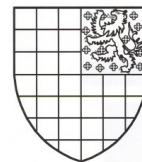


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**LEWES  
TOWN  
COUNCIL**

### To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held online\* on **Thursday 8<sup>th</sup> October 2020**, at **7:30pm** which you are summoned to attend.

**\*VIRTUAL ATTENDANCE:** This meeting can be joined using computer video and audio using any suitably equipped digital device (eg laptop; tablet or smartphone) or, by audio only, using a telephone.

To join this meeting either follow this link: <https://zoom.us/j/91667812949>

Or telephone 0131 460 1196 or +44 (0)330 088 5830. Use **Meeting ID: 916 6781 2949**

**\*Please also see the note below regarding public and password-controlled access to this online meeting**

S Brigden, Town Clerk 1<sup>st</sup> October 2020

### **AGENDA**

1. WELCOME, INTRODUCTION and MEETING PROTOCOL

2. QUESTION TIME

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

3. MEMBERS' DECLARATIONS OF INTERESTS

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

4. APOLOGIES FOR ABSENCE

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

5. MAYOR'S ANNOUNCEMENTS

To receive any announcements from the Mayor.

6. MINUTES

To agree Minutes of the Council meeting held on 3<sup>rd</sup> September 2020.

(attached page 4)

7. WORKING PARTIES & OUTSIDE BODIES

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

a) Personnel Panel workshops 8<sup>th</sup> & 23<sup>rd</sup> September 2020

(Notes and draft documents attached page 12)

b) Commemorations Committee 8<sup>th</sup> September 2020

(Minutes attached page 20)

a) Buildings Working Party 10<sup>th</sup> September 2020

(Minutes attached page 23)

d) Grant Panel 16<sup>th</sup> September 2020

(Report FC012/2020 attached page 25)

8. REVISIT COUNCIL 'VISIONING'

To consider a proposal to review 'Visioning'

(NOM013/2020 attached page 27)

9. C7 project PARISHES of the LOWER OUSE

To consider a request for funding

(Report FC013/2020 attached page 28)

10. EAST SUSSEX COLLEGE ART FACULTY SUPPORT

Finalize matter of support for Extended Diploma course students

(Report FC014/2020 attached page 30)

11. UPDATE ON MATTERS IN PROGRESS

(oral report by TC & Annual Plan attached page 31)

12. NOTICE of ITEMS IN PROSPECT

(oral report by Town Clerk)

13. EXCLUSION of the PRESS & PUBLIC

At this point the Mayor will move: "That in view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960 etc. any members of the press or public present be excluded and instructed to withdraw. The nature of that business is to consider personal staff matters."

14. MALLING COMMUNITY CENTRE

To consider proposed management arrangements

(Report FC015/ER/2020 for Councillors - as separate document)

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

**PUBLIC ATTENDANCE – Covid-19 emergency arrangements:**

Members of the public have the right, and are welcome, to attend\* this meeting of the Council – questions regarding items on the agenda may be heard at the start of the meeting with the Mayor’s consent.

Questions or requests to address the Council must be submitted by email to the Town Clerk at least 3 days in advance.

This meeting will be held online via Zoom Pro video link. To attend the meeting follow the instructions above.

**\*Members of the public wishing to attend this meeting must request a password by email at least 24 hours before the published start time. Please submit your request to [townclerk@lewes-tc.gov.uk](mailto:townclerk@lewes-tc.gov.uk)**

For guidance on attending online meetings please see the notes on the following page

## Guidance on attending ‘virtual meetings’



### Joining a meeting:

1. Invitations to COUNCILLORS and officers to join a virtual meeting of the Council; a committee, or Working Party will be included in an email accompanying the agenda, and will look similar to this (*examples only*):

Lewes Town Council is inviting you to a meeting of ??????????????????

To join the meeting, use this **link**: [zoom.us/j/nnnnnnnnnnnn](https://zoom.us/j/nnnnnnnnnnnn)

**Meeting ID**: 123 4567 8910 (*example only*)

**Password**: 123456 (*example only*)

OR dial by your location

+44 (0)131 460 1196 United Kingdom or +44 (0)330 088 5830 United Kingdom

The link (but not the password) will be also repeated at the head of the Agenda and can be accessed from either. The **password** should not be shared, as **PUBLIC** attendees are asked to request a password by email at least 24hrs before the scheduled start.

2. Using a digital device with camera and microphone (*eg* laptop; tablet, smartphone), access can be gained by following the link. If audio-only is preferred (or problems interfere with video connection), telephone connection can be made using either of the numbers and following the prompts. Meeting ID and Password may be required dependent upon your chosen method.
3. If using computer audio and video a screen will open, similar to this:

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

4. If you cannot download the application (or choose not to), or cannot run it, you may join from your internet browser by selecting that option.
5. On first connecting with the meeting you will be admitted to a virtual **Waiting Room**. Please follow any prompts, whether on-screen or audible. Attendees will be admitted once the meeting starts and what you see or hear after entry to the meeting may depend upon the equipment you are using.
6. To begin each meeting, the Chair will introduce some **meeting protocols** and all those attending will have live audio connections but will be asked to ‘mute’ their microphone when not speaking. Those wishing to speak will be asked to indicate by raising their hand or using the ‘hand up’ icon or sending a Chat message and they will be invited to do so by the Chair. The Chair can mute all attendees and selectively unmute individual speakers if there are interruptions or background noise issues.
7. While it is possible to use on-screen options to signify **voting** this will NOT be used. Should a vote be called during any meeting the Chair will ask Members to signify by raising their hand or, if there are any voting members attending by audio only, asking each in turn to voice their vote or abstention.
8. Attendees can send short **‘Chat’ messages** to one another privately and publicly during the meeting.
9. Meetings will be recorded, but records kept only until the Minutes have been subsequently validated.

### PLEASE NOTE:

**Before connecting**, it is good practice to ensure that your equipment is adequately charged; that you will not be interrupted, and that your camera’s field of view or microphone do not capture anything you would prefer is not seen/heard publicly. Functions will be available once you have entered the meeting to alter the background, and your camera and microphone can be muted at will.

Please also ensure that other equipment nearby does not introduce audio ‘feedback’; that background noise is minimal, and that you select appropriate levels of microphone sensitivity and speaker volume on your device.

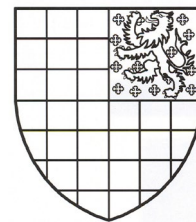
To learn more, a number of helpful FAQ’s and video tutorials are available at [www.zoom.us](https://www.zoom.us)

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**LEWES  
TOWN  
COUNCIL**

## **MINUTES**

Of the meeting of **Lewes Town Council**,  
held on **Thursday 3<sup>rd</sup> September 2020**, online via Zoom Meetings at **7:30pm**.

**PRESENT** Cllrs J Baah; M Bird; R Burrows; S Catlin (*Deputy Mayor*); G Earl; R Handy; O Henman; J Herbert; J Lamb (*Mayor*); I Makepeace; Dr W Maples; Dr G Mayhew; M Milner; R O'Keeffe; R Waring and K Wood.

*In attendance:* S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Assistant Town Clerk & Civic Officer*) and Mrs E Tingley (*Cttee. Admin.*)

*Observing:* Ms L Zeyfert (*All Saints Centre Manager*); B Courage (*Town Ranger*).

**FC2020/41 QUESTION TIME:** There were no questions.

**FC2020/42 MEMBERS DECLARATIONS of INTERESTS:** There were none.

**FC2020/43 APOLOGIES FOR ABSENCE:** Apologies for absence were received from Cllr S Sains who was unwell. No message had been received from Cllr J Vernon.

**It was resolved that:**

**FC2020/43.1** Reasons submitted for absence from this meeting are noted.

**FC2020/44 MAYOR'S ANNOUNCEMENTS:**

- a) The Mayor reminded everyone of the scheduled talk by Peter McFadyen on 'flatpack democracy' - Thursday 24th September 7:30pm
- b) 'Artwave' – Lewes District art festival would begin the coming weekend
- c) It was now considered unlikely that any of the government's Active Travel Fund grant to East Sussex County Council would be spent in Lewes.
- d) It had been suggested that a conversation might be held with Rye Town Council, as they might be considered a peer and also participate in the Historic Towns Forum.
- e) Everyone was reminded that TC had recently (Tuesday) forwarded a District Council notice of Consultation on Public Space Protection Orders. Members may not have noted that one of the Orders proposed for extension was the Lewes-specific prohibition on public consumption of alcohol in any street in Lewes town centre. This has been in force since 2017 but was due to expire in November. The proposal under consultation was for this and the District Council's other PSPO (relating to dog fouling and applicable across the entire district) to be extended before then, and to last a further three years. The closing date for responses was Tuesday 13 October 2020 at 5pm

**FC2020/45 MINUTES:**

**It was resolved that:**

**FC2020/45.1** Minutes of the Council meeting held on 30<sup>th</sup> July 2020 were received and agreed as an accurate record.

