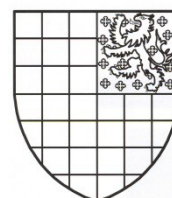


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**LEWES  
TOWN  
COUNCIL**

### To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held on **Thursday 20<sup>th</sup> June 2019**,  
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are summoned to attend.

S Brigden, Town Clerk 14<sup>th</sup> June 2019

### **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 16<sup>th</sup> May 2019.

*(attached page 3)*

**6. WORKING PARTIES & OUTSIDE BODIES**

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

a) *Pells land exchange Working Party 24th April 2019*

*(Minutes attached page 6)*

b) *Grants Panel 5th June 2019*

*(report FC001/2019 attached page 9)*

c) *Community Rail Partnership/Railfutures 6th June 2019*

*(oral report Cllr Catlin and documents attached page 11)*

d) *Personnel Panel 19th June 2019*

*(oral report of the Chairman)*

e) *Election: E.Sussex Parish Representatives to South Downs National Park Authority*

*(report FC006/2019 attached page 15)*

**7. INTERNAL AUDITOR'S REPORT**

To receive the Internal Auditor's final report *iro* year ended 31<sup>st</sup> March 2019

*(attached page 18)*

**8. ANNUAL RETURN & ACCOUNTS Year ended 31st March 2019**

To consider annual accounts and associated information

*(report FC002/2019 attached page 28)*

**9. CORPORATE RISK ASSESSMENT 2019/20**

To note the annual risk assessment

*(report FC003/2019 attached page 50)*

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

To consider revisions to allotment of duties to individual Members

*(report FC004/2019 attached page 54)*

**11. PROPOSED DONATION OF TREE**

To consider an offer made by Friends of Lewes

*(report FC005/2019 attached page 57)*

**12. PUBLIC ENGAGEMENT - 'OPEN COUNCIL'**

To consider a proposal to set-up a Working Party

*(NOM008/2019 attached page 59)*

**13. EQUALITY, DIVERSITY & INCLUSION**

To consider a proposal to set-up a Working Party

*(NOM009/2019 attached page 59)*

**14. UPDATE ON MATTERS IN PROGRESS**

*(Update on annual plan page 60, and oral report by Town Clerk)*

**15. NOTICE of ITEMS IN PROSPECT**

*(Oral report by Town Clerk)*

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

**This agenda and supporting papers can be downloaded from [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)**

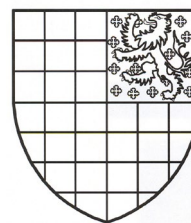
#### **PUBLIC ATTENDANCE:**

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

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## ***MINUTES***

Of the 45<sup>th</sup> ANNUAL MEETING of Lewes Town Council,  
held on **Thursday 16<sup>th</sup> May 2019**, in the **Council Chamber, Town Hall, Lewes** at **7:00pm**.

**PRESENT** Councillors J Baah; M Bird; R Burrows; S Catlin (Wischhusen); G Earl; R Handy; O Henman; J Herbert; J Lamb; Dr W Maples; Dr G Mayhew; M Milner; R O'Keeffe; S Sains; J Vernon; R Waring; K Wood.

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

There were 110 guests and civic dignitaries assembled.

The Council's Chaplain, Canon Richard Moatt, offered a few words before commencement of the meeting, on the topic of choices facing everyone, but particularly those in positions of responsibility.

The meeting opened with Cllr Janet Baah in the Chair, as outgoing Mayor.

### **FC2019/01 ELECTION OF MAYOR:**

Cllr John Lamb was elected as Mayor for the 2019/20 municipal year.

### **FC2019/02 MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE:**

Cllr Lamb made his statutory declaration of acceptance of the office of Mayor before Council and assembled guests, and signed a deed to that effect.

*Cllr Lamb took the chair for the remainder of the meeting*

Cllr Lamb addressed the assembly, thanking his colleagues for the honour of the Mayoralty. He described his outlook for the Mayoral year, and announced that the good causes he had chosen to support would be the Oyster Project and Lewes Football Club's mental wellbeing initiative. He introduced his wife, Gaynor, who would support him as Mayoress during the forthcoming year.

### **FC2019/03 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Cllr I Makepeace, who was recovering from minor surgery

**It was resolved that:**

**FC2019/03.1** Reasons submitted for absence from this meeting are noted.

### **FC2019/04 APPOINTMENT OF DEPUTY MAYOR:**

Cllr Stephen Wischhusen, known to all as Catlin, was appointed as Deputy Mayor for the 2019/20 municipal year.

### **FC2019/05 DEPUTY MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE:**

Cllr Catlin made his declaration of acceptance of the office of Deputy Mayor before Council and assembled guests, and signed a deed to that effect. He offered a short speech of thanks for the honour, and introduced Ms Annabella Ashby and Wolf Storm, who would jointly support him in the role of Deputy Mayor's Consort through the year.

### **FC2019/06 VOTE OF THANKS:** Cllr Mayhew proposed the motion (NM001/19) :

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

He went on to describe Cllr Baah's term as Mayor, and highlighted functions and events she had attended and her work through the year fundraising for her chosen good causes.

It was **resolved FC2019/06.1** accordingly.

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

**FC2019/07 PRESENTATIONS:** Cllr Baah and her Consort, Barbara Rowe, were presented with gifts in recognition of their service in the past year. Cllr Baah then presented a gift to Canon Moatt, for his invaluable work as Chaplain and his pastoral care within the organization.

Cllr Lamb then declared that the traditional, ceremonial, element of the meeting was concluded; and the meeting moved on to deal with items of ordinary business.

**FC2019/08 MINUTES:**

**It was resolved that:**

**FC2019/08.1** Minutes of the Council meeting held on 11<sup>th</sup> April 2019 are received and signed as an accurate record.

**FC2019/09 ATTENDANCE RECORD OF COUNCILLORS:**

The attendance record of councillors for the previous municipal year was noted. (*copy in minute book*)

**FC2019/10 INDIVIDUAL RESPONSIBILITIES of COUNCILLORS 2019/20:**

A motion (NM002/19) was proposed, and it was **resolved that:**

**FC2019/10.1** The individual responsibilities of Members for the ensuing municipal year shall be as shown in the list (*copy in minute book*) provided to members for the meeting of Council on 16<sup>th</sup> May 2019, *pro tem subject to review by Council in June or July 2019.*

**FC2019/11 APPOINTMENTS OF REPRESENTATIVES TO OUTSIDE BODIES:**

A motion (NM003/19) was proposed, and it was **resolved that:**

**FC2019/11.1** The Council's representatives on outside bodies, for the ensuing municipal year, shall be as shown in the list (*copy in minute book*) provided to members for the meeting of Council on 16<sup>th</sup> May 2019, *pro tem subject to review by Council in June or July 2019.*

**FC2019/12 BANK SIGNATURE AUTHORITY:**

A motion (NM004/19) was proposed, and it was **resolved that:**

**FC2019/12.1** The Council approves the authorization of Councillors as signatories to the Council's bank account: as shown in the list (*copy in minute book*) provided to members for the meeting of Council on 16<sup>th</sup> May 2019.

**FC2019/13 COUNCIL MEMBERSHIP OF NATIONAL AND LOCAL ASSOCIATIONS:**

A motion (NM005/19) was proposed, and it was **resolved that:**

**FC2019/13.1** The Town Clerk be asked to ensure the Council's continued membership of approved national and local organizations representing Parish and Town Councils.

**FC2019/14 QUALIFICATION for GENERAL POWER OF COMPETENCE:**

A motion (NM006/19) was proposed, supported by a briefing note (*copy in minute book*), and it was **resolved that:**

**FC2019/14.1** Lewes Town Council declares that it meets the conditions, prescribed in Article 2 paragraph 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI2012/965), and hereby resolves to adopt the General Power of Competence as provided in the Localism Act 2011 ss1-8. This declaration has effect until the Council's Annual Meeting 2023.

**FC2019/15 STATUTORY DISPENSATION *iro* DISCLOSABLE INTERESTS:**

A motion (NM007/19) was proposed, and it was **resolved that:**

**FC2019/15.1** Lewes Town Council Members are considered to have Disclosable Pecuniary Interests which would be affected by the setting of the Council Tax Precept – specifically: beneficial interests in land within the area of the Council. Having regard to the provisions contained in s33 of the Localism Act 2011 and all relevant circumstances the Council hereby resolves to grant all Members a dispensation from the restrictions imposed by s 31 (4) of that Act on participation and voting on this matter, as without such dispensation

the transaction of Council business would be impeded; the matter is in the interests of persons living in the Council's area, and the interest is common to a significant proportion of the general public within the Council's area. This dispensation has effect until the Council's Annual Meeting 2023.

