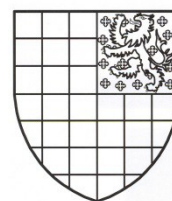


Town Hall
High Street
Lewes
East Sussex
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ info@lewes-tc.gov.uk

🌐 www.lewes-tc.gov.uk



**LEWES
TOWN
COUNCIL**

To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held on **Thursday 23rd January 2020**,
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are summoned to attend.

S Brigden, Town Clerk 16th January 2020

AGENDA

1. QUESTION TIME

To consider any questions received regarding items on the agenda for this meeting.

2. MEMBERS' DECLARATIONS OF INTERESTS

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

3. APOLOGIES FOR ABSENCE

To consider apologies tendered by Members unable to attend the meeting.

4. MAYOR'S ANNOUNCEMENTS

To receive any announcements from the Mayor.

5. MINUTES

To agree Minutes of the Council meeting held on 19th December 2019.

(attached page 3)

6. WORKING PARTIES & OUTSIDE BODIES

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

a) Finance Working Party 16th December 2019

(Minutes attached page 14)

e) Amendment to Councillors' individual duties

(report FC015/2019 attached page 17)

7. COUNCIL FUTURE VISION

To confirm conclusions of the recent 'visioning' exercise

(report FC017/2019 to follow)

8. LEWES PRIORY

To consider a proposal by the Lewes Priory Trust

(report FC016/2019 attached page 19)

9. BUDGET & COUNCIL TAX PRECEPT 2020/21

To confirm budget and Council Tax precept for the year 2020/21 *(report FC018/2019 attached page 23)*

10. MAYORALTY 2020/21

To nominate a Mayor-elect and Deputy Mayor-elect for the 2020/21 municipal year

11. UPDATE ON MATTERS IN PROGRESS

(annual plan page 38, and oral report by Town Clerk)

12. NOTICE of ITEMS IN PROSPECT

(Oral report by Town Clerk)

For further information about items on this agenda please contact the Town Clerk at the above address

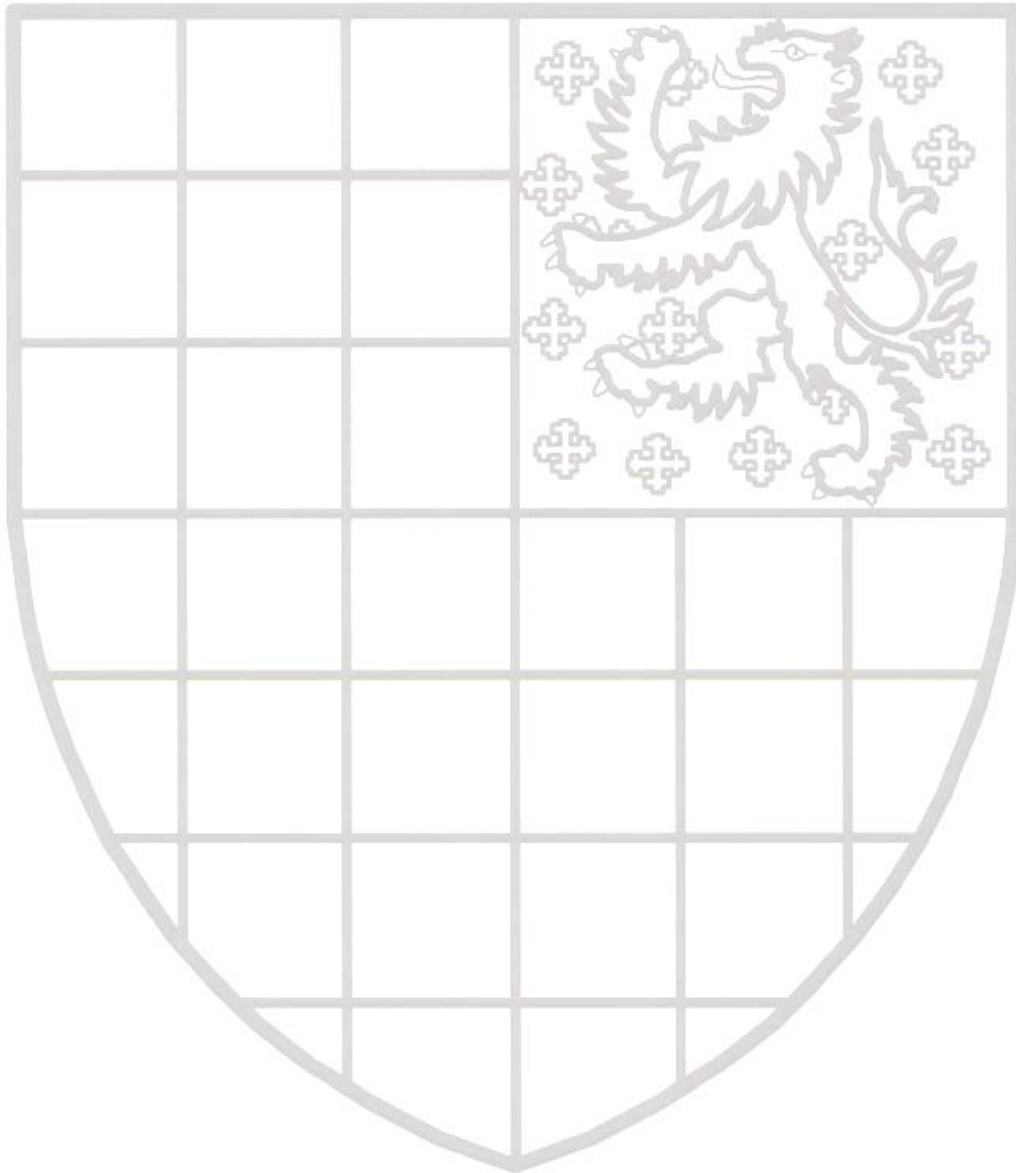
This agenda and supporting papers can be downloaded from www.lewes-tc.gov.uk

PUBLIC ATTENDANCE:

Members of the public have the right, and are welcome, to attend meetings of the Council – questions regarding items on the agenda may be heard at the start of each meeting with the Chairman's consent, subject to time available. Questions or requests to address the Council should, whenever possible, be submitted in writing to the Town Clerk at least 24 hours in advance.

General questions can be raised at our offices between 9am-5pm Mon- Thurs, 9am- 4pm on Fridays – when our staff will be pleased to assist.

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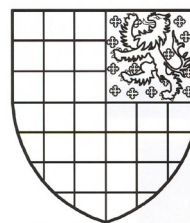
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**LEWES
TOWN
COUNCIL**

MINUTES

Of the meeting of **Lewes Town Council**,
held on **Thursday 19th December 2019**, in the **Council Chamber, Town Hall, Lewes** at **7:30pm**.

PRESENT Cllrs J Baah; M Bird; R Burrows; S Catlin (*Deputy Mayor*); G Earl; R Handy; O Henman; J Herbert; J Lamb (*Mayor*); I Makepeace; Dr W Maples; Dr G Mayhew; R O'Keeffe; S Sains; J Vernon; R Waring and K Wood.

In attendance: S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Assistant Town Clerk & Civic Officer*) and Mrs E Tingley (*Committee Admin.*)

Observing: Mr B Courage (*Town Ranger*) Ms J Dean (*Customer Services Officer*) Ms V McLachlan (*Finance Administration Officer*) and Mr L Symons (*Town Hall Manager*).

The Council's Chaplain, Canon Richard Moatt, offered a few words before commencement of the meeting, reflecting on comparisons between historic and modern views on changes in society attributed to communications technology.

FC2019/78 QUESTION TIME: There were two members of the public present. A written question had been received in relation to proportionate capacity and income for the All Saints Centre and Town Hall. The question, and the answer given, are appended to these minutes.

FC2019/79 MEMBERS DECLARATIONS of INTERESTS: There were none.

FC2019/80 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Cllr M Milner who was working.

It was resolved that:

FC2019/80.1 Reasons submitted for absence from this meeting are noted.

The Mayor reminded Members that it was mandatory to offer reasons when submitting apologies for absence from meetings, and also that late changes having accepted invitations to attend catered events caused waste of food and money.

FC2019/81 MAYOR'S ANNOUNCEMENTS:

a) On Friday 20th December Lewes Concert Orchestra would be playing in the Assembly Room, Town Hall and Lewes Youth Band would be playing at St Michael's Church. Both events would start at 7.30pm.

b) Following this years' Bonfire celebrations, Sussex Police, on behalf of the Bonfire Safety Group have issued an invitation to a Stakeholders and Councillors' Debrief at Southover House (Lewes District Council offices) on 24th January between 10:00 and 12:00. Members were asked to let TC know if they wished to register to attend.

FC2019/82 MINUTES:

It was resolved that:

FC2019/82.1 Minutes of the Council meeting held on 7th November 2019 are received and signed as an accurate record.

FC2019/83 WORKING PARTIES AND OUTSIDE BODIES:

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

a) Personnel Panel 27th November 2019: Council considered the minutes of this meeting:

Panel Members had each received direct from an ex-Councillor, a copy of a complaint arising from the independent investigator's report on a grievance raised by a member of

staff, which had been considered earlier this year. The investigation had been conducted by the director of the South East Employers organization; one of nine regional employers' organisations in England specialising in local government Human Resources matters. The Panel's resulting report and recommendations had been considered by Council, and agreed, on 25th July 2019.

The complaint had been sent direct by the complainant to Panellists, following the individual's receipt of a redacted copy of the report. A number of points were cited disputing the validity of conclusions reached, and the reasoning expounded by the investigator; it was suggested that the Council should not have commissioned the investigator due to an alleged close connection to another Councillor who practised in the same professional field. In considering this complaint the Panellists heard advice obtained from the Council's solicitor.

Members of the Panel recognized the complainant's strength of feeling and acknowledged their sense of injustice; however, the complaint was seen as not capable of resolution by the Council. It complained of matters which should properly be raised with the investigator or their professional Institute. It was noted the investigator was a Chartered Fellow of the Chartered Institute of Personnel & Development and a practitioner in a specialist field.

From the perspective of the Council: Panel members had the benefit of professional advice from the Council's solicitor on the matter and agreed that there was no reason that Council should not have engaged the investigator. The Council is a subscriber to the South East Employers organization and the consultant is a highly experienced investigator operating in a relatively small field. Prior acquaintance with a fellow professional was no bar to commission by the Council for this work. It was not agreed that there was any evidence of bias, and it was commented that whilst it is legitimate to disagree with an investigator's conclusions or reasoning, this does not make them wrong. The Panel had considered the investigator's report across many hours, with the meeting advised by a solicitor during the entirety of the deliberations and adjourned twice to accommodate this and, in the final analysis, they did not promote all the investigator's conclusions in their own report to Council. The Panel's views and recommendations were presented to Council in July and were accepted, and the matter was now considered to be closed.

The solicitor's opinion was that: as the professional integrity of the investigator had been impugned, it was right that they be informed, and Members agreed that a copy of the complaint should be forwarded.

Members were agreed that a letter to the complainant describing their consideration of the complaint and conclusions, as outlined above, should be drafted by the Chair and TC.

Town Clerk appraisal scheme

Panellists considered the list of individuals and organizations external to the Council, who had previously been invited to complete a questionnaire. These were in two categories – those who had a continuing relationship with the Council through TC and those who had featured in the past year for a particular reason (*eg liaison during a project*). The latter list was effectively discounted, with no replacements suggested. The “routine” list was discussed, and four additions agreed. It was suggested that any further suggestions should be made by email in the next few days, as instructions would be issued shortly to the independent consultant who facilitated the appraisal scheme, with a request that he produce a report for consideration by the Panel in February.

Review of staff establishment/ 'Visioning' support

Members had considered the Town Clerk's report (*Special001/2019 – confidential to Councillors*) which was intended to highlight key factors affecting any consideration of future staffing and administrative structure. This would be presented to all Councillors and introduced at the 'Visioning' evening the following day, but it was noted that the report recommended that the Personnel Panel should be tasked with significant areas of work. The number of staff members, and their individual roles, who were eligible to retire either before the next Council elections or within one year afterward would significantly impact upon the Council. This would bring both opportunities and difficulties, and it was

recommended that Members carefully consider the structure they wish the Council to adopt and take key decisions as to recruitment/retention as soon as possible.

Members were encouraged to read and appreciate the background information, before considering suggestions for action. The report touched upon a range of issues affecting future staffing and warned Members that recruitment would be set against a national backdrop of local government pay and conditions that made parish council employment unattractive to many people.

Affecting the Panel specifically, the report recommended that Council immediately tasks the Personnel Panel to work with TC on the following priorities:

- › Succession for TC: to formulate initial recommendations for Council by Easter 2020. This should include careful consideration of a 'split' between TC & RFO functions and the matter of a new TC-designate being recruited significantly in advance of TC's retirement to better engage with further successions and staff structuring.
- › It was recommended that once a job description and person specification are drafted, these are submitted for an independent professional evaluation as to appropriate grading, for consistency with the exercise carried out in 2016 for the main staff body and to ensure correct positioning in the sector job-market.
- › Engagement with those individuals who will attain state retirement eligibility either before or within the year following the next scheduled elections in May 2023.
- › Recommendations related to any additional posts envisaged, which may arise from 'Visioning' exercises, and alterations to the established staff structure that may be proposed.