**FC2020/46 WORKING PARTIES AND OUTSIDE BODIES:**

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

**a) Audit Panel 27<sup>th</sup> July 2020.** Council considered the Minutes of this meeting (*copy in Minute book*). The Panel had considered detailed information following the end of the first quarter of the financial year showing actual expenditure and income values as posted to the Council's Sage accounting system for all transactions processed in the period. There was some discussion on salient points of detail, and TC had responded with reference to the identified sources. There had been a general discussion on the apparent reduction in income due to

Covid-19. It was explained that the first quarter figures were slightly misleading in that regard, as income for the Town Hall (T/h) and All Saints Centre (ASC) was traditionally much lower in Qtr1 than at other times of year, due to the profile of regular hires. It appeared that salary and overhead budgets were underspent, and TC explained that savings had been made principally as usual levels of overtime had not been worked due to Covid-19.

Due to remote working TC had been unable to present the file of periodic bank reconciliations for review of the scrutiny already conducted, where ordinarily the Chairman would append his signature to verify this, but this could be done in arrears at any point during the year.

The Panel had considered the report of the Council's retained Internal Auditor for year-ended March 2020. The structure of this was designed to confirm that every element of the statutory audit framework was satisfied and, supported by the routine work of the Panel, was to give Council the confidence that it should affirm each statement on the statutory Annual Governance & Accountability Return (AGAR). Members had raised various questions on topics such as frequency of monitoring; the statutory framework; principles of appropriation and other practical issues.

Regarding the impact of Covid-19: TC had explained lost income from Town Hall and All Saints Centre; the partial offset by savings in areas such as staff overtime and consumable stores, and the items of expenditure to facilitate eventual re-opening that were in excess of 'normal' expenses for the period. The nett effect was a cost of around £36,000. In terms of prospects for remobilization, TC had indicated that the ASC booking diary showed many prospective bookings from September and was almost back to normal levels from the New Year. It was acknowledged that these were not yet confirmed, and the situation was fluid. The regular hirers at the Town Hall were more "institutional" in character and many had already decided to cancel all activity until at least January 2021.

The Panel had considered information on the Council's financial status and management for the first quarter; and found no items of concern. It was acknowledged that routine bank reconciliations would be validated by physical signature at a later date. The Panel had noted the Internal Auditor's report and signified their understanding of the statements it contained. Following presentation of these Minutes, a comment was made, further to a lengthy discussion on the matter at the Audit Panel meeting itself, regarding the accounting code structure. It had been suggested that the nominal ledger detail codes used in everyday management were not 'transparent' and impeded understanding by Councillors and the public. There followed an effective echo of the discussion that had been held by the Panel, and TC advised emphatically that the system under discussion was not relevant to transparency or public understanding as it was not 'visible' in published accounts or statutory returns; being simply an internal structure for the routine management of financial data. Further: it was not necessary for Councillors to be particularly familiar with underlying codes, as their consideration of financial matters at either Audit Panel; Finance Working Party, or Council was unlikely to require such knowledge and was always accompanied by professional advice. Any alternative system of coding that might be used would be susceptible to the same criticism by anyone unfamiliar with it, and there was no valid reason to change. As the council's Responsible Finance Officer (RFO)(s151 Local Government Act 1972) TC was responsible for determining the accounting control systems and ensuring that they are observed, and he could see no justification that the amount of work that would be involved in restructuring the Council's SAGE accounts system was worthwhile at this time. He reminded Members that the systems in place – used as 'everyday' tools by officers with regular updating for 18 years – had been praised by professional auditors and described as 'robust and fit for purpose'.

**It was resolved that:**

**FC2020/46.1** The Minutes of the meeting of the Audit Panel held on 27<sup>th</sup> July 2020 are received and noted.

**b) Participatory budgeting workshop 28<sup>th</sup> July 2020.** Council considered the notes of this meeting (*copy in the Minute book*), to which all had been invited.

The workshop had begun with a summary of the principles of participatory budgeting (PB), and reference to the evaluation by central government published in 2011, previously distributed to Members. The 'legacy' of PB could be described as falling into two categories: one where fundamental budgets were evolved with public participation, and one where a specific fund or funds (*eg grants*) were identified for expenditure according to public wishes. TC had explained the principles underlying existing budgets, which largely provided for things to which Council was committed. If it was Council's wish to create a defined fund for public participation this was possible, although Members should remember that the General Fund balance in the past four years had remained some £200,000 below recommended acceptable levels. While there was no 'spare' money, and the current Covid pandemic was likely to result in significant lost income, there could be scope for redeployment of some funds, such as those presently 'earmarked' for discretionary projects which could be deferred.

There had been some concerns raised about this being a difficult time for new initiatives, due to Covid, but others remarked that the post-Covid circumstances were likely to present an ideal opportunity for the introduction of a pilot scheme. Examples were cited, such as Brazil and, in the UK: Newcastle

It was observed that in Lewes there is "an appetite for engagement", although many of the areas which featured in public perceptions were the legal duties of other bodies, and LTC had no powers to act, or was prohibited. There was a general feeling that the community in Lewes was positively engaged at this level of thinking although with the acknowledgement that, in reality, this perception could be based upon the profile of relatively few individuals or bodies. Members recognized that while enthusiasm is welcome, they were elected as representatives and must remain alert to the less visible; vocal or articulate amongst their community.

With regard to the present budget and potential flexibility there was a significant loss of income likely due to the protracted closure of Town Hall and All Saints Centre, although some of that would be offset by savings in overhead and direct costs. The estimated position at the end of the first financial quarter was a nett loss of roughly £36,000, having taken account of all definable factors. There were budgets, however, that currently provided for civic events; catering, Twinning etc which would not be utilized as activity in those areas was suspended; and it was reasonable to assume savings in a number of other areas. Projects that relied upon earmarked reserves would all be deferred for at least one year and there were some Reserves that were intended for projects not yet defined, such as environmental enhancements. Such funds could be temporarily appropriated for other purposes, although there should be a clear indication of when they would be reinstated.

TC was emphatic that; while he had attempted to show where there might be some flexibility, Members could not ignore the importance of the situation regarding the General Fund, which had been depleted due to a number of urgent requirements in recent years and was around £200,000 below the level that auditors considered appropriate. The current budget contained a sum of £50,000 derived from precept and earmarked as a mechanism to reinstate the General Fund over three or four years. Auditors recognized this intention but would not view kindly any measure that slowed that rate of recovery.

The majority of the eleven Members who had been present were confident that money could be found for a participative budget, and they did not wish to delay introduction of a pilot scheme. TC outlined the principles underlying the engagement of unelected individuals, and the conditions that would apply to anyone who was appointed to a Participatory Budgeting 'Panel'. There had followed a general discussion of mechanisms for communication and the advisability of obtaining independent advice to set up a pilot scheme. TC advised that the Working Party could not work outside its present remit without a mandate from Council.

It was generally agreed that a pilot scheme would be proposed to Council, and it would be asked to temporarily extend the remit of the Finance Working Party to investigate inclusion of such a scheme in the 2021/22 budget.

**It was resolved that:**

**FC2020/46.2** The notes of the Participatory Budgeting Workshop held on 28<sup>th</sup> July 2020 (*copy in Minute book*) are received and noted.



**c) Personnel Panel workshop 28<sup>th</sup> July 2020.**

Councillor Wood reported on this latest workshop; on continuing work towards appointment of a successor Town Clerk in view of TC's scheduled retirement in December 2021. A revised Job Description had evolved through earlier workshops which now needed to be reduced in length as many detailed elements should be redirected to either a draft contract of employment or an applicant's information pack. The exercise would also produce documents for a separate Responsible Finance Officer as it was considered that this role could be straightforwardly filled by recruitment of a part-time specialist and removing those responsibilities would widen the range of potential applicants for the Town Clerk post. Final drafts would be prepared shortly, and it was proposed that a suitably experienced professional Human Resources consultant should then be engaged to evaluate appropriate salary gradings; devise a suitable recruitment programme and advise the Council through that process.

**It was resolved that:**

**FC2020/46.3** The oral report on the Personnel Panel workshop held on 8<sup>th</sup> July 2020 is received and noted, and the approaches taken by the Panel are agreed.

**d) Grant Panel 19<sup>th</sup> August 2020.** Council considered report FC010/2020 (*copy in Minute book*) containing recommendations for payments of grants for the first cycle (of four) for the year 2020/21.

**It was resolved that:**

**FC2020/46.4** The grant payments recommended in report FC010/2020 (*copy in minute book*) (as shown in column G of the table appended to that report) be approved.

**FC2020/47**

**RESPONSIBLE TOURISM:**

Council discussed a proposal (*NOM008/2020 Copy in the Minute book*) that Council should take a lead in the promotion of the concept of 'responsible tourism' to Lewes. It was stated that the impact of Coronavirus on travel and tourism meant that Lewes and the surrounding area had received more inward tourism than in previous years. Not all visitors had been respectful of the town's environment, local countryside or local residents.

There were many press reports on the south coast and locally of the impact of increased visitors' numbers in terms of rubbish, damage to the natural environment, wild camping impacts and a general attitude to leaving behind rubbish and possessions as if at a festival.

