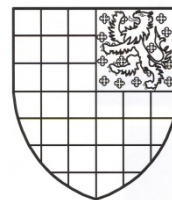


Town Hall
High Street
Lewes
East Sussex
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

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



**LEWES
TOWN
COUNCIL**

To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held on **Thursday 21st June 2018**,
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are summoned to attend.

S Brigden, Town Clerk 15th June 2018

AGENDA

1. QUESTION TIME

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

2. MEMBERS' DECLARATIONS OF INTERESTS

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

3. APOLOGIES FOR ABSENCE

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

4. MAYOR'S ANNOUNCEMENTS

To receive any announcements from the Mayor.

5. MINUTES

To agree Minutes of the Council's meeting held on 17th May 2018.

(attached page 3)

6. WORKING PARTIES & OUTSIDE BODIES

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

a) *Annual Town Meeting 2018 19th April 2018*

(notes attached page 5)

b) *Highway Verges Working Party 3rd April 2018*

(Minutes attached page 7)

c) *Buildings Working Party 6th April 2018*

(Minutes attached page 9)

d) *Audit Panel 8th May 2018*

(Minutes attached page 11)

e) *Friends of Lewes liaison meeting 10th May 2018*

(notes attached page 12)

f) *Personnel Panel 30th May 2018*

(Minutes attached page 14)

g) *Pells Pool Community Association liaison Working Party*

(Minutes attached page 15)

h) *Grants Panel recommendations 6th June 2018*

(report FC001/2018 attached page 17)

i) *Commemorations Working party 12th June 2018*

(Minutes attached page 19)

j) *Policies Review Working Party 19th June 2018*

(oral report by the Chairman)

7. INTERNAL AUDITOR'S REPORT

To receive the Internal Auditor's final report *iro* year ended 31st March 2018

(attached page 22)

8. ANNUAL RETURN & ACCOUNTS Year ended 31st March 2018

To consider annual accounts and associated information

(report FC002/2018 attached page 29)

9. CORPORATE RISK ASSESSMENT 2018/19

To note the annual risk assessment

(report FC003/2018 attached page 48)

10. COUNCILLORS INDIVIDUAL DUTIES – Outside Bodies and Working Parties *etc.*

To consider revisions to allotment of duties to individual Members

(report FC004/2018 attached page 52)

11. PROPOSED RAIL SERVICE SUSPENSION

To consider proposed service suspension on 5th November 2018

(NOM006/2018 attached page 55)

12. PLAY & RECREATION IMPROVEMENTS – Pells & Malling Recreation Ground

To receive a report on status of the s106 joint working group

(report FC005/2018 attached page 56)

13. DEVOLUTION

To receive a report on status of devolution of Lewes District Council assets (report FC006/2018 attached page 62)

14. UPDATE ON MATTERS IN PROGRESS (*Update on annual plan herewith, and oral report by Town Clerk*)

15. NOTICE of ITEMS IN PROSPECT

(Oral report by Town Clerk)

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

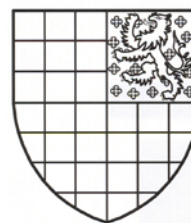
This agenda and supporting papers can be downloaded from www.lewes-tc.gov.uk

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. General questions can be raised at our offices between 9am-5pm Mon-Thurs 9am- 4pm on Fridays – when our staff will be pleased to assist.

PAGE INTENTIONALLY BLANK



PAGE INTENTIONALLY BLANK



MINUTES

Of the 44th ANNUAL MEETING of Lewes Town Council,
held on Thursday 17th May 2018, in the Council Chamber, Town Hall, Lewes at 7:00pm.

PRESENT Councillors A Ashby; J Baah; A Barker; R Burrows; S Catlin (Wischhusen); M Chartier; H Jones; J Lamb; Dr G Mayhew; M Milner; R Murray; S Murray; R O'Keeffe and C Renton.

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

There were 79 guests and civic dignitaries assembled.

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

FC2018/01 ELECTION OF MAYOR: Cllr Baah was elected as Mayor for the 2018/19 municipal year.

FC2018/02 MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE: Cllr Baah made her declaration of acceptance of the office of Mayor as prescribed by s83(4) of the Local Government Act 1972, before Council and assembled guests, and signed a deed to that effect.

Cllr Baah took the chair for the remainder of the meeting

Cllr Baah addressed the assembly, thanking her colleagues for the honour of the Mayoralty. She described her outlook for the forthcoming Mayoral year, and noted that she would be supporting four good causes: Chestnut Tree Hospice; Lewes Victoria Hospital; Sussex Prisoners' Families Support, and the Princes Trust. She went on to introduce her consort: Dr Anthony Baah.

FC2018/03 APOLOGIES FOR ABSENCE: (Apologies had been received from Cllr Elliott, who was unwell; Cllr Rowell, who was in Amsterdam; and Cllr Watts who was unwell.)

FC2018/04 ELECTION OF DEPUTY MAYOR: Cllr Susan Murray was elected as Deputy Mayor for the 2018/19 municipal year.

FC2018/05 DEPUTY MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE: Cllr Murray made her declaration of acceptance of the office of Deputy Mayor before Council and assembled guests, and signed a deed to that effect. She offered a short speech of thanks for the honour conferred upon her, and introduced her consort Cllr Roger Murray.

FC2018/06 VOTE OF THANKS: Council considered the motion (NM001/18) :

“That this Council records its thanks to Cllr Michael Chartier, and appreciation for his service to the council and community of Lewes in the office of Mayor during the past year.”

This went on to describe Cllr Chartier's term as Mayor, and highlighted salient features; functions, and events he had attended and his tireless work throughout the year to raise money for his chosen good causes – always closely supported by his Mayoress; Monica.

It was **resolved FC2018/06.1** accordingly.

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

FC2018/07 PRESENTATIONS: The outgoing Mayor and Mayoress were presented with gifts in recognition of their service in the past year. Cllr Chartier explained that cheques had been presented to his chosen good causes; and then presented a gift to Canon Moatt, the Council's Chaplain, for his work in support of the Council.

The meeting then moved on to deal with items of ordinary business.

FC2018/08 MINUTES: the minutes of the meeting held on 29th March 2018 were received and signed as an accurate record.

FC2018/09 ATTENDANCE RECORD OF COUNCILLORS:
The attendance record of councillors for the previous municipal year was noted. (*copy in minute book*)

FC2018/10 INDIVIDUAL RESPONSIBILITIES of COUNCILLORS 2018/19:
A motion (NM002/18) was proposed, and it was **resolved that:**
FC2018/10.1 The individual responsibilities of Members for the ensuing municipal year shall be as shown in the list (*copy in minute book*) attached to the agenda for the meeting of Council on 17th May 2018.

FC2018/11 APPOINTMENTS OF REPRESENTATIVES TO OUTSIDE BODIES:
A motion (NM003/18) was proposed, regarding appointments to Outside Bodies, but an immediate Motion to defer the item was proposed. A vote was called on this proposal, and it was consequently **resolved that:**
FC2018/11.1 The appointment of Council's representatives on outside bodies, for the ensuing municipal year, shall be deferred until the next meeting of Council (21st June 2018).

FC2018/12 BANK SIGNATURE AUTHORITY:
A motion (NM004/18) was proposed, and it was **resolved that:**
FC2018/12.1 The Council approves the authorization of Councillors as signatories to the Council's bank account: as shown in the list (*copy in minute book*) attached to the agenda for the meeting of Council on 17th May 2018.

FC2018/13 COUNCIL MEMBERSHIP OF NATIONAL AND LOCAL ASSOCIATIONS:
A motion (NM005/18) was proposed, and it was **resolved that:**
FC2018/13.1 The Town Clerk be asked to ensure the Council's continued membership of approved national and local organizations representing Parish and Town Councils.

There being no further business the Mayor closed the meeting and invited all present to join him in attending the Civic Reception in the Assembly Room. *The meeting ended at 7:55pm*

Signed:

Date:

MINUTES

of the Annual Town Meeting for the civil parish of Lewes
held on **Thursday 19th April 2018**, in the **Council Chamber, Town Hall, Lewes** at **8:00pm**.

PRESENT: Cllr M Chartier (Mayor) *Chairman for the meeting.*

In attendance: S Brigden (*Town Clerk [TC]*); Ms F Garth (*Asst Town Clerk and Civic Officer*); M Larkin (*Town Hall Keeper*)

There were **10** electors present, in addition to **6** Town Councillors among the assembly (who were also electors) and **1** East Sussex County Councillor.

ATM2018/01 WELCOME:

Cllr Chartier opened the meeting with a brief word of welcome. He re-emphasized that the Annual Town Meeting was not a meeting of the Town Council, but a general forum of the town's electors. He noted that if matters raised were more properly within the remit of either the District or County Council, or another body, they could nonetheless be discussed and appropriate notes recorded for onward referral.

ATM2018/02 ELECTORS' FORUM:

1 It was suggested that publicity for this meeting was capable of improvement. The Council website was criticized. Criticism that it was not up to date and did not publish meeting agenda was rebutted as inaccurate. A new, modern, website was being produced and would 'launch' later in the year, which would also offer links to Facebook and Twitter. A resident complained about the advertisement for the recent Mayor's seniors' tea, and for the current meeting.

2 A resident complained at the length of time waiting for a refurbishment of Mallong Community Centre. The Mayor explained that the process was necessarily a lengthy one, and the condition of the Centre was not fairly attributable to the Council. He indicated other calls on Council resources and the balances that it had to achieve in prioritizing major projects. The project was more complex than a completely new building would be, and would cost a significant amount of money, which will need a mix of savings (Council 'earmarked' financial reserves) and grants from third parties; possibly supplemented by borrowing. Considering the scale of the project and the other work of the Council it was considered that it was progressing satisfactorily.

3 Complaints were raised about refuse vehicles; grass cutting; parking provision on Sundays for legitimate permit holders, and a question followed regarding apportionment of the costs of coastal defences. These were District Council matters, but TC was able to offer information on the LDC principles of charging some services directly at local level as Special Expenses, and the background to the coastal defence structures and their funding.

4 ESCC Cllr Daniels noted that he was pressing for a complete review of parking, but finding it hard to achieve his goal within the ESCC systems; he was promoting an area-by-area assessment. A resident suggested more car share schemes and bicycle parks might help people to reduce reliance on their cars.

5 Thanks were offered to the Town Council for its financial support to local bus services (CTLA and Compass) and it was asked if this was likely to continue. Councillors present who were closely engaged with this initiative advised that they would be promoting continued support, and that similar projects were under consideration, eg local 'dial-a-ride' service extension.

6 A resident asked where one could obtain a copy of the Council's financial reports. TC advised that annual accounts; the statutory governance and accounting return, and several other financial documents were all available on the Council's website, or copies could be requested at the Town Hall office. He was happy to provide e-mailed

copies on request.

7 An update on the status of the Lewes Neighbourhood Plan was requested, and this was given along with an outline of the anticipated timetable for the remaining (statutory) stages of consultation. Cllr Daniels asked how its effectiveness could be secured, and there was a question about the statutory Referendum and what would happen if the Plan was not accepted. It was impossible to predict how Neighbourhood Plans might be treated once adopted, as experience across the country had shown in recent years. There would always be an *ad hoc* response to any challenge; appropriate to the particular circumstances. If the Plan did not achieve greater than 50% positive support in a referendum, it would need to be reconsidered. Given the amount of scrutiny conducted by the public and technical commentators during its evolution, it was difficult to determine what might aid its success.

There being no further questions, nor other business for the meeting, the Mayor thanked those who had attended and closed the meeting.

Meeting closed at 8:30pm

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
TOWN
COUNCIL**

MINUTES

of the meeting of the **Working Party** formed to consider **Highway Verge Maintenance** held on **Tuesday 3rd April 2018**, in the **Council Chamber, Town Hall, Lewes** at **3:00pm**.

PRESENT Cllrs Catlin; Lamb; Murray (S); O'Keeffe; Renton and (*not appointed to the Working party*) Mayhew.

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

HVMWP2017/01 ELECTION OF CHAIRMAN: Cllr R O'Keeffe was elected to act as Chairman of the Working Party for the 2017/18 year.

HVMWP2017/02 QUESTIONS: There were none.

HVMWP2017/03 APOLOGIES FOR ABSENCE: There were none

HVMWP2017/04 DECLARATIONS OF INTEREST: There were none

HVMWP2017/05 REMIT of the WORKING PARTY:

Members noted the remit of the Working Party, set by Council at its meeting on 22nd February 2018:

(*Minute FC2017/101 refers*) HIGHWAY VERGE MAINTENANCE:

Members considered report FC014/2017 (*copy in minute book*) regarding implications of East Sussex County Council reductions in highways verge maintenance:

A message had been received from East Sussex County Council's Director, Communities; Economy & Transport, which explained a reduction in highway contract costs of £400,000 for grass cutting services effective from 1 April 2018. ESCC would be reducing the number of urban grass cuts from the current six per season to two per season from 1 April 2018. This was a change to their urban grass cutting policy (which currently provided for a minimum of five cuts per season) and a report was to be presented to their Lead Member for Transport and Environment in May 2018 with a recommendation to change the policy to reflect the agreed budget.

A map and table of the total areas of the rural and urban grass verges that were currently cut in Lewes was appended, and it was noted that in reducing the urban grass cutting service from six to two cuts per season ESCC would be managing urban grass for safety reasons only. However, recognizing that grass verges in urban centres have an important aesthetic function for the community, two options were offered for consideration:

a) A financial contribution to the Town Council equivalent to the value of two urban grass cuts based on current ESCC contract rates which was £2,643 per annum. This could be provided as a basis to commission and employ the Council's own contractor

b) For the Town Council to pay for additional urban grass cuts over the two cuts per season provided by the County Council. To maintain the current standard of six cuts this would cost Lewes Town Council in the region of £5,287 per annum.

An indication as to which option the Council wished to pursue was requested by 31 March 2018 at the latest.

Details were provided of the financial implications. Lewes Town Council's approved budget for 2018/19 included elements which could be applied or redirected to fund the maintenance of current frequency of cuts, and earmarked

Reserves held balances which could be utilized in the short term.

Following discussion **it was resolved that:**

FC2017/101.1 A Working Party be set up consisting of Cllrs Catlin, Lamb, S Murray, O’Keeffe and Renton to look in detail at Highway Verge Maintenance. The Working party was asked to suggest detailed exclusions/inclusions, and a letter would be sent to ESCC explaining the Council’s approach to these considerations.

HVMWP2017/06 BUSINESS OF THE MEETING:

1 Members considered the maps and documents provided by ESCC and immediately noted that several areas were not, in fact, grass and should not require maintenance. Cllr O’Keeffe, as a County Councillor, offered to arrange to accompany an ESCC Highway Steward on a tour of the sites to clarify these points. Initially identified as needing to be checked:

- Corner of Grange Road/St Pancras Road – area believed to be the concreted ‘triangle’, which holds planters maintained by residents.
- Crisp Road (compacted mud)
- Top of Gundreda Road adj school
- Central reservation on A275 adj foot of the ‘Motor Road’ leading to Lewes Old Racecourse (believed concrete)
- Winterbourne Hollow
- Hill Road
- Dale Road

2 There was some discussion on the principles of Wildflower Verges, and what was involved to ensure that these did not become unsightly at ‘strategic’ locations. Also the distinction between ‘wildflower’ and ‘wildlife’. Members presumed that ESCC’s intended blanket reduction in cutting frequency effectively negated previous designation of specific verges as potential wildlife verges – as per ESCC proposals which had been agreed by Council in 2017. It was also presumed that wildflower verges may be proposed alongside the ‘new’ cutting schedules and, it was considered, should then receive only TWO cuts per year but with arisings collected to prevent improvement of soil conditions, and that these may ultimately be planted with appropriate species when funding can be found. They wished to propose this treatment for:

- Malling Down
- The Martlets
- West side of the A275, South of the junction with the Motor Road
- A277 Brighton Road – South side verge adj entrance to Haredean
- Phoenix Causeway adj Waitrose store

There was debate as to the true support for some areas currently included in the scheme – notably Brighton Road – and it was agreed that this should be considered in more detail at a further meeting, once ESCC’s position could be clarified.

