

## How to contact us

Write to:

Town Hall, High Street

Lewes, East Sussex

BN7 2QS

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

Call: 01273 471469

Email: [townclerk@lewes-tc.gov.uk](mailto: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 16<sup>th</sup> December 2021**, at **7:30pm** which you are summoned to attend.

Laura Chrysostomou

Town Clerk

10<sup>th</sup> December 2021

## 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 11<sup>th</sup> November 2021 (attached **page 2-6**)

### 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) Grant Panel 1<sup>st</sup> December 2021

(Report FC015/2021 attached **page 7-12**)

### 8. **Lewes Football Club**

(NOM011/2021 attached **page 13**)

To consider a proposal to support a launch event

### 9. **Officers Reports**

**8.1** ESCC Grass Cutting

(Report FC016/2021 attached **page 14-16**)

**8.2** COVID-19 Update

(Report FC017/2021 attached **page 17-19**)

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**LEWES  
TOWN  
COUNCIL**

## **Minutes** of the Meeting of **Lewes Town Council** held on **Thursday 11<sup>th</sup> November 2021** at **7.30pm** in the **Council Chamber, Lewes Town Hall**

### **Present:**

Councillor Dr J Baah  
Councillor M Bird  
Councillor R Burrows  
Councillor S Catlin (Mayor)  
Councillor G Earl  
Councillor J Herbert  
Councillor J Lamb  
Councillor I Makepeace  
Councillor Dr W Maples  
Councillor M Milner  
Councillor R O'Keeffe  
Councillor S Sains (Deputy Mayor)  
Councillor J Vernon  
Councillor R Waring  
Councillor K Wood

### **In attendance:**

Town Clerk  
Committee Administrator

### **66. Question time**

There were none.

### **67. Members' declarations of interest**

There were none.

### **68. Apologies for absence**

There were apologies from Councillor Handy due to a family matter and Councillor Mayhew for health reasons.

### **69. Question time**

There were none.

### **70. Minutes**

Minutes of the Council meeting held on 7<sup>th</sup> October 2021 were received and agreed as a true record and signed by the Mayor.

## **71. Mayoral Announcements**

- 71.1** The Mayor welcomed Victoria Gray, the new Communications Officer, who had started her role on 18<sup>th</sup> October.
- 71.2** The Mayor noted that Cllr Oli Henman had resigned from the Council. Councillors recorded their best wishes for his future.
- 71.3** The Town Council's first Black History Month event held on 23<sup>rd</sup> October had been well received. The Mayor gave thanks to Cllr Baah for co-ordinating the evening and to staff for ensuring the event had run smoothly
- 71.4** The Mayor announced that the thank you breakfast for the street cleaners following bonfire night had a higher attendance than before and the Council's offer had been very much appreciated by the cleaning team.
- 71.5** John Agard had been awarded the Book Trust Lifetime Achievement Award. The Mayor proposed to write to Mr Agard offering the Council's congratulations and would hold a reception for Mr Agard to mark this honour to which all Members would be invited.
- 71.6** Only three members had been present at the last planning meeting; the Mayor stressed that apologies must be sent in advance to the Town Clerk and Members must consider their commitment to attending meetings.
- 71.7** COVID 19 – It was agreed by Council that the temporary policy on Covid-19 mitigation remains to allow events at Council buildings with audiences/attendees numbering no more than 75% of the maximum capacity of a room. This will be reviewed at the next meeting of the Council.

## **72. Committees, Working Parties & Outside Bodies**

### **72.1 Finance Working Party 28<sup>th</sup> October 2021**

The Town Clerk gave a brief oral report. The Working Party had discussed the first draft of the service budgets for the financial year 2022 to 2023 which included staffing costs with increases for national insurance, pensions and the annual pay award which was yet to be confirmed. The Meeting had also discussed estimated increases for buildings *i.e.* utility bills, insurance, contracts etc. Other items such as the General Fund, earmarked reserves and projects were considered and it was agreed that a further meeting would be scheduled when the Buildings Working Party had revised the options for the Town Hall heating replacement. **It was resolved that:**

The Minutes of the Finance Working Party held on 28<sup>th</sup> October 2021 are received and noted.