There were understood to be a number of documented cases locally of camping with tents and equipment, fire pits and rubbish left behind. There was also a lack of appreciation not only of the local wildlife and ecology but also of some of the dangers presented such as wild swimming in certain areas of the Ouse.

The motion proposed that the Town Council take a lead in the promotion of the concept of 'responsible tourism' to Lewes by:

- > Creating a Town Guide (similar to the Seaford Beach Guide) with information on rubbish disposal, recycling locations and water refill services within Lewes for tourists and visitors. Clear directions to public toilets and other facilities, information on the country code and respecting the local country and Downland environment including how to behave responsibly in the countryside, with livestock, wild animals and plants *eg* statute that makes it an offence to pick wildflowers *etc*, and would cover issues such as wild camping, river use, wild swimming, fires. The Town Guide to be promoted through the Tourist Information Centre (TIC), Council website and more widely and to link to LewesDC and ESx County Council resources.
- > To modify the print version of Lewes Tourist map and to investigate an online downloadable version (to be hosted on the website or with the TIC). Links to social distancing and safety information as part of the package. Links to suggested walks, tourist information boards locations.
- > Press and communications campaign by Council group to promote responsible tourism/travel concept.

There was some hesitation by Councillors to criticize without clear evidence, and acknowledgment that the 'offenders' may in fact be local. It was, nonetheless, generally considered a valid proposal, although many of the elements referred-to were not directly

within the control of the Town Council. It was understood that to address these aims, it would be necessary to have support of such bodies as Lewes District Council; South Downs National Park Authority, and Wildlife Trusts *etc.*

It was generally agreed that a small group of Members might practically work on production of draft material for consideration by Council, and nominations were accepted.

**It was resolved that:**

**FC2020/47.1** Lewes Town Council will take a lead in the promotion of the concept of 'responsible tourism' to Lewes by:

- 1) Creation of a Town Guide for tourists and visitors to be promoted through the Tourist Information Centre, Council website and more widely, with links to LDC and ESCC resources.
- 2) Modification of the print version of Lewes Tourist map and investigation of an online downloadable version.
- 3) A press and communications campaign to promote responsible tourism/travel concept.

**FC2020/47.2** A group of Councillors consisting of Cllrs Wood; Baah; O'Keeffe and a representative of the Green group – *individual to be confirmed* – are asked to draft material for consideration by Council.

**FC2020/48**

**TOM PAINE COMMEMORATION:**

A motion (*NOM009/2020 Copy in the Minute book*) explained that 2021 is the 230th anniversary of Thomas Paine's famous book the Rights of Man. Paine lived in Lewes from 1768 to 1774 above Bull House, the tobacco shop of Samuel and Esther Ollive whose daughter he married in 1771. From 1772 to 1773, Paine joined excise officers asking Parliament for better pay and working conditions, publishing, in summer of 1772, The Case of the Officers of Excise - his first political work, spending the London winter distributing the 4,000 copies printed to the Parliament and others. His seminal book, The Rights Of Man, was one of the most widely read books of its time.

8th June is the date of Tom Paine's death and it was suggested that this would be a good time to celebrate the thesis of Thomas Paine's work and its legacy especially in relation to "our special town". It was proposed that the Town Council might co-organise a street party in Lewes on Sunday 6th June 2021. The Commemorations and Events committee could be asked to work on the detail and work with Lewes societies, businesses and residents, and to test viability. Further: Lewes Thomas Paine day could be a permanent annual fixture in Lewes, with events and parties held on the nearest Sunday to 8th June.

There followed a debate in which several points were argued, resulting in a vote on an amendment (*not carried*) and, subsequently, each element of the proposals.

Consequently, **it was resolved that:**

**FC2020/48.1** Lewes Town Council agrees in-principle to co-organise a street party in Lewes on Sunday 6th June 2021 to coincide with Thomas Paine's death on 8th June, and asks the Commemorations Committee to develop a proposal regarding these decisions

**FC2020/48.2** Lewes Town Council will recognize 'Thomas Paine day' as an annual fixture with events held on the nearest Sunday to 8th June

**FC2020/48.3** Cllr M Milner is appointed to the Commemorations Committee.

**FC2020/49**

**PARTICIPATORY BUDGETING:**

Members considered a proposal (*NOM010/2020 Copy in the Minute book*) to begin assessment for a Participatory Budget pilot in the coming financial year.

It was explained that Participatory Budgeting is a form of public engagement in the budget-making process that has been employed since the mid- 2000s. There were a wide range of examples, including two main types: a) consultation and public priority setting on the 'core services' budget, including choices on facilities, venue management and key services; b) community grant approach, which sets a specific sum of the budget to be allocated to community projects via a range of informative sessions and deliberative meetings to ensure a spectrum of residents' views are heard (including ensuring broad outreach according to age, gender, disability, geographic spread etc) and balanced choices are reached.



Introducing Participatory Budgeting (PB), it was stated, would also help materialize the collective goal (established through the Visioning exercise) of expanding the openness of the council in its decision-making.

Following on from the workshop hosted on 28 July 2020 [*Minute FC2020/46 b*] to consider the wider approach to PB and how this might be applied in Lewes; it was proposed that Council agree to task the Finance Working Party to evaluate the budget availability for a participatory budget pilot in the coming financial year.

**It was resolved that:**

**FC2020/49.1** The Finance Working Party is asked to evaluate the budget availability for a participatory budget pilot in the coming financial year; that a budget for this be set within the annual budget cycle, and that community meetings be arranged with sufficient time for broad inclusion and appropriate public awareness-raising in the coming year (2021-22).

**FC2020/50**

**EAST SUSSEX COLLEGE ART FACULTY SUPPORT:**

Council welcomed James DiBiase, Senior Tutor of the Fine Arts and Design Department of East Sussex College, who was attending with regard to a decision deferred from the previous meeting; about exhibition space within the Town Hall. A report (*FC011/2020 – copy in the Minute book*) explained that:

At its previous meeting, Council had considered a proposal that it should show support for the Fine Art and Design Extended Diploma students of Sussex Downs College by:

- > Engaging with them as clients of their final year presentation.
  - > Offering exhibition space within the Town Hall building to display the work produced
- Town Council to be the “client” for the 20/21 cohort of students.

There were currently 14 students, who had been working remotely since March and from December of this year would prepare for an exhibition to be displayed at the end of March or beginning of April 2021. It is a requirement of the qualification (the equivalent of 3 A Levels) to plan, promote and display their own artwork. Having an opportunity to showcase their work within the community is highly significant and beneficial in their learning.

At the time of the Council meeting, it was not known what the actual space requirements might be for an exhibition, and some very rough estimates of the value of likely spaces within the Town Hall were indicated. Accordingly, Council resolved that it would engage as ‘client’ but reserved its decision as to exhibition space.

The course tutor had subsequently confirmed the ideal requirements, which would involve exhibition of work in the Foyer; Baxter corridor; Yarrow Room; Council Chamber and Corn Exchange during the period 22<sup>nd</sup> March - 20<sup>th</sup> April 2021, during the Easter period/term holiday. Allowance was made for days to install the work and to strike the exhibition, and public opening hours were proposed. The use of a display board system belonging to the Reeves Archive Project would also be required, and permission was being sought.

On that basis the hire charges that would normally apply (discounted for a ‘not-for-profit’ hirer), and estimated staff cost (presuming no concurrent hires) had been calculated and resulted in an aggregate sum of £51,936. Mr DiBiase noted that he could plan for a shorter and less extensive exhibition, and after a short debate Council agreed to defer the decision once more until a meeting could be held between Mr DiBiase; the Town Clerk, and the Town Hall Manager to develop a detailed proposal for a more modest plan.

**It was resolved that:**

**FC2020/50.1** Report FC011/2020 (*copy in the Minute book*) is noted and a decision on the offer of exhibition space to East Sussex College is deferred pending further discussion.

**FC2020/51**

**A27 HIGHWAY PROPOSALS**

A Motion (*NOM011/2020 – copy in the Minute book*) proposed that the Council should write to Maria Caulfield MP to express its opposition to any new dual carriageway along the South Downs National Park and to seek clarity on the current proposals that emerged from the A27 Reference Group (which she chaired). A letter should also be written to the appropriate officers at Highways England to seek further information on their proposed next steps,

including timeline for proposals, budget, environmental impact assessment and consultation process.

Recent press announcements had been noted; that Highways England was considering options for future expansion of the A27 road East of Lewes (Beddingham to Polegate). It was proposed that the Council should seek clarity on any potential impact on traffic in the town, considering that independent studies had suggested that any road expansion in the area was likely to induce further traffic at an already highly congested junction, from the Malling Street roundabout/Cuilfail Tunnel to the exit from the town.

There followed a brief debate in which it was made clear that Council should seek further clarity on any potential impact on traffic in the town, with scoping research published in advance of any decisions. This should also reflect concerns with Climate Emergency. It was recognized that in removing any bottleneck it was often found that they simply relocated.

It was agreed that letters should be written along these lines, and Cllr Henman was asked to provide TC with appropriate details for inclusion.

