaces.

Each site will need

- A reference number
- Name
- Reason for inclusion – Beauty, Green Edge\*, Historic Qualities, Recreational Value, Tranquillity, Wildlife Habitat.

The Chairman had asked Richard what “green edge” meant: a green space that acts as a setting to adjacent built form. *i.e.* a piece of open countryside that softens the impact of a built area or provides an area for housing to overlook. Any spaces that are missing would need to be added. Volunteers would need to look at this. Kirsten Firth and Cllr Tony Rowell offered to work on this.

## **Policy HC2 – New Community Facilities**

This policy had been in its draft unfinished state since July 2015 when there was a general feeling following the community workshops that Lewes needed more community facilities as a growing town. However, there had been no further work by the SG on this (*i.e.* what, where and why) – unless there is something specific to go here with good reason the Chairman suggests that this policy in its present form is dropped from the pre-submission draft.

Liz Thomas suggested that this policy had been drafted due to the threat of Community Buildings being closed on the Nevill Estate (St. Mary’s Social Centre). Cllr Catlin reported that a survey carried out by Lewes Town Partnership had been carried out and the responses were that people preferred the smaller community units within their own communities and that a larger community space was not needed in the town.

It was agreed to look at this Policy again at a future meeting.

## **Policy HC3 – Heritage Protection**

Advice was needed from SG and SDNPA about what the neighbourhood Plan can say on this that is not already covered in national policy protection *e.g.* Listed Building, Scheduled Ancient Monuments and Conservation Areas. Lewes has a whole raft of heritage protection from a national level. What are the gaps that the neighbourhood plan needs to plug?

Robert Cheesman had offered to work on this Policy. Emma Amies had meetings in the new year with the SDNPA and Chris Morris (Design and Conservation Officer) from Lewes District Council. She would keep Robert updated on this.

## **Policy HC5 – Sustainable Tourism**

This Policy was not raised through public consultation but as a direct request of the Steering Group. Policy justification text was needed. A question was raised as to what “Sustainable” Tourism means. It was indicated that it is tourism that is self-generating. Tony Kalume agreed to work on this Policy.

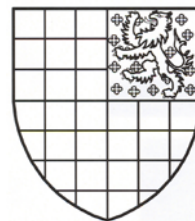
### **4. New Housing update**

Affordable housing was 80% of the market value and the majority of people in Lewes cannot afford that. Liz Thomas and Sarah Neels were targeting land that had already been bought by the tax payer although other public bodies may not agree with this. The garage sites around the town were deliverable as people were not now renting them as they were so expensive and they are too small to house modern cars. The group agreed that Lewes Low Cost Housing would replace the term ‘affordable housing’. This term would be defined in the document. The Group had sight of a map showing housing sites spread evenly around the town.

### **5. Ecosystem Approach update**

Kirsten Firth, Colin Tingle and others had rewritten the policies on the Ecosystem approach, condensing them and bringing policies down to a local level. One of the policies stated that we are looking for enhancements to ecosystem services and bio diversity on sites. When this is looked at on a local level and the housings sites that have been identified, most of them are brownfield land and already built on so making them more bio diverse will be relatively straightforward and can be done through the measures which are considered good design. A question was raised as to whether

	<p>statements in the policy were dogmatic and could developers be expected to follow policy rules. The policy as it stands says that ‘if you can’t improve the bio diversity on the site’ it could be done elsewhere in the town. It has been suggested at a previous meeting that a crib sheet on what the ecosystem services might be and how they might apply to each housing sites be used. This was something that still needed to be looked at. The other subject that needed to be looked at was green spaces.</p>
6.	<p><u>Concerns raised with SDNPA</u></p> <ul style="list-style-type: none"> <li>• SHLAA 2016 was due to be released mid December 2016 – this had been released today 21/12/2016 – A slide was shown to the group which showed the settlement boundary. The only key things that were new to the group and had not been discussed were Springman House and the Ambulance garage parking. These sites would need to be looked at. Lloyds Bank and Springbarn Farm were new sites. Several of the sites that the SG had looked at were not in the SHLAA.</li> <li>• Magistrates Court Car Park – construction had already started. There was concern that this would not be included in final housing numbers. Permission was given after the cut-off date (1/4/15) so it may have to be removed. However, the Chairman did not think this would be a problem.</li> <li>• Sustainable Environmental Assessment – award had been placed on 20/12/2016. Could the Regulation 14 Public Consultation proceed without SEA being available? It was believed that the Consultant could have the SEA ready for the public consultation. The Chairman explained that the SEA may not necessarily need to be available on day one of the consultation.</li> </ul> <p>The Chair then asked the group if they were able to confirm dates for the Public Consultation 13<sup>th</sup> February to 27<sup>th</sup> March 2017 and the Town Hall event 23<sup>rd</sup> &amp; 24<sup>th</sup> February 2017 and asked volunteers who were writing new paragraphs/sections to have them ready by the 6<sup>th</sup> January 2017. A small team could then edit all the text etc. that had been collected. It would be useful to have SG meetings a week after the open day event at the Town Hall and a final meeting just before handover to SDNPA. These dates would be arranged soon.</p> <p><u>LNP Schedule update</u></p> <p>The Chairman showed a slide with the Forward Plan and Critical Path for the plan with milestones.</p> <ul style="list-style-type: none"> <li>• <b>Text, photos &amp; maps</b> – Revised draft had been received from Feria. Current comments rolled into text &amp; returned by Feria. Update by Feria. Further comments and revisions (on restricted basis). Final revisions to Draft, post on website</li> <li>• <b>New Housing</b> – Continue research, meetings with landowners etc. Fresh call for sites. Research fresh sites. Prepare data sheets &amp; maps for each site (Feria)</li> <li>• <b>Public Consultation (Regulation 14)</b> – Prepare Leaflet and make mail drop (with Feria). Prepare maps, illustrations, etc. (Feria). Public Consultation. Drop in event (noon-noon + one evening)</li> </ul>
7.	<p>The next meeting of the Steering Group would be on 25<sup>th</sup> January at 7.00pm in the Council Chamber</p> <p style="text-align: right;"><i>The Meeting ended at 8.45pm</i></p>



## **MINUTES**

of the meeting of the **Finance Working Party**

held on **Wednesday 11<sup>th</sup> January 2017**, in the **Yarrow Room, Town Hall, Lewes** at **7:00pm**.

**PRESENT** Cllrs M Chartier (*elected Chairman*); H Jones; Dr G Mayhew; R Murray; S Murray, and R O’Keeffe

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

**FWP2016/01 ELECTION OF CHAIRMAN:** Cllr Chartier was elected Chairman of the Working Party for the 2016/17 year.

**FWP2016/02 APOLOGIES FOR ABSENCE:** There were none

**FWP2016/03 DECLARATIONS OF INTEREST:** There were none.

**FWP2016/04 QUESTIONS:** There were none (No public or press were present).

**FWP2016/05 REMIT OF THE WORKING PARTY:**

The working party was asked to consider the detail of estimated expenditure and income for the Council’s operations, and to agree a budget and level of Council Tax precept for the 2017/18 year, for recommendation to Council.

The Working Party was asked to ensure appropriate provision for items constituting the Council Plan for 2017/18.

**FWP2016/06 BUSINESS OF THE MEETING:**

1 In the year of introduction (2013/14) of the Government’s Council Tax Support Grant scheme, Lewes District Council had passed-on the whole amount which had been sufficient to maintain the Town Council’s “band ‘D’ equivalent” precept unchanged. However; this grant had reduced significantly each year since then and was to reduce from the current year amount by a further 15% for 2017/18, to £45,158. The Town Council (LTC) therefore faced an enforced increase to precept to simply maintain budgeted nett expenditure at the present level. Parish Councils had avoided the government’s threatened referendum (“capping”) regime for the coming year, but this would undoubtedly arise again in future.

2 The Working Party considered the service budget estimates for 2017/18 (*copies in the minute book*). Alongside the Council’s financial systems generally, the assumptions and basic principles and the process of compiling the recommended budget had again been commended by the Council’s independent Internal Auditor (IA) during a recent inspection, who had nonetheless drawn Council’s attention to the level of the General Fund; observing in his interim report: “*It is anticipated that...the general reserves at year-end will be circa £250,000, this equates to roughly four to six months of monetary cover, depending very much on additional spending required for maintenance. This is a little low for a council of this size and I draw Council’s attention to it.*”

3 With these issues in mind, Councillors considered the draft forward plan (*appended to this report*); proposed contributions to reserves and operational service requirements, in detail.

The draft budgets presented took account of:

- Provision for known/anticipated increases in public Utility supplies, NNDR *etc.*
- Adjustments for completed and imminent (previously-approved) projects.
- Provision for elements identified in the Council’s forward plan.
- Establishment of appropriate reserves for agreed/anticipated projects.

- Provision for anticipated increases in insurance and other overhead costs *etc.*
- Provision for known increase in employers' pension and NI contribution.
- Refinements of overhead allocation to services and base service cost estimates.
- Recognition of anticipated adjustment to salaries.
- Provision for known and anticipated increases in cost of contracted services.
- Re-establishment of exhausted reserves and continuation of prudent contributions.
- Provision for costs of assets or services accepted through devolution by Lewes District Council, and for necessary transitional costs.
- Fees & charges tariff increase of 3%, rounded to an appropriate value for the service concerned.

It was acknowledged that there was a continuing need to address the proper maintenance of the Council's physical assets and adequately fund continuing services.

4 The draft budget combined specific amounts for known costs and committed project items, with prudent allowances for reserves, and provided for a flexible response to unforeseen issues. The Council's forward plan was considered, and it was understood that this was as expansive as could be practically undertaken. Members recognized that some projects could exceed original "informed guess" estimates of cost, and earmarked reserves could be insufficient. Building and engineering works were of particular concern in this regard, as the Council's assets had all been taken-on with considerable historic dilapidation, and contexts such as heritage listing status. Projects could be "topped-up" by drawing from the General Fund which; although adequate, would then need to be restored in future years to the levels recommended by auditors. This was the prospect that had triggered the warning of the IA in his interim report, as it was possible that the Council's General Fund could drop below an acceptable minimum in the next year. Borrowing was also possible (from the Public Works Loans Board) at very favourable rates, but seen as a 'last-resort'.

5 Members of the working party were keen to make prudent estimates and maintain some flexibility in the budget, although concerned to keep increases within reasonable limits. The draft budget as originally presented had been updated to reflect the recently-published increase in the number of "Band 'D' equivalent households" for 2017/18, which reduced the individual impact of any increase in precept. Provision was made for all 'unavoidable' increases to give a base value, and 'live' modelling of various options was conducted throughout the meeting with the implications and overall impact carefully assessed at each point.

6 The budget\* finally arrived-at for recommendation to Council was agreed unanimously, and resulted in a precept requirement of £944,758. This represents an increase on the current year of 9.85%, with the actual cost to a Band 'D' household rising to £154.26 per year. This equates to an extra 24 pence per week.

\*Details of the underlying assumptions; calculations, and resulting budgets are available separately from these minutes.

**FWP2016/07**

**CONCLUSIONS/RECOMMENDATIONS:**

Council would be asked to consider the recommended budget and precept at its meeting on 26<sup>th</sup> January 2017.

**FWP2016/08**

The Chair declared the meeting closed.

*The meeting ended at 8:45pm*

Signed: .....

Date: .....





Lewes Town Council proposes to initiate and complete (where possible and practical), or continue, the following major areas of work in the year 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018. These are in addition to various projects and initiatives itemised in the Council's budgets and accounts, and represent larger-scale activities deserving special attention.

