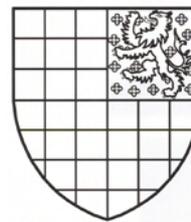


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**LEWES  
TOWN  
COUNCIL**

## ***MINUTES***

Of the **Meeting of Lewes Town Council**,

held on **Thursday 17<sup>th</sup> December 2015**, 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 F Addecott; A Ashby; A Barker; S Catlin; Dr A Bolt; M Chartier; D Cooper; W Elliott; J Lamb; I Makepeace (*Deputy Mayor*); Dr G Mayhew; R Murray; S Murray (*Mayor*); O’Keeffe; T Rowell and E Watts.

*In attendance:* S Brigden (*Town Clerk*); Mrs F Garth (*Civic Officer & Asst Town Clerk*) Mrs E Tingley (*Committee Administrator*)

*Observing:* Ms V McLachlan (*Finance Administration Officer*); B Courage (*Town Ranger*) Mrs J Dean (*Customer Services Officer*)

**FC2015/73 QUESTION TIME:** There were no questions. Two members of the public were present.

**FC2015/74 MEMBERS’ DECLARATIONS OF INTERESTS:** Cllr R O’Keeffe declared an interest *iro* item 7(a) *Citizens Advice Bureau* in that she is a Trustee and Cllr S Catlin declared an interest in 7(b) *Grants Panel* in that he is a Committee Member of the New Sussex Opera.

**FC2015/75 APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr R Burrows who had another engagement and Cllr M Milner who was attending a family funeral. It was **resolved that:**

**FC2015/75.1** Reasons submitted for absence from this meeting are accepted.

**FC2015/76 MAYOR’S ANNOUNCEMENTS:**

The Mayor announced that her fundraising event for refugees held in November had raised £4,500 to date.

The annual Chamber of Commerce Late Night Shopping event had been a success with the Town Hall staff serving mulled wine and hot chocolate. Thanks were given to LGB Brass and Lewes Operatic Society for enhancing the festive atmosphere at the entrance to the Town Hall.

The Mayor thanked all those who had attended the Mayor’s Christmas dinner on 15<sup>th</sup> December. Thanks were also given to Cllr O’Keeffe who had supplied Christmas crackers for the dinner.

Lewes Concert Orchestra would be playing at the Town Hall on Friday 18<sup>th</sup> December at 7.00pm. Tickets were still available from Fiona.

Members had received a copy of a letter from the Assistant Chief Constable regarding the Local Policing Programme and outlining a review programme. Emphasis was on the role of the Police Community Support Officers and the ACC would share the outcome of an internal consultation sometime in February.

The Mayor had received a reply to her letter to Dr Phillip Frank, the new Oberburgermeister of Waldshut-Tiengen, thanking her and Council for the message of

*Continues...*

support regarding refugees arriving in Waldshut-Tiengen.

Members all had copy of a leaflet and an email publicizing a Prince's Trust initiative which was new to Lewes. Taster events for young people would be held on 8<sup>th</sup> & 12<sup>th</sup> January at Sussex Downs College. A 12 week development programme would commence on January 18<sup>th</sup>, helping 16 -25 year olds to develop their confidence, motivation and skills through teamwork in the Community.

**FC2015/77**

**MINUTES:** the minutes of the meeting held on 12<sup>th</sup> November 2015 were received and signed as an accurate record. Following a question, it was confirmed that this meeting had received and noted the minutes of the Commemorations Working party meeting held on 28<sup>th</sup> October, which recorded thanks to Cllr O'Keeffe for her specially-written orchestral piece, which had been performed by LGB Brass, the town band, at the recent 'Remembering 1915' event at the All Saints Centre (*Minute CMemsWP2015/05 refers*).