Subsequently, **it was resolved that:**

**FC2020/51.1** The Council will write to Maria Caulfield MP to express its opposition to any new dual carriageway along the South Downs National Park and to seek clarity on the current proposals that emerged from the A27 Reference Group which she chaired. The Council seeks further clarity on any potential impact on traffic in the town, with scoping research published in advance of any decisions. This should also reflect concerns with Climate Emergency

**FC2020/52.1** The Council will write to Highways England to seek further information on their proposed next steps, including timeline for proposals, budget, environmental impact assessment and consultation process.

**FC2020/52**

### **TIMBERYARD LANE**

The meeting considered a motion (*NOM012/2020 copy in the Minute book*) to assist in local community attempts to resolve problems with Timberyard Lane; an unadopted road in Cliffe off South Street. The Lane, it was stated, has multiple owners who do not work together to maintain it. Parts of the surface were severely pot-holed, and the drainage was very poor. The pavements at the South end were now sunken to the level of the road due to poor resurfacing. It would be beneficial to residents if the road were to be brought up to a proper standard and maintained. East Sussex County Council (ESCC) asked for £500 as a Community Match contribution towards a feasibility study that would at least establish the cost of bringing the road up to adoption standard and renewing the signage. It was considered that ESCC should be asked to include local ward councillors and Cliffe Residents Association as consultees in the feasibility study.

During debate of this proposal it was suggested that the present condition – described as a “useful mess” – had actually hidden benefits in that traffic was forced to run at very low speed and parking was unrestricted; acknowledged to be an invaluable local resource. There was understood to be no duty for ESCC to adopt the Lane even if improved to the required standards, but the feasibility study would be needed in any event.

Subsequently, **it was resolved that:**

**FC2020/52.1** Lewes Town Council will contribute £500 as ‘Community Match Funding’ to East Sussex County Council for a feasibility study into the improvement of surfacing at Timberyard Lane. This sum to be drawn from the earmarked financial Reserve shown as R3 in the council’s accounts.

**FC2020/53**

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

*Annual Plan* - TC noted salient developments in items within the Plan, which was included in the Agenda

*Malling Community Centre* - It was possible that building work might be completed by November, but there would then follow a period of fitting-out and equipping the building, which was unlikely to be available for public use before Christmas. A Building Working Party meeting was imminent, at which management proposals would be considered.

*Pells* – A question was raised as to the prospect of works at the Pells which would enable repointing of the lake stonework. The position of Lewes District Council and North Street

Quarter Ltd was unclear, but there was understood to be some movement towards formal engagement of a development partner who would commence works. The flood defence works within the NSQ plans were fundamental to the earliest phase of that scheme and would affect the viability and cost of any work to the lake and other 'on hold' local projects.

*Devolution* – There arose a question regarding devolution of 2 Fisher Street and the Market Tower. TC reminded Council that it had advised Lewes District Council recently that the Town Council wished to preserve an option to acquire these sites but that it understood the financial pressures and requests to LDC by third-parties to make some immediate use of them. There had been no subsequent contact.

*Training needs self-assessments* – TC prompted those who had not yet returned a self-assessment, to now do so.

**FC2020/54**

## **NOTICE of ITEMS IN PROSPECT**

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

- Timberyard Lane agreement
- A27 statement and questions

*Dates to note etc* for forthcoming meetings and events would be sent by TC to all by email the next day, due to the lateness of the hour.

There being no further business the Mayor closed the meeting; and thanked everyone for their contributions.

*The meeting ended at 10.05pm*

Signed: ..... Date: .....

Draft

## NOTES – Personnel Panel workshop #6 23<sup>rd</sup> September 2020

<i>Between</i>	Personnel Panel	
<i>Reason for meeting</i>	Drafting Job Descriptions <i>etc re</i> successor on retirement of Town Clerk	
<i>Venue</i>	Online meeting using Zoom Meetings	
<i>Date</i>	11:00am 23 <sup>rd</sup> September 2020	
<i>Attending</i>	Councillors Wood; Catlin; Dr Maples; Dr Mayhew Steve Brigden, Town Clerk Fiona Garth, Assistant Town Clerk & Civic Officer	
<b>NOTES:</b>		
1.	<p><b>TC Job Description (JD):</b> Work had continued in analysis of the current working document and various elements were extracted from this ‘long-form’ to be used as either elements of the eventual Contract of Employment or an Applicant Information Pack. Members considered the resulting document and there was a detailed discussion regarding further editing and elements required. Agreement was reached on various textual amendments to produce a final draft for recommendation to Council (<i>copy attached</i>).</p>	
2.	<p><b>Responsible Finance Officer (‘RFO – s151 Officer’) JD:</b> Members considered a draft and there was a detailed discussion regarding the editing required. Agreement was reached on various textual amendments to produce a final draft for recommendation to Council (<i>copy attached</i>). The advisability or otherwise of separating the RFO function from that of Town Clerk, was questioned by one Member, who expressed concerns that this might inflate costs. The background to the proposal was rehearsed, and it was noted that Council had already accepted this recommendation. Separation was likely to attract a greater number of TC candidates, as Finance was a subject many very able people avoided. It was expected that the RFO role could be adequately addressed with a part-time post on the basis of a notional one day per week – allowing flexibility to attend for more hours at ‘peak times’ <i>eg</i> annual budget cycle.</p>	
3.	<p><b>Next steps:</b> The draft JD’s agreed at this meeting should now be recommended to Council, and further documentation would benefit from the input of a practising Human Resources specialist, to ensure contract conditions <i>etc</i> were aligned with latest legislation. None of the HR specialists approached had yet offered details of any recommended programme and associated costs, although all had commented that they would advise commencement in the New Year – they all felt the Christmas period originally considered to be inadvisable. Council would be asked to mandate the commissioning of a specialist adviser, to be engaged once details were available upon which to base a selection.</p>	
4.	<i>The meeting ended at 12:45pm</i>	

# JOB DESCRIPTION



# LEWES TOWN COUNCIL

**Post:** Town Clerk  
**Responsible to:** Council

## Job purpose

To head the Council's paid service and be the Council's principal adviser; to manage the Council's services; resources and staff; to advise upon and administer all aspects of the Council's work; to promote the role of the Town Council in securing good and effective governance for the town

The Town Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions required by law of a local council's Proper Officer.

The Town Clerk will be responsible for ensuring that the instructions of the Council in connection with its functions as a Local Council are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to it as and when required

## Key relationships/functional links

*Internal:* Town Council staff. and elected Councillors.

*External:* Service providers, external bodies, contractors, community groups/organisations, charities, local government associations and other public bodies (police, fire *etc*), the community/general public, military organisations and associations, VIP civic dignitaries, training organisations and any other organisation to enable delivery of the council's services and functions.

## Duties and responsibilities

### 1. *Main Responsibilities/Accountabilities/Key Result areas:*

- 1.1. To head the Council's paid service and be the Council's principal adviser; to manage the Council's services; resources and staff; to advise upon and administer all aspects of the Council's work.
- 1.2. To achieve and maintain the qualification necessary for the council's eligibility for the General Power of Competence (*as provided in the Localism Act 2011 ss1-8 and prescribed in Article 2 paragraph 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI2012/965)*).
- 1.3. To proactively manage the expedient completion of tasks, projects, and activities.
- 1.4. To provide and/or source relevant and regular continuing professional development and appropriate training for staff and Members.
- 1.5. To act as the Council's representative, proactively ensuring effective and inclusive development and dissemination of regular communications, using up-to-date and inclusive means.
- 1.6. To oversee and address the Council's ceremonial and civic functions and historic obligations

### 2. *Visioning, Business Planning and Project Management*

- 2.1. To organise and co-ordinate a visioning exercise with members at the start of each term, to produce an outline visioning statement with overall objectives for the Council and aspirations for the term.
- 2.2. To prepare and implement an annual business plan with outline budgets based on a four-year plan covering each overall visioning objective or priority identified by Council.
- 2.3. To align staff activity to the delivery of the Council's plans.