It was resolved that:

FC2019/83.1 The Minutes of the Personnel Panel (*copy in minute book*) held on 27th November are received and noted. Council notes the matter of the complaint received, and the Panel's response, and the approach taken to other matters considered at the meeting. It confirms the Panel's remit to deal with specific matters noted in *Report Special001/2019* and itemized in this Minute.

FC2019/83.2 It was requested that the minutes repeat the fundamental principle that Councillors consider and determine policy and officers advise upon and implement policy.

b) Devolution Working Party 29th November 2019: Council considered the minutes of this meeting:

Members had considered a report (*DevWp001/2019, copy in the Minute Book*) that covered the Town Council's history with regard to devolution; an update on the current status, and indications of future prospects. Appended to this were copies of a recent Lewes District Council (LDC) Cabinet report and associated revised Policy on property disposal and transfer. Also provided was a briefing note describing transfers to the Town Council by LDC since 1995, and descriptions of improvements introduced since acquisition.

The Town Council had registered requests, in June 2018, for the terms upon which it might acquire ownership of LDC's redundant premises at No.2 Fisher Street, Lewes, and also the market Tower, Market Street, Lewes. LDC had also been asked to consider terms upon which the Town Council might assume the Trusteeship of the Convent Field Trust, including the off-street carpark, and the Town Council had indicated that it may be interested to assume the Trusteeship of the Stanley Turner Trust.

LDC had indicated freehold values for the two buildings which could form the basis of a discussion. Working Party Members were encouraged that the recently revised LDC property disposal policy now gave appropriate recognition to principles of community asset transfer and the long-standing statutory "general Consent" (*Circular 06/03: Local Government Act 1972 general disposal consent [England] 2003*) which allowed disposal of property for up to £2M less than its valuation.

It was explained that the terms of this mean that specific Ministerial consent is not required for the disposal of any interest in land which LDC considers will "help it to secure the promotion or improvement of the economic, social or environmental well-being of its

area". LDC should also have regard to their community strategy and could rely upon the well-being criteria in the Local Government Act 2000 when considering disposals at less than best value. It was for LDC to agree on such decisions, but disposal at less than best value was possible provided that the undervalue does not exceed £2,000,000 (two million). Transfer of Trusteeship was a straightforward matter, and it was understood that LDC had obtained an opinion from the Charity Commissioners indicating that they would not see it necessary to impose any conditions or complexity such as a Commissioners' Scheme or Order, but the two parties were able to simply agree legal transfer. With regard to the Stanley Turner ground; the resident sports clubs had long held aspirations to independently manage the maintenance of the playing surfaces and facilities and had expressed hopes that this might be agreed under LTC trusteeship. There were several questions related to the Convent Field: the precise boundaries were not known, and LDC's position regarding the off-street carpark and status of Lewes Football Club were issues to be established.

The Working Party discussed these matters at some length, and several practical questions arose as to the future management of any acquisitions and wider concerns such as staff resources and accommodation. It was acknowledged that further acquisition of open spaces would eventually reach a tipping-point where direct employment of dedicated staff would be advantageous, but in the immediate future there were considerations such as the need to recognize the existing LDC contract for grounds maintenance.

It was resolved that:

FC2019/83.3 The Minutes of the Devolution Working Party (*copy in minute book*) held on 29th November 2019 are noted.

FC2019/83.4 *Market Tower and No.2 Fisher Street* – Council should indicate an agreement in-principle to proceed with acquisition of freehold title, subject to further detailed negotiations, notably regarding community value and future use.

Stanley Turner Trust – Council should indicate an agreement in-principle to proceed with a transfer of Trusteeship, and simultaneously ask the 'resident' sports clubs to prepare their case for a future independent management agreement. LDC should be commissioned to continue as manager of day-to-day operations in the short term, under an agreement similar to that concluded regarding Landport Bottom.

Convent Field - Council should indicate an agreement in-principle to a transfer of Trusteeship, but subject to consideration of further detail regarding aspects such as the status of Lewes FC and the off-street carpark; that consideration to be in the short term.

c) Landport Bottom Management Committee 4th December 2019: Council considered the Minutes of this meeting:

Members had considered a report (*FC017/2018, copy in the Minute Book*) which had originally been presented to Council in March 2019. The report provided a summary history of the site since its purchase, jointly with Lewes District Council (LDC), in 1992 and the reasons for the formation of the present committee following the Council's acquisition of sole ownership in 2018. It was explained that day-to-day operations on the land continued to be overseen by LDC's Specialist Adviser (Downland & Nature Reserves), as before the transfer; now under a formal agreement with LDC retaining their services.

There followed a general discussion which led to a focus on priorities. It was acknowledged that the current Management Plan should be updated as it was a third revision, conducted in 2006, of a plan originally adopted ten years earlier. It was still relevant in many ways, but a comprehensive review was appropriate. LDC's Specialist Adviser agreed to prepare an update by Easter 2020 for consideration by the committee. It was requested that this should include a section on operational policies.

The Specialist Adviser explained some of the background to operations on the land, relating biodiversity and decisions such as grazing (type; frequency; location *etc*). The land was entered into a Higher-Level Stewardship (HLS) scheme, and there were specified methods for species surveys *etc*. The HLS agreement expires in 2021, and extension must

be applied-for within one year of expiry, so that question would need to be addressed in Spring 2020. It was agreed that a meeting be held on that subject in February.

In the past, several surveys had been conducted using consultants and there was a body of reference material obtained since the land was first returned to chalk grassland from arable crops; in 1992. Lewes District Council intended to enter, with partners, a Nature Improvement Area project to increase downland grass areas, and this would involve further data gathering and surveys of species such as newts and Skylarks. A *Changing Chalk* project may allow the engagement of dedicated staff and would cover downland between Lewes and Eastbourne. There were opportunities for “citizen science” although managed projects were desirable, and the Friends of Landport Bottom may engage in such exercises.

In the context of the objective to promote “quiet informal enjoyment” by the public, questions arose around various issues such as sheep-worrying and conflict between horse riders and other users of the land; a number of occasional, but recurring problems. Also the dilemma of dog-fouling, given that the area was intended to remain as open Downland and waste bins were themselves undesirable in great numbers. It was felt that a compromise position should be possible, and the matter of location and any practical constraints for additional bins would be researched. Members were keenly aware that the land was intended for general public access, and its position on the urban fringe brought several dilemmas for daily management.

A question was posed as to the effectiveness of post-Bonfire site cleaning by the two Societies who hired the land. It was stated that ‘clean-up’ may not appear as thorough as in the past, but this was attributed largely to changes of personnel within the societies. There was a principle in place to retain payments to support additional remediation work, and both The LDC Specialist Adviser and the Town Council’s Town Ranger felt that the system was reasonably practical. It was suggested that the user license could be discussed in February when reviewing the HLS extension option

It was resolved that:

FC2019/83.5 The Minutes of the Landport Bottom Management Committee (*copy in minutes book*) are noted.

d) Grants Panel 4th December 2019: Members considered report FC013/2019 (*copy in minute book*) containing recommendations for payments of grants for the third cycle (of four) for the year 2019/20.

It was resolved that:

FC2019/83.6 The grant payments recommended in report FC013/2019 (as shown in column G of the table appended to that report) be approved.

e) Amendment to Councillors’ individual duties: Report FC0014/2019 (*copy in minute book*). was received, regarding changes to Members’ appointed individual duties.

It was resolved that:

FC2019/83.7 The individual responsibilities of Members for the remainder of the 2019/20 municipal year shall be amended as:

Cllr Dr Maples be appointed to the Devolution Working Party.

f) Finance Working Party 16th December 2019: Councillors received a brief oral report on this meeting, which had taken place earlier that week. Minutes would be available at the next Council meeting, but meanwhile it was helpful to remind members that the current visioning exercise would be likely to affect budgeting, and the base budget that had been agreed at the meeting would be refined in light of that before presentation to Council. It was seen as important that, once agreed, the budget was presented to the public in an easily-accessible way such as the ‘infographic’ on the website public notices page.

It was resolved that:

FC2019/83.8 The oral report on the meeting of the Finance Working Party on 16th December 2019 is noted.

FC2019/84 HIGH STREET PAVING:

Council considered a Motion (NOM015/2019) that proposed Lewes Town Council should support the principle of repairing the pavement near the Crown Court to restore the pavements there and remove the temporary patches of tarmac, and of installing bollards to protect the pavement from further damage by vehicles being parked on it.

It was also suggested that this project could be discussed by the Transport Committee at its next meeting with a view to suggestions coming back to Council if it appears that an application for funding to the Town Council would be supported, once the full details are known.

The Friends of Lewes, the Town's Civic Society, had campaigned for many years for bollards to enable pavement restoration, and over time there had been more and more patches of temporary repair giving the area an unfortunate patchwork look. It was suggested that East Sussex Highways may be persuaded that the scheme would be suitable for a community match scheme application if local support could be demonstrated, and support in-principle from the Town Council would help at this point.

At a later date it may be that some funding from Lewes Town Council would be sought, but this was not the purpose of the present motion; it was to secure support in-principle to a project based on these ideas, and for an examination by the Transport Committee of what the project would entail in more detail.

It was resolved that:

FC2019/84.1 Lewes Town Council supports the principle of repairing the pavement near the Crown Court to restore the pavements there and remove the temporary "black top" patches of tarmac; and of installing bollards to protect the pavement from further damage by vehicles parked on it.

FC2019/84.2 The Transport Committee is asked to consider this matter with a view to formulating recommendations to Council regarding support funding, once the full details are known.

FC2019/85 SUSTAINABILITY AUDIT:

Council considered a Motion (NOM016/2019) that proposed Lewes Town Council should implement a Sustainability Audit for Town Council Buildings.

It was stated that choices in energy, water, waste, food and procurement impact significantly on local greenhouse gas emissions. Lewes Town Council had a responsibility to its local community to lead by example and to ensure that it was managing and informing these choices in clear, responsible and sustainable way.

It was proposed that a Sustainability Audit be carried out by a third party on the Town Hall and All Saints Centre, as the primary buildings in the estate, and that Council consider these findings as part of a future Sustainability Policy. In order to understand the scope of sustainability possible, a baseline audit would be needed to assess current actions on energy, water, waste, food and procurement in these buildings.

The baseline data would be presented along with recommendations on sustainability improvements and a headline greenhouse gas figure as part of a Sustainability Audit Report. It was suggested that the Council's UN Sustainable Goals Working Party could then use this audit to inform any forthcoming recommendations and draft a Sustainability Policy.

It was resolved that:

FC2019/85.1 Lewes Town Council agrees to implement a Sustainability Audit for Town Council Buildings.

FC2019/86 ASSESSMENT of FUNDING REQUESTS:

Council considered a Motion (NOM17/2019) which aimed to ensure consistent practice in decision making with regard to miscellaneous grants and other funding requests. It was suggested that this would need a clear set of criteria for funding, set against the Town Council's agreed priorities, and demonstration of scrutiny against agreed criteria when assessing any application for funding.

It was proposed that the Audit committee, working with the Town Clerk, should create a systematic assessment process that indicates clearly to applicants and to Councillors the Council's priorities in awarding funding and that requires applicants to indicate how their project/activity or event directly supports or enhances these. Further: recipients of sums of over £2000 would be expected to present results following their use of public funds.

Reference was made to the process by which miscellaneous grants were assessed in the cyclical applications scheme. This compares applications with the aims of the grant scheme and members of the grants Panel individually consider the extent to which an application meets criteria to benefit the community, and demonstrates appropriate planning; practicality/robustness and financial prudence *etc.* Each application is then discussed on its merits by the Panel and a recommended award is agreed.

For a number of *ad hoc* proposals, which often involve larger sums, the applicant may be asked to make a presentation about their proposal, the decision-making process that guides Town Council funding is less clear.

It was resolved that:

FC2019/86.1 The Audit Panel is asked to draft a clear set of criteria and assessment process, along similar lines to that employed by the Grants Panel, by which all applications for funding will be assessed if falling outside the established miscellaneous grants scheme. The process shall include provision for any organisation receiving a grant over £2000 be requested to give a report (based upon a standard template) or a short presentation as appropriate.

FC2019/87 LOCAL BUS SERVICE SUPPORT:

Councillors considered a report and submission for continued financial support by Community Transport for the Lewes Area (CTLA). Since 2014 CTLA had successfully worked in partnership with Lewes Town Council to reverse the decline in public transport services of both traditional fixed route and timetabled services and also door-to-door on-demand transport.

During the current financial year Lewes Town Council provided a contribution comprised of subsidy towards the Lewes Dial a Ride; Bus services 131 and 132; and support for publicity and marketing promotions. The latest bid by CTLA was for a three-year term as this would assist with forward budgeting and planning.