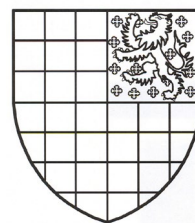
There being no further business the Mayor closed the meeting and invited all present to join her in attending the Civic Reception in the Assembly Room.

*The meeting ended at 7:55pm*

Signed: .....

Date: .....

Draft



## **MINUTES**

of the meeting of the **Working Party** formed to assess proposals for an exchange of land at The Pells held on **Wednesday 24<sup>th</sup> April 2019** in the **Yarrow Room, Town Hall, Lewes** at **3:00pm**

**PRESENT** Cllrs Catlin; Chartier; R Murray; S Murray .

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

**PellsXchWP2018/09 QUESTIONS:** There were none.

**PellsXchWP2018/10 APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr O’Keeffe who was working; no message had been received from Cllr Renton.

**PellsXchWP2018/11 DECLARATIONS OF INTEREST:** There were none  
*TC advised on the principles of Members sitting as Trustees of the Town Brook Trust.*

**PellsXchWP2018/12 REMIT of the WORKING PARTY:** Members noted the remit of the Working Party, set by Council at its meeting on 21<sup>st</sup> June 2018 (*Minute FC2018/28 refers*):

- a) A land-swap proposal had been made by Lewes District Council in respect of land held by the Town Brook Trust, to better-align boundaries with the proposed North Street Quarter development. It was proposed that a Working Party be set up to consider the matter in detail, and **it was resolved that:**

**FC2018/28.1** A Working Party be formed, comprising Cllrs Chartier; Catlin; Murray (R); Murray (S); O’Keeffe and Renton to consider proposals made by Lewes District Council in respect of land held by the Town Brook Trust, and to bring recommendations to Council in due course.

**PellsXchWP2018/13 BUSINESS OF THE MEETING:**

1 The meeting reconsidered several background documents (*copies in Minute book*) first reviewed at the previous meeting.

2 As Trust land, the Town Council is constrained by the disposal restrictions in s36 Charities Act 1993. The Charity Commission had been approached to assess their inclination to allow a disposal (*eg sale/lease/exchange*), and the response had been to simply refer Trustees to the requirements to ensure that:

i) the benefit must accrue to the Trust for use in line with its objects, which are (*1922 Commissioners’ Scheme*):

- a) the provision and maintenance of an open air swimming pool; and  
b) the provision and maintenance of a recreation ground;

both for the benefit of beneficiaries, without distinction of political, religious or other opinions, in the interests of social welfare and with the aim of improving the conditions of life of the beneficiaries.

and;

ii) that values of land to be exchanged were appropriately valued to the satisfaction of Trustees, and no detriment would accrue to the Trust

3 Council had previously acknowledged that (with reference to the suggested exchange areas A; B and C) the area designated ‘A’ (170sq m) would be of benefit as it would allow improvements to changing rooms and other facilities of the swimming pool, and provide an ideal location for the installation of solar panels – a long-held aspiration of both the Town Council and the Pells Pool Community Association. The area designated ‘B’ was understood to include the vestigial Town Brook watercourse and a question had been raised as to the prudence of incorporating a potential water hazard within the recreation ground. This was a

valid point, although the ditch had been almost dry for many years and it was thought that this risk could be minimized by culverting, or a similar engineering solution. The area shown as 'C' was seen as simply a 'tidying-up' of eventual boundary demarcation, which offered no other particular benefit. It was noted that there would need to be agreement on responsibilities for the necessary removal of residual footings/service connections, and other structures at this location and a general agreement on legal costs and costs of final boundary structures (eg fencing).

4 Overall, the Working Party confirmed its view regarding the overall potential increase in land area; the inherent benefits of some of the land, and the opportunity to tidy boundary lines. There were, however, residual concerns over aspects such as the vestigial watercourse and questions to be answered regarding costs and responsibilities.

5 Members could see no reason to refuse the proposed exchange, and recognized the aforementioned potential benefits. Consequently it was agreed to recommend that the proposal be agreed, provided there was no cost to the Council (Trust); no technical reasons were discovered regarding the vestigial Brook, and valuations adequate to satisfy the Charities Act regulations supported the exchange.

PellsXchWP2018/14

#### **CONCLUSIONS/RECOMMENDATIONS:**

It is recommended that Council (as Town Brook Trust) agree to exchange the land areas proposed, subject to agreement with Lewes District Council that:

- > All associated costs of valuation; technical assessment; legal transfer, and boundary relocation (enclosure) costs shall be met by Lewes District Council, and no cost shall fall to the Town Council
- > Independent valuation of the land areas concerned is undertaken by an independent authority such as the District Valuer Service (DVS) - the specialist property arm of the Valuation Office Agency (VOA);
- > Engineering assessment of the potential need to culverting the vestigial watercourse of the historic Town Brook is carried out by an independent professional authority;

The Working Party would meet again as required, when more information was available.

PellsXchWP2018/15

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

*The meeting closed at 3:40pm*

Signed: .....

Date: .....





*boundary redrawn with new means of enclosure as part of NSQ development*

**POTENTIAL AMENDMENT TO PARK BOUNDARY**



**Agenda Item No:** 6 b)

**Report No:** FC001/2019

**Report Title:** Grants panel recommendations – 5<sup>th</sup> June 2019

**Report To:** Full Council

**Date:** 20<sup>th</sup> June 2019

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

**Purpose of Report:** To propose payment of grants as recommended by the Grants Panel, following its meeting on 5<sup>th</sup> June 2019 (the first of four cycles for 2019/20)

**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 5<sup>th</sup> June 2019. 17 applications were considered, with requests for support in the sum total of **£19,215**.

2 Assessing applications were: Cllrs Burrows; Catlin; Henman; Herbert; Makepeace; Maples; O’Keeffe and Wood.

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 **£11,645** in total, leaving an unspent budget balance of £33,355 for the year.

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 6<sup>th</sup> June 2019



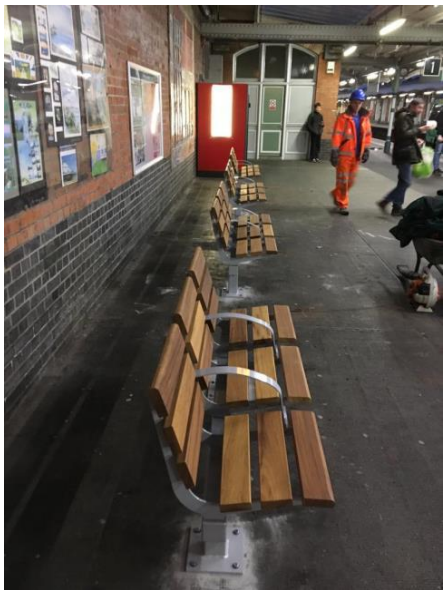



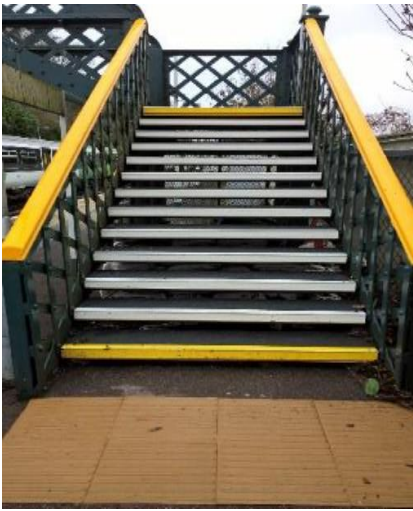
## Local Passenger Benefit Scheme Cost Examples

### Introduction

Please find below examples of previously delivered station improvements across GTR stations which serve as guide for stakeholders on what can be achieved with their station allocation from the Passenger Benefit Fund. Please note that the figures quoted are given as a guide and are subject to individual review, surveys and approvals from Network Rail (who own the Infrastructure). Consideration within the costings also need to be given for ongoing maintenance of the schemes delivered by the Passenger Benefit Fund.

### Example Schemes

Improvement	Considerations	Estimated Value
 <p data-bbox="51 1420 256 1451"><i>Platform Seating</i></p>	<ul style="list-style-type: none"> <li>• Location to be positioned at least 2500mm from platform edge.</li> <li>• Avoid lowering lighting and CCTV columns</li> <li>• Does not impact passenger movements</li> <li>• Positioned with visibility of available information systems.</li> </ul>	<p><b>£1,000 per seat including install.</b> (Economies of scale available for bulk orders)</p>
 <p data-bbox="51 1989 153 2018"><i>Signage</i></p>	<ul style="list-style-type: none"> <li>• Directional signage and wayfinding signage to be secured to appropriate fixings and sufficient clearance of operational lines and head heights (min 2500mm).</li> <li>• Meet required branding and British Standards</li> <li>• Branding of local businesses / interest groups to be reviewed by the GTR Commercial Team.</li> <li>• Changing name of stations is expensive and requires all operational notices, back-office systems, control updates</li> </ul>	<p><b>£1,000 - £30,000</b> (dependant on size of station and number of signs being replaced).</p> <p>Costs for post mounted signage and signage requiring possession of the tracks will need to be priced independently.</p>



Stair Tread Refurbishment

- Fixing details to existing footbridge / staircase.
- Timings of works (overnights / non-peak times)

**£10,000** per staircase  
**£18,000** for two staircases  
**£25,000** for three staircases

Estimated costs – dependant on access.



