

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)

To: All members of Lewes Town Council,

A meeting of Lewes Town Council will be held in the Council Chamber, Town Hall, Lewes, on 23 February 2023, at 7:30pm, which you are summoned to attend.

Laura Chrysostomou  
Town Clerk  
17 February 2023

## Agenda

### 1 Filming of council meetings and mobile phones

During this meeting, the public are allowed to film the committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the exempt part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. Please switch mobile devices to silent for the duration of the meeting

### 2 Apologies for absence

### 3 Members' declarations of interests

To note any declarations of personal or prejudicial interest in items to be considered at this meeting.

### 4 Question time

Members of the public are welcome to attend this meeting of the council. Questions regarding items on the agenda may be heard at the start of the meeting with the Mayor's consent. A period of 15 minutes is allocated for this purpose. Questions or requests to address the council must be submitted to the Town Clerk by noon the day before the meeting.

### 5 Minutes

- 5.1 To agree the minutes of the council meeting held on 19 January 2023  
(attached on pages 4 to 8)

- 5.2 To agree the minutes of the extraordinary council meeting held on 7 February 2023 (attached on pages 9 to 10)

## **6 Mayor's announcements and urgent items**

### **7 Committees, working parties and outside bodies**

To receive the minutes from committees, working parties and panels and to consider any recommendations arising. To receive reports from members serving on outside bodies.

- 7.1 Audit and Governance Panel 25 October 2022 (attached on pages 11 to 12)
- 7.2 Planning and Conservation Committee 10 January 2023 (attached on pages 13 to 22)
- 7.3 Grants Panel 8 February 2023 (Report FC029/2023 attached on pages 23 to 29)

### **8 Summer road safety virtual briefing**

To nominate one representative to attend the Sussex Police Summer Road Safety Virtual Briefing event on Monday 13 March 2023 6pm to 7pm on Microsoft Teams.

### **9 Officer's reports**

- 9.1 Proposed Town Council activities for the King's Coronation (Report FC030/2023 attached on pages 30 to 32)
- 9.2 Verge cutting tender (Report FC031/2023 attached on pages 33 to 35)
- 9.3 Rural verges as wildlife corridors (Report FC032/2023 attached on pages 36 to 37)
- 9.4 IT support contract tender (Report FC033/2023 attached on pages 38 to 39)
- 9.5 Insurance policy tender (Report FC034/2023 attached on page 40)
- 9.6 Conclusion of external audit 2021 to 2022 (Report FC035/2023 attached on pages 41 to 47)
- 9.7 Authorisation of purchase orders (Report FC036/2023 attached on page 48)

### **10 Exempt business**

It is recommended 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.

This item is a confidential report for Members of the Council only in accordance with Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to any consultation 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.

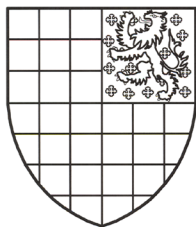
## **11 Officers exempt reports**

### 11.1 Governance and probity

Council will receive an oral report from the Town Clerk.

### 11.2 Staffing matters

Council will receive an oral report from the Town Clerk.



**Minutes** of the meeting of Lewes Town Council held on Thursday 19 January 2023 at 7.30 in the Council Chamber, Lewes Town Hall.

**Present:**

Councillor Bird  
Councillor Burrows  
Councillor Catlin  
Councillor Clarke  
Councillor Handy  
Councillor Lamb  
Councillor Makepeace  
Councillor Dr Maples  
Councillor Dr Mayhew  
Councillor Milner  
Councillor O’Keeffe (arrived 20.02pm)  
Councillor Sains (Mayor)  
Councillor Waring

**In attendance**

Town Clerk  
Committee Administrator  
Communications Officer  
Mayor’s Chaplain

**92. Filming of council meetings and mobile phones**

92.1. The procedures were noted.

**93. Apologies for absence**

93.1. There were apologies from Councillors Earl and Herbert who both had personal commitments, Councillor Vernon who had a work commitment and Councillor Wood who was unwell. Councillor Baah had indicated that she would be late, however was unable to join the meeting.

**94. Members’ declarations of interests**

94.1. There were none.

**95. Question time**

95.1. There were none.

**96. Minutes**

96.1. Minutes of the meeting held on 15 December 2022 were received and agreed as a true record.

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

97.1. The Mayor informed council of the death of past Mayoress, Daphne Pattenden, widow of past Mayor Bob Pattenden. The Mayor had attended the service of thanksgiving on 17 January. Past Mayor Mike Chartier had also attended the service.

97.2. At the request of the Oberburgermeister Dr. Phillip Frank, the Mayor had recorded a New Year message to the people of Waldshut Tinengen of continued friendship. The message had been well received.

97.3. At the meeting of the Planning Committee on 10 January, Human Nature informed the Planning Committee of its intention to submit the first of its plans for the Phoenix Development and invitations would follow shortly for a presentation regarding the planning application.

97.4. Holocaust Memorial Day was on Thursday 26 January. The Mayor would be hosting a reception in the Council Chamber at 17.00.

97.5. The popular Seedy Saturday event would be held at the town hall on Saturday 4 February from 10.00 to 15.00.

97.6. The Mayor informed council that Ms Twitchen had been awarded an MBE in the New Year's Honours List for Voluntary Service. The Mayor had sent a letter of congratulations to Ms Twitchen.

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

98.1. Planning and Conservation Committee 29 November 2022

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

98.1.2. The minutes of the Planning and Conservation meeting held on 29 November 2022 are noted.

98.2. Finance Working Party 5 December 2022

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

98.2.2. The minutes of the Finance Working Party held on 5 December 2022 are noted.

## **99. Road closure support**

99.1. Council considered a notice of motion (NOM 003/2023) that council agrees an in-principle statement of support for day-time road closures for the commemoration of the Battle of Lewes and the spring artists and makers market.

99.2. There was some concern regarding public transport and blue badge parking if the roads were closed during these events, preventing people travelling through the town.

99.3. Lewes District Council will consult with the Police Authority, the bus companies and the town council's planning committee as consultees who will all be able to respond to proposed road closure applications.

99.4. It was resolved that:

99.5. Lewes Town Council agrees an in-principle statement of support for day-time road closures for the commemoration of the Battle of Lewes and the spring artists and makers market.

### **100. International Women's Day event support.**

100.1. Council considered a notice of motion (NOM 004/2023) that council agrees expenditure up to £1,000 towards an event for International Women's Day 8 March 2023 to cover costs such as venue hire, refreshments, and payments of services.

100.2. At the Council meeting in December, Councillor Wood suggested that this event could be linked in with the Girls for Change event, an event that had been organised by Councillor Baah during her mayoral year and invitations could be offered to the original 100 girls who had attended that event.

100.3. Councillor Makepeace was communicating with Lewes Football Club, East Sussex College, Priory School and Diversity Resource International to encourage a 'Comedy Night' event to take place.

100.4. Councillor Mayhew proposed an amendment that Council agree to an expenditure of up to £1,500 in support of the International Women's day event.

100.5. It was resolved that:

100.6. Lewes Town Council agrees expenditure of up to £1,500 from the commemorations earmarked reserve towards an event for International Women's Day 8 March 2023 to cover costs such as venue hire, refreshment, and payments of services.

### **101. South East Water Consultation**

101.1. Council, at their meeting on 15 December had agreed it would like to respond to the above consultation that was running until 20 February 2023. Council were being asked to view the consultation and agree a response.

101.2. At Council's December meeting a Task and Finish group consisting of Councillors Bird, Burrows, Lamb, Vernon, Waring and Wood had been appointed to identify areas in the consultation that Lewes would want to respond to and formulate a draft response.