3 With regard to the proposal to reduce Lewes urban verges to two cuts per year: Councillors wished to have this increased across the town to FOUR per year, except those designated as “Wildflower verges” – as above.

HVMWP2017/07 CONCLUSIONS:

ESCC would be advised, as soon as possible, of the matters detailed above, and requested to provide confirmation of the cost and practicality of the proposed 4 ‘general’ cuts per year

HVMWP2017/08 The Chairman thanked everyone for attending and declared the meeting closed.

The meeting closed at 4:20pm

Signed:

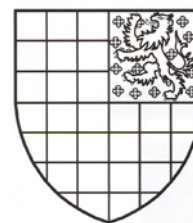
Date:

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
TOWN
COUNCIL**

MINUTES

of the meeting of the **Working Party established to oversee repairs to the Council's buildings**, held on **Friday 6th April 2018**, in the **Yarrow Room, Town Hall, Lewes** at **11:00am**.

PRESENT Cllrs S Catlin; M Chartier (*Chairman*); Dr G Mayhew; R Murray; S Murray; A Rowell.

In attendance: S Brigden (*Town Clerk [TC]*) Mr James Porter (*Delta Green Environmental Design*)

BRepWP2017/32 **QUESTIONS:** There were none

BRepWP2017/33 **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllrs Milner and Lamb, who were working; and Cllr O'Keeffe, who was away from Lewes.

BRepWP2017/34 **DECLARATIONS OF INTEREST:** There were none.

BRepWP2017/35 **MINUTES:** The Minutes of the meeting held on 27th February 2018 were received and signed as an accurate record.

BRepWP2017/36 **REFURBISHMENT of MALLING COMMUNITY CENTRE:**

The meeting considered a revised report provided by Delta Green Environmental Designs, which had been requested at their last meeting. The assessment of various optional systems for power and heating were presented in the report.

Some technical options had originally been discounted before detailed assessment as it was presumed that these would be impractical on technical grounds, or would be disproportionately expensive, given the scope of the proposed refurbishment. These were now included, with some indicative costs and potential energy savings, and Mr Porter was on hand to assist with the correct interpretation of technical details and suggested values.

It was noted that modelling of anticipated energy consumption and possible savings in emissions and cost had been based upon known usage profiles for the building, using *Integrated Environmental Services* software. It was acknowledged that usage of a newly-refurbished building would be likely to evolve differently in some areas. There followed a lengthy discussion, in which it was noted that the existing building exhibited an air permeability (rate of exchange of internal air volume) roughly double that of a modern building, and that there was a need to ensure good insulation and that any new equipment was not "undersized" in terms of its working capacity.

Following detailed questions to which Mr Porter gave comprehensive answers, it was noted that the most sustainable option for the centre was an electric Ground Source Heat Pump (GSHP) for heating and hot water; supplemented with the maximum practical area of roof-mounted photovoltaic panels. Sports changing facilities, where unusual demand patterns applied, would best utilize a conventional gas-fired installation, with sufficiently-fast recovery time to meet intensive peak-demands. The modelling of such an installation indicated that it might cost up to £30,000 more than the next-best alternative to install (attributable to the estimated cost of drilling bore holes), but would have a similar 'payback' term. This could be offset to some extent by increasing the area of PV panels above the 40m² allowed in the calculations. Members acknowledged that this should be considered in the context of the overall cost of the project, and the anticipated lifespan and extended flexibility of the refurbished building.

It was resolved that

BRepWP2017/36.1 Architects would be asked to include, in their designs, provision for a Ground-source Heat Pump installation along the lines described in the report

from Delta Green Environmental Design considered at the meeting, including an appropriate gas-fired calorifier system to service sports changing facilities. Also: provision for the maximum feasible area of Photo-voltaic panels should be made, to allow additional units to be installed in the future.

BRepWP2017/37

There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance. *The meeting closed at 12:10pm*

Signed date

Draft

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
TOWN
COUNCIL**

MINUTES

of the **Audit & Governance Panel** held on **Tuesday 8th May 2018**, in the **Yarrow Room, Town Hall, Lewes at 7:00pm.**

PRESENT Cllrs A Barker; S Catlin, and M Milner (*Chairman*)

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

AudPan2017/15 QUESTIONS: There were none

AudPan2017/16 APOLOGIES FOR ABSENCE: Apologies were received from Cllr Lamb, who was working, and Cllr Rowell who was in London. No message had been received from Cllr Elliott.

AudPan2017/17 DECLARATIONS OF INTEREST: There were none.

AudPan2017/18 MINUTES: The minutes of the meeting held on 15th February 2018 were received and signed as an accurate record.

AudPan2017/19 BUSINESS OF THE MEETING:

1 Routine financial monitoring:

Members were furnished with detailed information (*copies in minute book*) following the end of the final quarter of the financial year 2017/18.

Budget monitoring update – this showed actual expenditure and income values as posted to the Council's *Sage* accounting system for all transactions processed in the year. 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, or perceived 'overspend' which are attributable to Reserves in the final accounts prepared at year-end. There were no items of concern.

2 There followed a number of general questions/answers covering areas of interest to Members and offering deeper insight to matters such as the annual budgeting process; Reserve allocations and end-year accounting; precept increase history over the past fifteen years; apportionment of staff cost overheads to service accounts and apportionment of 'corporate' facility costs (telephones/photocopier/office costs *etc*).

3 *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.

AudPan2017/20 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.

AudPan2017/21 There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance.

The meeting closed at 8:15pm

Signed date

NOTES OF MEETING

<i>Between</i>	LEWES TOWN COUNCIL (LTC) and FRIENDS of LEWES (FoL)	
<i>Reason for meeting</i>	Regular liaison meeting between organizations	
<i>Venue</i>	Council Chamber, Town Hall	
<i>Date</i>	11:00am Thursday 10 th May 2018	
<i>Attending</i>	Robert Cheesman Roger Beasley Marcus Taylor Audrey Jarvis David Hutchinson Philip Green Cllr J Baah Cllr S Catlin Cllr M Chartier Cllr R Murray Cllr S Murray Cllr R O’Keeffe Steve Brigden	FoL (<i>Chairman of FoL</i>) FoL FoL FoL FoL FoL LTC (<i>Deputy Mayor 2017/18</i>) LTC LTC (<i>Mayor 2017/18</i>) LTC LTC LTC LTC LTC (<i>Town Clerk [TC]</i>)
NOTES:		
1.	Cllr Chartier was asked to act as Chairman for the meeting, and agreed.	
2.	Notes of the meeting held on 1 st November 2017 were agreed.	
3.	<p>Mount Place Wall (White Hill):</p> <p>FoL reported that East Sussex County Council (ESCC) had recently accepted responsibility for this wall, which was believed to be due to historical research conducted by Cllr Dr Mayhew proving the road-levelling had been carried out by their predecessor authority. It was understood that a bridge inspector was due to visit shortly to assess the structural integrity of the wall. ESCC had asked if financial contributions might be available, and FoL were prepared to consider that when costs were known. Councillors agreed that the Town Council could be asked when costs were established.</p>	
4.	<p>Peace Garden project (‘Magic Circle’):</p> <p>FoL had received a report from a Quantity Surveyor that indicated a project cost of around £160,000. This was considered to be disproportionate to the importance of the site, and discussions had begun with a potential project manager/fundraiser who had suggested a sum of nearer £85,000 should be adequate to build the project to an appropriate level of quality. FoL’s Executive group had agreed this would be an acceptable sum, and had been given to understand that Lewes District Council might match any Town Council contribution. They had some concern over the likelihood of completion by June 2019, and were considering a change of title and dropping the ‘peace’ context. There was consensus among the Councillors, who all commented on this, that the link to the WW1 peace should remain. If problems were encountered in completing the project, even a foundation stone should be possible by June 2019. They were also keen to suggest that FoL involve local schools.</p>	
5.	<p>Interpretive plaques <i>etc.</i> for local buildings:</p> <p>The Maltings and The Depot – wording had been agreed. The tenant at the Maltings had objected to a plaque on the building, so it was to be mounted on a nearby wall. Thanks were recorded to Minna Robertson of Lewes District Council for her helpful intercession. The plaques were ordered and would be erected by the Town Ranger when received. FoL reported that the interpretation board for the old kilns in Pipe Passage would shortly</p>	

	<p>be erected.</p> <p>The Town Maps were in need of comprehensive updating, and amendments were invited. FoL would work with the Council in the hope that these could be updated in 2018.</p>
6.	<p>Lewes Neighbourhood Plan:</p> <p>FoL representatives were interested to hear the latest position with regard to the Lewes Neighbourhood Plan draft; a comprehensive answer was given and an indicative timetable for the next (statutory) consultation phase.</p>
7.	<p>FoL Trees project:</p> <p>It was reported that Houndean Rise had been successfully completed with enormous support and practical assistance from the Houndean Residents' Association.</p> <p>Three Elms had been planted on St Anne's Hill, and FoL awaited confirmation of funds from Tesco's charity fund scheme, before assessing the planting of three more. An ESCC survey had suggested this was feasible. Cost would be around £2,000 each. There was a question regarding the need to contain roots as there were concerns that the money could be wasted if replacement became necessary. Technical advice was being considered on this point.</p> <p>"Lewes Gateway" locations for trees were being assessed. Some anomalies had been identified in the FoL survey data suggesting the percentage of town with tree 'cover', and this was being analysed carefully.</p>
8.	<p>Fingerpost sign in Southover (<i>opp The Swan PH</i>):</p> <p>FoL representatives wished to record their grateful thanks to the Town Ranger, Brian Courage, for his work in restoring this sign, one of the last wooden highway fingerposts in Sussex and the only one in Lewes.</p>
9.	<p>It was agreed that the next meeting would be arranged when the 'Magic Circle' Peace Garden project was more clearly defined.</p>
	<p>The Chairman then thanked everyone for their contribution and closed the meeting.</p> <p style="text-align: right;"><i>Meeting ended 11:50am</i></p>

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
TOWN
COUNCIL**

MINUTES

of the **Personnel Panel** held on **Wednesday 30th May 2018**, in the **Council Chamber, Town Hall, Lewes** at **7:00pm**

PRESENT: Cllrs A Ashby; A Barker (*Chairman*); R Burrows; M Chartier; Dr G Mayhew and C Renton

In attendance: F Garth (*Civic Officer & Asst Town Clerk*)

PersPan2018/01 ELECTION OF CHAIRMAN: Cllr Barker was elected Chairman of the Panel.

PersPan2018/02 QUESTIONS: There were none.

PersPan2018/03 APOLOGIES FOR ABSENCE: There were none.

PersPan2018/04 DECLARATIONS OF INTEREST: There were none.

PersPan2018/05 NOTES OF PREVIOUS MEETING: The notes of the meeting held on 27th February 2018 were agreed as an accurate record.

PersPan2018/06 EXCLUSION of the PRESS and PUBLIC: As this Working Party was to discuss information personal to individual, identifiable employees the Chairman moved before proceeding, and consequently **it was resolved that:**

PersPan2018/06.1 "In view of the confidential nature of the business to be transacted during the remainder of the meeting - which is detail personal to individual employees; pursuant to the Public Bodies (Admission to Meetings) Act 1960 s1(2); any members of the press or public present be excluded and instructed to withdraw"

PersPan2018/07 BUSINESS OF THE MEETING: The Chairman outlined the history of a complaint from a resident regarding a member of staff, the consideration of which had been held in abeyance pending a related but unconnected police enquiry. Members considered how best to deal with the complaint. It was agreed that the complainant did not require independent investigation. The suggestion that the complainant should be invited to address the panel was also rejected. There followed a wide ranging discussion on salient points and deliberation as to the merit or otherwise of the complaint.

The complaint referred to the content of a private briefing document that had not been intended for circulation outside the Council. The Panel was concerned that the complainant had obtained a copy but did not feel it was appropriate for them to pursue this in the context of the complaint.

Specifically, the complaint related to the content and the tone of the document which the complainant believed had defamed her. Following analysis of the document, and much discussion, the Panel agreed that there was nothing in the document that amounted to defamation and in this context the complaint was not upheld.

However; some members of the Panel felt that the briefing note should not have contained the paragraph that had prompted the complaint and wished any communication with the complainant to acknowledge this point.

PersPan2018/08 CONCLUSIONS: It was agreed that as a way forward the Chairman would draft a letter and circulate to Panel members for comments. Once the content of the letter was agreed it would be sent to the complainant asap, noting the reasons for delay and explaining the Panel's position.

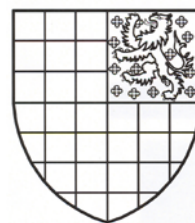
Signed

Date.....

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
TOWN
COUNCIL**

MINUTES

of the meeting of the **Working Party** formed to liaise with **The Pells Pool Community Association** (PPCA) held on **Wednesday 6th June 2018**, in the **Council Chamber, Town Hall, Lewes** at **3:30pm**.

PRESENT Cllrs Jones; Murray (R); and (*not appointed to the Working party*) Cllrs Baah and Catlin.
PPCA representatives: C Ryle (*Chairman of PPCA*); P Ransley (*pool Manager*); Ms F Marsden; Mrs W Stonestreet; Mrs H Jones; R Read.

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

PPCAWP2018/01 ELECTION OF CHAIRMAN: Cllr Jones was elected to act as Chairman of the Working Party for the 2018/19 year.

PPCAWP2018/02 QUESTIONS: There were none.

PPCAWP2018/03 APOLOGIES FOR ABSENCE: Apologies had been received from Cllr Milner, who was working, and Cllr Watts, who was unwell. No message had been received from Cllr Lamb

PPCAWP2018/04 DECLARATIONS OF INTEREST: There were none

PPCAWP2018/05 BUSINESS OF THE MEETING:

1 Members considered the matter of the project to rebuild the kiosk and provide a park-side terrace café; put on-hold pending works connected with the adjacent development of the North Street Quarter (NSQ). It had been suggested that, as works were not yet scheduled, this project could start without further delay. There followed a lengthy discussion around the known factors affecting such a decision. It was understood that, whilst progress over recent years had been slow, the developers were currently engaged in disposing of the 80-plus individual pre-commencement conditions applicable to the project, and Planning Authority validation was in progress. There would follow almost immediately a process to engage a development partner to carry-out the actual building work. It was anticipated that a timetable for the commencement of major works would be drafted in the next few months, and that works to the pool and recreation ground walls would be in the first stages once underway. The work would include re-positioning the well-head equipment room and encroach upon the area available for any kiosk development, both inside the pool enclosure and in the recreation ground immediately adjoining the existing building. This would compromise any design which might be drafted at this stage, and waste time; money, and goodwill. A question arose as to the merit of asking architects to begin design work immediately, while other aspects followed their due course, but all agreed that this would be premature. Designs could be invited once a timetable was established. It was acknowledged that there had been a benefit from the delay, as funds amassed by both parties had increased to a point where the building project could be markedly more 'adventurous' than originally anticipated. The NSQ developer was aware that the pool operating season was to be avoided, and would be reminded before a timetable was completed.

2 A similar discussion followed, regarding plans to install a solar panel array on the Northern boundary of the site. The same factors applied as had been discussed regarding the kiosk project, and there was some uncertainty as to actual ownership of land at the optimum location for the array. It was expected that this would be resolved during the final planning for commencement of the development, and it was confirmed that the Town Council held a financial reserve fund for renewable energy, which could be applied to the project.

3 Mr Ryle gave a report on the activities of the PPCA and registered thanks to the Council for its continued confidence in, and support for, the Association. This, he said, had facilitated many improvements over the years. He reported that Plastic Free Lewes were scheduled to hold a launch event that weekend, to promote the local introduction of the national 'Refill' scheme to minimize use of plastic water bottles. There were plans for two new events in 2018 – a Summer Solstice swim at 4:30am, and one Midnight session on a Friday or Saturday. Councillors welcomed these ideas, and a gentle reminder was issued to include mention of the Council's role as owner and supporter, in any publicity for the pool.

