

How to contact us

Write to:

Town Hall, High Street

Lewes, East Sussex

BN7 2QS

Find us online: www.lewes-tc.gov.uk

Call: 01273 471469

Email: townclerk@lewes-tc.gov.uk



**LEWES
TOWN
COUNCIL**

To: All Members of Lewes Town Council,

A Meeting of **Lewes Town Council** will be held in the **Council Chamber, Town Hall, Lewes** on **Thursday 20th January 2022**, at **7:30pm** which you are summoned to attend.

Laura Chrysostomou

Town Clerk

14th January 2022

Agenda

1. **Filming of Council Meetings and Mobile Phones**

During this meeting, the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. Please switch mobile devices to silent for the duration of the meeting

2. **Apologies for absence**

3. **Members' declarations of interests**

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

4. **Question time**

Members of the public 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. A period of 15 minutes is allocated for this purpose. Questions or requests to address the Council must be submitted to the Town Clerk by noon the day before the meeting.

5. **Minutes**

To agree Minutes of the Council meeting held on 16th December 2021 (attached **page 3-7**)

6. **Mayor's announcements and urgent items**

7. **Committees, Working Parties & outside bodies**

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

a) Buildings Working Party 10th January 2022

(attached **page 8-9**)

b) Finance Working Party 12th January 2022

(attached **page 10-11**)

8. **Ban the use of Leaf Blowers**

(NOM012/2022 attached **page 12**)

To consider a proposal to promote banning the use of leaf blowers by operatives maintaining the Lewes public realm areas

9. Officers Reports

9.1 Historic England Consultation (Report FC018/2022 attached **page 13-21**)

9.2 Town Hall Heating Project and Maintenance (Report FC019/2022 attached **page 22-29**)

10. Finance

10.1 Draft Budget Report 2022 to 2023 (Report FC020/2022 attached **page 30-47**)

11. Exempt Business

It is **recommended** that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

How to contact us

Write to: Town Hall, High Street

Lewes, East Sussex

BN7 2QS

Email: townclerk@lewes-tc.gov.uk

Call: 01273 471469

Find us online: www.lewes-tc.gov.uk



**LEWES
TOWN
COUNCIL**

Minutes of the Meeting of Lewes Town Council held on Thursday 16th December 2021 at 7.30pm in the Council Chamber, Lewes Town Hall

Present:

Councillor Dr J Baah

Councillor M Bird

Councillor R Burrows (joined at 19:45)

Councillor S Catlin (Mayor)

Councillor G Earl

Councillor R Handy

Councillor J Herbert

Councillor J Lamb

Councillor I Makepeace

Councillor Dr W Maples

Councillor S Sains (Deputy Mayor)

Councillor K Wood

In attendance:

Town Clerk

Committee Administrator

78. Filming of Council Meetings Use of Social Media and Mobile Phones

The procedures were noted.

79. Members' declarations of interest

Councillors Earl, Lamb, Makepeace and Maples all declared an interested in item 7 on the Agenda in that they are all owners of Lewes Football Club.

80. Apologies for absence

There were apologies from Councillors Mayhew and Vernon who were both shielding from COVID-19, Councillor Milner due to COVID-19, Councillor O'Keeffe who had a family commitment and Cllr Waring due to a family member having COVID-19.

81. Question time

There were none.

82. Minutes

Minutes of the Council meeting held on 11th November 2021 were received and agreed as a true record and signed by the Mayor.

83. Mayoral Announcements

83.1 The Mayor requested that Members promote the Energy Advice Services from the Climate Hub. This service was now being offered by telephone, email or online only, due to COVID-19. The Communications Officer would be sending a link to a Facebook post for Members to share and offered to create content for Twitter and Instagram for Members that used those platforms.

83.2 The Mayor was delighted to announce that Grace Nichols had been awarded the Queen's Gold Medal for Poetry. The Mayor had written to Ms Nichols congratulating her on this achievement.

84. Committees, Working Parties & Outside Bodies

84.1 Grants Panel 1st December 2021

Members considered report FC015 containing recommendations for payments of grants for the third cycle (of four) for the year 2021 to 2022. **It was resolved that:**

The Grant payments recommended in report FC015 as shown in column H of the table appended to the report be approved.

85. Lewes Football Club

Members considered a notice of motion (NOM011/2021) that Council resolves to hold a launch event for Lewes Football Club at the Town Hall in support of their Impact Report and the recently received 'Culture Pioneers for Inclusion' Award.

85.1 Lewes Football Club had recently published their Impact Report for the season 2020 to 2021 and were seeking a local venue to launch the report and present it to their partners to illustrate how both the Women's and Men's teams and the activities that they were implementing at the club were effecting change in the local community. **It was resolved that:**

The Town Council offers the Council Chamber free of charge in support of the launch event.

86. Urban Grass Cutting Service Options

86.1 Members considered report FC016/2021, Urban Grass Cutting Service Options, which the Town Clerk summarised.

86.2 East Sussex County Council (ESCC) were offering three different options to the Town Council (outlined in section 4 of the report). For the previous three years the Town Council had opted for option 1 – standard cut.

86.3 The urban grass cut normally happens twice a year, usually in June and September/October. However, if there was a Health and Safety issue i.e. sightlines for drivers, an extra cut would be provided. In some of the urban areas there had been wildflowers planted and these verges had a different cutting schedule.

86.4 Currently, the Town Council did not have the resources to take on responsibility to deliver all urban grass cutting as outlined in option 3 of the report but wished to investigate this in the future. It was noted the grass cutting service was currently operated by three local authorities using six contractors and this can be problematic and confusing. It was suggested that Council also look at the possibility of carrying out the maintenance of 'Rural Verges' and 'Wildflower Verges'.

- 86.5** **It was resolved that:**
Council agree Urban Grass Cutting option 1 for 2022 – standard: Two cuts over the course of a year to be carried out by ESCC at no cost to the Town Council. Urban grass would be managed for safety purposes only.
- 86.6** Council explores option 3 – self delivery for future years. Options to explore include urban, rural and wildflower verges, as well as partnerships to deliver the grass cutting service, including contractors, other Local Authorities, and other organisations (for example community groups or colleges). In exploring the options Council should look at its own policy for grass verges.

87 **COVID-19 Update**

- 87.1** Members considered report FC017/2021, COVID-19 Update that proposed a way forward for meeting remotely in early 2022 should it not be possible to do so through current legislation. The Town Clerk summarised the report, outlining the three sections in the report with examples.

Meetings of Council and Committees

- 87.2** The National Association of Local Councils (NALC) had issued basic guidance when following the Prime Ministers announcement to move to Plan B in England following the spread of the Omicron variant in the UK. NALC had suggested that Councils consider not meeting in December and recommended that officers should not attend in person, reminding Council's that there is no legislation in place to allow Council's to meet remotely and make decisions at those meetings.
- 87.3** NALC, The Local Government Association (LGA), Lawyers in Local Government, The Association of Democratic Service Officers and the Society of Local Council Clerks (SLCC) had all been lobbying Government since May 2021 to resume virtual meetings to minimise infection spread and protect the vulnerable.
- 87.4** The above bodies had advised Councils to take steps to address the issue through measures such as delegation to clerks, deferring controversial decisions or holding meetings at a later date. Considering this advice, the Town Clerk had taken guidance from Sussex SLCC and the Chief Executive of East Sussex Association of Local Councils (ESALC).
- 87.5** Emergency provisions were proposed should Council be unable to meet in person, but a decision was required imminently. The report proposed Council and Committee meetings be replaced by Advisory Groups, operating in the same way but would only make recommendations not resolutions, and those recommendations are made to the Town Clerk to make the decision in consultation with the Mayor and Group Leads. Using the meeting agenda as an example, the Town Clerk explained, the Advisory Council would meet virtually to discuss the Grants report and recommend to the Clerk to make the payments because a decision is awaited by the applicants. The Clerk would make the decision based on the recommendation from Advisory Council.
- 87.6** Council could decide not to implement this delegated authority, but as advised by ESALC, if things were to clamp down and government doesn't implement legislation for virtual meetings the work of Council would have to halt. The Clerk confirmed Council cannot delegate the setting of the Precept, therefore options would have to be looked at in January if meeting in person was an issue.

Services

87.7 Use of face masks, opening windows where possible and the use of hand sanitiser had been implemented for staff and visitors to all Council premises and the current capacity of 75% was still in place to allow social distancing.

87.8 Daily temperature checks were being carried out in the office for staff and for members who were attending meetings. Staff were being encouraged to take a lateral flow test twice a week. Visitors to the office were being minimised.

Communications

87.9 The Town Clerk was liaising with the Communications Officer to set up a website page showing the Town Council's COVID secure measures, so the public were aware of safety measures when entering Town Council venues. Signposting on the website would be available directing users to sites such as the NHS, UK Government, Foodbank and energy checking websites.

87.10 Thanks were noted for the report which was then debated by Members with further explanation being given. Clarification was sought on the role of Group Leader and Group Convenor and why 'committee meetings' needed to become 'advisory groups' as it was understood that as Government guidance changed legislation would be put in place for virtual committee meetings.

87.11 The Town Clerk clarified that Group Leader is the Lead Member for the Liberal Democrat Party and Group Convener the Lead Member of the Green Party. It was confirmed the Independents had a Group Lead and therefore the proposal should refer to Group Lead as plural. It was confirmed the Mayor's role was not purely ceremonial, the Mayor's role was non-political and that the position is as Chair of the Council.

87.12 What was being proposed was that all Members of Full Council would sit as an Advisory Council Group and engage in making recommendations virtually rather than making resolutions in a face-to-face meeting in the Council Chamber. Virtual resolutions were not legal at present therefore recommendations made by Advisory Council would be put forward to the Town Clerk and the decision would be taken by the Town Clerk in consultation with the Mayor and Group Leads. It was clarified that if the Advisory Group wished to make amendments to the recommendations or proposals it was considering in a meeting then that could be done in that meeting, resulting in an amended recommendation to the Town Clerk. It was clarified that the Town Clerk would not during that consultation change or deviate from the recommendation made by Advisory Council. There would be no voting process when the Town Clerk consulted with the Mayor and Group Leads. The only time the Town Clerk would not make the decision would be if it were illegal, in which case it would be referred back.

87.13 It was queried as to whether this restrained democracy. The Clerk explained it was potentially more democratic as those that couldn't attend a meeting in person due to COVID, as was the case for four Members this evening, could attend virtually. Everybody would engage in the meeting online, but instead of making a resolution the Advisory Group would make a recommendation. It was also noted that residents could participate more easily if meetings were online.

87.14 The Town Clerk could not make decisions solely unless matters had been delegated in a scheme of delegation. Lewes Town Council does not have a scheme of delegation at present, other than those outlined in Standing Orders, and it has no Urgent Action procedure as is being used by West Sussex County Council instead of holding a December meeting. The Clerk explained if there was an urgent action procedure it would be normal practice that the Clerk would make a decision in consultation with the Mayor, or if it was related to a decision

delegated to a specific Committee, it would be implemented in consultation with the Chair and possibly the Vice-Chair of that Committee. The Mayor requested a Scheme of Delegation be brought to Council as soon as practically possible.

87.15 Several Parish/Town Council's had been using the process outlined in the report since the legislation expired on 6th May 2021. Others had a Scheme of Delegation in place.

87.16 It was proposed that the Town Clerk, on behalf of Lewes Town Council, write to the Minister of Housing and Communities to add their voice in changing current legislation regarding virtual Committee Meetings.

87.17 A further suggestion if legislation was passed, was to film virtual meetings of the Council to encourage more public participation. The Town Clerk confirmed that virtual meetings could be published online.

87.18 It was resolved that:

1. Council and Committee meetings be delivered as Advisory Groups with the same Memberships, Terms of Reference and Standing Orders as now, other than they are only able to make recommendations to the Town Clerk and that
2. in these circumstances, give the Town Clerk authority in consultation with the Mayor and Group Lead(s), to implement the recommendations of the Advisory Groups.
3. Retain the current capacity restriction of 75% in Town Council facilities.
4. Note the contents of the report.
5. The Town Clerk, on behalf of Lewes Town Council, write to the Minister of Housing and Communities to add their voice in changing current legislation regarding virtual Committee Meetings.
6. Council records its thanks to the Town Clerk for her comprehensive report.

88. Items for press release

88.1 Grants Panel decisions

Lewes Football Club Impact Report launch event

The meeting closed at 8:45pm.