**FC2015/78**

**WORKING PARTIES AND OUTSIDE BODIES:**

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

a) *Citizens' Advice Bureau (CAB) – half year statistic:* Cllr Catlin gave a brief oral report on this item. During the first six months of the year, financial outcomes for Lewes residents visiting the CAB amounted to £84,067. Clients from across the town had benefited, and 422 "client contact" had been recorded in the period. Members acknowledged and commended the work of the CAB locally. A question was raised regarding the funding of the CAB, and TC outlined the formula-based agreement which was arranged through the District Council and periodically reviewed. The CAB also made applications from time to time for specific initiatives and projects. Consequently **it was resolved that:**

**FC2015/78.1** The report on the Citizens Advice Bureau be noted.

b) *Grants Panel 18<sup>th</sup> November 2015:* Members considered Report FC009/2015 (*Copy in minute book*) containing the recommendations for payment of grants for the third (of four) cycle of the year, and **it was resolved that:**

**FC2015/78.2** Grant payments recommended in Column G of the appendix to Report FC009/2015 (*Copy in minute book*) be approved

c) *Lewes Neighbourhood Plan Steering Group event (19<sup>th</sup> & 20<sup>th</sup> November 2015):* Cllr S Murray reported on the two day event that was held on 19<sup>th</sup> and 20<sup>th</sup> November which had been a success. This had introduced the "emerging policies" that might form the basis of the eventual Plan. Students had attended from Priory School and were given a presentation from the Council's consultant and then participated in the open workshop, contributing their ideas to the pool. Further work was needed to engage with young people and Community 21 had given a presentation at the last Steering Group meeting showing the Group ways of achieving this. A questionnaire on the emerging policies report was available on-line until 20<sup>th</sup> December, after which the Consultants would draw up a first draft of the plan-proper, hopefully at the end of January. Members were encouraged to contribute to this and to inform their communities. TC advised of early responses from some areas where land had been identified as potentially suitable for housing. To any assist Members who may be approached individually, it was explained that the report was work-in-progress, and sites had been identified by visitors to the various public workshops during 2015; not the Council. These would now be investigated and those genuinely viable would be filtered. The next milestone in the evolution of the Plan would be publication of a draft Plan – with policies refined taking account of all feedback – for town-wide consultation following Regulation 14 of the statutory process. In the meanwhile, it was agreed that the present status would be clarified so far as possible.

**It was resolved that:**

**FC2015/78.3** The oral report on progress toward the Neighbourhood Plan is noted, and thanks recorded to Cllr Murray for all her work and time given to the Neighbourhood Plan project.

d) *Finance Working Party meeting 2<sup>nd</sup> December 2015*: Cllr Rowell presented the Minutes of this meeting of this meeting (*copy in Minute book*) and noted an inaccuracy in the conclusions, which would be revised in the formal record.

It had been noted that the Town Council faced an enforced increase to precept to simply maintain budgeted nett expenditure at the present level, due to phased reduction in the grant received from the government's support grant scheme (established to offset the effect of a revised method of calculating the domestic tax-base). Parish Councils again await a definitive statement from the Government as to their intended referendum/capping policy for 2016/17, although it was thought unlikely.

The Working Party had considered service budget estimates for 2016/17. Alongside the Council's financial system generally, the assumptions and basic principles and the process of compiling the recommended budget had again been commended by the Council's independent Internal Auditor (IA) during a recent inspection.

The draft budgets under consideration took account of:

- Provision for known/anticipated increases in public Utility supplies, NNDR etc.
- Adjustments for completed and imminent (previously-approved) projects.
- Provision for elements identified in the Council's forward plan.
- Establishment of appropriate reserves for agreed/anticipated projects.
- Provision for anticipated increases in insurance and other overhead costs etc.
- Provision for known increase in employers' pension and NI contribution.
- Refinements of overhead allocation to services and base service cost estimates.
- Recognition of anticipated adjustment to salaries.
- Provision for known and anticipated increases in cost of contracted services.
- Re-establishment of exhausted reserves and continuation of prudent contributions.
- Provision for costs of assets or services accepted through devolution by Lewes District Council, and for necessary transitional costs.
- Fees & charges tariff increase of 3%, rounded to an appropriate value for the service concerned.

