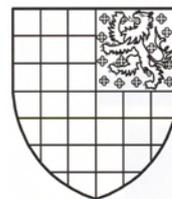


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### **To All Members of Lewes Town Council**

A Meeting of **Lewes Town Council** will be held on **Thursday 13<sup>th</sup> June 2013**,  
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are requested to attend.

S Brigden, Town Clerk 5<sup>th</sup> June 2013

### ***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 23<sup>rd</sup> May 2013.

*(attached page 3)*

#### **6. WORKING PARTIES & OUTSIDE BODIES**

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

a) Liaison meeting with Friends of Lewes 16<sup>th</sup> May 2013

*(Notes attached page 5)*

b) Pells Pool Community Association liaison panel 21<sup>st</sup> May 2013

*(Minutes attached page 7)*

c) Neighbourhood Planning update

*(Oral report Cllr S Murray)*

d) Commemorations Working party 29<sup>th</sup> May 2013

*(Minutes attached page 9)*

e) Grants Panel 29<sup>th</sup> May 2013 recommendations

*(report FC001/2013 attached page 11)*

f) Audit Panel 11<sup>th</sup> June 2013

*(oral report by the panel Chairman)*

#### **7. COUNCIL'S ANNUAL REPORT 2012/13**

To consider the annual report on Council activities

*(draft to follow)*

#### **8. ANNUAL RETURN & DRAFT ACCOUNTS Year ended 31st March 2012**

To consider draft annual accounts and associated information

*(report FC002/2013 attached page 13)*

#### **9. TOWN HALL MAINTENANCE & REPAIR**

To consider the implications of a recent structural survey

*(report FC003/2013 attached page 19)*

#### **10. MEMBERS' ABSENCE**

To consider the approval of prolonged absence

*(report FC004/2013 attached pages 21)*

#### **11. ANNUAL PLAN**

To consider proposals for an annual plan

*(motion NOM006/13 attached page 22)*

#### **12. CIVIC HANDBOOK**

To consider a draft handbook on Mayoral and civic matters *(referred 4<sup>th</sup> April please refer draft previously distributed)*

#### **13. UPDATE ON MATTERS IN PROGRESS**

*(Oral report by Town Clerk)*

#### **14. NOTICE of ITEMS IN PROSPECT**

*(Oral report by Town Clerk)*

**For 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](http://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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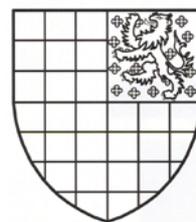
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## ***MINUTES***

Of the **39<sup>th</sup> ANNUAL MEETING of Lewes Town Council**  
held on **Thursday 23<sup>rd</sup> May 2013**, in the **Council Chamber, Town Hall, Lewes** at **7:00pm**.

### **PRESENT**

Cllrs S Catlin (Wischhusen); M Chartier; J Daly; A Dean; I Eiloart; M Kent; P Kingham; D Lamport; L F Li; M Milner; R Murray; S Murray; R O'Keeffe; A Price; J Stockdale;

*In attendance:* S Brigden (*Town Clerk*); Mrs F Garth (*Civic Officer & Asst Town Clerk*); L Symons (*Macebearer*); The Rev P Hamilton-Manon (*Council's Chaplain*).

There were 97 guests and civic dignitaries assembled.

The meeting opened with Cllr Chartier in the Chair, as outgoing Mayor, and was preceded by a short address by the Rev Hamilton-Manon on the principles of duty and public service and a pause for reflection, in which he referred to the recent murder, on a London street, of a serving soldier: Drummer Lee Rigby of the Royal Regiment of Fusiliers.

**FC2013/01 ELECTION OF MAYOR:** Cllr Ruth O'Keeffe was elected unanimously as Mayor for the 2013/14 municipal year.

**FC2013/02 MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE:** Cllr O'Keeffe made her declaration of acceptance of the office of Mayor before Council and assembled guests, and signed a deed to that effect.

*Cllr O'Keeffe took the chair for the remainder of the meeting*

Cllr O'Keeffe addressed the assembly, thanking her colleagues for the honour of the Mayoralty. She described her outlook for the Mayoral year, and announced that her chosen charities would be St Peter & St James' Hospice, and Pippa's Group. She introduced her Consort, Mr Nick Robinson, who would support her during the forthcoming year.

**FC2013/03 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr J McCleary, who had an unavoidable work commitment; Cllr R Rudkin, who was working in the Netherlands, and Cllr Dr M Turner, who was recovering from illness.

**FC2013/04 ELECTION OF DEPUTY MAYOR:** Cllr Dr Micheal Turner was elected as Deputy Mayor for the 2013/14 municipal year.

**FC2013/05 DEPUTY MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE:**

Cllr Dr Turner had submitted his apologies for absence and a few words of acceptance and thanks, which were read to the assembly on his behalf. He expected to return to duties in June, and would formally make his declaration of acceptance to Council in due course.

**FC2013/06 VOTE OF THANKS:** Cllr Daly proposed the motion (NM001/13) :

“That this Council records its thanks to Cllr Michael Chartier, and appreciation for his service to the council and community of Lewes in the office of Mayor during the past year.”

*Continues...*

He went on to describe Cllr Chartier's fifth term as Mayor, and highlighted functions and events he had attended and his work throughout the year to raise money for his chosen charities – always closely supported by his Mayoress; his wife Monica.

It was **resolved** **FC2013/06.1** accordingly

Cllr Chartier replied at length, describing his own view of the past year and adding thanks to all those individuals who had helped throughout his service as Mayor.

**FC2013/07 PRESENTATIONS:** Cllr O'Keeffe presented Cllr Chartier and Mrs Chartier with gifts in recognition of their service in the past year. Cllr Chartier then presented a gift to the Rev Hamilton-Manon, for his invaluable work as Chaplain and his pastoral care for the organization; and a personal gift to Mrs Garth.

Cllr O'Keeffe then declared that the traditional, ceremonial, element of the meeting was concluded; and the meeting moved on to deal with items of ordinary business.

**FC2013/08 MINUTES:** the minutes of the meeting held on 4<sup>th</sup> April 2013 were received and signed as an accurate record.