### **73. Councillors Individual Duties**

Members considered report number FC013 advising Council of proposed changes to Member's appointed duties.

It was raised that it is common in many institutions for Finance and Audit to be chaired by members of different constituent groups, although this wasn't the case at the Town Council, and concern was raised that the Council have elected a Chair for Finance and Audit from the same group in terms of Governance. The Mayor confirmed that the recommendation was only to move Councillor Lamb from Audit to Finance, it will be for the Finance Working Party to elect the

next Chair. There was a general observation that as a Council, Members should work together.

- 73.1** The proposal was put to the vote and supported, 12 voting for and 2 voting against.

#### **74. Participatory Budget Pilot**

- 74.1** The Town Clerk summarised the report (previously circulated) including the Top Trump Cards at appendix 1, the Context document at appendix 2 and the proposed format of the Participatory Budget activity.

It was noted that a lot of work had gone into the development of the cards and that this was a good a project.

- 74.2** Clarification was sought on advertising the sessions and the Town Clerk confirmed this would include a variety of different communication channels, such as our website, social media and newsletters produced by others.

- 74.3** Members thought some more sense checking was needed on the cards and context document. It was confirmed that sense checking has been undertaken by some Members and members of the public leading to these drafts and that this was the opportunity for Council to complete sense checking.

- 74.4** There was confusion that the Landport Community Hub was included as a project on card 20 titled "Encourage vibrant community hubs away from the town centre". It was confirmed it was not, the image was simply used for this card to help participants visualise something for the project, which is stated as "Encourage development to ensure that not everything is located in the town centre, preventing unnecessary travel and ensuring that all areas retain a vibrant atmosphere where people can get to know their neighbours and feel at home in their own distinct locality within the town". Cllr Vernon was happy to receive suggestions for alternative images.

- 74.5** The Town Clerk clarified the recommendation which was to review the cards and the context document and for the Town Clerk to work with the Open Council Working Party to finalise them but was more than happy for Members to contact her directly to discuss any element of the pilot.

- 74.6** It was confirmed that all of the Top Trumps cards had been driven by the Community Infrastructure Levy (CIL) projects in section 11 of the Neighbourhood Plan, which had been developed following substantial engagement from the public.

- 74.7** Explanation was sought regarding CIL, how it is paid, whether there was a way to ascertain how much CIL might be given in the future, and whether we had agreed to spend £45,000.

- 74.8** The Town Clerk confirmed that when this project started there was £45,000 in Lewes Town Council's CIL budget. Each year, the South Downs National Park Authority will pay 25% to LTC from the developments as they happen.

In relation to how much is spent as a result of this exercise, that will depend on what projects Council decides to undertake. For example, if the Council chose to undertake a feasibility study into the Lewes to Uckfield line that may only cost £10,000. If Council chose to invest in a pedestrian crossing it may use all of the £74,000 that it currently has in CIL funds and some of the further CIL funds to come. The Town Clerk pointed to the table of funds in the Context document, highlighting when funds were received over the last few years, and the need to spend those funds within five years of receipt.

With regards to projecting further contributions, this is hard to do as it is dependent on completed developments.

It was confirmed that CIL funds have set requirements as to how it is spent, hence the projects in Section 11 of the Neighbourhood Plan have been agreed. The 'Joker' card may tease out different options to existing projects or alternatives, but it must be noted these may not qualify for CIL funding. CIL is a levy that local authorities can choose to charge on new developments in their area.

With regards to the Participatory pilot, this is one element of how the Town Council will decide how to spend its CIL funds. The consultation exercise will create discussion points, helping facilitators (which will be Members) to understand people's feelings on those different projects and that will feed into a wider discussion for the Town Council on what it wishes to spend its CIL fund on.

