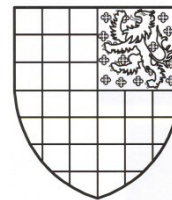


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**LEWES  
TOWN  
COUNCIL**

### To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held online\* on **Thursday 12<sup>th</sup> November 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/94559040224>

Or telephone 0131 460 1196 or +44 (0)330 088 5830. Use **Meeting ID: 945 5904 0224**

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

S Brigden, Town Clerk 6<sup>th</sup> November 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 8<sup>th</sup> October 2020.

*(attached page 3)*

7. WORKING PARTIES & OUTSIDE BODIES

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

a) *Finance Working Party 28<sup>th</sup> October 2020*

*(Minutes attached page 15)*

8. COUNCIL VISION REVIEW

To review objectives & priorities

*(various documents attached pages 31-51)*

9. ESTABLISHMENT of STEERING GROUP

To establish a Malling Community Centre Steering Group

*(Report FC016/2020 attached page 52)*

10. UPDATE ON MATTERS IN PROGRESS

*(oral report by TC & Annual Plan attached page 51)*

11. NOTICE of ITEMS IN PROSPECT

*(oral report by Town Clerk)*

*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.

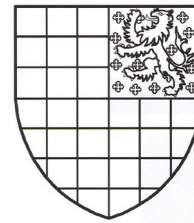
To learn more, a number of helpful FAQ’s and video tutorials are available at [www.zoom.us](https://www.zoom.us)

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**LEWES  
TOWN  
COUNCIL**

## **MINUTES**

Of the meeting of **Lewes Town Council**,  
held on **Thursday 8<sup>th</sup> October 2020**, online via Zoom Meetings at **7:30pm**.

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

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

*Observing:* Ms L Zeyfert (*All Saints Centre Manager*); Ms H Roxx (*All Saints Asst. Manager*) B Courage (*Town Ranger*) and Ms F Willis (*Reception/Admin Officer*)

**FC2020/55** **QUESTION TIME:** One question had been submitted, on behalf of Lewes Living Streets and regarding Agenda item 9 – Report FC013/2020. The question, and the answer given, are appended to these Minutes.

**FC2020/56** **MEMBERS DECLARATIONS of INTERESTS:** There were none.

**FC2020/57** **APOLOGIES FOR ABSENCE:** Apologies for absence were received from Cllr J Herbert who was unwell and Cllr J Vernon who was working. No message had been received from Cllr M Milner.

**It was resolved that:**

**FC2020/57.1** Reasons submitted for absence from this meeting are noted.

**FC2020/58** **MAYOR'S ANNOUNCEMENTS:**

- a) Cllr Lamb advised the launch of a 'Mayor's Covid Hero Award' – an initiative for the community to recognise individuals who have "gone above and beyond" to help other during the pandemic. The closing date for nomination was 30<sup>th</sup> November with winners being announced in January 2021 and a ceremony to be held to award winners when the current situation allows. The Awards had been advertised on the Town Council website and with local press.
- b) The Mayor had recently attended a Forum organized by the Surrey & Sussex Associations of Local Councils for Chairs and had found it most helpful.
- c) The talk "Flatpack Democracy" given by Peter McFadyen on 24<sup>th</sup> September was considered a success and positive feedback had been received
- d) The Mayor reminded Council that TC had sent a 'scoring sheet' for Members to complete prior to consideration of the request for major funding at item 9 on the agenda.

**FC2020/59** **MINUTES:**

**It was resolved that:**

**FC2020/59.1** Minutes of the Council meeting held on 3<sup>rd</sup> September 2020 were received and agreed as an accurate record.

**FC2020/60** **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) Personnel Panel workshops 8<sup>th</sup> & 23<sup>rd</sup> September 2020.** Workshop notes were attached to the published agenda, with recommended job descriptions for a successor to the Town Clerk following his retirement and a separate Responsible Finance Officer ('s151 officer'). The Chair of the Panel proposed that these should be considered in the absence of any press and public, alongside the confidential report scheduled at item 14 on the agenda, as she considered

this was justified. TC advised that, as these related to prospective employees, there was no lawful justification to exclude as there should be no likelihood of disclosure of confidential information. This advice was abruptly contradicted; the Member quoting an enquiry made independently to the Local Government Association (LGA) who had referred her to the Local Government Act 1972. TC rebutted this argument: advising that the LGA is the representative body for Principal councils and not generally familiar with the many fundamental distinctions in parish legislation; parish councils being represented by the National Association of Local Councils (NALC). Further: the legislation applicable in this context to a parish council meeting was the Public Bodies (Admission to Meetings) Act 1960, and not the statute quoted. He advised that the press and public were entitled to be present and the statutory test presumed in favour of openness and transparency. Nonetheless, a vote was called-for and, subsequently

**It was resolved that:**

**FC2020/60.1** The consideration of Job Descriptions recommended by the Personnel Panel will be deferred to the end of the agenda, pending exclusion of any members of the press or public present, due to the potential for disclosure of information personal to staff.

**b) Commemorations Committee 8<sup>th</sup> September 2020.** Council considered the Minutes of this meeting (*copy in Minute book*).

*Black History Month:* The meeting had 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 was first designated as Black History Month in the 1980's, with the intention of challenging racism and educating society about the 'hidden' 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. Any event 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\* (dependent upon his availability), on the lives and experiences of migrants to and from Britain; perhaps accompanied by African drumming and dancing. Cllr Baah reported that Mr Olusoga'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 Olusoga 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.*

*Thomas Paine Day:* The meeting then welcomed Cllr Milner, recently appointed to the Committee. Council had agreed the principle of an annual Thomas Paine day in Lewes. Also welcomed was Paul Myles – a local authority on Paine – who offered context to the suggestion and presented a version of an illustrated lecture he had given on Paine in Lewes.

2021 would be the 230th anniversary of Thomas Paine's famous book the Rights of Man.

Paine lived in Lewes from 1768 to 1774. 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 day of Tom Paine's death and Council had agreed in-principle to co-organise a street party on Sunday 6th 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 8th 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.

*'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. 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.

**It was resolved that:**

**FC2020/60.2** The Minutes of the meeting of the Commemorations Committee held on 8<sup>th</sup>



September 2020 are received and noted.

**c) Buildings Working Party 10<sup>th</sup> September 2020.** Council considered the notes of this meeting (*copy in the Minute book*).

*Town Hall heating system refurbishment:* The meeting had 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.

The fee proposal was for DG to manage a traditional process of procurement for Mechanical & Electrical services, developing a specification and detailed design for a specialist contractor to price. Subsequently the role of DG 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.

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:* The meeting received a briefing on progress of the building works, which were proceeding well and expected to be completed in October or early November.

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.

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.

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:* There was a brief discussion regarding a long-standing suggestion to install illuminated signage at All Saints, to mark 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.

**It was resolved that:**

**FC2020/60.3** The notes of the Buildings Working Party held on 10<sup>th</sup> September 2020 (*copy in Minute book*) are received and noted, and actions approved.

**d) Grant Panel 16<sup>th</sup> September 2020.** Council considered report FC012/2020 (*copy in Minute book*) containing recommendations for payments of grants for the second cycle (of four) for the year 2020/21.

**It was resolved that:**

**FC2020/60.4** The grant payments recommended in report FC012/2020 (*copy in minute book*) (as shown in column G of the table appended to that report) be approved.

**FC2020/61**

**COUNCIL 'VISIONING':**

Council discussed a proposal (*NOM008/2020 Copy in the Minute book*) that Council review its

Visioning exercise. It was proposed that there should be review of the accomplishments of the current Council that have been a clear result of Visioning priorities; identification of any necessary re-structuring of current priorities; identification of three to four projects, programmes or specific actions, that align with the stated priorities. It was described as standard good practice to review collective priorities and to ensure that those agreed-to were accounted for in decisions and actions. It was recognized that a year and five months had passed since this Administration was elected and nearly 10 months since it agreed a collective 'Vision'. Since then there had been significant disruption due to Covid-19 but decision-making had continued online. It was suggested that priorities may have changed. A review of Visioning would be beneficial.

A debate followed in which it was argued that this was a worthy proposal but that no separate project should be needed; that the aim could be achieved at a Council meeting if informed by a simple table of resolutions passed and the status of each decision. It was recognized that progress had been made despite difficulties and a simple review was adequate. There was already in place a robust and conventional system of feedback to every Council meeting *via* Minutes of Working parties and committees, written and oral reports, and routine review of the Major Items list. TC agreed that he would produce a similar table detailing Resolutions of Council to form part of this process at Council meetings. There was discussion over amended wording to the Motion, and subsequently

**It was resolved that:**

**FC2020/61.1** Lewes Town Council will review its visioning objectives to account for the achievements/actions to date and agree priority objectives for the forthcoming 12 months.

**FC2020/62**

**C7 project PARISHES of the LOWER OUSE:**

Council considered a report (*FC013/2020 Copy in the Minute book*) presenting a request by the Parishes of the Lower Ouse (POLO) group regarding the C7 road between Lewes and Newhaven.

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 wished to commission a specialist consultant to undertake a feasibility study. The cost of the project was estimated at £25,000 and POLO were in the process of drafting funding applications for submission to two road safety organizations, with deadlines of the 21st October and the 13th November respectively.

POLO, with which the Council has collaborated in the past on matters of mutual interest such as this, asked that Lewes Town Council consider contributing up to £5,000 toward this project.

A project description for a “whole road strategy” has been provided, which highlighted that the C7 was a rural road passing through seven historic villages in its seven mile route through the Lower Ouse River Valley, within the South Downs National Park. It 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 from Eastbourne to Brighton and beyond, connecting to the M23 to London.

A public consultation exercise had been conducted and the results shared with East Sussex Highways who, whilst sympathetic, provided no viable options for delivering reduced speed or traffic flow schemes and the road was not featured on any priority list for future funding. Concerns voiced by cycling and equestrian groups, as well as local residents, had 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 had been designed for the purpose.

The starting point for POLO's strategy was 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, offered 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. They wished to investigate feasibility into a scheme which would conform to the standards presented in this study and which will be viewed as a best-practice example of how traffic calming schemes can be undertaken in full harmony with their environment.

There followed a lengthy debate, during which Councillors were asked to refer to the Council's recently-adopted protocol for assessing requests for significant funding and provide an individual 'score' which would aid in establishing the project's perceived value to the community. As this discussion developed, various remarks prompted an agreement to refer the protocol back to the Audit panel, who devised it, for refinement. This exercise identified significant support for the principle (73% of the maximum possible score) and Member then debated an appropriate amount to grant. A vote was called and, consequently

**It was resolved that:**

**FC2020/62.1** Lewes Town Council will contribute £3000 to the Parishes of the Lower Ouse project to undertake a review of the C7 road between Lewes and Newhaven.

**FC2020/63**

**EAST SUSSEX COLLEGE ART FACULTY SUPPORT:**

Members considered a report (*FC014/2020 Copy in the Minute book*) to finalize a decision on the level of support for East Sussex College Fine Art and Design Extended Diploma programme.

At its last meeting, Council had considered a second report on the matter, having earlier agreed 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 and 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 was highly significant and beneficial in their learning.

The course runs as if it were a professional project and 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.

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. 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 22nd March - 20th 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 had been 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 notional sum of £51,936. The Senior Tutor agreed that he could plan for a shorter and less extensive exhibition, and Council had deferred the decision once more until a meeting could be held to develop a detailed proposal for a more modest plan. This had now taken place, and a revised scheme was suggested as:

**PROPOSED EXHIBITION**

- a) It was proposed that the exhibition is set up on 22nd & 23rd 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 would run during the hours 10:00am to 4:00pm from Weds 24th to Fri 26th March, and Mon 29th to Tues 30th
- c) Students families and friends would have special access on Saturday 27th, when the Town Hall was scheduled to be in use and no additional staff cost would be incurred.
- d) The exhibition would be taken down on 31st March and 1st April
- e) Preliminary access for students and tutors could 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 was in the order of £2,400.

**It was resolved that:**

**FC2020/63.1** Lewes Town Council will support an exhibition of work by students on the East Sussex College Fine Art and Design Extended Diploma programme, as detailed in report FC014/2020 (*Copy in the Minute book*), considered by Council on 8<sup>th</sup> October 2020.

**FC2020/64**

**UPDATE ON MATTERS IN PROGRESS**

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

*Town Hall Heating* – the specialist work had been commissioned, and the first element would be a ‘benchmarking’ survey of ambient noise levels, which would establish the range of acceptable output for selection of the external Air-source heat pump equipment, which would be sited relatively close to nearby houses.

*Malling Community Centre* – TC had recently ‘met’ (online) with the contractor’s team. Work had slowed slightly, due to Covid-19 effects on the supply-chain for materials needed in the late stages of the work. It was likely that the major works would be complete by the end of November.

*Pells* – a typographical error was noticed in the table, and a question arose regarding the relationship of projects tabled as 2 and 3 to the anticipated North Street Quarter development (NSQ). It was understood that Lewes District and North St Qtr Ltd were nearing conclusion of legal negotiations before entering a contract with a ‘development partner’, who would then commence the NSQ construction *etc.* TC explained that the project to address Pells Lake stonework and ecology improvements would be significantly affected by the flood-defence works which should be a precursor to any NSQ site work. It was hoped that the works could be integrated in some way with that necessary engineering programme, to achieve economy of scale. Similarly: the wall of the Pells Pool enclosure was scheduled to be substantially altered as part of the creation of the flood defences, which would involve the relocation of well-head pumping equipment and thus impact the design of an improved café/kiosk; planned as a joint project with the Pells Pool Community Association.

**FC2020/65**

**NOTICE of ITEMS IN PROSPECT**

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

- C7 project Parishes and the Lower Ouse
- East Sussex College Art Faculty Support

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

**FC2020/66**

**EXCLUSION of the PRESS and PUBLIC**

The Town Clerk elaborated upon the principles of professional advice, and the legitimate approach to either questioning it, or seeking supplementary or independent alternative sources. He stressed the importance of Councils being aware of the risks of legal challenge over seemingly innocuous things and cited two landmark High Court cases in recent years involving relatively small parish councils and apparently mundane issues (*Bideford, and Ledbury*). The Mayor proposed, and **it was resolved that:**

**FC2020/66.1** In view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 etc. any members of the press and public present be excluded and instructed to withdraw. The nature of that business is to consider personal staff matters.

**FC2020/67**

**PERSONNEL PANEL workshops 8<sup>th</sup> & 23<sup>rd</sup> September 2020**

Council considered the notes of these workshops.

*Town Clerk successor Job Description:* Work had continued in analysis of the 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 had considered the resulting document and held 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 (*attached to the Agenda*).

*Responsible Finance Officer (RFO – s151 Officer) Job Description:* Members had considered a draft and there was a detailed discussion regarding editing required. Agreement was reached on amendments to produce a final draft for recommendation to Council (*attached to the Agenda*). 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 technical subject many otherwise very able people avoided. It was expected that the RFO role could be adequately addressed with a part-time post based on a notional one day per week – allowing flexibility to attend for more hours at ‘peak times’ *eg* annual budgeting cycle.

Council would be recommended to adopt the JD’s drafted at this meeting, and it had been agreed that further work would benefit from the input of a practising Human Resources consultant, to ensure contract conditions *etc* were aligned with latest legislation, and up-to-date specialist advice was available.

None of the HR specialists approached had yet offered details of any recommended programme and associated costs, although had commented that they would advise commencement in the New Year – they felt that the Christmas period originally considered was inadvisable. The Panel were nonetheless confirmed in their wish to begin the process before Christmas, as they had concerns over potential problems and the possible need to re-advertise or a long notice requirement for a successful candidate.

Council would be asked to authorize the commissioning of a specialist adviser, to be engaged once details were available upon which to base a selection.

**It was resolved that:**

**FC2020/67.1** Lewes Town Council agrees the draft Job Descriptions for a successor Town Clerk and a Responsible Finance Officer (*s151 LGA1972*) as recommended by its Personnel Panel and considered by Council on 8<sup>th</sup> October 2020 (*copies in the Minute book*).

**FC2020/67.2** Lewes Town Council agrees the commissioning of a specialist Human Resources professional to advise the Personnel Panel on the recruitment of a successor to the Town Clerk and a successor as Responsible Finance Officer (*s151 LGA 1972*). The Personnel Panel is authorized to select a suitably qualified consultant.

**FC2020/68**

**MALLING COMMUNITY CENTRE**

Council considered a confidential report (*FCO15/ER/2020*) which recommended a structure for the Council’s self-management of Malling Community Centre.

Council had earlier considered options for the future management of Malling Community Centre (MCC) following the major refurbishment currently underway. Key considerations were seen as:

- Redesigned building will introduce new, more flexible, facilities such as café/bar and terrace and two multi-purpose rooms which are attractive for a wider range of users (*eg* business seminars), and will evolve a different, extended, user-profile over time.
- Adjacent play-area and recreation ground improvements, arising from a major share of >£1million s106 agreement *in* North Street Quarter (NSQ) development, will increase casual use; especially likely demand for café/bar with terrace and WC’s, accessible for users of play area and sports spectators.
- Local catchment will increase when North Street Quarter is occupied and accessible via proposed new footbridge.
- Expenditure of the magnitude applied means that Council will wish to ensure careful control of the building and proper maintenance of equipment; facilities, décor *etc.* to sustain the benefits for the community over several decades. Some equipment, such as the ground-source heat pump system and café facilities, will not be suitable for unsupervised operation (as was ‘traditional’ when the Centre was tenanted/managed by a third party)

- o Despite the decision by Lewes District Council to withdraw from devolution of the Recreation Ground to the Town Council, this transfer remains in prospect once NSQ is underway or completed.