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

#### 1 Town Hall repairs & conservation

*Major roof repairs/replacement to Assembly Room and Corn Exchange should complete late Spring 2017. Updated general survey proposed to re-prioritize future works.*

#### 2 Pells Lake ecology project

Improvements to water quality } *partially completed – specialist report obtained*

Introduction of aquatic plants } *W/Party remit to consider structural integrity of lake perimeter.*

*pending commencement of 3<sup>rd</sup>-party works in locality to achieve best VFM – links to item 3*

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

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

*s106 and works planning in-progress. Working Group re recreation & public realm currently consulting with public.*

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

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

*Architects tenders due for return early Feb 2017*

#### 5 Commemorations:

To engage with, and inspire, appropriate community recognition of

National commemoration of the Centenary of the outbreak of the first World War (2014) *ongoing 2014-18*

**Research commission re additional names for War memorial – ongoing; end date 2018**

Centenary of the signing of the Treaty of Versailles (2019)

**pending**

Programme to be developed to 2019, as Council resolution 12<sup>th</sup> November 2015 (ref pending)

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

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

*Reg 14 consultation on draft Plan commences February/March 2017*

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

Engage with appropriate projects arising from third-party initiatives (eg highway safety/traffic management). Continuing improvements to own assets (eg allotment sites)

*Currently agreed: pedestrian crossing, Church Lane, Malling adj S Malling School (ESCC scheduling installation) and contribution of <£25,000 to crossing on A277 Brighton Road near Montacute Rd junction.*

#### 8 Devolution of assets & services

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

*Malling Rec and Landport Bottom agreed for first tranche. Legal transfer process halted by LDC. Re-start of transfer has been requested. Decisions pending re further sites*

#### 9 New council website

New website to be researched – Council resolution FC2016/19.4 (16<sup>th</sup> June 2016) refers.

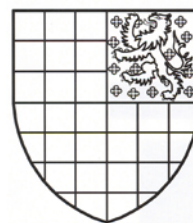
**Preferred providers to present proposals to W/pty Feb 2017.**

Town Hall  
High Street  
Lewes  
East Sussex  
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ [info@lewes-tc.gov.uk](mailto:info@lewes-tc.gov.uk)

🌐 [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)



**LEWES  
TOWN  
COUNCIL**

## ***MINUTES***

of the **Audit & Governance Panel** held on **Thursday 19<sup>th</sup> January 2017**, in the **Yarrow Room, Town Hall, Lewes at 7:00pm.**

**PRESENT** Cllrs A Barker; S Catlin; W Elliott; J Lamb; M Milner (*Chairman*); A Rowell

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

**AudPan2016/01 ELECTION of CHAIRMAN:** Cllr Milner was elected Chairman of the Panel for the 2016/17 year.

**AudPan2016/02 QUESTIONS:** There were none

**AudPan2016/03 APOLOGIES FOR ABSENCE:** There were none

**AudPan2016/04 DECLARATIONS OF INTEREST:** There were none.

**AudPan2016/05 MINUTES:** The minutes of the meeting held on 23<sup>rd</sup> March 2016 were received and signed as an accurate record.

**AudPan2016/06 BUSINESS OF THE MEETING:**

*1 Routine financial monitoring:*

Members were furnished with detailed information (*copies in minute book*) following the end of the third quarter of the financial year 2016/17.

*Budget monitoring update* – this showed actual expenditure and income values as posted to the Council's *Sage* accounting system and included all transactions processed to the end of the quarter. There was some discussion on salient points of detail, and TC responded with reference to the identified sources. Apparent variations were related to known events, such as specific payments in respect of works and purchases; stock-taking adjustments; errors in posting (*eg* to incorrect accounts) which had since been corrected, or perceived 'overspend' which will be attributable to Reserves when final accounts are prepared at year-end. There were no items of concern.

There was extensive debate on the precision required to effectively address the Panel's role, and some Members were interested to see more detail and 'profiled' variances measured against patterns of expenditure through the year for individual budget elements, and assessment of expenditure and income compared with previous years. There followed a debate on the value of information versus the cost/effort expended to obtain it, and TC explained the background to the working practices and audit requirements that gave rise to the presentation format currently employed. He would consider some alternative presentations for future meetings.

*2 Oversight as required by the Governance & Accountability Code of Practice:* TC introduced the file of periodic bank reconciliations, for review of the scrutiny already conducted. The Chairman appended his signature to verify this in each instance. The nominal ledger report produced from the Council's *SAGE* accounting system records, being the source document reconciled to the budget monitoring report during the meeting, was verified in the same way.

*3 Investment:* The Council had referred the matter of investment back to the Panel for further consideration. Members were interested to see some scenario-testing figures which TC used to assess the CCLA Local Authorities Property Fund (LAPF). This had been considered a viable option for significant investment, but

the 'Brexit' uncertainties had recently affected fund performance and this was discussed in some detail. Historic performance of the fund and the property sector generally, across several years, indicated how international economic events such as the global depression 2007-09 impacted upon values, which had returned to positive levels quite quickly. As the CCLA LAPF yielded a significant proportion of its overall performance from rental income; despite a downturn in total fund value and a slight drop in dividend yield, the fund remained interesting as an option for investment of funds which were not expected to be needed for three to five years. This would be discussed at a future meeting, with the benefit of a detailed cash-flow assessment of Council's reserves to assist in the consideration. No action was proposed at present, although TC would research a low-risk (*eg* building society) investment which gave better yield than the present Treasury Reserve option for the short-term, to be discussed at the next meeting.

4 *Buildings Working Party decision:* Cllr Rowell had asked for review of a decision of the Buildings Repairs Working Party (at its meeting on 27<sup>th</sup> September 2016). He had raised this with the Working Party at the subsequent meeting, and the matter had subsequently been reported to Council. Given time pressure on some members, it was agreed to defer this item to the next meeting of the Panel.

**AudPan2016/07 CONCLUSIONS:**

- 1 Members considered information on the Council's financial status and management, and found no items of concern.
- 2 In accordance with the national audit and governance guidelines: where member oversight is required, the Chairman of the Panel signed to attest the veracity of reconciliation records presented.
- 3 Members considered the matter of investments and agreed no decision should be made, pending further discussion at their next meeting.

**AudPan2016/08** There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance.

*The meeting closed at 8:35pm*

Signed ..... date .....

Agenda Item No: 7

Report No: FC0012/2016

Report Title: Land adjoining Malling Community Centre – inclusion in Neighbourhood Plan housing sites list

Report To: Full Council

Date: 26<sup>th</sup> January 2017

Report By: S Brigden, Town Clerk

**Purpose of Report:** To determine Council's position on proposed inclusion in the Lewes Neighbourhood Plan draft, as a site identified for potential future housing, of land in the Council's ownership adjoining Malling Community Centre.

**Recommendation(s):**

- 1 That Council indicates its willingness or otherwise to the proposal.
- 

**Information:**

1. In the process of drafting the Lewes Neighbourhood Plan (LNP), a suggestion has been made that land adjoining Malling Community Centre (MCC), immediately to the West of the building, should be identified as a prospective site for future building of new homes. The site and associated detail is shown in Appendix A to this report, extracted from the proposed draft LNP (which is not yet finalized for public consultation [scheduled for late February/March 2017]).

2. To be acceptable as an element of the LNP, land identified as a potential site for housing must be both "available" and "deliverable", *ie*:

*Availability:* Is the land for sale and/or does the landowner want it developed?

*Deliverable:* Can the site actually accommodate development? Does it have any technical issues such as major flooding, subsidence, contamination *etc* that would make delivery of development uneconomic or impractical?

Once a range of sites that are both available and deliverable are identified, they must then be ranked or tested against other criteria as required by the National Planning Policy Framework, and also local views and opinion. For example:

- Previously developed land ("brownfield" sites) will be seen as preferential to "greenfield" sites.
- Proximity to existing shops, services and facilities to encourage compact settlement that encourages walking and cycling will be preferred to sites that lie on the edge of settlements.
- Landscape visual impact.
- Other locally-based criteria, such as archaeology, may be a factor.
- Other aspects considered important to the local context.

3. The land in question has traditionally been considered as an integral part of the Malling Community Centre facilities, and is presently maintained as an open grass space. Consultation on the community's aspirations for a refurbished Centre ranked "outside community space" as the 5<sup>th</sup> most important facility (the relevant extract from the questionnaire analysis is appended at Appendix B). A well-attended meeting held on-site, as part of the consultation, brought forward a wide range of ideas from local community representatives including a hard-landscaped "peace garden"; a Scout campsite, and a community barbeque area and soft fruit orchard. This information has been included in the brief to architects who were invited to tender for the MCC refurbishment design work – tenders are due for return by 3<sup>rd</sup> February 2017.

4. Members will be aware of circumstances regarding devolution by Lewes District Council of the rest of the Malling Recreation Ground to the Town Council, and that public consultation is in progress related to public play and recreation improvements at the Pells and Malling Recreation Grounds, to be funded from the developer contributions arising from the new North Street Quarter.

S Brigden

14<sup>th</sup> January 2017

## Draft Policy PL1 (11)

### Land adjacent to Malling Community Centre

#### 1) REDEVELOPMENT OF LAND FOR 5 HOUSING UNITS.

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**Gross site area**

0.27 hectares approx.

**Current land use**

Open green space

**Site conditions**

Steep slope, grassed

**Preferred number of dwellings, subject to detailed design**

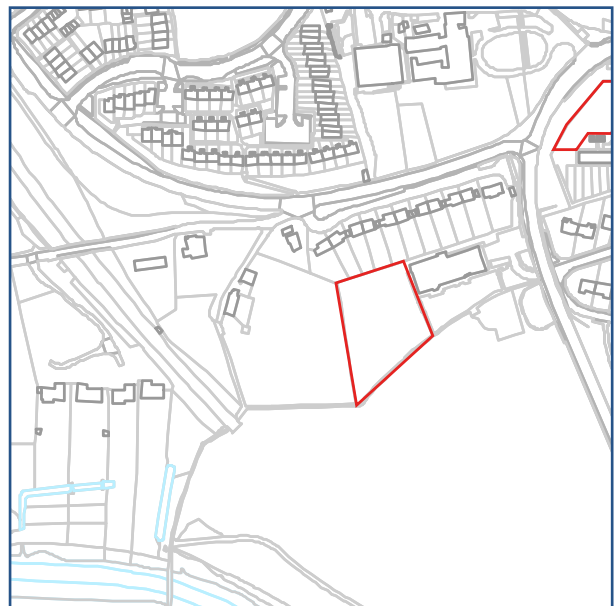
5

**Other land uses to be included**

None

**Preferred design response**

Small units, affordable housing



Red Line Plan Site boundary 0.27 ha approx.

Respondents	198 on paper
	68 on SurveyMonkey
Total respondents	<u><u>266</u></u>

**Q1 What facilities would you be most likely to use at Malling Community Centre?**

	Importance Ranking	% of total Respondents answering this question	Repondents answering this question
Access to Refreshments	1	54.14%	144
Large Hall Use for 200+ People	2	46.24%	123
Public Access WC's & Baby Change	3	44.36%	118
Social Bar	4	42.86%	114
Outside Community Space	5	32.33%	86
Medium Room use for 20 – 40 People	6	29.70%	79
Community Composting & Recycling	7	28.95%	77
Sports Changing for Malling Fields	8	27.82%	74
Youth Provision	9	27.44%	73
Fitness Studio	10	26.69%	71
WIFI Internet	11	25.94%	69
In-door Play Area	12	23.68%	63
Small Room Use for 6 – 10 People	13	22.93%	61
Learning Facilities	14	18.80%	50
Seminar Rooms for Training and Meeting	15	18.42%	49
Information Point	16	16.54%	44
Studio Spaces	17	14.66%	39
Dance facilities	18	8.27%	22
Work Units for Small Business	19	5.64%	15
Work Units for Malling Fields	20	3.38%	9
A snooker room	21	0.75%	2
Youth Club	21	0.75%	2
Pre-school nursery	23	0.38%	1
Cinema	23	0.38%	1
Community Café	23	0.38%	1

**Agenda Item No:** 8 **Report No:** FC013/2016

**Report Title:** Support for Compass Travel local bus routes

**Report To:** Full Council **Date:** 26<sup>th</sup> January 2017

**Report By:** S Brigden, Town Clerk

**Purpose of Report:** To advise Council of the request received from Compass Travel, for continued financial support.

**Recommendation(s):**

- 1 That Council decides its position regarding continued funding for local bus routes 127; 128; 129 within Lewes Town, operated by Compass Travel (Sussex) Ltd.

