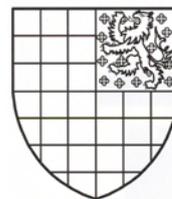


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**LEWES  
TOWN  
COUNCIL**

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

A Meeting of **Lewes Town Council** will be held on **Thursday 6<sup>th</sup> November 2014**, in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are requested to attend.

S Brigden, Town Clerk  
29<sup>th</sup> October 2014

## **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 meeting held on 2<sup>nd</sup> October 2014.

*(attached page 3)*

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

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

a) *Neighbourhood Plan Steering Group meeting, 7<sup>th</sup> October 2014*

*(notes attached page 7)*

b) *Meeting with Lewes District Council re Devolution of assets/ services, 9<sup>th</sup> October 2014*

*(notes attached page 11)*

c) *All Saints Steering Group meeting, 10<sup>th</sup> October 2014*

*(minutes attached page 14)*

d) *White Ribbon anti- domestic abuse initiative*

*(oral report by Cllr Price)*

e) *Lewes Chamber of Commerce*

*(oral report by Cllr Price)*

### **7. TREE SURVEY**

To consider professional assessment of trees in Council ownership

*(report FC009/2014 page 17)*

### **8. LOCAL COUNCIL AWARD SCHEME**

To consider the scheme formerly known as the Quality Parish Scheme

*(report FC010/2014 page 18)*

### **9. UPDATE ON MATTERS IN PROGRESS** *Oral report by Town Clerk including:*

- Pells area – issues related to North Street Quarter development proposals
- Building repairs/refurbishment
- Baxter Prints installation
- Internal Audit 2014/15 – Auditor's Interim report

*(attached page 20)*

### **10. 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](http://www.lewes-tc.gov.uk)**



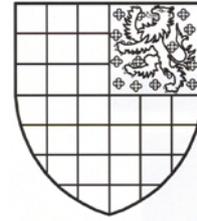
**PUBLIC ATTENDANCE:** Members of the public have the right, and are welcome, to attend meetings of the Council – questions regarding items on this agenda may be heard at the start of each meeting with the Chairman's consent, and subject to time available. Questions or requests to address the Council should, whenever possible, be submitted in writing to the Town Clerk at least 24 hours in advance. General questions can be raised at our offices between 9am-5pm Mons- Thurs; 9am-4pm on Fridays – our staff will be pleased to assist.

*Copies for information: T/hall; LTC website; Lewes Library, Sx. Express, E.Argus, Mayor's Chaplain, Sx. Police, N Baker MP, LDC, ESCC, Fr'ds of Lewes*

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## *MINUTES*

Of the meeting of **Lewes Town Council** held on  
**Thursday 2<sup>nd</sup> October 2014**, 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 (Wischhusen); M Chartier; J Daly; A Dean; I Eiloart; J Lamb; D Lamport; L F Li (*Deputy Mayor*); M Milner; R Murray; S Murray; R O’Keeffe; A Price; J Stockdale and Dr M Turner (*Mayor*)

*In attendance:* S Brigden (*Town Clerk [TC]*); M Larkin (*Mace Bearer*), Mrs E Tingley (*C’tee Administration*), Canon Richard Moatt (*Council’s Chaplain*)

*Observing:* Ms V McLachlan (*Finance Administration Officer*) and Mrs J Dean (*Customer Services Officer*)

Canon Moatt offered a few words of reflection, drawing attention to the contrast between the ease with which “mission action plans” could be written by organizations and individuals, and the difficulties of adhering to them successfully.

**FC2014/53** **QUESTION TIME:** No questions were asked.

**FC2014/54** **MEMBERS’ DECLARATIONS OF INTEREST:** Cllr O’Keeffe declared an interest in the item related to Lewes Athletics Track as she lived in close proximity to the site.

**FC2014/55** **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Allsobrook who had a personal commitment and Cllr Dr Mayhew who was unwell. There had been no word from Cllr MacCleary (*NB – apology for absence due to a work commitment had been submitted, but was not received until after the meeting*).

**FC2014/56** **MAYOR’S ANNOUNCEMENTS:**

- a) The Mayor welcomed Peter Masters, Chairman of the Lewes Athletic Club who would answer any questions arising during item 7 on the Agenda.
- b) Members had before them information describing the Royal Voluntary Services “Good neighbourly networks” scheme. This aimed to coordinate voluntary groups that support and help local residents with some of the basics of day to day living. They sought information on existing neighbourly activity and asked if any Members could help identify where it is taking place. Any information would be gratefully received.
- c) English Heritage had advised that, as part of their response to the centenary of the 1<sup>st</sup> World War, they were reviewing the designation of the Lewes Town War Memorial.
- d) The Rotary Club of Lewes would be holding a Musical Moments event with Heathfield Silver Band and Laughton Village Choir on Saturday 25<sup>th</sup> October at 7.30pm at Ringmer Community College in aid of Macmillan Cancer Support and Teenage Cancer Trust and Rotary Charities.

**FC2014/57** **MINUTES:**

The Minutes of the Council meeting held on 28<sup>th</sup> August 2014 were received and signed as an accurate record.

**WORKING PARTIES AND OUTSIDE BODIES:**

Members were 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 was aware of this before the meeting, and preferably before the agenda deadline. Reports on all activities of the organization were not expected.

a] *Liaison Meeting with Friends of Lewes 26<sup>th</sup> September 2014:* The notes of this meeting (*copy in minute book*) were considered.

**It was resolved that:**

**FC2014/58.1** The minutes of the liaison meeting with Friends of Lewes, held on 26<sup>th</sup> September 2014, are noted (*copy in Minute Book*).

**LEWES COMMUNITY ATHLETICS TRACK:**

Members considered report FC008/2014 (*Copy in Minute Book*) apprising Members of the background to a request by Lewes Athletic Club for financial partnership.

The report gave a brief history of the club since inauguration in 1984; succeeding the Lewes Athletics Committee, which started in the 1880's. Lewes had hosted events for many national sporting characters including representatives of Oxford and Cambridge Universities, years before the inception of the national Amateur Athletics Association.

The modern club had close, active, Twinning links with a club in the French village of Marolles, near Blois, and also addressed a number of wider community initiatives such as the South Downs National Park Authority's *Hike & Bike* programme, encouraging access to the Downs, alongside its own programmes for sportspeople of all ages.

The history of the Lewes Community Athletics Track was outlined in a letter from the club, appended to the report. The operation of the track had been managed by a joint group representing the Club; Lewes District Council; East Sussex County Council; Priory School; and Sussex Downs College, and funded by annual grants from those partners. The club was acting on behalf of that group; approaching all the partners to the original construction with a view to joint funding of the sum needed for repair and resurfacing. East Sussex County Council had agreed to lead in a bid to Sport England, and to commission the works. There was confidence that Sport England would contribute 50% (£75,000) and local partners had already agreed contributions amounting to £47,000. The balance of local contributions needed was therefore £28,000, and this sum was being sought from Priory School; Lewes District Council; ESCC, and Lewes Town Council. It was suggested that the Town Council might contribute £10,000. Mr Masters elaborated on one or two aspects; highlighting the 45,000 "individual uses" of the track each year, and the Club's work in developing life-skills as well as sporting talent. He confirmed that the bid to Sport England was due to be submitted in November, and that an answer was expected in February 2015.

There followed a general discussion, in which several members spoke enthusiastically in support of the Club and the future of such a valuable community facility. Comments noted the "great benefits for body; mind, and spirit", which was recognized even by non-sportspeople.