It was agreed that a further meeting would be convened once a timetable presented for the North Street Quarter works.

PPCAWP2018/06 The Chairman thanked everyone for attending and declared the meeting closed.

The meeting closed at 4:25pm

Signed:

Date:

Draft

Agenda Item No: 6 h)

Report No: FC001/2018

Report Title: Grants panel recommendations – 6th June 2018

Report To: Full Council

Date: 21st June 2018

Report By: S Brigden, Town Clerk

Purpose of Report: To recommend payment of grants as suggested by the Grants Panel, following its meeting on 6th June 2018 (the first of four cycles for 2018/19)

Recommendation(s):

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

Information:

1 The Grants Panel met on 6th June 2018. **18** applications were considered, with requests for support in the sum total of **£19,601**.

2 Assessing applications were: Cllrs Burrows; Catlin; Jones; Murray (S) and O’Keeffe. Apologies for absence were received from Cllr Ashby (holiday).

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

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

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

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

Recommended grant awards for this cycle amount to **£12,252** in total, leaving an unspent budget balance of £26,748 (although £200 [item 2] is chargeable to Reserve R12, earmarked for grit bins).

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

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

S Brigden

7th June 2018

FINANCIAL GRANTS PANEL - 6th June 2018				Cycle 1 - 2018/19				
A	B	C	D	E	F	G	H	
line	Ref.	ORGANIZATION	STATED purpose of organization	STATED purpose of grant requested	total project cost	£REQ'D	£ RECC'D	Salient comments (if any) by Panellists
1	1	LGB Brass Band	Promote the practice and performance of brass band music.	To help towards costs of going to the National Brass Band Finals in September.	4,796	1,000	1,000	
2	2	Nevill Residents Association	Represent all the residents living on the Nevill Estate	Replacement of damaged grit bin	328	200	200	funded from LTC grit-bin Reserve (R12)
3	3	Riffraffers	The group organises Ouseday which includes a regatta, plus raft rowing and kayak races.	New outboard motor for the rigid inflatable and the cost of hiring professional marshals.	not given	1,800	972	specifically for outboard motor purchase
4	4	Woodkids: Lewes Community Nature Club	Deliver a programme of seasonal forest school activities and education in nature conservation.	Insurance, materials and equipment, nature walk, wild cooking, float for additional sessions.	2,000	1,000	800	proportionate to council scheme
5	5	Lewes Community Events	To hold the Lewes Chilli Festival again which has been running for 7 years.	Paddock hire, marquee, license, toilets, PA equipment etc. advertising, insurance, bins and sundries.	2,522	2,000	1,000	
6	6	North, West and Market St. Residents Assc.	To promote and improve conditions for all residents in the designated area.	To commission a feasibility study into the viability of a pedestrian crossing to enable people to cross the road safely	500	500		Defer until ESCC confirm that a crossing is possible
7	7	Visual Artist	To exhibit paintings and small constructions in the Town Hall Foyer.	Hire of Town Hall foyer, Artwave entrance fee and other equipment.	376	300	150	proportionate to council scheme
8	8	Commercial Square Bonfire	To maintain the traditions of Lewes Bonfire celebrations.	To hold 'Proms in the Paddock' a fundraising event. Advertising, bbq, bands, licence, sound, St John Ambulance, ticketing, fireworks, bar etc.	10,450	500	500	
9	9	Plastic Free Lewes	Plastic Free Lewes was set up to see what can be done to tackle the growing problem of global plastic pollution.	Design work for leaflet and poster, hire of town hall, mighty networks hosting charge and postage costs to schools.	1,969	1,969	1,000	proportionate to council scheme
10	10	MTRA	To work for tenants and residents of Malling.	Support the Malling foodbank in buying a poly tunnel to grow food	1,990	1,990	1,000	proportionate to council scheme
11	11	Secret Orchard Project	Provides a space for local community groups and disadvantaged people to work in nature.	Part payment for a poly tunnel.	5,314	1,999		Duplicates MTRA project
12	12	Lewes Live Literature	Organize events; festivals; original stage productions, and creative writing workshops, for local poets and writers	Autumn season of events. Directing, performers, venue hire, technical costs, travel and expenses, advertisement etc.	12,674	600	600	
13	13	Lewes Concert Orchestra	Provide concerts of classical and light music for the people of Lewes & surrounding area.	Venue hire, conductors, soloists, publicity, hire of music, insurance, misc. etc.	8,570	500	500	
14	14	Windrush 70 Creative Writing Competition	Educational charity. Further education college providing education and training from foundation to degree level.	A competition for students, adult learners & the wider community to write prose, poetry thought piece of 500 to Mark the 70th Anniversary of the arrival	1,200	300	300	
15	15	East Sussex Radio Society	To provide a public, community-led radio service for Lewes.	License application fee, flyer, telephone broadband, OFCOM, Insurance.	3,710	970	900	proportionate to council scheme
16	16	DeMontfort Improvement Group	To improve quality of life on the DeMontfort Estate.	Newsletter, training and drop in sessions.	3,793	2,143	1,500	proportionate to council scheme
17	17	Stories Seen Through a Glass Plate	The project will mark the centenary of the 1918 Representation of the People Act.	Website, advertisement, photographs, expenses, wall panel, invitations to private view etc.	2,680	1,330	1,330	
18	18	Lewes Bonfire Council	To act as a forum to discuss activities of member Societies and promote the annual event	To promote and hold the annual Bonfire Costume Competition	1,888	500	500	
19						£19,601	£12,252	
20								
21								
22								Miscellaneous Grants Budget £39,000
23								"Cycle 1" total grants £12,252
24								"Cycle 2" total grants
25								"Cycle 3" total grants
26								"Cycle 4" total grants
27								Total paid/recommended £12,252
								Budget balance £26,748



MINUTES

of the meeting of the **Working Party** formed to consider commemorations and significant events, held on **Tuesday 12th June 2018** in the **Yarrow Room, Town Hall, Lewes** at **11:00am**.

PRESENT Cllrs S Catlin (Wischhusen); M Chartier (*Chairman*); I Makepeace; Dr G Mayhew
In attendance: S Brigden (*Town Clerk [TC]*).

CmemsWP2018/01 APOLOGIES FOR ABSENCE: Members noted that Cllr R O’Keeffe had resigned from the Working Party. Apologies had been received from Cllr Murray, who had a teaching commitment.

CmemsWP2018/02 DECLARATIONS OF INTEREST: There were none

CmemsWP2018/03 QUESTIONS: There were none

CmemsWP2018/04 MINUTES: Minutes of the meeting held on 30th January 2018 were received and agreed as an accurate record.

CmemsWP2018/05 BUSINESS OF THE MEETING:

1 The meeting welcomed Professor Michael Bull, of Sussex University, and Ms Lisa Guile, an arts professional, who were attending to present a request for support for a proposed project to commemorate the centenary of the end of World War One. Also welcomed was Mr Phil Rose, an organizer of the Lewes Light Festival.

2 Professor Bull described a multi-disciplinary art and adult education event to commemorate the centenary of the end of World War One, to be held at the Lewes Depot, scheduled for 10th November 2018 (*to be confirmed*). “Exploring the Human Experience of WW1 through Film, Words, Music and Sound”, the event would run from the afternoon into the evening and would provide a preface to the more traditional commemorations in Lewes on the 11th.

There would be three interconnected aspects to the event:

- A multimedia lecture by Professor Bull that explores the sounds of WW1 where he discusses how these sounds have been represented and understood in literature, poetry, letters, music and film.
- A showing of *Wooden Crosses* (1932) directed by Raymond Bernard, based on the 1919 novel by Roland Dorgeles. Introduced by Prof. The film is considered perhaps the most ‘realistic’ of all WW1 films. It was shot in the trenches of Northern France with all the cast and crew having fought in the trenches during WW1.
- A live performance of a new ‘gig theatre’ piece: “The Human Sound of War”, setting WW1 poetry to music/sound installation. Performed by a double bass player and vocalist (Rebecca Askew), a saxophonist (Lisa Guile), and a trumpet player and live sound installation performer (Al Strachan).

The aim of this event was to leave the audience with greater knowledge about and deeper insight into the human experience of WW1. This would be achieved via exploration of WW1 from several angles using different media: *eg.* people would watch servicemen in the trenches, learn about the literature written at the time, and experience their own responses to settings of wartime poetry. A

secondary aim was to gather information regarding people's views of this type of arts education event, which would be used by the Lewes Depot/The University of Sussex/local arts practitioners to inform future events.

Members considered a project budget outline prepared by Ms Guile, and asked what plans existed to allow for a shortfall in predicted ticket sales. It was noted that ticket costs were set extremely low, and this was applauded. It was acknowledged that the date planned was subject to the availability of key performers, one of whom was currently awaiting confirmation of a role with the Royal Shakespeare Company which would necessitate a change of schedule.

Councillors were impressed with the proposed project, and unanimous in agreement that Council should be asked to contribute up to £500 once details were confirmed.

3 Mr Rose was pleased to announce that Lewes Light Festival had been shortlisted for a Lewes Business Award, as Tourist Destination of the Year. He went on to update Members on plans for the 2018 event. There continued to be significant support from within the lighting industry and arts and educational institutions. In addition, more than £4,500 had been secured from the Lewes area. A Heritage Lottery Fund application was in process, and another strand was likely to be attractive to the Arts Council. Also planned were applications to the Lewes Community Fund and the Chalk Cliff Trust. Local notable author Mrs Alice Dudeney (*aka Mrs Henry Dudeney. 1866 – 1945*) was the subject of one strand of research, and her resonance with the 2018 theme of “[things] Missing”. It was anticipated that the 2018 festival will require road closure Orders for three nights between 7:00 and 10:30pm. Greater numbers were expected than in previous years, and measures were in place for additional adult and youth guides for ‘tour groups’ during the Festival. Lewes Youth Theatre Group; Northbrook College, a youth folk group, and local traditional folk singers the Copper Family had all given commitment to various strands of the festival.

The Festival organizers were hopeful that the Town Council could grant up to £8,000 to cover, as in previous years, expenses that would not attract specific grant funding (insurance; technical operators, general running costs *etc*)

Councillors noted that in 2017 the Council had agreed up to £6,300, and £5,500 had been called-upon. They acknowledged the growth in profile of the event, and recognized its high value to the town, but wished to avoid establishing a pattern of regular and significant increases in Council support. There were suggestions that a donation-on-booking/collection bucket scheme for tours might help defray costs, as had been used in an earlier Festival, and Mr Rose agreed that this should be incorporated.

Members were happy to agree to recommend that Council should grant up to £8,000 for 2018, on the understanding that Lewes Light Festival would operate a donation/collection scheme as discussed.

4 Approaches had been made to several Members by a group proposing a commemoration to note the 250th anniversary of Tom Paine's residence in Lewes. It appeared that Lewes District Council (LDC) had already acknowledged it for inclusion in the 2018 *Artwave* programme and were likely to offer premises and other support. Members considered that this was appropriate recognition and would let LDC know that they were generally supportive of the project. Similarly, they would indicate their welcome of the planned LDC event on 9th July to mark the vote for women. It was commented that the first indoor meeting supporting suffrage was held in Lewes Town Hall.

5 Members noted that since their last meeting Ms Julie Van Ackeren, LRA Supervisor at Sussex Downs College, had visited with colleagues who led arts and design and media courses. The tutors had been interested to learn of the work of the Council and partners, and may find links to several ongoing projects

such as 'Our Pictures' and the proposed 'Suffrage to Citizenship' initiative.

6 Also since the last meeting, the plaque to commemorate the fallen of the Royal Sussex Regiment had been agreed with the RSR Association and ordered. Installation was expected in August.

Attempts had been made to engage with the Pestalozzi charity with regard to International Day of Peace 2018, as suggested, but had so far not borne fruit.

The efforts of Ms Brigitte Lardinois and Dr Diana Wilkins, in the "Suffrage to Citizenship" initiative affiliated to the ongoing Reeves Photography Archive project, had resulted in the inclusion of Lewes's Kate Fowler-Tutt in the Women's Local Government Society project "to identify and celebrate the lives of 100 women and men who were active in the campaign for extending the vote to all women and who went on to use their extended rights of citizenship in a positive way in their local areas".

The performance at the All Saints Centre in April by *The Bard's Buskers* had been well-received by those attending, albeit there had been regrettably few and poor support by Councillors.

7 With regard to suggestions to mark the renewals of the ceasefire agreement following 11th November 1918 (renewed on 13th December 1918; 16th January 1919, and 16th February 1919 before the eventual signing of the Treaty of Versailles on June 28th 1919 and its effective date of 10th January 1920.) Cllr Catlin undertook to approach LDC to ask if Gabriel, the Market Tower bell, might be rung to accompany a short simple event he hoped to arrange at the War Memorial on those anniversaries. LGB Brass would be approached to establish whether they might provide a bugler to play the *Last Post*.

8 Cllr Dr Mayhew remarked that, in the course of his research into local people who fell in WW1, he had acquired photographs of many individuals and asked if these could be displayed in November in the Town Hall foyer. He hoped that this might prompt families to come forward with other photographs they may hold and thereby contribute to the historical records of that time. This could be easily done using Town Hall equipment. Members agreed to recommend this.

9 There followed a brief discussion on the staining of the limestone components of the War Memorial, and TC described the project to clean it that was conducted in 2010/11. Works had been carried out by Chichester Cathedral Works Organization experts, and utilized superheated steam cleaning and chemical poultice treatments, which had been repeatedly applied for several weeks. Their expert opinion, offered at the conclusion, was that the staining was too deeply ingrained into the stone to be removable, and although the actual depth could be ascertained by cutting a sample this was not advisable. The memorial had, in 2014 been re-designated as 2* (Two/Star) by English Heritage on the national List of Buildings of Special Architectural or Historic Interest, which may make such intrusive investigation difficult. It was agreed that the matter could researched at a later date.

CmemsWP2018/06

CONCLUSIONS/RECOMMENDATIONS: Council would be asked to support the decisions of the Working Party, as described.

CmemsWP2018/07

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

The meeting closed at 12:05pm

Signed.....

Date



MULBERRY & CO

Chartered Certified Accountants
Registered Auditors
& Chartered Tax Advisors

9 Pound Lane
Godalming
Surrey, GU7 1BX

t + 44(0)1483 423054
e office@mulberryandco.co.uk
w www.mulberryandco.co.uk

Our Ref: MARK/LEW001

Mr S Brigden
Lewes Town Council
Town Hall
High Street
Lewes
East Sussex
BN7 2QS

15th June 2018

Dear Steve

Re: Lewes Town Council
Internal Audit Year Ended 31st March 2018

Following completion of our interim internal audit on the 20th November and our final audit on the 15th June we enclose our report for your kind attention and presentation to the Council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Where appropriate recommendations for future action are shown in bold text.

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the authority's approval of the annual governance statement.

Interim Audit – Summary Findings

At the interim visit we reviewed and performed tests on the following areas:

- Review of the Financial Regulations & Standing orders
- Review of the Risk Assessments
- Review of the Budgeting process
- Proper Bookkeeping – review of the use of the accounts package.
- Review of salaries
- Review of fixed asset register

It is our opinion that the systems and internal procedures at Lewes Town Council are very well established, regulated and followed. The clerk ensures the council follows best practice regulations and has over time adapted and changed the internal procedures as regulations and technologies have changed to maintain compliance.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are entirely fit for purpose and indeed are a model of good practice. I would like to thank Steve and his team for their assistance and hard work.

Final Audit – Summary Finding

At the final visit we reviewed and performed tests on the following areas:

- Review of annual accounts & AGAR
- Review of bank reconciliation
- Review of income
- Review of salaries
- Review of information for external auditor

I am of the opinion that the annual accounts and AGAR are ready to be signed off by council and the external auditor and that the AGAR is a true and fair reflection of the financial transaction of that of the council for the year ended 31st March 2018. Accordingly, I have signed off the AGAR.