**FC2013/09 ATTENDANCE RECORD OF COUNCILLORS:**  
Cllr O'Keeffe presented the attendance record of councillors for the previous municipal year, which was noted. (*copy in minute book*)

**FC2013/10 INDIVIDUAL RESPONSIBILITIES of COUNCILLORS 2012/13:**  
Cllr Susan Murray proposed the motion (NM002/13):  
"That the individual responsibilities of Members for the ensuing municipal year shall be as shown in the list attached to the agenda for this meeting"

It was **resolved** **FC2013/10.1** accordingly (*copy of list in minute book*)

**FC2013/11 APPOINTMENTS OF REPRESENTATIVES TO OUTSIDE BODIES:**  
Cllr Roger Murray proposed the motion (NM003/13)  
"That the Council's representatives on outside bodies, for the ensuing municipal year, shall be as shown in the list attached to the agenda for this meeting"

It was **resolved** **FC2013/11.1** accordingly (*copy of list in minute book*)

**FC2013/12 BANK SIGNATURE AUTHORITY:**  
Cllr Catlin (Wischhusen) proposed the motion (NM004/13)  
"That the Council approve the authorization of Councillors as signatories to the Council's bank account: as shown in the list attached to the agenda for this meeting"

It was **resolved** **FC2013/12.1** accordingly (*copy of list in minute book*)

**FC2013/13 COUNCIL MEMBERSHIP OF NATIONAL AND LOCAL ASSOCIATIONS:**  
Cllr Price proposed the motion (NM005/13):  
"That the Town Clerk be asked to ensure the Council's continued membership of approved national and local organizations representing Parish and Town Councils"

It was **resolved** **FC2013/13.1** accordingly

There being no further business the Mayor closed the meeting and invited all present to join him in attending the Civic Reception in the Assembly Room. *The meeting ended at 7:45pm*

Signed: .....

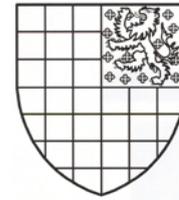
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## NOTES OF MEETING

|                           |   |  |  |
|---------------------------|---|--|--|
| <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>               | 2:30pm Thursday 16 <sup>th</sup> May 2013   |  |  |
| <i>Attending</i>          | Robert Cheesman   | FoL (Chairman of FoL)                    |  |
|                           | Neil Merchant   | FoL                                      |  |
|                           | Frances Tufnell   | FoL                                      |  |
|                           | Marcus Taylor   | FoL                                      |  |
|                           | Kim Clark   | FoL                                      |  |
|                           | Cllr Catlin   | LTC                                      |  |
|                           | Cllr M Chartier   | LTC (Mayor 2012/13)                      |  |
|                           | Cllr D Lamport  | LTC                                      |  |
|                           | Cllr R Murray   | LTC (Lead Member: Youth&Community)       |  |
|                           | Cllr S Murray   | LTC (Chair Planning Committee)           |  |
|                           | Cllr R O'Keeffe   | LTC (Deputy Mayor 2012/13)               |  |
|                           | Steve Brigden   | LTC (Town Clerk)                         |  |
| <i>Apologies</i>          | Cllr Merlin Milner  | LTC (Lead Member, Environment & Tourism) |  |
|                           | Cllr Dr M Turner  | LTC (Lead Member, Finance & Policy)      |  |
| <b>NOTES:</b>             |   |  |  |
| <b>1.</b>                 | <b>Minutes</b> Notes of the meeting held on 19 <sup>th</sup> November 2012 were agreed.   |  |  |
| <b>2.</b>                 | <b>Interpretive plaques for local buildings</b><br>FoL would produce a list of additional sites and appropriate wording, for consideration by Council at its meeting on 25 <sup>th</sup> July 2013. There was some discussion of the idea to produce a “trail” leaflet depicting the sites and their history in more detail – this was welcomed as project for the future. FoL had intended to prepare a photographic record of existing plaques – TC advised that the Town Ranger already had such a record and Fol were welcome to utilize it.  |  |  |
| <b>3.</b>                 | <b>White Lion sign</b><br>It was suggested that, as the lion would not have been painted originally, it should be left “bare metal” – where more detail of the craftsmanship was evident. The possibility of obtaining a plastic moulded replica free of charge had not materialised, and estimates for the process were in excess of £3,000. Replacement of the tail had been quoted at nearly £2,000. There was some discussion as to the possibility of the lion being displayed in a local museum without further restoration, and some form of “signature” sign to denote White Lion Square being placed there instead. It was decided to obtain confirmed quotes for options to replace the tail; repaint the lion, or produce a replica. These could be assessed by Council in July. |  |  |
| <b>4.</b>                 | <b>“Russian Memorial” (St John’s sub-Castro)</b><br>There was nothing further to report on this.  |  |  |
| <b>5.</b>                 | <b>Land adjoining Castle Ditch Lane (“the Magic Circle”)</b><br>Council had reinstated a financial provision for this project of £7,000, when setting budgets for 2013/14. Fol were pursuing the establishment of a public right-of-way across the site.  |  |  |

|    |   |
|----|---|
| 6. | <p><b>Other projects:</b></p> <p><i>Trees:</i> As previously reported; FoL had received a legacy of £5,000 for planting trees in Lewes. A survey of existing trees been completed, part-funded by the South Downs National Park Authority (SDNPA), and was now on the FoL website. Priorities for replanting were being assessed, and consideration was being given to edible stock.</p> <p><i>Street Banners:</i> FoL had made no more specific progress on this project, but had established that the cost would be in the order of £400 per banner. A pilot scheme may be tried, to align with commemoration of the Battle of Lewes in 2014.</p> <p><i>Publications:</i> the new FoL booklet, “<i>Twittens of Lewes</i>”, was still selling well and was due to be revised. A reprint of the “<i>Inns of Lewes</i>” was being considered. FoL were also considering another book by Kim Clark: “<i>Eminent Lewesians</i>”, currently being compiled.</p>   |
| 7. | <p><b>Neighbourhood Plan:</b></p> <p>There was general discussion on the latest stage of the Council’s project to prepare a Neighbourhood Plan for Lewes. Cllr Murray updated everyone, and mentioned plans to engage younger people through collaboration with a “Digital Citizenship” project being run by Action In Rural Sussex and Brighton University under the <i>Community 21</i> programme. The Council would shortly define its proposed Steering Group, and invite organizations to nominate delegates.</p>  |
| 8. | <p>There was a brief general discussion arising from several areas. The SDNPA had published a Conservation Area Management Plan and FoL had passed a copy of their response to the Council for information. The next significant consultation was on the subject of Community Infrastructure Levy.</p> <p>FoL asked if the Council had ever considered taking-on responsibilities for road maintenance, and suggested it may be a subject for future discussion. It was remarked that the imminent conclusion of ESCC’s scrutiny review in that area might alter perceived problems.</p> <p>The late Paul Millmore had left financial bequests to the FoL and South Downs Society with specific purposes. One was to “underground” overhead cables in towns within the National Park. Whilst the sum was not sufficient to address the issue directly, it could fund a pilot study and Lewes was being proposed. It was noted that the Council may be asked to contribute if the project materialized. Some money was being applied to the tree project mentioned earlier, and there was a suggestion that some might assist with the restoration of the role of Town Crier. This was discussed and acknowledged to be very expensive, and it was suggested that the FoL might enter some agreement with existing Peacehaven or Seaford Criers, perhaps through the Chamber of Commerce, to contribute to the costs of their regalia and general expenses.</p> <p>Plans to commemorate the Battle of Lewes were discussed, and FoL members were apprised of the work done so far by the Sussex Archaeological Society working-group (“Battle of Lewes Action Group” [BLAG]), on which the Council was represented. It was suggested that Fol might join this group.</p> <p>There was a question as to the status of the former StAnne’s School; believed to be in the process of sale. This was an ESCC matter and no detail was known, although it was thought that bids had been received from prospective purchasers and awaited assessment.</p> |
|    | <p><i>Meeting ended 4:00pm</i></p>  |