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**Information:**

1. Council agreed (minute FC2015/39.4 of 30<sup>th</sup> July 2015 refers) the recommendation of the Transport Working party to grant £10,000 to support improved services to be provided from September 2015 by Compass Travel, on routes 127; 128; 129 as a one-year pilot scheme.
2. Compass have continued to operate the additional frequency and extended routes after September 2016, but have now confirmed that they cannot continue to do so should the funding not be continued. Their Managing Director has written:

“Our original agreement ran out in Sept – and I don’t want to try to backdate things - but I would now appreciate a new agreement please for 2017. If we are to continue with the current timetable then we will still need to continue with the same subsidy of £10,000 for 2017 – or else unfortunately we will have no option but to revert to the previous hourly timetable for the 127 & 128 town routes from April 2017.

I do need a decision by the end of January please since I need to give 8 weeks’ notice if I have to withdraw some of the town services from April.

As you know we do always strive to provide a reliable service and I’m not aware of any particular problems or complaints over recent weeks. When there have been problems it is normally something outside our control.

Over the past year the problems I’ve been aware of have been:

- 1) Roadworks – there have been several sets of long-term roadworks affecting at different times Malling Hill, Station Street and Brooks Road. Each of these has caused serious disruption and delays to local buses.
- 2) Badly parked cars – this regularly occurs in the Spences Lane section of route and to a lesser extent on the Landport and Nevil Estates. This can sometimes prevent the bus getting through and badly delay the service.
- 3) General traffic congestion – especially at busy times such as the run up to Christmas.

I do need to be honest and say that the 20 mph limits have certainly not helped reliability and have slowed down all our Lewes town services and made it much harder to catch up time if there is a delay. If there are any additional 20 mph limits imposed in the future then it will make the current timetable impossible to operate and unfortunately I have to say now that service frequency would then need to be reduced.”

Chris Chatfield

Compass Travel (Sussex) Limited

3. It is acknowledged that although passenger numbers are not high, there is demand for present frequency of service and extended range, from passengers who would have very limited options should these buses not be available. Compass have provided passenger loading statistics; examples of which are appended to this report.

S Brigden

17<sup>th</sup> January 2017



Report FC103/2016 - Appendix A

		127				128				129			
April 2016		Total Pax	Adult Pax	Conc	Stud	Total Pax	Adult Pax	Conc	Stud	Total Pax	Adult Pax	Conc	Stud
DATE													
Friday	01/04/2016	234	66	152	0	100	21	74	0	72	8	58	0
Saturday	02/04/2016	207	38	147	0	107	23	69	0	47	4	43	0
<b>WEEK ENDING TOTALS</b>		<b>441</b>	<b>104</b>	<b>299</b>	<b>0</b>	<b>207</b>	<b>44</b>	<b>143</b>	<b>0</b>	<b>119</b>	<b>12</b>	<b>101</b>	<b>0</b>
Sunday	03/04/2016	0	0	0	0	0	0	0	0	0	0	0	0
Monday	04/04/2016	253	68	144	0	92	18	74	0	53	9	42	0
Tuesday	05/04/2016	256	90	145	0	136	24	102	0	53	8	39	0
Wednesday	06/04/2016	230	79	130	0	79	14	58	0	53	7	43	0
Thursday	07/04/2016	291	76	132	0	125	20	88	0	42	10	29	0
Friday	08/04/2016	309	77	149	0	133	17	99	0	27	9	15	0
Saturday	09/04/2016	199	45	144	0	65	14	48	0	58	9	49	0
<b>WEEK ENDING TOTALS</b>		<b>1538</b>	<b>435</b>	<b>844</b>	<b>0</b>	<b>630</b>	<b>107</b>	<b>469</b>	<b>0</b>	<b>286</b>	<b>52</b>	<b>217</b>	<b>0</b>
Sunday	10/04/2016	0	0	0	0	0	0	0	0	0	0	0	0
Monday	11/04/2016	307	77	148	0	115	20	90	0	47	9	37	0
Tuesday	12/04/2016	315	71	166	0	106	15	87	0	50	18	31	0
Wednesday	13/04/2016	233	71	138	0	105	16	79	0	54	10	42	0
Thursday	14/04/2016	297	77	138	0	109	24	81	0	48	7	30	0
Friday	15/04/2016	332	82	156	0	104	19	72	0	60	10	45	0
Saturday	16/04/2016	264	36	136	0	71	10	50	0	46	9	35	0
<b>WEEK ENDING TOTALS</b>		<b>1748</b>	<b>414</b>	<b>882</b>	<b>0</b>	<b>610</b>	<b>104</b>	<b>459</b>	<b>0</b>	<b>305</b>	<b>63</b>	<b>220</b>	<b>0</b>
Sunday	17/04/2016	0	0	0	0	0	0	0	0	0	0	0	0
Monday	18/04/2016	291	62	160	0	121	14	93	0	40	6	32	0
Tuesday	19/04/2016	294	60	155	0	113	13	92	0	70	12	56	0
Wednesday	20/04/2016	303	67	154	0	84	12	62	0	57	9	45	0
Thursday	21/04/2016	345	71	155	0	131	13	101	0	48	14	34	0
Friday	22/04/2016	263	68	123	0	121	15	93	0	47	9	32	0
Saturday	23/04/2016	234	50	149	0	107	17	81	0	58	21	33	0
<b>WEEK ENDING TOTALS</b>		<b>1730</b>	<b>378</b>	<b>896</b>	<b>0</b>	<b>677</b>	<b>84</b>	<b>522</b>	<b>0</b>	<b>320</b>	<b>71</b>	<b>232</b>	<b>0</b>
Sunday	24/04/2016	0	0	0	0	0	0	0	0	0	0	0	0
Monday	25/04/2016	341	77	178	0	105	15	72	1	32	2	28	0
Tuesday	26/04/2016	230	62	141	0	129	25	100	0	49	3	46	0
Wednesday	27/04/2016	316	57	153	0	103	21	73	0	25	1	23	0
Thursday	28/04/2016	291	69	149	0	79	16	56	0	68	5	63	0
Friday	29/04/2016	312	77	157	0	89	15	64	0	62	12	47	0
Saturday	30/04/2016	288	51	148	0	160	31	96	0	30	5	20	0
<b>WEEK ENDING TOTALS</b>		<b>1778</b>	<b>393</b>	<b>926</b>	<b>0</b>	<b>665</b>	<b>123</b>	<b>461</b>	<b>1</b>	<b>266</b>	<b>28</b>	<b>227</b>	<b>0</b>
<b>MONTH ENDING TOTALS</b>		<b>7235</b>	<b>1724</b>	<b>3847</b>	<b>0</b>	<b>2789</b>	<b>462</b>	<b>2054</b>	<b>1</b>	<b>1296</b>	<b>226</b>	<b>997</b>	<b>0</b>

		127				(128/9)				129
June 2016		Total Pax	Adult Pax	Conc	Total Pax	Adult Pax	Conc	Total Pax	Adult Pax	Conc
DATE										
Wednesday	01/06/2016	305	81	160	96	18	66	34	4	27
Thursday	02/06/2016	266	74	140	107	15	74	49	0	41
Friday	03/06/2016	269	66	143	113	25	69	54	3	46
Saturday	04/06/2016	179	33	138	88	11	72	48	5	42
<b>WEEK ENDING TOTALS</b>		<b>1019</b>	<b>254</b>	<b>581</b>	<b>404</b>	<b>69</b>	<b>281</b>	<b>185</b>	<b>12</b>	<b>156</b>
Sunday	05/06/2016	0	0	0	0	0	0	0	0	0
Monday	06/06/2016	281	70	150	115	25	74	54	6	44
Tuesday	07/06/2016	289	67	145	135	17	106	41	3	37
Wednesday	08/06/2016	226	62	141	98	24	61	55	6	46
Thursday	09/06/2016	279	74	124	104	20	66	49	4	43
Friday	10/06/2016	307	64	158	113	19	79	36	6	30
Saturday	11/06/2016	258	34	145	93	14	68	65	14	46
<b>WEEK ENDING TOTALS</b>		<b>1640</b>	<b>371</b>	<b>863</b>	<b>658</b>	<b>119</b>	<b>454</b>	<b>300</b>	<b>39</b>	<b>246</b>
Sunday	12/06/2016	0	0	0	0	0	0	0	0	0
Monday	13/06/2016	300	74	144	88	14	68	43	6	37
Tuesday	14/06/2016	318	73	143	107	20	77	49	8	41
Wednesday	15/06/2016	278	70	125	107	15	75	35	2	32
Thursday	16/06/2016	301	72	154	99	16	60	48	6	40
Friday	17/06/2016	278	70	144	85	22	54	54	3	50
Saturday	18/06/2016	189	35	141	69	16	50	38	3	33
<b>WEEK ENDING TOTALS</b>		<b>1664</b>	<b>394</b>	<b>851</b>	<b>555</b>	<b>103</b>	<b>384</b>	<b>267</b>	<b>28</b>	<b>233</b>
Sunday	19/06/2016	0	0	0	0	0	0	0	0	0
Monday	20/06/2016	264	79	107	88	15	66	31	5	24
Tuesday	21/06/2016	316	70	177	111	21	86	50	7	43
Wednesday	22/06/2016	191	47	124	112	21	78	45	4	40
Thursday	23/06/2016	285	66	128	81	17	49	32	6	23
Friday	24/06/2016	272	71	134	103	15	77	36	5	31
Saturday	25/06/2016	204	30	107	104	18	79	15	2	12
<b>WEEK ENDING TOTALS</b>		<b>1532</b>	<b>363</b>	<b>777</b>	<b>599</b>	<b>107</b>	<b>435</b>	<b>209</b>	<b>29</b>	<b>173</b>
Sunday	26/06/2016	0	0	0	0	0	0	0	0	0
Monday	27/06/2016	270	71	135	100	22	58	37	5	30
Tuesday	28/06/2016	281	58	146	105	22	70	59	4	54
Wednesday	29/06/2016	260	61	123	83	16	55	36	5	30
Thursday	30/06/2016	307	72	154	112	24	77	32	3	27
<b>MONTH ENDING TOTALS</b>		<b>6973</b>	<b>1644</b>	<b>3630</b>	<b>2616</b>	<b>482</b>	<b>1814</b>	<b>1125</b>	<b>125</b>	<b>949</b>

