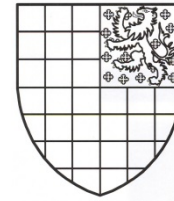


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**LEWES  
TOWN  
COUNCIL**

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

A Meeting of **Lewes Town Council** will be held on **Thursday 8<sup>th</sup> November 2018**,  
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are summoned to attend.

S Brigden, Town Clerk, 31<sup>st</sup> October 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 4<sup>th</sup> October 2018.

*(attached page 3)*

6. WORKING PARTIES & OUTSIDE BODIES

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

a) *Audit Panel 23<sup>rd</sup> October 2018*

*(Minutes attached page 10)*

b) *All Saints Steering Group 25<sup>th</sup> October 2018*

*(Minutes attached page 11)*

c) *Matters referred by Planning Committee 30<sup>th</sup> October 2018*

*(Minutes extract attached page 12)*

7. REPORT of INTERNAL AUDITOR

To consider the interim report of the Internal Auditor for 2018/19

*(attached page 15)*

8. HIGH STREET TRADERS ASSOCIATION

To consider a request for financial support

*(attached page 22)*

9. UPDATE ON MATTERS IN PROGRESS

*(Oral report by Town Clerk and update on Annual Plan)*

10. NOTICE of ITEMS IN PROSPECT

*(Oral report by Town Clerk)*

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

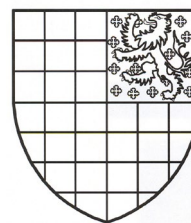
This agenda and supporting papers can be downloaded from [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk) Copies are available from the Town Hall

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

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## **MINUTES**

Of the **meeting of Lewes Town Council**,  
held on **Thursday 4<sup>th</sup> October 2018**, in the **Council Chamber, Town Hall**, Lewes at **7:30pm**.

**PRESENT** Councillors J Baah (*Mayor*); R Burrows; S Catlin (*Wischhusen*); M Chartier; W Elliott; I Makepeace; Dr G Mayhew; M Milner; R Murray; S Murray (*Dep<sup>y</sup> Mayor*); and R O'Keeffe.

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

*Observing:* Ms V McLachlan (*Finance and Admin. Officer*)

### **FC2018/50 QUESTIONS:**

There were none. Five members of the public were present.

### **FC2018/51 DECLARATIONS of INTEREST:**

Cllr O'Keeffe declared interests in specific applications *iro* item 6a on the agenda (*re* Grants Panel recommendations) in that she was affiliated to the applicant organisations.

**FC2018/52 APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Ashby who had a long standing engagement; Cllr Barker, who was working; Cllr Jones whose wife was injured; Cllr Lamb who had another engagement, and Cllr Rowell (no reason offered). There had been no word from Cllrs Renton or Watts. The Council's Chaplin, Canon Richard Moatt was attending his wife's 60<sup>th</sup> birthday celebration.

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

**FC2018/52.1** The reasons submitted for absence from this meeting are noted.

**FC2018/52.2** That Council send a card to Cllr Jones' wife wishing her a speedy recovery from her injury.

### **FC2018/53 MAYOR's ANNOUNCEMENTS:**

- a) The Mayor thanked Cllrs Chartier and Mayhew for their help and support at Heritage Open Day which had been a great success. Thanks were also given to Phillip Pople and Ashley Price for their assistance on the day together with Mrs Garth who had organised the whole day.
- b) The Mayor announced that the new Royal Sussex Regimental Association plaque had recently been erected in the Foyer in the Town Hall.
- c) Thanks were given to Emma Tingley who organised the Allotment show, together with Julie, Lee, Mick and Faye who all helped at the event; which was a great success, with even more entries than last year.
- d) Lewes Concert Orchestra would be celebrating their 25<sup>th</sup> Anniversary in the Town Hall on Friday 12<sup>th</sup> October at 7.30pm. Members were asked to contact Mrs Garth if they required a ticket.
- e) Annual Bonfire celebrations would be on Monday 5<sup>th</sup> November and the Mayor urged all Members to support this tradition.
- f) The Civic Parish Council Service at St Anne's Church would be held on 17<sup>th</sup> December. Mrs Garth would send out invitations shortly.
- g) The Mayor's Annual Christmas dinner would be held on Wednesday 19<sup>th</sup> December. Mrs Garth would send out invitations shortly.

**MINUTES:**

The minutes of the meeting held on 30<sup>th</sup> August 2018 were received and **it was resolved that:**

**FC2018/54.1** Minutes of the meeting of Council held on 30<sup>th</sup> August 2018 are signed as an accurate record.

**WORKING PARTIES AND OUTSIDE BODIES:**

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

**a) Grants Panel 12<sup>th</sup> September 2018:** Members considered report FC012/2018 (*copy in minute book*) containing recommendations for payments of grants for the second cycle (of four) for the year 2018/19 and **it was resolved that:**

**FC2018/55.1** The grant payments recommended in report FC012/2018 (as shown in column G of the appended table) be approved.

**b) Pells Land Exchange Working Party 18<sup>th</sup> September 2018:** Cllr Chartier presented the minutes of this meeting (*copy in minute book*):

The meeting had considered several background documents (*copies in Minute book*) explaining the history of the area of land off Brook Street where the now-defunct Lewes Rifle Club premises had been sited. The history of the land was complicated:

Prior to transfer of trusteeship of the Town Brook Trust to the Town Council; detailed research had been carried out by Lewes District Council's (LDC) Legal department, and Estates officers had engaged with the Senior County Archivist to attempt a definitive plan of the Town Brook Trust land curtilage (the original gift to the town dating from 1601 and based upon written description). By reference to archived maps and records (as far back as Domesday documents) it was decided that the boundary included the site of the rifle club.

Historically, the old Borough Council (Trustee of the Town Brook 1922 - 1974) had granted a lease which allowed the building of the butts and subsequent renewals culminated in 1985 with a 15-year lease to the Lewes Rifle Club. This was not renewed following the 2000 flood, and the land reverted to LDC – successor Town Brook Trustee (1974 – 2001). Residual legal work related to those circumstances was understood to be the reason that the land remained separate when the Trust was transferred to the Town Council (2001 – present).