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## ***MINUTES***

of the meeting of the **Working Party** formed to **liaise with the Pells Pool Community Association (PPCA)** on **Tuesday 21<sup>st</sup> May 2013**, in the **Council Chamber, Town Hall, Lewes** at **11:00am**.

**PRESENT** Cllrs R Murray (*Chairman for this meeting*), and (*not appointed to the working party*) Cllrs Catlin, Chartier, S Murray and Stockdale.

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

**Also Present:** Mr Dirk Campbell (*OVESCO*) and Mr Clive Wilding and others *representing SANTON – developers of the North Street area - and the RH Partnership (SANTON's architects)*.

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

**PPCAWP2012/15 APOLOGIES FOR ABSENCE:** Apologies were received from Cllr Milner (work commitment), and Dr M Turner, who was unwell.

**PPCAWP2012/16 DECLARATIONS OF INTEREST:** There were none.

**PPCAWP2012/17 ELECTION OF CHAIRMAN:** Cllr Murray was elected as Chairman for the meeting, in the absence of Cllr Dr Turner.

**PPCAWP2012/18 QUESTIONS:** There were no specific questions to the Working Party, although Mr Dirk Campbell of OVESCO was present and asked questions as the meeting progressed.

### **PPCAWP2012/19 BUSINESS OF THE MEETING:**

1 This meeting had been arranged to continue the work of the group and discuss matters of mutual interest and, in particular, to agree principles for the next development phases at the pool, and matters related to design and building work.

2 The Council had approved the next phase of improvements at the Pells Pool in line with the discussions at the previous meeting. The remaining elements were: a redevelopment of the kiosk building; installation of changing cubicles and WC facilities, and redesign of the paddling pool. The PPCA had drafted an attractive design for a changing block and had acquired a number of good-quality cubicle components and fittings that were surplus to the requirements of another pool. Early approaches to local Architects for expressions of interest in developing the kiosk building had attracted some positive responses. The possibility of grant aid had been discussed with Active Sussex, who advised on the Inspire facilities fund offered by Sport England. This could offer support for such elements as the changing facilities, but not the major elements of kiosk and paddling pool. Any grant support would likely be modest. As the grant fund requirements would inevitably impose constraints and might demand additional overheads (such as consultants' reports) it had been suggested that the return could be outweighed by the effort. A contribution of £28,000 had been held in reserve by Lewes District Council since the Pells was transferred to the Town Council in 2000; the Town Council had £80,000 in an earmarked reserve and the PPCA offered £30,000 to contribute to the project. Estimated costs for the whole project (Cubicles; kiosk, and paddling pool) had earlier been gauged at around £100,000, although some recent architects' comments suggested the total might be nearer £120,000. After extensive discussion Council had agreed to continue as originally planned:

*Continues.....*

disaggregating the project, and pursuing any appropriate grant support for individual elements

3 Mr Ryle reported that the PPCA had availed itself of offers of skilled labour and further materials, and had utilised the “surplus” cubicle components to build a very serviceable changing facility based upon the principles of the design agreed. This could benefit in the future from the addition of improved drainage and waste connections, but was effectively complete, and had cost very little. It was proposed and agreed that there was little justification for a two-storey structure as originally suggested to include a catering facility, as this would be provided at the kiosk. Whilst it was remarked that PPCA should really have awaited permission from the Council to carry out works, it was recognized that the initiative was beneficial and had reduced the demands upon the refurbishment budget. Estimates of cost for the desired improvements to the paddling pool had been sought, and were much higher than anticipated; it was agreed that this should be postponed.

4 Four local architects had submitted ideas for the kiosk, based upon the adopted vision document. It was agreed that these should be asked to present their ideas to a meeting of the Town Brook Trust (the Council as Trustee of the land) and the PPCA.

5 A discussion began regarding the proposal (reported at previous meetings) to install a photovoltaic (PV) panel array to generate electricity at the pool. This had been discussed with other representatives of OVESCO and further investigation was planned once various issues were clearer – both related to developments inside the pool site, and also those affected by North Street/Phoenix development plans. Mr Clive Wilding of the Santon Group was present with architects, the RH Partnership, and at this point he joined the discussion and described various options being considered for local flood-defence work in the area which might have a bearing on such an installation.

6 There were options for treatment of the boundary between any new structures and the Pells, such as a simple gap, or a “hard-boundary” in some form. Flood defences could be sited on the development boundary itself – leaving the Pells outside the protected area; the Western perimeter of the pool/recreation ground, or the Western boundary of the lake – bordering the adjoining wetland. Options appraisals were likely to be completed by the end of June. Mr Wilding went on to describe the public consultation programme currently underway, and noted that special meetings had been held with residents from the Pells area. He anticipated that an application for outline planning consent for the “Phoenix Estate” would be submitted by December 2013.

7 There followed a general discussion touching-upon various elements of the schemes, during which Members reaffirmed their support for the general principle of installing photovoltaic panels at the pool. Mr Ryle announced that the PPCA were preparing for anticipated night swimmers during the weekend of the Mumford & Sons concert, by officially opening and promoting a “midnight dip” programme. This was welcomed as a good idea.

**PPCAWP2012/20 CONCLUSIONS/RECOMMENDATIONS TO COUNCIL:**

1 That the interested architects be invited to present their ideas for development of the kiosk to a special meeting of Councillors and PPCA members.

2 That the Council supports the principle of installation of PV panels at the pool when practical details can be clarified.

**PPCAWP2012/21** The Chairman thanked everyone for their attendance and contribution, and declared the meeting closed.

*The meeting closed at 12:05pm*

Signed: .....