TOWN MAYOR

How to contact us

Write to:

Town Hall, High Street

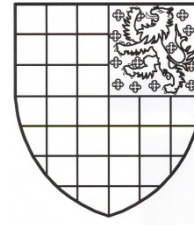
Lewes, East Sussex

BN7 2QS

Find us online: www.lewes-tc.gov.uk

Call: 01273 471469

Email: townclerk@lewes-tc.gov.uk



**LEWES
TOWN
COUNCIL**

Minutes of a Meeting of the **Buildings Working Party** held **online via zoom** on **Monday 10th January 2022 at 10.30am**

Present: Cllrs M Bird, S Catlin, G Earl, J Lamb, Dr G Mayhew, M Milner, R Waring and (not appointed to the working party), I Makepeace, K Wood (joined at 10:45am)

In attendance: Town Clerk, Town Hall Manager

- 13. Apologies:** There were none
- 14. Member's Declarations of Interest:** There were none
- 15. Minutes:** The Minutes of the meeting held on 23rd September 2021 were received and agreed as an accurate record to be signed at a later date.
- 16. Chair's announcements:** There were none
- 17. Town Hall Heating Project update:**
 - 17.1** The Town Clerk summarised the report (BWP001/2022), the financial implications and recommendations.
 - 17.2** Members noted dissatisfaction with the length of time it has taken to progress this project and the lack of comprehension.
 - 17.3** It was noted that it is vital to get the timeline and priorities right, agreeing phase one needs to be undertaken urgently and it would be right to then undertake an energy audit before progressing with further phases.
 - 17.4** It was noted that updates would be required to the quotes for the phase one work of the gas boiler installation. It was confirmed the gas boilers proposed allow for a hybrid system to be added later, such as an Air Source Heat Pump.
 - 17.5** An initial energy audit could be undertaken by Councillors Bird and Milner with the Town Hall Manager and Town Clerk. It was felt there may then need to be a comprehensive energy audit and the initial audit with Councillors could feed into a specification for this.
 - 17.6** Members sought clarification on other elements of maintenance considered essential for the Town Hall, the financial implications of those and likely timescales. The Town Clerk explained items on the Council Plan for 2021 to 2022, such as the Chamber carpet which has become a trip hazard, and the proposed intention to progress with much of this work during 2022 if Council approves. Furthermore, other areas of maintenance have been noted that require urgent attention, such as woodwork to some skylights. The Town Clerk clarified the position of earmarked reserves, and the fact they can be spent across financial years. The Town Clerk explained it would be necessary to undertake a buildings survey as there hasn't been one for a long time, and this, along with the energy audit, would feed into a long-term plan with cost implications and timescales, enabling the Council to plan its budget to earmark funds and ensure proactive maintenance and hopefully reduce reactive maintenance, which can end up costing more as things get damaged when there are leaks etc.
 - 17.7** The working party was reminded of the flat above the Town Hall and it was agreed the

flat should be included in the energy audit and building survey.

- 17.8** It was agreed exploring Photovoltaics should come after the energy audit, and if they were to be considered look at different options. It should also come after the fabric of the building has been examined.
- 17.9** Other potential measures that could come from the energy audit included vehicle charging in the service yard, battery charging, door seals and closers.
- 17.10** Members would like to see a prioritised schedule of work and costs that feed into the Finance Working Party.
- 17.11** It was suggested it may be useful to visit other similar buildings to see how they have approached energy efficiency.
- 17.12** Members discussed the financial implications including whether to recommend to the Finance Working Party that £100,000 is added to the earmarked reserve for Town Hall maintenance to cover the costs of the replacement gas heating, energy audit, building survey, the aspiration to improve energy efficiency and reduce carbon emissions, essential repairs as well the ongoing maintenance and improvement to the building. This was discussed in the context of the impact of increasing the Precept for residents and rising costs for the Council due to inflation.
- 17.13** **It was resolved that:**
- 1) Recommend to Council that load monitoring work on the existing power supply is instructed immediately at a cost of £2,750
 - 2) Recommend to Council that phase 1 installation of replacement gas boilers be agreed urgently at an estimate of £132,000, plus an estimate of unknown associated costs of £33,000, an element of Contract Administrator work estimated at £5,000 and an element of the Mechanical and Electrical Consultant costs (the figure of £12,800 included the ASHP so the cost would be less than this for phase 1 only).
 - 3) Agree investigating the Air Source Heat Pump will be deferred awaiting the audits
 - 4) Recommend to Council that Thermostatic Radiator Valves are fitted to all radiators and that they are all flushed through as part of the phase 1 works at an estimate of £8,000
 - 5) Agreed the initial energy audit would be undertaken by Councillors with Officers and report back to the Buildings Working Party with a specification for a more comprehensive audit
 - 6) Agreed the Photovoltaic Panels should be deferred until the energy audits and building surveys are undertaken
 - 7) Recommend to the Finance Working Party that the draft budget include £100,000 to be added to Town Hall Maintenance Earmarked Reserves

The meeting ended at 11:30am

Signed:

Date:

How to contact us

Write to:

Town Hall, High Street

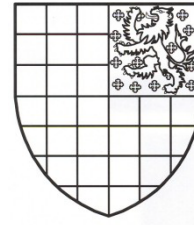
Lewes, East Sussex

BN7 2QS

Find us online: www.lewes-tc.gov.uk

Call: 01273 471469

Email: townclerk@lewes-tc.gov.uk



**LEWES
TOWN
COUNCIL**

Minutes of a Meeting of the Finance Working Party held online via zoom on Wednesday 12th January 2022 at 9.30am

Present: Cllrs G Earl, J Herbert, J Lamb (Chair), I Makepeace, Dr G Mayhew, K Wood and (not appointed to the Working Party) Cllrs S Catlin and W Maples

In attendance: Town Clerk

10. Election of Chair

Cllr Lamb was elected Chair

11. Apologies: There were none

12. Member's Declarations of Interest: There were none

13. Minutes: The Minutes of the meeting held on 28th October 2021 were received and agreed as an accurate record to be signed at a later date.

14. Chair's announcements: There were none

15. Draft budget 2022 to 2023

15.1 The Town Clerk gave a brief overview of the budget, confirming elements already considered by the Working Party at its meeting on 28th October and updating Members on the recommendation from the Buildings Working Party which had met earlier in the week. The Buildings Working Party had resolved, in light of the updated report regarding the Town Hall heating project, to recommend that the earmarked reserve for Town Hall maintenance be returned to £100,000 to meet the requirements of a replacement gas boiler system, an energy audit of the Town Hall, further exploration of measures to reduce carbon emissions and increase energy efficiency, as well as continue to maintain the Town Hall

15.2 The Town Clerk confirmed that as yet the Council Tax base figure had not been received from Lewes District Council. The draft budget before the Working Party therefore proposed a Precept of £1,259,778, an increase of 3.79%. For a Band D property that would be £207.25, which is a 15 pence per week increase.

15.3 Members sought clarification on revenue maintenance for the Town Hall and earmarked reserves for maintenance and when that expenditure was expected to happen. The Town Clerk confirmed that if Council agreed to replace the gas boilers this would happen in 2022 and this has been estimated as costing circa £185,000. The energy audit would also be undertaken along with a building survey in 2022. This would be followed by agreeing and implementing systems and measures such as the Air Source Heat Pump, insulation etc. The estimated costs of a hybrid system of gas boilers and an ASHP, excluding surveys and any resulting ancillaries, was a total of circa £305,000. This would leave very little for other identified repairs in the Council Plan for 2021 to 2022 let alone anything identified from the energy audits and building

survey.

- 15.4 It was noted that our buildings, as valuable and well used community resources, should be invested in, with a proactive maintenance programme as well as potential developments to make them more viable to more people (such as technology to enable hybrid meetings) and to preserve them for future generations.
- 15.5 It was queried as to whether alternative funding options could be explored such as grants, crowd funding, donations etc. The Town Clerk said they can, and in the past grants have been secured for works, but the budget can't be set based on unknown income such as donations. It was also suggested that the Council be more proactive in how it funds activities.
- 15.6 It was noted that even with an increase of the Precept to 3.79% this wasn't going to give protection for increasing costs such as utilities.
- 15.7 Members asked if information on the use of the Council's buildings, who uses them, how much they are used could be provided in future.
- 15.8 Members also requested a clearer breakdown of the budget, to aid understanding and decision making. The Town Clerk confirmed this was a future action for herself and the Responsible Financial Officer when was recruited, along with medium term financial planning.
- 15.9 **It was resolved that:**
The draft budget setting a Precept of £1,259,778 and an increase in Council Tax Band D of 3.79% be recommended to Full Council.

The meeting ended at 10:40am

Signed:

Date:

Lewes Town Council

Non- Confidential

Committee: Full Council

Date: 20th January 2022

Notice of Motion: NOM012

Received from: Councillor Merlin Milner

Subject: Banning the use of leaf blowers

1. Proposal

- 1.1 Leaf blowers, especially those that use internal combustion engines, are polluting, noisy, harmful to wildlife and can cause health issues.
- 1.2 It is proposed that Lewes Town Council promotes the ban of leaf blowers used by operatives maintaining the Lewes' realm areas.
- 1.2 The Town Council resolves to ask Lewes District Council and East Sussex County Council to ban the use of all leaf blowers when new maintenance contracts are specified and that local authorities focus on using environmentally friendly tools, procedures, equipment and methods that don't produce noise and pollution to clean or clear surfaces.

2. Supporting information

- 2.1 What is the purpose of leaf blowers? None of the leaf blowers remove dust, leaves or litter, they just blow them around. And with the next gust of natural wind everything is back to where it was before.
- 2.2 These noisy, air-polluters mostly use petrol to operate, absorb oxygen from the air while spewing out high levels of carbon dioxide back into the air. Some use 2-stroke engines that are worse as oil is burned as part of the combustion process. They kill wildlife, such as ladybirds and butterflies, and destroy the wildlife habitats in their track. They can also scare birds and other small wild animals, such as hedgehogs and rabbits.
- 2.3 These reverse hairdryers, including electric powered blowers, blow up dust and dirt that is lethal to asthmatics. Users have been known to die from psittacosis, a respiratory disease caused by the inhalation of the dust of bird droppings blown up by a leaf blower. Central Park in New York banned leaf blowers, hedge trimmer's and edging tools after one of their young gardeners, who had used a leaf blower regularly, died suddenly from psittacosis.
- 2.4 A shovel and brush do a much better job without creating air or noise pollution and they have done so for hundreds of years. A ban on the use of these awful polluters, would go a long way to protect living creatures, including humans and reduce carbon emissions.

Lewes Town Council

Non-Confidential

Committee: Full Council

Date: 20th January 2022

Report Number: FC018

Report by: Town Clerk

Subject: Historic England Consultation – Bus Station

1. Summary

- 1.1 The report summarises the consultation from Historic England regarding the application for a Certificate of Immunity for the Bus Station and Bus Garage, which was considered by the Planning Committee on Tuesday 11th January 2022.

2. Recommendations

- 2.1 The Council is recommended to:
- 1) Consider the consultation from Historic England regarding the Certificate of Immunity for the Bus Garage, agree whether to respond and, if responding, agree what that response will be.
 - 2) Consider the consultation from Historic England regarding the Certificate of Immunity for the Bus Station, agree whether to respond and, if responding, agree what that response will be.

3. Background

- 3.1 Historic England (HE) are consulting on the proposed Certificate of Immunity (COI) from listing for the Bus Station and Garage, and whether a COI should be given to the owner for (a) the bus station and (b) the bus garage. It is important to note that HE have listed the two buildings separately.
- 3.2 Details of the consultation report for the case (Case Number 1479321) are included at appendix 1 and can be found on the Historic England File System here:
<https://services.historicengland.org.uk/webfiles/GetFiles.aspx?av=1F6E044F-0DE4-4861-9865-F08D050F1515&cn=58B67076-BD1B-440B-A731-9D3CDAF0D1F7>
- 3.3 The Town Council was made aware that HE had received an application to consider the Bus Station and Garage for listing from the Twentieth Century Society. Information from the Twentieth Century Society about the Bus Station and Garage can be found in appendix 2.