It was acknowledged that there was a continuing need to address the proper maintenance of the Council's physical assets and adequately fund continuing services.

The draft budget combined specific amounts for known costs and committed project items, with prudent allowances for reserves, and provided for a flexible response to unforeseen issues. The Council's forward plan was considered, and it was understood that this involved significant burden on the Council's existing staff and resources. Members had recognized that some projects could exceed original "informed guess" estimates of cost, and earmarked reserves could be insufficient. Building and engineering works were of particular concern in this regard, as the Council's assets had all been taken-on with considerable historic dilapidation, and contexts such as heritage listing status. Projects could be "topped-up" by drawing from the General Fund which; although adequate, would then need to be restored in future years to the levels recommended by government auditors.

With these issues in mind, the Working Party had considered the forward plan; proposed contributions to reserves and operational service requirements, in detail. A number of questions were addressed as the discussion progressed. At the end of this process it had been decided to hold a further meeting and defer recommendations until the Council meeting scheduled for 21st January 2016.

TC briefly updated Members on some values shown in the minutes, in light of tax-base calculations for 2016 recently released by Lewes District Council.

**It was resolved that:**

**FC2015/78.4** The Minutes of the Finance Working Party meeting held on 2nd December 2015 (*copy in Minute book*) are noted.

e] *Audit & Governance Panel meeting 8<sup>th</sup> December 2015:*

Council considered the Minutes of this meeting, and noted the work of the Panel. Panellists had been furnished with detailed information (copies in minute book) following the end of the second quarter of the financial year 2015/16.

Budget monitoring had reviewed actual expenditure and income values as posted to the Council's Sage accounting system to the end of the quarter. There were no items of concern. The Panel had also reviewed data on operating costs trends, which showed comparisons in operating costs service-by-service back to the 2003/04 year. Figures showed the nett cost of each service, and analysis as a percentage of Precept and of total costs *etc.*

Routine oversight as required by the Audit & Governance regulations had been carried-out. The file of periodic bank reconciliations was checked, for review of the scrutiny already conducted, and the Chairman appended his signature to verify this in each instance. The nominal ledger report produced from the Council's SAGE accounting system records, being the source document reconciled to the budget monitoring report during the meeting, was verified in the same way.

The Panel had received the Interim report (*appended to the Minutes*) of the Council's Internal Auditor, who had recently visited and carried-out his interim audit for the year. Members were encouraged to read *"I am pleased to report that overall the systems and procedures you have in place are entirely fit for purpose and I would go so far as to say are a model of good practice."* There were no recommendations for change, and no matters of concern although Members were alerted to an exhortation regarding budgeting and Reserves: *"The very detailed working enables sound and robust decisions to be made...However.. current indications are that general reserves could be reduced by a further £150k in the 2017 year, this level of reduction would be considered putting the council's general reserve into financial distress. Council needs to consider the RFO's proposals seriously and discuss reserves provisioning in this regard."*

The Panel had reviewed examples of the documentation used in routine processing of accounts for payment. Members were satisfied by the levels of security required, and noted that the Council's Internal Auditor had commented in his interim report that oversight by the Panel, such as described above, was an additional control which led him to comment that "whilst this panel continues to monitor and scrutinize there is no risk evident".

The Panel had discussed potential investment strategy. Council had accepted recommendations of the Panel in August 2014 regarding investment in the CCLA Local Authorities' Property Fund/Public Sector Deposit Fund. There had subsequently been a question raised by auditors elsewhere in the country as to whether these vehicles were open to parish councils, and a national debate had only recently concluded; finding that they were eligible. As the Panel contained new Members, an update was presented, with reference to the Council's adopted Investment & Reserves Policy, and factsheets on one of the financial investment vehicles operated by an investment company originally created specifically to address needs of public sector organizations.