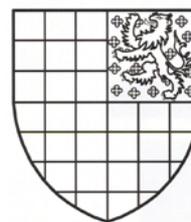
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## ***MINUTES***

of the meeting of the **Working Party** formed to consider commemoration of significant events, held on **Wednesday 29<sup>th</sup> May 2013**, in the **Council Chamber, Town Hall**, Lewes at **2:30pm**.

**PRESENT** Cllrs S Catlin (Wischhusen); M Chartier (*Chairman*); R Murray; R O'Keeffe;

**In attendance:** S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Civic Officer/ Asst TC*).

**CmemsWP2013/01 ELECTION OF CHAIRMAN:** Cllr Chartier was elected Chairman of the Working-party for the 2013/14 year.

**CmemsWP2013/02 APOLOGIES FOR ABSENCE:** Apologies were received from Cllr Dr M Turner, who was unwell.

**CmemsWP2013/03 DECLARATIONS OF INTEREST:** Cllr O'Keeffe declared an interest in the matter of the Mumford & Sons event, in that she has property interests in Mountfield Road.

**CmemsWP2013/04 QUESTIONS:** There were none. (No members of the public present.)

**CmemsWP2013/05 MINUTES:**

The minutes of the meeting held on 5<sup>th</sup> February 2013 were received and signed as an accurate record.

**CmemsWP2013/06 REMIT of the WORKING PARTY:**

Members noted the remit of the Working party, as originally set by Council and subsequently extended.

**CmemsWP2013/07 BUSINESS OF THE MEETING:**

1 *Battle of Lewes 750<sup>th</sup> anniversary:* Cllr Chartier reminded colleagues of his role with the town's Battle of Lewes Action Group (BLAG) and the work of the group in preparing for the celebrations. Work was progressing well on ancillary projects, such as a commemorative tapestry, and Harveys would be brewing a commemorative ale. Council had agreed the earlier suggestion for the commissioning of a piece of orchestral music, as a lasting legacy for the town, and Members discussed the costs submitted by the composer, Helen Glavin. There was some confusion as to the presentation of cost estimates and it appeared that there may be insufficient funds in the agreed budget to both commission the work and produce a concert. TC undertook to speak again with Ms Glavin on this point, and meanwhile Members agreed to ask Council to provisionally support up to an additional £2,440, which should be offset by income. **\* post-meeting note:** *subsequent to the meeting it was confirmed that the cost for the commission was £2,750, and the agreed budget was therefore adequate.* It had been suggested that the concert should be recorded and a CD or DVD made available for sale. This would be investigated.

Members also agreed to ask Council for funding for the costs of a play being written by Dr Turner for open-air performance at three sites in the town (Gun Garden; Pedestrian precinct, and Priory were likely venues). The costs of this would be costumes; props (being made by students at Sussex Downs College), and logistics – totalling an estimated maximum of £1,500.

It was anticipated that further ideas may be presented in due course.

2 *100yrs since commencement of 1<sup>st</sup> World War:* It was recognized that any major

commemorative efforts might be best applied to celebrate the end of WW1, rather than the start, but equally the centenary of the outbreak should not go unremarked. Ideas put forward included a collaboration with others, such as Lewes Operatic society, who were understood to be planning a relevant performance, or Sussex Archaeological Society. An idea that was generally welcomed was for a collaborative poetry festival, featuring WW1 poets.

3 *Celebration of town Twinning anniversary:* The proposed anniversary celebrations in Blois in May to commemorate the 50<sup>th</sup> and 40<sup>th</sup> years of tripartite twinning between Lewes; Blois and Waldshut-Tiengen (W-T) would be between Friday 21<sup>st</sup> and Sunday 23<sup>rd</sup> June 2013, and a schedule of events had been prepared by the Blois administration. A Council party of Members and staff would travel in a minibus driven by TC, leaving Lewes on 20<sup>th</sup> June and returning on Sunday 23<sup>rd</sup>. The Mayor and her Consort would travel independently by rail. Regrettably, the "Ouse Valley Three" – the local young musicians who were to have joined the Twinning Association party - had unavoidable university commitments. LGB Brass, the Town band, were also unable to travel that weekend.

4 *Mumford & Sons concert weekend:* District Council officers had begun preparations for a programme of events within the town to complement the concert activities taking place at the Convent Field, and ancillary projects such as the printing of a town guide leaflet specific to the weekend. Members considered these items, and agreed to support the following events, initially to a maximum (aggregate) value of £2,000:

- "Lewes Home Grown" at Southover Grange Gardens
- "Lewes Home Grown" in the High Street
- A "busking stage" in the pedestrian precinct
- A young musicians' concert in Harveys Brewery yard
- A tea-dance event

3 *"W-T Pur Lewes":* The producer was finishing his modified version of the film, adjusted for language and context, and was looking forward to presenting it in Lewes, probably in October. He was then to extend the principle to Blois.

**CmemsWP2013/08**

**RECOMMENDATIONS TO COUNCIL:**

Council is to be asked to supplement the budget already agreed for celebration of the Battle of Lewes in 2014, to support the production of a play as described at 1 above, and to consider the recording/publication in some form of the inaugural concert of the commissioned music.

**CmemsWP2013/09**

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

*The meeting closed at 3:40pm*

Signed.....

Date .....

**Agenda Item No:** 6

**Report No:** FC001/2013

**Report Title:** Grants panel recommendations – 29<sup>th</sup> May 2013

**Report To:** Full Council

**Date:** 13<sup>th</sup> June 2013

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

**Purpose of Report:** To recommend payment of grants as suggested by the Grants Panel, following its meeting on 29<sup>th</sup> May 2013 (the *first* cycle of four for 2013/14)

**Recommendation(s):**

- 1 That the grant payments recommended in this report (as shown in column **E** of the appended table) be approved, with the sum of £5,000 in respect of the grant to Waver Leisure being paid from the general fund *ie* outside the approved grants budget.

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**Information:**

1 The Grants Panel met on 29<sup>th</sup> May 2013. 22 applications were considered, with requests for support totalling £34,903.

2 Members attending were: Cllrs Daly; Murray (S), and Kingham. Cllr Dr Turner was unwell and submitted his apologies. 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.

5 The recommendations include a grant of £5,000 to Wave Leisure for the Lewes element of their Summer youth programme. Last year this had been treated as a partnership project, but it had been suggested that a grant application was more appropriate. In the event, panellists questioned the wisdom of this; remarking that the sum was a large proportion of the overall annual budget for miscellaneous grants, and it is only the first applications cycle for the year. For this reason they recommend payment from the general fund balance, *ie* outside the budget allocated for grants.