**Consequently it was resolved (unanimously) that:**

**FC2014/59.1** Lewes Town Council will contribute the sum of £10,000 towards the project to repair and resurface Lewes Community Athletics Track; which sum to be drawn from the General Fund.

**ANNUAL PLAN:**

Members considered a statement showing the current status of elements of the Council's annual plan for major works and initiatives, which were intended to be initiated and/or completed (where possible and practical), in the year 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015. These were in addition to various projects and initiatives itemised

in the Council's budgets and accounts, and represented larger-scale activities deserving special recognition. There were some questions as to the status of other projects which were not included as part of this formal Council Plan, which were answered by TC; and some misunderstanding as to the timetable for development of subsequent years' Plans. It was confirmed that a Plan was a product of the budget cycle, which would normally begin late in October and result in recommendations to Council in December. Subsequently **it was resolved that:**

**FC2014/60.1** The report on current status of items in the Council Plan 2014/15 be noted.

**FC2014/61**

#### **UPDATE ON MATTERS IN PROGRESS:**

a) *North Street Quarter/Pells* – Members were advised that submission of the joint Santon/LDC planning application was expected by November, and it was anticipated that the South Downs National Park Authority planning department would arrange further member briefings. The required Transport Assessment had been submitted to ESCC and onward to the Highways Agency, and there was broad support for the aspirations toward “shared space” solutions across a wider area than the boundaries of the development site. Discussions were in progress with other potential developers of nearby town-centre sites. Proportions of affordable housing and artistic creative workspace were under close scrutiny and were understood to be flexible according to community demands.

b) *Devolution* – A Devolution Lead Group Meeting would be held with Lewes District Council on 9<sup>th</sup> October, preceded by an internal meeting to update everyone on latest cost estimates and background issues.

c) *Pells lake eco-system improvements* – The planted cages had been installed, and in doing so the contractor had noted problems of water quality and levels which would compromise the establishment of aquatic plants; which had been planned as the next phase. A specialist survey on water quality had detailed the cause of these problems and proposed solutions. The reduced in-flow from traditional water sources (identified in 2006 in an earlier survey) was now more pronounced, and aged mortar joints in the stone lining of the lake were allowing leakage to outstrip the rate of replenishment and kept the water at a level that was too low for adequate oxygenation. Works to address this would require the lake to be drained, and it was suggested that excess silt should be removed. This was classed as hazardous waste, and disposal could be very expensive, although there may be options to ameliorate this. Remedial measures included engineering and building works, plus installation of aeration equipment. It was anticipated that similar engineering works would be entailed in the flood defence works to the adjacent swimming pool wall and Pelham Terrace proposed by Santon; the developer of the North Street Quarter. These works were expected within two years, and it was suggested that there may be some beneficial synergy if lakeside remedial works took place at the same time. To this end, it was proposed and **agreed** that the lake problems be added to the remit of the existing Working Party, currently tasked with overseeing the Pells public realm improvements and play provision *etc.* and already working with Santon and other partners.

d) *Town Hall façade* – The consultant surveyors had prepared a specification for roof works and repairs to restore the weatherproof integrity of the building. Very detailed drawings were in preparation following a digital scan of the façade, and the District Conservation Officer had been consulted. Quantity schedules were being drafted which would lead to a detailed specification and programme of works; expected by the end of November.

e) *Malling Community Centre* – Sussex Police advised that a suspect had been charged

with the damage and arson committed at the Centre earlier in the year, and would appear in court in late November. The officer concerned reported that he had been extremely impressed with the attitude and behaviour of a group of local young people who had reported the offence; remained on-site until fire and police services arrived; recorded statements and remained prepared to support legal proceedings. This was recognized as extremely public-spirited and contrary to many popular stereotypes. Councillors recorded their thanks and appreciation to these young people, and TC would ask the police to pass these comments to those concerned.

f) *Allotment Services* – It was reported that over 32 tonnes of waste material had been generated over the past year at one allotment site. Much of this was material that could have been composted within individual plots, although it had become mixed at the collection point with some non-compostable items and a significant amount of detritus obviously originating from off-site. This was a trend noticed in recent years, which could potentially become extremely expensive as waste removal costs continued to rise. It was proposed that some “best practice” workshops or seminars would be offered to tenants, utilizing the Council’s working links with a number of exemplar bodies in the field of allotment management. Should this not improve the situation it may be necessary to comprehensively review the Council’s terms and conditions of tenancy. Should this become appropriate; a Working Party would be required to deal with the issues.

g) A request was made for advance-notice of items likely to arise at meetings under this heading of “Update on matters in progress”, to allow Members to brief themselves. TC reminded Members that the item was not intended to elicit debate but was routinely included simply as a placeholder for regular progress-reports, and allowed him to mention issues arising; often only hours before a meeting. To assist Members, he offered to list in the published agenda a heading for any updates which were anticipated, and to provide a supplementary listing of any late items arising at the commencement of each meeting. This could include dates of items in prospect.

FC2014/62

**NOTICE of ITEMS IN PROSPECT:**

- a) The next Members surgery would be held on Tuesday 7<sup>th</sup> October, in the Corn Exchange from 10am – 12noon. Cllrs Catlin and O’Keeffe volunteered to attend.
- b) The All Saints Steering Group would meet on Friday 10<sup>th</sup> October at 11:00am.
- c) A Devolution group meeting with Lewes District Council would be held on Thursday 9<sup>th</sup> October.
- d) The next Planning Committee Meetings would be on Tuesday 14<sup>th</sup> October and 4<sup>th</sup> November at 7pm in the Yarrow Room.
- e) The deadline for Grant applications for the next cycle was Friday 14<sup>th</sup> November, with the assessment Panel meeting on 26<sup>th</sup> November and recommendations being considered by Council on 11<sup>th</sup> December.
- f) The next Council Meeting would be on Thursday 6<sup>th</sup> November at 7.30pm with the deadline for submissions to the Town Clerk of proposed items for the agenda being 12 noon on Monday 27<sup>th</sup> October.
- g) Dates would be confirmed for meetings of various Working Parties and liaison groups.

FC2014/63

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 8:35pm*

Signed:

Date:

## NOTES OF MEETING

<i>Meeting of / between:</i>	LEWES NEIGHBOURHOOD PLAN STEERING GROUP (LNPSG)																																		
<i>Venue:</i>	Yarrow Room, Town Hall																																		
<i>Date:</i>	7:00pm Tuesday 7 <sup>th</sup> October 2014																																		
<i>Attending:</i>	<p>Cllr Susan Murray Chairman, Lewes Town Council Planning Committee          Steve Brigden Town Clerk          Emma Tingley Admin Support          Lucy Howard S. Downs. Nat. Park (SDNPA) Strategic Lead Officer          Amy Tyler-Jones S. Downs. Nat. Park (SDNPA) Neighbourhood Planning Officer          Neville Harrison S. Downs. Nat. Park (SDNPA) Committee Member</p> <p><i>Community organization representatives:</i></p> <table> <tr> <td>Lewes Community Land Trust</td> <td>Cllr J Stockdale</td> </tr> <tr> <td>Clevedown Residents</td> <td>Cllr S Catlin</td> </tr> <tr> <td>Friends of Lewes</td> <td>Audrey Jarvis</td> </tr> <tr> <td>Transition Town Lewes</td> <td>Kirsten Firth</td> </tr> <tr> <td>Lewes &amp; Ouse Valley Economics</td> <td>Dr C Tingle</td> </tr> <tr> <td>Lewes Town Partnership</td> <td>Rosie Eggar</td> </tr> <tr> <td>Lewes Seniors Forum</td> <td>Richard Partridge</td> </tr> <tr> <td>Diversity Lewes</td> <td>Anthony Kalume</td> </tr> <tr> <td>Nevill Residents Association</td> <td>Lucy Ruddy</td> </tr> <tr> <td>Nevill Residents Association</td> <td>Karina Morrisey</td> </tr> <tr> <td>Cycle Lewes</td> <td>Susan Thompson</td> </tr> <tr> <td>Paddock Road Residents</td> <td>Dawn Boxall</td> </tr> <tr> <td>Transport Volunteer</td> <td>Vic Ient</td> </tr> <tr> <td>Lewes Phoenix Rising</td> <td>Jennifer Chibnall</td> </tr> <tr> <td>Lewes Phoenix Rising (Comm. Planner)</td> <td>Andrew Simpson</td> </tr> <tr> <td>Lewes Phoenix Rising</td> <td>Will Anderson</td> </tr> <tr> <td>South Downs Society</td> <td>Liz Thomas</td> </tr> </table>	Lewes Community Land Trust	Cllr J Stockdale	Clevedown Residents	Cllr S Catlin	Friends of Lewes	Audrey Jarvis	Transition Town Lewes	Kirsten Firth	Lewes & Ouse Valley Economics	Dr C Tingle	Lewes Town Partnership	Rosie Eggar	Lewes Seniors Forum	Richard Partridge	Diversity Lewes	Anthony Kalume	Nevill Residents Association	Lucy Ruddy	Nevill Residents Association	Karina Morrisey	Cycle Lewes	Susan Thompson	Paddock Road Residents	Dawn Boxall	Transport Volunteer	Vic Ient	Lewes Phoenix Rising	Jennifer Chibnall	Lewes Phoenix Rising (Comm. Planner)	Andrew Simpson	Lewes Phoenix Rising	Will Anderson	South Downs Society	Liz Thomas
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<i>Apologies:</i>	<p>Cllr Dr M Turner Mayor of Lewes          Cllr Ruth O'Keeffe Lewes Town Council          Anthony Dicks Making Lewes</p>																																		
<b>NOTES:</b>																																			
1.	Cllr Susan Murray welcomed everyone to the meeting.																																		
2.	The Notes of the Meeting held on 4 <sup>th</sup> August 2014 were agreed as an accurate record.																																		
3.	<p>FEEDBACK - NEIGHBOURHOOD PLANNING OPEN DAY 16<sup>th</sup> August 2014:</p> <p>Cllr Susan Murray reported on the success of the event. Each topic group had questionnaires and suggestion boxes on the day and there had been good public feedback. Each topic group leader was then asked to report on their particular area and salient points recorded:</p> <p><u>Social, Community and Cultural</u></p> <p>Total comments across the three headings were 74. 21 for Social, 22 for Community and 31 for Cultural.</p> <p><i>Social</i></p> <ul style="list-style-type: none"> <li>• Larger play areas – present ones do not cater for children of all ages</li> <li>• Not enough facilities at Nevill</li> <li>• More public toilets</li> <li>• Better signage for walkers and cyclists</li> <li>• Outside gym at Malling Community Centre. Coffee shop at the Centre</li> <li>• One complaint about By-pass noise at Convent Field</li> </ul>																																		

- Youth clubs and drop in centres need to be opened daily. One person felt there was adequate provision.
- Leisure Centre needs expanding
- Better boating facilities.

#### *Community*

- More NHS Dentists
- Taxi sharing on set routes
- Social meeting areas other than pubs for older people. Activity areas for children
- Use school buildings out of hours
- Bus services
- Anaerobic Digester generating local power through food waste
- Better cycle facilities

#### *Cultural*

- Magistrates Court suggested as film/performance space
- Purpose built arts venue (All Saints improvement)
- Adapt Assembly Room for performance use as an auditorium – not good enough for 21<sup>st</sup> Century
- One suggestion to expand Lewes Little Theatre – most favour multi-use Max 400 seats

Playground needs, public toilets, better signage, youth clubs, drop in centres, use of school buildings out of hours, medical centre at west end of town were identified as being important to be incorporated into the Neighbourhood Plan.

A question regarding the Noise from the By-pass would need to be on a town wide questionnaire.

#### Sustainability

This topic had 3 stands covering areas including general sustainability issues, Environment Agency Flooding, Sea Level Rise, water running from the Downs and the Big Benefits Game.

There were various comments from the public regarding:

- Food – wish to support individual retailers
- Expand markets – perhaps hold them daily
- Energy efficiency & renewable energy. Conservation restrictions in lots of homes in Lewes. Talk to Officers about solutions.
- Renewable energy – Solar panels, wind and water power.
- Landscape & Environment – open spaces, countryside and wildlife very important
- Transport – support cycling, affordable buses, and support shared space, electric cars, electric bicycle bays.
- Flooding – buildings in flood areas need measures to prevent flooding.

#### Big Benefits Game

Landport Bottom was valued as giving most benefits. Other areas surrounding Lewes were identified but were outside Neighbourhood Plan areas. Open spaces were identified around the town were valued by people who played the game. Green infrastructure was important to health and wellbeing.

Flooding – need to look at wider landscape. Water capture important from the downs.

Lewes Railway land on the map was small scale so people did not comment on this important area.

#### Transport

This topic had questions on park and ride, bus services, lorry transshipment, car parks, the bus station, lorries and scaffolding. There were some questions that could be answered in principle with a yes or a no. These questions were calculated again all of the people who came onto the stand. Some people did not answer the questions. Statistics show that:

- Should the Lewes- Uckfield line reopen – 67% yes and 2% no
- Do we need a park and ride services – 22% yes 7% no

- Car park at the western end of Lewes – 22% yes 7% no
- No questions were statistically answered on the Bus Station and Bus Services
- Lorry Ban in the town from 10am to 4pm – 49% yes 7% no
- Lorry transhipment (the quarry used as drop of points for large lorries) and traders collecting goods 25% yes 5% no
- Banning scaffolding erection in High Street during week – 22% yes 11% no

There were no statistical questions on the Bus Station and Bus Services yet several comments were made.

There were no questions on cycling and pedestrians, however several comments were made on this subject at the open day.

### Housing

Total questionnaires completed for this topic was 35. A large map of the town was available for people to identify areas for housing. Lots of positive comments were received with people accepting that new development was needed. Affordable housing was considered a priority for the next generation. Small properties with small gardens. Renting seemed to be the only option in the present climate. Good design was needed for new housing and should the National Park take initiative on design guidance in due course.

Sites with virtual approval – North Street, Brooks Road, Canon O'Donnell, Church Twitten – this was acknowledged at the open day.

North of Houndean Rise and West of Houndean Rise were identified as areas for housing with a railway station for Kingston. There was feeling that the St Anne's site should be used for housing, as was Southerham. It was also felt that first floor of shops should be used for rented accommodation. Earwig Corner was suggested as another possibility for housing. It was asked why Old Malling Farm had been turned down for development.

Overall people talked positively about housing and addressing the need for affordable housing.

### Tourism

This topic covered signage, park and ride, guide books, anniversary events and business rates and parking signage.

There were several references at the open day of reducing business rates. Suggestions were made for park and ride, cheaper parking. It was identified that tourism is relevant to transport.

#### 4. Next Steps

The SDNPA are very supportive of Neighbourhood Planning. The National Park were working on their Local Plan and working with Lewes District Council on the Joint Core Strategy, with which Lewes' Neighbourhood Plan would have to comply.

The time scale for the South Downs Local Plan is for adoption in 2017. The target for the Neighbourhood Plan being adopted is 2016. The SDNPA needs certainty that there will be a plan in place that gives guidance and support for planning for that neighbourhood. The Lewes NP would need to be at an advanced stage by November 2015 with a clear project plan by December 2014.

