



Date 18/04/2023
Time 19:00 - 21:38
Location Council Chamber, Lewes Town Hall
Present Councillors Bird, Burrows, Clarke, Herbert, Makepeace, Maples, Milner,
Sains, Waring and Wood
Officer Present Interim Town Clerk, Francesca Pridding

Minutes

123 - APOLOGIES FOR ABSENCE

To note any apologies for absence.

Apologies were received from Councillors Baah, Catlin, Earl, Vernon and Lamb

124 - DECLARATIONS OF INTEREST

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Lewes Town Council's Code of Conduct issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

None

125 - CONFIRMATION OF MINUTES

To receive and approve:-

Minutes of the Ordinary Meeting of Lewes Town Council held on 23 March 2023

Resolved to approve the Minutes with Councillor Makepeace proposing and Councillor Maples seconding the Motion.

126 - MINUTES OF STANDING COMMITTEES

To receive and approve:-

Planning Committee

Meeting held on the 5 April 2023

Resolved to approve the Minutes with Councillor Milner proposing and Councillor Makepeace seconding the Motion.

127 - PLANNING APPLICATION - SDNP/23/00526/OUT

To agree final response to planning matter SDNP/23/00526/OUT

Resolved to approve the submission with Councillor Maples proposing and Councillor Milner seconding the Motion.

Thanks were expressed for the time and consideration of those members of the Task and Finish Group responsible for assessing the application in detail.

Councillor Herbert entered the meeting at 19:09

Councillor Burrows entered the meeting at 19:11

128 - BANK MANDATE

To approve the inclusion of the Interim Clerk/RFO, Francesca Pridding, on the banking mandate

Resolved to approve with Councillor Waring proposing and Councillor Burrows seconding the Motion.

129 - STANDING ORDERS

To approve the revised Standing Orders for Lewes Town Council

Resolved to approve the updated Standing Orders with the following amendments:-

- That any reference to the Responsible Financial Officer includes a reference to the Clerk/RFO, as proposed by Councillor Wood and seconded by Councillor Bird
- That all references to European Union legislation is removed as appropriate as proposed by Councillor Wood and seconded by Councillor Maples
- That the clause at 1(f) be amended to remove the word 'original' and replace it with 'amended' and that any reference to 'He/His' is removed to ensure gender neutrality, as proposed by Councillor Maples and seconded by Councillor Milner
- That at clause 18. 'Financial controls and procurement' an additional point (iv) be included requiring consideration to be given to supplementary policy agreed by the Council relating to ethical and environmental considerations, as proposed by Councillor Herbert and seconded by Councillor Burrows

The Standing Orders as amended were proposed by Councillor Maples and seconded by Councillor Milner

Councillor Clarke entered the meeting at 19:31

130 - FINANCIAL REGULATIONS

To approve the revised Financial Regulations for Lewes Town Council

Resolved to approve the updated Financial Regulations with the following amendments:-

- That at 1.12 a clause shall be included that the RFO shall have consideration for the ethical and environmental policy of the Council and that at 5.1 the word 'ethics' be included in the final sentence as proposed by Councillor Maples and seconded by Councillor Herbert
- That any reference to the Responsible Financial Officer is flexible enough to allow for the Clerk and RFO to be different individuals as proposed by Councillor Wood and seconded by Councillor Maples

The Financial Regulations as amended were proposed by Councillor Makepeace and seconded by Councillor Wood

131 - SCHEME OF DELEGATION

To make recommendations for the organisation of Lewes Town Council's Standing Committees and delegated functions

Resolved to approve the Scheme of Delegation with the following amendments:-

- That any reference to the Responsible Financial Officer is flexible enough to allow for the Clerk and RFO to be different individuals and that the clause included under 3.2 'The Finance Committee' which reads '*maintain the exterior and structural fabric of all Council buildings/structures*' be moved to 3.3 the 'Buildings and Amenities Committee' remit, and that the responsibility for maintenance of the Land Registry in relation to assets is transferred to 3.3 the 'Buildings and Amenities Committee' remit as proposed by Councillor Wood and seconded by Councillor Maples
- That at 3.3 the words '*sport and leisure*' at the second bullet point be replaced by the words '*culture, sport and community*' as proposed by Councillor Wood and seconded by Councillor Bird
- That at 3.1 'Personnel Committee' the clause that states '*review the town Mayor's appraisal of the Town Clerk's performance*' be replaced with '*review the annual appraisal of the Town Clerk by the Mayor and 2 appointed Councillors*' and that reference to Equality, Diversity and Inclusion and the Living Wage are included as within the remit of the Committee, as proposed by Councillor Maples and seconded by Councillor Herbert
- That reference to '*the award of bonuses*' is removed as proposed by Councillor Maples and seconded by Councillor Wearing
- That under 3.4 'The Planning Committee', '*community groups*' are to be included in the list of those to '*consider and hold meetings with*' and that '*responding to consultations*' is included as within the remit of the Planning Committee, as proposed by Councillor Makepeace and Councillor Milner
- That reference to '*East Sussex Council*' is replaced with '*Lewes District Council*' at 1.1 and that the Scheme of Delegation requires Councillors to undertake training as agreed by Council at their meeting of the 7th February 2023 as proposed by Councillor Makepeace and Councillor Maples
- That the sentence which reads '*The Town Mayor and Deputy Town Mayor are ex-officio members of all Committees as per Council's Standing Orders and as such have voting rights.*' be removed as proposed by Councillor Maples and seconded by Councillor Sains

The Scheme of Delegation as amended was proposed by Councillor Milner and seconded by Councillor Makepeace

132 - EXCLUSION OF PRESS AND PUBLIC

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted.

Resolved to approve with Councillor Makepeace proposing and Councillor Maples seconding the Motion.

133 - HR UPDATE

To receive a verbal update from the Interim Town Clerk and to approve a course of action.

The Council received a verbal update on the staffing structure of Lewes Town Council and requested permission to commission specialist advice with a view to producing a clear strategy for future development.

Resolved to delegate authority to the Interim Town Clerk to appoint an independent consultant to assist in producing a staffing strategy, with the authority to spend between £2,500 and £4000 in this respect with Councillor Milner proposing and Councillor Makepeace seconding the Motion

The Meeting was declared closed at 21:38