In 2004 LDC had proposed that the rifle club land be jointly used as a short-term carpark. This was not agreed and there followed two years of discussion and consideration of alternatives before, in 2006, the Councils agreed to divide the site along an East-West axis, following plans in earlier documents that showed original Trust land and other distinctions in the area. This allowed LDC to retain options for use of some land with road frontage, and the Town Council registered the Northern section (an irregular shape) as Trust land with the Charity Commission based upon historic evidence; a statutory declaration by LDC's Estates Officer, and calculations of area. HM Land Registry was provided with relevant affirmations, and the land was included in title ESX 293305 – the Town Brook Trust. Members of the Working Party had considered a plan output from LDC's Estates Terrier showing the disposal and LDC's retained land.

Confusion had arisen at times since 2006, it was acknowledged, as the whole of the former rifle club land remained outwardly unchanged as a discrete fenced area. On the Town Council's part this was due to the cost and complexity of dealing with the residual footings and service connections to the original building, the footprint of which was bisected by the agreed line of division; an issue that was considered a low priority and thought likely to be best dealt-with when other redevelopment work starts in the area. Initially, LDC decided against pursuing their car parking project for similar reasons and, more recently, their property team seemed unaware of the transfer. This had

unfortunately led to the whole site being included in design drawings as part of the application for Planning Consent for the North Street Quarter, and the area of the site owned by the Town Brook Trust was shown as covering several car parking spaces and parts of three dwellings. To resolve this, LDC had proposed an exchange of land that, ostensibly, offered three areas of land of 754 square metres in aggregate compared with 580sq m on the area in question.

As Trust land, the Town Council was constrained by the disposal restrictions in s36 Charities Act 1993. It would be possible to submit a case to the Charity Commission to allow a disposal, but the benefit must accrue to the Trust for use in line with its objects, which are (Commissioners' Scheme):

- a) the provision and maintenance of an open air swimming pool; and
  - b) the provision and maintenance of a recreation ground;
- both for the benefit of beneficiaries, without distinction of political, religious or other opinions, in the interests of social welfare and with the aim of improving the conditions of life of the beneficiaries.

The Working Party acknowledged that (with reference to the suggested exchange areas A; B and C) the area designated 'A' (170sq m) would be of benefit as it would allow improvements to changing rooms and other facilities of the swimming pool, and provide an ideal location for the installation of solar panels – a long-held aspiration of both the Town Council and the Pells Pool Community Association. The area designated 'B' was understood to include the vestigial Town Brook, and a question was raised as to the prudence of incorporating a potential water hazard within the Trust grounds. This was a valid concern, although the ditch had been almost dry for many years and it was thought that the overall planning for the North Street Quarter included culverting or similar. It was agreed that this aspect needed further investigation. The area shown as 'C' appeared to simply be a 'tidying-up' of eventual boundary demarcation, and offered no particular benefit. It was noted that there would need to be agreement on responsibilities for the necessary removal of residual footings/service connections, and other structures at this location and a general agreement on legal costs and costs of final boundary structures (*eg* fencing).

Overall, the Working Party acknowledged the overall potential increase in land area; the inherent benefits of some of the land, and the opportunity to tidy boundary lines. Members, however, expressed significant concerns over aspects such as the vestigial watercourse and questions to be answered regarding detailed costs and responsibilities. Members wondered whether the former rifle club land in question could be sold outright, provided that the receipt was ring-fenced for the trust's objects. Various permutations of land-exchange and sale were discussed. A key factor would be the attitude of the Charity Commission to any suggestions which may be put forward.

**It was resolved that:**

**FC2018/55.2** The Minutes of the Pells Land Exchange Working Party, held on 18<sup>th</sup> September 2018 (*copy in minute book*) are noted.

**FC2018/55.3** Clarification is to be sought regarding intentions for 'Area B' as shown on submitted plan.

**c) Allotments Working Party 19<sup>th</sup> September 2018:** Cllr S Murray presented the minutes of this meeting (*copy in minute book*):

The meeting noted that a review of services and policies related to allotments was carried-out when circumstances prompted it, and in-depth reviews had been conducted in 2007; 2009; 2012; 2015. This Working Party had been convened as officers considered that a number of issues affecting day-to-day management of the service deserved attention by Members.

It was noted that staff regularly attended regional National Allotment Gardeners Association Allotment Regeneration Initiative (ARI) meetings, where best practices were discussed for allotment management. Members noted that:

- > Lewes Town Council owns six allotment sites in the town. The allotment sites were transferred from Lewes District in 1995. Sites and available working plots on each site were listed. The total of 219 allotment plots in Lewes compared with 208 in 2011. 'Original' 10-rod (approx. 250sq m) plots were divided when relinquished by a tenant (or on request) to make 5- or 2.5-rod plots. Waiting lists currently stood at 126 compared with 268 in 2011.
- > An allotment plot on average for 2018/19 cost £25 per year. Charges were £4.08 per rod (One rod = approximately 25 square meters.) The budgeted nett cost for the service was around £27,000 – an average of roughly £123 per plot. The law pertaining to allotments; acknowledged to be somewhat archaic and cumbersome, limited annual tenancy charge increases to no more than the factors applied to other Council services for a year. LTC had traditionally raised fees by a factor roughly in line with national inflation, and allotment charges originated from a very low value (not uncommon across the country).
- > The General Rules and Conditions for Lewes allotment tenants stated that tenants must:

- (1) *accomplish a state of reasonable cultivation, as determined by the Council\*, within eight weeks of commencement of the tenancy when said commencement date falls between 1st April and 30th June and within 12 weeks of commencement of tenancy when said commencement date falls between 1st July and 31st March;*
- (2) *keep it clean and in a state of reasonable cultivation\* and fertility and in a good condition;*

*\* "reasonable cultivation" is defined as: a minimum area equal to 50% of the total plot should be cultivated and in active use during the main growing season March to September*

The 50% of the total plot being actively cultivated was considered best practice and followed several other Councils in the South East.

Lewes Town Council operated a three-tier warning stage for tenants who did not actively utilize their plots and this had resulted in 10 'evictions' in the last three years

*Water supply:* Currently 5 sites in Lewes have a water supply. Church Lane tenants (only five plots) used water butts to collect rain water or neighbours in close proximity to the site allowed use of water to tenants during spells of dry weather. The water supply for the remaining 5 sites is turned off between the months of October and March/April.