#### 5. Project Plan

Need to start with a date for our pre-submission consultation, and working back from that the things that need to be done to get there.

To draft a plan – Need to focus on what the policies are going to say with evidence to support those policies. SDNPA Officers would support with key stages.

#### 6. Planning Consultant

The group then discussed the need for a Managing Consultant for the project. A list of consultants working in the field in this area could be supplied by the SDNPA. A sub-group consisting of Cllr

	Catlin, Cllr S Murray, Kirsten Firth, Amy Tyler- Jones and the Town Clerk was agreed, and asked to consider the need for a Consultant and a prospective brief; reporting back to the Steering Group.
7.	<u>Communications Strategy</u> This would be part of the Project Plan and would be incorporated in the sub-group meetings.
8.	<u>Sussex Wildlife Trust</u> The Sussex Wildlife Trust were very interested in the Neighbourhood Plan and the Local Plan and were drawing up guidance for Neighbourhood Plans with regard to Biodiversity and ecosystems.
9.	<u>Ecosystems Workshop</u> The Meeting then moved on to the possibility of running an ecosystem workshop for the group. This could be held either in a morning or afternoon slot. Dr Colin Tingle would suggest times, dates and outline costs and email the group.
10.	<u>AOB</u> It was reported that the SDNPA would be making a decision on the Magistrates Court Planning application on Thursday 9 <sup>th</sup> October at their offices in Midhurst.
11.	The next meeting of the Group would be held on Monday 10 <sup>th</sup> November at 7pm. The Chairman then thanked everyone for their attendance and contribution and closed the meeting. <i>Meeting ended 9:10pm</i>

Draft

# NOTES OF MEETING



LEWES  
TOWN  
COUNCIL

<i>Between</i>	LEWES TOWN COUNCIL Devolution working group	
<i>Reason for meeting</i>	Continuation of discussions with Lewes District Council regarding the future of local assets and services	
<i>Venue</i>	Garden Room, Lewes House	
<i>Date</i>	10:00am Thursday 9 <sup>th</sup> October 2014	
<i>Attending</i>	Cllr M Chartier	LTC (Lead Member: Finance & Policy)
	Cllr I Eiloart	LTC (Lead Member: Communications)
	Cllr M Milner	LTC (Lead Member: Environment & Tourism)
	Cllr R Murray	LTC (Lead Member: Youth & Community)
	Cllr S Murray	LTC (Chairman: Planning Committee)
	Cllr R O'Keeffe	LTC
	Cllr Dr M Turner	LTC (Mayor)
	S Brigden	LTC (Town Clerk)
	Cllr R Blackman	LDC Leader
	Cllr A Smith	LDC Deputy Leader
	J Magness	LDC Director of Finance

## NOTES:

1. This meeting was convened to continue previous discussions. The group reviewed a summary of the background issues considered by both Councils since the last meeting. The areas previously agreed for early consideration were confirmed, and there was a short review of the respective councils' financial positions in light of known and anticipated government policies on local taxation.
2. LTC members had, the previous evening, considered the latest cost data for routine grounds maintenance provided by John Magness, and reviewed projects and major repairs/improvements likely to arise in the foreseeable future. Notes on these had been provided by the Parks Dept:

The District Council Parks Department currently had 4 projects planned for Malling Recreation Ground. These were all in the interim stage and would only go ahead subject to further consultation and availability of funding. The projects were:

- Drainage of the 2<sup>nd</sup> informal sports pitch
- Access pathway, BMX track and trim trail
- Play Equipment and Landscaping
- Additional equipment Lewes Skate Park

### *Drainage of the 2<sup>nd</sup> informal sports pitch.*

Malling Recreation ground is adjacent to the Ouse River and forms part of the Malling Brooks flood defence scheme. The area is low lying and susceptible to waterlogging during the winter months. It was planned to carry out 'Sand-banding' and drainage of the second sports pitch to achieve the same specification as the primary informal pitch.

### *Access pathway, BMX track and trim trail*

Malling Old Railway cutting is the former track bed of the Lewes to Uckfield railway line that was dismantled more than 40 years ago. The area is popular with local people but has become somewhat overgrown and under managed. There was a plan for the creation of an inclusive pathway with disabled access along the railway cutting with provision of 'trim trail' style exercise/play equipment and informal bmx/mountain bike tracks. The proposed project would fill a gap in the recreation facilities in Lewes providing safe off road access to wheel chair users, and provide exciting physical equipment to promote exploration and healthy living.

### *Play Equipment and Landscaping*

Malling Playground is a popular local playground with a large catchment area. The playground has a long standing toddler area and a junior playground installed in 2008/9. Some improvements have been made to both playgrounds in recent years, but the high usage rates mean the equipment wears quickly and there is a demand for new equipment and other play opportunities like sand and water play.

### *Additional equipment Lewes Skate Park*

Lewes Skate park was installed in 2005 after extensive campaigning and fundraising by the local skater community. The park is extremely popular and is often overcrowded. The users have requested onsite storage facilities for personal effects and additional equipment.

Having considered the implications of these plans for that site, LTC members sustained their interest in ownership of the recreation ground and would recommend this to the Town Council, although they would suggest the area of the redundant rail track and its associated bridge structures might deserve further consideration; perhaps to form a later tranche. The Council meeting on 6<sup>th</sup> November would be asked to decide this.

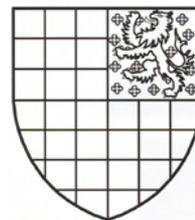
3. With regard to buildings, it was accepted that LDC's property review was not complete and LTC representatives simply reiterated their position, pending the conclusion of that process:
  - LTC remains interested in a "first refusal" option on 2 Fisher Street, Lewes.
  - LTC would be interested to discuss transfer of the Market Tower, as it had a vision for the building that had been developed as a legacy from the 2009 Tom Paine festival.

LTC representatives confirmed that the Town Council would be keen to engage with any proposals related to community centres such as St Mary's Social Centre in Christie Road or the Landport Youth Centre.

4. Cllr Blackman suggested that LDC was favourably-disposed toward any mechanism that might help parishes avoid potential capping of their precepts by central government. He suggested that LDC grants might be established to allow parishes to take ownership of sites without increasing their precept. The financial governance policies that might affect these ideas for the next year were yet to be defined by government, but research into practical considerations had begun and legal counsel was being sought. LTC Members expressed interest in the outcome of these investigations, and would remain open to any suggestions.
5. It was agreed that both councils would be asked at their next meetings to confirm their agreement to formal transfer of Malling Recreation Ground (exact boundaries to be confirmed), and the 50% interest in Landport Bottom currently owned by LDC.

*Meeting ended 12:25pm*





## **MINUTES**

of the meeting of the **All Saints Centre (ASC) Steering Group** held on **Friday 10<sup>th</sup> October 2014**, in the **Assembly Room, Town Hall, Lewes at 11:00am.**

**PRESENT** Cllrs Catlin (Wischhusen); Chartier; S Murray, and A Price.

**In attendance:** S Brigden (*Town Clerk [TC]*); Miss L Zeyfert (*Manager, All Saints Centre*); Ms M Burke (*Lewes Film Club*)

**ASCSG2014/01 ELECTION OF CHAIRMAN:**

Cllr M Chartier was elected Chairman for the meeting.

**ASCSG2014/02 QUESTIONS:**

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

**ASCSG2014/03 APOLOGIES for ABSENCE:**

Apologies were received from Cllr J Daly (medical appointment); M Milner (work commitment); Cllr R O’Keeffe (an East Sussex County Council meeting), and Dr M Turner (visiting Blois).

