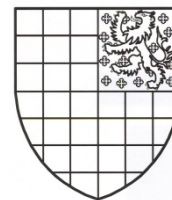


Town Hall
High Street
Lewes
East Sussex
BN7 2QS



**LEWES
TOWN
COUNCIL**

☎ 01273 471469 Fax: 01273 480919

✉ info@lewes-tc.gov.uk
🌐 www.lewes-tc.gov.uk

To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held on **Thursday 30th July 2015**,
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are summoned to attend.

S Brigden, Town Clerk
21st July 2015

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 18th June 2015.

(attached page 3)

6. COUNCILLORS INDIVIDUAL DUTIES

To consider changes to allotted duties for individual Members *(report FC007/2015 attached page 11)*

7. WORKING PARTIES & OUTSIDE BODIES

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

a) *Personnel Panel recommendations 15th July 2015*

(Minutes attached page 13)

b) *Audit Panel 16th July 2015*

(Minutes attached page 15)

c) *Transport/traffic Working Party 21st July 2015*

(Minutes attached page 17)

d) *Youth Focus for Lewes*

(presentation by Cllr R Murray)

e) *Uckfield Line Reinstatement Group Parishes*

(oral report by Cllr Catlin)

8. ALLOTMENTS SERVICE

To consider the proposed formation of a Working Party

(NOM010/2015 attached page 19)

9. AMENDMENT TO STANDING ORDERS

To consider a proposed amendment to Standing Orders

(NOM011/2015 attached page 19)

10. REVIEW OF STANDING ORDERS

To consider the proposed formation of a Working Party

(NOM012/2015 attached page 20)

11. UPDATE ON MATTERS IN PROGRESS

(Oral report by Town Clerk)

12. NOTICE of ITEMS IN PROSPECT

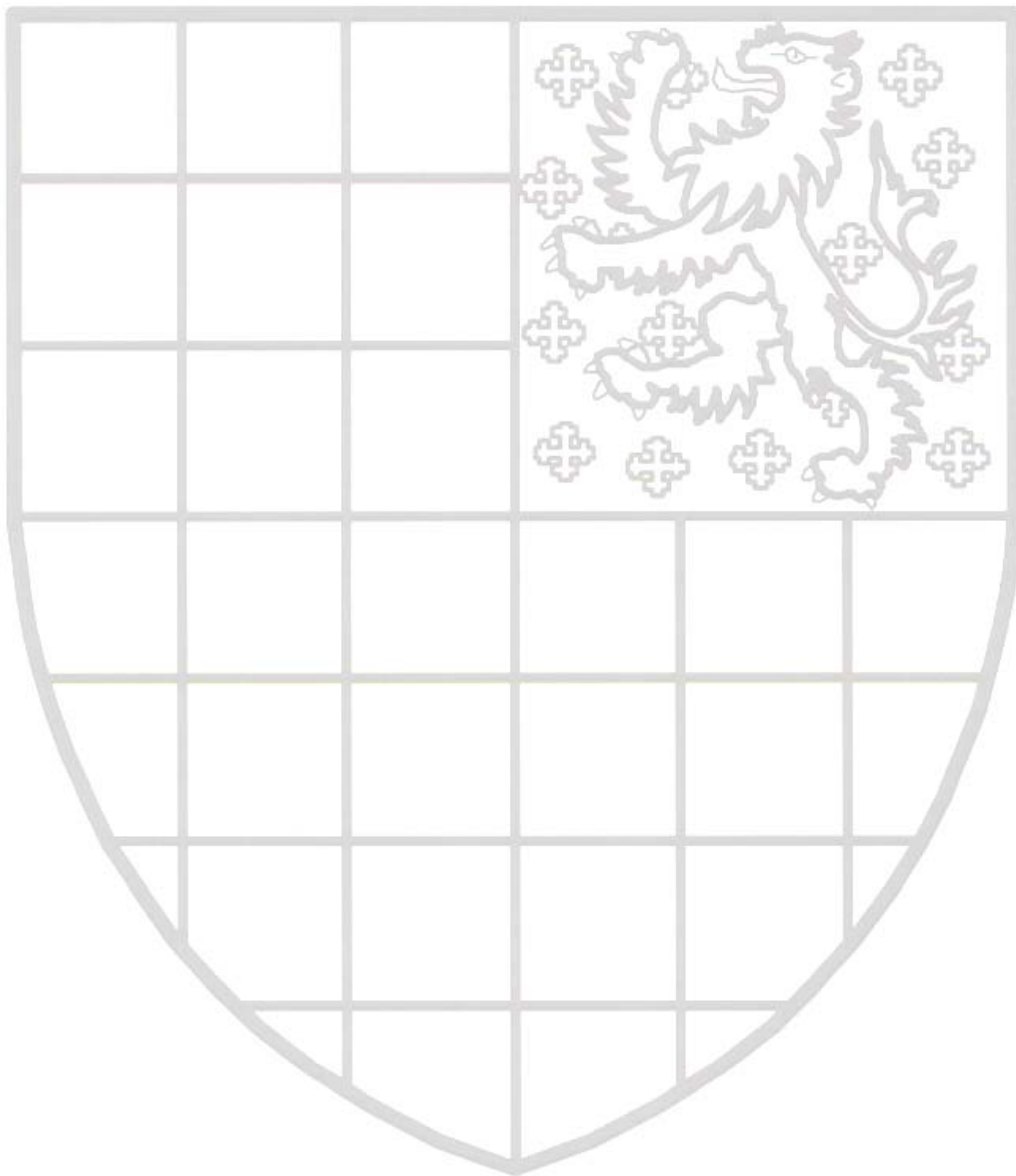
(Oral report by Town Clerk)

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

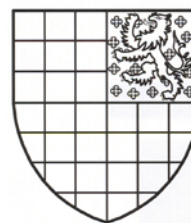
This agenda and supporting papers can be downloaded from www.lewes-tc.gov.uk

PUBLIC ATTENDANCE: Members of the public have the right, and are welcome, to attend meetings of the Council – questions regarding items on this 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. General questions can be raised at our offices between 9am-5pm Mons- Thurs 9am- 4pm on Fridays – when our staff will be pleased to assist.