Toilet (refurbishment)

- Have toilets been closed for a reason e.g. blocked/collapsed drains?
- What hours are the toilets in operation?

**£20,000 - £50,000** dependant on size and level of refurbishment



*Toilet (new facility / disabled)*

- Provision of utility supplies (waste, water supplies).
- Available space within the station and within in GTR / NR land ownership.

**£75,000 - £100,000** dependant on location and utility connections.



*Ticket Vending Machines*

- Ability to provide power, data and suitable foundation to site Ticket Vending Machine.
- Ability for staff to service the machine within existing cash handling protocols.

**£20,000-£25,000** dependant on electrical and base connections



*Customer Information Screens*

- Location to be positioned at least 2500mm from platform edge.
- Avoid lowering lighting and CCTV columns
- Does not impact passenger movements
- Power and data connections to the screen

**£20,000** CIS screen (single sided), post and fixings  
**£25,000** CIS screen (double sided), post and fixings





Waiting Shelter

- Location to be positioned at least 2500mm from platform edge.
- Avoid lowering lighting and CCTV columns
- Does not impact passenger movements
- Requirement for secured foundation/fixings
- Positioned with visibility of available information systems.

**£15,000 - £50,000** (dependant on available size, foundations)



Waiting Room

- Location to be positioned at least 2500mm from platform edge.
- Avoid lowering lighting and CCTV columns
- Does not impact passenger movements
- Requirement for secured foundation/ fixings
- Power connections for automatic door/heating and ventilation systems
- Positioned with visibility of available information systems.

**£80,000 - £150,000** (dependant on available size, foundations)



Cycle Parking

- Location to be positioned at least 2500mm from platform edge.
- Avoid lowering lighting and CCTV columns
- Does not impact passenger movements
- Requirement for secured foundation/fixings

**£1,500** – Cycle Hoop  
**£5,000-£7,000** – Cycle Parking (Toast Rack)  
**£25,000** – Covered two-tier cycle parking facility – 10x spaces  
**£50,000-£200,000** – Cycle Hub (size dependant)

**Agenda Item No:** 6e) **Report No:** FC006/2019  
**Report Title:** National Park Authority Parish representatives elections  
**Report To:** Full Council **Date:** 20<sup>th</sup> June 2019  
**Report By:** S Brigden, Town Clerk

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**Purpose of Report:** To apprise members of the background to elections in 2019 for representatives on the South Downs National Park Authority and prompt votes.

**Recommendation(s):**

- 1 That Council decides its vote for up to TWO candidates to represent East Sussex parishes on the South Downs National Park Authority.
- 

**1. Background Information:**

1.1. The South Downs National Park Authority has 27 Members, comprising:

14 Councillors from Local Authorities within the South Downs National Park. There are 15 local authorities within the Park; each entitled to a seat on the Park Authority. Two councils have decided to share a seat.

6 Councillors from Town/Parish Councils within the South Downs National Park. 2 councillors each are appointed from East Sussex, West Sussex and Hampshire. These appointments follow elections organised by the Parish County associations, and serve for their term as a Councillor.

7 Members appointed by the Secretary of State following a national, open competition.

1.2. There are 176 eligible parishes in the Park, although some have only a tiny area within the boundary. East Sussex has 32; West Sussex 63 (including one with only 200sq metres “inside”!); and Hampshire 81.

**2. Process:**

2.1. Parishes are expected to reach agreement on nominations between themselves, although the chosen mechanism must be credible and robust. This is led by the County Associations, and both East and West Sussex are represented by Sussex & Surrey Associations of Local Councils (SSALC), which operates separate executive committees for the two areas.

2.2. Parish members are selected by ballot, with each candidate providing a very short written submission of their case. The SSALC committee engage an independent returning officer to oversee fair play. This follows conventional election process, and the returning officer is Ian Davison, a highly-experienced solicitor working in local government and a past District Returning Officer.

**3. 2019 elections:**

3.1. Further to recent nominations – 5 (five) candidates have been submitted and have provided election statements, which are appended.

3.2. Lewes Town Council has nominated Cllr Richard Waring as a candidate.

3.3. The Council may vote for up to **2 (Two)** candidates.

3.4. Completed ballot papers must be received by SSALC no later than 5pm on Friday 21<sup>st</sup> June 2019. The poll will be held during week commencing 24<sup>th</sup> June, in East Grinstead.

3.5. The SDNPA Annual meeting will be held in Midhurst on 2<sup>nd</sup> July, at which new members will be welcomed.

## East Sussex Parishes Election Statements 2019

**Mr Donald McBeth**  
**Member of Ditchling Parish Council**  
**Nominated by Ditchling Parish Council**

I understand and love the South Downs National Park, as a rambler I have walked 2000 miles within its stunning beauty.

Many of you know me as an experienced councillor, as I was for many years Chair of the Lewes District Association of Local Councils, and board member for both the East Sussex Association of Local Councils, and the Sussex and Surrey Association of Local Councils.

I am currently Chair of Ditchling Parish Council, where we enjoy the protection of our Neighbourhood plan. The plan took us five years to produce, and as a result I am passionate about this and all other Neighbourhood and Local Plans, which in my opinion must be protected in the fight against the scourge of speculative development

If you vote for me as a member of the National Park Authority, I promise I will continue the fight to protect our cherished land

**Mr Timothy Bryant**  
**Member of East Dean and Friston Parish Council**  
**Nominated by East Dean and Friston Parish Council**

I have been put forward for nomination as a Parish Member of the South Downs National Park Authority by my local Parish, East Dean and Friston. I am presently Chairman of their Planning Committee and through this I have experienced first-hand the amount of pressure on the fabric and resources of the National Park. It is therefore imperative to make every effort to preserve this irreplaceable landscape while retaining access for visitors and maintaining the functioning of historic communities.

Given the challenges of the geographic spread of the National Park, I am keen to make sure the voices of those situated at the Eastern end of the Park are heard

**Mrs Catherine Mary Gallagher**  
**Member of Telscombe Town Council**  
**Nominated by Telscombe Town Council**

I am Catherine Gallagher and am a member of National Trust and Woodland Trust.

As a Townee originally from London who moved to the Telscombe area 30 years ago, I have a growing certainty of the importance of the South Downs National Park.

I am a Councillor on Telscombe Town and Peacehaven Town Councils and am Chair of their joint Neighbourhood Plan Steering Group.

For 12 years I have been actively involved with Saltdean Residents' Association. I am Treasurer of Greenhavens Network which is an umbrella group for community volunteers and Council representatives working on greenspace initiatives.

Telscombe has Telscombe Tye in its boundary, the only common land area going from chalk cliffs to the Downs within SDNP. The cliffs and sea are part of a Unesco biosphere area, SSSI. I have planted trees, cleared footpaths and produced a circular map to encourage access from the cliffs to the SDNP.

**Mrs Vanessa Rowlands**  
**Member of Cuckmere Valley Parish Council**  
**Nominated by Cuckmere Valley Parish Council**

I have been a resident of Litlington village for the past 16 years and have recently been elected onto the Cuckmere Valley Parish Council. In the recent local council elections, I stood as a candidate for the South Downs ward in Wealden District, motivated by the lack of representation that we had over the past 4 years.

The Seven Sisters County Park, Cuckmere Haven and Beachy Head are consistently the most visited parts of the SDNP, but being at the tail end of the park, we can feel disconnected from Midhurst. I aim to bridge that.

I am particularly interested in heritage landscapes and how future conservation of them will have to balance the reality of climate change and support biodiversity alongside tourism demands. I am looking forward to exploring these issues within the Heritage MA I start at Sussex University in September.