**ASCSG2014/04 DECLARATIONS OF INTEREST:**

There were none

**ASCSG2014/05 MINUTES:**

The minutes of the meeting held on 17<sup>th</sup> March 2014 were received and signed as a correct record.

**ASCSG2014/06 BUSINESS OF THE MEETING:**

1 The Chairman welcomed Ms Mary Burke, who was attending to offer insight and advice on matters related to film production and screening.

2 Members considered the operation of *Film@AllSaints* and performance statistics for the screenings from the last season – September 2013 to July 2014. There was also data on the first six weeks of the current season. This indicated that audience numbers continued to rise slowly and that the operation overall ran slightly above the point of financial break-even. Analysis of elements of expenditure supported the view that: should average audience numbers reach the levels anticipated when the service was envisaged, then the value of surplus income would be as much as originally suggested. Lewes Film Club had agreed a lower fee for their services for the current season; reflecting the different demands as 35mm format releases were superseded by digital discs. This led to an expectation of better financial performance overall, although it was accepted that this was dependent upon uncontrollable factors ranging from the international film industry’s output to the weather on the night of a screening. It was impractical to attempt to compete with other cinema operators in showing latest titles at the earliest opportunity; as the ASC was not equipped for modern Digital Cinema Projection (DCP) format releases. Disc-based releases were several weeks later, and programming must be adapted to this constraint. There followed a general discussion regarding the timing of screenings; the number of titles shown on a given date; the regularity of screenings and other practical aspects. It was acknowledged that once there was commitment to continue the service for a full season, competing requests to hire the Centre could be managed, and refinement of timing and regularity could be addressed. There was a lengthy debate on publicity and refinement of the operation, and a number of areas identified for possible improvement. Audience feedback on the effectiveness of advertisements suggested that the Viva Lewes advertisements

were the most helpful. Posters were often defaced or removed, and replacement was a continuing effort. Design was evolving in response to feedback, and visibility was improved over earlier versions. Miss Zeyfert would compile a set of example posters for assessment at the next meeting.

3 Specialist advice had been obtained during the past Summer as to the potential for fitting DCP equipment, and improvements to sound quality. DCP equipment cost would be over £35,000, and it was agreed that the present situation with a digitally-equipped operator at the Little Theatre and the prospect of a purpose-built cinema (The Depot) made this level of investment unwise at the present time. Previous suggestions of used equipment being available free of charge to community cinemas had been investigated, and had proved impractical in reality. Advice had also been obtained on the practical aspects of screening 'live' performances, such as national theatre and ballet or Glyndebourne operatic events. This would require DCP facilities, and it appeared that there would be obstacles to this due to the quality criteria imposed by the originators and existing agreements with commercial operators. It was **agreed** that further consideration of DCP equipment was not practical until such time as the prevailing conditions altered significantly. It was considered that the present operation should continue to the end of the 'season' in July 2015, and pertinent issues would be assessed as they arose.

4 One improvement that would offer immediate improvement to sound quality was a new screen, with micro-perforations to allow sound to pass forward from speakers sited behind. At ASC this would allow existing speakers to be repositioned for performances, and together with sound-baffling fabrics that were already in place would result in a notable improvement to the quality of sound received by the seated audience. The existing screen was over twenty years old, and new pigment technology would also offer a 'whiter' surface. A wider screen (<6m) could be accommodated, which would offer further enhancement by allowing an increase in the projected image size. It was estimated that this would cost around £5,000, and Mrs Burke advised that LFC were likely to offer 50% from their own funds (subject to confirmation by their Executive Committee). Current balances on ASC equipment budgets allowed for such expenditure. It was **agreed** that this should be recommended to Council for immediate purchase.

5 *Report by the ASC Manager:* It was reported that final fixing of the extended lighting truss was imminent, and new sound-baffling fabric drapes were on order which would give the added benefit of screening this from view by audiences. Further curtaining at the back of the building would also minimize draughts and assist heat retention in cold weather. A tailored, removable, screen had been constructed to prevent escape of noise through the window at the South end of the stage – facing Friars' Walk – during live music events. This addressed complaints raised by a neighbour. Estimates of cost for a hearing loop for the whole auditorium had exceeded the level anticipated; largely due to obstacles to conventional routing of cables. This was to be reassessed with expert advice. The pipe-organ was to undergo minor repairs, and would be re-tuned as a consequence. It was noted that the instrument was now regularly used by a number of organists, and was very well-regarded. In answer to a question from a Member, Miss Zeyfert reported that available staff hours were now stable following some protracted absence due to ill-health, and that the increase of the caretaker's role to full-time had brought very noticeable benefits. LFC assistance in the *Film@AllSaints* operation was invaluable

6 There was a discussion regarding the planned WW1 commemoration event, the *Winter of the World*, commissioned by the Council from Helen Glavin and John Hancorn. Some Members felt that: whilst the event was to be free of charge it would be helpful to create tickets for collection in advance. A poster was displayed around the town, but some Members considered the profile needed to be raised further. TC had a meeting scheduled shortly with Miss Glavin and would raise these

questions on publicity; and would also arrange for additional material (tickets and posters) to be created by LTC staff. This gave rise to a general discussion regarding poor availability of sites in the town where posters could be displayed, and Members agreed this might be the basis for a future project for the Council to consider.

ASCSG2014/07

**RECOMMENDATIONS /CONCLUSIONS:** It was agreed that Council be recommended to:

- Continue the *Film@AllSaints* operation to the end of the current season in July 2015, and to review continuation and/or further development as circumstances dictate.
- To approve the purchase, jointly with Lewes Film Club, of a replacement projection screen as described at 4, above. The cost to be funded from the existing approved budget for repair and replacement of equipment.

ASCSG2014/08

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

*The meeting closed at 12:45am*

Draft

**Agenda Item No:** 7

**Report No:** FC009/2014

**Report Title:** Tree surveys 2014/15

**Report To:** Full Council

**Date:** 6<sup>th</sup> November 2014

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

**Purpose of Report:** To provide background regarding professional inspection of trees on Council land.

**Recommendation(s):**

- 1 That the Council commissions a comprehensive survey of trees on its land.
- 

**Information:**

1 The Council owns areas of land in the public domain on which are situated a significant number of mature trees:

- The Love Lane tree belt
- Pells Recreation ground
- Pells lake area
- Priory of St Pancras ('Lewes Priory')
- Landport Bottom (joint ownership with Lewes District Council)
- Allotment sites

2 In accordance with professional good practice recommendations, inspections of these trees and any subsequent recommendations for works conform to the following simple principles in order of importance: public health and safety; good arboricultural practice, and the visual or amenity function of the trees.

Sites are routinely inspected by the Town Ranger, with particular attention following severe storms or high winds. The District Tree & Landscape Officer is also extremely helpful as an independent adviser, but every 3 – 5 years a specialist professional survey is advisable.

3 The Lewes Priory site has a responsible tenant, and operational management of Landport Bottom is carried out by Lewes District Council. The Town Council's remaining sites are due for inspection, and this is conventionally done during Autumn/early Winter.

4 The schedule of any works recommended following inspection is usually stated in terms of priorities for action within 3; 12; and 24 months. Works of this nature must avoid interference with nesting birds *etc.*, and in many cases must be preceded by an ecological survey and investigation into the presence of bats.

5 It is anticipated that surveys will cost between £1,500 – 3,000 – quotations being sought from suitably-qualified contractors in the usual way. The cost and scheduling of works is established following survey. Inspections and any works arising are usually funded from the existing reserve earmarked for "Open Spaces" (shown in the accounts as R3) which shows a balance available in 2014/15 of £14,060.