These funds satisfied criteria for investment by the Council, according to its adopted policy, and were proposed as appropriate for transfer of funds not expected to be needed within the next twelve months. Members had been encouraged by summaries showing the performance of the fund, and that the trustee is the Local Authorities' Mutual Investment Trust (LAMIT).

A question was asked regarding the investment proposals, and querying the validity of the fund discussed, as this appeared to conflict with advice obtained from Lewes District Council. TC explained the principles and clarified the definition of "long-term investment" in the context of statutory guidance on parish investment. A number of questions followed, and it was made clear that no decision was being sought. The

guidance required adoption of an investment strategy and this would be brought to a future meeting via the Audit Panel.

**It was resolved that:**

**FC2015/78.5** The Minutes of the Audit & Governance Panel meeting held on 8<sup>th</sup> December 2015 (*copy in Minute book*) are noted.

**FC2015/78.6** The interim report of the Council's Internal Auditor (*copy in Minute book*) is noted.

**FC2015/79 MAYORALTY 2016/17:**

The matter of election of a Mayor-elect and Deputy Mayor-elect for the 2016/17 municipal year was tabled.

Before nominations were heard, it was proposed that the item be deferred to the next meeting. There followed a brief discussion as to the reasons for deferral, and a recorded vote was called-for (*copy in Minute book*). The motion was not agreed.

The meeting moved to nominations for the roles. More than one nomination was received for each role and recorded votes were called-for (*copy in Minute book*).

Consequently, **it was resolved that:**

**FC2015/79.1** Cllr Dr G Mayhew is elected Mayor-elect for the 2016/2017 municipal year

**FC2015/79.2** Cllr M Chartier is elected Deputy Mayor-elect for the 2016/2017 municipal year.

**FC2015/80 NATIONAL AUDIT FRAMEWORK:**

Notification had been received from The National Association of Local Councils (NALC) regarding changes to the external audit regime for Parish Councils. The Local Audit and Accountability Act 2014 required that from the start of the 2017/18 financial year, "smaller authorities" – that is all parish and town councils and internal drainage boards, with an annual income of less than £6.5m - must appoint auditors through a 'sector led body' or opt out of such arrangements and appoint auditors locally. As before every authority must have an auditor.

The Local Audit (Smaller Authorities) Regulations 2015 enabled the establishment of a sector-led, collective procurement body (SLB) to appoint auditors and manage audit contracts. The National Association of Local Councils was working with the Department of Communities and Local Government (DCLG), Society of Local Council Clerks (SLCC) and Association of Drainage Authorities (ADA) on the establishment of a SLB to procure audit for the 2017/18 financial year onward.

The new body was to be responsible for procuring audit services and for the management of audit contracts for a period of five years, much as the previous arrangement with the now-defunct Audit Commission. The process was being supported and funded by DCLG.

As was the case with the former Audit Commission, the running costs of the new body would be funded from the audit fees charged to smaller authorities, but the overhead was planned to be lower as the SLB would not carry out a number of functions done by the former Audit Commission.

The board of the new body would comprise an independent chair, two independent members, and representation from NALC, SLCC and ADA. Secretariat support was to be provided by NALC. The new body would have a Memorandum of Understanding with DCLG, who will have optional observer status, and who will also review and monitor progress and quality of SLB work.

The SLB will appoint auditors for all those smaller authorities 'opted in' to the new arrangements. A tender process (compliant with European rules and regulations) would be completed by the end of September 2016.

The SLB will procure, deliver and manage the audit contracts; including specification of contract requirements, management of auditors, recording of all authorities opting in or out, communications and quality management of audit contracts.

Quality assurance of audits/limited assurance engagements will be conducted by a

process to be managed through DCLG. The SLB will be charged with monitoring those smaller authorities who decide to 'opt out' and reporting those bodies to DCLG, confirming when they have appointed auditors locally.