A. BOOKS OF ACCOUNT (INTERIM & FINAL AUDIT)

The Council continues to use Sage an industry standard financial accounting package. The Sage system is used daily to report and record the financial transactions of the Council and a review of the cashbook shows that all data fields are being entered, the hard copy reports are easy to read and logically filed.

The finance officer prints off and files in hard copy, bank reconciliation, cashbook, income and expenditure against budget and other reports as fit. This is a clear and easy to follow system and I make no recommendation to change in this process.

My audit testing showed that supporting documentation could be readily located from records recorded on Sage. I make no recommendation to change in this system.

I tested opening balances as at 1.4.17 and confirmed they could be agreed back to the audited accounts for 2016-17.

I confirmed that the Council's last VAT reclaim was April 2017 for the year ended 31st March 2017.

The Council is required by law to follow the 2015 Transparency Code, a review of the web site shows that some of the code is being followed, but it is also clear there are some missing. **I have recommended that it would be sensible to carry out a brief audit against the requirements of the Code to ensure that the Council is fully compliant and to this end I have signposted Crowborough Town Council as a good site to review.**

In the light of the new data protection regulations (GDPR); it was noted the Council does not have common email addresses yet – but this is being considered by the clerk.

Final Audit

The Clerk to the Council has overall responsibility for the day-to day accounts functions. The accounts are balanced and are up to date to the financial year end. Checks of the computerised accounting system confirmed that the cashbook and other accounts arithmetic were correct.

I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. FINANCIAL REGULATIONS & PAYMENTS (INTERIM & FINAL AUDIT)

I confirmed by sample testing that Councillors have all signed "Acceptance of Office" forms and register of members interests, in line with regulations.

Standing orders are based on the NALC model and the council has revised and adopted standing orders in March 2015. **These need to be reviewed again.**

Financial regulations are based on an older NALC model and are dated March 2015. The regulations being based on the NALC model contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council. **These need to be reviewed again.**

Financial Regulation 4 deals with accounting and audit. The council has in place an audit panel and has fulfilled obligations in respect of internal audit.

Financial regulation 5 & 6 deal with authorisation and making of payments. Cheques require three signatures. Invoices are authorised and a random sample of payments was selected for September 2017. There were no errors and all agreed to the payments list. The council makes payments via cheque, bacs, direct debit and standing order. No cash payments. My only observation is that Regulation 5 & 6 could be reorganised so that regulation 5 deals with authorisation to make payment checking of invoices and regulation 6 deals with the physical payment. The regulations could also make reference to the payment policy (currently a separate document) . **I recommend that upon next review the 2016 NALC model are considered or used as a basis.**

The council has an on-line system with Natwest this has a natural segregation of duties insofar as the same user cannot both create and authorise the same transaction.

Final Audit

Total Other payments £701,470 (2017: £720,906)

I have reviewed the expenditure list which is broadly similar to the prior year after accounting for one of expenditure items. The reason for the reduction in expenditure being due to fewer grants paid in 2017/18.

I also reviewed the nominal ledger for evidence of netting off and significant journal entries, the individual entries were in accordance with the heading under which they were posted and corrections/transfers where evident were bonafide. We found no evidence of breaches of financial regulations in the sample testing completed.

I am of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for", has been met.

C. RISK MANAGEMENT & INSURANCE (INTERIM & FINAL AUDIT)

Interim Audit

The council has a risk assessments and a risk management policy.

I have confirmed that the Council has a valid insurance certificate. The Council reviews its insurance requirements as part of the renewal process. Asset cover appears adequate; **money cover should be reviewed with the insurance company on next review.**

Final Audit

We discussed assertion 8 of the AGAR and whether or not this had any impact on the council.

"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements." There are none.

I am of the opinion that the control objective of “This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.”, has been met

D. BUDGET, PRECEPT & RESERVES (INTERIM & FINAL AUDIT)

In accordance with financial regulation 2, I confirmed that the 2018-19 budget and precept setting process was well underway at the time of our interim audit, with initial budget meetings complete. The 2018-19 budget and precept will be approved by the end of January 2018, so all precepting authority deadlines will be met.

The Council was able to demonstrate that budget monitoring reporting to members is comprehensive, and is appropriately minuted. However, at the audit date this had not been completed in full with only one meeting in June 2017. The clerk advises the six month reporting will be brought up to date as soon as possible. I remind council that reporting against budget is a key control, in addition to this standing orders state that quarterly reporting should take place. **I recommend the quarterly reporting is brought up to date in line with the requirements of standing orders and that financial regulations are amended to reflect the same requirement.**

The council has detailed workings on reserves and anticipates general reserve will be circa £50,000 against a precept of £944k this is too low for a council of this size. The council is aware it has low general reserves and has action plans in place to address this but it is also clear the council is reliant on earmarked reserves not being used in order to support the general reserve. **I would recommend council continue to review its earmarked reserves in detail and reassign and reallocate.**

Final Audit

Reserves Carried Forward £761,420 (2017: £732,776)

The council has £638,439 of earmarked reserves and £122,981 of general reserves. In respect of general reserves, rule of thumb calculations would suggest that 50% of precept as adjusted for local conditions would be reasonable being circa £472k.

General Reserves in my opinion are too low and for a council of this size anything from £375k to £475k would be not unreasonable consider the other income streams of the council. It is noted the council is precepting to increase the general reserve balance by circa £50k per annum from 2018/19 onwards.

I am of the opinion that the control objective of “The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.”, has been met.

E. INCOME (INTERIM & FINAL AUDIT)

Interim Audit

Financial regulations state fees must be reviewed annually. Council reviews and minutes. A random selection showed that council is charging the amounts shown on the printed and published lists.

Final Audit

Precept income £944,758 (2017: £860,072)

Other income £258,447 (2017: £248,880)

The precept income was tested to remittance advice notes and bank statements. The local tax support grant element has been correctly recorded in box 3 of the AGAR.

Other income and debtors were tested to remittance advice notes and underlying documentation, together with a nominal ledger analysis. There is no evidence of netting off, nor were there significant numbers of journal corrections. In total, other income has increased by £9,567, which is less than 15% year on year. I am of the opinion that income is properly recorded.

The council is registered for VAT. The last VAT reclaim was completed for the quarter ended 31st March 2018, which was received in April 2018.

I am of the opinion that the control objective of “Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.”, has been met.

F. PETTY CASH (INTERIM & FINAL AUDIT)

The Council has £225 in petty cash, this was tested at the interim audit and shown to be correct at the year end date there was a balance of £39.62/

I am of the opinion the control objective of “Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.”, has been met.

G. PAYROLL (FINAL AUDIT)

Salaries £463,035 (2017: £470,326)

Payroll is performed in house using Sage. The signed minutes show that council approves changes to payrolls. The amounts shown on the AGAR, were reconcilable to the payroll records, there were no errors.

Monthly and year-end PAYE and NI deductions and returns have been submitted online, on time to HMRC. There were no errors recorded or late payments to HMRC during the financial year under review. The PAYE and NI liability for March 2018 was paid in and cleared in March 2018.

The year on year movement is less than 15% and as such does not need further explanation on the report of significant variances.

All Council employees are paid through the payroll for all Council work undertaken. No employees are paid separately for any other Council work undertaken.

I am of the opinion that salaries are correctly stated on the AGAR and that the control object of “Salaries to employees and allowances to members were paid in accordance with this authority’s approvals, and PAYE and NI requirements were properly applied.”, has been met.

H. ASSETS AND INVESTMENTS (INTERIM & FINAL AUDIT)

Interim Audit

The Council has a summary list of assets in the financial accounts and within its working papers a detailed list of individual assets. It is clear that work is ongoing in this area and that more work is required to compile a detailed working register of assets. **I recommend the work on fixed assets continue because having a register will enable councillors to sign off that they are safeguarding public money etc. Work has been undertaken and this point is now cleared.**

Final Audit

Fixed Assets & Long Term Investments £3,236,060 (2017: £3,236,060)

Total Borrowings £52,363 (2017: £59,810)

Loan Interest/Capital £10,056 (2017: £10,056)

Fixed assets have not changed year on year.

The loan capital and interest payments and loan balance were agreed to statements issued by PWLB debt management. There were no errors.

The Council does not hold any long term investments [i.e. over 1 year], nor any assets.

I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained.", has been met.

I. BANK RECONCILIATIONS (INTERIM & FINAL AUDIT)

The Council has 2 bank accounts all held with Natwest. I have tested that the bank accounts are being reconciled promptly at the end of each month. I also re-performed the October bank reconciliation. I found no error in the reconciliation.

Final Audit

Bank & Cash Balances £751,633 (2017: £781,728)

At the year-end date the council had a reconciled bank position this was taken to council for approval in April 2018 and signed in accordance with regulations. I have reviewed the reconciliation there were £5,146.34 outstanding payments and £333.60 outstanding lodgements. I also tested the cut off and can confirm the payments and lodgements are shown in the correct year.

None of the accounts are long term investments and as such do not need to be disclosed in box 9 of the AGAR.

It was noted there were two aged outstanding lodgements totalling £50.10 that should be written back in the 2018/19 council year.

The movement year on year in bank and cash balances of £30,065 is less than 15% and as such will not be needed to be reported on the report of significant variances.

I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out.", has been met.

J. YEAR END ACCOUNTS (FINAL AUDIT)

The year-end accounts have been correctly prepared on the income and expenditure basis with box 7 & 8 reconciliation required. A review of the accounts showed this to reconcile.

The AGAR correctly casts and cross casts and the comparatives have been correctly copied over from the 2016/17 AGAR.

The variance analysis is not required because there are no variances greater than 15% and £200.

The council has made provision within its schedule of meetings to sign off the annual governance statement and accounts in time to display the notice of electors rights. Council will sign the AGAR on the 21st June and put up the notice on the 29th June. Commencement of the notice period will be the 2nd July to the 10th August.

I am of the opinion the AGAR will be ready for submission to the external auditor within statutory time scales and that the control objective of "Accounting statements prepared during the year were prepared on the correct

accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.”, has been met.

K. TRUSTEESHIP

The council is sole managing trustee of The Town Brook Charity for the provision and maintenance of the adjacent recreation ground for the benefit of the public generally and especially the inhabitants of the town of Lewes in the county of East Sussex.

Filing is up to date.

Should you have any queries please do not hesitate to contact me.

Kind regards
Yours sincerely

A handwritten signature in cursive script, appearing to read 'M Mulberry', with a long horizontal flourish extending to the right.

Mark Mulberry

Agenda Item No: 8 **Report No:** FC002/2018
Report Title: Annual Governance & Accountability Return 2017/18
Report To: Full Council **Date:** 21st June 2018
Report By: S Brigden, Town Clerk

Purpose of Report: To present the requisite accounting information and draft Annual Return for approval as required by the Local Audit and Accountability Act 2014 and The Accounts and Audit Regulations 2015 (SI2015/234).

Recommendation(s):

- 1 That Lewes Town Council approves the Annual Governance Statement, and Accounting Statements (*shown at sections 1 & 2 of the statutory annual return*) for the year ended 31st March 2018
- 2 That Lewes Town Council approves the statutory annual return for the year 1st April 2017 to 31st March 2018, for submission to Messrs PKF-Littlejohn LLP, the External auditors appointed by the national sector-led body, with supporting documents as required.

Information:

1 The latest amendments to the statutory audit regime affecting local councils were introduced by the Accounts & Audit (England) Regulations 2015. The changes directly affect the Council as it falls into a category where the criteria have been revised. There have been some revisions to the Audit Code of Practice made under these regulations, and these have been accommodated.

2 The regulations prescribe (among other detail) the form of the Statutory Annual Return, the supporting information, and the order in which Council must acknowledge its responsibilities. Lewes Town Council has, for many years, recognized the benefits of operating its financial accounting system at a level of sophistication that is considerably higher than the minimum requirements, and is already comparable to the commercial Small/Medium Enterprise (SME) classification that the latest Regulations emulate. Under earlier audit regimes, this approach has been commended by auditors as good practice, and will be continued.

3 Under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as the Sector Led Body (SLB) for smaller authorities. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million. SAAA have contracted PKF Littlejohn to provide the service for this region for five years 2017/18 to 2022/23

4 The statutory deadline for the Council's formal "approval" of the Annual Governance & Accountability Return (AGAR), for forwarding to the appointed external auditors is 30th June. A booklet of accounts is appended. These documents are posted on our website. The auditors also specify a range of sample documents each year which will accompany the Return and accounts.

5 The relevant pages of the Annual Return are appended to this report. It is required that Council resolves its approval of the Annual Governance Statement (section 1) *prior* to approval of the Accounting Statements (section 2).

6 The Accounting Statements have been certified by me in my capacity as Responsible Finance Officer.

7 The certificate by the Council's independent Internal Auditor has been signed. He indicates that he has no concerns, and his final report is also presented to this meeting. The Internal Auditor's work; regular reports of the Audit Panel, and occasional reports from other sources, are the instruments by which the Council assures itself that all responsibilities are satisfied.

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

S Brigden 15th June 2018

Annual Internal Audit Report 2017/18

LEWES TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

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

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

20/1/17 & 15/6/18

Name of person who carried out the internal audit

MARK MULBERRY BA(Hons) FCCA CTA

Signature of person who carried out the internal audit

M Mulberry

Date

15/06/2018

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

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

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

LEWES TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

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

This Annual Governance Statement is approved by this authority and recorded as minute reference:

dated

21/06/2018

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

Section 2 – Accounting Statements 2017/18 for

LEWES TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	825,112	732,776	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	860,072	944,758	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	248,880	258,447	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	470,326	463,035	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	10,056	10,056	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	720,906	701,470	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	732,776	761,420	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	781,728	751,633	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	3,236,060	3,236,060	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	59,810	52,363	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</i> <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
	✓		

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

15/06/2018

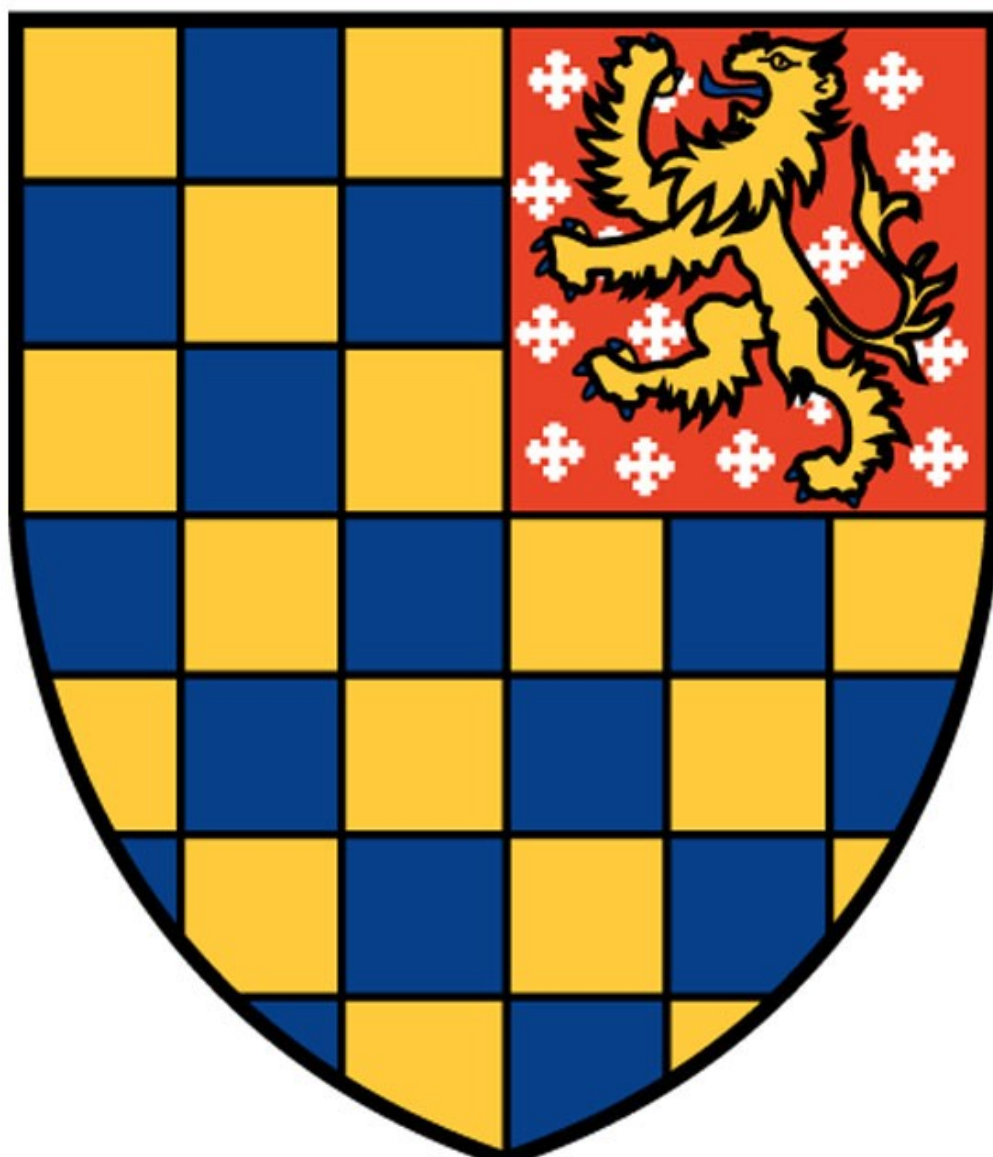
I confirm that these Accounting Statements were approved by this authority on this date:

21/06/2018

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

LEWES TOWN COUNCIL



FINANCIAL ACCOUNTS
for the year
1st April 2017 to 31st March 2018
Subject to audit

LEWES TOWN COUNCIL

Council Information

For the Year ended 31 March 2018

Councillors

Cllr Annabella ASHBY

Cllr Janet BAAH

Cllr Adam BARKER

Cllr Dr Amanda BOLT (*vacated office 6th October 2017*)

Cllr Richard BURROWS

Cllr Michael CHARTIER

Cllr Will ELLIOTT

Cllr Huw JONES

Cllr John LAMB

Cllr Imogen MAKEPEACE

Cllr Dr Graham MAYHEW

Cllr Merlin MILNER

Cllr Roger MURRAY

Cllr Susan MURRAY

Cllr Ruth O'KEEFFE

Cllr Chelsea RENTON (*elected 7th December 2017*)

Cllr Tony ROWELL

Cllr Esther WATTS

Cllr Stephen WISCHHUSEN (*known as CATLIN*)

Town Clerk and Responsible Finance Officer

Steve Brigden

Auditors (external)

PKF Littlejohn LLP
Ref: SBA
2nd Floor 1 Westferry Circus
Canary Wharf
LONDON E14 4HD

Auditors (internal)

Mulberry & Co
Chartered Certified Accountants,
Registered Auditors & Chartered
Tax Advisers
9 Pound Lane
GODALMING
Surrey GU7 1BX

LEWES TOWN COUNCIL

Explanatory Foreword

For the Year ended 31 March 2018

The Council's statements of accounts for the year ended 31 March 2018 are set out on the following pages. They consist of the following statements:

The Income and Expenditure Account

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

The Balance Sheet

This sets out the financial position of the Council at 31 March 2018, i.e. its assets and liabilities at that date.

Statement of Total Movement in Reserves

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

Notes to the Accounts

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

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

Further Information

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

LEWES TOWN COUNCIL

Responsibilities for the Statement of Accounts

Year ended 31st March 2018

The Council's Responsibilities

The Council is required:

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

The "Responsible Finance Officer" Responsibilities

The R.F.O. is responsible for the preparation of the Council's statement of accounts in accordance with the 'Code of Practice on Local Authority Accounting in Great Britain' (the code), so far as it is applicable to this Council, to present fairly the financial position of the Council at 31st March 2017 and its income and expenditure for the year then ended.

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

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

The R.F.O. has also:

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

Responsible Finance Officer's Certificate

I hereby certify that the statements of accounts for the year ended 31st March 2018 required by the Accounts and Audit Regulations 2015 (SI2015/234) are set out in the following pages.

I further certify that the statements of accounts present fairly the financial position of Lewes Town Council at 31st March 2018, and its income & expenditure for the year ended 31st March 2018.

Signed:.....

Date:.....

Steven Brigden

Town Clerk and Responsible Finance Officer

LEWES TOWN COUNCIL

Statement of Internal Control

Year ended 31st March 2018

Scope and Responsibility

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

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

Purpose of the System of Internal Control

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

The Internal Control Environment

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

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

LEWES TOWN COUNCIL

Review of Effectiveness

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

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

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

- The work of officers within the Council
- Routine oversight by our Audit & Governance Panel
- The work of the internal auditor
- The external auditors in their annual audit report

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

We have reviewed the effectiveness of our Internal Audit operations, and have taken account of guidance issued in this regard by the Joint Panel on Accounting Guidance (JPAG). JPAG is responsible for issuing proper practices in relation to the accounts of “smaller authorities” as defined in the Accounts and Audit Regulations. Membership consists of sector representatives from the Society of Local Council Clerks, the National Association of Local Councils and the Association of Drainage Authorities, together with stakeholder partners representing the Department of Communities and Local Government, the Department of Environment, Food and Rural Affairs, the Chartered Institute of Public Finance and Accountancy, the National Audit Office, and a representative of the external audit firms appointed to smaller authorities.

We are satisfied on all counts that our arrangements are effective and meet expected standards.

Signed
Clr Janet Baah
Mayor of Lewes 2018/19

Signed
Steve Brigden
Town Clerk & Responsible Financial Officer

Date

Date

Lewes Town Council
Income and Expenditure Account
for the Year ended 31st March 2018

2017 Nett Expenditure	Cost Centres	Notes	2018 Gross Expenditure	2018 Gross Income	2018 Nett Expenditure
95,614	Corporate Admin		109,714	100	109,614
96,099	Civic Admin		117,200	28,846	88,354
47,690	Mayoralty		57,571	1,809	55,762
326,836	Town Hall		384,425	84,508	299,918
102,080	All Saints		175,997	47,975	128,022
21,074	Malling Community Centre		38,893	17,854	21,038
39,739	Pells		40,835	26,813	14,022
120,768	Open Spaces		94,485	1	94,484
27,941	Allotments		33,558	4,438	29,119
11,484	Election Expenses		6,795		6,795
35,122	Section 137 Expenditure	5	32,733		32,733
(12,816)	Other Grants and Sponsorship	16	30,292	45,159	(14,867)
<hr/>			<hr/>		
911,629	COST OF SERVICES		1,122,499	257,504	864,995
(860,072)	Precept Received			944,758	(944,758)
(226)	Interest and Investment Income			943	(943)
10,056	Loan Repayment		10,056		10,056
30,948	VAT Unclaimable	14	42,006		42,006
<hr/>			<hr/>		
92,336			1,174,561	1,203,205	(28,644)
(825,112)	Balance Brought Forward				(732,776)
<hr/>			<hr/>		
(732,776)	Balance Carried Forward				(761,420)
<hr/>			<hr/>		
586,409	Earmarked Reserve Balance B/F	20		598,712	
201,330	Transferred from General Fund			243,130	
189,027	Transferred to General Fund			203,403	
598,712	Earmarked Reserve Balance C/F				638,439
238,703	General Fund Balance Brought Forward			134,064	
(104,639)	Surplus/(Deficit) for the Year			(11,083)	
	General Fund Balance C/F				122,981
<hr/>			<hr/>		
732,776	Balance Carried Forward				761,420
<hr/>			<hr/>		

NOTE: Totals may be affected by "rounding" convention

Lewes Town Council
Balance Sheet
as at 31st March 2018

Year Ended 31 March 2017	Notes	Year Ended 31 March 2018
£	CURRENT ASSETS	£
5,905	Stock 8	5,629
12,723	Debtors 9	10,360
38,439	Payment in Advance	34,493
781,728	VAT Recoverable 14	751,633
838,795	TOTAL ASSETS	802,116
CURRENT LIABILITIES		
10,019	Creditors 10	20,223
30,999	Receipts in Advance 10	1,556
65,000	Accruals 10	18,916
0	VAT Payable	
106,018	TOTAL LIABILITIES	40,695
NET ASSETS		
732,776		761,420
Represented by: 20		
134,064	General Fund	122,981
598,712	Earmarked funds	638,439
732,776		761,420

.....
Cllr Janet Baah
Mayor 2018/19

.....
Steve Brigden
Responsible Finance Officer

Date:.....

Date:.....

Lewes Town Council**Notes to the Accounts****Year Ended 31 March 2018****1. Principal Accounting Policies****Accounting Convention**

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

Debtors and Creditors

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

Leases

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

Earmarked Reserves

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

2. Interest and Investment Income	2017	2018
	£	£
Interest Income – General Funds	226	943

3. Agency Work

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

4. Publicity

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

	2017	2018
	£	£
Recruitment Advertising	0	0
Marketing Advertising	200	435
Other Publicity	1,850	892
Community Cinema operating advertisements	1,520	1,110
TOTAL	3,570	2,437

Lewes Town Council**Notes to the Accounts****Year Ended 31 March 2018****5. S.137 Expenditure**

Section 137 of the Local Government Act 1972 (as amended) enabled the Council to spend up to £7.57 per head (2017:£7.42) on the electoral roll in this year for the benefit of people in its area on activities or projects *not specifically authorised by other powers*.

Expenditure was made under this power in 2017/18 for the following purposes:

Grants to	£
RELATE	750
FitzJohn's Road Foodbank	2,783
Wildflower Lewes	400
Moving Sounds CIC	900
St Anne's Church	800
Conservation Volunteers	350
Malling Tenants & Residents Association	1,000
PATINA	1,250
Now Charity Group	1,000
Care for the Carers	1,250
Lewes Community Screen	1,250
Lewes Pound CIC	500
Compass Travel (buses)	10,000
Community Transport Lewes Area (CTLA)	7,000
Lewes Town Partnership	3,500
TOTAL	32,733

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

General Power of Competence

Minute extract: Council meeting of 21st May 2015

Ref **FC2015/14.1** "Lewes Town Council declares that it meets the conditions, prescribed in Article 2 paragraph 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI2012/965), and hereby resolves to adopt the General Power of Competence as provided in the Localism Act 2011 ss1-8."

This declaration has effect until the Council's Annual Meeting 2019.

6. Employees and Members

The average weekly number of 'full-time equivalent' employees during the year was 12.13. The establishment is 14 (8 full-time; 6 part-time).

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

	2017	2018
	£	£
Chief Executive Officer/Head of Paid Service (Town Clerk)		
Gross salary received	63,933	64,617
Employer's contribution to LGPS	13,387	11,152
This represents a multiple of 2.95 compared with the median of all salaries		
Members' Allowances paid in the year	3,310	3,982

Lewes Town Council**Notes to the Accounts****Year Ended 31 March 2018****7. Auditors remuneration**

Fees due to Littlejohn LLP, external auditors, were	£2,000	(2017: £2,000).
Fees paid to Mulberry & Co, internal auditors, were	£425	(2017: £425)

8. Stock

	2017	2018
	£	£
Resale & civic items; protective clothing; materials	2,291	2,464
Town Hall consumable stores	451	526
All Saints consumable stores	741	840
All saints resale stock	157	0
Stationery	*2,265	*1,799
TOTAL	5,905	5,629

* includes stock pre-printed items, at valuation

9. Debtors

	2017	2018
	£	£
Trade debtors (No debts were more than 3 months old)	12,723	10,360
VAT (see Note 16)	38,439	34,493
TOTAL	51,162	44,853

10. Creditors and Accrued Expenses

	2017	2018
	£	£
Creditors	10,019	20,223
Receipts in Advance	30,999	1,556
Accruals	65,000	18,916
TOTAL	106,018	40,695

11. Operating Lease Commitments

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

	2017	2018
	£	£
Photocopier and doormats	2,344	2,274

12. Loans

	2017	2018
	£	£
Public Works Loan Board (1999 – 2023)	59,810	52,363

This loan was taken out on 18th January 1999 for works to the Town Hall, in the sum of £150,000 at fixed interest rate of 4.5%pa, with instalments payable half-yearly over 25years (terms as PWLB Circular No116).

Lewes Town Council

Notes to the Accounts

Year Ended 31 March 2018

13. Pensions

For the year ended 31 March 2018 the Council's contributions were 17.4% of employees' pensionable pay plus a fixed sum of £14,000 following a revised valuation principle by Local Government Pension Scheme fund actuaries. Scheme administrators have notified employer contribution rates for the following year as: 2018/19: 17.4%+ £16,000.

14. Value Added Tax (VAT)

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

VAT paid (input tax) in relation to exempt activities can be reclaimed provided that the total amount does not exceed £7,500 for the year (average £625 per month), AND represents less than 5% of the total VAT paid on *all* goods/services in the year. These values are unchanged since 1992.

15. Contingent Liabilities

The Council is not aware of any contingent liabilities at the date of these accounts. It has accounted-for accrued commitments (*see note 10*).

16. Council Tax Reduction Support Grant

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

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

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

Lewes District Council has made/committed the following payments of this grant:

2013/14: £89,271 2014/15: £73,534 2015/16: £62,504 2016/17: £53,128 **2017/18 £45,159**
2018/19: £37,190

The programmed reduction in the amount of CTRSG increases the calculated Band 'D' equivalent value; regardless of any change in Lewes Town Council's budget requirement.

17. Town Hall

In 2015/16 the Council commissioned a major repair/conservation programme for the Town Hall; a heritage-listed building (Grade 2), commencing with the South elevation - the High Street façade. This entailed substantial repairs to ornamental brickwork and terracotta mouldings; stone work; window frames and other woodwork, and re-laying of roof coverings. This work continued as the roof coverings of both the assembly Room and Corn Exchange were replaced. Works were funded from accrued balances in Earmarked Reserves (*see note 20*) and the General Fund.

Lewes Town Council

Notes to the Accounts

Year Ended 31 March 2018

18. Mallings Community Centre

Lewes Town Council intends to regenerate the Mallings (Bridgeview) Community Centre and create a new mixed use community space. This will involve major alteration and refurbishment works. The newly renovated building will offer a vibrant community space, with links to outdoor facilities, spaces for public hire, sports changing rooms, and social area/café. Architects have prepared designs, taking account of the many comments and responses to earlier consultations from current and prospective users. When these designs were presented, many of those stakeholders were able to assist Councillors in making their choice.

A design has been selected and we can now assess what grants may be available to assist in enhancing particular elements of the scheme and to plan the final stages of the programme. We will then invite tenders from building contractors and the actual timing of the works will depend upon the successful bidder (who will no doubt need to take account of other commitments), and the progress of an application for planning consent. Works will be funded from accrued balances in Earmarked Reserves (*see note 20*) and will be supplemented by appropriate grant applications and/or approved borrowing.