During 2020/2021 CTLA was bidding for £14,000 comprised of:

- i) £6,000 contribution towards the Lewes DaR (to reflect longer operating hours)
- ii) £2,100 provision of 131 Bus service
- iii) £4,500 provision of 132 Bus service
- iv) £1,400 Publicity and Marketing promotions.

To allow for inflation and other operating cost rises CTLA were asking the Town Council to increment the annual amount to £14,420 in the financial Year 2021/2022 (year 2 of the term) and £14,840 in 2022/2023 (year 3 of the term), payable annually in advance on 1st April of each year.

There was some debate on the details provided, and the nature of the services, and

It was resolved that:

FC2019/87.1 Lewes Town Council will support Community Transport for the Lewes Area (CTLA) with a grant of £8,000 in 2020/21 towards the provision of the 131 and 132 bus service in the Town and publicity *etc (shown as items ii); iii) and iv) in the Minute).* This grant to be inflated to £8,240 in 2021/22 and £8487 in 2022/23. Provision to be funded from the project Reserve established for the purpose and identified as P7 in the Council's published accounts.

FC2019/87.2 Lewes Town Council will support Community Transport for the Lewes Area (CTLA) with a grant of £4,000 (two thirds of the £6,000 requested) for the Dial a Ride service with the proviso that CTLA seek the balance from other Parishes benefitting from the service. This payment will be for one year (2020/21) and be reviewed in the light of prevailing circumstances. The sum to be funded from the project Reserve established for the purpose and identified as P7 in the Council's published accounts.

URGENT TREE WORKS:

Following a presentation on woodland management and Ash dieback at the last Meeting of Council Members were now furnished with an update, by Lewes District and Eastbourne Borough Council's Specialist Advisor (Arboriculture). There had been, earlier that day, a site visit regarding the situation in Lewes Town and the trees affected by ash dieback which were in the Town Council's ownership; located next to the A275, Offham Road. This had been attended by several expert advisers, local people and Councillors, and was followed by a briefing at the Town Hall. It was generally apparent that those attending recognized, albeit reluctantly, the need for the recommended felling programme and policy of "wait and see" recommended for the following few years. It was remarked that the expert advice had been helpful, and that there was reassurance regarding future treatment of the land. It was welcomed that understorey vegetation would be retained and that decisions as to the removal of trees would be more nuanced than at first expected. Sensitivity to ecological impacts was obvious and reassuring.

It was hoped that the first phase of tree removals on the A275 could be scheduled during the school half term holiday (February 17 to 21). Road closures would only be in place during daylight hours, and the peak commuter period from 4pm should not be affected.

Residents, businesses, parish councils, wildlife groups and schools in the area would be contacted with details of the project. Updates would be posted on social media etc.

A limited amount of timber would be left in place to provide habitat for insects, birds and other flora and fauna although most of the dead trees would be taken to a biomass facility to produce combustible fuel pellets. Revenue received from the timber could help offset the cost of the operation. Lewes District and Eastbourne Borough Council's officers would manage the programme (having significantly larger areas of affected trees to be dealt-with) and had obtained tenders from appropriately qualified contractors. The successful tender identified the cost attributable to the Town Council land, although there would be additional costs of traffic management and publicity *etc.* which were not yet defined. The overall cost to Lewes Town Council for its share of the work was estimated to be in the region of £35,000.

It was resolved that:

FC2019/88.1 Lewes Town Council accepts the proposals by Lewes District Council to deal with trees on Town Council land which are affected by Ash die-back disease, alongside their own programme, and agrees to share the cost in the proportion identified in the successful tender for the work, and ancillary cost insofar as it relates to the Town Council's area.

LOCAL ELECTRICITY BILL:

Council had received a request from Power for People, a not-for-profit campaigning organization promoting community-scale renewable energy.

The Council was asked to join several Parish and Community Councils that had already resolved to support a proposed Local Electricity Bill, presented by a cross-party group of 115 members of the recently-dissolved Parliament.

The Bill, if made law, would empower local communities to sell local generated clean energy directly to local customers by establishing a statutory Right to Local Supply. This was currently impossible because of the huge setup and running costs involved in doing so.

The ultimate result of this was said to be:

- › Local communities and businesses could buy their electricity from a local energy company.
- › Building more local renewable energy would be financially viable.
- › Communities would benefit from the revenues that new local energy supply companies would generate, such as more local skilled jobs, energy efficiency schemes and investment in local facilities.

After a brief discussion **it was resolved that:**

FC2019/89.1 Lewes Town Council notes that the Local Electricity Bill:

- › Aims to address the current situation, whereby the very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for local renewable electricity generators to do so,
- › If made law, would make these financial costs proportionate to the scale of a renewable electricity supplier's operation and therefore empower councils, together with their communities, to sell locally generated renewable electricity directly to local people, businesses and organisations, and
- › Would result in council or community organisations that set up local renewable electricity companies receiving revenues that could be used to help fund local greenhouse gas emissions reduction measures and to help improve local service and facilities; and

FC2019/89.2 Lewes Town Council resolves to support the Local Electricity Bill, promoted by a cross-party group of 115 MPs during the 2017-19 Parliamentary session.

FC2019/90 UPDATE ON MATTERS IN PROGRESS

- a) *Annual Plan update distributed:* An update on progress with the Annual Plan was distributed (*copy in minute book*) and TC elaborated on various salient points.

FC2019/91 NOTICE of ITEMS IN PROSPECT

Members were asked to consider items, arising from this meeting, worthy of a Press Release, and indicated:

The CTLA bus services support, and the proposed Sustainability Audit.

Dates to note were given as:

- Council offices would close at 12:00noon on 24th December and reopen at 9:00am on Thursday 2nd January 2020.
- The next Member's Surgery would be between 10am – 12noon on Tuesday 7th January in the Corn Exchange. Cllrs Lamb and Wood volunteered to attend.
- The next Planning Committee meeting would be at 7pm on Tuesday 14th January.
- The next deadline for grants applications (cycle 4 of 4) would be 24th January, for a Panel sitting on 5th February and Council decision on 27th February. If Members knew of any organisation who may be planning to apply, they were asked to draw their attention to these dates (all 4 cycles were on the cover of the Application Pack, available at the Town Hall reception desk or on the website).
- The next Council meeting would take place on Thursday 23rd January 2020 at 7:30pm, with a deadline for agenda items to reach TC by noon on Monday 13th January.
- The final phase of the 'visioning' exercise would be held at 6.45pm on Wednesday 15th January in the Council Chamber, with refreshments available from 6.00pm.
- Selection of a Mayor-elect and Deputy Mayor-elect for the 2020-21 municipal year would be an item on the Council agenda for the meeting on 23rd January 2020.
- Setting of the Council Tax Precept would be an item on the Council agenda for the meeting on 23rd January 2020.

There being no further business the Mayor closed the meeting; thanked everyone for their contributions and invited all present to join him in the Mayor's Parlour for refreshments

The meeting ended at 9.20 pm

Signed:

Date:



QUESTION RECEIVED:

Received from Tony Rowell at 11:35am on 17th December 2019:

Dear Chair of the Finance Working Party

The budgeted income from Fees and Charges for the All Saints and the Town Hall for the year ending 31 March 2020 are £52,000 and £97,800 respectively.

I attach a spreadsheet that has calculated the occupancy of each premises to be 39.15% and 14.12% based upon these figures. By occupancy rate I mean the percentage that the rooms and spaces are let out based upon the income generated as against the total income that could be generated. I have not included some income in these figures which are ad hoc such as for weddings, stage hire etc (see spreadsheet). assumptions are as set out in the spreadsheet.

I have not calculated the additional costs to let the premises out for longer.

If the premises were let out at only 50% this would generate an additional £14,410 at All Saints and £248,444 at the Town Hall. Even if occupancy only increased to 30% at the Town Hall this would still be an additional income of £100,000 which could mean keeping the precept down.

My questions are

1. Will the Council undertake an in depth audit to establish the actual use of each building.
2. Will the Council establish business plans for each building to ensure they are being used to the optimal capacity and establish what the income and expenditure in such a scenario looks like.
3. Will the Council then set budget figures based upon these business plans.

Regards

Tony Rowell
Green Party
for the common good

ANSWER:

Thank you for your enquiry and, although the answers to your questions are not strictly within the remit of the Finance Working Party, I hope I have covered them:

1. Audit of use:

I have consulted officers and colleagues and I am afraid your theoretical assumptions have given misleading results. As an example: the Council's All Saints Centre Steering Group routinely receives an analysis of hired hours, and the most recent meeting in September 2019 saw that the present hire-hours rate is around 56% for the main hall and 45% for the small hall, although in real terms these are considered near to optimal capacities as allowance must be made for such things as setting-up/dismantling of seating and equipment between different types of use, or activities that are not paid hires – such as the Council's own Toy Library.

The buildings are used far more by community groups and not-for-profit organizations than by commercial users. As I'm sure you will be aware, a major consideration each year when setting fees and charges is the potential impact upon the community sector who rely upon the availability and affordability of these facilities for their existence and we will keep this in mind. We will also consider an annual audit of use based on the analysis received by our working groups.

2. Business plans for the buildings:

The Council is in the process of establishing its priorities for the future, in an extended 'visioning' exercise, and the community buildings will play an essential role in the final forward plan. What may be

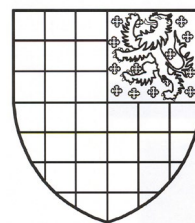
decided as to their operations will be considered in that context. In addition we may well decide to review business plans for all Town Council venues.

3. Budget figure plans:

As I believe you once acted as Chair of the Finance Working Party and were a member of the Council when it agreed the budgets and underlying assumptions for the year ending on 31st March 2020, you will know that the Council establishes its budgets annually based upon realistic assumptions as to expenditure and income for the year ahead, and I understand that these have consistently proved accurate over many years. Again; any changes that may ensue from the current visioning discussions will be considered by Council and accommodated in due course. At the same time, we will always seek the best balance between the use of the precept and the income potential of our buildings, to guarantee the best possible service for local residents.

Cllr Oli Henman

Chair, Finance Working party 2019/20



MINUTES

of the meeting of the **Finance Working Party**
held on **Monday 16th December 2019**, in the **Yarrow Room, Town Hall, Lewes** at **2:00pm**.

PRESENT Cllrs G Earl; O Henman (*elected Chairman*); I Makepeace; Dr G Mayhew; and K Wood,
and (*not appointed to Working Party*) Cllrs Catlin and Lamb.

In attendance: S Brigden (*Town Clerk [TC]*)

FWP2019/01 ELECTION OF CHAIRMAN: Cllr Henman was elected Chairman.

FWP2019/02 APOLOGIES FOR ABSENCE: Apologies had been submitted by Cllr J Herbert
who had a work commitment.

FWP2019/03 DECLARATIONS OF INTEREST: There were none.

FWP2019/04 QUESTIONS: There were none.

FWP2019/05 REMIT OF THE WORKING PARTY:

The working party was asked to consider the detail of estimated expenditure and income for the Council's operations, and to agree a budget and level of Council Tax precept for the 2020/21 year, for recommendation to Council.

The Working Party was asked to ensure appropriate provision for items constituting the Council Plan for 2020/21.

FWP2019/06 As the Working Party was to discuss low-level detail of the Council's finances, and during the meeting personal details related to past and present employees, and proposed expenditure on contracts for supply of goods and services (potentially commercially-sensitive) might be disclosed, the Chairman proposed, and it was consequently **resolved that:**

FWP2019/06.1 "In view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960; any members of the press or public present be excluded and instructed to withdraw. The nature of this business is: personal details related to past and present employees, and proposed expenditure on contracts for supply of goods and services"

FWP2019/07 BUSINESS OF THE MEETING:

1 TC explained that outcomes from the current Council 'visioning' exercise would be likely to have budget implications, but that the Working Party was able to establish the 'base' budget at this stage; which would be available at the forthcoming visioning event to allow modelling of any additional elements or significant changes which might arise. The final visioning evening was to take place on 15th January, and any effects identified would be estimated and incorporated into the budget for presentation to Council on 23rd January. Council could not lawfully delegate the setting of precept, and the District Council awaited notification of the sum to be collected on behalf of the Town Council.

2 At the present meeting TC explained that he would elaborate upon the draft budget and explain underlying assumptions and reasoning, and factors such as value assumptions and estimated levels of increase for 'standard' elements such as insurances; utilities, staffing costs *etc.* Working Party Members should satisfy themselves that all these were reasonable.

