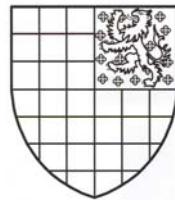


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**LEWES
TOWN
COUNCIL**

To All Members of Lewes Town Council

A Meeting of Lewes Town Council will be held on **Thursday 13th December 2012**,
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are requested to attend.

S Brigden, Town Clerk 6th December 2012

AGENDA

1. QUESTION TIME

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

2. MEMBERS' DECLARATIONS OF INTERESTS

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

3. APOLOGIES FOR ABSENCE

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

4. MAYOR'S ANNOUNCEMENTS

To receive any announcements from the Mayor.

5. MINUTES

To agree Minutes of the Council's meeting, held on 8th November 2012.

(attached page 3)

6. WORKING PARTIES & OUTSIDE BODIES

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

a) Pells Pool Community Association liaison 15th November 2012

(Minutes attached page 7)

b) Friends of Lewes liaison 19th November 2012

(Minutes attached page 9)

c) Audit Panel 22nd November 2012

(Minutes attached page 11)

d) Finance Working Party 26th November 2012*

(Minutes attached page 12)

*This item will include consideration of recommendations for service budgets and Council Tax precept for 2012/13

e) Planning Committee – Neighbourhood Planning update

(Oral report by Cllr S Murray)

f) Personnel Panel 28th November 2012

(Minutes attached page 15)

g) Grants Panel 28th November 2012

(Report FC011/2012 attached page 33)

h) Newsletter copy group (Communications W/pty sub-group)

(Oral report by Cllr S Murray)

i) Seaford – Brighton Community Rail Partnership

(Oral report by Cllr Catlin)

j) Meeting with Lewes District Council re devolution

(Oral report by Cllr Chartier)

7. "CLIMATE LOCAL" INITIATIVE

To consider making a declaration under this initiative

(NOM016/2012 attached page 35)

8. MAYOR-ELECT and DEPUTY MAYOR-ELECT

To nominate a Mayor-elect and Deputy-elect for the 2013/14 municipal year

9. OFFICE TECHNOLOGY

To consider proposals for computer and telephone system renewal.

(Report FC012/2012 attached page 36)

10. UPDATE ON MATTERS IN PROGRESS

(Oral report by Town Clerk)

11. NOTICE of ITEMS IN PROSPECT

(Oral report by Town Clerk)

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

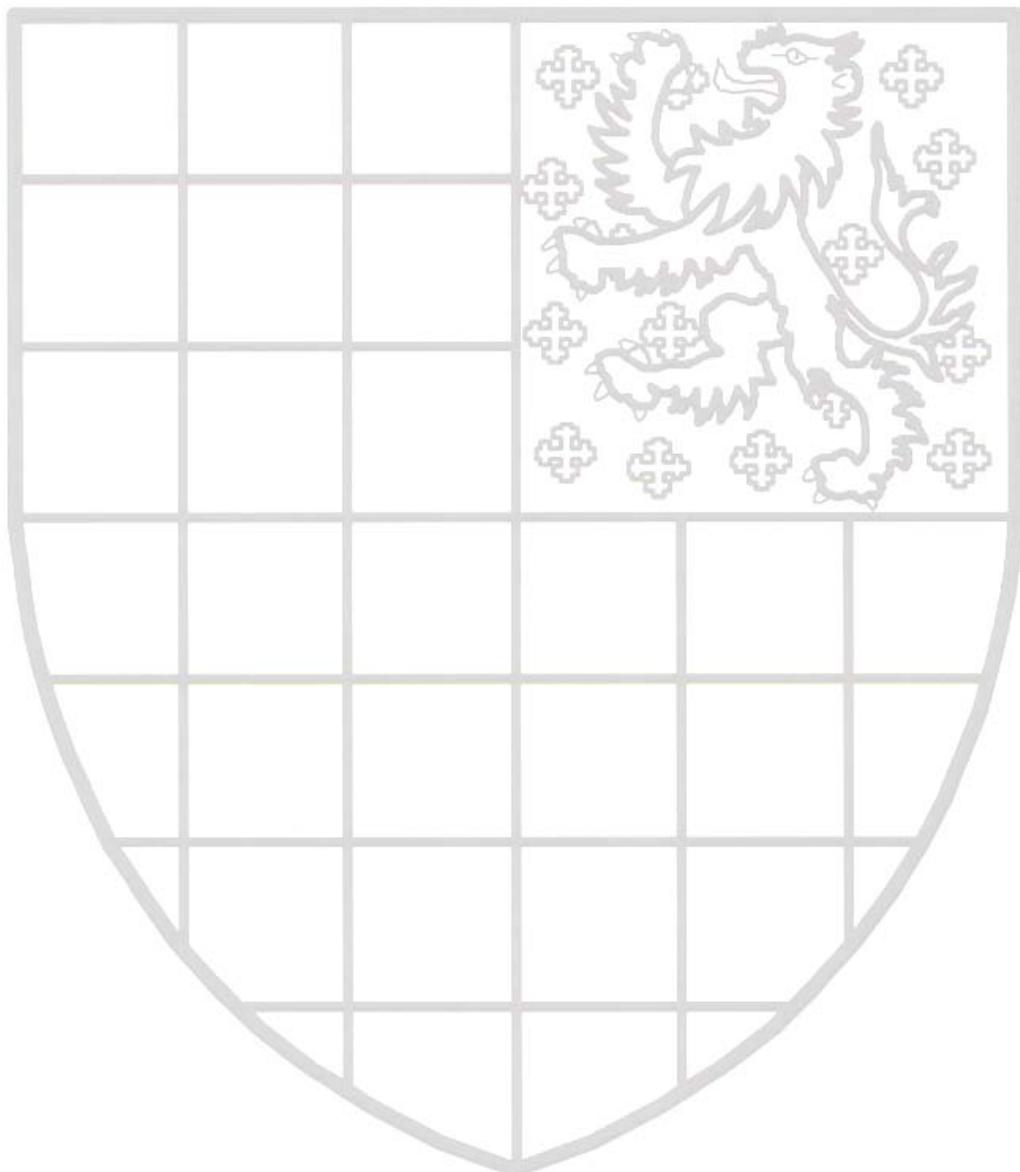
This agenda and supporting papers can be downloaded from www.lewes-tc.gov.uk



PUBLIC ATTENDANCE: Members of the public have the right, and are welcome, to attend meetings of the Council – questions about items on the agenda may be heard at the start of each meeting with the Chairman's consent.

General questions can be raised at our offices between 9am and 5pm Mons- Thurs; 9am and 4pm on Fridays – our staff will be pleased to assist.

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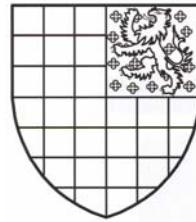


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LEWES
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COUNCIL

MINUTES

Of the meeting of **Lewes Town Council** held on
Thursday 8th November 2012, in the **Council Chamber, Town Hall**, Lewes at **7:30pm**.
NB if a record of voting was requested, this is shown in a table appended to these Minutes.

PRESENT:

Councillors S Catlin; M Chartier (*Mayor*); A Dean; I Eiloart; M Kent; P Kingham; D Lamport; L F Li; M. Milner; R Murray; S Murray; R O'Keeffe (*Deputy Mayor*); A Price; R Rudkin; J Stockdale and Dr M Turner.

In attendance: S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Civic Officer and Asst. Town Clerk*) L Symons (*Mace Bearer*); Ms E Martin (*C'ttee Administration*)

Observing: Ms J Dean (*Reception/Administration*) and Ms V McLachlan (*Finance Administration Officer*)

FC2012/85 **QUESTION TIME:** There were no members of the press of public present.

FC2012/86 **MEMBERS' DECLARATIONS OF INTEREST:**

Cllr M Chartier declared an interest *in* agenda item 6 e) (Christmas events – liaison with Chamber of Commerce) in that he was a Trustee of the Sussex Archaeological Society. Cllr M Kent declared an interest in *in* agenda item 7 (Malling Community Centre) as he is a Member of the Community Association.