Lewes Town Council
Notes to the Accounts
31 March 2018

19 Information on Assets Held

	31/03/2017	Movement in the Year Acquisition s	31/03/2018	Method of Valuation
	£	£	£	
Operational Land and Buildings				
Lewes Town Hall	1,925,926	0	1,925,926	*
All Saints Centre	362,727	0	362,727	*
Pells Swimming Pool	131,250	0	131,250	*
Non-Operational Land and Buildings				
Malling Community Centre	85,000	0	85,000	**
Equipment				
Computer Equipment	10,948	0	10,948	*
Franking Machine	472	0	472	*
Infrastructure Assets				
Bus Shelters	42,193	0	42,193	*
Town Seats and Benches	21,707	0	21,707	*
Waste Bins	3,027	0	3,027	*
Town Signs	5,877	0	5,877	*
Community Assets				
Lewes Priory site	24,000	0	24,000	**
The Pells Land	15,000	0	15,000	**
Allotments	26,500	0	26,500	**
The Town Plate	237,790	0	237,790	**
Works of Art	252,500	0	252,500	**
St. Michael's Town Clock	21,000	0	21,000	**
Civic Robes	35,670	0	35,670	**
Antique House Clock	2,370	0	2,370	**
Antique Books	2,100	0	2,100	**
War Memorial	1	0	1	***
Land at Landport Bottom (50% share with Lewes District Council)	1	0	1	***
Love Lane Tree Belt	1	0	1	***
Tom Paine Statue, Library terrace [private gift to town]	30,000	0	30,000	****
	3,206,060	0	3,236,060	

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

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

*** Nominal value/community asset

**** Valuation for insurance purposes

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

Lewes Town Council
Notes to the Accounts
31 March 2018

20

	Opening Balance	Transfer from General Fund	Transfer to General Fund	Total
	£	£	£	£
Earmarked Reserves				
R1 Town Hall	0	40,000	40,000	0
R2 All Saints Centre	34,800	10,000	26,000	18,800
R3 Open Spaces	3,000	3,000	0	6,000
R4 Lewes Priory	3,472	280	3,752	0
R5 Pells Lake	11,929	0	0	11,929
R6 The Pells	100,639	0	0	100,639
R7 Commemorations Fund	11,528	2,000	5,500	8,028
R8 Environment Enhancement Fund	25,355	1,000	6,985	19,370
R9 Town Clocks	2,400	300	2,700	0
R10 Malling Community Centre	262,800	51,000	14,000	299,800
R11 Placeholder for future projects	0	0	0	0
R12 Neighbourhood road-salt bin grants fund	2,583	0	0	2,583
R13 Election costs reserve	0	6,500	6,500	0
R14 Devolution process	42,455	0	42,455	0
R14A Devolution process (tranche 2 Prov'n)	38,200	33,000	4,600	66,600
R15 ICT Replacement	5,750	750		6,500
R16 Renewable Energy	0	20,000	0	20,000
Projects committed or in progress				
P1 'Our Pictures' Project	7,250	3,000	10,250	0
P2 Historic plaques programme (with FoL)	150	300	0	450
P3 Magic Circle (with FoL)	7,000	15,000	1,000	21,000
P4 New Website	0	10,000	5,760	4,240
P5 Neighbourhood Plan	7,401	5,000	12,401	0
P6 Placeholder for future projects	0	0	0	0
P7 Bus service support	0	17,000	17,000	0
P8 Allotments improvements	4,500	0	4,500	0
P9 Pedestrian crossings (contribn to ESCC)	27,500	25,000	0	52,500
P10 Placeholder for future projects	0	0	0	0
	598,712	243,130	203,403	638,439

Movements this year relate to:

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

General Fund*

	Opening Balance	Surplus /Deficit	Closing Balance
	£	£	£
Brought Forward	134,064	(11,083)	122,981

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

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

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

Agenda Item No: 9 **Report No:** FC003/2018
Report Title: Corporate Risk Assessment 2018-19
Report To: Full Council **Date:** 21st June 2018
Report By: S Brigden, Town Clerk

Purpose of Report: To apprise members of the results of the statutory annual risk assessment carried out for the Council's activities and functions for the 2018-19 municipal year.

Recommendation(s):

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

Information:

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

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

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

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

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

3 **This year's review** has taken account of **276** risk elements within **37** functions or areas of operation. Not all are relevant to LTC, but scores have been awarded to **237** risk elements, and **8** salient points present themselves. Six relate to the third-party management arrangements for Malling Community Centre. Mitigation is effected by close contact with the managing agents, Malling Community Association, and appropriate insurance. One is related to new data protection legislation and one to increased risk of trespass with the acquisition of Landport Bottom. Both are addressed by amended working routines.

A summary report extract is appended; the full report (68 pages) is available on request to TC.



LCRS 6. Overall Summary

LEWES Town Council Assessment for year 2018 To 2019

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Allotments	Powers to provide allotments Duty to provide allotment gardens if demand unsatisfied	19	19	1.8	0	<input type="text"/>
Bar Services		8	8	1.4	0	<input type="text"/>
Bonfire Celebrations	Power to provide	4	4	2.0	0	<input type="text"/>
Bus Services	Power to provide transport schemes	2	2	1.0	0	<input type="text"/>
Bus Shelters	Power to provide and maintain shelters	7	6	1.3	0	<input type="text"/>
Cemeteries/Churchyards	Power to provide	18	7	1.7	0	<input type="text"/>
Clocks	Power to provide public clocks	5	5	1.6	0	<input type="text"/>
Code of Conduct	Duty to adopt a code of conduct	1	1	2.0	0	<input type="text"/>
Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives	16	16	2.7	6	<input type="text"/>
Computing	Power to facilitate discharge of any function	3	3	1.7	0	<input type="text"/>
Council Meetings		4	4	2.0	0	<input type="text"/>
Council Property and Documents	Duty to disclose documents and to adopt publication scheme	4	4	2.0	0	<input type="text"/>
Crime Prevention - CCTV	Powers to spend money on various crime prevention measures	10	2	1.5	0	<input type="text"/>
Data Protection	Duty of Notification and Duty to Disclose (subject access)	1	1	4.0	1	<input type="text"/>
Employment of Staff	Duty to Appoint	7	7	2.1	0	<input type="text"/>
Entertainment and the arts	Provision of entertainment and support of the arts	17	17	2.0	0	<input type="text"/>
Financial Management	Duty to ensure responsibility for financial affairs	11	11	2.0	0	<input type="text"/>
Gifts	Power to accept	1	1	1.0	0	<input type="text"/>
Investments	Power to participate in schemes of collective investment	4	4	1.8	0	<input type="text"/>
Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	13	13	1.8	1	<input type="text"/>
Markets	Power to provide	18	13	1.0	0	<input type="text"/>



LCRS 6. Overall Summary

LEWES Town Council Assessment for year 2018 To 2019

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Meetings of the Council	Duty to meet	5	5	1.2	0	<input type="text"/>
Newsletters	Power to provide from 'free resource'	7	6	1.3	0	<input type="text"/>
Nuisances	Power to deal with offensive ditches	1	1	2.0	0	<input type="text"/>
Open spaces	Power to acquire land and maintain	11	11	1.7	0	<input type="text"/>
Planning & Development Contr	Rights of consultation	1	1	1.0	0	<input type="text"/>
Play Areas	Power to provide	4	4	2.0	0	<input type="text"/>
Provision of Office Accommod	Power to provide	5	5	1.6	0	<input type="text"/>
Provision of Website/Internet	Power to provide from 'free resource'	2	2	1.5	0	<input type="text"/>
Public buildings and Village ha	Power to provide buildings for offices and for public meetings and assemblies	16	15	1.7	0	<input type="text"/>
Seats		3	3	1.7	0	<input type="text"/>
Shelters & Seats	Power to provide	3	3	1.3	0	<input type="text"/>
Swimming Pool	Power to provide	16	8	2.0	0	<input type="text"/>
Town and Country Planning	Right to be notified of planning applications	3	3	1.0	0	<input type="text"/>
Village Signs	Power to erect (with Highway Authority approval)	4	4	1.0	0	<input type="text"/>
War Memorials	Power to maintain, repair, protect and adapt war memorials	3	3	2.0	0	<input type="text"/>
Web Sites		19	15	1.1	0	<input type="text"/>

**Agenda
Item No:** 10

Report No: FC004/2018

Report Title: Amendments to Councillors individual duties

Report To: Full Council

Date: 21st June 2018

Report By: S Brigden, Town Clerk

Purpose of Report: To advise changes to allotted individual duties requested by Members, and to address the matter of appointment to Outside Bodies that was deferred by Council on 17th May 2018.

Recommendation(s):

- 1 That changes to allotment of duties to individual Members be approved for the remainder of the 2017/18 municipal year.
 - 2 That appointments to Outside Bodies be agreed for 2018/19.
-

Information:

Duties were allocated to individual Members at the Annual Meeting on 17th May 2018. Since these appointments were made, some Members have requested changes.

Latest requests, the effects of which are shown on the appended tables, are:

Members Individual Duties (Appendix 1; attached):

Commemorations Working party Cllr O’Keeffe resigns from this appointment.

This leaves five Members appointed.

Council has not indicated a complement for this committee; a replacement may be appointed if desired.

All Saints Steering Group A vacancy exists; the seat previously occupied by Amanda Bolt. Cllr Renton has requested appointment to this body.

Appointments to Outside Bodies (Appendix 2; attached):

This item was deferred by Council at its last meeting.

Lewes Conservation Area Advisory Group

Cllr Ashby resigns from this appointment; a replacement may be appointed if desired.

Lewes District Association of Local Councils

The constitution of LDALC allows two Members to attend and speak at meetings, but only one representative shall be entitled to vote. A Council may appoint its clerk as a representative to attend, speak and vote at meetings. If not appointed as a representative, a clerk may attend as an observer.

Background information: Lewes TC has, since 1999, appointed one Member (voting) and the Town Clerk. A second seat is available.

Cllr Makepeace has requested appointment to this body.

S Brigden
11th June 2018

Councillors individual duties 2018/19

Ref: Council 17th May 2018 FC2018/10.1

Appendix 1 to Report FC004/2018



LEWES
TOWN
COUNCIL

Functional panels and active Working Parties etc

		Bank Signatory	Grants panel	Planning Committee	Audit Panel	Personnel Panel	Pells Pool CA liaison	Finance	ASC Steering Group	Transport Issues	Commem's	Buildings Refurb'nt	Communic'ns	Diversity	Policies review	Admin structure	Single-use Plastic red'n	Schools market trading	Highway verge cutting	
Annabella	ASHBY	✓	✓	✓		✓							✓	✓		✓	✓			
Janet	BAAH			✓										✓	✓		✓	✓		
Adam	BARKER				✓	✓								✓				✓		
Richard	BURROWS	✓	✓			✓			✓											
Stephen	CATLIN (Wischhusen)		✓	✓	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	
Michael	CHARTIER	✓				✓		✓	✓		✓	✓			✓	✓		✓		
Will	ELLIOTT				✓					✓			✓	✓		✓				
Huw	JONES		✓				✓	✓		✓			✓	✓				✓		
John	LAMB			✓	✓		✓			✓		✓				✓	✓		✓	
Imogen	MAKEPEACE									✓	✓		✓	✓	✓	✓				
Dr Graham	MAYHEW					✓		✓			✓	✓			✓					
Merlin	MILNER			✓	✓		✓		✓	✓		✓				✓				
Roger	MURRAY	✓		✓			✓	✓			✓	✓						✓		
Susan	MURRAY	✓	✓	✓				✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
Ruth	O'KEEFFE	✓	✓	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	
Chelsea	RENTON					✓			?								✓		✓	
Tony	ROWELL	✓			✓					✓		✓	✓	✓	✓					
Esther	WATTS						✓			✓			✓	✓			✓	✓		



Appendix 2 to Report FC004/2018

Lewes District Association of Local Councils	Cllr S Murray <i>vacancy</i>
East Sussex Association of Local Councils <i>(NB: not appointed by Council – nominated by LDALC)</i>	Cllr S Murray
Citizens Advice Bureau	Cllr R Murray
Railway Land Wildlife Trust (2)	Cllr R Burrows Cllr S Murray
Landport Bottom Joint Management Committee (4)	1 Cllr R Burrows 2 Cllr I Makepeace 3 Cllr R Murray 4 Cllr S Murray
Lewes – Uckfield Line Parishes group	Cllr Catlin (S Wischhusen)
Sussex Community Rail Partnership	Cllr Catlin (S Wischhusen)
Lewes Priory Trust	Cllr S Murray Cllr R O’Keeffe
Stanley Turner Advisory Committee	Cllr R Burrows
Lewes Conservation Area Advisory Group	Cllr A Ashby
‘Plastic-free Lewes’ Initiative (2)	Cllr S Murray Cllr C Renton

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 21st June 2018

NOM 006/2018 – received from **Cllr Catlin** on 8th June 2018, in the following terms:

It is proposed that:

This Council resolves that the Mayor be asked to write to the Secretary of State in the strongest terms opposing any move by the Tactical Co-ordination Group to cease the train service to Lewes; Glynde; Falmer and Southease at 17.00 on 5th November and asking him to ignore any requests for approval of closures, so that a normal service can be maintained.

Supporting Information:

A meeting was held at Lewes District Council on 8th June to discuss proposals to close Falmer, Lewes, Southease, Cooksbridge and Glynde railway stations on 5th November from 17.00 that day until the first service on 6th November.

District Councillors were invited about three weeks ago. I made the request that parish councils should be advised, and although Lewes Town Council members were invited on 4th June - just 4 days before the event - no parish councils were told about it, the first response from LDC was that there was not room and this was later amended to District Members can represent the parishes. But only 6 District councillors out of 40 turned up.

The members were told there were 3 choices on the table: run a normal service, an amended service, or close stations, and the mood of those conducting the meeting seemed to favour the latter. This despite the fact that we were all told last year's blanket closures were "a one off".

Members put forward alternative proposals, such as closing the outlying stations later than 17.00 and starting a service again after about 21.00

The attitude to buses seemed to be more malleable but it was noted that some parishes rely on the railway.

The Tactical Co-ordination Group advising LDC has recommended the cessation train services from 17.00 on November 5th 2018, and their re-starting with the first train on 6th November.

LDC has not consulted with the affected parishes, but the matter was brought to the attention of Lewes Association of Local Councils, which has decided to write the Secretary of State opposing this draconian measure.

Last year we were promised the cessation of service was a one-off. 2016 was affected by a rail strike. There were the same number of accidents and arrests, the reduction in numbers did not affect that, in fact, the same number of incidents over a lesser number of people means the percentage was up! Outlying Parishes rely more on the train than the bus.

This year 5th November is a Monday when numbers would be down 50%. It is a working day. The working person has a legitimate expectation, having left for work by train, to return the same way.

Those parishes involved are Lewes, Ringer, Glynde, Falmer, Southease and Rodmell.

I propose that the Mayor be asked to write to the Secretary of State in the strongest terms opposing any move by the Tactical Co-ordination Group to cease the train service to Lewes; Glynde; Falmer and Southease at 17.00 on 5th November and asking him to ignore any requests for approval of closures, so that a normal service can be maintained.

Cllr S Catlin
8th June 2018

Agenda Item No: 12 **Report No:** FC005/2018
Report Title: North Street Quarter s106 condition re play & recreation improvements
Report To: Full Council **Date:** 21st June 2018
Report By: S Brigden, Town Clerk

Purpose of Report: To present background and current status of the proposed play & recreation improvements arising from the planning conditions attached to the North Street Quarter development.

Recommendation(s):

- 1 That the report is noted

Information:

1 Planning consent was granted on 25th May 2016 in respect of application SDNP/15/01146/FUL for developments known as the North Street Quarter (NSQ). This was a ‘Hybrid’ planning application; being a full application as to Phase 1 and an outline application as to the remainder being Phases 2 & 3, for the demolition of existing buildings and the redevelopment of the North Street Industrial Estate, North Street, Lewes for a mixed use development.

2 The consent was dependent upon discharge of 82 detailed conditions, several of which must be discharged before development can commence. Conditions 62 and 82 require comprehensive play & recreation and landscape improvements at the Pells and Malling Recreation grounds respectively. Other conditions relate to landscaping; trees, and flood defence provision. Play & recreation improvements had been the subject of much preliminary discussion and site inspections between stakeholders including local residents since early 2014.

One obligation under the consent was an agreement between interested parties under section 106 of the Town & Country Planning Act 1990.

3 Minutes of Lewes Town Council’s meeting of 7th April 2016 record:

minute FC2015/124 c) North Street Quarter s106 group – Council considered an executive summary of the draft Planning s106 agreement regarding development of the North Street Quarter. This had been helpfully prepared by the solicitors acting for the joint developers (Santon and Lewes District Council) and explained the relationship of the Town Council to other parties and its role as both landowner, and Trustee (of the Town Brooks Trust).

The purpose of the Section 106 agreement was to secure a significant number of planning benefits arising out of the North Street development, including:

- real-time infrastructure at a number of bus stops;
- improvements to Church Lane and the A26 corridor;
- the provision of a community heritage project on the site;
- new cycle facilities;
- pedestrian and other public realm improvements;
- new flood defences;
- recreational improvements for Malling Field and the Pells recreation ground;
- affordable and local priority housing for the scheme.
- subsidised units for occupation by the creative industries
- Securing the future management of the site and
- a contribution to education facilities.