S Brigden  
4<sup>th</sup> June 2013

## FINANCIAL GRANTS PANEL - 29th May 2013

Cycle 1 - 2013/14

| <i>A</i>    | <i>B</i>    | <i>C</i>  | <i>D</i>       | <i>E</i>       | <i>F</i>  |
|-------------|-------------|---|----------------|----------------|---|
| <i>line</i> | <i>Ref.</i> | ORGANIZATION  | £REQ'D         | £ RECC'D       | purpose of grant / ( <i>panel comments in italics</i> )   |
| 1           | 1           | Lewes Netball Club                                    | 480            | 480            | Cost of coaching & umpiring courses and workshops   |
| 2           | 2           | PATINA  | 700            | 350            | Project and artists fees, materials admin; transport etc  |
| 3           | 3           | Wave Leisure Trust                                    | 5,000          | 5,000          | Town element of coordinated summer youth activities programme ( <i>COMMENT: Fund from general fund, not grants budget</i> )                           |
| 4           | 4           | Lewes Folk Festival                                   | 1,750          | 0              | Production of programme ( <i>COMMENT: confusing application</i> )   |
| 5           | 5           | Lewes Community Theatre                               | 950            | 500            | Costumes; scenery; props; publicity, and hall hire  |
| 6           | 6           | Musicians of All Saints                               | 1,500          | 950            | Contribution to Venue and musicians costs; music hire; publicity; CD editing and distribution   |
| 7           | 7           | Oyster Project  | 2,000          | 500            | Cookery club for disabled adults  |
| 8           | 8           | De Montfort Improvement Group                         | 1,825          | 650            | Organize Fete after schhol clubs and days out for children ( <i>COMMENT: for specific elements: after school group; youth club; under 5's group</i> ) |
| 9           | 9           | Lewes Twinning Association                            | 600            | 300            | Contribution to Tripartite twinning Summit 2013 - lunch; social evening & excursions  |
| 10          | 10          | Diversity Lewes                                       | 1,630          | 0              | Organize and promote various sumer events( <i>COMMENT: disproportionate and more planning needed</i> )  |
| 11          | 11          | LADVAA, Paddock Art Studios                           | 7,500          | 1,000          | Building repairs ( <i>COMMENT: only partly relevant to parish scheme</i> )  |
| 12          | 12          | Lewes Concert Orchestra                               | 800            | 800            | Contribution to Venue hire; conductor; musicians; music hire; advertising   |
| 13          | 13          | Lewes Musical Express                                 | 1,000          | 0              | Print; paper; design; editorial expenses ( <i>COMMENT: unproven demand, questionable benefit</i> )  |
| 14          | 14          | ThinkFreeLtd  | 1,900          | 0              | Market stall; banners; advertisements; stationery; travel ( <i>COMMENT: not appropriate to our scheme</i> )   |
| 15          | 15          | Inside-Outside Creative Outdoor play (Pells Paddlers) | 468            | 468            | Contribution to equipment; musician; pool hire and play leader  |
| 16          | 16          | Common Cause (LOTTIE project)                         | 1,350          | 750            | Contribution to costs of outdoor classroom for young children   |
| 17          | 17          | When Skies were always blue. (Banners Project)        | 1,200          | 800            | Creation of banners for Battle of Lewes commemoration   |
| 18          | 18          | Lewes in Focus  | 950            | 0              | Website ; equipment; uploading podcasts; travelling expenses. ( <i>COMMENT: no financial detail incomplete application - suggest resubmit</i> )       |
| 19          | 19          | East Sussex Radio Society                             | 600            | 500            | Contribution to Ofcom licensing; operational costs and equipment purchase   |
| 20          | 20          | Kingston Road & Cranedown Residents Assoc             | 200            | 200            | Contribution to Lewes - Kingston cycle track event  |
| 21          | 21          | Lewes Pound   | 500            | 500            | Contribution to costs of printing notes and security features   |
| 22          | 22          | Landport Youth Centre                                 | 2,000          | 2,000          | Contribution to costs of utilities; insurance; Consumable stores and repairs  |
| 23          |             | TOTALS  | <u>£34,903</u> | <u>£15,748</u> |   |
| 24          |             |   |                |                |   |
| 25          |             | Miscellaneous Grants Budget                           | £35,000        |                |   |
| 26          |             | "Cycle 1" total grants recommended                    |                | £15,748        |   |
| 27          |             | LESS Wave Leisure                                     |                | -£5,000        |   |
| 28          |             | Total paid/recommended 2013/14                        |                | £10,748        |   |
| 29          |             | Balance 2013/14                                       |                | £24,252        |   |

**Agenda Item No:** 8 **Report No:** FC002/2013  
**Report Title:** Accounts & Annual Return 2012/13  
**Report To:** Full Council **Date:** 13<sup>th</sup> June 2013  
**Report By:** S Brigden, Town Clerk

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**Purpose of Report:** To present the requisite accounting information and draft Annual Return for approval as required by the Accounts & Audit (England) Regulations 2011 (SI2011/817)

**Recommendation(s):**

- 1 That the Town Council approves the statutory annual return and supporting documents as required for the year 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013, for submission to Messrs Littlejohn LLP, the Audit Commission's appointed external auditors.
- 

**Information:**

The latest amendments to the statutory audit regime affecting local councils were introduced by the Accounts & Audit (England) Regulations 2011, advised on 31<sup>st</sup> March 2011. The changes directly affected the Council as it falls into the category of "smaller relevant bodies", and the criteria for this group had been heavily revised following national consultation. Most notably the threshold level of gross expenditure or income was been raised to £6,500,000, whereas previously this was £1,000,000.

The presentation format requirements prescribe a Statutory Annual Return, and such supporting statements as the Responsible Finance Officer may consider appropriate to satisfy the Regulations. Lewes Town Council has, for many years, recognized the benefits of operating its financial accounting system at a level of sophistication that is considerably higher than the minimum requirements, and is already comparable to the commercial Small/Medium Enterprise (SME) classification that the latest Regulations emulate. Under earlier audit regimes, this approach has been commended by auditors as good practice, and will be continued. The complete set of supporting documents is appended. These are also posted on our website, marked *subject to audit* until verified.

The statutory deadline for the Council's formal "approval" of the Annual Return, for forwarding to the Audit Commission appointed external auditors is 30<sup>th</sup> June.