Options considered in detail, with a lengthy assessment of *pro* and *con* perspectives, were

- a) Lease to a tenant
- b) Management agreement/license/shared responsibility
- c) Direct Management

Each option had very different implications, and there were many non-financial aspects to be considered which would affect the Centre and its likely user-profile, both in the foreseeable future and longer-term.

Option b) had been explored in some detail with Wave Leisure; the charitable Trust that had evolved from the original Lewes District Council direct service organization, now an award-winning charity, and in March 2019 the Buildings Working Party was asked to pursue Heads of Terms with Wave Leisure Trust, for a partnership agreement.

Regrettably, despite some easing of Covid restrictions in their industry and some recent additional funding, the Managing Director of Wave had confirmed that they were unable to proceed.

Council's preferred option if Wave were unable to assist was direct management by Council staff. TC had prepared a plan for LTC self-management involving the promotion and redeployment of existing staff and recommended this to Council. It was believed that Members would recognize this rare opportunity to promote existing experienced staff, given the small size and structure of the staff establishment.

Staff establishment changes were detailed in the report, which would promote two staff to key positions at Malling Community Centre with the question of a third team-member left undecided pending future consideration of options. A vacancy in the Town Hall office team would not be immediately filled, pending review once the 'post-Covid' demands could be assessed, but a vacancy in the team at All Saints would be filled by a new recruit. Incidentally: also proposed was an independent re-assessment of the salary scale for a post which had evolved appreciably since a corporate job-evaluation exercise in 2017

The building work at MCC was expected to finish in November, but the Centre would 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 increased constraints should infection risks worsen. The operating model envisaged was based upon that of the All Saints Centre, where three staff cover the total opening-hours of the building, being on duty one-at-a-time. The changes described in the report would provide two key officers and given the anticipated level of need in the near future it was not proposed to immediately recruit a third. It was considered that the café/bar function may benefit from contracting-out which would require more detailed investigation and modelling but could offer a stable level of income representing a significant contribution to overheads. It was possible that an operating model may be devised in collaboration with a suitable contractor that could obviate the need for a third direct employee.

There followed a robust debate, in which some Members voiced concerns over the lack of external selection, some going so far as to insist that "due process", as they understood it, was being ignored and claiming that this would be unlawful. One member vehemently decried the lack of external competition for posts, going so far as to declare a willingness to resort to judicial review. There were comments criticizing the suggestion of using the staffing model of All Saints as a template. TC repeated the positive aspects outlined in the report, and again advised Council that there was no legal imperative to recruit externally. He reminded Councillors that his principal role was to ensure lawful conduct of the Council's business, and it was "disappointing" that any Member should suggest he was promoting inappropriate or unlawful decisions; there being no legitimate basis for such assumptions or claims. He cautioned Councillors on the pernicious effects on any Council of such intemperate reactions and failure to discuss concerns in good time before meetings.

It was agreed that TC would include on the agenda for the next Council meeting an item noting the proposal to establish a Malling Community Centre Steering Group for the long term, along the lines of the All Saints Steering Group.

A Motion was proposed: that the recommendations in the report be agreed. A recorded vote was requested (*Standing Order 1(s) [following provisions of Local Government Act 1972 Sch12 p13 (2)]*) and the motion was carried: 8 For; 4 Against; 3 Abstentions; 3 Not present. The record of votes cast is appended to these Minutes.

**It was resolved that**

**FC2020/68.1** Staff promotions; deployments, and other recommendations contained in confidential report FCO15/ER/2020 (*copy available from the Town Clerk to authorized individuals*) are agreed.

There being no further business the Mayor closed the meeting; and thanked everyone for their contributions.  
*The meeting ended at 10.10pm*

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

Draft



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**QUESTION RECEIVED:**

From Kevin Moore on behalf of Lewes Living Streets

*Re. Agenda item 9 Report FC013/2020:* “How can the Town Council ensure that a similar or proportionate amount of money is made available for a study of streets in Lewes town itself on how to reduce through traffic and reduce traffic speeds and generally make the town more attractive to walkers and cyclists”

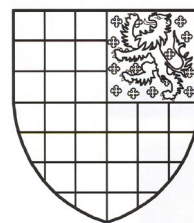
**ANSWER:**

“Thank you for coming along this evening Kevin. The short answer to your question is we would happily consider a proposal from Lewes Living Streets and Cycle Lewes to fund a study. We have not yet decided whether, or how much, we will give to the C7 project but that doesn’t preclude us from considering applications from others. You are probably aware that there are 19 projects listed in our Neighbourhood plan relating to improvements for pedestrians and cyclists which are waiting for Community Infrastructure Levy money or funding from our own rather ‘strapped’ resources to proceed. Indeed, I think that Lewes Living Streets and Cycle Lewes proposed many of them.”

Cllr John Lamb,  
Mayor of Lewes 2020/21







## **MINUTES**

of the meeting of the **Finance Working Party**  
held on **Wednesday 28<sup>th</sup> October 2020** at **4:00pm**, online via Zoom Meetings at.

**PRESENT** Cllrs G Earl; O Henman (*elected Chairman*); J Herbert; I Makepeace; Dr G Mayhew; and K Wood, and (*not appointed to Working Party*) Cllrs Catlin; Lamb, and O’Keeffe.

*In attendance:* S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Assistant Town Clerk & Civic Officer*); L Symons (*Town Hall Manager*)

**FWP2020/01 ELECTION OF CHAIRMAN:** Cllr Henman was elected Chairman.

**FWP2020/02 APOLOGIES FOR ABSENCE:** There were none; all members were present.

**FWP2020/03 DECLARATIONS OF INTEREST:** There were none.

**FWP2020/04 QUESTIONS:** There were none.

**FWP2020/05 REMIT OF THE WORKING PARTY:**

The working party was asked to consider the detail of estimated expenditure and income for the Council’s operations, levels of fees & charges, and to agree a draft budget and level of Council Tax precept, for recommendation to Council.

The Working Party was asked to ensure appropriate provision for items constituting the Council’s Major Items Plan for 2021/22 and, further, 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.

**FWP2020/06** As the Working Party was to discuss low-level detail of the Council’s finances, and during the meeting personal details related to present employees, and proposed expenditure on contracts for supply of goods and services (potentially commercially-sensitive) might be disclosed, the Chairman proposed, and it was consequently **resolved that:**

**FWP2020/06.1** “In view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960; any members of the press or public present be excluded and instructed to withdraw. The nature of this business is: personal details related to present employees, and proposed expenditure on contracts for supply of goods and services”

**FWP2020/07 BUSINESS OF THE MEETING:**

1 Members had been provided with working notes illustrating various assumptions & background values; together with draft service budgets for 2021/22 and miscellaneous comparative values *inro* present status compared with budget and with the same period in the previous year; whilst the full effects of Covid-19 continued to develop, these helped with context.

2 TC elaborated upon the draft budget and explained underlying assumptions and reasoning; demonstrating factors such as value assumptions and estimated levels of increase for ‘standard’ elements such as insurances; utilities, staffing costs *etc.* and described the principles that had been applied to estimating unavoidable transition costs related to his retirement in 2021. Working Party Members satisfied themselves that all these were reasonable.

3 There was no longer any Government Council Tax Reduction Support Grant (CTRSG) as that scheme (to offset government-imposed changes to calculation factors in 2012) had ended the previous year.

4 TC explained that the Council must continue to heed auditor's advice that the uncommitted General Fund (GF), depleted in recent years due to the cost of major repairs to buildings, should be increased by at least £200,000. The strategy to achieve this was an annual appropriation from precept of £50,000 solely for the purpose of rebuilding the recommended GF balance – shown in tables and the published accounts as Reserve P10 'General Fund reinstatement'. Operating surpluses in recent years had been minimal, however, and this amount had not improved the balance as quickly as anticipated. This situation could be allowed to continue developing slowly, however, because the Council held significant other Reserves which could be appropriated *in extremis* and auditors recognized this position.

5 With these points in mind, the Working Party considered the draft service budget estimates presented for 2021/22 and noted that alongside the Council's financial systems generally, the assumptions and basic principles and the process of compiling the recommended budget had again been commended by the Council's independent Internal Auditor (IA).

6 *General considerations:* Principal in these deliberations was recognition that many taxpayers in 2021 could be facing a variety of financial hardships due to Covid-19, and there was a common desire to avoid increases where possible. It was acknowledged, however, that there was a continuing need to address the proper maintenance of the Council's physical assets and adequately fund continuing services; to continue the restoration of the General Fund balance, and to provide for unavoidable, foreseeable, expenses. Building and engineering works were of particular concern, as the Council's assets had all been taken-on with considerable historic dilapidation, and contexts such as heritage listing status. Applications for grant from community organizations continued to increase in number and value as other sources diminished, and Council had asked the Working Party to allow for a public Participatory Budget.

The working party considered the draft annual plan; proposed contributions to reserves; and operational requirements, in detail. The draft budgets presented took account of:

- Provision for known/anticipated increases in public Utility supplies, NNDR *etc.*
- Adjustments for completed and imminent (previously approved) projects.
- Provision for elements identified in the Council's 'major items' plan.
- Appropriate reserves for agreed/anticipated projects.
- Provision for anticipated increases in insurance and other overhead costs *etc.*
- Provision for any known increase in employers' pension and NI contributions.
- Refinement of overhead allocation to services and base service cost estimates.
- An estimated adjustment to salaries (a national agreement reached through the local government joint negotiating body).
- Provision for known and anticipated increases in cost of contracted services.
- Maintenance of the small grants fund, recognizing the consistently high level of applications received.
- Re-establishment of exhausted reserves and continuation of prudent contributions.
- Provision for costs of assets or services acquired through devolution.
- Fees & charges income.

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

7 Members of the working party were keen to make prudent estimates and maintain some flexibility in the budget, although concerned to avoid an increase in Precept if possible. Provision was made for all 'unavoidable' increases to give a base value, and 'live' modelling of various options was conducted throughout the meeting

with the implications and overall impact assessed at each point.

8 *Participatory Budget:* With regard to a Participatory Budget (PB); Members were interested in the possibility offered by the existing list of projects identified in the Lewes Neighbourhood Plan, which were eligible for funding from Community Infrastructure Levy (CIL) receipts and was the result of community involvement at a detailed level and listed. Each annual tranche of parish CIL must be spent within five years but the Council currently held over £44,500 in aggregate; the date of each component receipt offering the opportunity to apply this as a PB pilot scheme, if desired.

It would be straightforward to survey public opinion online and in collaboration with local press to prioritize that list, which currently mixed yet-to-start projects (eg Cycle route 90) with items originally considered aspirations.

9 The draft budget initially presented had indicated a modest precept increase. Refinement of some Reserve provisions during the meeting reduced this substantially, and TC indicated some areas where further modest refinement would certainly reduce this to Zero. Members asked that this be done and that the resulting revised draft be prepared for recommendation to Council. It was agreed that fees and charges should not be increased.

**FWP2020/08 CONCLUSIONS/RECOMMENDATIONS:**

- TC would refine the draft budget as agreed to maintain the precept with zero growth for 2021/22, and this would be then be recommended to Council.
- Fees & charges rates would not be increased.
- As a pilot for Participatory Budgeting, it will be recommended that public opinion be sought as to the priorities for the listed social and physical infrastructure projects described at Section 11 of the Lewes Neighbourhood Plan. The Community Infrastructure Levy fund can then be applied in light of the result. It is suggested that the Open Council Working Party be asked to draft proposals for this.

**FWP2020/09** The Chair declared the meeting closed.

*The meeting ended at 6:40pm*

Signed: .....

Date: .....

PRECEPT HISTORY		2021-22 DRAFT recommended by Finance Working Party									
Year	Precept/budget req'mnt £	diff £	diff %	agg diff %	average growth	years	"band D equivalents" £	properties <sup>#</sup>	population est	£ per head population	
1	2000/01	403,189				0					
2	2001/02	405,000	1,811	0.45%	0.45%	1	£65.31	6,200.85	15,988		
3	2002/03	429,880	24,880	6.14%	6.62%	2	£70.32	6,113.55	15,988	32.07	
4	2003/04	480,000	50,120	11.66%	19.05%	3	£78.35	6,126.06	15,988	34.11	
5	2004/05	540,000	60,000	12.50%	33.93%	4	£86.37	6,252.50	15,988	33.78	
6	2005/06	626,000	86,000	15.93%	55.26%	5	£99.81	6,272.00	15,988	39.15	
7	2006/07	657,000	31,000	4.95%	62.95%	6	£104.47	6,288.94	15,988	41.09	
8	2007/08	694,700	37,700	5.74%	72.30%	7	£108.69	6,391.55	15,988	43.45	
9	2008/09	734,700	40,000	5.76%	82.22%	8	£114.62	6,409.96	15,988	45.95	
10	2009/10	763,000	28,300	3.85%	89.24%	9	£118.43	6,442.50	15,988	47.72	
11	2010/11	782,000	19,000	2.49%	93.95%	10	£120.85	6,470.93	15,988	48.91	
12	2011/12	782,000	0	0.00%	93.95%	11	£119.68	6,533.82	17,297	45.21	
13	2012/13	782,000	0	0.00%	93.95%	12	£119.47	6,545.82	17,297	45.21	
14	2013/14	782,000	0	0.00%							
15	less CTRS grant*	89,271									
16	=local precept	692,729	-89,271	-11.42%	93.95%	13	£119.48	5,797.90	17,297	40.05	
17	2014/15	824,000	42,000	5.37%							
18	less CTRS grant*	73,534	-15,737	-17.63%							
19	=local precept	750,466	57,737	8.33%	86.13%	14	£127.73	5,875.40	17,297	43.39	
20	2015/16	843,000	19,000	2.31%							
21	less CTRS grant*	62,504	-11,030	-15.00%							
22	=local precept	780,496	30,030	4.00%	93.58%	15	£133.17	5,861.10	17,297	45.12	
23	2016/17	913,200	70,200	8.33%							
24	less CTRS grant*	53,128	-9,376	-15.00%							
25	=local precept	860,072	79,576	10.20%	113.32%	16	£141.71	6,069.20	17,297	49.72	
26	2017/18	989,916	76,716	8.40%							
27	less CTRS grant*	45,158	-7,970	-15.00%							
28	=local precept	944,758	84,686	9.85%	134.32%	17	£154.26	6,124.60	17,297	54.62	
29	2018/19	1,073,491	83,575	8.44%							
30	less CTRS grant*	37,190	-7,968	-17.64%							
31	=local precept	1,036,301	91,543	9.69%	157.03%	18	£168.32	6,156.70	17,297	59.91	
32	2019/20	1,126,437	52,946	4.93%							
33	less CTRS grant*	32,624	-4,566	-12.28%							
34	=local precept	1,093,813	57,512	5.55%	171.29%	19	£178.18	6,138.80	17,297	63.24	
35	2020/21	1,213,829	87,392	7.76%							
36	less CTRS grant*	0	-32,624	-100.00%							
37	=local precept	1,213,829	120,016	10.97%	201.06%	20	£197.76	6,137.90	17,297	70.18	
38	* CTRS = collection authority adjustment grant: "Council Tax Reduction Support" - ended 2020/21										
39	2021/22	1,213,829	0	0.00%	201.06%	21	£197.76	6,137.90	17,297	70.18	
40						band 'D':		£0.00 increase			
41							£16.48	£0.00 increase			
42							£3.80	£0.00 increase			

Notes: # band D equivalents subject to adjustment before start of new year

WHAT IF LOCAL PRECEPT INCREASES BY:

increase of ? percentage	=precept	= increase £
2%	1,238,106	24,277
3%	1,250,244	36,415
4%	1,262,382	48,553
5%	1,274,520	60,691
6%	1,286,659	72,830
7%	1,298,797	84,968
8%	1,310,935	97,106
9%	1,323,074	109,245
10%	1,335,212	121,383
11%	1,347,350	133,521
15%	1,395,903	182,074

ASSUMPTIONS for o/heads etc:

Adjustments/Increases allowed-for	2020/21	2021/22
Insurances LTA to 04/23		IPT wef Nov 2015 9.5%
Salaries etc	2.00%	NELGS agreement (estimated)
Pension emp'ers contrib'n	0.00%	22.10% 22.10%
Utilities	2.00%	estimate
NNDR	2.00%	RPI based
Contracts (general)	2.00%	formula-based
Contracts (labour-intensive)	2.00%	formula-based
General ^/Fees & charges	0.00%	proposal
Election cost reserve	£5,000	1/4 four-yearly recurring expense (est)

Values provided by District Council:

Taxbase (Band 'D' equivalents) 6137.90 6,137.90 To be confirmed

increase of ? £total	year	month	week
2.47%	1,243,829	30,000	
= band D:	£202.65	£16.89	£3.90
= increase of:	£4.888	£0.41	£0.09