101.3. Councillors had been apprised with the draft response by the Task and Finish Group and were asked to consider and agree the response.

101.4. It was proposed that in addition to the draft response South East Water should educate and encourage behavioural changes to customers encouraging good practices like rain water harvesting.

101.5. It was resolved that:

101.6. The South East Water Consultation is agreed with the addition as set out in minute 101.4.

### **102. Southern Water Consultation**

102.1. Council, at their meeting on 15 December had agreed it would like to respond to the above consultation that was running until 20 February 2023. Council were being asked to view the consultation and agree a response.

102.2. At Council's December meeting a Task and Finish group consisting of Councillors Bird, Burrows, Lamb, Vernon, Waring and Wood had been appointed to identify areas in the consultation that Lewes would want to respond to and formulate a draft response.

102.3. With no draft to consider it was suggested that the response agreed for the South East Water Consultation be submitted for the Southern Water Consultation.

102.4. It was resolved that:

102.5. The response to the Southern Water consultation be the same as that for South East Water as set out in minute 101.6.

### **103. Officer's reports**

103.1. Civic Award draft policy and procedure

103.2. Council considered report FC027 2023 Civic Awards Review that proposed a new policy and procedure with an updated application form. The Civic and Administration Officer was thanked for her work on the policy and procedure.

103.3. It was resolved that:

103.4. The Civic Awards Policy be agreed subject to:

103.5. Paragraph 2 reading that "Nominations can be made for individuals or groups who have provided long term service to Lewes residents or to individuals or groups who have created a recent but highly innovative or demonstrably impactful service".

103.6. Paragraph 4.3.4 be removed from the policy.

103.7. The existing five categories be reduced from five to one, with the aim of attracting more nominations.

103.8. Recipients will be awarded a trophy rather than a £100.

103.9. Awards will be presented to a maximum of five recipients per year.

103.10. It was agreed that four Councillors will form a selection panel along with the Mayor.

103.11. It was agreed that Councillors Catlin, Clarke, Makepeace and Milner will form a selection panel with the Mayor to select the 2023 civic awards.

103.12. Draft Budget

103.13. Council considered report FC028 draft budget 2023 to 2024 that was presented in a revised format developed by the Town Clerk and the locum Responsible Finance Officer through a series of workshops with councillors with the aim of making the budget clear and easy to understand. The budget presented had been considered in detail and recommended to Council by the Finance Working Party.

103.14. The Full Council budget had been prepared to reflect 5.45% increase in Band D for 2023 to 2024.

103.15. Council were also being asked to consider the earmarked reserves as set out in appendix 2.

103.16. It was noted that £4387.50 of Community Infrastructure Levy money would expire in May 2023. This money had previously been agreed to support the Cycle Route 90 or to improve the surface on a section of the Ouse Valley Way from Lewes to Offham or to install a road crossing on the Offham Road (A2029) near the piggy steps up from Blois Road. The Town Clerk informed Council that this money would need to be spent on infrastructure. The Finance Working Party had recommended that this money should be spent on replacing playground equipment at the Pells that has been removed over the years but not replaced.

103.17. The Town Clerk clarified that £15,000 had been earmarked for environmental audits that had been identified in the 2019 'Visioning' exercise carried out by the council.

103.18. The Councillor and staff Christmas meal had been removed from the Mayoral budget, however a modest corporate budget had been retained.

103.19. It was resolved that:

103.20. The budget for 2023 to 2024 setting a Precept of £1,363.742 be approved.

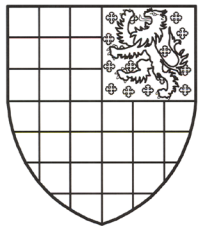
103.21. Council agreed the review for the earmarked reserves set out in the report.

103.22. Agree 4.11 in the report that the earmarked reserves for 'Neighbourhood salt bins grant' which is granted to residents' associations/groups for the purchase of the bin only, be redefined to include funding requests for refilling.

The meeting closed at 9.15pm

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





**Minutes** of the extraordinary meeting of Lewes Town Council held on Tuesday 7 February 2023 at 7.30pm in the Council Chamber, Lewes Town Hall.

**Present:**

Councillor Baah  
Councillor Bird (Deputy Mayor)  
Councillor Catlin  
Councillor Clarke  
Councillor Earl  
Councillor Handy  
Councillor Herbert  
Councillor Lamb  
Councillor Makepeace  
Councillor Maples  
Councillor Milner  
Councillor Mayhew  
Councillor Sains (Mayor)  
Councillor Waring  
Councillor Wood

**In attendance**

Town Clerk, Chief Executive Officer of the East Sussex Association of Local Councils (ESALC), Locum Responsible Financial Officer (RFO)

**104. Filming of council meetings and mobile phones**

104.1. The procedures were noted.

**105. Apologies for absence**

105.1. There were apologies from councillors O’Keeffe and Vernon due to work commitments.

**106. Members’ declarations of interests**

106.1. There were none.

**107. Question time**

107.1. There were none.

**108. Exempt business**

108.1. The Mayor 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.

This item is a confidential report for Members of the Council only in accordance with Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to any consultation 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.

**109. Staffing matters**

109.1. Council considered a confidential report containing proposals to fill the position of Town Clerk following the recent resignation of the current postholder.

109.2. Given the length of time required to prepare, undertake and complete a recruitment process it was proposed that an experienced interim Town Clerk is secured to provide continuity. Council were asked to consider an interim position up to and beyond the elections to allow for a handover with the current Town Clerk as well as ensure the Council has a Clerk in post to receive the new administration, supporting the Council through a period of significant change.

109.3. It was also proposed that the current arrangements for the locum Responsible Financial Officer were extended to beyond the elections to provide support and continuity particularly for the year end processes including the close of the financial accounts and the internal and external audits.

109.4. Mr Leggo explained that appointing an interim Town Clerk is not an unusual process. He gave an example of a local principal authority who had recently done similar. Mr Leggo explained the process that could be undertaken to source an interim Town Clerk including through the local and national associations and making use of the Society of Local Council Clerks who provide a local council consultancy service delivered by a team of CiLCA (Certificate in Local Council Administration) qualified Clerks. As a consultancy service a locum clerk is employed by SLCC and the Town Council charged an hourly rate which covers oncosts such as national insurance, pension, handling costs and annual leave.

109.5. Council discussed the need to progress the interim appointment expediently.

109.6. It was resolved that:

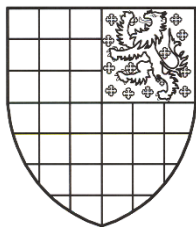
109.7. Authority be delegated to the Chair and Vice Chair of the Personnel Panel to work with the CEO of ESALC, the Town Clerk and locum RFO to secure an interim Town Clerk up to and beyond the elections for a minimum of nine months.

109.8. The current arrangements for the locum RFO continue up to and beyond the elections be agreed.

109.9. Council agreed a supplementary estimate from the General Fund of up to £25,000 to meet recruitment and salary costs.

The meeting closed at 7:35pm

Signed..... Date.....