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MINUTES

Of the **Meeting of Lewes Town Council**,
held on **Thursday 18th June 2015**, in the **Council Chamber, Town Hall, Lewes** at **7:30pm**.

PRESENT Councillors F Addecott; A Ashby; Dr A Bolt; R Burrows; S Catlin (Wischhusen); D Cooper; W Elliott; J Lamb; I Makepeace (*Deputy Mayor*); M Milner; R Murray; S Murray (*Mayor*); O’Keeffe; E Watts.

In attendance: S Brigden (*Town Clerk*); Mrs F Garth (*Civic Officer & Asst Town Clerk*)

Observing: B Courage (*Town Ranger*); Mrs J Dean (*Customer Services Officer*); M Larkin (*Town Hall Keeper*)
Ms V McLachlan (*Finance Administration Officer*); Mr H Schoelch (*Head of Cultural Services, Council of Waldshut-Tiengen, Germany*)

FC2015/17 QUESTION TIME: A question had been received from Mrs Dee O’Connell, representing ‘Lewes for a Living Wage’. The question and the written answer given are appended to these Minutes.

FC2015/18 MEMBERS’ DECLARATIONS OF INTERESTS: Cllr O’Keeffe declared an interest *iro* Agenda item 7a) – Recommendations of the Grants Panel – in that she was closely associated with applicant organizations: Lewes Twinning Association; Lewes Concert Orchestra, and Lewes Conservation Area Advisory Group.

FC2015/19 APOLOGIES FOR ABSENCE: Apologies had been received from Cllr A Barker, who was delayed in Guernsey due to adverse weather; Cllr Chartier, who was on holiday; Cllr Dr Mayhew, who had a lecturing commitment, and Cllr Rowell who was attending his daughter’s graduation ceremony in Glasgow.

It was **resolved that:**

FC2015/19.1 Reasons submitted for absence from this meeting are accepted.

FC2015/20 MAYOR’S ANNOUNCEMENTS:

Council extended a warm welcome to Mr Hartmut Schoelch, the Director of Cultural Services for the Council of Waldshut-Tiengen; Lewes’s German twin town. Mr Schoelch was visiting for two weeks on a work-experience programme and taking the opportunity to arrange future events for local artists and musicians to exhibit and perform in Waldshut-Tiengen.

The Mayor announced that the Council’s team had come fourth in the recent Skittles Tournament and was therefore eligible to compete in the final round. The team had declined; leaving the field open to teams more closely involved with the charitable enterprise. It was noted that a number of Members who had indicated their intention to play had not, in fact, participated. Cllr Murray noted the importance of honouring such commitments, despite these not being official council duties, as such events were important to the community.

Members were reminded that they should all have received an invitation from the Lord Lieutenant of East Sussex to attend a ceremony at Lewes Library terrace on 30th July at 11:00am, for the unveiling of a memorial to a local awardee of the Victoria Cross during the first World War as part of a national initiative. Individuals should respond to the invitation as detailed on the card.

FC2015/21 MINUTES: the minutes of the meeting held on 21st May 2015 were received and signed as an accurate record.

INDIVIDUAL RESPONSIBILITIES of COUNCILLORS 2015/16:

A report (FC005/15) was considered, which advised requested changes to allotted individual duties. Since the original appointments were made, some Members had requested seats on working groups, and one had identified a conflict with other responsibilities. The effects of these were shown on an appended table (*copy in the minute book*). Following a brief discussion **it was resolved that:**

FC2015/22.1 The individual responsibilities of Members for the remainder of the 2015/16 municipal year shall be amended as:

Planning Committee – Cllr Ashby is appointed.

Personnel Panel – Cllrs Ashby and Bolt are appointed

Buildings repair Working party – Cllr Rowell is appointed

Appointment to Outside Body – Lewes Conservation Area Advisory Group:

Cllr Watts resignation from this appointment is noted.

Cllr Ashby is appointed.

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.

a) Grants Panel 27th May 2015: Members considered Report FC001/2015 (*Copy in minute book*) containing the Panel's recommendations for payment of grants for the first (of four) cycle of the year. Members had been provided with a copy of a letter, on behalf of Lewes Conservation Area Advisory Group (CAAG), pleading for reconsideration of the Panel's recommendation that no grant be made. Various Councillors spoke on this matter; noting that support was already given in the form of rooms for CAAG meetings, and that the application had been for funds to pay honoraria and expenses. Members commented that other bodies who routinely contributed to the Planning process did so voluntarily and without payment of any kind. There was also an amendment proposed: that the amount awarded to the Lewes Twinning Association (application ref 4) be increased to £400, but this was not agreed. Following one or two questions on detail of other applications, **it was resolved that:**

FC2015/23.1 Grant payments recommended in Column G of the appendix to Report FC001/2015 (*Copy in minute book*) are approved.

b) *Liaison meeting with Friends of Lewes 2nd June 2015:*

Council received notes of this meeting (*copy in minute book*), and TC corrected an erroneous statement he had recorded; noting that the Reserve established for commemorative plaques was actually adequate for all those proposed in this tranche, should Council wish to do so. A question arose as to the source and extent of the proposed wording. It was suggested that some plaques offered too much text and that this might deter readers. It was confirmed that the Friends of Lewes had, traditionally, proposed sites and prepared text for verification by various local historians in the town. Council was then asked to agree, and arranged manufacture and installation of plaques. A further question was raised regarding the availability of a local producer, and Cllr Addecott volunteered to research this. With regard to the production of the batch under discussion, it was proposed and agreed that this research should be allowed two weeks, following which the order would be placed with the usual foundry. Consequently, **it was resolved that:**