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

staff TIME aggregate %	Salary	Pension	NI	TOTAL	
A/c 10 Corp Admin	9.82%	50,771	10,967	7,006	68,744
A/c 20 Civic Admin	8.60%	45,457	9,819	6,273	61,549
A/c 30 Mayoralty	5.49%	31,917	6,894	4,404	43,215
A/c 40 Town Hall	20.39%	92,154	17,559	12,717	122,430
A/c 50 All Saints	23.83%	90,161	19,475	12,442	122,078
A/c 51 Mallng CC	16.34%	65,575	14,164	9,049	88,788
A/c 60 Pells	2.30%	11,248	2,430	1,552	15,230
A/c 70 Open Spaces	4.86%	23,292	5,031	3,214	31,537
A/c 71 Lewes Priory	0.77%	3,551	767	490	4,808
A/c 72 Amenities	3.71%	17,132	3,701	2,364	23,197
A/c 80 Allotments	3.88%	17,897	3,866	2,470	24,233
Misc expenses				3,950	605,809
	100%	449,155	94,673	61,981	609,759

RESERVES and PROJECTS

	Balance b/fwd @ 31/3/15	Balance b/fwd @ 31/3/16	Balance b/fwd @ 31/3/17	Balance b/fwd @ 31/3/18	Balance b/fwd @ 31/3/19	Balance b/fwd @ 31/3/20	Contribution from precept 2020/21	estimated expenditure 2020/21	ESTIMATED c/fwd @ 31/3/21	PROPOSED CONTRIB'N 2021/22 from precept	est Funds Available 2020/21	Allocated to which service
<b>Reserve funds</b>												
R1 Town Hall maintenance	147,510	0	0	0	52,000	112,000	60,000	100,000	72,000	60,000	132,000	40
R2 All Saints maintenance	38,800	44,800	34,800	18,800	27,800	30,820	10,000	25,000	15,820	20,000	35,820	50
R3 Open spaces	14,060	0	3,000	6,000	7,000	8,000	45,000	35,000	18,000	0	18,000	NP
R4 Priory account	3,060	3,192	3,472	0	280	560	500	1,060	1,060	300	1,360	71
R5 Pells lake	11,929	11,929	11,929	11,929	11,929	31,929	20,000	51,929	51,929	1,800	53,729	60
R6 Pells	90,639	100,639	100,639	100,639	123,239	133,239	10,000	143,239	143,239	7,000	150,239	60
R7 Commemorations fund	12,005	14,005	11,528	8,028	2,092	4,092	2,000	6,092	6,092	2,000	8,092	20
R8 Environment enhancement	21,355	23,355	25,355	19,370	17,727	18,727	1,000	19,000	727	1,000	1,727	70
R9 Town Clocks	1,800	2,100	2,400	0	300	2,100	1,800	3,900	3,900	300	4,200	72
R10 Mallng Community Centre	193,000	233,000	262,800	299,800	352,500	977,500	0	977,500	0	10,000	10,000	51
R11 HISTA lighting: 3yrs to 2021/2					10,000	10,000	10,000	20,000	0	10,000	10,000	70
R12 Grit bin grants	2,583	2,583	2,583	2,583	2,583	2,583	0	2,583	2,583	0	2,583	NP
R13 Election costs (scheduled)	9,054	0	0	0	11,805	5,000	5,000	10,000	10,000	5,000	15,000	20
R14 Devolution (tranche 1 prov'n)	78,000	87,455	42,455	0	0	0	0	0	0	0	0	NP
R14A Devolution (tranche 2 prov'n)	0	0	38,200	66,600	66,600	66,600	5,000	71,600	71,600	0	71,600	NP
R15 ICT replacement	4,250	5,000	6,500	7,250	0	3,000	0	3,000	3,000	2,000	5,000	10
R16 Renewable Energy		0	10,000	20,000	30,000	40,000	10,000	50,000	50,000	2,000	52,000	20
<b>Projects:</b>												
P1 'Our Pictures' project	0	0	7,250	0	0	1,000	0	1,000	1,000	0	1,000	NP
P2 LTC/FoL Plaques	1,800	960	150	450	28	328	400	300	428	300	728	72
P3 placeholder for future project	21,000	7,000	7,000	21,000	36,000	0	0	0	0	0	0	NP
P4 New website		0	4,240	5,820	820	0	0	820	820	300	1,120	10
P5 Neighbourhood Plan	18,891	12,891	7,401	0	1,200	2,200	0	2,200	2,200	0	2,200	NP
P6 Lighthous' project 5yrs to 2024/5		0	0	0	0	0	3,000	3,000	3,000	3,000	6,000	70
P7 Bus service support		0	0	0	0	0	25,000	25,000	0	27,000	27,000	72
P8 Allotments site improvements	appr'd to R1	10,000	4,500	0	0	0	500	500	500	500	1,000	80
P9 pedestrian crossings	27,500	27,500	27,500	52,500	52,500	52,500	0	27,500	25,000	0	25,000	NP
P10 General Fund reinstatement reserve			0	50,000	50,000	0	50,000	50,000	0	50,000	50,000	10
<b>Committed to Mallng CC project</b>												
											0	10
											0	70
											0	20
<b>TOTAL</b>	697,236	586,409	608,712	638,439	858,653	1,489,788	262,200	1,279,300	482,898	202,500	685,398	
<b>GENERAL FUND</b>	284,320	238,703	134,064	122,981	135,853	222,463					120,383	not precepted
<b>COMMUNITY INFRASTRUCTURE LEVY</b>												
				received (year):	2018	2019	2020					
				amount	4,388	12,324	27,833				44,545	
				<b>MUST be used by (year):</b>	2023	2024	2025					

Column	A	B	C	D	E	F	G	H	I	J	K	L		
			COST CENTRE	10	20	30	40	50	51	60	70/71/72	80		
Line	RESOURCE ACCOUNT		Corporate Admin	Civic Admin	Mayoralty	Town Hall	All Saints	Malling C/Centre	Pells	Open Spaces	Allotments	TOTAL		
1	<b>EXPENDITURE</b>													
2	<b>Staff</b>													
3	7003/5	Salaries & Wages	50,771	45,457	31,917	92,154	90,161	65,575	11,248	43,975	17,897	449,155		
4	7006	National Insurance	7,006	6,273	4,404	12,717	12,442	9,049	1,552	6,068	2,470	61,981		
5	7007	Superannuation	10,967	9,819	6,894	17,559	19,475	14,164	2,430	9,499	3,866	94,673		
6	7009	Other staff expenses	3,950	0	0	0	0	0	0	0	0	3,950		
7		<b>Staff Total</b>	<b>72,694</b>	<b>61,549</b>	<b>43,215</b>	<b>122,430</b>	<b>122,078</b>	<b>88,788</b>	<b>15,230</b>	<b>59,542</b>	<b>24,233</b>	<b>609,759</b>		
8	<b>Premises</b>													
9	6100	Repairs & maintenance	100	0	0	15,000	4,000	1,000	4,500	8,200	1,500	34,300		
10	6101	Grounds maintenance	0	0	0	4,800	500	1,000	12,000	60,890	6,000	85,190		
11	6102	Electricity	0	0	0	13,000	2,000	1,000	0	700	0	16,700		
12	6103	Gas	0	0	0	11,000	1,200	1,000	0	0	0	13,200		
13	6104	Water & drainage	0	0	0	3,000	2,480	700	0	180	4,000	10,360		
14	6105	Alarm systems	0	0	0	3,500	380	600	0	0	0	4,480		
15	6106	Equipment & furniture etc	100	0	0	2,500	9,500	1,000	0	2,000	0	15,100		
16	6107	Rentals & hire costs	0	0	0	0	0	0	0	0	0	0		
17	6108	NNDR	0	0	0	63,852	3,799	5,171	0	0	0	72,822		
18	6109	Premises insurance	1,490	0	0	15,500	3,800	2,000	1,100	1,350	0	25,240		
19		<b>Premises Total</b>	<b>1,690</b>	<b>0</b>	<b>0</b>	<b>132,152</b>	<b>27,659</b>	<b>13,471</b>	<b>17,600</b>	<b>73,320</b>	<b>11,500</b>	<b>277,392</b>		
20	<b>Transport</b>													
21	6200	Transport hire costs	0	0	0	0	0	0	0	0	0	0		
22	6201	Transport running costs	0	0	0	0	0	0	0	0	0	0		
23	6202	Mileage allowances	0	0	0	0	0	0	0	0	0	0		
24		<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
25	<b>Supplies &amp; services</b>													
26	6400	Consumable stores	0	0	0	2,600	1,400	1,200	0	1,080	0	6,280		
27	6401	Equipment rental	0	0	0	900	500	500	40	9,000	0	10,940		
28	6402	Regalia	0	1,200	250	0	0	0	0	0	0	1,450		
29	6403	Small plant & tools	0	0	0	1,100	200	150	120	375	120	2,065		
30	6404	Catering	0	7,000	9,000	0	400	0	0	0	250	16,650		
31	6405	Printing	200	700	300	250	500	100	0	30	0	2,080		
32	6406	Stationery	300	500	300	500	350	150	50	110	50	2,310		
33	6407	Books & periodicals	100	0	0	0	0	0	0	0	0	100		
34	6408	Postage	400	190	170	350	480	100	70	185	90	2,035		
35	6409	Telephones/ICT	14,000	330	200	1,400	1,000	1,000	100	630	140	18,800		
36	6410	Office equipment	2,000	87	80	150	250	100	35	110	20	2,832		
37	6411	General office expenses	0	0	0	0	0	0	0	0	0	0		
38	2300	Loan charges	0	0	0	10,056	0	48,000	0	0	0	58,056		
39	6412	Consultants	8,000	0	0	1,000	0	1,000	770	15,000	0	25,770		
40	6413	Legal expenses	0	2,000	0	2,450	1,600	1,500	90	1,200	0	8,840		
41	6414	Hospitality	0	0	850	0	0	0	0	0	0	850		
42	6415	Members allowances	0	5,000	700	0	0	0	0	0	0	5,700		
43	6416	Miscellaneous expenses	6,000	10,500	1,500	0	350	300	0	11,000	0	29,650		
44	6417	Grants & subscriptions etc	4,300	70,000	250	0	0	0	10,000	17,150	70	101,770		
45	6418	Advertising & promotions	800	1,200	0	750	280	120	0	200	650	4,000		
46	6419	Traveling & subsistence	120	1,000	1,600	0	0	0	0	50	100	2,870		
47		<b>Supplies &amp; services Total</b>	<b>36,220</b>	<b>99,707</b>	<b>15,200</b>	<b>21,506</b>	<b>7,310</b>	<b>54,220</b>	<b>11,275</b>	<b>56,120</b>	<b>1,490</b>	<b>303,048</b>		
48	<b>Miscellaneous</b>													
49	8100	A/cs written off	0	0	0	0	0	0	0	0	0	0		
50	6500	Miscellaneous insurances	4,500	970	400	1,010	1,160	1,400	170	435	165	10,210		
51	n/a	<b>Service contributions to reserves</b>	52,300	9,000	0	60,000	20,000	10,000	8,800	41,900	500	202,500		
52	6700	Other miscellaneous expenditure	600	0	0	0	0	0	0	0	0	600		
53		<b>Miscellaneous Total</b>	<b>57,400</b>	<b>9,970</b>	<b>400</b>	<b>61,010</b>	<b>21,160</b>	<b>11,400</b>	<b>8,970</b>	<b>42,335</b>	<b>665</b>	<b>213,310</b>		
54	<b>EXPENDITURE TOTAL</b>													
55			<b>168,004</b>	<b>171,226</b>	<b>58,815</b>	<b>337,098</b>	<b>178,207</b>	<b>167,879</b>	<b>53,075</b>	<b>231,317</b>	<b>37,888</b>	<b>1,403,509</b>		
56		<i>Expenditure excluding contributions to reserves</i>	115,704	162,226	58,815	277,098	158,207	157,879	44,275	189,417	37,388	1,201,009		
57	<b>INCOME</b>													
58	4000	Fees & charges	50	0	0	75,000	50,000	50,000	150	0	0	175,200		
59	4001	Rentals	0	0	0	7,800	0	0	0	0	4,830	12,630		
60	4002	Other miscellaneous income	1,200	150	500	0	0	0	0	0	0	1,850		
61		<b>INCOME TOTAL</b>	<b>1,250</b>	<b>150</b>	<b>500</b>	<b>82,800</b>	<b>50,000</b>	<b>50,000</b>	<b>150</b>	<b>0</b>	<b>4,830</b>	<b>189,680</b>		
62	<b>NETT OPERATING TOTAL</b>													
63			<b>166,754</b>	<b>171,076</b>	<b>58,315</b>	<b>254,298</b>	<b>128,207</b>	<b>117,879</b>	<b>52,925</b>	<b>231,317</b>	<b>33,058</b>	<b>1,213,829</b>		
64												<b>BUDGET REQUIREMENT</b>	<b>1,213,829</b>	
65		<i>Nett operating total excluding contributions to reserves</i>	114,454	162,076	58,315	194,298	108,207	107,879	44,125	189,417	32,558	1,011,329		
66		<b>apportioned adjustment grant from LDC</b>	0	0	0	0	0	0	0	0	0	0		
67		<i>Nett operating total less adjustment grant</i>	114,454	162,076	58,315	194,298	108,207	107,879	44,125	189,417	32,558	1,011,329		
68													<b>PRECEPT</b>	<b>1,213,829</b>
69		<i>Nett per head of population (2011 census)</i>	17,297	£9.64	£9.89	£3.37	£14.70	£7.41	£6.81	£3.06	£13.37	£1.91	£70.18	
70		<i>Nett operating total per Band D equiv't at</i>	6,137.90	£27.17	£27.87	£9.50	£41.43	£20.89	£19.21	£8.62	£37.69	£5.39	£197.76	
71		<i>PRECEPT total per Band D equiv't at</i>	6,137.90	£27.17	£27.87	£9.50	£41.43	£20.89	£19.21	£8.62	£37.69	£5.39	£197.76	



Service: **CORPORATE ADMINISTRATION (10)** **2021-22**

Line	Account	2020/21 EST	< > diff	2021/22 EST	NOTES
1	<b>EXPENDITURE</b>				
2	<b>Staff</b>				
3	7003/5 Salaries & Wages	49,028	1,743	50,771	
4	7006 National Insurance	4,763	2,243	7,006	
5	7007 Superannuation	8,505	2,462	10,967	
6	7009 Other staff expenses	3,950	0	3,950	incl. welfare; subst; training
7	<b>Staff Total</b>	<b>66,246</b>	<b>6,448</b>	<b>72,694</b>	
8	<b>Premises</b>				
9	6100 Repairs & maintenance	600	-500	100	
10	6101 Grounds maintenance		0		
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc	600	-500	100	
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance	1,490	0	1,490	
19	<b>Premises Total</b>	<b>2,690</b>	<b>-1,000</b>	<b>1,690</b>	
20	<b>Transport</b>				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
25	<b>Supplies &amp; Services</b>				
26	6400 Consumable stores		0		
27	6401 Equipment rental		0		
28	6402 Regalia		0		
29	6403 Small plant & tools		0		
30	6404 Catering		0		
31	6405 Printing	400	-200	200	
32	6406 Stationery	400	-100	300	part rechargeable to services on analysis
33	6407 Books & periodicals	100	0	100	Incl. royalty payments iro resaleable stock
34	6408 Postage	400	0	400	part rechargeable to services on analysis
35	6409 Telephones/ICT	14,000	0	14,000	part rechargeable to services on analysis
36	6410 Office equipment	2,000	0	2,000	part rechargeable to services on analysis
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants	13,000	-5,000	8,000	Audit/Sage support/ DPO/(Visioning provision 5k)
40	6413 Legal expenses		0		
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses	8,000	-2,000	6,000	Member training budget
44	6417 Grants & subscriptions etc	5,000	-700	4,300	NALC/SEEmp/SALC/SLCC
45	6418 Advertising & promotions	1,000	-200	800	Stat Ads
46	6419 Travelling & subsistence	120	0	120	
47	<b>Supplies &amp; services Total</b>	<b>44,420</b>	<b>-8,200</b>	<b>36,220</b>	
48					
49	<b>Miscellaneous</b>				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	4,270	230	4,500	
52	n/a Recharges to services	53,000	-700	52,300	see Projects & Reserves table
53	6700 Other miscellaneous expenditure	1,000	-400	600	bank charges & contingency
54	<b>Miscellaneous Total</b>	<b>58,270</b>	<b>-870</b>	<b>57,400</b>	
55					
56	<b>EXPENDITURE Total</b>	<b>171,626</b>	<b>-3,622</b>	<b>168,004</b>	
57		0			
58	<b>INCOME</b>				
59	4000 Fees & charges income	50	0	50	sale of publications
60	4001 Rental income		0		
61	4002 Other miscellaneous income	1,200	0	1,200	
62	<b>INCOME Total</b>	<b>1,250</b>	<b>0</b>	<b>1,250</b>	
63					
64	<b>NETT TOTAL</b>	<b>170,376</b>	<b>-3,622</b>	<b>166,754</b>	
65					
66					
67					
68					
69					