Minutes of a meeting of the Audit and Governance Panel held on Tuesday 25 October 2022 in the Council Chamber, Town Hall at 6.30pm

**Present:**

Councillor M Bird

Councillor W Maples (Chair)

Councillor J Vernon

**In attendance:**

Town Clerk (TC)

Responsible Finance Officer (RFO)

Committee Administrator

1. **Apologies for absence:** were noted from Councillor Clarke who was working and Councillors Handy and Milner who had family commitments. The Chair asked that thanks be recorded in the minutes to Councillor Catlin for his long service on the Audit and Governance committee following his resignation at the last meeting and in her absence, welcomed Councillor Clarke to the committee.
2. **Members' declarations of interest:** There were none.
3. **Question time:** There were none.
4. **Minutes:** The minutes of the meeting held on Wednesday 28 September 2022 were agreed as an accurate record.
5. **Chairs report and urgent items:** There was nothing to report.
6. **Officers' reports:**
  - 6.1 The Panel considered report AGP003/2022 which highlighted significant variances from budget in income and expenditure relating to the Council's budget for 2022 to 2023.
  - 6.2 The Town Clerk (TC) briefly appraised members of the report and reminded them that the income and expenditure reports presented were from the new Rialtas accounting system.
  - 6.3 There was a query regarding utilities expenditure at the Town Hall and the All Saints Centre and how this would be budgeted for in the future. The Town Clerk explained to the panel that there would be regular monthly readings for utilities, and

this would be overseen by the Interim Deputy Town Clerk and the Finance Officer working with the Centre Managers.

6.4 Another query was raised regarding the Pells grant funding. TC reminded the Panel that liaison meetings were held annually with the Pells Pool Trust and Priory Trust and suggested that future meetings should consider a review of the year and look forward at targets and business plans in more detail.

6.5 The £15,000 allocated for the public waste artwork project would be earmarked at year end should the project not go ahead this financial year. The RFO would provide info for similar projects where grants had been obtained.

6.6 TC explained that members of staff who spend money against budgets would now have access to income and expenditure reports allowing them to check that expenditure has not been miscoded and to monitor budgets.

6.7 The Chair raised a query regarding quarter meetings of this panel and whether the Scheme of Delegation could be amended to include those. TC explained that when Council adopts a committee structure there would then be committee 'cycles' in June, September, December and March. Each committee would have delegated authority for set areas of the budget based on that particular committees responsibilities and those committees would then undertake quarterly budget monitoring.

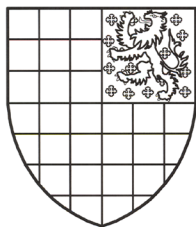
6.8 **It was resolved that:**

The report on Budget Monitoring report is noted.

The meeting closed at 18.56pm

Signed.....

Dated.....



**Minutes** of a Meeting of the Planning and Conservation Committee held in the Council Chamber, Town Hall, Lewes on Tuesday 10 January 2023 at 7.00pm

**Present:** Councillors J Baah, S Catlin, E Clarke, R Handy, J Lamb, I Makepeace, Dr W Maples (not appointed to the committee) M Milner and S Sains

**In attendance:** Town Clerk and Committee Administrator

- 90. Apologies:** There were none.
- 91. Declarations of Interest:** There were none.
- 92. Question Time:** There were none.
- 93. Minutes:** The Minutes of the meeting held on 29 November 2022 were received and signed as a true copy.
- 94. Chairs announcements:**
- 94.1. The Chair informed the committee that a point of concern had been raised regarding application SDNP/22/04789/FUL 84 High Street. A neighbouring resident had expressed concern regarding the committee's comments made at their meeting on 8 November 2022. Revised plans had been submitted for the application, however, as the Town Council did not object initially, and the amendments have removed and reduced elements of the scheme, there would be no further formal consultation.
- 95. Rotary Lighting Project:**
- 95.1. The Chair welcomed Fiona Kay and Bob Wilkins from Lewes Rotary Club who gave a presentation on a lighting proposal on Cliffe Bridge.
- 95.2. The Rotary club would be celebrating their centenary in October 2023 and to commemorate this will be holding various activities throughout the year to celebrate.
- 95.3. As part of their celebrations, they would like to do something for the town in recognition of being part of the town for 100 years.
- 95.4. The club had chosen the bridge for the lighting project as it is considered fundamental to Lewes.
- 95.5. The bridge was constructed in the seventeenth century as a wooden structure and was re-constructed in 1932 to enable cars to cross it and had been the main route to Brighton.
- 95.6. In 1985 the bridge was listed following a campaign by the Friends of Lewes.
- 95.7. The six new lights proposed would cost less to run and upkeep than the two currently there and would take the bridge back to its Victorian glory.

- 95.8. Rotary had received much support for the project from local people and the local MP. Grant funding for the project had been sought by Rotary from several sources.
- 95.9. Any remaining funds from the project would be used to paint the railings and general maintenance of the area.
- 95.10. The proposed lights would be acceptable within the South Downs National Park Dark Skies Policy and Listed Building consent would be sought shortly.
- 95.11. Councillors asked a variety of questions on the project stressing the importance to use local companies to supply the lights and local Blacksmiths to carry out the work where possible. Consideration should also be given to the type of lighting that would be used and to consider the needs of pedestrians with visual impairments.
- 95.12. The Chair thanked Ms Kay and Mr Wilkins for their informative presentation.

**96. The Phoenix Project planning development**

- 96.1. The Chair welcomed Mr Andrew Simpson (Planning Advisor) and Mr Jonathan Smales (Chief Executive) from Human Nature (HN), who briefed Councillors on the latest development proposals for land at the North Street Quarter (NSQ)
- 96.2. Mr Simpson informed the committee that a planning application for the NSQ would be submitted on 27 January following many hours of consultation with the public and consultees.
- 96.3. The projects priorities were to supply affordable living, sustainable living, and shared living as well as supporting the local economy.
- 96.4. The application proposed up to 700 new homes, with a target of 30% (210) affordable new homes consisting of one, two and three bedroom properties with priority for Lewes residents.
- 96.5. Approximately, 92 of the two and three bedroom properties would identify as Lewes Low Cost Housing (LLCH).
- 96.6. The proposed new homes would be insulated with the aim to reduce heating bills by around 80%. Utility bills will be provided by a specialist utility provider with a utility network onsite that HN will be working with and this should reduce utility bills by 10-20%.
- 96.7. The project will also provide 50 electric vehicles to encourage a car sharing scheme.
- 96.8. Community Infrastructure Levy (CIL) contribution would amount to approximately £7,000,000.
- 96.9. Flood defences would be a major part of the project investment as would a heat and energy grid providing zero carbon electricity.
- 96.10. There would be several walking connections into Lewes town centre, a new connection along the riverside and a new bus lane on the Causeway. Whilst the development was in progress there would be an access from Phoenix Causeway that would direct construction traffic away from the town centre.
- 96.11. A short question and answer session followed.
- 96.12. The Chair thanked Mr Simpson and Mr Smales for their informative report

**97. Planning Applications:** The committee considered the relevant sections of the lists of applications validated in the weeks commencing 28 November 2022, 5 December 2022, 12 December 2022, 19 December 2022, 26 December 2022 and 2 January 2023. Their comments are appended.

**98. Miscellaneous Planning Issues:** The Chair informed the Committee of the following contrary decisions and withdrawn applications.

98.1. Contrary decisions (LTC refused – LDC/SDNPA approved)  
SDNP/22/03583/FUL                      The Forecourt, Court Road Car Park

98.2. Withdrawn Applications  
SDNP/22/04707/HOUS                      10 Hill Road  
SSDNP/22/04692/OUT                      The Malthouse, Daveys Lane

The meeting ended at 8.40pm

Signed: .....

Date: .....