The relevant pages of the Annual Return are appended to this report, and the certificate by the Council's independent Internal Auditor has been signed. He indicates that he has no concerns, and his final report summary is also appended. The Internal Auditor's complete (35 pages) report has been perused by the Audit & Governance Panel, and copies are available on request to the Town Clerk

**IMPORTANT NOTE:** It is necessary to avoid potential conflict of interest that might affect the auditor's independence, eg Messrs. Littlejohn LLP (our appointed external Auditor) may provide personal accountancy or tax advice to a Councillor. Littlejohn themselves attempt to identify such situations, but it is important that Members advise the Town Clerk immediately if they become aware of potential conflicts.

S Brigden  
4<sup>th</sup> June 2013

# Section 1 – Accounting statements 2012/13 for

LEWES TOWN COUNCIL

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

|   | Year ending   |                                     | Notes and guidance  |     |    |                                     |                          |                                     |                          |   |     |    |                                     |                          |  |
|---|---|-------------------------------------|---|-----|----|-------------------------------------|--------------------------|-------------------------------------|--------------------------|---|-----|----|-------------------------------------|--------------------------|--|
|   | 31 March 2012<br>£  | 31 March 2013<br>£                  |   |     |    |                                     |                          |                                     |                          |   |     |    |                                     |                          |  |
| 1 Balances brought forward  | 718,279   | 820,652                             | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.  |     |    |                                     |                          |                                     |                          |   |     |    |                                     |                          |  |
| 2 (+) Annual precept  | 782,000   | 782,000                             | Total amount of precept received or receivable in the year.   |     |    |                                     |                          |                                     |                          |   |     |    |                                     |                          |  |
| 3 (+) Total other receipts  | 141,311   | 162,860                             | Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.  |     |    |                                     |                          |                                     |                          |   |     |    |                                     |                          |  |
| 4 (-) Staff costs   | 377,828   | 394,131                             | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses. |     |    |                                     |                          |                                     |                          |   |     |    |                                     |                          |  |
| 5 (-) Loan interest/capital repayments                                | 10,056  | 10,056                              | Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).  |     |    |                                     |                          |                                     |                          |   |     |    |                                     |                          |  |
| 6 (-) All other payments  | 433,054   | 547,690                             | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).  |     |    |                                     |                          |                                     |                          |   |     |    |                                     |                          |  |
| 7 (=) Balances carried forward  | 820,652   | 813,635                             | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)  |     |    |                                     |                          |                                     |                          |   |     |    |                                     |                          |  |
| 8 Total cash and short term investments                               | 789,830   | 775,353                             | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.                                     |     |    |                                     |                          |                                     |                          |   |     |    |                                     |                          |  |
| 9 Total fixed assets plus other long term investments and assets      | 3,236,060   | 3,236,060                           | The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March   |     |    |                                     |                          |                                     |                          |   |     |    |                                     |                          |  |
| 10 Total borrowings   | 95,388  | 86,494                              | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |     |    |                                     |                          |                                     |                          |   |     |    |                                     |                          |  |
| 11 (If Applicable) Trust funds (including charitable) disclosure note | <table border="1"> <tr> <th>YES</th> <th>NO</th> <th>YES</th> <th>NO</th> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | YES                                 | NO  | YES | NO | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <table border="1"> <tr> <th>YES</th> <th>NO</th> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | YES | NO | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (if applicable) The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures in the accounting statements above do not include any trust transactions.) |
| YES   | NO  | YES                                 | NO  |     |    |                                     |                          |                                     |                          |   |     |    |                                     |                          |  |
| <input checked="" type="checkbox"/>                                   | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>  |     |    |                                     |                          |                                     |                          |   |     |    |                                     |                          |  |
| YES   | NO  |                                     |   |     |    |                                     |                          |                                     |                          |   |     |    |                                     |                          |  |
| <input checked="" type="checkbox"/>                                   | <input type="checkbox"/>  |                                     |   |     |    |                                     |                          |                                     |                          |   |     |    |                                     |                          |  |

I certify that for the year ended 31 March 2013 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date 14.5.13

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

## Section 2 – Annual governance statement 2012/13

We acknowledge as the members of:

LEWER TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2013, that:

|  | Agreed – |           | 'Yes' means that the council:  |
|--|----------|-----------|--|
|  | Yes      | No*       |  |
| 1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.   | Y        |           | prepared its accounting statements in the way prescribed by law.   |
| 2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption <b>and</b> reviewed its effectiveness.  | Y        |           | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.  |
| 3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances. | Y        |           | has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.                                       |
| 4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.   | Y        |           | during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.  |
| 5 We carried out an assessment of the risks facing the council <b>and</b> took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  | Y        |           | considered the financial and other risks it faces and has dealt with them properly.  |
| 6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.  | Y        |           | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council. |
| 7 We took appropriate action on all matters raised in reports from internal and external audit.  | Y        |           | responded to matters brought to its attention by internal and external audit.  |
| 8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.                                | Y        |           | disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.                                |
| 9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting <b>and</b> , if required, independent examination or audit.                 | Y        | YES NO NA | has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.  |

This annual governance statement is approved by the council and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

**\*Note:** Please provide explanations to the external auditor on a **separate sheet** for each 'No' response. Describe how the council will address the weaknesses identified.

## Section 4 – Annual internal audit report 2012/13 to

LEWES TOWN COUNCIL

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2013.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

| Internal control objective  | Agreed? Please choose only one of the following |     |                |
|---|---|-----|----------------|
|   | Yes   | No* | Not covered**  |
| A Appropriate books of account have been kept properly throughout the year.   | ✓   |     |                |
| B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.   | ✓   |     |                |
| C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.   | ✓   |     |                |
| D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.   | ✓   |     |                |
| E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.  | ✓   |     |                |
| F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.   | ✓   |     |                |
| G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.   | ✓   |     |                |
| H Asset and investments registers were complete and accurate and properly maintained.   | ✓   |     |                |
| I Periodic and year-end bank account reconciliations were properly carried out.   | ✓   |     |                |
| J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded. | ✓   |     |                |
| K Trust funds (including charitable) The council met its responsibilities as a trustee.   | Yes   | No  | Not applicable |
|   | ✓   |     |                |

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit MARK MULBERRY BSc (Hons) FCCA CTA

Signature of person who carried out the internal audit [Signature] Date 14/5/2013

**\*Note:** If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

## Lewes Town Council

### INTERNAL AUDIT REPORT 2012-2013 Executive Summary

I am writing to conclude matters in respect of the internal audit for the year ended 31st March 2013. My audit was conducted in accordance with current practices and guidelines and testing was conducted in line with the inherent risks assessment. Whilst I have not tested all transactions, my sample has where appropriate has covered the entire year.

