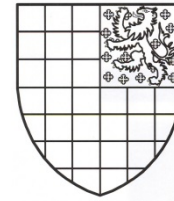


Town Hall
High Street
Lewes
East Sussex
BN7 2QS

☎ 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 13th December 2018**,
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are summoned to attend.

S Brigden, Town Clerk, 6th December 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 8th November 2018.

(attached page 3)

6. WORKING PARTIES & OUTSIDE BODIES

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

- a) *Commemorations Working Party 13th November 2018* *(Minutes attached page 10)*
- b) *Buildings Working Party 14th November 2018* *(Minutes attached page 13)*
- c) *Verge maintenance Working Party 15th November 2018* *(Minutes attached page 17)*
- d) *Communications Working Party 22nd November 2018* *(Minutes attached page 19)*
- e) *Finance Working Party 27th November 2018* *(Minutes attached page 21)*
- f) *Diversity Working Party 29th November 2018* *(Minutes attached page 26)*
- g) *Grants Panel 5th December 2018* *(Report FC014/2018 attached page 29)*
- h) *Sussex Community Rail Partnership* *(oral report by Cllr Catlin)*

7. UNITED NATIONS SUSTAINABILITY GOALS

To consider the proposed creation of a Working Party

(NOM007/2018 attached page 31)

8. LOCAL INTERNET FORUM

To consider a statement *iro* recent internet posts

(NOM008/2018 attached page 32)

9. UPDATE ON MATTERS IN PROGRESS

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

10. NOTICE of ITEMS IN PROSPECT

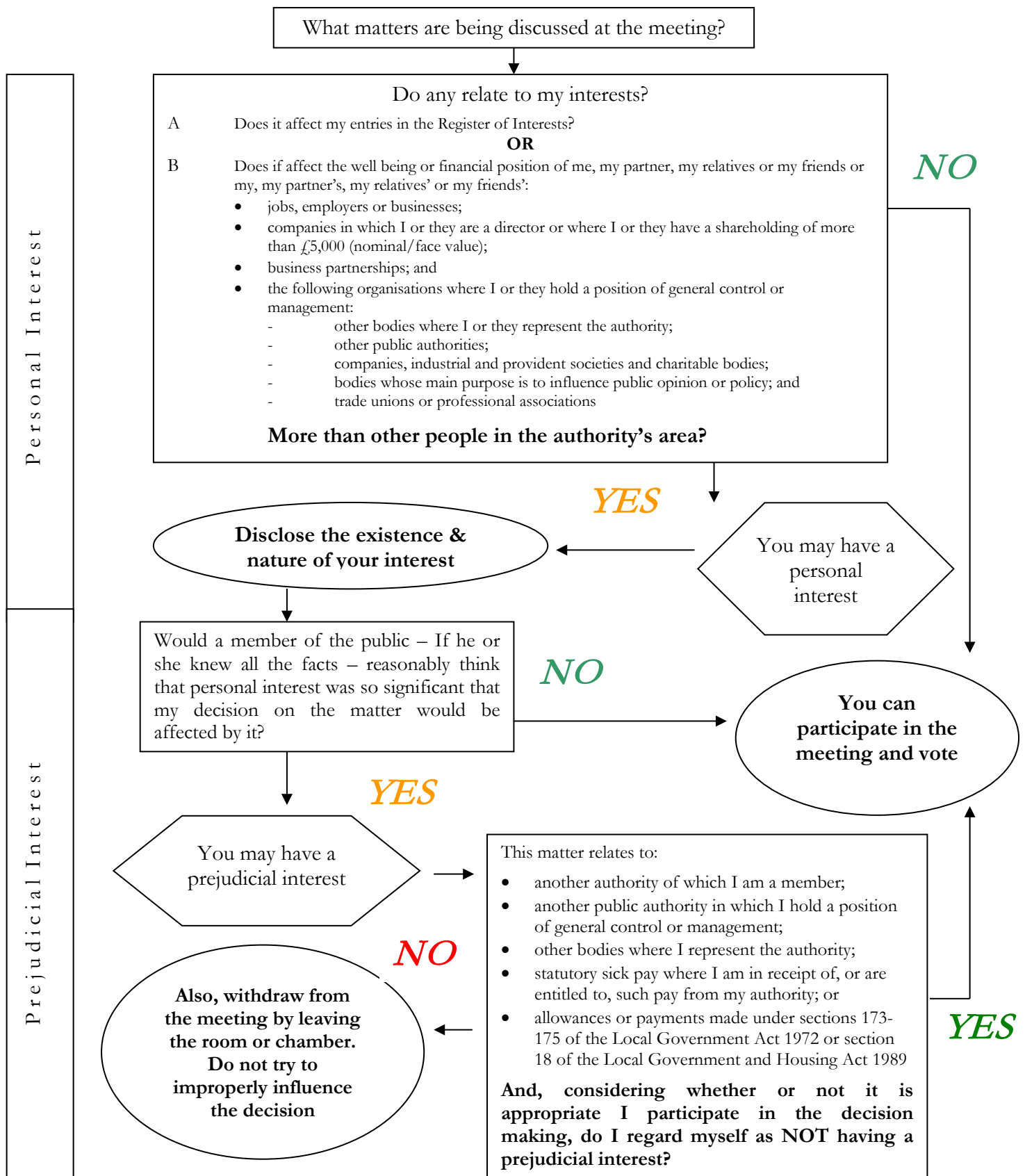
(Oral report by Town Clerk)

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 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.

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



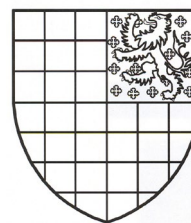
YOU WILL ALSO NEED TO CONSIDER:

Am I biased or have I predetermined a matter?

TEST: Would an informed member of the public think that there is a real possibility that you could be biased?

Have I made up my mind about the issue?

You should not make your mind up about an issue before you come to take a decision on it. You can still form a provisional view but you must be willing to consider all arguments presented at the meeting and you must be genuinely open to persuasion on the merits of the case. If you do not have a genuinely open mind about a matter, this will potentially leave the decision susceptible to legal challenge because of the common law concept of predetermination.



MINUTES

Of the **meeting of Lewes Town Council**,
held on **Thursday 8th November 2018**, in the **Council Chamber, Town Hall**, Lewes at **7:30pm**.

PRESENT Councillors A Ashby; J Baah (*Mayor*); A Barker; R Burrows; S Catlin (*Wischhusen*); M Chartier; W Elliott; H Jones; J Lamb; I Makepeace; Dr G Mayhew; M Milner; R Murray; S Murray (*Dep^y Mayor*); R O’Keeffe and C Renton.

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*)

FC2018/59 **QUESTIONS:** There were six members of the public present. Two questions had been received. The questions; together with the answers given, are appended to these minutes.

FC2018/60 **DECLARATIONS of INTEREST:** In response to a question, TC advised on the principles of declaration. It was suggested that a standard summary or ‘prompt’ on each Agenda may be helpful, and TC undertook to provide this.

FC2018/61 **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Rowell who was visiting family in Norfolk and Cllr Watts who was working.

It was resolved that:

FC2018/61.1 The reasons submitted for absence from this meeting are noted.

FC2018/62 **MAYOR’S ANNOUNCEMENTS:**

a) The Royal Sussex Regimental Association, Lewes Branch, had asked that the Mayor ensure that their grateful thanks were conveyed to all Members and officers of the Council, for the help and cooperation given. The Association said that it had been a pleasure to work with the Council and the project had reflected an excellent working relationship which they sincerely value; stating: *“the quality of the memorial tablet and its siting is superb and we could not have wished for anything better, and hope that Lewes Town Council are as pleased as we are”*.

b) On Saturday 10th November The Lewes Glynde and Beddingham Brass Band would present a concert of Remembrance, Reflection and Celebration in the Assembly Room, Town Hall at 4pm.

c) Members were informed of Remembrance events on Sunday 11th November. For Members attending the morning event they should arrive at the Town Hall by 10.45am and for the traditional ‘main’ ceremony in the afternoon should arrive by 2.15pm.

d) On Sunday 18th November at 7.30pm a “Winter of the World” event would be held at the All Saints Centre – tickets were available at the Town Hall reception. This would follow the 2014 event commissioned by the Council where local musicians and readers, led by composer Helen Glavin, presented a reflective and thoughtful programme of music; photographs, poetry and song.

e) Members were advised of ‘One You East Sussex’, an NHS initiative working with the County Council offering a free comprehensive personal Health Check service to East Sussex Residents between the ages of 40 and 74. They offered the Council on-site checks at the Town Hall provided that 5 or more people were interested. Checks would cover blood pressure; Body Mass Index; cholesterol/blood sugar levels etc. Members and staff who were interested should contact Mrs Tingley who had the details of eligibility and

would coordinate an appropriate date.

FC2018/63

MINUTES:

It was resolved that:

FC2018/63.1 The minutes of the meeting of Council held on 4th October 2018 are received and signed as an accurate record.

FC2018/64

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) Audit Panel 23rd October 2018: Council considered the minutes of this meeting:

Routine financial monitoring: the working party members had been 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 was attributable to Reserves when the final accounts were 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.

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.

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 criteria for 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. Consequently **it was resolved that:**

FC2018/64.1 The Minutes of the Audit Panel, held on 23rd October 2018 (*copy in minute book*) are noted.

b) All Saints Steering Group 25th October 2018: Council considered the minutes of this meeting:

The meeting had 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 still 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.

FC2018/64.2 The Minutes of the All Saints Steering Group, held on 25th October 2018 (*copy in minute book*) are noted

FC2018/64.3 Council approves the approach taken by the All Saints Steering Group as described in the minutes of its meeting on 25th October 2018 regarding an open day and occasional performances.

c) Matters referred by the Planning Committee 30th October 2018: Council considered two matters referred by the Planning Committee:

(i) *Handrails to public footpaths:* Planning Committee Members had 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 becomes 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 obtained 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 asked the Planning Committee, within whose remit this fell, to recommend that the Town Council fund the two handrails as described above.

It was **agreed** that a recommendation be put forward to Council, at its meeting on 8th November 2018, to fund these two handrails. TC had 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 could be asked to make provision in their recommended budget.

(ii) *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 had reminded Members that Council had considered this path at its meeting in March 2018, when it 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 regardless of contribution, limited staff resources at ESCC meant that inclusion on the 2019 programme could not be guaranteed.

Given the values now being suggested, it was proposed that the Town Council could

utilize £4,387.50 that had unexpectedly been received earlier this year as the parish share of Community Infrastructure Levy (CIL). The Footpath 51 project represented a 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.