## Appendix 1

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Discharge of condition 4 (Details of measures to mitigate against impact of artificial light spill) related to Planning Approval SDNP/21/06391/FUL St Michaels Church, Church Lane

Ref. No: SDNP/22/05360/DCOND | Received: Thu 17 Nov 2022 | Validated: Mon 21 Nov 2022 | Status: Application in Progress

**Comment:**

Councillors noted that this application was approved on 30 December 2022

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Discharge of conditions 3 (details of windows) and 4 (secondary glazing) relating to planning approval SDNP/19/04088/LIS 23 Keere Street

Ref. No: SDNP/22/05492/DCOND | Received: Thu 17 Nov 2022 | Validated: Thu 17 Nov 2022 | Status: Application in Progress

**Comment:**

Councillors noted this application

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Replacement of grey carpet with distressed oak style flooring 162 High Street

Ref. No: SDNP/22/05124/LIS | Received: Thu 03 Nov 2022 | Validated: Sat 12 Nov 2022 | Status: Application in Progress

**Comment:**

Councillors support this application

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Erection of changing place facility next to existing public toilet Friars Walk Car Park

Ref. No: SDNP/22/05025/FUL | Received: Fri 28 Oct 2022 | Validated: Tue 15 Nov 2022 | Status: Application in Progress

**Comment:**

Councillors support this application and would recommend a green roof

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Front elevation of the house to be painted white and like for like replacement of front door to be painted in either stone or thistle pink 80 Western Road

Ref. No: SDNP/22/05038/HOUS | Received: Thu 27 Oct 2022 | Validated: Wed 23 Nov 2022 | Status: Application in Progress

**Comment:**

Councillors noted that this application had been approved on 28 December 2022

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Discharge of Condition No's: 28 (Arboricultural Method Statement), No. 33 (Road Condition Survey Report, Plans and Photographs), and No: 34 (Visibility Splays) of Planning Consent SDNP/20/05799/FUL

Pells Church Of England Primary School

Ref. No: SDNP/22/05527/DCOND | Received: Mon 28 Nov 2022 | Validated: Mon 28 Nov 2022 | Status: Application in Progress

**Comment:**

Councillors noted this application



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Submission of details required by conditions 4b (door furniture for the timber doors), 4d (manufacturers details for fence), 4e (manufacturers details for timber doors) and 5a (fence painting details) of planning application SDNP/22/00916/LIS  
10 Southover High Street

Ref. No: SDNP/22/05470/DCOND | Received: Thu 24 Nov 2022 | Validated: Thu 24 Nov 2022 | Status: Application in Progress

**Comment:**

Councillors noted this application

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Discharge of Condition 5 (Fitting of low-transmittance glass and/or an automated block out blind to glazed roof) related to Planning Approval SDNP/22/03436/HOUS  
51 New Road

Ref. No: SDNP/22/05402/DCOND | Received: Mon 21 Nov 2022 | Validated: Wed 30 Nov 2022 | Status: Application in Progress

**Comment:**

Councillors noted this application

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Re-roofing works to main roof (east and south facing slopes), renewal of existing gutters, flashings, and dressings as required, and repairs and cleaning to tiles and hips 25 Keere Street

Ref. No: SDNP/22/04407/LIS | Received: Wed 21 Sep 2022 | Validated: Tue 29 Nov 2022 | Status: Application in Progress

**Comment:**

Councillors support this application

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Discharge of Condition 7 (parking details) related to Planning Approval SDNP/22/04042/HOUS  
5 Hamsey Crescent

Ref. No: SDNP/22/05720/DCOND | Received: Thu 08 Dec 2022 | Validated: Thu 08 Dec 2022 | Status: Application in Progress

**Comment:**

Councillors noted this application

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Details of rooflights, skylights and solar panels, pursuant to compliance with condition 4 of application SDNP/22/01520/HOUS and condition 4 of application SDNP/22/01698/LIS  
Elmtree House Southover High Street

Ref. No: SDNP/22/05667/DCOND | Received: Tue 06 Dec 2022 | Validated: Tue 06 Dec 2022 | Status: Application in Progress

**Comment:**

Councillors noted this application

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Removal of all external signage, including fascia, projecting sign, ATM and signage within window splays and any other signage relating to Halifax in order to facilitate its closure 13 High Street

Ref. No: SDNP/22/05590/FUL | Received: Wed 30 Nov 2022 | Validated: Wed 30 Nov 2022 | Status: Application in Progress

**Comment:**

Councillors support this application

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Replacement front windows and door 2 Cluny Street

Ref. No: SDNP/22/05578/HOUS | Received: Tue 29 Nov 2022 | Validated: Mon 05 Dec 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

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Erection of two-storey side and rear infill extension 36 The Course

Ref. No: SDNP/22/05288/HOUS | Received: Mon 14 Nov 2022 | Validated: Tue 29 Nov 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application, and this application appears to meet the criteria applied in respect of improving the Swift nesting opportunities and it is recommended that the applicant is encouraged to consult with [lewesswifts@gmail.com](mailto:lewesswifts@gmail.com) to investigate the potential to include Swift-bricks or similar during the project.

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Removal of all external signage, including fascia, projecting sign, ATM and signage within window splays and any other signage relating to Halifax in order to facilitate its closure 13 High Street

Ref. No: SDNP/22/05135/LIS | Received: Thu 03 Nov 2022 | Validated: Wed 30 Nov 2022 | Status: Application in Progress

**Comment:**

Councillors support this application

Erection of rear dormer and loft conversion 3 Valley Road

Ref. No: SDNP/22/05759/LDP | Received: Mon 12 Dec 2022 | Validated: Mon 12 Dec 2022 | Status: Application in Progress

**Comment:**

Councillors noted that this application had been withdrawn

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Replacement windows to existing house including front bay window and insertion of new access obscured rooflight/roof hatch Elmtree House Southover High  
Ref. No: SDNP/22/05770/HOUS | Received: Mon 12 Dec 2022 | Validated: Mon 12 Dec 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

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Removal of existing sun room and replacement of single-storey rear extension, rear dormer, garage conversion, and addition of external garden store below rear terrace 35 Cranedown

Ref. No: SDNP/22/05651/HOUS | Received: Tue 06 Dec 2022 | Validated: Sat 10 Dec 2022 | Status: Application in Progress

**Comment:**

The committee noted that the proposed large box dormer to the rear would not comply with the agreed design guidance for dormers and that application would alter the hip to gable and the balance of the development. Councillors objected to this application.

---

Part single and part two-storey rear extension with second floor terrace, alterations to front boundary wall, and addition of driveway and electric car charging point to front 46 Grange Road

Ref. No: SDNP/22/05666/HOUS | Received: Tue 06 Dec 2022 | Validated: Wed 07 Dec 2022 | Status: Application in Progress

**Comment:**

Councillors noted the removal of the integral wall would mean that the neighbouring flats would be overlooked. Concern was also raised regarding traffic safety on Grange Road. Therefore, councillors objected to this application.

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Replacement windows to existing house including front bay window and insertion of new access obscured rooflight/roof hatch Elmtree House Southover High Street  
Ref. No: SDNP/22/05645/LIS | Received: Mon 05 Dec 2022 | Validated: Mon 12 Dec 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

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Erection of dormer to side elevation Weald View The Avenue

Ref. No: SDNP/22/05602/HOUS | Received: Thu 01 Dec 2022 | Validated: Tue 13 Dec 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application although would recommend that the applicant be referred to the SDNPA Dark Skies Policy.