FC2015/23.2 Commemorative plaques for local buildings be agreed, as described in the list provided by the Friends of Lewes and presented to Council on 18th June 2015 (*copy in*

minute book).

c] Neighbourhood Plan Steering Group 'Visioning Event' 4th June 2015:

The Neighbourhood Plan Steering Group had held a visioning event recently, facilitated by the commissioned consultants, Feria Urbanism. The evening was described as well-attended and said to confirm a 'wise choice' in the selection of the consultants, who had presented a series of exercises that were interesting; stimulating, and enjoyable. This would be followed by a three-day programme of workshops and presentations, starting on 30th June and culminating in a public exhibition of findings. In answer to a question members were reminded that a Neighbourhood Plan must be in general conformity with a 'superior' Local Plan, and the South Downs National Park Authority were preparing a Local Plan for the park which would incorporate, largely unchanged, the existing Joint Core Strategy developed over the past few years with Lewes District Council. This had been through the first formal stages of Inspection and was a reasonably well-understood platform. Feria Urbanism's task was to take the Lewes Neighbourhood Plan through formal inspection and on to the public referendum, and they would ensure compliance with all technical criteria. The original draft timetable for development of the plan was proving to be appropriate, and a draft plan was expected for publication by Spring 2016. The dedicated website: www.lewes4all.uk was now live, and information and workshop results would gradually populate it. Following various general questions, **it was resolved that:**

FC2015/23.3 The progress toward a Lewes Neighbourhood Plan is noted.

d] Lewes & Seaford Citizens' Advice Bureau (CAB): Cllr Catlin, the Council's representative on the CAB, related salient points from the recent annual meeting. Statistics on the activity of the bureau showed 563 clients in Lewes town had sought advice during 2014/15, with 58 of these receiving assistance which led to significant financial benefits which would have otherwise been lost. Records showed that 17 residents of Bridge Ward; 20 residents of Castle, and 21 from Priory had, in aggregate, received £167,147 due to CAB intervention. Subsequently; **it was resolved that:**

FC2015/23.4 The report on activity of the Lewes & Seaford Citizens' Advice Bureau for 2014/15 is noted.

FC2015/24 INTERNAL AUDITOR'S REPORT:

Council received the final report from its retained Internal Auditor on the financial year ended 31st March 2015. TC explained that this was one of the key mechanisms by which Councillors could assure themselves of continuing good practice, and validate statements required on the statutory annual return. Members were pleased to note that the auditor commented "*overall the systems and procedures you have in place are entirely fit for purpose and I would go so far as to say are a model of good practice; I therefore make no recommendation for change*".

The audit had been conducted in accordance with current best practice and statutory guidelines. Areas covered included:

- Financial Regulations & Standing orders
- Risk Assessments
- Budgeting process
- Proper Bookkeeping – review of the use of the Sage package.
- Income
- Salaries
- Fixed Assets
- Annual Accounts
- Trust information

There were no salient points or areas of concern. Members identified some minor drafting errors in the report which caused some confusion. These were largely

typographical, and TC provided detail as appropriate.

FC2015/24.1 Lewes Town Council notes the report of Mulberry & Co (*a copy is included in the Minute book*) on their Internal Audit work for the Council for the year ended 31st March 2015.

FC2015/25 ANNUAL RETURN & ACCOUNTS Year ended 31st March 2015:

Members considered report FC002/2015 (*a copy of which is included in the Minute book*); the draft annual accounting statements, and the statutory annual return including certification for the year by the internal auditor. Various questions arose and were answered by TC, who also explained the annual cycle of which these documents form a part. A particular question arose related to Value Added Tax, and the position regarding elements shown in the accounts as 'VAT unclaimable'. TC drew attention to the explanatory note to the accounts, and outlined the special treatment of councils in VAT legislation. A week earlier a tax specialist had been consulted regarding the effect of imminent high-value building works, and had advised no change to the current status. Consequently, **it was resolved that:**

FC2015/25.1 Lewes Town Council approves the statutory annual return and supporting documentation as required for the year 1st April 2014 to 31st March 2015, for submission to the Audit Commission's appointed external auditor (*a copy is included in the Minute book*).

FC2015/25.2 Lewes Town Council approves the financial accounts statements for the year 1st April 2014 to 31st March 2015, as provided with report FC002/2015 and subject to audit (*a copy is included in the Minute book*).

FC2015/26 CORPORATE RISK ASSESSMENT 2015/16:

Members considered report FC003/2015, on the assessment of risks associated with the operations and functions of the Council for the forthcoming municipal year (*a copy is included in the Minute book*). The report explained the principles of the annual assessment and the concepts of tangible risk (*eg* physical risks associated with a swimming pool) and intangible risk (*eg* risks associated with publications) and summarized the annual evaluation. Full details were available if required. There were no questions or salient points to consider, and consequently **it was resolved that:**

FC2015/26.1 Lewes Town Council notes the Corporate Risk Assessment report, reference FC003/2015 (*a copy is included in the Minute book*) and the summary table of assessed risks for 2015/16 appended to it.

FC2015/27 RETENTION of INTERNAL AUDITOR:

Members considered report FC004/2015 (*copy in minute book*) that Mr Mark Mulberry, the present Internal Auditor, be retained for the 2015/16 financial year. A question arose as to any recommended limit on the number of years an individual auditor should be retained. It was noted that the accounting/auditing standards bodies published best-practice guidelines on this aspect and ten years was considered to be the point at which this may be significant. The auditor's reporting framework was based upon these guidelines and the length of association was an item of record in that report. The 2015/16 year would be only the fifth year of association with Mr Mulberry, and even after ten years there was no compulsion to cease; the guidelines only recommending consideration of a quality review or possible rotation.