It was resolved that:

FC2018/64.4 The recommendations of the Planning Committee, arising from its meeting on 30th October 2018 (*copy in minute book*); regarding funding contributions toward footpath handrails and the surfacing of 'Footpath 51' are agreed, as described.

d) Citizens Advice Bureau: Cllr R Murray gave a brief oral report on this. Cllr Murray reported that the new office in Newhaven had been in operation for about a year and this was considered successful. The office was heavily used and this was partly due to low parking charges in Newhaven. The Council's contribution to funding was considered as extremely 'good value' in terms of the number of local people helped each year, and the difficulty of the situations in which many found themselves.

FC2018/64.5 The oral report on the Citizens Advice Bureau is noted.

FC2018/65 **REPORT of the INTERNAL AUDITOR:**

Members considered the interim report of the Internal Auditor for 2018/19. As reported earlier via the Audit Panel Minutes, this was complimentary on a number of points, and confirmed that Council had met all the criteria for 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. Consequently **it was resolved that:**

FC2018/65.1 The interim report of the Internal Auditor for 2018/19 is accepted.

FC2018/66 **HIGH STREET TRADERS ASSOCIATION:**

Members considered a letter from the newly-formed Lewes High Street Traders Association requesting financial support for the Late Night Shopping Event to be held in Lewes on Thursday 6th December 2018. The Association were requesting support towards the street closure and marshalling of the event and insurance. It was anticipated that costs would amount to around £2,000. Members were aware that this group had formed, divergent from the Chamber of Commerce, to represent the particular interests of retail establishments in the town centre, and to ensure that Christmas Late-night Shopping included a road-closure. Council welcomed the formation of this Association, and it was suggested that regular liaison meetings with them might be helpful. This was **agreed** and **it was resolved that:**

FC2018/66.1 Lewes Town Council will support the Lewes High Street Traders Association in its efforts towards the Christmas Late-Night Shopping event on 6th December 2018, with a financial grant of up to £2,000 (*to be drawn from the General Fund*) subject to satisfactory proof of expenditure.

FC2018/67 **UPDATE ON MATTERS IN PROGRESS**

a) *Annual Plan update:*

Item 3 - Pells play equipment was ordered and expected to be installed before Christmas.

Item 4 - The Malling Community Centre refurbishment had been granted Planning consent at the District Council Planning Committee on 31st October. Planning officers had proposed a restriction on evening use of the outside café terrace which was considered draconian, but following representations to the committee by TC; Cllrs Chartier and Lamb, and the Chair of Malling Community Association, this condition had not been supported. This allowed a draft timetable to be developed,

which would be considered by the Buildings Working party the following week. It was now hoped that works might begin in May 2019, although it was too early to confirm this.

Item 6 Neighbourhood Plan – The Examiner was understood to be close to finalizing a draft report for submission to the South Downs National Park Authority.

Item 7 Contributions as discussed earlier in the meeting (handrails) would be referred to ESCC and the Fitzroy House bus shelter would be ordered shortly.

- b) Magic Circle* – initial works were underway and the SDNPA had agreed the release of s106 funds arising from the development of the former Magistrate’s Court.

FC2018/58 NOTICE of ITEMS IN PROSPECT

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

- Support for High Street Traders/Late Night Shopping
- Footpath 51 (when confirmed)

Dates to note were given as:

- a)* The next Members’ Surgery was scheduled for Tuesday 4th December – 10:00am – 12:00pm in the Corn Exchange. Cllrs Catlin; Chartier and Lamb indicated that they would attend again, but it was noted that relatively few Members volunteered for this.
- b)* The next Planning Committee meetings would take place on Tues 20th November and 11th December at 7:00pm
- c)* The Commemorations Working Party would meet at 7:00pm on Tuesday 13th December.
- d)* The Buildings Working Party would meet at 7:00pm on Wednesday 14th November.
- e)* The Highway Verges Working Party would meet at 7:00pm on Thursday 15th November
- f)* The Communications Working Party would meet at 7:00pm on Thursday 22nd November.
- g)* The Finance Working Party would meet at 7:00pm on Tuesday 27th November.
- h)* The Diversity Working Party would meet at 7:00pm on Thursday 29th November.
- i)* The next Council meeting would take place on Thursday 13th December at 7:30pm, with a deadline for agenda items to reach TC by noon on Monday 3rd December.

There being no further business the Mayor closed the meeting.

The meeting ended at 9:00 pm

Signed:

Date:



QUESTION RECEIVED:

From: Scott Durairaj **Received:** 07 November 2018

Subject: Diversity matters

Question 1

What are the parish council's *clear and cogent reasons*, satisfying the thresholds set out in relevant case law judgements⁽¹⁾, to depart from the steps listed at paragraph 3.41 of the Equality Act 2010 Statutory Code of Practice on services, public functions and associations⁽²⁾; in particular to depart from the step to 'establish a policy to ensure equality of access to and enjoyment of their services by potential service users or customers from all groups in society' in favour of its own policy and practices in managing Lewes Town Council owned premises for the purpose of providing services or exercising public functions, such as making the Town Hall available to organisations and individuals connected to Lewes Borough Bonfire Society whose actions have the effect of creating an intimidating, hostile, degrading, humiliating and offensive environment for other residents and service users, related to the statutory protected characteristic of race?

Question 2

How has Lewes Town Council, as a public authority listed in Schedule 19 of the Equality Act 2010, demonstrated due regard to the need to advance the aims of the public sector equality duty (s.149), in particular in its application of the case-law derived 'Brown Principles'⁽³⁾ in both the council's own policy *Statement of intent as to community engagement* and in its discharge of the following specific public functions:

- Power to provide and encourage the use of facilities, Local Government Act 1972, s.144
- Provision of entertainment and support of the arts, Local Government Act 1972, s.145
- Power to provide recreation facilities, including premises to local societies, Local Government (Miscellaneous Provisions) Act 1976 s.19

Endnotes

⁽¹⁾ R (on the application of Munjaz) v Mersey Care NHS Trust [2005] UKHL 58

⁽²⁾ Services, Public functions and Associations: Statutory Code of Practice, Equality and Human Rights Commission, Published January 2011

⁽³⁾ R. (Brown) v. Secretary of State for Work and Pensions [2008] EWHC 3158

Best wishes

Scott Durairaj

ANSWER:

We preface specific responses to the detailed points you have raised with the statement that the Council is shortly to convene a Working party to consider the matter of Diversity policy(ies) and the Council's retained solicitor has given advice on the issues.

Answer to question 1:

1.1 *For clarity:* the judgement in the cited Munjaz case relates to application (or otherwise) of a Code of practice for the guidance of mental health practitioners where persons are admitted and detained for treatment.

1.2 The Town Council in discharging its duties must *have regard to* any statutory code of practice. There are several codes of practice and the Code of Practice to which you refer does not impose legal obligations; nor is it an authoritative statement of the law: it offers a suggested approach for service providers. A service provider will be liable for unlawful acts committed *by their employees* unless they have taken reasonable steps to prevent such acts.

1.3 The Town Hall is available as halls and rooms for hire, with basic facilities for events. It is considered that the Bonfire Council annual costume competition is a legitimate use of the premises, when a town-wide organization conducts a popular and family-oriented event. Lewes Borough Bonfire Society is one of many component organizations which together form the Bonfire Council,

Continues...



and we understand that the “actions” to which you refer relate to the presentation for judging of one young boy in a version of Borough’s ‘tribal’ costume, with face paint. Our hire conditions require presentation of promotional literature *etc* for approval by the Council, and these have given no cause for concern. Our own member of staff was not directly-involved, but present on the premises.

1.4 While our hire conditions could benefit from updating they are quite properly directed to the orderly conduct of activities, public health and safety and the protection of the building. The conditions of hire do not include policies as such, but the Council is bound by implied legal constraints such as the Local Government Act 1986, the Occupiers Liabilities Acts, the Health and Safety at Work *etc.* Act 1974 and the Equality Act 2010 *eg* in relation to service provision and making reasonable adjustments in favour of disabled persons. We are also aware of the Council’s duties under the Human Rights Act 1998 which confer several, often conflicting rights, *eg* under Article 8 (right to a private and family life) but also to freedom of expression (Article 10).

1.5 The Equality Act 2010 (Specific Duties) Regulations 2011 (SI 2011 No. 2260) do not apply to Parish Councils; in other words they have no specific duties. This Council is mindful of its general responsibilities under the s149 EqA2010 Public Sector Equality Duty.

1.6 We do not consider that the Council, in hiring the premises, has acted in an unreasonable way, indeed it has striven to act in a legal and reasonable way.

Answer to question 2:

2.1 In the *Brown* case it was held that “...the imposition of a duty to have ‘due regard’ to the various identified ‘needs’ does not impose a duty to achieve results. It is a duty to have “due regard” to the “need” to achieve the identified goals. This is a vital distinction...”.

2.2 The list you present is a list of *powers available* to a Parish Council – none of these impose a duty. Provision of a service (hiring a hall) is not a public function.

2.3 “due regard” is that which is appropriate in all the particular circumstances in which the public authority concerned is carrying out its function as a public authority. There must, therefore, be a proper regard in the context of the function that is being exercised at the time, and in this instance we submit that the context of our *Statement of intent as to community engagement* is a reflection of the Council acting properly in its role as the Parish Council representing the community of Lewes.

Cllr Janet Baab

Mayor of Lewes 2018/19

for Lewes Town Council

Mr Durairaj then asked, as a supplementary question: “How does the Council discharge their equality duty as Principal in the contractual hiring of the Town Hall where the Bonfire Council is agent.” and in offering further comment regarding the offence he felt was caused during the recent event also asked: “why does the Council not consider the hiring-out of publicly-owned premises as a tool to promote equality; promote understanding, and reduce prejudice between protected groups.” Also “how would we as a town wish to be seen by the rest of the country (world) with regard to the issue of ‘blacking-up’ being repugnant to most communities....”.

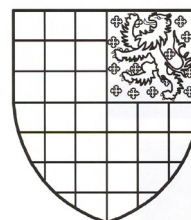
The Mayor commented that these were all issues for consideration.

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 commemorations and significant events, held on **Tuesday 13th November 2018** in the **Council Chamber, Town Hall, Lewes** at **7:00pm**.

PRESENT Cllrs S Catlin (Wischhusen); M Chartier (*Chairman*); Dr G Mayhew; Murray (R) and Murray (S)

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

CmemsWP2018/08 APOLOGIES FOR ABSENCE: Apologies had been received from Cllr Makepeace, who had a work commitment. It was noted that Cllr Susan Murray had been appointed to the Working Party, but had been omitted in error, from the Summons to this meeting

CmemsWP2018/09 DECLARATIONS OF INTEREST: There were none

CmemsWP2018/10 QUESTIONS: There were none

CmemsWP2018/11 MINUTES: It was resolved that:

CmemsWP2018/11.1 Minutes of the meeting held on 12th June 2018 are received and agreed as an accurate record.