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Retrospective change of use from single dwelling (Use Class C3a) to staff offices (Use Class E) 144 High Street

Ref. No: SDNP/22/05597/FUL | Received: Wed 30 Nov 2022 | Validated: Fri 02 Dec 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

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Retrospective change of use from single dwelling (Use Class C3a) to staff offices (Use Class E) 144 High Street

Ref. No: SDNP/22/05406/LIS | Received: Mon 21 Nov 2022 | Validated: Fri 02 Dec 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

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Replacement of grated pavement light 55 Priory Street

Ref. No: SDNP/22/05365/HOUS | Received: Thu 17 Nov 2022 | Validated: Tue 13 Dec 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

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Replacement windows 26 Malling Close

Ref. No: SDNP/22/05524/PRE | Received: Wed 16 Nov 2022 | Validated: Fri 16 Dec 2022 | Status: Decision Pending

Councillors noted this application

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Discharge of Condition 29 (Verification Report) relating to planning approval SDNP/15/01303/FUL

Land at Southdowns Road Lewes East Sussex

Ref. No: SDNP/22/05852/DCOND | Received: Mon 19 Dec 2022 | Validated: Mon 19 Dec 2022 | Status: Application in Progress

**Comment:**

Councillors note this application

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Demolition and Erection of a Residential Proposal

Astley House Spital Road

Ref. No: SDNP/22/05961/PRE | Received: Fri 16 Dec 2022 | Validated: Fri 16 Dec 2022 | Status: Application in Progress

**Comment:**

The committee noted that the SDNPA had been contacted inviting them to engage with the town council when such strategic sites in the town were to be considered at pre-application stage.

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Demolition of existing side and rear and extensions and replacement with new part-single, part-two storey rear and side extensions, alterations to existing window openings and fenestration, removal of internal staircase and enlargement of existing door opening between kitchen and rear extension 2 St Pancras Road

Ref. No: SDNP/22/05828/LIS | Received: Fri 16 Dec 2022 | Validated: Fri 16 Dec 2022 | Status: Application in Progress

**Comment:**

Councillors considered this proposal overdevelopment of the site and therefore objected.

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Conversion and extension of existing loft space with enlargement to the existing flat roof extension, and reconfiguration to the internal layout 34 King Henrys Road

Ref. No: SDNP/22/05661/PRE | Received: Tue 22 Nov 2022 | Validated: Tue 20 Dec 2022 | Status: Application in Progress

**Comment:**

Councillors noted the application

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Erection of two-storey side extension, single-storey side/rear extension, addition of raised patio to rear, and associated demolition of existing garage and side/rear structures

23 Firlle Crescent Lewes East Sussex BN7 1QG

Ref. No: SDNP/22/05827/HOUS | Received: Fri 16 Dec 2022 | Validated: Fri 16 Dec 2022 | Status: Application in Progress

**Comment:**

Councillors considered this proposal overdevelopment of the site and therefore objected.

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Erection of single-storey semi-subterranean extension to rear, single-storey extension to front, addition of pool and pool house, addition of external terracing to

west, demolition of existing single-storey garage and two outbuildings, and internal alterations Badan Lodge Cuilfail

Ref. No: SDNP/22/05756/HOUS | Received: Mon 12 Dec 2022 | Validated: Mon 19 Dec 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application although would recommend that the applicant be referred to the SDNPA Dark Skies Policy.

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Loft conversion with rear dormer and porch to front 1 Hamsey Crescent

Ref. No: SDNP/22/05747/HOUS | Received: Fri 09 Dec 2022 | Validated: Fri 16 Dec 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

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Discharge of conditions 3 (details of refuse and recycling storage) and 5 (schedule of external materials) related to Planning Approval SDNP/22/04389/FUL

Railway Arches Pinwell Road

Ref. No: SDNP/22/05748/DCOND | Received: Fri 09 Dec 2022 | Validated: Mon 12 Dec 2022 | Status: Application in Progress

**Comment:**

Councillors noted this application

**Lewes Town Council**

**Non- Confidential**

**Committee: Full Council**

**Date: 23 February 2023**

**Report Number: FC029**

**Report by: Town Clerk**

**Subject: Grant Panel Recommendations – 8 February 2023 Cycle 4**

### **1. Summary**

- 1.1 To propose payment of grants as recommended by the Grants Panel, following its meeting on 8 February 2023 (the fourth of four cycles for 2022 to 2023).

### **2. Recommendations**

- 2.1 Council is Recommended to:
1. Approve the grant payments recommended and shown in column H of the table appended to this report.

### **3. Background**

- 3.1 The Grants Panel met on 8 February 2023. 10 applications were considered, with requests for support in the total of £15,092.
- 3.2 Assessing applications were: Councillors Burrows, Makepeace, Maples, Sains and Wood. Apologies were received from Councillors Herbert and O'Keeffe.
- 3.3 Using the system approved by Council, each panellist evaluated applications on their merits in five categories:
- Closeness of match to Council's policy, objectives, and underlying values. Support for community organisations working for the benefit of the Town, contributing to the wellbeing of the local community, and helping to maintain a vibrant community section in the Town. Support the Council vision, which includes:
    - Sustainable transport, related infrastructure and signage, cycle routes, bus transport
    - Openness, engagement, consultation, partnership
    - Trees and biodiversity; wildlife and the environment; open spaces
    - Support for equality, diversity and inclusion, and specially disadvantaged and under-represented groups and foodbanks
  - Robustness: general likelihood of success. Will the project be able to achieve its own aims? How thorough is the application in demonstrating this?

- Financial Planning: are there strong indicators of financial prudence? For example, are there adequate accounts or previous projects achieved to budget? Is the amount of funding requested appropriate for the project? If the project is to continue beyond a pilot stage, is it sustainable? Has other support been considered or obtained?
- Scope: Is the cost proportional to the prospective benefits over the course of the project/activity/installation? This may include number and breadth of beneficiaries, geographical scope across different areas, but also duration or legacy merits. What is the demonstrable impact for the community?
- Narrative explanation and any special insight or consideration

3.4 Where recommended awards are below the amount requested by the applicant, the details of the proposal were scrutinized as to the appropriateness of the sum requested in relation to the overall scheme or project budget, and alignment with the Council's published aims. Also considered were factors such as the balance or proportion of Council funding compared with other sources and the applicant's own funds, and other detailed elements.

#### **4. Recommended Grant Awards**

4.1 The recommended grant awards for this cycle are shown in column H of the table appended to this report.

4.2 Salient points considered by panellists during their deliberation and influencing their final recommendations (noted/highlighted in column I where appropriate of the appended table) fall into the areas of:

- No further funding sought.
- Not appropriate to our scheme.
- Sum requested disproportionate to own assets or contribution to scheme or project.
- Sum requested from Council disproportionate to total cost of scheme or project and its target.

4.2 Members are therefore asked to approve the recommended grant payments.

#### **5. Financial Implications**

5.1 The recommended grant awards for this cycle amount to £10,650 in total, to be met from the £60,000 Grant Budget, which leaves a balance of £16,215 for the 2022 to 2023 financial year. This will be returned to the General Fund.