Service: **CIVIC ADMINISTRATION (20)** **2021-22**

Line	Account	2020/21 EST	< > diff	2021/22 EST	NOTES
1	<b>EXPENDITURE</b>				
2	<b>Staff</b>				
3	7003/5 Salaries & Wages	49,793	-4,336	45,457	
4	7006 National Insurance	4,914	1,359	6,273	
5	7007 Superannuation	8,575	1,244	9,819	
6	7009 Other staff expenses		0		
7	<b>Staff Total</b>	<b>63,282</b>	<b>-1,733</b>	<b>61,549</b>	
8	<b>Premises</b>				
9	6100 Repairs & maintenance		0		
10	6101 Grounds maintenance		0		
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance	0	0	0	
19	<b>Premises Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
20	<b>Transport</b>				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
25	<b>Supplies &amp; Services</b>				
26	6400 Consumable stores		0		
27	6401 Equipment rental		0		
28	6402 Regalia	1,200	0	1,200	cleaning/refurbishment; PM badges etc.
29	6403 Small plant & tools		0		
30	6404 Catering	10,000	-3,000	7,000	Civic events
31	6405 Printing	300	400	700	
32	6406 Stationery	500	0	500	
33	6407 Books & periodicals		0		
34	6408 Postage	250	-60	190	
35	6409 Telephones/ICT	250	80	330	
36	6410 Office equipment	90	-3	87	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants		0		
40	6413 Legal expenses	2,000	0	2,000	Base £2K
41	6414 Hospitality		0		
42	6415 Members allowances	5,000	0	5,000	Scheme agreed @ £331 per Cllr
43	6416 Miscellaneous expenses	10,500	0	10,500	Twin'g £5K Tour'm £4K; Civic Awd £1500
44	6417 Grants & subscriptions etc	70,000	0	70,000	Misc Grants £60K; CAB £8K; HSTA-LNS £2K
45	6418 Advertising & promotions	3,000	-1,800	1,200	
46	6419 Travelling & subsistence	2,000	-1,000	1,000	
47	<b>Supplies &amp; services Total</b>	<b>105,090</b>	<b>-5,383</b>	<b>99,707</b>	
48					
49	<b>Miscellaneous</b>				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	1,970	-1,000	970	
52	n/a Recharges to services	22,000	-13,000	9,000	see Projects & Reserves table
53	6700 Other miscellaneous expenditure	0	0	0	Contingency
54	<b>Miscellaneous Total</b>	<b>23,970</b>	<b>-14,000</b>	<b>9,970</b>	
55					
56	<b>EXPENDITURE Total</b>	<b>192,342</b>	<b>-21,116</b>	<b>171,226</b>	
57		0			
58	<b>INCOME</b>				
59	4000 Fees & charges income		0		
60	4001 Rental income	0	0	0	
61	4002 Other miscellaneous income	150	0	150	
62	<b>INCOME Total</b>	<b>150</b>	<b>0</b>	<b>150</b>	
63					
64	<b>NETT TOTAL</b>	<b>192,192</b>	<b>-21,116</b>	<b>171,076</b>	
65					
66					
67					
68					
69					
70					

Service: **MAYORALTY (30)** **2021-22**

Line	Account	2020/21 EST	< > diff	2021/22 EST	NOTES
1	<b>EXPENDITURE</b>				
2	<b>Staff</b>				
3	7003/5 Salaries & Wages	30,651	1,266	31,917	
4	7006 National Insurance	3,301	1,103	4,404	
5	7007 Superannuation	5,313	1,581	6,894	
6	7009 Other staff expenses		0		
7	<b>Staff Total</b>	<b>39,265</b>	<b>3,950</b>	<b>43,215</b>	
8	<b>Premises</b>				
9	6100 Repairs & maintenance		0		
10	6101 Grounds maintenance		0		
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance		0		
19	<b>Premises Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
20	<b>Transport</b>				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
25	<b>Supplies &amp; Services</b>				
26	6400 Consumable stores		0		
27	6401 Equipment rental		0		
28	6402 Regalia	250	0	250	
29	6403 Small plant & tools		0		
30	6404 Catering	10,500	-1,500	9,000	Mayoral events (major)
31	6405 Printing	400	-100	300	
32	6406 Stationery	300	0	300	
33	6407 Books & periodicals		0		
34	6408 Postage	250	-80	170	
35	6409 Telephones/ICT	190	10	200	
36	6410 Office equipment	100	-20	80	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants		0		
40	6413 Legal expenses		0		
41	6414 Hospitality	1,000	-150	850	Mayoral events (minor)
42	6415 Members allowances	700	0	700	personal expenses allowance
43	6416 Miscellaneous expenses	1,000	500	1,500	tickets/tributes/donations/gifts etc.
44	6417 Grants & subscriptions etc	100	150	250	Sx Mayors Assoc/Civic Officers Assoc.
45	6418 Advertising & promotions		0		
46	6419 Travelling & subsistence	1,000	600	1,600	
47	<b>Supplies &amp; services Total</b>	<b>15,790</b>	<b>-590</b>	<b>15,200</b>	
48					
49	<b>Miscellaneous</b>				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	260	140	400	
52	n/a Recharges to services		0	0	see Projects & Reserves table
53	6700 Other miscellaneous expenditure	0	0	0	
54	<b>Miscellaneous Total</b>	<b>260</b>	<b>140</b>	<b>400</b>	
55					
56	<b>EXPENDITURE Total</b>	<b>55,315</b>	<b>3,500</b>	<b>58,815</b>	
57		0			
58	<b>INCOME</b>				
59	4000 Fees & charges income		0		
60	4001 Rental income		0		
61	4002 Other miscellaneous income	500	0	500	Mayor's fund
62	<b>INCOME Total</b>	<b>500</b>	<b>0</b>	<b>500</b>	
63					
64	<b>NETT TOTAL</b>	<b>54,815</b>	<b>3,500</b>	<b>58,315</b>	
65					
66					
67					
68					
69					
70					

Service: TOWN HALL (40)

2021-22

Line	Account	2020/21 EST	< > diff	2021/22 EST	NOTES
1	<b>EXPENDITURE</b>				
2	<b>Staff</b>				
3	7003/5 Salaries & Wages	104,806	-12,652	92,154	
4	7006 National Insurance	10,100	2,617	12,717	
5	7007 Superannuation	16,039	1,520	17,559	
6	7009 Other staff expenses		0		
7	<b>Staff Total</b>	<b>130,945</b>	<b>-8,515</b>	<b>122,430</b>	
8	<b>Premises</b>				
9	6100 Repairs & maintenance	15,000	0	15,000	Routine & Responsive repairs
10	6101 Grounds maintenance	4,120	680	4,800	Refuse £3000: window cleaning £320: base £680
11	6102 Electricity	14,490	-1,490	13,000	
12	6103 Gas	12,420	-1,420	11,000	
13	6104 Water & drainage	3,310	-310	3,000	
14	6105 Alarm systems	4,450	-950	3,500	Fire and intruder systems
15	6106 Equipment & furniture etc	2,500	0	2,500	Fire equipment & misc plant
16	6107 Rentals & hire costs		0		
17	6108 NNDR	62,600	1,252	63,852	
18	6109 Premises insurance	14,940	560	15,500	per u/writer allocation of premium
19	<b>Premises Total</b>	<b>133,830</b>	<b>-1,678</b>	<b>132,152</b>	
20	<b>Transport</b>				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
25	<b>Supplies &amp; Services</b>				
26	6400 Consumable stores	2,600	0	2,600	
27	6401 Equipment rental	930	-30	900	incl. sanitary service
28	6402 Regalia		0		
29	6403 Small plant & tools	900	200	1,100	incl. kitchen equip't service
30	6404 Catering		0		
31	6405 Printing	450	-200	250	
32	6406 Stationery	500	0	500	
33	6407 Books & periodicals		0		
34	6408 Postage	400	-50	350	
35	6409 Telephones/ICT	1,400	0	1,400	
36	6410 Office equipment	150	0	150	
37	6411 General office expenses		0		
38	2300 Loan charges	10,056	0	10,056	PWLB loan 1998-2023
39	6412 Consultants	1,000	0	1,000	
40	6413 Legal expenses	2,450	0	2,450	licences & PRS royalties
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses	0	0	0	
44	6417 Grants & subscriptions etc		0		
45	6418 Advertising & promotions	930	-180	750	
46	6419 Travelling & subsistence		0		
47	<b>Supplies &amp; services Total</b>	<b>21,766</b>	<b>-260</b>	<b>21,506</b>	
48					
49	<b>Miscellaneous</b>				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	1,010	0	1,010	
52	n/a Recharges to other a/c's	60,000	0	60,000	see Projects & Reserves table
53	6700 Other miscellaneous expenditure	0	0	0	contingency
54	<b>Miscellaneous Total</b>	<b>61,010</b>	<b>0</b>	<b>61,010</b>	
55					
56	<b>EXPENDITURE Total</b>	<b>347,551</b>	<b>-10,453</b>	<b>337,098</b>	
57		0			
58	<b>INCOME</b>				
59	4000 Fees & charges income	95,000	-20,000	75,000	
60	4001 Rental income	7,800	0	7,800	LDC strongroom rental + res flat
61	4002 Other miscellaneous income		0		
62	<b>INCOME Total</b>	<b>102,800</b>	<b>-20,000</b>	<b>82,800</b>	
63					
64	<b>NETT TOTAL</b>	<b>244,751</b>	<b>9,547</b>	<b>254,298</b>	
65					
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Service: ALL SAINTS (50) 2021-22

Line	Account	2020/21 EST	< > diff	2021/22 EST	NOTES
1	<b>EXPENDITURE</b>				
2	<b>Staff</b>				
3	7003/5 Salaries & Wages	88,897	1,264	90,161	
4	7006 National Insurance	7,918	4,524	12,442	
5	7007 Superannuation	15,365	4,110	19,475	
6	7009 Other staff expenses		0		
7	<b>Staff Total</b>	<b>112,180</b>	<b>9,898</b>	<b>122,078</b>	
8	<b>Premises</b>				
9	6100 Repairs & maintenance	4,000	0	4,000	Routine & Responsive repairs
10	6101 Grounds maintenance	500	0	500	incl. refuse collection etc.
11	6102 Electricity	3,810	-1,810	2,000	
12	6103 Gas	2,895	-1,695	1,200	
13	6104 Water & drainage	2,480	0	2,480	
14	6105 Alarm systems	380	0	380	
15	6106 Equipment & furniture etc	9,500	0	9,500	eqpt. & lighting etc.
16	6107 Rentals & hire costs		0		
17	6108 NNDR	3,725	74	3,799	
18	6109 Premises insurance	3,800	0	3,800	underwriter apportionment of premium
19	<b>Premises Total</b>	<b>31,090</b>	<b>-3,431</b>	<b>27,659</b>	
20	<b>Transport</b>				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
25	<b>Supplies &amp; Services</b>				<i>* Film@AS ceased 2018</i>
26	6400 Consumable stores	1,400	0	1,400	
27	6401 Equipment rental	500	0	500	
28	6402 Regalia		0		
29	6403 Small plant & tools	200	0	200	
30	6404 Catering	770	-370	400	kiosk stock
31	6405 Printing	700	-200	500	
32	6406 Stationery	350	0	350	
33	6407 Books & periodicals		0		
34	6408 Postage	500	-20	480	
35	6409 Telephones/ICT	1,100	-100	1,000	
36	6410 Office equipment	800	-550	250	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants	400	-400	0	LFC fees
40	6413 Legal expenses	1,600	0	1,600	Licences
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses	500	-150	350	
44	6417 Grants & subscriptions etc		0		
45	6418 Advertising & promotions	400	-120	280	
46	6419 Travelling & subsistence		0		
47	<b>Supplies &amp; services Total</b>	<b>9,220</b>	<b>-1,910</b>	<b>7,310</b>	
48					
49	<b>Miscellaneous</b>				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	1,140	20	1,160	
52	n/a Recharges to services	10,000	10,000	20,000	see Projects & Reserves table
53	6700 Other miscellaneous expenditure		0		
54	<b>Miscellaneous Total</b>	<b>11,140</b>	<b>10,020</b>	<b>21,160</b>	
55					
56	<b>EXPENDITURE Total</b>	<b>163,630</b>	<b>14,577</b>	<b>178,207</b>	
57		0			
58	<b>INCOME</b>				
59	4000 Fees & charges income	55,000	-5,000	50,000	
60	4001 Rental income		0		
61	4002 Other miscellaneous income	0	0	0	
62	<b>INCOME Total</b>	<b>55,000</b>	<b>-5,000</b>	<b>50,000</b>	
63					
64	<b>NETT TOTAL</b>	<b>108,630</b>	<b>19,577</b>	<b>128,207</b>	
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Service: **MALLING COMMUNITY CENTRE (51)** **2021-22**

2020/21 EST	< > diff	2021/22 EST
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**NB: Anticipated reopen January 2021**

Line	Account	2020/21 EST	< > diff	2021/22 EST
1	<b>EXPENDITURE</b>			
2	<b>Staff</b>			
3	7003/5 Salaries & Wages	8,554	57,021	65,575
4	7006 National Insurance	858	8,191	9,049
5	7007 Superannuation	1,463	12,701	14,164
6	7009 Other staff expenses	0	0	0
7	<b>Staff Total</b>	<b>10,875</b>	<b>77,913</b>	<b>88,788</b>
8	<b>Premises</b>			
9	6100 Repairs & maintenance	1,000	0	1,000
10	6101 Grounds maintenance	1,000	0	1,000
11	6102 Electricity	1,000	0	1,000
12	6103 Gas	1,000	0	1,000
13	6104 Water & drainage	700	0	700
14	6105 Alarm systems	0	600	600
15	6106 Equipment & furniture etc	200	800	1,000
16	6107 Rentals & hire costs	0	0	0
17	6108 NNDR	5,070	101	5,171
18	6109 Premises insurance	1,020	980	2,000
19	<b>Premises Total</b>	<b>10,990</b>	<b>2,481</b>	<b>13,471</b>
20	<b>Transport</b>			
21	6200 Transport hire costs	0	0	0
22	6201 Transport running costs	0	0	0
23	6202 Mileage allowances	0	0	0
24	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
25	<b>Supplies &amp; Services</b>			
26	6400 Consumable stores	300	900	1,200
27	6401 Equipment rental	0	500	500
28	6402 Regalia	0	0	0
29	6403 Small plant & tools	50	100	150
30	6404 Catering	0	0	0
31	6405 Printing	40	60	100
32	6406 Stationery	40	110	150
33	6407 Books & periodicals	0	0	0
34	6408 Postage	80	20	100
35	6409 Telephones/ICT	80	920	1,000
36	6410 Office equipment	0	100	100
37	6411 General office expenses	0	0	0
38	2300 Loan charges	48,000	0	48,000 PWLB 15yrs 2020-35
39	6412 Consultants	2,000	-1,000	1,000
40	6413 Legal expenses	500	1,000	1,500
41	6414 Hospitality	0	0	0
42	6415 Members allowances	0	0	0
43	6416 Miscellaneous expenses	0	300	300
44	6417 Grants & subscriptions etc	0	0	0
45	6418 Advertising & promotions	0	120	120
46	6419 Travelling & subsistence	0	0	0
47	<b>Supplies &amp; services Total</b>	<b>51,090</b>	<b>3,130</b>	<b>54,220</b>
48				
49	<b>Miscellaneous</b>			
50	8100 A/cs written off	0	0	0
51	6500 Miscellaneous insurances	80	1,320	1,400
52	n/a Recharges to services	0	10,000	10,000 <i>see Projects &amp; Reserves table</i>
53	6700 Other miscellaneous expenditure	0	0	0
54	<b>Miscellaneous Total</b>	<b>80</b>	<b>11,320</b>	<b>11,400</b>
55				
56	<b>EXPENDITURE Total</b>	<b>73,035</b>	<b>94,844</b>	<b>167,879</b>
57		0		
58	<b>INCOME</b>			
59	4000 Fees & charges income	0	50,000	50,000
60	4001 Rental income	0	0	0
61	4002 Other miscellaneous income	0	0	0
62	<b>INCOME Total</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>
63				
64	<b>NETT TOTAL</b>	<b>73,035</b>	<b>44,844</b>	<b>117,879</b>
65				
66				
67				
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70				



Service: **PELLS (60)** **2021-22**

Line	Account	2020/21 EST	< > diff	2021/22 EST	NOTES
<b>1</b>	<b>EXPENDITURE</b>				
<b>2</b>	<b>Staff</b>				
3	7003/5 Salaries & Wages	10,695	553	11,248	
4	7006 National Insurance	956	596	1,552	
5	7007 Superannuation	1,788	642	2,430	
6	7009 Other staff expenses		0		
7	<b>Staff Total</b>	<b>13,439</b>	<b>1,791</b>	<b>15,230</b>	
<b>8</b>	<b>Premises</b>				
9	6100 Repairs & maintenance	3,500	1,000	4,500	
10	6101 Grounds maintenance	15,000	-3,000	12,000	
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance	825	275	1,100	
19	<b>Premises Total</b>	<b>19,325</b>	<b>-1,725</b>	<b>17,600</b>	
<b>20</b>	<b>Transport</b>				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>25</b>	<b>Supplies &amp; Services</b>				
26	6400 Consumable stores		0		
27	6401 Equipment rental	40	0	40	
28	6402 Regalia		0		
29	6403 Small plant & tools	120	0	120	
30	6404 Catering		0		
31	6405 Printing		0		
32	6406 Stationery	50	0	50	
33	6407 Books & periodicals		0		
34	6408 Postage	70	0	70	
35	6409 Telephones/ICT	100	0	100	
36	6410 Office equipment	50	-15	35	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants	770	0	770	Town Brook Trust audit fee
40	6413 Legal expenses	90	0	90	Water abstraction licence
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses		0		
44	6417 Grants & subscriptions etc	10,000	0	10,000	PPCA £10,000 grant
45	6418 Advertising & promotions		0		
46	6419 Travelling & subsistence		0		
47	<b>Supplies &amp; services Total</b>	<b>11,290</b>	<b>-15</b>	<b>11,275</b>	
<b>48</b>	<b>Miscellaneous</b>				
49	8100 A/cs written off		0		
50	6500 Miscellaneous insurances	155	15	170	
51	n/a Recharges to services	30,000	-21,200	8,800	see Projects & Reserves table
52	6700 Other miscellaneous expenditure		0		
53	<b>Miscellaneous Total</b>	<b>30,155</b>	<b>-21,185</b>	<b>8,970</b>	
<b>54</b>	<b>EXPENDITURE Total</b>	<b>74,209</b>	<b>-21,134</b>	<b>53,075</b>	
<b>55</b>		<b>0</b>			
<b>56</b>	<b>INCOME</b>				
57	4000 Fees & charges income	158	-8	150	Fishing permits
58	4001 Rental income		0		
59	4002 Other miscellaneous income		0		
60	<b>INCOME Total</b>	<b>158</b>	<b>-8</b>	<b>150</b>	
<b>61</b>	<b>NETT TOTAL</b>	<b>74,051</b>	<b>-21,126</b>	<b>52,925</b>	