**Mr Richard Waring**  
**Member of Lewes Town Council**  
**Nominated by Lewes Town Council**

I live on the South Downs Way, just below New market Woods outside Lewes. For the past 8 years myself and my partner Anni have been volunteer rangers looking after the route from Housedean to Southease. I have also attended many training events as well as contributing to the magazine. I am passionate about the downs and want to preserve their inherent nature. With this in mind we have re-established a 2 acre nature meadow. Myself and Anni are very keen to make the Downs accessible to all and are looking to establish routes that are disable



## MULBERRY & CO

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Our Ref: MARK/LEW001

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

14<sup>th</sup> June 2019

Dear Steve

**Re: Lewes Town Council**  
**Internal Audit Year Ended 31<sup>st</sup> March 2019**

Following completion of our interim internal audit on the 10<sup>th</sup> October 2018 and our final audit on the 14<sup>th</sup> June 2019 we enclose our report for your kind attention and presentation to the Council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

**Recommendations and actions from the interim audit are shown in the table at the end of the report.**

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

### **Interim Audit – Summary Findings**

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

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

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

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are fit for purpose. I would like to thank Steve & his team for their



assistance and whilst my report contains recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

### **Final Audit – Summary Finding**

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

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

I am of the opinion that the annual accounts and AGAR are ready to be signed off by council and the external auditor and that the AGAR is a true and fair reflection of the financial transaction of that of the council for the year ended 31st March 2019. Accordingly, I have signed off the AGAR.

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

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

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

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

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

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

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

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

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

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

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change. I am of the opinion that the control assertion of “Appropriate accounting records have been properly kept throughout the financial year” has been met.

## **B. FINANCIAL REGULATIONS, GOVERNANCE & PAYMENTS (INTERIM & FINAL AUDIT)**

### **Interim Audit**

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

- Full Council; meets 10 times per annum
- Personnel Panel - adhoc
- Audit & Governance Panel – 4 times per annum
- Planning Committee; meets 3 weekly
- Working parties as and when needed

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

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

Standing orders are based on the NALC model and the policy working party reviewed them in June 2018 in readiness for full council, some amendments have been made to align with latest NALC recommendations.

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

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

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

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

The council is obliged to purchase on the following basis

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

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

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

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

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

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

Financial regulation 7 deals with approval and authorisation of salaries.

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

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

#### **Final Audit**

All Other Payments £563,956 (2018: £701,470).

I have reviewed the expenditure list which is broadly similar to the prior year after accounting for one of expenditure items. I also reviewed the nominal ledger for evidence of netting off and significant journal entries, the individual entries were in accordance with the heading under which they were posted and corrections/transfers where evident were bonafide. We found no evidence of breaches of financial regulations in the sample testing completed.

Creditors were £28,559 of which

- Trade creditors £24,861- agrees to aged creditors rpt – no aged balances.
- Income in advance £3,698 – this is rents received in advance

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

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

#### **Interim Audit**

The Council undertakes a full risk assessment that covers operational and financial risks, this was taken to council in July 2018.

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

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

*“We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.”*

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

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

##### **Interim Audit**

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

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

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

##### **Final Audit**

Reserves Carried Forward £994,506 (2018: £761,420)

The council has £808,653 of earmarked reserves and £185,853 of general reserves. In respect of general reserves, rule of thumb calculations would suggest that 50% of precept as adjusted for local conditions would be reasonable being circa £518k. I was pleased to see the detailed working and council verification of the reserves working; however, I am of the opinion that general reserves are very low. In addition to this, it is noted that the council has made robust provision within its earmarked reserves for repairs and maintenance of its buildings.

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

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

##### **Interim Audit**

The council has various streams of income:

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

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

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

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

#### **Final Audit**

Precept income £1,036,301 (2018: £944,758)

Other income £259,953 (2018: £258,447)

The precept income was tested to third party evidence and is shown in the correct box of the AGAR. There are no errors to report.

Other income and other debtors were tested to remittance advice notes, and after date payment, together with a nominal ledger analysis. There is no evidence of netting off, nor were there significant numbers of journal corrections.

At the year-end date the council has £49,001 of debtors and £35,983 of VAT outstanding. The VAT refund was received in May. The debtors are further broken down into:

- Stock £4,378 – reasonable compared to prior year – small sundry items
- Debtors £13,910 – agrees to aged report
- Payments in advance £30,713 – insurance for 2019/20 agreed to supplier
- VAT debtor £35,983 – received after date £35,936.96 - £45 on control account

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

#### **F. PETTY CASH (INTERIM AUDIT)**

The council has a small float of £500.

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

#### **G. PAYROLL (INTERIM & FINAL AUDIT)**

##### **Interim Audit**

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

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

##### **Final Audit**

Salaries £489,156 (2018: £463,035)

The amounts shown on the AGAR, were reconcilable to the payroll records, there were no errors.

Monthly and year-end PAYE and NI deductions and returns have been submitted online, on time to HMRC. There were no errors recorded or late payments to HMRC during the financial year under review. The PAYE and NI liability for March 2019 was paid in March and agrees to payroll records.



The year on year movement of £26,121 is less than 15% and as such does not need further explanation on the report of significant variances.

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

## **H. ASSETS AND INVESTMENTS (INTERIM & FINAL AUDIT)**

### **Interim Audit**

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

- 1. A cost column on the existing detailed register is populated – this will then provide a list (by asset) to agree to the summary as shown in the financial statements.**
- 2. A column be added to show the insurance value of the asset, this will show if the asset is under or over insured or indeed insured at all, together with showing if assets are being insured that are not on the register.**
- 3. A replacement value estimate. This will give an indication as to the level of expenditure required to replace assets so that a determination can be made as to whether an earmarked reserve would be appropriate.**
- 4. Last physically vouched indicator – this would enable council to demonstrate physically that it is protecting public assets.**

### **Final Audit**

Fixed Assets and Investments £3,236,060 (2018: £3,236,060)

Loan Interest & Capital £10,056 (2018: £10,056)

Total Borrowings £44,577 (2018: £52,363)

The loan interest and capital repayments were agreed to PWLB debt management letters and the closing balance to the end of year statement letter. There were no errors.

The fixed asset register has been maintained in an Excel spreadsheet and agreed to the AGAR. The asset register was up to date with all relevant assets as at the current financial year end.

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

## **I. BANK & CASH (INTERIM & FINAL AUDIT)**

### **Interim Audit**

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

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

### **Final Audit**

Bank & Cash Balances £938,081 (2018: £751,633)

At the year-end date the council had a reconciled bank position which has been signed in accordance with financial regulations. I have reviewed the reconciliation and I also tested the cut off and can confirm the payments and lodgements are shown in the correct year.

The movement year on year in bank and cash balances of £186,448 greater than 15% and is due in the main to reduced expenditure.

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

#### **J. YEAR END ACCOUNTS (FINAL AUDIT)**

The year-end accounts have been correctly prepared on the income & expenditure basis with the box 7 & 8 reconciliation properly completed.

The AGAR correctly casts and cross casts and the comparatives have been correctly copied over from the 2017/18 AGAR.

The variance analysis is required because there are variances greater than 15% and £500.

I am of the opinion the AGAR will be ready for submission to the external auditor within statutory time scales and that the control objective of “Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.”, has been met.

#### **K. TRUSTESHIP (INTERIM AUDIT)**

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

#### **L: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)**

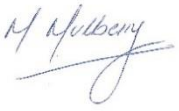
This new internal control objective is not active for 2018-19 financial year. However, I confirmed with the RFO that arrangements are in place at this Council to ensure proper exercise of public rights. Relevant dates are set out in the table below.

<b>Inspection - Key date</b>	<b>2018-19 Proposed</b>
<b>Accounts approved at full council</b>	20 <sup>th</sup> June
<b>Date Inspection Notice Issued and how published</b>	21 <sup>st</sup> June
<b>Inspection period begins</b>	24 June
<b>Inspection period ends</b>	2 Aug
<b>Correct length</b>	yes
<b>Common period included?</b>	yes
<b>Summary of rights document on website?</b>	<b>Attached to inspection announcement</b>

I am satisfied the requirements of this control objective were met for 2017-18, and assertion 4 on the annual governance statement can therefore be signed off by the Council. Plans are also in place to allow for inspection periods to be published and set correctly for 2018-19 accounts – the Council is planning to follow dates suggested by external audit.

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

Kind regards  
Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Mulberry', with a stylized flourish at the end.

**Mark Mulberry**

## Interim Audit - Points Forward

Audit Point	Audit Findings	Council comments
Transparency	The public facing information could be improved in terms of ease of finding and the detail provided.	A new web site has been created and launched
Bank Balances	The council has high amounts in the bank accounts that could be made to work harder in terms of investment return.  Council may want to consider CCLA or Arbuthnot.	This is on-going and will be consider by the new council.
Fixed Assets	Update and merge fixed asset register	This is ongoing and the new register contains updated relevant information

Agenda Item No: 8

Report No: FC002/2019

Report Title: Annual Governance & Accountability Return 2018/19

Report To: Full Council

Date: 20<sup>th</sup> June 2019

Report By: S Brigden, Town Clerk

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

**Recommendation(s):**

- 1 That Lewes Town Council approves the Annual Governance Statement, and Accounting Statements (*shown at sections 1 & 2 of the statutory annual return*) for the year ended 31<sup>st</sup> March 2019
- 2 That Lewes Town Council approves the statutory annual return for the year 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019, for submission to Messrs PKF-Littlejohn LLP, the External auditors appointed by the national sector-led body, with supporting documents as required.