Report FC103/2016 - Appendix A

September 2016	DATE	Route 127				Route 128				Route 129			
		Total Pax	Adult Pax	Conc	Stud	Total Pax	Adult Pax	Conc	Stud	Total Pax	Adult Pax	Conc	Stud
Thursday	01/09/2016	319	55	186	0	97	21	57	0	28	0	26	0
Friday	02/09/2016	316	67	171	0	117	20	67	0	31	3	28	0
Saturday	03/09/2016	260	42	154	0	109	16	76	0	37	3	31	0
<b>WEEK ENDING TOTALS</b>	<b>WEEK ENDING TOTALS</b>	<b>895</b>	<b>164</b>	<b>511</b>	<b>0</b>	<b>323</b>	<b>57</b>	<b>200</b>	<b>0</b>	<b>96</b>	<b>6</b>	<b>85</b>	<b>0</b>
Sunday	04/09/2016	0	0	0	0	0	0	0	0	0	0	0	0
Monday	05/09/2016	348	77	151	0	75	7	60	0	47	7	39	0
Tuesday	06/09/2016	332	69	176	0	96	22	62	0	46	8	33	0
Wednesday	07/09/2016	243	56	152	0	103	27	74	0	35	9	26	0
Thursday	08/09/2016	326	65	162	0	118	9	90	0	36	7	28	0
Friday	09/09/2016	306	67	146	0	105	19	71	0	28	3	24	0
Saturday	10/09/2016	214	52	148	0	98	24	69	0	54	5	48	0
<b>WEEK ENDING TOTALS</b>	<b>WEEK ENDING TOTALS</b>	<b>1769</b>	<b>386</b>	<b>935</b>	<b>0</b>	<b>595</b>	<b>108</b>	<b>426</b>	<b>0</b>	<b>246</b>	<b>39</b>	<b>198</b>	<b>0</b>
Sunday	11/09/2016	0	0	0	0	0	0	0	0	0	0	0	0
Monday	12/09/2016	210	68	129	0	101	23	62	0	57	8	45	0
Tuesday	13/09/2016	253	60	168	0	93	21	59	0	35	7	26	0
Wednesday	14/09/2016	239	64	161	0	86	18	61	0	47	8	37	0
Thursday	15/09/2016	250	69	154	0	99	18	67	0	39	5	30	0
Friday	16/09/2016	250	75	142	0	81	13	62	0	31	1	28	0
Saturday	17/09/2016	201	46	138	0	89	13	69	0	43	9	31	0
<b>WEEK ENDING TOTALS</b>	<b>WEEK ENDING TOTALS</b>	<b>1403</b>	<b>382</b>	<b>892</b>	<b>0</b>	<b>549</b>	<b>106</b>	<b>380</b>	<b>0</b>	<b>252</b>	<b>38</b>	<b>197</b>	<b>0</b>
Sunday	18/09/2016	0	0	0	0	0	0	0	0	0	0	0	0
Monday	19/09/2016	247	67	166	0	115	29	69	0	47	4	42	0
Tuesday	20/09/2016	260	73	161	0	87	13	64	0	43	4	38	0
Wednesday	21/09/2016	225	64	139	0	106	20	66	0	35	6	26	0
Thursday	22/09/2016	240	70	152	0	99	14	73	0	39	5	32	0
Friday	23/09/2016	253	74	170	0	115	19	66	0	47	3	34	0
Saturday	24/09/2016	178	34	138	0	91	13	70	0	35	5	29	0
<b>WEEK ENDING TOTALS</b>	<b>WEEK ENDING TOTALS</b>	<b>1403</b>	<b>382</b>	<b>926</b>	<b>0</b>	<b>613</b>	<b>108</b>	<b>408</b>	<b>0</b>	<b>246</b>	<b>27</b>	<b>201</b>	<b>0</b>
Sunday	25/09/2016	0	0	0	0	0	0	0	0	0	0	0	0
Monday	26/09/2016	298	62	142	0	111	22	65	0	53	10	41	0
Tuesday	27/09/2016	313	67	148	0	102	22	65	0	34	7	27	0
Wednesday	28/09/2016	219	53	146	0	115	31	72	0	47	3	42	0
Thursday	29/09/2016	314	66	152	0	99	21	58	0	39	10	25	0
Friday	30/09/2016	275	63	154	0	102	23	71	0	36	2	32	0
<b>MONTH ENDING TOTALS</b>	<b>MONTH ENDING TOTALS</b>	<b>6889</b>	<b>1625</b>	<b>4006</b>	<b>0</b>	<b>2609</b>	<b>498</b>	<b>1745</b>	<b>0</b>	<b>1049</b>	<b>142</b>	<b>848</b>	<b>0</b>

Report FC103/2016 - Appendix A

December 2016	DATE	Route 127				Route 128				Route 129			
		Total Pax	Adult Pax	Conc	Stud	Total Pax	Adult Pax	Conc	Stud	Total Pax	Adult Pax	Conc	Stud
Thursday	01/12/2016	337	85	172	0	115	18	81	0	43	5	35	0
Friday	02/12/2016	325	73	173	0	94	16	70	0	42	7	33	0
Saturday	03/12/2016	206	59	140	0	108	18	80	0	32	3	28	0
<b>WEEK ENDING TOTALS</b>	<b>WEEK ENDING TOTALS</b>	<b>868</b>	<b>217</b>	<b>485</b>	<b>0</b>	<b>317</b>	<b>52</b>	<b>231</b>	<b>0</b>	<b>117</b>	<b>15</b>	<b>96</b>	<b>0</b>
Sunday	04/12/2016	0	0	0	0	0	0	0	0	0	0	0	0
Monday	05/12/2016	324	76	149	0	97	22	65	0	55	8	46	0
Tuesday	06/12/2016	338	69	176	0	131	16	105	0	37	7	30	0
Wednesday	07/12/2016	233	70	148	0	97	14	73	0	21	0	18	0
Thursday	08/12/2016	294	65	146	0	110	24	71	0	31	2	28	0
Friday	09/12/2016	335	87	165	0	125	21	90	0	39	6	33	0
Saturday	10/12/2016	272	57	158	0	103	21	69	0	34	7	25	0
<b>WEEK ENDING TOTALS</b>	<b>WEEK ENDING TOTALS</b>	<b>1796</b>	<b>424</b>	<b>942</b>	<b>0</b>	<b>663</b>	<b>118</b>	<b>473</b>	<b>0</b>	<b>217</b>	<b>30</b>	<b>180</b>	<b>0</b>
Sunday	11/12/2016	0	0	0	0	0	0	0	0	0	0	0	0
Monday	12/12/2016	211	49	121	0	48	14	25	0	39	5	33	0
Tuesday	13/12/2016	359	79	160	0	65	20	40	0	32	4	28	0
Wednesday	14/12/2016	267	62	145	0	97	14	72	0	51	8	40	0
Thursday	15/12/2016	309	54	161	0	103	17	73	0	52	9	40	0
Friday	16/12/2016	387	77	193	0	138	21	95	0	41	6	35	0
Saturday	17/12/2016	210	42	156	0	108	12	90	0	43	8	33	0
<b>WEEK ENDING TOTALS</b>	<b>WEEK ENDING TOTALS</b>	<b>1743</b>	<b>363</b>	<b>936</b>	<b>0</b>	<b>559</b>	<b>98</b>	<b>395</b>	<b>0</b>	<b>258</b>	<b>40</b>	<b>209</b>	<b>0</b>
Sunday	18/12/2016	0	0	0	0	0	0	0	0	0	0	0	0
Monday	19/12/2016	316	71	156	0	60	8	49	0	77	16	61	0
Tuesday	20/12/2016	349	79	180	0	85	22	52	0	47	4	42	0
Wednesday	21/12/2016	249	86	147	0	93	23	64	0	34	11	22	0
Thursday	22/12/2016	350	91	169	0	71	15	42	0	72	12	59	0
Friday	23/12/2016	367	80	191	0	116	28	69	0	60	20	35	0
Saturday	24/12/2016	150	32	80	0	60	14	39	0	38	4	30	0
<b>WEEK ENDING TOTALS</b>	<b>WEEK ENDING TOTALS</b>	<b>1781</b>	<b>439</b>	<b>923</b>	<b>0</b>	<b>485</b>	<b>110</b>	<b>315</b>	<b>0</b>	<b>328</b>	<b>67</b>	<b>249</b>	<b>0</b>
Sunday	25/12/2016	0	0	0	0	0	0	0	0	0	0	0	0
Monday	26/12/2016	0	0	0	0	0	0	0	0	0	0	0	0
Tuesday	27/12/2016	0	0	0	0	0	0	0	0	0	0	0	0
Wednesday	28/12/2016	209	66	126	0	58	12	43	0	20	2	18	0
Thursday	29/12/2016	209	73	129	0	74	11	57	0	30	6	24	0
Friday	30/12/2016	209	75	125	0	72	18	49	0	32	4	25	0
Saturday	31/12/2016	207	43	158	0	89	10	77	0	41	5	32	0
<b>WEEK ENDING TOTALS</b>	<b>WEEK ENDING TOTALS</b>	<b>834</b>	<b>257</b>	<b>538</b>	<b>0</b>	<b>293</b>	<b>51</b>	<b>226</b>	<b>0</b>	<b>123</b>	<b>17</b>	<b>99</b>	<b>0</b>
<b>MONTH ENDING TOTALS</b>	<b>MONTH ENDING TOTALS</b>	<b>7022</b>	<b>1700</b>	<b>3824</b>	<b>0</b>	<b>2317</b>	<b>429</b>	<b>1640</b>	<b>0</b>	<b>1043</b>	<b>169</b>	<b>833</b>	<b>0</b>

LEWES TOWN COUNCIL Budget estimates

DETAILS & ASSUMPTIONS "SCRATCHPAD"

2017 - 2018

PRECEPT HISTORY			2017 - 2018				average		"band D equivalents"		population	£ per head
Precept/budget req'mnt £	diff £	diff %	agg diff %	growth	years	£	properties#	£	properties#		population	
1	2000/01	403,189										
2	2001/02	405,000	1,811	0.45%	0.45%	0.45%	1	£65.31	6,200.85	15,988		
3	2002/03	429,880	24,880	6.14%	6.62%	3.31%	2	£70.32	6,113.55	15,988	32.07	
4	2003/04	480,000	50,120	11.66%	19.05%	6.35%	3	£78.35	6,126.06	15,988	34.11	
5	2004/05	540,000	60,000	12.50%	33.93%	8.48%	4	£86.37	6,252.50	15,988	33.78	
6	2005/06	626,000	86,000	15.93%	55.26%	11.05%	5	£99.81	6,272.00	15,988	39.15	
7	2006/07	657,000	31,000	4.95%	62.95%	10.49%	6	£104.47	6,288.94	15,988	41.09	
8	2007/08	694,700	37,700	5.74%	72.30%	10.33%	7	£108.69	6,391.55	15,988	43.45	
9	2008/09	734,700	40,000	5.76%	82.22%	10.28%	8	£114.62	6,409.96	15,988	45.95	
10	2009/10	763,000	28,300	3.85%	89.24%	9.92%	9	£118.43	6,442.50	15,988	47.72	
11	2010/11	782,000	19,000	2.49%	93.95%	9.40%	10	£120.85	6,470.93	15,988	48.91	
12	2011/12	782,000	0	0.00%	93.95%	8.54%	11	£119.68	6,533.82	17,297	45.21	
13	2012/13	782,000	0	0.00%	93.95%	7.83%	12	£119.47	6,545.82	17,297	45.21	
14	2013/14	782,000	0	0.00%								
15	less CTRS grant*	89,271										
16	=local precept	692,729	-89,271	-11.42%	93.95%	7.23%	13	£119.48	5,797.90	17,297	40.05	
17	2014/15	824,000	42,000	5.37%								
18	less CTRS grant*	73,534	-15,737	-17.63%								
19	=local precept	750,466	57,737	8.33%	86.13%	6.15%	14	£127.73	5,875.40	17,297	43.39	
20	2015/16	843,000	19,000	2.31%								
21	less CTRS grant*	62,504	-11,030	-15.00%								
22	=local precept	780,496	30,030	4.00%	93.58%	6.24%	15	£133.17	5,861.10	17,297	45.12	
23	2016/17	913,200	70,200	8.33%								
24	less CTRS grant*	53,128	-9,376	-15.00%								
25	=local precept	860,072	79,576	10.20%	113.32%	7.08%	16	£141.71	6,069.20	17,297	49.72	
23	2017/18	989,916	76,716	8.40%								
24	less CTRS grant*	45,158	-7,970	-15.00%								
25	=local precept	944,758	84,686	9.85%	134.32%	7.90%	17	£154.26	6,124.60	17,297	54.62	
26												
27	Notes:											
28	* CTRS = collection authority adjustment grant											
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WHAT IF LOCAL PRECEPT INCREASES BY:

increase of ? percentage	=precept	= increase £
2%	877,273	17,201
3%	885,874	25,802
4%	894,475	34,403
5%	903,076	43,004
6%	911,676	51,604
7%	920,277	60,205
8%	928,878	68,806
9%	937,478	77,406
10%	946,079	86,007
11%	954,680	94,608
15%	989,083	129,011
9.88%	945,072	85,000

ASSUMPTIONS for o/heads etc:

Adjustments/Increases allowed-for	2016-17	2017-18	2018-19	2019-20
Insurances	LTA NB: Increased IPT wef Nov 2015 (6 - 9.5%)			
Salaries	1.00%	Govt limit		
Pension 'ers contrib'n	2.37%	21.10%	21.60%	22.10%
Utilities	2.50%	estimate		
NNDR	2.00%	RPI based		
Contracts (general)	2.50%	formula-based		
Contracts (labour-intensive)	2.50%	formula-based		
General ^/Fees & charges	3.00%	proposal		
CTRS Grant	-15.00%	53,128	45,158	
Election cost reserve	£6,500	1/4 four-yearly recurring expense (est) plus contrib'n to neg balance		
'band D':	£154.31	£12.86	£2.97	£0.24
= increase of:	£12.60	£1.05	£0.24	

Allocation of staff costs to services (based on individual staff time assessment)

staff TIME aggregate %	Salary	Pension	NI	TOTAL	
A/c 10 Corp Admin	11.10%	46,499	10,077	4,785	61,361
A/c 20 Civic Admin	10.28%	46,005	10,066	4,861	60,932
A/c 30 Mayoralty	5.96%	29,931	6,264	3,183	39,378
A/c 40 Town Hall	24.57%	94,275	17,924	9,004	121,203
A/c 50 All Saints	29.17%	78,382	11,919	7,201	97,502
A/c 51 Mallng CC	1.83%	7,762	1,583	813	10,158
A/c 60 Pells	2.65%	9,491	1,898	957	12,346
A/c 70 Open Spaces	5.37%	18,181	3,511	1,816	23,508
A/c 71 Lewes Priory	0.88%	2,980	576	295	3,851
A/c 72 Amenities	3.91%	12,132	2,274	1,178	15,584
A/c 80 Allotments	4.28%	13,862	2,758	1,347	17,967
Misc staff expenses					3,950
	100%	359,500	68,850	35,440	467,740

RESERVES and PROJECTS

	BALANCE b/fwd @ 31/3/11	BALANCE b/fwd @ 31/3/12	BALANCE b/fwd @ 31/3/13	BALANCE b/fwd @ 31/3/14	BALANCE b/fwd @ 31/3/15	BALANCE b/fwd @ 31/3/16	Budgeted Contribution 2016/17	Anticipated Expenditure 2016/17	estimated b/fwd @ 31/3/17	PROPOSED CONTRIB'N 2017/18	est Funds Service a/c Available 2017/18
<b>Reserve funds</b>											
R1 Town Hall maintenance	28,400	41,118	63,118	83,340	147,510	0	79,000	79,000	0	40,000	40,000
R2 All Saints maintenance	6,500	18,000	26,800	32,800	38,800	44,800	0	30,000	14,800	10,000	24,800
R3 Open spaces	11,000	11,060	12,060	13,060	14,060	0	3,000	3,000	3,000	3,000	6,000
R4 Priory account	1,920	2,220	2,500	2,780	3,060	3,192	280	280	3,472	280	3,752
R5 Pells lake	11,929	11,929	11,929	11,929	11,929	11,929	0	11,929	11,929	0	11,929
R6 Pells	80,000	60,639	70,639	80,639	90,639	100,639	0	100,639	0	0	100,639
R7 Commemorations fund	17,000	19,500	19,500	13,790	12,005	14,005	2,000	5,000	11,005	2,000	13,005
R8 Environment ehancement	14,000	16,500	19,000	21,000	21,355	23,355	2,000	2,000	23,355	1,000	24,355
R9 Town Clocks	600	900	1,200	1,500	1,800	2,100	300	2,400	2,400	300	2,700
R10 Mallng Community Centre	36,000	56,000	71,000	111,000	193,000	233,000	30,000	15,000	248,000	51,000	299,000
R11 Placeholder for future projects	0	5,000	5,000	5,000	5,000	0	0	0	0	0	



LEWES TOWN COUNCIL		Budget Estimates				2017 - 2018		ANALYSIS ALL COST CENTRES					
Column	A	B	C	D	E	F	G	H	I	J	K	L	
Line	RESOURCE ACCOUNT	COST CENTRE	10	20	30	40	50	51	60	70/71/72	80	TOTAL	
			Corporate Admin	Civic Admin	Mayoralty	Town Hall	All Saints	Malling C/Centre	Pells	Open Spaces	Allotments		
1		<b>EXPENDITURE</b>											
2		<b>Staff</b>											
3	7003/5	Salaries & Wages	46,499	46,005	29,931	94,275	78,382	7,762	9,491	33,293	13,862	359,500	
4	7006	National Insurance	4,785	4,861	3,183	9,004	7,201	813	957	3,289	1,347	35,440	
5	7007	Superannuation	10,077	10,066	6,264	17,924	11,919	1,583	1,898	6,361	2,758	68,850	
6	7009	Other staff expenses	3,950	0	0	0	0	0	0	0	0	3,950	
7		<b>Staff Total</b>	65,311	60,932	39,378	121,203	97,502	10,158	12,346	42,943	17,967	467,740	
8		<b>Premises</b>											
9	6100	Repairs & maintenance	600	0	0	12,000	4,000	2,000	3,600	7,500	1,500	31,200	
10	6101	Grounds maintenance	0	0	0	2,500	690	1,000	15,000	51,500	5,000	75,690	
11	6102	Electricity	0	0	0	6,150	2,250	2,565	0	750	0	11,715	
12	6103	Gas	0	0	0	10,600	5,100	2,050	0	0	0	17,750	
13	6104	Water & drainage	0	0	0	1,840	1,200	900	0	0	900	4,840	
14	6105	Alarm systems	0	0	0	4,300	450	0	0	0	0	4,750	
15	6106	Equipment & furniture etc	600	0	0	2,000	9,500	200	0	2,000	0	14,300	
16	6107	Rentals & hire costs	0	0	0	0	0	0	0	0	0	0	
17	6108	NNDR	0	0	0	61,800	3,360	4,570	0	0	0	69,730	
18	6109	Premises insurance	0	0	0	17,550	4,100	1,030	825	1,300	0	24,805	
19		<b>Premises Total</b>	1,200	0	0	118,740	30,650	14,315	19,425	63,050	7,400	254,780	
20		<b>Transport</b>											
21	6200	Transport hire costs	0	0	0	0	0	0	0	0	0	0	
22	6201	Transport running costs	0	0	0	0	0	0	0	0	0	0	
23	6202	Mileage allowances	0	0	0	0	0	0	0	0	0	0	
24		<b>Transport Total</b>	0	0	0	0	0	0	0	0	0	0	
25		<b>Supplies &amp; services</b>											
26	6400	Consumable stores	0	0	0	2,600	1,400	300	0	100	0	4,400	
27	6401	Equipment rental	0	0	0	900	290	0	40	8,000	0	9,230	
28	6402	Regalia	0	1,200	250	0	0	0	0	0	0	1,450	
29	6403	Small plant & tools	0	0	0	1,100	200	50	120	650	300	2,420	
30	6404	Catering	0	10,000	10,500	0	900	0	0	0	180	21,580	
31	6405	Printing	400	300	400	450	700	40	0	0	0	2,290	
32	6406	Stationery	600	500	300	500	1,500	40	50	120	150	3,760	
33	6407	Books & periodicals	100	0	0	0	0	0	0	0	0	100	
34	6408	Postage	400	250	250	500	500	80	70	140	180	2,370	
35	6409	Telephones/ICT	4,000	350	350	1,100	1,200	80	100	300	110	7,590	
36	6410	Office equipment	1,200	90	100	150	100	0	30	90	30	1,790	
37	6411	General office expenses	0	0	0	0	0	0	0	0	0	0	
38	2300	Loan charges	0	0	0	10,056	0	0	0	0	0	10,056	
39	6412	Consultants	5,000	0	0	1,000	3,500	500	750	0	0	10,750	
40	6413	Legal expenses	0	2,000	0	2,200	700	500	90	500	0	5,990	
41	6414	Hospitality	0	0	1,000	0	0	0	0	0	0	1,000	
42	6415	Members allowances	0	5,000	700	0	0	0	0	0	0	5,700	
43	6416	Miscellaneous expenses	5,000	10,500	1,000	0	8,000	0	0	8,500	0	33,000	
44	6417	Grants & subscriptions etc	3,800	64,500	100	0	0	6,400	10,000	16,230	70	101,100	
45	6418	Advertising & promotions	1,000	3,000	0	900	2,200	0	0	500	500	8,100	
46	6419	Traveling & subsistence	120	600	1,000	0	0	0	0	50	100	1,870	
47		<b>Supplies &amp; services Total</b>	21,620	98,290	15,950	21,456	21,190	7,990	11,250	35,180	1,620	234,546	
48		<b>Miscellaneous</b>											
49	8100	A/cs written off	0	0	0	0	0	0	0	0	0	0	
50	6500	Miscellaneous insurances	4,030	1,860	0	0	0	0	0	900	0	6,790	
51	n/a	<b>Service contributions to reserves</b>	10,750	26,500	0	40,000	10,000	51,000	0	77,880	0	216,130	
52	6700	Other miscellaneous expenditure	800	0	0	0	0	0	0	0	0	800	
53		<b>Miscellaneous Total</b>	15,580	28,360	0	40,000	10,000	51,000	0	78,780	0	223,720	
54													
55		<b>EXPENDITURE TOTAL</b>	103,711	187,582	55,328	301,399	159,342	83,463	43,021	219,953	26,987	1,180,786	
56		<i>Expenditure excluding contributions to reserves</i>	92,961	161,082	55,328	261,399	149,342	32,463	43,021	142,073	26,987	964,656	
57		<b>INCOME</b>											
58	4000	Fees & charges	50	0	0	94,000	46,000	14,000	240	0	0	154,290	
59	4001	Rentals	0	0	0	7,800	0	0	0	0	4,630	12,430	
60	4002	Other miscellaneous income	4,500	150	500	0	18,000	0	0	1,000	0	24,150	
61		<b>INCOME TOTAL</b>	4,550	150	500	101,800	64,000	14,000	240	1,000	4,630	190,870	
62													
63		<b>NETT OPERATING TOTAL</b>	99,161	187,432	54,828	199,599	95,342	69,463	42,781	218,953	22,357	989,916	
64													
65		<i>Nett operating total excluding contributions to reserves</i>	88,411	160,932	54,828	159,599	85,342	18,463	42,781	141,073	22,357	773,786	
66		<b>apportioned adjustment grant from LDC</b>	4,524	8,550	2,501	9,105	4,349	3,169	1,952	9,988	1,020	45,158	
67		<i>Nett operating total less adjustment grant</i>	94,637	178,882	52,327	190,494	90,993	66,294	40,829	208,965	21,337	944,758	
68													
69													
69		<i>Nett per head of population (2011 census)</i>	17,297	£5.73	£10.84	£3.17	£11.54	£5.51	£4.02	£2.47	£12.66	£1.29	£54.62
70		<i>Nett operating total per Band D equiv't at</i>	6,124.60	£16.19	£30.60	£8.95	£32.59	£15.57	£11.34	£6.99	£35.75	£3.65	£161.63
71		<i>PRECEPT total per Band D equiv't at</i>	6,124.60	£15.45	£29.21	£8.54	£31.10	£14.86	£10.82	£6.67	£34.12	£3.48	£154.26