### 3. *Staff Management Functions*

- 3.1. To carry out regular staff appraisals to identify individual staff development and training needs and to ensure job performance accords with the requirements of the post; this should include standard good practice, including staff feedback and comprehensive record-keeping

- 3.2. To identify and establish with each member of staff a personal development plan to enable them to develop their contribution
  - 3.3. To monitor the effectiveness of training and other staff development activity, including feedback by attendees, reporting as appropriate
  - 3.4. To set and maintain professional standards throughout the staff team acting when necessary to uphold these standards within the Council's equality, diversity and inclusivity policy
  - 3.5. To manage attendance, sickness, annual leave, time off in lieu *etc* within established policies
  - 3.6. To monitor and advise on any changes to employment law or national agreements.
4. *Financial responsibilities*
- 4.1. To monitor the Responsible Financial Officer (*s151 Local Government Act 1972*) and oversee this function
  - 4.2. To review income generated from Council properties and service activities.
  - 4.3. To lead the Council's procurement for external contracts ensuring proper procedures for tendering, and assessment of risk and value for money.
5. *General responsibilities*
- 5.1. To advise members of the options available on matters raised at meetings, upon which decisions are required
  - 5.2. To keep under continuous review the legal framework within which the council operates advising members of changes or proposed changes to law or public policy which may affect the Council.
  - 5.3. To ensure that all meetings are called within the legally required timescales and in the proper manner and that all agendas are properly presented
  - 5.4. To advise the Council on points of procedure to ensure that business is conducted in a lawful manner and legally competent decisions are made and recorded
  - 5.5. To research and present available options to members on any matter before them and verify third-party reports, so far as practical, to facilitate lawful and reasonable decision-making.
  - 5.6. To minute, or arrange for minutes to be made, of all formal meetings of council or its committees to ensure that resolutions are accurately recorded, with sufficient detail of discussion to show proper consideration of all relevant matters.
  - 5.7. To act as principal conduit of communication for the Council.
  - 5.8. To monitor the effectiveness of procedures and policies and advise Council when reviews or updates are appropriate, and to advise of options available.
  - 5.9. To manage the Council's properties and buildings, ensuring that the Council's obligations for risk management are properly discharged and that the Council complies with health and safety legislation
  - 5.10. To arrange for contractor performance to be adequately monitored and for appropriate reports to be brought to Council
  - 5.11. To carry out the sealing of documents when necessary.
6. *Other Information*
- 6.1. The post holder may be required to work unsocial hours including evenings and weekends
  - 6.2. The post holder will be required to comply with the Council's policies and procedures, and to undertake training as required.
  - 6.3. All employees must be able to commit to Lewes Town Council's equality and diversity policy and values, treating colleagues and customers with dignity and respect.

**This document describes in general terms the duties and responsibilities of the post at the time it was drafted. This is not to be taken as exhaustive nor exclusive, and duties may be varied at any time, in consultation with the postholder, to meet the needs of the service. Such variations are a common occurrence and cannot, of themselves, justify reconsideration of the grading of the post.**



## PERSON SPECIFICATION

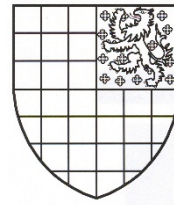
### Town Clerk

	Competence	Level Required	Demonstrated by
1	Team management and Leadership	Able to lead, direct and motivate a team, to effectively build teams and encourage collaborative working between team members, councillors and other stakeholders.	At least two years in a senior position, involving direct management of a team of employees and direct accountability to <i>eg</i> Councillors or a management board
2	Communication skills	A high level of written, reporting, and presentational skills; excellent interpersonal skills; understanding of marketing and publicity; experience of conducting public consultation exercises, and of pro-active communication with local press and other media	Previous experience in a post demanding application of these skills, and involvement in marketing facilities/or services and in external relations
3	Administrative and Organisational skills	Understanding of effective business administration to create organisational effectiveness	Previous success in establishing and managing new or changed organisational structures
4	Experience and knowledge of Local Government	A good understanding of Local Government's structure, functions, responsibilities and procedures	Previous experience of working with and advising local authority Committees and elected members (or equivalent); demonstrable understanding of the legal requirements affecting local authorities
5	Financial Management	Competent in management of a significant budget; understanding of budget control, and of financial analysis and process	Previous responsibility for a major budget (>£0.5m); demonstrable understanding of issues of probity and sound financial management applying in the public sector
6	Service Delivery	Able to apply key principles of effective service provision, customer care, service planning etc	Record of achievement on running and developing services directly or through contractors; familiarity with concepts of business and service planning
7	Managing Contractors	Ability to secure effective running and/or maintenance of Council facilities by contractors, voluntary groups <i>etc</i>	Previous experiencing of specifying and monitoring services to be provided by others
8	Policy and strategic management	Policy analysis skills and the ability to address and resolve complex issues	Evidence of giving advice on policy issues, and of recommending strategy on difficult/complex issues
9	Legal knowledge and skills	Understanding of legal responsibilities and sufficient general understanding of the law to be able to procure effective legal advice and support. Hold or achieve within 2yrs a qualification necessary for the council's continued eligibility for the General Power of Competence	Previous experience of role-specific legal responsibilities and of procuring legal support. Hold or undertake to achieve qualification as prescribed in <i>The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI2012/965)</i>
10	Information & Communications Technology	Non-technical understanding of the use and application of ICT	Evidence of the use of ICT to meet practical needs and improve effectiveness in a business setting
11	Political Sensitivity	Able to gain and retain the confidence of Councillors, local community representatives, outside organisations	Able to demonstrate or articulate the key practical requirements for operating in a political environment

12	Operational	Able to attend evening and weekend events, and play a part in ceremonial and related activities	Acceptance at time of appointment
13	Personal qualities	<p>Approachable and responsive with staff and members of the public</p> <p>Able to secure good relationships with Councillors and other stakeholders</p> <p>Able to work effectively under pressure.</p> <p>Self-reliant, open, and honest.</p> <p>Practical with common sense approach to problem solving.</p> <p>Trustworthy with confidential information.</p> <p>Capable of anticipating problems and showing initiative to solve them.</p> <p>Receptive to change and new ideas.</p> <p>Methodical and thorough approach.</p>	<p>Previous experience in a post demanding application of these skills; involvement in services and/or in external relations</p> <p>Demonstrated at interview.</p>

Draft

# JOB DESCRIPTION



**LEWES  
TOWN  
COUNCIL**

**Post:** Responsible Financial Officer  
**Responsible to:** Town Clerk

## Job purpose

1. To provide financial management, and to supervise the work of the Finance Administration Officer (FAO). To manage the Town Council's financial affairs within the legal framework for local authorities to ensure compliance with current legislation, statements of recommended practice and accounting codes of practice. To ensure that the Town Council operates in compliance with such Financial Regulations as it may adopt, and to advise and assist in drafting and regular revision of such Regulations.
2. To act as the Town Council's "Responsible Finance Officer" (RFO) who, by virtue of section 151 of the Local Government Act 1972, is responsible for the administration of the financial affairs of the Council. Principally:
  - (i) establish a sound system of internal control and arrangements for the management of risk
  - (ii) determine the accounting control systems and ensure that they are observed
  - (iii) determine accounting records and ensure they are maintained in accordance with proper procedures and are kept up to date
  - (iv) carry out an annual review of the system of internal control and prepare and publish an annual statement

## Duties and responsibilities

Year-end financial statements	Oversee preparation of the Town Council's annual Financial Statements in accordance with applicable legislation and guidelines. Make the Financial Statements available to Town Council's auditors and provide such working papers, explanations and information as the auditors may require in carrying out the annual audit. Prepare the annual Statement of Internal Control and to seek the Council's approval of such statement every year.
Management Accounts	Prepare management accounts, together with explanations of major variances, for consideration by the Audit Panel. Investigate discrepancies.
Annual Estimates	Prepare draft budget estimates for the council's services and facilities, and financial reserves as appropriate, and to make recommendations to the council for the amount to be raised as Council Tax Precept in the following year.
Internal Control	Review and monitor the Town Council's systems and ensure that proper checks and controls are in place. To liaise with the Town Council's internal auditor. Carry out investigations and prepare reports on an ad hoc basis.
Risk Management	Devise and implement a system of risk management covering all aspects of the Town Council's activities. Carry out an annual review of the Council's risk management strategy.
Other strategies	Participate in the preparation of other strategic reviews <i>eg</i> fraud and negligence, investment strategy <i>etc</i> and to make recommendations.
Pensions	Monitor the Council's pension scheme administration, and review/authorize pension returns prepared by the FAO.
VAT	Review the Council's VAT exemption status and, if necessary, to prepare annual schedule of exempt inputs. Deal with HM Revenue & Customs (HMRC) as required.
Investments	Comply with the investment strategy. Review periodically and make recommendations to Council.
Payroll	Remain up to date with payroll legislation.

	Prepare & run monthly payroll if Finance Administration Officer is absent.
	Review HMRC returns.
	Review annual pay award calculations.
Utilities & Services	Carry out reviews of provision of service ensuring most cost effective solutions are in place, bearing in mind relevant Council policies.
Meetings	Attend meetings of Council and/or Committees <i>etc</i> as required.
Department Budgets	Monitor and ensure implementation of all necessary procedures and documentation to ensure appropriate financial management in all service areas.
Asset Register	Ensure that the Council's Asset Register is maintained in a suitable manner to meet audit requirements and practical needs.
Leases and Licences	Ensure that a record of all of the Council's Leases and Licences are maintained in a suitable manner to meet auditor's requirement and are reviewed at appropriate times.
Insurance	Responsibility for insurance contracts.
General	To assist with the Council's overall performance management. To undertake such other tasks as may reasonably be requested, which fall within the capacity and experience of the Postholder.
GDPR/Data Protection	Ensure all work in the areas of responsibility are compliant with the General Data Protection Regulations and other Data Protection legislation generally.
General	The post holder may be required to work unsocial hours including evenings and weekends The post holder will be required to comply with the Council's policies and procedures, and to undertake training as required. All employees must be able to commit to Lewes Town Council's equality and diversity policy and values, treating colleagues and customers with dignity and respect.