I visited the Council on Tuesday 14<sup>th</sup> May to finalise the Internal Audit 2012-2013 and to sign off the Annual Return. The annual audit was carried out in two parts, the first covered the procedural aspects of the council to ensure the proper internal controls were evident and the second the financial aspects to ensure the proper reporting and disclosure. Amongst others the following areas were covered in my testing:-

- Review of the Financial Regulations & Standing orders
- Review of the Risk Assessments
- Review of the Budgeting process
- Proper Bookkeeping – review of the bank reconciliation at the year end
- Review of the Fixed Assets Registers
- Review of payments and receipts
- Review of the Payroll calculations and Year End procedures
- Review of the Accounts
- Review of the annual return

Attached to this e-mail is a full copy of the audit pack for your records, it will be necessary for you to discuss with your council how the audit was conducted and the findings of my report so that the effectiveness can be reported on. The comments below are in the order of the headings in Section 4 of the Annual Return, followed by any additional items specified in the Council's Audit plan as attached. Recommendations are shown in bold, and any responses received from Council will be added in italics.

#### **A. BOOKS OF ACCOUNT**

Accounting entries are entered regularly onto the Sage accounting system, and accounts are reconciled monthly, with hard copies printed off for the file. I was pleased to note that there is good documentary evidence to show that these are reviewed internally. The system is tried and tested and entirely fit for purpose for a council of this size. I make no recommendation for change at this stage.

#### **B. FINANCIAL REGULATIONS**

The Financial Regulations and Standing Orders were on site and to hand, the clerk is very experienced and aware of the regulations and I can confirm these are regularly reviewed and updated with appropriate minute references to confirm council agreement. We discussed the possibility of the repeal of section 150(5) to be released in in the summer and we agreed that there will be no significant change in procedures at Lewes Town Council and that current procedures are adequate. I make no recommendation to change in your Financial regulations or Standing Orders at this time.

Payment procedures, including invoice authorisation, purchase order matching and cheque signing are satisfactory; and in accordance with financial regulations, this is a robust system that allows for the monitoring of expenditure through all stages and for advanced cashflow planning and I make no recommendation to change.

#### **C. RISK MANAGEMENT & INSURANCE**

A Regular review of risks is carried out and I am satisfied that all appropriate risks are accounted for and documented properly. I was pleased to see the council has a good system of risk assessment and documentation. In addition to this, the council has good segregation of duties that lends itself to a reduction in the inherent risk of errors or misstatements within the financial accounts.

#### **D. BUDGET & PRECEPT**

The budget is drawn up in the correct and proper manner and regular reviews of income and expenditure against budget are carried out and reported to committee. There is evidence of over and under spend across the budget headings, but not so significant as to suggest any error in the budget process. I would go so far as to say the budgeting process at the council is a model of clarity and a good model for other councils. The financial regulations allow for the transfer between budget headings, however, no such transfers have been made in the current year. Where there is significant overspend the minutes of the council show this was discussed and that funds would be taken from the appropriate earmarked fund and the balance would come from general reserves.

The budgets are drawn up, monitored and managed in accordance with financial regulations and I make no recommendation to change this process.

#### **E. INCOME**

I tested the various streams of income namely, precept, VAT and miscellaneous income. I am able to confirm that income was properly recorded in the Sage cash book and agreed to the bank statements and where applicable third party confirmation.

#### **F. PETTY CASH**

The float of £500 was verified on site to cash and receipts – there were no errors

#### **G. PAYROLL**

I tested the year end P60's and the year-end P35, there were no calculation errors and was reconcilable to the annual return.

#### **H. ASSETS AND INVESTMENTS**

I noted there were no changes to the fixed assets and the annual return showed the assets in the correct manner at book value.

#### **I. BANK RECONCILIATIONS**

Reconciliations for the bank accounts are carried out regularly and are reviewed internally. The March 2013 reconciliation and cashbook was verified in detail to ensure correct transfer of opening balances. There are no reconciling errors.

#### **J. YEAR END ACCOUNTS**

These have been prepared on an income and expenditure basis and will be agreed by council in due course. They were neatly presented and logically laid out and are easily reconciled to the annual return.

#### **K. TRUSTEESHIP**

The trust has had income and expenditure during the year and the council has approved the accounts and annual return for submission to the Charities Commission.

**Mark Mulberry**  
**Internal Auditor**  
**14<sup>th</sup> May 2013**

**Agenda Item No:** 9 **Report No:** FC003/2013  
**Report Title:** Implications of Structural survey to South elevation of the Town Hall  
**Report To:** Full Council **Date:** 13<sup>th</sup> June 2013  
**Report By:** S Brigden, Town Clerk

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**Purpose of Report:** To present the implications of a recent survey of the South elevation of the Town Hall.

**Recommendation(s):**

- 1 That the Town Council establishes a small Working Party to oversee the commencement of an integrated programme of repairs to the South elevation (High Street façade) of the Town Hall, as described in this report, and funded initially by the established reserves shown as R1 and P6 in the Council's accounts. (balance available 2013/14: R1 £85,118 and P6 £26,000) with any balance required to complete the work being drawn from the General Fund.
  - 2 That the balance available for 2013/14 in project reserve P6 ("Town Hall Access") is appropriated to the repairs reserve R1 for this purpose.
- 

**Information:**

1. The front (High Street/South) elevation of the Town Hall is a complete re-facing of a late 18th Century building – the Star Inn (itself a rebuilding above ground level of a Medieval building). This re-facing was carried out around 1893 using brickwork, gauged brickwork (high-quality shaped bricks set with very fine tolerances and minimal mortar joints), terracotta and Portland Limestone. Contemporary photographs on display in the reception area show this transformation clearly.
2. The fabric shows typical signs of decay for its age, location & exposure: through general weathering; the effects of atmospheric pollution over time; soluble salt absorption and crystallisation (in various locations and levels, and most obviously advanced/pronounced at ground level where probably directly affected by spray from passing traffic); differential movement / deflection; cracking and damage caused by rusting ferrous metalwork. There have been some 20th Century interventions including repairs and replacements using a coloured mortar. There are several indicators which give cause for concerns over both the integrity of the building and the safety of passers-by; and consequently a professional survey was arranged.
3. Experts from a highly-recommended specialist company conducted a survey at close-quarters on Sunday 28th April, with the aid of a mobile elevating work platform, and have submitted a comprehensive report (*copy available from the Town Clerk*) which identifies specific items of work needed and offers an assessment of urgency. These are classified as:

**Category**

- 1 *High risk or Immediate work:* Work necessary on health and safety grounds or where there is a high risk of damage to the building in the short term. Remedial action should be taken immediately. **No items**
  - 2 *Priority work:* Work to prevent active deterioration such as water penetration or to gain compliance with relevant legislation. **47 items**
  - 3 *Necessary work:* Work required to the standard appropriate for the building and its present or proposed use, including preventative maintenance. **16 items**
- Subdivisions: Good housekeeping / rolling programme / major works.
- 4 *Desirable work:* Work recommended to enhance the use or appearance of the building or that is necessary for re-evaluation or adaptive use of the building. **1 item**
  - 5 *Items to be further investigated and / or kept under observation:* eg The monitoring of movement evident in walls to check for progression or the regular checking of elements that are nearing the end of their life expectancy. **16 items**

4. The report identifies other features, not specifically investigated, observed to be showing significant and obvious deterioration. Notably these are timber window-frames (25 windows of unique design) and the flagpole fixings. All works identified are those clearly evident from the survey. Other areas of decay or variation may subsequently become evident and all items are subject to confirmation and specification once inspection from a fixed scaffold is possible; when prolonged/invasive investigations can be undertaken.

Problems clearly visible in certain areas may also exist but in latent/concealed state elsewhere - particularly the case with (for example) the problems of hidden ferrous metalwork. Even where inspected and currently deemed intact, defects or latent problems can cause failures without prior warning

5. An estimate for the repair of items identified is provided, to which must be added the cost of scaffolding or the traffic-control measures which will be required due to the location and duration of the work. From experience with relatively recent works to the roof, it is possible to make informed estimates that suggest the most cost-effective approach would be to combine all works that might be required in the foreseeable future, to best defray the cost of these expensive but unavoidable overheads. Provisional informal estimates for works that can be readily identified suggest:

|                     |                 |
|---------------------|-----------------|
| Scaffolding         | £15,000         |
| Traffic control     | £15,000         |
| Masonry works       | £20,000         |
| Window replacement  | £60,000         |
| Flagpole fixings    | £1,500          |
| *Slate roof repairs | £15,000         |
| **Contingency (10%) | £12,650         |
| <b>TOTAL</b>        | <b>£139,150</b> |

\* *It may be possible to carry out this element at a later date without scaffolding, provided that existing slates can be re-used. This would reduce the total shown above to £122,650*

\*\* *This may be an underestimate, given the nature of materials that may be required for unforeseen additional works.*

6. These provisional estimates must be refined by seeking formal quotations for all elements, and preparing an integrated schedule of works to limit the duration of disruption to the High Street and best absorb the cost of scaffolding and traffic control.

S Brigden  
4<sup>th</sup> June 2013

**Agenda Item No:** 10 **Report No:** FC004/2013  
**Report Title:** Members prolonged absence – request for approval  
**Report To:** Full Council **Date:** 13<sup>th</sup> June 2013  
**Report By:** S Brigden, Town Clerk

**Purpose of Report:** To apprise Members of the prolonged absence of Cllr Richard Rudkin, and present his request for approval.  
**Recommendation(s):** That a decision is taken regarding approval, or otherwise, of the continued absence of Cllr Rudkin.

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### Information:

- 1 Under provisions of the Local Government Act 1972 (s85) if a member fails throughout six consecutive months to attend any meetings of the Council, or any committees or Working Parties or outside bodies to which he/she is appointed as a member, then they cease automatically to be a member of the Council unless either they have a “statutory excuse” or the failure to attend is due to a reason formally approved by Council, or he/she attended elsewhere as the Council’s delegated representative.
- 2 “Statutory” excuses for non-attendance which *must* be accepted are:
  - Membership of the armed forces in time of war
  - Service under the Crown (Police, emergency services *etc.*) in connection with a war or emergency (determined by the Secretary of State).
- 3 Reasons for absence submitted for approval at each relevant meeting need not be in writing but must be clearly stated and minuted (under “Apologies for absence”). The Council must consider such excuses in the light of reasons or explanations given to it (*eg* long-term sickness), and must approve continued absence by formal resolution before the end of the six-month period.
- 4 Reasons for absence can be submitted and approved in advance.
- 5 If reasons are NOT approved, and the individual does not attend a relevant meeting before the end of the six month period, they automatically cease to be a Member of the Council, and if the vacancy arises more than six months before the expected date of a “scheduled” election, then a by-election must be held for the seat.
- 6 Cllr Rudkin last attended a relevant meeting on 13<sup>th</sup> December 2012. His reasons for subsequent absence, which have been duly submitted and recorded on each occasion are:

|  |                            |
|--|----------------------------|
| Council 24 <sup>th</sup> January 2013  | a study commitment         |
| Council 28 <sup>th</sup> February 2013 | a study commitment         |
| Council 4 <sup>th</sup> April 2013     | a study commitment         |
| Council 23 <sup>rd</sup> May 2013      | working in the Netherlands |
| Council 13 <sup>th</sup> June 2013     | working in the Netherlands |

To avoid automatic loss of his seat, for the purposes of s85 LGA 1972, Cllr Rudkin must either attend Council on 13<sup>th</sup> June 2013 or Council must approve his continued absence.

- 7 Cllr Rudkin has been kept advised of his position, and has recently submitted the following request:

*“I will be absent yet again so wish to ask for my continued absence to be sanctioned. My contract currently is a one month renewable and is likely to end at the end of June but may possibly be extended. Due to the lack of work in England I have been forced to work in Amsterdam due to financial considerations (pay the mortgage, feed the family etc etc). As this is short term I expect to be back in Lewes in the near/medium future. I will of course keep you up to date with my status.”*

Steve Brigden 4<sup>th</sup> June 2013

## **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 13<sup>th</sup> June 2013**

**NOM 006/13** – received from **Cllr J Stockdale** on 4<sup>th</sup> June 2013, in the following terms

**It is proposed that:**

The Council resolves to ask the Finance Working Party to create an annual Council Plan starting with one for 2014-15 which should be presented as a draft to the Council Meeting in October.

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**Supporting Information from Councillor Stockdale**

The Council Plan should

- list the actions and objectives the Council plans to undertake in the financial year with target dates
- inform the budget process for the coming year
- provide a measure of the Council's performance through a traffic light (red, amber, green) system

**Reasons**

1. This is a simple measure to provide officers, members and the public with evidence of the Council's performance used by the County and District Councils.
2. To provide for appropriate budgeting.

Members should be encouraged to contribute suggestions for works to be undertaken

Cllr J Stockdale

4<sup>th</sup> June 2013