- 3.4 In parallel, the owner's agent applied to consider the building for a Certificate of Immunity (COI).
- 3.5 The deadline for submission of consultation responses is 21st January 2022.
- 3.6 The Town Council, should it decide to respond to the consultation, will be offering its opinion as to whether the Certificate of Immunity should be given or not. If the Town Council were minded to respond that it should not be given, that would need to be stated along with full reasons as to why it should be listed, being clear as to whether this applies to both buildings (the bus station and the bus garage) or just one and, if applicable, detail any discrepancies identified in the consultation report.
- 3.7 The consultation responses are then analysed by Historic England who report to the Secretary of State for Digital, Culture, Media, and Sport. It can take a couple of months for them to decide. If the building is listed, then the consultation report informs the listing.
- 3.8 The Town Council does need to be mindful that its Neighbourhood Plan reflects the South Downs National Park Authority position, which accepts that the site is allocated for development, providing a brownfield site for housing development, and so the Town Council should consider whether it is putting itself in a difficult position because of any response.
- 3.9 The Planning Committee discussed the consultation at its meeting on Tuesday 11th January 2022. Members discussed the various views on what the site could be used as, from a bus interchange to a site for affordable housing. They also discussed what listed status means, and the fact it doesn't mean it has to be used as a bus station if listed.
- 3.10 The Committee discussed the Bus Garage building in terms of listing and agreed that it would recommend to Council to respond to the consultation in support of a COI.
- 3.11 The Committee then discussed the Bus Station building in terms of listing and explored the consequences of various options. The Committee agreed that it would recommend to Council to respond to the consultation and object to a COI being issued to the owners for the Bus Station and that the reasons why it should be listed should reflect those given by the Twentieth Century.

Laura Chrysostomou

Town Clerk

Case Name: Former Bus Station and Garage, Eastgate Street, Lewes

Case Number: 1479321

Background

Historic England has received an application to consider the former Lewes Bus Station for listing. In parallel, the owner's agent has submitted an application to consider the building for a Certificate of Immunity (COI).

Asset(s) under Assessment

Facts about the asset(s) can be found in the Annex(es) to this report.

Annex	Name	Heritage Category
1	Former Lewes Bus Station	Listing
2	Former Lewes Bus Garage	Listing

Visits

Date	Visit Type
20 December 2021	Full inspection

Annex 1

The Draft List Entry are being assessed as the basis for a proposed Certificate of Immunity from listing.

Draft List Entry

Name: Former Lewes Bus Station

Location

Bus Station, Eastgate Street, Lewes, BN7 2LP

County	District	District Type	Parish
East Sussex	Lewes	District Authority	Lewes

History

Lewes Bus Station was designed by Clayton, Black and Daviel of Brighton in 1951 and opened on 26 March 1954. It was given an 'island' layout, allowing buses to drive around the building, on a one-way system, therefore alleviating congestion in the adjacent High Street. This approach, albeit in 'corner island' format was used at Derby bus station, of 1933 (now demolished), and in full 'island mode' at Hawkurst Bus Station, Maidstone, of 1950 (also demolished).

At Lewes, an overhanging first floor provided shelter for waiting passengers who were provided with a waiting room, inquiry office, parcels office, toilets, two public telephone boxes, and a restaurant on the upper floor. Staff on the site had administration offices on the ground floor and a staffroom with recreational and canteen facilities upstairs.

Lewes Bus Station was part of a larger pattern of expansion by the Southdown Bus Company during the 1930s to 1950s, considered to be a boom time for bus and coach travel. It was designed to be one of a sequence of 'nodal' stations in the area, while also providing a storage and maintenance facility in a separate garage, for around 20 buses. Southdown was noted as one of the best operators in terms of service to its passengers, having run a handful of routes since 1915 as Southdown Motor Services before gradually expanding. The company was absorbed by the National Bus Company in 1969, before being bought by Stagecoach in 1989.

Clayton & Black were a firm of architects and surveyors from Brighton, who were primarily active in the late C19 to the inter-war period. They worked mainly in Brighton, designing buildings across a wide span of type and style. In the second half of the C20, the practice was joined by Daviel and they began to concentrate on ecclesiastical work. A number of their pre-war and inter-war buildings are listed at Grade II.

As of 2021, the former Lewes Bus Station is still used as a bus stop, however the internal space has been repurposed as a cafe and artist studios. The stylised Bus Station sign and clock to the east elevation have been replaced with a modern sign.

Details

A former bus station of 1954, designed by Clayton, Black and Daviel of Brighton, for the Southdown Bus Company.

MATERIALS: the building has a concrete slab to the first floor, buff-brick elevations laid in a stretcher bond, with timber casement windows and a slate tile roof.

PLAN: the first floor has an overhanging footprint, which provides a wraparound shelter at ground floor level.

EXTERIOR: the station is designed in a functional moderne idiom and is broadly rectangular, with long elevations to the north and south.

The principal elevation faces east and to the ground floor, it has a large plate-glass window with a narrow window to each side, all of which have timber architraves and concrete lintels. The concrete floor frame of the first-floor projects over and is curved to the corners. The wider first floor has four bays of timber casement windows. The central pair are narrower and stand above and either side of a modern sign. There is a deep soffit and the main roof is shallow-pitched with a gablet-type gable to the centre. It has a buff-brick chimney stack to the ridge.

The ground floor side elevations are similar. From the east end; the south side has a plate glass window, a large eight-pane window with transom, a small fixed window, another eight-pane window (with opaque glass blocks), a solid timber entrance door, a small window of opaque glass blocks and four, high-set windows, above a row of timber noticeboards. The north side has some detail differences to the larger windows and another entrance door. The first floor to both side elevations projects on a moulded concrete base. Above, there is a long strip of top-hinged, casement windows, under a deep soffit.

The rear elevation is plain to the ground floor having solid timber doors and brickwork. The first floor has a central, three-pane casement window. The brickwork is curved at the corners and has high-set strip windows. The projecting first floor is supported by a brick column to each corner.

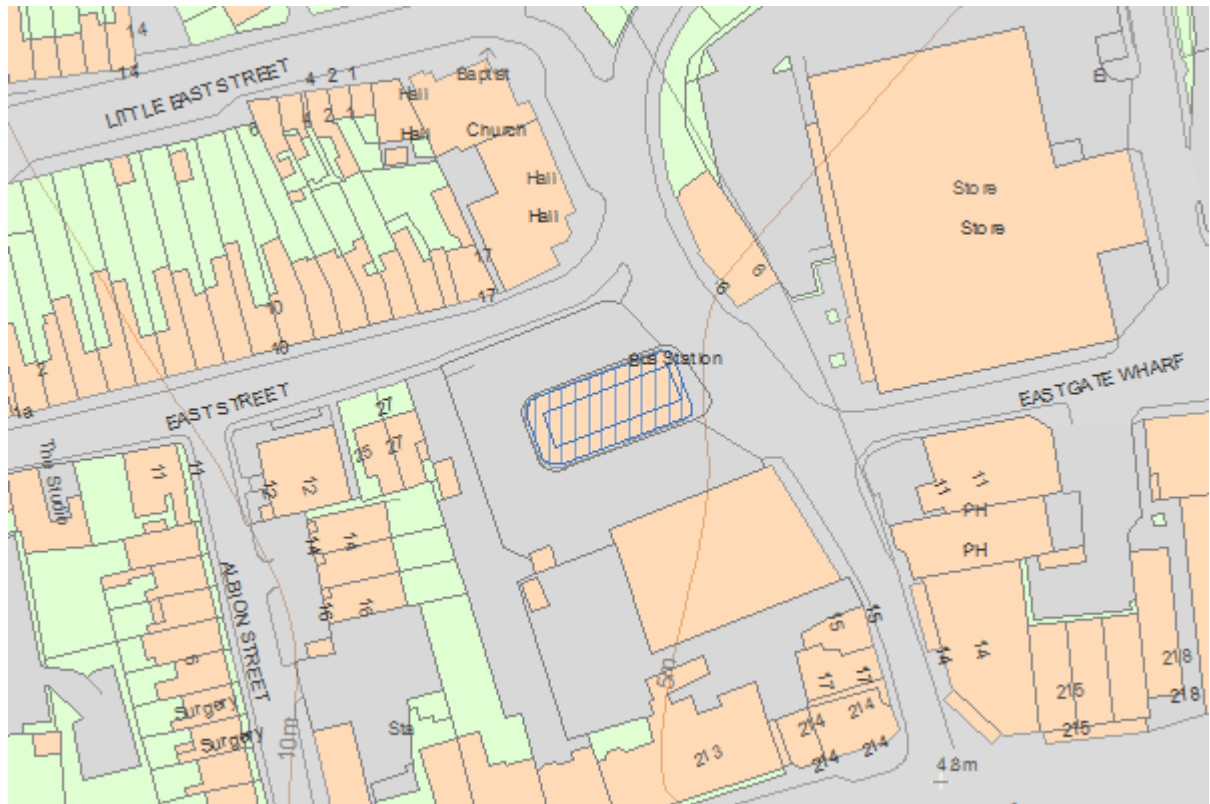
INTERIOR: towards the east end there is an entrance hall to the ground floor, accessed from the north side, which has a white and yellow checkerboard floor. Dogleg, reconstituted stone stairs rise to the first floor. They have a solid masonry balustrade topped with flat timber, to which is attached a tubular metal handrail. Another handrail is attached to the opposite wall and a screen of glazed blocks provides borrowed light. The cafe and upstairs bar have plain, timber fixtures and fittings. The doors in the public spaces are primarily solid timber with Art-Nouveau style nameplates. Those to the workspaces are more plain as are the work space fixtures and fittings.

Selected Sources**Other**

Sussex Express & County Herald, 1954

Map

National Grid Reference: TQ4177310282



© Crown Copyright and database right 2015. All rights reserved. Ordnance Survey Licence number 100024900.

The above map is for quick reference purposes only and may not be to scale. For a copy of the full scale map, please see the attached PDF – 1479705_1.pdf.

Annex 2

The Draft List Entry are being assessed as the basis for a proposed Certificate of Immunity from listing.

Draft List Entry

Name: Former Lewes Bus Garage

Location

Bus Station, Eastgate Street, Lewes, BN7 2LP

County	District	District Type	Parish
East Sussex	Lewes	District Authority	Lewes

History

The bus garage at Lewes was probably designed by Clayton, Black and Daviel of Brighton, as part of the wider bus station complex, which opened on 26 March 1954. The adjacent bus station was given an ‘island’ layout, allowing buses to drive around the building, on a one-way system, therefore alleviating congestion in the adjacent High Street. The garage was located

at the end of the circulation route and provided space for up to 20 buses, with access through 35m of sliding doors. As of 2021, it is in use as a storage facility.

Lewes station was part of a larger pattern of expansion by the Southdown Bus Company during the 1930s to 1950s, considered to be a boom time for bus and coach travel. It was designed to be one of a sequence of 'nodal' stations in the area, while also providing a storage and maintenance facility for around 20 buses. Southdown was noted as one of the best operators in terms of service to its passengers, having run a handful of routes since 1915 as Southdown Motor Services, before gradually expanding. The company was absorbed by the National Bus Company in 1969, before being bought by Stagecoach in 1989.

Clayton & Black were a firm of architects and surveyors from Brighton, who were primarily active in the late C19 to the inter-war period. They worked mainly in Brighton, designing buildings across a wide span of type and style. In the second half of the C20, the practice was joined by Daviel and they began to concentrate on ecclesiastical work. A number of their pre-war and inter-war buildings are listed at Grade II.

Details

A former bus garage of around 1954, probably by Clayton, Black and Daviel of Brighton, for the Southdown Bus Company.

MATERIALS: brick walls, metal doors and a corrugated roof.

PLAN: the garage consists of two large spaces formed by a later partition. The main doors face north on to the bus station manoeuvring area.

EXTERIOR: the rectangular building is functional with three, high brick walls topped with concrete coping, supporting a large opening. This has around 35m of sliding doors, made up of regular panels under a plain timber fascia. Either side of the doors, the end of the side walls form piers of reddish-brown bricks in a stretcher bond, with a vertical strip of grey bricks to the centre. The walls are built of mixed-stock brick in a Dutch bond and have a regular pattern of crosses, formed by raised bricks. The north elevation to the west end, has a vertical, illuminated and stylised 'bus station' sign. The corrugated roof has a valley gutter and is hipped to both ends. The ridges support four, cylindrical ventilation extractors and across the roof there is a regular pattern of clear corrugated panels.

INTERIOR: primarily two large open spaces separated, north to south by a later wall of opaque, corrugated plastic sheeting. The floor is made of concrete imprinted with a tessellated pattern. The garage doors have a ledge and brace frame and slide on wheels, located within a floor channel. The light-weight metal roof structure has a grid of metal beams which support A-frames, rising up to the underside of the pitched roofs. The inside face of the external walls are faced in buff brick in a stretcher bond.