**This document describes in general terms the duties and responsibilities of the post at the time it was drafted. This is not to be taken as exhaustive nor exclusive, and duties may be varied at any time, in consultation with the postholder, to meet the needs of the service. Such variations are a common occurrence and cannot, of themselves, justify reconsideration of the grading of the post.**

*Drafted September 2020*

**PERSON SPECIFICATION**  
**Responsible Finance Officer ('s151' Officer)**

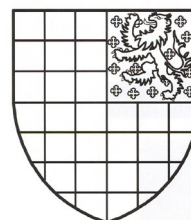
<b>Competence area</b>	<b>Description</b>	<b>Evidence by</b>
<b>Qualifications</b>	Technical financial qualification desirable	Formal qualifications <i>eg</i> CIPFA
<b>General experience</b>	Minimum of 5 years office and financial experience, to include report writing, production/presentation of financial reports and budget management, working on own initiative and/or as part of a team.	Local Government experience desirable. Experience of some management or supervision of others desirable.
<b>Financial Management</b>	Competent in management of a significant budget; understanding of budget control, and of financial analysis and process Previous direct/exclusive responsibility for a major budget (circa £0.5m+); Demonstrable understanding of issues of probity and sound financial management applying in the public sector	Experience of financial software systems <i>eg SAGE Accounts and Payroll</i> Demonstrable knowledge of payroll, VAT, pension management, and design & maintenance of financial records and accounts.
<b>Skills &amp; knowledge</b>	Policy analysis skills and the ability to address and resolve complex issues.	Evidence of giving advice on policy issues, and of recommending strategy on difficult/complex issues
	Excellent numeric, written and oral communication skills, with the ability to communicate effectively with others, at all levels, both internally and externally. Ability to design & operate office systems and procedures	Previous experience in a post demanding application of these skills; involvement in services and/or in external relations Demonstrated at interview.
	A good understanding of Local Government structure, functions, responsibilities, and procedures Understanding of legal responsibilities and sufficient general understanding of the law to maintain Council's compliance in the postholder's areas of responsibility.	Previous experience of working with and advising local authority Committees and elected members or equivalent; demonstrable understanding of the legal requirements affecting local authorities finance
<b>Personal Qualities</b>	Approachable and responsive with staff and members of the public Able to secure good relationships with Councillors and other stakeholders Able to work effectively under pressure. Self-reliant, open, and honest. Practical with common sense approach to problem solving. Trustworthy with confidential information. Capable of anticipating problems and showing initiative to solve them. Receptive to change and new ideas. Methodical and thorough approach.	Previous experience in a post demanding application of these skills; involvement in services and/or in external relations Demonstrated at interview.
<b>Operational</b>	Available for some evening meetings and occasional Civic events	Acceptance at time of appointment

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



**LEWES  
TOWN  
COUNCIL**

## **MINUTES**

of the meeting of the **Commemorations & events Committee**, held on **Tuesday 8<sup>th</sup> September 2020** online via Zoom Meetings at **3:00pm**.

**PRESENT** Cllrs S Catlin; G Earl; Dr W Maples; Dr G Mayhew (*Chairman*); M Milner; J Vernon and K Wood, and (*not appointed to the Committee*) Cllr J Baah

**In attendance:** S Brigden (*Town Clerk [TC]*); F Garth (*Asst TC & Civic Officer*), L Zeyfert (*All Saints Centre Manager*)

**Presenting:** Mr Paul Myles (*iro Thomas Paine proposals*)

**Commems2020/01 ELECTION of CHAIR:** Cllr Dr Mayhew was elected as Chair of the Committee for the 2020/21 year.

**Commems2020/02 APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr O’Keeffe, who had a work commitment and Cllr Makepeace, who reported an urgent distraction.

**Commems2020/03 DECLARATIONS OF INTEREST:** There were none

**Commems2020/04 QUESTIONS:** There were none

**Commems2020/05 MINUTES**

**It was resolved that:**

**Commems2020/05.1** Minutes of the meeting held on 2<sup>nd</sup> October 2019 are received and signed as an accurate record.

**Commems2020/06 REMIT of the COMMITTEE:**

The remit of the committee was rehearsed:

- › Originally a Working Party set up in 2012 to address a number of imminent commemorations; this body had its mandate extended in response to the similar considerations arising through to 2019; when it was established as a standing committee to address the continuing volume of noteworthy commemorations foreseeable in the next few years.
- › The Commemorations & Events Committee is mandated to consider significant anniversaries/centenaries or similar occasions, and such notable events as may be presented, and to formulate recommendations for Council as to the appropriate recognition of them.

**Commems2020/07 BLACK HISTORY MONTH:**

The meeting welcomed Cllr Baah, who had proposed the recognition of Black History Month (BHM). It had recently been agreed that the Council will organise an activity annually, in October, to acknowledge BHM and celebrate the central role Black and Minority Ethnic groups (BAME) have played in transforming the social, political and economic spheres in the United Kingdom.

Members were reminded that October is set aside as “Black History Month”. First launched in the 1980’s with the view of challenging racism and educating society about the hidden Black history that was not taught in schools, namely: recognition of black people who have excelled, overcome, and made history. It was stated that the national curriculum for schools still excludes Black histories throughout and omits the vast contributions Black people have made to the UK. As a result, young people who learn from the national curriculum are not given a full or accurate



version of British history, which limits their opportunities and futures in an increasingly diverse social landscape.

An event suitable for the activity would vary, depending on a particular year, but should have the potential to educate about the BAME group. It should be non-political and one that celebrates the varied, but rich, legacy of BAME while challenging the accepted narrative that limits the history of BAME people to slaves and colonial subjects.

An example of such an event for 2020 that had been suggested was a talk at the Depot by David Olusoga\* (depending on his availability), on the lives and experiences of migrants to and from Britain; perhaps accompanied by African drumming and dancing. Video clips could be relevant for local schools.

Cllr Baah reported that Mr Olugosa's agent had responded with a price for an online 'appearance' that was considered too high for the Council. A personal approach was being made direct to Mr Olugosa by a mutual acquaintance, and this may be helpful, although, due to the short time available and the restrictions of the Covid emergency, Cllr Baah proposed that this might be better reserved for a future year, when a live appearance may be possible. She suggested that, for 2020, some publicity and the flying of a Black History Month flag may be adequate recognition and effort might best be directed toward 2021.

There followed a long debate around various possibilities as some members felt that 'something' should still be introduced this year. A range of suggestions were made and tested, and it was eventually agreed that a BHM resource pack and flag would be obtained, and Cllrs Baah and Vernon should liaise with The Civic Officer and Town Clerk to produce a proposal.

*\*David Olusoga OBE is an historian, writer, broadcaster, presenter and film maker. He is Professor of Public History at the University of Manchester and has presented historical documentaries on the BBC and contributed to The One Show and The Guardian.*

#### **Commems2020/08 THOMAS PAINE DAY:**

The meeting welcomed Cllr Milner, recently appointed to the Committee having proposed to Council the inauguration of an annual Thomas Paine day in Lewes, with events and parties held on the nearest Sunday to 8<sup>th</sup> June. Also welcome was Paul Myles – a local authority on Paine – who offered context to the suggestion and presented a version of an illustrated lecture he has given on Paine in Lewes.

2021 would be the 230<sup>th</sup> anniversary of Thomas Paine's famous book the Rights of Man. Paine lived in Lewes from 1768 to 1774. From 1772 to 1773, Paine joined excise officers asking Parliament for better pay and working conditions, publishing, in summer of 1772, The Case of the Officers of Excise - his first political work, spending the London winter distributing the 4,000 copies printed to the Parliament and others. His seminal book, The Rights Of Man, was one of the most widely read books of its time.

8<sup>th</sup> June is the date of Tom Paine's death and Council had agreed in-principle to co-organise a street party on Sunday 6<sup>th</sup> June 2021; asking the Commemorations Committee to test viability and develop a proposal (*Minutes FC2020/48.1 and 48.2 refer.*); working on the detail with Lewes societies, businesses and residents, and. Further: Lewes Thomas Paine day would be a permanent annual fixture in Lewes, with events and parties held on the nearest Sunday to 8<sup>th</sup> June.

There followed a debate in which several points were argued, and each element of the proposal tested. It was agreed that Cllr Milner should gather ideas from appropriate bodies and individuals and present final suggestions to a future meeting. Members thanked Mr Myles for his extremely informative presentation.

#### **Commems2020/09 'VOTE 100' Booklet:**

In 2018, the Council had supported a Reeves Archive exhibition on the centenary of woman's right to vote. To accompany the exhibition, a group of local women

developed a website to highlight the commemorative events and women's history in the town <http://www.vote100lewes.com/>. The group now intended to publish a booklet containing articles from the website to distribute to local schools and libraries - providing a tangible legacy from the suffrage events. It was said to be an appropriate time to do so, since this year is the centenary of the first woman becoming a Borough councillor in Lewes and also a hundred years since American women gained the vote. The draft booklet covered local women's history with a series of articles on '100 Lewes Women' past and present, and would include a write up of the event Girls for Change led by former Mayor, Janet Baah.