The agreement would be directly enforceable by the South Downs National Park Authority.

The Town Council was being asked to enter into the agreement as the development included improvements and works to Pells recreation ground and the creation of new flood defences partially situated on land belonging to the Town Council. As a result, areas of land belonging to the Town

Council, both in its own right and as sole trustee of the Town Brooks Charity, had been included in the red line plan showing the application site.

Whilst it was necessary for the Town Council to enter into the agreement, it was not appropriate for it to be bound by the same obligations as Santon North Street Limited and Lewes District Council. Consequently, it was expressly stated that the Town Council was entering into the agreement solely to facilitate the delivery of works on the Town Brooks land and the Town Council's land.

The agreement also expressly provided that neither the Town Council nor the Town Brook Trust could be liable for any breaches of obligations within the Section 106 agreement by any other party and that they are only required to permit, facilitate or maintain (where maintenance is part of the Town Council's duties) the works on the Town Council land or the Town Brooks land, which form part of the development.

The Town Council was not taking direct liability for any financial contributions, nor undertaking to carry out any development works by entering into the agreement. Its role would be limited to:

- Allowing works to be carried out on Pells recreation ground;
- Allowing works to the flood defences to be carried out on land owned by the Town Council;
- Maintaining any parts of the works or equipment on the Pells recreation ground which fall within the Town Council's responsibilities; and
- Allowing the land to be bound by these obligations to facilitate the grant of planning permission.

Whilst some of the improved flood defences were to be located on Town Council land, the obligation to maintain these flood defences would not fall on the Town Council, but be retained by the Owner and the District Council and will be passed on to a company expressly set up for estate management purposes.

The proposals for works to Malling Field and the Pells recreation ground would be submitted to the SDNPA for approval. The approved scheme will then be carried out by Santon North Street Limited at its own cost. The costs of the Malling Field improvements must fall within an agreed budget, submitted to and approved by the SDNPA. There was a similar budgeting mechanism for the Pells Recreation Grounds works.

The total combined financial value of both budgets is capped at a maximum of one million one hundred and forty five thousand pounds (£1,145,000), which could include a lump sum maintenance allowance, but the total maintenance allowance for both sets of improvements may not comprise more than ten per cent of the combined budget. Any such maintenance contributions would be paid over to the SDNPA on completion of the works.

Council had previously delegated membership of the associated joint working group to Cllr S Murray and the Town Clerk, and **it was resolved that:**

FC2015/124.3 The principles of the proposed s106 Agreement associated with Planning consent for application SDNP/15/01146/FUL (the North Street Quarter) and the attendant responsibilities of Lewes Town Council and The Town Brooks Trust are accepted.

4 The s106 agreement was duly executed, and the joint working group set up according to its terms of reference with representation from all contracting parties plus local residents groups and the town-wide 'sounding group', and technical support provided by the developers. At its inaugural meeting on 15th July 2016 Cllr Susan Murray was elected as Chairman of the group by unanimous consent.

5 Meetings have been held regularly and the design of new landscaping and public realm features, and play equipment *etc for* Pells Recreation Ground and Malling Rec has been an ongoing process which has involved and responded to comments made by key local stakeholders, play and recreation design working group and comments made by the local community at three public consultations. Phases 2 and 3 built upon feedback from these two-day exhibitions that were held to display plans and ideas.

1. Friday 25th and Saturday 26th November 2016 - Initial Thoughts
2. Friday 17th and Saturday 18th February 2017 - Initial proposals
3. Friday 7th July and 8th Saturday July 2017 - Developed proposals

Plans and consultation responses can be viewed at:

<https://northstreetqtr.co.uk/pells-malling-fields-consultation/>

6 At a well-attended meeting in March 2018, the designs were reviewed against indicative costs following a market-testing exercise and it was agreed that final proposals should be given a last ‘polish’ in the light of technical assessment of alternative elements. It was considered that the first phase works at the Pells should be capable of refinement to fit within available funds.

7 Final plans for the Pells were included in a batch of applications to discharge 27 of the pre-commencement conditions, which were received and validated by the South Downs National Park Authority on 19th April 2018. Decisions are awaited at time of writing this report.

Reference documents can be found at www.southdowns.gov.uk/planning/planning-applications

Application reference SDNP15/01146/FUL

S Brigden 13th June 2018

Appended – sample pages from application to dispose of conditions.

Design Development & Consultation

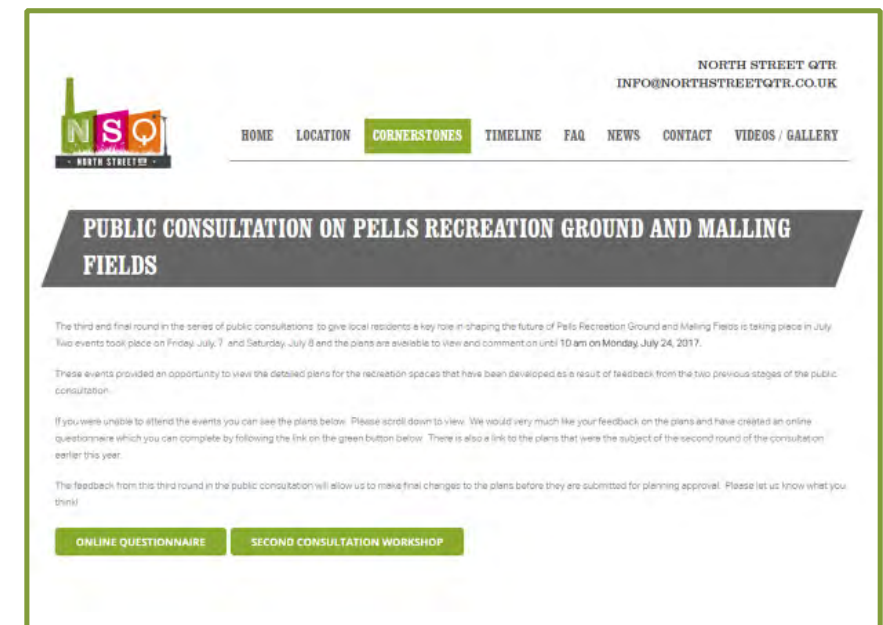
Design Development & Consultation Process

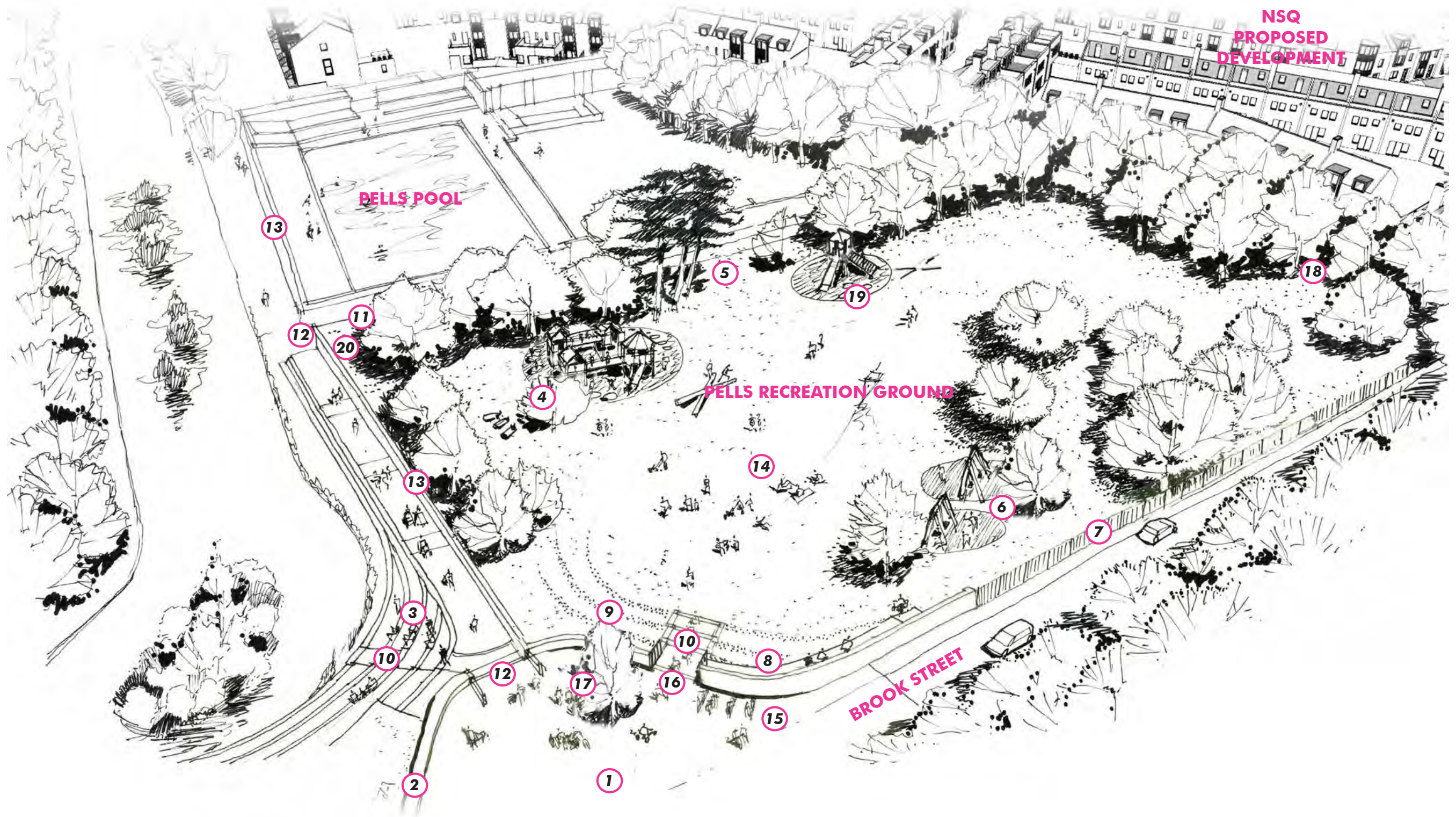
The design of Pells Recreation Ground has been an ongoing process which has involved and responded to comments made by key local stakeholders, play and recreation design working group and comments made by the local community at three public consultations held in Lewes.

On behalf of the North Street Quarter and Lewes District Council Macgregorsmith has held three public consultations in Lewes regarding Section 106 improvements for play and recreation improvements in Pells Recreation Ground and Malling Fields:

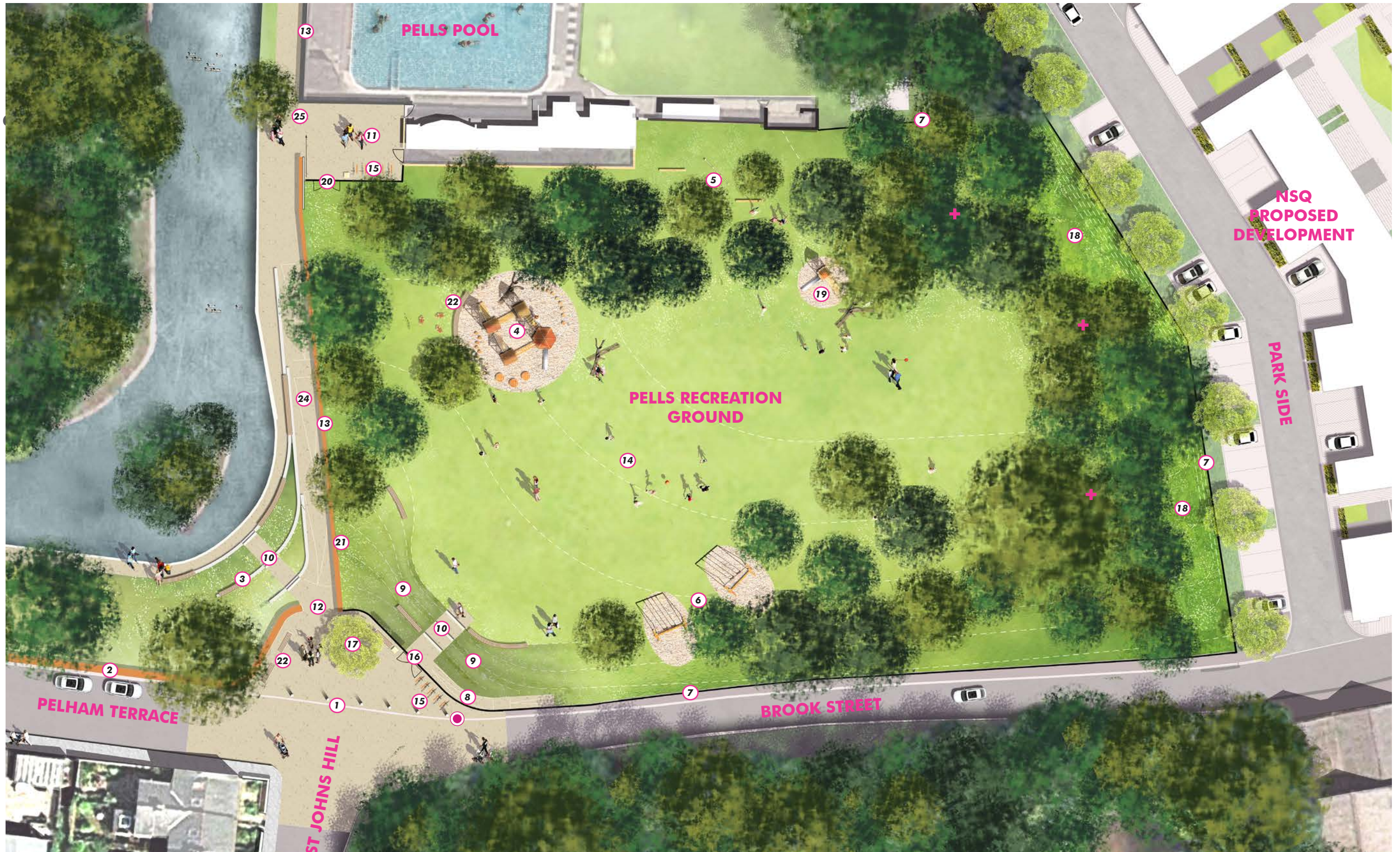
- Consultation 1 - November 2016 - Initial Thoughts
- Consultation 2 - March 2017 - Initial proposals
- Consultation 3 - July 2017 - Developed proposals

Regular meetings were held with a play and recreation design working group which informed proposals, further details of feedback and meeting minutes can be found in detailed report on Play and Recreation contributions that form part of the Section 106 Agreement.





- | | | |
|---|--|---|
| <ul style="list-style-type: none"> 1. New gateway space 2. Brick wall as part of new flood defence 3. Hard terrace steps with timber seating 4. New timber climbing structure and balancing elements 5. New trim trail equipment to replace existing 6. New swings to replace existing 7. New metal railing to park boundary | <ul style="list-style-type: none"> 8. Accessible sloped access 9. Sloping grass terraces with timber seats 10. Stepped access 11. Resurfaced Pells Pool entrance space 12. Demountable flood gate 13. Heightened brick and flint flood defence wall 14. Flexible open grass space | <ul style="list-style-type: none"> 15. Cycle stands to Brook Street entrance 16. Main gated park entrance 17. Proposed specimen tree 18. Native groundcover planting 19. Timber tree house structure 20. Gated entrance from Pells Pool |
|---|--|---|



- | | | |
|--|--|--|
| <ul style="list-style-type: none"> 1. New gateway space 2. Brick wall and demountable Dutch Dam flood defence 3. Hard terrace steps with timber seating 4. New timber climbing frame with slide 5. New trim trail equipment to replace existing 6. New swings to replace existing 7. New metal railing to park boundary 8. Accessible sloped access 9. Grass terraces with timber benches 10. Stepped access | <ul style="list-style-type: none"> 11. Resurfaced Pells Pool entrance space 12. Demountable flood gate 13. Heightened brick and flint flood defence wall 14. Flexible open space 15. Cycle stands 16. Main gated park entrance 17. Proposed specimen tree 18. Native groundcover planting 19. Timber tree house structure 20. Secondary gated entrance from Pells Pool | <ul style="list-style-type: none"> 21. Traverse climbing wall 22. Timber benches and bins 23. Sliding Floodgate 24. Graded access allowing for emergency services and maintenance vehicle use. 25. Sliding floodgate to Pells Pool <p>Enhanced external lighting to main pedestrian route</p> <p>Bird and bat boxes</p> |
|--|--|--|



Agenda Item No: 13

Report No: FC006/2018

Report Title: Background and status of Devolution of Lewes District Council assets

Report To: Full Council

Date: 21st June 2018

Report By: S Brigden, Town Clerk

Purpose of Report: To provide background information and advise Council of the present status of devolution by Lewes District Council (LDC) of Malling recreation Ground and Landport Bottom (50%), and prospects for future transfers.