Members considered the cost of water supplied (five years' costs were noted), which differed significantly between individual sites due to their topography and nature. Some Councils added a water surcharge to the annual rent, and others had opportunistically exploited landscape features to create water harvesting facilities (requiring significant capital investment). A debate followed as to the practicality and wisdom of introducing a modest surcharge for water consumed, and it was agreed that this could prove counter-productive. Consensus was that it would be best to promote to tenants the use of individual water butts and guttering to sheds *etc.* to harvest rainwater.

*Rubbish collection:* Haredean and Landport sites had, traditionally, a rubbish clearance service provided from April until September. This service was withdrawn some years ago at Haredean due to excessive cost, and two bays had been created at the site: one intended for compostable waste and the other for manure (supplied *for* by neighbouring stables. Unfortunately, the site still had occasional problems with 'fly tippers' who dump household waste items in the bays. The bays were currently used for manure and spent play-bark chippings.

Landport rubbish clearance continued and it was noted that the Council was one of the only Councils in the South East that provided this service. Other councils expected tenants to compost/recycle rubbish themselves. The Working Party considered the costs against the impact on tenants of withdrawal of the service. It was agreed that the cost was still relatively modest and the preferred response was to begin a programme of

encouragement to tenants to compost within plots (or clusters of plots) and take other waste home for recycling/disposal.

*Path strimming:* The Council had provided this service on all allotment sites (apart from Church Lane) since 1995. A new contractor had been appointed this year and the cost for this service had reduced by half. It was noted that many Councils expect tenants to trim/maintain the paths directly adjoining their plots, but 'boundary disputes' could arise and it was a difficult policy to administer, even where long-established. Members again considered that: as the impact of changing this policy would be harsh, and the cost was already significantly reduced, no change should be introduced.

*Sheds at Landport Bottom (aka 'Highdown'):* this site differed from all the others in that tenants were not permitted to erect sheds. The site was technically part of the landholding of Landport Bottom, and covenants in the title deeds, applicable since the land was first farmed, restricted the erection of structures. This had been reinforced when the land was designated as an Area of Outstanding Natural Beauty (AONB) which added further restrictions. The AONB designation was superseded in 2011 by the establishment of the South Downs National Park. It was acknowledged to be an anomaly that tenants here were denied the convenience of a shed; although tenants at other sites were advised not to leave equipment or anything of value in them, they were nonetheless an accepted part of allotment-keeping. There were believed to be considerations in National Park policy that were similar to the old AONB restrictions, but this could be investigated. Similarly, the covenants could be legally interpreted to permit some structures; such as small sheds. The topography of the site meant that sheds could be visually intrusive at certain levels, but less-so at the 'bottom' of the sloping site. Overlooking residents could easily be consulted if thought appropriate. These matters would be investigated.

**It was resolved that:**

**FC2018/55.4** The Minutes of the Allotments Working Party meeting held on 19<sup>th</sup> September 2018 (*copy in minute book*) are noted, and its conclusions supported.

**FC2018/56**

**RETENTION of INTERNAL AUDITOR:**

Members considered report FC013/2018 (*copy in the Minute Book*), which recommended retention of an Internal Auditor for the 2018/19 year, and explained that:

The Council is subject to a statutory audit regime defined by the Local Audit and Accountability Act 2014 and The Accounts and Audit Regulations 2015 (SI2015/234).

All local councils were required at least once a year to confirm "in accordance with proper practices", a review of their system of internal control including a review of internal audit. Since 2003, when such regulations were first extended to Parish Councils, this had been reported as part of Lewes Town Council's published accounts booklet and repeatedly described as good practice by internal and external auditors.

It was noted that the term *internal* auditor (IA) can be misleading, as this is an independent external consultant, commissioned direct by a Council – contrasting with the *external* audit currently carried out by government-appointed contractors.

The IA has a role in reviewing the effectiveness of control measures that the council decides to put in place and Lewes Town Council had been consistently fortunate to retain the services of IA's who were extremely experienced in high-level local government financial management.

Both the Society of Local Council Clerks (SLCC) and The Sussex & Surrey Associations of Local Councils (SSALC) maintained lists of "jobbing" internal auditors, but few considered to offer experience and qualifications appropriate to the work of a larger Parish. Mark Mulberry is a Chartered Certified Accountant, Registered Tax Advisor; and Registered Auditor with a private practice based in Surrey who, coincidentally, manages SSALC's own finances and finance-related training for councils, and who also provides audit services to several other larger councils. Mr Mulberry had acted as IA for Lewes Town Council since the 2011/12 financial year, and developed a thorough understanding of the particular operating environment.

A practical plan for internal audit at Lewes was effected in two parts; the first concentrating on systems and procedures and the second on financial aspects. These were carried out in the autumn and spring respectively. As part of the process a written plan and other associated information were provided to ensure the council can fulfil its obligations. At the end of the process a comprehensive report was submitted to council. Fees were charged based on time spent and, as members of SSALC, Lewes enjoyed a significant discount. In addition there was a small charge for travel cost but not for travel time. The fee was considered extremely reasonable; compared very favourably with other audit costs

Consequently, **it was resolved that:**

**FC2018/56.1** Mr Mark Mulberry, of Mulberry & Co Chartered Certified Accountants, Registered Auditors & Chartered Tax Advisers, 9 Pound Lane, Godalming, Surrey GU7 1BX is retained as Internal Auditor to Lewes Town Council for the 2018/19 financial year.