3 It was explained that in the year of introduction (2013/14) of the Government's Council Tax Reduction Support Grant (CTRSG) scheme (to offset government changes to calculation factors), Lewes District Council (LDC) had passed-

on the whole amount which had been sufficient to maintain the Town Council's "band 'D' equivalent" precept unchanged. This grant had subsequently reduced significantly each year and the District Council's intentions for the forthcoming year were still unknown. After seven years, there was no certainty that the government would continue payments; or that LDC would continue to pass them on (it is discretionary). It was thought likely that the scheme would not continue and, with this in mind, for present purposes the working value included in the draft budget was ZERO. The Town Council therefore faced an enforced increase to precept of around £33,000 (3%), to cover nett expenditure at the level of the *current* year, before accounting for inflation and known increases *etc.*

4 TC explained the continuing threat that the government might extend its 'referendum principles' to higher-precepting Parishes such as Lewes Town Council, whereby a limit (currently 2%) was imposed upon precept increases, with exceptions subject to various criteria and potentially an expensive public referendum. This would not apply to 2020/21 but Members should bear in mind that the threat remained and, should it ever be imposed, it would apply to the prevailing level of precept which was merely 'adequate' in terms of current operational levels. The Council was also still subject to auditor's advice that the uncommitted General Fund (depleted in recent years due to the cost of major repairs to the Town Hall) should be increased by at least £200,000. This was being achieved by an annual appropriation from precept of £50,000 solely for the purpose of building towards the recommended balance. Operating surpluses in recent years had been minimal.

5 With these points in mind, the Working Party considered the draft service budget estimates presented for 2020/21 and noted that alongside the Council's financial systems generally, the assumptions and basic principles and the process of compiling the recommended budget had again been commended by the Council's independent Internal Auditor (IA) during a recent inspection.

6 It was acknowledged that there was a continuing need to address the proper maintenance of the Council's physical assets and adequately fund continuing services, and to continue the restoration of the General Fund with further allocation of precept. Building and engineering works were of particular concern in this regard, as the Council's assets had all been taken-on with considerable historic dilapidation, and contexts such as heritage listing status. Also; applications for grant from community organizations continued to increase in number and value as other sources, such as principal councils, diminished.

7 Councillors considered the draft annual plan; proposed contributions to reserves; and operational requirements, in detail. The draft budgets presented took account of:

- Provision for known/anticipated increases in public Utility supplies, NNDR *etc.*
- Adjustments for completed and imminent (previously-approved) projects.
- Provision for elements identified in the Council's 'major items' plan.
- Appropriate reserves for agreed/anticipated projects.
- Provision for anticipated increases in insurance and other overhead costs *etc.*
- Provision for known increase in employers' pension and NI contributions.
- Refinement of overhead allocation to services and base service cost estimates.
- An estimated adjustment to salaries (the previous national agreement reached through the local government joint negotiating body had covered two years, expiring at the end of March 2020. National negotiations regarding April 2020 onward had been temporarily halted in November due to the national election and were expected to resume in early 2020).
- Provision for known and anticipated increases in cost of contracted services.
- Maintenance of the small grants fund, recognizing the consistently high level of applications received.
- Re-establishment of exhausted reserves and continuation of prudent contributions.

- Provision for costs of assets or services acquired through devolution.
- Fees & charges tariff increase of 5% proposed, rounded to an appropriate value for the service concerned.

8 The draft budget combined specific amounts for known costs and committed project items, with prudent allowances for reserves, and provided for a flexible response to unforeseen issues. The Council's major items plan was understood to be as expansive as could be practically undertaken.

9 Members of the working party were keen to make prudent estimates and maintain some flexibility in the budget, although concerned to keep increases within reasonable limits. Provision was made for all 'unavoidable' increases to give a base value, and 'live' modelling of various options was conducted throughout the meeting with the implications and overall impact assessed at each point. Borrowing could be available, through the Public Works Loans Board, and was to be used to complete the refurbishment of Malling Community Centre; but further borrowing was not considered appropriate at this time.

10 The budget, for further refinement in light of Visioning, was agreed in-principle and resulted in a nett funding requirement of £1,233,329 - an overall increase of 9.49%, although with the withdrawal of Council Tax Reduction Support Grant this must all be raised through precept. This would represent an actual increase compared with the current year precept of 12.76%, with the actual cost to a Band 'D' household rising to £200.91 per year. This would equate to an extra 44 pence per week.

FWP2019/08 CONCLUSIONS/RECOMMENDATIONS:

The draft budget agreed would be available for further modelling during the forthcoming Visioning evening and then Council would be asked to consider the final recommended budget and precept (as described above) at its meeting on 23rd January 2020.

FWP2019/09 The Chair declared the meeting closed.

The meeting ended at 4:45pm

Signed:

Date:

Agenda Item No: 6e)

Report No: FC015/2019

Report Title: Requested change to Councillors individual duties

Report To: Full Council

Date: 23rd January 2020

Report By: S Brigden, Town Clerk

Purpose of Report: To advise Council of a change to appointed duties.

Recommendation(s):

1 That these changes be noted.

Information:

Duties were originally allocated to individual Members at the Annual Meeting on 16th May 2019 and have subsequently been amended.

A table of current appointments is appended, for information.

NB: Members' attention is drawn to the statutory provisions (*s85 Local Government Act 1972*) regarding vacation of office by failure to attend meetings: appointment to an organ of the Council, or to an Outside Body, is qualification under these rules and attendance is taken into account in application of the six-months' absence regulation.

Members Individual Duties:

Personnel Panel:

Cllr R Handy has stepped down from this duty, due to increasing work commitments

Council previously established a fixed complement for this committee of six members; which had been exceeded; there is, therefore, no imperative to appoint a replacement.

S Brigden
January 2020

Councillors individual duties 2019/20

Approved – Council 19th December 2019



LEWES
TOWN
COUNCIL

Standing committees, Functional panels and active Working Parties *etc*

		Bank Signatory	Grants panel	Planning Committee	Audit Panel (6)	Personnel Panel (6)	Finance w/Pty (6)	ASC Steering Group	Comms & Events	Landport Bott Mgt (8)	Transport Committee	Buildings Refurb' nt	Pells land exchange	UN sust' y goals W/pty	Open Council W/p	Eqy;Divvy;Incl	Devolution W/pty						
Janet	Baah	✓		✓							✓			✓		✓							
Matt	Bird				✓					✓	✓	✓		✓	✓	✓							
Richard	Burrows	✓	✓			✓		✓		✓													
Stephen	Catlin		✓	✓	✓	✓		✓	✓		✓	✓	✓		✓	✓	✓						
Guy	Earl	✓					✓		✓			✓											
Rob	Handy			✓		x				✓	✓												
Oli	Henman		✓				✓			✓	✓		✓	✓	✓								
James	Herbert	✓	✓	✓			✓	✓			✓			✓	✓	✓							
John	Lamb			✓	✓							✓											
Imogen	Makepeace		✓	✓		✓	✓		✓		✓			✓	✓								
Wendy	Maples		✓	✓	✓	✓			✓						✓	✓	✓						
Graham	Mayhew	✓				✓	✓		✓			✓	✓										
Merlin	Milner			✓	✓			✓			✓	✓											
Ruth	O'Keeffe	✓	✓					✓	✓	✓	✓		✓	✓	✓								
Shirley-Anne	Sains			✓						✓			✓		✓								
Jonathan	Vernon								✓	✓	✓				✓								
Richard	Waring							✓			✓	✓			✓								
Kate	Wood		✓			✓	✓		✓				✓		✓								

Agenda Item No: 8 **Report No:** FC016/2019
Report Title: Lewes Priory Trust proposal re 'Northern site'
Report To: Full Council **Date:** 23rd January 2020
Report By: S Brigden, Town Clerk

Purpose of Report: To apprise members of a proposal by Lewes Priory Trust that an approach should be made to acquire the area of Scheduled Ancient Monument representing a large section of the Priory of St Pancras lying to the North of the railway line.

Recommendation:

That Council indicates its position with regard to further exploration of this proposal.

1. The area of Lewes Priory owned by the Town Council is only part of the site of the registered Scheduled Ancient Monument which was uncovered during creation of the railway line. To the North of the railway line is a large area which contained part of the main church building.
2. Attached is a letter from the Chairman of the Lewes Priory Trust which will be self-explanatory, and an English Heritage site plan showing the registered scheduled Ancient Monument. In summary: it is suggested that the Council make an approach to acquire this 'Northern' area of Scheduled Ancient Monument.
3. Letters of support have been received from the Friends of Lewes, and Lewes History Group

Background information:

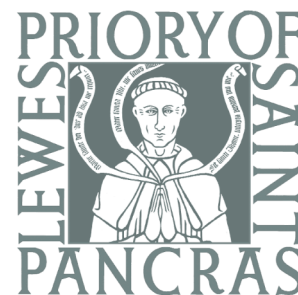
4. The Town Council acquired ownership of the site of the Cluniac Priory of St Pancras – commonly known as Lewes Priory – from Lewes District Council in 2000. At that time the site was not distinguished from the adjacent Convent Field and was treated as additional parkland; containing a golf putting green, grassed amenity area, and the upstanding remains of the Priory, which were surrounded by substantial security fencing and opened by arrangement only occasionally, for visits by academic parties.
5. Lewes Priory Trust had for many years attempted to secure adequate support for the conservation of the internationally-important remains and had masterminded a variety of *ad hoc* explorations and projects with permission of the owners. The aim of the Trust is to preserve and enhance the remains of the Priory and the surrounding area with the objective that it should become a facility of cultural, historic, educational and tourist importance of which the Town can be justifiably proud. Its detailed aims are set out in a development plan, which can be seen at www.lewespriory.org.uk.
6. In 2003 the Town Council and the Trust began discussions which resulted in the Trust being given a long lease of the site, running to August 2041, which enabled them to successfully obtain National Lottery funding for works to create the environment which is seen today. Alongside this lease is a management agreement which requires the Trust to maintain and operate the site as a publicly-accessible park. The management fee payable by the Council was determined with reference to the contracted cost for maintenance of the ground at that time and is reviewed annually with reference to inflation factors built into the agreement. Our working relationship is extremely good, and the "Priory Park" is a great asset to the townscape, underpinning the broad academic and educational endeavours of the Trust, with its many partners and the European Federation of Cluniac Sites.

S Brigden
10th January 2020

Attached:

Letter received from Chairman of Lewes Priory Trust dated 3rd January 2020
English Heritage site plan of registered scheduled Ancient Monument

Lewes Priory Trust



Council Members
Lewes Town Council
Town Hall
LEWES
East Sussex
BN7 2QS

Sy Morse-Brown
Orchard House
Bishops Lane
RINGMER
East Sussex
BN8 5LD

T 01273 477355
M 07966 884964

3 January 2020

Dear Councillors

LEWES PRIORY OF ST PANCRAS

Following preliminary discussions the Town Clerk has advised us to write formally to the Council to explain our proposal for a major project in 2021.

As you will know, the Priory of St Pancras was the first Cluniac priory founded in Britain shortly after the conquest and is a heritage site of national importance equal to Lewes Castle.

It has been ten years since the Town Council entrusted Lewes Priory Trust with the management of Priory Park and the wonderful remains which it contains. In 2021 it will be the 10th anniversary of the Grand Re-opening of the park following the major refurbishment project for which the Trust raised over £800,000 from the Heritage Lottery Fund, English Heritage and other donors. It was followed in 2012 by a project centred on education and public engagement for which the Trust raised a further £100,000, in 2013 by education projects related to the 750th anniversary of the Battle of Lewes, in 2014 by the Battle Monument Restoration and in 2016 by the creation of the Medieval Kitchen Garden.

All this has provided an incomparable historic and recreational space of which the people of Lewes are justly proud. To date over £950,000 has been raised on behalf of the town by the efforts of the trustees (who are all unpaid) and their volunteers. None of this could have been done without the continuing encouragement and support of the Town Council and particularly of the Town Clerk. We believe this more than demonstrates that the Council was right to place its confidence in the Trust.

Some councillors may not know that only part of the site of the Priory of St Pancras is owned by the Town Council. The land north of the railway remains in private hands and this includes the area where the great church stood. It is part of the same Scheduled Ancient Monument which covers Priory Park to the south (the enclosed plan shows the SAM boundaries). It has long been the belief of the Trust and key Lewes residents that it makes sense for both sections to be within one ownership and that should be public ownership. This would allow the whole site to be safeguarded for the future. It is the Trust's fervent hope that the Town Council will support this aspiration as an appropriate project for the 10th anniversary.

The current owners of the north site formerly lived in 4 Priory Crescent and used the land as additional domestic recreational space. Their care of the site has been exemplary and they have allowed the Trust access for archaeological inspection on many occasions for which we are most grateful. They now live elsewhere in Lewes but still have the responsibility of looking after the scheduled monument. It may be therefore that an appropriate offer to purchase would be given serious consideration. The decision, of course, rests entirely with the owners and if they say no that is the end of the matter.

Registered Office:
Trinity House, School Hill, Lewes,
East Sussex, BN7 2NN

Private Company
Limited by Guarantee in England

Registered Company No: 6493711

Charity No: 1123751





The Trust believes an approach would best come from the Town Council and it can be done as a simple enquiry without any commitment. If the reply is positive, a decision can be taken by the Council whether to proceed. Though we are in difficult financial times, nothing is lost by finding out the cost and we believe there are sources of funding for acquisition of heritage assets. The trust would be willing to assist with grant applications

We believe that the ownership of the north site would bring unique opportunities for further archaeological research, public access and educational projects. It will unite once again what was cut in two by the railway 175 years ago.