Service: **OPEN SPACES (70)****2021-22**

Line	Account	2020/21 EST	< > diff	2021/22 EST	NOTES
1	<b>EXPENDITURE</b>				
2	<b>Staff</b>				
3	7003/5 Salaries & Wages	20,840	2,452	23,292	
4	7006 National Insurance	1,822	1,392	3,214	
5	7007 Superannuation	3,432	1,599	5,031	
6	7009 Other staff expenses		0		
7	<b>Staff Total</b>	<b>26,094</b>	<b>5,443</b>	<b>31,537</b>	
8	<b>Premises</b>				
9	6100 Repairs & maintenance	2,000	0	2,000	
10	6101 Grounds maintenance	55,890	0	55,890	Contracted costs & base (£25k)
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance		0		
19	<b>Premises Total</b>	<b>57,890</b>	<b>0</b>	<b>57,890</b>	
20	<b>Transport</b>				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
25	<b>Supplies &amp; Services</b>				
26	6400 Consumable stores	600	400	1,000	
27	6401 Equipment rental	10,000	-1,000	9,000	inc CCTV running costs
28	6402 Regalia		0		
29	6403 Small plant & tools	2,000	-1,850	150	
30	6404 Catering		0		
31	6405 Printing	50	-20	30	
32	6406 Stationery	80	-30	50	
33	6407 Books & periodicals		0		
34	6408 Postage	90	0	90	
35	6409 Telephones/ICT	380	70	450	
36	6410 Office equipment	50	0	50	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants	15,000	0	15,000	Visioning provision for environmental audit
40	6413 Legal expenses	500	700	1,200	
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses	11,000	0	11,000	incl Xmas trees £3000; Bonfire Stewards £6k
44	6417 Grants & subscriptions etc	3,500	0	3,500	incl HSTA LNS £2000
45	6418 Advertising & promotions	500	-300	200	
46	6419 Travelling & subsistence	50	0	50	
47	<b>Supplies &amp; services Total</b>	<b>43,800</b>	<b>-2,030</b>	<b>41,770</b>	
48					
49	<b>Miscellaneous</b>				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	300	-40	260	
52	n/a Recharges to services	59,000	-45,000	14,000	see Projects & Reserves table
53	6700 Other miscellaneous expenditure		0		
54	<b>Miscellaneous Total</b>	<b>59,300</b>	<b>-45,040</b>	<b>14,260</b>	
55					
56	<b>EXPENDITURE Total</b>	<b>187,084</b>	<b>-41,627</b>	<b>145,457</b>	
57		0			
58	<b>INCOME</b>				
59	4000 Fees & charges income		0		
60	4001 Rental income		0		
61	4002 Other miscellaneous income	0	0	0	
62	<b>INCOME Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
63					
64	<b>NETT TOTAL</b>	<b>187,084</b>	<b>-41,627</b>	<b>145,457</b>	
65					
66					
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Service: LEWES PRIORY (71)

2021-22

Line	Account	2020/21 EST	< > diff	2021/22 EST	NOTES
1	<b>EXPENDITURE</b>				
2	<b>Staff</b>				
3	7003/5 Salaries & Wages	3,392	159	3,551	
4	7006 National Insurance	294	196	490	
5	7007 Superannuation	566	201	767	
6	7009 Other staff expenses		0		
7	<b>Staff Total</b>	<b>4,252</b>	<b>556</b>	<b>4,808</b>	
8	<b>Premises</b>				
9	6100 Repairs & maintenance	1,000	-800	200	
10	6101 Grounds maintenance	0	0	0	
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage	200	-20	180	
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance	310	0	310	
19	<b>Premises Total</b>	<b>1,510</b>	<b>-820</b>	<b>690</b>	
20	<b>Transport</b>				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
25	<b>Supplies &amp; Services</b>				
26	6400 Consumable stores		0		
27	6401 Equipment rental		0		
28	6402 Regalia		0		
29	6403 Small plant & tools	25	0	25	
30	6404 Catering		0		
31	6405 Printing		0		
32	6406 Stationery	25	-10	15	
33	6407 Books & periodicals		0		
34	6408 Postage	20	0	20	
35	6409 Telephones/ICT	30	0	30	
36	6410 Office equipment	30	-10	20	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants		0		
40	6413 Legal expenses		0		
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses		0		
44	6417 Grants & subscriptions etc	13,050	0	13,050	contracted pay't LPTrust
45	6418 Advertising & promotions		0		
46	6419 Travelling & subsistence		0		
47	<b>Supplies &amp; services Total</b>	<b>13,180</b>	<b>-20</b>	<b>13,160</b>	
48					
49	<b>Miscellaneous</b>				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	0	0	0	
52	n/a Recharges to services	500	-200	300	see Projects & Reserves table
53	6700 Other miscellaneous expenditure		0		
54	<b>Miscellaneous Total</b>	<b>500</b>	<b>-200</b>	<b>300</b>	
55					
56	<b>EXPENDITURE Total</b>	<b>19,442</b>	<b>-484</b>	<b>18,958</b>	
57		0			
58	<b>INCOME</b>				
59	4000 Fees & charges income		0		
60	4001 Rental income		0		
61	4002 Other miscellaneous income		0		
62	<b>INCOME Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
63					
64	<b>NETT TOTAL</b>	<b>19,442</b>	<b>-484</b>	<b>18,958</b>	
65					
66					
67					
68					
69					
70					

Service: **AMENITIES (72)** **2021-22**

Line	Account	2020/21 EST	< > diff	2021/22 EST	NOTES
1	<b>EXPENDITURE</b>				
2	<b>Staff</b>				
3	7003/5 Salaries & Wages	14,112	3,020	17,132	
4	7006 National Insurance	1,153	1,211	2,364	
5	7007 Superannuation	2,299	1,402	3,701	
6	7009 Other staff expenses		0	0	
7	<b>Staff Total</b>	<b>17,564</b>	<b>5,633</b>	<b>23,197</b>	
8	<b>Premises</b>				
9	6100 Repairs & maintenance	6,000	0	6,000	Furn £3K, Cloaks £500; base £2.5k
10	6101 Grounds maintenance	5,000	0	5,000	incl hanging baskets
11	6102 Electricity	515	185	700	
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc	2,000	0	2,000	
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance	1,040	0	1,040	
19	<b>Premises Total</b>	<b>14,555</b>	<b>185</b>	<b>14,740</b>	
20	<b>Transport</b>				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
25	<b>Supplies &amp; Services</b>				
26	6400 Consumable stores	80	0	80	
27	6401 Equipment rental		0		
28	6402 Regalia		0		
29	6403 Small plant & tools	300	-100	200	
30	6404 Catering		0		
31	6405 Printing		0		
32	6406 Stationery	80	-35	45	
33	6407 Books & periodicals		0		
34	6408 Postage	75	0	75	
35	6409 Telephones/ICT	150	0	150	
36	6410 Office equipment	40	0	40	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants		0		
40	6413 Legal expenses		0		
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses		0		
44	6417 Grants & subscriptions etc	1,000	-400		600 W/Mem Trust; Hist Towns Forum etc
45	6418 Advertising & promotions		0		
46	6419 Travelling & subsistence		0		
47	<b>Supplies &amp; services Total</b>	<b>1,725</b>	<b>-535</b>	<b>1,190</b>	
48					
49	<b>Miscellaneous</b>				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	175	0	175	
52	n/a Recharges to services	27,200	400	27,600	see Projects & Reserves table
53	6700 Other miscellaneous expenditure	0	0	0	
54	<b>Miscellaneous Total</b>	<b>27,375</b>	<b>400</b>	<b>27,775</b>	
55					
56	<b>EXPENDITURE Total</b>	<b>61,219</b>	<b>5,683</b>	<b>66,902</b>	
57		0			
58	<b>INCOME</b>				
59	4000 Fees & charges income		0		
60	4001 Rental income		0		
61	4002 Other miscellaneous income		0		
62	<b>INCOME Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
63					
64	<b>NETT TOTAL</b>	<b>61,219</b>	<b>5,683</b>	<b>66,902</b>	
65					
66					
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70					

Service: ALLOTMENTS (80) 2021-22

Line	Account	2020/21 EST	< > diff	2021/22 EST	NOTES
1	<b>EXPENDITURE</b>				
2	<b>Staff</b>				
3	7003/5 Salaries & Wages	15,777	2,120	17,897	
4	7006 National Insurance	1,336	1,134	2,470	
5	7007 Superannuation	2,606	1,260	3,866	
6	7009 Other staff expenses		0		
7	<b>Staff Total</b>	<b>19,719</b>	<b>4,514</b>	<b>24,233</b>	
8	<b>Premises</b>				
9	6100 Repairs & maintenance	1,500	0	1,500	
10	6101 Grounds maintenance	8,000	-2,000	6,000	
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage	1,650	2,350	4,000	
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance		0		
19	<b>Premises Total</b>	<b>11,150</b>	<b>350</b>	<b>11,500</b>	
20	<b>Transport</b>				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
25	<b>Supplies &amp; Services</b>				
26	6400 Consumable stores		0		
27	6401 Equipment rental		0		
28	6402 Regalia		0		
29	6403 Small plant & tools	150	-30	120	
30	6404 Catering	250	0	250	Allotment show
31	6405 Printing		0		
32	6406 Stationery	80	-30	50	
33	6407 Books & periodicals		0		
34	6408 Postage	100	-10	90	
35	6409 Telephones/ICT	110	30	140	
36	6410 Office equipment	30	-10	20	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants		0		
40	6413 Legal expenses		0		
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses		0		
44	6417 Grants & subscriptions etc	70	0	70	NAALG m'ship
45	6418 Advertising & promotions	650	0	650	base £150; A show & prizes £500
46	6419 Travelling & subsistence	100	0	100	
47	<b>Supplies &amp; services Total</b>	<b>1,540</b>	<b>-50</b>	<b>1,490</b>	
48					
49	<b>Miscellaneous</b>				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	155	10	165	
52	n/a Recharges to services	500	0	500	see Projects & Reserves table
53	6700 Other miscellaneous expenditure		0		
54	<b>Miscellaneous Total</b>	<b>655</b>	<b>10</b>	<b>665</b>	
55					
56	<b>EXPENDITURE Total</b>	<b>33,064</b>	<b>4,824</b>	<b>37,888</b>	
57		0			
58	<b>INCOME</b>				
59	4000 Fees & charges income		0		
60	4001 Rental income	4,830	0	4,830	
61	4002 Other miscellaneous income		0		
62	<b>INCOME Total</b>	<b>4,830</b>	<b>0</b>	<b>4,830</b>	
63					
64	<b>NETT TOTAL</b>	<b>28,234</b>	<b>4,824</b>	<b>33,058</b>	
65					
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## The Council's vision

Principles arising from the 2019/20 'Visioning' exercise



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### Principles to inform and underpin future actions and decisions

Area of activity, or theme	Comment
Services, activities and projects currently operated by Council	<p><i>All items that were listed as 'ESSENTIAL' and categorized as items already in place or imminent that could be refined and/or have little resource implications</i></p> <p>There was general discussion regarding the context of the items listed, and it was acknowledged that they represented salient activities within the Council's normal operations that had initially been seen as 'key' functions, although with further analysis it was understood that they may be simply more 'obvious' than others.</p> <p>It was agreed that High priority should be given to the Council's buildings; allotments; grants scheme; community partnerships and support for outside bodies and public events; The Pells area, Lewes Priory; and Landport Bottom.</p>
Successor on retirement of Town Clerk	Financial provision added to assist with immediate priorities.
Area of activity, or theme	<p><i>All items that were listed as 'POTENTIAL' and categorized as items either not undertaken at present or deserving refinement; and needing careful consideration of resource implications and/or in-depth assessment, research or specific allocation of resources.</i></p>
Transport-related: Infrastructure & signage, cycling routes; bus transport;	Council can influence & assist funding. Council can directly provide some infrastructure.
Openness; engagement; consultation; partnership	Council can bring disparate groups together, consult, and influence discussions. Council can exceed statutory requirements for transparency in governance.
Trees & Biodiversity; wildlife & the environment; Open spaces	Council seeks measurable improvements over term of administration, reflecting decisions with specific effect in these areas and/or occasions when influence exerted ( <i>eg</i> encouragement to Planning applicants)
Support for foodbanks & the disadvantaged.	Include specific focus in any revision of policy for Financial Grants Scheme. Increase amount budgeted.
Encourage participation of, and facilities for, youth in the working of the community.	Exercise influence wherever appropriate and remain alert to occasions when Council could directly affect.
Encourage Youth festival with Twin towns	Investigate in partnership with Lewes Twinning Association and its counterparts, and the Councils of the twin towns.
Possible establishment of a Lewes Arts Council	Investigate arts and event promotion; seek support for principle and potential to form a lead body.
Public water fountains (drinking water)	Sustainability Goals Working Party asked to seek three locations

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	Date	Resolution	Status
1	16 <sup>th</sup> May 2019	<b>FC2019/03.1</b> Reasons submitted for absence from this meeting are noted.	✓
2	16 <sup>th</sup> May 2019	<p>“That this Council records its thanks to Cllr Janet Baah, and appreciation for her service to the council and community of Lewes in the office of Mayor during the past year.”</p> <p>He went on to describe Cllr Baah’s term as Mayor, and highlighted functions and events she had attended and her work through the year fundraising for her chosen good causes.</p> <p>It was <b>resolved FC2019/06.1</b> accordingly.</p>	✓
3	16 <sup>th</sup> May 2019	<b>FC2019/08.1</b> Minutes of the Council meeting held on 11 <sup>th</sup> April 2019 are received and signed as an accurate record.	✓
4	16 <sup>th</sup> May 2019	<b>FC2019/10.1</b> The individual responsibilities of Members for the ensuing municipal year shall be as shown in the list ( <i>copy in minute book</i> ) provided to members for the meeting of Council on 16 <sup>th</sup> May 2019, <i>pro tem subject to review by Council in June or July 2019</i> .	✓
5	16 <sup>th</sup> May 2019	<b>FC2019/11.1</b> The Council’s representatives on outside bodies, for the ensuing municipal year, shall be as shown in the list ( <i>copy in minute book</i> ) provided to members for the meeting of Council on 16 <sup>th</sup> May 2019, <i>pro tem subject to review by Council in June or July 2019</i> .	✓
6	16 <sup>th</sup> May 2019	<b>FC2019/12.1</b> The Council approves the authorization of Councillors as signatories to the Council’s bank account: as shown in the list ( <i>copy in minute book</i> ) provided to members for the meeting of Council on 16 <sup>th</sup> May 2019.	✓
7	16 <sup>th</sup> May 2019	<b>FC2019/13.1</b> The Town Clerk be asked to ensure the Council’s continued membership of approved national and local organizations representing Parish and Town Councils.	✓
8	16 <sup>th</sup> May 2019	<b>FC2019/14.1</b> Lewes Town Council declares that it meets the conditions, prescribed in Article 2 paragraph 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI2012/965), and hereby resolves to adopt the General Power of Competence as provided in the Localism Act 2011 ss1-8. This declaration has effect until the Council’s Annual Meeting 2023.	✓
9	16 <sup>th</sup> May 2019	<b>FC2019/15.1</b> Lewes Town Council Members are considered to have Disclosable Pecuniary Interests which would be affected by the setting of the Council Tax Precept – specifically: beneficial interests in land within the area of the Council. Having regard to the provisions contained in s33 of the Localism Act 2011 and all relevant circumstances the Council hereby resolves to grant all Members a dispensation from the restrictions imposed by s 31 (4) of that Act on participation and voting on this matter, as without such dispensation the transaction of Council	✓