Selected Sources

Other

Sussex Express & County Herald, 1954.

Map**National Grid Reference:** TQ4179210257

© Crown Copyright and database right 2015. All rights reserved. Ordnance Survey Licence number 100024900.

The above map is for quick reference purposes only and may not be to scale. For a copy of the full scale map, please see the attached PDF – 1479706_1.pdf.

Information from the Twentieth Century Society in relation to their application for listing

The Lewes building is an excellent example of a small post-war purpose-built bus station in a county town. 20th-century bus stations, garages and depots are becoming increasingly rare. While the best examples are listed, there are many more modest but nonetheless significant examples currently without statutory protection. More work needs to be done to research these buildings and protect them from demolition.

Lewes bus station was built for the Southdown Bus Company and was one of a sequence of 'nodal' bus stations constructed by the company during the 1930s and 1950s 'boom years' for bus and coach travel. It was designed by Clayton, Black and Daviel of Brighton and constructed by Ringmer Building Works, working with E.J. Herbert, the Southdown Bus Company's engineer.

Clayton, Black and Daviel formed in the 1950s when John R.F. Daviel joined the already-established practice of Clayton & Black (founded in 1876). The practice was highly regarded and is well represented on the National Heritage List for England (NHLE).

Lewes bus station was deemed a great success with much emphasis placed on the fact that it provided a partial solution of some of the everyday traffic problems in the town by avoiding the necessity for buses to wait in the congested High Street. With many inter-war and post-war bus stations having been demolished, the Lewes bus station is considered the best surviving example of this 'island' layout, retaining its original footprint, openings and key fixtures.

Influenced perhaps by the Festival of Britain style, the station is constructed from biscuit coloured concrete 'bricks', with glass bricks "where privacy is necessary" and timber framed windows (Sussex Express & County Herald, 1954). The low-pitched, cedar-shingled roof – a requirement in the council's approval of the plan – was intended to tie the building into its immediate surroundings.

The cantilevered first floor provides shelter for waiting passengers in all weathers. Travellers were also well accommodated with a waiting room, inquiry office, parcels office, toilets, two public telephone boxes, and a restaurant on the upper floor. Staff on the site had administration offices on the ground floor and a staff-room with recreational and canteen facilities upstairs.

The interiors were deliberately simple, finished using materials which could be easily cleaned and maintained. Interior walls were panelled with plastic, floors were of terrazzo, the ceilings were of a 'special sound-absorbent tiling' whilst the joinery work was of waxed-mahogany. Although access to the building has been limited, an initial survey suggests that the terrazzo flooring and stairs survive from the 1950s. The garage is a separate building to the south of the bus station, which had space for up to 20 buses when completed, and 100ft of sliding doors to facilitate access.

Lewes Town Council

Non-Confidential

Committee: Full Council

Date: 20th January 2022

Report Number: FC019

Report by: Town Clerk

Subject: Town Hall Heating Project and Maintenance

1. Summary

- 1.1 The report summarises the project to date following a review by the Buildings Working Party at its meeting on 10th January 2022 and presents a recommended way forward, splitting the project into phases, with phase 1 being the replacement of the gas boilers and related works.
- 1.2 A parallel phase of energy audits and building surveys that feed into a long-term plan with cost implications and timescales would be implemented before progressing with further phases. This would enable the Council to realise its aspirations to improve energy efficiency and reduce carbon emissions as well as implement a programme of proactive maintenance.
- 1.3 It should be noted that as this is based on only a summary review, costs are estimated, and some remain unknown subject to more comprehensive review.

2. Recommendations

- 2.1 The Council is recommended to:
 - 1) Approve that load monitoring work on the existing power supply is instructed immediately at a cost of £2,750 (paragraph 4.1 refers)
 - 2) Approve phase 1 urgent installation of replacement gas boilers at an estimate of £132,000, plus an estimate of unknown associated costs of £33,000, an element of Contract Administrator work estimated at £5,000 and an element of the Mechanical and Electrical Consultant costs estimated at £8,000 (paragraph 4.2 and 4.3 refers)
 - 3) Approve fitting Thermostatic Radiator Valves and flushing through all radiators as part of phase 1 at an estimate of £8,000 (paragraph 6.1 and 6.2 refers).
 - 4) Note that an initial energy audit of the Town Hall will be undertaken by nominated Councillors with Officers, reporting back to the Buildings Working Party with a specification for a more comprehensive energy audit (paragraph 6.3 and 6.4 refers).
 - 5) Note that the investigation of the Air Source Heat Pump as part of a hybrid heating system is deferred until energy audits and building surveys are completed (paragraph 4.4 to 4.10 refers).
 - 6) Note that exploration of Photovoltaic Panels is deferred until the energy audit and building survey is undertaken (section 5 refers).

- 7) Agree that a building survey is undertaken of the whole building to inform a long-term proactive maintenance program (section 7 refers).
- 8) To consider the financial implications (section 8 refers).

3. Background

- 3.1 The existing boiler plant, consisting of two boilers manufactured in 2001, had reached the end of its economic life. In June 2019 Delta Green Environmental Design were commissioned to review the existing heating system at Lewes Town Hall with a view to replacing the existing gas fired boiler plant.
- 3.2 Their report was considered by the Buildings Working Party at its meeting on 20th September 2019. At this meeting the Working Party agreed to request the consultants provide further detail on the option of Air Source Heat Pumps (ASHP). It was also suggested that secondary glazing be investigated for the Assembly Room and that any radiators not currently controlled by Thermostatic Radiator Valves should be fitted with these.
- 3.2 On 25th November 2019 one of the boilers completely failed and is currently used to supply parts for the remaining boiler.
- 3.3 On 23rd June 2020 the Buildings Working Party considered a second report from Delta Green, which provided more detail on ASHP and Photovoltaic Panel (PV) technologies. Based on their feasibility study, the installation of a hybrid heating system was recommended by Delta Green, comprising an air source heat pump supplemented by boiler plant. The Buildings Working Party agreed to recommend the option of an ASHP with Gas Fired Boiler.
- 3.4 At its meeting on 10th September 2020, the Buildings Working Party agreed for Delta Green to manage the procurement for Mechanical and Electrical Services and to monitor the contractor's installation work. It was also agreed that Delta Green commission an acoustic survey.
- 3.5 On 23rd September 2021 the Buildings Working Party considered two quotes that had been received in relation to this project. The first was for an upgrade to the electric supply to the Town Hall following a visit by UK Power Networks (UKPN) who were quoting over £150,000 for upgrading the supply including engineering, excavation, and groundwork. It was acknowledged there were unlikely to be significant reductions to this cost given the nature of the industry.
- 3.6 The second quote was for an acoustic enclosure for the proposed ASHP which was £142,000. Furthermore, due to its large size, it barely fitted in the proposed location in the rear service yard. The acoustic survey had been delayed due to COVID-19.
- 3.7 The effect of these costs on the Council's project was significant. It was agreed that a comprehensive review of the fundamental options for a more sustainable heating system was needed, and the project should halt until that was available.
- 3.8 Further to subsequent correspondence with Delta Green regarding the review, a summary review was put forward rather than comprehensive, to allow the Buildings Working Party at its meeting on 10th January 2022 to consider what are limited options before incurring any further expenditure on a comprehensive review.

4. High level review

- 4.1 Subject to completing load monitoring of existing electrical supplies to the Town Hall, it is believed there is spare capacity to support a hybrid heating system without the need to upgrade the electrical supply. It is strongly recommended the load monitoring is completed as soon as possible in a period at which heating will be at its peak load. The cost to monitor for seven days would be £1,950. The cost for 14 days is £2,750. The load monitoring will inform the peak load required for the building to ascertain what capacity there is in the existing power supplier for electrical heating.
- 4.2 In consideration of the above, the heating systems that could potentially be accommodated using the existing electrical supplies have been reviewed. It is proposed to utilise a more modest ASHP installation coupled with two gas boilers, enabling the ASHP to operate all year round with the gas boiler providing 'top-up' to meet loads. This would assist to reduce the building's carbon emission associated with heating, but it should be noted running costs will be higher due to the higher cost of electric compared to gas.
- 4.3 The table below provides an estimated installation cost, annual energy usage, running costs and carbon emissions for proposed replacement gas boilers. This could be fitted as a standalone project (phase 1), with the ability to be linked to the ASHP later, therefore the work excludes provision for connecting into a hybrid heating system at this stage. The gas boilers would be more efficient than the old boilers. By the time the boilers are installed it is anticipated that they would be hydrogen ready.

Annual Energy Usage (Gas)	318,397kWh
Annual Carbon Emissions	61,669 kgCO ₂
Annual Running Costs	£22,690
Estimated Gas Boiler Replacement and associated equipment costs	£132,000

- 4.4 A more modest ASHP would be needed to work within the existing electrical supplies. It wouldn't achieve the full heating load and would therefore be supplemented with the replacement gas boiler, but it would reduce the load on the gas boiler.
- 4.5 Smaller alternative ASHPs have been reviewed that could be located on the roof to the kitchen or the production store to avoid using space in the service yard. However, this will be subject to validation through the load monitoring and a structural assessment to ascertain whether additional structural support may be required or whether equipment that spreads the load is needed. In addition, further assessment would be required to see if acoustic mitigation is needed. There may also be planning implications.
- 4.6 The table below provides an estimated installation cost, annual energy usage, running costs and carbon emissions for proposed replacement gas boilers and a modest ASHP installation. This work excludes any costs associated with acoustic assessment and potential mitigation, structural assessment and potential requirements and planning impact.

Annual Energy Usage (Gas)	222,878 kWh
Annual Energy Usage (Electric)	95,519 kWh
Annual Energy Usage (Gas and Electric)	318,397 kWh
Annual Carbon Emissions	54,296-60,288 kgCO ₂ (depending on performance of ASHP i.e. system efficiency)
Annual Running Costs	£28,410-£35,156 (depending on performance ASHP i.e. system efficiency)
Estimated Gas Boiler Replacement and associated equipment costs and ASHP installation (excluding works detailed above)	£240,000

- 4.7 There is currently no financial incentive schemes for commercial ASHP and therefore this system wouldn't benefit from government funding to reduce the running costs and make it more financially viable.
- 4.8 With this proposed option, the gas boilers could be replaced imminently to ensure heating to the building and the ASHP installed later.
- 4.9 ASHP technology is improving all the time and therefore it is considered to be of benefit to review this element of the heating system in the future. Costs and availability have also been affected by COVID-19 and this may also improve in the future.
- 4.10 The ASHP could be arranged in a cascade setup to enable additional units to be added later should the electrical supply be upgraded in the future and subject to the structural assessment.
- 4.11 The option of a hybrid heating system with direct electric heating via an electric boiler and ASHP has been discounted due to the high electrical load needed to support a full electrical system.

5. Photovoltaic Panels

- 5.1 The Town Hall and Corn Exchange pitched roofs have potential to install Photovoltaic panels (PV) whilst maintaining the aesthetics to the Grade II listed building. Being North East and South West facing these would benefit from sunlight from early morning to later in the day. Due to the demand for heating being predominantly during the winter season, they would not be sufficient to offset electrical load to allow greater electrical capacity. However, their addition would provide some green credentials. The panels would blend in with the slate tiles and would add insulation to the Corn Exchange. The existing roof would need a structural assessment and there may be planning implications. Additional plant (an inverter) is required to convert the electricity generated which would require space and an agreed route for cabling is needed. This could be a stand-alone project for the future.

- 5.2 The table below gives an example of PVs. This excludes any costs associated with structural assessment, planning implications, plant space and cabling.

PV Panel Output	350 W
Number of PV Panels	62 panels (assumed size 1,000mm by 1,600mm)
Peak output	21.70 kWe
Annual Electricity Generated	16,061 kWh
Carbon Emissions Saved	3,742 kgCO ₂ per annum
Electrical Running Costs Savings*	£2,106 per annum
Monies Generated through exporting to the Grid*	£281 per annum
Total Cost Savings*	£2,387 per annum
Simple payback	16 years
Estimated installation cost	£40,000

*Assumed 50% of electricity generated would be utilised on site

- 5.3 There are current financial incentives for PV so these could generate income to the building.
- 5.4 Consideration could be given to putting further panels on the flat roofs of the store and kitchen if this wasn't used for the ASHP. There may be planning implications, but it is to the rear of the building.