All smaller authorities were to be automatically opted-in to the new body and have an auditor procured for them, although a council was entitled to opt out of the new arrangements. The decision to opt out must be through a formal meeting of the council. Those who 'opt out' but fail to appoint an auditor by the deadline would have an auditor appointed for them.

A decision was sought, and there was a deadline for response of 31<sup>st</sup> January 2016. Some discussion ensued, noting lack of detail as to the likely cost. It was acknowledged that there was a dilemma insofar as costs would not be clear until bids were received by companies seeking the contracts, and yet a specification could not be compiled for the tendering process until the number and composition of the councils to be included was known. It was anticipated that costs would be no higher than the existing contracts let by the Audit Commission, but no concrete information was available. AS there was time before the deadline for the matter to develop further, **it was resolved that:**

**FC2015/80.1** The matter of optional inclusion within the national framework for Sector-led procurement of external audit services is deferred to the meeting of Council scheduled for 21<sup>st</sup> January 2016

**FC2015/81**

#### **INVESTMENT of RESERVE FUNDS:**

Council considered a proposal (*NOM 016/22015- copy in minute book*) that Lewes Town Council should, as an expression of concern about the impact of climate change, divest from financial institutions that fund or invest in fossil fuel extractive industries.

It was proposed that the Council closed its investment account with National Westminster Bank as soon as is practically feasible, and invested surplus cash on the most advantageous terms with Nationwide Building Society as being the most highly rated ethical building society which has an A credit rating and operates business savings accounts that meet the policy objective set out in the Council's Investment Policy.

It was argued that climate change is today one of the most serious challenges facing societies around the world. There are many ways to combat climate change including harnessing renewable energy and Lewes Town Council would wish to facilitate such action.

It was explained that there was a growing divestment movement which encouraged individuals, companies, pension funds and charities to divest from companies that support fossil fuel extraction. According to reports: Royal Bank of Scotland, which owns National Westminster Bank had £15,530,000,000 assets in oil, gas and coal extraction in 2012. It was also reported to be '*Committed to finance fracking "with due diligence" to environmental and social risks*'. As well as financing fracking RBS was said to be the 7<sup>th</sup> largest investor in tar sands which, it has been calculated, produce 3 to 4 times more carbon emissions than conventional oil extraction and has been labelled 'the most destructive project on earth'.

Ethical Consumer Magazine provided a list of the most ethical banks and building societies, and that list had been used to find the most appropriate bank/building society although the criteria used is not solely that pertaining to climate change.

It was argued that these factors provided a reason for changing banks on environmental grounds and ethical grounds; however, moving to another bank made sense on financial grounds as the Nationwide offered an instant access business savings account paying 1%, compared with present Treasury Reserve deposits with Nat West currently paying 0.05%.

TC advised, to correct misunderstanding over the Council's policy and constraints upon investments by parish councils. There was no real scope to introduce "ethical" considerations to the policy, unless comparative yields between investment vehicles differed only slightly. For some time the Council had intended to invest in a purpose-designed fund created for local authorities with sponsorship from government, and

offering significantly higher potential returns. There had been delay due to a national debate regarding parish eligibility, but this was now resolved. Statutory guidance on local authority investments specified and prioritized what considerations were valid (security; liquidity; yield), and required a strategy to be agreed by Council. This was being drafted for consideration by the Audit Panel, and would be brought to Council in due course.

**It was resolved that:**

**FC2015/81.1** The matter of the introduction of ethical investment criteria to the Council's Investment & Reserves Policy is referred to the Audit & Governance Panel.

**FC2015/82**

**COMMUNICATIONS:**

Council considered a proposal (*NOM 017/2015 – copy in minute book*) for a working party to be set up to review the council's public engagement. Its remit, it was suggested, should be to look at all forms of communication between the Council and the public, electronic communication and other forms of written and spoken communications.