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		business would be impeded; the matter is in the interests of persons living in the Council's area, and the interest is common to a significant proportion of the general public within the Council's area. This dispensation has effect until the Council's Annual Meeting 2023.	
10	20 <sup>th</sup> Jun 2019	<b>FC2019/18.1</b> Reasons submitted for absence from this meeting are noted.	✓
11	20 <sup>th</sup> Jun 2019	<b>FC2019/20.1</b> Minutes of the Council meeting held on 16 <sup>th</sup> May 2019 are received and signed as an accurate record.	✓
12	20 <sup>th</sup> Jun 2019	<b>FC2019/21.1</b> That Lewes Town Council (as Town Brook Trust) agree to swap the land requested in exchange for areas designated 'A' & 'C' (but NOT area 'B') on the appended plan, subject to agreement with Lewes District Council that: a) All associated costs of valuation; technical assessment; legal transfer, and boundary relocation (fencing/railings/walls or other enclosure) and costs of any other engineering which may be required shall be met by Lewes District Council, and no cost shall fall to Lewes Town Council. b) Independent valuation of the land areas concerned is undertaken by an independent authority such as the District Valuer Service (DVS) – the specialist property arm of the Valuation Office (VOA). c) Engineering assessment of the potential need to culverting the vestigial watercourse of the historic Town Book is carried out by an independent professional authority. The Working Party is asked to meet again, in due course, as required to confirm details and bring final recommendations to Council.	Pending NSQ
13	20 <sup>th</sup> Jun 2019	<b>FC2019/21.2</b> The grant payments recommended in report FC001/2019 (as shown in column <b>G</b> of the appended table) be approved.	✓
14	20 <sup>th</sup> Jun 2019	<b>FC2019/21.3</b> The oral report on the meeting of Sussex Community Rail Partnership/Railfutures held on 6 <sup>th</sup> June 2019 is noted.	✓
15	20 <sup>th</sup> Jun 2019	<b>FC2019/21.4</b> The adjournment of the Personnel Panel on 19 <sup>th</sup> June 2019 is noted.	✓
16	20 <sup>th</sup> Jun 2019	<b>FC2019/21.5</b> Lewes Town Council casts one vote for Cllr Richard Waring to represent East Sussex parishes on the South Down National Park Authority.	✓
17	20 <sup>th</sup> Jun 2019	<b>FC2019/21.6</b> The oral report on the North Street Quarter Sounding Board meeting of 10 <sup>th</sup> June 2019 is noted.	✓
18	20 <sup>th</sup> Jun 2019	<b>FC2019/22.1</b> Lewes Town Council notes the report of Mulberry and Co ( <i>a copy is included in the Minute book</i> ) on their Internal Audit work for the Council for the year ended 31 <sup>st</sup> March 2019.	✓
19	20 <sup>th</sup> Jun 2019	<b>FC2019/23.1</b> Lewes Town Council approves the Annual Governance Statement shown at section 1 of the statutory Annual Governance & Accountability Return for the year ended 31 <sup>st</sup> March 2019	✓
		<b>FC2018/23.2</b> Lewes Town Council approves the Accounting Statements on the Annual Governance & Accountability Return for the year	✓

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	Date	Resolution	Status
		1 <sup>st</sup> April 2018 to 31 <sup>st</sup> March 2019, for submission, with supporting documents as required, to Messrs PKF-Littlejohn LLP; the External auditors appointed by the national sector-led body.	
20	20 <sup>th</sup> Jun 2019	<b>FC2019/24.1</b> Lewes Town Council notes the Corporate Risk Assessment report, reference FC003/2019 ( <i>a copy is included in the Minute book</i> ) and the summary table of assessed risks for 2019/20 appended to it.	✓
21	20 <sup>th</sup> Jun 2019	<b>FC2019/25.1</b> The individual responsibilities for Members for the remainder of the 2019/20 municipal year shall be amended as: Councillor Henman is no longer appointed to the Planning Committee. Councillor Sains is appointed to the Planning Committee. Personnel Panel: to be discussed at the next Council meeting. Audit Panel: will remain at 5 appointed Members (establishment is 7). Cllr Vernon is appointed to the Landport Bottom Management Committee. Cllr Bird is appointed to the North Street Quarter Sounding Board.  The appointment of Cllrs Catlin and O'Keeffe to Lewes District Association of Local Councils (LDALC) is confirmed, and it is noted that LDALC has already held its annual meeting and they have been elected as Chair and Vice-chair respectively. Both Councillors have also been elected by LDALC as two of the Association's representatives to the board of East Sussex Association of Local Councils. Council offered congratulations on these elections	✓
22	20 <sup>th</sup> Jun 2019	<b>FC2019/26.1</b> Lewes Town Council accept the offer by the friends of Lewes to donate one or more Oak trees, at the Pells Recreation Ground, subject to final agreement on specific location.	Pending NSQ
23	20 <sup>th</sup> Jun 2019	<b>FC2019/27.1</b> Lewes Town Council establishes a Working Party to identify methods for improved public engagement and greater provision of information to residents of Lewes. <b>FC2019/27.2</b> Appointed to the Public Engagement working party are Cllrs Bird; Catlin; Henman; Herbert; Maples; O'Keeffe; Sains; Vernon; Waring and Wood.	✓
24	20 <sup>th</sup> Jun 2019	<b>FC2019/28.1</b> Lewes Town Council establishes an Equality, Diversity and Inclusion Working Party with a remit as described in Motion NOM009/2019 ( <i>copy in the Minute book</i> ) <b>FC2019/28.2</b> Appointed to the Equality, Diversity and Inclusion working party are Cllrs Baah; Bird; Catlin; Handy; Herbert and Maples.	✓
25	25 <sup>th</sup> Jul 2019	<b>FC2019/33.1</b> Reasons submitted for absence from this meeting are noted	✓
26	25 <sup>th</sup> Jul 2019	<b>FC2019/35.1</b> Minutes of the Council meeting held on 20 <sup>th</sup> June 2019 are received and signed as an accurate record.	✓
27	25 <sup>th</sup> Jul 2019	<b>FC2019/37.1</b> The oral report on the Personnel Panel meetings of 19 <sup>th</sup> & 28 <sup>th</sup> June and 11 <sup>th</sup> July 2019, is noted.	✓

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28	25 <sup>th</sup> Jul 2019	<b>FC2019/37.2</b> The oral report from the Council's representatives on the Lewes District Association of Local Council be noted.	✓
29	25 <sup>th</sup> Jul 2019	<p><b>FC2019/38.1</b> Lewes Town Council will establish a Transport Committee, with a remit to:</p> <ul style="list-style-type: none"> <li>› Work with statutory bodies (including LDC and ESCC), agencies, community groups and stakeholders on transport related issues.</li> <li>› Facilitate a Lewes transport policy that is both sustainable and integrated. This would use the work prepared during the drafting of the Lewes Neighbourhood Plan and earlier work by the Town Council's Traffic Working Party on a 'Lewes transport forum', as a starting point:</li> <li>› Work with residents and businesses to consider and possibly fund traffic measures such as crossings, signage and speed limits.</li> <li>› Continue to monitor the LTC-funded Compass bus service, reporting back to Council.</li> <li>› Work with the Council's Planning Committee, ensuring that any recommendations are reviewed before consideration by Council.</li> </ul> <p><b>FC2019/38.2</b> Cllrs Baah, Bird, Catlin, Handy, Henman, Herbert, Makepeace, Milner, O'Keefe, Vernon and Waring be appointed to serve on the Transport Committee.</p>	✓
30	25 <sup>th</sup> Jul 2019	<p><b>FC2019/39.1</b> The oral report on the status of the Lewes Neighbourhood Plan is noted.</p> <p><b>FC2019/39.2</b> In noting the Chairman's report and formally closing the Neighbourhood Plan Steering Group, Councillors record their grateful thanks to all concerned in the development of the Plan, and to Mr Ian Linton for his personal contribution.</p>	✓
31	25 <sup>th</sup> Jul 2019	<p><b>FC2019/39.3</b> Lewes Town Council will establish a new Devolution Working Party</p> <p><b>FC2019/39.4</b> Cllrs Burrows, Catlin, Earl, Henman, Mayhew and Ward be appointed to serve on the Devolution Working Party</p> <p><b>FC2019/41.2</b> "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 <i>etc.</i> any members of the press and public present be excluded and instructed to withdraw. Further: anyone making any unofficial recording or transmission of the meeting is instructed to terminate that process. The nature of the business is – consideration of staff matters."</p>	✓
32	25 <sup>th</sup> Jul 2019	<b>FC2019/42.1</b> Letters shall be sent by the Chair of the Personnel Panel to the complainants concerned with matters in the independent consultant's report, as reported to Council on 25 <sup>th</sup> July 2019 in confidential session; notifying them of the outcome of the investigation.	✓
33	25 <sup>th</sup> Jul 2019	<p><b>FC2019/42.2</b> In response to recommendations of the Personnel Panel regarding matters in the independent consultant's report, as reported to Council on 25<sup>th</sup> July 2019 in confidential session, it is agreed that Council will:</p> <ul style="list-style-type: none"> <li>a) Re-start the appraisal process, suspended pending the outcome of the investigation.</li> <li>b) Ask the Personnel Panel to review feedback on the revised Member's induction process with a view to further improvements in future.</li> <li>c) Initiate a review of relevant policies relating to sickness and ensure that issues of stress in the workplace are properly included and reviewed. This should include assessment of where there may be a need for training of staff or Councillors in these areas.</li> <li>d) Councillors to re-establish their expectations of officers and the Town Clerk.</li> <li>e) All Councillors will be reminded of the Code of Conduct for Members and the Communications Policy, especially and particularly in the</li> </ul>	✓

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	Date	Resolution	Status
		<p>areas of confidentiality; trust, and mutual respect, and there should be reciprocity between staff and members in these matters.</p> <p>f) All Members and staff will be reminded that any matters of concern around conduct or appropriate behaviour shall be reported to the appropriate officer or the Mayor in a timely manner.</p> <p>g) The Personnel Panel is asked to consider the Town Clerk's report on succession-planning, and to make recommendations for Council to consider alongside its review of the 'visioning' exercise, by the end of the 2019 calendar year.</p> <p>h) The Personnel Panel will consider as essential to these recommendations that they have a measurable and timed outcome.</p>	
34	29 <sup>th</sup> Aug 2019	<b>FC2019/45.1</b> Reasons submitted for absence from this meeting are noted.	✓
35	29 <sup>th</sup> Aug 2019	<b>FC2019/47.1</b> Minutes of the Council meeting held on 25 <sup>th</sup> July 2019 are received and signed as an accurate record.	✓
36	29 <sup>th</sup> Aug 2019	<b>FC2019/48.1</b> The oral report on the meeting of the East Sussex Association of Local Councils on 1 <sup>st</sup> August 2019 is noted.	✓
37	29 <sup>th</sup> Aug 2019	<b>FC2019/48.2</b> The Minutes of the Audit Panel meeting of 13 <sup>th</sup> August are received and noted	✓
38	29 <sup>th</sup> Aug 2019	<p><b>FC2019/48.3</b> The Minutes of the Commemorations Committee meeting of 27<sup>th</sup> August are received and noted, and Council supports the approach of the committee to the matters under consideration.</p> <p><b>FC2019/48.4</b> The Council will establish an annual grant to Lewes High Street Traders' Association at £2,000 per year in respect of the winter late-night shopping event; subject each year to a post-event expenditure report (this being in place of the grant previously given to the Chamber of Commerce for that purpose).</p> <p><b>FC2019/48.5</b> The Council provisionally agrees funding in-principle as requested by Lewes Light (for grant support of &lt;£8,000 for the February 2020 event) and the High Street Traders Association (for a contribution of £10,000pa towards cost of a three-year festive lighting agreement) subject to final details and recommendations to Council by the Commemorations Committee.</p>	<p>✓</p> <p>✓</p> <p>✓</p>
39	29 <sup>th</sup> Aug 2019	<b>FC2019/48.6</b> The oral report on the meeting of the UN Sustainability goals Working Party held on 28 <sup>th</sup> August 2019 is noted	✓
40	29 <sup>th</sup> Aug 2019	<p><b>FC2019/48.7</b> The individual responsibilities of Members for the remainder of the 2019/20 municipal year shall be amended as:</p> <p>Cllr Makepeace is appointed to the Open Council Working Party</p> <p>Cllr Makepeace is appointed to the Finance Working Party</p>	✓

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	Date	Resolution	Status
		Cllr O'Keeffe has stepped down from the Finance Working Party	
41	29 <sup>th</sup> Aug 2019	<b>FC2019/49.1</b> Mr Mark Mulberry, of Mulberry & Co., 9 Pound Lane, Godalming, Surrey, GU7 1BX be retained as Internal Auditor to Lewes Town Council for the 2019/20 financial year.	✓
42	29 <sup>th</sup> Aug 2019	<b>FC2019/50.1</b> Lewes Town staff and Councillors shall receive training by a recognised and currently practicing sustainability trainer	Pending
43	29 <sup>th</sup> Aug 2019	<b>FC2019/51.1</b> Report FC008/2019 ( <i>copy in the Minute book</i> ) regarding urgent tree work, is noted, and thanks are offered to Lewes District Council's Special Advisor (Arboriculture) for his assistance.	✓
44	3 <sup>rd</sup> Oct 2019	<b>FC2019/56.1</b> Reasons submitted for absence from this meeting are noted.	✓
45	3 <sup>rd</sup> Oct 2019	<b>FC2019/58.1</b> Minutes of the Council meeting held on 29 <sup>th</sup> August 2019 are received and signed as an accurate record.	✓
46	3 <sup>rd</sup> Oct 2019	<b>FC2019/59.1</b> The Minutes of the UN Sustainability Goals Working Party meeting on 28 <sup>th</sup> August 2019 are noted and the Council supports the approach being taken.	✓
47	3 <sup>rd</sup> Oct 2019	<b>FC2019/59.2</b> The individual responsibilities of Members for the remainder of the 2019/20 municipal year shall be amended as: Cllr Burrows has stepped down from the Commemorations & Events Committee.	✓
48	3 <sup>rd</sup> Oct 2019	<b>FC2019/59.3</b> The grant payments recommended in report FC010/2019 (as shown in column <b>G</b> of the table appended to that report) be approved.	✓
49	3 <sup>rd</sup> Oct 2019	<b>FC2019/59.4</b> The Minutes of the All Saints Steering Group meeting held on 19 <sup>th</sup> September 2019 are noted.	✓
50	3 <sup>rd</sup> Oct 2019	<b>FC2019/59.5</b> The Minutes of the Buildings Working Party meeting held on 20 <sup>th</sup> September 2019 are noted. <b>FC2019/59.6</b> A guided tour of the Town Hall, All Saints Centre and Malling Community Centre be arranged for interested Members on a date to be confirmed in due course.	✓
51	3 <sup>rd</sup> Oct 2019	<b>FC2019/59.7</b> The Minutes of the Personnel Panel meeting of 26 <sup>th</sup> September 2019 are no	✓

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	Date	Resolution	Status
52	3 <sup>rd</sup> Oct 2019	<b>FC2019/59.8</b> The Minutes of the ‘Open Council’ Working party meeting held on 26 <sup>th</sup> September are noted	✓
53	3 <sup>rd</sup> Oct 2019	<b>FC2019/59.9</b> The Minutes of the Equality/Diversity & Inclusion Working Party meeting held on 1 <sup>st</sup> October are noted.	✓
54	3 <sup>rd</sup> Oct 2019	<p><b>FC2019/59.10</b> The Minutes of the Commemorations &amp; events Committee 2<sup>nd</sup> October are noted.</p> <p><b>FC2019/59.11</b> The Council will provide funding of £3,000 to the <i>Lewes Lightbox</i> project in each of the five financial years 2020/21 to 2024/25.</p> <p><b>FC2019/59.12</b> The Council will provide funding of £10,000 to the <i>Lewes High Street Traders Association festive lighting project</i> in each of the three financial years 2019/20* to 2021/22.</p> <p><b>FC2019/59.13</b> The Council will provide funding of up to £8,000 to the <i>Lewes Light Festival 2020*</i>, to be paid on presentation of receipts.</p> <p>* - these costs will fall to the General Fund in the current year, with earmarked provision in future budgets.</p>	<p>✓</p> <p>Yr1 ✓</p> <p>Yr1 ✓ Yr2✓</p> <p>✓</p>
55	3 <sup>rd</sup> Oct 2019	<p><b>FC2019/59.14</b> The oral report on the operations of the Lewes District Citizens’ Advice organization is noted.</p> <p><b>FC2019/59.15</b> The request of the CAB for ‘seed’ funding of £3,000 for a domestic support small grants scheme be considered at the next meeting of the Finance Committee.</p>	✓
56	3 <sup>rd</sup> Oct 2019	<b>FC2019/59.16</b> The oral report on matters arising from Sussex Rail Community Partnership is noted.	✓
57	3 <sup>rd</sup> Oct 2019	<b>FC2019/60.1</b> Lewes Town Council will ask the Mayor to host a celebratory reception for Lewes Football Club on a mutually convenient date	✓
58	3 <sup>rd</sup> Oct 2019	<p><b>FC2019/61.1</b> Lewes Town Council supports Wildflower Lewes in its efforts to introduce and promote a ‘Pollinator Pathway’ through Lewes by establishing wildflower stepping-stones throughout the town. An open letter will be written to both District and County Councils advising them of this Council’s support for cutting highway verges only once per year, in the Autumn.</p> <p><b>FC2019/61.2</b> Lewes Town Council will support Wildflower Lewes in the facilitation of, and by providing a venue for a ‘Biodiversity in Lewes’ Education Day 2020</p>	<p>✓</p> <p>✗Covid</p>
59	3 <sup>rd</sup> Oct 2019	<b>FC2019/62.1</b> Lewes Town Council agrees to join in an expression of interest by the South Downs National Park Authority to benefit from the new Lottery Community Fund’s Climate Action Fund project.	✓
60	7 <sup>th</sup> Nov 2019	<b>FC2019/68.1</b> Reasons submitted for absence from this meeting are noted.	✓