FC2012/87 **APOLOGIES FOR ABSENCE:**

Apologies were received from Cllr J Daly who had a family commitment and Cllr. J. MacCleary, who was reported to be assisting with Presidential elections in the USA.

FC2012/88 **MAYOR'S ANNOUNCEMENTS:**

- a) On Remembrance Sunday, 11th November, there would be an informal two-minute silence at 11.00am at the War Memorial for anyone who wished to participate (civic robes would not be worn), then the traditional civic participation in the Royal British Legion's Remembrance Parade at 2.30 pm (for which full civic regalia *would* be worn) accompanied by various dignitaries; followed by a service at the church of St John sub-Castro. Members were asked to arrive at the Town Hall no later than 2:10pm
- b) Late Night Shopping on 6th December: the Council staff would be dressed for the theme of "the Snow Queen" and would welcome everyone for mulled wine and hot chocolate in the Town Hall Foyer, as in previous years; with proceeds going to the Mayor's charities.
- c) The Mayor would be hosting a Councillor and Staff Christmas Dinner in the Council Chamber on 17th December.
- d) The Civic Carol Service would be held on 18th December at St Anne's Church, Lewes.
- e) A letter had been sent to Lewes, Delaware (USA), following Hurricane Sandy and expressing support and sympathy for the difficulties created. The Mayor summarized the reply received; which thanked the Council for the sentiments expressed and reported that their town had escaped the devastation experienced elsewhere, as the epicenter of the storm had passed at a distance of about 50 miles.

Continues...

MINUTES:

The minutes of the Council meeting held on 11th October 2012 were received and signed as an accurate record with one amendment in respect of a disputed voting record (all Members had been provided with an amended copy).

WORKING PARTIES AND OUTSIDE BODIES:

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

a] *Meeting with South Downs National Park Authority (SDNPA) and Lewes District Council (LDC) re Neighbourhood Planning 2nd October 2012:* Members considered the notes of this meeting (*copy in the minute book*) and Cllr S Murray elaborated upon a subsequent meeting between the SDNPA Planning Director and the Council's Planning Committee on the same subject. It was recognized that the Council was proceeding in a considered and measured way towards the formulation of a Neighbourhood Plan, and offers of support by SDNPA and LDC (*in both time and financial contributions*) had been welcomed. All advice received so far suggested that when the recently-announced local plan core strategy had settled in the public domain, a forum representing the widest-possible spectrum across the community would be the best vehicle to take forward the drafting of a Neighbourhood Plan.

After a brief discussion **it was resolved that:**

FC2012/90.1 The report be noted and this item would be discussed further at a future Council meeting.

b] *Meeting with Btne&Hove Bus Company 22nd October 2012:* Cllr D Lampert gave an oral report of a meeting between himself; TC; and the operations director of the bus company, regarding the need for bus shelters in the Town. Five locations had been identified and would be investigated further: East Sussex County Council would be asked to assess the licensing of use of the footway, and then a schedule could be prioritized and proposed for future installations.

It was resolved that:

FC2012/90.2 Cllr Lampert's report be noted.

c] *All Saints Steering Group 24th October 2012:* Council considered the minutes of this meeting (*copy in the minute book*). There was some discussion regarding the new seating that had been installed at the Centre and reports of some "teething troubles". TC explained that this had been thoroughly investigated by the Centre Manager with engineers from the manufacturer/installer, and had proved to be a straightforward matter of the newness of hinges and locking bars, which were tight due to the thickness of new paint and lack of use. This had been immediately eased and would not recur in normal use; there was no design or installation fault. Operating instructions for Centre staff had been amended to require a signature to confirm that seats were locked in place and had been checked.

After some questions **it was resolved that:**

FC/2012/90.3 The Minutes of the All Saints Steering Group held on 24th October 2012 be received and noted.

d] *Meeting with South Downs National Park Authority 29th October 2012:* Members considered the notes of this meeting (*copy in the minute book*), which had discussed areas of mutual interest.

It was resolved that:

FC/2012/90.4 The report be noted.

e] *Christmas Events – Liaison with Chamber of Commerce:* Cllr Dean gave an oral report explaining that of two sites identified for an ice rink (Gun Garden and Maltings Car Park) the Gun Garden was considered preferable by rink operators. She also touched upon the

suggestion of a children's lantern parade through the town, which had been discussed with PATINA, who might be prepared to organize. The research on these projects would be reported to the Chamber of Commerce. Cllr Price advised on the initial reaction by the Chamber, and confirmed that these projects would be discussed further with a view to inclusion in 2013 events.

Following several questions **it was resolved that:**

FC/2012/90.5 The report(s) be noted and the ideas be developed with the Chamber of Commerce.

f] *Report from Uckfield Line Parishes Group 7th November 2012:* Cllrs Kent and Catlin reported that Network Rail were keen to acquire a parcel of land on the site of the old Uckfield railway station that would provide more parking for the new station. The continuation of this land in railway use could be fundamental to any future re-instatement of a Lewes to Uckfield rail link, as it stood on the line of the original track. It was reported that a new initiative: the Lewes-Seaford Community Rail Partnership, would be meeting on the 14th November 2012 at the AmEx Stadium and representation from Lewes Town Council would be welcomed.

Following a discussion **it was resolved that:**

FC/2012.90.6 The report be noted, and;

FC/2012.90.7 Lewes Town Council welcomes the efforts of Network Rail to acquire the site of the old Uckfield Rail Station, which could allow potential relocation of the present station and facilitate eventual reinstatement of a Lewes-Uckfield rail link, and;

FC/2012.90.8 Cllr Catlin be nominated to attend the Lewes-Seaford Community Rail Partnership inaugural meeting on the 14th November 2012 and report to Council.

g] *Items of interest from Planning Committee 6th November 2012:* Cllr S Murray gave members an update on development of a list of assets of community value, being prepared under provisions of the Localism Act 2011.

Following extensive discussion **it was resolved that:**

FC/2012.90.9 The report be noted; and the list of assets of community value be referred back to Council when appropriate.

FC2012/91

UPDATE ON MATTERS IN PROGRESS:

Malling Community Centre: TC reported that a tender for building work to create the proposed Children's Centre had been received by East Sussex County Council, and that the cost was considerably more than originally estimated. East Sussex County Council had suggested a rent free period of 15 years in recognition of their investment of the sum originally estimated, and TC sought confirmation that Council would be happy with a proportionate increase in term, to over 20 years, subject to advice pending from the District Valuer Service. In answer to questions, TC reminded Members that the tenancy would be under a formal lease (being drafted by an experienced solicitor) that would confer responsibility on the tenants for all internal and external repairs during their tenure.

FC2012/92

NOTICE of ITEMS IN PROSPECT:

- a) Meetings of the Traffic Working/Parking/Bus Station Stakeholders and Commemorations Working Party were to be arranged.
- b) A Pells Pool Community Association liaison meeting would be held on Thursday 15th November at 11:00am in the Corn Exchange.
- c) A Friends of Lewes liaison meeting would be held on 19th November at 1.30pm in the Yarrow Room.
- d) Audit Panel would meet on Thursday 22nd November at 6.30pm in the Yarrow Room.
- e) The Finance Working Party – budget 2013/14 – would be on Monday 26th November

at 6.30pm in the Yarrow Room.

- f) The next Planning Committee meeting, at 7:00pm on 27th November, would be an extended meeting to discuss the issue of conversion of retail premises and Local Plan Policy, which was expected to be announced shortly beforehand. Officers from Lewes District Council's Planning department would attend this meeting. It was noted that Members who were not nominated to the planning Committee might find these discussions interesting and informative.
- g) The Personnel Panel would meet in TC's office on Wednesday 28th November at 11.30am, to review the matter of policy(ies) required to be established for areas of discretion available within the local government pension scheme.
- h) The Grants Panel would meet at 5.30pm on Wednesday 28th November in TC's Office.
- i) Lead Members would meet with Lewes District Council representatives to further discuss devolution, on 29th November.
- j) The next Council Meeting was scheduled for Thursday 13th December at 7.30pm with the deadline for submissions to the Town Clerk of proposed items for the agenda being 12 noon on Monday 3rd December.