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**Information:**

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

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

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

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

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

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

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

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

S Brigden 14<sup>th</sup> June 2019

Report FC002-2019 Annual Return & Accounts 2018-19 Year



# Annual Governance and Accountability Return 2018/19 Part 3

## To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **annual internal audit report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2019
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide*\* which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide*\*.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – No answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	Has the bank reconciliation as at <b>31 March 2019</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

\**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2018/19

## LEWES TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ( <i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i> )			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

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

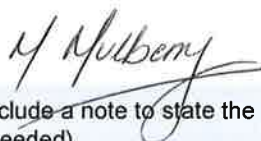
Date(s) internal audit undertaken

10/10/2018      14/06/2019

Name of person who carried out the internal audit

Mark Mulberry BA(Hons) FCCA CTA

Signature of person who carried out the internal audit



Date

14/06/2019

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

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



## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

### LEWES TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

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

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

20/06/2019

and recorded as minute reference:

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

Chairman

Clerk

**Other information required by the Transparency Codes (not part of Annual Governance Statement)**

Authority web address

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

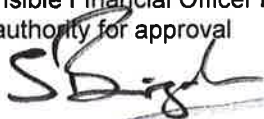
## Section 2 – Accounting Statements 2018/19 for

### LEWES TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	732,776	761,420	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	944,758	1,036,301	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	258,447	259,953	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	463,035	489,156	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	10,056	10,056	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	701,470	563,956	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	761,420	994,506	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	751,633	938,081	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	3,236,060	3,236,060	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	52,363	44,577	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>  <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



14/06/2019

Date

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

20/06/2019

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

## Section 3 – External Auditor Report and Certificate 2018/19

In respect of

LEWES TOWN COUNCIL

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2018/19

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2018/19

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

\*We do not certify completion because:

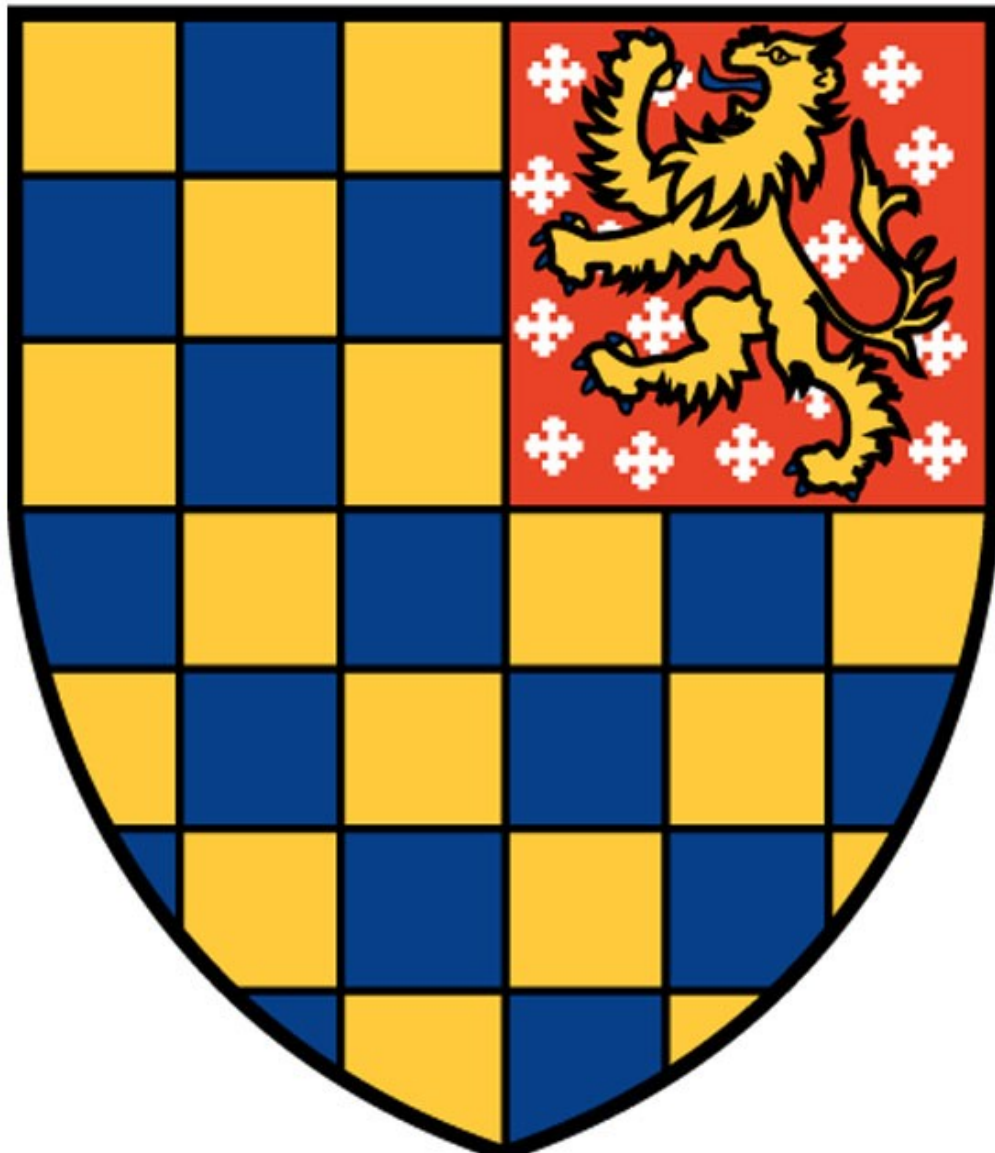
External Auditor Name

External Auditor Signature

Date

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

# LEWES TOWN COUNCIL



**FINANCIAL ACCOUNTS**  
for the year  
1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019  
**Subject to audit**



## LEWES TOWN COUNCIL

### Council Information

#### For the Year ended 31 March 2019

#### Councillors

Cllr Annabella ASHBY

Cllr Janet BAAH

Cllr Adam BARKER

Cllr Richard BURROWS

Cllr Michael CHARTIER

Cllr Will ELLIOTT

Cllr Huw JONES

Cllr John LAMB

Cllr Imogen MAKEPEACE

Cllr Dr Graham MAYHEW

Cllr Merlin MILNER

Cllr Roger MURRAY

Cllr Susan MURRAY

Cllr Ruth O'KEEFFE

Cllr Chelsea RENTON

Cllr Tony ROWELL

Cllr Esther WATTS

Cllr Stephen WISCHHUSEN (*known as CATLIN*)

#### Town Clerk and Responsible Finance Officer

Steve Brigden

#### Auditors (external)

Littlejohn LLP  
Ref: SBA  
2<sup>nd</sup> Floor 1 Westferry Circus  
Canary Wharf  
LONDON E14 4HD

#### Auditors (internal)

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

# LEWES TOWN COUNCIL

## Explanatory Foreword

### For the Year ended 31 March 2019

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

#### **The Income and Expenditure Account**

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

#### **The Balance Sheet**

This sets out the financial position of the Council at 31 March, *ie* its assets and liabilities at that date.

#### **Statement of Total Movement in Reserves**

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

#### **Notes to the Accounts**

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

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

#### **Further Information**

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

**LEWES TOWN COUNCIL**

**Responsibilities for the Statement of Accounts**

**Year ended 31<sup>st</sup> March 2019**

**The Council's Responsibilities**

The Council is required:

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

**The "Responsible Finance Officer" Responsibilities**

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

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

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

The R.F.O. has also:

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

**Responsible Finance Officer's Certificate**

I hereby certify that the statements of accounts for the year ended 31<sup>st</sup> March 2019 required by the Accounts and Audit Regulations 2015 (SI2015/234) are set out in the following pages.

I further certify that the statements of accounts present fairly the financial position of Lewes Town Council at 31<sup>st</sup> March 2019, and its income & expenditure for the year ended 31<sup>st</sup> March 2019.

Signed:.....

Date:.....

**Steven Brigden**  
**Town Clerk and Responsible Finance Officer**

## **LEWES TOWN COUNCIL**

### **Statement of Internal Control**

**Year ended 31<sup>st</sup> March 2019**

#### **Scope and Responsibility**

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

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

#### **Purpose of the System of Internal Control**

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

#### **The Internal Control Environment**

The Council’s systems:

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

## LEWES TOWN COUNCIL

### Review of Effectiveness

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

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

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

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

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

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

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

Signed .....  
Clr John Lamb  
Mayor of Lewes 2019/20

Signed .....  
Steve Brigden  
Town Clerk & Responsible Financial Officer

Date .....

Date .....