Following this **it was resolved that:**

FC2015/27.1 Mr Mark Mulberry, of Mulberry & Co, 62 Hurst Lane, East Molesey, Surrey, KT8 9DZ be retained as Internal Auditor to Lewes Town Council for the 2015/16 financial year.

FC2015/28 UK LIVING WAGE:

A motion was proposed (*NOM008/15 – copy in minute book*) that extended the remit of

the Personnel Panel in this particular matter, who were asked to consider application of the UK Living Wage to Council pay scales, and also to assess potential to encourage contractors, and organizations applying to the Council for financial grants. It was suggested that the Council should support the Lewes Living Wage campaign and this would require discussion with their representatives to clarify. Councillors expressed views and raised questions. Most expressed support for the aspiration although there were some concerns over detail. Following some debate **it was resolved that:**

FC2015/28.1 The Personnel Panel is asked to consider the most effective way to:

- a) enable payment of at least the Living Wage (as set annually by the Living Wage Foundation) to all Town Council staff,
- b) ensure that Contractors engaged by the Town Council who are paid over a set amount (to be recommended) confirm that they pay all their employees at least the Living Wage
- c) ensure that all organisations receiving grants from the Town Council pay their employees at least the Living Wage

FC2015/28.2 Lewes Town Council resolves to support the Lewes Living Wage campaign in its work to raise awareness of the issues through the wider business community

FC2015/29 ENVIRONMENTAL PERFORMANCE OF COUNCIL PROPERTIES:

It was suggested (*NOM009/15 – copy in minute book*) that whilst Town Council buildings may be comparatively energy-efficient, it was likely that improvements could still be made. It was also possible that some properties may be suitable for energy-generating systems such as solar PV or solar thermal. Consequently **it was resolved that:**

FC2015/29.1 An Environment Working Party be established to:

1. Assess the energy efficiency of Town Council properties and make recommendations for improvements, if any, and;
2. Establish the feasibility of installing energy-generating systems on/in any Council properties.

FC2015/29.2 The Environment Working Party shall comprise Cllrs Milner; Murray (R); Murray (S); O’Keeffe; Rowell and Watts.

FC2015/30 TOWN HALL FIRE ALARM SYSTEM:

Report FC006/2015 was presented (*copy in minute book*), which advised of problems arising from the extreme age of the fire alarm system at the Town Hall, and estimated costs of urgently-needed rectification. During April and May 2015 the Town Hall had been evacuated three times due to ‘false’ activations, on each occasion the East Sussex Fire & Rescue Service (ESFRS) attended the emergency call and inspected the building before allowing re-entry. Subsequent emergency checks by the Council’s contracted service provider established that the master control panel was failing due to aged components. The failure affected one zone of the building. The control was believed to date from the 1960’s and utilized completely outdated electro-mechanical technology for which no components were available. The system had been temporarily modified to mitigate further false alarms, but no permanent repair was possible.

An initial informal estimate, by the service provider, of the cost to install a new system indicated a sum between £60,000 and 70,000. A practical alternative could be a phased introduction of a modern system, with a new master control unit fitted close to the existing panel and capable of utilizing the existing cable conduits as any zone failed or was updated. The first phase – to install a part-system to cover the failed zone – would include a new master control panel and telephone linking equipment. Subsequent phases would link to these components and primarily require only cabling and sensor units.

A new system could be installed in phases *ad hoc* in response to future failures, but it was

noted that a complete replacement in the foreseeable future was considered inevitable and a planned approach recommended due to the daily levels of public use of the Town Hall.

There was a wide-ranging discussion on this matter, and members were keen to establish the implications for both safety and cost-efficiency. In answer to a question TC explained that he was recommending that the first phase option be agreed in-principle, in case further engineering inspection decided it was urgently needed. Competitive quotations would be obtained for complete replacement of the system; both as single and phased installations, and no work would be put in hand unless necessary, although concerns over sustainability of the present position were noted. Consequently **it was resolved that:**

FC2015/30.1 The first phase of a new fire alarm system at Lewes Town Hall, as described in report FC006/2015 (*copy in minute book*), be agreed in principle at an estimated cost of £5,814; to be funded from the approved budget for routine/responsive repairs (shown as A/c 40/6100).

FC2015/31

UPDATE ON MATTERS IN PROGRESS:

- a) *“Our Pictures” project* – The Heritage Lottery Fund had referred the Council’s application to a second-stage review panel and indicated that this would be considered on the 25th June.
- b). *Town Hall repairs* – Four tenders had been received and assessed by the Council’s managing surveyors, and costs were significantly lower than anticipated in the original Order of Costs schedule. This had been investigated, and the companies interviewed independently. Each had independently assessed the building and it was considered that they had correctly and competitively allowed-for all elements; proposed suitable sub-contractors, and made no significant errors or omissions. The original cost indications were acknowledged to be based upon “worst-case” assumptions in several areas where close inspection had not been possible, and alternative working methods were proposed by all the bidders which shortened the duration of the programme and avoided the need for traffic control in the High Street. All the bids were considered valid, and contained appropriate contingency allowances. Works were expected to take twelve weeks. The Council’s agents would be asked to commence the programme.
- c) *Devolution of land from Lewes District Council* – The District Council had accepted moderation of proposed ‘overage’ clauses, and revised documents were in the process of agreement. It was anticipated that the agreed transfers of Malling Recreation Ground, and Landport Bottom would be technically completed within a few weeks thereafter. In answer to a question TC outlined the history of devolution discussions over recent years, and noted that these transfers were originally agreed as a first tranche. There were further transfers offered, to be considered by Council in due course.
- d) *Lewes Priory* – Council had received a statutory notification of an application to Historic England (formerly English Heritage) by the Lewes Priory Trust (LPT), for consent to works to the Scheduled Ancient Monument. This was relatively routine, being mortar repairs and stabilization treatment to several areas. The LPT had offered a guided tour for Councillors, and Cllr Watts would coordinate this for anyone interested.