FC2012/93 There being no further business the Mayor declared the meeting closed, and invited those present to join him in the Parlour for refreshments.

The meeting ended at 8:40pm

Signed:

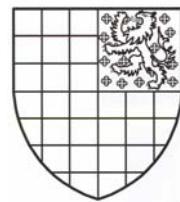
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**LEWES
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MINUTES

of the meeting of the **Working Party** formed to liaise with the Pells Pool Community Association (PPCA) on **Thursday 15th November 2012**, in the **Corn Exchange, Town Hall, Lewes** at **11:00am**.

PRESENT Cllrs Dr M Turner (*Chairman*) R Murray and (*not appointed to the working party*) Cllrs Catlin and O'Keeffe

Representing PPCA: C Ryle (*PPCA Chairman*); P Ransley (*pool manager*); Mrs W Stonestreet; Ms Deborah Harris

Attending: S Brigden, *Town Clerk (TC)*

PPCAWP2012/01 APOLOGIES FOR ABSENCE: Apologies were received from Cllr Milner (work commitment).

PPCAWP2012/02 DECLARATIONS OF INTEREST: There were none.

PPCAWP2012/03 ELECTION OF CHAIRMAN: Cllr Dr Turner was elected as Chairman of the working-party for the remainder of the municipal year.

PPCAWP2012/04 QUESTIONS: There were none

PPCAWP2012/05 BUSINESS OF THE MEETING:

1 This meeting had been arranged to continue the work of the group and discuss matters of mutual interest following the end of the 2012 season.

2 PPCA reported a successful year, and stated that they had £30,000 earmarked for developments, having also provided-for a contingency reserve.

3 The bid to the Kellogg Swim Active programme (previously minuted) in respect of the refurbishment of changing facilities had been unsuccessful. The project had been estimated to cost around £15,000.

4 There was a Sport England grant fund in prospect that might offer up to £50,000 for development of the paddling pool, although this was dependent upon a number of factors that the PPCA may not be able to satisfy. It was suggested that the Town Brooks Trust might make the application if the PPCA could prepare the project detail.

5 Surplus fittings (*eg* cubicle partitions and doors) had been obtained from the King Alfred Pool in Hove and were in near-new condition. These were sufficient to refurbish Male changing facilities, which would also benefit from drainage and flooring improvements. The Female changing facilities would use new materials, and allow for showers and WC's in the future. This was estimated to cost around £15,000 with WC provision a further £11,000, although there were some complicated drainage issues to be resolved.

6 It was noted that the improvement programme contained in the adopted joint vision statement for the pool had progressed well to date, and it was now suggested that a single project be approached, encompassing redevelopment of the kiosk building; changing facilities as described above; and paddling-pool improvements. PPCA had established interest from local architects, and the project could conceivably be undertaken with existing joint funds.

7 Local energy-efficiency specialists OVESCO had offered to install

PhotoVoltaic panels on the site – located on the wall on the North boundary above the mural and forming a “roof”. The installation could provide power to the value of several thousand pounds and offered the PPCA the opportunity to offset consumption costing around £1,800 at 2012 prices. Some practical drawbacks were identified and discussed, and it was anticipated that OVESCO would ask for a long lease on the site. It was thought that this could conflict with the land’s charity status, and further talks were suggested to investigate alternative agreements with OVESCO.

8 Discussions touched upon some practical matters such as gates and tree surgery, before the meeting ended.

PPCAWP2012/06

CONCLUSIONS/RECOMMENDATIONS TO COUNCIL:

It was agreed that Council should be asked to agree that the next step in the joint development of the pool should be the project described at points 4, 5 and 6 above, to be funded by contributions from the PPCA (current earmarked reserve funds £30,000); the Town Council (earmarked reserve R6 current balance £70,639); with the total cost offset where possible by applications for grant to appropriate third-party funds. Detailed research would be commenced subject to such agreement by Council.

PPCAWP2012/07

The Chairman thanked everyone for their attendance and contribution, and declared the meeting closed.

The meeting closed at 12:00pm

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Date:

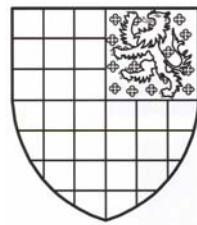
NOTES OF MEETING

<i>Between</i>		LEWES TOWN COUNCIL (LTC) and FRIENDS of LEWES (FoL)	
<i>Reason for meeting</i>		Regular liaison meeting between organizations	
<i>Venue</i>		Yarrow Room, Town Hall	
<i>Date</i>		1:30pm Monday 19 th November 2012	
<i>Attending</i>	Roger Beasley Robert Cheesman David Hutchinson Frances Tuffnell Marcus Taylor Kim Clark Audrey Jarvis Cllr Catlin Cllr M Chartier Cllr R Murray Cllr S Murray Cllr R O'Keeffe Steve Brigden	FoL FoL (Chairman of FoL) FoL FoL FoL FoL FoL LTC LTC (Mayor 2012/13) LTC (Lead Member: Youth&Community) LTC (Chair Planning Committee) LTC (Deputy Mayor 2012/13) LTC (Town Clerk)	
<i>Apologies</i>	Cllr Merlin Milner Cllr Dr M Turner Antony Dicks	LTC (Lead Member, Environment & Tourism) LTC (Lead Member, Finance & Policy) FoL (unwell)	
NOTES:			
1.	Paul Millmore	All present remarked their pleasure that one of Brighton & Hove Bus Company's new hybrid eco-buses had recently been named for Paul Millmore. This was seen as very appropriate memorial.	
2.	Minutes	Notes of the meeting held on 12 th April 2012 were agreed.	
3.	Interpretive plaques for local buildings	FoL representatives asked if Council would consider further plaques, and were reminded that a reserve fund had been set up some while ago for that purpose. Ideas for suitable locations of plaques were discussed, and it was agreed that FoL would produce a list for consideration by Council in early 2013.	
4.	White Lion sign	The Lion had been retrieved from its mountings some months earlier and was stripped of old paint and awaiting a replacement tail section, which was being pursued with local craftsmen. Unfortunately, it had become generally-known to the public that the figure was made from Copper and it was believed that this considerably increased the risk of theft. The feasibility of obtaining a replica in some form of resin or plastic material was being investigated, and a generous offer by the owner of a local moulding company was being discussed.	
5.	"Russian Memorial" (St John's sub-Castro)	It was reported that this memorial had recently been refurbished by an unknown party. Some investigation would be pursued.	
6.	Land adjoining Castle Ditch Lane ("the Magic Circle")	Roger Beasley presented draft proposals for the improvement of the Magic Circle, and the possible inclusion of adjoining land and creation of a "peace garden". This was welcomed as a most interesting plan, given the imminent anniversaries (2014 and 2018) of the outbreak and end of the First World War. Regrettably, it was noted, the Town Council had re-assimilated into its general fund the reserve of £17,000 as the original project had not	

	materialized. Council Members agreed to ask Council to reinstate a financial provision for this project, when setting budgets for 2013/14
7.	<p>Other projects:</p> <p><i>Greyfriars gateway:</i> This area, adjacent to the All Saints churchyard off Friar's Walk, had been cleared of weeds and shrubs, and thanks were recorded to Cllr Catlin for planting ground-cover herbs to resist re-encroachment by weeds.</p> <p><i>Trees:</i> As previously reported; FoL had received a legacy of £5,000 for planting trees in Lewes. A survey was underway to establish suitable locations, and the result would inform a replanting programme.</p> <p><i>Street Banners:</i> FoL were developing their idea of establishing fixed mounting-points on high street frontages for small banners – possibly heraldic devices – to be mounted each May during an annual remembrance of the Battle of Lewes. Research was in progress, and also investigation into the possibility of prisoners at Lewes Prison making the banners.</p> <p><i>Publications:</i> the new FoL booklet, "Twittens of Lewes", was reported to be selling well. 500 had been printed, and 300 sold to date. FoL were considering another book, featuring "significant Lewesians", and would prepare details which they hoped might prompt Council to consider a joint venture.</p>
8.	National Park There was general discussion on the latest stage of the Park Authority's development. A report on the State of the Park was imminent..
9.	There was a brief general discussion arising from several areas. Councillors confirmed that the Town Council intended to promote a Neighbourhood Plan, and was likely to invite public involvement in the new year. Lewes District Council's approach to management of its property portfolio was briefly discussed.
	<i>Meeting ended 2:45pm</i>

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**LEWES
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MINUTES

of the **Audit & Governance Panel** held on **Thursday 22nd November 2012**, in the **Yarrow Room, Town Hall**, Lewes at **6:30pm**.