The Council was asked whether it would be willing to support the booklet and pay for printing costs. The group proposed to print 200 copies of a soft-cover booklet (88 pages) describing local women's history, the suffrage centenary events and the mayor's 'Girls for Change Day'. Quotes from printers had been obtained which compared favourably with similar projects by other history groups, and Council was asked for up to £1,400.

It was proposed to distribute around 30 complimentary copies of the booklet to local schools, libraries and contributors. The rest would sell at about £8-£9 to offset some of the costs of printing and potentially raise a modest sum for a local charity (unspecified).

Councillors considered this request, having been furnished with a copy of the draft booklet provided as a courtesy 'publisher's preview'. The matter was discussed at some length, and there was a general feeling that this was a very worthwhile idea and that such a book would serve as an appropriate legacy of the very well-regarded event at the Town Hall. There were, however, many concerns voiced regarding the content and the consensus was that they would prefer not to associate Council with the present form. This was felt to be a matter of editing; not a criticism of the concept, or obvious hard work that had gone into it so far.

Councillors were very engaged with this discussion; some of whom have academic, publishing, and local history backgrounds which they hoped set their comments in context as constructive criticism. These centred-upon a perceived inconsistent quality of content; and the use of Wikipedia as a primary source. This, it was felt, compromised the underlying quality of the book and its potential for use as an educational tool.

Salient examples were discussed of what was described as an 'idiosyncratic' choice of featured individuals. The high number of female footballers featured was described as disproportionate – it was commented that 'one should be enough'.

Consideration was given to making the group an offer for a much lower sum as a contribution towards comprehensively re-editing, but the amount Members would be prepared to recommend was recognized as inadequate. There was a shared view that the document would work as, perhaps, a website or 'print-on-demand' online item, but there was little confidence that it could be marketed as a printed book at the price indicated. There was also a comment that the beneficiary charity should be declared.

Committee members were generally in favour of the concept, and keen to indicate that if they could help with further development they would be pleased to do so.

It was agreed that these responses would be conveyed to the applicants.

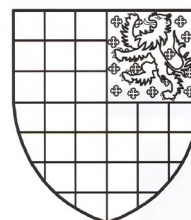
**Commems2020/10**

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

*The meeting closed at 4:40pm*

Signed.....

Date .....



## **MINUTES**

of the meeting of the **Working Party established to oversee repairs to the Council's buildings**, held on **Thursday 10<sup>th</sup> September 2020**, online via Zoom Meetings at 11:00am.

**PRESENT** Cllrs Bird; Catlin; Earl; Lamb; Dr Mayhew; M Milner and Waring.

**In attendance:** S Brigden (*Town Clerk [TC]*); L Symons (*Town Hall Manager*); L Zeyfert (*All Saints Centre Manager*); B Courage (*Town Ranger*)

**BRepWP2020/13** **QUESTIONS:** There were none

**BRepWP2020/14** **APOLOGIES FOR ABSENCE:** All appointed Members were present

**BRepWP2020/15** **DECLARATIONS OF INTEREST:** There were none.

**BRepWP2020/16** **MINUTES: it was resolved that**

**BRepWP2020/16.1** The Minutes of the meeting held on 23<sup>rd</sup> June 2020 are received and signed as an accurate record.

**BRepWP2020/17** **REMIT of the WORKING PARTY**

Members noted the remit of the working Party, which is:

*The Buildings Working Party is tasked with oversight of maintenance of the Town Hall; All Saints Centre, and Malling Community Centre and other buildings/ structures, meeting ad hoc. Currently mandated to administer the refurbishment of Malling Community Centre, and authorized to act for Council in that regard, the Working Party will otherwise formulate recommendations for Council as appropriate with regard to repairs; non-routine maintenance matters, or replacements/ refurbishments of major plant and equipment.*

**BRepWP2020/18** **EXCLUSION of the PRESS & PUBLIC**

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

**BRepWP2020/18.1** That in view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960 *etc* any members of the press or public present be excluded and instructed to withdraw. The nature of that business is to consider commercially sensitive detail related to proposed works and contracts and personal staff matters.

**BRepWP2020/19** **TOWN HALL HEATING SYSTEM REFURBISHMENT:**

1. The meeting considered a submission by Delta Green Environmental Design (DG), further to earlier reports and Council's subsequent agreement to commission them to design and implement a system of air-source heat pump (ASHP); gas-fired boiler and photovoltaic panel (PV) technologies in replacing the Town Hall's existing heating system.

2. The fee proposal was for DG to manage a traditional method of procurement for Mechanical & Electrical services, developing a specification and detailed design for a specialist contractor to price. Subsequently the role of Delta Green would be to monitor the sub-contractor's installation works. These roles would be carried out and governed by the industry-standard Royal Institute of British Architects codes of practice (Stages 4 -7), which were detailed in the submission.

3. Various points were discussed. With a minor clarification outstanding, regarding the responsibility to commission a benchmark acoustic survey (required due to the proximity of nearby houses), Members were satisfied that the proposal was appropriate. It was agreed to accept the proposal, and that DG should be asked to include the arrangement of the acoustic survey and to commence work as soon as practical.

**MALLING COMMUNITY CENTRE:**

- 4. The meeting received a briefing from TC on progress of the building works, which were proceeding well and expected to be completed in October or early November.
- 5. The Managing Director of Wave Leisure Trust; Council’s preferred choice for future management of the building, had confirmed with regret that, despite some easing of Covid restrictions in their industry and some recent additional funding, Wave would be unable to proceed with undertaking a management agreement for Malling Community Centre.
- 6. TC rehearsed the options for management of the Centre, as they had been originally considered by Council, and the positive and negative factors for each. The preferred option if Wave were unable to assist was direct management by Council staff. Members were reminded that whenever the building work may finish, the Centre could not immediately reopen as there would be a period needed for final finishing and fitting-out. It was considered unlikely that the Centre would be operational before the New Year, given the present situation with lockdown restrictions and uncertainties over prospects for relaxation or, in contrast, increased constraints should infection risks worsen in the Autumn.
- 7. Assuming that timescale to be fairly pragmatic, TC had prepared a plan for LTC self-management involving the promotion and redeployment of existing staff which he described to Members and with which they were in general agreement. As individual staff were identified, the proposal would be reported to Council in October, as a confidential item.

**ALL SAINTS CENTRE**

- 1. There was a brief discussion regarding a long-standing suggestion to install illuminated signage at All Saints, to identify the building as being no longer a place of worship. Suggestions had included illumination of existing signs or the introduction of bold modern additions to the tower. These were being discussed with lighting specialists, and any ideas would be brought forward at a future meeting.

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

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

**Agenda Item No:** 7d)

**Report No:** FC012/2020

**Report Title:** Grants panel recommendations – 16<sup>th</sup> September 2020

**Report To:** Full Council

**Date:** 8<sup>th</sup> October 2020

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

**Purpose of Report:** To propose payment of grants as recommended by the Grants Panel, following its meeting on 16<sup>th</sup> September 2020 (the second of four cycles for 2020/21)

**Recommendation(s):**

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

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**Information:**

1 The Grants Panel met on 16<sup>th</sup> September 2020. 7 applications were considered, with requests for support in the sum total of **£9,685**. One application was allocated to the remaining Covid Emergency Fund.

2 Assessing applications were: Cllrs Catlin; Henman; Maples, O’Keeffe and Wood. Apologies were received from Cllrs Makepeace (holiday). No messages had been received from Cllrs Burrows or Herbert.

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 **£5,200** in total, which leaves a balance of £44,200 remaining in the miscellaneous scheme budget for the year, as one application was allocated to the Covid Emergency Fund and leaves a balance of £3,984 remaining in that fund.

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 17<sup>th</sup> September 2020





## 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 8<sup>th</sup> October 2020

**NOM 013/2020** – received from Cllr Dr Maples on 27<sup>th</sup> September 2020, in the following terms:

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

Lewes Town Council review its Visioning exercise.

### **Supporting Information:**

As a standard of good practice, I propose a meeting to review the Town Council's Visioning. This meeting to:

- Take place within the next six weeks
- Be facilitated by someone who has conducted world café (or similar) collective decision-making meetings
- Review the accomplishments of the current Council that have been a clear result of our Visioning priorities
- Identify any necessary re-structuring of our current Visioning priorities
- Identify three to four projects, programmes or specific actions, that:
- Align with our stated priorities
- Have clear, agreed and realistic deadlines for completion.

Finally, that our Visioning statement is publicised within a week of the meeting having occurred and that our agreed commitments are publicised at the same time, including notes on agreed deadlines for completion.

### Context for motion:

It is standard good practice to review collective priorities and to ensure that agreed to priorities are prioritised in decisions and actions. We might expect such reviews to take place twice annually. Where there has been significant contextual change, it is necessary to conduct reviews that enable that contextual change to be reflected in (possibly new) priorities. It would be expected that such reviews would happen on a more ad hoc basis.