Laura Chrysostomou

**Town Clerk**



A	B	C	D	E	F	G	H	I
Ref.	Organisation	Stated purpose of organisation	Stated purpose of grant requested	total project cost	own funds employed	Grant Requested	£ RECC'D	Salient comments (if any) by Panellists
1	Lewes Toy Library	Term time, weekly, accessible 2 hour drop in session of safe play with a variety of toys for children. Toys can be borrowed for up to three weeks. Refreshments are available at the sessions	Hall hire, insurance, refreshments and replacing toys	1,732	21	1,500	<b>1,500</b>	The panel suggested that the toy library link with the children's centre at Malling Community Centre and Cottage pre school
2	Lewes Live Literature	A production company developing multimedia performances with many writers and performers.	To hold a season of events at the All Saints Centre and other venues in Lewes. Artists fees, hall hire, project management,	27,699	1,019	750	<b>750</b>	The panel recognised that Lewes Live Literature is beneficial for bringing tourism into the town.

			marketing, office costs, insurance, accountancy.					
<b>3</b>	Nurtured and Nourished Ltd	To hold free fortnightly coffee mornings for parents/carers babies and toddlers. This will provide an opportunity for parents and carers to socialise and relax with other families as well as access free children's toys and clothes.	Session manager, venue costs, refreshments, publicity, admin costs, insurance and overheads.	1,978	487	1,188	<b>0</b>	There was no clear plan on sustainability or a clear plan on why this service is needed and how it compliments other similar services. The panel were unclear as to why it was run as a Ltd Company.
<b>4</b>	Fitzjohns Foodbank	To connect with members of the community who want to help with others who are struggling. Their aim is to	Ingredients, community kitchen leader, room hire, additional equipment, safety and hygiene	2,970	970	2,000	<b>1,600</b>	The panel noted that donations from the public may decrease due to the cost of living crisis

		provide a sustainable response to food poverty and promote dignity	certificate for 5 members, cookery leader training for 1 member					
<b>5</b>	Care for the Carers	The leading organisation supporting unpaid carers across East Sussex and are the recognised carers for the county	To provide four free activities to unpaid carers in the Lewes area.	2,000	1,000	1,000	<b>1,000</b>	The panel note that there is a need for an increase of carers and that this programme will benefit Lewes.
<b>6</b>	Cottage Preschool	Welcome children from all backgrounds and offer a variety of activities children to develop and flourish in their early years.	Weekly cost of increasing team to the Real Living Wage	2,964	964	2,000	<b>2,000</b>	The panel applaud your ambition to be living wage employers and note that you will fund this yourself next year.

7	Nevill 2030	Originally a WhatsApp Covid help group set up during the pandemic. Nevill 2030 was set up in January 2022 and aims to get the whole estate to a net zero carbon by 2030	Subsidise some technical surveys to contribute to the production of detailed Home Energy Action Guide householders on the estate.	3,800	1,900	1,900	<b>1,900</b>	The panel requested the organisation work in collaboration with the Town Council in promoting their booklet.
8	Lewes Music Group	Young musicians collective staging concerts and events in Lewes and Sussex. Concerts are aimed to be accessible to all	To hold a Lewes Big Band Concert, rehearsals, venue hire, advertising and sheet music	3,050		2,000	<b>1,400</b>	The panel request feedback from the group on the use of their grant.
9	Brighton and Lewes Beekeepers	Aim to promote the interest in beekeeping and provide ways and means of	Set up a new apiary in the wider Lewes area - towards Telscombe.	4,214	3,365	849	<b>500</b>	Towards the purchase of the shed.

		teaching the art and educate the wider public on all things associated with bees	Apiary bed and concrete base, fencing, cedar hives x 6, other equipment and consumables.					
<b>10</b>	Telscombe Raiders FC	A new club in the Lewes Area set up to give back to the community by providing football based session, training and development	To maintain pitch conditions and the hire of astro pitch hire. Foldable goal x 2, coaching award course, referee course and 5 player sponsorship.	1,905	2,950	1,905	<b>0</b>	Should apply for funding from Lewes District Council or Telscombe Town Council.

**Lewes Town Council**

**Non- Confidential**

**Committee: Full Council**

**Date: 23 February 2023**

**Report Number: FC030**

**Report by: Town Clerk**

**Subject: Proposed Town Council activities for the King's Coronation**

### **1. Summary**

- 1.1 Council is asked to consider and agree the proposed Town Council activities and events to celebrate the Kings Coronation within the budget allocated. The report contains recommendations from the Commemorations and Events Committee meeting held on 9 February 2023.

### **2. Recommendations**

Council is recommended to:

- 2.1 Approve the proposed activities and events as set out in section 4 of the report to be met from the King's Coronation budget of £2,500 and the Seniors Tea Party budget of £1,500.

### **3. Background**

- 3.1 The Kings Coronation is on Saturday 6 May which will take place at Westminster Abbey. On Sunday 7 May there will be a Coronation Concert from Windsor Castle and the Coronation Big Lunch at which neighbours and communities are invited to share food and fun together, which will take place across the country. On Monday, 8th May 2023, members of the public will be invited to take part in The Big Help Out, which will encourage people to try volunteering for themselves and join the work being undertaken to support their local areas.
- 3.2 The Commemorations and Events Committee considered potential activities and events for the King's Coronation at its meeting on 9 February 2023. The committee's recommendations are set out in this report.

### **4. Proposed activities**

- 4.1 To decorate the Town Hall with existing bunting and ask Wildflower Lewes to supply some suitable seeds to plant in the window boxes outside the Council Chamber.
- 4.2 on Sunday 7 May 2023 to process in robes with the Mace bearer to the Market Tower to ring the Town bell at 09.30am. Following this, to process up

to St Annes Church for the Coronation Civic Service. Photos to be taken by Tom Reeves if he is available.

- 4.3 To combine the regular Sunday service at St Annes church with a Coronation Civic service at 10.00am on 7 May 2023. Reverend Ben Brown has been approached and welcomes the idea. Dignitaries to be invited to attend.
- 4.3 The annual spring tea for the senior citizens of Lewes will be a Coronation tea on Wednesday 26 April 2023 and organisation of this is underway.
- 4.4 To contact all primary schools and home-schooled children in Lewes to invite children in year 3 (age group 8 to 9 years of age) to a Coronation lunch party in the Assembly Room of the Town Hall between 12 noon to 2pm on Thursday 11 May 2023. To provide a lunch presented in a union jack box and suitable entertainment.
- 4.5 Wildflower Lewes to be supported with a grant of £500 towards the project of a pollinator corridor through Lewes. This funding to include wildflowers for the Town Hall window boxes and wildflower planting near the tree planted for the Queen's Platinum Jubilee at the Convent Field. Advice has been given that the wildflowers should not be planted at the base of the tree. Lewes District Council have given agreement in principle that wildflowers could be planted on the mound but as this is a scheduled ancient monument LDC would need to approve the planting beforehand.
- 4.6 To create a special Coronation class at the annual Allotment show in September, a crown made from vegetables or fruit, with the possibility of opening this class up beyond allotment holders. Final details would be agreed by the Allotment Working Party.
- 4.7 To collaborate with the Chamber of Commerce to have a Coronation window display competition along the lines of the Christmas window competition.
- 4.8 To have an exhibition of A4 portrait paintings of King Charles III produced by Lewes school children to be hung in the Baxter corridor in conjunction with a small exhibition of historical photos provided by Tom Reeves.
- 4.9 On Monday 8 May 2023 in in line with the King's "The Big Help Out" initiative, the Chalk Ranger, has offered to hold an orchid survey of Landport Bottom and encourage people to volunteer.

## **5. Financial Implications**

- 5.1 A budget of £2,500 has been allocated in the 2023 to 2024 budget to support activities for the King's Coronation.
- 5.2 The £500 grant to Wildflower Lewes will provide an estimated £100 towards planting for the Town Hall, an estimated £80 for planting near the Platinum Jubilee tree and the remainder for the pollinator corridor.
- 5.3 £25 for prizes for the special Coronation class at the allotment show.
- 5.4 Prizes of £75, £50 and £25 for the Coronation window competition.
- 5.5 The cost of the seniors Coronation tea at £7 per head plus themed decorations and serviettes at £50 can be met from the £1,500 budget allocated specifically for this event in the 2023 to 2024 budget.

5.6 The cost of lunch for the children's tea party is estimated at a maximum of £7 per head. It is estimated around 180 children might attend. There would also be the cost of entertainment. This is estimated to cost £1,800.