CmemsWP2018/12 BUSINESS OF THE MEETING:

1 The meeting welcomed Mr David Scott Cowan and his wife Carol. March 2019 would mark the centenary of the death of the Sussex architect Rowland Hawke Halls, Mr Scott Cowan's grandfather, and he presented an illustrated proposal that this might be an appropriate time to remember an architect who contributed much both to the built environment and to the life of the town. Partly, it was suggested, because he was a fine architect working in the Arts and Crafts tradition, but also to remember him for his love of Sussex: its landscape, its nature, and its people. His houses were built by local builders, and fitted out by local craftsmen. He fostered and valued his relationships with them, and they had responded in kind.

Halls lived all of his life in Sussex, most of it in Lewes and Seaford, and he designed many houses and public buildings, and restored several others. He saw active service in the First World War – he was called up in 1917 and joined the Army Service Corps, serving mainly in and around the Somme. He survived the war, only to be killed in an accident just a few days after he was demobilised. He was only 39, when he was at the height of his powers, and it was thought that he would have gone on to do much more had he lived.

Many of his houses are on The Avenue – *Rowland's* being a notable example, and several others on the same side of the road. What was considered perhaps his finest building in Lewes is the former Municipal Offices in Fisher Street (No4).

Resources were available within the family and elsewhere, that might make an interesting exhibition, including a large collection of his drawings in the East Sussex Record Office and a family collection of watercolours of Rowland Halls's houses by George Montague Ellwood. These included the house on The Avenue that is now called *Bindons* and *Rowlands*, the "House with the Lych Gate". The family also hold many letters written by Halls from the Western Front, many of them remembering the Sussex Downs in the midst of war, and also a long and moving account titled "A Day's Routine in Wartime" which was

thought both moving and historically interesting.

Councillors thanked Mr Scott Cowan for his most interesting presentation, and were happy to support the idea of an exhibition at the Town Hall during 2019; there were also suggestions that the family might engage with Sussex History Society, and perhaps investigate with the Friends of Lewes the possibility of a commemorative plaque for an appropriate building. It was also possible that the Mayor might consider hosting a civic reception to celebrate architecture.

2 *Lewes Light 2018*: Members considered a report from the organizers which described the festival as a “resounding success”. Visitor numbers were estimated at about 12,000 over the three evenings, and there had been extensive media and social media coverage. The number of designers and artists contributing had been extended, and the team had included contributors not only from Lewes, Seaford, Brighton and London but also Scotland, France, Poland, Ireland, Thailand and Japan. The organizers had worked with young people from Lewes Youth Theatre and Brighton Met College, providing work experience and mentoring.

Councillors were pleased to learn of the success of the Council-supported Festival, and congratulated the organizers. It was noted that they would be interested to see some financial background information in due course and there were comments regarding the duration of road-closures on the three evenings and observations of sparse audiences at times.

3 *International Day of Peace 2019*: It was agreed that the Council Chamber should be provisionally booked for an event on 21st September 2019, as it was understood that local groups who had marked the day in 2017 would be happy to do so again.

4 *Miscellaneous matters*:

- > The recent event at the Depot, commemorating 250 years since Tom Paine arrived in Lewes, had been hailed as a success.
- > Council had received, the previous week, profuse thanks from the Royal Sussex Regimental Association for the commemorative stone tablet mounted in the Town Hall foyer.
- > The *Suffrage to Citizenship* project recognizing 100 years of votes for women would include four light-boxes at Town Hall windows, and there were ancillary projects planned with support from Sussex Community Rail Partnership. TC had agreed with the organizers that two banners, depicting photographs of the twelve female Mayors to date, would be displayed in the foyer to enhance the entrance to the photograph exhibition in the Baxter corridor. Reeves photography had offered to re-photograph two of these for which no archive copy exists.
- > There was some discussion on National Heritage Open Day, and it was confirmed that the Town Hall and All Saints Centre were included (although not always featured in the Friends of Lewes leaflet). Posters were always mounted outside the premises. In answer to a question; it was confirmed that there was regular use of the organ at All Saints, although other organists would be welcome if they wished to use it; as regular use helped prevent some cumulative damage such as seized or ‘sticky’ valves. Direct approaches should be made to the Manager or Assistant Manager to ascertain availability. A welcome suggestion for enhancing future open days at All Saints was to run the films of Lewes in the 1930’s which had been discovered and digitized a few years ago.
- > Lewes District Council had agreed to ring ‘Gabriel’, the Market Tower bell, on the occasions of the centenaries of the renewal of the WW1 armistice at the War Memorial, preceding the peace treaty.
- > Cllr Mayhew’s research project on Lewes casualties in WW1 was almost

concluded and there was currently an exhibition of photographs in the Baxter corridor to accompany lectures in the Council Chamber. To complete the project it was considered that a booklet similar to that produced for the 'Our Pictures' project, and an online version, would offer a suitable legacy for the project; and this was agreed. The proposed date to complete was the 1922 centenary of the dedication of Lewes War Memorial.

- > Work was underway to the Magic Circle. A liaison meeting with the Friends of Lewes would be arranged in January.

CmemsWP2018/13

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

CmemsWP2018/14

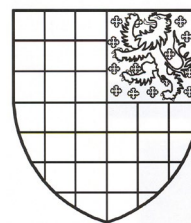
There being no other business, the Chairman declared the meeting closed, and thanked everyone for their attendance and contributions.

The meeting closed at 8:05pm

Signed.....

Date

Draft



MINUTES

of the meeting of the **Working Party established to oversee repairs to the Council's buildings**, held on **Wednesday 14th November 2018**, in the **Council Chamber, Town Hall, Lewes at 3:00pm**.

PRESENT Cllrs S Catlin; M Chartier; J Lamb; Dr G Mayhew; R Murray; S Murray.

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

BRepWP2018/09 **QUESTIONS:** There were none

BRepWP2018/10 **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Milner, who was working, and Cllr Rowell who was unwell.

BRepWP2018/11 **DECLARATIONS OF INTEREST:** There were none.

BRepWP2018/12 **MINUTES: it was resolved that**

BRepWP2018/12.1 The Minutes of the meeting held on 3rd July 2018 are received and signed as an accurate record.

BRepWP2018/13 **EXCLUSION of the PRESS & PUBLIC**

At this point the Chairman moved, **and it was resolved:**

BRepWP2018/13.1 That in view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960 *etc* any members of the press or public present be excluded and instructed to withdraw. The nature of that business is to consider detail related to proposed contracts.

BRepWP2018/14 **REFURBISHMENT of MALLING COMMUNITY CENTRE:**

The meeting considered the latest position regarding the refurbishment project.

Building works: Planning consent had been granted a few days before, and the managing agents had suggested an outline timetable:

- > Recommendations of the Working Party could be approved by Council at its meeting on 13th December, which would enable tender documents to be released in mid-January.
- > It was reasonable to allow six weeks for return of tenders which would mean a date in late February 2019. Prices would be held for 90 days, which was the longest duration considered reasonable in the industry.
- > Two weeks would be needed for BLB Surveyors to conduct appraisals and prepare a tender report
- > The Working party would receive reports by the end of March, which would allow recommendations to Council for its meeting scheduled for 11th April.
- > It was presumed that the successful bidder would be unlikely to start works within four weeks, as a detailed timetable would be required. In any event it was proposed to include a statement in tender documents that the building was required for use as a polling-station on 2nd May.

BLB would meanwhile prepare all standard documents:

Draft JCT Design & Build contract;

'Preliminaries' *eg* Contractor's obligations *iro* times of day for operations/Health & Safety/liquidated damages;

Form of Tender;

Contract Sum analysis;

Employers' requirements (Architects drawings; specification *etc*);

Mechanical; Engineering & Public Services reports *etc**;

Annex of all pre-construction information (survey reports *etc.*)

*The recommended specialists who had prepared other preliminary surveys had proposed their method and costing for the necessary M&E and Asbestos surveys and this was accepted. BLB Surveyors would be instructed to proceed accordingly.

Funding: It was believed that elements of the scheme would be eligible for grant from various sources. Advice had been sought and suggestions included:

For the community aspect of the project the Council could apply to BIG Lottery's 'Reaching Communities' and their 'Awards for All' scheme. Grants had been awarded to parishes for projects such as installation of new equipment for teenagers at a local leisure area to encourage behaviour change, increase fitness levels and reduce anti-social behaviour due to boredom. Larger grants were also possible from this source.

Projects submitted under these two programmes have to:

- > Bring people together and build strong relationships in and across communities
- > Improve the places and spaces that matter to communities
- > Enable more people to fulfil their potential by working to address issues at the earliest possible stage

For the changing/sports facilities, Sport England Community Asset Fund offered grants of up to £50,000.

Low Carbon Across the South East (LOCASE) had been suggested for environmental measures. Grants were up to £20,000, although there were eligibility criteria which would need to be investigated.

Members recognized the importance of researching possible grant support, but appreciated that there would probably remain a shortfall and that borrowing from the Public Works Loan Board was inevitable. Currently, a loan of £300,000 over 25 years would cost approximately £16,000 in repayments each year. Borrowing was not considered inappropriate, as the Reserve funds accumulated to date had been paid-for by past and current taxpayers who had benefitted from the Centre, and loan repayments would be paid by future taxpayers who would enjoy the refurbished building. Members asked TC to begin researching grant sources in earnest, and make preliminary applications/expressions of interest.

Management: The Working Party had been asked by Council to consider options for management of the Malling Community Centre, following refurbishment, and to formulate recommendations. Key considerations were:

- > Redesigning building will introduce new, more flexible, facilities such as café/bar and terrace and two multi-purpose rooms which are attractive for a wider range of users (*eg* business seminars), and will evolve a different, extended, user-profile over time.
- > Adjacent play-area and recreation ground improvements, arising from a major share of >£1million s106 agreement *in* North Street Quarter (NSQ) development, will increase casual use; especially likely demand for café/bar with terrace and WC's, accessible for users of play area and sports spectators.
- > Local catchment will increase when North Street Quarter is occupied and accessible via proposed new footbridge.
- > Investment of the magnitude estimated means that Council will wish to ensure careful control of the building and proper maintenance of equipment; facilities, décor *etc.* to sustain the benefits for the community over several decades. Some equipment, such as the ground-source heat pump system and café facilities, will not be suitable for unsupervised operation.
- > Despite recent decision by Lewes District Council to withdraw from devolution of the Recreation Ground to the Town Council, this remains a prospect once NSQ is underway or completed.