FC2015/32

NOTICE of ITEMS IN PROSPECT:

- a) The next Planning Committee meetings were scheduled for: Tues 7th & 28th July 7:00pm
- b) A training seminar: ‘An Introduction to Planning’, to be delivered by Lindsay Frost Consulting Ltd, had been arranged for Thursday 9th July 7:00pm.
- c) The Personnel Panel would meet on Weds 15th July 7:00pm.
- d) The Audit Panel would meet on Thurs 16th July 7:00pm.
- e) The Traffic W/pty would meet on 7:00pm Tuesday 21st July 7:00pm – to be confirmed pending availability of representatives from bus operating companies.
- f) The next meeting of Council would be on Thursday 30th July – 7:30pm – giving a

deadline for agenda items to be submitted to TC of noon on Monday 20th July.

g) The next deadline for grant applications was Fri 18th September – with the assessment Panel meeting on Wed 30th Sept and its recommendations being considered by Council on 1st October.

b) A date would be advised in due course for a meeting with the Pells Pool Community Association, and a working party re-formed to pick up paused discussions over public realm improvements at the Pells, when there was more clarity over proposed works associated with the North Street development. Commemorations Working Party would be convened in late July/early August to confirm the details of the previously-agreed WW1 event at the All Saints Centre on 26th and 27th September.

i) The next Councillors' Surgery was scheduled for Tuesday 7th July between 10:00 and 12:00 in the Corn Exchange (during the weekly Market). Cllrs Elliott and Makepeace volunteered to attend this session.

There being no further business the Mayor closed the meeting and invited all present to join her for refreshments in the Mayor's Parlour

The meeting ended at 9:40pm

Signed:

Date:

Draft



QUESTION RECEIVED:

On behalf of Lewes for a Living Wage we would like to submit the following question for the meeting of the Town Council Thursday 18 June:

What is Lewes Town Council doing to support and achieve the Living Wage both in the Council and in Lewes?

Dee O'Connell

ANSWER:

An abridged extract from the minutes of the Council meeting of 9th April 2015 explains:

[The Council meeting of 9th April 2015]... considered a proposal (*NOM012/2014 copy in minute book*) that the Council undertakes to pay all its employees at least the Living Wage from 1st May 2015 by topping up scale- rates where necessary. It was noted that a similar initiative had been considered in 2011, and a detailed review by the Personnel Panel had recommended continued adherence to national conditions. There followed a lengthy debate, during which the overall context of the national staff pay & conditions 'package' was analysed, and subsequently **it was resolved that:**

FC2014/121.1 This Council wishes to pay all its employees at least the Living Wage and recommends that the new administration formed after 7th May 2015 sets up a Working Party to assess practicalities.

The Council's Personnel panel has responsibility for assessing any change which impacts upon staff pay and conditions, and will meet to review this shortly.

On the agenda for this evening's meeting of Council is a motion that proposes:

"Further to the resolution (FC2014/121.1) of Council on 9th April 2015

1 The Personnel Panel is asked to consider:

- a) the most effective way to enable payment of at least the Living Wage (as set annually by the Living Wage Foundation) to all Town Council staff,
- b) to ensure that Contractors engaged by the Town Council who are paid over a set amount (to be recommended) confirm that they pay all their employees at least the Living Wage
- c) to ensure that all organisations receiving grants from the Town Council pay their employees at least the Living Wage

2 Lewes Town Council resolves to support the Lewes Living Wage campaign in its work to raise awareness of the issues through the wider business community"

Council's decision on these proposals will be made later this evening, and the recommendations of the Personnel Panel will be brought to Council at its meeting on 30th July.

Agenda Item No: 6 **Report No:** FC007/2015
Report Title: Review of Councillors individual duties
Report To: Full Council **Date:** 30th July 2015
Report By: S Brigden, Town Clerk

Purpose of Report: To advise changes to allotted individual duties requested by Members.

Recommendation(s):

- 1 That the changes to allotment of Members individual duties appended to this report be approved for the remainder of the 2015/16 municipal year.
-

Information:

Duties were allocated to individual Members at the Annual Meeting on 21st May 2015. There had been only a short period since election of the new administration in which newly-elected councilors could assess their position, and minor amendments were approved by Council on 18th June 2015. Since then, further amendments have been submitted.

These proposals (the effects of which are shown on the attached table) are:

Audit Panel:

- Cllr Watts resigns from this duty.
- Cllr Lamb is prepared to accept appointment.

Finance Working party:

- Cllr Lamb resigns from this duty.
- Cllr Cooper is prepared to accept appointment.

Personnel Panel – Cllr Tony Rowell requests a seat

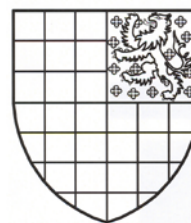
S Brigden
17th July 2015

Town Hall
High Street
Lewes
East Sussex
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ info@lewes-tc.gov.uk

🌐 www.lewes-tc.gov.uk



**LEWES
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COUNCIL**

MINUTES

of the **Personnel Panel** held on **Wednesday 15th July 2015**, in the **Council Chamber, Town Hall**, Lewes at **7:00pm**.

PRESENT Cllrs A Ashby; A Barker; A Bolt; R Burrows, and M Chartier.