**FC2018/57**

### **UPDATE ON MATTERS IN PROGRESS**

- a) *Annual Plan update:* An update on progress with the Annual Plan was distributed (*copy in minute book*). A Member asked for a more detailed statement to be provided, in the next update, on the Pells lake ecology project, which was agreed. With regard to the Pells Recreation Ground, TC drew Members' attention to the dilapidated state of the multi-play equipment and swings, which had been awaiting replacement for several years. Since the earliest proposals for redevelopment of the North Street Quarter (NSQ) it was agreed that a comprehensive remodelling of the Recreation Ground was to be paid-for from developer's contributions (s106 Town and Country Planning Act 1990). That development, although imminent, had not yet been realized and it was becoming harder to maintain the equipment to safe standards. Running repairs had been effected to allow the continued provision of play facilities for children, but these were becoming more problematic. Inspections were carried out weekly by trained Inspectors on behalf of the Town Council as part of Lewes District Council's grounds maintenance contract; supplemented by an annual independent specialist inspection by an industry-recognized national body. All inspections in recent years had noted the increasing dilapidation, although continuing to rate the equipment as essentially safe for its designed use. TC now suggested that further repairs would be ineffective and the equipment should be removed; he proposed that equipment could be purchased and installed for around £14,000 that was very similar to that existing and comparable in play-value (examples were offered) and, when the NSQ programme was finally implemented, it could be relocated to serve the paddling-pool area within the Pells pool enclosure. There was a fund available arising from the s106 agreement on redevelopment of the old Police Station in West Street, which had been passed to the Town Council earlier this year and was specifically for such expenditure at the Pells Recreation Ground. After a short discussion, **it was resolved that:**

**FC2018/57.1** The Multi-play unit and two-bay swing at The Pells Recreation Ground be taken out of service and replaced with similar equipment, as soon as possible, pending eventual installation of planned improvements contingent upon North Street Quarter 's106' conditions. Costs to be met from the s106 funds received in respect of LW/10/0689 – former Police Station, West Street Lewes.

- b) *Neighbourhood Plan:* The examiner had now visited Lewes and had produced his second schedule of clarifications. These were all on the National Park Website with a link from the Town Council's website. A provisional date for the referendum was set for the 31<sup>st</sup> January 2019.
- c) *Devolution:* Following Council's earlier decision, Lewes District Council (LDC) had been asked under what terms they might consider disposal of 2 Fisher Street to the Town Council. LDC had indicated that the building was not available to the Town Council and cited reasons that TC had challenged as having little bearing on the



proposal. TC reported that, subsequent to this correspondence, he had a helpful meeting with Lewes District Council's Director of Development & Regeneration who had promised to revisit the suggestion as part of a full review of the options open to LDC as part of a comprehensive review of all their unused property. The financial difficulties affecting principal authorities were acknowledged.

- d) *Website*: This had now been launched and work was being carried out on 'snagging' and to upload historic documents.
- e) *Bus Shelter adj Fitzroy House*: A design for this shelter had been agreed with the District Conservation Officer.

**FC2018/58**

### **NOTICE of ITEMS IN PROSPECT**

Members were asked to consider items, arising from this meeting, worthy of a Press Release, and indicated:

- Allotments ("value for money" aspect)
- Fitzroy House Bus Shelter, when installed

*Dates to note* were given as:

- a) The next Members' Surgery was scheduled for Tuesday 6<sup>th</sup> November – 10:00am – 12:00pm in the Corn Exchange – Cllrs Catlin and Chartier volunteered
- b) The next Planning Committees would take place on Tues 9<sup>th</sup> and 30<sup>th</sup> October at 7:00pm
- c) The next Council meeting would take place on Thursday 8<sup>th</sup> November at 7:30pm, with a deadline for agenda items to reach TC by noon on Monday 29<sup>th</sup> October.
- d) The Audit Panel would meet (Qtr 2 review) on Tuesday 23<sup>rd</sup> October at 7:00pm in the Yarrow Room.
- e) The All Saints Steering Group will meet at 3:00pm on Thursday 25<sup>th</sup> October in the Council Chamber.
- f) Meetings to be arranged are: Commemorations Working Party; Verges Working Party; Diversity Working Party, Buildings Working Party and Communications Working Party.

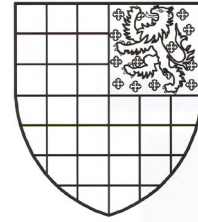
Members were encouraged to complete the recently-circulated 'Doodle Poll' to facilitate the selection of dates for meetings over the next few weeks.

There being no further business the Mayor declared the meeting closed.

*The meeting ended at 8:20 pm*

Signed: .....

Date: .....



## **MINUTES**

of the **Audit & Governance Panel** held on **Tuesday 23<sup>rd</sup> October 2018**, in the **Yarrow Room, Town Hall**, Lewes at **7:00pm**.

**PRESENT** Cllrs S Catlin; J Lamb; M Milner (*Chairman*).

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

**AudPan2018/08 QUESTIONS:** There were none

**AudPan2018/09 APOLOGIES FOR ABSENCE:** Apologies were received from Cllr Barker, who was working in the Isles of Scilly, and Cllr Rowell who had not offered a reason. No message had been received from Cllr Elliott.

**AudPan2018/10 DECLARATIONS OF INTEREST:** There were none.

**AudPan2018/11 MINUTES:** The minutes of the meeting held on 19<sup>th</sup> July 2018 were received and signed as an accurate record.

**AudPan2018/12 BUSINESS OF THE MEETING:**

1 *Routine financial monitoring:* Members were furnished with detailed information (*copies in minute book*) following the end of the second quarter of the financial year 2018/19.

*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 period. 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.

There was a general discussion on the distribution of overhead costs, and the effect of these on service accounts such as All Saints Centre.

2 *Oversight as required by the Governance & Accountability Code of Practice:* TC introduced the file of periodic bank reconciliations, for review of the scrutiny already conducted. The Chairman appended his signature to verify this.

3 *Internal Auditor's interim report 2018/19:* The Internal Auditor had submitted his mid-year report. This was complimentary on a number of points, and confirmed that Council had met all the required "control assertions" to be declared on the end-year statutory Return (AGAR). The auditor had noted some helpful suggestions for added detail for the published Asset Register, and remarked that the present Treasury Deposit investment could obtain a greater return elsewhere.

**AudPan2018/13 CONCLUSIONS:**

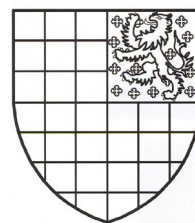
1 Members considered information on the Council's financial status and management, and found no items of concern.

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.

**AudPan2018/14** There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance.

*The meeting closed at 8:00pm*

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



## **MINUTES**

of the meeting of the **All Saints Centre (ASC) Steering Group** held on **Thursday 25<sup>th</sup> October 2018**, in the **Council Chamber, Town Hall, Lewes at 3:00pm.**

**PRESENT** Cllrs Catlin (Wischhusen) (*Chairman*); Chartier; Murray (R); Murray (S).

**In attendance:** S Brigden (*Town Clerk [TC]*); Ms L Zeyfert (*Manager ASC*).

**ASCSG2018/01** **ELECTION of CHAIRMAN:** Cllr Catlin was elected as Chairman of the Working Party for 2018/19.

**ASCSG2018/02** **QUESTIONS:** There were none.

**ASCSG2018/03** **APOLOGIES for ABSENCE:** Apologies had been received from Cllr Burrows, who was on holiday; Cllr Milner (working), and Cllr Renton (visiting Norfolk).