S Brigden

28<sup>th</sup> October 2014

**Agenda Item No:** 8 **Report No:** FC010/2014  
**Report Title:** Local Council Award Scheme introduction  
**Report To:** Full Council **Date:** 6<sup>th</sup> November 2014  
**Report By:** S Brigden, Town Clerk

**Purpose of Report:** To apprise Council of the successor scheme to the Quality Parish initiative.

**Recommendation(s):**

- 1 That the Council registers for Foundation status (as a currently-accredited Quality Council) upon the launch of the Local Councils Award scheme.

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**Information:**

1 Lewes Town Council (LTC) is an accredited Quality Parish under the prevailing scheme, which was introduced in 2003; revised significantly in 2008, and is now scheduled for replacement in 2015. LTC is due for re-accreditation in 2015. A new scheme; the Local Councils Award Scheme has been developed as a successor to provide councils with the opportunity to show that they meet standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

2 The Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement process, as well as promoting and recognising councils that are at the cutting edge of the sector. The scheme was created in 2014 and will be managed on behalf of local councils by the Improvement and Development Board (IDB), comprising:

- o Chair: Independent and appointed by the Board
- o National Association of Local Councils (NALC)
- o Society of Local Council Clerks (SLCC)
- o Officers of County Associations of local councils
- o SLCC branches
- o Other stakeholders. *Currently: Department for Communities & Local Government and the Local Government Association*

3 Under the new scheme, Councils will be able to apply for an award at one of three levels:

- o The **Foundation Award** demonstrates that a council meets the minimum requirements for operating lawfully and according to standard practice.
- o The **Quality Award** demonstrates that a council achieves good practice in governance, community engagement and council improvement.
- o The **Quality Gold Award** demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

4 NALC is currently identifying pilots through County Associations (*not* in Sussex or Surrey), and guidance will be adjusted in response to these. Current Quality councils are offered a quick, low cost route into the new scheme when it is launched in late January 2015. The options are **appended**.

5 It is recommended that LTC registers for the 'continuation mode' Foundation Award, as the (draft) additional criteria for the new Quality Award cannot be accommodated before the incoming administration following May 2015 elections, and the scheme is still evolving (with significant debate in progress).

## **Local Councils Award Scheme**

Proposals (as at October 2014) by the National Association of Local Councils (NALC):

### **Options for current quality councils**

We would like current Quality Councils to be able to access and be accredited by the new scheme as quickly and easily as possible. We would like them to see that we acknowledge and appreciate their loyalty to the scheme over its review. We also would like the new scheme to build up a momentum quickly after its launch, and in particular to get a number of councils at the Quality Gold level so that they can share the experience and benefits of achieving this status.

*Proposed options:*

#### **Foundation**

All quality councils will have the option to receive foundation status without going through the accreditation process and at no cost. This status will expire at the end of December 2015. This allows the council to keep continuous accreditation in the scheme, whilst preparing the criteria for the new scheme, if they wish to do so.

The council will need to request this, if we receive no contact or communication from a council then it will lose its quality status. We will of course do all we can to contact all current quality councils so that they do not miss out unintentionally.

#### **Quality**

All quality councils can apply for this at half the normal fee. They will also be able to apply for this before the formal launch of the scheme in 2015, to ensure that they are able to be one of the first councils to receive this status.

#### **Quality Gold**

All quality councils can apply for this at 75% the normal fee. They will also be able to apply for this before the formal launch of the scheme in 2015, to ensure that they are able to be one of the first councils to receive this prestigious status.

**Lewes Town Council**

**INTERNAL AUDIT 2014-15**

**INTERIM AUDIT – 29<sup>TH</sup> October 2014 – Summary**

I am writing to commence matters in respect of the internal audit for the year ended 31st March 2015. 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 to date. 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 use of the Sage package.

Attached to this e-mail is a copy of the interim 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. Recommendations are shown in bold.

**A. BOOKS OF ACCOUNT**

The brought forward balances were tested against last year's annual return and there were no errors. 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. I make no recommendation to change in your Financial regulations or Standing Orders at this time.

We chose at random items to test from the financial regulations and we are pleased to confirm that there were no errors or omissions and that council is following these. I would ask that council ensure these are reviewed again before the end of the council year.

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. The budgets are drawn up, monitored and managed in accordance with financial regulations and I make no recommendation to change this process. The council has an excellent system of recording and the monitoring of budgets and reserves.

**E. INCOME**

To be completed at year end visit

**F. PETTY CASH**

Petty cash agrees to physical cash and receipts as at 29-10-14

**G. PAYROLL**

To be completed at year end visit

**H. ASSETS AND INVESTMENTS**

To be completed at year end visit

**I. BANK RECONCILIATIONS**

Reconciliation for current bank account is carried out regularly and is prepared by RFO. The September 2014 reconciliation and cashbook was verified in detail to ensure correct transfer of opening balances. There are no reconciling errors.

**J. YEAR END ACCOUNTS**

To be completed at year end visit

**K. TRUSTEESHIP**

To be completed at year end visit

**Mark Mulberry**

**Internal Auditor**

**29<sup>th</sup> October 2014**

**Lewes Town Council**  
**Internal Audit**  
**Year Ended 31st March 2015**

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The material contained in this audit plan is subject to annual change and must not be carried over from one year to the next.

### Contents

Sch.	Description	Completed by	Date completed	Conclusion
1	Planning	MLM	29/10	Satisfactory
2.0	Nominal Ledger Audit	MLM	29/10	Satisfactory
3.0	Standing Orders & Financial regulations	MLM	29/10	Satisfactory
4.0	Risk Assessment	MLM	29/10	Satisfactory
5.0	Budgeting	MLM	29/10	Satisfactory
6.0	Payments testing			
7.0	Income Testing			
8.0	Petty Cash			
9.0	Wages & Salaries			
10.0	Fixed Assets			
11.0	Fixed Asset Investments			N/A
12.0	Bank			
13.0	VAT			
14.0	Year End Process			
15.0	Internal Audit Review			
16.0	Trustee responsibilities			

**Planning Memorandum**

**Points Forward**

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Council to ensure standing orders are reviewed and such review appropriately documented and minuted before the end of the council year.

Council recommend to review LTN40

**Ref: 1.0**  
**Prepared by: MLM**      **Date: 29/10**  
**Reviewed by:**              **Date:**

**Planning Memorandum  
Overall Plan**

	Work Task	Schedule Ref	Notes/Results
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<b>Terms of Engagement</b>			
1	Review terms of engagement letter and confirm appropriate to this year		New Engagement letter issued for 2014 year end
2	Confirm that the professional independence and competence questionnaire has been completed and agreed with the client	<b>1.2</b>	Yes – confirmed
3	Complete Budget	<b>1.3</b>	Completed & Agreed with Client
4	Complete Timetable	<b>1.4</b>	Completed & Agreed with Client

<b>Planning Notes – Understanding the Town &amp; Parish Council</b>			
	Number of electors and size of precept		12,764 (2013/14: 12,764)  Precept £750k + Grant £74k (2013/14: Precept £693k + Grant £89k)
	Key personnel		Clerk & RFO Steve Brigden Assistant Clerk Fiona Garth Finance Officer Viv McLachlan
	Type of financial accounting in place i.e. Manual books, computerised system		Sage Accounts system – augmented with manual spread sheets Risk assessment software - LCRS
	Any significant changes since prior year (staff or procedures)		Enhancements made to procedures to coincide with new sections of financial regulations.
	Any there any matters arising from last year's audit and/or management letter		None
	How often does council meet		Full Council circa 5 weekly Planning every 3rd Tuesday Grant Panels quarterly Working parties as and when
2	Make notes on the systems in place and discuss with the RFO	<b>1.5</b>	Completed and agreed with RFO