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

PersPan2015/01 ELECTION of CHAIRMAN: Cllr Barker was elected as Chairman

PersPan2015/02 QUESTIONS: There were none

PersPan2015/03 APOLOGIES FOR ABSENCE: There were none

PersPan2015/04 DECLARATIONS OF INTEREST: There were none.

PersPan2015/05 EXCLUSION of THE PRESS and PUBLIC: As it was anticipated that discussion would involve matters personal to employees, the exclusion of any members of the press or public was considered. This was unnecessary as no observers were present at that stage.

PersPan2015/06 REMIT OF THE PANEL: The remit of the Panel was noted, as originally delegated and revised by Council:

(Resolution 18th June 2015 Ref FC2015/28.1 refers)

The Personnel Panel is asked to consider the most effective way to:

- a) enable payment of at least the Living Wage (as set annually by the Living Wage Foundation) to all Town Council staff,
- b) ensure that Contractors engaged by the Town Council who are paid over a set amount (to be recommended) confirm that they pay all their employees at least the Living Wage
- c) ensure that all organisations receiving grants from the Town Council pay their employees at least the Living Wage

PersPan2015/07 BUSINESS OF THE MEETING:

Members considered working notes on:

- the current relative payscales of Council staff on the national pay spine;
- the detail of the national job-evaluation scheme that gave rise to current gradings following an independent professional review in 2009;
- immediate financial effects of implementing the Living Wage (LW) as a minimum for staff;
- lists of organizations receiving Council grants in the past two years, and
- a legal opinion on the matter of third party contractors/suppliers

1 *Living Wage for Council staff:* It was shown that the immediate cost of raising three affected posts to the current Living Wage (£7.85) would entail an aggregate cost of £2,869 per year at current rates, including employer's overheads. This was an affordable sum, which caused no concern, although it represented a notable increase in percentage terms. Other ramifications were more complex. Increasing pay for these posts would bring them very close in pay to a group of other posts currently graded to recognize greater complexity of roles. It was noted that the Living Wage Foundation had increased the LW each year since 2012 in line with the Retail Price Index (RPI) – this had ranged from 2.61% to 3.47%, set against a pay freeze for local government scales across the same period, and only 1.1% following. The

Chancellor had recently announced further limits restricting local government rises to 1% until 2019. Such differential rates of increase anticipated in the future could rapidly “close the gap” between roles evaluated as more demanding in many areas. It was agreed that further work was needed to find a mechanism to re-establish differentials and to recognize the disconnected inflationary factors. As a first step, it was considered appropriate to commission a new independent job-evaluation exercise.

2 *Influence of third-party contractors and suppliers:* A comprehensive opinion on this prospect had been provided by Ian Davidson of Wellers Headleys solicitors (advisors to the Sussex Association of Local Councils). This concluded that:

“It is not open to the Council to impose wages clauses on its contractors. That does not prevent a Council from encouraging its contractors to adopt suppliers but that cannot influence the selection of tenderers or the awarding etc of contracts.”

Reference to the Local Government Act 1988 was explained in that it is the duty of every public authority to exercise its function without reference to ‘non-commercial matters’, which include the terms and conditions of employment of a contractor/supplier.

Two members contended that they understood there were several Councils currently both paying their own staff the LW and requiring third-parties to do likewise. No details were immediately available, and it was moot whether these bodies were affected by different legislation; influencing contractors in partnership or, possibly, acting outside their legal powers. It was considered that further research should be conducted to establish the facts and identify any potential for the Council to achieve its aspiration. A further meeting would be convened when this information could be considered.

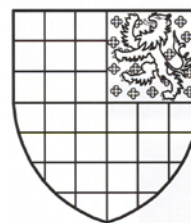
3 *Grant recipients:* Most groups and organizations given grants in the past did not have employees, although there were a few. Members recognized that the philosophy of the grant scheme, in fostering community projects and benefits, could be compromised if burdens were imposed upon small organizations. It was considered helpful to gather more information to identify those bodies who may employ staff in a conventional way, and agreed that simple questions added to the application form could achieve this straightforwardly and allow proper evaluation in the future. The case of the Pells Pool Community Association (PPCA) was raised, and the history of the Pells Pool and the PPCA involvement with the Council was rehearsed. Members recognized the sensitivity of anything which might compromise the operation of the pool, and it was agreed that the subject of staff payments would be introduced at the next PPCA/Council liaison meeting.

PersPan2015/08 CONCLUSIONS/RECOMMENDATIONS:

- 1 It was agreed to recommend that Council apply the current Living Wage of £7.85 per hour, as a minimum, to all employees.
- 2 The Panel would meet again to consider issues outstanding regarding third-parties; the re-establishment of appropriate pay differentials, and a mechanism to recognize and moderate disconnected inflationary factors.
- 3 Questions would be added to the Council’s financial grant application form to elicit information on those employing staff. This could be applied quickly, and data gathered over the remaining three grant cycles of the current year allowing an assessment following the final tranche.

PersPan2015/09 There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance. *The meeting closed at 8:25pm*

Signed date



MINUTES

of the **Audit & Governance Panel** held on **Thursday 16th July 2015**, in the **Yarrow Room, Town Hall**, Lewes at **7:00pm**.

PRESENT Cllrs W Elliott; M Milner (*Chairman*); and Cllr Lamb (*not appointed to Panel*)

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

AudPan2015/01 ELECTION of CHAIRMAN: Cllr Milner was elected as Chairman

AudPan2015/02 QUESTIONS: There were none

AudPan2015/03 APOLOGIES FOR ABSENCE: Apologies were received from Cllr Barker, unavoidably detained at work; Cllr Catlin, who was on holiday, and Cllr Cooper who had a work commitment. Cllr Cooper had advised that she must, regretfully, resign her appointment to the panel, and Cllr Lamb was prepared to replace her. This would be reported to Council for approval.