PRESENT Cllrs S Catlin; L F Li; M Milner (*Chairman*); A Price; J Stockdale
In attendance: S Brigden (*Town Clerk [TC]*)

AudPan2012/27 PUBLIC QUESTIONS: There were none.

AudPan2012/28 APOLOGIES FOR ABSENCE: There were none.

AudPan2012/29 DECLARATIONS OF INTEREST: There were none.

AudPan2012/30 MINUTES:

The minutes of the meeting held on 23rd August 2012 were received and signed as an accurate record.

AudPan2012/31 FINANCIAL MONITORING:

Members were furnished with copies of an interim audit report provided by the Council's internal auditor following his visit two days earlier. Councillors noted that this was reassuring and even complimentary in some comments regarding systems and practices.

Members reviewed information (*copies in minute book*) for the second financial quarter (2012/13):

Operating comparisons/trend analysis – this showed trends since 2003 in the nett cost of the Council's cost-centres, and compared the costs against the overall total cost of providing its services, and with the Council Tax Precept.

Budget monitoring update – this showed actual expenditure and income values as posted to the Council's *Sage* accounting system including all transactions processed to the end of the last financial quarter.

There was an extensive discussion on the detail of these reports. In particular, Cllr Stockdale questioned the principle of annual stock-taking and subsequent account credit adjustments, and this was discussed at great length. TC explained that only certain stock was evaluated at the end of each year; not minor items. The best example, he considered, was the Council's gold-foil letterhead stock which was purchased in quantity only once every four or five years, to obtain best value. Stocks of appreciable value could be held at any year-end, as with consumable stores for the Town Hall and All Saints Centre. The effort expended in valuing these items was minimal (a few minutes each March), and the accounting refinement was desirable and professional.

AudPan2012/32 CONCLUSIONS:

Members considered information on the Council's financial status and management, and found no items of concern.

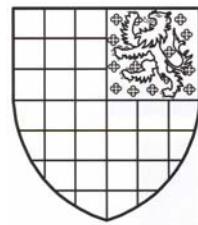
AudPan2012/33 There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance

The meeting closed at 7:55pm

Signed date

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**LEWES
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COUNCIL**

MINUTES

of the meeting of the **Finance Review Working Party**
held on **Monday 26th November 2012**, in the **Yarrow Room, Town Hall**, Lewes at **6:30pm**.

PRESENT Cllrs M Chartier; A Dean; S Murray; R O'Keeffe; Dr M Turner (*Chairman*), and also present (*not nominated to serve on Working party*): Cllr J Stockdale; Cllr Catlin

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

Also attending: Ms R Eggar, Chairman of Lewes Town Partnership

FWP2012/01

APOLOGIES FOR ABSENCE: Apologies were received and accepted from Cllr J Daly, who was on holiday, and Cllr R Rudkin, who was attending university. No message was received from Cllr Eiloart.

FWP2012/02

DECLARATIONS OF INTEREST: Cllrs Murray and O'Keeffe declared their directorships of Lewes Town Partnership.

FWP2012/03

QUESTIONS: There were none (No public or press were present).

FWP2012/04

REMIT OF THE WORKING PARTY:

The working party was asked to examine the detail of estimated expenditure and income for the Council's operations, and to agree a budget and level of Council Tax precept for the 2013/14 year, for recommendation to Council.

Further: Council asked that the Working Party consider the request of Lewes Town Partnership for continued financial support and also that it considers either identification of a budget-head, or allocation of a sum of money, in the 2013/14 budget; to be spent with the involvement of local people (Public Participatory Budgeting)

FWP2012/05

BUSINESS OF THE MEETING:

1 Ms Eggar presented her request for the continuation of financial support for Lewes Town Partnership (LTP). There was discussion on this matter, and various suggestions considered, including a reduction in the amount given. It was acknowledged that the LTP was originally set up in response to government requirements for a popular forum in every locality, empowered to refer to statutory bodies the opinions and aspirations *etc* of their community. Further, it was recognized that the Town Council's funding was related to the actual costs of the LTP's single part-time administrative worker, the sum having been originally calculated to a specific rate appropriate to the duties, when District funding was withdrawn some years ago. The discussion concluded with a vote, and **it was resolved that FWP2012/05.1** Council should be asked to continue the funding at £7,000 in 2013/14, and to review the matter again in 2013. Ms Eggar thanked everyone and left the meeting at that point.

2 TC apologized that the computer presentation set up for the evening to allow live modelling of suggestions was unavailable as the projector bulb had failed shortly before the opening of the meeting. Members referred to previously-supplied working papers and considered in detail the background information giving rise to draft service budgets, and a provisional figure for the resulting 2013/14 precept requirement (copies in the minute book).

3 TC outlined the assumptions and basic principles applied in compiling the recommended budget. These were shown in the working notes, and the application to individual accounts and services was explained. It was noted that grants were

Continues...

again being offered to principal councils to encourage “freezing” of Council Tax, yet similar support remained unavailable for parish councils.

4 It was acknowledged that there was a continuing need to address the proper maintenance of the Council’s physical assets and to adequately fund continuing services. The recommended budget combined specific amounts for known costs and committed project items, with prudent allowances for reserves, and provided for a flexible response to any devolution proposals. This had, once again, been achieved without the need for an overall increase in Precept. Reserves earmarked for the Council’s significant service and project requirements were considered suitably robust and adequate to fulfil their purpose. It was recognized that, whilst there were commitments about to be realized that would draw on the Council’s General Fund, it was appropriate to allow this fund to reduce (provided plans were clear for reinstatement) as the balance stood near the maximum of the recommended range.

5 The working party began assessment of each service, and questions were asked on various details. As this commenced; attention was drawn to the All Saints Centre (ASC) account, by Cllrs Dean and Stockdale, who challenged provisions related to the new cinema service. TC explained the “prudence principle” applied (as with all accounts), where all predictable expenditure was allowed-for but income consciously underestimated. Cllr Stockdale insisted that the budget should reflect the full potential income mentioned during original consideration of the new service. TC maintained that: based upon actual performance in the first few weekends of film at All Saints it was prudent to estimate a lower sum. Whilst remaining confident of the potential, it remained unrealized at the point the budget was drafted. Cllr Stockdale refused to accept this principle, rehearsing criticisms of the original cinema proposals to Council; talking over the Town Clerk’s answer, and becoming extremely assertive. Cllr Dean added further criticisms and quoted her own recollections of the original discussions in Council, stating that she shared with Cllr Stockdale (who had left the meeting by this time [7:25pm]) concerns “...not just about All Saints, but across the board” claiming that “a veil was drawn over issues”. Volubly and with no regard for the authority of the Chairman, Cllr Dean then continued; casting various non-specific aspersions on the integrity of colleagues and of the Town Clerk, despite attempts to caution her. She criticized an omission in detail of one element of the ASC account and was emphatically reminded by several of those present that the documents were clearly introduced and labelled as draft working papers – if a refinement was requested to any detail presented on them it could easily be accommodated upon reasonable request. She then left the meeting (7:35pm), and some discussion took place as to the behaviour recently witnessed.