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61	7 <sup>th</sup> Nov 2019	<b>FC2019/70.1</b> Minutes of the Council meeting held on 3 <sup>rd</sup> October 2019 are received and signed as an accurate record.	✓
62	7 <sup>th</sup> Nov 2019	<b>FC2019/71.1</b> Council would consider this item (urgent tree works) at their Council Meeting in December when more detail and costings would be available.	✓
63	7 <sup>th</sup> Nov 2019	<b>FC2019/72.1</b> The oral report on the recent meeting of East Sussex Association of Local Councils and the National Association of Local Councils conference is noted.	✓
64	7 <sup>th</sup> Nov 2019	<p><b>FC2019/72.2</b> The Minutes of the Transport Committee meeting held on 10<sup>th</sup> October 2019 are noted.</p> <p><b>FC2019/72.3</b> The Council will provide £500 for Community Match scheme funding of an ESCC traffic speed study on the A26 Malling Hill.</p> <p><b>FC2019/72.4</b> The recommendations of the Council's Traffic Committee regarding a response to ESCC's consultation on a 20mph speed limit scheme for Malling are supported.</p> <p><b>FC2019/72.5</b> The South Downs National Park Authority be asked to commit the unspent s106 fund of £16,101 arising from the development of the Lewes house site (Planning reference SDNP/14/01199/FUL) to National Cycle Route 90 enhancement, and the Town Council's 'Parish share' of £4,300 (from 2018 CIL receipts) is similarly dedicated. It is also considered essential that Cycle Lewes is included in all planning for the works. The final route should be that agreed by Cycle Lewes</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>ESCC programme</p>
65	7 <sup>th</sup> Nov 2019	<b>FC2018/72.6</b> The Minutes of the Audit Panel meeting held on 17 <sup>th</sup> October 2019 are noted.	✓
66	7 <sup>th</sup> Nov 2019	<b>FC2019/73.1</b> Lewes Town Councillors agree to assist the Lewes Foodbanks Referral scheme by promoting it and referring clients to Lewes Foodbanks.	✓
67	7 <sup>th</sup> Nov 2019	<b>FC2019/74.1</b> Council agrees the revision of its Code of Conduct for Members (as attached to Report FC012/2019 presented to Council on 7 <sup>th</sup> November), to preserve alignment with that adopted by Lewes District Council.	✓
68	7 <sup>th</sup> Nov 2019	<b>FC2019/75.1</b> With regard to proposed amendments to the South Downs National Park Partnership Management Plan, individual comments by Councillors shall be forwarded to TC no later than 22 <sup>nd</sup> November 2019, to be collated and forwarded to the Park Authority before their consultation deadline.	✓
69	19 <sup>th</sup> Dec 2019	<b>FC2019/80.1</b> Reasons submitted for absence from this meeting are noted.	✓
70	19 <sup>th</sup> Dec 2019	<b>FC2019/82.1</b> Minutes of the Council meeting held on 7 <sup>th</sup> November 2019 are received and signed as an accurate record.	✓



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71	19 <sup>th</sup> Dec 2019	<b>FC2019/83.1</b> The Minutes of the Personnel Panel ( <i>copy in minute book</i> ) held on 27 <sup>th</sup> November are received and noted. Council notes the matter of the complaint received, and the Panel's response, and the approach taken to other matters considered at the meeting. It confirms the Panel's remit to deal with specific matters noted in <i>Report Special001/2019</i> and itemized in this Minute. <b>FC2019/83.2</b> It was requested that the minutes repeat the fundamental principle that Councillors consider and determine policy and officers advise upon and implement policy	✓
72	19 <sup>th</sup> Dec 2019	<b>FC2019/83.3</b> The Minutes of the Devolution Working Party ( <i>copy in minute book</i> ) held on 29 <sup>th</sup> November 2019 are noted. <b>FC2019/83.4</b> <i>Market Tower and No.2 Fisher Street</i> – Council should indicate an agreement in-principle to proceed with acquisition of freehold title, subject to further detailed negotiations, notably regarding community value and future use. <i>Stanley Turner Trust</i> – Council should indicate an agreement in-principle to proceed with a transfer of Trusteeship, and simultaneously ask the 'resident' sports clubs to prepare their case for a future independent management agreement. LDC should be commissioned to continue as manager of day-to-day operations in the short term, under an agreement similar to that concluded regarding Landport Bottom. <i>Convent Field</i> - Council should indicate an agreement in-principle to a transfer of Trusteeship, but subject to consideration of further detail regarding aspects such as the status of Lewes FC and the off-street carpark; that consideration to be in the short term.	✓(LDC withdrawn 2020)
73	19 <sup>th</sup> Dec 2019	<b>FC2019/83.5</b> The Minutes of the Landport Bottom Management Committee ( <i>copy in minutes book</i> ) are noted.	✓
74	19 <sup>th</sup> Dec 2019	<b>FC2019/83.6</b> The grant payments recommended in report FC013/2019 (as shown in column <b>G</b> of the table appended to that report) be approved.	✓
75	19 <sup>th</sup> Dec 2019	<b>FC2019/83.7</b> The individual responsibilities of Members for the remainder of the 2019/20 municipal year shall be amended as: Cllr Dr Maples be appointed to the Devolution Working Party.	✓
76	19 <sup>th</sup> Dec 2019	<b>FC2019/83.8</b> The oral report on the meeting of the Finance Working Party on 16 <sup>th</sup> December 2019 is noted.	✓
77	19 <sup>th</sup> Dec 2019	<b>FC2019/84.1</b> Lewes Town Council supports the principle of repairing the pavement near the Crown Court to restore the pavements there and remove the temporary "black top" patches of tarmac; and of installing bollards to protect the pavement from further damage by vehicles parked on it. <b>FC2019/84.2</b> The Transport Committee is asked to consider this matter with a view to formulating recommendations to Council regarding support funding, once the full details are known.	✓

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78	19 <sup>th</sup> Dec 2019	<b>FC2019/85.1</b> Lewes Town Council agrees to implement a Sustainability Audit for Town Council Buildings.	pending
79	19 <sup>th</sup> Dec 2019	<b>FC2019/86.1</b> The Audit Panel is asked to draft a clear set of criteria and assessment process, along similar lines to that employed by the Grants Panel, by which all applications for funding will be assessed if falling outside the established miscellaneous grants scheme. The process shall include provision for any organisation receiving a grant over £2000 be requested to give a report (based upon a standard template) or a short presentation as appropriate.	✓ (review requested Oct 2020)
80	19 <sup>th</sup> Dec 2019	<b>FC2019/87.1</b> Lewes Town Council will support Community Transport for the Lewes Area (CTLA) with a grant of £8,000 in 2020/21 towards the provision of the 131 and 132 bus service in the Town and publicity <i>etc (shown as items ii); iii) and iv) in the Minute</i> . This grant to be inflated to £8,240 in 2021/22 and £8487 in 2022/23. Provision to be funded from the project Reserve established for the purpose and identified as P7 in the Council's published accounts. <b>FC2019/87.2</b> Lewes Town Council will support Community Transport for the Lewes Area (CTLA) with a grant of £4,000 (two thirds of the £6,000 requested) for the Dial a Ride service with the proviso that CTLA seek the balance from other Parishes benefitting from the service. This payment will be for one year (2020/21) and be reviewed in the light of prevailing circumstances. The sum to be funded from the project Reserve established for the purpose and identified as P7 in the Council's published accounts.	✓  20/21 ✓ 21/22 TBC
81	19 <sup>th</sup> Dec 2019	<b>FC2019/88.1</b> Lewes Town Council accepts the proposals by Lewes District Council to deal with trees on Town Council land which are affected by Ash die-back disease, alongside their own programme, and agrees to share the cost in the proportion identified in the successful tender for the work, and ancillary cost insofar as it relates to the Town Council's area.	✓
82	19 <sup>th</sup> Dec 2019	<b>FC2019/89.1</b> Lewes Town Council notes that the Local Electricity Bill: <ul style="list-style-type: none"> <li>&gt; Aims to address the current situation, whereby the very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for local renewable electricity generators to do so,</li> <li>&gt; If made law, would make these financial costs proportionate to the scale of a renewable electricity supplier's operation and therefore empower councils, together with their communities, to sell locally generated renewable electricity directly to local people, businesses and organisations, and</li> <li>&gt; Would result in council or community organisations that set up local renewable electricity companies receiving revenues that could be used to help fund local greenhouse gas emissions reduction measures and to help improve local service and facilities; and</li> </ul> <b>FC2019/89.2</b> Lewes Town Council resolves to support the Local Electricity Bill, promoted by a cross-party group of 115 MPs during the 2017-19 Parliamentary session.	✓
83	23 <sup>rd</sup> Jan 2020	<b>FC2019/94.1</b> Reasons submitted for absence from this meeting are noted.	✓

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84	23 <sup>rd</sup> Jan 2020	<b>FC2019/96.1</b> Minutes of the Council meeting held on 19 <sup>th</sup> December 2019 are received and signed as an accurate record.	✓
85	23 <sup>rd</sup> Jan 2020	<b>FC2019/97.1</b> Lewes Town Council resolves to approach the owners of the area of Scheduled Ancient Monument representing a large section of the Priory of St Pancras, lying to the North of the railway line; with a view to discussing the possibility of acquisition by the Council..	✓ (rejected)
86	23 <sup>rd</sup> Jan 2020	<b>FC2019/98.1</b> The Minutes of the Finance Working Party ( <i>copy in minute book</i> ) held on 16 <sup>th</sup> December 2019 are noted.	✓
87	23 <sup>rd</sup> Jan 2020	<b>FC2018/98.2</b> The individual duties of Members for the remainder of the 2019/20 municipal year shall be as shown in the appendix to Report FC015/2019 ( <i>copy in minute book</i> )	✓
88	23 <sup>rd</sup> Jan 2020	<b>FC2019/99.1</b> Council records its acceptance of the principles for future direction* identified in Report FC0017/2019 ( <i>copy in the Minute book</i> ) and reported to Council on 23 <sup>rd</sup> January 2020 (*appended to the Minutes)	
89	23 <sup>rd</sup> Jan 2020	<b>FC2019/100.1</b> Fees and Charges for Council facilities and services be increased by 5% (rounded to an appropriate value for the service concerned) from 1 <sup>st</sup> April 2020 <b>FC2019/100.2</b> Budgets for estimated operational service expenditure and income and contributions to financial Reserves for the 2020/21 financial year; recommended by the Finance Working Party following its meeting on 16 <sup>th</sup> December 2019 and subsequently revised by Council at its meeting on 23 <sup>rd</sup> January 2020, be approved. <b>FC2019/100.3</b> The total sum to be raised by precept on council tax for 2020/21 be set at £1,213,829 and Lewes District Council be asked to collect this sum. <b>FC2019/100.4</b> The Council Plan for major areas of work or projects in 2020/21 ( <i>Copy in minute book</i> ) proposed by the Finance Working Party following its meeting on 16 <sup>th</sup> December 2019, is approved.	✓
90	23 <sup>rd</sup> Jan 2020	<b>FC2019.101.1</b> Cllr Catlin is nominated Mayor-Elect for the 2020/21 municipal year. <b>FC2019.101.2</b> Cllr Makepeace is nominated Deputy Mayor-Elect for the 2020/21 year.	✓
91	27 <sup>th</sup> Feb 2020	<b>FC2019/106.1</b> Reasons submitted for absence from this meeting are noted.	✓
92	27 <sup>th</sup> Feb 2020	<b>FC2019/70.1</b> Minutes of the Council meeting held on 23 <sup>rd</sup> January 2020 are received and signed as an accurate record.	✓
93	27 <sup>th</sup> Feb 2020	<b>FC2018/109.1</b> The grant payments recommended in report FC019/2019 (as shown in column <b>G</b> of the table appended to that report) be approved with the exception of no. 7 (Opendoors Housing Ltd) which would be referred back to the next meeting of the Grants Panel for further discussion.	✓
94	27 <sup>th</sup> Feb 2020	<b>FC2019/109.2</b> The Minutes of the Landport Bottom Management Committee ( <i>copy in minute book</i> ) held on 26 <sup>th</sup> February 2020 are noted.	✓

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95	27 <sup>th</sup> Feb 2020	<b>FC2019/109.3</b> The Minutes of the Pells Exchange Working Party ( <i>copy in minute book</i> ) 27 <sup>th</sup> February 2020 are noted.	✓
96	27 <sup>th</sup> Feb 2020	<b>FC2018/109.4</b> The oral report on the recent meeting of East Sussex Association of Local Councils and the National Association of Local Councils conference is noted.	✓
97	Mar 2020	Covid-19/001/1 Pending any relevant developments in the present Covid-19 pandemic related to Council's ability to hold formal meetings; ratification of Council decisions is hereby delegated to the Town Clerk with Cllr John Lamb [Mayor] and Cllr Stephen Catlin (Wischhusen) [Deputy Mayor], taking account wherever practicable of responses received from Councillors by email indicating their position on a question	✓
98	Mar 2020	Covid-19/001/2 Separate copies of all e-mail correspondence and responses related to decisions reached in this manner shall be held with Council Minute records and retained indefinitely.	✓
99	Mar 2020	Covid-19/002/1 An initial £15,000 be allocated, from money provided in the 2020/21 approved budget for the Council's Grants Scheme, to meet the urgent need of Foodbanks; with an initial £1,000 per foodbank made available to each of the three in Lewes. The remainder of this sum to be allocated to address the emerging needs of local groups assisting during the emergency. Applications for assistance are to be supported by information including, as a minimum, a written submission detailing the intended application of the funds; the need and reasons for urgency; full financial details of the group's operations and any other detail considered relevant at the discretion of the assessors.	✓ £3,984 balance @ Nov2020
100	14 <sup>th</sup> May 2020 (V)	<p><b>FC2020/05.1</b> Under provisions afforded by <i>The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020</i>, - "the Regulations" - the following matters are resolved:</p> <p><b>FC2020/05.1.1</b> Council Resolution Covid-19/001/1, 24<sup>th</sup> March 2020 delegating responsibility for decisions is rescinded, in favour of meetings to be held remotely. (<i>standing Order 11 iro Rescission of previous resolutions, is suspended for this purpose, in accordance with SO32</i>)</p> <p><b>FC2020/05.1.2</b> The schedule of meetings of Council published in March 2020 will be followed, so far as possible, with meetings convened online.</p> <p><b>FC2020/05.1.3</b> It is recognized and acknowledged that the Regulations displace some sections of adopted Standing Orders – notably SO1; SO2; A1; A2 and Appendix 2 – where these have practical effect on meetings and public access.</p> <p><b>FC2020/05.1.4</b> Current roles and duties of individual Councillors are continued unchanged until May 2021, specifically the elected Mayor; appointed Deputy Mayor; and bank signature authorities. Membership of Committees, Working Parties, and Functional Panels will continue unchanged, and those bodies will consider appointments to the Chair as usual at their first meeting in 2020/21</p>	✓
101	14 <sup>th</sup> May 2020 (V)	<b>FC2020/06.1</b> Minutes of the Council meeting held on 27 <sup>th</sup> February 2020 are received and agreed as an accurate record	

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102	14 <sup>th</sup> May 2020 (V)	<b>FC2020/07.1</b> The Minutes of the meeting of the Audit Panel ( <i>copy in minute book</i> ) held on 11 <sup>th</sup> March 2020 are noted and; <b>FC2020/07.2</b> The proposals of the Audit Panel with regard to principles of a 'major' grants assessment scheme are agreed, as described in the Minutes of the Panel meeting held on 11 <sup>th</sup> March 2020.	✓ ✓ review requested Oct 2020
103	14 <sup>th</sup> May 2020 (V)	<b>FC2020/07.3</b> The Minutes of the meeting of the Personnel Panel ( <i>copy in minute book</i> ) held on 24 <sup>th</sup> April 2020 are noted and; <b>FC2020/07.4</b> The Personnel Panel is authorized to assess training needs for the 2020/21 year, and asked to formulate recommendations for Council, in due course	pending
104	14 <sup>th</sup> May 2020 (V)	<b>FC2020/08.1</b> Report FC002/2020 ( <i>copy in Minute book</i> ) relating the effect of emergency regulations relating to the statutory audit programme for year-ended March 2020 is received and noted.	✓
105	18 <sup>th</sup> Jun 2020 (V)	<b>FC2020/15.1</b> Minutes of the Council meeting held on 14 <sup>th</sup> May 2020 are received and agreed as an accurate record	✓
106	18 <sup>th</sup> Jun 2020 (V)	<b>FC2020/16.1</b> The Minutes of the meeting of the Personnel Panel ( <i>copy in minute book</i> ) held on 4 <sup>th</sup> June 2020 are received and noted, and the Panel's decisions are supported.	✓
107	18 <sup>th</sup> Jun 2020 (V)	<b>FC2020/17.1</b> The Council's general financial grant scheme shall restart as soon as practicable, with the published fundamental principles of the scheme amended in line with proposals considered at the council meeting on 18 <sup>th</sup> June 2020, and; <b>FC2020/17.2</b> The Emergency Fund set up to address Covid-19 shall continue until the reserved sum is exhausted, unless earlier closure is agreed by Council.	✓ ✓ balance @ Nov 2020 £3,984
108	18 <sup>th</sup> Jun 2020 (V)	<b>FC2020/18.1</b> Lewes Town Council calls upon East Sussex Fire and Rescue Services not to make proposed cuts affecting Lewes. The Council is particularly concerned at the proposed loss of one fire tender and six firefighters and that the proposal to replace full-time positions with part-time, on-call staff is unlikely to meet the needs of the town and surrounding area. Councillors are dismayed that there is no consideration given to either the increase in size of Lewes Town, or to the likely increasing effects of climate change. <b>FC2020/18.2</b> The Council asks our MP, Maria Caulfield, to pursue her recent public promise that she can obtain additional funds from James Brokenshire, Minister for Security at the Home Office, and therefore maintain the current level of funding of East Sussex Fire and Rescue Services. <b>FC2020/18.3</b> The Council calls upon central Government to make no more cuts to local authority services; in the interests of doing all it can to preserve life.	✓
109	18 <sup>th</sup> Jun	<b>FC2020/19.1</b> Lewes Town Council agrees to consider the inclusion of a participatory budget for future financial years, and asks the Finance Working Party; Audit Panel and Open Council Working Party to jointly conduct a feasibility study on the subject, to inform the budget	✓