**ASCSG2018/04** **DECLARATIONS OF INTEREST:** There were none

**ASCSG2018/05** **MINUTES:** The minutes of the meeting held on 14<sup>th</sup> February 2018 were received and signed as a correct record.

**ASCSG2018/06** **BUSINESS OF THE MEETING:**

The meeting noted a recent event in Lewes when performance spaces and community facilities in the town had been discussed. It was understood that some theatre-oriented groups and individuals considered there was a dearth of facilities in the town offering dressing-room space or availability for daytime rehearsals. Members thought that the Centre could promote the facilities that it offered for stage performance. It was acknowledged that the church had given the building to the Council with a covenant that it be used as a broad community; arts and youth centre, which would preclude dedication or over-emphasis on theatre/stage use, although it was agreed that attention could be paid to introducing, from time to time, stage performance events promoted by the Council. This had been done three or four times in the past, with some success, and industry circulars and individual artistes' flyers were received from time to time; any one might be booked provided there was sufficient advance notice, likely to be nearly a year ahead.

It was agreed that an open-day would be arranged and publicized, when all the facilities would be freely-available for prospective hirers to investigate. The earliest that the Centre could accommodate this would be in February or March 2019.

*General matters:* Members reviewed an updated analysis of all operating and hired hours dating from the Council's first employment of staff for the Centre. This showed the increase in hired hours across 12 years, and the effect of key events. There followed a lengthy discussion regarding the theoretical maximum hours that might be taken by hirers (with intervening periods for cleaning, set-up and arrangement of seating/equipment *etc*), and it was acknowledged that there were only a few short 'gaps' in any week which could, practically, be promoted.

**ASCSG2018/07** **RECOMMENDATIONS/CONCLUSIONS:**

Council would be asked to approve the approach taken by the Steering Group as described above, regarding an open day and occasional performances.

**ASCSG2018/08** There being no other business, the Chairman declared the meeting closed and

thanked everyone for their contribution.

*The meeting closed at 3:55pm*

Signed .....

dated .....

## **MINUTES**

of a meeting of the **Planning Committee** held on **30<sup>th</sup> October 2018**, in the Council Chamber, Town Hall, Lewes at 7.00pm.

**Present:** Cllrs A Ashby; S Catlin; J Lamb; M Milner (*Chair for this meeting*) and R Murray

*In attendance:* Mr S Brigden (*Town Clerk*) Mrs E J Tingley (*C'ttee Administration*)

**PC2018/53** **APOLOGIES FOR ABSENCE:** Apologies were received from Cllr J Baah, who was attending a family funeral, and Cllr S Murray who was away at a local government conference.

**PC2018/54** **MEMBERS' DECLARATIONS OF INTEREST:** There were none.

**PC2018/55** **QUESTION TIME.** There were no questions. There was one member of the public present, and Cllr R O'Keeffe who was attending to give a presentation to the Committee.

**PC2018/56** **CHAIRMAN'S ANNOUNCEMENTS:** There were none.

**PC2018/57** **MINUTES:** The Minutes of the meeting held on 9<sup>th</sup> October 2018 were received and signed as an accurate record.

**PC2018/58** **PRESENTATION:**  
Members received a presentation from Cllr O'Keeffe (in her capacity as an East Sussex County Councillor) regarding handrails at two locations in Lewes.

- At the junction of Ferrers Road and Prince Edwards Road where there is a short flight of stone steps with no handrail
- The corner of De Montfort Road into Bradford Road where there is a steep slope that gets slippery in the winter

Correspondence between Cllr O'Keeffe and ESCC officers had started in 2016 regarding the two sites and a quote had been organised which indicated a cost of £5509.06. The Conservation Officer had accepted that the handrail to service DeMontfort Road into Bradford Road would be acceptable as long as it was painted black. The rail would be free-standing. The second rail was to service steep steps that were slippery, especially in the winter when leaves settle on them.

The project was not eligible for the 'Community Match' scheme but considered a 'Community Extra' project. The County Council were unable to fund this, but would carry out the works if funding was available from other sources, therefore Cllr O'Keeffe was asking the Planning Committee, within whose remit this fell, to recommend that the Town Council fund the two handrails as described above. It was hoped that the work could start on this project ASAP.

It was **agreed** that a recommendation be put forward to Full Council at their meeting on 8<sup>th</sup> November 2018 to fund these two handrails, in Ferrer's Road and De Montfort Road, Lewes. TC advised that if works were anticipated in the current financial year (which was thought unlikely) funding could be drawn from the earmarked reserve for environmental enhancements (R8 in the accounts). In the more likely event that works were scheduled for 2019/20, the Finance Working Party would be asked to make provision in their recommended budget.

**PLANNING APPLICATIONS:** The Committee considered relevant sections of the lists for the weeks dated 9<sup>th</sup> October 2018, 16<sup>th</sup> October 2018 and 23<sup>rd</sup> October 2018. Their comments are appended.

**MISCELLANEOUS PLANNING ISSUES:**

i) At the last Planning meeting members had been notified that the SDNPA would be holding a series of Parish Workshops in November 2018. The Workshops would focus on the review of the Partnership Management Plan. There had been a double-booking with Linklater Pavilion, and the SDNPA were seeking Plumpton College as an alternative venue. The College had now been confirmed as the venue for this event: being held on Wednesday 21<sup>st</sup> November in the Sussex Rural Business Centre from 18:30 to 21:30.

ii) For the purposes of facilitating the Late Night Shopping event in Lewes the lengths of roads from outside Lewes Fish Bar to ASK and from outside the Town Hall to outside NatWest would be closed to vehicular traffic between the hours of 18:00 and 21:30 on Thursday 6 December 2018.

iii) Review of the South Downs National Park's Local List for Validation of South Downs National Park Development Applications:

Since 2008 local planning authorities had been required to publish a list of information they require to "validate" the planning applications they receive. This validation list forms two components the national requirements, including the application form, the fee, certificates and secondly, specific local validation requirements known as the "Local List". SDNPA adopted its current validations requirements in February 2017.