**74.9** There was a discussion about how Council will choose who to engage with through the Participatory Budget pilot, and a desire to reach a diverse range of people and people that haven't been reached before. Council would like to inspire people who are not engaged in politics to get involved, which is what came up in the Finance Working Party, to get people engaged in how the Council spends public money.

**74.10** Assurance was sought that public money and resources were not wasted on something that would give you the same result anyway. It is important to look at the Key Performance Indicators, what are we trying to measure, what are we trying to do better or worse. It is a way of engaging people which is great.

**74.11** Cllr Bird gave the example of 'Planning for Real' which uses a big aerial photo to help people visualize what improvements they would like where and wondered whether it would help to have a large map. The Town Clerk confirmed that a Google map is being worked on and that a large scale physical map will be provided at appropriate locations, with the projects identified on the map.

**74.12 Members resolved to:**

1. Approve the Top Trumps cards and proposed activity as outlined in the report.
2. Approve the context table, with final amendments to be made by the Town Clerk with Members of the Open Council Working Party.
3. Members to email suggestions of outreach locations to deliver the Participatory Budget pilot to the Chair of the Open Council Working Party and the Town Clerk. Nearly all Members present volunteered to be facilitators.
4. Agree expenditure up to £500 to deliver the Participatory Budget pilot.

**75. Update on staffing and recruitment**

**75.1** The Town Clerk provided an oral update. The recruitment for the Responsible Finance Officer was unsuccessful. Re-advertisement will be looked at in the new year, recognising that the run up to Christmas is not an ideal time for recruitment.

Two members of staff are currently absent from work and were wished a speedy recovery. Staff covering those absences were thanked.

Two members of staff on maternity leave have both had their babies and Members gave congratulations.

**76. Dates to note for forthcoming meetings:**

- 76.1** The next Planning Committee will be Tuesday 23<sup>rd</sup> November at 7:00pm in the Council Chamber.
- 76.2** The next Council meeting will take place on **Thursday 16<sup>th</sup> December 2021** at 7:30pm, with a deadline for agenda items to reach TC by noon on Monday 6<sup>th</sup> December.
- 76.3** Open Council Working Party would be convened following resolutions from this meeting.
- 76.4** Buildings Working Party would be convened when a revised options report is received from consultants.
- 76.5** Finance Working Party would also be convened once the options report is received.
- 76.6** The next cycle of applications (Cycle 3 of 4) to the Council's grants programme has a deadline for applications (now online-only) of 19<sup>th</sup> November 2021 with an online meeting of the Grant Panel on Weds 1<sup>st</sup> December to formulate recommendations to Council on 16<sup>th</sup> December.
- 76.7** TBC - Landport Bottom Management Cttee, Malling Community Centre Steering Group, Commemorations and Events Committee and others in due course.

**77. Items for press release**

- 77.1** It was discussed whether the Tops Trumps Participatory Budget pilot should be a press release. It was agreed that as further amendments were required the promotion of this would follow. It was agreed the arrival of the new Communications Officer and the changes being made to the website and Facebook as a result should be a press release.

The meeting closed at 8:35pm.

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**TOWN MAYOR**

**Lewes Town Council**

**Non- Confidential**

**Committee: Full Council**

**Date: 16<sup>th</sup> December 2021**

**Report Number: FC015**

**Report by: Town Clerk**

**Subject: Grant Panel Recommendations – 1<sup>st</sup> December 2021 Cycle 3**

### **1. Summary**

- 1.1 To propose payment of grants as recommended by the Grants Panel, following its meeting on 1<sup>st</sup> December 2021 (the third of four cycles for 2021 to 2022).

### **2. Recommendations**

- 2.1 Council is Recommended to:
1. Approve the grant payments recommended and shown in column H of the table appended to this report.