6. Additional measures to improve energy efficiency

- 6.1 It is recommended all radiators be fitted with Thermostatic Radiator Valve's to reduce heat load and emissions as part of the phase 1 gas boiler replacement work. Costs would be approximately £120 per radiator and there are around 45 radiators. This would enable users of the building to turn radiators down in the Yarrow Room or Chamber instead of opening windows as can happen now because they get too hot with the system set to heat large rooms like the Corn Exchange as well as the smaller rooms.
- 6.2 It is recommended to have all the radiators flushed through to ensure they operate at maximum efficiency as part of the phase 1 gas boiler replacement work.
- 6.3 The Buildings Working Party agreed that it would be prudent to undertake an energy efficiency audit of the building to identify other measures that could be investigated and potentially implemented to improve the energy efficiency of the building. An initial energy audit could be undertaken by Councillors Bird and Milner with the Town Hall Manager and Town Clerk. It was felt there may then need to be a comprehensive energy audit and the initial audit with Councillors could feed into a specification for this.

6.4 Other potential measures that could come from the energy audit included:

- secondary glazing to the Assembly Room
- insulation to the Assembly Room (although this would be hard to achieve)
- Continuing to replace lights with energy efficient lighting and replacing the lights in the Corn Exchange and Lecture Room (as per the Council Plan 2021 to 2022)
- Door seals and closers
- Vehicle charging in the service yard or battery charging

7. Building Maintenance

- 7.1 A parallel phase of energy audits and building surveys that feed into a long-term plan with cost implications and timescales would be implemented before progressing with further phases. This would enable the Council to realise its aspirations to improve energy efficiency and reduce carbon emissions as well as implement a programme of proactive maintenance for a well-used community resource.
- 7.2 It should be noted that the Town Hall Maintenance Earmarked Reserve was to cover the heating replacement, Council Chamber redecoration and replacement carpet, Corn Exchange and Lecture Room lighting replacement and Yarrow Room carpet replacement as outlined in the Council Plan 2021 to 2022.
- 7.3 There are other maintenance requirements such as maintenance and repair to skylight window frames on the roof, redecoration of the Assembly Room and rear corridor, upgrade to the Corn Exchange bar area and redecoration of the Yarrow Room. Other items may come out of the building survey.
- 7.4 It was agreed by the Buildings Working Party that the energy audits and building surveys would include the flat at the top of the Town Hall.

8. Financial Implications

- 8.1 Load monitoring for seven days would be £1,950. The cost for 14 days is £2,750.
- 8.2 Estimated gas boiler replacement costs and associated equipment £132,000.
- 8.3 Provisional sum of £33,000 for items that will need to be confirmed during the works:
- Replace existing flue liner £5,000
 - Upgrade circulation pumps £4,000
 - Upgrade or replace existing boiler room fan £10,000
 - Unknowns associated with the existing installation £4,000
 - General Engineering Contingency £10,000

- 8.4 Fit Thermostatic Radiator Valves to 45 radiators at an estimated cost of £120 per radiator and flush all radiators estimated at £8,000.
- 8.5 Estimated costs for installation of an ASHP as part of a later phase £108,000. Costs associated with acoustic assessment and potential mitigation, structural assessment and potential requirements and planning impact for the ASHP have not been included.
- 8.6 Mechanical and Electrical Consultant costs of £12,800 (note this cost is for both phases together). An additional design fee will be applicable for revised ASHP options when chosen.
- 8.7 Contract Administrator and Principal Designer costs:
- Professional fees related to gas boiler replacement £4,500
 - Professional fees related to ASHP £3,000
 - Principal Designer fee £1,500
- 8.8 Estimated installation cost for Photovoltaic panels £40,000. This excludes any costs associated with structural assessment, planning implications, plant space and cabling. It also excludes any contract administrator and design service costs.
- 8.9 There is currently £172,000 in earmarked reserves (EMR) for Town Hall Maintenance. The 2021 to 2022 budget was set to add a further £60,000 to this EMR. The draft budget for 2022 to 2023 proposes a further contribution of £100,000 and is the subject of a report later in this agenda.
- 8.10 Estimates have not yet been sought for maintenance work such as redecoration and replacement lighting.
- 8.11 There is also an EMR for Renewable Energy of £20,000, with a further £2,000 set to be added from the budget in 2021 to 2022. The draft budget for 2022 to 2023 proposes a further contribution of £2,000. This could be used towards the ASHP.
- 8.12 The table below summarises the financial impacts but excludes unknown costs such as structural and acoustic surveys and any resulting equipment (e.g. structural support, acoustic enclosure) and any further design fees. It excludes the PVs. It excludes energy audits and building surveys. It excludes any maintenance costs for redecoration and refurbishment.

Detail	Estimate
Load Monitoring	£2,750
Gas Boiler (phase 1)	£132,000
Unknowns for replacement gas boiler	£33,000
Fit TRVs and flush through all radiators	£8,000
ASHP (phase 2)	£108,000
Mechanical and Electrical Consultant	£12,800
Contract Administrator and Principal Designer	£9,000
Total Costs	£305,550
Proposed budget by 31st March 2023	
Existing Town Hall Maintenance EMR	£172,000
Additional contribution to TH Maintenance EMR from 2021 to 2022 budget	£60,000
Existing Renewable Energy EMR	£20,000
Additional contribution to Renewable Energy EMR from 2021 to 2022 budget	£2,000
Proposed contribution to Town Hall Maintenance EMR from 2022 to 2023 budget	£100,000
Proposed contribution to Renewable Energy EMR from 2022 to 2023 budget	£2,000
Proposed total budget	£356,000

Laura Chrysostomou

Town Clerk

Lewes Town Council

Non-Confidential

Committee: Full Council

Date: 20th January 2022

Report Number: FC020

Report by: Town Clerk

Subject: Draft Budget 2022 to 2023

1. Summary

- 1.1 Attached as appendix 1, for the Council's consideration, is the proposed Full Council budget for 2022 to 2023.
- 1.2 The budget that is presented has been considered in detail by the Finance Working Party who agreed to recommend the draft budget to Council with a 3.79% increase in Band D for 2022 to 2023.
- 1.3 However, since the Finance Working Party meeting, Lewes District Council informed the Town Council of a reduction in the Council Tax Base, which effects the Band D Council Tax figure. This has been factored into the draft budget resulting in a 4.28% / £8.55 per annum (0.16 pence per week) increase in Band D for 2022 to 2023. Council therefore needs to consider the draft budget and Precept.

Members are reminded of the restrictions on voting outlined in Section 196 of the Local Government Finance Act 1992.

In particular it should be noted that where a Member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the settling of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept (though they may remain in the meeting and may speak).

2. Recommendations

- 2.1 The Council is recommended to:
 - 1) Consider and approve the budget for 2022 to 2023 setting the Precept.
 - 2) Approve the level of the General Reserves (paragraph 4.1 refers)

3. Background

- 3.1 The budget is looking to deliver proposed projects and the aspirations of Council as well as continued support for local community service provision. Proposals from Committees and Working Party's agreed by Council have been incorporated.

- 3.2 Emphasis has been put on maintaining budgets where needed to deliver services to the Town, taking into consideration the balance of earmarked reserves and the General Reserve.
- 3.3 The budget that is presented has been considered in detail by the Finance Working Party on 28th October 2021 and again on 12th January 2022. Principal in its deliberations was recognition of the financial hardship faced by residents, and the desire to minimise increases where possible. The budget was also reviewed in the context of a rising rate of inflation, currently 5.1%, and unavoidable increases. The revised figure resulted in a precept that would increase slightly less than inflation, accepting this wouldn't cover unavoidable increases in overheads. The Finance Working Party recommended the budget to Council for approval.
- 3.4 However, on Thursday 13th January 2022, Lewes District Council informed the Town Council of a reduction in the Council Tax Base, which effects the Band D Council Tax figure.
- 3.5 The overall effect of all projected income and expenditure for 2022 to 2023 results in a budget requirement of £1,259,778, which is a 3.79% increase. Due to the reduction in the Council Tax Base, the overall effect is a 4.28% / £8.55 per annum (0.16 pence per week) increase on Band D Council Tax. The proposed Band D Council Tax is £208.24 per annum, compared with £199.69 in 2021 to 2022.
- 3.6 Band D Council Tax is measured with reference to a Council Tax Base which is calculated every year by Lewes District Council. The new calculation of the Band D Base is 6,049 compared to 6,078 in 2021 to 2022. This Base figure is divided into the required Precept to give the Band D Council Tax figure.
- 3.7 This decrease in the Band D Base produces a decrease in precept of £5,791 for 2022 to 2023 for the equivalent amount of Band D Tax.
- 3.8 The reduction in the base takes into consideration the Local Council Tax Reduction Scheme as well as the Collection Rate, which was reduced from 97.34% to 97%.
- 3.9 The way forward is to be agreed by Council, following consideration of the budget and Precept.

4. General and Earmarked Reserves

- 4.1 General Reserves are working capital. Local Councils need to hold an amount in reserves to meet unexpected expenditure, otherwise they could run out of money before the end of the financial year. The General Reserve as at 1 April 2021 was £375,801 (£222,463 in 2020). The 2021 to 2022 budget was set to return funds of £50,000 to the General Reserve, and it is hoped that this can still be achieved. This would bring the General Fund to £425,801. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authorities General Reserve is that this should be maintained at between three and twelve months net revenue expenditure (NRE) (the larger the authority the nearer to three months). The Town Council's internal auditor stated at the interim audit in December 2021 that circa £600,000 would be reasonable. In preparing the budget for 2022 to 2023 the Finance Working Party agreed to reduce the level of General Fund reinstatement to £5,000, with a view to increase it in future years, so that the Precept can be kept lower for 2022 to 2023.

- 4.2 Earmarked Reserves (EMR) can be earmarked at the discretion of the Town Council. EMR is allocated for a specific purpose or project but may not be spent in that financial year. They can result from:
- Monies set aside for major anticipated capital schemes, projects or service arrangements the Town Council wish to carry out
 - A working balance to help cushion the impact of uneven cash flows e.g. election expenses
 - Events which have allowed monies to be set aside
 - Surpluses
 - Decisions causing anticipated expenditure to have been postponed or cancelled
 - To avoid unnecessary temporary borrowing
 - A contingency to cushion the impact of unexpected events or emergencies
 - A means of building up funds to meet known or predicted liabilities
- 4.3 The Council's EMRs have been reviewed during the budget preparation and can be found on page one of the appendix to this report. Provision has been made for re-establishment of exhausted reserves, continuation of prudent contributions and for projects and initiatives.
- 4.4 The proposed budget aims to allocate a further £100,000 to the EMR for the Town Hall to support the aspiration of increasing energy efficiency and reducing carbon emissions. The Town Hall EMR is also used to support a proactive maintenance and conservation programme for the Town Hall. As outlined in the Council Plan (2021 to 2022) this includes the replacement of the gas fired heating system (as detailed in the earlier item on this agenda) as well redecoration and replacement carpets to the Chamber and Yarrow Room and replacement lights to the Corn Exchange and Lecture Room. There are other maintenance requirements such as maintenance and repair to skylight window frames on the roof, redecoration of the Assembly Room and rear corridor, upgrade to the Corn Exchange bar area and redecoration of the Yarrow Room. Other items may come out of the building survey.
- 4.5 The proposed budget aims to allocate a further £40,000 to the EMR for the All Saints Centre following a building survey to support a proactive maintenance programme.
- 4.6 Provision of £5,000 has been made for Allotment site improvements.