The options discussed were, in summary:

- a) *Lease to tenant* – A straightforward handing-over of responsibility to a tenant, in return for a rent payment.

Pro: Minimum burden on LTC resources. Financial management is simple, with predictable income.

Con: Choice of appropriate tenant not straightforward. Natural lifecycle of Trusts and community groups tend to wax/wane with leading individuals over relatively short periods of time. Commercial organizations are unlikely to see adequate potential. Failure to reach income necessary for rent cover and maintenance of building and equipment could leave LTC to resume control and deal with outstanding problems. Conversely: in case of successful income generation, maximum benefits not enjoyed by Council.

- b) *Management agreement/license/shared responsibility* – This could suit an appropriately-experienced organization, and could be structured in several ways eg low fixed service payment with retention of income; higher fixed payment with LTC retaining all income; income share/collaborative development etc

Pro: Minimum burden on LTC resources. Financial management is simple, with predictable income. Less risk of outright 'failure' of the partner organization.

Con: Choice of appropriate partner not straightforward. Shared responsibility inevitably raises occasional contention.

- c) *Direct Management* – This could be implemented in different ways:

- i) Employment of additional staff exclusively to manage the Centre, either establishing a team at the outset or building incrementally to three staff (as history of All Saints Centre [ASC]).
- ii) Employment of additional staff to form a 'buildings management team' with existing Town Hall and All Saints Centre staff, where the team flexibly cover all three buildings.
- iii) Hybrid of i) and ii), with key staff at fixed bases plus itinerant cleaning/security staff.

Pro: Ensures Centre and its facilities are properly cared-for and its potential maximized. All income retained by Council.

Con: Choice of model ii) or iii) disruptive to established effective working at T/hall and ASC. Model iii) does not cover all operating hours as effectively. No particular advantage to ii) as each building has very different operating profile and minimal shared detail. Model i), if a full complement is not immediately employed, leaves much to chance/trust when operating the building without resident staff.

Each option had very different resource implications, and there were many aspects to be considered. There were potential and ancillary issues already known which would affect the Centre and its likely user-profile, both in the foreseeable future and longer-term.

Option b) had been explored in some detail with Wave Leisure; the charitable Trust that had evolved from the original Lewes District Council direct service organization and was now recognised as an award-winning charity, managing leisure facilities for Lewes District Council; Eastbourne Borough Council (from April 2019); East Sussex County Council; Newhaven Town Council; Ringmer Academy and East Grinstead Sports Club, and providing a vast range of activity programmes and outreach initiatives. Wave employs over 300 staff, and has an annual turnover of more than £5million. Supporting over 1 million active customer visits annually, all surplus revenues generated from activities are reinvested back into the community in

the form of facility developments and refurbishments, new programmes of activity or outreach initiatives, working across a range of sectors including Sport and Activity, Education, Public Health and Adult Social Care.

Members recognized that the ethos of Wave Leisure was an ideal ‘fit’ with a Council such as LTC, and that its structure offered significant advantages in terms of experience and resources. They were interested to see detail from a preliminary submission prepared by Wave, which proposed a draft working agreement and showed some financial modelling. Wave would work with Lewes Town Council with the obligation of:

- Operating the site to a high standard.
- Alignment to the Lewes Town Council’s objectives.
- Working with the local community to “Inspire Active Lifestyles” and promote the benefits of active living.

The Council and Wave would develop a strategic partnership, and the financial model assumed a no rental/no service fee model. Within the proposal the Council would not be liable for any financial losses or cash shortfalls from operation, and Wave would provide equipment and fittings such as the café. Wave would operate the site as a tenant responsible for fixtures and fittings, and LTC would remain responsible for building fabric and plant.

The agreement would be for ten years, with appropriate break clauses. The draft proposal included two points which Members would wish to amend: they would not agree an option for Wave to underlet the whole agreement, and they suggested a ‘ceiling’ level of income should be established, beyond which an income share would operate. It was thought likely that such amendments would be acceptable to Wave, and it was agreed that, subject to confirmation of such details, this should be recommended as the preferred option for management of the Centre.

BRepWP2018/15

ALL SAINTS CENTRE

The ASC Manager, Lizzie Zeyfert attended for this item, and gave an overview of prospective works at the Centre:

There was a small water leak towards the front of the stage and some render had degraded. This was being investigated and would require scaffolding.

Stained-glass window panels, whilst still weatherproof, would soon require remedial work to address age-related deterioration of the lead frameworks.

Soakaway drains caused some recurrent problems, and these may need attention next year.

It was proposed that a full survey of the building should be commissioned next year. Members thanked Ms Zeyfert for her attendance.

BRepWP2018/16

CONCLUSIONS

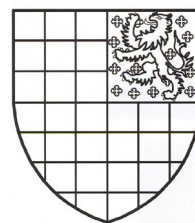
It was agreed that Council would be recommended to note the work of the meeting and to accept the proposal to pursue a management agreement with Wave Leisure Trust for Malling Community Centre, as described.

BRepWP2018/17

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

The meeting closed at 4:30pm

Signed date



MINUTES

of the meeting of the **Working Party** formed to consider **Highway Verge Maintenance** held on **Thursday 15th November 2018**, in the **Council Chamber, Town Hall, Lewes** at **7:00pm**.

PRESENT Cllrs Catlin; Makepeace; Murray (S); O’Keeffe and Renton

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

HVMWP2018/01 ELECTION OF CHAIRMAN: Cllr R O’Keeffe was elected as Chairman of the Working Party for the 2018/19 year.

HVMWP2018/02 QUESTIONS: There were none.

HVMWP2018/03 APOLOGIES FOR ABSENCE: Apologies had been received from Cllr Lamb, who had a work commitment.

HVMWP2018/04 DECLARATIONS OF INTEREST: There were none

HVMWP2018/05 REMIT of the WORKING PARTY:

Members attention was drawn to the remit of the Working Party, extended by Council at its meeting on 21st June 2018:

Lewes Town Council meeting 21st June 2018 - Minute extract

Minute FC2018/19 refers:

FC2018/19.2 The minutes of the Meeting of the Highways Verges Working Party on 3rd April 2018 are noted (*copy in minute book*) and its recommendations are agreed.

FC2018/19.3 The cost of £2,643 for two additional cuts to highway verges within Lewes in 2018/19 is accepted and will be funded from the earmarked reserve shown in accounts as ‘R8: Environmental Enhancement’ (*balance b/fwd at April 2018 £19,370*)

FC2018/19.4 **The remit of the Highways Verges Working Party is extended for the remainder of this year in order to investigate the management of wildflower verges, working with ESCC Highways and their advisers.**

HVMWP2018/06 BUSINESS OF THE MEETING:

1 Members welcomed James Newmarch, Senior Asset Engineer at East Sussex County Council (ESCC); Joanna Carter, Chair of Wildflower Lewes (WfL), the community group who had been working with ESCC on distribution of natural species across the town; two members of WfL; Dr John Parry of the Railway Land Wildlife Trust and Kim Dawson, Specialist Advisor (Downland and Reserves) at Lewes District Council.

2 The Chairman clarified the purpose of the meeting, which was to discuss the management of wildflower verges as highlighted on the Agenda, not to revisit the matter of cutting frequency. The Town Council had responded to ESCC’s offer of a ‘menu’ and paid for two cuts in 2018/19 in addition to the ESCC default of two, on Lewes town verges except those previously-agreed as ‘Wildflower areas’. It was understood that the option of four cuts would not be offered in future as ESCC could not accommodate the complexity of scheduling county-wide.

3 Mr Newmarch explained the distinctions his section applied to areas generally referred-to as ‘Wildflower verges’:

Meadow verges were cut once with special attention paid to the after-treatment

Wildlife verges had special considerations both floras and fauna

Wait-and-see’ verges were left to nature

Regardless of status, all verges were maintained so as to ensure clear lines-of-sight for drivers at junctions. He said that the two-cut regime addressed ESCC's biodiversity duties. Species 'baseline surveys' determined the appropriate regime and ESCC held a significant amount of data, gathered by WfL, which indicated 40-50 desirable species were evident in many areas without special management.

4 WfL members present wished to "let nature back" at all verges. They stated that immediate action was required and that decisions should not "appease those who want a manicured finish". This, it was said, was a matter of educating the public and reference was made to progress on a South Downs-town link to be named "Tingles Way" that would join Egrets Way. Behind these lay a broader eco-tourism initiative. The Railway Land Wildlife Trust was helping to educate the public in a number of ways.

5 It was commented that there was a significant percentage of the populace who feel that infrequent mowing gave an appearance that the community did not care about its own town. WfL consider that such perceptions can be addressed by media coverage to promote the background and reassure that the environment is not simply being ignored. It was moot that this would not assist with any visitors who might form such an opinion on first entering the town. The perception might be ameliorated if uncut verges exhibited a mown border, to show that there was planned management. Mr Newmarch explained that managed edges should be incorporated in the 'two-cut regime', certainly on all larger verges, but that contractors had not been clear as to their instructions. This should now be established practice. It was agreed that the Town Council would be recommended to support the 'two-cut regime', with the proviso that mown edges were maintained, to exhibit positive management and counter perceptions of neglect.

6 The science regarding the advisability of removing grass cuttings following any mowing of a 'wildflower' verge was said to be "not definitive". It was often considered that leaving the arisings would enrich the soil and hamper the establishment of species and varieties that prefer low nutrient levels. There was, however, long-standing contention to this view in academic circles and it had been demonstrated that there was often little appreciable effect.

7 There was discussion about desirable species, and WfL promoted the sowing of Yellow Rattle (*Rhinanthus minor*). WfL thought that they could obtain Yellow Rattle seed from local sources and were prepared to distribute it using their volunteers. It was noted that grants may be available from a number of sources, to assist with any costs. In answer to a question, it was recognized that such a programme would be for agreement between ESCC and WfL. Further advice could be sought from specialists at Kew Royal Botanic Gardens' facility at Wakehurst Place, the Millennium Seed Bank, the largest wild seed conservation project in the world.

HVMWP2018/07 CONCLUSIONS:

Council would be asked to note these discussions; to support the sowing of species such as Yellow Rattle (*Rhinanthus minor*) and recognize the importance of public education in the matter.

It was agreed that the Town Council would be recommended to support the 'two-cut regime', with the proviso that mown edges were maintained on larger verges, to exhibit positive management and counter perceptions of neglect. A map was to be defined.

HVMWP2018/08 The Chairman thanked everyone for attending and declared the meeting closed.