## LEWES TOWN COUNCIL

## Budget Estimates

2017 - 2018

## AGGREGATE - ALL COST CENTRES

Line	Account	2016/17 EST	< > diff	2016/17 EST
1	<b>EXPENDITURE</b>			
2	<b>Staff</b>			
3	7003/5 Salaries & Wages	335,204	24,296	359,500
4	7006 National Insurance	28,279	7,161	35,440
5	7007 Superannuation	61,826	7,024	68,850
6	7009 Other staff expenses	3,950	0	3,950
7	<b>Staff Total</b>	<b>429,259</b>	<b>38,481</b>	<b>467,740</b>
8	<b>Premises</b>			
9	6100 Repairs & maintenance	31,200	0	31,200
10	6101 Grounds maintenance	75,690	0	75,690
11	6102 Electricity	11,450	265	11,715
12	6103 Gas	17,300	450	17,750
13	6104 Water & drainage	4,800	40	4,840
14	6105 Alarm systems	4,750	0	4,750
15	6106 Equipment & furniture etc	14,300	0	14,300
16	6107 Rentals & hire costs	0	0	0
17	6108 NNDR	68,350	1,380	69,730
18	6109 Premises insurance	24,805	0	24,805
19	<b>Premises Total</b>	<b>252,645</b>	<b>2,135</b>	<b>254,780</b>
20	<b>Transport</b>			
21	6200 Transport hire costs	0	0	0
22	6201 Transport running costs	0	0	0
23	6202 Mileage allowances	0	0	0
24	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
25	<b>Supplies &amp; Services</b>			
26	6400 Consumable stores	4,400	0	4,400
27	6401 Equipment rental	9,230	0	9,230
28	6402 Regalia	1,450	0	1,450
29	6403 Small plant & tools	2,420	0	2,420
30	6404 Catering	21,580	0	21,580
31	6405 Printing	2,290	0	2,290
32	6406 Stationery	3,760	0	3,760
33	6407 Books & periodicals	100	0	100
34	6408 Postage	2,370	0	2,370
35	6409 Telephones/ICT	7,590	0	7,590
36	6410 Office equipment	1,790	0	1,790
37	6411 General office expenses	0	0	0
38	2300 Loan charges	10,056	0	10,056
39	6412 Consultants	10,750	0	10,750
40	6413 Legal expenses	5,990	0	5,990
41	6414 Hospitality	1,000	0	1,000
42	6415 Members allowances	5,700	0	5,700
43	6416 Miscellaneous expenses	31,500	1,500	33,000
44	6417 Grants & subscriptions etc	83,800	17,300	101,100
45	6418 Advertising & promotions	8,100	0	8,100
46	6419 Travelling & subsistence	1,870	0	1,870
47	<b>Supplies &amp; services Total</b>	<b>215,746</b>	<b>18,800</b>	<b>234,546</b>
48				
49	<b>Miscellaneous</b>			
50	8100 A/cs written off	0	0	0
51	6500 Miscellaneous insurances	6,790	0	6,790
52	n/a Recharges to services	206,330	9,800	216,130
53	6700 Other miscellaneous expenditure	800	0	800
54	<b>Miscellaneous Total</b>	<b>213,920</b>	<b>9,800</b>	<b>223,720</b>
55			0	
56	<b>EXPENDITURE Total</b>	<b>1,111,570</b>	<b>69,216</b>	<b>1,180,786</b>
57		0		
58	<b>INCOME</b>			
59	4000 Fees & charges income	154,290	0	154,290
60	4001 Rental income	12,430	0	12,430
61	4002 Other miscellaneous income	31,650	-7,500	24,150
62	<b>INCOME Total</b>	<b>198,370</b>	<b>-7,500</b>	<b>190,870</b>
63				
64	<b>NETT OPERATING TOTAL</b>	<b>913,200</b>	<b>76,716</b>	<b>989,916</b>
65				
66				



LEWES TOWN COUNCIL

Budget Estimates

Service: **CORPORATE ADMINISTRATION (10)** **2017 - 2018**

Line	Account	2016/17 EST	< > diff	2016/17 EST	NOTES
1	<b>EXPENDITURE</b>				
2	<b>Staff</b>				
3	7003/5 Salaries & Wages	43,368	3,131	46,499	
4	7006 National Insurance	3,770	1,015	4,785	
5	7007 Superannuation	8,290	1,787	10,077	
6	7009 Other staff expenses	3,950	0	3,950	incl. welfare; subst; training
7	<b>Staff Total</b>	<b>59,378</b>	<b>5,933</b>	<b>65,311</b>	
8	<b>Premises</b>				
9	6100 Repairs & maintenance	600	0	600	
10	6101 Grounds maintenance		0		
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc	600	0	600	
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance		0		
19	<b>Premises Total</b>	<b>1,200</b>	<b>0</b>	<b>1,200</b>	
20	<b>Transport</b>				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
25	<b>Supplies &amp; Services</b>				
26	6400 Consumable stores		0		
27	6401 Equipment rental		0		
28	6402 Regalia		0		
29	6403 Small plant & tools		0		
30	6404 Catering		0		
31	6405 Printing	400	0	400	
32	6406 Stationery	600	0	600	part rechargeable to services on analysis
33	6407 Books & periodicals	100	0	100	Incl. royalty payments iro resaleable stock
34	6408 Postage	400	0	400	part rechargeable to services on analysis
35	6409 Telephones/ICT	4,000	0	4,000	part rechargeable to services on analysis
36	6410 Office equipment	1,200	0	1,200	part rechargeable to services on analysis
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants	5,000	0	5,000	Audit/Sage/support
40	6413 Legal expenses		0		
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses	5,000	0	5,000	Member training budget
44	6417 Grants & subscriptions etc	3,800	0	3,800	NALC/SEEmp/SALC/SLCC
45	6418 Advertising & promotions	1,000	0	1,000	Stat Ads £500 : base£500
46	6419 Travelling & subsistence	120	0	120	
47	<b>Supplies &amp; services Total</b>	<b>21,620</b>	<b>0</b>	<b>21,620</b>	
48					
49	<b>Miscellaneous</b>				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	4,030	0	4,030	per u/writer apportionment of premium
52	n/a Recharges to services	750	10,000	10,750	ICT reserve £750; new website £10k
53	6700 Other miscellaneous expenditure	800	0	800	bank charges & contingency
54	<b>Miscellaneous Total</b>	<b>5,580</b>	<b>10,000</b>	<b>15,580</b>	
55					
56	<b>EXPENDITURE Total</b>	<b>87,778</b>	<b>15,933</b>	<b>103,711</b>	
57		0			
58	<b>INCOME</b>				
59	4000 Fees & charges income	50	0	50	sale of publications
60	4001 Rental income		0		
61	4002 Other miscellaneous income	12,000	-7,500	4,500	Interest
62	<b>INCOME Total</b>	<b>12,050</b>	<b>-7,500</b>	<b>4,550</b>	
63					
64	<b>NETT TOTAL</b>	<b>75,728</b>	<b>23,433</b>	<b>99,161</b>	
65					
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LEWES TOWN COUNCIL

Budget Estimates

Service: **CIVIC ADMINISTRATION (20)** **2017 - 2018**

Line	Account	2016/17 EST	< > diff	2016/17 EST	NOTES
1	<b>EXPENDITURE</b>				
2	<b>Staff</b>				
3	7003/5 Salaries & Wages	44,887	1,118	46,005	
4	7006 National Insurance	3,482	1,379	4,861	
5	7007 Superannuation	7,605	2,461	10,066	
6	7009 Other staff expenses		0		
7	<b>Staff Total</b>	<b>55,974</b>	<b>4,958</b>	<b>60,932</b>	
8	<b>Premises</b>				
9	6100 Repairs & maintenance		0		
10	6101 Grounds maintenance		0		
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance	0	0	0	
19	<b>Premises Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
20	<b>Transport</b>				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
25	<b>Supplies &amp; Services</b>				
26	6400 Consumable stores		0		
27	6401 Equipment rental		0		
28	6402 Regalia	1,200	0	1,200	cleaning/refurbishment; PM badges etc.
29	6403 Small plant & tools		0		
30	6404 Catering	10,000	0	10,000	Civic events
31	6405 Printing	300	0	300	
32	6406 Stationery	500	0	500	
33	6407 Books & periodicals		0		
34	6408 Postage	250	0	250	
35	6409 Telephones/ICT	350	0	350	
36	6410 Office equipment	90	0	90	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants		0		
40	6413 Legal expenses	2,000	0	2,000	Base £2K
41	6414 Hospitality		0		
42	6415 Members allowances	5,000	0	5,000	Scheme agreed @ £331 per Cllr
43	6416 Miscellaneous expenses	10,500	0	10,500	Twin'g £5K Tour'm £4K; Civic Awd £1500
44	6417 Grants & subscriptions etc	47,500	17,000	64,500	Misc Grants £39K; CAB £5K; LTP £3.5k; Bus subsidy £17k
45	6418 Advertising & promotions	3,000	0	3,000	
46	6419 Travelling & subsistence	600	0	600	
47	<b>Supplies &amp; services Total</b>	<b>81,290</b>	<b>17,000</b>	<b>98,290</b>	
48					
49	<b>Miscellaneous</b>				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	1,860	0	1,860	per u/writer apportionment of premium
52	n/a Recharges to services	27,500	-1,000	26,500	£2K Commems; Elections £6500; Pictures £3k; Energy £10k; NPLan £5k
53	6700 Other miscellaneous expenditure	0	0	0	Contingency
54	<b>Miscellaneous Total</b>	<b>29,360</b>	<b>-1,000</b>	<b>28,360</b>	
55					
56	<b>EXPENDITURE Total</b>	<b>166,624</b>	<b>20,958</b>	<b>187,582</b>	
57		0			
58	<b>INCOME</b>				
59	4000 Fees & charges income		0		
60	4001 Rental income	0	0	0	
61	4002 Other miscellaneous income	150	0	150	
62	<b>INCOME Total</b>	<b>150</b>	<b>0</b>	<b>150</b>	
63					
64	<b>NETT TOTAL</b>	<b>166,474</b>	<b>20,958</b>	<b>187,432</b>	
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LEWES TOWN COUNCIL

Budget Estimates

Service: MAYORALTY (30)

2017 - 2018

Line	Account	2016/17 EST	< > diff	2016/17 EST	NOTES
1	<b>EXPENDITURE</b>				
2	<b>Staff</b>				
3	7003/5 Salaries & Wages	29,363	568	29,931	
4	7006 National Insurance	2,429	754	3,183	
5	7007 Superannuation	5,306	958	6,264	
6	7009 Other staff expenses		0		
7	<b>Staff Total</b>	<b>37,098</b>	<b>2,280</b>	<b>39,378</b>	
8	<b>Premises</b>				
9	6100 Repairs & maintenance		0		
10	6101 Grounds maintenance		0		
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance		0		
19	<b>Premises Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
20	<b>Transport</b>				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
25	<b>Supplies &amp; Services</b>				
26	6400 Consumable stores		0		
27	6401 Equipment rental		0		
28	6402 Regalia	250	0	250	
29	6403 Small plant & tools		0		
30	6404 Catering	10,500	0	10,500	Mayoral events (major)
31	6405 Printing	400	0	400	
32	6406 Stationery	300	0	300	
33	6407 Books & periodicals		0		
34	6408 Postage	250	0	250	
35	6409 Telephones/ICT	350	0	350	
36	6410 Office equipment	100	0	100	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants		0		
40	6413 Legal expenses		0		
41	6414 Hospitality	1,000	0	1,000	Mayoral events (minor)
42	6415 Members allowances	700	0	700	personal expenses allowance
43	6416 Miscellaneous expenses	1,000	0	1,000	tickets/tributes/donations/gifts etc.
44	6417 Grants & subscriptions etc	100	0	100	Sx Mayors Assoc/Civic Officers Assoc.
45	6418 Advertising & promotions		0		
46	6419 Travelling & subsistence	1,000	0	1,000	
47	<b>Supplies &amp; services Total</b>	<b>15,950</b>	<b>0</b>	<b>15,950</b>	
48					
49	<b>Miscellaneous</b>				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances		0		
52	n/a Recharges to services		0		
53	6700 Other miscellaneous expenditure	0	0	0	
54	<b>Miscellaneous Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
55					
56	<b>EXPENDITURE Total</b>	<b>53,048</b>	<b>2,280</b>	<b>55,328</b>	
57		0			
58	<b>INCOME</b>				
59	4000 Fees & charges income		0		
60	4001 Rental income		0		
61	4002 Other miscellaneous income	500	0	500	Mayor's fund
62	<b>INCOME Total</b>	<b>500</b>	<b>0</b>	<b>500</b>	
63					
64	<b>NETT TOTAL</b>	<b>52,548</b>	<b>2,280</b>	<b>54,828</b>	
65					
66					
67					
68					
69					
70					