Our request therefore is for the Town Council to consider whether it will support the acquisition in principle and, if it will, to make an approach to the owners. We hope it will be sympathetically received.

We will be happy to meet councillors to provide any further information they may require.

With best wishes for 2020.

Yours sincerely

Sy Morse-Brown
Chairman
symb@me.com



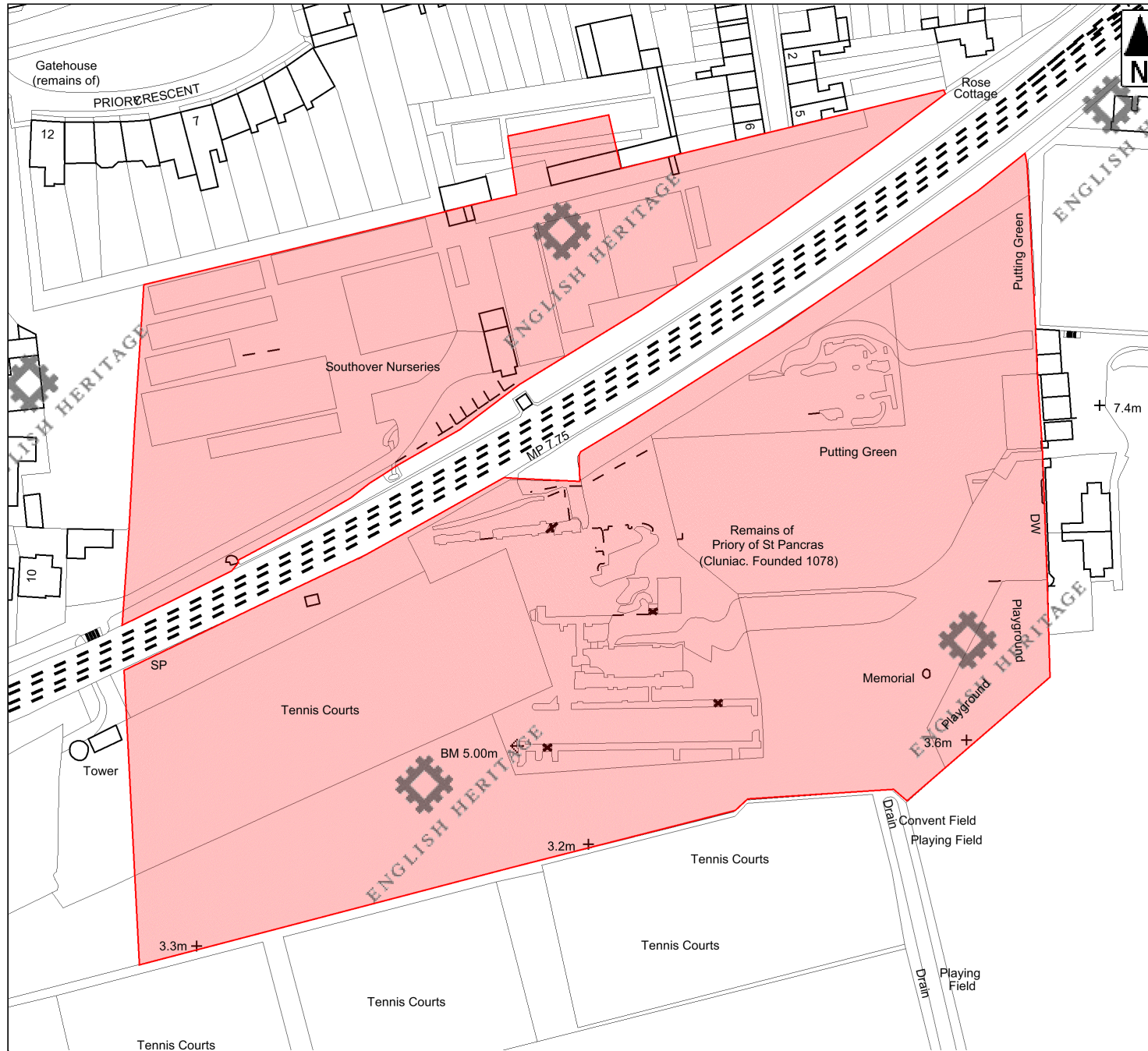
Registered Office:
Trinity House, School Hill, Lewes,
East Sussex, BN7 2NN

Private Company
Limited by Guarantee in England

Registered Company No: 6493711

Charity No: 1123751

Scheduled Monument



Number: 28890

County/UA: EAST SUSSEX COUNTY

Local Authority: LEWES DISTRICT

Parish: LEWES CP

Notes:

Every effort has been made to ensure the accuracy of this map. It is supplied for indication purposes only and should always be read in conjunction with the Schedule entry. If you require clarification of the exact extent of the Scheduled area or further information, please contact English Heritage.

Map Centre NGR: TQ4141109573

Map Scale: 1:1250

Scheduled Monument

- Un-mapped
- Mapped

Print Date: 15 March 2011

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ENGLISH HERITAGE
 1 Waterhouse Square, 138-142 Holborn,
 London EC1N 2ST
 Tel: 020 7973 3000 Fax: 020 7973 3001
www.english-heritage.org.uk

Name: PRIORY OF ST PANCRAS

Agenda Item No: 9

Report No: FC018/2019

Report Title: Budget and Council Tax Precept 2020/21

Report To: Full Council

Date: 23rd January 2020

Report By: S Brigden, Town Clerk

Purpose of Report: To recommend service expenditure and income budgets, provisions to earmarked financial Reserves, and Council Tax precept for the 2020/21 financial year, following assessment of values by the Finance Working Party and, subsequently, accommodating the results of the ‘Visioning’ exercise (to clarify priorities and principles to inform the Council’s activities and policy direction).

Recommendation(s):

- 1 That the budgets for contributions to earmarked financial Reserves; service expenditure and income for the 2020/21 financial year shown appended to this report be approved
- 2 That the Council Tax precept for the 2020/21 year be set at £1,308,329

Information:

1. The Finance Working Party met on 16th December 2019 and considered service budget estimates in detail. Members considered context and background information and values giving rise to draft service budgets, and a provisional figure for the resulting 2020/21 precept requirement. This is fully-reported in the Minutes of that meeting (submitted to this meeting of Council), where Members agreed in-principle a base budget for further refinement during the Visioning conclusion scheduled for 15th January 2020. It has been confirmed, since the Working party meeting, that there will be no further payments of the previous government-funded Council Tax Reduction Support Grant; loss of which, in itself, represents a 3% increase in precept to maintain the current level of nett expenditure.
2. The Council subsequently concluded its ‘Visioning’ exercise; conducted to clarify priorities and principles to inform the Council’s activities and policy direction from 2020, and any financial provisions arising were introduced to the ‘base’ figures and are now reflected in the appended budget.
3. It is recommended that Council approve the budgets and provisions for Reserves for the year commencing 1st April 2020 (*appended*) and set the Council tax precept at £1,308,329. This represents 19.61% increase over the current year, equivalent to an extra £34.98 per year (67pence per week) payable by a Band ‘D’ household.

Appended to this report:

Page 1 Shows a draft budget summary analysed by service for 2020/21.

Page 2 Summary in aggregate for background information only - direct comparisons with previous year are NOT valid as each year may see significant change at detail level for a variety of reasons.

Pages 3-13 Service budgets; with brief notes on any salient points. Again; previous year is shown for background information only - direct comparisons are NOT valid as each year may see significant change at detail level for a variety of reasons. Service accounts 70; 71 and 72 (analyzed on pages 10; 11 and 12) are consolidated on summary pages for simplicity of presentation.

4. The recommended precept is a product of the underlying principles considered by the Working Party, and the inclusion of specific amounts for known costs and projects – those already mandated by Council, and those anticipated in the year – plus estimates for items arising from ‘visioning’. The recommended precept can be analyzed as a cost of £75.64 per head of population or £213.16 per ‘band-D’ equivalent property. The figure of 6,137.9 properties used to calculate this is the 2020 “tax-base” value recently-advised by Lewes District Council (LDC).

5. The budgets presented take account of:

- Provision for known/anticipated increases in public Utility supplies, NNDR *etc.*
- Adjustments for completed and imminent (previously-approved) projects.
- Provision for elements identified in the Council's 'major items' plan.
- Provision for elements identified in the Council's visioning exercise.
- Appropriate reserves for agreed/anticipated projects.
- Provision for anticipated increases in insurance and other overhead costs *etc.*
- Provision for known increase in employers' pension and NI contributions.
- Refinement of overhead allocation to services and base service cost estimates.
- An estimated adjustment to salaries (the previous national agreement reached through the local government joint negotiating body had covered two years, expiring at the end of March 2020. National negotiations regarding April 2020 onward had been temporarily halted in November due to the national election and are expected to resume in January 2020).
- Provision for known and anticipated increases in cost of contracted services.
- Maintenance of the small grants fund, recognizing the consistently high level of applications received.
- Re-establishment of exhausted reserves and continuation of prudent contributions.
- Provision for costs of assets or services acquired through devolution.
- Fees & charges tariff increase of 5% proposed, rounded to an appropriate value for the service concerned.

S Brigden

16th January 2020

LEWES TOWN COUNCIL			Budget Estimates				2020-21		ANALYSIS ALL COST CENTRES				
Column	A	B	C	D	E	F	G	H	I	J	K	L	
		COST CENTRE	10	20	30	40	50	51	60	70/71/72	80		
Line	RESOURCE ACCOUNT		Corporate Admin	Civic Admin	Mayoralty	Town Hall	All Saints	Malling C/Centre	Pells	Open Spaces	Allotments	TOTAL	
1		EXPENDITURE											
2		Staff											
3	7003/5	Salaries & Wages	49,028	49,793	30,651	104,806	88,897	8,554	10,695	38,344	15,777	396,545	
4	7006	National Insurance	4,763	4,914	3,301	10,100	7,918	858	956	3,269	1,336	37,415	
5	7007	Superannuation	8,505	8,575	5,313	16,039	15,365	1,463	1,788	6,297	2,606	65,951	
6	7009	Other staff expenses	3,950	0	0	0	0	0	0	0	0	3,950	
7		Staff Total	66,246	63,282	39,265	130,945	112,180	10,875	13,439	47,910	19,719	503,861	
8		Premises											
9	6100	Repairs & maintenance	600	0	0	15,000	4,000	1,000	3,500	9,000	1,500	34,600	
10	6101	Grounds maintenance	0	0	0	4,120	500	1,000	15,000	60,890	8,000	89,510	
11	6102	Electricity	0	0	0	14,490	3,810	1,000	0	515	0	19,815	
12	6103	Gas	0	0	0	12,420	2,895	1,000	0	0	0	16,315	
13	6104	Water & drainage	0	0	0	3,310	2,480	700	0	200	1,650	8,340	
14	6105	Alarm systems	0	0	0	4,450	380	0	0	0	0	4,830	
15	6106	Equipment & furniture etc	600	0	0	2,500	9,500	200	0	2,000	0	14,800	
16	6107	Rentals & hire costs	0	0	0	0	0	0	0	0	0	0	
17	6108	NNDR	0	0	0	62,600	3,725	5,070	0	0	0	71,395	
18	6109	Premises insurance	1,490	0	0	14,940	3,800	1,020	825	1,350	0	23,425	
19		Premises Total	2,690	0	0	133,830	31,090	10,990	19,325	73,955	11,150	283,030	
20		Transport											
21	6200	Transport hire costs	0	0	0	0	0	0	0	0	0	0	
22	6201	Transport running costs	0	0	0	0	0	0	0	0	0	0	
23	6202	Mileage allowances	0	0	0	0	0	0	0	0	0	0	
24		Transport Total	0	0	0	0	0	0	0	0	0	0	
25		Supplies & services											
26	6400	Consumable stores	0	0	0	2,600	1,400	300	0	680	0	4,980	
27	6401	Equipment rental	0	0	0	930	500	0	40	10,000	0	11,470	
28	6402	Regalia	0	1,200	250	0	0	0	0	0	0	1,450	
29	6403	Small plant & tools	0	0	0	900	200	50	120	2,325	150	3,745	
30	6404	Catering	0	10,000	10,500	0	770	0	0	0	250	21,520	
31	6405	Printing	400	300	400	450	700	40	0	50	0	2,340	
32	6406	Stationery	400	500	300	500	350	40	50	185	80	2,405	
33	6407	Books & periodicals	100	0	0	0	0	0	0	0	0	100	
34	6408	Postage	400	250	250	400	500	80	70	185	100	2,235	
35	6409	Telephones/ICT	14,000	250	190	1,400	1,100	80	100	560	110	17,790	
36	6410	Office equipment	2,000	90	100	150	800	0	50	120	30	3,340	
37	6411	General office expenses	0	0	0	0	0	0	0	0	0	0	
38	2300	Loan charges	0	0	0	10,056	0	48,000	0	0	0	58,056	
39	6412	Consultants	8,000	0	0	1,000	400	2,000	770	0	0	12,170	
40	6413	Legal expenses	0	2,000	0	2,450	1,600	500	90	500	0	7,140	
41	6414	Hospitality	0	0	1,000	0	0	0	0	0	0	1,000	
42	6415	Members allowances	0	5,000	700	0	0	0	0	0	0	5,700	
43	6416	Miscellaneous expenses	8,000	10,500	1,000	0	500	0	0	11,000	0	31,000	
44	6417	Grants & subscriptions etc	5,000	55,000	100	0	0	0	10,000	17,550	70	87,720	
45	6418	Advertising & promotions	1,000	3,000	0	930	400	0	0	500	650	6,480	
46	6419	Traveling & subsistence	120	2,000	1,000	0	0	0	0	50	100	3,270	
47		Supplies & services Total	39,420	90,090	15,790	21,766	9,220	51,090	11,290	43,705	1,540	283,911	
48		Miscellaneous											
49	8100	A/cs written off	0	0	0	0	0	0	0	0	0	0	
50	6500	Miscellaneous insurances	4,270	1,970	260	1,010	1,140	80	155	475	155	9,515	
51	n/a	Service contributions to reserves	93,000	52,000	0	60,000	10,000	30,000	30,000	116,700	0	391,700	
52	6700	Other miscellaneous expenditure	1,000	0	0	0	0	0	0	0	0	1,000	
53		Miscellaneous Total	98,270	53,970	260	61,010	11,140	30,080	30,155	117,175	155	402,215	
54													
55		EXPENDITURE TOTAL	206,626	207,342	55,315	347,551	163,630	103,035	74,209	282,745	32,564	1,473,017	
56		<i>Expenditure excluding contributions to reserves</i>	113,626	155,342	55,315	287,551	153,630	73,035	44,209	166,045	32,564	1,081,317	
57		INCOME											
58	4000	Fees & charges	50	0	0	95,000	55,000	0	158	0	0	150,208	
59	4001	Rentals	0	0	0	7,800	0	0	0	0	4,830	12,630	
60	4002	Other miscellaneous income	1,200	150	500	0	0	0	0	0	0	1,850	
61		INCOME TOTAL	1,250	150	500	102,800	55,000	0	158	0	4,830	164,688	
62													
63		NETT OPERATING TOTAL	205,376	207,192	54,815	244,751	108,630	103,035	74,051	282,745	27,734	1,308,329	
64													
65		<i>Nett operating total excluding contributions to reserves</i>	112,376	155,192	54,815	184,751	98,630	73,035	44,051	166,045	27,734	916,629	
66		apportioned adjustment grant from LDC	0	0	0	0	0	0	0	0	0	0	
67		<i>Nett operating total less adjustment grant</i>	205,376	207,192	54,815	244,751	108,630	103,035	74,051	282,745	27,734	1,308,329	
68													
69													
69		<i>Nett per head of population (2011 census)</i>	17,297	£11.87	£11.98	£3.17	£14.15	£6.28	£5.96	£4.28	£16.35	£1.60	£75.64
70		<i>Nett operating total per Band D equiv't at</i>	6,137.90	£33.46	£33.76	£8.93	£39.88	£17.70	£16.79	£12.06	£46.07	£4.52	£213.16
71		<i>PRECEPT total per Band D equiv't at</i>	6,137.90	£33.46	£33.76	£8.93	£39.88	£17.70	£16.79	£12.06	£46.07	£4.52	£213.16