The meeting closed at 8:40pm

Signed:

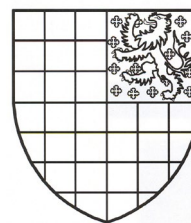
Date:

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 consider Communications & public engagement, held on **Thursday 22nd November 2018** in the **Council Chamber, Town Hall, Lewes** at **7:00pm**.

PRESENT Cllrs A Ashby; S Catlin; H Jones; I Makepeace; S Murray; R O'Keeffe and A Rowell

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

ComWP2018/01 ELECTION of CHAIRMAN: Cllr Murray (S) was elected to Chair the Working Party for the 2018/19 year

ComWP2018/02 APOLOGIES FOR ABSENCE: Apologies had been received from Cllr Watts, who was working. No message had been received from Cllr Elliott.

ComWP2018/03 DECLARATIONS OF INTEREST: There were none

ComWP2018/04 QUESTIONS: There were none

ComWP2018/05 MINUTES: The minutes of the meeting held on 6th February 2018 were received and signed as an accurate record.

ComWP2018/06 BUSINESS OF THE MEETING:

The Council's new website was projected on screen and the present position with regard to 'snagging' items and outstanding content was reviewed. TC explained that there were technical issues regarding the operation of visual 'buttons' designed to allow visitors to sign-up to mailing lists, and also to the "Contact Us" page which should accept e-mail messages and forward them to the Council's Reception address. The contractors were actively engaged with the Council's IT services and broadband providers to resolve these, which appeared to relate to transmission security protocols.

Documents related to past meetings of Working Parties *etc* were systematically posted and cross-linked to appropriate reference pages, and enhancement of some entries was undertaken as opportunities arose. Documents and information required by law were in place, and appearance and functionality would be improved in due course.

Cllr Makepeace expressed dissatisfaction with the site, and suggested that it should more closely emulate one of the parish council sites originally viewed as a reference. It also did not offer many features which she felt were essential. It was explained that the design and appearance had been presented to the Working Party and approved in February. Members had been given ample opportunity then to present ideas for content, and many entries now being suggested were, in fact, already in place.

There followed a lengthy discussion as to possible future content, and it was acknowledged that the site was flexible and could accommodate many of the suggestions in due course. They could not, however, be described as essential and accorded priority over other Council projects.

It was noted that the 'Community links' entries on the old website had evolved over years as local groups and organizations had asked to be featured and provided details, and it was likely that the same pattern would be seen with the new site. Some of the suggestions being made were good ideas that could ultimately enrich and enliven the site, but some would involve unacceptable prominence of other bodies' affairs.

A graphic design was in-hand to depict the financial structure of the Council, although the figures for 2019/20 would soon be agreed. New Ward boundaries

were established with effect from May 2019, and new page designs would be needed to reflect these.

Cllr Makepeace proposed that staff resources should be deployed to develop the site and social media activities far more quickly. It was recalled that the suggestion of dedicated staff had been considered as recently as the last meeting and not agreed by the majority. TC again described the priority of the website as being relatively low in the context of the Council's planned activities and other factors. Other Members considered that there was an attractive and functioning site, which should soon move on from technical snags. They felt that deadlines were impractical, and enhancements and additions could await the normal course of business.

There followed a brief discussion on the responsiveness of local newspapers to occasional press-releases, and the function of the *Mailchimp* feature in distributing newsletter material.

ComWP2018/07 CONCLUSIONS:

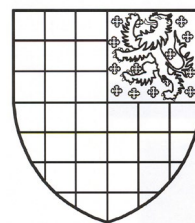
Council will be asked to note this meeting, and the principles and matters discussed. All Councillors are reminded to encourage community groups with which they may be connected to provide details for the website 'Community links' pages.

ComWP2018/08 There being no further business, the Chairman declared the meeting closed, and thanked everyone for their contribution.

The meeting closed at 8:20pm

Signed date

Draft



MINUTES

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

held on **Tuesday 27th November 2018**, in the **Yarrow Room, Town Hall, Lewes** at **7:00pm**.

PRESENT Cllrs M Chartier (*elected Chairman*); H Jones; Dr G Mayhew; R Murray; S Murray, and (*not appointed to Working Party*) Catlin.

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

FWP2018/01 ELECTION OF CHAIRMAN: Cllr Chartier was elected Chairman.

FWP2018/02 APOLOGIES FOR ABSENCE: Apologies had been submitted by Cllr R O’Keeffe who had work commitments.

FWP2018/03 DECLARATIONS OF INTEREST: There were none.

FWP2018/04 QUESTIONS: There were none.

FWP2018/05 REMIT OF THE WORKING PARTY:

The working party was asked to consider the detail of estimated expenditure and income for the Council’s operations, and to agree a budget and level of Council Tax precept for the 2019/20 year, for recommendation to Council.

The Working Party was asked to ensure appropriate provision and agree items constituting the Council Plan for 2019/20.

FWP2018/06 As the Working Party was to discuss low-level detail of the Council’s finances, and during the meeting personal details related to past and present employees, and proposed expenditure on contracts for supply of goods and services (potentially commercially-sensitive) might be disclosed, the Chairman proposed, and it was consequently **resolved that:**

FWP2018/06.1 “In view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960; any members of the press or public present be excluded and instructed to withdraw. The nature of this business is: personal details related to past and present employees, and proposed expenditure on contracts for supply of goods and services”

FWP2018/07 BUSINESS OF THE MEETING:

1 In the year of introduction (2013/14) of the Government’s Council Tax Reduction Support Grant (CTRSG) scheme (to offset government changes to calculation factors), Lewes District Council (LDC) had passed-on the whole amount which had been sufficient to maintain the Town Council’s “band ‘D’ equivalent” precept unchanged. However; this grant had reduced significantly each year and was to reduce from the current year by an as-yet unknown value for 2019/20. The Town Council (LTC) therefore faced an enforced increase to precept to simply maintain budgeted nett expenditure at the prevailing level. TC advised that whilst parishes would normally have received specific figures from LDC by this point, he was able to make an informed estimate of the likely sum by reference to LDC reports in the public domain.

2 The Working Party considered the service budget estimates for 2019/20. Alongside the Council’s financial systems generally (“a model of good practice...”), the assumptions and basic principles and the process of compiling the recommended budget had again been commended by the Council’s independent Internal Auditor (IA) during a recent inspection.

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

and to continue the restoration of the General Fund with further allocation of precept. Building and engineering works were of particular concern in this regard, as the Council's assets had all been taken-on with considerable historic dilapidation, and contexts such as heritage listing status. Also; applications for grant from community organizations continued to increase in number and value as other sources, such as principal councils, diminished.

4 With these issues in mind, Councillors considered the draft annual plan (*appended*); proposed contributions to reserves, and operational requirements, in detail.

The draft budgets presented took account of:

- Provision for known/anticipated increases in public Utility supplies, NNDR *etc.*
- Adjustments for completed and imminent (previously-approved) projects.
- Provision for elements identified in the Council's forward plan.
- Appropriate reserves for agreed/anticipated projects.
- Provision for anticipated increases in insurance and other overhead costs *etc.*
- Provision for known increase in employers' pension and NI contributions.
- Refinement of overhead allocation to services and base service cost estimates.
- Recognition of anticipated adjustment to salaries (a national agreement had been reached through the local government joint negotiating body the previous year, covering both 2018/19 and 2019/20).
- Provision for known and anticipated increases in cost of contracted services.
- Provision for increased small grants fund, to recognize the increasing number of applications received.
- Re-establishment of exhausted reserves and continuation of prudent contributions.
- Provision for costs of assets or services acquired through devolution.
- Fees & charges tariff increase of 5% proposed, rounded to an appropriate value for the service concerned.

5 The draft budget combined specific amounts for known costs and committed project items, with prudent allowances for reserves, and provided for a flexible response to unforeseen issues. The Council's forward plan was considered, and it was understood that this was as expansive as could be practically undertaken.

6 Members of the working party were keen to make prudent estimates and maintain some flexibility in the budget, although concerned to keep increases within reasonable limits. Provision was made for all 'unavoidable' increases to give a base value, and 'live' modelling of various options was conducted throughout the meeting with the implications and overall impact carefully assessed at each point. Borrowing was also considered, available through the Public Works Loans Board, but not considered appropriate at this time.

7 The budget* finally arrived-at for recommendation to Council was agreed unanimously, and resulted in a precept requirement of £1,097,216. This represents an increase on the current year of 5.88%, with the actual cost to a Band 'D' household rising to £178.18 per year. This equates to an extra 19 pence per week

*Details of underlying assumptions; calculations, and resulting budget are appended.

FWP2018/08 CONCLUSIONS/RECOMMENDATIONS:

Council would be asked to consider the recommended budget and precept (as above) at its meeting on 13th December 2018.

FWP2018/09 The Chair declared the meeting closed.

The meeting ended at 8:50pm

Signed:

Date:

PRECEPT HISTORY		2019-20				average	years	"band D equivalents"	population	£ per head
Precept/budget req'mnt	£	diff £	diff %	agg diff %	growth		£	properties #	est	population
1	2000/01	403,189								
2	2001/02	405,000	1,811	0.45%	0.45%	0.45%	1	£65.31	6,200.85	15,988
3	2002/03	429,880	24,880	6.14%	6.62%	3.31%	2	£70.32	6,113.55	15,988
4	2003/04	480,000	50,120	11.66%	19.05%	6.35%	3	£78.35	6,126.06	15,988
5	2004/05	540,000	60,000	12.50%	33.93%	8.48%	4	£86.37	6,252.50	15,988
6	2005/06	626,000	86,000	15.93%	55.26%	11.05%	5	£99.81	6,272.00	15,988
7	2006/07	657,000	31,000	4.95%	62.95%	10.49%	6	£104.47	6,288.94	15,988
8	2007/08	694,700	37,700	5.74%	72.30%	10.33%	7	£108.69	6,391.55	15,988
9	2008/09	734,700	40,000	5.76%	82.22%	10.28%	8	£114.62	6,409.96	15,988
10	2009/10	763,000	28,300	3.85%	89.24%	9.92%	9	£118.43	6,442.50	15,988
11	2010/11	782,000	19,000	2.49%	93.95%	9.40%	10	£120.85	6,470.93	15,988
12	2011/12	782,000	0	0.00%	93.95%	8.54%	11	£119.68	6,533.82	17,297
13	2012/13	782,000	0	0.00%	93.95%	7.83%	12	£119.47	6,545.82	17,297
14	2013/14	782,000	0	0.00%						
15	less CTRS grant*	89,271								
16	=local precept	692,729	-89,271	-11.42%	93.95%	7.23%	13	£119.48	5,797.90	17,297
17	2014/15	824,000	42,000	5.37%						
18	less CTRS grant*	73,534	-15,737	-17.63%						
19	=local precept	750,466	57,737	8.33%	86.13%	6.15%	14	£127.73	5,875.40	17,297
20	2015/16	843,000	19,000	2.31%						
21	less CTRS grant*	62,504	-11,030	-15.00%						
22	=local precept	780,496	30,030	4.00%	93.58%	6.24%	15	£133.17	5,861.10	17,297
23	2016/17	913,200	70,200	8.33%						
24	less CTRS grant*	53,128	-9,376	-15.00%						
25	=local precept	860,072	79,576	10.20%	113.32%	7.08%	16	£141.71	6,069.20	17,297
26	2017/18	989,916	76,716	8.40%						
27	less CTRS grant*	45,158	-7,970	-15.00%						
28	=local precept	944,758	84,686	9.85%	134.32%	7.90%	17	£154.26	6,124.60	17,297
29	2018/19	1,073,491	83,575	8.44%						
30	less CTRS grant*	37,190	-7,968	-17.64%						
31	=local precept	1,036,301	91,543	9.69%	157.03%	8.72%	18	£168.32	6,156.70	17,297
32	2018/19	1,126,437	52,946	4.93%						
33	less CTRS grant*	29,221	-7,969	-21.43%						
34	=local precept	1,097,216	60,915	5.88%	172.13%	9.06%	19	£178.18	6,157.90	17,297
35										
36	Notes:									
37	* CTRS = collection authority adjustment grant									
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WHAT IF LOCAL PRECEPT INCREASES BY:

ASSUMPTIONS for o/heads etc:

£1,036,301 CURRENT YEAR		Adjustments/Increases allowed-for		2018-19	2019-20
increase of ? percentage	=precept	=increase £			
2%	1,057,027	20,726	Insurances	LTA NB: Increased IPT wef Nov 2015 (6 - 9.5%)	
3%	1,067,390	31,089	Salaries	2.00% NELGS agreement Dec 2017	
4%	1,077,753	41,452	Pension 'ers contrib'n	3.00% 22.10% 22.60%	
5%	1,088,116	51,815	Utilities	3.50% estimate	
6%	1,098,479	62,178	NNDR	3.50% RPI based	
7%	1,108,842	72,541	Contracts (general)	3.50% formula-based	
8%	1,119,205	82,904	Contracts (labour-intensive)	3.50% formula-based	
9%	1,129,568	93,267	General ^/Fees & charges	5.00% proposal	
10%	1,139,931	103,630	CTRS Grant	37,190	32,627 indicated in 2017
11%	1,150,294	113,993	Election cost reserve	£11,000	1/4 four-yearly recurring expense (est) plus contrib'n to neg balance
15%	1,191,746	155,445			

increase of ? £ total	year	month	week
4.82%	£1,086,301	50,000	= 'band D': £176.41
			= increase of: £8.09
			£14.70
			£0.67
			£0.16

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

	staff TIME	Salary	Pension	NI	TOTAL
	aggregate %				
A/c 10 Corp Admin	10.92%	47,603	8,257	4,624	60,484
A/c 20 Civic Admin	10.33%	48,348	8,325	4,770	61,443
A/c 30 Mayoralty	5.75%	29,760	5,158	3,205	38,123
A/c 40 Town Hall	24.69%	101,732	15,572	9,806	127,110
A/c 50 All Saints	29.30%	86,239	14,918	7,688	108,845
A/c 51 Malling CC	1.84%	8,282	1,420	833	10,535
A/c 60 Pells	2.66%	10,338	1,736	929	13,003
A/c 70 Open Spaces	5.40%	20,114	3,332	1,768	25,214
A/c 71 Lewes Priory	0.88%	3,274	549	285	4,108
A/c 72 Amenities	3.93%	13,600	2,233	1,120	16,953
A/c 80 Allotments	4.30%	15,252	2,530	1,297	19,079
Misc staff expenses					3,950
	100%	384,542	64,030	36,325	488,847

RESERVES and PROJECTS

	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	estimated	PROPOSED	est Funds	Allocated
	b/fwd	b/fwd	b/fwd	b/fwd	b/fwd	b/fwd	Contribution	CONTRIB'N	Available	to
	@ 31/3/13	@ 31/3/14	@ 31/3/15	@ 31/3/16	@ 31/3/17	@ 31/3/18	2018/19	2019/20	2019/20	?
							2018/19	2019/20	2019/20	service
Reserve funds										
R1 Town Hall maintenance	63,118	83,340	147,510	0	0	0	60,000	60,000	120,000	40
R2 All Saints maintenance	26,800	32,800	38,800	44,800	34,800	18,800	10,000	28,800	38,800	50
R3 Open spaces	12,060	13,060	14,060	0	3,000	6,000	1,000	7,000	8,000	70
R4 Priory account	2,500	2,780	3,060	3,192	3,472	0	280	280	560	71
R5 Pells lake	11,929	11,929	11,929	11,929	11,929	11,929	0	11,929	31,929	60
R6 Pells	70,639	80,639	90,639	100,639	100,639	100,639	10,000	110,639	120,639	60
R7 Commemorations fund	19,500	13,790	12,005	14,005	11,528	8,028	2,000	28	2,028	20
R8 Environment enhancement	19,000	21,000	21,355	23,355	25,355	19,370	1,000	17,727	18,727	70
R9 Town Clocks	1,200	1,500	1,800	2,100	2,400	0	300	300	2,100	72
R10 Malling Community Centre	71,000	111,000	193,000	233,000	262,800	299,800	60,000	359,800	437,800	51
R11 Placeholder for future projects	0	0	0	0	0	0	0	0	0	NP
R12 Grit bin grants	2,703	2,583	2,583	2,583	2,583	2,583	0	2,583	2,583	NP
R13 Election costs (scheduled)	7,600	5,254	9,054	0	0	0	11,805	11,805	22,805	20
R14 Devolution (tranche 1 prov'n)	30,000	60,000	78,000	87,455	42,455	0	0	0	0	NP
R14A Devolution (tranche 2 prov'n)	0	0	0	0	38,200	66,600	0	66,600	66,600	NP

LEWES TOWN COUNCIL			Budget Estimates				2019-20		ANALYSIS ALL COST CENTRES				
Column	A	B	C	D	E	F	G	H	I	J	K	L	
		COST CENTRE	10	20	30	40	50	51	60	70/71/72	80		
Line	RESOURCE ACCOUNT		Corporate Admin	Civic Admin	Mayoralty	Town Hall	All Saints	Malling C/Centre	Pells	Open Spaces	Allotments	TOTAL	
1		EXPENDITURE											
2		Staff											
3	7003/5	Salaries & Wages	47,603	48,348	29,760	101,732	86,239	8,282	10,338	36,988	15,252	384,542	
4	7006	National Insurance	4,624	4,770	3,205	9,806	7,688	833	929	3,173	1,297	36,325	
5	7007	Superannuation	8,257	8,325	5,158	15,572	14,918	1,420	1,736	6,113	2,530	64,029	
6	7009	Other staff expenses	3,950	0	0	0	0	0	0	0	0	3,950	
7		Staff Total	64,434	61,443	38,123	127,110	108,845	10,535	13,003	46,274	19,079	488,846	
8		Premises											
9	6100	Repairs & maintenance	600	0	0	15,000	4,000	1,000	3,500	9,000	1,500	34,600	
10	6101	Grounds maintenance	0	0	0	4,000	500	1,000	14,500	59,000	8,000	87,000	
11	6102	Electricity	0	0	0	14,000	3,700	1,000	0	500	0	19,200	
12	6103	Gas	0	0	0	12,000	2,800	1,000	0	0	0	15,800	
13	6104	Water & drainage	0	0	0	3,200	2,400	700	0	200	1,600	8,100	
14	6105	Alarm systems	0	0	0	4,300	380	0	0	0	0	4,680	
15	6106	Equipment & furniture etc	600	0	0	2,500	9,500	200	0	2,000	0	14,800	
16	6107	Rentals & hire costs	0	0	0	0	0	0	0	0	0	0	
17	6108	NNDR	0	0	0	60,500	3,600	4,900	0	0	0	69,000	
18	6109	Premises insurance	1,450	0	0	14,500	3,700	990	800	1,340	0	22,780	
19		Premises Total	2,650	0	0	130,000	30,580	10,790	18,800	72,040	11,100	275,960	
20		Transport											
21	6200	Transport hire costs	0	0	0	0	0	0	0	0	0	0	
22	6201	Transport running costs	0	0	0	0	0	0	0	0	0	0	
23	6202	Mileage allowances	0	0	0	0	0	0	0	0	0	0	
24		Transport Total	0	0	0	0	0	0	0	0	0	0	
25		Supplies & services											
26	6400	Consumable stores	0	0	0	2,600	1,400	300	0	680	0	4,980	
27	6401	Equipment rental	0	0	0	900	480	0	40	8,000	0	9,420	
28	6402	Regalia	0	1,200	250	0	0	0	0	0	0	1,450	
29	6403	Small plant & tools	0	0	0	900	200	50	120	2,325	150	3,745	
30	6404	Catering	0	10,000	10,500	0	750	0	0	0	250	21,500	
31	6405	Printing	400	300	400	450	700	40	0	50	0	2,340	
32	6406	Stationery	400	500	300	500	350	40	50	185	80	2,405	
33	6407	Books & periodicals	100	0	0	0	0	0	0	0	0	100	
34	6408	Postage	400	250	250	400	500	80	70	185	100	2,235	
35	6409	Telephones/ICT	14,000	250	190	1,400	1,100	80	100	560	110	17,790	
36	6410	Office equipment	2,000	90	100	150	800	0	50	120	30	3,340	
37	6411	General office expenses	0	0	0	0	0	0	0	0	0	0	
38	2300	Loan charges	0	0	0	10,056	0	0	0	0	0	10,056	
39	6412	Consultants	8,000	0	0	1,000	400	2,000	770	0	0	12,170	
40	6413	Legal expenses	0	2,000	0	2,450	1,600	500	90	500	0	7,140	
41	6414	Hospitality	0	0	1,000	0	0	0	0	0	0	1,000	
42	6415	Members allowances	0	5,000	700	0	0	0	0	0	0	5,700	
43	6416	Miscellaneous expenses	8,000	10,500	1,000	0	500	0	0	11,000	0	31,000	
44	6417	Grants & subscriptions etc	5,000	53,000	100	0	0	2,000	10,000	16,600	70	86,770	
45	6418	Advertising & promotions	1,000	3,000	0	900	400	0	0	500	650	6,450	
46	6419	Traveling & subsistence	120	600	1,000	0	0	0	0	50	100	1,870	
47		Supplies & services Total	39,420	86,690	15,790	21,706	9,180	5,090	11,290	40,755	1,540	231,461	
48		Miscellaneous											
49	8100	A/cs written off	0	0	0	0	0	0	0	0	0	0	
50	6500	Miscellaneous insurances	4,150	1,920	250	980	1,100	80	150	460	150	9,240	
51	n/a	Service contributions to reserves	57,000	42,000	0	60,000	10,000	78,000	30,000	4,380	0	281,380	
52	6700	Other miscellaneous expenditure	1,000	0	0	0	0	0	0	0	0	1,000	
53		Miscellaneous Total	62,150	43,920	250	60,980	11,100	78,080	30,150	4,840	150	291,620	
54													
55		EXPENDITURE TOTAL	168,654	192,053	54,163	339,796	159,705	104,495	73,243	163,909	31,869	1,287,887	
56		<i>Expenditure excluding contributions to reserves</i>	<i>111,654</i>	<i>150,053</i>	<i>54,163</i>	<i>279,796</i>	<i>149,705</i>	<i>26,495</i>	<i>43,243</i>	<i>159,529</i>	<i>31,869</i>	<i>1,006,507</i>	
57		INCOME											
58	4000	Fees & charges	50	0	0	90,000	52,000	5,000	150	0	0	147,200	
59	4001	Rentals	0	0	0	7,800	0	0	0	0	4,600	12,400	
60	4002	Other miscellaneous income	1,200	150	500	0	0	0	0	0	0	1,850	
61		INCOME TOTAL	1,250	150	500	97,800	52,000	5,000	150	0	4,600	161,450	
62													
63		NETT OPERATING TOTAL	167,404	191,903	53,663	241,996	107,705	99,495	73,093	163,909	27,269	1,126,437	
64													
65		<i>Nett operating total excluding contributions to reserves</i>	<i>110,404</i>	<i>149,903</i>	<i>53,663</i>	<i>181,996</i>	<i>97,705</i>	<i>21,495</i>	<i>43,093</i>	<i>159,529</i>	<i>27,269</i>	<i>845,057</i>	
66		apportioned adjustment grant from LDC	4,343	4,978	1,392	6,278	2,794	2,581	1,896	4,252	707	29,221	
67		<i>Nett operating total less adjustment grant</i>	<i>163,061</i>	<i>186,925</i>	<i>52,271</i>	<i>235,718</i>	<i>104,911</i>	<i>96,914</i>	<i>71,197</i>	<i>159,657</i>	<i>26,562</i>	<i>1,097,216</i>	
68													
69		<i>Nett per head of population (2011 census)</i>	<i>17,297</i>	<i>£9.68</i>	<i>£11.09</i>	<i>£3.10</i>	<i>£13.99</i>	<i>£6.23</i>	<i>£5.75</i>	<i>£4.23</i>	<i>£9.48</i>	<i>£1.58</i>	<i>£63.43</i>
70		<i>Nett operating total per Band D equiv't at</i>	<i>6,157.90</i>	<i>£27.19</i>	<i>£31.16</i>	<i>£8.71</i>	<i>£39.30</i>	<i>£17.49</i>	<i>£16.16</i>	<i>£11.87</i>	<i>£26.62</i>	<i>£4.43</i>	<i>£182.93</i>
71		PRECEPT total per Band D equiv't at	6,157.90	£26.48	£30.36	£8.49	£38.28	£17.04	£15.74	£11.56	£25.93	£4.31	£178.18

