



# Lewes Town Council

Town Hall, High Street  
Lewes, East Sussex  
BN7 2QS

[lewes-tc.gov.uk](http://lewes-tc.gov.uk)

Call: 01273 471469

Email: [townclerk@lewes-tc.gov.uk](mailto:townclerk@lewes-tc.gov.uk)

**Minutes** of the meeting of Lewes Town Council held on Thursday 6 October 2022 at 7.30 in the Council Chamber, Lewes Town Hall.

## **Present:**

Councillor Baah  
Councillor Bird (Deputy Mayor)  
Councillor Burrows  
Councillor Catlin  
Councillor Clarke  
Councillor Earl  
Councillor Herbert  
Councillor Lamb  
Councillor Makepeace  
Councillor Maples  
Councillor O'Keeffe (from 9pm)  
Councillor Sains (Mayor)  
Councillor Wood

## **In attendance**

Town Clerk  
Committee Administrator

## **62. Filming of council meetings and mobile phones**

62.1. The procedures were noted.

## **63. Apologies for absence**

63.1. There were apologies from Councillor Handy who had a work commitment, Councillor Mayhew who was on holiday, Councillors Milner and Waring who both had family commitments and Councillor Vernon who was unwell.

## **64. Members' declarations of interests**

64.1. Councillor Baah as a co-founder of Lewes for Ukraine declared a personal and prejudicial interest in item 7 on the agenda Lewes for Ukraine major funding request.

## **65. Question time**

65.1. There were none.

## **66. Minutes**

66.1. Minutes of the meeting held on 1 September 2022 were received and agreed as a true record subject to the following amendments:

- 1 Minute 59.1.3.4 - Council's resolution 'The Flag for Pride Month fly for the whole month of June with the exception of other days when commemoration

flags should be flown' will be added to Appendix 1, Voting Record Sheet of Full Council 1 September 2022.

2 Minute 59.1.4 should read 'United Nations Peace Flag'

#### **67. Mayor's announcements and urgent items**

67.1. The Mayor thanked Mike Chartier, Councillor Mayhew, Councillor Clarke, Councillor Catlin, Ashley Price, Lee Symons and Mick Larkin who together with the Mayor staffed rooms in the town hall during Heritage Open day on the 11 September.

67.2. The Mayor would be attending the Twinning Summit in Blois on 13 October.

67.3. Council were reminded that a Judges Service would be held at St Anne's Church on 21 October at 4.30pm. Robes would be required.

67.4. Collections for Poppy Day would be on 29 October from 10am to 1pm from the Town Hall. More volunteers were needed.

67.5. The Black History Month closing event would be on 30 October at the Town Hall. Tickets for this event were available on Eventbrite.

67.6. The Planning Committee would be considering the South Downs National Park Authority for Sites and Green Spaces at its meeting on 11 October 2022.

67.7. Lewes District Council had confirmed that they will match fund with the Town Council the cost of the festive lights for 2022.

#### **68. Lewes for Ukraine**

68.1. Council considered report FCO15/2022 – Lewes for Ukraine for administrative support for the work to support Ukrainian refugees which will enable capacity within the organisation to concentrate on developmental work.

68.2. Councillor Baah, having declared a personal and prejudicial interest, left the Chamber.

68.3. Council was asked to vote on the Major Funding Grant taking into consideration the scores that had been sent in by Members. It was resolved that:

- 1 The minimum threshold be set at 65%
- 2 Council agree to award £5,000 towards the cost of an Administration Officer subject to confirmation of a job description, job advert, the recruitment and appointment process and a demonstration of the geographical proportion of where the officer's time will be spent which should be focused in Lewes.

#### **69. Committees, Working parties and outside bodies**

69.1. Buildings Advisory Group 12 September 2022

69.1.1. Council received the minutes of this meeting and it was resolved that:  
The minutes of the Buildings Advisory Group are noted.