LEWES TOWN COUNCIL

Budget Estimates

Service: TOWN HALL (40)

2017 - 2018

Line	Account	2016/17 EST	< > diff	2016/17 EST	NOTES
1	<b>EXPENDITURE</b>				
2	<b>Staff</b>				
3	7003/5 Salaries & Wages	88,323	5,952	94,275	
4	7006 National Insurance	6,407	2,597	9,004	
5	7007 Superannuation	13,996	3,928	17,924	
6	7009 Other staff expenses		0		
7	<b>Staff Total</b>	<b>108,726</b>	<b>12,477</b>	<b>121,203</b>	
8	<b>Premises</b>				
9	6100 Repairs & maintenance	12,000	0	12,000	Routine & Responsive repairs
10	6101 Grounds maintenance	2,500	0	2,500	Refuse £1500: window cleaning £320: base £680
11	6102 Electricity	6,000	150	6,150	
12	6103 Gas	10,300	300	10,600	
13	6104 Water & drainage	1,800	40	1,840	
14	6105 Alarm systems	4,300	0	4,300	Fire and intruder systems
15	6106 Equipment & furniture etc	2,000	0	2,000	Fire equipment & misc plant
16	6107 Rentals & hire costs		0		
17	6108 NNDR	60,580	1,220	61,800	
18	6109 Premises insurance	17,550	0	17,550	per u/writer allocation of premium
19	<b>Premises Total</b>	<b>117,030</b>	<b>1,710</b>	<b>118,740</b>	
20	<b>Transport</b>				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
25	<b>Supplies &amp; Services</b>				
26	6400 Consumable stores	2,600	0	2,600	
27	6401 Equipment rental	900	0	900	incl. sanitary service
28	6402 Regalia		0		
29	6403 Small plant & tools	1,100	0	1,100	incl. kitchen equip't service
30	6404 Catering		0		
31	6405 Printing	450	0	450	
32	6406 Stationery	500	0	500	
33	6407 Books & periodicals		0		
34	6408 Postage	500	0	500	
35	6409 Telephones/ICT	1,100	0	1,100	
36	6410 Office equipment	150	0	150	
37	6411 General office expenses		0		
38	2300 Loan charges	10,056	0	10,056	PWLB loan 1998-2023
39	6412 Consultants	1,000	0	1,000	
40	6413 Legal expenses	2,200	0	2,200	licences & PRS royalties
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses	0	0	0	
44	6417 Grants & subscriptions etc		0		
45	6418 Advertising & promotions	900	0	900	
46	6419 Travelling & subsistence		0		
47	<b>Supplies &amp; services Total</b>	<b>21,456</b>	<b>0</b>	<b>21,456</b>	
48					
49	<b>Miscellaneous</b>				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances		0		
52	n/a Recharges to other a/c's	79,000	-39,000	40,000	Maintenance reserve
53	6700 Other miscellaneous expenditure	0	0	0	contingency
54	<b>Miscellaneous Total</b>	<b>79,000</b>	<b>-39,000</b>	<b>40,000</b>	
55					
56	<b>EXPENDITURE Total</b>	<b>326,212</b>	<b>-24,813</b>	<b>301,399</b>	
57		0			
58	<b>INCOME</b>				
59	4000 Fees & charges income	94,000	0	94,000	
60	4001 Rental income	7,800	0	7,800	LDC strongroom rental + res flat
61	4002 Other miscellaneous income		0		
62	<b>INCOME Total</b>	<b>101,800</b>	<b>0</b>	<b>101,800</b>	
63					
64	<b>NETT TOTAL</b>	<b>224,412</b>	<b>-24,813</b>	<b>199,599</b>	
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LEWES TOWN COUNCIL

Budget Estimates

Service: ALL SAINTS (50)

2017 - 2018

Line	Account	2016/17 EST	< > diff	2016/17 EST	NOTES
1	<b>EXPENDITURE</b>				
2	<b>Staff</b>				
3	7003/5 Salaries & Wages	69,226	9,156	78,382	
4	7006 National Insurance	6,617	584	7,201	
5	7007 Superannuation	14,453	-2,534	11,919	
6	7009 Other staff expenses		0		
7	<b>Staff Total</b>	<b>90,296</b>	<b>7,206</b>	<b>97,502</b>	
8	<b>Premises</b>				
9	6100 Repairs & maintenance	4,000	0	4,000	Routine & Responsive repairs
10	6101 Grounds maintenance	690	0	690	incl. refuse collection etc.
11	6102 Electricity	2,200	50	2,250	
12	6103 Gas	5,000	100	5,100	
13	6104 Water & drainage	1,200	0	1,200	
14	6105 Alarm systems	450	0	450	
15	6106 Equipment & furniture etc	9,500	0	9,500	eqpt. & lighting etc.
16	6107 Rentals & hire costs		0		
17	6108 NNDR	3,290	70	3,360	
18	6109 Premises insurance	4,100	0	4,100	underwriter apportionment of premium
19	<b>Premises Total</b>	<b>30,430</b>	<b>220</b>	<b>30,650</b>	
20	<b>Transport</b>				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
25	<b>Supplies &amp; Services</b>				
26	6400 Consumable stores	1,400	0	1,400	
27	6401 Equipment rental	290	0	290	
28	6402 Regalia		0		
29	6403 Small plant & tools	200	0	200	
30	6404 Catering	900	0	900	kiosk stock
31	6405 Printing	700	0	700	
32	6406 Stationery	1,500	0	1,500	
33	6407 Books & periodicals		0		
34	6408 Postage	500	0	500	
35	6409 Telephones/ICT	1,200	0	1,200	
36	6410 Office equipment	100	0	100	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants	3,500	0	3,500	LFC fees
40	6413 Legal expenses	700	0	700	Licences
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses	8,000	0	8,000	Film hire
44	6417 Grants & subscriptions etc		0		
45	6418 Advertising & promotions	2,200	0	2,200	Inc Film ads
46	6419 Travelling & subsistence		0		
47	<b>Supplies &amp; services Total</b>	<b>21,190</b>	<b>0</b>	<b>21,190</b>	
48					
49	<b>Miscellaneous</b>				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances		0		
52	n/a Recharges to services	0	10,000	10,000	Maintenance & Repairs Reserve
53	6700 Other miscellaneous expenditure		0		
54	<b>Miscellaneous Total</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	
55					
56	<b>EXPENDITURE Total</b>	<b>141,916</b>	<b>17,426</b>	<b>159,342</b>	
57		0			
58	<b>INCOME</b>				
59	4000 Fees & charges income	46,000	0	46,000	
60	4001 Rental income		0		
61	4002 Other miscellaneous income	18,000	0	18,000	
62	<b>INCOME Total</b>	<b>64,000</b>	<b>0</b>	<b>64,000</b>	
63					
64	<b>NETT TOTAL</b>	<b>77,916</b>	<b>17,426</b>	<b>95,342</b>	
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LEWES TOWN COUNCIL

Budget Estimates

Service: MALLING COMMUNITY CENTRE (51) 2017 - 2018

Line	Account	2016/17 EST	< > diff	2016/17 EST
1	<b>EXPENDITURE</b>			
2	<b>Staff</b>			
3	7003/5 Salaries & Wages	7,334	428	7,762
4	7006 National Insurance	672	141	813
5	7007 Superannuation	1,468	115	1,583
6	7009 Other staff expenses	0	0	0
7	<b>Staff Total</b>	<b>9,474</b>	<b>684</b>	<b>10,158</b>
8	<b>Premises</b>			
9	6100 Repairs & maintenance	2,000	0	2,000
10	6101 Grounds maintenance	1,000	0	1,000
11	6102 Electricity	2,500	65	2,565
12	6103 Gas	2,000	50	2,050
13	6104 Water & drainage	900	0	900
14	6105 Alarm systems	0	0	0
15	6106 Equipment & furniture etc	200	0	200
16	6107 Rentals & hire costs	0	0	0
17	6108 NNDR	4,480	90	4,570
18	6109 Premises insurance	1,030	0	1,030
19	<b>Premises Total</b>	<b>14,110</b>	<b>205</b>	<b>14,315</b>
20	<b>Transport</b>			
21	6200 Transport hire costs	0	0	0
22	6201 Transport running costs	0	0	0
23	6202 Mileage allowances	0	0	0
24	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
25	<b>Supplies &amp; Services</b>			
26	6400 Consumable stores	300	0	300
27	6401 Equipment rental	0	0	0
28	6402 Regalia	0	0	0
29	6403 Small plant & tools	50	0	50
30	6404 Catering	0	0	0
31	6405 Printing	40	0	40
32	6406 Stationery	40	0	40
33	6407 Books & periodicals	0	0	0
34	6408 Postage	80	0	80
35	6409 Telephones/ICT	80	0	80
36	6410 Office equipment	0	0	0
37	6411 General office expenses	0	0	0
38	2300 Loan charges	0	0	0
39	6412 Consultants	500	0	500 energy/fire certificates
40	6413 Legal expenses	500	0	500
41	6414 Hospitality	0	0	0
42	6415 Members allowances	0	0	0
43	6416 Miscellaneous expenses	0	0	0
44	6417 Grants & subscriptions etc	6,400	0	6,400 Ag'y Payments to MCA
45	6418 Advertising & promotions	0	0	0
46	6419 Travelling & subsistence	0	0	0
47	<b>Supplies &amp; services Total</b>	<b>7,990</b>	<b>0</b>	<b>7,990</b>
48				
49	<b>Miscellaneous</b>			
50	8100 A/cs written off	0	0	0
51	6500 Miscellaneous insurances	0	0	0
52	n/a Recharges to services	30,000	21,000	51,000 Refurbishment Reserve
53	6700 Other miscellaneous expenditure	0	0	0
54	<b>Miscellaneous Total</b>	<b>30,000</b>	<b>21,000</b>	<b>51,000</b>
55				
56	<b>EXPENDITURE Total</b>	<b>61,574</b>	<b>21,889</b>	<b>83,463</b>
57		0		
58	<b>INCOME</b>			
59	4000 Fees & charges income	14,000	0	14,000
60	4001 Rental income	0	0	0
61	4002 Other miscellaneous income	0	0	0
62	<b>INCOME Total</b>	<b>14,000</b>	<b>0</b>	<b>14,000</b>
63				
64	<b>NETT TOTAL</b>	<b>47,574</b>	<b>21,889</b>	<b>69,463</b>
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LEWES TOWN COUNCIL