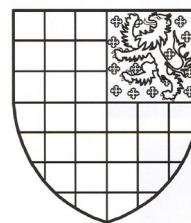
COUNCIL PLAN 2019/20 **DRAFT**

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.

Status update

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.

		STATUS		DRAFT 2019/20	
Project	description	at November 2018			
1	Town Hall repairs & conservation	Major roof repairs/replacement to Assembly Room and Corn Exchange Works required for safety and integrity of building.	All main works completed		Replace boilers; Council Chamber redecoration and replace carpet; Corn Exchange and Lecture Room replace lighting; Yarrow Room replace carpet
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>		pending commencement of 3rd-party works in locality to achieve best VFM – links to item 3
3	Pells Recreation Ground and kiosk/café development (with Santon Group and others)	Engagement with Santon Group and others to improve the “urban realm” in the area as an integral component of necessary flood-defence works; taking the opportunity to replace children’s play equipment and introduce equipment for a wider age-range, and to provide an enhanced café facility for the swimming pool, recreation ground, and surrounding parkland.	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.		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	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.	Planning consent granted 31st October 2018. Working Party scheduled to meet 14th November 2018. Potential grant funding investigations ongoing. Management models under review.		Grants being investigated. Finance, build and management recommendations to Council December 2018. Works anticipated May 2018. Estimated 6-month duration
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 Versailles (2019)	Working Party scheduled for 13th November 2018. Programme previously agreed nearing completion. Submissions for 2019 under consideration.		Programme agreed nearing completion. W-pty request to Council December 2018 for continuing mandate
6	Neighbourhood Plan (with Community partners)	Development of a Neighbourhood Plan for Lewes under provisions of the Localism Act 2011	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>		Examiner's report scheduled for SDNPA Planning C'ttee meeting 17th January 2019. Referendum provisionally booked for 7th March 2019.
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)	earmarked contributions under consideration for pedestrian handrails. Highway verges contribution under consideration. Bus shelter adj Fitzroy House agreed.		New projects awaited
8	Devolution of assets & services	Provide for transfer of ownership of various assets/services from Lewes District Council. (currently subject to ongoing negotiation)	Options appraisal 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	New council website	New website to be researched – Council resolution FC2016/19.4 (16th June 2016) refers.	Site launched 25th Sept 2018. Technical "snagging" and content revisions continue.		Technical "snagging" and content revisions continue, as at 27th November 2018.
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.	Report delayed - anticipate costed options etc for report December 2018		Costed options etc for report December 2018. Anticipated Office system upgrade February/March 2019 (hardware and operating system, with new features for corporate IT compliance)



MINUTES

of the meeting of the **Working Party** formed to consider the matter of a Diversity policy, held on **Thursday 29th November 2018** in the **Council Chamber, Town Hall, Lewes** at **7:00pm**.

PRESENT Cllrs A Barker; S Catlin; H Jones; I Makepeace; S Murray; R O’Keeffe; A Rowell and E Watts

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

DvyWP2018/01 ELECTION of CHAIRMAN: Cllr Catlin was elected to Chair the Working Party for the 2018/19 year

DvyWP2018/02 APOLOGIES FOR ABSENCE: Apologies had been received from Cllr Ashby, who had a family commitment, and Cllr Baah who was delayed in London. No message had been received from Cllr Elliott.

DvyWP2018/03 DECLARATIONS OF INTEREST: There were none

DvyWP2018/04 QUESTIONS: There were none. One member of the public was present.

DvyWP2018/05 REMIT of the WORKING PARTY:

Members considered the remit of the Working Party as set by Council:

Minute extract FC2017/65 refers:

EQUALITIES/DIVERSITY:

Members considered a proposal (*NOM 010/2017 copy in minute book*) to set up a Working Party to look at templates for a Diversity Policy used by other Councils, and to include members of the Community to assist the process. There was an accompanying report (*FC010/2017 copy in minute book*) which appraised Members of the background position.

The motion made reference to the Equality Act 2010 definitions of “protected characteristics” and noted that the Act allowed for positive action in general for the advancement of equality.

In addition the Public Sector Equality Duty (PSED) also required the Council to have ‘due regard’ to three aims, as part of its decision-making process. The three aims are:

- ⊕ Eliminating unlawful discrimination harassment and victimisation;
- ⊕ Advancing equality of opportunity between people who share a protected characteristic and those who do not;
- ⊕ Fostering good relations between people who share a protected characteristic and those who do not. Fostering good relations is about tackling prejudice and promoting understanding between people from different groups.

Council had acknowledged its responsibilities in this regard in 2011, and had in place appropriate policies related to employment, and engagement with the community. It was nonetheless proposed that a working party be set up to look at policies used by other Councils, and to include members of the Community to assist this process. There followed a short debate, and Members were generally supportive of the principle of a working party to consider an additional policy, but sought training in diversity matters before work was undertaken.

After some debate **it was resolved that:**

FC2017/65.1 Equality/Diversity training will be provided for all Council Members as soon as possible

FC2017/65.2 Following training, a Working Party consisting of Cllrs Ashby,

Baah, Barker, Catlin, Elliott, Jones, Makepeace, S Murray, O’Keeffe, Rowell, and Watts be set up to further consider the matter of a Diversity Policy.

DvyWP2018/06 BUSINESS OF THE MEETING:

1 Members attention was drawn to report FC010/2017 (*copy in minute book*) which outlined the Council’s duties regarding Equality. They were reminded that Council had addressed its responsibilities under the Equalities Act and observed relevant principles in all that it does. The report (appended to the agenda) had been received by Council in November 2011; formally accepted, and was a matter of public record. Unlike principal authorities, a Parish Council was not required to publish a formal diversity policy. It was bound by the general Public Sector Equality Duty (*s149 Equality Act 2010*) and that was believed to be accommodated by a clear decision-making process and the formal recording of such. No ‘statement’ was required, but Members should remain mindful of responsibilities when addressing matters put before Council. Extant policies included a published Statement of Community Engagement, and an Equal Opportunities Statement used in employment matters, which was consistent with all legal requirements in that regard. It was acknowledged that the Statement of Community Engagement, which defined the ‘Community’ as everyone (*ie* wholly inclusive), was in need of updating and could be amended to refer to the nine ‘protected characteristics’ defined in the Act.

2 Training had been provided by a local government specialist from the South East Employers organization, although some members considered that as this was largely in the context of employment it had not fully addressed their needs. It was understood that training was available in other aspects of Equality & Diversity, and Members undertook to provide TC examples of any with which they were familiar.

3 It was stated that Lewes had a “large and diverse community” and that some were “unhappy that [the Council] does not have a policy”. This was not clarified, but another suggested the community should be surveyed and results monitored. This was considered vague, and specific ideas were promoted such as encouraging grant applications from groups with ‘protected characteristics’. This, it was contended, could result in conflict and complaints and was inadvisable.