### **3. Background**

- 3.1 The Grants Panel met on 1st December 2021. 12 applications were considered, with requests for support in the total of £18,615.
- 3.2 Assessing applications were: Councillors Burrows, Herbert, Makepeace, O’Keeffe, Sains and Wood. Apologies were received from Councillors Catlin and Maples.
- 3.3 Using the system approved by Council, each panellist evaluated applications on their merits in five categories:
- Closeness of match to Lewes Town Council’s grant scheme policy
  - Overall robustness of the proposal – general likelihood of success/sustainability
  - Financial planning exhibited – adequacy/prudence/appropriateness etc.
  - Scope and sustainability of the proposal – beneficiaries, scale, thoroughness
  - A personal (subjective) assessment, based on any special insight or considerations
- 3.4 Where recommended awards are below the amount requested by the applicant, the details of the proposal were scrutinized as to the appropriateness of the sum requested in relation to the overall scheme or project budget, and alignment with the Council’s published aims. Also considered were factors such as the balance or proportion of Council funding compared with other sources and the applicant’s own funds, and other detail elements.

#### **4. Recommended Grant Awards**

- 4.1 The recommended grant awards for this cycle are shown in column H of the table appended to this report.
- 4.2 Salient points considered by panellists during their deliberation and influencing their final recommendations (noted/highlighted in column I where appropriate of the appended table) fall into the areas of:
- No further funding sort
  - Sum requested disproportionate to own assets or contribution to scheme or project.
  - Sum requested from Council disproportionate to total cost of scheme or project
  - Sum recommended is an appropriate/proportionate parish contribution
  - Limited application within parish
- 4.2 Members are therefore asked to approve the recommended grant payments.

#### **5. Financial Implications**

- 5.1 The recommended grant awards for this cycle amount to £13,620 in total, which leaves a balance of £29,115 for the 2021 to 2022 financial year.

Laura Chrysostomou

**Town Clerk**



<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>
<b>Ref</b>	<b>Organisation</b>	<b>Stated purpose of organization</b>	<b>Stated purpose of grant requested</b>	<b>Total project cost</b>	<b>Own funds employed</b>	<b>Grant Requested</b>	<b>Recommended</b>	<b>Salient comments (if any) by panellists</b>
<b>1</b>	Battle of Lewes	To educate and demonstrate the medieval history of combat, equipment and fighting styles from the high to middle-ages	Battle of Lewes 2022. A free town-wide re-enactment taking place 14th & 15th May	£3,535	£850	£1,885	<b>£1,320</b>	Supports economic vitality in the Town. Engages community.
<b>2</b>	Cliffe Bonfire Society	A bonfire society run by volunteers who fundraise to support their activities and costs.	To hold their annual craft fair at the Town Hall. A grant to cover rent, decorations, transport, Santa's Grotto gifts, advertising and sundry items.	£850	£250	£600	<b>£250</b>	Sum requested disproportionate to own assets or contribution to scheme or project
<b>3</b>	St Thomas a Becket Church - Clock Tower spiral staircase project	An Anglican Parish Church, distinguished from other churches in Lewes by their adherence to the Book of Common Prayer which contains the Anglican church's founding liturgy	To improve the spiral staircase up to the clock room to make it safer to climb	£19,100	£0	£1,000	<b>£750</b>	Community engagement and access important element.

<b>4</b>	The Sussex Association for Spina Bifida & Hydrocephalus	Offer lifelong support to approx. 1,000 people of all ages affected by spina bifida (18 residents in Lewes and a further 15 in the Lewes area	Social inclusion, advisers, activities and development and community engagement	£7,705	£1,000	£2,000	<b>£1,000</b>	Sum recommended is an appropriate/proportionate parish contribution
<b>5</b>	Lewes Holocaust Memorial Day Group	Provide a national mark of respect for all victims of NAZI persecution and demonstrate understanding with all those who still suffer its consequences.	Hall hire, sound system, travel expenses, exhibition expenses, website server and young film makers sub-project	£990	£470	£520	<b>£520</b>	Panel felt link with schools was a really good idea.  If the video is made available online, can we link to it via Website and social media.
<b>6</b>	Lewes Music Group	LMG enables young and talented musicians to continue to perform arrange and compose in a safe, fun and community environment	To host an evening of Viennese Classical music performed by a collated orchestra of young people and upcoming professional musicians.	£3,620	£1,410	£1,410	<b>£850</b>	Specifically for venue hire, printing, percussion hire and catering. Unclear as to how they will engage with disadvantaged groups/BAME which should be identified in the report.