Budget Estimates

Service: **PELLS (60)** **2017 - 2018**

Line	Account	2016/17 EST	< > diff	2016/17 EST	NOTES
1	<b>EXPENDITURE</b>				
2	<b>Staff</b>				
3	7003/5 Salaries & Wages	9,220	271	9,491	
4	7006 National Insurance	852	105	957	
5	7007 Superannuation	1,861	37	1,898	
6	7009 Other staff expenses		0		
7	<b>Staff Total</b>	<b>11,933</b>	<b>413</b>	<b>12,346</b>	
8	<b>Premises</b>				
9	6100 Repairs & maintenance	3,600	0	3,600	
10	6101 Grounds maintenance	15,000	0	15,000	
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance	825	0	825	
19	<b>Premises Total</b>	<b>19,425</b>	<b>0</b>	<b>19,425</b>	
20	<b>Transport</b>				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
25	<b>Supplies &amp; Services</b>				
26	6400 Consumable stores		0		
27	6401 Equipment rental	40	0	40	
28	6402 Regalia		0		
29	6403 Small plant & tools	120	0	120	
30	6404 Catering		0		
31	6405 Printing		0		
32	6406 Stationery	50	0	50	
33	6407 Books & periodicals		0		
34	6408 Postage	70	0	70	
35	6409 Telephones/ICT	100	0	100	
36	6410 Office equipment	30	0	30	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants	750	0	750	Town Brook Trust audit fee
40	6413 Legal expenses	90	0	90	Water abstraction licence
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses		0		
44	6417 Grants & subscriptions etc	10,000	0	10,000	PPCA £10,000 grant
45	6418 Advertising & promotions		0		
46	6419 Travelling & subsistence		0		
47	<b>Supplies &amp; services Total</b>	<b>11,250</b>	<b>0</b>	<b>11,250</b>	
48					
49	<b>Miscellaneous</b>				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances		0		
52	n/a Recharges to services	0	0	0	
53	6700 Other miscellaneous expenditure		0		
54	<b>Miscellaneous Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
55					
56	<b>EXPENDITURE Total</b>	<b>42,608</b>	<b>413</b>	<b>43,021</b>	
57		0			
58	<b>INCOME</b>				
59	4000 Fees & charges income	240	0	240	Fishing permits
60	4001 Rental income		0		
61	4002 Other miscellaneous income		0		
62	<b>INCOME Total</b>	<b>240</b>	<b>0</b>	<b>240</b>	
63					
64	<b>NETT TOTAL</b>	<b>42,368</b>	<b>413</b>	<b>42,781</b>	
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## LEWES TOWN COUNCIL

## Budget Estimates

Service: **OPEN SPACES (70)****2017 - 2018**

Line	Account	2016/17 EST	< > diff	2016/17 EST	NOTES
1	<b>EXPENDITURE</b>				
2	<b>Staff</b>				
3	7003/5 Salaries & Wages	16,804	1,377	18,181	
4	7006 National Insurance	1,571	245	1,816	
5	7007 Superannuation	3,431	80	3,511	
6	7009 Other staff expenses		0		
7	<b>Staff Total</b>	<b>21,806</b>	<b>1,702</b>	<b>23,508</b>	
8	<b>Premises</b>				
9	6100 Repairs & maintenance	2,000	0	2,000	
10	6101 Grounds maintenance	48,000	0	48,000	Landport Bottom £6000; base £2000, Malling Rec £40,000
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance		0		
19	<b>Premises Total</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	
20	<b>Transport</b>				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
25	<b>Supplies &amp; Services</b>				
26	6400 Consumable stores		0		
27	6401 Equipment rental	8,000	0	8,000	CCTV running costs
28	6402 Regalia		0		
29	6403 Small plant & tools	350	0	350	
30	6404 Catering		0		
31	6405 Printing		0		
32	6406 Stationery	80	0	80	
33	6407 Books & periodicals		0		
34	6408 Postage	90	0	90	
35	6409 Telephones/ICT	220	0	220	
36	6410 Office equipment	50	0	50	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants		0		
40	6413 Legal expenses	500	0	500	
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses	7,000	1,500	8,500	Xmas trees £2400; base £1100; Bonfire Stewards £5k
44	6417 Grants & subscriptions etc	3,000	0	3,000	CoC Xmas lights £1500; base 1500
45	6418 Advertising & promotions	500	0	500	
46	6419 Travelling & subsistence	50	0	50	
47	<b>Supplies &amp; services Total</b>	<b>19,840</b>	<b>1,500</b>	<b>21,340</b>	
48					
49	<b>Miscellaneous</b>				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	500	0	500	
52	n/a Recharges to services	43,200	8,800	52,000	Res'ves: R3£3K; R8£1K, Devo £33k; M Circle £15k
53	6700 Other miscellaneous expenditure		0		
54	<b>Miscellaneous Total</b>	<b>43,700</b>	<b>8,800</b>	<b>52,500</b>	
55					
56	<b>EXPENDITURE Total</b>	<b>135,346</b>	<b>12,002</b>	<b>147,348</b>	
57		0			
58	<b>INCOME</b>				
59	4000 Fees & charges income		0		
60	4001 Rental income		0		
61	4002 Other miscellaneous income	1,000	0	1,000	Grant iro Landport Bottom HLS
62	<b>INCOME Total</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	
63					
64	<b>NETT TOTAL</b>	<b>134,346</b>	<b>12,002</b>	<b>146,348</b>	
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LEWES TOWN COUNCIL

Budget Estimates

Service: LEWES PRIORY (71)

2017 - 2018

Line	Account	2016/17 EST	< > diff	2016/17 EST	NOTES
1	<b>EXPENDITURE</b>				
2	<b>Staff</b>				
3	7003/5 Salaries & Wages	2,888	92	2,980	
4	7006 National Insurance	267	28	295	
5	7007 Superannuation	584	-8	576	
6	7009 Other staff expenses		0		
7	<b>Staff Total</b>	<b>3,739</b>	<b>112</b>	<b>3,851</b>	
8	<b>Premises</b>				
9	6100 Repairs & maintenance	0	0	0	
10	6101 Grounds maintenance	0	0	0	
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage	0	0	0	
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance	290	0	290	
19	<b>Premises Total</b>	<b>290</b>	<b>0</b>	<b>290</b>	
20	<b>Transport</b>				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
25	<b>Supplies &amp; Services</b>				
26	6400 Consumable stores		0		
27	6401 Equipment rental		0		
28	6402 Regalia		0		
29	6403 Small plant & tools	0	0	0	
30	6404 Catering		0		
31	6405 Printing		0		
32	6406 Stationery	0	0	0	
33	6407 Books & periodicals		0		
34	6408 Postage	0	0	0	
35	6409 Telephones/ICT	0	0	0	
36	6410 Office equipment	0	0	0	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants		0		
40	6413 Legal expenses		0		
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses		0		
44	6417 Grants & subscriptions etc	11,930	300	12,230	contracted pay't LPTrust
45	6418 Advertising & promotions		0		
46	6419 Travelling & subsistence		0		
47	<b>Supplies &amp; services Total</b>	<b>11,930</b>	<b>300</b>	<b>12,230</b>	
48					
49	<b>Miscellaneous</b>				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	0	0	0	
52	n/a Recharges to services	280	0	280	Contrib'n to Reserve
53	6700 Other miscellaneous expenditure		0		
54	<b>Miscellaneous Total</b>	<b>280</b>	<b>0</b>	<b>280</b>	
55					
56	<b>EXPENDITURE Total</b>	<b>16,239</b>	<b>412</b>	<b>16,651</b>	
57		0			
58	<b>INCOME</b>				
59	4000 Fees & charges income		0		
60	4001 Rental income		0		
61	4002 Other miscellaneous income		0		
62	<b>INCOME Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
63					
64	<b>NETT TOTAL</b>	<b>16,239</b>	<b>412</b>	<b>16,651</b>	
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LEWES TOWN COUNCIL

Budget Estimates

Service: **AMENITIES (72)** **2017 - 2018**

Line	Account	2016/17 EST	< > diff	2016/17 EST	NOTES
1	<b>EXPENDITURE</b>				
2	<b>Staff</b>				
3	7003/5 Salaries & Wages	10,608	1,524	12,132	
4	7006 National Insurance	994	184	1,178	
5	7007 Superannuation	2,171	103	2,274	
6	7009 Other staff expenses		0	0	
7	<b>Staff Total</b>	<b>13,773</b>	<b>1,811</b>	<b>15,584</b>	
8	<b>Premises</b>				
9	6100 Repairs & maintenance	5,500	0	5,500	Furn £3K, Clocks £500; base £2k
10	6101 Grounds maintenance	3,500	0	3,500	town hanging baskets
11	6102 Electricity	750	0	750	
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc	2,000	0	2,000	
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance	1,010	0	1,010	
19	<b>Premises Total</b>	<b>12,760</b>	<b>0</b>	<b>12,760</b>	
20	<b>Transport</b>				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
25	<b>Supplies &amp; Services</b>				
26	6400 Consumable stores	100	0	100	
27	6401 Equipment rental		0		
28	6402 Regalia		0		
29	6403 Small plant & tools	300	0	300	
30	6404 Catering		0		
31	6405 Printing		0		
32	6406 Stationery	40	0	40	
33	6407 Books & periodicals		0		
34	6408 Postage	50	0	50	
35	6409 Telephones/ICT	80	0	80	
36	6410 Office equipment	40	0	40	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants		0		
40	6413 Legal expenses		0		
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses		0		
44	6417 Grants & subscriptions etc	1,000	0	1,000	W/Mem Trust; Hist Towns Forum etc
45	6418 Advertising & promotions		0		
46	6419 Travelling & subsistence		0		
47	<b>Supplies &amp; services Total</b>	<b>1,610</b>	<b>0</b>	<b>1,610</b>	
48					
49	<b>Miscellaneous</b>				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	400	0	400	
52	n/a Recharges to services	25,600	0	25,600	Plaques £300; clocks £300; ped'n x-ing £25k
53	6700 Other miscellaneous expenditure	0	0	0	
54	<b>Miscellaneous Total</b>	<b>26,000</b>	<b>0</b>	<b>26,000</b>	
55					
56	<b>EXPENDITURE Total</b>	<b>54,143</b>	<b>1,811</b>	<b>55,954</b>	
57		0			
58	<b>INCOME</b>				
59	4000 Fees & charges income		0		
60	4001 Rental income		0		
61	4002 Other miscellaneous income		0		
62	<b>INCOME Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
63					
64	<b>NETT TOTAL</b>	<b>54,143</b>	<b>1,811</b>	<b>55,954</b>	
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LEWES TOWN COUNCIL

Budget Estimates

Service: **ALLOTMENTS (80)** **2017 - 2018**

Line	Account	2016/17 EST	< > diff	2016/17 EST	NOTES
1	<b>EXPENDITURE</b>				
2	<b>Staff</b>				
3	7003/5 Salaries & Wages	13,183	679	13,862	
4	7006 National Insurance	1,218	129	1,347	
5	7007 Superannuation	2,661	97	2,758	
6	7009 Other staff expenses		0		
7	<b>Staff Total</b>	<b>17,062</b>	<b>905</b>	<b>17,967</b>	
8	<b>Premises</b>				
9	6100 Repairs & maintenance	1,500	0	1,500	
10	6101 Grounds maintenance	5,000	0	5,000	
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage	900	0	900	
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance		0		
19	<b>Premises Total</b>	<b>7,400</b>	<b>0</b>	<b>7,400</b>	
20	<b>Transport</b>				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
25	<b>Supplies &amp; Services</b>				
26	6400 Consumable stores		0		
27	6401 Equipment rental		0		
28	6402 Regalia		0		
29	6403 Small plant & tools	300	0	300	
30	6404 Catering	180	0	180	Allotment show
31	6405 Printing		0		
32	6406 Stationery	150	0	150	
33	6407 Books & periodicals		0		
34	6408 Postage	180	0	180	
35	6409 Telephones/ICT	110	0	110	
36	6410 Office equipment	30	0	30	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants		0		
40	6413 Legal expenses		0		
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses		0		
44	6417 Grants & subscriptions etc	70	0	70	NAALG m'ship
45	6418 Advertising & promotions	500	0	500	base £150; A show prizes £350
46	6419 Travelling & subsistence	100	0	100	
47	<b>Supplies &amp; services Total</b>	<b>1,620</b>	<b>0</b>	<b>1,620</b>	
48					
49	<b>Miscellaneous</b>				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances		0		
52	n/a Recharges to services	0	0	0	
53	6700 Other miscellaneous expenditure		0		
54	<b>Miscellaneous Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
55					
56	<b>EXPENDITURE Total</b>	<b>26,082</b>	<b>905</b>	<b>26,987</b>	
57		0			
58	<b>INCOME</b>				
59	4000 Fees & charges income		0		
60	4001 Rental income	4,630	0	4,630	
61	4002 Other miscellaneous income		0		
62	<b>INCOME Total</b>	<b>4,630</b>	<b>0</b>	<b>4,630</b>	
63					
64	<b>NETT TOTAL</b>	<b>21,452</b>	<b>905</b>	<b>22,357</b>	