Prepared by: MLM      Ref: 1.1  
 Reviewed by:              Date: 29/10  
    Date:

**Planning Memorandum  
 Overall Plan - continued**

	<b>Work Task</b>	<b>Schedule Ref</b>	<b>Notes/Results</b>
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<b>Specific Plan</b>			
3	Identify and assess the risks of material misstatement, and or error inherent in the system	<b>1.6</b>	Low risk
4	Document the overall audit approach to each component/audit area by completing the specific audit plan	<b>1.7</b>	Yes – normal testing

**Audit plan approved on 29/10/14 by Mark Mulberry**

Prepared by: MLM  
Reviewed by:  
Ref: 1.2  
Date: 29/10  
Date:

### Professional Independence and Competence Questionnaire

	YES	NO
1. <b>INDEPENDENCE</b> Do you have any specific reliance on the fee to be earned from this assignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. <b>Overdue fees</b> Does the client/group of clients owe the firm any money which exceeds our normal credit terms?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. <b>Litigation</b> Is there any actual or anticipated litigation between us and the client in relation to fees, audit work or other work?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. <b>Associated firms</b> Are you or your staff associated with any other practice or organisation which has had any dealings with the client council?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. <b>Family or other personal relationships</b> Do you or any of your staff have personal or family connections with the council or its officers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. <b>Mutual business interest</b> Do you or any of your staff have any mutual business interests with the client or with an officer or employee of the client?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. <b>Financial involvement</b> Do you or your staff, or anyone closely related to you or any of your staff, have any financial involvement in the client in respect of the following:		
(a) Any beneficial interest in shares or other investments?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(b) Any loans or guarantees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. <b>Goods and services: hospitality</b> Have you or any of your staff accepted materials, goods or services on favourable terms or received undue hospitality from the council?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. <b>Ex-partners or senior staff</b>		
(a) Has any senior officer of the council been a partner or senior employee of the practice?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(b) Is the partner or any senior employee on the audit team in negotiations to join the client?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Prepared by: MLM  
Reviewed by:  
Ref: 1.2  
Date: 29/10  
Date:

### Professional Independence and Competence Questionnaire - continued

	YES	NO
10. <b>Long association</b> Have you been acting for more than 10 years? If yes, then consider rotation/engagement quality review. 4 <sup>th</sup> year of auditing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. <b>Provision of other services</b> Do we provide any of the following services to the client:-		
(a) Accounting services, book-keeping or payroll services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(c) Staff secondments	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(d) IT services where we are involved in the design, provision or implementation of systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(e) Specialist valuations which are included in the accounts	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(f) Tax compliance work or tax planning	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(g) Corporate finance activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(h) Any advocacy services e.g. Tax commissioner hearings	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(i) Any services relating to the management of the council	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(j) Any other services that may cause a threat to the firm's objectivity or independence	<input type="checkbox"/>	<input checked="" type="checkbox"/>

#### Safeguards

Where any of the above have been answered 'yes', then specify below what safeguards are proposed to maintain integrity and independence:-

#### 12 Competence

Consider the following matters prior to deciding to accept appointment/re-appointment as auditors:

(a) Are there any particular challenges and risks associated with this client?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(b) Do we have sufficient expertise available to undertake this audit engagement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(c) Are there sufficient resources available to undertake this audit engagement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### CONCLUSION

Having regard to the safeguards identified, I am satisfied that we are independent and competent to perform this audit.

Signed: Mark Mulberry Date: 29/10/14

Prepared by: MLM  
 Reviewed by:  
 Ref: 1.3  
 Date: 29/10  
 Date:

**Budget and Staff Allocation**

Work type	Partner	Manager	Senior	Assistant	Total
Name	MLM				
Planning/Systems	2				2
File Review	1				1
Completion, incl. client meeting	2				2
<b>Fieldwork</b>					
On site work	10				10
<b>Travel</b>					
<b>TOTAL BUDGET HOURS</b>	<b>15</b>				<b>15</b>
<b>Hourly rate</b>	<b>£50</b>				<b>£50</b>
	<b>£750</b>				<b>£750</b>
<b>Other costs:</b>					
Travel, lunch, etc	£50				£50
<b>TOTAL BUDGET COST £</b>	<b>£800.00</b>				<b>£800.00</b>
<b>BUDGET FEE £</b>	<b>£800.00</b>				<b>£800.00</b>

**Prepared by: MLM**      **Ref: 1.4**  
**Date: 29/10**

**Timetable**

**Autumn**      **Planning and Interim Audit work**

**June 2015**      **Final Audit work**

**June 2015**      **Issue Audit Report & Letter**

### Systems Notes

Lewes Town Council is quality council there are three wards, Bridge, Castle and Priory. They are proactive in their work with the community; they have their own self-contained offices (Freehold owned) with meeting rooms available for public hire and significant land holdings. (113 Acres of common land with DC), site of Lewes Priory, the Pells, 8 allotment sites.

The offices are open daily from 9.00 am to 5 Monday to Thursday and 4pm Friday.

There are five or six members of staff on site at these times.

The Accounting system in place is described as follows:-

#### Expenditure:

Normal expenditure such as rates water, electricity, gas etc. is known in advance and budgeted for at the beginning of the year; for ad hoc expenditure such as stationery, repairs etc. this is firstly identified or reported to the clerk or RFO and a purchase order will be raised in triplicate. Quotes are obtained depending on the expense type and amount, for those amounts over £2,000 three quotes are obtained. However, if deemed appropriate or significant a quote will be obtained even if below the £2,000 limit. If the expense is greater than £60,000 it will go out to public tender.

The council has an internal system for processing purchase orders to ensure all expenses are properly accounted for. This system is robust and spot checking showed no errors. Expenditure has to be authorised by the council and this is achieved via budget approval. Clerk has a pre-authorised limit of £2,000.

Services are checked physically by the person ordering the service. Goods delivery notes are attached to the invoices and purchase orders if applicable.

#### Payment:

There is a regular payment run as and when required. Authorised signatories are invited to attend the offices to sign the cheques and verify the invoices and supporting documentation. The RFO then sends the payment to the supplier. The cheque is signed three times RFO Plus two others, the invoice or supporting document is also initialled. Payment is made by cheque or Direct debit.

Invoices paid are filed alphabetically.

#### Petty Cash:

There is a £400 float in petty cash. Used for milk, tea coffee small sundries. Perhaps a dozen per month.

#### Income

The council has three streams of income :-

1. Precept & Grant 85% - bacs
2. Rentals 10% - mostly cheque
3. Other 5% mostly cheque

#### Internal Checking

- There is an audit and governance panel which meets on quarterly basis; which reports to full council. The audit subcommittee has 5 members, and their responsibilities are to:-
  - Review budgets and trends
  - Make recommendations to Council for changes in systems
- POs and invoices are counter signed
- Petty cash is checked quarterly

### **General Controls**

The council has good general controls

- Specified opening hours
- Report against budget
- Locked offices
- Passwords on computers
- External PC back up – daily tape – taken off site

### **Staff**

There are personnel files on all members of staff.

### **End of Year**

The RFO prepares the accounts at the year end

### **Conclusion & Opinion**

I discussed the system above with the RFO and reviewed an invoice picked at random, which contained all the details mentioned above.

The system in place is robust and entirely fit for purpose for a Town Council of this size. There are good internal controls, policies and procedures in place which are reviewed on an annual basis.