6 Members returned to their interrupted task of scrutinizing service budget estimates, and a question was raised about salary provision. It was explained that the proposed budget anticipated no pay award in 2013, the fourth consecutive year in which staff had not received an increase. Members asked several questions regarding the general position of staff, borne of a humane concern for their continued “earnings recession”, and TC explained the national framework and anticipated developments in this respect. Members were interested to learn that a recent national survey of larger parish councils had placed Lewes in the lower (most “efficient”) 50% with regard to staff cost as a proportion of overall expenditure.

7 After further comprehensive discussion, and a general review of continuing and anticipated projects, the Chairman apologized to TC on behalf of the Council for the treatment he had received, and thanked him for his work on the budget. Other Members expressed appreciation for the clarity of presentation.

8 On the matter of Public Participatory Budgeting; after reviewing service accounts and project budgets, Members considered that the most appropriate budget to identify for public involvement was the reserve (R8) earmarked for Environmental Enhancements. If Council accepted the Working Party’s

recommendations, this would offer a balance of £21,000 in 2013/14.

FWP2012/06

RECOMMENDATIONS/CONCLUSIONS

- 1** That the budgets for service expenditure and income for the 2013/14 financial year, as recommended and accompanying these minutes, be approved.
- 2** That the Council Tax precept for the 2013/14 year be set at £782,000.
- 3** That the Council pays Lewes Town Partnership a support grant of £7,000 in 2013/14, and reviews the matter again in 2013.
- 4** That the reserve fund designated R8 in the Council's accounts and earmarked for Environmental Enhancements, is identified as suitable to allow public participation.

The Chairman thanked those present for their valued contribution and declared the meeting closed.

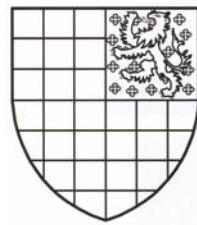
The meeting closed at 7:55pm

Signed:

Date:

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**LEWES
TOWN
COUNCIL**

MINUTES

of the **Personnel Panel** held on **Wednesday 28th November 2012**, in the **Town Clerk's office, Town Hall**, Lewes at **11:30am**.

PRESENT Cllrs J Stockdale; Dr M Turner

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

PersPan2012/01 ELECTION OF CHAIRMAN: No Chairman was elected as the Panel was technically inquorate.

PersPan2012/02 PUBLIC QUESTIONS: There were none. No public present.

PersPan2012/03 APOLOGIES FOR ABSENCE: Apologies were received and accepted from Cllr Chartier, due to a Mayoral engagement; Cllr Eiloart, due to an error on the agenda papers; Cllr Price, due to a work commitment;

PersPan2012/04 DECLARATIONS OF INTEREST: There were none.

PersPan2012/05 REMIT OF THE PANEL

This meeting had been arranged following Council's decision that:

(*Council Minute FC/2012/59 30th August 2012 refers*) The Personnel Panel be convened and asked to review available discretions within the Local Government Pension Scheme (LGPS), and formulate recommendations for local policies affecting a number of discretionary benefits, such as injury allowances and early termination of employment.

PersPan2012/06 BUSINESS OF THE MEETING:

Various working papers were considered, which had been provided by the pension scheme administrators to assist in formulating required policies.

There were a number of discretions provided under the various pieces of legislation governing the operation of the LGPS. A number of these discretions:

- **Require** an Employer policy in respect of the discretion
- **Are optional** for the employer

A recent addition to the required policy documents related to the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011. The Council was required to produce a policy in respect of the award of Injury Allowances. These being discretionary benefits paid by the employer outside the East Sussex Pension Fund, and separate from pensions awarded under the Ill-health provisions of the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007.

For employers with Compensatory Added Years / Injury Pensions, there were discretions in respect of the treatment of benefits under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000 – in respect of Compensatory Added Years;

According to LGPS administration records – Lewes Town Council has members with Compensatory Added Years;

In reviewing the comprehensive lists of discretions available, it was apparent to Members that in the case of Lewes Town Council it would be appropriate to meet each detailed element with a “standard” policy that states:

“Lewes Town Council will not have a general policy in respect of this discretion, but may decide to exercise the discretion where a sound case can

be made for doing-so. Each case will be considered on its individual merit"
The schedule of discretions to which this would apply is appended to these minutes

PersPan2012/07

CONCLUSIONS/RECOMMENDATIONS:

It is recommended that Council agrees the proposal of the Panel.

The meeting closed at 12:20pm

Signed..... date

EMPLOYER DISCRETIONS - Local Authority Employers

Employer Name:

LGPS Discretions from 1.4.08 in relation to post 31.3.08 active members excluding councillor members) and post 31.3.08 leavers (excluding councillor members), under:

- The Local Government Pension Scheme (Administration) Regulations 2008 [prefix A]
- The Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 (as amended) [prefix B]
- The Local Government Pension Scheme (Transitional Provisions) Regulations 2008 [prefix T]
- The Local Government Pension Scheme Regulations 1997 (as amended) [prefix L]

Those discretions shown in bold and with an * are those where the regulations require employers to have produced a policy

Discretion	Regulation	To be exercised by?	Name / details of Employer Policy in place?
Whether to augment membership of an active member (by up to 10 years)	B12*	Employer	
Whether to grant additional pension to a member (by up to £5,000 p.a.)	B13*	Employer	
Whether all or some benefits can be paid if an employee reduces their hours or grade (flexible retirement) LGE guidance provided: * Member must take all of accrued pre-2008 benefits * Member could elect to take part of post-2008 benefits	B18(1)*	Employer	
Whether to waive, in whole or part, actuarial reduction on benefits paid on flexible retirement	B18(3)*	Employer	
Whether to grant application for early payment of benefits on or after age 55 and before age 60	B30(2)*	Employer	
Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits paid early	B30(5)*	Employer	

Discretion	Regulation	To be exercised by?	Name / details of Employer Policy in place?
To whom to offer membership of the LGPS (designation bodies)	A4(3) & Asch2(Pt2) & A8(1)	Employer	
Whether to agree to an admission agreement with a transferee body	A6(1) & A6(10)(a)	Transferor employer	
Define what is meant by “employed in connection with”	A6(12)	Transferor employer	
Which employees to nominate for membership (admission bodies)	A7(1) & A12(6)	Employer	
Whether to set off against payments due to a transferee admission body any sums due to the Fund by that body	Asch3, para' 12(b)	Transferor employer	
Whether to extend the 12 month option period for aggregation of deferred benefits	A16(4)(b)(ii)	Employer	
Specify in an employee's contract what other payments or benefits, other than those specified in B4(1)(a) and not otherwise precluded by B4(2) or (3), are to be pensionable	B4(1)(b)	Employer	
Whether to allow a late application by member to pay optional contributions for a period of unpaid child related leave, strike, or unpaid leave of absence beyond 30 days	A22(2)	Employer	
Agree method of paying for augmented membership granted under B12 or additional pension granted under B13	A40(2)&(4)	Employer / Admin. Authority	
Whether to extend the one month period within which a lump sum payment by the employer under A40(2) has to be made (to pay for any augmented membership granted under B12 or additional pension granted under B13)	A40(9)(b)	Employer / Admin. Authority	
Whether, how much, and in what circumstances to contribute to a shared cost AVC scheme	A25(3) & B15(3)	Employer	