69.2. Planning and Conservation Committee 9 August 2022

69.2.1. Council received the minutes of this meeting and it was resolved that:

69.2.2. The minutes of the Planning and Conservation meeting are noted.

Councillor Baah returned to the meeting

69.3. Planning and Conservation Committee 30 August 2022

69.3.1. Council received the minutes of this meeting **and it was resolved that:**

69.3.2. The minutes of the Planning and Conservation meeting on 30 August 2022 are noted.

69.4. Sussex Police Community Safety Action Group

69.4.1. A written report from Councillor Clarke had been circulated to Council prior to the meeting. Councillor Clarke advised Council that residents had experienced problems getting through on the phone to 'operation Blitz' on a Friday and Saturday evening. Councillors were asked to inform her if they or any of their ward members had experienced this so that it could be reported and fed back to the Community Safety Action Group and it was resolved that:

69.4.2. The written and oral report by Councillor Clarke is noted.

69.5. Grants Panel 21 September 2022

69.5.1. Council considered report FC016/2022 containing recommendations for payments of grants of the second cycle (of four) for the year 2022 to 2023 and it was resolved that:

69.5.2. The grants payments recommended in report FC016/2022 as in column H of the table appended to the report be approved.

## **70. South Downs National Park (SDNPA) Town and Parish workshop**

70.1. Councillors Catlin and Sains were not able to attend this workshop due to a Planning and Conservation Committee meeting on the same date. Council was asked to nominate two representatives to attend the workshop on Tuesday 11 October at Iford Village Hall from 6.00pm to 8.30pm. It was resolved that:

- 1 Councillors Maples and Wood be nominated to attend the SDNPA Town and Parish workshop on Tuesday 11 October at Iford Village Hall

## **71. East Sussex Association of Local Councils (ESLAC) Annual General Meeting and conference.**

71.1. Council was asked to nominate two representatives to attend the ESALC AGM on Wednesday 30 November 2022 at the Uckfield Civic Centre from 1pm. It was resolved that:

- 1 Councillors Lamb and Makepeace be nominated to attend the ESALC AGM on Wednesday 30 November 2022 at the Uckfield Civic Centre

## **72. Councillors Individual duties**

72.1. Council considered report FC017/2022 to appoint one member to the Audit and Government Panel and to consider the appointment of one member to Grant Panel. **It was resolved that:**

- 1 Councillor Clarke be appointed to the Audit and Governance Panel

2 No appointment was made to the Grant Panel, keeping the complement at seven.

### **73. Officer's reports**

73.1. Review of grant funding assessment procedure

73.2. Council considered report FC018/2022 following a thorough review of the grant assessment process by both the Audit and Governance Panel and Grants Panel as previously requested by Full Council.

73.3. The amendments include changes to the criteria used for scoring and the implementation of a guide to differentiating scores.

73.4. There is a proposed revision to the procedure for major funding applications, which would involve the Grants Panel undertaking the scored assessment of any application in an extraordinary meeting and then making recommendation to Full Council, as is the current procedure for small grants, with no scoring undertaken at Full Council. It was resolved that:

- 1 Agree that sustainability, where applicable, is only assessed in criterion 3, financial planning
- 2 Agree Council's policy criteria for grants is listed on the scoring sheet.
- 3 Agree that the policy criterion be amended to add "support for equality, diversity and inclusion and under-represented groups" to the policy criteria of "support for foodbanks and the disadvantaged."
- 4 Agree that criterion 5, personal (subjective) assessment, is not scored.
- 5 Agree the revised scoring criteria which will be applied to both smaller and major grants, subject to replacing the word 'cover' with 'includes', to read 'Support of the Council's vision, which includes.'
- 6 Agree the differentiating scoring criteria for smaller and major grants and that each criterion to be scored out of 5 rather than 20.
- 7 Agree that if scores have been submitted by a councillor they should be included, but if no scores are submitted then a median should not be used.
- 8 Agree that the application form be amended to include a question about previous funding from the Town Council and whether feedback has been submitted.
- 9 Agree that the major funding procedure be changed so that funding applications follow the same procedure as the smaller grants process, in that they are assessed and scored by the Grants Panel who then make a recommendation to Full Council. Full Council would receive a report from the Grants Panel assessment with a recommendation on the award, which would be discussed and voted on. In this procedure there would be no further scoring at full council. Applications should be submitted at least four weeks in advance of a Full Council meeting. An extraordinary Grants Panel will be convened on receipt of the application. The extraordinary Grants Panel would consider any further questions that needed a response and whether there should be a presentation by the applicant to the panel. The extraordinary

Grants Panel would then undertake an assessment using the scoring procedure and make its recommendation to Council.