It was **resolved that:**

AudPan2015/03.1 Reasons submitted for absence from this meeting are accepted.

AudPan2015/04 DECLARATIONS OF INTEREST: There were none.

AudPan2015/05 MINUTES: The minutes of the meeting held on 20th January 2015 were received and signed as an accurate record.

AudPan2015/06 REMIT OF THE PANEL: The remit of the Audit was noted, as originally delegated and revised by Council:

(Council minute FC/2011/52.4 1st September 2011 refers) The Audit & Governance Panel is asked to meet at least 3 times per year, at a practical time following the ends of the financial quarters, with a remit to monitor treasury management and budgets. The Panel will retain its current role in corporate governance, acting as a public complaints review panel should the need arise.

(Council minute FC2014/49.5 28th August 2014 refers) The recommendations of the Audit Panel, arising from their meeting of 26th August 2014 (*copy in Minute Book*) are agreed as:

Lewes Town Council delegates to the Audit Panel the authority to carry-out on its behalf those aspects of the updated national audit and governance regime that call for member oversight of details (*eg* routine bank reconciliation to ledgers, and recommendations to write-off bad debt). Any items where it is necessary to record a Member's signature are to be delegated to the presiding Chairman of the Panel. All such reviews and signatures are to be detailed in Panel minutes, and thereby reported to Council at the next appropriate meeting.

It was understood that when the Council declared, on statutory returns each year, a review of the effectiveness of internal controls had been carried out; it was informed by:

- The regular review of operational detail by the Panel;
- Day-to-day checks and controls such as scrutiny by cheque signatories of source documents, before signature
- ad hoc reports
- Reports of the Internal Auditor

AudPan2015/07 BUSINESS OF THE MEETING:

Routine financial monitoring:

Members were furnished with detailed information (*copies in minute book*) following the end of the first quarter of the financial year 2015/16.

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.

Operating costs trend analysis – this set of data, which the Panel review once or twice each year, showed comparisons in operating costs service-by-service back to the 2003/04 year. Figures showed the nett cost of each service, and analysis as a percentage of Precept and of total costs, and indicated trends in Reserve and General Fund balances *etc.*

Oversight as required by the Audit & Governance regime update 2014: 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 was similarly introduced (as the source document reconciled to the budget monitoring report during the meeting) and was verified in the same way.

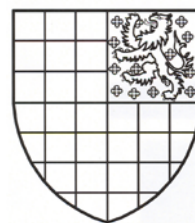
AudPan2015/08 CONCLUSIONS:

- 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 regime: where member oversight is required, the Chairman of the Panel signed to attest the veracity of reconciliation records presented.

AudPan2015/09 There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance.

The meeting closed at 8:25pm

Signed date



MINUTES

of the meeting of the **Working Party** formed to address **Traffic/transport-related issues in Lewes** held on **Tuesday 21st July 2015**, in the **Yarrow Room, Town Hall, Lewes** at **7:00pm**.

PRESENT Cllrs S Catlin (Wischhusen); J Lamb; I Makepeace; M Milner; S Murray; R O’Keeffe, and (*not appointed to the Working Party*) R Murray.

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

TIWP2015/01 **ELECTION OF CHAIRMAN:** Cllr Milner was elected as Chairman.

TIWP2015/02 **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Addecott, (family commitment), and Cllrs Watts and Elliott (work commitments).

TIWP2015/03 **DECLARATIONS OF INTEREST:** There were none.

TIWP2015/04 **MINUTES:** The minutes of the meeting on 24th March 2015 were signed as an accurate record.

TIWP2015/05 **QUESTIONS:** There were none.

TIWP2015/06 **BUSINESS OF THE MEETING:**

1 *Bus services in Lewes:* The meeting welcomed representatives of local bus operating companies: Barry King, Service Manager from Compass Travel; Derek Barnett, General Manager of Community Transport in the Lewes Area (CTLA); and Patrick Warner, Business Development Manager of Brighton & Hove Buses

Mr Bartlett briefly rehearsed the background to the Council’s current support for particular CTLA services (route 132), and provided passenger information (*copies in the minute book*) that showed increase in demand since this began. The services were clearly popular and these statistics allowed some refinement of timetabling. It was clear that demand was highest from those eligible for concessionary fares (as expected) and lowest from Malling, presumed to be due to easier pedestrian accessibility to the town centre. CTLA were preparing a full report which should be available for presentation to Council in September, and this would support any proposal for continuation of the grant past April 2016 when current funding ended.

Mr King described Compass Travel’s local services and noted that they currently ran with no subsidies except in respect of one little-used route in Winterbourne. Following a meeting between councillors and Compass’s Managing Director, the company had prepared some indicative timetables (*copies in the minute book*) for reinstated services on route 127 (Landport; Malling) and 128/129 (Nevill; Winterbourne; Spences Lane) which they could introduce from September at an annual cost of £10,000. These would restore many ‘pre-cut’ levels of service accessibility and frequency, with Nevill and Landport offered a half-hourly service at peak times, and there would also be improved interconnection with other services. This could be introduced as a pilot scheme, and Compass would provide monthly loading statistics. It was agreed this proposal should be recommended to Council.

Mr Warner elaborated upon the routing of Brighton & Hove Buses, such as the extended service to Tunbridge Wells, and mentioned that demand was apparently unchanged. New buses were due in 2016, and would feature extremely efficient engine technology and be distinctively branded. Their routes ran without subsidies, and they were careful to avoid competition with the community routes in the town operated by Compass and CTLA.