The Government requires local planning authorities to review the 'local list' every two years. It was considered timely to review the SDNPA's current validation requirements, especially given the current status of the emerging South Downs Local Plan, which was now at examination stage.

The main changes that were proposed are as follows:

- Amendments to all sections to make the requirements clearer and updating the references to current legislation, guidance and standing advice;
- All website references have been updated where necessary
- Revision of new requirements to demonstrate compliance with policies in the South Downs Local Plan

The Consultation Process:

The proposed Local List would be open to public consultation until 5pm on 14<sup>th</sup> December 2018. Comments upon the draft list can be made by email [locallistreview@southdowns.gov.uk](mailto:locallistreview@southdowns.gov.uk) or in writing to Local List Review, Development Management, SDNPA, South Downs Centre, North Street, Midhurst, GU29 9DH.

After the consultation period the SDNPA will consider all the comments received and amend the Local List as appropriate. Once approved this would replace the current Local List and form the basis on which planning applications are deemed valid by the SDNPA. Consultation Documents were available at:

<https://www.southdowns.gov.uk/wp-content/uploads/2016/10/IAPP-Local-Validation-List-for-consultation-October-2018.pdf>

iv) An email had been received from the Chairman of the Egrets Way project group, thanking the Committee for agreeing to support release of £20k 'Section 106' funds arising from the former Magistrates Court development. A LEADER fund application had also been successful for £75k and a donation received from the Jo Holden Charitable Trust. The s106 funds played a vital part and would enable the construction of the Egrets Way network from its current terminus as Ham Lane, through the Railway Land Wildlife Trust and finishing at the Linklater Pavilion. The process could now begin of initiating the tendering process and securing all essential contractual agreements



with a view to completing the construction of the new section of path by min-2019.

v) The SDNPA had advised of the opening of lists for projects appropriate to receive Community Infrastructure Levy (CIL) funding. Any projects considered would need to be submitted to the DSNPA via 'Projects for the South Downs' the online application process which can be used accessing [www.projects.southdowns.gov.uk](http://www.projects.southdowns.gov.uk) The closing date for bids was 15<sup>th</sup> February 2019.

v) Public Right-of-way (RoW) - area of Spences Lane and Malling Brooks. This path, designated FP51 on the County definitive map, had earlier been identified by ESCC as needing work. An assessment had been carried out by ESCC RoW officers, who recommended that the path be surfaced with tarmac due to its location. The cost would be approximately £12,000.

TC reminded Members that Council had considered this path at its meeting in March 2018, when it was resolved that an application be made to surface the path through the ESCC 'Community Match' scheme. ESCC had subsequently advised that, as the path was already acknowledged as in need of work, that formal process would not be needed.

RoW officers had confirmed earlier that day that whilst they did not consider this a priority for the 2019 programme of works, a contribution from the Town Council of around £3,000 would *"help raise the profile...for attention next year"*. A caveat was that *"...whatever the level of contributions, we still have the same staffing levels to administer and oversee the tender and contract! So I can't absolutely guarantee that the works would be done next financial year, but it does look hopeful. We confirm the surfacing program in April each year once we know our ESCC budget allocation."*

Given the values now being suggested, it was proposed that the Town Council could utilize the £4,387.50 that had unexpectedly been received earlier this year as the parish share of Community Infrastructure Levy (CIL). The Footpath 51 project would be a particularly suitable use for this money. TC had been negotiating with SDNPA officers regarding s106 funds arising from development at Falcon Wharf, Railway Lane, to deploy some of that money to FP51 but SDNPA were hesitant that the particular s106 requirements may not be adequately addressed. With this recent suggestion from ESCC it was appropriate to suggest to Council that the CIL fund be utilized and ESCC be asked to prioritize the work. It was **agreed** that this should be recommended to Council.

*The meeting ended at 7:55pm*

Signed: .....

Date: .....



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Our Ref: MARK/LEW001

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

10<sup>th</sup> October 2018

Dear Steve

**Re: Lewes Town Council**  
**Internal Audit Year Ended 31<sup>st</sup> March 2018**

Following completion of our interim internal audit on the 10<sup>th</sup> October 2018 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 and summarised in the tables at the end of the report.**

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 the accounts. The internal audit report(s) should therefore be made available to all members to support and inform them when they 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 well established and followed. The clerk is very experienced and ensures the council follows best practice regulations and has overseen changes to 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 fit for purpose. I would like to thank Steve & his team for their assistance and whilst my report contains recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well ordered system.

## **A. BOOKS OF ACCOUNT (INTERIM & FINAL AUDIT)**

The Council continues to use Sage as a day to day accounting package, this is a tried and tested financial reporting package and is augmented with Excel for reporting to council and I make no recommendation to change.

The council has a dedicated accounts function which is overseen by the clerk. There is one individual (Finance Administrator) responsible for the entire day to day finance function and entering all the finance details onto the Sage system. It is clear this could be a risk area due to the limited segregation of duties, however there are a number of compensating controls in place to mitigate this – such as monthly bank reconciliations, review of debtors lists and regular reporting to council and the RFO. In addition to this has been no reported issues in the past.

There are two active logons for the Sage system, the clerk and the finance administrator and three users for the on-line banking, each with their own individual logons.

At the end of the month the finance administrator reconciles the bank on the Sage System and reviews the aged debtors report. A hard copy bank reconciliation is produced signed and filed. At the end of the quarter a full nominal ledger is given to the clerk in excel format for production of the management accounts.

The Sage system requires fields to be populated with referencing information as data is input, this is a clear and easy to follow system and a review of the cashbook shows that all data fields are being entered and my audit testing showed that supporting documentation could be easily located from records. I make no recommendation to change in this system.

I tested opening balances as at 1.4.18 and confirmed they could be agreed back to the audited accounts for 2017/18. The Council is not VAT registered and the last S.126 VAT reclaim was submitted for the period ended 31<sup>st</sup> March 2018. I am able to confirm the council is not significantly behind with its Vat reclaims.