It has been a year and five months since this group of Town Councillors was elected and nearly 10 months since we agreed our collective 'Vision'.

Since then we've had a period of significant disruption, from end of March to the present; we have, however, continued to meet, thanks to the agreement to use Zoom, and have continued to pass motions.

However, the context in which we are making decisions has changed and it would appear that for some of us – perhaps all of us – priorities have changed. A review of our Vision will help us move forward with greater clarity.

Cllr Dr Wendy Maples  
27<sup>th</sup> September 2020

**Agenda Item No:** 9

**Report No:** FC013/2020

**Report Title:** Request for support for C7 road study

**Report To:** Full Council

**Date:** 8<sup>th</sup> October 2020

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

**Purpose of Report:** To present a request by the Parishes of the Lower Ouse (POLO) group regarding the C7 road between Lewes and Newhaven.

**Recommendation(s):**

- 1 That Council decides any level of support it is prepared to offer.
- 

**Information:**

1. The group comprising communities situated along the C7 road between Lewes and Newhaven – Parishes of the Lower Ouse (POLO) - has devised a project to undertake a review of the C7 and provide recommendations for improvements to reduce speed, respond to potential safety issues and retain the rural nature of the road. They wish to commission a specialist consultant to undertake a transport assessment of the C7 and including the spur through Kingston to the A27.
2. The cost of the project is estimated at £25,000 and POLO are in the process of drafting funding applications for submission to two road safety organizations which are accepting applications with deadlines of the 21<sup>st</sup> October and the 13<sup>th</sup> November respectively. There is one additional potential funder whose criteria they appear to meet but who have not yet announced the reopening of their grants programme
3. POLO, with which this Council has collaborated in the past on matters of mutual interest such as this, asks that Lewes Town Council consider contributing up to £5,000 toward this project.
4. A project description for a “whole road strategy” has been provided:
  - a. “The C7 is a rural road in East Sussex linking the port of Newhaven with the county town of Lewes, passing through seven historic villages in between. It runs for seven miles through the Lower Ouse River Valley, within the South Downs National Park. It has retained many of its rural features despite becoming crowded by the expansion of traffic, with a current average volume of 10,000 vehicles/day. The bulk of the traffic is generated by vehicles using the C7 to cut between the A259 South Coast Road and the A27 highway which runs from Eastbourne to Brighton and beyond, connecting to the M23 to London.
  - b. A public consultation exercise has been conducted during which local residents were asked to identify their areas of concern about the safety of the road, which were, unsurprisingly, considerable. The results of this survey have been shared with East Sussex Highways who, whilst sympathetic, provided no viable options for delivering reduced speed or traffic flow schemes as the road was not identified as a significant safety hazard and does not feature on any priority list for future funding. Although this may delay the activities required for improvements, it also presents an opportunity for the development of a strategy to improve the road via a scheme that is sympathetic to its rural nature
  - c. The ongoing concerns voiced by cycling and equestrian groups, as well as local residents, has made the communities along the route of the C7 join together to seek to develop a strategy to reduce speeds, retain its rural nature and, if possible, to divert traffic onto the parallel A26 trunk road, which, unlike the C7, was upgraded in the 1970s to deliver fast access between the coast and the A27.
  - d. The starting point for our C7 strategy is the South Downs National Park study ‘Roads in the South Downs – Enhancing the safety and quality of roads and places in the National Park’ (June 2015). This document\*, produced in 2015 by Hamilton-Baillie Associates Ltd, offers a systematic method for helping to establish preferred speeds over rural roads, thereby making them safe for all road users while conserving and enhancing the local landscape. We have recently identified a traffic consultant who will undertake to design a scheme which conforms to the standards presented in this study

- e. It is our aspiration that the C7 study which they will deliver will be viewed as a best-practice example of how traffic calming schemes can be undertaken in full harmony with their environment - in this case the South Downs National Park and all that it stands for. Our approach is inclusive and has widespread support from members of the local community, local government, businesses and many organizations representing those who have an interest in a safer C7”

\* <https://www.southdowns.gov.uk/wp-content/uploads/2015/09/Roads-in-the-South-Downs.pdf>

S Brigden

29<sup>th</sup> September 2020

**Agenda Item No:** 10 **Report No:** FC014/2020

**Report Title:** Decision on support for College art faculty programme

**Report To:** Full Council **Date:** 8<sup>th</sup> October 2020

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

**Purpose of Report:** To finalize a decision on the level of support for East Sussex College Fine Art and Design Extended Diploma programme.

**Recommendation(s):**

- 1 That Council finalizes its decision as to the level of support it is prepared to offer.
- 

**Information:**

1. At its last meeting, Council considered a second report on the matter of support for the Fine Art and Design Extended Diploma students of Sussex Downs College.
2. The Council has agreed to be the “client” for the 20/21 cohort of students.
3. There are currently 14 students, who have been working remotely since March and from December of this year will prepare for an exhibition to be displayed at the end of March or beginning of April 2021. It is a requirement of the qualification (the equivalent of 3 A Levels) to plan, promote and display their own artwork. Having an opportunity to showcase their work within the community is highly significant and beneficial in their learning.
4. The course runs as if it were a professional project and the students are encouraged to engage with the “client” about the brief (which will be set by the Course Tutor) and to consider the exhibition space itself as integral to the artwork.
5. Initially, it was not known what the actual space requirements might be for an exhibition, and some very rough estimates of the value of likely spaces within the Town Hall were indicated. Accordingly, Council resolved that it would engage as ‘client’ but reserved its decision as to exhibition space.
6. The course tutor subsequently confirmed the *ideal* requirements, which would involve exhibition of work in the Foyer; Baxter corridor; Yarrow Room; Council Chamber and Corn Exchange during the period 22<sup>nd</sup> March - 20<sup>th</sup> April 2021, during the Easter period/term holiday. Allowance was made for days to install the work and to strike the exhibition, and public opening hours were proposed. The use of a display board system belonging to the Reeves Archive Project would also be required, and permission was sought.
7. On that basis the hire charges that would normally apply (discounted for a ‘not-for-profit’ hirer), and estimated staff cost (presuming no concurrent hires) had been calculated and resulted in an aggregate notional sum of £51,936. The Senior Tutor agreed that he could plan for a shorter and less extensive exhibition, and Council deferred the decision once more until a meeting could be held between the Senior Tutor; the Town Clerk, and the Town Hall Manager to develop a detailed proposal for a more modest plan. This has now taken place.
8. **PROPOSED EXHIBITION**
  - a) It is proposed that the exhibition is set up on 22<sup>nd</sup> & 23<sup>rd</sup> March 2021 in the Town Hall Foyer and Baxter Corridor, using display plinths (College equipment) and the Reeves Archive display panel system (loan agreed).
  - b) Public access will run during the hours 10:00am to 4:00pm from Weds 24<sup>th</sup> to Fri 26<sup>th</sup> March, and Mon 29<sup>th</sup> to Tues 30<sup>th</sup>
  - c) Students families and friends will have special access on Saturday 27<sup>th</sup>, when the Town Hall is scheduled to be in use and no additional staff cost will be incurred.
  - d) The exhibition will be taken down on 31<sup>st</sup> March and 1<sup>st</sup> April
  - e) Preliminary access for students and tutors can be arranged in the weeks prior to set up, by arrangement, for preparation of equipment and early photography of ‘posed’ artworks.
  - f) The notional cost of this arrangement is in the order of £2,400.

S Brigden 24<sup>th</sup> September 2020

Report FC014-2020 Support for college art faculty programme FINAL

## Status update

These are in addition to various projects and initiatives itemised in the Council's budgets and accounts and represent larger-scale activities deserving special attention.

Project	description	status at January 2020	Status at September 2020	
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	Awaiting consultants further report on heating system options viability.	Specialist commissioned and system design and works preliminaries 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 4	pending commencement of 3rd-party works in locality to achieve best VFM – links to item 4
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.	Pending agreements with PPCA	Continuing
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.	Borrowing approval received 20th November. Contractor agreed possession of site March 2020. works duration 20 weeks	Works commenced 16 <sup>th</sup> March 2020. Reduced programme continuing subject to Covid-19 restrictions. Works progressing well. Anticipated completion October/November. Confirmed that preferred managing agent no longer viable, and report on LTC self-management considered by Council 8 <sup>th</sup> October 2020
5	<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)	Urgent tree works update received at Council 19th December.	Continuing programme. Emergency project <i>in</i> Ash die-back concluded March 2020. Summary report received by Council 18 <sup>th</sup> June 2020.
6	<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)	Working Party recommendations considered by Council 19th December. Next stage: further detail from LDC to inform negotiations	Continuing. Discussions pending with LDC – subject to Covid-19 restrictions
7	<b>DECISIONS re Retirement of key staff</b>	Prepare strategy for recruitment of Town Clerk Designate and further staff establishment changes.	Personnel Panel mandated to begin detailed examination of successor Clerk and discuss 6 other posts affected by eligibility for retirement.	Personnel Panel engaged in project. Recommended Job Descriptions submitted to Council 8 <sup>th</sup> October 2020.