LEWES TOWN COUNCIL

Budget Estimates		2020-21		
AGGREGATE - ALL COST CENTRES				
Line	Account	2019/20 EST	< > diff	2020/21 EST
1	EXPENDITURE			
2	Staff			
3	7003/5 Salaries & Wages	384,542	12,003	396,545
4	7006 National Insurance	36,325	1,090	37,415
5	7007 Superannuation	64,029	1,922	65,951
6	7009 Other staff expenses	3,950	0	3,950
7	Staff Total	488,846	15,015	503,861
8	Premises			
9	6100 Repairs & maintenance	34,600	0	34,600
10	6101 Grounds maintenance	87,000	2,510	89,510
11	6102 Electricity	19,200	615	19,815
12	6103 Gas	15,800	515	16,315
13	6104 Water & drainage	8,100	240	8,340
14	6105 Alarm systems	4,680	150	4,830
15	6106 Equipment & furniture etc	14,800	0	14,800
16	6107 Rentals & hire costs	0	0	0
17	6108 NNDR	69,000	2,395	71,395
18	6109 Premises insurance	22,780	645	23,425
19	Premises Total	275,960	7,070	283,030
20	Transport			
21	6200 Transport hire costs	0	0	0
22	6201 Transport running costs	0	0	0
23	6202 Mileage allowances	0	0	0
24	Transport Total	0	0	0
25	Supplies & Services			
26	6400 Consumable stores	4,980	0	4,980
27	6401 Equipment rental	9,420	2,050	11,470
28	6402 Regalia	1,450	0	1,450
29	6403 Small plant & tools	3,745	0	3,745
30	6404 Catering	21,500	20	21,520
31	6405 Printing	2,340	0	2,340
32	6406 Stationery	2,405	0	2,405
33	6407 Books & periodicals	100	0	100
34	6408 Postage	2,235	0	2,235
35	6409 Telephones/ICT	17,790	0	17,790
36	6410 Office equipment	3,340	0	3,340
37	6411 General office expenses	0	0	0
38	2300 Loan charges	10,056	48,000	58,056
39	6412 Consultants	12,170	0	12,170
40	6413 Legal expenses	7,140	0	7,140
41	6414 Hospitality	1,000	0	1,000
42	6415 Members allowances	5,700	0	5,700
43	6416 Miscellaneous expenses	31,000	0	31,000
44	6417 Grants & subscriptions etc	86,770	950	87,720
45	6418 Advertising & promotions	6,450	30	6,480
46	6419 Travelling & subsistence	1,870	1,400	3,270
47	Supplies & services Total	231,461	52,450	283,911
48				
49	Miscellaneous			
50	8100 A/cs written off	0	0	0
51	6500 Miscellaneous insurances	9,240	275	9,515
52	n/a Recharges to services	281,380	110,320	391,700
53	6700 Other miscellaneous expenditure	1,000	0	1,000
54	Miscellaneous Total	291,620	110,595	402,215
55				
56	EXPENDITURE Total	1,287,887	185,130	1,473,017
57		0		
58	INCOME			
59	4000 Fees & charges income	147,200	3,008	150,208
60	4001 Rental income	12,400	230	12,630
61	4002 Other miscellaneous income	1,850	0	1,850
62	INCOME Total	161,450	3,238	164,688
63				
64	NETT OPERATING TOTAL	1,126,437	181,892	1,308,329
65				
66				
67				
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69				
70	BUDGET REQUIREMENT (rounded)	1,127,000	182,000	1,309,000

LEWES TOWN COUNCIL

Budget Estimates

Service: CORPORATE ADMINISTRATION (10) 2020-21

Line	Account	2019/20 EST	< > diff	2020/21 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	47,603	1,425	49,028	
4	7006 National Insurance	4,624	139	4,763	
5	7007 Superannuation	8,257	248	8,505	
6	7009 Other staff expenses	3,950	0	3,950	incl. welfare; subst; training
7	Staff Total	64,434	1,812	66,246	
8	Premises				
9	6100 Repairs & maintenance	600	0	600	
10	6101 Grounds maintenance		0		
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc	600	0	600	
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance	1,450	40	1,490	
19	Premises Total	2,650	40	2,690	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
26	6400 Consumable stores		0		
27	6401 Equipment rental		0		
28	6402 Regalia		0		
29	6403 Small plant & tools		0		
30	6404 Catering		0		
31	6405 Printing	400	0	400	
32	6406 Stationery	400	0	400	part rechargeable to services on analysis
33	6407 Books & periodicals	100	0	100	Incl. royalty payments iro resaleable stock
34	6408 Postage	400	0	400	part rechargeable to services on analysis
35	6409 Telephones/ICT	14,000	0	14,000	part rechargeable to services on analysis
36	6410 Office equipment	2,000	0	2,000	part rechargeable to services on analysis
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants	8,000	0	8,000	Audit/Sage support/Satswana DPO
40	6413 Legal expenses		0		
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses	8,000	0	8,000	Member training budget
44	6417 Grants & subscriptions etc	5,000	0	5,000	NALC/SEEmp/SALC/SLCC
45	6418 Advertising & promotions	1,000	0	1,000	Stat Ads
46	6419 Travelling & subsistence	120	0	120	
47	Supplies & services Total	39,420	0	39,420	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	4,150	120	4,270	
52	n/a Recharges to services	57,000	36,000	93,000	see Projects & Reserves table
53	6700 Other miscellaneous expenditure	1,000	0	1,000	bank charges & contingency
54	Miscellaneous Total	62,150	36,120	98,270	
55					
56	EXPENDITURE Total	168,654	37,972	206,626	
57		0			
58	INCOME				
59	4000 Fees & charges income	50	0	50	sale of publications
60	4001 Rental income		0		
61	4002 Other miscellaneous income	1,200	0	1,200	
62	INCOME Total	1,250	0	1,250	
63					
64	NETT TOTAL	167,404	37,972	205,376	
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LEWES TOWN COUNCIL

Budget Estimates

Service: **CIVIC ADMINISTRATION (20)** **2020-21**

Line	Account	2019/20 EST	< > diff	2020/21 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	48,348	1,445	49,793	
4	7006 National Insurance	4,770	144	4,914	
5	7007 Superannuation	8,325	250	8,575	
6	7009 Other staff expenses		0		
7	Staff Total	61,443	1,839	63,282	
8	Premises				
9	6100 Repairs & maintenance		0		
10	6101 Grounds maintenance		0		
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance	0	0	0	
19	Premises Total	0	0	0	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
26	6400 Consumable stores		0		
27	6401 Equipment rental		0		
28	6402 Regalia	1,200	0	1,200	cleaning/refurbishment; PM badges etc.
29	6403 Small plant & tools		0		
30	6404 Catering	10,000	0	10,000	Civic events
31	6405 Printing	300	0	300	
32	6406 Stationery	500	0	500	
33	6407 Books & periodicals		0		
34	6408 Postage	250	0	250	
35	6409 Telephones/ICT	250	0	250	
36	6410 Office equipment	90	0	90	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants		0		
40	6413 Legal expenses	2,000	0	2,000	Base £2K
41	6414 Hospitality		0		
42	6415 Members allowances	5,000	0	5,000	Scheme agreed @ £331 per Cllr
43	6416 Miscellaneous expenses	10,500	0	10,500	Twin'g £5K Tour'm £4K; Civic Awd £1500
44	6417 Grants & subscriptions etc	53,000	2,000	55,000	Misc Grants £45K; CAB £8K; HSTA-LNS £2K
45	6418 Advertising & promotions	3,000	0	3,000	
46	6419 Travelling & subsistence	600	1,400	2,000	
47	Supplies & services Total	86,690	3,400	90,090	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	1,920	50	1,970	
52	n/a Recharges to services	42,000	10,000	52,000	see Projects & Reserves table
53	6700 Other miscellaneous expenditure	0	0	0	Contingency
54	Miscellaneous Total	43,920	10,050	53,970	
55					
56	EXPENDITURE Total	192,053	15,289	207,342	
57		0			
58	INCOME				
59	4000 Fees & charges income		0		
60	4001 Rental income	0	0	0	
61	4002 Other miscellaneous income	150	0	150	
62	INCOME Total	150	0	150	
63					
64	NETT TOTAL	191,903	15,289	207,192	
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LEWES TOWN COUNCIL

Budget Estimates

Service: **MAYORALTY (30)** **2020-21**

Line	Account	2019/20 EST	< > diff	2020/21 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	29,760	891	30,651	
4	7006 National Insurance	3,205	96	3,301	
5	7007 Superannuation	5,158	155	5,313	
6	7009 Other staff expenses		0		
7	Staff Total	38,123	1,142	39,265	
8	Premises				
9	6100 Repairs & maintenance		0		
10	6101 Grounds maintenance		0		
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance		0		
19	Premises Total	0	0	0	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
26	6400 Consumable stores		0		
27	6401 Equipment rental		0		
28	6402 Regalia	250	0	250	
29	6403 Small plant & tools		0		
30	6404 Catering	10,500	0	10,500	Mayoral events (major)
31	6405 Printing	400	0	400	
32	6406 Stationery	300	0	300	
33	6407 Books & periodicals		0		
34	6408 Postage	250	0	250	
35	6409 Telephones/ICT	190	0	190	
36	6410 Office equipment	100	0	100	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants		0		
40	6413 Legal expenses		0		
41	6414 Hospitality	1,000	0	1,000	Mayoral events (minor)
42	6415 Members allowances	700	0	700	personal expenses allowance
43	6416 Miscellaneous expenses	1,000	0	1,000	tickets/tributes/donations/gifts etc.
44	6417 Grants & subscriptions etc	100	0	100	Sx Mayors Assoc/Civic Officers Assoc.
45	6418 Advertising & promotions		0		
46	6419 Travelling & subsistence	1,000	0	1,000	
47	Supplies & services Total	15,790	0	15,790	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	250	10	260	
52	n/a Recharges to services		0	0	see Projects & Reserves table
53	6700 Other miscellaneous expenditure	0	0	0	
54	Miscellaneous Total	250	10	260	
55					
56	EXPENDITURE Total	54,163	1,152	55,315	
57		0			
58	INCOME				
59	4000 Fees & charges income		0		
60	4001 Rental income		0		
61	4002 Other miscellaneous income	500	0	500	Mayor's fund
62	INCOME Total	500	0	500	
63					
64	NETT TOTAL	53,663	1,152	54,815	
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LEWES TOWN COUNCIL