Discretion	Regulation	To be exercised by?	Name / details of Employer Policy in place?
Allow late application to convert scheme AVCs into membership credit i.e. allow application more than 30 days after cessation of active membership	Tsch1 & L66(8) & former L66(9)(b)	Employer	
No right to return of contributions due to offence of a fraudulent character or grave misconduct unless employer directs a total or partial refund is to be made	A47(2)	Employer	
Employer may deduct contributions from an employee's pay or reserve forces pay	A45(1) & (2)	Employer	
Contribution Equivalent Premium (CEP) in excess of the Certified Amount (CA) recovered from a refund of contributions can be recovered from the Pension Fund	A49(1) & (2)	Employer	
Whether to apply to Secretary of State for a forfeiture certificate (where member is convicted of a relevant offence)	A72(1) & (6)	Employer	
Where forfeiture certificate is issued, whether to direct that benefits are to be forfeited	A72(3)	Employer	
Whether to recover from Fund any monetary obligation or, if less, the value of the member's benefits (other than CETVs in or AVCs/SCAVCs) where the obligation was incurred as a result of a criminal, negligent or fraudulent act or omission in connection with the employment and as a result of which the person has left	A74(2)	Employer	
To recover from Fund any financial loss caused by fraudulent offence or grave misconduct of employee (who has left because of that) or amount of refund if less	A76(2) & (3)	Employer	
Agree to bulk transfer payment	A81(1)(b)	Employer / Admin. Authority	
Extend normal time limit for acceptance of a transfer value beyond 12 months from joining the LGPS	A83(8)	Employer	

Discretion	Regulation	To be exercised by?	Name / details of Employer Policy in place?
Whether to allow a member to select final pay period for fees to be any 3 consecutive years ending 31 March in the 10 years prior to leaving	B11(2)	Employer	
Decide which ill health tier leaver falls into	B20	Employer	
Decide whether deferred beneficiary meets permanent ill health criteria	B31	Employer	

Discretions under the Local Government Pension Scheme Regulations 1997 (as amended) in relation to active councillor members and pre 1.4.08 scheme leavers

Discretion	Regulation	To be exercised by?	Name / details of Employer Policy in place?
Grant application from a post 31.3.98 / pre 1.4.08 leaver or from a councillor for early payments of benefits on or after age 50/55 and before age 60	31(2)*	Employer	
Waive, on compassionate grounds, the actuarial reduction applied to benefits paid early for a post 31.3.98 / pre 1.4.08 leaver or a councillor leaver	31(5)*	Employer	
Councillor optants-out only to get benefits paid from NRD if employer agrees	31(7A)*	Employer	
Allow a councillor who has opted out more than once to rejoin	7(9)(a)	Employer	
Allow a late application by a councillor member to pay optional contributions for a period of absence	18(6) & (7)	Employer	
Whether to extend 12 month period for aggregation of deferred benefits (where deferred councillor member wishes to aggregate with current councillor membership in the same Fund)	32(8A)	Employer	
Decide, in the absence from a post 31.3.98 / pre 1.4.08 leaver of an election from the member within 3 months of being able to elect, which benefit is to be paid where the member would be entitled to a pension or retirement grant under 2 or more regulations in respect of the same period of Scheme membership	34(1)(b)	Employer	
No right to return of contributions due to offence of a fraudulent character unless employer directs a total or partial refund is to be made (councillors and pre 1.4.08 leavers)	88(2)	Employer	
Employer may deduct contributions from a councillor's pay or reserve forces pay	89(1) & (2)	Employer	

Discretion	Regulation	To be exercised by?	Name / details of Employer Policy in place?
Contribution Equivalent Premium (CEP) in excess of the Certified Amount (CA) recovered from a refund of contributions can be recovered from the Pension Fund (councillor leavers and pre 1.4.08 leavers)	92	Employer	
Forfeiture of pension rights on issue of Secretary of State's certificate (councillors and pre 1.4.08 leavers)	111(2) & (5)	Employer	
Where forfeiture certificate is issued, direct interim payments out of Pension Fund until decision is taken to either apply the certificate or to pay benefits (councillors and pre 1.4.08 leavers)	112(1)	Employer	
Recovery from Fund of monetary obligation owed by former employee or, if less, the value of the member's benefits (other than transferred in pension rights) (councillors and pre 1.4.08 leavers)	113(2)	Employer	
Recovery from Fund of financial loss caused by employee, or amount of refund if less (councillors and pre 1.4.08 leavers)	115(2) & (3)	Employer	

* These are matters about which the regulations require there must be a written policy.

Discretions under the Local Government Pension Scheme (Transitional Provisions) Regulations 1997 (as amended)

Discretion	Regulation	To be exercised by?	Name / details of Employer Policy in place?
Extending time limit for repayment of a previous refund (1.4.74 to 31.12.79)	17(3)	Former employer and new Admin. Authority	

Note: the Local Government Pension Scheme (Transitional Provisions) Regulations 1997 have been revoked by regulation 2 and Schedule 1 of the Local Government Pension Scheme (Transitional Provisions) Regulations 2008 [SI 2008/238]. However, the LGPC Secretariat has raised a concern over the revocation given that there are various provisions in those regulation that appear to still be of relevance to active members post 31 March 2008. The Secretariat is seeking clarification from CLG.

Discretions under the Local Government Pension Scheme Regulations 1995 (as amended) in relation to pre 1.4.98 scheme leavers

Discretion	Regulation	To be exercised by?	Name / details of Employer Policy in place?
Grant application from a pre 1.4.98 leaver for early payment of deferred benefits on or after age 55 on compassionate grounds	D11(2)(c)	Employer	
Decide, in the absence from a pre 1.4.98 leaver of an election from the member within 3 months of being able to elect, which benefit is to be paid where the member would be entitled to a pension or retirement grant under 2 or more regulations in respect of the same period of Scheme membership	D10	Employer	

Discretions under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended)

Under Regulation 7 of the Discretionary Compensation Regulations, each authority (other than an Admitted Body) is required to formulate and keep under review a policy which applies in respect of exercising their discretion in relation to:

Discretion	Regulation	To be exercised by?	Name / details of Employer Policy in place?
To base redundancy payments on actual weeks pay where this exceeds the statutory weeks pay limit	5	Employer	
To award lump sum compensation of up to 104 weeks pay in cases of redundancy, termination of employment on efficiency grounds, or cessation of a joint appointment	6	Employer	
To award compensatory added years to a person aged 55 or over with 5 or more years membership (or notional membership) of the LGPS in cases of redundancy, termination of employment on efficiency grounds, or cessation of a joint appointment which occurred after 30 September 2006 and before 1 April 2007 (but only if employment had commenced pre 1 October 2006)	11(2)	Employer	

Note: 'local government' means employment with an employer who offers membership of the LGPS to its employees, regardless of whether or not the employee chooses to join the LGPS (except where the employer is an Admitted Body). Technically, an employee of an Admitted Body (i.e. a body that has applied to the administering authority to allow its employees to join the LGPS and has entered into a formal admission agreement) is only employed in 'local government' if he/she is a member of the LGPS.

Discretions under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended)

Under Regulation 26 of the Discretionary Compensation Regulations, each authority (other than an Admitted Body) is required to formulate and keep under review a policy which applies in respect of exercising their discretion in relation to:

Discretion	Regulation	To be exercised by?	Name / details of Employer Policy in place?
How to apportion any surviving spouse's annual compensatory added years payment where the deceased person is survived by more than one spouse	21(4)	Employer	
How it will decide to whom any children's annual compensatory added years payments are to be paid where children's pensions are not yet payable under the LGPS (because the employee had not joined the LGPS) and, in such a case, how the annual added years will be apportioned amongst the eligible children	25(2)	Employer	
Whether, in respect of the spouse of a person who ceased employment before 1 April 1998 and where the spouse or civil partner remarries, enters into a new civil partnership or cohabits after 1 April 1998, the normal pension suspension rules should be disapplied i.e. whether the spouse's or civil partner's annual compensatory added years payments should continue to be paid	21(7)	Employer	
Whether, in respect of the spouse of a person who ceased employment before 1 April 1998 and where the spouse or civil partner remarries, enters into a new civil partnership or cohabits on or after 1 April 1998 with another person who is also entitled to a spouse's or civil partners annual compensatory added years payment, the normal rule requiring one of them to forego payment whilst the period of marriage, civil partnership or co-habitation lasts, should be disapplied, i.e. whether the spouse's or civil partner's annual compensatory added years payments should continue to be paid to both of them	21(7)	Employer	

Discretion	Regulation	To be exercised by?	Name / details of Employer Policy in place?
If, under the preceding decision, the authority's policy is to apply the normal suspension rules, whether the spouse's or civil partner's annual compensatory added years payment should be reinstated after the end of the remarriage, new civil partnership or cohabitation	21(5)	Employer	
Whether and to what extent to reduce or suspend the member's annual compensatory added years payment during any period of re-employment in local government	17	Employer	
How to reduce the member's annual compensatory added years payment following the cessation of a period of re-employment in local government	19	Employer	

Note: 'local government' means employment with an employer who offers membership of the LGPS to its employees, regardless of whether or not the employee chooses to join the LGPS (except where the employer is an Admitted Body). Technically, an employee of an Admitted Body (i.e. a body that has applied to the administering authority to allow its employees to join the LGPS and has entered into a formal admission agreement) is only employed in 'local government' if he/she is a member of the LGPS.