**Lewes Town Council**  
**Income and Expenditure Account**  
**for the Year ended 31st March 2019**

2018 Nett Expenditure	Cost Centres	Notes	2019 Gross Expenditure	2019 Gross Income	2019 Nett Expenditure
109,614	Corporate Admin		126,842	100	126,742
88,354	Civic Admin		127,052	2,423	124,629
55,762	Mayoralty		52,461	4,170	48,290
299,918	Town Hall		263,898	103,757	160,141
128,022	All Saints		148,318	57,279	91,039
21,038	Malling Community Centre		38,510	11,739	26,771
14,022	Pells		54,746	335	54,411
94,484	Open Spaces		117,155	521	116,634
29,119	Allotments		29,936	5,128	24,808
6,795	Election Expenses				0
38,931	Section 137 Expenditure	5	26,480		26,480
-21,065	Other Grants and Sponsorship	16	56,659	72,178	(15,519)
<hr/>			<hr/>	<hr/>	<hr/>
864,995	COST OF SERVICES		1,042,057	257,630	784,427
(944,758)	Precept Received			1,036,301	(1,036,301)
(943)	Interest and Investment Income			2,323	(2,323)
10,056	Loan Repayment		10,056		10,056
42,006	VAT Unclaimable	14	11,055		11,055
<hr/>			<hr/>	<hr/>	<hr/>
-28,644			1,063,168	1,296,254	(233,086)
(732,776)	Balance Brought Forward				(761,420)
<hr/>					<hr/>
(761,420)	Balance Carried Forward				(994,506)
<hr/>					<hr/>
598,712	Earmarked Reserve Balance B/F	20		638,439	
243,130	Transferred from General Fund			348,035	
203,403	Transferred to General Fund			127,821	
638,439	Earmarked Reserve Balance C/F				858,653
134,064	General Fund Balance Brought Forward			122,981	
(11,083)	Surplus/(Deficit) for the Year			12,872	
122,981	General Fund Balance C/F				135,853
<hr/>					<hr/>
761,420	Balance Carried Forward				994,506
<hr/>					<hr/>

NOTE: Totals may be affected by "rounding" convention

**Lewes Town Council**  
**Balance Sheet**  
as at 31st March 2019

Year Ended 31 March 2018		Year Ended 31 March 2019
£	<b>CURRENT ASSETS</b>	£
5,629	Stock	4,378
10,360	Debtors	13,910
34,493	Payment in Advance	30,713
751,633	VAT Recoverable	35,983
<u>802,116</u>	Cash in Hand	<u>938,081</u>
	<b>TOTAL ASSETS</b>	<b>1,023,065</b>
	<b>CURRENT LIABILITIES</b>	
20,223	Creditors	24,861
1,556	Receipts in Advance	3,698
18,916	Accruals	0
0	VAT Payable	<u>28,559</u>
<u>40,695</u>	<b>TOTAL LIABILITIES</b>	<b>28,559</b>
	<b>NET ASSETS</b>	
<u>761,420</u>		<u>994,506</u>
	<b>Represented by:</b>	
122,981	General Fund	135,853
638,439	Earmarked funds	858,653
<u>761,420</u>		<u>994,506</u>

.....  
Cllr John Lamb  
**Mayor 2019/20**

.....  
Steve Brigden  
**Responsible Finance Officer**

Date:.....

Date:.....



**Lewes Town Council****Notes to the Accounts****Year Ended 31 March 2019****1. Principal Accounting Policies****Accounting Convention**

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

**Debtors and Creditors**

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

**Leases**

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

**Earmarked Reserves**

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

<b>2. Interest and Investment Income</b>	<b>2018</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Interest Income – General Funds	943	2,323

**3. Agency Work**

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

**4. Publicity**

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

	<b>2018</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Recruitment Advertising	0	656
Marketing Advertising	435	266
Other Publicity	892	1,145
Community Cinema operating advertisements	1,110	160
<b>TOTAL</b>	<b>2,442</b>	<b>2,227</b>

**Lewes Town Council****Notes to the Accounts****Year Ended 31 March 2019****5. S.137 Expenditure**

Section 137 of the Local Government Act 1972 (as amended) enabled the Council to spend up to £7.86 per head (2018:£7.57) on the electoral roll in this year for the benefit of people in its area on activities or projects *not specifically authorised by other powers*.

Expenditure was made under this power in 2018/19 for the following purposes:

<b>Grants to</b>	<b>£</b>
RELATE	750
FitzJohn's Road Foodbank	1,750
Windrush 70 creative writing competition	300
Sussex Community Rail Partnership	80
North; West, and Market Streets Residents Assoc'n	500
Nevill Residents Association	200
Malling Tenants & Residents Association	1,000
PATINA	1,500
St Peter & St James Hospice	1,000
Railway Land Wildlife Trust	1,400
Lewes Community Screen	1,000
Compass Travel (buses)	10,000
Community Transport Lewes Area (CTLA)	7,000
<b>TOTAL</b>	<b>26,480</b>

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

**General Power of Competence**

*Minute extract:* Council meeting of 21<sup>st</sup> May 2015

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

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

**6. Employees and Members**

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

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

	2018	2019
	£	£
Chief Executive Officer/Head of Paid Service (Town Clerk)		
Gross salary received	64,617	65,933
Employer's contribution to LGPS	11,152	11,375
This represents a multiple of 2.81 compared with the <i>median</i> of all salaries		
Members' Allowances paid in the year	3,982	4,252

**Lewes Town Council****Notes to the Accounts****Year Ended 31 March 2019****7. Auditors remuneration**

Fees due to Littlejohn LLP, external auditors, were	£2,000	(2018: £2,000).
Fees paid to Mulberry & Co, internal auditors, were	£645	(2018: £425)

**8. Stock**

	2018	2019
	£	£
Resale & civic items; protective clothing; materials	2,464	1,940
Town Hall consumable stores	526	474
All Saints consumable stores	840	671
Stationery	*1,799	*1,293
<b>TOTAL</b>	<b>5,629</b>	<b>4,378</b>

\* includes stock pre-printed items, at valuation

**9. Debtors**

	2018	2019
	£	£
Trade debtors (No debts were more than 3 months old)	10,360	13,910
VAT (see Note 16)	34,493	35,983
<b>TOTAL</b>	<b>44,853</b>	<b>49,893</b>

**10. Creditors and Accrued Expenses**

	2018	2019
	£	£
Creditors	20,223	24,861
Receipts in Advance	1,556	3,698
Accruals	18,916	0
<b>TOTAL</b>	<b>40,695</b>	<b>28,559</b>

**11. Operating Lease Commitments**

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

	2018	2019
	£	£
Photocopier and doormats	2,274	2,450

**12. Loans**

	2017	2019
	£	£
Public Works Loan Board (1999 – 2023)	52,363	44,577
This loan was taken out on 18 <sup>th</sup> January 1999 for works to the Town Hall, in the sum of £150,000 at fixed interest rate of 4.5%pa, with instalments payable half-yearly over 25 years (terms as PWLB Circular No116).		

## Lewes Town Council

### Notes to the Accounts

#### Year Ended 31 March 2019

#### 13. Pensions

For the year ended 31 March 2019 the Council's contributions were 17.4% of employees' pensionable pay plus a fixed sum of £16,000 following a revised valuation principle by Local Government Pension Scheme fund actuaries. Scheme administrators have notified employer contribution rates for the following year as: 2019/20: 17.4%+ £19,000.

#### 14. Value Added Tax (VAT)

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

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

#### 15. Contingent Liabilities

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

#### 16. Other grants and sponsorship

These include items such as Council Tax Reduction Support Grant (CTRSG). Government changes have given Principal councils freedoms to remove/alter existing exemptions and discounts from council tax. The Government decided that Parish tax bases would be lowered to reflect new local council tax support scheme discounts.

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

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

2013/14: £89,271 2014/15: £73,534 2015/16: £62,504 2016/17: £53,128 2017/18 £45,159  
**2018/19: £37,190 ; 2019/20 £32,624**

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

#### 17. Town Hall

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

**Lewes Town Council**

**Notes to the Accounts**

**Year Ended 31 March 2019**

**18. Mallings Community Centre**

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

A design has been selected planning consent obtained, and we are now assessing what grants may be available to assist in enhancing particular elements of the scheme and planning the final stages of the programme during 2019/20. We have received tenders from building contractors and the actual timing of the works now depends upon the successful bidder (who will set a programme taking account of other commitments), and other external factors.

Works will be funded from accrued balances in Earmarked Reserves (*see note 19*) and will be supplemented by appropriate grant applications and/or approved borrowing.