7	PATINA	A voluntary association of parents, teachers, local businesses and artists who came together in 2001 out of concern that arts education was being significantly reduced in the national curriculum	the 2022 Moving on Parade will have a strong local flavour combined with thought provoking content regarding the environment	£19,000	£10,000	£2,000	<b>£1,500</b>	Community engagement and environment theme consistent with policy.
8	Lewes School Uniform Bank	Provides new and good quality second hand uniforms to families in Lewes experiencing financial hardship	Secondary and Primary Uniforms, PE kits, shoes and coats	£6,350	£0	£2,000	<b>£2,000</b>	Valuable work, clear processes, Lewes focussed.
9	Pippas Group	A pre-school set up for children who are in need.	Contribution towards the salary of a staff member who will work with a small group of children (or one-to-one) who have SENs.	£6,000	£4,000	£2,000	<b>£2,000</b>	Target areas of deprivation, SEN. Panel aware of cuts to services and felt important to support.
10	Lewes Open Door - Christ Church	Provide practical support and care for the most vulnerable people, especially rough sleepers and the homeless	A mobile shower unit, cabling, covered waiting area, towels, toiletries, laundry and clean underwear. Insurance costs for the van.	£5,595	£3,595	£2,000	<b>£1,880</b>	Support capital contribution
11	Seedy Saturday	A one day community event held on the first Saturday in February	Publicity, Town Hall hire, talk fees, musicians,	£2,136	£1,336	£800	<b>£800</b>	Supports environment, community, and learning.

			insurance, admin etc.					
<b>12</b>	CTLA	CTLA is a service that assists individuals in the right to reduce isolation and loneliness	KL2 RPT Module training (5 people)	£2,400	£0	£2,400	<b>£750</b>	Sum requested disproportionate to own assets or contribution to scheme or project. Funding not sought from others. Training is valuable so prepared to proportionately contribute.
			TOTALS	£77,281	£22,911	£18,615	<b>£13,620</b>	

**Lewes Town Council**

**Non- Confidential**

**Committee: Full Council**

**Date: 16<sup>th</sup> December 2021**

**Notice of Motion: NOM011**

**Received from: Councillor Imogen Makepeace**

**Subject: Support for Lewes Football Club launch of Impact Report**

### **1. Proposal**

- 1.1 This 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, providing free use of the Council Chamber for the evening event.

### **2. Supporting information**

- 2.1 Lewes Football have recently published their Impact Report for the season 2020 to 2021 and would like to organise a local launch to illustrate to stakeholders how they are effecting change in the local community.
- 2.2 The club is also delighted to have recently received the 'Culture Pioneers for Inclusion Award'. The judges said "Lewes Football Club is a worthy winner of the 2021 Culture Pioneer of Inclusion Award. The board of directors tackled inclusion head on, making it a real gamechanger not just for the players but for the whole industry, by role modelling what is possible when willing to challenge the established order and mindsets".
- 2.3 In the last months the club has inspired two books: one young adult novel 'Bea on the Ball' set in Lewes, and 'My Mummy is a Footballer', which they use to go out to local primary schools and secondary schools to do assemblies about equality in football and its impact on the wider world. They've also started 'Rookie Kickers' for kids.
- 2.4 The club has achieved the number one position in the book "British Football's Greatest Grounds: 100 Must See Venues", which is now stocked at Visit Lewes.
- 2.5 As a not-for-profit, 100% community-owned football club, they consider themselves an asset to the whole community, not just some of it. And have been working hard to welcome girls, women, the Lesbian Gay Bisexual Transgender and Queer or Questioning (LBGTQ) community, refugees, those with mental health issues, and disabled people, to both our terraces and to club ownership.