The working group should seek advice from experts in the field of public communications where possible and should research examples of good practice from other local government bodies. **It was resolved that:**

**FC2015/82.1** A Working Party be set up to improve the council's public engagement consisting of Cllrs A Ashby, S Catlin, W Elliott, I Makepeace, S Murray, R O'Keeffe and E Watts.

**FC2015/82.2** Cllr F Addecott will stand down as Lead Member for Communication.

**FC2015/82.3** Cllr I Makepace is appointed Lead Member for Communication.

**FC2015/83**

**BOXING DAY HUNT MEETING:**

Council considered a proposal (*NOM 018/2015 – copy in minute book*) that the Mayor write a letter to the Southdowns and Eridge Hunt explaining that they are not welcome in the town, and with regard to the anticipated road closure application for the 2016 Boxing Day meet of the Hunt, should write to those organizations consulted by Lewes District Council, stating that the Town Council is opposed to granting the road closure.

It was submitted that the Southdown and Eridge Hunt had a history of associated violent acts extending over 10years. The previous month, a protestor at the hunt was allegedly stabbed and a car attacked, leading to an arrest.

It was said that there were very strong suggestions that there would be protests at the hunt in Lewes if it goes ahead this Boxing Day (2015), with the potential risks involved.

The Southdown and Eridge Hunt, it was also stated, supported a return to hunting live prey, whereas polls consistently show that the majority of the British population were opposed to that.

An email had been received that day with a request that it be distributed to Members, expressing support for the hunt and criticizing the motion. This was read by the Mayor.

There followed a lengthy debate during which a range of views were expressed, and in which most of the Members present participated. This covered contexts such as history; cultural tradition; tolerance/freedom of expression; legality of the event; pro/anti-hunting sentiment;

It was generally recognized that there were concerns for public safety underlying the range of views. A detailed amendment along those lines was proposed; the motion as presented was substantially amended, and consequently **it was resolved that:**

**FC2015/83.1** Lewes Town Council will write to the Southdown & Eridge Hunt to highlight that the Council has received representations alleging that anti-hunt protesters have been targeted at other events organized by the Hunt, and to request assurances that the Hunt and its members will ensure that the Lewes Boxing Day event is safe for those taking-part; those protesting against it, and the general public.

**FC2015/83.2** Lewes Town Council will write to the Leader of Lewes District Council to raise concerns regarding public safety at the Southdowns & Eridge Hunt meeting on Boxing Day, and to support Cllr Cooper's call for the District Council to review its consultation procedure for all road closure applications: to ensure that all local

Councillors are consulted fully; and that when Councillors or other statutory consultees raise public safety concerns, Lewes District Council (as the decision-maker) insists upon receiving a satisfactory reply from Sussex Police before deciding the matter.

FC2015/84

#### **TOWN HALL FIRE ALARM SYSTEM:**

Members considered report FC010/2015 (*copy in minute book*) on the surveys conducted due to problems arising from the extreme age of the fire alarm system at the Town Hall. During April and May 2015 the Town Hall had been evacuated three times due to fire alarm system activations, causing disruption to work and several third-party events in the building including a wedding. On each occasion the East Sussex Fire & Rescue Service (ESFRS) attended the emergency call and inspected the building before allowing re-entry. The system was reset without problem.

Subsequent emergency checks by the Council's contracted service provider found no indication of the cause on the first two occasions, but on the third it was established that the master control panel was failing due to aged components. The failure affected one zone, which covers the Corn Exchange and rear lobby areas of the building.

The master control panel was believed to date from the 1960's and utilized completely outdated electro-mechanical technology for which no components were available. Consequently, the system was temporarily modified to mitigate further false alarms, but no permanent repair was possible.

Council had considered a report (FC006/2015) on 18<sup>th</sup> June 2015 that proposed a first phase of a modular replacement system be installed immediately to address present need and a quotation had been provided for a part-system, fully-compliant with the relevant standard (BS5839-1:2013). This had been agreed, but before works could be put in hand further malfunctions caused reappraisal of the phased approach.