I note that the Council is required by law to follow the 2015 Transparency Code in respect of making certain information publically available via the council website. I also note that the council has a new website and is very much in the process of updating the public facing information; however, a review has shown that whilst the majority of the Code is being followed there are some pieces of information missing. I also felt that navigating to the information required a certain degree of background knowledge and as such could be made easier. The main points are

1. The quarterly publication of expenditure over £500 – para 26 to 32 of the code
2. The land register needs to be published – para 35 to 37 of the Code

**I would recommend a review of the code with a view to enhancing the public facing information. I would recommend view Crowborough Town Councils Website and specifically the transparency page.**  
<http://www.crowboroughtowncouncil.gov.uk/council/data-transparency>

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change. 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, GOVERNANCE & PAYMENTS (INTERIM & FINAL AUDIT)**

### **Interim Audit**

Minutes are prepared for all meetings of the Council and its committees i.e.

- Full Council; meets 10 times per annum
- Personnel Panel - adhoc



- Audit & Governance Panel – 4 times per annum
- Planning Committee; meets 3 weekly
- Working parties as and when needed

The external auditors report was not qualified in 2017/18 and the notice of conclusion of audit is posted to the website. The signed annual return was taken to council in October 2018 and noted in the minutes.

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 policy working party reviewed them in June 2018 in readiness for full council, some amendments have been made to align with latest NALC recommendations.

Financial regulations are based on an older NALC model and are dated March 2015 and the policy working party reviewed them in June 2018 in readiness for full council, some amendments are in the process of being made to align with latest NALC recommendations; namely Bank reconciliations and electronic banking. 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.

The council is performing a monthly bank reconciliation for all accounts in accordance with the new regulations being adopted. The activity is properly noted by full Council - as evidenced in the June 2018 minutes.

Financial regulation 3 deals with budgetary control and authority to spend. The council uses a Purchase Order (PO) system, where Po’s are raised and matched to the supplier’s invoice with authorisations at various stages. The system is designed that it should not possible for a PO to be issued without the clerk’s counter signature. Where no PO is in evidence when an invoice arrives, this is investigated by the clerk and finance administrator.

Purchase Orders are generally used for non-regular expenditure items. A review of the invoices file showed POs to be attached, for items where there was no PO raised there was an audit trail to document the proper purchase.

The council is obliged to purchase on the following basis

- £60,000+ public tender
- £5,000- £60,000 – three quotations
- £2,000 - £5,000 – three estimates
- Up to £2k – strive for value for money.

The clerk was able to demonstrate that budget monitoring reporting to members is completed on a quarterly basis. Reporting is comprehensive and is minuted appropriately. I reviewed the budget outturn report for June 2018 and this had been taken to council for discussion.

Financial Regulation 5 deals with authorisation of physical payments. The minutes show authorisation of payments lists in accordance with regulations. Signatures on cheques or on-line authorisations have been made in accordance with regulations.

Financial regulation 6 deals with making payments. The council makes payments by cheque and direct debit and bacs. Cheques must be signed by three individuals, two councillors and an officer, interbank transfers can be made by the finance administrator. Internet payments are made via the bank website from an upload from the Sage system and the bank is set such that the originator cannot authorise the same transaction, so there is a natural segregation of duties and control in place. Admin changes must be authorised by an officer.

The bacs payments list from sage is uploaded to the bank and then printed from the bank system with a hard copy being retained for councillors to physically sign. I have reviewed a sample of payments and am able to confirm that payments have been made in accordance with regulations.

Pin numbers are kept in the locked safe in accordance with regulations.

Financial regulation 7 deals with approval and authorisation of salaries.

Financial regulation 8 deals with loans and borrowings. The council has one PWLB loan in the name of the council with a total of £52,362 outstanding at the audit date. The council has no investments at the audit date and an investment policy is in place.

Draft and final minutes are uploaded to the council website. Whilst we have not tested all panels, working parties and council meetings there was no evidence of non-compliance in giving three clear days' notice of the meeting. The agendas include the reference documentation and the hard copy has a disclosure advising reference material can be obtained on line or on request. The minutes where applicable show as draft.

I am of the opinion the council's policies and procedures are robust and indeed a model of good practice. The council is following its own regulations. 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 undertakes a full risk assessment that covers operational and financial risks, this was taken to council in July 2018.

I have confirmed that the Council has a valid insurance certificate. The Council reviews its insurance requirements as part of the renewal process. Money and asset cover appear adequate. It was noted the council has significant insurance cover for a number of asset categories including public liability.

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."*

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)**

#### **Interim Audit**

The council is just about to commence the budget setting process for the 2018/19 council year. There is no reason to believe these will not be completed on time.

The budgeting process is very robust and detailed and entirely fit for purpose. The council has a forward plan but this is not financial in nature.

Further work will be carried out at the year end in this area.

## **E. INCOME (INTERIM & FINAL AUDIT)**

### **Interim Audit**

The council has various streams of income:

- Precept (circa 90% of all income)
- Room & Hall Hire
- Allotments
- Fishing Permits
- Grants
- Interest

The council does not have any income that would require them to be registered for VAT. The precept was received in April & August 2018.

The council reviews its fees and charges as part of the budget setting process.

Bad & aged debts are monitored on a monthly basis, statements are issued as and when required. At the audit date there was circa £3,500 of net aged debts.

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**

The council has a small float of £500. 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 (INTERIM & FINAL AUDIT)**

### **Interim Audit**

The council uses Sage payroll. Employees are paid with reference with NJC scales for consistency purposes. This is passed to the Clerk for review and payment is made in normal manner.

No employees are paid for services outside of the payroll. No employees are paid by third parties. Councillors are paid allowances of £331 each if they want it, this has not been changed in recent years.

I am of the opinion 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 two fixed asset register documents a summary financial list used for the accounts and a longer detailed list showing all the assets and their respective locations. Assets are stated at historic or proxy cost in the financial statements. However, I am of the opinion that as working documents the registers need further work. **I would recommend that the following as a minimum are added to make a combined register.**

- 1. A cost column on the existing detailed register is populated – this will then provide a list (by asset) to agree to the summary as shown in the financial statements.**

2. **A column be added to show the insurance value of the asset, this will show if the asset is under or over insured or indeed insured at all, together with showing if assets are being insured that are not on the register.**
3. **A replacement value estimate. This will give an indication as to the level of expenditure required to replace assets so that a determination can be made as to whether an earmarked reserve would be appropriate.**
4. **Last physically vouched indicator – this would enable council to demonstrate physically that it is protecting public 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 & Cash**

The council has two bank accounts, together with petty cash. None of the accounts are long term investments and as such do not need to be disclosed in box 9 of the AGAR. However, it is noted that some of the bank and cash investments could be invested elsewhere to obtain a greater return.