5. Income and Expenditure

- 5.1 All known expenditure has been budgeted for.
- 5.2 Overall the salaries budget has increased by £33,032 (5%). Factors included and affecting the salary budget include:
- an estimated pay increase of 1.75% (the pay increase for this financial year has not yet been confirmed and there is no indication of the pay award for the next financial year 2022 to 2023)
 - The employers contribution to the Local Government Pension Scheme has been increased by 0.5%
 - Employers National Insurance contribution has increased by 1.25%
 - The Town Council remains a Foundation Living Wage Employer
 - Maternity cover and recent changes to the staff structure

- Increase in overtime at Town Hall compared to previous year when it was reduced to take into account a reduction of use due to COVID-19
- 5.3 Provision has been made for anticipated increases in utilities (2%), insurance (1.5%) and business rates (2%). It is noted that these may fall below national price trends.
- 5.4 Maintenance of Service Funding Agreements and the Grants Fund to support community services, amenities, and local organisations, including:
- £27,000 bus service support
 - £3,000 Lightbox Project
 - £8,000 Citizens Advice Bureau
 - £2,000 High Street Traders Late Night Shopping event
 - £60,000 Small Grants Fund
 - £10,000 Pells Pool Community Association Grant
 - £9,000 CCTV
- 5.5 The budget includes funding for initiatives that have been brought to Council including:
- £12,000 for the Roll of Honour Book to commemorate all those who lost their lives, to be published in time to coincide with the centenary of the Town's Grade 2 heritage listed war memorial in 2022 along with a rededication ceremony as agreed by Council.
 - £15,000 for participation in the Lewes bonfire Societies joint project for a Queen's Jubilee firework display.
 - £15,000 for an environmental audit and public "waste artwork" project
- 5.6 The budget includes an increase to Fees and Charges of 3%, rounded to an appropriate value for the service concerned.

Laura Chrysostomou

Town Clerk

PRECEPT HISTORY		2022-23	DRAFT - Position following Buildings W/party @ 10th Jan 2022							
	Precept/budget req'mnt £	diff £	diff %	agg diff %	average growth	years	"band D equivalents" £	properties #	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%	7.23%	£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%	6.15%	£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%	6.24%	£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%	7.08%	£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%	7.90%	£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%	8.72%	£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%	9.02%	£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%	10.05%	£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%	9.57%	£199.69	6,078.60	17,297	70.18
40										
41										
42	2022/23 precept	1,259,778	45,949	3.79%	212.45%	9.66%	£208.24	6,049.60	17,297	72.83
43							band 'D':	£8.55 increase		4.28%
44							per month	£0.71 increase		
45							per week	£0.16 increase		

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

WHAT IF LOCAL PRECEPT INCREASES BY:		CURRENT YEAR		ASSUMPTIONS for o/heads etc:		
increase of ? percentage	=precept	=increase £	Adjustments/Increases allowed-for	2021/22	2022/23	
2%	1,238,106	24,277	Insurances LTA to 04/23	1.50%	IPT wef Nov 2015 9.5%	
3%	1,250,244	36,415	Salaries etc	1.75%	NELGS agreement (estimated)	
4%	1,262,382	48,553	NI emp'ers contribution	1.25%	13.80%	15.05%
5%	1,274,520	60,691	Pension emp'ers contrib'n	0.50%	21.60%	22.10%
6%	1,286,659	72,830	Utilities	2.00%	estimate subject to revision	
7%	1,298,797	84,968	NNDR	2.00%	RPI based	
8%	1,310,935	97,106	Contracts (general)	2.00%	formula-based	
9%	1,323,074	109,245	Contracts (labour-intensive)	2.00%	formula-based	
10%	1,335,212	121,383	General ^/Fees & charges	3.00%	proposal	
11%	1,347,350	133,521	Election cost reserve	£5,000	1/4 four-yearly recurring expense (est)	
15%	1,395,903	182,074	Values provided by District Council:			
			Taxbase (Band 'D' equivalents)			6,049.60 LDC reduced collection rate factor

increase of ? £ total	year	month	week
2.72%	£206.10	£17.18	£3.96
	= increase of: £8.341	£0.70	£0.16

Allocation of staff costs to services (based on individual staff time assessment)					
	staff TIME aggregate %	Salary	Pension	NI	TOTAL
A/c 10 Corp Admin	8.16%	47,553	10,509	7,157	65,219
A/c 20 Civic Admin	7.74%	48,311	10,677	7,271	66,259
A/c 30 Mayoralty	4.55%	30,140	6,661	4,536	41,337
A/c 40 Town Hall	17.97%	103,273	22,823	15,543	141,639
A/c 50 All Saints	33.65%	95,590	21,125	14,386	131,101
A/c 51 Mallng CC	14.45%	68,569	15,154	10,320	94,043
A/c 60 Pells	1.96%	10,745	2,375	1,617	14,737
A/c 70 Open Spaces	4.07%	22,144	4,894	3,333	30,371
A/c 71 Lewes Priory	0.70%	3,764	832	566	5,162
A/c 72 Amenities	3.23%	17,254	3,813	2,597	23,664
A/c 80 Allotments	3.53%	18,454	4,078	2,777	25,309
Misc expenses					3,950
	100%	465,797	102,941	70,103	642,791

RESERVES and PROJECTS												
	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	Balance b/fwd @ 31/3/21	Contribution from precept 2021/22	Estimated expenditure 2021/22	ESTIMATED B/fwd @ 31/3/22	PROPOSED CONTRIB'N 2022/23	est Funds Available 2022/23	Allocated to which service
Reserve funds												
R1 Town Hall maintenance	0	0	0	52,000	112,000	172,000	60,000		232,000	100,000	332,000	40
R2 All Saints maintenance	44,800	34,800	18,800	27,800	30,820	40,280	20,000	10,000	50,280	40,000	90,280	50
R3 Open spaces	0	3,000	6,000	7,000	8,000	53,000	0	25,000	28,000	0	28,000	NP
R4 Priory account	3,192	3,472	0	280	560	1,060	300		1,360	300	1,660	71
R5 Pells lake	11,929	11,929	11,929	11,929	31,929	51,929	1,800		53,729	3,329	57,029	60
R6 Pells	100,639	100,639	100,639	123,239	133,239	143,239	7,000		150,239	5,000	155,239	60
R7 Commemorations fund	14,005	11,528	8,028	2,092	4,092	6,092	2,000	2,000	6,092	2,000	8,092	20
R8 Environment enhancement	23,355	25,355	19,370	17,727	18,727	19,729	1,000		20,729	1,000	21,729	70
R9 Town Clocks	2,100	2,400	0	300	2,100	3,900	300		4,200	300	4,500	72
R10 Mallng Community Centre	233,000	262,800	299,800	352,500	977,290	71,290	10,000	50,000	31,290	0	31,290	51
R11 HST: A lighting 3yrs to 2021/2					0	0	10,000	10,000	0	0	0	70
R12 Grit bin grants	2,583	2,583	2,583	2,583	2,583	2,583	0		2,583	0	2,583	NP
R13 Election costs (scheduled)	0	0	0	11,805	5,000	10,000	5,000		15,000	5,000	20,000	20
R14 Provision for cycle storage TBC	87,455	42,455	0	0	0	0	0		0	0	0	70
R14A Devolution (provision)	0	38,200	66,600	66,600	66,600	71,600	0		71,600	0	71,600	NP
R15 ICT replacement	5,000	5,750	6,500	7,250	0	3,000	2,000	5,500	-500	2,000	1,500	10
R16 Renewable Energy	0	10,000	20,000	30,000	40,000	20,000	2,000		22,000	2,000	24,000	20
Projects:												
P1 'Our Pictures' project	0	7,250	0	0	1,000	1,000	0		1,000	0	1,000	NP
P2 L.T.C./FoL Plaques	960	150	450	28	328	728	300		1,028	300	1,328	72
P3 provision for Roll of Honour Book	7,000	7,000	21,000	36,000	0	0	0		0	12,000	12,000	20
P4 New website	0	0	4,240	5,820	820	820	300		1,120	300	1,420	10
P5 Neighbourhood Plan	12,891	7,401	0	1,200	2,200	2,200	0		2,200	0	2,200	NP
P6 Lightbox project 5yrs to 2024/5	0	0	0	0	0	0	3,000	3,000	0	3,000	3,000	70
P7 Bus service support	0	0	0	0	0	0	27,000	27,000	0	27,000	27,000	72
P8 Allotments site improvements	10,000	4,500	0	0	0	500	500		1,000	5,000	6,000	80
P9 pedestrian crossings	27,500	27,500	52,500	52,500	52,500	52,500	0		52,500	0	52,500	NP
P10 General Fund reinstatement reserve	0	0	0	50,000	0	0	50,000	50,000	0	5,000	5,000	10
Committed to Mallng CC project												
												10
												70
												20
TOTAL	586,409	608,712	638,439	858,653	1,489,788	727,450	202,500	182,500	747,450	213,500	960,950	
GENERAL FUND	238,703	134,064	122,981	135,853	222,463	375,801			375,801		157,883	not precepted
COMMUNITY INFRASTRUCTURE LEVY												
				received (year):	2018	2019	2020	2021	2022			
				amount	4,388	12,324	27,833	29,506	?		74,051	
(projects per Lewes Neighbourhood Plan s11)				MUST be used by (year):	2023	2024	2025	2026				

LEWES TOWN COUNCIL		Budget Estimates				2022-23						ANALYSIS ALL COST CENTRES	
Column	A	B	C	D	E	F	G	H	I	J	K	L	
			COST CENTRE	10	20	30	40	50	51	60	70/71/72	80	
Line	RESOURCE ACCOUNT			Corporate Admin	Civic Admin	Mayoralty	Town Hall	All Saints	Malling C/Centre	Pells	Open Spaces	Allotments	TOTAL
1			EXPENDITURE										
2			Staff										
3	7003/5	Salaries & Wages		47,553	48,311	30,140	103,273	95,590	68,569	10,745	43,162	18,454	465,797
4	7006	National Insurance		7,157	7,271	4,536	15,543	14,386	10,320	1,617	6,496	2,777	70,103
5	7007	Superannuation		10,509	10,677	6,661	22,823	21,125	15,154	2,375	9,539	4,078	102,941
6	7009	Other staff expenses		3,950	0	0	0	0	0	0	0	0	3,950
7		Staff Total		69,169	66,259	41,337	141,639	131,101	94,043	14,737	59,197	25,309	642,791
8		Premises											
9	6100	Repairs & maintenance		100	0	0	15,000	4,000	2,000	4,500	8,200	1,500	35,300
10	6101	Grounds maintenance		0	0	0	4,800	500	1,000	12,240	61,510	6,000	86,050
11	6102	Electricity		0	0	0	13,195	2,030	1,020	0	700	0	16,945
12	6103	Gas		0	0	0	11,165	1,220	1,020	0	0	0	13,405
13	6104	Water & drainage		0	0	0	3,000	2,480	1,500	0	180	4,000	11,160
14	6105	Alarm systems		0	0	0	3,500	380	600	0	0	0	4,480
15	6106	Equipment & furniture etc		102	0	0	2,500	9,500	1,000	0	2,000	0	15,102
16	6107	Rentals & hire costs		0	0	0	0	0	0	0	0	0	0
17	6108	NDR		0	0	0	65,130	3,875	5,275	0	0	0	74,280
18	6109	Premises insurance		1,510	0	0	15,735	3,860	2,030	1,120	1,371	0	25,626
19		Premises Total		1,712	0	0	134,025	27,845	15,445	17,860	73,961	11,500	282,348
20		Transport											
21	6200	Transport hire costs		0	0	0	0	0	0	0	0	0	0
22	6201	Transport running costs		0	0	0	0	0	0	0	0	0	0
23	6202	Mileage allowances		0	0	0	0	0	0	0	0	0	0
24		Transport Total		0	0	0	0	0	0	0	0	0	0
25		Supplies & services											
26	6400	Consumable stores		0	0	0	2,600	1,400	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		11,000	330	200	1,100	1,000	1,000	100	630	140	15,500
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	25,500	1,500	0	350	300	0	11,000	0	44,650
44	6417	Grants & subscriptions etc		4,300	70,000	250	0	0	0	10,000	17,415	70	102,035
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		Supplies & services Total		33,220	114,707	15,200	21,206	7,310	54,220	11,275	56,385	1,490	315,013
48		Miscellaneous											
49	8100	A/cs written off		0	0	0	0	0	0	0	0	0	0
50	6500	Miscellaneous insurances		4,570	1,000	406	1,025	1,178	1,420	173	441	168	10,381
51	n/a	Service contributions to reserves		7,300	21,000	0	100,000	40,000	0	8,300	31,900	5,000	213,500
52	6700	Other miscellaneous expenditure		600	0	0	0	0	0	0	0	0	600
53		Miscellaneous Total		12,470	22,000	406	101,025	41,178	1,420	8,473	32,341	5,168	224,481
54													
55		EXPENDITURE TOTAL		116,571	202,966	56,943	397,895	207,434	165,128	52,345	221,884	43,467	1,464,633
56		<i>Expenditure excluding contributions to reserves</i>		109,271	181,966	56,943	297,895	167,434	165,128	44,045	189,984	38,467	1,251,133
57		INCOME											
58	4000	Fees & charges		50	0	0	85,000	55,000	50,000	150	0	0	190,200
59	4001	Rentals		0	0	0	7,800	0	0	0	0	4,975	12,775
60	4002	Other miscellaneous income		1,230	150	500	0	0	0	0	0	0	1,880
61		INCOME TOTAL		1,280	150	500	92,800	55,000	50,000	150	0	4,975	204,855
62													
63		NETT OPERATING TOTAL		115,291	202,816	56,443	305,095	152,434	115,128	52,195	221,884	38,492	1,259,778
64													
65		<i>Nett operating total excluding contributions to reserves</i>		107,991	181,816	56,443	205,095	112,434	115,128	43,895	189,984	33,492	1,046,278
66		apportioned adjustment grant from LDC		0	0	0	0	0	0	0	0	0	0
67		<i>Nett operating total less adjustment grant</i>		115,291	202,816	56,443	305,095	152,434	115,128	52,195	221,884	38,492	1,259,778
68													
69		<i>Nett per head of population (2011 census)</i>		17,297	£6.67	£11.73	£3.26	£17.64	£8.81	£6.66	£3.02	£12.83	£72.83
70		<i>Nett operating total per Band D equiv't at</i>		6,049.60	£19.06	£33.53	£9.33	£50.43	£25.20	£19.03	£8.63	£36.68	£208.24
71		PRECEPT total per Band D equiv't at		6,049.60	£19.06	£33.53	£9.33	£50.43	£25.20	£19.03	£8.63	£36.68	£208.24