Discretions under the Local Government (Discretionary Payments) Regulations 1996 (as amended)

Discretion	Regulation	To be exercised by?	Name / details of Employer Policy in place?
Amount of injury allowance following loss of employment through permanent incapacity after sustaining an injury or contracting a disease as a result of anything required to do in carrying out duties of job	34(2) and 38	Employer	
Suspend or discontinue injury allowance if person becomes capable of working again	34(4)	Employer	
Amount of injury allowance following reduction in pay after sustaining an injury or contracting a disease as a result of anything required to do in carrying out duties of job	35(3) and 38	Employer	
Amount and duration of injury allowance following cessation of employment where regulation 35 payment was being made but regulation 34 does not apply	36	Employer	
Amount and duration of a dependant's, spouse's or civil partner's injury allowance following death of employee after sustaining injury or contracting a disease as a result of anything required to do in carrying out duties of job	37(3), 37(6) and 38	Employer	
Reinstate spouse's or civil partner's injury allowance following early cessation due to cohabitation, remarriage or registration of a new civil partnership	37(4)	Employer	
Amount of death in service gratuity payable to surviving dependent, spouse or civil partner	40	Employer	
Amount of retirement gratuity payable	41	Employer	
Amount of gratuity payable to surviving dependent, spouse or civil partner where amount of annuity payments fall short of their capital value at date of award	41(4)	Employer	
Amount of redundancy gratuity payable	42	Employer	

Discretion	Regulation	To be exercised by?	Name / details of Employer Policy in place?
Amount of gratuity payable to surviving dependant, spouse or civil partner where amount of redundancy annuity payments fall short of their capital value at date of award	42(4)	Employer	
Amount of gratuity payable to any other surviving dependant, spouse, or civil partner where amount of annuity payments paid under 42(4) fall short of their capital value at date of award	42(7)	Employer	
Formulate and keep under review the injury allowance and gratuity policies to be operated by the authority	46A	Employer	

Discretions under the Local Authorities (Member's Allowances) (England) Regulations 2003 [SI 2003/1021]

Discretion	Regulation	To be exercised by?	Name / details of Employer Policy in place?
Scheme of allowances made by a district council, county council, or London borough council must specify which members will be eligible to join the LGPS and whether the basic and/or special responsibility allowances will be pensionable	11	Relevant Authority	

Discretions under the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011

Under Regulation 14 of the Injury Allowances Regulations, each LGPS employer (other than an Admitted Body) is required to formulate, publish and keep under review the policy that it will apply in the exercise of its discretionary powers to make any award under the Injury Allowances Regulations in respect of leavers, deaths and reductions in pay that occurred post 15 January 2012.

Discretion	Regulation	To be exercised by?	Name / details of ESCC Policy in place?
Whether to grant an injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.	3(1)	Employer	
Amount of injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.	3(4) and 8	Employer	
Determine whether person continues to be entitled to an injury allowance awarded under regulation 3(1)	3(2)	Employer	
Whether to grant an injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.	4(1)	Employer	
Amount of injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.	4(3) and 8	Employer	
Determine whether person continues to be entitled to an injury allowance awarded under regulation 4(1)	4(2)	Employer	
Whether to suspend or discontinue injury allowance awarded under regulation 4(1) if person secures paid employment for not less than 30 hours per week for a period of not less than 12 months.	4(5)	Employer	
Whether to grant an injury allowance following cessation of employment with entitlement to immediate LGPS pension where a regulation 3 payment was being made at date of cessation of employment but regulation 4 does not apply.	6(1)	Employer	

Discretion	Regulation	To be exercised by?	Name / details of ESCC Policy in place?
Determine amount of any injury allowance to be paid under regulation 6(1).	6(1)	Employer	
Determine whether and when to cease payment of an injury allowance payable under regulation 6(1)	6(2)	Employer	
Whether to grant an injury allowance to the spouse, civil partner, nominated co-habiting partner or dependent of an employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.	7(1)	Employer	
Determine amount of any injury allowance to be paid under regulation 7(1)	7(2) and 8	Employer	
Determine whether and when to cease payment of an injury allowance payable under regulation 7(1)	7(3)	Employer	

Formulating and publishing a policy under the Injury Allowances Regulations 2011

Each LGPS employer (other than an Admitted Body) is required to formulate, publish and keep under review the policy that it will apply in the exercise of its discretionary powers to make any award under the Injury Allowances regulations.

If the employer decides to change the policy, no change can come into effect until one month has passed since the date the amended policy statement is published.

In formulating and reviewing its policy an employer is required by the Regulations to:

* have regard to the extent to which the exercise of their discretionary powers, unless properly limited, could lead to a serious loss of confidence in the public service, and

* be satisfied that the policy is workable, affordable and reasonable having regard to the foreseeable costs.

Agenda Item No: 6g) **Report No:** FC011/2012
Report Title: Grants panel recommendations – 28th November 2012
Report To: Full Council **Date:** 29th November 2012
Report By: S Brigden, Town Clerk

Purpose of Report: To recommend payment of grants as suggested by the Grants Panel, following its meeting on 28th November 2012 (the *third* cycle of four for 2012/13)

Recommendation(s):

- 1 That the grant payments recommended in this report (as shown in column E of the appended table) be approved.
-

Information:

1 The Grants Panel met on 28th November 2012. 10 applications were considered, with requests for support totalling £11,611.

2 Members attending were: Cllrs M Turner; S Murray

Apologies were received and accepted from Cllr Daly (holiday) and Cllr Kingham (work commitment). No message was received from Cllr Dean.

3 Using the system previously approved by Council, each panellist evaluated applications on their merits in five categories:

- 1 Closeness of match to Lewes Town Council's grant scheme policy
- 2 Overall "robustness" of the proposal – general likelihood of success/sustainability
- 3 Financial planning exhibited - adequacy/prudence/appropriateness *etc.*
- 4 Scope and sustainability of the proposal – beneficiaries; scale; thoroughness
- 5 A personal (subjective) assessment, based on any special insight or considerations.

Where recommended awards are below the amount requested by the applicant, the details of the proposal were carefully scrutinized as to the appropriateness of the sum requested in relation to the overall scheme or project budget, and the "fit" with the Council's published aims. Also considered were factors such as the balance or proportion of Council funding compared with other sources and the applicant's own funds, and other detail elements.

4 **The recommended grant awards for this cycle are shown at column E, below.**

Salient points, noted/highlighted by panellists during their deliberation and influencing their final recommendations, fall into the areas of:

- ⊕ No other funding sought.
- ⊕ Sum requested disproportionate to own assets or contribution to scheme or project.
- ⊕ Sum requested from parish disproportionate to total cost of scheme or project.
- ⊕ Project or scheme mis-matched with parish council powers or LTC's scheme policy.
- ⊕ Sum recommended is considered to be appropriate/proportionate parish contribution.