Recommendation(s):

- 1 That this report be noted.
- 2 That Council carefully considers its responses to Lewes District Council's decision to withdraw Malling Recreation Ground from the devolution process and the offer of other sites, and decides a position regarding future devolution and associated matters.

History:

1 At its meeting on 6th November 2014 the Town Council resolved (*Minute FC2014/69.3 refers*) to pursue the transfer of the 50% interest in Landport Bottom currently owned by Lewes District Council, and also Malling Recreation Ground (with boundaries as agreed at the meeting [*copy in Minute book*]).

2 This followed protracted negotiations on the devolution of all parks and open spaces, and other LDC assets in Lewes, between a delegated group of six Town Councillors and the Leader and Deputy Leader of Lewes District Council, which had commenced in early 2011. Meetings had been held on

28 th January 2011	14 th November 2011	31 st October 2013
10 th February 2011	18 th October 2012	9 th October 2014
9 th June 2011	29 th November 2012	

These meetings were each reported back to Council in due course. The 'negotiation' had been characterized by repeated cancellations and long periods of inaction and changes of personnel on the part of the District Council. Minutes of a Town Council group internal briefing meeting in July 2013 note that "LDC had introduced new policies since the last discussions, which had again been interrupted, and there was a desire [on LTC's part] to re-establish the programme of negotiations."

3 The requisite Reports on Title and draft transfer agreements were received from LDC in December 2014, and caused the Town Council's solicitor to raise a number of technical questions, in particular relation to Malling Recreation Ground. It was contended that there were some erroneous applications of law, and clauses which he considered were likely to significantly disadvantage the Town Council in its ownership and management of the land which, LDC proposed, would extend for 50 years from the date of transfer. Mr Davison has considerable experience in this field, having conducted devolution negotiations in Wealden District and elsewhere in the South-East, and was also retained by Newhaven Town Council for similar transfers from LDC. He had acted in similar transfers from Government departments including the Ministry of Defence. The elections of May 2015 then interrupted, and it was 2nd October 2015 before a meeting could be arranged with LDC's legal and property management officers to address the points highlighted. At this meeting the concerns of the Town Council were detailed, and it was agreed that some amendments should be submitted to LDC in the spirit of that discussion. These were drafted and submitted in November 2015, and did not suggest any change that substantially undermined LDC's position. We had reiterated our view on the over-complication of the "overage" approach but nonetheless accommodated their insistence that it be applied.

4 On 11th February 2016 there had yet been no response from LDC, and TC emailed LDC's Head of Legal Services and the Property & Facilities Manager to prompt some reaction; including a copy of the proposed amendments. A response was received from a Legal Department officer the following day, contesting most of Mr Davison's amendments but offering little support for the contrary

position taken on each. Our solicitor had highlighted very real potential for this Council to face disproportionate cost and effort in the future on the arising of foreseeable events. LDC offered no counter-arguments to the points raised – merely insisting upon adherence to their original draft

Mr Davison replied with a detailed review of each of his proposals and its foundation in law, but the response was an abrupt refusal to negotiate further. In a ‘parallel’ strand of communication, the District’s Property & Facilities Manager presented a wholly different standpoint from that exhibited at the meeting in October, and indicated that she would be proposing to LDC’s Cabinet that LDC should “retain the grant payable to the Town Council in lieu of Special Expense charge for 2016/17”, which had not been levied by LDC for the Malling site for the 2015/16 year. At that point it was not clear that the grant in question was the £53,128 payable under the government’s Local Council Tax Support Scheme – introduced to mitigate effects on parish Councils of national changes to tax-base calculation factors. An explanation was requested but no further communication was received.

5 At LDC’s Cabinet meeting on 21st March 2016 the Leader of the District Council presented a report on the status of devolution and it was subsequently resolved “74.3 That the current position relating to the transfer of Malling Recreation Ground to Lewes Town Council be noted, that the grant payable to Lewes Town Council in lieu of the Special Expenses charge for 2016-2017 be retained as necessary and that the Officers be instructed to suspend work on the transfer of the Malling Recreation Ground site to Lewes Town Council.”

6 The procedure to have this decision reviewed by the LDC’s Scrutiny Committee was commenced by Cllr Catlin (although there was no compulsion that could be exercised), on the grounds that

a) it was believed that the presentation of the report contained misleading information regarding the Town Council’s standpoint, and that this prevented a reasonable decision being reached.

b) the withholding of an unrelated grant (intended by government to be passed-on to mitigate tax-base adjustments, and included by both LTC and LDC in statutory calculations for their 2016/17 Council Tax requirement) in these circumstances, was believed to be unlawful and challengeable by judicial review.

7 It should be noted that the transfer of the District Council’s 50% share of the jointly-owned land at Landport Bottom was unaffected by this contention, as LDC accepted that the transfer is simpler in nature.

8 In March 2016 Lewes Town Council considered a report (*Report FC015/2015*) and associated evidence, together with professional advice and recommendations provided by the Council’s solicitor, and consequently commissioned a review by a specialist barrister. This Counsel’s report, received in June 2016, confirmed that the decision by LDC’s cabinet was unlawful and admissible for judicial review. At around the same time, LDC’s own internal review reported to Cabinet in the same vein. No correspondence was received but the grant was released shortly thereafter.

9 Following a change of Chief Executive at LDC in 2016, a brief meeting was held in July at which the incoming CE agreed to address the suspension of negotiations. Subsequently; they produced revised ‘heads of terms’ for use in transfers to Newhaven Town Council which the solicitor had considered acceptable, as they broadly accommodated his original suggestions. If subsequent contract drafts accurately reflected the declared principles it would allow Lewes Town Council to ask LDC to remove its embargo on transfer of Malling Recreation ground and the LDC share of Landport Bottom. There had been no further development since the last report, and the progress on contract drafting was unknown. In anticipation of reaching a point at which the embargo may be lifted, TC asked Councillors for a decision on their continued desire to complete the transfers, and their inclination to pay over to LDC all or part of the £40,000 raised by precept *inro* the Malling rec site for 2016/17 to compensate them for having excluded that site from the year’s Special Expenses levy. It was resolved that:

FC2016/47.1 Lewes Town Council remains willing to accept ownership of Malling Recreation Ground and Lewes District Council’s 50% share in land at Landport Bottom, subject to acceptable revision of certain clauses in formal transfer agreements; also:

FC2016/47.2 Lewes Town Council will consider transfer of up to £40,000 to Lewes District Council in respect of grounds maintenance costs for Malling Recreation Ground in 2016/17, subject to further negotiation and transfer of ownership of the site.

10 TC wrote in January 2017 to LDC's Chief Executive to insist that LDC reconsider its decision to cease dealings with us, and re-start the transfer of Malling Recreation Ground and LDC's 50% share in land at Landport Bottom. The last-mentioned should not, technically, have been suspended as it was not covered by the Cabinet decision and falls into a different class of land (no capital value applies), but no further work had been done on that either.

11 In October 2017 TC was again forced to write to advise of this Council's concerns regarding lack of progress and to seek the C Exec's intervention. Following the constructive dealings in January, a LDC legal officer had been very promptly in-touch with our solicitor and it had seemed that the issues were behind us. Indeed; it was mentioned in a telephone conversation that LDC "were keen to proceed". Almost all outstanding details had been identified and discussed between them by mid-March and final documents were awaited. All appeared to be progressing at long last and on 7th April, in apologizing for a short break in communication, LDC's officer noted that "we [her client]... have agreed to prioritize devolution matters this month and I hope to come back to you shortly". Further progress *was* made on the transfer of LDC's 50% share of Landport Bottom, albeit that the pace again slowed to a crawl. With regard to Malling Recreation Ground, however, there had been no further progress on the transfer and no documentation or discussion since April, despite enquiries as to progress.

12 By coincidence, when reading LDC's cabinet agenda for 27th September 2017 TC had discovered (item 9.2 - Report 124/17 *Portfolio progress and performance report 2017/18 Q1*) that:

- Para 15. "Devolution of open spaces remains on schedule, with transfer of sites to Lewes Town Council and Newhaven Town council progressing well" and;
- Appendix 1 (p37 of 165 in agenda pack - *Portfolio Cllr Nicholson: 'Customers & Partners'*)

"...Agreement reached with Leader to retain the Lewes Malling Recreation Ground at present and for the site to be the last to be devolved"

13 It had been made clear from the outset of this process that the Town Council had identified Malling Recreation Ground in the first devolution tranche (*all* Lewes parks and open spaces were originally mutually agreed for eventual transfer) in order to 'streamline' and assist in evolving plans for play and recreation improvements ancillary to the North Street Quarter development. The reasoning was to effectively offer the developer a single body to deal-with regarding the recreation space to both sides of the NSQ site; as LTC already own the Pells and a section of Malling Rec including the Community Centre (which houses changing facilities for the recreation ground's sports pitches).

14 It was suggested that the anticipated need for part of the riverbank within Malling Rec for new footbridge abutments made transfer impractical. LDC had already intimated that previously-agreed site plans for Malling Rec "may be amended" to allow for the footings of the proposed new pedestrian bridge from NSQ, and TC's letter questioned why the Town Council could not simply be asked (or legally-bound if it was not to be trusted) to provide land for the bridge footings when required. Further; it asked for an explanation of the statement contained in the cabinet report, and insisted that LDC either undertook to adhere to agreements reached originally several years ago, or explained openly why it would not.

15 LDC's Chief Executive, and the Assistant Director of Legal & Democratic Services met with TC on 8th January 2018 and repeated the view that the matter of future bridge abutments, which could not yet be specifically located, prevented the transfer. It was suggested that contracts could easily provide for a flexible future location, subject to survey, and an undertaking by LTC to donate the required land, but that argument did not alter their view.

16 Transfer of Landport Bottom progressed slowly in the background, and was drawing towards a conclusion at this point.

Recent events and current position:

17 Upon his recent appointment as the Chairman of LDC's Devolution Committee, Cllr Catlin arranged a meeting between LDC officers and LTC Members to discuss the matter. This took place on 18th April 2018, and eight LTC Members attended with TC, plus Cllr Catlin who chaired the meeting in his District capacity. The LDC position regarding Malling Recreation Ground was unchanged, and discussion ranged around principles and other sites. It was understood that whilst LDC had only considered Parks & open Spaces for devolution, LTC was free to make proposals regarding other assets such as the redundant office building at 2 Fisher Street. It was agreed that:

- Completion of transfer of land at Landport Bottom from LDC to LTC was imminent. All legal documents had been finalised and were ready for execution. LDC to confirm two minor points on relevant schedules with LDC's Parks team later that week, prior to execution.
- Previous Minutes of the District Council's Devolution Committee which identified a longlist of possible sites for devolution to the town council would be revisited. TC would be notified if there is any change in circumstances which mean any of these sites are no longer considered (by LDC) suitable for devolution.
- LDC officers will identify those sites which might be easiest and quickest to devolve to the town council, and notify TC.
- LTC Members attending will confirm to its council meeting on 21 June 2018 their agreement that LTC should not pursue devolution of Malling Recreation ground for the time being. They will recommend that LTC considers and chooses any alternative site or sites on the longlist for early devolution and then makes a request to the district council for the devolution of this/these.
- TC circulated the notes of the meeting and action points agreed to all LTC councillors

18 Final documents to effect the transfer of Landport Bottom were delivered to TC on 10th May; executed promptly, and returned for forwarding to the counterparties on 16th May. All that is now awaited is registration of third-party documents (*eg* Higher Level Stewardship Scheme undertaking; grazing licence), and completion of formalities by LDC.

19 On 16th May TC received the proposal that the following sites had been identified for early transfer:

- Timberyard Lane play area
- The Paddock play area (including defunct WCs)
- Bell Lane

In a 2015 report to LDC's Devolution Committee, two of these sites are listed as "possibly contaminated land", and one is leased from ESCC and contains a derelict public convenience and an expensive-to-repair flint wall in need of urgent work to ensure public safety! They represent significant burdens in terms of cost and administration, yet ownership would effectively confer no benefit on LTC or the local community.

S Brigden
12th June 2018

COUNCIL PLAN 2018/19

Status update

Lewes Town Council proposes to initiate and complete (where possible and practical), or continue, the following major areas of work in the year 1st April 2018 to 31st March 2019.

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.

Project	description	STATUS	STATUS
		at December 2017	at June 2018
1 Town Hall repairs & conservation	Major roof repairs/replacement to Assembly Room and Corn Exchange Works required for safety and integrity of building.	Works in progress.	Roof repairs will be completed shortly. Next requirement is survey and development of a new redecorations/refurbishment programme.
2 Pells Lake ecology project	Improvements to water quality. Introduction of aquatic plants W/Party remit to consider structural integrity of lake perimeter, partially completed – specialist report obtained	pending commencement of 3rd-party works in locality to achieve best VFM – <i>links to item 3</i>	Continues
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.	Working Group meeting delayed until 16th January 2018.	Working Group met March 2018. Designs refined in light of market test for indicative costs, and planning application submitted April 2018 for discharge of pre-commencement conditions iro NSQ works
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 illustrations of design options to be displayed at Centre 18/12/17 onward, with comments forms and collection box. Architects on-hand to answer questions through afternoon of 17th January 2018, followed by evening meeting of Working Party to select preferred option for recommendation to Council 18th January.	Working Party considered heating system options April 2018, and agree design should include Ground Source Heat Pump + Photo-voltaic panel array to maximum feasible area. Architects produced planning-quality drawings June 2018. Working party TBC re agreement to proceed to tender.
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). Research commission re additional names for War memorial – ongoing; end date 2018 Centenary of the signing of the Treaty of Versaille (2019)	Programme ongoing. Lewes Light Festival and 'Lewes Remembers' events recently supported.	Continues
6 Neighbourhood Plan (with Community partners)	Development of a Neighbourhood Plan for Lewes under provisions of the Localism Act 2011	Regulation 14' consultation ended - NPplan Steering Group assessing responses from public and statutory consultees. Meetings scheduled with statutory consultees to discuss details of their responses. Expected to seek approval for submission (Reg16) Dec 2017/Jan 2018	Draft Plan approved by Council for submission to Planning Authority for 'Regulation 16' public consultation. Consultation runs six weeks 11th June to 23rd July.
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)		Continues
8 Devolution of assets & services	Provide for transfer of ownership of various assets/services from Lewes District Council. (currently subject to ongoing negotiation)		Transfer documents for Landport Bottom executed 16th May 2018. Awaiting counterparty completion. Pending Council policy decisions - report to Council 21st June 2018
9 New council website	New website to be researched – Council resolution FC2016/19.4 (16th June 2016) refers.	Provider continuing site structure development. Transfer of background documents being effected by LTC staff. Anticipate presentation to Working Party January 2018	Nearing completion. Personal profiles awaited from 14 members.
10 General Data Protection Regulations	Legislation still in progress through Parliament, but anticipated that the General Data Protection Regulations will take effect May 2018. Implications for working practices and future Data Regulation structure.		Data audit conducted and DPO engaged for 2018/19. Assessment of IT services; email protocols etc ongoing. Quotations for network upgrade awaited; report to Council anticipated July 2018