Budget Estimates

Service: TOWN HALL (40)

2020-21

Line	Account	2019/20 EST	< > diff	2020/21 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	101,732	3,074	104,806	
4	7006 National Insurance	9,806	294	10,100	
5	7007 Superannuation	15,572	467	16,039	
6	7009 Other staff expenses		0		
7	Staff Total	127,110	3,835	130,945	
8	Premises				
9	6100 Repairs & maintenance	15,000	0	15,000	Routine & Responsive repairs
10	6101 Grounds maintenance	4,000	120	4,120	Refuse £3000: window cleaning £320: base £680
11	6102 Electricity	14,000	490	14,490	
12	6103 Gas	12,000	420	12,420	
13	6104 Water & drainage	3,200	110	3,310	
14	6105 Alarm systems	4,300	150	4,450	Fire and intruder systems
15	6106 Equipment & furniture etc	2,500	0	2,500	Fire equipment & misc plant
16	6107 Rentals & hire costs		0		
17	6108 NNDR	60,500	2,100	62,600	
18	6109 Premises insurance	14,500	440	14,940	per u/writer allocation of premium
19	Premises Total	130,000	3,830	133,830	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
26	6400 Consumable stores	2,600	0	2,600	
27	6401 Equipment rental	900	30	930	incl. sanitary service
28	6402 Regalia		0		
29	6403 Small plant & tools	900	0	900	incl. kitchen equip't service
30	6404 Catering		0		
31	6405 Printing	450	0	450	
32	6406 Stationery	500	0	500	
33	6407 Books & periodicals		0		
34	6408 Postage	400	0	400	
35	6409 Telephones/ICT	1,400	0	1,400	
36	6410 Office equipment	150	0	150	
37	6411 General office expenses		0		
38	2300 Loan charges	10,056	0	10,056	PWLB loan 1998-2023
39	6412 Consultants	1,000	0	1,000	
40	6413 Legal expenses	2,450	0	2,450	licences & PRS royalties
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses	0	0	0	
44	6417 Grants & subscriptions etc		0		
45	6418 Advertising & promotions	900	30	930	
46	6419 Travelling & subsistence		0		
47	Supplies & services Total	21,706	60	21,766	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	980	30	1,010	
52	n/a Recharges to other a/c's	60,000	0	60,000	see Projects & Reserves table
53	6700 Other miscellaneous expenditure	0	0	0	contingency
54	Miscellaneous Total	60,980	30	61,010	
55					
56	EXPENDITURE Total	339,796	7,755	347,551	
57		0			
58	INCOME				
59	4000 Fees & charges income	90,000	5,000	95,000	
60	4001 Rental income	7,800	0	7,800	LDC strongroom rental + res flat
61	4002 Other miscellaneous income		0		
62	INCOME Total	97,800	5,000	102,800	
63					
64	NETT TOTAL	241,996	2,755	244,751	
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LEWES TOWN COUNCIL

Budget Estimates

Service: ALL SAINTS (50) 2020-21

Line	Account	2019/20 EST	< > diff	2020/21 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	86,239	2,658	88,897	
4	7006 National Insurance	7,688	230	7,918	
5	7007 Superannuation	14,918	447	15,365	
6	7009 Other staff expenses		0		
7	Staff Total	108,845	3,335	112,180	
8	Premises				
9	6100 Repairs & maintenance	4,000	0	4,000	Routine & Responsive repairs
10	6101 Grounds maintenance	500	0	500	incl. refuse collection etc.
11	6102 Electricity	3,700	110	3,810	
12	6103 Gas	2,800	95	2,895	
13	6104 Water & drainage	2,400	80	2,480	
14	6105 Alarm systems	380	0	380	
15	6106 Equipment & furniture etc	9,500	0	9,500	eqpt. & lighting etc.
16	6107 Rentals & hire costs		0		
17	6108 NNDR	3,600	125	3,725	
18	6109 Premises insurance	3,700	100	3,800	underwriter apportionment of premium
19	Premises Total	30,580	510	31,090	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				<i>* Film@AS ceased 2018</i>
26	6400 Consumable stores	1,400	0	1,400	
27	6401 Equipment rental	480	20	500	
28	6402 Regalia		0		
29	6403 Small plant & tools	200	0	200	
30	6404 Catering	750	20	770	kiosk stock
31	6405 Printing	700	0	700	
32	6406 Stationery	350	0	350	
33	6407 Books & periodicals		0		
34	6408 Postage	500	0	500	
35	6409 Telephones/ICT	1,100	0	1,100	
36	6410 Office equipment	800	0	800	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants	400	0	400	LFC fees
40	6413 Legal expenses	1,600	0	1,600	Licences
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses	500	0	500	
44	6417 Grants & subscriptions etc		0		
45	6418 Advertising & promotions	400	0	400	
46	6419 Travelling & subsistence		0		
47	Supplies & services Total	9,180	40	9,220	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	1,100	40	1,140	
52	n/a Recharges to services	10,000	0	10,000	<i>see Projects & Reserves table</i>
53	6700 Other miscellaneous expenditure		0		
54	Miscellaneous Total	11,100	40	11,140	
55					
56	EXPENDITURE Total	159,705	3,925	163,630	
57		0			
58	INCOME				
59	4000 Fees & charges income	52,000	3,000	55,000	
60	4001 Rental income		0		
61	4002 Other miscellaneous income	0	0	0	
62	INCOME Total	52,000	3,000	55,000	
63					
64	NETT TOTAL	107,705	925	108,630	
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LEWES TOWN COUNCIL

Budget Estimates

Service: MALLING COMMUNITY CENTRE (51) 2020-21

2019/20 EST	< > diff	2020/21 EST
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NB: Anticipated closure for REFURBISHMENT est 6 months from M

Line	Account	2019/20 EST	< > diff	2020/21 EST
1	EXPENDITURE			
2	Staff			
3	7003/5 Salaries & Wages	8,282	272	8,554
4	7006 National Insurance	833	25	858
5	7007 Superannuation	1,420	43	1,463
6	7009 Other staff expenses	0	0	0
7	Staff Total	10,535	340	10,875
8	Premises			
9	6100 Repairs & maintenance	1,000	0	1,000
10	6101 Grounds maintenance	1,000	0	1,000
11	6102 Electricity	1,000	0	1,000
12	6103 Gas	1,000	0	1,000
13	6104 Water & drainage	700	0	700
14	6105 Alarm systems	0	0	0
15	6106 Equipment & furniture etc	200	0	200
16	6107 Rentals & hire costs	0	0	0
17	6108 NNDR	4,900	170	5,070
18	6109 Premises insurance	990	30	1,020
19	Premises Total	10,790	200	10,990
20	Transport			
21	6200 Transport hire costs	0	0	0
22	6201 Transport running costs	0	0	0
23	6202 Mileage allowances	0	0	0
24	Transport Total	0	0	0
25	Supplies & Services			
26	6400 Consumable stores	300	0	300
27	6401 Equipment rental	0	0	0
28	6402 Regalia	0	0	0
29	6403 Small plant & tools	50	0	50
30	6404 Catering	0	0	0
31	6405 Printing	40	0	40
32	6406 Stationery	40	0	40
33	6407 Books & periodicals	0	0	0
34	6408 Postage	80	0	80
35	6409 Telephones/ICT	80	0	80
36	6410 Office equipment	0	0	0
37	6411 General office expenses	0	0	0
38	2300 Loan charges	0	48,000	48,000 PWLB 15yrs 2020-34
39	6412 Consultants	2,000	0	2,000
40	6413 Legal expenses	500	0	500
41	6414 Hospitality	0	0	0
42	6415 Members allowances	0	0	0
43	6416 Miscellaneous expenses	0	0	0
44	6417 Grants & subscriptions etc	2,000	-2,000	0 Ag'y Payments to MCA
45	6418 Advertising & promotions	0	0	0
46	6419 Travelling & subsistence	0	0	0
47	Supplies & services Total	5,090	46,000	51,090
48				
49	Miscellaneous			
50	8100 A/cs written off	0	0	0
51	6500 Miscellaneous insurances	80	0	80
52	n/a Recharges to services	78,000	-48,000	30,000 see Projects & Reserves table
53	6700 Other miscellaneous expenditure	0	0	0
54	Miscellaneous Total	78,080	-48,000	30,080
55				
56	EXPENDITURE Total	104,495	-1,460	103,035
57		0		
58	INCOME			
59	4000 Fees & charges income	5,000	-5,000	0
60	4001 Rental income	0	0	0
61	4002 Other miscellaneous income	0	0	0
62	INCOME Total	5,000	-5,000	0
63				
64	NETT TOTAL	99,495	3,540	103,035

LEWES TOWN COUNCIL

Budget Estimates

Service: **PELLS (60)** **2020-21**

Line	Account	2019/20 EST	< > diff	2020/21 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	10,338	357	10,695	
4	7006 National Insurance	929	27	956	
5	7007 Superannuation	1,736	52	1,788	
6	7009 Other staff expenses		0		
7	Staff Total	13,003	436	13,439	
8	Premises				
9	6100 Repairs & maintenance	3,500	0	3,500	
10	6101 Grounds maintenance	14,500	500	15,000	
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance	800	25	825	
19	Premises Total	18,800	525	19,325	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
26	6400 Consumable stores		0		
27	6401 Equipment rental	40	0	40	
28	6402 Regalia		0		
29	6403 Small plant & tools	120	0	120	
30	6404 Catering		0		
31	6405 Printing		0		
32	6406 Stationery	50	0	50	
33	6407 Books & periodicals		0		
34	6408 Postage	70	0	70	
35	6409 Telephones/ICT	100	0	100	
36	6410 Office equipment	50	0	50	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants	770	0	770	Town Brook Trust audit fee
40	6413 Legal expenses	90	0	90	Water abstraction licence
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses		0		
44	6417 Grants & subscriptions etc	10,000	0	10,000	PPCA £10,000 grant
45	6418 Advertising & promotions		0		
46	6419 Travelling & subsistence		0		
47	Supplies & services Total	11,290	0	11,290	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	150	5	155	
52	n/a Recharges to services	30,000	0	30,000	see Projects & Reserves table
53	6700 Other miscellaneous expenditure		0		
54	Miscellaneous Total	30,150	5	30,155	
55					
56	EXPENDITURE Total	73,243	966	74,209	
57		0			
58	INCOME				
59	4000 Fees & charges income	150	8	158	Fishing permits
60	4001 Rental income		0		
61	4002 Other miscellaneous income		0		
62	INCOME Total	150	8	158	
63					
64	NETT TOTAL	73,093	958	74,051	
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LEWES TOWN COUNCIL

Budget Estimates

Service: **OPEN SPACES (70)** **2020-21**

Line	Account	2019/20 EST	< > diff	2020/21 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	20,114	726	20,840	
4	7006 National Insurance	1,768	54	1,822	
5	7007 Superannuation	3,332	100	3,432	
6	7009 Other staff expenses		0		
7	Staff Total	25,214	880	26,094	
8	Premises				
9	6100 Repairs & maintenance	2,000	0	2,000	
10	6101 Grounds maintenance	54,000	1,890	55,890	Contracted costs & base (£25k)
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance		0		
19	Premises Total	56,000	1,890	57,890	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
26	6400 Consumable stores	600	0	600	
27	6401 Equipment rental	8,000	2,000	10,000	inc CCTV running costs
28	6402 Regalia		0		
29	6403 Small plant & tools	2,000	0	2,000	
30	6404 Catering		0		
31	6405 Printing	50	0	50	
32	6406 Stationery	80	0	80	
33	6407 Books & periodicals		0		
34	6408 Postage	90	0	90	
35	6409 Telephones/ICT	380	0	380	
36	6410 Office equipment	50	0	50	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants		0		
40	6413 Legal expenses	500	0	500	
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses	11,000	0	11,000	incl Xmas trees £3000; Bonfire Stewards £6k
44	6417 Grants & subscriptions etc	3,000	500	3,500	incl HSTA LNS £2000
45	6418 Advertising & promotions	500	0	500	
46	6419 Travelling & subsistence	50	0	50	
47	Supplies & services Total	26,300	2,500	28,800	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	290	10	300	
52	n/a Recharges to services	2,000	77,000	79,000	see Projects & Reserves table
53	6700 Other miscellaneous expenditure		0		
54	Miscellaneous Total	2,290	77,010	79,300	
55					
56	EXPENDITURE Total	109,804	82,280	192,084	
57		0			
58	INCOME				
59	4000 Fees & charges income		0		
60	4001 Rental income		0		
61	4002 Other miscellaneous income	0	0	0	
62	INCOME Total	0	0	0	
63					
64	NETT TOTAL	109,804	82,280	192,084	
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LEWES TOWN COUNCIL