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	2020 (V)	process with a view to introducing this as soon as possible.	
110	18 <sup>th</sup> Jun 2020 (V)	<b>FC2020/20.1</b> Lewes Town Council will show support for its LGBTQ+* community and its allies by obtaining and flying a Pride flag on three occasions during the year: in June, which is recognised as national pride month in the UK; February, which is LGBT history month; and for Brighton Pride weekend in August. <i>* generally accepted as "Lesbian; Gay; Bisexual; Transgender; Queer; Questioning; Intersex; Allies; Asexual; Pansexual"</i>	✓
111	18 <sup>th</sup> Jun 2020 (V)	<b>FC2020/21.1</b> The Pells Pool Community Association is authorized to re-open the kiosk and swimming pool at The Pells when government emergency restrictions allow this, subject to the terms of the annual license agreement and observance of all relevant guidance issued and revised by HM Government; Swim England, and the Royal Life Saving Society	✓
112	30 <sup>th</sup> Jul 2020 (V)	<b>FC2020/26.1</b> Reasons submitted for absence from this meeting are noted	✓
113	30 <sup>th</sup> Jul 2020 (V)	<b>FC2020/28.1</b> Minutes of the Council meeting held on 18 <sup>th</sup> June 2020 were received and agreed as an accurate record.	✓
114	30 <sup>th</sup> Jul 2020 (V)	<b>FC2020/29.1</b> The Minutes of the meeting of the Buildings Working Party held on 23 <sup>rd</sup> June 2020 ( <i>copy in minute book</i> ) are received and noted, and the Panel's recommendations are supported.	✓
115	30 <sup>th</sup> Jul 2020 (V)	<b>FC2020/29.2</b> The oral report on the Personnel Panel Workshops held on 24 <sup>th</sup> June and 6 <sup>th</sup> July 2020 are noted.	✓
116	30 <sup>th</sup> Jul 2020 (V)	<b>FC2020/29.3</b> The Minutes of the meeting of the Landport Bottom Management Committee held on 7 <sup>th</sup> July 2020 ( <i>copy in minute book</i> ) are received and noted.	✓
117	30 <sup>th</sup> Jul 2020 (V)	<b>FC2020/29.4</b> The Minutes of the meeting of the Open Council Working Party held on 14 <sup>th</sup> July 2020 ( <i>copy in minute book</i> ) are received and noted.	✓
118	30 <sup>th</sup> Jul 2020 (V)	<b>FC2020/29.5</b> The Minutes of the meeting of the Equality; Diversity & Inclusion Working Party held on 21 <sup>st</sup> July 2020 ( <i>copy in minute book</i> ) are received and noted.	✓
119	30 <sup>th</sup> Jul 2020 (V)	<b>FC2020/29.6</b> The notes of the Reinventing Lewes Streets & Shops" symposium held on 15 <sup>th</sup> July ( <i>copy in Minute book</i> ) are noted	✓



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120	30 <sup>th</sup> Jul 2020 (V)	<p><b>FC2020/29.7</b> Lewes Town Council will submit to East Sussex County Council, as the responsible Highway authority, all findings in respect of the verbal and written submissions received for the symposium “Reinventing Lewes Streets &amp; Shops” hosted online by the Mayor on 15<sup>th</sup> July 2020, and comments in respect of Active Travel scheme proposals for the town of Lewes.</p> <p><b>FC2020/29.7.1</b> The Council calls upon the County Council to observe all statutory procedures; legal duties and operational guidelines and, in particular, all the necessary consultative surveys of the views and preferences of local residents and businesses in streets and roads most directly affected by current proposals.</p> <p><b>FC2020/29.7.2</b> The Council urges that technical and modelling surveys are carried out in respect of the environmental and economic effects of the intended motor traffic reductions, and also in terms of the maintenance of, or adjustments to, appropriate public transport routes and alternative cycle routes; as well as the maintenance of adequate parking facilities for local residents, with due regard to the topography of Lewes.</p> <p><b>FC2020/29.7.3</b> The Council urges East Sussex County Council to:</p> <ul style="list-style-type: none"> <li>(a) Ensure that the transport and appropriate parking needs of elderly and disabled (including visually impaired) residents requiring access to retail, medical and other facilities are fully analysed and taken into account.</li> <li>(b) Ensure that the maintenance of efficient delivering facilities for retail and other businesses and private households is considered alongside the environmental priorities of improved facilities for pedestrians and cyclists.</li> <li>(c) Protect the retail economy of Lewes at this particularly difficult time, including due attention to the needs of visitors (including tourists) and commuters to Lewes from the surrounding area and further afield, on whom Lewes shops and businesses depend to a great extent.</li> <li>(d) Consider the establishment of delivery hubs, including the development of delivery services to such from Lewes shops and businesses as well as online deliverers and from which local shoppers can collect or receive purchased items, in order to reduce excessive motor traffic through the town.</li> <li>(e) Consider, for the longer-term, development of a park and ride scheme; with full analysis of its financial viability and public subsidy implications.</li> <li>(f) Capitalize on the opportunity to review speed limits and their enforcement throughout the town and conduct an assessment of the volume of through traffic still passing through the town and further measures to permanently reduce this.</li> </ul> <p>Consider allowing members of the general public use of the car park at County Hall in Lewes for the duration of the ‘Active Travel’ parking suspension, with the aim of supporting visitors to the town and as additional parking for residents and businesses affected by the parking suspension.</p>	✓
121	30 <sup>th</sup> Jul 2020 (V)	<p><b>FC2019/30.1</b> Lewes Town Council notes the report of Mulberry and Co on their Internal Audit work for the Council for the year ended 31<sup>st</sup> March 2020 (<i>a copy is included in the Minute book</i>).</p>	✓
122	30 <sup>th</sup> Jul 2020 (V)	<p><b>FC2020/31.1</b> Lewes Town Council approves the Annual Governance Statement, shown at section 1 of the statutory Annual Governance &amp; Accountability Return for the year ended 31<sup>st</sup> March 2020</p> <p><b>FC2020/31.2</b> Lewes Town Council approves the Accounting Statements shown at section 2 of the Annual Governance &amp; Accountability Return for the year 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020, for submission, with supporting documents as required, to Messrs PKF-Littlejohn LLP; the External auditors appointed by the national sector-led body</p>	✓

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123	30 <sup>th</sup> Jul 2020 (V)	<b>FC2019/32.1</b> Lewes Town Council notes the Corporate Risk Assessment report, reference FC005/2020 ( <i>a copy is included in the Minute book</i> ) and the summary table of assessed risks for 2020/21 appended to it.	✓
124	30 <sup>th</sup> Jul 2020 (V)	<b>FC2019/33.1</b> The individual responsibilities for Members for the remainder of the 2020/2021 municipal year shall be amended as: Councillor Herbert is no longer appointed to the Planning Committee	✓
125	30 <sup>th</sup> Jul 2020 (V)	<b>FC2019/34.1</b> Mr Mark Mulberry, of Mulberry & Co., 9 Pound Lane, Godalming, Surrey, GU7 1BX be retained as Internal Auditor to Lewes Town Council for the 2020/21 financial year	✓
126	30 <sup>th</sup> Jul 2020 (V)	<b>FC2019/35.1</b> Individual Cllr comments on the draft national model Code of Conduct for Councillors be submitted (to TC) by 17 <sup>th</sup> August 2020, for a corporate response to the consultation to be compiled by Cllr Lamb and the Town Clerk and submitted	✓
127	30 <sup>th</sup> Jul 2020 (V)	<b>FC2019/36.1</b> Lewes Town Council will organise an activity, annually in October, to acknowledge Black History Month 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.	✓
128	30 <sup>th</sup> Jul 2020 (V)	<b>FC2019/37.1.</b> Lewes Town Council supports, in principle, the East Sussex College Fine Art and Design Extended Diploma programme 2020-21 in the role of 'client'. <b>FC2019/37.2.</b> A decision on the potential offer of exhibition space free of charge is deferred, pending reconsideration of the request once more details were known.	✓ Decided Oct 2020
129	30 <sup>th</sup> Jul 2020 (V)	<b>FC2019/38.1</b> Report FC009/2020 describing planned remobilization of Council operations is received and noted.	✓
130	3 <sup>rd</sup> Sep 2020 (V)	<b>FC2020/43.1</b> Reasons submitted for absence from this meeting are noted	✓
131	3 <sup>rd</sup> Sep 2020 (V)	<b>FC2020/45.1</b> Minutes of the Council meeting held on 30 <sup>th</sup> July 2020 were received and agreed as an accurate record.	✓
132	3 <sup>rd</sup> Sep 2020 (V)	<b>FC2020/46.1</b> The Minutes of the meeting of the Audit Panel held on 27 <sup>th</sup> July 2020 are received and noted	✓
133	3 <sup>rd</sup> Sep 2020 (V)	<b>FC2020/46.2</b> The notes of the Participatory Budgeting Workshop held on 28 <sup>th</sup> July 2020 ( <i>copy in Minute book</i> ) are received and noted	✓

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134	3 <sup>rd</sup> Sep 2020 (V)	<b>FC2020/46.3</b> 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.	✓
135	3 <sup>rd</sup> Sep 2020 (V)	<b>FC2020/46.4</b> The grant payments recommended in report FC010/2020 ( <i>copy in minute book</i> ) (as shown in column G of the table appended to that report) be approved.	✓
136	3 <sup>rd</sup> Sep 2020 (V)	<b>FC2020/47.1</b> 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.  <b>FC2020/47.2</b> A group of Councillors consisting of Cllrs Wood; Baah; O’Keeffe and a representative of the Green group – <i>individual to be confirmed</i> – are asked to draft material for consideration by Council.	pending
137	3 <sup>rd</sup> Sep 2020 (V)	<b>FC2020/48.1</b> 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 <b>FC2020/48.2</b> Lewes Town Council will recognize ‘Thomas Paine day’ as an annual fixture with events held on the nearest Sunday to 8th June <b>FC2020/48.3</b> Cllr M Milner is appointed to the Commemorations Committee	pending
138	3 <sup>rd</sup> Sep 2020 (V)	<b>FC2020/49.1</b> 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).	Report to Council Nov 2020
139	3 <sup>rd</sup> Sep 2020 (V)	<b>FC2020/50.1</b> Report FC011/2020 ( <i>copy in the Minute book</i> ) is noted and a decision on the offer of exhibition space to East Sussex College is deferred pending further discussion.	✓
140	3 <sup>rd</sup> Sep 2020 (V)	<b>FC2020/51.1</b> 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 <b>FC2020/51.2</b> 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.	✓
141	3 <sup>rd</sup> Sep 2020 (V)	<b>FC2020/52.1</b> 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.	pending

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142	8 <sup>th</sup> Oct 2020 (V)	<b>FC2020/57.1</b> Reasons submitted for absence from this meeting are noted	✓
143	8 <sup>th</sup> Oct 2020 (V)	<b>FC2020/59.1</b> Minutes of the Council meeting held on 3 <sup>rd</sup> September 2020 were received and agreed as an accurate record.	✓
144	8 <sup>th</sup> Oct 2020 (V)	<b>FC2020/60.1</b> The consideration of Job Descriptions recommended by the Personnel Panel will be deferred to the end of the agenda, pending exclusion of any members of the press or public present, due to the potential for disclosure of information personal to staff.	✓
145	8 <sup>th</sup> Oct 2020 (V)	<b>FC2020/60.2</b> The Minutes of the meeting of the Commemorations Committee held on 8 <sup>th</sup> September 2020 are received and noted	✓
146	8 <sup>th</sup> Oct 2020 (V)	<b>FC2020/60.3</b> The notes of the Buildings Working Party held on 10 <sup>th</sup> September 2020 ( <i>copy in Minute book</i> ) are received and noted, and actions approved.	✓
147	8 <sup>th</sup> Oct 2020 (V)	<b>FC2020/60.4</b> The grant payments recommended in report FC012/2020 ( <i>copy in minute book</i> ) (as shown in column G of the table appended to that report) be approved	✓
148	8 <sup>th</sup> Oct 2020 (V)	<b>FC2020/61.1</b> Lewes Town Council will review its visioning objectives to account for the achievements/actions to date and agree priority objectives for the forthcoming 12 months	pending
149	8 <sup>th</sup> Oct 2020 (V)	<b>FC2020/62.1</b> Lewes Town Council will contribute £3000 to the Parishes of the Lower Ouse project to undertake a review of the C7 road between Lewes and Newhaven	✓
150	8 <sup>th</sup> Oct 2020 (V)	<b>FC2020/63.1</b> Lewes Town Council will support an exhibition of work by students on the East Sussex College Fine Art and Design Extended Diploma programme, as detailed in report FC014/2020 ( <i>Copy in the Minute book</i> ), considered by Council on 8 <sup>th</sup> October 2020.	✓
151	8 <sup>th</sup> Oct 2020 (V)	<b>FC2020/66.1</b> In view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 etc. any members of the press and public present be excluded and instructed to withdraw. The nature of that business is to consider personal staff matters	✓
152	8 <sup>th</sup> Oct 2020 (V)	<b>FC2020/67.1</b> Lewes Town Council agrees the draft Job Descriptions for a successor Town Clerk and a Responsible Finance Officer ( <i>s151 LGA1972</i> ) as recommended by its Personnel Panel and considered by Council on 8 <sup>th</sup> October 2020 ( <i>copies in the Minute book</i> ). <b>FC2020/67.2</b> Lewes Town Council agrees the commissioning of a specialist Human Resources professional to advise the Personnel Panel on the recruitment of a successor to the Town Clerk and a successor as Responsible Finance Officer ( <i>s151 LGA 1972</i> ). The Personnel Panel is authorized to select a suitably qualified consultant.	✓ ✓

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153	8 <sup>th</sup> Oct 2020 (V)	<b>FC2020/68.1</b> Staff promotions; deployments, and other recommendations contained in confidential report FCO15/ER/2020 ( <i>copy available from the Town Clerk to authorized individuals</i> ) are agreed	✓

## 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 November 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 3	pending commencement of 3rd-party works in locality to achieve best VFM – links to item 3
3	<b>Pells Recreation Ground and kiosk/café development (with Santon Group and others)</b>	Engagement with Santon Group and others to improve the “urban realm” in the area as an integral component of necessary flood-defence works; taking the opportunity to replace children’s play equipment and introduce equipment for a wider age-range, and to provide an enhanced café facility for the swimming pool, recreation ground, and surrounding parkland.	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 continuing and progressing well. Anticipated completion November/early December. LTC self-management agreed by Council 8 <sup>th</sup> October 2020. Steering Group to be formed, to supplant Building Working Party interest once works complete.
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. LDC have withdrawn the offers of sale regarding “ Fisher St and Market Tower.
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 approved for TC and RFO; Panel mandated to select specialist adviser.



**Agenda Item No:** 9

**Report No:** FC016/2020

**Report Title:** Establishment of Malling Community Centre Steering Group

**Report To:** Full Council

**Date:** 12<sup>th</sup> November 2020

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

**Purpose of Report:** General note *in* establishment of a new advisory group.

**Recommendation(s):**

- 1 That the Council determines a remit for a Malling Community Centre Steering Group and appoints Members to serve.
- 

**Information:**

1. Councillors at their meeting on 8<sup>th</sup> October 2020 expressed a wish to establish a Malling Community Centre Steering Group, to supplant the Building Working Party's interest once building works are complete.
2. A steering group such as this is, in law, an advisory body to Council.
3. It is for Council to establish the size of such a Group and appoint Members to serve. Standing Orders allow the Group to elect its own Chair.
4. The existing All Saints Steering Group is tasked with general oversight of that Centre's operation, meeting *ad hoc* and formulating recommendations for Council or other committees; functional panels, or working parties as appropriate.
5. It has been suggested that the remit for a Malling Community Centre Steering Group should include "reviewing current, future and proposed business plans including staff structure and costs, any profit and loss, contracting out and regular income and expenditure reporting as well as review of booking, any operational issues and management plans". In agreeing a remit, Members should be mindful that councillors can have no role in operational management, and avoid unnecessary overlaps with existing Council systems (*eg* Audit Panel) or the roles of the Town Clerk; Centre Manager and full Council. An underlying principle is that it is good practice for Council to deal with as much as it practically can as a complete body, with delegation of *ad hoc* or excessively detailed, time-consuming, or burdensome issues to subordinate bodies if required.

S Brigden

November 2020