## **Lewes Town Council**

### **Non- Confidential**

### **Committee: Full Council**

**Date: 16<sup>th</sup> December 2021**

**Report Number: FC016**

**Report by: Town Clerk**

**Subject: Urban Grass Cutting Service Options**

### **1. Summary**

- 1.1 To present to Council the Urban Grass Cutting Options put forward by East Sussex County Council for 2022.

### **2. Recommendations**

- 2.1 Council is Recommended to:
1. Agree which Urban Grass Cutting option from East Sussex County Council it wishes to choose (paragraph 4 refers).
  2. If option 2 or 3 are chosen to agree the required sum to be added to the 2022 to 2023 budget (paragraph 5 refers).

### **3. Background**

- 3.1 Each year East Sussex County Council (ESCC) provides options for Urban Grass Cutting in the Town to Lewes Town Council.
- 3.2 It should be noted that this is different to 'Rural Verges' and 'Wildlife Verges' which are managed in a different way and have separate schedules. See appendix 1 for a map from ESCC with the different verges represented by different colours.
- 3.3 For the last three years Lewes Town Council has opted for Option 1: two standard cuts delivered by ESCC.

### **4. Urban Grass Cutting Options for 2022**

- 4.1 The three options for Urban Grass Cutting are:
- Option 1 – Standard: Two cuts over the course of a year to be carried out by ESCC at no cost to the Parish/Town Council. Urban grass will be managed for safety purposes only.
  - Option 2 – Extra cuts: Parish/Town Councils may fund an additional four cuts to be carried out by ESCC, totalling six cuts (two standard and four extra) over the course of the year. This would cost the Parish/Town Council a total of £3,502 for the year.

- Option 3 – Self delivery: Parish/Town Councils take on responsibility to deliver all urban grass cutting in their area. This must include a minimum of two cuts over the course of the year. ESCC will not carry out any urban grass cutting in the area. ESCC would pay the Parish/Town Council the sum of £1,751 to do this.

It should be noted that any contractor employed must be suitably competent and qualified to work safely on the highway. We also request an agreement to be signed between ESCC and the Parish/Town Council if you opt to self-deliver