LEWES TOWN COUNCIL

Budget Estimates
AGGREGATE - ALL COST CENTRES

2022-23

Line	Account	2021/22 EST	< > diff	2022/23 EST
1	EXPENDITURE			
2	Staff			
3	7003/5 Salaries & Wages	449,155	16,642	465,797
4	7006 National Insurance	61,981	8,122	70,103
5	7007 Superannuation	94,673	8,268	102,941
6	7009 Other staff expenses	3,950	0	3,950
7	Staff Total	609,759	33,032	642,791
8	Premises			
9	6100 Repairs & maintenance	34,300	1,000	35,300
10	6101 Grounds maintenance	85,190	860	86,050
11	6102 Electricity	16,700	245	16,945
12	6103 Gas	13,200	205	13,405
13	6104 Water & drainage	10,360	800	11,160
14	6105 Alarm systems	4,480	0	4,480
15	6106 Equipment & furniture etc	15,100	2	15,102
16	6107 Rentals & hire costs	0	0	0
17	6108 NNDR	72,822	1,458	74,280
18	6109 Premises insurance	25,240	386	25,626
19	Premises Total	277,392	4,956	282,348
20	Transport			
21	6200 Transport hire costs	0	0	0
22	6201 Transport running costs	0	0	0
23	6202 Mileage allowances	0	0	0
24	Transport Total	0	0	0
25	Supplies & Services			
26	6400 Consumable stores	6,280	0	6,280
27	6401 Equipment rental	10,940	0	10,940
28	6402 Regalia	1,450	0	1,450
29	6403 Small plant & tools	2,065	0	2,065
30	6404 Catering	16,650	0	16,650
31	6405 Printing	2,080	0	2,080
32	6406 Stationery	2,310	0	2,310
33	6407 Books & periodicals	100	0	100
34	6408 Postage	2,035	0	2,035
35	6409 Telephones/ICT	18,800	-3,300	15,500
36	6410 Office equipment	2,832	0	2,832
37	6411 General office expenses	0	0	0
38	2300 Loan charges	58,056	0	58,056
39	6412 Consultants	25,770	0	25,770
40	6413 Legal expenses	8,840	0	8,840
41	6414 Hospitality	850	0	850
42	6415 Members allowances	5,700	0	5,700
43	6416 Miscellaneous expenses	29,650	15,000	44,650
44	6417 Grants & subscriptions etc	101,770	265	102,035
45	6418 Advertising & promotions	4,000	0	4,000
46	6419 Travelling & subsistence	2,870	0	2,870
47	Supplies & services Total	303,048	11,965	315,013
48				
49	Miscellaneous			
50	8100 A/cs written off	0	0	0
51	6500 Miscellaneous insurances	10,210	171	10,381
52	n/a Recharges to services	202,500	11,000	213,500
53	6700 Other miscellaneous expenditure	600	0	600
54	Miscellaneous Total	213,310	11,171	224,481
55			0	
56	EXPENDITURE Total	1,403,509	61,124	1,464,633
57				
58	INCOME			
59	4000 Fees & charges income	175,200	15,000	190,200
60	4001 Rental income	12,630	145	12,775
61	4002 Other miscellaneous income	1,850	30	1,880
62	INCOME Total	189,680	15,175	204,855
63				
64	NETT OPERATING TOTAL	1,213,829	45,949	1,259,778
65				
66				
67				
68				
69				
70	BUDGET REQUIREMENT (rounded)	1,214,000	46,000	1,260,000

LEWES TOWN COUNCIL

Budget Estimates

Service: **CORPORATE ADMINISTRATION (10)** **2022-23**

Line	Account	2021/22 EST	< > diff	2022/23 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	50,771	-3,218	47,553	
4	7006 National Insurance	7,006	151	7,157	
5	7007 Superannuation	10,967	-458	10,509	
6	7009 Other staff expenses	3,950	0	3,950	incl. welfare; subst; training
7	Staff Total	72,694	-3,525	69,169	
8	Premises				
9	6100 Repairs & maintenance	100	0	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	100	2	102	
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance	1,490	20	1,510	
19	Premises Total	1,690	22	1,712	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
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	200	0	200	
32	6406 Stationery	300	0	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	-3,000	11,000	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	8,000	0	8,000	Audit/Sage support/Subs
40	6413 Legal expenses		0		
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses	6,000	0	6,000	Training budget
44	6417 Grants & subscriptions etc	4,300	0	4,300	NALC/SEEmp/SALC/SLCC
45	6418 Advertising & promotions	800	0	800	Stat Ads
46	6419 Travelling & subsistence	120	0	120	
47	Supplies & services Total	36,220	-3,000	33,220	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	4,500	70	4,570	
52	n/a Recharges to services	52,300	-45,000	7,300	see Projects & Reserves table
53	6700 Other miscellaneous expenditure	600	0	600	bank charges & contingency
54	Miscellaneous Total	57,400	-44,930	12,470	
55					
56	EXPENDITURE Total	168,004	-51,433	116,571	
57		0			
58	INCOME				
59	4000 Fees & charges income	50	0	50	sale of publications
60	4001 Rental income		0		
61	4002 Other miscellaneous income	1,200	30	1,230	
62	INCOME Total	1,250	30	1,280	
63					
64	NETT TOTAL	166,754	-51,463	115,291	
65					
66					
67					
68					
69					

Service: **CIVIC ADMINISTRATION (20)** **2022-23**

Line	Account	2021/22 EST	< > diff	2022/23 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	45,457	2,854	48,311	
4	7006 National Insurance	6,273	998	7,271	
5	7007 Superannuation	9,819	858	10,677	
6	7009 Other staff expenses		0		
7	Staff Total	61,549	4,710	66,259	
8	Premises				
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	Premises Total	0	0	0	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
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	7,000	0	7,000	Civic events
31	6405 Printing	700	0	700	
32	6406 Stationery	500	0	500	
33	6407 Books & periodicals		0		
34	6408 Postage	190	0	190	
35	6409 Telephones/ICT	330	0	330	
36	6410 Office equipment	87	0	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	15,000	25,500	Twin'g £5K Tour'm £4K; Civic Awd £1500; QE2Jubilee £15k
44	6417 Grants & subscriptions etc	70,000	0	70,000	Misc Grants £60K; CAB £8K; HSTA-LNS £2K
45	6418 Advertising & promotions	1,200	0	1,200	
46	6419 Travelling & subsistence	1,000	0	1,000	
47	Supplies & services Total	99,707	15,000	114,707	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	970	30	1,000	
52	n/a Recharges to services	9,000	12,000	21,000	see Projects & Reserves table
53	6700 Other miscellaneous expenditure	0	0	0	Contingency
54	Miscellaneous Total	9,970	12,030	22,000	
55					
56	EXPENDITURE Total	171,226	31,740	202,966	
57		0			
58	INCOME				
59	4000 Fees & charges income		0		
60	4001 Rental income	0	0	0	
61	4002 Other miscellaneous income	150	0	150	
62	INCOME Total	150	0	150	
63					
64	NETT TOTAL	171,076	31,740	202,816	
65					
66					
67					
68					
69					
70					

Line	Account	2021/22 EST	< > diff	2022/23 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	31,917	-1,777	30,140	
4	7006 National Insurance	4,404	132	4,536	
5	7007 Superannuation	6,894	-233	6,661	
6	7009 Other staff expenses		0		
7	Staff Total	43,215	-1,878	41,337	
8	Premises				
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	Premises Total	0	0	0	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
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	9,000	0	9,000	Mayoral events (major)
31	6405 Printing	300	0	300	
32	6406 Stationery	300	0	300	
33	6407 Books & periodicals		0		
34	6408 Postage	170	0	170	
35	6409 Telephones/ICT	200	0	200	
36	6410 Office equipment	80	0	80	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants		0		
40	6413 Legal expenses		0		
41	6414 Hospitality	850	0	850	Mayoral events (minor)
42	6415 Members allowances	700	0	700	personal expenses allowance
43	6416 Miscellaneous expenses	1,500	0	1,500	tickets/tributes/donations/gifts etc.
44	6417 Grants & subscriptions etc	250	0	250	Sx Mayors Assoc/Civic Officers Assoc.
45	6418 Advertising & promotions		0		
46	6419 Travelling & subsistence	1,600	0	1,600	
47	Supplies & services Total	15,200	0	15,200	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	400	6	406	
52	n/a Recharges to services		0	0	see Projects & Reserves table
53	6700 Other miscellaneous expenditure	0	0	0	
54	Miscellaneous Total	400	6	406	
55					
56	EXPENDITURE Total	58,815	-1,872	56,943	
57		0			
58	INCOME				
59	4000 Fees & charges income		0		
60	4001 Rental income		0		
61	4002 Other miscellaneous income	500	0	500	Mayor's fund
62	INCOME Total	500	0	500	
63					
64	NETT TOTAL	58,315	-1,872	56,443	
65					
66					
67					
68					
69					
70					

Line	Account	2021/22 EST	< > diff	2022/23 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	92,154	11,119	103,273	
4	7006 National Insurance	12,717	2,826	15,543	
5	7007 Superannuation	17,559	5,264	22,823	
6	7009 Other staff expenses		0		
7	Staff Total	122,430	19,209	141,639	
8	Premises				
9	6100 Repairs & maintenance	15,000	0	15,000	Routine & Responsive repairs
10	6101 Grounds maintenance	4,800	0	4,800	Refuse £3000: window cleaning £320: base £680
11	6102 Electricity	13,000	195	13,195	
12	6103 Gas	11,000	165	11,165	
13	6104 Water & drainage	3,000	0	3,000	
14	6105 Alarm systems	3,500	0	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	63,852	1,278	65,130	
18	6109 Premises insurance	15,500	235	15,735	per u/writer allocation of premium
19	Premises Total	132,152	1,873	134,025	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
26	6400 Consumable stores	2,600	0	2,600	
27	6401 Equipment rental	900	0	900	incl. sanitary service
28	6402 Regalia		0		
29	6403 Small plant & tools	1,100	0	1,100	incl. kitchen equip't service
30	6404 Catering		0		
31	6405 Printing	250	0	250	
32	6406 Stationery	500	0	500	
33	6407 Books & periodicals		0		
34	6408 Postage	350	0	350	
35	6409 Telephones/ICT	1,400	-300	1,100	
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	750	0	750	
46	6419 Travelling & subsistence		0		
47	Supplies & services Total	21,506	-300	21,206	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	1,010	15	1,025	
52	n/a Recharges to other a/c's	60,000	40,000	100,000	see Projects & Reserves table
53	6700 Other miscellaneous expenditure	0	0	0	contingency
54	Miscellaneous Total	61,010	40,015	101,025	
55					
56	EXPENDITURE Total	337,098	60,797	397,895	
57		0			
58	INCOME				
59	4000 Fees & charges income	75,000	10,000	85,000	
60	4001 Rental income	7,800	0	7,800	LDC strongroom rental + res flat
61	4002 Other miscellaneous income		0		
62	INCOME Total	82,800	10,000	92,800	
63					
64	NETT TOTAL	254,298	50,797	305,095	
65					
66					
67					
68					
69					
70					