Laura Chrysostomou

**Town Clerk**



**Lewes Town Council**

**Non- Confidential**

**Committee: Full Council**

**Date: 23 February 2023**

**Report Number: FC031**

**Report by: Town Clerk**

**Subject: Selection of contractor for wildlife and meadow urban verges cutting**

### **1. Summary**

- 1.1 Following Council's decision on 15 December 2022 to self-deliver cutting for all wildlife and meadow urban verges a tender process has been undertaken to secure a contractor to undertake the work for the Town Council.
- 1.2 Six contractors were asked to tender but only two tenders have been received.
- 1.3 Due to an amendment in the area to be cut East Sussex County Council have reduced the payment to the Town Council to £1,304.
- 1.4 The quotes received will require additional funding and it is proposed this is met from the Environmental Enhancement Fund in earmarked reserves.

### **2. Recommendations**

- 2.1 Council is recommended to:
  1. Consider and agree which contractor to appoint to deliver wildlife and meadow urban verge cutting and approve the appropriate additional expenditure from the Environment Enhancement Fund in earmarked reserves.

### **3. Background**

- 3.1 At a meeting of Full Council on 15 December 2022 it was resolved to self-deliver cutting for all wildlife and meadow urban verges, delivering one cut per year and arisings collected from wildlife verges only. This would include additional visibility cuts as required. Delivery of the service would be reviewed over the year. Following that resolution, a tender process has been undertaken.
- 3.2 Any contractor employed by the Town Council must be suitably competent and qualified to work safely on the highway and must meet strict criteria set out by East Sussex County Council. That criteria can be summarised as follows:
  - The contractor must have £10million public liability insurance.
  - They will need to have a formal contract with Lewes Town Council.

- They must be trained and competent as required by the Safety at Streetworks and Roadworks Code of Practice 2013.
- They must comply with the Highways Act 1980 and the New Roads and Streetworks Act 1991.
- A written health and safety policy, risk assessment and method statement must be provided.

3.3 A selection of local parish and town councils who have chosen to self-deliver were approached for feedback on management of their cutting regime. A summary of the findings is as follows:

- One parish have used ESCC approved contractors over the last few years with unsatisfactory results. They ran a procurement process approaching seven companies but only received one response which had a significant price increase from £4,500 to £15,000.
- Another parish council used an ESCC approved contractor with unsatisfactory results and are looking for a new contractor for 2023.
- Another parish council have just completed a three-year contract with a contractor and are looking to extend for a further three years having received a good service.
- A town council have their own in-house team who carry out the work with good results.
- Another parish council used a different contractor, who lives in the parish and reported receiving good results.

The findings present that if a local contractor or in house team are used then the system works well, but when the larger contractors are used the service is less than satisfactory and has implications on resources.

#### **4. Tender process**

- 4.1 In addition to meeting the criteria stipulated by ESCC, contractors were also asked to provide quotes for meadow areas to have the arisings cleared from the pavements or road but not using petrol leaf blowers to achieve that outcome.
- 4.2 Six contractors were approached for quotations. Three of the six declined the offer to submit a quote either due to excessive workloads already or insufficient equipment to carry out the task. One of the six who declined to quote was another local authority whose contractor did not have the relevant qualifications to undertake the work. The two quotes received can be seen in the table below.

Contractor A	Quoted £2,664.17	This quote includes the use of battery powered leaf blowers.  They were recommended by a principle authority.
Contractor B	Quoted £9,335	It is worth noting that contractor B is familiar with all the sites and requirements. They were recommended by one of the parishes who are extending their contract.  This quote includes an operative sweeping team with brooms and rakes to clear arisings from the pavement and road.
Contractor B	Quoted £5,925	This quote includes operatives using blowers

## 5. Financial Implications

- 5.1 The budget had been set to receive a payment from ESCC of £1,392 to the Town Council for self-delivery of meadow and wildlife urban verges. Subsequently this payment has been revised due to the areas listed as meadow and wildlife verges changing. ESCC will pay the Town Council £1,304 in total, broken down as £1,141 for meadow verges and £163 for wildlife verges.
- 5.2 Based on the quotes received as outlined in paragraph 4.2, the additional cost could be met from the Environment Enhancement Fund in earmarked reserves which is currently £20,727.

Laura Chrysostomou  
**Town Clerk**

**Lewes Town Council**

**Non- Confidential**

**Committee: Full Council**

**Date: 23 February 2023**

**Report Number: FC032**

**Report by: Town Clerk**

**Subject: Rural Verges as Wildlife Corridors trial**

### **1. Summary**

- 1.1 To present to Council the Rural Verges as Wildlife Corridors trial put forward by East Sussex County Council for 2023 which offers the Town Council the option of reduced rural cuts to aid biodiversity.

### **2. Recommendations**

- 2.1 Council is Recommended to:
  1. Consider the reduced Rural Grass Cutting option from East Sussex County Council and agree if it wishes to participate in the trial.

### **3. Background**

- 3.1 In 2021 and 2022 East Sussex County Council (ESCC) ran a reduced rural grass cutting service as a trial to aid biodiversity.
- 3.2 Information about the trial can be found in appendix 1 to this report.
- 3.3 Council is asked to consider whether it wishes to continue to be involved in this trial and must notify ESCC by Friday 3 March 2023 of its preference.
- 3.4 ESCC are also asking all Town Councils who wish to be involved to advise them how they will notify their residents. This has previously been done through social media, minutes from a meeting and on the Council's website.

### **5. Financial Implications**

- 5.1 There are no financial implications arising from this report.

Laura Chrysostomou

**Town Clerk**

# RURAL VERGES AS WILDLIFE CORRIDORS – TRIAL OF EARLY SEASON REDUCTION IN RURAL GRASS CUTTING

## BACKGROUND

East Sussex County Council (ESCC) has received an increased level of contact regarding rural verge cutting since May 2020. Most notably an increase in requests to stop cutting rural verges or change the schedule in line with wild plant cycles. ESCC has also set targets for carbon reduction of which increased biodiversity plays an important part.

## TRIAL

A [trial reduction in verge cutting](#) has been undertaken over the last two years, 2021 and 2022 in select Parish and Town Councils who have previously expressed an interest.

Overall, the trial has been well received, however, neither of the trial years was a typical growing season therefore it was agreed at a [Lead Member for Transport and Environment meeting](#) to roll the trial out further and evaluate the impact of reduced rural cuts over more grass cutting seasons.

## GRASS CUTTING SERVICE

**The standard rural grass cut** is carried out as a 1metre wide swathe undertaken along the verge length (with wider areas cut around junctions and bends to ensure good visibility is maintained) twice a year in May/June and Autumn. In addition, a full cut back of around one quarter of the rural verges is undertaken each year in the autumn to prevent brambles, invasive weeds and trees from taking-over verges.

**The reduced rural cutting service** reduces the frequency of grass cutting services along rural verges to:

- Only visibility cuts undertaken around May/June
- A single one metre swathe with visibility cuts in the Autumn

This change means that ESCC would not cut rural verges in the trial areas (except for visibility) during the flowering season and when it is the most beneficial time for pollinators so they can act as wildlife corridors. Flowering plants are then be able to complete their lifecycles and set seed, providing further biodiversity benefits.

## SAFETY

Please note, **the reduction will not take place on single track roads** due to increased safety risks for road users.

Please note we are currently in the process of mapping these and will be able to let you know where they are in due course.

Throughout the season safety issues will remain the priority, with any visibility or access issues being picked up and rectified through the usual [reporting process](#) or your Customer Service Manager.

## MAPS

You can now access the [grass cutting maps online here](#), please scroll in on the map until the grass loads. This map is being continually updated and validated by our Asset Management team and they welcome any feedback through the contact us button within the link.