Budget Estimates

Service: LEWES PRIORY (71)

2020-21

Line	Account	2019/20 EST	< > diff	2020/21 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	3,274	118	3,392	
4	7006 National Insurance	285	9	294	
5	7007 Superannuation	549	17	566	
6	7009 Other staff expenses		0		
7	Staff Total	4,108	144	4,252	
8	Premises				
9	6100 Repairs & maintenance	1,000	0	1,000	
10	6101 Grounds maintenance	0	0	0	
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage	200	0	200	
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance	300	10	310	
19	Premises Total	1,500	10	1,510	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
26	6400 Consumable stores		0		
27	6401 Equipment rental		0		
28	6402 Regalia		0		
29	6403 Small plant & tools	25	0	25	
30	6404 Catering		0		
31	6405 Printing		0		
32	6406 Stationery	25	0	25	
33	6407 Books & periodicals		0		
34	6408 Postage	20	0	20	
35	6409 Telephones/ICT	30	0	30	
36	6410 Office equipment	30	0	30	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants		0		
40	6413 Legal expenses		0		
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses		0		
44	6417 Grants & subscriptions etc	12,600	450	13,050	contracted pay't LPTrust
45	6418 Advertising & promotions		0		
46	6419 Travelling & subsistence		0		
47	Supplies & services Total	12,730	450	13,180	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	0	0	0	
52	n/a Recharges to services	280	220	500	see Projects & Reserves table
53	6700 Other miscellaneous expenditure		0		
54	Miscellaneous Total	280	220	500	
55					
56	EXPENDITURE Total	18,618	824	19,442	
57		0			
58	INCOME				
59	4000 Fees & charges income		0		
60	4001 Rental income		0		
61	4002 Other miscellaneous income		0		
62	INCOME Total	0	0	0	
63					
64	NETT TOTAL	18,618	824	19,442	
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LEWES TOWN COUNCIL

Budget Estimates

Service: AMENITIES (72) 2020-21

Line	Account	2019/20 EST	< > diff	2020/21 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	13,600	512	14,112	
4	7006 National Insurance	1,120	33	1,153	
5	7007 Superannuation	2,232	67	2,299	
6	7009 Other staff expenses		0	0	
7	Staff Total	16,952	612	17,564	
8	Premises				
9	6100 Repairs & maintenance	6,000	0	6,000	Furn £3K, Clocks £500; base £2k
10	6101 Grounds maintenance	5,000	0	5,000	incl hanging baskets
11	6102 Electricity	500	15	515	
12	6103 Gas		0		
13	6104 Water & drainage		0		
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc	2,000	0	2,000	
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance	1,040	0	1,040	
19	Premises Total	14,540	15	14,555	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
26	6400 Consumable stores	80	0	80	
27	6401 Equipment rental		0		
28	6402 Regalia		0		
29	6403 Small plant & tools	300	0	300	
30	6404 Catering		0		
31	6405 Printing		0		
32	6406 Stationery	80	0	80	
33	6407 Books & periodicals		0		
34	6408 Postage	75	0	75	
35	6409 Telephones/ICT	150	0	150	
36	6410 Office equipment	40	0	40	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants		0		
40	6413 Legal expenses		0		
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses		0		
44	6417 Grants & subscriptions etc	1,000	0	1,000	W/Mem Trust; Hist Towns Forum etc
45	6418 Advertising & promotions		0		
46	6419 Travelling & subsistence		0		
47	Supplies & services Total	1,725	0	1,725	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	170	5	175	
52	n/a Recharges to services	2,100	35,100	37,200	see Projects & Reserves table
53	6700 Other miscellaneous expenditure	0	0	0	
54	Miscellaneous Total	2,270	35,105	37,375	
55					
56	EXPENDITURE Total	35,487	35,732	71,219	
57		0			
58	INCOME				
59	4000 Fees & charges income		0		
60	4001 Rental income		0		
61	4002 Other miscellaneous income		0		
62	INCOME Total	0	0	0	
63					
64	NETT TOTAL	35,487	35,732	71,219	
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LEWES TOWN COUNCIL

Budget Estimates

Service: ALLOTMENTS (80) 2020-21

Line	Account	2019/20 EST	< > diff	2020/21 EST	NOTES
1	EXPENDITURE				
2	Staff				
3	7003/5 Salaries & Wages	15,252	525	15,777	
4	7006 National Insurance	1,297	39	1,336	
5	7007 Superannuation	2,530	76	2,606	
6	7009 Other staff expenses		0		
7	Staff Total	19,079	640	19,719	
8	Premises				
9	6100 Repairs & maintenance	1,500	0	1,500	
10	6101 Grounds maintenance	8,000	0	8,000	
11	6102 Electricity		0		
12	6103 Gas		0		
13	6104 Water & drainage	1,600	50	1,650	
14	6105 Alarm systems		0		
15	6106 Equipment & furniture etc		0		
16	6107 Rentals & hire costs		0		
17	6108 NNDR		0		
18	6109 Premises insurance		0		
19	Premises Total	11,100	50	11,150	
20	Transport				
21	6200 Transport hire costs		0		
22	6201 Transport running costs		0		
23	6202 Mileage allowances		0		
24	Transport Total	0	0	0	
25	Supplies & Services				
26	6400 Consumable stores		0		
27	6401 Equipment rental		0		
28	6402 Regalia		0		
29	6403 Small plant & tools	150	0	150	
30	6404 Catering	250	0	250	Allotment show
31	6405 Printing		0		
32	6406 Stationery	80	0	80	
33	6407 Books & periodicals		0		
34	6408 Postage	100	0	100	
35	6409 Telephones/ICT	110	0	110	
36	6410 Office equipment	30	0	30	
37	6411 General office expenses		0		
38	2300 Loan charges		0		
39	6412 Consultants		0		
40	6413 Legal expenses		0		
41	6414 Hospitality		0		
42	6415 Members allowances		0		
43	6416 Miscellaneous expenses		0		
44	6417 Grants & subscriptions etc	70	0	70	NAALG m'ship
45	6418 Advertising & promotions	650	0	650	base £150; A show & prizes £500
46	6419 Travelling & subsistence	100	0	100	
47	Supplies & services Total	1,540	0	1,540	
48					
49	Miscellaneous				
50	8100 A/cs written off		0		
51	6500 Miscellaneous insurances	150	5	155	
52	n/a Recharges to services	0	0	0	see Projects & Reserves table
53	6700 Other miscellaneous expenditure		0		
54	Miscellaneous Total	150	5	155	
55					
56	EXPENDITURE Total	31,869	695	32,564	
57		0			
58	INCOME				
59	4000 Fees & charges income		0		
60	4001 Rental income	4,600	230	4,830	
61	4002 Other miscellaneous income		0		
62	INCOME Total	4,600	230	4,830	
63					
64	NETT TOTAL	27,269	465	27,734	
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COUNCIL PLAN 2019/20

Status update

Lewes Town Council proposes to initiate and complete (where possible and practical), or continue, the following major areas of work in the year 1st April 2019 to 31st March 2020. These are in addition to various projects and initiatives itemised in the Council's budgets and accounts, and represent larger-scale activities deserving special attention.

	Project	description	status at December 2019	status at January 2020
1	Town Hall repairs & conservation	Replace boilers; Council Chamber redecoration and replace carpet; Corn Exchange and Lecture Room replace lighting; Yarrow Room replace carpet	Awaiting consultants further report	Awaiting consultants further report
2	Pells Lake ecology project	Improvements to water quality. Introduction of aquatic plants W/Party remit to consider structural integrity of lake perimeter. partially completed – specialist report obtained	pending commencement of 3rd-party works in locality to achieve best VFM – links to item 4	pending commencement of 3rd-party works in locality to achieve best VFM – links to item 4
3	Pells Recreation Ground and kiosk/café development (with Santon Group and others)	Engagement with Santon Group and others to improve the “urban realm” in the area as an integral component of necessary flood-defence works; taking the opportunity to replace children’s play equipment and introduce equipment for a wider age-range, and to provide an enhanced café facility	Pending arrangement of meeting with PPCA	Pending arrangement of meeting with PPCA
4	Malling (Bridgeview) Community Centre refurbishment	To carry out a comprehensive refurbishment of the community centre, with modern heating and lighting, with improved facilities for community use, including more flexible interior spaces and better integration of the sports changing-	Borrowing approval received 20th November. Contractor agreed possession of site March 2020. works duration 20 weeks	Borrowing approval received 20th November. Contractor agreed possession of site March 2020. works duration 20 weeks
5	Commemorations:	To engage with, and inspire, appropriate community recognition of National and local commemorations.	committee established. Item complete	committee established. Item complete
6	Neighbourhood Plan (with Community partners)	Development of a Neighbourhood Plan for Lewes under provisions of the Localism Act 2011	plan now in effect Item complete	plan now in effect Item complete
7	Continuing programme of environmental enhancements and specific site improvements	Engage with appropriate projects arising from third-party initiatives (eg highway safety/traffic management). Continuing improvements to own assets (eg allotment sites)	Urgent tree works update received at Council 19th December.	Urgent tree works update received at Council 19th December.
8	Devolution of assets & services	Provide for transfer of ownership of various assets/services from Lewes District Council. (currently subject to ongoing negotiation)	Working Party recommendations considered by Council 19th December. Next stage: further detail from LDC to inform negotiations	Further detail sought from LDC to inform negotiations
9	New council website	New website.	Established - content revisions and updates ongoing. Item complete	Established - content revisions and updates ongoing. Item complete
10	General Data Protection Regulations	General Data Protection Regulations and Data Protection Act 2018. Implications for working practices and Data Regulation structure. Office IT systems update will take account of this and address ageing hardware and end-of-life software.	"Cyber essentials" formal accreditation awarded. Councillor email accounts available - Members to initiate individual accounts. TC office outgoing correspondence exclusively to these account wef 1st February 2020	Last Members have now initiated individual email accounts. TC office outgoing correspondence exclusively to these account wef 1st February 2020

Status update

These are in addition to various projects and initiatives itemised in the Council's budgets and accounts and represent larger-scale activities deserving special attention.

Project	description	status at January 2020	DRAFT 2020/21	
1	Town Hall repairs & conservation	Replace boilers; Council Chamber redecoration and replace carpet; Corn Exchange and Lecture Room replace lighting; Yarrow Room replace carpet	Awaiting consultants further report on heating system options viability.	continue programme
2	Pells Lake ecology project	Improvements to water quality. Introduction of aquatic plants W/Party remit to consider structural integrity of lake perimeter. partially completed – specialist report obtained	pending commencement of 3rd-party works in locality to achieve best VFM – links to item 4	pending commencement of 3rd-party works in locality to achieve best VFM – links to item 4
3	Pells Recreation Ground and kiosk/café development (with Santon Group and others)	Engagement with Santon Group and others to improve the “urban realm” in the area as an integral component of necessary flood-defence works; taking the opportunity to replace children’s play equipment and introduce equipment for a wider age-range, and to provide an enhanced café facility for the swimming pool, recreation ground, and surrounding parkland.	Pending arrangement of meeting with PPCA	Continuing
4	Malling (Bridgeview) Community Centre refurbishment	To carry out a comprehensive refurbishment of the community centre, with modern heating and lighting, with improved facilities for community use, including more flexible interior spaces and better integration of the sports changing-rooms with the adjoining sports pitches and recreation ground.	Borrowing approval received 20th November. Contractor agreed possession of site March 2020. works duration 20 weeks	Conclude project - engage managing agent (Wave Leisure)
5	Continuing programme of environmental enhancements and specific site improvements	Engage with appropriate projects arising from third-party initiatives (eg highway safety/traffic management). Continuing improvements to own assets (eg allotment sites)	Urgent tree works update received at Council 19th December.	Continuing
6	Devolution of assets & services	Provide for transfer of ownership of various assets/services from Lewes District Council. (currently subject to ongoing negotiation)	Working Party recommendations considered by Council 19th December. Next stage: further detail from LDC to inform negotiations	Continuing
7	DECISIONS re Retirement of key staff	Prepare strategy for recruitment of Town Clerk Designate and further staff establishment changes.	Personnel Panel mandated to begin detailed examination of successor Clerk and discuss 6 other posts affected by eligibility for retirement.	