### Inherent Risk Assessment

	<b>Work Task</b>	<b>Schedule Ref</b>	<b>H/L or N/A</b>
1	Does our past experience indicate that there may be difficulties?		No. There have been unqualified internal and external audits in prior year.
2	Is the control environment weak?		No changes in systems Systems notes indicate good controls Experienced & qualified staff Evidence of internal review Records neat and tidy All info on site and to hand No complicated transactions
3	Are there other conditions that increase the risk of fraud and error?		No breaches of laws No Litigation Good moral and working environment
4	Are there any other factors to consider?		None

#### Conclusion on sample sizes

I have considered the system in place and am of the opinion that the risk of fraud or error is low and that sample sizes can be adjusted as appropriate and that the internal controls can be relied upon.

Initial sample size 10.

### Specific Audit Plan

<b>Audit Area Section 4 Annual Return</b>	<b>Inherent Risk (H/L)</b>	<b>Severity of risk (H/L)</b>	<b>Test on controls</b>	<b>Sch. ref</b>	<b>Other tests</b>
(A) Appropriate books of account	L	L	Normal Testing	2.0	None required
(B) Invoices, Payments, & VAT	L	L	Normal Testing	6.0	None required
(C) Risk Management	L	L	Normal Testing	4.0	None required
(D) Budgeting	L	L	Normal Testing	5.0	None required
(E) Receipts and banking & VAT	L	L	Normal Testing	7.0	None required
(F) Petty Cash,	L	L	Normal Testing	8.0	None required
(G) Salaries and PAYE	L	L	Normal Testing	9.0	None required

**Specific Audit Plan - continued**

<b>Audit Area</b>	<b>Inherent Risk (H/L)</b>	<b>Severity of risk (H/L)</b>	<b>Test on controls</b>	<b>Sch. ref</b>	<b>Other tests</b>
(H) Asset & investment Registers	L	L	Normal Testing	10.0 & 11.0	None required
(I) Bank Reconciliations	L	L	Normal Testing	12.0	None required
(J) Year end accounting	L	L	Normal Testing	15.0	None required
(K) Trustee Responsibilities	L	L	Normal Testing	16.0	None Required
Financial Regulations & Standing Orders	L	L	Normal Testing	3.0	None required
Internal Audit review	L	L	Normal Testing	14.0	None required

### Nominal Ledger & Proper Bookkeeping Audit Programme

<b>Objective</b>	<b>To confirm that appropriate books of account have been properly kept throughout the year</b>
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Test		Name & date	Sch. Ref	Comments/Conclusions
1	Using the previous year's annual return agree the current year's brought forward balances in the cash book	MLM 29/10		Balances on the annual return are carried forward correctly.  The Sage cash book balance brought forward at month one agrees to the 2014 closing balances –
2	Review the nominal ledger/cashbook for large and unusual entries and agree to supporting documentation	MLM 29/10		Entries are posted in a clear and logical manner, and are appropriately referenced and describe in detail.
3	Verify arithmetic by casting a sample of the cash book, if this is maintained electronically check one month only	MLM 29/10		Sage is an electronic system; I have verified the arithmetic by testing the Sept 2014 Bank rec. There were no errors.
4	Note how often cashbooks are maintained	MLM 29/10		Cashbooks are maintained almost on a daily basis

#### OVERALL CONCLUSION

##### (Subject to points carried forward in final notes)

Satisfactory – The Sage system is entirely fit for purpose and is used in the proper manner and according to the financial regulations, entries are posted correctly in a clear and logical manner and are easy to trace to supporting documentation.

#### Points Forward

There are no points to carry forward from this section.

Signed: Mark Mulberry Date: 29/10/14.

**Standing Orders & Financial; Regulations Audit Programme**

<b>Objective</b>	<b>To confirm that the standing orders and financial regulations have been applied and adopted by the council</b>
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Test		Name & date	Sch. Ref	Comments/Conclusions
1	Obtain a copy of the current Standing Orders, Financial Regulations and any internal instructions. Review and make comment if necessary	MLM 29/10		Electronic copies given to IA on arrival. These was reviewed and commented upon. The financial regulations are based on the NALC
2	Have SO and FR been updated during the year.	MLM 29/10		Financial regs modified 12 <sup>th</sup> June 2014- minute FC2014/24.1 refers  Standing Orders Adopted 14th June 2012 – Resolution FC2012/22.5 refers. These to be reviewed in November 2014.
3	Test a random sample of 2 or 3 items to verify that internal controls are operating as described:-	MLM 29/10		Tested 5.2: Cheques signed by two persons and clerk. I reviewed the returned cheques and these were appropriately signed.  Test 5.3 Supporting documentation verified. Expenses are easily traceable from the cashbook to the supporting documentation.  Test 6.1C Pin and passwords are kept in the safe.  Test 6.3 Petty cash – tested petty  Test 9.3 Annual review of income charges - This was taken to council and approved – financial regulations being followed

**OVERALL CONCLUSION**  
**(Subject to points carried forward in final notes)**

Satisfactory – The council has standing orders and financial regulations in place and follows these.

**Points Forward**

Council to ensure standing orders are reviewed and such review appropriately documented and minuted before the end of the council year.

Signed: Mark Mulberry Date: 29/10/14.

### Risk Management Arrangements Audit programme

<b>Objective</b>	<b>To confirm the council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</b>
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Test		Name & date	Sch. Ref	Comments/Conclusions
1	Review financial risk assessment and ensure up to date, note down any significant risks facing the council	MLM 29/10		Risk assessment is comprehensive and was completed in May 2014.
2	Review the insurance cover of the council and note if adequate or not	MLM 29/10		PC is insured by Zurich. April to March. The assets are listed and the values are comparable to the FAR.
3	Review Councils document retention policy and procedure	MLM 29/10		Council recommend to review LTN40
4	Review internal controls and note whether adequate for this particular council	MLM 29/10		The councils own internal review process are robust and entirely appropriate for a council of this size.

**OVERALL CONCLUSION**  
**(subject to points carried forward in final notes)**

Satisfactory – The council has a positive attitude to risk assessment and documents the assessments and reviews in a logical manner.

**Points Forward**

Council recommend to review LTN40

Signed: Mark Mulberry Date: 29/10/14.

**Ref: 5.0**  
**Prepared by: MLM**      **Date: 29/10**  
**Reviewed by:**            **Date:**

### Budgetary Controls Audit programme

<b>Objective</b>	<b>To confirm the annual precept requirement resulted from an adequate budgetary process; progress against budget was regularly monitored; and reserves were appropriate.</b>
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Test		Name & date	Sch. Ref	Comments/Conclusions
1	Note key dates for budget process	MLM 29/10		Start Autumn – RfO prepares Review November Finalise December
2	Note how client prepares budget	MLM 29/10		Zero based approach – per department – which is prepared by the clerk/RFO. The budget is both detailed and comprehensive and entirely fit for purpose.
3	Note if client produces reports against budget	MLM 29/10		Council reports against budget at each appropriate meeting.
4	Note down any significant variances to budget	MLM 29/10		There are variances to budget but these are explainable.
5	Review council's reserves and reserves policies and make a note of how many months cover they have and whether this is sufficient for this particular council	MLM 29/10		Council has earmarked reserves of £527k and general of £377k  Current reserves are adequate for this council, although general reserves are moving towards the top

**OVERALL CONCLUSION**  
**(subject to points carried forward in final notes)**

Satisfactory – The council has a good system of budgeting and monitors these on a regular basis.

**Points Forward**

There are no points to carry forward from this section.

Signed: Mark Mulberry    Date: 29/10/14.