Line	Account	2021/22 EST	< > diff	2022/23 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	90,161	5,429	95,590	
4	7006 National Insurance	12,442	1,944	14,386	
5	7007 Superannuation	19,475	1,650	21,125	
6	7009 Other staff expenses		0		
7	Staff Total	122,078	9,023	131,101	
8	Premises				
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	2,000	30	2,030	
12	6103 Gas	1,200	20	1,220	
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	3,799	76	3,875	
18	6109 Premises insurance	3,800	60	3,860	underwriter apportionment of premium
19	Premises Total	27,659	186	27,845	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				<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	400	0	400	kiosk stock
31	6405 Printing	500	0	500	
32	6406 Stationery	350	0	350	
33	6407 Books & periodicals		0		
34	6408 Postage	480	0	480	
35	6409 Telephones/ICT	1,000	0	1,000	
36	6410 Office equipment	250	0	250	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants	0	0	0	
40	6413 Legal expenses	1,600	0	1,600	Licences
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses	350	0	350	
44	6417 Grants & subscriptions etc		0		
45	6418 Advertising & promotions	280	0	280	
46	6419 Travelling & subsistence		0		
47	Supplies & services Total	7,310	0	7,310	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	1,160	18	1,178	
52	n/a Recharges to services	20,000	20,000	40,000	<i>see Projects & Reserves table</i>
53	6700 Other miscellaneous expenditure		0		
54	Miscellaneous Total	21,160	20,018	41,178	
55					
56	EXPENDITURE Total	178,207	29,227	207,434	
57		0			
58	INCOME				
59	4000 Fees & charges income	50,000	5,000	55,000	
60	4001 Rental income		0		
61	4002 Other miscellaneous income	0	0	0	
62	INCOME Total	50,000	5,000	55,000	
63					
64	NETT TOTAL	128,207	24,227	152,434	
65					
66					
67					
68					
69					
70					

Line	Account	2021/22 EST	< > diff	2022/23 EST
1	EXPENDITURE			
2	Staff			
3	7003/5 Salaries & Wages	65,575	2,994	68,569
4	7006 National Insurance	9,049	1,271	10,320
5	7007 Superannuation	14,164	990	15,154
6	7009 Other staff expenses	0	0	0
7	Staff Total	88,788	5,255	94,043
8	Premises			
9	6100 Repairs & maintenance	1,000	1,000	2,000
10	6101 Grounds maintenance	1,000	0	1,000
11	6102 Electricity	1,000	20	1,020
12	6103 Gas	1,000	20	1,020
13	6104 Water & drainage	700	800	1,500
14	6105 Alarm systems	600	0	600
15	6106 Equipment & furniture etc	1,000	0	1,000
16	6107 Rentals & hire costs	0	0	0
17	6108 NNDR	5,171	104	5,275
18	6109 Premises insurance	2,000	30	2,030
19	Premises Total	13,471	1,974	15,445
20	Transport			
21	6200 Transport hire costs	0	0	0
22	6201 Transport running costs	0	0	0
23	6202 Mileage allowances	0	0	0
24	Transport Total	0	0	0
25	Supplies & Services			
26	6400 Consumable stores	1,200	0	1,200
27	6401 Equipment rental	500	0	500
28	6402 Regalia	0	0	0
29	6403 Small plant & tools	150	0	150
30	6404 Catering	0	0	0
31	6405 Printing	100	0	100
32	6406 Stationery	150	0	150
33	6407 Books & periodicals	0	0	0
34	6408 Postage	100	0	100
35	6409 Telephones/ICT	1,000	0	1,000
36	6410 Office equipment	100	0	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	1,000	0	1,000
40	6413 Legal expenses	1,500	0	1,500
41	6414 Hospitality	0	0	0
42	6415 Members allowances	0	0	0
43	6416 Miscellaneous expenses	300	0	300
44	6417 Grants & subscriptions etc	0	0	0
45	6418 Advertising & promotions	120	0	120
46	6419 Travelling & subsistence	0	0	0
47	Supplies & services Total	54,220	0	54,220
48				
49	Miscellaneous			
50	8100 A/cs written off	0	0	0
51	6500 Miscellaneous insurances	1,400	20	1,420
52	n/a Recharges to services	10,000	-10,000	0 <i>see Projects & Reserves table</i>
53	6700 Other miscellaneous expenditure	0	0	0
54	Miscellaneous Total	11,400	-9,980	1,420
55				
56	EXPENDITURE Total	167,879	-2,751	165,128
57		0		
58	INCOME			
59	4000 Fees & charges income	50,000	0	50,000
60	4001 Rental income	0	0	0
61	4002 Other miscellaneous income	0	0	0
62	INCOME Total	50,000	0	50,000
63				
64	NETT TOTAL	117,879	-2,751	115,128
65				
66				
67				
68				
69				
70				

Line	Account	2021/22 EST	< > diff	2022/23 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	11,248	-503	10,745	
4	7006 National Insurance	1,552	65	1,617	
5	7007 Superannuation	2,430	-55	2,375	
6	7009 Other staff expenses		0		
7	Staff Total	15,230	-493	14,737	
8	Premises				
9	6100 Repairs & maintenance	4,500	0	4,500	
10	6101 Grounds maintenance	12,000	240	12,240	
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	1,100	20	1,120	
19	Premises Total	17,600	260	17,860	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
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	35	0	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	Supplies & services Total	11,275	0	11,275	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	170	3	173	
52	n/a Recharges to services	8,800	-500	8,300	see Projects & Reserves table
53	6700 Other miscellaneous expenditure		0		
54	Miscellaneous Total	8,970	-497	8,473	
55					
56	EXPENDITURE Total	53,075	-730	52,345	
57		0			
58	INCOME				
59	4000 Fees & charges income	150	0	150	Fishing permits
60	4001 Rental income		0		
61	4002 Other miscellaneous income		0		
62	INCOME Total	150	0	150	
63					
64	NETT TOTAL	52,925	-730	52,195	
65					
66					
67					
68					
69					
70					

Line	Account	2021/22 EST	< > diff	2022/23 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	23,292	-1,148	22,144	
4	7006 National Insurance	3,214	119	3,333	
5	7007 Superannuation	5,031	-137	4,894	
6	7009 Other staff expenses		0		
7	Staff Total	31,537	-1,166	30,371	
8	Premises				
9	6100 Repairs & maintenance	2,000	0	2,000	
10	6101 Grounds maintenance	55,890	620	56,510	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	Premises Total	57,890	620	58,510	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
26	6400 Consumable stores	1,000	0	1,000	
27	6401 Equipment rental	9,000	0	9,000	inc CCTV running costs
28	6402 Regalia		0		
29	6403 Small plant & tools	150	0	150	
30	6404 Catering		0		
31	6405 Printing	30	0	30	
32	6406 Stationery	50	0	50	
33	6407 Books & periodicals		0		
34	6408 Postage	90	0	90	
35	6409 Telephones/ICT	450	0	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	1,200	0	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	200	0	200	
46	6419 Travelling & subsistence	50	0	50	
47	Supplies & services Total	41,770	0	41,770	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	260	4	264	
52	n/a Recharges to services	14,000	-10,000	4,000	see Projects & Reserves table
53	6700 Other miscellaneous expenditure		0		
54	Miscellaneous Total	14,260	-9,996	4,264	
55					
56	EXPENDITURE Total	145,457	-10,542	134,915	
57		0			
58	INCOME				
59	4000 Fees & charges income		0		
60	4001 Rental income		0		
61	4002 Other miscellaneous income	0	0	0	
62	INCOME Total	0	0	0	
63					
64	NETT TOTAL	145,457	-10,542	134,915	
65					
66					
67					
68					
69					
70					

Line	Account	2021/22 EST	< > diff	2022/23 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	3,551	213	3,764	
4	7006 National Insurance	490	76	566	
5	7007 Superannuation	767	65	832	
6	7009 Other staff expenses		0		
7	Staff Total	4,808	354	5,162	
8	Premises				
9	6100 Repairs & maintenance	200	0	200	
10	6101 Grounds maintenance	0	0	0	
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage	180	0	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	5	315	
19	Premises Total	690	5	695	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
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	15	0	15	
33	6407 Books & periodicals		0		
34	6408 Postage	20	0	20	
35	6409 Telephones/ICT	30	0	30	
36	6410 Office equipment	20	0	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	265	13,315	contracted pay't LPTrust
45	6418 Advertising & promotions		0		
46	6419 Travelling & subsistence		0		
47	Supplies & services Total	13,160	265	13,425	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	0	0	0	
52	n/a Recharges to services	300	0	300	see Projects & Reserves table
53	6700 Other miscellaneous expenditure		0		
54	Miscellaneous Total	300	0	300	
55					
56	EXPENDITURE Total	18,958	624	19,582	
57		0			
58	INCOME				
59	4000 Fees & charges income		0		
60	4001 Rental income		0		
61	4002 Other miscellaneous income		0		
62	INCOME Total	0	0	0	
63					
64	NETT TOTAL	18,958	624	19,582	
65					
66					
67					
68					
69					
70					

Line	Account	2021/22 EST	< > diff	2022/23 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	17,132	122	17,254	
4	7006 National Insurance	2,364	233	2,597	
5	7007 Superannuation	3,701	112	3,813	
6	7009 Other staff expenses		0	0	
7	Staff Total	23,197	467	23,664	
8	Premises				
9	6100 Repairs & maintenance	6,000	0	6,000	Furn £3K, Clocks £500; base £2.5k
10	6101 Grounds maintenance	5,000	0	5,000	incl hanging baskets
11	6102 Electricity	700	0	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	16	1,056	
19	Premises Total	14,740	16	14,756	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
26	6400 Consumable stores	80	0	80	
27	6401 Equipment rental		0		
28	6402 Regalia		0		
29	6403 Small plant & tools	200	0	200	
30	6404 Catering		0		
31	6405 Printing		0		
32	6406 Stationery	45	0	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	600	0	600	W/Mem Trust; Hist Towns Forum etc
45	6418 Advertising & promotions		0		
46	6419 Travelling & subsistence		0		
47	Supplies & services Total	1,190	0	1,190	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	175	2	177	
52	n/a Recharges to services	27,600	0	27,600	see Projects & Reserves table
53	6700 Other miscellaneous expenditure	0	0	0	
54	Miscellaneous Total	27,775	2	27,777	
55					
56	EXPENDITURE Total	66,902	485	67,387	
57		0			
58	INCOME				
59	4000 Fees & charges income		0		
60	4001 Rental income		0		
61	4002 Other miscellaneous income		0		
62	INCOME Total	0	0	0	
63					
64	NETT TOTAL	66,902	485	67,387	
65					
66					
67					
68					
69					
70					

Line	Account	2021/22 EST	< > diff	2022/23 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	17,897	557	18,454	
4	7006 National Insurance	2,470	307	2,777	
5	7007 Superannuation	3,866	212	4,078	
6	7009 Other staff expenses		0		
7	Staff Total	24,233	1,076	25,309	
8	Premises				
9	6100 Repairs & maintenance	1,500	0	1,500	
10	6101 Grounds maintenance	6,000	0	6,000	
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage	4,000	0	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	Premises Total	11,500	0	11,500	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
26	6400 Consumable stores		0		
27	6401 Equipment rental		0		
28	6402 Regalia		0		
29	6403 Small plant & tools	120	0	120	
30	6404 Catering	250	0	250	Allotment show
31	6405 Printing		0		
32	6406 Stationery	50	0	50	
33	6407 Books & periodicals		0		
34	6408 Postage	90	0	90	
35	6409 Telephones/ICT	140	0	140	
36	6410 Office equipment	20	0	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	Supplies & services Total	1,490	0	1,490	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	165	3	168	
52	n/a Recharges to services	500	4,500	5,000	see Projects & Reserves table
53	6700 Other miscellaneous expenditure		0		
54	Miscellaneous Total	665	4,503	5,168	
55					
56	EXPENDITURE Total	37,888	5,579	43,467	
57		0			
58	INCOME				
59	4000 Fees & charges income		0		
60	4001 Rental income	4,830	145	4,975	
61	4002 Other miscellaneous income		0		
62	INCOME Total	4,830	145	4,975	
63					
64	NETT TOTAL	33,058	5,434	38,492	
65					
66					
67					
68					
69					
70					