- 10 Agree that grant applicants may be present in the public gallery while their grant application is considered at Full Council.

73.5. Funding towards Christmas initiatives in Lewes 2022

73.6. Council considered report FCO19/2022 to consider reallocation of the budget which contributes towards road closure costs for the Christmas last night shopping event, from the Lewes High Street Traders Association to the Chamber of Commerce who are now managing the road closures.

73.7. Council were also asked to consider contributing towards the Lewes District Council campaign to shop independent at Christmas. It was resolved that:

- 1 Council agree to pay the Chamber of Commerce up to £750 towards road closure costs for Christmas late night shopping in Lewes from the Civic Administration Grants budget
- 2 Agree to contribute £150 toward the Lewes District Council shop local at Christmas campaign from the Civic Administration Grants budget.

73.8. Condition Survey for the Town Hall

73.9. Council considered report FC020/2022 following agreement by Council in January 2022 that a condition survey be undertaken for the Town Hall, to include the residential flat. The report provided three quotes to undertake the condition survey at the Town Hall and seeks approval to appoint company A. It was resolved that:

1. Council agree the condition survey of the Town Hall with the preferred supplier, Company A, with the cost of £3,150 to be met from the earmarked reserve for Town Hall Maintenance.

#### **74. Exempt business**

74.1. The Chair proposed and it was resolved that the Public and accredited representatives of the Press be excluded from the meeting under section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

These items are confidential for members of the Council only in accordance with Paragraph 3 of Part 1 of schedule 12A of the Local Government Act 1972, being information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority and employees of, or office holders under, the authority.

74.2. Members considered an oral report from the Town Clerk regarding staffing requirements in light of forthcoming staff changes which had been discussed by the Personnel Panel at its meeting on 4 October 2022.

74.3. The forthcoming staff changes included the need to cover upcoming maternity leave, a flexible working request and the forthcoming retirement of the

Assistant Town Clerk. The financial implications of these changes were explained by the Town Clerk.

74.4. Councillor O’Keeffe arrived at this point.

74.5. It was proposed by the Personnel Panel that the staff structure be changed, and an interim Deputy Town Clerk post be introduced to focus on the development and implementation of statutory policies and processes, improving governance and risk management and overseeing day-to-day operational matters. The Panel have suggested a fixed term contract until the end of June 2023 to provide support into the elections and continuity for Councillor inductions. Furthermore, as was learnt in the Town Clerk recruitment, it takes a long time to recruit a permanent member of staff, so this interim post provides the opportunity to appoint someone quickly with the right skills and experience, to provide the much needed support and urgent attention on the previously stated issues. A job description and person specification for a proposed interim Deputy Town Clerk post was circulated to Council for consideration. The Town Clerk explained that there would be a recruitment call, advertising the post across local and national associations as well as through the Council’s website and social media channels.

74.5.1. It was resolved that:

1. A fixed term contract for maternity cover be approved to cover the Communications Officer, with an additional cost of circa £3,000.
2. In response to a flexible working request, the staffing structure be changed taking into account the impact on the ability to recruit another post to cover the work, ensuring there isn’t a negative impact on performance whilst remaining within budget and that the Town Clerk be delegated responsibility to discuss the options with the employee.
3. The staffing structure is changed to provide an interim Deputy Town Clerk post up until the end of June 2023, to focus on the development and implementation of statutory policies and processes, improving governance and risk management and overseeing day-to-day operational matters to be met within the existing staffing budget.
4. The existing Customer Service Officer and Receptionist continues to cover the civic work as a fixed term contract of 12.5 hours per week up to the end of March 2023 to be met within the existing staffing budget.

The meeting closed at 21:14pm.

Signed..... Dated.....