Lewes Town Council  
Notes to the Accounts  
31 March 2019

## 19 Information on Assets Held

	31/03/2018	Movement in the Year Acquisition s	31/03/2019	Method of Valuation
	£	£	£	
<b>Operational Land and Buildings</b>				
Lewes Town Hall	1,925,926	0	1,925,926	*
All Saints Centre	362,727	0	362,727	*
Pells Swimming Pool	131,250	0	131,250	*
<b>Non-Operational Land and Buildings</b>				
Malling Community Centre	85,000	0	85,000	**
<b>Equipment</b>				
Computer Equipment	10,948	0	10,948	*
Franking Machine	472	0	472	*
<b>Infrastructure Assets</b>				
Bus Shelters	42,193	0	42,193	*
Town Seats and Benches	21,707	0	21,707	*
Waste Bins	3,027	0	3,027	*
Town Signs	5,877	0	5,877	*
<b>Community Assets</b>				
Lewes Priory site	24,000	0	24,000	**
The Pells Land	15,000	0	15,000	**
Allotments	26,500	0	26,500	**
The Town Plate	237,790	0	237,790	**
Works of Art	252,500	0	252,500	**
St. Michael's Town Clock	21,000	0	21,000	**
Civic Robes	35,670	0	35,670	**
Antique House Clock	2,370	0	2,370	**
Antique Books	2,100	0	2,100	**
War Memorial	1	0	1	***
Land at Landport Bottom	1	0	1	***
Love Lane Tree Belt	1	0	1	***
Tom Paine Statue, Library terrace [private gift to town]	30,000	0	30,000	****
	<b>3,206,060</b>	<b>0</b>	<b>3,236,060</b>	

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

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

\*\*\* Nominal value/community asset

\*\*\*\* Valuation for insurance purposes

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



**Lewes Town Council**  
**Notes to the Accounts**  
**31 March 2019**

**20 Movement in Reserves**

	Opening Balance	Transfer from General Fund	Transfer to General Fund	Total
	£	£	£	£
<b>Earmarked Reserves</b>				
<b>R1</b> Town Hall	0	60,000	8,000	52,000
<b>R2</b> All Saints Centre	18,800	10,000	1,000	27,800
<b>R3</b> Open Spaces	6,000	1,000	0	7,000
<b>R4</b> Lewes Priory	0	280	0	280
<b>R5</b> Pells Lake	11,929	0	0	11,929
<b>R6</b> The Pells	100,639	37,000	14,400	123,239
<b>R7</b> Commemorations Fund	8,028	2,000	7,936	2,092
<b>R8</b> Environment Enhancement Fund	19,370	1,000	2,643	17,727
<b>R9</b> Town Clocks	0	300	0	300
<b>R10</b> Malling Community Centre	299,800	60,000	7,300	352,500
<b>R11</b> Placeholder for future projects	0	0	0	0
<b>R12</b> Neighbourhood road-salt bin grants fund	2,583	0	0	2,583
<b>R13</b> Election costs reserve	0	11,805	0	11,805
<b>R14</b> Devolution process	0	0	0	0
<b>R14A</b> Devolution process (trance 2 Prov'n)	66,600	0	0	66,600
<b>R15</b> ICT Replacement	6,500	750	0	7,250
<b>R16</b> Renewable Energy	20,000	10,000	0	30,000
<b>Projects committed or in progress</b>				
<b>P1</b> Our Pictures Project	0	31,600	31,600	0
<b>P2</b> Historic plaques programme (with FoL)	450	300	722	28
<b>P3</b> Magic Circle (with FoL)	21,000	15,000	0	36,000
<b>P4</b> New Website	4,240	2,000	420	5,820
<b>P5</b> Neighbourhood Plan	0	5,000	3,800	1,200
<b>P6</b> Placeholder for future projects	0	0	0	0
<b>P7</b> Bus service Support	0	25,000	25,000	0
<b>P8</b> Allotments improvements	0	0	0	0
<b>P9</b> Pedestrian crossings (contribn to ESCC)	52,500	25,000	25,000	52,500
<b>P10</b> General Fund Reinstatement	0	50,000	0	50,000
	638,439	348,035	127,821	858,653

Movements this year relate to:

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

**General Fund\***

	Opening Balance	Surplus /Deficit	Closing Balance
	£	£	£
Brought Forward	122,981	12,872	135,853

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

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

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

**Agenda Item No:** 9 **Report No:** FC003/2019  
**Report Title:** Corporate Risk Assessment 2019-20  
**Report To:** Full Council **Date:** 20<sup>th</sup> June 2019  
**Report By:** S Brigden, Town Clerk

**Purpose of Report:** To apprise members of the results of the statutory annual risk assessment carried out for the Council's activities and functions for the 2019-20 municipal year.

**Recommendation(s):**

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

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**Information:**

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

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

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

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

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

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

A summary report extract is appended; the full report (66 pages) is available on request to TC.



# LCRS 6. Overall Summary

## LEWES Town Council Assessment for year 2019 To 2020

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



# LCRS 6. Overall Summary

## LEWES Town Council Assessment for year 2019 To 2020

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



# LCRS 6. Overall Summary

## LEWES Town Council Assessment for year 2019 To 2020

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
<i>Overall totals/ scores</i>		<b>276</b>	<b>237</b>	<b>1.7</b>	<b>8</b>	

*Completed by:*

*Date:*

*Position:*

*How to complete:*

1. Review each area and the number of uncontrolled risks.
2. Decide which area is at most risk and should be actioned firstly mark this as number One.
3. Repeat on all areas until all uncontrolled areas are allocated.

Agenda Item No: 10

Report No: FC004/2019

Report Title: Councillors individual duties

Report To: Full Council

Date: 20<sup>th</sup> June 2019

Report By: S Brigden, Town Clerk

**Purpose of Report:** To prompt a review of individual duties.

**Recommendation(s):**

1 That allotment of duties to individual Members be agreed.

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### **Information:**

Duties were allocated to individual Members at the Annual Meeting on 16<sup>th</sup> May 2019.

It was agreed that these were *pro tem* appointments pending review.

Lists of these appointments are appended, for information.

*NB:* Members' attention is drawn to the statutory provisions (*s85 Local Government Act 1972*) regarding vacation of office by failure to attend meetings: appointment to an organ of the Council, or to an Outside Body, is qualification under these rules and attendance is taken into account in application of the six-months' absence regulation.

### Members Individual Duties:

#### **Planning Committee**

Cllr Henman has stepped-down from this appointment.

This leaves 8 appointed members.

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

Cllr Sains has indicated a wish to serve on this Committee.

#### **Personnel Panel**

Currently appointed 7 Members – Establishment is 6

#### **Audit Panel**

Currently appointed 5 Members – Establishment is 7

#### **Landport Bottom Management Committee**

Currently appointed 6 Members – Establishment is 8

### Appointments to Outside Bodies:

- > The Council has been requested, by North Street Quarter Ltd, to appoint a member to the **North Street Quarter Sounding Board**.
- > **Lewes District Association of Local Councils** recently held its Annual meeting and appointed Cllrs Catlin and O'Keeffe as Chair and Vice-Chair respectively. Both have also been appointed as two of LDALC's three representatives to the board of East Sussex Association of Local Councils.







<b>Lewes District Association of Local Councils (2)</b>	<b>Cllr Catlin Cllr O’Keeffe</b>
<b>East Sussex Association of Local Councils</b> <i>(NB: not appointed by Council – nominated by LDALC*)</i>	<b>Cllr * tba</b>
<b>Citizens Advice Bureau</b>	<b>Cllr Lamb</b>
<b>Railway Land Wildlife Trust (2)</b>	<b>Cllr Bird Cllr O’Keeffe</b>
<b>Lewes – Uckfield Line Parishes group</b>	<b>Cllr Catlin</b>
<b>Sussex Community Rail Partnership</b>	<b>Cllr Catlin</b>
<b>Lewes Priory Trust (2)</b>	<b>Cllr Dr Mayhew Cllr Lamb</b>
<b>Stanley Turner Advisory Committee</b>	<b>Cllr Burrows</b>
<b>Lewes Conservation Area Advisory Group</b>	<b>Cllr Bird</b>
<b>‘Plastic-free Lewes’ Initiative (2)</b>	<b>Cllr Henman Cllr Herbert</b>

Agenda Item No: 11

Report No: FC005/2019

Report Title: Friends of Lewes offer of tree donation

Report To: Full Council

Date: 20<sup>th</sup> June 2019

Report By: S Brigden, Town Clerk

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**Purpose of Report:** To acquaint members with an offer by the friends of Lewes to donate one or more Oak trees, at the Pells Recreation Ground.