4.2 Members are therefore asked to consider and approve one of these three options.

### **5. Financial Implications**

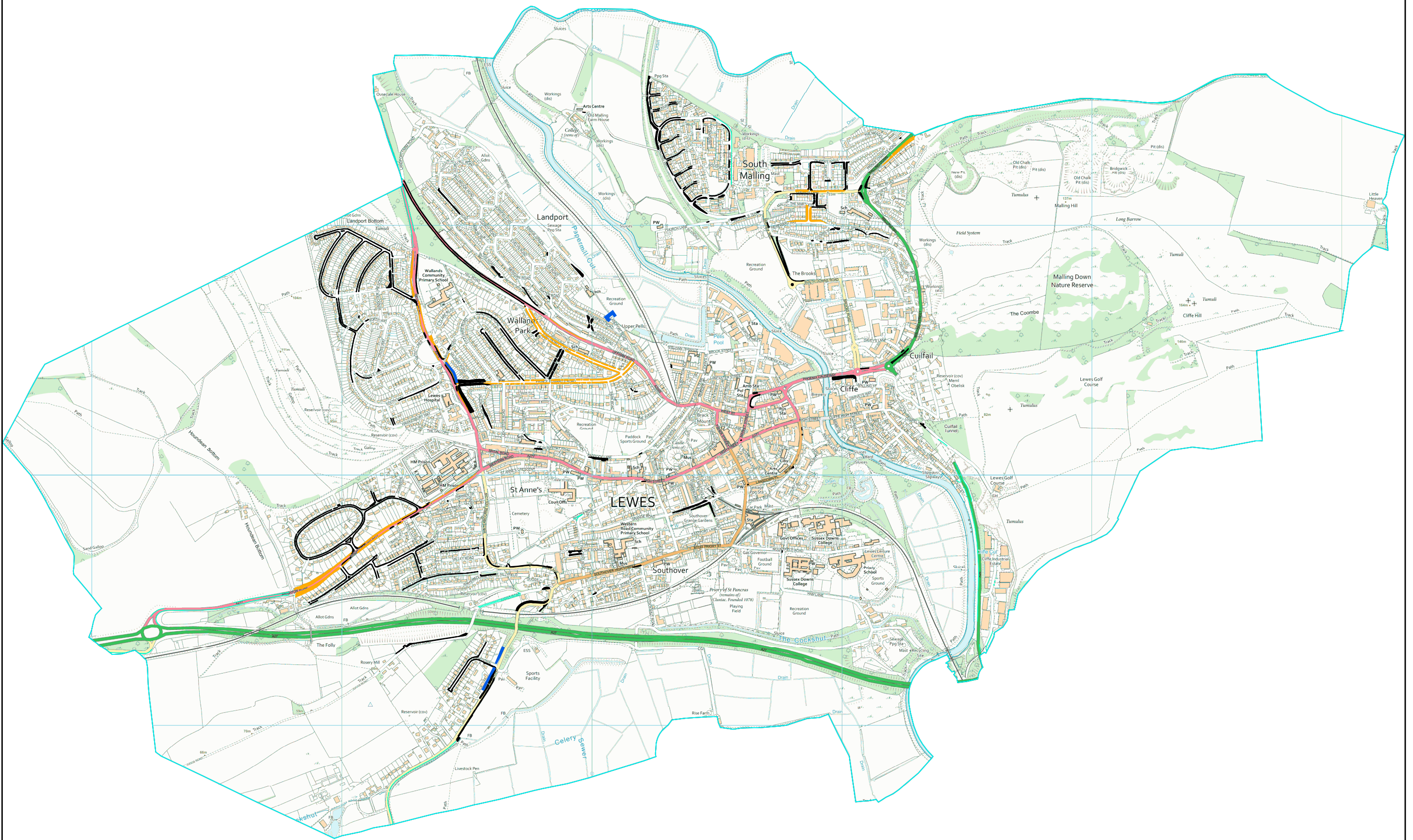
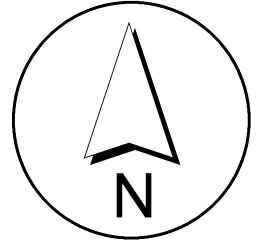
- 5.1 If option 2 is chosen budget provision of £3,502 will need to be added to the 2022 to 2023 budget.
- 5.2 If option 3 is chosen budget provision of £1,751 will need to be added to the 2022 to 2023 budget.

Laura Chrysostomou

**Town Clerk**

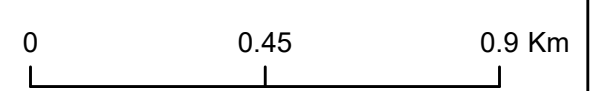


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**Legend**

- Giant Hogweed
- Knotweed
- Meadow
- Rural
- Urban



<b>Map Title:</b> URBAN / RURAL GRASS EXTENT - LEWES TC		<b>East Sussex County Council</b>   <small>Page 16 of 10</small>
<b>Date:</b> 10/12/2021		
<b>Scale:</b> 1:14,512	<b>Author:</b> Highways Asset	



## **Lewes Town Council**

### **Non-Confidential**

**Committee: Full Council**

**Date: 16<sup>th</sup> December 2021**

**Report Number: FC017**

**Report by: Town Clerk**

**Subject: COVID-19 Update**

### **1. Summary**

- 1.1 The report proposes a way forward for meeting remotely in early 2022 should it not be possible to do so through current legislation
- 1.2 The report looks at ongoing delivery of the Town Council's services as the Government moves to Plan B.