Further temporary modifications were made, and the system was checked frequently. Meanwhile three companies had surveyed the building and the council's fire risk consultant was asked to comment upon installation features.

The first consideration was for safety of all occupants - this requires a category L system as defined by BS 5839. The aim was to ensure sufficiently-early warning for escape before escape routes become impassable. An 'L2' system covers escape routes, rooms leading onto escape routes and areas of risk such as kitchens, boiler rooms electrical cupboards. L2 recognizes the fact that there is also "sleeping risk" such as with an occupied residential apartment, and was the appropriate standard for the Town Hall.

Three quotes had been received, along with detailed specifications to the L2 standard. One displayed particular sensitivity to the Heritage-listed status of the building, and proposed a system comprised of both hard-wired and wireless components. It was recommended that this be accepted. **It was resolved that:**

**FC2015/84.1** That the quotation from Pyrotec Ltd in the sum of £28,597 be accepted for a replacement fire alarm system in the Town Hall, to be funded from the General Fund.

FC2015/85

#### **TOWN HALL ROOF REPAIRS:**

Members considered report (FC011/2015-*copy in minute book*) apprising Members of repairs needed to the roof of the Assembly Room at the Town Hall, and emergency action taken to ensure public safety.

During a recent period of extreme high winds, between 24<sup>th</sup> and 27<sup>th</sup> November, a large and heavy section of terracotta ridge tile had fallen from the roof above the Assembly Room to Fisher Street below, shattering on impact,

Clarke Roofing (Southern) Ltd operatives were, coincidentally, on-site concluding the programme of restoration and refurbishment to the front (South) elevation of the Town Hall, and were asked to survey the damage and offer advice. Access was gained to a domestic property opposite, by kind permission of the owner. Photographs were taken and long-lens inspection allowed them to advise on the situation.

Due to the location of the damage there was significant risk to public safety and this was increased by each further period of extreme weather and anticipation of snow later in the

season. Clarkes had been asked to arrange an emergency scaffold to retain any further tiles that may be dislodged. This was erected to current Health & Safety standards at a cost of £7,329 with potential additional costs for licensing, alarm and lighting hire should be need extend beyond four weeks.

The structure would moderate the risk to vehicles and pedestrians, and provided no major sections of tiling give way, the situation should be stable for at least several weeks without additional damage while options were considered.

An insurance claim had commenced, with a loss-adjuster appointed by the claims agents acting for our insurer, Zurich.

The preliminary visual inspection by Clarke Roofing led them to advise that the entire roof in that area of the Town Hall complex should be re-laid, as many peg tiles were slipping dangerously, with aged battens and felting beneath. This brings forward consideration of repairs to the similarly aged and eroded slate roof and drainage guttering of the Corn Exchange and repainting of clerestory windows, fascias and soffits etc. These works depend upon the erection of complex scaffold structures which represent a significant component of the cost and to combine them would facilitate a design that would considerably reduce the overall cost. The order of costs indicate that all repairs would cost around £150,000, but as separate jobs could cost as much as 30% more. It was recommended that the Working Party mandated to commission buildings refurbishment at the Town Hall and Malling Community Centre be tasked with detailed consideration of this matter. **It was resolved that:**

**FC2015/85.1** That the emergency action taken to erect safety scaffolding to the West elevation of the Town Hall complex, and initiation of an insurance claim, be noted.

**FC2015/85.2** That the options for permanent repairs as described in report FC011/2015 (*copy in minute book*) be referred to the Building Repairs Working Party for detailed consideration.

**FC2015/86 UPDATE ON MATTERS IN PROGRESS:**

- a) Devolution of Parks and open spaces – There was no further progress on Devolution.
- b) Job Evaluation - Job Evaluations for all staff had been carried out during week commencing 23<sup>rd</sup> November by Mr Richard Penn. The report following the evaluations would be referred back to the Personnel Panel in the New Year.
- c) Training – A seminar tailored to the profile of this Council and presented by the county association would be held for Councillors on Tuesday 19<sup>th</sup> January 2015 commencing at 6:00pm.