**Lewes Town Council**

**Non- Confidential**

**Committee: Full Council**

**Date: 23 February 2023**

**Report Number: FC033**

**Report by: Town Clerk**

**Subject: IT Support Contract**

### **1. Summary**

- 1.1 The Town Council had been with its current IT support provider for over 10 years. A tender process has been completed and the outcome is a change of IT support provider with a saving of £898.05 per annum on basic support. Further savings will be realised through a more inclusive package for standard and developmental support requirements.

### **2. Recommendations**

Council is recommended to note the change of IT support provider.

### **3. Background**

- 3.1 The Town Council has undertaken a tender process for the provision of IT support to the organisation having been with the current provider for over 10 years.
- 3.2 The tender focussed on local providers, both to support the local economy and to avoid excessive travel costs should engineers be required on site. Alternatives to our current supplier were shortlisted for quotes because they had experience supporting local government organisations.
- 3.3 It is difficult to achieve “like for like” quotes for IT support because each company offers different services. Nonetheless a comparison of the basic offer from three companies showed that the costs versus value comparison from our current supplier was poor. Customer satisfaction with performance was considered.
- 3.4 The developmental support requirement for the Town Council was also considered. Whilst one company presented the cheapest basic support package, developmental support was not part of the inclusive package. The preferred IT supplier included developmental support within the package and offered to implement a robust IT regime for the Town Council as part of an inclusive package. The current IT provider includes very little by comparison in its basic IT support package.
- 3.5 The preferred IT supplier displayed a very high awareness of and realistic economical solutions to the reality of working with an organisation where

experience and confidence in IT and awareness of the legal context are lower than is usual. Their unlimited remote support is comprehensive. As well as not charging for the most basic and regular IT support their set price includes much of the development work (such as new shared calendars, changing storage structures and permissions to better support GDPR compliance, SharePoint set up and consultancy on new IT projects) that the Council expects to need. The other IT suppliers offered such services but at an additional hourly rate.

3.6 Therefore the certainty of comprehensive support at a higher monthly charge has been chosen rather than the risk of accepting a lower monthly charge where additional costs may prove prohibitive or, as is the case with our current provider a higher monthly charge and additional costs that prove prohibitive.

3.7 The table below outlines the basic monthly costs.

Contractor A	Quoted £290.00	Unsuccessful supplier Excludes developmental support. Excludes some regular support such as computer set ups and reinstalls.
Contractor B	Quoted £593.95	Selected supplier Includes developmental support and most standard support requirements.
Contractor C	Quoted £1492.00	Previous supplier Excludes regular support such as new user set up, computer set ups and reinstalls. Excludes developmental support.

3.8 The preferred IT support provider will commence on 27<sup>th</sup> February 2023.

#### **4. Financial Implications**

4.1 The cost of £7127.40 for IT support per annum can be met from the ICT budget of £10,000, which allows for other associated costs such as IT equipment and additional or updated software.

Laura Chrysostomou

**Town Clerk**

**Lewes Town Council**

**Non- Confidential**

**Committee: Full Council**

**Date: 23 February 2023**

**Report Number: FC034**

**Report by: Town Clerk**

**Subject: Insurance renewal**

### **1. Summary**

- 1.1 The Town Council's three-year term for insurance ends on 31 March 2023. The report seeks to extend the insurance for one year without seeking quotes to enable a comprehensive review of its insurance requirements.

### **2. Recommendations**

Council is recommended to agree the one year extension of its insurance policy with the current provider at the cost of £31,671.46.

### **3. Background**

- 3.1 During a review of the Town Council's insurance policy it became apparent that several areas of the insurance policy need to be comprehensively reviewed and evaluated. The council is therefore not able to undertake a tender process as it may risk being inadequately insured with no sound basis to quote on.
- 3.2 Work has already begun on this process with a revised reinstatement cost for the Town Hall being one example, which has reduced the cost of the insurance.
- 3.3 The quote given includes a cost of £529.92 for LOLER inspection for lifts at the Town Hall ensuring the Council is now compliant with health and safety requirements.

### **4. Financial Implications**

- 4.1 The quote for the 2023 to 2024 renewal is £31,671.46 and this can be met from the budget of £37,809.

Laura Chrysostomou

**Town Clerk**



**Lewes Town Council**

**Non-Confidential**

**Committee: Full Council**

**Date: 23 February 2023**

**Report Number: FC035**

**Report of: The Town Clerk and Responsible Financial Officer**

**Subject: External Auditor certificate and report 2021 to 2022**

### **1. Summary**

- 1.1 Attached is the External Auditor's Certificate and report for the 2021 to 2022 accounts.
- 1.2 The conclusion of the Audit has been advertised in the Councils noticeboards and on the website and copies of the complete Annual Return made available for purchase.
- 1.3 The outcome of the External Audit was reported to the Audit and Governance Committee at their meeting on 24 January 2023.

### **2. Recommendation**

The Council is Recommended to note the External Auditor certificate and report for the 2021 to 2022 accounts.

Laura Chrysostomou

**Town Clerk and Responsible Financial Officer**

# Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2022
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide*\* which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide*\*.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?		✓
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

\**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2021/22

## Lewes Town Council

www.lewes-tc.gov.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

03/12/2021      06/06/2022

Name of person who carried out the internal audit

Mark Mulberry

Signature of person who carried out the internal audit



Date

06/06/2022

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

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

## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

### Lewes Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

23/06/2022

and recorded as minute reference:

36.1

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Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

*[Signature]*

Clerk

*[Signature]*

## Section 2 – Accounting Statements 2021/22 for

### Lewes Town Council

	Year ending		Notes (in £) (unless stated)
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	1,712,251	1,103,789	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,213,829	1,213,829	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	57,835	152,193	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	460,300	577,328	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	58,374	58,374	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,361,452	535,877	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,103,789	1,298,232	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	913,231	1,271,032	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,221,837	4,222,532	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	594,578	551,484	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes ✓	No	N/A The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. NB The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*A Chapman*

Date

7/6/2022

I confirm that these Accounting Statements were approved by this authority on this date:

23/06/2022

as recorded in minute reference:

36.2

Signed by Chairman of the meeting where the Accounting Statements were approved

*J. Davis*

### Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Lewes Town Council – ES0060

#### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

#### 3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

Date

27/09/2022

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**Lewes Town Council**

**Non- Confidential**

**Committee: Full Council**

**Date: 23 February 2023**

**Report Number: FC036**

**Report by: Town Clerk**

**Subject: Authorisation of purchase orders**

### **1. Background and Summary**

- 1.1 Currently the Town Clerk is authorised to sign purchase orders for the Town Council. Previously the Assistant Town Clerk was authorised to sign purchase orders when the Town Clerk was absent for more than five days.
- 1.2 It is proposed that the Interim Deputy Town Clerk be given authority to authorise purchase orders. As the Deputy Town Clerk does not process payments this enables a clear separation of responsibilities.
- 1.3 It is also proposed that the Town Ranger be authorised to sign purchase orders up to the value of £250 but only to facilitate small purchases for day-today work that the Town Ranger progresses.
- 1.4 With the new accounting package in place and regular reports being saved for managers to access, along with a clearer budget for 2023 to 2024, both the Interim Deputy Town Clerk and Town Ranger will be able to check on budget availability before signing off the purchase order.

### **2. Recommendations**

- 2.1 Council is Recommended to:
  1. Authorise the Interim Deputy Town Clerk to sign purchase orders.
  2. Authorise the Town Ranger to sign purchase orders up to the value of £250 but only to facilitate small purchases for day-today work that the Town Ranger progresses.

### **3. Financial Implications**

- 5.1 There are no financial implications arising from this report.

Laura Chrysostomou

**Town Clerk**