### **2. Recommendations**

- 2.1 To cover the possibility that should guidance prohibit face to face meetings and there is no legislation permitting remote meetings Council is recommended to:
  - 1) Agree that 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 and Group Convenor, to implement the recommendations of the Advisory Groups.
  - 3) Retain the current capacity restriction of 75% in Town Council facilities.
  - 4) Otherwise note the contents of the report

### **3. Meetings of Council and Committees**

- 3.1 On 8<sup>th</sup> December 2021, the prime minister announced a move to Plan B in England following the rapid spread of the Omicron variant in the UK.
- 3.2 Following this announcement the Government published initial guidance and expects to issue more guidance and regulations in the coming days.
- 3.3 The National Association of Local Councils (NALC) has noted that the Plan B guidance does not bring back the ability to hold remote meetings. NALC, therefore, suggest that councils consider not meeting in December.

- 3.5 As NALC have advised previously, local councils should take steps to address this issue through measures such as delegation to clerks, deferring controversial decisions or holding meetings at a later date.
- 3.4 Lewes Town Council is scheduled to hold a Council meeting on 16<sup>th</sup> December 2021. The agenda for this meeting has been amended to deal with items requiring an imminent decision to minimise the length of the meeting and therefore reduce the risks of COVID transmission.
- 3.5 Other COVID secure measures for the meeting will continue to be in place such as opening windows for increased ventilation, wearing of masks, hand sanitising and attendees not attending if they feel unwell. In addition, attendees are encouraged to take lateral flow tests before attending the meeting.
- 3.6 Therefore, in line with previous advice about delegating decisions, emergency provisions are proposed. Should further restrictions mean that in person meetings are not permitted and legislation is not implemented to permit remote meetings it is proposed that Council and Committee meetings are stood down and replaced by Advisory Groups undertaking the same function, with the same Memberships, Terms of Reference, and Standing Orders as now. But rather than making decisions they are only able to make recommendations to the Town Clerk to make the decision in consultation with the Mayor and Group Lead and Group Convenor. The proper officer can make decisions with delegated authority under Section 101 of the Local Government Act 1972.
- 3.7 As the Advisory Groups would not strictly be decision making bodies, they could continue to meet remotely, as working parties/panels do now, preserving openness and transparency.

#### **4. Services**

- 4.1 The Government Guidance says, from 10<sup>th</sup> December 2021, face coverings will become compulsory in most public indoor venues, including community centres, indoor markets and indoor entertainment venues. There will be exemptions in venues where it is not practical to wear one, such as when you are eating, drinking or exercising. For that reason, face masks will not be required in hospitality settings.
- 4.2 The Government Guidance says, from 15<sup>th</sup> December 2021, certain venues and events will be required by law to check that all visitors aged 18 years or over are fully vaccinated (currently a full course of vaccination without the need for a booster, but this will be kept under review), have proof of a negative test in the last 48 hours, or that they have an exemption. This means that those aged 18 years or over must show their NHS COVID Pass, or an alternative proof of a negative test result, such as an NHS Test and Trace email or text proof, to gain entry into these venues.
- 4.3 The Town Clerk will be working with staff to implement COVID risk assessments and COVID secure measures as required.
- 4.4 Safely accommodating members of the public is subject to health and safety rules for the venue. It is recommended that the current capacity restriction of 75% remains in place.

#### **5. Communication**

- 5.1 The Town Clerk will be working with the Communications Officer to implement communications.

- 5.2 Agendas will include information about COVID secure measures, and the possibility of meetings being changed to virtual meetings.
- 5.3 The website will include a Covid-19 webpage with information about the COVID measures in place for Town Council facilities, as well as to bring updates to the public including links to the most important information on the Government and NHS websites.
- 5.4 Relevant information will also be provided on the Town Council's social media.

Laura Chrysostomou

**Town Clerk**