**FC2015/87 NOTICE of ITEMS IN PROSPECT:**

- a) The office would close for Christmas at 12.00pm on Friday 24<sup>th</sup> December and re-open on Monday 4<sup>th</sup> January at 9.00am.
- b) The next Planning Committee meetings were scheduled for: Tuesday 22<sup>nd</sup> December and Tuesday 12<sup>th</sup> January 2016 both at 7:00pm
- c) The next Councillors' Surgery was scheduled for Tuesday 5<sup>th</sup> January between 10:00 and 12:00 in the Corn Exchange. Cllrs Catlin and O'Keeffe volunteered to attend.
- d) The next Transport Working Party was scheduled for: Thursday 7<sup>th</sup> January at 7:00pm
- e) The next Finance Working Party was scheduled for Wednesday 13<sup>th</sup> January at 7.00pm.
- f) The next meeting of Council would be on Thursday 21<sup>st</sup> January – 7:30pm – giving a deadline for agenda items to be submitted to TC of noon on Monday 11<sup>th</sup> January.
- g) The next deadline for grant applications was Friday 29<sup>th</sup> January 2016 with the Panel meeting on Wednesday 10<sup>th</sup> February with recommendations to Council 25<sup>th</sup> February.
- h) Meetings of the Buildings Working Party and Personnel Panel were to be arranged.

There being no further business the Mayor closed the meeting and invited all present to join her for refreshments in the Mayor's Parlour  
*The meeting ended at 9:50pm*

Signed: .....

Date: .....

**VOTING RECORD SHEET**

**MEETING of: Council**

**date: 17<sup>th</sup> December 2015**



**LEWES  
TOWN  
COUNCIL**

**Please note:** this is a record of voting *where this has been requested* under Standing Order 1(s) [following provisions of Local Government Act 1972 Sch12 p13 (2)]

✓ = Indicated "For"    ✗ = Indicated "Against" C = Chairman's casting (supplementary) vote A = Abstained    NP = Not Present    NV = not voting		<i>Green</i>	<i>Green</i>	<i>Green</i>	<i>Green</i>	<i>LD</i>	<i>Ind</i>	<i>LD</i>	<i>LD</i>	<i>LD</i>	<i>LD</i>	<i>Green</i>	<i>Ind</i>	<i>LD</i>	<i>Green</i>	<i>Green</i>	<i>Ind</i>	<i>Green</i>	<i>Green</i>	No. FOR	No. AGAINST	No. Abstentions etc	Carried? Y/N
Agenda item	MOTION or AMENDMENT VOTED UPON	ADDECOTT	ASHBY	BARKER	BOLT	BURROWS	CATLIN	CHARTIER	COOPER	ELLIOTT	LAMB	MAKEPEACE	MAYHEW	MILNER	MURRAY R	MURRAY S	O'KEEFE	ROWELL	WATTS				
7	Proposal to defer the item to future meeting	✓	✓	A	✓	NP	✗	✗	✗	A	✗	✓	✗	NP	✗	✗	✗	✓	✓	6	8	2	N
	Nominate as Mayor-elect for 2016/17:																						
	Cllr Dr G Mayhew			✓		NP	✓	✓	✓	A	✓		✓	NP	✓	✓	✓			9		1	Y
	Cllr I Makepeace	✓	✓		✓	NP				A		✓		NP				✓	✓	6		1	N
	Nominate as Deputy Mayor-elect for 2016/17:																						
	Cllr I Makepeace	✓	✓		✓	NP						✓		NP				✓	✓	6			N
	Cllr M Chartier			✓		NP	✓	✓	✓	✓	✓		✓	NP	✓	✓	A			9		1	Y