All three operators were asked about routes to Newhaven, in the context of access

to the new Technical University and the extended job market, and it was noted that the Parishes of the Lower Ouse (POLO) group had recently posed similar questions. Any desire by nearby parishes in other directions to work collaboratively was, as yet, undefined. These matters were to be addressed when the issue was considered by the Lewes District Association of Local Councils, and Cllr Murray would seek to ensure that the operators' representatives were invited to that meeting. Messrs King; Barnett, and Warner left at this point, with Members' thanks for their valuable contribution to the meeting.

2 Safety issues near South Malling School: The background to the Council's original intention to provide pedestrian crossings in Church Lane, Malling, was described. The sites had been evaluated by East Sussex County Council (ESCC) and featured on their listing of sites where improvements were indicated. The Town Council had agreed to finance two crossings in Church Lane, and ESCC had conducted all necessary design and consultation work. One had been installed in 2013 near to Sussex Police HQ but the second had been deferred upon the request of South Malling School, who feared the effect on their eligibility for a school crossing patrol officer. This situation had since changed, and the school would welcome reinstatement of the project. The Council held a financial reserve for this and £27,500 was available (shown as P9 in the published accounts). It was not known how the intervening time might affect the cost and feasibility of the project, as there had been some works in the vicinity in recent months, to accommodate the Lewes-Ringmer cycle route. There followed a general discussion regarding the current perceptions of demand for crossings at other locations in town. It was suggested that the council might compile its own list of sites and request ESCC to evaluate them. This could be followed-up by members in their Wards, and brought forward in the future if appropriate. Meanwhile, it was agreed to recommend that the Church Lane, Malling, crossing project be revisited – subject to any revised costs and potential for support through ESCC's 'Community Match' programme.

3 Cliffe High Street area: Cllr Milner, who is also Chairman of Cliffe Resident's Association, recounted the history of the 'Living Cliffe – shared space' project, and various issues of concern that had arisen since its completion. In summary these were in the areas of: loading/unloading restrictions being flouted; regulation of moving traffic, access and "rat-running"; confusion caused by allowance of two-way use by cyclists, and signage perceived to be inadequate. Individuals and groups within the local community had raised concerns and conducted independent surveys of traffic issues. Recently, these concerns had escalated and local resentment was becoming more intense. ESCC and Sussex Police had consistently responded to such concerns, citing the technical position regarding signage and responsibilities for oversight and enforcement.

Members accepted that the signage was appropriate to the Conservation Area and compliant with highway legislation, but considered that it was perhaps not well-positioned, and that the general situation could be improved by occasional focus of attention from Police officers/PSCO's and parking officers. It was agreed that approaches should be made along those lines, to ESCC and Sussex Police.

TIWP2015/07

RECOMMENDATIONS TO COUNCIL:

Members recommend that Council agrees £10,000 support for the Compass Travel proposals for routes 127; 128; 129 as a one-year pilot scheme from September 2015. Members recommend that the Church Lane, Malling, crossing project be revisited – subject to revised costs and potential for ESCC's 'Community Match' support.

TIWP2015/08

The Chairman thanked everyone for attending and declared the meeting closed.

The meeting closed at 8:25pm

Signed:

Date:

NOTICE OF MOTIONS PROPOSED

Notice has been received, as described below, of motions which are proposed for consideration by Council at its meeting on Thursday 30th July 2015

NOM 010/2015 – received from **Cllr Barker** on 20th July 2015, in the following terms:

It is proposed that:

A Working Party is set up to review the Allotments service provided by the Council

Supporting Information:

The management and provision of allotments at seven sites within the Town is an important Town Council service highly valued by many members of the community. However, recent cases have highlighted that we may be able to improve the way the service is managed to make it fairer and ensure the plots are all used for the purpose intended.

Some issues that require consideration are:

- The rules of tenancy - a recent dispute has highlighted that these are not absolutely clear and are open to different interpretation. This situation should be addressed to ensure any ambiguity is removed.
- The procedure for serving notice could be improved
- Maintenance and use of plots – it looks like a number of plots are not used for regular cultivation. There is currently a long waiting list and this annoys those waiting to get a plot. How can we ensure tenants cultivate/maintain plots to an appropriate level?
- The annual rent is very low. Should it be reviewed upward to fund an improved service or just to make existing tenants think more carefully when they get the notice of renewal?
- The current date for renewal is April 1. According to experienced gardeners it would be better if this were some time in autumn, so those taking on a new plot had time to prepare it for the growing season

In this context we recommend that a working party be established to consider the above and any other possible changes that may enable us to improve on this highly valued service.

Cllr A Barker
20th July 2015

NOM 011/2015 – received from **Cllr Rowell** on 20th July 2015, in the following terms:

It is proposed that:

Standing Order 17d) be amended that the number of Councillors required to sign the public notice be amended from NINE Councillors to TWO Councillors, to bring it in line with the requirement for extraordinary meetings of the Council as per 17b)

Supporting Information:

The following paragraphs are currently in the standing orders:

SO 17 Extraordinary meetings

- a) The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- b) If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.
- c) The Chairman of a committee, working party, functional panel, or sub-group may convene an extraordinary meeting of the committee, working party, functional panel, or sub-group at any time.

d) If the Chairman of a committee, working party, functional panel, or sub-group does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two Councillors, those Councillors may convene an extraordinary meeting of a committee, working party, or functional panel. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by NINE Councillors.

It is proposed that the number of Councillors required to sign the public notice as per paragraph d) be amended from NINE Councillors to TWO Councillors, to bring it in line with the requirement for extraordinary meetings of the Council as per paragraph b

Cllr Rowell
20th July 2015

NOM 012/2015 – received from **Cllr Rowell** on 20th July 2015, in the following terms:

It is proposed that:

That the Council establishes a working party to review Standing Orders and then present to the Council before the next mayoral year, new standing orders for approval.

Supporting Information:

Cllr Rowell
20th July 2015