S Brigden
29th November 2012

FINANCIAL GRANTS PANEL – 28th November 2012

Cycle 3 - 2012/13

NOTICE OF MOTIONS PROPOSED

Notice has been received, as described below, of motions which are proposed for consideration by Council at its meeting on Thursday 13th December 2012

NOM 016/2012 – received from **Cllr R O'Keeffe** on 21st November 2012, in the following terms:

It is proposed that:

Lewes Town Council becomes a formal signatory to the Local Government Association's Climate Local Commitment.

Supporting Information from Councillor O'Keeffe

Lewes Town Council (LTC) has a history of addressing climate change issues on a number of fronts that are appropriate to the scope and nature of a parish council in a market town including a programme to reduce energy consumption in our buildings as part of the 10:10 scheme in 2010.

Becoming a signatory to the LGA Climate Local Initiative will demonstrate LTC's continued commitment to reducing resource use and adapting to the changing climate and give opportunities to illustrate and record the Council's role and actions as a Community Leader, Service Provider and Estate Manager in so doing. It also gives a chance to update and refresh our action plan from 2010. This can make us more resilient to severe weather (e.g. through planning ahead for events and having well managed buildings), help vulnerable people (e.g. through directing them to appropriate advice, and being prepared and able to provide assistance to other authorities in a time of crisis, such as a flood, to help residents) and save money (e.g. through more efficient use of resources).

Here is the climate local declaration:

Climate Local [insert council name]:

Our commitment to taking action in a changing climate

We recognise that our council has an important role to help our residents and businesses to capture the opportunities and benefits of action on climate change. These include saving money on energy bills, generating income from renewable energy, attracting new jobs and investment in 'green' industries, supporting new sources of energy, managing local flood-risk and water scarcity and protecting our natural environment.

We will progressively address the risks and pursue the opportunities presented by a changing climate, inline with local priorities, through our role as:

- Community leader – helping local people and businesses to be smarter about their energy use and to prepare for climate impacts;
- Service provider – delivering services that are resource efficient, less carbon intensive, resilient and that protect those who are most vulnerable to climate impacts;
- Estate manager – ensuring that our own buildings and operations are resource efficient, use clean energy, and are well prepared for the impacts of a changing climate.

In signing this commitment, we will:

- Set locally-owned and determined commitments and actions to reduce carbon emissions and to manage climate impacts. These will be specific, measurable and challenging;
- Publish our commitments, actions and progress, enabling local communities to hold us to account;
- Share the learning from our experiences and achievements with other councils; and
- Regularly refresh our commitments and actions to ensure they are current and continue to reflect local priorities.

Report Title: **Office Technology renewal proposals**

Report To: **Full Council** Date: **13th December 2012**

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

Purpose of Report: To propose updating of ageing computer and telephone systems.

Recommendation(s): That the systems described in this report are purchased and installed, funded by the existing balance in the earmarked financial reserve established for that purpose.

Information:

- 1 *Background:* Computer and telephone systems currently used in the Council's offices are dated and no longer fit for purpose. The systems were specified in 2002 to meet particular needs, the organization having effectively no modern office information technology ten years ago, and they have served their purpose very well. Today, however, the hardware is considered archaic and some software is no longer supported. Day-to-day, there is increasing difficulty in several areas, and technical support is problematic with outdated equipment and software. Systems management has been provided by the Town Clerk, who has some experience and knowledge in these areas, but this can be very time consuming and is no longer practical. Replacement has been planned for some time, and an earmarked reserve is established in the Council's accounts. Design of updated systems has been discussed with several technical experts and would still represent "simple and robust" solutions rather than sophisticated ones; this is in line with the organizations' present and foreseeable needs.
- 2 *Telephones:* The switchboard and handsets currently used were originally purchased in 2002 on a finance lease basis, and have been on "secondary lease" terms for four years, which means that the system remains the property of the asset finance company, although the Council must maintain it in working order. This arrangement may be determined with one month's notice, and the return of the equipment. The hardware is no longer supported, and a failure last year necessitated the tracking-down of a second-hand circuit board to effect (relatively expensive) repairs. This is unsatisfactory, and a modern replacement system offering many beneficial new features can be procured and financed by savings in call costs over less than three years, if line rentals are transferred from BT to the supplier, and the saved secondary lease value. Savings in call-costs at today's values are estimated at over £1,500 per year. This is a reflection of the fundamental changes in telecommunications industry structure, and modern cost of hardware technologies. Quotations have been obtained from local suppliers, and the preferred solution would cost £3,995 for outright purchase, with a suitable annual 24-hr support contract priced at £395. This means that a completely new and modern system can be paid-for within exiting budgets, and real savings will accrue once the purchase is covered, adequate to both establish a renewals reserve and reduce revenue costs.
- 3 *Computer network:* The present system is a six-user "peer-to-peer" network, where each desktop computer is independent but linked to the others (its peers) and one machine has part of its capacity dedicated to storage of the data files generated by all users. This is straightforward and requires no dedicated networking software, the features being integral to Microsoft's Windows operating system. The drawback is that each machine must be set-up and maintained separately, meaning simple tasks such as routine software updates must be done six times. Interconnection throughout the office suite is by cables routed via a central switching controller, which also handles internal telephone distribution. Services such as networked printers operate straightforwardly, but "full" network features are not always available. Backup is to portable hard-drives which are rotated and taken off-site each day. Three of the desktop machines are original; extremely old by most standards, and the other three are replacements for originals which suffered simple component failures and yet were uneconomic to repair due to age. These replacements were built

to a specification that was already obsolete, but this was desirable to preserve consistency of operation for users. Now; some years later, it is no longer practical to do this and the next machine to fail would be replaced with one offering a very different look and feel from the others. Most modern network managers consider an “ideal” lifecycle principle for office systems to be an average of four to five years, to maintain adequate business resilience

- 4 *New network proposal:* It is proposed that a network is implemented, with a separate computer acting as “server” and providing centralized storage and distribution of data files and applications. This is a conventional format for small office systems, with the server also hosting central e-mail services; antivirus software *etc* – the set-up and management controllable in-house. Features such as remote access are provided; offering advantages such as work from home in emergencies (*eg* office closure due to snow) and remote technical support and backup services. New email accounts can be set up quickly (subject to user licenses) for particular purposes, or accounts could be offered to individual Members. The server is equipped with multiple hard discs (RAID technology) and data is recorded simultaneously in multiple locations to avoid total loss should one disc assembly fail. Backup files are created frequently during the day and can be stored remotely under contract, or copied to portable hard drives as at present. Systems management and routine updates are streamlined as this is done on the server – management of the six desktop machines is reduced to a minimal level. This can often be set up and then scheduled for automatic overnight operation, minimizing disruption during working hours

Microsoft Office suite software would be updated from the 2002 version currently used, which serves well enough but is no longer supported and can suffer from compatibility issues when interfacing with more modern systems outside the Council – even with more recent versions of the same modules.

Systems based upon these principles have been discussed with three potential suppliers, and a preferred solution has been costed at £12,000 for all equipment, installation and licenses. This includes 3 years warranty on Server and desktop hardware, and all installation. A contribution to reserve funds of £1,500 per year will be adequate to provide for future replacement needs on a 5 year cycle. Ongoing annual support costs would be £400 to £1,000 dependent upon choice of optional elements such as desired speed of response for engineer callout and remote backup options. The preferred options would cost £695.

This solution will meet our IT requirements for the next 5 years, with a review suggested at 3 years. It will provide:

- Up-to-date, high-quality branded hardware capable of running the latest Microsoft software;
- manufacturer's warranty on server and PCs; essential in the event of fault or major failings
- Microsoft Small Business Server 2011 software, which provides a secure and centralised platform for the network, with Microsoft Exchange for email management.
- A reliable backup and disaster recovery process.
- Central management of users, virus protection, data, backups etc.
- Remote management capability.
- The ability to relinquish support responsibility to a contractor.

It is proposed that the systems described in this report are purchased and installed, funded by the existing balance in the earmarked financial reserve established for that purpose (reserve P5 - currently £17,750).