**Recommendation(s):**

- 1 That Council considers its acceptance of this offer.
- 

**1. Offer:**

- 1.1. Friends of Lewes (FoL) Trees Committee have asked to plant one or more Oak trees within, or near to, Pells Recreation Ground as part of their ongoing programme to increase the number and diversity of trees in Lewes. They would consult with nearby residents and carry out utility surveys and scans before choosing the exact sites for planting mature trees. They would weed and mulch the tree(s) regularly during their first five years to give them a good start. FoL have planted 39 trees since they began their trees initiative in 2015 and all of them are thriving, except one which was vandalised at an early stage.
- 1.2. The planting of Oak, (*Quercus robur*), at this site would support the development of Tingle's Way Eco Walk, which FoL's Trees committee has been involved with. This walk now links as a loop to the South Downs Way: with the main route being from the Railway Land to Landport Bottom and passing through the Pells. They have already mapped many interesting trees on this route, and have plans to plant more, (for example, along Prince Edwards Road and at the top of Hill Road), and would like to include the Oak(s) in this proposal. The land near the Pells is one of the few areas of Lewes which would enable Oaks to thrive.
- 1.3. FoL's recently published i-Tree Eco Survey report states that Lewes needs to increase tree canopy cover from a current 11.5% towards a recommended 20%. This would help with flood prevention, carbon sequestration and storage, improved air quality, and provision of shade and shelter: all of which are increasingly important with anticipated climate change. The Oaks would also provide extremely useful habitats for birds and insects.
- 1.4. FoL wish to plan for planting in the Autumn.

**2. Considerations:**

- 2.1. *Quercus robur* is one of those species identified as suitable for the Pells when a Council replanting policy was drafted in 2010, so the suggestion fits well with that. Several mature trees have been lost in the area in recent years, mainly due to Dutch Elm Disease.
- 2.2. If there is any problem it will be one of timing: as The Pells is due to be the subject of some fairly heavyweight engineering once the North Street Quarter (NSQ) development begins in earnest – with flood defences to be created at the outset, and eventually a new set of equipment for both children's play and adult recreation. Specific location may avoid delay in planting a new tree, but that will have to allow for anticipated developments at the Pells.
- 2.3. Proposals for Pells area play & recreation improvements, to be paid-for by s106 funds from North Street Quarter development, arose from public consultation in 2017/18 and have since received planning consent. The illustrations that were included in that process are indicative only; and likely to be subject to some change as to the precise location of equipment once these installations begin, to address any ground conditions that may be found – the water table being a constant issue at the Pells.

- 2.4. For several years the Council has planned to work with the Pells Pool Community Association to develop the existing kiosk building into a small café/kiosk serving both the pool enclosure and the Recreation ground. This was on-hold for some time pending resolution of the NSQ matters, but designs for that are now being considered and may affect prospective locations for trees in the North West area of the Recreation Ground.
- 2.5. A third factor is the extant proposal by Lewes District Council to exchange some small areas of land which would alter the shape of the Recreation Ground on the South Eastern; Eastern, and Northern boundaries. These are currently under consideration by Council.

### **3. Conclusion:**

- 3.1. FoL's representative is aware of these considerations, and is to consult with their Trees Committee with a view to either postponing any tree planting until the developments are completed or at least until the relevant detail is confirmed; or selecting specific position(s) which would be unlikely to be affected by prospective works. Meanwhile, it would help them to know that the Town Council give permission for such planting, even if it has to be delayed.

S Brigden  
7<sup>th</sup> June 2019

## 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 20<sup>th</sup> June 2019

**NOM 008/2019** – received from **Clr Henman** on 10<sup>th</sup> June 2019, in the following terms:

### **It is proposed that:**

1. Lewes Town Council resolves to establish a working party to identify methods for improved public engagement and greater provision of information to residents of Lewes.

To include:-

- A review of information sharing and the methods used to share key events and policy developments.
- Consideration of good practice on methods of online deliberation and social media, such as on key town-wide issues.
- Identifying ways to provide more joined up support for community engagement in and around Council-owned buildings.

### **Supporting Information:**

Recent years have seen a significant growth in community engagement in local government, these changes have been characterised by a move towards more open and inclusive decision-making, often incorporating the use of new online tools for deliberation and participation. While many citizens are actively involved in key single issue campaigns they do not always know how best to incorporate these initiatives into local government decision-making.

There are a number of methods and approaches that have been tested in various parts of the country, including: a) more regular information sharing, including newsletters both online and offline; b) online deliberation; c) participatory budgeting where residents have a role in deliberating on priorities for budget allocation; d) more open meetings for public q&a with Councillors on key issues for the Town.

In light of the new website, new Councillors and the high levels of engagement from local residents of Lewes, there is an opportunity for a wider review to consider best practice from around the country and set out a strategic plan for improved public engagement in Lewes Town Council.

Clr O Henman

10<sup>th</sup> June 2019

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**NOM 009/2019** – received from **Clr Herbert** on 10<sup>th</sup> June 2019, in the following terms:

### **It is proposed that:**

1. This Council set up an Equality, Diversity and Inclusion Working Party

### **Supporting Information:**

Equality, Diversity and Inclusion WP

- to identify and catalogue over the forthcoming year improvements and moderations to the current policy
- to meet annually to update and refresh council principles.
- to demonstrate to the public that we are fully committed in developing the Equality, Diversity and Inclusivity to the general public (by having it as a live working party on the website).

Clr J Herbert

10<sup>th</sup> June 2019

COUNCIL PLAN 2019/20

Lewes Town Council proposes to initiate and complete (where possible and practical), or continue, the following major areas of work in the year 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020. 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 update

			<b>2019/20 plan</b>	
	<b>Project</b>	<b>description</b>	<b>status at April 2019</b>	<b>status at June 2019</b>
1	<b>Town Hall repairs &amp; conservation</b>	Replace boilers; Council Chamber redecoration and replace carpet; Corn Exchange and Lecture Room replace lighting; Yarrow Room replace carpet	Research commenced	Research underway
2	<b>Pells Lake ecology project</b>	Improvements to water quality. Introduction of aquatic plants W/Party remit to consider structural integrity of lake perimeter.partially completed – specialist report obtained	pending commencement of 3rd-party works in locality to achieve best VFM – links to item 3	pending commencement of 3rd-party works in locality to achieve best VFM – links to item 3
3	<b>Pells Recreation Ground and kiosk/café development (with Santon Group and others)</b>	Engagement with Santon Group and others to improve the “urban realm” in the area as an integral component of necessary flood-defence works; taking the opportunity to replace children’s play equipment and introduce equipment for a wider age-range, and to provide an enhanced café facility for the swimming pool, recreation ground, and surrounding parkland.	PPCA has presented a list of aspirations to inform brief for architects. Initial enquiries to architects who presented design ideas in 2013.	PPCA has presented a list of aspirations to inform brief for architects. Initial enquiries to architects who presented design ideas in 2013
4	<b>Malling (Bridgeview) Community Centre refurbishment</b>	To carry out a comprehensive refurbishment of the community centre, with modern heating and lighting, with improved facilities for community use, including more flexible interior spaces and better integration of the sports changing-rooms with the adjoining sports pitches and recreation ground.	Grants being investigated. Management options agreed March 2019. Building tenders report to Council 11th April 2019 with recommendations for preferred contractor and funding.	Council agreed details of specification and preferred contractor 11th April 2019 - contractor revising details, anticipated contract let July 2019.
5	<b>Commemorations:</b>	To engage with, and inspire, appropriate community recognition of National and local commemorations.	Council 7th March agreed standing committee mandate.	Committee now established.
6	<b>Neighbourhood Plan (with Community partners)</b>	Development of a Neighbourhood Plan for Lewes under provisions of the Localism Act 2011	Plan passed statutory referendum by public vote: voter turnout 24.83% YES 2,993 (91.78%) NO 268 (8.22%). SDNPA formally 'made' plan 11th April 2019.	Plan now in effect
7	<b>Continuing programme of environmental enhancements and specific site improvements</b>	Engage with appropriate projects arising from third-party initiatives (eg highway safety/traffic management). Continuing improvements to own assets (eg allotment sites)	New projects awaited	New projects awaited
8	<b>Devolution of assets &amp; services</b>	Provide for transfer of ownership of various assets/services from Lewes District Council. (currently subject to ongoing negotiation)	Options appraisal by LDC and valuations underway re 2 Fisher Street; Market Tower and other sites, and Charity Commission enquiries re transfer of Trusts for Convent Field and Stanley Turner Ground	Options appraisal by LDC and valuations underway re 2 Fisher Street; Market Tower and other sites, and Charity Commission enquiries re transfer of Trusts for Convent Field and Stanley Turner Ground
9	<b>New council website</b>	New website.	Content revisions and updates ongoing	Established - content revisions and updates ongoing.
10	<b>General Data Protection Regulations</b>	General Data Protection Regulations and Data Protection Act 2018. Implications for working practices and Data Regulation structure. Office IT systems update will take account of this and address ageing hardware and end-of-life software.	Project underway. Migration of email systems 90% complete; hardware and systems licensing ordered; overall project anticipated completion by mid-May 2019.	Supplier delay: project completion anticipated W/comm 1st July 2019