The August 2018 bank reconciliation was verified in detail which showed £968,345.82 in the current account and £450,000 in the reserve.

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

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

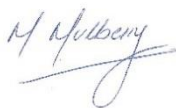
To be completed at the year end.

#### **K. Trusteeship**

Town Brook Trust – sole managing trustee. Where necessary separate meetings are held and the clerk monitors this. Accounts and returns are up to date with the charities commission.

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

Kind regards  
Yours sincerely



**Mark Mulberry**

**Interim Audit - Points Forward**

Audit Point	Audit Findings	Council comments
Transparency	The public facing information could be improved in terms of ease of finding and the detail provided.	
Bank Balances	The council has high amounts in the bank accounts that could be made to work harder in terms of investment return.  Council may want to consider CCLA or Arbuthnot.	
Fixed Assets	Update and merge fixed asset register	

28 OCT 2018

Mr Steve Brigden

Town Clerk

Town Hall

Lewes

Dear Steve,

Lewes High Street Traders Association – Christmas Late Night Shopping 2018

**Following our recent conversations, I am writing to you regarding this year's Late Night Christmas Shopping event in Lewes.**

In order to promote Lewes High Street as an attractive and vibrant shopping area, a group of local traders has formed the Lewes High Street Traders Association. The Late Night Shopping event has for many years been an extremely important date on the commercial calendar of the town. It reminds both locals and visitors of the attractions of the town to shoppers, and it showcases its wide variety of independent shops and businesses.

Although newly formed, our association has already ensured a street closure for the event and is organising appropriate marshalling and insurance. We have received an extremely encouraging positive response for the event from a large number of local businesses, and we hope that many will arrange special attractions for the night, as well as lighting their premises for the festive season.

There will also be a number of activities in the street to entertain visitors; for example choirs, bands and (real!) reindeer.

We are also suggesting that traders stay open on subsequent Thursdays in December for 'late night' shopping up to Christmas.

Although we will be asking for contributions from our members to help with the costs of the event, there is a significant financial risk involved, and we wonder if the Town Council will be able to support us. It is anticipated that the combined cost of street closure and marshalling, insurance and the major attractions will amount to around £2 000, and it would be much appreciated if the Council was able to meet some or all of this cost. Any monies remaining after the event will be carried over to the organising of a Summer event and then to next year's Christmas late night. We apologise that this application is very close to the event, but hope that you will view it favourably, considering the expected benefit to the town as a whole.

**With many thanks in anticipation,**

Yours sincerely,



Tom Reeves

On behalf of the Lewes High Street Traders Association

Edward Reeves Photography

159 High Street, Lewes

**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 1<sup>st</sup> April 2018 to 31<sup>st</sup> 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.

			<b>STATUS</b> <b>at September 2018</b>	<b>STATUS</b> <b>at November 2018</b>
Project	description			
1	<b>Town Hall repairs &amp; conservation</b>	Major roof repairs/replacement to Assembly Room and Corn Exchange Works required for safety and integrity of building.	Continues	All main works completed
2	<b>Pells Lake ecology project</b>	Improvements to water quality. Introduction of aquatic plants W/Party remit to consider structural integrity of lake perimeter.partially completed – specialist report obtained	Continues	pending commencement of 3rd-party works in locality to achieve best VFM – <i>links to item 3</i>
3	<b>Pells Recreation Ground and kiosk/café development (with Santon Group and others)</b>	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.	PPCA drafting list of aspirations to inform brief for architects. Multiplay equipment in Recreation Ground now extremely dilapidated, and recommended that it be removed - 'temporary' replacement (pending NSQ implementation) reusable within pool enclosure adj paddling pool.	PPCA drafting list of aspirations to inform brief for architects. Replacement Multiplay equipment and two-bay swing unit for Recreation Ground on order - installation expected before Christmas.
4	<b>Malling (Bridgeview) Community Centre refurbishment</b>	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.	Planning application in-process; awaiting consent by Planning Authority.	Planning consent granted 31st October 2018. Working Party scheduled to meet 14th November 2018. Potential grant funding investigations ongoing. Management models under review.
5	<b>Commemorations:</b>	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)	Continues	Working Party scheduled for 13th November 2018. Programme previously agreed nearing completion. Submissions for 2019 under consideration.
6	<b>Neighbourhood Plan (with Community partners)</b>	Development of a Neighbourhood Plan for Lewes under provisions of the Localism Act 2011	Examiner working through Plan and has visited Lewes on inspection - several points for clarification already submitted. Anticipated report to Planning Authority late October/November <i>tbc</i>	Examiner working through Plan and a second schedule of points for clarification has been submitted. Anticipated report to Planning Authority late November <i>tbc</i>
7	<b>Continuing programme of environmental enhancements and specific site improvements</b>	Engage with appropriate projects arising from third-party initiatives (eg highway safety/traffic management). Continuing improvements to own assets (eg allotment sites)	Continues	earmarked contributions under consideration for pedestrian handrails. Highway verges contribution under consideration. Bus shelter adj Fitzroy House agreed.
8	<b>Devolution of assets &amp; services</b>	Provide for transfer of ownership of various assets/services from Lewes District Council. (currently subject to ongoing negotiation)	Discussions with LDC following Council decision June 2018 - LTC proposal initially rebuffed, but options appraisal now understood to be underway by LDC re 2 Fisher Street and other sites.	Options appraisal understood to be underway by LDC re 2 Fisher Street and other sites.
9	<b>New council website</b>	New website to be researched – Council resolution FC2016/19.4 (16th June 2016) refers.	Site launched 25th Sept 2018. Technical "snagging" and content revisions underway.	Site launched 25th Sept 2018. Technical "snagging" and content revisions continue.
10	<b>General Data Protection Regulations</b>	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.	Report delayed - anticipate costed options etc for report November 2018	Report delayed - anticipate costed options etc for report December 2018