4 The discussion moved into the area of policies for room-hire, and the recent issue of perceived racism at a Bonfire Council costume competition held in the Town Hall. The question was posed whether ‘best practice’ room rental models could be separated from policy related to users/attendees. It was recognized that such matters could spark a community-wide debate and that dealing with issues around Bonfire was nuanced and difficult. A member of the public attending, Scott Durairaj, was invited to contribute and warned that “the offence should not be minimized”. This was, he said, “not just about Bonfire – but about the 21st Century. Other Bonfire Societies do not colour their skin”. It had been anticipated that members would have researched examples of policies from elsewhere, but none were presented. TC had consulted the national e-group for Clerks of larger parishes, but the few examples resulting had all been similar to LTC’s own existing employment-related and community engagement statements.

5 Some suggestions promoted community workshops or outreach activity, and all were reminded that the function of an elected Councillor was to engage with their community at first-hand and to bring forward hopes/fears/aspirations/needs *etc* in a form that could be considered and decided by Council. One suggested that all members and staff should undergo anti-racism training. Mr Durairaj cautioned that “engagement with minority politics is problematic as minorities are intrinsically silent”, and that policies should cover all prejudice, not simply racism. Suggestions were advanced for training, and TC advised that all should be detailed to allow proper consideration following procurement rules.

DvyWP2018/07 CONCLUSIONS/RECOMMENDATIONS:

Council will be asked to note this meeting, and the principles and matters discussed. It is recommended that Council opens a dialogue with the community, addressing the need to eliminate prejudice & discrimination and to promote understanding between the people of Lewes, especially those having protected characteristics*.
*(*as defined in the Equality Act 2010 pt2 Ch1 s4)*

DvyWP2018/08 There being no further business, the Chairman declared the meeting closed, and thanked everyone for their contribution.

The meeting closed at 8:25pm

Signed date

**as defined in the Equality Act 2010 pt2 Ch1 s4 these are:*

- age
- disability
- gender reassignment
- marriage and civil partnership
- sex (gender)
- pregnancy and maternity (a protected characteristic separate to sex)
- race
- religion or belief
- sexual orientation.

Draft

Agenda Item No: 6g)

Report No: FC014/2018

Report Title: Grants panel recommendations – 5th December 2018

Report To: Full Council

Date: 13th December 2018

Report By: S Brigden, Town Clerk

Purpose of Report: To propose payment of grants as recommended by the Grants Panel, following its meeting on 5th December 2018 (the third 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 5th December 2018. **15** applications were considered, with requests for support in the sum total of **£14,412**.

2 Assessing applications were: Cllrs Ashby; Burrows; Catlin; Jones; Murray (S) and O’Keeffe. No message had been received from Cllr. Makepeace;

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

- ⊕ Closeness of match to Lewes Town Council’s grant scheme policy
- ⊕ Overall “robustness” of the proposal – general likelihood of success/sustainability
- ⊕ Financial planning exhibited - adequacy/prudence/appropriateness *etc.*
- ⊕ Scope and sustainability of the proposal – beneficiaries; scale; thoroughness
- ⊕ 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, appended.**

Recommended grant awards for this cycle amount to **£8,327** in total, leaving an unspent budget balance of £9,238.

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 6th December 2018

FINANCIAL GRANTS PANEL - 5th December 2018				Cycle 3 - 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	St Peter & St James Hospice	St Peter and St James Hospice offers high quality end of life care and support to people with a terminal illness.	Clinical Nurse Specialist salary, training, travel and telephone expenses.	48,827	1,000	1,000											
2	2	Lewes Concert Orchestra	Give at least 4 concerts per year in Lewes encouraging people of all ages to take part as players or soloists.	Venue hire. Conductors, publicity, hire of music, insurance, misc. printing etc.	8,570	500	400	<i>proportionate to council scheme</i>										
3	3	Seedy Saturday	One day community event on first Saturday in Feb. including a seed swap, activities etc.	Town Hall hire, publicity, children's activities, music, expenses, stationery, insurance etc.	2,750	750	500	<i>proportionate to council scheme</i>										
4	4	Lewes & District Dog Training Society	To help towards purchase of new equipment and towards increasing costs of running the club.	Club running costs. This is the estimated deficit for the year.	800	800	400	<i>proportionate to council scheme</i>										
5	5	Southdown Tennis Twinning Group	Develop links between members and their families with the tennis clubs in Blois and Waldshut-Tiengen.	Transport, excursions, dinner/dance refreshments, BBQ, tournament balls and prizes.	2,749	1,150	750	<i>proportionate to council scheme</i>										
6	6	Bristol Braille Technology CIC	Is a social enterprise working to heighten blind peoples access to literacy, education, employment and recreation	To purchase 2 Braille E-readers for schools in the Lewes area.	2,000	2,000		<i>not appropriate to our scheme</i>										
7	7	Lewes Netball Club	Lewes Netball Club is a junior club for schools years 6 – 11.	To purchase 2 crazy catch nets & 10 netballs. Pay for 3 girls to attend UKCC level 1 coaching course.	836	536	536											
8	8	East Sussex Bach Choir	Holds 3 major concerts a year in the Lewes area.	Venue, Music director, admin, publicity, programmes etc.	22,120	1,000	550	<i>proportionate to council scheme</i>										
9	9	Sussex Community Rail Partnership	To produce an information board on a scale similar to the 150th Anniversary timeline already at the station.	Creation of an information board.	150	150	150											
10	10	PATINA	The transition or 'moving on' of local children from primary to secondary school and into adolescence.	Coordination, fundraising, art materials, presenter, staging the festival, staging the festival, publicity etc.	17,000	2,000	1,500	<i>proportionate to council scheme</i>										
11	11	Lewes for a Living Wage	To increase the visibility of the real living wage in Lewes.	Design and printing of materials, attendance at events and Tourist Information centre window.	380	380	380	<i>proportionate to council scheme</i>										
12	12	STEM Fair 2019	To aid the promotion of science in the UK.	Town Hall hire and publicity.	711	711	711											
13	13	Lewes Pilot Gig Club	The club currently leases a boat and need to purchase some oars for this. The club hopes to purchase their own boat in 2019.	To purchase a set of GIG oars.	2,430	1,215	250	<i>insufficient detail of local benefit</i>										
14	14	Lewes Community Screen	To create a venue that serves as a focal point for the local community.	A new film by Suzy Harvey, costumes and props, Ms Harvey's performance fees, film rights etc.	2,958	1,500	1,000	<i>proportionate to council scheme</i>										
15	15	Lewes Living Streets	To look at traffic issues in Lewes and come up with innovative solutions to make the town a safer place to walk and cycle	One day consultancy with Ben Hamilton-Ballie, (Room hire in Town Hall).	1,020	720	200	<i>insufficient benefit/inappropriate timing</i>										
16																		
17																		
18																		
19							£14,412	£8,327										
20																		
21																		
22								Miscellaneous Grants Budget	£39,000									
23								"Cycle 1" total grants	£12,252	<i>paid</i>								
24								"Cycle 2" total grants	£9,183	<i>paid</i>								
25								"Cycle 3" total grants	£8,327	<i>recommended</i>								
26								"Cycle 4" total grants										
27								Total paid/recommended	£29,762									
								Budget balance	£9,238									

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 13th December 2018

NOM 007/2018 – received from Cllrs Baah & Murray (S) on 30th November 2018, in the following terms:

It is proposed that:

Lewes town council notes the existence of the UN Sustainable Development goals, which are a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity. It recognises that achievement of the goals requires action at all levels from the international to the local, from organisations to individuals and from national government to parishes.

It therefore resolves to establish a working party with three main purposes:-

1. To assess the current activities of the Town Council against the 17 over-arching goals, as well as their sub-categories, to establish what we are doing to help bring about the goals.
2. To look at what further activities the Town Council might promote that would enable Lewes to make its contribution towards achieving the goals.
3. To create a snapshot report against which all future activities can be measured.

Supporting Information:



The 17 goals:-

- 1: No poverty
"End poverty in all its forms everywhere."
- 2: Zero hunger
"[End hunger](#), achieve [food security](#) and improved nutrition, and promote [sustainable agriculture](#)"
- 3: Good health and well-being for people
"Ensure healthy lives and promote well-being for all at all ages."
- 4: Quality education
"Ensure [inclusive](#) and [equitable](#) quality education and promote [lifelong learning](#) opportunities for all."
- 5: Gender equality
"Achieve [gender equality](#) and [empower](#) all women and girls."
- 6: Clean water and sanitation
"Ensure availability and sustainable management of water and sanitation for all."
- 7: Affordable and clean energy
"Ensure access to affordable, reliable, [sustainable](#) and modern energy for all."
8. Decent work and economic growth "Promote sustained, inclusive and [sustainable economic growth](#), full and productive employment and [decent work](#) for all."
- 9: Industry, Innovation, and Infrastructure
"Build resilient infrastructure, promote inclusive and sustainable industrialization, and foster [innovation](#)".
- 10: Reducing inequalities
"Reduce income [inequality](#) within and among countries."

11: Sustainable cities and communities

"Make cities and human settlements inclusive, safe, resilient, and sustainable."

12: Responsible consumption and production

"Ensure [sustainable consumption](#) and production patterns.

13: Climate action

"Take urgent action to combat [climate change](#) and its impacts by regulating [emissions](#) and promoting developments in [renewable energy](#)."

14: Life below water

"Conserve and sustainably use the oceans, seas and marine resources for sustainable development."

15: Life on land

"Protect, restore and promote sustainable use of terrestrial [ecosystems](#), sustainably manage forests, combat [desertification](#), and halt and reverse [land degradation](#) and halt [biodiversity](#) loss."

16: Peace, justice and strong institutions

"Promote peaceful and inclusive societies for [sustainable development](#), provide [access to justice](#) for all and build effective, accountable and inclusive institutions at all levels."

17: Partnerships for the goals

"Strengthen the means of implementation & revitalize the global partnership for [sustainable development](#)."

Cllrs J Baah & S Murray

30th November 2018

NOM 008/2018 – received from **Cllr Catlin** on 3rd December 2018, in the following terms:

It is proposed that:

Lewes Town Council makes the following statement:

“Lewes Town Council condemns in the strongest possible terms the recent posting of abhorrent anti-semitic material on the local website Lewes Forum. It calls upon the Forum operators to introduce much stronger editorial controls to prevent this happening, and to assist in any investigation by providing technical details of the original post to appropriate authorities.”

Supporting Information:

At approximately 10:00pm on Saturday 1st December, on the Lewes Forum website (www.lewes.co.uk/forum) a question was posted under the title “Christmas Lists” asking for ideas for gifts. Immediately two replies were posted which both made unmistakable references to Holocaust events in the most offensive terms. It is acknowledged that these were removed shortly after the site operator was informed, at around 11:00am the next morning, but nonetheless this blatantly anti-semitic material was in the public domain for over twelve hours.

Cllr Catlin (S Wischhusen)

3rd December 2018